

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 11, 1976

8:00 p.m.

ROBERT THIEDA
LRC RES

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - October 15 and October 31, 1976
 - C. Estimated Payroll November 1 thru December 31, 1976
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
- VIII. New Business
 - A. RECOMMENDATION: Developmental Leave
Director, Student Services Exhibit A
 - B. RECOMMENDATION: Building M, Physical Fitness Center Exhibit B
 - C. RECOMMENDATION: Proposed Reorganization Charts,
1977-1980 Exhibit C
 - D. RECOMMENDATION: Confirmation of Harper Foundation
Directors Exhibit D
 - E. RECOMMENDATION: Approval of Estimated Utility Bills Exhibit E
 - F. DISCUSSION: Architectural Selection Process Exhibit F
- IX. President's Report
- X. 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, November 11, 1976

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, Nov. 11, 1976, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Present: Members William A. Kelly, Robert R. Moats, Shirley A. Munson, Robert G. Rausch, Judith Troehler, and Student Member Robin Turpin.

Absent: Members Jessalyn M. Nicklas and Natalie Weber

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, John DiCanio, George Dorner, Guerin Fischer, John Gelch, Jean Goodling, Robert Hughes, Fred Inden, John Januszko, C. Patrick Lewis, Jack Lucas, W. J. Mann, Liz McKay, Scott McMannis, William E. Miller, Don Misic, Joann Powell, Donn Stansbury, Sue Stidger, Elaine Stoermer, Fred Vaisvil, P. Vander Haeghen, George Voegel, W. E. Von Mayr, and Robert Wyman--Harper College; Paul Scott--Harper Student; Diane Norman--Copley Record Newspapers.

MINUTES:

Member Rausch moved, Member Moats seconded, approval of the minutes of the regular Board meeting of Oct. 14, 1976, as distributed.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

CITIZEN PARTICIPATION:

There was none.

DISBURSEMENTS:
Bills Payable

Member Moats moved, Member Troehler seconded, approval of the bills payable of November 11, 1976, as follows:

Educational Fund	\$ 385,432.52
Building Fund	238,009.92
Site and Construction Fund	47,997.13
Bond and Interest Fund	1,205,053.45
Auxiliary Fund	246,023.62

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

DISBURSEMENTS:
Payrolls

Member Kelly moved, Member Rausch seconded, approval of the payroll of October 15, 1976, in the amount of \$441,922.46; the payroll of October 31, 1976, in the amount of \$434,471.71; and the estimated payroll of Nov. 1, 1976 through Dec. 31, 1976, in the amount of \$1,765,934.25.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Financial
Statements**

There were no questions.

**Budget
Transfers**

Member Troehler moved, Member Moats seconded, approval of the Educational Fund budget transfers in the amount of \$8,000.00, as per Exhibit V-E attached to the minutes in the Board of Trustees Official Book of Minutes.

Dr. Mann pointed out a correction to be made on the first page of the budget transfers; under account number 116-190-539 and 116-190-515, the figures should be reversed with Salaries being increased by \$4,210.00, and Contractual Services being decreased by \$4,210.00.

The maker and seconder of the motion accepted the correction, and upon roll call the vote was as follows:

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

Nays: None

Motion carried.

Bid Awards

Member Troehler moved, Member Moats seconded, approval of bid awards V-F1 through V-F11 as follows: (Exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes)

V-F1 Award bid request Q-4611 for construction of concrete sidewalk from "P" Building to "F" Building to the low bidder, Taylor Construction Co., in the amount of \$4,084.00.

V-F2 Award bid request Q-4613 for video equipment for Resource Services Department to Roscor, in the amount of \$1,449.00; Midwest Visual, in the amount of \$855.00; and Meade Electronics, in the amount of \$203.00: total amount \$2,507.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F3 Award bid request Q-4628 for audio equipment for Building "H" Lecture Hall to Ancha Electronics, in the amount of \$150.00; Automate Processors in the amount of \$2,428.00; General Radio in the amount of \$633.19; Russell Electric in the amount of \$1,547.50; and Bauman Music in the amount of \$2,896.71; total amount \$7,655.40.
- V-F4 Award bid request Q-4614 for audio visual equipment to Beckley Cardy in the amount of \$2,470.50; Midwest Visual in the amount of \$2,130.00; United Visual in the amount of \$1,805.55; Treck Photo in the amount of \$1,685.28; Zenith Radio in the amount of \$2,449.85; and Helix Ltd., in the amount of \$1,875.00: total amount of award \$12,416.18.
- V-F5 Award bid request Q-4609 for shop and laboratory equipment for "G" and "H" Buildings as detailed in the exhibit, total award \$58,974.52.
- V-F6 Award bid request Q-4615 for campus directories to the low bidder, Lynn Sign Co., in the amount of \$5,700.00.
- V-F7 Award bid request Q-4630 for microscopes for Piology Lab to the low bidder, Fisher Scientific, in the amount of \$4,506.00.
- V-F8 Award bid request Q-4610 for laboratory equipment for Electronic Technology to the low bidder, Tektronix, in the amount of \$11,900.00.
- V-F9 Award bid request Q-4641 for floor cleaning machines for Buildings "G" and "H" to Bolotin in the amount of \$660.00, for two items, and to L.M. Brownsey in the amount of \$5,659.00, for three items, for a total award of \$6,319.00.
- V-F10 Award bid request Q-4645 for the moving of instructional mechanical equipment from Building "B" to Building "G" to the low bidder, Zipprich Co., in the amount of \$2,885.00.
- V-F11 Award bid request Q-4627 for video equipment for Lecture Hall of Building "H" to the low bidder, Meade Electronics, in the amount of \$7,948.75.

Referring to Ex. V-F1, Member Rausch asked if Taylor Construction Company had done the concrete work on steps leading to Building "D". Dr. Lahti stated that work

DISBURSEMENTS:
Bid Awards
(cont.)

had been done by Corbetta. Mr. Hughes discussed some of the work done by Taylor Construction at the college, commenting that it had been very satisfactory.

Member Rausch asked about the college's asset inventory management system on video equipment. Dr. Mann stated there is a fully computerized inventory system on audio visual equipment and briefly explained the system.

Referring to Ex. V-F10, Member Moats wondered why there were just two bidders and why the one bid was so much lower than the other. Mr. Hughes stated there was no explanation for the variance in the bids. He stated Zipprich Company are well qualified movers. Mr. Inden commented that some of the larger machinery movers considered this job too small.

Member Kelly inquired if he could have a brief description of the work Reb Steel will be doing on the job in reference to Ex. V-F5. Mr. Inden explained that basically they will be installing individual pieces of shop equipment.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Change Orders

Member Moats moved, Member Troehler seconded, that the Board approve the submittal of proposed Change Orders PCM-1, PCM-3, PCM-5, PCM-6, PCM-7, and PCM-9 to the the Capital Development Board, as per Exhibit V-G attached to the minutes in the Board of Trustees Official Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS:

There were no communications.

UNFINISHED BUSINESS:
Committee Reports

Member Troehler, Chairperson of the Goals Committee, reported the committee had met and reviewed the goals for 1977-78. There will be changes and modifications. The revisions will be made and distributed again to the committee.

Member Moats, Chairperson of the Building Committee, reported that Buildings "G" and "H" are going well.

**UNFINISHED
BUSINESS:
Committee
Reports
(cont.)**

Member Moats stated the move will begin with the Christmas recess, with priority given Building "G". He reported a considerable amount of class activity will begin in the spring semester. "H" Building will follow. More classroom space will not actually be available in the spring term because of the process of transferring from one building to another. There will be more classroom and lab facilities available in the fall term. Member Moats reported Building M, or the Physical Education facility, is on the agenda and was discussed extensively at a meeting of the committee-of-the-whole. It is planned to present the results of the Board's deliberations tonight to the ICCB on Nov. 19, then to the IBHE, and then back to CDB about February with a more comprehensive set of drawings. Soil borings are now being made. Buildings "I" and "J" are still under discussion.

Member Weber entered the meeting at 8:20 p.m.

Member Kelly, Chairperson of the Budget Committee, reported a meeting of the committee is scheduled for December 22.

Member Weber, Chairperson of the Public Relations Committee, reported her committee will have their first meeting next week.

Member Rausch, Chairperson of the Policy Manual Committee, reported a committee meeting is scheduled for December 6.

Member Troehler expressed her pleasure in seeing the traffic lights at the Algonquin Road entrance.

**NEW BUSINESS:
Developmental
Leave, Director
of Student
Services**

Member Troehler moved, Member Rausch seconded, that Mr. Frank Borelli be granted an administrative developmental leave for the period from June 20, 1977, through Aug. 15, 1977, at full pay.

Upon roll call, the vote was as follows:

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

Motion carried.

**Building M,
Physical Fitness
Center**

Member Moats moved, Member Rausch seconded, that the Board approve the increase of the Physical Education facility (Building M) to 97,000 gross square feet with a project budget of \$5,900,000.

Student Senate President, Paul Scott, read a resolution unanimously adopted by the Student Senate in support of the proposal for the Physical Education facility.

NEW BUSINESS:
**Building N,
 Physical
 Fitness
 Center
 (cont.)**

Dr. Lahti reported that Dr. Birkholz and Dr. Cormack had presented this facility to the faculty in a faculty interface. He felt it had been received well--no negative comments had been heard.

Member Kelly stated he planned to cast a negative vote and would like to explain why. He stated his position was made clear at both special open meetings held to consider this proposition, and also by separate letter to his fellow trustees. While favoring the need for a Physical Education facility, he remains convinced that these plans are on too grand a scale. He stated he believes the decision to proceed to be out of phase with other priority needs of the college and years ahead of the long-range plan.

Member Weber agreed with Member Kelly, stating she also planned to vote no. Since coming to the Board, she had been in favor of a Physical Education facility because of the expressed desire of some of the students. However, as this is over the amount originally intended, she felt it should be something less grand.

Member Moats stated he would vote no if he felt that the extra amount would take away from the other things committed to the voters in the referendum, but he is convinced this will not take away from the Board's ability to meet the other needs. Furthermore, he stated to skimp on this, to come down to the \$5,000,000 figure would probably mean a three module facility instead of a four module facility, and in the long run it would be found skimpy. Therefore, Member Moats stated he was supporting the proposal.

Chairman Munson stated she had also had questions, but after hearing the various presentations she agrees with the proposal as it stands now. However, she stated she would strenuously object to any further additions or funding of this building.

Upon roll call, the vote was as follows:

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

Motion carried.

**Reorganization
 Charts, 1977-80**

Member Rausch moved, Member Weber seconded, that the Board approve the proposed organizational structures, as shown in charts in Ex. VIII-C, and that the administration be directed to proceed with the necessary implementation for the Fall of 1977. (Ex. VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Chairman Munson stated this proposal was discussed at length in a committee-of-the-whole meeting.

NEW BUSINESS:
Reorganization
Charts, 1977-80
(cont.)

Member Kelly commented that he felt it should be made clear that management will still be held responsible for organization, as he considers this more of a management prerogative.

Chairman Munson pointed out the Board does have to approve the structure because of the addition of a position.

Dr. Lahti felt Member Kelly was saying the administration was being charged with the smooth management and operation of the college; that, in terms of authority, they are to work within the framework provided by the Board, yet keep the Board informed. Member Kelly added that this flexibility is essential to proper management. He was not opposing the motion, only commenting.

Member Moats felt it was appropriate that the Board review and approve major changes of this import and hold the administration responsible for initiating and implementing such changes.

Upon roll call, the vote was as follows:

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

Motion carried.

Harper
Foundation
Directors

Member Kelly moved, Member Weber seconded, that the Board of Trustees approve the following individuals (as per Ex. VIII-D) for appointment to the William Rainey Harper College Educational Foundation Board of Directors. (Ex. VIII-D attached to the minutes in the Board of Trustees Official Book of Minutes.)

F. James Harring, Inverness, IL
Ray Kessell, Schaumburg, IL
Sidney Rosenfield, Arlington Heights, IL

Dr. Lahti reported the Foundation is at full membership now with 15 members. Member Kelly indicated the Foundation Directors are very pleased with the accomplishments of the Foundation's new Coordinator, Ms. Jo Hayes, in such a short period of time.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Estimated
Utility
Bills

Member Weber moved, Member Troehler seconded, that the Board of Trustees take action to approve estimated utility bills.

After some discussion, Member Weber withdrew her motion.

Dr. Mann discussed the problem with utility bills. Utility bills have increased in size and the amount of money involved. Although utility companies allow a discount, they penalize if they are not paid within a specified amount of time. The college is unable to meet their schedules with monthly Board meetings, and consequently it has become an increasing problem. It is proposed that these bills be handled exactly as the payrolls are. The utility bills will be estimated and approved in advance in the same section as the payrolls, so that Dr. Mann, as Treasurer, will have authority to sign the checks within an appropriate amount of time to avoid being penalized. Dr. Mann explained there is a substantial amount of money involved.

Member Weber moved, Member Troehler seconded, that the Board of Trustees approve the inclusion of an estimated bill in the same section with the estimated payroll each month. Actual utility invoices will be presented to the Board of Trustees for formal examination and approval at the next scheduled business meeting.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Architectural
Selection
Process

Member Troehler moved, Member Weber seconded, that the Board approve the architectural selection process (as in Ex. VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes), and direct the administration to proceed with its implementation.

Dr. Lahti suggested any interested architectural firms should address their inquiries to Mr. Donald Misic. Member Turpin asked if there would be faculty and students on the selection committee. Dr. Lahti pointed out the Board would make the final selection. He stated the administration would do staff work for the Board, within the criteria as written. In answer to Member Turpin's question, Member Kelly stated he considered this a technical situation in which there would be a great deal of expertise involved; it would be necessary to consider a company's reputation, the qualifications of their personnel, etc. Faculty and students would be welcome to sit in at the meetings.

NEW BUSINESS:
**Architectural
Selection
Process
(cont.)**

Member Moats stated he had reviewed this process with Dr. Mann. He pointed out there would probably be dozens of interested architects. The Board does not have the time to go over the reams of paperwork necessary for a pre-screening process. Member Moats added that it is the pre-screening process to which this document is primarily addressed.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**PRESIDENT'S
REPORT:**

Dr. Lahti referred to the Swine Flu inoculations going on at Harper from Nov. 11 through Nov. 14 for the general public. Harper is providing the space and facility for this program under the guidance of Health Services. Liz McKay reports there were 1800 vaccinations that day.

Dr. Lahti distributed the current copy of the Community and Junior College Journal, calling attention to a feature article in the magazine, "The Welder Is A Woman."

Chairman Munson stated there would be a short executive session following adjournment concerning possible litigation.

ADJOURNMENT:

Member Weber moved, Member Troehler seconded, that the meeting be adjourned at 8:50 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler