

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

AMBROSE EASTERLY  
LRC PRD

BOARD MEETING

AGENDA

January 13, 1977

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable
  - B. Payroll - December 15 and December 31, 1976
  - C. Estimated Payroll - January 1, 1977 thru February 1, 1977
  - 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. Faculty
      - a. Replacement, Biology Exhibit A-1a
      - b. Resignation, Dental Hygiene Exhibit A-1b
      - c. Contract Riders, Counseling Exhibit A-1c
    2. Administration
      - a. Executive Vice President Exhibit A-2a
  - B. RECOMMENDATION: Audit Report Exhibit B
  - C. RECOMMENDATION: Action on Trustee Election  
Nominating Petition Notice Exhibit C
  - D. RECOMMENDATION: Approval of Schedule of Certificate  
of Final Acceptance for Phase II-A  
to Capital Development Board Exhibit D
- 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, January 13, 1977

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, Jan. 13, 1977, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members William A. Kelly, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, Robert G. Rausch, Judith Troehler, Natalie Weber, and Student Member Robin Turpin  
Absent: None

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Don Carlson, Frank Christensen, Donald Collins, Bob Cormack, John DiCanio, Anton A. Dolejs, Dennis D. Dunton, Charles Falk, Guerin Fischer, John Gelch, Jean Goodling, Wayne Haberkorn, William Howard, Robert J. Hughes, Fred Inden, John Januszko, W. Klingenberg, Pat Lewis, Jack Lucas, W. J. Mann, Liz McKay, George Minkevich, William E. Miller, Donald Misic, Joann Powell, Elaine Stoermer, Fred Vaisvil, W. E. Von Mayr, John White, David Williams, and Robert Wyman--Harper College; Robert Kuhn and A. J. Hutchinson--Ernst & Ernst; Jody Saunders and Paul Scott--Harper Students; Diane Granat--Paddock Publications; C. Yoakum--Barrington Press; and Jan Bone.

MINUTES: Member Rausch moved, Member Moats seconded, approval of the minutes of the regular Board meeting of Dec. 9, 1976, as distributed.

Motion carried.

CITIZEN PARTICIPATION: There was none.

DISBURSEMENTS: Member Nicklas moved, Member Weber seconded, approval of Bills Payable the bills payable of Jan. 13, 1977, as follows:

Educational Fund	\$260,577.81
Building Fund	46,484.14
Site and Construction Fund	25,318.16
Auxiliary Fund	110,674.70

Chairman Munson raised a question about check #1506 in the Site and Construction Fund. Dr. Mann stated he would check into it and report back.

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS:

Payrolls

Member Nicklas moved, Member Weber seconded, approval of the payroll of Dec. 15, 1976, in the amount of \$442,706.45; the payroll of Dec. 31, 1976, in the amount of \$443,262.23; and the estimated payroll of Jan. 1, 1977 through Feb. 28, 1977, in the amount of \$1,785,226.89.

Upon roll call, the vote was as follows:

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

Motion carried.

Estimated Utility Bills

Member Nicklas moved, Member Weber seconded, approval of estimated utility bills for January, 1977, in the amount of \$42,000.00, February, 1977, in the amount of \$34,300.00, and for March, 1977, in the amount of \$41,630.00.

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 questions on the financial statements.

Budget Transfers

Member Rausch moved, Member Nicklas seconded, approval of the Educational Fund budget transfers in the amount of \$9,231.00, and approval of the Building and Maintenance Fund budget transfers in the amount of \$1,300.00, as per Exhibits V-E-1 and V-E-2 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 Troehler moved, Member Nicklas seconded, approval of bid awards V-F1 through V-F6, as follows. (Exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes.)

V-F1 Award bid request Q-4658 for printing of the 1976/77 Point of View student magazine to the low bidder, Glenbard Graphics, in the amount of \$2,597.50.

DISBURSEMENTS:  
Bid Awards  
 (cont.)

- V-F2 Award bid request Q-4642 for housekeeping service for Willow Park Center to the low bidder, Admiral Maintenance, in the amount of \$9,383.00.
- V-F3 Split the award of bid request Q-4670 for audio visual equipment to the low bidders as follows: Item #1 and #4 to United Visual in the amount of \$2,900.70; Item #2 to Beckley Cardy, in the amount of \$732.00; Item #3 to Midwest Visual in the amount of \$1,275.00; total amount of award, \$4,907.00.
- V-F4 Issue a change order to P.O. D-5520 to the Home Elevator Company for \$1,836.00, changing the total from \$20,720.00 to \$22,556.00.
- V-F5 Split the award of bid request Q-4665 for drafting tables and chairs as follows: Items #1 and #2 to Huey Paper Co., in the amount of \$9,564.00; Item #3 to Herman Miller Co., in the amount of \$1,612.80; total amount of award, \$11,176.80.
- V-F6 Issue a change order to P.O. D-4744 to Redi-Froze for frozen meats and vegetables, changing the total from \$5,000.00 to \$7,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Change  
 Orders

Member Troehler moved, Member Nicklas seconded, approval of the submittal of the following proposed Change Orders for Buildings G and H to the Capital Development Board--Change Orders PCM #1, PCM #4, and PCM #11, as per Exhibit V-G attached to the minutes in the Board of Trustees Official Book of Minutes.

A discussion followed on the analysis of proposed and approved change orders for the Building "G" and "H" project which had been provided for Board information. Dr. Mann informed Member Moats that five percent of the total building cost is allowed for contingency. Mr. Mistic pointed out one change order for approximately \$22,000 was not included by CDB in the original contract in error and should never have been a change order. Dr. Mann discussed the \$50,000 Honeywall Delta 1000, stating this was a very controversial item. He stated these two items, a substantial portion of the contingency, are very unusual to the college's normal change order experience in the past. Member Kelly asked if the amount involved in oversights is not a measure of the

DISBURSEMENTS:

Change  
Orders  
(cont.)

performance of an architect. Dr. Mann agreed this was one measure. Mr. Mistic stated six or eight of the change orders were college requested, and Dr. Mann added that the college wanted the \$50,000 change order, which will tie in the complete mechanical system with the power plant.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS:

None.

UNFINISHED

BUSINESS:

Committee  
Reports

Member Nicklas reported on the community people who had agreed to serve on the Committee to Name Harper Buildings: John Haas, first Chairman of the Harper Board of Trustees; Dr. Frank Smith, former member of Dist. #214 Board and member of Harper's Steering Committee; John Woods, Chairman of Harper's Blue Ribbon Long Range Study Committee; Ed Bruning, active in the community and a member of the Industrial Council; and George Seaver, active in the Hoffman community.

Member Kelly indicated a date for the Budget Committee meeting will be set soon.

Member Rausch reported a tentative date of Jan. 25 had been set for the Policy Committee meeting.

Member Weber announced the Public Relations Committee will be meeting soon.

Member Moats reported on complications arising from the Legislature's override of the Governor's veto on 1977 funds, but not on the 1976 funds. This provides for Building J, but not I, and J cannot stand alone without the mechanical plant that goes with I. He reported two large labs in G and six classrooms in H will be ready for spring semester occupancy. The PE Building architects will be on campus on February 2 to review the design drawings prior to CDB review later in February. If approved, the working drawings can be started which would not be done before June, when they would be subject to approval. The contracts on this project could not be let before summer.

Member Troehler reported the revised charge to the Institutional Goals Committee had been distributed to the Board.

Chairman Munson stated there would be a committee-of-the-whole meeting on population and enrollment projections after the Board meeting.

NEW BUSINESS:

Staffing--  
Faculty,  
Replacement

Member Weber moved, Member Troehler seconded, approval of the appointment of Mr. William Andresen as an Instructor, Biology, effective Jan. 12, 1977, at a salary of \$6,750, from Jan. 12, 1977 to May 20, 1977. (Pro-rated from an annual salary of \$13,500 for 39-week contract.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Resignation

Member Weber moved, Member Troehler seconded, the Board of Trustees accept with regret the resignation Of Ms. Christina Newkirk, effective May 20, 1977.

Motion carried.

Contract  
Riders

Member Weber moved, Member Troehler seconded, that the Board of Trustees approve contract riders as follows:

Bruce Bohrer - \$192.00 for the period  
Dec. 27, 28, 29, 1976

Phil Troyer - \$580.00 for the period Dec. 27  
through 31, 1976, and Jan. 3 and 4,  
1977

Donald Holland - a rider for \$2,717.20 payable  
in eleven installments, for the  
period Jan. 16, 1977 to June 30, 1977

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Staffing--  
Administrative

Member Kelly moved, Member Nicklas seconded, that the Board of Trustees appoint Dr. John Birkholz to the position of Executive Vice President effective July 1, 1977.

Paul Scott, President of the Student Senate, questioned why a position of this nature had no type of input from students or faculty, stating the students were concerned that no selection committee was formed, that students were omitted from the process. Member Turpin added that some students were afraid this might set a precedent.

Dr. Lahti pointed out this position had been thoroughly discussed at the December Board meeting. Everyone in the institution had been advised it would be posted. On the basis of that exposure, a decision was to be made

NEW BUSINESS:  
Staffing--  
Administrative

whether to go outside. Dr. Birkholz has been a long-standing performer of Harper who has led the academic program for a number of years. Dr. Lahti reviewed Dr. Birkholz's experience at Harper. Dr. Lahti stated after checking Affirmative Action, and given the rationale of this person's long-standing performance in this institution, with this success pattern and experience, it was felt it would not have been in the best interest of Harper to go through a prolonged search when probably the most qualified person was right here. He pointed out the V.P. of Students is the position of authority for students and the V.P. of Academic Affairs is the authority for faculty. The Executive V.P. is not a direct instructional or student officer. Dr. Lahti felt the students had raised a reasonable question, but it would be most significant where students relate or deal directly with an administrator, where faculty has direct relationship with and the instructional program is being coordinated by an officer. In such cases, Dr. Lahti felt the opportunity for input should probably be accorded students and faculty.

Member Moats commented that in a case where the Board chose to bring in an individual from the outside, where there was no obvious choice, it would be a different situation; then he would like to see the students and faculty involved.

Member Kelly pointed out the Board did discuss briefly at the December meeting the significant import to morale of promotions from within.

Dr. Lahti stated he did not consider that this decision to stay within the college was precedent setting and that individual judgments will be made on each position.

Mr. William E. Miller, President of the Faculty Senate, felt Mr. Scott's point was that the purpose of the institution is students and that students and faculty should have input in this kind of decision.

Mr. Scott stated the students were not challenging Dr. Birkholz's credentials or whether the process should be external or internal. He felt, no matter how far removed, this position would affect students along the way.

Member Rausch pointed out that applications from within were to be made from Dec. 11 through Jan. 3, and that input from students would have been welcomed during that period.

Dr. Fischer stated he had discussed this with Mr. Scott and had pointed out that, with the rapid growth of the college, key administrative positions had not been increased for many years. This position will handle a number of areas which will release the V.P.'s from duties they should not be involved in.

NEW BUSINESS:  
Staffing--  
Administrative

As no one questioned Dr. Birkholz's credentials, Dr. Lahti stated he was satisfied the decision was right. He felt the students were objecting to the process in terms of the future. Member Rausch stated the Board did not consider this to be a precedent setting process. Member Kelly stated that significantly there has been action by the Illinois Supreme Court to the effect that Boards of Trustees cannot share their responsibility for governance, and that getting input is one thing but this does not mean sharing responsibility.

Chairman Munson stated all Board members appreciate student input.

As the Board agreed the motion on the position of Executive Vice President should include the paragraph pertaining to salary, Member Kelly withdrew his motion and Member Nicklas withdrew her second.

Member Kelly moved, Member Nicklas seconded, that the Board of Trustees appoint Dr. John Birkholz to the position of Executive Vice President effective July 1, 1977. (The salary will be determined for the position when salaries are finalized for other members of the Harper administrative staff for the 1977-78 school year.) The salary to be proposed in the future will fall within salary range 10 of the administrative classification system. This range will need to be implemented as a result of this new position from available market data for comparable positions and internal equity to the present Harper positions.

Dr. Lahti explained that originally a period of two to three months had been considered for this position. However, there would have been a problem with the academic market which usually starts in December, with March being the tail-end of the market. Now, as a result of this action, the next position can be opened in Jan.

Upon roll call, the vote was as follows:

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

Motion carried.

Audit Report

Dr. Mann introduced two members of Ernst & Ernst (Harper's auditing firm), Mr. Robert Kuhn, partner in Ernst & Ernst, and Mr. Al Hutchinson. On behalf of the Board, Chairman Munson welcomed them both and expressed appreciation for their attendance.

In their presentation to the Board, Mr. Kuhn discussed the two documents which are the final product of the audit--the Audit Report of June, 1976, which includes



NEW BUSINESS:  
Audit Report  
 (cont.)

audited financial statements, apportionment aid claim data and other financial information, and the Management Letter which includes the auditors' comments on various matters relating to internal control and accounting procedures of the college. Mr. Kuhn stated that the examination of the financial statements is the primary reason for the engagement of auditors and their opinion is expressed in the audit letter. He explained that the financial statements themselves are the representations of the college, derived from the financial records kept by the administration throughout the year. Mr. Kuhn discussed various elements of the audit, page by page, answering questions from the Board during the presentation. Regarding the Management Letter, Mr. Hutchinson stated this is an outgrowth of the audit procedures and primarily a review of internal control, containing the auditors' suggestions for further strengthening this system of internal control. He indicated last year's suggestions were implemented and this year's letter was relatively short. In addition, Mr. Hutchinson highlighted an example of good internal control in the payroll area. Several errors occurred, partially caused by employee turnover. These errors were caught and corrected by the Accounting Department. He also commented that the Board's employment of an internal auditor greatly enhances the strength of the internal control system.

Member Rausch referred to a question raised at the last Board meeting as to the accuracy of cash receipts. As a result of a later internal audit, the Board had received a letter from Dr. Lahti informing them that out of \$19,000, about \$18.50 was miscoded. He asked if the audit addressed itself to the same cash receipts. Mr. Hutchinson stated it did, although for a period prior to the receipts in question. Dr. Lahti asked if, as a result of the audit, the auditors have reason to believe the internal audit is functioning properly. Mr. Kuhn stated that was correct and the administration appears to be doing a good job based upon the auditor's review of internal controls.

Chairman Munson thanked the auditors for their presentation.

Election  
Resolution--  
Nominating  
Petitions

Member Nicklas moved, Member Weber seconded, that the Board of Trustees approve the following resolution regarding the notice relating to the filing of nominating petitions for Board candidacy:

RESOLUTION

BE IT RESOLVED that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content and that same be published at least once not more than 30 days nor less than 10 days

NEW BUSINESS:  
Audit Report  
(cont.)

prior to the first day for filing such petitions in one or more newspapers published within the district.

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and the State of Illinois, for the annual election to be held on April 9, 1977, to elect three members for the full three year term, may be filed not earlier than February 23, 1977, and not later than March 18, 1977, between the hours of 8:30 a.m. and 4:00 p.m., excepting Saturdays, Sundays and school holidays, only at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois, with William J. Mann, the designated representative of the Secretary of the Board.

APPROVED this 13th day of January, 1977.

SHIRLEY MUNSON (s)  
Chairperson

JUDITH TROEHLER (s)  
Secretary

Upon roll call, the vote was as follows:

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

Motion carried.

Schedule of Certificate of Final Acceptance for Phase II-A to Capital Development Board

Member Nicklas moved, Member Weber seconded, that the Board approve the signing of the Certificate of Final Acceptance for Phase IIA by Dr. Mann, and the forwarding of it to the Capital Development Board for final processing.

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 explained the disposition of the application forwarded in connection with the Public Works Act. Harper had submitted Buildings I and J to receive possible funding. There were 25,000 applications submitted under the Public Works Act and only 2,000 were funded. Northern Illinois University was the only

PRESIDENT'S  
REPORT:

Illinois post-secondary institution funded. More funds may be committed to the program this year, providing another opportunity to submit applications.

The annual Board of Trustees election information and calendar was distributed to the Board.

Dr. Lahti informed the Board the Student Activity Calendar of 1974 was featured in international competition in a Swiss-produced Graphics Annual, 1976-77. He pointed out this honor was a tribute to one of the designers in the Graphics Department and expressed pleasure that a Harper staff member would receive that kind of recognition and the Activity Calendar would be reported in a document of this kind.

Chairman Munson, with the concurrence of the Board, officially canceled the meeting of the committee-of-the-whole scheduled to be held after the Board meeting. It was agreed Dr. Lahti's office would poll the Board for a Special Board Meeting date on population and enrollment projections.

ADJOURNMENT:

Member Troehler moved, Member Weber seconded, that the meeting be adjourned at 10:10 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler