

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

March 10, 1977

8:00 p.m.

AMBROSE EASTERLY  
LRC PRD

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable
  - B. Payroll - February 15 and 28, 1977
  - C. Estimated Payroll March 1 through April 30, 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. Appointment, CETA Instructor Exhibit A-1
  - B. RECOMMENDATION: Promotions Exhibit B.
  - C. RECOMMENDATION: Sabbaticals Exhibit C
  - D. RECOMMENDATION: New Career Programs
    - 1. Small Engine Mechanics Exhibit D-1
    - 2. Horticulture Exhibit D-2

- E. RECOMMENDATION: Cooperative Agreement/Loyola U. Exhibit E
- F. RECOMMENDATION: Award of Insurance Proposal Exhibit F
- G. RECOMMENDATION: Career One and Five Year Plan Exhibit G
- H. RECOMMENDATION: Addition to the Trust Fund  
Account for Building "M" Exhibit H
- I. RECOMMENDATION: Auditing Fee Proposal Exhibit I
- J. RECOMMENDATION: Election Resolution Exhibit J
- K. RECOMMENDATION: William Rainey Harper College  
Educational Foundation Bylaw  
Revision Exhibit K
- L. INFORMATION & DISCUSSION ONLY: Student Trustee's  
Advisory Vote at Board of  
Trustees Meetings Exhibit L

IX. President's Report

X. Adjournment

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 112  
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, March 10, 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, March 10, 1977, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, Robert G. Rausch, Judith Troehler and Natalie Weber, and Student Member Robin Turpin  
Absent: Member William A. Kelly

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Pat Bourke, Donald Carlson, Bob Chantry, J. Harley Chapman, Frank Christensen, Robert Cormack, Anton A. Dolejs, Guerin Fischer, Jean Goodling, W. R. Howard, Robert Hughes, R. J. Ilg, Fred Inden, John Januszko, Ken Jauch, Jack Lucas, David Macaulay, W. J. Mann, Liz McKay, M. Scott McMannis, Ed Metcalf, William E. Miller, George Minkevich, Don Misic, Joann Powell, Bill Schooley, Donn Stansbury, Sue Stidger, James J. Smith, Elaine Stoermer, Paul D. Swanson, Philip Troyer, Robert Tysl, Dave Williams, and Robert Wyman--Harper College; Douglas H. Becty, William Brittain, Lynn M. Catanzaro, John M. Demmert, Richard A. Hall, Jody Saunders, Paul Scott, and William Surich--Harper Students; Richard Dahl--Paddock Publications; Richard Laden--Schaumburg Record; Chuck Yaokum--Barrington Press; David J. Campbell--W.M. Mercer, Inc.; Bryan A. Lane--Northwestern National Life Ins.Co.; Jan Bone, Steven J. Catlin, Beth Macaulay, and David Tomchek.

With the concurrence of the Board, Chairman Munson stated the Student Trustee's Advisory Vote, Ex. VIII-L, would be moved up to the first item under New Business.

MINUTES: Member Weber moved, Member Moats seconded, that the minutes of the regular Board meeting of Feb. 10, 1977, be approved.

Chairman Munson referred to page two of the minutes, first paragraph, line eight. The Board agreed this sentence should be changed to read, "Dr. Mann stated a budget transfer to correct the difference would be made. Paul Scott asked that the minutes also show that he was present.

Upon roll call on the corrected minutes, the vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch,  
Troehler and Weber  
Nays: None. Motion Carried.

CITIZEN  
PARTICIPATION:

William E. Miller, President of the Faculty Senate, stated he had a statement to make under the appropriate agenda item.

DISBURSEMENTS:  
Bills Payable

Member Nicklas moved, Member Weber seconded, approval of the bills payable of March 10, 1977, as follows:

Educational Fund	\$211,987.64
Building Fund	196,388.07
Site & Construction Fund	5,799,035.34
Auxiliary Fund	294,197.43

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls

Member Nicklas moved, Member Weber seconded, approval of the payroll of February 15, 1977, in the amount of \$429,491.66; the payroll of February 28, 1977, in the amount of \$431,348.49; and the estimated payroll of March 1, 1977 through April 30, 1977, in the amount of \$1,734,592.70.

Upon roll call, the vote was as follows:

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

Motion carried.

Estimated  
Utility Bill

Member Nicklas moved, Member Weber seconded, approval of the estimated utility bill for May, 1977, in the amount of \$37,200.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial  
Statements

In answer to a question from Chairman Munson, Dr. Mann explained there is an Institutional Expense account in the Educational Fund and also in the Building Fund. Chairman Munson asked about the 567 accounts in Continuing Education. Dr. Birkholz explained there are basically six accounts--Community Development Educational Center, Women's Programs, Senior Citizens, Non-reimbursable Courses, Conferences, and Administrative Center.

DISBURSEMENTS:  
Fin. Statements  
(cont.)

Dr. Birkholz stated the programs in the 567 accounts are reviewed at the end of the year, goals are set for cost center managers, or perhaps changes made if necessary.

Budget  
Transfers

Member Troehler moved, Member Nicklas seconded, approval of the Educational Fund budget transfers in the amount of \$25,145.00, as per Exhibit V-E-1 attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Troehler moved, Member Weber seconded, approval of the Building Fund budget transfers in the amount of \$16,150.00, as per Exhibit 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 Moats, Munson, Nicklas, Rausch,  
Troehler and Weber

Nays: None

Motion carried.

Bid Awards

Member Troehler moved, Member Nicklas seconded, approval of bid awards V-F-1 and V-F-2, as follows. (Exhibits attached to minutes in Board of Trustees' Official Book of Minutes.)

F-1 Approve issuing Food Service change orders as follows: P.O. D-4548 to Dannon Milk from \$2,200.00 to \$2,900.00; P.O. D-4740 to Lawrence Foods from \$13,000.00 to \$14,000.00; and P.O. D-4741 to Redi-Froz from \$7,000.00 to \$9,000.00.

F-2 Award bid request Q-4689 for the printing of the Summer 1977 Course Schedule to the low bidder, Park Press, in the amount of \$6,068.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS:

Member Troehler read a letter dated March 7, 1977, from David Reiser, Chairman of the Palatine High School Music Dept., addressed to Mrs. Munson. Mr. Reiser expressed appreciation to the Trustees, administration, and college music staff for hosting the High School Music Contest on March 5. (Copy of letter attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Troehler read a letter dated Feb. 23, 1977, from Terry L. Zerkle, Village Manager for the Village of Wheeling, addressed to Dr. Lahti. Mr. Zerkle had been requested by Wheeling's Board of Trustees to inquire as to the status of the second campus location. The Board agreed Dr. Lahti should send the reply he had written, copies of which had been distributed to the Board. (Copy of Mr. Zerkle's letter attached to the minutes in the Board of Trustees' Official Book of Minutes.)

UNFINISHEDBUSINESS:Committee

## Reports

## --Policy

Member Rausch reported the Policy Committee would meet on Wednesday, March 16, 1977, at 8:00 p.m., in the Board Room to go over the second portion of the Policy Manual.

## --Budget

Chairman Munson reported in the absence of Member Kelly that the Budget Committee will meet on Tuesday, March 15, 1977, at 8:00 p.m., in the Board Room.

## --Public

## Relations

Member Weber distributed copies of the Public Relations Program to the Board members.

## --Building

Member Moats reported Buildings "G" and "H" are coming along well. The college has occupancy of everything but the lecture hall and Fashion Design which will be occupied shortly. He spoke of the list of minor defects that need correction and stated the landscaping will wait until spring. Drawings are progressing on "M" Building. The ready-to-bid date on the foundation phase is now June 9--previous date was in May. Member Moats expressed hope this change in dates would not run into a continuing pattern. He reported the design review from CDB is in good shape and there is nothing new in the status of "I" and "J" Buildings.

NEW BUSINESS:Student

## Trustee's

## Advisory Vote

Member Kelly entered the meeting at 8:40 p.m.

Paul Scott, Student Senate President, distributed additional information on the Student Trustee's Advisory Vote to the Board.

Member Turpin moved, Member Rausch seconded, that the William Rainey Harper College Board of Trustees grant the Student Representative to the Board of Trustees a vote in an advisory capacity for the purpose of accountability. The vote would be taken before or

NEW BUSINESS:

Student  
Trustee's  
Advisory  
Vote  
(cont.)

after all other Board members and would not be counted in the official tallies, and therefore not be in violation of legislative intent.

Dr. Lahti asked if there was any significance for the difference in the Reason for Consideration in Ex. VIII-L and the actual motion. As stated in the exhibit, "The primary purpose of the advisory vote is to establish the position of the Student Trustee on all Board of Trustee business as a basis of accountability to the student body." Dr. Lahti pointed out the motion was different. Dr. Lahti stressed it is important that the Student Trustee always keep in perspective the total institution. Paul Scott stated the Student Trustee will always be a responsible enough person to act not only in the interest of the students but in the interest of the district.

Regarding accountability to student body, Mr. Scott stated an advisory vote would indicate to the students where their representative stands on all issues. He felt there was a difference in being able to participate in discussion and being able to cast an advisory vote--the minutes would record the student's advisory vote.

Member Nicklas voiced the Board's pleasure in having student input, stating her concern had to do with the principle voiced when the legislation was passed. She felt there had been no attempt to prevent discussion of the student's point of view. Member Nicklas asked about the Student Senate giving direction to the Student Trustee when issues are discussed. Paul Scott stated the Senate does try to discuss issues with and give direction to the Student Trustee. He added there is no way all students could attend Senate meetings.

Member Turpin stated the Student Trustee has an optional membership in the Student Senate and pointed out that meeting dates present a problem in receiving Board information prior to Senate meetings. Member Weber suggested restructuring Senate meetings, encouraging attendance of the Student Trustee and possibly changing their schedule so Board agenda items could be discussed.

Member Rausch did not feel that calling on the Student Trustee to take a position would be a threat to the Board's governance or efficiency. Member Nicklas clarified that she did not feel anyone had mentioned or was concerned with any kind of threat; she was attempting to interpret the meaning of the law when it was written.

NEW BUSINESS:

Student  
Trustee's  
Advisory  
Vote  
(cont.)

Member Kelly stated he had been opposed to the idea of the legislature having authorized the Student Trustee because he felt it was done as a political pacifier to the students. He was not sure he understood the motivation behind this motion because the students do have access to the press and to the minutes. He felt it apparently had something to do with the idea of enlarging this at a later time. Paul Scott pointed out the enabling legislation stated there would be no voting rights, so the law would have to be changed in order to allow this; he expressed doubts this could happen. He felt students should have accountability from the Student Trustee in the same way the Board has to answer to the district for their actions.

Member Troehler moved to amend the motion to include the words, "...on matters directly affecting the Harper student population." The amendment to the motion died for lack of a second.

Mr. Scott added that if the Board were to take positive action, it would be another step ahead for Harper since only one other community college, John Wood, has this advisory vote concept; and when this advisory vote went through, it created an even more positive attitude on the part of the trustees involved. Member Turpin pointed out that in a survey made in 1972 there were no community college Student Trustees with a vote but in 1975, across the country, 20 percent had a vote. She feels it is a growing trend.

Upon roll call, the vote was as follows:

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

Motion carried.

Chairman Munson suggested in implementing this motion that, after polling the regular Board members and announcing the result, the advisory vote of the Student Trustee would then be taken.

Dr. Lahti suggested waiting to make this motion effective until the procedures had been reviewed by the Board Attorney. Chairman Munson stated the motion would become effective at the April Board meeting.

Chairman Munson thanked Paul Scott for his presentation. Mr. Scott thanked the Board on behalf of the students for moving this item up on the agenda.

Staffing

Member Troehler moved, Member Nicklas seconded, the appointment of Mr. Andrew Surratt as Associate Instructor, Electronics-CETA Project, effective Mar.14,

NEW BUSINESS:  
Staffing

1977, to Sept. 30, 1977, at salary of \$9,095.00 (pro-rated on an annual salary of \$16,309.00 for a 48-week contract). Mr. Surratt's contracted salary is subject to increase on July 1, 1977, in accordance with the Board approved salary program for the academic year 1977-1978. This contract is contingent upon continued funding by the Cook County CETA Grant.

Upon roll call, the vote was as follows:

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

Motion carried.

Promotions

Member Nicklas moved, Member Weber seconded, that the following promotions be granted:

From Instructor to Assistant Professor

Ruth Birkhead  
Steve Catlin  
J. Harley Chapman  
Jerry Davidson  
E. L. Lancaster  
David Macaulav  
James Roll  
Suzanne Stidger  
Phil Troyer

From Assistant Profesor to Associate Professor

Michael Brown  
Michael Carroll  
Diane Callin  
Steven Franklin  
Carol Neuhauser  
Mary Waite

From Associate Professor to Professor

Michael Bartos  
Donald Collins  
Susan Korbel  
Mary Lou Mulvihill  
John Pageler  
Ron Stewart

The monetary award for these promotions will be considered by the Board of Trustees at the April Board meeting.

These promotions are granted by the Board in good faith that the Ad Hoc Committee on Rank, charged by

NEW BUSINESS:  
Promotions  
(cont.)

the Board at the Oct. 14, 1976, Board meeting, will comply with the request on the timetable established by the Board to the Vice President of Academic Affairs. If the Ad Hoc Committee on Rank does not fulfill this charge, the Vice President of Academic Affairs is charged to forward recommendations on Criteria for Promotion at the May meeting of the Board of Trustees.

William E. Miller, President of the Faculty Senate, read a statement on behalf of the Faculty Senate expressing the Senate's view that there were policy and procedure violations regarding this year's promotion process and referring to specific areas of the Policy Manual and Procedure Manual with which they felt the V.P. of Academic Affairs had failed to comply. They felt the Promotions Committee was not provided with information to which it was entitled, and this resulted in promotions aspirants being deprived of a comprehensive review by the Committee. They felt teaching faculty and counselors were evaluated on the basis of unequal criteria as the files of aspirants from Counseling were up-to-date. The Senate is disturbed because they feel similar circumstances existed last year and the violations were not eliminated this year. Mr. Miller stated Mr. Ken Jauch, Promotions Committee Chairman, was present and would answer any questions of the Board.

In response to the statement read by Mr. Miller, Dr. Birkholz stated he met with the Promotions Committee on Feb. 21 to review Mr. Miller's memorandum of Feb. 14, and the procedures which the administration had followed. As a follow-up, Dr. Birkholz sent a memorandum to the Promotions Committee asking that they submit in writing their concerns regarding the promotions process. He requested a copy of the report which he understood the Committee had given to the Senate. Dr. Birkholz suggested the Committee review 3.1.2 of the Policy Manual and consider the dates and responsibilities of the faculty regarding promotion policy. He stated he understood that in the Committee's judgment there was sufficient data available to evaluate the candidates equitably. Dr. Birkholz requested a response from the Committee prior to Feb. 28, in order that materials could be prepared for the Mar. 10 Board meeting. Dr. Birkholz suggested three alternatives to resolve this matter: 1) the Committee re-evaluate files of all candidates and delay promotions to a later date; 2) if the committee concurred, grant promotions on the basis of evaluation of materials reviewed to date; 3) grant no promotions for the current year. Unless he heard from the Committee prior to Feb. 28, he stated he would assume they were of the opinion that the practice followed

NEW BUSINESS:  
Promotions  
(cont.)

during the current year was satisfactory and he should proceed with promotions.

Dr. Birkholz received a response from the Committee indicating they had voted unanimously not to re-evaluate the candidates and they stood behind their recommendation of Dec. 12, 1976. Dr. Birkholz received a response to his memorandum of Feb. 22, 1977, from William Miller, dated Feb. 22, stating he had received no report from the Promotions Committee, that they report directly to Dr. Birkholz's office. Dr. Birkholz stated he had reviewed Mr. Miller's memorandum with Dr. Fischer, and they concluded the differences were in the role of the Dean of Guidance, i.e., that of a Division Chairman, which made data available on an earlier timetable. He stated it was their judgment that the final decision was not affected by this factor.

Dr. Birkholz discussed this matter with Mr. Jauch, Chairman of the Promotions Committee, Mr. Jauch indicated to him that the Promotions Committee felt the discrepancies reviewed did not influence the decision of the Committee, and this was the basis for reaffirming the recommendations of Dec. 13, 1976. Mr. Jauch did indicate there were genuine differences regarding procedure between the Committee and the administration, and the Committee would have a report forthcoming on the previously agreed timetable.

Dr. Birkholz stated he was going on the basis of the memo received from Mr. Jauch re-affirming the position of the Committee. If the Committee does not stand on their recommendations, Dr. Birkholz recommended that the promotions be withdrawn from the Board agenda.

Mr. Jauch stated both Mr. Miller and Dr. Birkholz were essentially correct. The Committee is working on a report on procedures due yearly on May 15. He stated the Committee knew they received incomplete data, but they also knew this was all the information Dr. Birkholz had available at the time. Mr. Jauch discussed the confusion in dates, pointing out that the change in the school calendar, with school starting two weeks earlier, resulted in some of the mix-up as this was not correlated in both the Policy and Procedure Manuals. This is one of the concerns the Committee plans to stress in their report to the Vice President of Academic Affairs.

Dr. Birkholz agreed there were conflicts in dates, but stated his position has been that the dates in the Board Policy Manual take precedent over any dates in the Procedure Manual. Dr. Birkholz stated the discrepancies have been recommended for change to the Policy Manual Committee; the President of the Faculty

NEW BUSINESS:  
Promotions  
(cont.)

Senate received a copy of the recommended changes at the Policy Committee meeting on Feb. 1, 1977. They have, therefore, been available to the Senate, but Dr. Birkholz had received no recommendation from the Senate regarding these changes. Therefore, he stated he must continue on the basis that there is concurrence on these changes.

Chairman Munson asked Mr. Jauch if a memo received by the Board summarizing the conclusion and suggesting that the Promotions Committee is in support of the procedures followed by Dr. Birkholz and other administrators, even though there were minor technicalities, was a correct statement. Mr. Jauch answered no. He stated he had been asked by Dr. Lahti if the Committee would stand behind its recommendations and he had agreed. Later he had another conversation with Dr. Lahti and expressed the concerns the Committee was working on.

Dr. Lahti pointed out he had informed Mr. Jauch that if the Committee was not in support of the procedure used for promotions, he would not forward this memorandum to the Board of Trustees. The reason these promotions were before the Board, Dr. Lahti stated, was because Mr. Jauch did reaffirm his support of the Vice President of Academic Affairs. If the Committee were to change its position, Dr. Lahti stated he would concur with Dr. Birkholz and start the process over.

Member Moats felt the discussion revolved around two points--that the Promotions Committee did stand behind its recommendations, and that the Promotions Committee questioned whether the administration did everything the way they should have. Member Rausch felt it came down to whether the Promotions Committee had the necessary data to do their job--either they feel they should redo the process or they feel comfortable with the way it was done.

Dr. Lahti felt he and Mr. Jauch were together on this. While the Committee did not necessarily agree with the procedures, they did support the Vice President of Academic Affairs, and Dr. Lahti stated that is the basis on which he made the recommendation.

Mr. Jauch stated the Committee felt going over the whole thing again would serve no useful purpose. He discussed the work of the committee and one case in particular where 1976 information was not included. If the Committee did not evaluate the candidates because all information was not available, they would be in violation of policy by not having the recommendation by the deadline date. Therefore, the Committee decided to do the best they could with what they had and make their recommendation based on that. He stated

NEW BUSINESS:  
Promotions  
(cont.)

all academic people were equally treated and all counseling were equally treated. Both Dr. Fischer and Dr. Birkholz made their decisions on the basis of the Committee's recommendations. Mr. Jauch stated the Committee felt all had been treated fairly and equally so it would serve no useful purpose to go through this again; they agree with the proceedings on the promotions and stand behind all recommendations.

Member Kelly asked Mr. Miller the position of the Senate on delaying promotions at this time. Mr. Miller stated the Senate had not taken a position on this. He stated he personally was not asking that action be delayed, and qualified that by saying that under the circumstances people already notified would be done an injustice. He did feel the procedure was badly misused.

Member Moats felt the conflict in dates had created an irritation factor that should be dealt with and corrected by next year. Member Rausch agreed with Member Moats on straightening out the date discrepancies and felt the Board could go ahead with the promotions.

With the concurrence of the Board, Chairman Munson directed the Policy Committee to consider the date changes at their meeting.

Chairman Munson noted that the Board had received a legal opinion in regard to this matter specifically. She thanked Mr. Jauch for his time.

Member Moats questioned the last paragraph of the motion, stating he felt it was unrelated. Dr. Birkholz explained that the purpose of the paragraph was to enforce the Board's position that they do want criteria spelled out to alleviate problems encountered in the past. Dr. Birkholz felt more clearly defined criteria would avoid problems in the future, and if the Committee did not submit their report by the April deadline, he would need lead time to prepare appropriate recommendations. Member Moats felt the paragraph was irrelevant to the motion on promotions. Dr. Lahti stated the Board had given the Committee and Dr. Birkholz a joint charge and Dr. Birkholz was suggesting clarifying the procedure on the timetable. While it might not be germane to the motion, Dr. Lahti felt criteria is an integral part of the promotion process. He agreed with Member Moats that they are not necessarily locked together but did feel they are related.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:  
Promotions  
(cont.)

Chairman Munson congratulated those faculty members who had received promotions.

Member Nicklas commented that the discussion had clarified a number of points and reinforced the Board's desire for better criteria and review of the deadline dates for evaluation. She stated the Board is very anxious to have any kinds of problems and input or misunderstandings brought to it. She felt there was no reason for or benefits drawn from implications of either withholding information or not complying with procedures, and stated she hoped input could be limited to facts.

Member Kelly pointed out that the Policy Committee meeting is a public meeting.

Sabbaticals

Member Troehler moved, Member Rausch 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.

Mr. Charles Norris - Social Science, completion of dissertation at Southern Illinois University, half pay for year.

Mr. Harley Chapman - Liberal Arts, completion of dissertation at University of Chicago, half pay for year.

Dr. Birkholz stated they would assess and make a determination as to whether these people would be replaced with full-time or part-time people. Dr. Lahti stated if a faculty member wanted to take a leave on his own, with no pay, he hoped this would not prejudice us a couple of years later if the faculty member wanted to take a sabbatical. Dr. Birkholz added they would like to judge each individual case on its merit and not be locked in.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

New Career  
Programs--  
Small Engine  
Mechanics

Member Troehler moved, Member Weber seconded, that the college administration be authorized to forward the Form 20 (Application for Approval of a New Unit of Instruction) to the ICCB for approval (as per Ex. VIII-D-1 attached to the minutes in the Official Board of Trustees' Book of Minutes).

NEW BUSINESS:  
New Career  
Programs--  
Small Engine  
Mechanics  
(cont.)

Dr. Cormack discussed the development of the Small Engine Mechanic Program, the enrollment expected, and stated it was intended for a part-time occupation. A sample group of ten firms in the district was surveyed by Randy Illg.

Upon roll call, the vote was as follows:

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

Motion carried.

--Horticulture

Member Moats moved, Member Weber seconded, that the college administration be authorized to forward the Form 20 (Application for Approval of a New Unit of Instruction) to the ICCB for approval (Copy of Exhibit VIII-D-2 attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Cormack explained that this program is essentially a repackaging of the Park and Grounds Program. The primary intent is to let the community know that Harper does offer college level horticulture training. Dr. Cormack stated heretofore about 30 chargebacks per year have been going to other surrounding community colleges. Dr. Metcalf discussed the courses students would be taking in Horticulture Program. Additional cost of equipment and new faculty is based on new enrollment expected as a result of repackaging. Dr. Birkholz stated in regard to budget implications there are provisions in Rounds I and II. He stated there is an additional factor, hopefully there will be some CETA monies for the one program.

Upon roll call, the vote was as follows:

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

Motion carried.

Award of Insurance  
Proposal

With the concurrence of the Board, Chairman Munson moved to the award of the insurance proposal, in Exhibit VIII-F.

Member Weber moved, Member Nicklas seconded, that the Board of Trustees accept the bid of Northwestern National Life Insurance Company for the life and disability coverages, and that the Administration be authorized to establish the health coverage on a self-insured basis, with a stop-loss maximum provided by Northwestern National Life Insurance Company.

NEW BUSINESS:  
Award of  
Insurance  
Proposal  
(cont.)

At the direction of the Board, William M. Mercer, Inc., subsidiary of Marsh & McLennan, an independent broker-consultant, bid out the existing insurance plan to market. The results of the bidding were summarized in Ex. VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes). In the discussion which followed, Dr. Mann stated that Northwestern National Life Insurance Company would service Harper's account, the actual contract would be with them. David J. Campbell, of W. M. Mercer, Inc., and Bryan Lane, of Northwestern National Life Insurance Co., were both present to answer questions of the Board. Mr. Campbell explained that W. M. Mercer, Inc., is the Employee Benefits Division of Marsh & McLennan. Dr. Lahti pointed out that the Board Attorney, Frank Hines, had reviewed this program, and copies of his opinion that it is a legal procedure were in the Board members' books.

Upon roll call, the vote was as follows:

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

Motion carried.

Cooperative  
Agreement--  
Loyola  
University

Member Kelly moved, Member Rausch seconded, that the cooperative between William Rainey Harper College and Loyola University Medical Center be approved as submitted (Ex. VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Birkholz pointed out the cooperative agreement had been reviewed by the Board Attorney.

Upon roll call, the vote was as follows:

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

Motion carried.

Annual and  
Five Year Plan  
for Career  
Education

Member Rausch moved, Member Troehler seconded, that the Local Plan for Vocational and Technical Education be approved as a guideline document through 1981-82.

Dr. Birkholz apologized to the Board for getting this comprehensive document to the Board late, explaining they had not received the guidelines from the State until late. He stated Dr. Cormack was ready to respond to any questions the Board might have.

NEW BUSINESS:

Annual and  
Five Year Plan  
for Career  
Education  
(cont.)

Upon roll call, the vote was as follows:

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

Member Rausch was absent during the roll call.

Motion carried.

Addition to the  
Trust Fund  
Account for  
Building "M"

Member Weber moved, Member Nicklas seconded, that the Board approve the addition to the trust fund for the Physical Education facility, Building "M", in the amount of \$5,752,015.73.

Chairman Munson asked how the agent for the trust fund was determined. Dr. Mann explained that originally bids were solicited. The trust fund is a requirement of the Capital Development Board. He stated the interest in this fund would be returned to the Site and Construction Fund for construction of buildings. If all projects were completed, and a balance remained in the fund, it could be transferred to the Building Fund or the Bond and Interest Fund. Member Kelly asked if Dr. Mann would check this.

Upon roll call, the vote was as follows:

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

Motion carried.

Auditing Fee  
Proposal

Member Nicklas moved, Member Moats seconded, that Ernst & Ernst be appointed auditors for the 1976-77 fiscal year at an estimated fee of \$14,500.00 for the audit of the financial statements, an estimated fee of \$2,000.00 for examination of the state apportionment claim, or a total estimated fee of \$16,500.00.

Discussion followed on the auditor's proposed fees. In response to Member Rausch's comment on Ernst & Ernst's billing rate in comparison to other colleges' auditing costs, Dr. Mann explained that Harper has full accrual accounting and also more extensive financial records than other colleges. He felt it is a question of the extent, the size, and number of accounts required to be audited.

Member Kelly suggested getting proposals from other firms.

Member Rausch moved to table the motion until the April meeting, and further moved that during the interval the administration proceed to develop whatever appropriate

NEW BUSINESS:  
Auditing Fee  
Proposal  
 (cont.)

other proposals can be developed. Member Troehler seconded the motion.

A voice vote was taken, and the motion was tabled.

Member Troehler stated if the college decided to have Ernst & Ernst, she understood it was not uncommon to have the auditors reviewed by another firm. She stated she would like to know more about such a review process. With the consensus of the Board, Chairman Munson directed that Dr. Mann investigate that possibility.

Dr. Lahti asked if the Board were interested in having smaller firms involved in the bidding process. The Board felt the administration should use their own judgment.

Election  
Resolution

Member Nicklas moved, Member Kelly seconded, that the Board approve the adoption of the attached resolution relative to the calling of the annual Board of Trustee election to be held on April 9, 1977, for the use of affidavits in lieu of poll lists and poll books, for the establishment of precincts and polling places, and for the publishing of notice of said election; that the resolution be included in the minutes verbatim (copy of Ex. VIII-J attached to the minutes in the Board of Trustees' Official Book of Minutes):

RESOLUTION

WHEREAS, it is provided by law that elections for members of Boards of Trustees of Community College Districts shall be held annually on the second Saturday of April, votes to be cast at such polling places in such precincts as are established by the Board.

IT IS HEREBY RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Section 1. That the annual election for members of the Board of Trustees be held on Saturday, April 9, 1977, in the precincts and at the polling places hereafter designated.

Section 2. That the affidavits to vote required under Section 103-7.9 of the School Code be numbered and used in lieu of the poll list and poll book, as authorized therein, at said College Board election, that the judges of election shall, previous to any vote being taken, severally subscribe to and take oath or affirmation provided for in Section 103-7.8 of the School Code on

NEW BUSINESS:  
Election  
Resolution  
(cont.)

separate blanks provided for that purpose, and that after the election, such affidavits to vote and justes' oaths shall be filed in the same manner as is required for the deposit of the poll books under Section 103-7.18 of the School Code.

Section 3. That the form and content of the following notice be and hereby is approved and that the Secretary of this Board be and hereby is authorized, empowered and instructed to publish said notice at least ten days prior to the 9th day of April, 1977, as provided by law, in substantially the following form:

NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN that on the 9th day of April, 1977, an election will be held in Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, for the purpose of electing three members of the Board of said district for the full three year term.

For the purpose of this election, the following precincts and polling places are hereby established: (Exhibit VIII-J)

There was discussion of absentee balloting and Dr. Mann stated he would see that Board members received copies of the dates listed for absentee voting, along with a copy of the notice published by the Board Attorney.

Upon roll call, the vote was as follows:

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

Motion carried.

Educational  
Foundation  
Bylaw Revision

Member Troehler moved, Member Rausch seconded, that the Board of Trustees approve the revision (Art.VI, Sect. 3) to the Bylaws of the William Rainey Harper College Educational Foundation (as per Exhibit VIII-K 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 reported on the progress of the architectural review and selection committee, stating they have moved from 34 firms down to 7 firms. Hopefully, if the committee can complete its deliberations and make their recommendations, the Board would be able to meet on the 24th or 31st of March on this matter. Member Nicklas discussed the work of the architectural firm in a master planning process and noted some of the questions asked by the Board during the selection process in the past. She felt one of the most important things to consider in the selection of a firm is their interest in working with the institutional people and the Board so there is understanding of what the institution and people want. Dr. Lahti pointed out the Master Plan is only a part of the total Long-Range Plan. He stated the Capital Development Board will be involved with approval of the architect who works on the buildings, but stated they are not technically involved in the Master Plan. Dr. Mann stated, however, that at the time of selecting an architect, Harper would go to the CDB and follow their procedures. He stated the ICCB will have to approve the Master Plan.

Dr. Lahti mentioned several honors that have come to Harper faculty members. Professor Lockwood was recently interviewed by Studs Terkel on his China journey. This was featured on radio station WFMT on March 8. Dr. Lahti distributed copies of an article recently published by Professor Ostrowski on the effects of students' outside employment on their grade point average. Dr. Lahti also informed the Board that Chris Hunter, of the Hearing Impaired Program, was recently featured in a national magazine for the hearing impaired. He distributed copies to the Board.

Dr. Lahti stated the Health Fair will be held at Harper on Wednesday, March 16. Liz McKay, Director of Environmental Health, encouraged everyone to participate in this Fair, stating about 60 agencies would be involved.

ADJOURNMENT:

Member Weber moved, Member Rausch seconded, that the meeting be adjourned at 10:45 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler