

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 Monday, April 18, 1977

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 Monday, April 18, 1977, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: In the absence of Secretary Troehler, Chairman Munson appointed Member Weber Secretary Pro Tem.

Present: Members Robert Moats, Shirley Munson, Jessalyn Nicklas, Natalie Weber, and Student Member Robin Turpin
Absent: Members William Kelly, Robert Rausch and Judith Troehler

Also present: Robert E. Lahti, John R. Birkholz, Donald A. Carlson, Steven Catlin, Frank Christensen, A. A. Dolejs, Dennis Dunton, Guerin Fischer, Jean Goodling, Donald R. Holland, W. R. Howard, Robert J. Hughes, Fred Inden, Robin Jacobs, John Januszko, Larry P. Kent, W. D. Klingenberg, C. Patrick Lewis, Dave Macaulay, W. J. Mann, M. Scott McMannis, George Minkevich, Don Misic, J. Powell, Henry Roepken, Elaine Stoermer, Urban Thobe, Fred Vaisvil, Frank Vandever, George Voegel, W. E. Von Mayr, Dave Williams, and Robert Wyman--Harper College; Don Tatro and Leslie Wood--Harper Students; Rich Laden--Copley Record; Verna Parker--Countryside Newspapers; Diane Granat--Paddock Publications; and Jan Bone, Helene Chapple, Karen Christensen, L. A. Dodgian, Joan Klussmann, and David Tomchek.

NEW BUSINESS: Chairman Munson announced the canvass of the April 9, 1977 election would be held and appointed Member Weber, along with Wil Von Mayr and Jean Goodling, to conduct the canvass of the ballots.

At the completion of the canvass, Mr. Von Mayr announced the official totals as follows:

Joan Klussmann	7,832 votes
David Tomchek	6,545 votes
Jan Bone	6,109 votes
Dean Anderson	5,406 votes
William Kelly	5,120 votes
Robert Rausch	4,720 votes
Judith Troehler	4,406 votes

NEW BUSINESS:
Canvass of
Election
(cont.)

Member Weber moved, Member Moats seconded, adoption of the following resolution:

WHEREAS, the regular annual election in and for the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, was held on the 9th day of April, 1977, for the purpose of electing three members of the Board for the full three year term, and

WHEREAS, this Board has caused proper notice of said election to be given to the electors of said district by publishing a notice thereof once in a newspaper published in said district, the date of said publication being more than ten days prior to said election, and

WHEREAS, proper ballots were used at said election, and

WHEREAS, the returns of said election have been submitted to this Board for canvassing thereof as provided by law,

NOW, THEREFORE, BE IT AND 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 this Board has given proper notice of and that proper ballots were used at the regular annual election for members of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, held in and for said district on Saturday, the 9th day of April, 1977.

Section 2. That the following candidates for members of the Board received the number of votes set opposite their respective names:

Joan Klussmann	7,832
David Tomchek	6,545
Jan Bone	6,109
Dean Anderson	5,406
William Kelly	5,120
Robert Rausch	4,720
Judith Troehler	4,406

Section 3. That it is hereby found and determined that

Joan Klussmann, David Tomchek and Jan Bone received a plurality of the votes cast and by the proceedings aforesaid have each been elected a

NEW BUSINESS:

Canvass of
Election
(cont.)

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

The motion carried unanimously by a voice vote.

Chairman Munson reviewed the service of the three retiring Board members--Mr. Kelly, who had been on the Board for five years, and Ms. Troehler and Mr. Rausch, who had each served three years. On behalf of the Board, she thanked them for their service and dedication to Harper College.

Chairman Munson welcomed the three new Board members--Joan Klussman, David Tomchek, and Jan Bone--and asked them to join the rest of the Board at the table.

Chairman Munson called on Member Nicklas who had asked to make a statement at this time. Member Nicklas stated with the beginning of a new year it is important that the Board start out with a good climate. Due to recent publicity, she felt there were some misunderstandings and expressed concern that citizens are not always completely and factually informed. She wished to dispel over-emphasis on quorum, on attendance, or other kinds of problems, and noted that past and present Board members have had records of very good attendance and given dedicated service. Member Nicklas mentioned that personal and health problems do occur, stating she hoped the press and community would understand this. She pointed out there is a span for canvassing to allow for personal obligations of the Board and noted that there are other Boards having their regular canvassing meetings tonight. Member Nicklas also noted that the delay from Thursday night resulted in the loss of only one business day in the paying of bills. The law also provides for a different quorum after the canvass, in order to safeguard any public body in its operation. For example, if a plane crash resulted in the death of four Board members, the law provides for a way for the Board to continue to operate. Member Nicklas felt the Board has a big job to do, will do it well, and will continue to operate, as past Boards have, in a mutually respectful and trusting manner. She also welcomed the new members to the Board.

Reorganization
of the Board

Chairman Munson announced there were three officers to be elected--Chairperson, Vice Chairperson, Secretary--and asked W. Von Mayr to assist with the balloting.

Ballots were distributed and the votes for Chairperson were cast. Shirley Munson was elected Chairperson.

A vote was cast for Vice Chairperson, and Robert Moats was elected Vice Chairperson.

A vote for Secretary was cast, and Natalie Weber was elected Secretary.

NEW BUSINESS:
Reorganization
of the Board
(cont.)

Establishment
of Regular
Board Meetings,
Date and Place

Chairman Munson offered congratulations to the newly elected officers of the Board.

Member Moats moved, Member Klussmann seconded, that the regular meetings of the Board of Trustees, Community College District #512, be held on the second Thursday of each month at 8:00 p.m., in the Board Room of Harper College.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Student Member Turpin voted aye.

Appointment of
Attorney

Member Nicklas moved, Member Moats seconded, the appointment of Frank Hines as Board Attorney.

Member Tomchek moved, Member Bone seconded, to table the motion.

Upon roll call, the vote on tabling the motion was as follows:

Ayes: Members Bone, Klussmann, Munson and Tomchek

Nays: Members Moats, Nicklas and Weber

Motion tabled.

Member Nicklas asked for clarification on the motion to table--until what time and for what purpose.

Chairman Munson suggested a meeting of the committee-of-the-whole be set up before the next Board meeting in regard to information on the appointment of the attorney. Member Tomchek stated the Board was going to be asked later in the meeting to approve \$21,000 in attorney fees and stated he was reluctant to do that without knowing what he was committing himself to in the appointment of the Board Attorney. Chairman Munson stated she would work with Dr. Lahti in setting up an informational meeting on the appointment of a Board attorney.

A member of the audience requested the opportunity to speak to the Board. Chairman Munson announced the Board planned to go into executive session after adjournment, and the regular business of the Board would be conducted when the meeting was reconvened. There would be an opportunity at that time for Citizen Participation.

Member Klussmann moved, Member Weber seconded, that the meeting be adjourned to executive session at 9:10 p.m. Motion carried.

CALL TO ORDER: The reconvened special meeting of the Board of Trustees was called to order by Chairman Munson at 9:20 p.m.

ROLL CALL: Present: Members Jan Bone, Joan Klussmann, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, David Tomchek, Natalie Weber, and Student Member Robin Turpin
Absent: None

Also present: Robert E. Lahti, John R. Birkholz, Donald A. Carlson, Steven Catlin, Frank Christensen, A. A. Dolejs, Dennis Dunton, Guerin Fischer, Jean Goodling, Donald R. Holland, W. R. Howard, Robert J. Hughes, Fred Inden, Robin Jacobs, John Januszko, Larry P. Kent, W.D.Klingenberg, C.Patrick Lewis, Dave Macaulay, W.J.Mann, M.Scott McMannis, George Minkevich, Don Misic, J. Powell, Henry Roepken, Elaine Stoermer, Urban Thobe, Fred Vaisvil, Frank Vandever, George Voegel, W. E. Von Mayr, Dave Williams, and Robert Wyman--Harper College; John Demmert, Don Tatro, and Leslie Wood--Harper Students; Rich Laden--Copley Record; Verna Parker--Countryside Newspapers; Diane Granat--Paddock Publications; and Helene Chapple, Karen Christensen, and L. A. Dodgion.

MINUTES: Member Nicklas moved, Member Weber seconded, approval of the minutes of the regular Board meeting of March 10, 1977, and the minutes of the special Board meeting of March 31, 1977.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Moats, Munson, Nicklas and Weber
Nays: None
Abstained: Members Klussmann and Tomchek

Motion carried. Student Member Turpin voted aye.

CITIZEN PARTICIPATION: Mr. Lee Dodgion of Hoffman Estates read a statement expressing his concern on what he felt could be a conflict of interest involving Mr. David Tomchek and his affiliation with the Illinois Education Association. He requested the Board request the States Attorney of Cook County to investigate the applicability of the Conflict of Interest Statute to this situation. Mr. Dodgion urged the Board consider a number of actions until this situation is clarified, and thanked the Board for the opportunity to speak with them.

Chairman Munson thanked Mr. Dodgion, stating it is the Board's practice to accept statements given them. She stated the Board would be looking into all facets of this, although she felt some of the things mentioned were rather blanket statements, a question of facts.

CITIZEN
PARTICIPATION:
(cont.)

Dave Macaulay, representing the Faculty Senate in the absence of Mr. Miller, conveyed the Faculty Senate's intent to resume negotiations at the earliest possible date. He suggested scheduling the next meeting on Thursday, April 21, at 3:00 p.m. Chairman Munson asked Mr. Macaulay to send this in writing to her through Dr. Lahti's office.

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Weber seconded, approval of the bills payable of April 14, 1977, as follows:

Educational Fund	\$412,729.94
Building Fund	546,451.48
Site & Construction Fund	71,067.55
Auxiliary Fund	105,480.61

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Payrolls

Member Weber moved, Member Klussmann seconded, approval of the payroll of March 15, 1977, in the amount of \$433,877.14; the payroll of March 31, 1977, in the amount of \$430,813.39; and the estimated payroll of April 1, 1977 through May 30, 1977, in the amount of \$1,742,351.42.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Estimated
Utility Bills

Member Nicklas moved, Member Weber seconded, approval of the June, 1977, estimated utility bills, in the amount of \$37,300.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Financial
Statements

Dr. Mann explained several items questioned by the Board in the financial statements.

DISBURSEMENTS:
Budget
Transfers

Member Nicklas moved, Member Weber seconded, approval of Educational Fund budget transfers in the amount of \$103,975.00, as per Ex. 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 Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Member Nicklas moved, Member Weber seconded, approval of Auxiliary Fund budget transfers in the amount of \$3,060.00, as per Ex. 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 Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Bid Awards

Member Weber moved, Member Klussmann seconded, approval of the following bid awards (Exhibit V-F attached to the minutes in the Board of Trustees Official Book of Minutes):

- V-F1 Approve the purchase of two vehicles, via State purchasing contract #194400 in the amount of \$7,812.20.
- V-F2 Approve the following change orders for the Food Service Dept: P.O. D-4737 from \$13,000.00 to \$14,000.00; P.O. D-4741 from \$9,000.00 to \$11,500.00; P.O. D-4739 from \$10,000.00 to \$11,500.00; and P.O. D-4740 from \$14,000.00 to \$16,000.00.
- V-F3 Approve issuing of a change order for the Personnel Department P.O. D-4557 to Paddock Publications from \$2,000.00 to \$3,000.00.
- V-F4 Approve the issuance of change orders for the Athletic Dept. as follows: P.O. D-5525 from \$3,540.00 to \$4,848.00; P.O. D-5458 from \$2,400.00 to \$3,000.00.
- V-F5 Approve issuing of a change order for the Food Service Dept. P.O. D-4685 to Northwest Clean Towel from \$2,300.00 to \$4,300.00.

DISBURSEMENTS:
Bid Awards
 (cont.)

V-F6 Award bid request Q-4694 for the printing of the President's Report to the low bidder, Consolidated Press, in the amount of \$5,011.00

In response to a question, Dr. Mann explained the two vehicles in Ex. V-F1 are for Buildings and Grounds and for Dr. Lahti. He stated the college has a schedule replacement program for all vehicles. A copy of the Administrative Services Procedure Manual will be sent to the new Board members.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmarn, Moats, Munson,
 Nicklas, Tomchek and Weber

Nays: None

Motion carried. Student Member Turpin voted aye.

Change Orders

Member Klussmarn moved, Member Nicklas seconded, that the Board approve the submittal of proposed Change Orders PCM #8, PCM #12, and PCM #6, to the Capital Development Board (Ex. V-G attached to the minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmarn, Moats, Munson,
 Nicklas, Tomchek and Weber

Nays: None

Motion carried. Student Member Turpin voted aye.

COMMUNICATIONS:

Chairman Munson stated she had received letters from Karen Keres and Henry Roepken, which had been distributed to the Board. Chairman Munson also referred to two letters received from Dr. Fred Wellman, Executive Director of the ICCB, and Mr. Earl Hensley, Treasurer of the ICCB Faculty Association regarding faculty dues. She stated in the past the Board has not paid this \$100.00. Member Nicklas suggested obtaining the updated by-laws of this association and other information on their activities. Chairman Munson stated this item would be put on the agenda next month.

Member Robin Turpin introduced John Demmert, newly elected Student Trustee, who will take office on July 1. His term will run through June 30, 1978. Chairman Munson, on behalf of the Board, congratulated John and stated the Board will be looking forward to working with him.

UNFINISHED

BUSINESS:

Report of Ad Hoc
 Committee on
 Rank

Dr. Birkholz stated Mr. Bartos, Chairman of the Rank Committee, was not present. Since this exhibit was prepared, Dr. Birkholz stated he had additional correspondence from Mr. Bartos. Dr. Birkholz stated they would be prepared to present some materials to the Board at the next meeting.

UNFINISHED
BUSINESS:
 Report of
 Ad Hoc
 Committee
 on Rank

In answer to a question from Member Klussmann, Dr. Birkholz stated the most recent committee was a joint committee appointed by his office and included both administrators and faculty.

Dr. Birkholz explained that in essence this is an extension of the April date that the Board charged him with on October 14, 1976. This is a result of the date on which he received the report and the fact that he has been unable to meet with the faculty because of the Easter holiday. Dr. Birkholz distributed to the Board a memo of clarification from Mr. Bartos, dated April 11, 1977, and stated he had indicated to Mr. Bartos he would meet with the committee when the faculty returned from vacation. Dr. Birkholz added that any recommendations that would come out of this committee would have to be given consideration for inclusion in the Faculty Procedural Manual or possibly the Board Policy Manual. Dr. Lahti agreed this was a status report and May is the deadline.

Promotions

Chairman Munson stated the item of promotions would not be discussed as this is a negotiable item.

Board Policy
 Manual Committee
 Report

Chairman Munson referred to the suggested Policy Manual changes which the Board had received. Member Nicklas, a representative of the committee, stated these were routine changes. Since it is necessary to have two meetings on Board Policy Manual changes, Chairman Munson suggested the Board could adjourn to an agreed upon date to take action on these changes. Prior to that meeting, a committee-of-the-whole meeting could be held to review these changes and provide any information the Board members would need.

Member Tomchek distributed copies of a proposal for a statement of policy regarding confidentiality of material related to negotiations. He stated he had anticipated some concern in that area and was proposing a policy that would be binding on all Board members, and stated he would absolutely abide by that. He felt violation of the policy would be the opportunity to seek conjunctive relief and damages. Chairman Munson stated this would be taken under consideration at the meeting of the committee-of-the-whole.

Budget Committee

Chairman Munson stated she would like to have the Budget Committee become a committee-of-the-whole, as the Chairman of the committee is no longer a member of the Board.

NEW BUSINESS:
 Staffing--Dean
 of Continuing
 Education

Member Bone moved, Member Nicklas seconded, that the Board of Trustees appoint Dr. Charles F. Falk to the position of Continuing Education, effective July 1, 1977. (The salary will be determined for the position when salaries are finalized for other members of the Harper

NEW BUSINESS:
 Staffing--Dean
 of Continuing
 Education
 (cont.)

administrative staff for the 1977-78 school year.) The salary to be proposed in the future will fall within salary range six of the administrative classification system.

Dr. Birkholz distributed a memorandum from the screening committee to the Board. He stated that although Dr. Falk's degree is in Business Education, a large portion of that degree is related to Continuing Education. Dr. Birkholz pointed out that the area of business and business related types of things is one of the more rapidly growing areas in Continuing Education.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
 Nicklas, Tomchek and Weber
 Nays: None

Motion carried. Student Member Turpin voted aye.

Faculty Salary
 Program

Chairman Munson announced there would be no action on this item as negotiations had not been completed.

Selection of
 Architect

Member Bone requested that the final selection of an architect be deferred, in order that new Board Members would have time to review the background information. Dr. Lahti suggested the Board might want to consider calling the architectural firms back in. Member Tomchek stated he would like to go back through the process that resulted in the recommendation. Member Nicklas felt the timetables should be discussed. Member Klussmann requested some type of ballpark figures on costs be included. Chairman Munson stated she would work with the administration on setting up an educational meeting to cover this material.

Establishment
 of Savings
 Account for
 Self-Insurance

Member Klussmann moved, Member Weber seconded, approval to submit the necessary documents to open the new accounts at the First National Bank of Chicago, and also approve the disbursement of \$17,283.00 from the Educational Fund as the first payment to the self-insurance group health benefit fund. (Ex. VIII-D attached to the minutes in the Board of Trustees Official Book of Minutes.)

Mr. Von Mayr stated the stop-loss maximum is approximately \$262,000 for this particular year, which is \$44,000 above the level generated by the premiums. He stated this is the health program for the college and consists of hospitalization and major medical.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
 Nicklas, Tomchek and Weber
 Nays: None

Motion carried. Student Member Turpin voted aye.

NEW BUSINESS:
Expenses for
Camerata
Singers'
White House
Performance

Member Weber moved, Member Tomchek seconded, approval of a contribution by the Board of Trustees not to exceed \$1,000.00 toward the cost of the Camerata Singers' Washington, D.C., trip.

Dr. Makas informed the Board the Camerata Singers have been under the direction of Frances Slade this year and have performed a number of concerts. An invitation has been extended to them to perform at the White House. The group has worked hard to raise funds for expenses through a variety of activities. The Student Senate has awarded \$1,000 for their expenses, and they need an additional \$1,000. Dr. Makas stated the Music Department endorses this program one hundred percent.

Dr. Lahti stated the administration felt this group's audience at the White House would be a great benefit to the college. It would be a good trip for the students and would generate favorable publicity for the college. Member Turpin added her support, stating she knew how hard the students had worked to raise funds for this trip, and she felt it would be a great honor for the college, as well as an excellent opportunity for the students.

Member Bone suggested the Board send a letter to Mrs. Slade expressing thanks to the group for representing Harper College at the White House.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Student Member Turpin voted aye.

Dr. Lahti stated a letter of bon voyage would be sent to the students with the check.

Cooperative
Agreements

Member Nicklas moved, Member Klussmann seconded, approval of the educational agreements between William Rainey Harper College and Triton College, the College of DuPage and Oakton Community College, for the 1977-78 school year. (Exhibit VIII-F attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Student Member Turpin voted aye.

NEW BUSINESS
Patents and
Copyright
Committee

Member Weber moved, Member Nicklas seconded, that in light of the "continuing policy of Harper College to encourage creativity and increased productivity among its college personnel,"

- a. The Board of Trustees accept the recommendation of the Copyright Committee, in which the college would own the materials, but that distribution of any income derived be divided--20 percent college, 80 percent college personnel (Frank and Pawlak) involved in the materials development.
- b. The Board of Trustees, under policy 3.8.5 (college use of income), use any income from the college's share (20 percent) in marketing and sales of these "system" materials for SPED and Faculty Fellowship funds.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Nicklas, Tomchek and Weber
Nays: None

Motion carried. Student Member Turpin voted aye.

Chairman Munson stated, with the Board's concurrence, she would like to add an item to the agenda of the proposed adjourned meeting. She called on Dr. Mann to discuss this item. Dr. Mann stated the administration is reviewing the auditors they are proposing for this year. As all the material was not received in time for this meeting, he suggested this be added as an agenda item to the adjourned meeting, so that it could be reviewed, acted upon, and the administration could start the audit.

After discussion, the Board agreed to meet as a committee-of-the-whole on the Policy Manual on Monday, May 2, after which they would hold an Adjourned Board Meeting the same evening on the Policy Manual and audit.

PRESIDENT'S
REPORT:

Dr. Lahti announced four upcoming workshops--"Assessment of Experiential Learning," "Marketing Your Association," "Fire Education Conference," and "Speech Pathology Workshop."

Dr. Lahti announced that Robert Pasen, Social Science faculty member, has just completed work on his Doctorate in Educational Psychology at Northwestern University. He further reported that James Roll and Robert Pasen, Social Science faculty members, have authored a workbook which will be used to supplement a psychology text. He noted this was a tremendous honor for both of these faculty members. Dr. Lahti spoke of another honor to a

PRESIDENT'S
REPORT:

faculty member, reporting that Joseph Bauer has had published, "Laboratory Experience for Chemistry and Living Organisms," in a publication for classroom use.

Dr. Lahti announced he had been asked to participate in an honors assembly by his alma mater on April 18, to receive the Outstanding Alumnus Award for 1977.

ADJOURNMENT:

Member Tomchek moved, Member Moats seconded, that the meeting be adjourned at 10:30 p.m., to Monday, May 2, 1977. Motion carried.

Chairman Shirley Munson

Secretary Natalie Weber