

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

August 11, 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 - July 15 and July 31, 1977
  - C. Estimated Payroll August 1 thru September 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. Faculty
      - a. Resignation, Dental Hygiene Exhibit A-1a
      - b. Resignation, Counselor Associate Exhibit A-1b
      - c. Appointment, Instructor-Philosophy Exhibit A-1c
      - d. Appointment, Instructor-Librarian Exhibit A-1d
      - e. Appointment, Assoc. Instructor-Dental Hygiene Exhibit A-1e
      - f. Appointment, Instructor-Special Services (ESL) Exhibit A-1f
      - g. Appointment, Division of Vocational Rehabilitation Staff Exhibit A-1g
      - h. Appointment, Instructor-Special Services (HIP) Exhibit A-1h
    2. Administration
      - a. Resignation, Director of College Relations Exhibit A-2a
      - b. Approval of Terms and Salaries of Administrative Contracts Exhibit A-2b
      - c. Appointment, Acting Coordinator - College Relations Exhibit A-2c
  - B. RECOMMENDATION: Contract Riders, Physical Education Exhibit B

- C. RECOMMENDATION: Acceptance of 1977-78 Institutional Goals Exhibit C
- D. RECOMMENDATION: Cooperative Agreement - Lifelong Learning Center, Elk Grove (Renewal) Exhibit D
- E. RECOMMENDATION: Clinical Agreements - Dietary Technician Program Exhibit E
- F. RECOMMENDATION: Cooperative Agreement - University of Illinois Intern, Data Processing Exhibit F
- G. RECOMMENDATION: Approval of RAMP Document Exhibit G
- H. RECOMMENDATION: Board Policy on Confidentiality Exhibit H
- I. RECOMMENDATION: Staff Policy & Procedures Manual Exhibit I
- J. REPORT & DISCUSSION: Salt Creek Flood Control Exhibit J
- K. BOARD INFORMATION: Attorney's Fees Exhibit K

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, August 11, 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, August 11, 1977, at 8:15 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

Also present: Robert E. Lahti, John Birkholz, Don Carlson, Marilyn Champagney, Bob Chantry, Sue Cooper, Anton A. Dolejs, George Dorner, Denny Dunton, Charles F. Falk, Guerin A. Fischer, John Gelch, Jean Goodling, W. R. Howard, Robert J. Hughes, Chris Hunter, Jack Lucas, William J. Mann, William E. Miller, Don Mistic, Joann Powell, N. S. Sanderson, Donn Stansbury, Elaine Stoermer, Urban Thobe, P. Vander Haeghen, W. E. Von Mayr, J. White, Dave Williams and Robert Wyman--Harper College; Stan Eisenhammer--Robbins, Schwartz, Nicholas & Lifton, Ltd.; Wayne Swanson--Suburban Trib; and Ruth Ann Dunton, Barbara Harris, Kathi Hock, and Carol Neuhauser.

MINUTES: Member Moats moved, Member Klussmann seconded, approval of the minutes of the regular Board meeting of July 14, 1977.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

CITIZEN PARTICIPATION Henry Roepken, Associate Professor of Journalism at Harper College, requested the Board not accept the resignation of Ms. Susanne Havlic, Teacher Associate in Journalism.

DISBURSEMENTS: Member Nicklas moved, Member Weber seconded, approval of the bills payable of August 11, 1977, as follows:

Educational Fund	\$130,628.00
Building Fund	40,518.03
Site and Construction Fund	2,318.57
Auxiliary Fund	115,432.54

DISBURSEMENTS:  
Bills Payable  
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

Payrolls

Member Nicklas moved, Member Weber seconded, approval of the payroll of July 15, 1977, in the amount of \$543,397.27; the payroll of July 31, 1977, in the amount of \$522,132.83; and the estimated payroll of August 1, 1977 through September 30, 1977, in the amount of \$2,147,043.15.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

Estimated  
Utility Bills

Member Weber moved, Member Klussmann seconded, approval of the estimated utility bills of October, 1977, in the amount of \$40,400.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

Financial  
Statements

Chairman Munson reported there were no financial statements for July as the annual financial audit is now in progress. The Board will receive financial statements for both July and August at the September meeting.

Budget Transfers

There were no budget transfers.

Bid Awards

Member Nicklas moved, Member Weber seconded, approval of the following bid awards, as per Ex. V-F attached to the minutes in the Board of Trustees' Official Book of Minutes:

V-F1 Award bid request Q-4820 for the installation of a metal roof on Building "C" to the low bidder, Lavin Roofing Co., in the amount of \$27,400.00.

V-F2 Award bid request Q-4818 for video equipment to the low bidder, the Advanced Photo Co., in the amount of \$4,592.05.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- V-F3 Authorize the purchase of thought transcriber packages from the Dictaphone Corp., in the amount of \$7,600.00.
- V-F4 Renew the housekeeping service contract at the Willow Park Center with the Admiral Maintenance Service for the fiscal year 1977-78, in the amount of \$21,816.00.
- V-F5 Approve the splitting of the award of bid request Q-4821 for dental hygiene equipment and supplies among Patterson Dental, S. S. White, and Frink Dental, for a total amount of \$7,663.55.
- V-F6 Award bid request Q-4822 for continuous stock, tab cards, and self-adhesive labels to Data Documents Company and Uarco Co., for a total amount of \$14,168.20.
- V-F7 Award bid request Q-4792 for printing of the 1978-79 College Bulletin to the low bidder, the Slavik Press, in the amount of \$25,222.00.
- V-F9 Award bid request Q-4791 for copier paper and chemicals for the Business Services Department to the low bidder, the Nashua Corp., on a direct basis in the amount of \$18,990.00.
- V-F10 Award bid request Q-4819 for photographic supplies used by the Production Services Department to General Camera, Triangle Camera, and Lion Photo, in a total amount of \$5,375.55.
- V-F11 Award bid request Q-4790 for custodial supplies used by the Custodial Department during fiscal year 1977-78 to Diamond Chemical, Haiges Chemical, and Bolotin, in the total amount of \$2,864.74.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Member Weber moved, Member Klussmann seconded, approval of the renewal of the yearly lease with the I.B.M. Corporation for a Mag II Typewriter, in the amount of \$3,439.80, as per Exhibit V-F8 attached to the minutes in the Board of Trustees' Official Book of Minutes.

DISBURSEMENTS:  
Bid Awards  
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Construction  
Change Orders

Member Weber moved, Member Nicklas seconded, that the Board approve the submittal of proposed change order #14 for \$2,882.06 for additional assignment fee changes to the Capital Development Board, as per Exhibit 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, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

COMMUNICATIONS:

Member Bone referred to a questionnaire which Board members had received from the ICCTA, stating the person compiling these questionnaires would like to have them back within the next week. Member Bone requested any Board member who might have misplaced their copy to let her know and she would see that they received another copy.

UNFINISHED  
BUSINESS:  
Building  
Construction  
Progress

Member Moats reported the Governor has authorized construction of Building "I" along with Building "J" which was previously authorized. Ground has been broken for Building "M" and a press conference had been held today regarding that building. Member Moats stated Ms. Stoermer had done a fine job of organizing the press conference. He reported the bids on the rest of the building will be opened on August 31, 1977, with the exception of the general contractor's bid which will be opened on September 9. The present phase of construction will be completed by November.

Administrative  
Audit

Member Nicklas reminded the Chairman that she had requested a list of the management firms contacted by Chairman Munson regarding the administrative audit. Chairman Munson stated she would get this list to Member Nicklas, as soon as she had it typed.

NEW BUSINESS:  
Staffing--  
Faculty  
Resignations

Member Tomchek moved, Member Weber seconded, that the Board of Trustees accept with regret the resignations of Ms. Trudy Frank, effective June 30, 1977, and Ms. Shirley Le Gare, effective May 20, 1977.

NEW BUSINESS:  
 Staffing,  
 Faculty  
 Resignations  
 (cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Staffing,  
 Faculty  
 Appointments

Member Tomchek moved, Member Bone seconded, the following appointments, as per Exhibits VIII-A-1c through VIII-A-1h attached to the minutes in the Board of Trustees' Official Book of Minutes:

- A-1c Appointment of Mr. John Modschiedler as Instructor of Philosophy for a one-year terminal appointment, effective Aug. 16, 1977 to May 20, 1978, at an annual salary of \$12,460 for a 39-week contract;
- A-1d Appointment of Ms. Judith Freisinger as Librarian-Reference Specialist with the rank of Instructor, effective Aug. 16, 1977, at an annual salary of \$13,370 for a 39-week contract;
- A-1e Appointment of Ms. Kathleen Ann Hock as Associate Instructor, Dental Hygiene, effective August 16, 1977, at an annual salary of \$11,560 for a 39-week contract;
- A-1f Appointment of Ms. Jean Chapman as an Instructor, English as a Second Language, for a one year terminal appointment effective August 16, 1977, at an annual salary of \$14,460 for a 39-week contract;
- A-1g<sup>i</sup> Appointment of Ms. Nancy Prussian as Teacher Associate of the Hearing Impaired, effective August 16, 1977, at an annual salary of \$6,805 for a 39-week contract. This position is contingent upon continued funding by the Illinois Division of Vocational Rehabilitation-or other outside funding sources.
- A-1g<sup>ii</sup> Appointment of Mr. Pat Marling as Teacher Associate/Interpreter, Hearing Impaired Program at an annual salary of \$5,355 for a 30-hour week, 34-week contract, effective Aug. 16, 1977. This appointment is contingent upon continued funding by the Illinois Division of Vocational Rehabilitation or other outside funding sources;

NEW BUSINESS:  
Staffing,  
Faculty  
Appointments  
(cont.)

A-1g<sup>iii</sup> Appointment of Ms. Joanne Jackowski as Teacher Associate/Interpreter of the Hearing Impaired, at an annual salary of \$6,426 for a 30-hour week, 34-week contract, effective August 16, 1977. This appointment is contingent upon continued funding by the Illinois Division of Vocational Rehabilitation or other outside funding sources.

A-1h The appointment of Mr. David Dolman as an Instructor, Hearing Impaired Program, effective August 16, 1977, at an annual salary of \$12,280 for a 39-week contract. This position is contingent upon continued funding by the Illinois Division of Vocational Rehabilitation or other outside funding sources.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Administration,  
Resignation--Dir.  
of College  
Relations

Member Tomchek moved, Member Bone seconded, that the Board of Trustees accept with regret the resignation of Mr. C. Patrick Lewis, effective August 11, 1977.

Member Moats commented on Mr. Lewis' work with the Board, pointing out he has been very diligent and hard-working, that it has been a pleasure to work with him and he wished him well in his future undertaking. Dr. Lahti stated Mr. Lewis not only served well as a college relations specialist but had outstanding performance as a division chairman and a professor in the classroom prior to that. Dr. Lahti stated Mr. Lewis had been a very loyal, dedicated employee. Chairman Munson added, and the Board agreed, that Mr. Lewis would be missed.

The motion carried on a voice vote.

Administrative  
Contracts

Member Klussmann moved, Member Tomchek seconded, that the Board authorize the Chairman and Secretary of the Board to execute contracts for all administrators for a period of one year from July 1, 1977 through June 30, 1978.

Member Weber stated this should not be construed to have any implication for any individual administrator. Because of the administrative audit, she felt this action would force the greatest opportunity to maintain the Board's flexibility and preserve their options, should the audit reveal reorganizational changes are needed.

NEW BUSINESS:  
Administrative  
Contracts  
(cont.)

Member Nicklas had a different point of view, stating she saw no reason for this particular motion at this particular time. She did not feel the audit would have that effect.

Member Moats commented that this motion has the effect of changing the rules while the game is in progress.

Member Bone stated she preferred the multi-year contracts for those administrators recommended by the administration.

Member Klussmann agreed with Member Weber's comments, stating she felt this motion was very definitely a hedge to the administrative audit. She felt this was just one of a series of things the Board has put over until results are available.

Upon roll call, the vote was as follows:

Ayes: Members Klussmann, Munson, Tomchek  
and Weber

Nays: Members Bone, Moats and Nicklas

Motion carried. Member Demmert voted nay.

Acting Director  
of College  
Relations

Member Tomchek moved, Member Bone seconded, that the Board appoint Ms. Elaine Stoermer as Acting Director of College Relations, at an annual salary of \$19,235, pro-rated to \$16,831, effective August 15, 1977.

Member Nicklas stated she had the greatest regard and admiration for the individual noted, and her comments had nothing to do with this individual. However, in regard to the staffing and handling of jobs that need to be done, she felt the Board was short-sighted in not filling them as they need to be filled. She felt this particular action was not in the best interest of the college. Member Moats stated he was in favor of the motion. However, he agreed with Member Nicklas' concern over what the Board should be doing and is not.

Upon roll call, the vote was as follows:

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

Nays: Member Nicklas

Motion carried. Member Demmert voted aye.

Contract Riders,  
Physical  
Education

Member Tomchek moved, Member Weber seconded, that the following faculty be awarded contract riders for the 1977-1978 academic year for the number of days and salary indicated:

<u>NEW BUSINESS:</u>	John Eliasik, Football, Aug.9-12,15	\$345.88
<u>Contract Riders,</u>	John Eliasik, Baseball, Mar.27-31	345.88
Physical	Roger Bechtold, Basketball, Dec.29-30,	
Education	Jan.6,7,9,10	426.00
(cont.)	Roy Kearns, Tennis, March 27-31	505.60
	Robert Nolan, Track, March 27-31	505.60

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Institutional  
Goals, 1977-78

Member Bone moved, Member Tomchek seconded, that the Board of Trustees adopt the 1977-78 Institutional Goals as per attachment in Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Weber stated the goals in the exhibit did not coincide with the goals as changed by the Board at their meeting in May. Discussion followed on amending the motion or delaying the action until the September meeting. Dr. Lahti stated the only two goals he was aware had been added were #41 and #42. He stated the administration felt #41 was in the best interest of cost-effectiveness for the institution and #42 was federal law with which the college must comply. He stated they could be removed. As the Board had not seen these two goals before, they agreed to wait until September to act on the goals.

Member Moats moved, Member Tomchek seconded, to table the motion until the September meeting.

By voice vote, the motion to table carried.

Member Weber stated she would discuss the differences she had noted in the exhibit with Dr. Lahti.

Cooperative  
Agreement--  
Lifelong Learning  
Center, Elk  
Grove (renewal)

Member Weber moved, Member Nicklas seconded, that the Board approve the Elk Grove Cooperative Agreement for a one-year period effective August 11, 1977, as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Moats noted that when this program was proposed it was in some respects a unique kind of operation and asked how it has worked out.

Bill Howard stated they have had a successful year in development. In the Board materials, a list is provided of the people who have worked with the college on planning committees in Elk Grove. Offerings have been delivered to over 900 participants through this

NEW BUSINESS:

Lifelong  
Learning  
Center, Elk  
Grove (cont.)

organization. He distributed a brochure with the offerings to be implemented next year. Mr. Howard introduced Barbara Harris of the Community Service Board of Elk Grove Village. Ms. Harris spoke of the Community Service Board's extreme satisfaction with this program. They felt it was well organized, implemented and administered. She discussed some of the future plans and expressed appreciation to Bill Howard, his staff, and Harper College for helping to bring quality education to the community. Chairman Munson felt it would be helpful if, in the costing of the program, a breakdown of administrative costs could be provided. Mr. Falk stated this would be done next year.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

Clinical  
Agreements,  
Dietary  
Technician  
Program

Member Weber moved, Member Nicklas seconded, that the cooperative agreements between William Rainey Harper College, Memorial Hospital of DuPage County, and Americana Health Care Center be approved as submitted, as per Ex. VIII-E 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. Member Demmert voted aye.

Cooperative  
Agreement,  
U. of Illinois  
Intern, Data  
Processing

Member Weber moved, Member Klussmann seconded, that the Board of Trustees approve the Agreement for Cooperative Investigation with the University of Illinois for the period of August, 1977-June, 1978, at the sum of \$6,656.00, payable in two installments on Nov. 30, 1977 and March 30, 1978, as per Ex. VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes.

Mr. George Dorner, Associate Dean, discussed the Agreement for Cooperative Investigation with the U. of I. This agreement was developed for the purpose of providing facilitative services to support the area of instructional application of computers. It provides a person well-trained and current in matters relating to instructional computers. Mr. Dorner spoke of the background of the person involved, the duties involved, and several new applications which have resulted from this agreement.

NEW BUSINESS:

Cooperative  
Agreement,  
U.of Ill.  
Intern, Data  
Processing  
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

RAMP  
Document

Member Tomchek moved, Member Nicklas seconded, that the Board approve the RAMP/CC document as submitted.

A lengthy discussion followed on the RAMP document. Dr. Lahti pointed out this is a State planning document and far from a very comprehensive or good institutional document. Member Tomchek asked if Harper has one document that incorporates all the long-range planning. Dr. Lahti stated he had recommended this several years ago, but at this time there is no one document that includes rationale for a long-range master plan, educational programs, financial plans, enrollment, etc.

Member Bone suggested scheduling an educational meeting for the purpose of working on a planning document. She felt a good starting place would be the District Master Plan Planning Guide. Chairman Munson suggested starting with missions and goals. Member Bone felt steps and procedures would need to be clarified. A tentative date of Thursday, Sept. 22, was set for a meeting on planning. Member Bone suggested a Board member and an administrator could work together on an agenda.

Referring to her memo of July 29, Member Bone expressed appreciation for the thorough documentation provided by the administration in response to her questions.

Dr. Fischer pointed out a typographical error on page 73, called to his attention by Member Bone, and distributed copies of the corrected page to the Board.

Questions on specific items in the RAMP document were raised by the Board and clarification was provided by the various administrators involved.

Member Nicklas noted that the ICCB must project plans for years ahead and the RAMP document provides future possibilities for them to work with.

Member Bone felt the Board should compliment those responsible for the RAMP document. Dr. Lahti stated there were a number of individuals and many manhours involved. Member Bone asked him to convey their thank. Chairman Munson pointed out that review of the RAMP document had provided much information about Harper.

The motion carried in a voice vote.

NEW BUSINESS:  
Board Policy  
on  
Confidentiality

Member Tomchek moved that the Board approve the Policy on Confidentiality of Material Related to Negotiations.

A discussion followed on suspending the rules in order to adopt this policy. Dr. Lahti suggested this could be recorded as the first reading of the proposed policy and voted on at the next meeting. Member Tomchek withdrew his motion.

Member Nicklas felt it has been implied in the past that any executive session or any discussion having to do with negotiations is confidential; however, this action would place it in the Board Policy Manual. Referring to the proposed policy in Ex. VIII-H, line two and the word "instructing," she felt the word "discussions" should be included in line two. Referring to line six and the word "instructions," she suggested adding, "Any meeting or discussion among Board members, between the Board, administration or representatives, shall be deemed confidential..." This would cover executive sessions, planning groups or committees and would be in addition to "instructions" which only specifies one type of activity. Member Nicklas stated broadening this would include anyone with whom the Board has discussion on this subject.

With the agreement of the Board, Chairman Munson requested the Board Attorney review and rewrite the proposed policy. Attorney Eisenhammer agreed on the inclusion of the word "discussions" but felt the term "instruction" should be included in the policy also.

Staff Policy  
and Procedures  
Manual

Member Nicklas moved, Member Bone seconded, that the Board of Trustees approve the Staff Policy and Procedure Manual for the year 1977 as presented.

Member Tomchek questioned why the Board approves the Staff Policy and Procedures Manual when they do not approve the Faculty Policy Manual.

Dr. Birkholz explained that in the Board Policy Manual the blue pages are Board Policies and the goldenrod pages are Faculty Procedures. Up to this time, the Board has never approved Faculty Procedures but that can be a Board decision.

Dr. Mann stated since the administration regulates the operation of the college, basing their decisions on this document, it seems there should be some official recognition. If the Board has comments or desires changes, the opportunity is presented before the manual is implemented. He stated this can be a formal resolution or just an acceptance by the Board.

Member Nicklas moved, Member Bone seconded, to amend the motion, changing the word "approve" to "accept."

NEW BUSINESS:  
Staff Policy  
and Procedures  
Manual (cont.)

Member Tomchek questioned why job classifications were removed from the new manual. Mr. Von Mayr explained they were not ready when the manual was assembled. He stated they are up-dated yearly and will be a part of the final manual.

Referring to the non-discrimination clause on page 3, Member Tomchek stated this is consistent with Board Policy but pointed out the non-discrimination clause in the up-dated Faculty Manual is not. Dr. Birkholz stated this was an error in his office, as indicated in his memo to the Board, and they are in the process of correcting this or any other inconsistencies.

Member Tomchek referred to the section on the Classified Employee Council and asked why it was in this manual when it was not in the previous manual. He also questioned whether the By-laws are developed by the Council or promulgated by the college. Mr. Von Mayr pointed out the section on the Classified Employee Council was on pages 43-47 of last year's manual. He stated the By-laws are developed by the Council and in the manual at their request.

Member Weber moved, Member Moats seconded, to table the motion. Motion was tabled by a voice vote.

The Staff Policy and Procedures Manual will be ready for the next Board meeting.

Salt Creek  
Flood Control

Dr. Mann reported the college is waiting for the Metropolitan Sanitary District's attorneys to file more information with the college on the Salt Creek Flood Control Project. A meeting will then be scheduled.

Attorney's  
Fees

Chairman Munson stated the exhibit on attorney's fees was for information and requested that the background information section be a part of the records.

Member Nicklas felt this should be by action of the Board. There is a precedent for this; she had checked previous minutes and found the attorney's rates were stated. This is an expenditure of money. Member Nicklas stated the college will be paying for particular kinds of categories and this time there is a monthly retainer fee. By not having it in the minutes, it could be changed at any time.

Member Moats moved, Member Bone seconded, approval of the rates for service of our legal counsel, as stated in Ex. VIII-K below:

Robbins, Schwartz, Nicholas & Lifton, Ltd., charge a retainer fee of \$250.00 per month. This service under this retainer includes the regular review of Board minutes, agenda materials and new policies, filing of tax

NEW BUSINESS:  
Attorney's  
Fees (cont.)

exemption forms, and the preparation of routine resolutions. In the area of collective bargaining, the retainer includes discussion and proposals, suggested negotiations strategy and the like.

An hourly rate of \$55.00 will apply for services beyond the scope of the retainer. Such services typically would include formal legal opinions, special research which the legal counsel may be directed to pursue, litigation, negotiations at the bargaining table, meeting attendance and the like. Issuance of opinions in connection with tax anticipation warrants, or bonds, are charged in accord with a minimum fee schedule incorporating any changes that may be made by bond counsel. Out-of-pocket expenses, such as travel, are separately invoiced.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Chairman Munson reminded the Board of the Faculty Dinner being held on August 16.

PRESIDENT'S  
REPORT:

Dr. Lahti distributed an up-dated status report on pending legislation put together by Denny Dunton.

A number of brochures on Continuing Education seminars were distributed by Dr. Lahti who called attention to the diversity of the programs.

Dr. Lahti announced that the Associated Collegiate Press had awarded the Harbinger an honor rating of First Class; and that the National School Public Relations Association had awarded a Second Place to the Student Handbook, a Third Place to Harper Today, and a Third Place to Point of View.

Dr. Lahti announced that Bill Schooley, of the Math Department, had been appointed to a two-year term to the Research and Advisory Council of the Illinois Community College Faculty Association; and also announced that Mr. Schooley will be receiving his doctoral degree from the University of Illinois, Circle Campus.

Dr. Lahti reported that a chapter from his book, entitled "Trustee Performance Standards," has been selected for use by the Association of Community College Trustees in a trustee handbook for community colleges and technical institutes.

PRESIDENT'S  
REPORT:  
(cont.)

Copies of the new Student Handbook were distributed by Dr. Lahti.

Dr. Lahti referred to the increase in assessed valuation, projected in the long-range planning document at 10 percent, and reported the assessment had been announced at 12.1 percent, indicating that the college estimates continue to be quite accurate.

Member Bone reported she had been pleased and surprised to find in the Chicago Public Library a Graphic Arts Award to Harper College for the 1976-77 Program Budget cover. She also stated she had received an extremely nice letter from Dr. Fischer and staff, which goes to parents of graduating seniors alerting them to the potentials of Harper College. Member Bone commented this was an excellent public relations gesture.

ADJOURNMENT:

Member Nicklas moved, Member Weber seconded, that the meeting be adjourned at 10:20 p.m. Motion carried.

\_\_\_\_\_  
Chairman Shirley Munson

\_\_\_\_\_  
Secretary Natalie Weber