

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

AMBROSE EASTERLY
LRC PRD

BOARD MEETING

AGENDA

November 10, 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 - October 15 and October 31, 1977
 - C. Estimated Payroll November 1 thru December 31, 1977
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Report of Conflict of Interest Committee
 - B. RECOMMENDATION: Faculty Association Dues Exhibit VII B
- VIII. New Business
 - A. Staffing
 1. RECOMMENDATION: Faculty
 - a. Resignation, Refrigeration & Air Conditioning Exhibit VIII A-1a
 2. RECOMMENDATION: Administration
 - a. Resignation, Vice President of Administrative Services Exhibit VIII-A-2a
 - b. Appointment, Acting Dean of Students Exhibit VIII-A-2b
 3. RECOMMENDATION: Teacher Associates
 - a. Resignation, Hearing Impaired Interpreter Exhibit VIII A-3a
 - b. Appointment, Student Development Associate Exhibit VIII A-3b

- 4. RECOMMENDATION: Classified Staff
 - a. Long-Term Leave of Absence, Custodian Exhibit VIII A-4a
 - b. Long-Term Leave of Absence, Food Service Exhibit VIII A-4b
- B. RECOMMENDATION: Administrative Contracts Exhibit VIII B
- C. RECOMMENDATION: Third Boiler Approval Exhibit VIII C
- D. BOARD INFORMATION:
 - a. Status Report Closing Out Buildings G & H Exhibit VIII D(a)
 - b. Building M - Post Bid Budget Report Exhibit VIII D(b)
- IX. President's Report
- X. Adjournment.

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, November 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, November 10, 1977, at 8:00 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
Absent: Student Member John Demmert

Also present: John Birkholz, Joseph Bauer, Frank Borelli, D. Carlson, Frank Christensen, Bob Cormack, Ray DePalma, A. A. Dolejs, George Dorner, C.J.DuBois, Charles F. Falk, Guerin Fischer, Jean Goodling, W. R. Howard, Robert Hughes, Fred Inden, Roy Kearns, S. G. Kokalis, Liz McKay, M. Scott McMannis, W. J. Mann, William E. Miller, Don Misic, John Morrow, Jeanne Pankanin, Joann Powell, Henry Roepken, Janet Savin, Bill Schooley, Don Sedik, D. Stansbury, S. Stidger, Elaine Stoermer, Andrew Suk, Paul D. Swanson, John Thompson, P. Vander Haeghen, George Voegel, Jim Wales, Clifford Wener, Dave Williams, Robert Wyman, Joan Young--Harper College; Debbie Clementson, John F. Gillman, Paul Johnson, Betty Madigan, Mark R. Owens, Andrea Spillios--Harper Students; Rena Cohen and Wandalyn Rice--Paddock Publications; Wayne Swanson--Suburban Trib; Verna Parker--Barrington Countryside; Jerome Robbins--Robbins, Schwartz, Nicholas & Lifton, Ltd; and David Bone, Bruce Donnelly, Otis Hedlund, Scott MacEahren, Judy Mann, Larry Moats, William E.Simpson, E. H. Vockeroth and Patricia Vockeroth.

President's Resignation There being no objections from the Board, Chairman Munson suspended the routine order of the agenda to insert an additional item at this point.

Member Demmert entered the meeting at 8:02 p.m.

Member Bone moved, Member Weber seconded, to accept the resignation of Dr. Robert E. Lahti, as President of William Rainey Harper College, in accordance with the terms and conditions of the agreement entered into between the College and Dr. Lahti dated Nov. 10, 1977, and to authorize the approval of the terms of the agreement and the disbursement of funds as called for therein. (Copy of agreement attached to the minutes in the Board of Trustees' Official Book of Minutes.)

President's
Resignation
(cont.)

Member Nicklas read the following statement:

"I would like to quote from the Tadlock Report:
'Without question the college is successful as an
institution,' and 'All seem ready to give full
credit to the president for supplying the drive and
leadership to bring the college through the early
years.'

"In the last 12 years, Dr. Lahti and a hard working
team have responded to the needs and direction of
this community and have provided it with one of
the most outstanding and nationally recognized
colleges in the country.

"Harper has grown from the time, at the beginning,
when students enrolled somewhat apologetically in
a fledgling institution to a college which has
prospective students planning years ahead to
attend. I am grateful to have been a part of
Harper during this time.

"I can speak for myself, and I believe for our
citizens in the community, in expressing great
appreciation to Dr. Lahti for the great service
he has given with his dedication, knowledge, and
vision."

Member Moats stated in the interest of the college
he had undertaken to collaborate in coming to reasonable
terms. However, since he did not feel it was necessary
to reach the impasse that was reached, he stated he
would vote no.

Upon roll call, the vote was as follows:

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

Nays: Members Moats and Nicklas

Motion carried. Member Demmert voted aye.

Appointment of
Interim
President

Member Weber moved, Member Tomchek seconded, to appoint
John Birkholz, Vice President of Academic Affairs of
Harper College, as the Interim President of the
College effective immediately, subject to the terms of
an employment contract to be prepared by Board counsel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

MINUTES:

Member Weber moved, Member Klussmann seconded, approval of the minutes of the regular Board meeting of October 13, 1977.

Chairman Munson requested that her reference to an article in the American Association of Junior and Community Colleges magazine be included on page 10 of the minutes in the paragraph on the College Mission.

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

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

Nays: None

Motion carried. Member Demmert voted aye.

CITIZEN
PARTICIPATION:

Mr. Otis Hedlund, Wheeling, spoke to the Board, offering three suggestions for their consideration: 1) copies of the agenda be available for people to pick up as they come into the meeting; 2) a portable P.A. system to enable members of the audience in the back of the room to hear the Board members; 3) Mr. Hedlund referred to a previous meeting where three items were scheduled for discussion under Unfinished Business, and actually nine items were discussed. He pointed out this denies the Board members, staff, press, and public adequate time and notification to prepare for meaningful dialogue and suggested the Board would be well considered to stop this practice. Chairman Munson thanked Mr. Hedlund.

DISBURSEMENTS:
Bills Payable

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

Educational Fund	\$938,023.82
Building Fund	73,718.79
Site & Construction Fund	3,644.85
Bond & Interest Fund	66,590.00
Auxiliary Fund	90,420.16
Bond & Interest Fund	1,182,746.07

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 Klussmann seconded, approval of the payroll of October 15, 1977, in the amount of \$475,183.97; the payroll of October 31, 1977, in the amount of \$460,484.20; and the estimated payroll of November 1, 1977 through December 31, 1977, in the amount of \$1,885,371.36.

DISBURSEMENTS:

Payrolls
(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.

Estimated
Utility
Bills

Member Nicklas moved, Member Weber seconded, approval of the estimated utility bills for January, 1978, in the amount of \$51,000.00.

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

Member Klussmann referred to page 3 of 13 in the financial statements. She questioned if the To-Date figures and October Balance figures had been transposed under Expenditures by Object--Salaries. Dr. Mann stated he would have these figures checked to see if a transposition had been made or if the To-Date figure included encumbered salaries.

Chairman Munson asked Board members to keep Nov. 29 open for an informational budget meeting. Dr. Mann stated this would basically be the long-range financial planning aspect for the college.

Budget
Transfers

Member Klussmann moved, Member Tomchek seconded, approval of the Educational Fund budget transfers, in the amount of \$12,554.00, 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. Member Demmert voted aye.

Bid Awards

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

V-F1 Approve the awarding of the bid for various audio-visual equipment as follows: Midwest Visual, \$1358.38; United Visual, \$9253.82; Selected Ed. Aids, \$389.92; AVTV Systems, \$1193.00; Helix Sales, \$6720.00; SRA, \$580.65; for a total amount of \$19,495.77.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F2 Authorize the issuing of a two-year lease in the amount of \$5,760.00 to the Courtesy Leasing Co. This lease is for a Maxi-Wagon to be used by the Student Activities office.
- V-F3 Approve the awarding of the bid for a bench lathe to the low bidder, Chicago Tool and Supply Co., in the amount of \$4,256.80.
- V-F4 Approve the issuing of a change order to purchase order D-7274 to Mr. Dee Meats, which will reflect an increase from \$3,000 to \$7,000 (net increase of \$4,000).

In response to a question from Member Nicklas regarding the Maxi-Wagon, Frank Borelli discussed leasing vs. buying this type of vehicle. He stated the leasing agreement was decided upon due to the depreciation and expense of such a large vehicle. He stated this agreement includes all maintenance. The vehicle will be insured under the college fleet insurance, and the additional cost will be paid for by the students.

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.

Construction
Change Orders

None.

COMMUNICATIONS:
Public
Safety
Officers

Chairman Munson stated she had received a letter from the Public Safety Officers just prior to the meeting. She stated copies would be made and distributed to the other Board members. Secretary Weber read the first part of the letter which referred to several meetings the Public Safety Officers had with the administration after they had conferred with an outside bargaining agency--the Teamsters. As their concerns were viewed as rectifiable by the administration, and expressing their faith in the Board, the Public Safety Officers stated they would advise the Teamsters that their services were not necessary in the Public Safety Department. The letter went on to outline their concerns.

Dr. Fischer introduced Mr. Cliff Wener, new Director of Food Services, stating he has been a part-time faculty member at Harper for a number of years, plus he brings a great deal of experience in food services from private industry. The Board members welcomed Mr. Wener.

UNFINISHED
BUSINESS:
Conflict of
Interest Comm.

Member Tomchek, Chairman of the Conflict of Interest Committee, reported the committee had held two meetings.

Faculty
Association
Dues

Chairman Munson stated the Executive Director of the ICCB has recommended to the various Boards that they pay the dues to the Illinois Community College Faculty Association.

Member Tomchek moved, Member Klussmann seconded, that the administration be authorized to pay \$100.00 dues to the Illinois Community College Faculty Association for membership for the 1977-78 academic year.

If approved, it was agreed by the Board that these dues will be included in the regular budgeting process in the future.

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.

Committee
Reports--
Construction
Progress

Member Moats reported the Physical Fitness Center, Building "M", is running four weeks behind schedule but stated this can be made up in time for occupancy in January, 1979. Funds for "I" and "J" have been approved by the state and signed by the governor, and the work with the architects should be completed in December. The tentative schedule for these buildings is to go out for bids on January 5, open bids for trades about January 25 and for the general contractor about February 2. This will provide for excavation starting in March, with occupancy by late summer of 1979.

--ICCTA
Representative

Member Bone, Harper's ICCTA representative, referred to the consolidation of election law to become effective Dec. 1, 1978. She distributed copies of a memo outlining the advantages and disadvantages of various lengths of terms for trustees and asked for feedback from the Board. Member Bone stated she will be attending a meeting of the ICCTA on Saturday, Nov. 12, at which time they will formally take a position on the length of trustees' terms. She stated she needed to know the Board's preference before then in order to represent Harper's thinking at that meeting.

NEW BUSINESS:
Staffing--
Faculty
Resignation

Member Weber moved, Member Klussmann seconded, that the Board of Trustees accept with regret the resignation of Mr. James R. Crapser, effective Dec. 17, 1977.

Motion carried.

NEW BUSINESS:
Staffing--
Administrative
Resignation

Member Weber moved, Member Bone seconded, that the Board of Trustees accept with regret the resignation of Dr. William J. Mann, effective December 31, 1977.

Member Bone read the following statement:

"Long ago, before there ever was a Harper College, when I was a reporter for Day Publications, Bill Mann and I met each other. He backgrounded me extensively on school finance. During succeeding years, our professional paths crossed off and on.

"I have known and appreciated Bill Mann's competence, his skill, and his integrity for many years--most recently, of course, since I became a member of the Harper Board. I've watched his professional career develop--through his publications, his doctorate, his participation in professional organizations.

"Bill is a person of high professional caliber and ability--a man who has given many years of his life in dedicated service to this institution.

"I'm sure all the Harper Board joins me in wishing Bill joy and success in his well-deserved new position."

Other Board members agreed and expressed appreciation for Dr. Mann's service to Harper. Dr. Mann thanked the Board. Member Moats commented that he felt the Board should do some soul searching. He wondered if, in the past few months, the great numbers of uncoordinated memos by individual Board members may have made things unpleasant and encouraged Dr. Mann to look elsewhere. If this were the case, Member Moats hoped it would not continue in the future.

The motion carried.

Staffing--
Appointment
of Acting Dean
of Students

Member Weber moved, Member Demmert seconded, that Frank Borelli be appointed Acting Dean of Student Services, effective Nov. 14, 1977, at a monthly rate of \$2,182.00 until the administrative reorganization is completed. This salary represents an increase of \$250.00 a month over his present salary.

Member Tomchek expressed concern over approving the position despite the fact that the Tadlock Report made it clear there was some doubt as to the necessity for the position. He also was concerned that, if this position were approved, the Board was creating the appearance they are going to respond to lobbying pressure on behalf of the students. He felt the basis for making this decision had to be something better than that.

NEW BUSINESS:
Staffing--Appt.
 of Acting Dean
 of Students
 (cont.)

Paul Johnson, President of the Student Senate, pointed out this position had been in existence for approximately six and a half years. He felt one of the important functions of this position was in the area of student grievances, which was not being fulfilled.

Referring to Member Tomchek's concerns, Member Bone stated she had researched this position and had looked thoroughly at all aspects. She stated she would have no difficulty in approving this appointment. Member Moats complimented Dr. Fischer on the rationale presented for filling this position.

Member Weber felt where there is a perceived need by the constituency whom the Board serves, this type of action will give the Board the opportunity to look at the position in greater depth. Member Klussmann had also discussed this with Dr. Fischer, and stated, if after studying the Master Plan, the position would be better off slanted in a different way, she felt this option would still be open.

Dr. Fischer asked Dr. Powell to explain the plan for continuing this year on a month-to-month basis. Dr. Powell stated the first concern is that the very busy program in Student Activities continue. There have been two persons working out of that office--Frank Borelli, as Director, and Jeanne Pankanin, as Advisor. Preliminary discussions have been held with Ms. Pankanin, and also with Mr. Smith in Personnel. These will be continued if the position is approved. They plan to ask Ms. Pankanin to assume the Director's responsibilities, and compensate her by additional salary and hopefully provide some temporary help to work with her.

Member Nicklas commented that this indicates there has been a good deal of thought given to taking care of the students' needs. Member Moats agreed these people have thought out carefully the work that needs to be done.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

--Resignation,
 Hearing
 Impaired
 Interpreter

Member Weber moved, Member Klussmann seconded, that the Board of Trustees accept the resignation of Ms. Patricia Marling, effective December 19, 1977.

Motion carried.

NEW BUSINESS:
Staffing--Appt.
Student
Development
Associate

Member Klussmann moved, Member Weber seconded, the appointment of Ms. Sally Leighton as a Student Development Associate, effective November 10, 1977, at an annual salary of \$4,411.20 for a 22½ hour work week, for a 37-week contract.

Upon roll call, the vote was as follows:

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

Motion carried.

--Long-Term
Leave of
Absence,
Custodian

Member Klussmann moved, Member Bone seconded, that the Board of Trustees grant Mr. Lincoln Clifton a long-term leave of absence without pay, effective Nov. 3, 1977, for a period not to exceed one year.

Motion carried.

--Long-Term
Leave of
Absence,
Food Svcs.

Member Weber moved, Member Demmert seconded, that the Board of Trustees grant Ms. Betty Doles a long-term leave of absence without pay, effective Nov. 2, 1977, for a period not to exceed one year.

Motion carried.

Administrative
Contracts

Member Klussmann moved, Member Weber seconded, that the Board of Trustees approve the administrative contract as amended and set forth as attached to Ex. VIII-B. (Ex. VIII-B attached to the minutes in the Board of Trustees Official Book of Minutes.)

Dr. Birkholz informed the Board that Dr. Lahti had held a number of meetings with administrators to review the contracts. They were encouraged to voice their concerns and send their suggestions to Personnel. All items were then incorporated into the contracts and again reviewed by the administrators. The contracts were then sent to be reviewed by counsel. Dr. Birkholz stated, in his judgment, all items desired in the contracts by the administrators have been included. He stated it was his understanding that new contracts will be issued to all administrators in this form for the remainder of the year. In response to a question from Member Nicklas, Dr. Birkholz agreed this contract was written in such a way that it could be used for multi-year contracts.

Motion carried.

Third Boiler
Contract

Member Weber moved, Member Bone seconded, that the Board approve the signing of the contract with EKS subject to the approval of our attorney (as in Ex. VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Third Boiler
Contract
(cont.)

In response to a question from Member Nicklas, Mr. *Mivic* stated the reduction in percentages as recommended by counsel was reflected on page 3 of the contract.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Bldgs. "G"
and "H" and
Bldg. "M"

Chairman Munson noted that Exhibit VIII-D(a), status report on Project IIB--Buildings "G" and "H", and Exhibit VIII-D(b), post-bid budget for Physical Education Facility--Building "M", were provided for Board information only.

PRESIDENT'S
REPORT:
Master
Plan

Dr. Birkholz reported on the status of the Master Planning process. With the authorization of the Board, he stated specifications went to approximately 15 firms. In a cover letter, firms were invited to come in and meet with the administrative staff if they had questions. Five or six firms did come in. Dr. Birkholz reported the due date for receipt of the Master Plan proposals is Nov. 15, 1977. At that time, proposals will be reviewed and a recommendation made to the Board as to the firm the administration would recommend do the Master Planning process. It is anticipated this would be done at the December Board meeting, so that shortly after the first of the year the Master Planning process could begin. Dr. Birkholz stated the mission of the college will be tied in more closely than originally anticipated with the Master Planning process. A report in regard to that will be prepared for the Board.

ADJOURNMENT:

Member Klusmann moved, Member Weber seconded, that the meeting be adjourned at 8:55 p.m. Motion carried.

Chairman Shirley Munson

Secretary Natalie Weber