

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

FEBRUARY 9, 1978

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 - January 15 and January 31, 1978
  - C. Estimated Payroll - February 1 through March 31, 1978
  - D. Financial Statement
  - E. Budget Transfers
  - F. Bid Awards
  - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
  - A. RECOMMENDATION: Conflict of Interest Statement Adoption Exhibit VII-A
  - B. APPOINTMENT: Board Committee Members for Distinguished Teacher Award Exhibit
  - C. Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Approval of Farm Lease Exhibit VIII-A (Handcarry)
  - B. RECOMMENDATION: Correction of Tax Levy Exhibit VIII-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, February 9, 1978

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, February 9, 1978, at 8:05 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: John Birkholz, Frank Borelli, Robert Chantry, Robert Cormack, Anton A. Dolejs, Al Dunikoski, Charles F. Falk, Guerin Fischer, John Gelch, Jean Goodling, William Howard, Fred F. Inden, Henry J. Kurowski, John Lucas, Liz McKay, William E. Miller, Don Misic, Rosemary Murray, Jeanne Pankanin, Joann Powell, Donn Stansbury, Elaine Stoermer, George Voegel, David Williams, Regina Witort, John F. White, Robert Wyman, and Joan Young--Harper College; Paul Johnson--Harper Student; Fred Lifton--Robbins, Schwartz, Nicholas & Lifton, Ltd.; I. Kilroy--A. B. Dick; and Curtis Bendell and George F. Dasher.

MINUTES: Member Klussmann moved, Member Demmert seconded, approval of the minutes of the regular Board meeting of January 12, 1978, and the minutes of the recessed Board meeting of January 19, 1978.

Dr. Birkholz pointed out on page 11 of the Jan. 12, 1978 minutes, under Administrative Leave for the Dean of Career Programs, the date of Dr. Cormack's leave should be corrected to read from May 1, 1978 to May 19, 1978.

Member Klussmann referred to page 5 of the Jan. 12, 1978 minutes, stating the members of the Institutional Goals Committee should be corrected to read: Natalie Weber, Chairman; Joan Klussmann and David Tomchek--Members.

Upon roll call, the vote on the minutes of Jan. 12, as corrected, and the minutes of Jan. 19 was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

CITIZENS'  
PARTICIPATION:

Mr. Curtis B. Bendell, 310 Park Drive, Plum Grove Estates, Palatine, addressed the Board as a member of the Palatine-Schaumburg Taxpayers Review Committee. He explained this group was trying to provide more citizens' participation in some of the budgeting aspects of local taxing bodies. He read a letter in which he explained the committee's intent was to urge the Board to consider the effects of Harper's budget planning on the local taxpayer. The letter cited a number of his concerns and also offered several suggestions for soliciting potential students. The letter, signed by Mr. Bendell as a Member of the Taxpayers Review Committee, was approved by Richard H. Klotz, Chairman of the Committee. (Copy of the letter attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Chairman Munson thanked Mr. Bendell.

DISBURSEMENTS:  
Bills Payable

Member Nicklas moved, Member Weber seconded, approval of the bills payable of February 9, 1978, as follows:

Educational Fund	\$531,928.20
Educational Fund	3,328.00
Building Fund	426,709.06
Site & Construction Fund	557.47
Site & Construction Fund	6,660.00
Auxiliary Fund	290,669.03
Restricted Purposes Fund	227,753.30

The Restricted Purposes Fund payables were discussed and Mr. Dolejs explained the details of the Inter-Fund Transfer checks included in this listing. Dr. Birkholz pointed out this was the first time the Restricted Purposes Fund had been included. In essence, he stated this money had been paid out and the Board was approving it after the fact. Dr. Birkholz informed the Board a procedure still needs to be worked out for the Restricted Purposes Fund approval process.

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 January 15, 1978, in the amount of \$382,665.63; the payroll of January 31, 1978, in the amount of \$393,160.54; and the estimated payroll of Feb. 1, 1978 through March 31, 1978, in the amount of \$1,563,289.73.

DISBURSEMENTS:

Payrolls  
(cont.)

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.

Estimated  
Utility  
Bills

Member Nicklas moved, Member Weber seconded, approval of the estimated utility bills for April, 1978, in the amount of \$45,200.00.

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.

Financial  
Statements

Chairman Munson pointed out that page 3 of the Financial Statements had been corrected and the correction was in the Board books. The Board commented favorably on the index included in the Financial Statements. Dr. Birkholz referred to item IV in the Financial Statements--Restricted Purposes Fund, stating this was the first time they had been included in the Financial Statements. Member Tomchek commented that from his point of view this was a good indication that the Board was addressing itself to its proper responsibilities.

Budget  
Transfers

Member Weber moved, Member Demmert seconded, approval of the Educational Fund budget transfers in the amount of \$31,674.00, the Building Fund budget transfers in the amount of \$600.00, and the Auxiliary Fund budget transfers in the amount of \$305.00, as per Exhibits V-E(1), V-E(2), and V-E(3) attached to the minutes in the Board of Trustees' Official Book of Minutes.

In the discussion which followed, Member Tomchek referred to the transfer in the Educational Fund--Student Activities budget--from salaries, administrative, to salaries, professional. This was indicated as an adjustment in the Student Activities advisor's salary and employment of student development associate. Member Tomchek asked if the Board had approved that action.

Dr. Birkholz explained that when Mr. Borelli was appointed Acting Dean of Students, other adjustments were made within that area. He pointed out that technical/professional appointments do not require Board approval. Dr. Fischer added that at the November Board meeting, at the time of this appointment, Dr. Powell discussed the interim plan for the Student Activities area.

DISBURSEMENTS:  
Budget  
Transfers  
(cont.)

Member Tomchek asked if the budget transfer was being made after the fact. Dr. Birkholz agreed, stating in effect people have been shifted and in effect they have been paid. The administration thought the information presented in November had been clear, but as there now seemed to be some misunderstanding perhaps properly the budget transfer should have been presented at that time. Dr. Birkholz suggested a session be held with the Board to review those positions which do and do not come before the Board.

Member Tomchek stated he would appreciate advice from counsel as to the propriety of the practice whereby salaries for professional/technical staff are increased without authority from the Board. Member Nicklas pointed out these increases would have to fit into a cost center budget. Dr. Birkholz agreed counsel's advice would be sought in that regard. He stated it is a matter of record that a person could go from one classification to another within the system and there would be no reason to bring it to the Board.

In response to Member Tomchek's question, Dr. Fischer stated there is no vacancy in the Student Services area. Member Tomchek stated the college had promptly filled a position designated by an independent consultant as of questionable immediate value. Dr. Fischer felt it would be helpful if he explained the total budget implication of what transpired in a memo. He stated the overall effect is a decrease in that budget area.

Dr. Birkholz summarized Member Tomchek's concerns, as follows, and stated the administration would respond to these in a memorandum:

1. Where does the administration's authority for this type of action come from?
2. When this occurs, what procedures are followed?
3. Specifically, what did occur?

In what he defined as a political statement of sorts, Member Tomchek felt the Board was had in terms of the way this had been manipulated. Dr. Birkholz, stating he took offense at this statement, stressed that he wanted Member Tomchek and other Board members to understand that as long as he was chief executive officer of this institution there would be no manipulation; honest mistakes, yes, but manipulation, no. Member Tomchek felt this had occurred prior to Dr. Birkholz's appointment.

Member Tomchek also questioned the transfer of \$3000 to the Board of Trustees' budget to provide funds for the services of the Treasurer. Dr. Birkholz explained

DISBURSEMENTS:

Budget  
Transfers  
(cont.)

that when Mr. Dolejs was appointed Treasurer, the approval was at \$500 per month. There was no separate Treasurer's salary prior to that time as this was part of Dr. Mann's responsibilities as Treasurer. Dr. Birkholz stated the Board will have to decide when they appoint a permanent Vice President of Administrative Services if they want him to be Treasurer, if they want that understood as part of his responsibilities and part of his salary. He suggested this transfer could be to Institutional Expense if the Board so desired. Mr. Dolejs stated this particular item could be deleted from the budget transfer in order to discuss it further and make a decision. Member Bone left the meeting during this discussion.

Member Moats moved, Member Weber seconded, that the motion be amended to delete Salaries Professional, \$3,000.00(8), from 191-000-512 salary account in the Educational Fund budget transfers.

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

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

Nays: None

Amendment carried. Member Demmert voted aye.

Member Klussmann informed the Board that the Presidential Search Committee does not plan to spend \$2,700(11) in advertising expense, account #191-000-547. She stated they felt it would probably come to a total of about \$1200.00, and explained she was not asking for a change at this time but just wanted the Board to be informed.

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

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

Nays: None

Motion carried. Member Demmert voted aye.

Bid Awards

Dr. Birkholz referred to a letter received just prior to the executive session from Mr. J. E. Hennigan, Addressograph Multigraph, questioning a bid on a semi-automatic offset press (copy of letter attached to the minutes in the Board of Trustees' Official Book of Minutes). The writer stated the winning bid (A.B. Dick Model 360 CM) did not meet specifications and discussed the reasons he felt the bid should be rejected and awarded to the next lowest bidder meeting the specifications.

DISBURSEMENTS:  
Bid Awards  
(cont.)

Mr. Misic explained the letter was a complete surprise, as Mr. Hennigan had originally stated he was going to send a telegram regarding his bid. Both Mr. Misic and Mr. Inden talked by phone with Mr. Hennigan, at which time he did not question the bidding but stated he wanted to be sure they understood what they were getting from A. B. Dick. Mr. Misic felt Mr. Hennigan should have contacted him if concerned with the college's welfare. He pointed out Mr. Hennigan did not attend the bid opening and was aware of what the college wanted. Mr. Misic felt the college has the right to determine what they need and can afford. He stated Mr. Kilroy, of A. B. Dick, was present and could respond to Board questions.

Member Moats asked if the quote submitted by A.B.Dick fully met all the specifications provided. Mr. Inden answered affirmatively, stating that to the best of his knowledge it is responsive.

Dr. Birkholz recommended the Board defer action on this until he had an opportunity to review it in detail. Member Tomchek felt the bid should not be held up just because it was questioned. Chairman Munson felt the Board could assume that the college people responsible for bids meeting specifications had taken care of that. Mr. Misic stated to his knowledge the bid met the specifications. He felt possibly the problem could stem from different interpretations of certain words. However, he felt the Board could delay action on this item for a month with no problem.

Member Weber moved, Member Klussmann 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:

- Ex. V-F1 Award the bid for a Semi-automatic Offset Press to A.B.Dick Co., in the amount of \$8,778.00.
- Ex. V-F2 Authorize five change orders for Food Services as follows:
1. P.O.D8545 from \$1,000 to \$2,500
  2. P.O. D7269 from \$2,400 to \$3,400
  3. P.O. D7209 from \$8,000 to \$9,000
  4. P.O. D7274 from \$7,000 to \$10,000
  5. P.O. D7210 from \$16,961.91 to \$18,461.91.

Dr. Birkholz again stated his only question was whether the bid met all specifications.

Member Moats offered an amendment on the recommendation of Dr. Birkholz that item V-F1 be deleted from the motion. The amendment died for lack of a second.

DISBURSEMENTS:

Upon roll call, the vote was as follows:

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

Chairman Munson stated the Board will assume that item V-F1 will be checked and clarified.

Construction  
Change Orders

There were no construction change orders.

COMMUNICATIONS:

Secretary Weber read a communication from Barbara Olson and Kathleen Smith, dated Jan. 31, 1978, in which they expressed appreciation to the Board for granting their maternity leaves as exceptions to current Board policy. She read another letter from David Regner, State Senator, regarding the Consolidated Elections Implementation Hearing to be held on Feb. 15, 1978, 10:00 a.m., at 160 N. LaSalle Street, in Chicago. (Copies of both letters attached to the minutes in the Board of Trustees' Official Book of Minutes.)

UNFINISHED  
BUSINESS:  
Conflict  
of Interest  
Statement

Referring to the Conflict of Interest statement in Ex. VII-A, Member Tomchek stated this had been sent to counsel, and counsel had made corrections to bring one portion into alignment with the pertinent statute. However, Article #4, page 2, should be corrected to the committee's ultimate version, which Member Tomchek read as follows:

4. "No Board member or employee shall influence or seek to influence the purchase of products, services, letting of contracts or other transactions of the college when such influence may result in personal gain."

In reference to this change, Member Nicklas felt the implied connection to the State Statutes indicated direct and indirect benefits.

Member Tomchek also called attention to the next paragraph after Article #4, page 2, stating the Ethics Committee as comprised again should be in the Committee's ultimate version and should read as follows:

"...Ethics Committee comprised of one Board Member, one representative of the faculty, one representative of the administration, and one representative of the classified staff."

Chairman Munson directed these changes be incorporated in the Conflict of Interest statement.

Member Tomchek moved, Member Weber seconded, that the Board adopt the Conflict of Interest statement.

The motion carried in a voice vote.



UNFINISHED

BUSINESS:

Committee for  
Distinguished  
Teacher Award

Chairman Munson appointed the Board Committee for Distinguished Teacher's Award, as follows:

Jessalyn Nicklas--Chairman  
Jan Bone--Member  
John Demmert--Member

Chairman Munson stated Dr. Birkholz will also appoint staff people to this committee.

Committee  
Reports--  
Presidential  
Search  
Committee

Member Klussmann, Chairman of the Presidential Search Committee, reported the committee had received 52 applications for the presidency. The cut-off date is March 15. Two sub-committees have been established; one, chaired by Dr. Lucas to do preliminary screening; the other, chaired by Mr. Ryan, to make telephone checks on applicants who successfully go through the initial screening procedure. The initial screening committee will have their first meeting on Feb. 13, and the other committee will begin meeting before the end of the month. Member Klussmann stated she had written about 30 letters, many phone calls have been made, and the committee is still receiving names. Chairman Munson referred to what she felt were some misconceptions regarding the time involved in the selection of a president. Member Klussmann stated the position is expected to be filled by September at the latest. She pointed out that seeking a college president cannot be accomplished in a month and stated many consultants and literature point out it takes about a year.

--Institutional  
Goals  
Committee

Member Weber, Chairman of the Institutional Goals Committee, reported she had met with Dr. Birkholz and they had gone over the tentative goals. Cost factors will be provided on some items and there will be some revisions based on budgetary constraints. The whole committee will meet when this information is ready.

--Building  
Liaison

Member Moats, Chairman of the Building Liaison Committee, reported that bids on Buildings "I" and "J" came in more than \$400,000 under budget, giving the college the opportunity to select all of the options if they choose. He discussed the options, stating the parking lot is mandatory. It will need to be determined whether the carpeting will be part of the package or bid separately--this was not completely clear. The architects have not decided whether the concrete fence is better than the originally provided fence. The option on the guarantee on the roof was felt by Member Moats to be generally favored by members of the Board. He reported progress on Building "M" is slow because of the weather and stated the completion date of January '79 is questionable.

UNFINISHEDBUSINESS:

Comm. Reports--  
Budget Committee

Chairman Munson reported the Budget Committee will be meeting on Thursday, March 2, at 7:00 p.m., and stated this will be the second round budget meeting.

Public  
Relations  
Committee

Member Klussmann, Chairman of the Public Relations Committee, stated the committee will be meeting soon with Dr. Birkholz to discuss what the committee can do for the college. The Board will be holding a brunch for legislators from the First, Second, Third, and Fourth Districts on Saturday, Feb. 18, at 10:30 a.m.

NEW BUSINESS:

Farm Lease

Chairman Munson reported there would be no action on the farm lease at this time because of considerations that are incomplete. She stated this item would be on the March Board agenda.

Correction  
of Tax  
Levy

Member Weber moved, Member Demmert seconded, that the Board of Trustees approve the attached resolution to increase the 1977 tax levy for Bond and Interest purposes from \$1,678,090.00 to \$1,681,090.00 (per Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

PRESIDENT'S  
REPORT:

Dr. Birkholz reported that an article, "Faculty Rating Scale Validity," written by Mr. Robert Powell, a member of Harper's faculty, had been published in the January, 1978, issue of College English. Dr. Birkholz distributed copies of the article to the Board and urged them to read the article.

Dr. Birkholz announced that on Saturday, March 5, there will be approximately 2500 to 3000 high school students on campus for the IHSA Music Contest. Referring to Mr. Bendell's suggestions earlier on soliciting potential students, Dr. Birkholz pointed out this is one way Dr. Makas and staff are bringing students to Harper's campus.

Dr. Birkholz informed the Board that Harper had been selected as an outstanding institution in the use of academic computers. He felt this was a credit to Mr. George Dorner, Associate Dean of Engineering, Mathematics and Physical Science Division, and staff. Responding to a questionnaire from the Human Research Organization, data and information was submitted regarding Harper's accomplishments in the instructional use of computers. The project was funded by the Science Education Director of the National Science Foundation.

PRESIDENT'S  
REPORT:

Referring to a brochure he had received, Dr. Birkholz reported that Mr. Eugene Magad, Coordinator--Materials Management, will be the featured presenter in a national convention on the Organizing and Implementing of Effective Materials Management Programs. This will be sponsored by the International Material Management Society, Boston Chapter. Dr. Birkholz commented that Mr. Magad's participation and the write-up on Harper in the brochure were fine tributes to his effort.

Dr. Birkholz reported he had received four letters of appreciation regarding assistance given to students and citizens during the recent blizzard by Mr. Timothy Larrain, a member of the Public Safety staff.

Dr. Birkholz announced that Mr. Gerald Mellenthin had received his MBA from Northern Illinois in December.

ADJOURNMENT:

Member Klussmann moved, Member Weber seconded, that the meeting be adjourned at 9:35 p.m. Motion carried.

Chairman Shirley Munson

Secretary Natalie Weber