

R. M. Rippe

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

January 13, 1972 - 8:00 p. m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - Dec. 14, 1971 to Dec. 30, 1971
 - 3. Estimated Payroll - Jan. 1, 1972 to Feb. 29, 1972
 - 4. Financial Statement
- V. Communications
- VI. Unfinished Business
 - 1. Proposed communication on Race Track Assessment Exhibit 1.
- VII. New Business
 - A. Recommendation: Staffing: Administrative Replacement
(To be hand carried) Exhibit A1
Faculty Exhibit A2
 - B. Recommendation: Bid - Computer Air Conditioning Exhibit B
 - C. Recommendation: Classified Staff Manual Approval Exhibit C
 - D. Recommendation: Facility Expansion for 1972-73 Exhibit D
 - E. Recommendation: Citizens Advisory Committee
on Long-Range Planning Exhibit E
 - F. Appointment: 1972 Board Salary Committee Exhibit F
- VIII. President's Report
- IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, January 13, 1972

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:10 p.m., on January 13, 1972, by Chairman Hansen, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine, Illinois.

ROLL CALL: Present: Members Milton Hansen, Richard Johnson, Ross Miller, Lawrence Moats, Joseph Morton
Eugent Nugent and Jessalyn Nicklas

Absent: None

Also present: R. E. Lahti, Donald Andries, John Birkholz, R. B. Cormack, Timothy Field, G. Fischer, David Gale, John Gelch, Ed Goodwin, David Groth, Robert Hughes, Fred Inden, Dennis Malcolmson, Liz McKay, Ted Meyers, Henry Roepken, C. Schauer, William Schooley, Donn Stansbury, G. H. Voegel, and W. Von Mayr--Harper College; Frank Hines--Board Attorney; Betsy Brooker--Paddock Publications; Carol Lucas--Elgin Daily Courier News; and R. S. Hartshorne.

MINUTES: Member Nugent moved and Member Miller seconded the motion to approve the minutes of the regular Board meeting of December 9, 1971, as submitted. Motion unanimous.

DISBURSEMENTS: Member Nugent moved and Member Miller seconded the motion to approve the bills payable of January 13, 1972, as follows:

Educational Fund	\$120,734.21
Building Fund	38,365.49
Site and Construction Fund	10,459.44
Auxiliary Fund	<u>52,104.81</u>
	<u>\$221,663.95</u>

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent
Nays: None

DISBURSEMENTS:
Payrolls

Member Nicklas moved and Member Nugent seconded the motion to approve for payment the payroll of December 15, 1971, in the amount of \$230,098.27; the payroll of December 31, 1971, in the amount of \$229,784.88; and the estimated payroll of January 1 through February 29, 1972, in the amount of \$969,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent

Nays: None

COMMUNICATIONS:

Member Johnson asked about the number of nurses that could be trained in the R.N. program, a question which had been discussed at a Board meeting several months ago. Dr. Schauer stated the administration would be reporting on this to the Board at the first meeting in February.

**UNFINISHED
BUSINESS:**

Chairman Hansen referred to Exhibit 1, a letter proposed to be sent to the Cook County Assessor with regard to assessment of Arlington Park Racetrack and Hotel.

Secretary Morton read the letter.

Chairman Hansen suggested that in the first line of the letter, after William Rainey Harper College, the words "Junior College District 512" be added.

Member Nugent suggested a copy of the letter be sent to the top management person of the Chicago Thoroughbred Enterprises.

Member Johnson moved and Member Nicklas seconded the motion to approve sending a letter to the Cook County Assessor, as corrected, in reference to the assessment of the Arlington Park Racetrack and Hotel, as in Exhibit 1. Motion unanimous.

NEW BUSINESS:
Staff--
Resignation

Dr. Lahti informed the Board he had received from Vice President Fischer a resignation from Ed Goodwin, Director of Food Services, who had accepted a position with a professional food service corporation in Ohio. He stated the administration was sorry to hear Mr. Goodwin was asking for release, but that he had been assured by everyone involved that the instructional program would not suffer, nor the quality of food service fall off in any way. Dr. Lahti stated this was a tribute to Mr. Goodwin in the way he has staffed. Dr. Lahti stated Mr. Goodwin has been an outstanding performer for the college.

NEW BUSINESS:
Resignation
(cont.)

Member Johnson moved and Member Nicklas seconded the motion that the resignation of Mr. Edward A. Goodwin be accepted, effective January 31, 1972. Motion was unanimous.

Replacements

Dr. Schauer stated the administration was recommending that John Januszko, presently an instructor in the Food Service program, be appointed as Acting Director of the Food Service area, that Mr. Januszko be remunerated \$1,000 beyond his present contract, and that the position be declared open so the college can start looking for a replacement.

Member Johnson moved and Member Nicklas seconded the motion that Mr. John E. Januszko be appointed as the Acting Director of the Food Service area, effective February 1, 1972, through June 30, 1972, with an additional \$1,000 beyond his present contract in remuneration for these extra duties and responsibilities; also that the position be declared open.

Dr. Schauer pointed out a part-time teacher would be needed to replace Mr. Goodwin in the teaching area.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent
Nays: None

Dr. Schauer presented a recommendation for the employment of Mrs. Carol DeBiase to fill the vacancy in the Licensed Practical Nursing Program, created by the resignation of Mrs. Sarah Dinkelmann.

Member Moats moved and Member Miller seconded the motion to approve the employment of Mrs. Carol DeBiase as an Instructor of Practical Nursing for a 47-week base salary of \$12,000, effective Jan. 23, 1972, (\$4,868.00 to be paid for the period Jan. 23 to June 30, 1972).

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent
Nays: None

NEW BUSINESS:
Bid--Computer
Air Conditioning

Mr. Mistic informed the Board the bid for computer air conditioning was for an additional unit for the computer department. He stated Mr. Sedrel was on hand to explain the problems encountered in the spring and fall when the main system is not in operation. Mr. Mistic stated CRS had checked into this and had proposed a system that would run about \$35,000. Mr. Hughes had worked up a system and CRS evaluated it, and they feel it will do the job. Mr. Mistic reported this will be an independent system, basically for use in the spring and fall and will not involve any other system. He stated it will help with the problems involved with too low humidity.

Dr. Lahti pointed out this has been a problem for two years. He stated one of the problems faced administratively is knowing which way the college will go in the computer business. This may not always be a computer room, and consequently the administration hesitates to involve a lot of money in this.

Mr. Sedrel discussed the problems involved. In reference to the main cooling system, he stated the normal dates for shut-down and start-up have been established on October 15 and April 15, respectively. Because of wide external temperature variations, computing equipment has been unable to function at designed capacity. In order to operate the computer room at designed capacity, a supplementary system of sufficient capacity must be installed to provide adequate heat removal.

Mr. Hughes discussed several other solutions that had been considered.

Member Moats moved and Member Nugent seconded the motion to approve the administration's recommendation and award the contract for supplementary air conditioning for the Computer Room, Building A, to Northern Air Incorporated in the amount of \$4,950.00, funded from the Building Fund remodeling cost center, as in Exhibit B. (Exhibit B attached to the Official Minutes, in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent

Nays: None

NEW BUSINESS:

Classified Staff Manual

Dr. Lahti referred to the Classified Staff Manual, stating this was standard procedure bringing the manual to the Board each year for their approval as the procedures under which the Business Office operates.

Member Johnson moved and Member Nicklas seconded the motion to accept the revised Staff Policies and Procedures Manual.

Mr. Von Mayr summarized the changes from the previous year, stating they were mostly wording changes.

The motion was unanimous.

Facility Expansion for 1972-73

Dr. Lahti discussed the recommended facility expansion for 1972-73, presented in Exhibit D. He summarized the study of this problem, which began in October. Based on Dr. Lucas' November projections for enrollment next year, the administration studied the problem of handling another 15% FTE day. Dr. Lahti discussed the three solutions the administration were presenting and stated the one being recommended by the administration ended up being the best solution for the State of Illinois and the local taxpayers. Temporary buildings would not fit in on the utility lines--utility lines would have to be extended and sidewalks would have to be extended too. The second solution, a steel structure, would not fit into the master plan and there would also be a need for some utility and sidewalk extensions. Dr. Lahti then discussed the third alternative, the one recommended by the administration. He pointed out this would fit into the campus master plan and stated the administration felt they could do a better job with this alternative. Dr. Lahti informed the Board he had contacted Dr. Fred Wellman, of the IJCB, and he had been encouraging. Dr. Wellman stated if the college brought their proposition down to Springfield, he would put it on the agenda this month and on the Higher Board agenda next month. He discussed with Dr. Lahti the possibility of the state funding 75% at a later date. Dr. Lahti discussed the feasibility of using CRS, stating they would be agreeable to having a local architect handle this project. He reported Mr. Mistic would introduce an architectural representative who was present at the Board meeting.

Member Johnson stated he took exception to not using CRS on this project. He pointed out they have a Chicago office, stating if they are the architect on a project they should go the whole way.

NEW BUSINESS:
Facility
Expansion for
1972-73 (cont.)

Mr. Mistic informed the Board he had been in contact with CRS. He discussed the problem of the time schedule, as the building is needed in September. He stated CRS had been asked for an estimate on cost to match the present college buildings. They estimated \$34.00 a square foot to put up this building and at that time could not give an answer on how long it would take.

Dr. Lahti stated he had listened harder to what was convenient for the staff.

Member Johnson asked what was more convenient than Chicago. He suggested perhaps the Board should be considering the question of whether they should continue with CRS. He stated that the more architectural firms that were brought in, the more the building plans would be a mishmash.

Dr. Lahti stated an administrative judgment was made that this would be somewhat convenient. Member Johnson stated that apparently the judgment was made without contacting the Chicago office of CRS. Mr. Mistic stated he had recommended a local architect, based on the need for the building in September.

Dr. Lahti stated there would be no problem, if the Board felt they would like to continue with CRS. Member Miller questioned if CRS was the appropriate architectural firm, if they had not been servicing the college's time schedules. Dr. Lahti stated he did not feel CRS had been any more difficult than any architectural firm of that size and quality.

Relative to the time schedule, Member Nicklas pointed out the next Junior College Board meeting was February 14.

Member Nugent stated he felt the Board was missing the point that on a large project a large organization was needed. He stated, in this situation, a large organization was not needed. Just because a different architect was used did not mean something incompatible would be built.

A discussion followed on the location of the proposed building.

Member Nicklas stated she felt some members of the Task Force were not happy about relocatable buildings, that they were more favorably inclined toward permanent-type buildings.

NEW BUSINESS:
Facility
Expansion for
1972-73 (cont.)

Chairman Hansen asked if, as indicated, CRS reviewed the plans, what their compensation would be. Dr. Lahti indicated there would be no compensation and pointed out they recognized their responsibility for the long-range plan. He also stated this is the most simple building in the master plan.

Member Johnson stated if CRS reviewed the plans, he would like to see a letter from them stating they have reviewed the plans and they are in conformity with the master plan.

Member Moats stated he felt the college should stay with CRS. He asked about rentals for additional space. Dr. Lahti stated space is at a minimum and very costly. He also pointed out the inconvenience for students.

Dr. Schauer discussed the possible uses for these classrooms.

Member Johnson suggested that since Dr. Lahti had indicated this could be worked out, the administration inform CRS the principle is important enough and that this is their responsibility. Dr. Lahti stated it may very well be they would want to go with a local architect and assume the responsibility. Mr. Mistic suggested making it clear to CRS they have the drawings and documents ready by a specified date. Member Nugent requested the Board make it clear this is a matter of principle and not a matter of competence.

Member Nugent asked about getting the approval of the two state boards. Dr. Lahti indicated Dr. Wellman has assured him he would support the project, that he felt it was reasonable. He stated the college would approach the state board on a routine basis, as they have in the past and would continue to do, asking for something in writing and suggesting it would be eligible for credit.

Member Johnson moved and Member Nicklas seconded the motion that the Board of Trustees approve the planning of a conventional brick building for interim classroom and laboratory facilities to be financed out of local funds at a cost of approximately \$141,116.00, with the understanding that approval is contingent on IJCB approval. In addition, the Board directs that the usual channels of construction planning be followed.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nicklas

Nays: Member Nugent

NEW BUSINESS:
Citizens Advisory
Committee on
Long-range
Planning

Dr. Lahti presented his recommendation to the Board of Trustees for the Citizen's Advisory Committee to Harper College on long-range planning. He discussed the committee, pointed out they were all respected people, active in their communities, with special talents. He stated this would be a 12 member committee, including the chairman

Chairman Hansen stated he felt the college was very fortunate to have a man of the stature of John Woods chairing this committee. He commended Dr. Lahti on the impressive group of people he had obtained for this committee.

Member Miller commented on the excellence of the community distribution.

Member Nicklas expressed her pleasure that the committee had been formed, and stated she felt it will be very helpful to the college.

Member Nicklas moved and Member Miller seconded the motion to commission the group of citizens presented in Exhibit E to serve as a Citizen's Advisory Committee to the Harper College Board of Trustees on long-range planning.

At Member Morton's suggestion, Dr. Lahti agreed he would communicate to this committee that the Board of Trustees would be happy to cover any unusual expenses which they might incur in line with their committee work.

Member Johnson stated he was impressed with this group of people, and he felt the Board should look forward to having their recommendations.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent

Nays: None

Dr. Lahti indicated he would include a roster of the Board of Trustees' names and telephone numbers, when he forwarded the rest of the data to the committee.

NEW BUSINESS:

Appointment
1972 Board
Salary
Committee

Chairman Hansen discussed the appointment of a Board Salary Committee. He stated this committee will be charged, particularly as charged last year, to stand ready to meet with any committee appointed by the Faculty Senate to discuss the matters of salary and monetary fringe benefits. With the Board's consent, Chairman Hansen named the following as members of the Board Salary Committee:

Eugene Nugent, Chairman
Jessalyn Nicklas
Joseph Morton

Member Moats asked about the track problem. Dr. Lahti indicated the track had not been accepted yet. He stated the administration was waiting for spring. The company claims with curing this track will meet conference standards. He stated the administration is skeptical.

Mr. Richard Hartshorn, a member of the audience, asked as a citizen what was the procedure for him addressing the Board. He stated he was interested in when the item on nursing program would be on the agenda. Chairman Hansen explained the procedure was to make such a request in writing at least five days prior to the Board meeting. Dr. Lahti informed Mr. Hartshorn that the report on the nursing program was being planned for the second Thursday in February. Mr. Hartshorn explained that, as the husband of a student in the nursing program, when he heard they were thinking of expanding the program, he thought there might be some discussion of the present program and he felt there was room for discussion.

Chairman Hansen stated he did not think the Board should go into such a discussion at this meeting. He stated the Board would waive the rules and consider that Mr. Hartshorn had made his request to appear before the Board at the first meeting in February. Chairman Hansen stated if he wanted to attend he was invited.

Other--Election
Resolution

Chairman Hansen stated it was necessary to pass a resolution relating to the filing of nominating petitions for Board candidacy for the annual election to be held April 8, 1972.

Member Johnson moved and Member Moats seconded the motion that the following resolution be approved:

NEW BUSINESS:
Other--Election
Resolution
(cont.)

RESOLUTION

BE IT RESOLVED that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content, and that same be published at least once not more than 30 days nor less than 10 days prior to the first day for filing such petitions in a newspaper published within the district.

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, for the annual election to be held on April 8, 1972, to elect two members for the full three year term, may be filed not earlier than February 23, 1972, and not later than March 17, 1972, between the hours of 8:30 A.M. and 4:00 P.M. excepting Saturdays, Sundays, and school holidays, with William Mann, the designated representative of the Secretary of the Board, at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois.

Joseph Morton
Secretary
Board of Trustees of Junior
College District No. 512

Passed this 13th day of January, 1972

Milton Hansen (s)
Chairman

Joseph Morton (s)
Secretary

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent
Nays: None

**PRESIDENT'S
REPORT:**

Dr. Lahti distributed to the Board a report compiled on a Comparison of Public Junior and Senior Institutions in Illinois. He summarized the status and growth of junior college education in the State of Illinois, pointing out that 1971 fall enrollments in community colleges increased 14.7%, whereas public four-year colleges and university enrollments declined by 2.1%. Additionally, community colleges were serving six out of ten freshmen going to college in all Illinois institutions. Dr. Lahti stated it was expected that growth in enrollment in community colleges next year will again be between 10 to 15%. He discussed the need to convey to the general public in Harper's district, and to the general public of the state, information regarding the dramatic growth of junior colleges. Dr. Lahti stated he proposed to send this report to his presidential colleagues and to make it available to Harper's faculty, so that when people talk about community colleges they are talking from the same reference point.

Member Miller requested that this report, along with a summary of Dr. Lahti's remarks, be distributed to the state legislators and possibly the mayors of the surrounding communities. Member Nicklas indicated she would like copies to take to Springfield.

Member Nugent asked if there were a report in regard to the review of construction progress. Dr. Lahti stated the administration was waiting for a report from the architects--their evaluation of the recommendations in the Task Force minutes. He stated he would check with the architects the next day and ask for an estimated time completion of their study, and, at the suggestion of Member Nugent, an estimate of the costs involved in making this study. Dr. Lahti stated, when received, the study would be brought to the Board for direction on what posture or position they desire to take. This will then be taken to the Task Force meeting.

ADJOURNMENT:

Chairman Hansen informed the Board there was need for an executive session to give some direction to the committee appointed on faculty salaries.

Member Nicklas moved and Member Johnson seconded the motion to adjourn at 10:25 p.m. Motion unanimous.

Chairman Hansen

Secretary Morton