

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, September 14, 1972

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:13 p.m., Thursday, September 14, 1972, by Chairman Nicklas, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Miller, Member Morton moved the nomination of Member Marier as Secretary Pro Tempore. Member Hansen seconded the motion. Motion unanimous.

ROLL CALL: Present: Members Milton Hansen, Marilyn Marier, Lawrence Moats, Joseph Morton, and Jessalyn Nicklas
Absent: Members Ross Miller and Eugene Nugent

Also present: Robert E. Lahti, John Birkholz, Anton Dolejs, George Dorner, Guerin Fischer, David Gale, John Gelch, Robert Hughes, Fred Inden, W. Klingenberg, C. Patrick Lewis, W.J.Mann, Liz McKay, Maryann Miller, Don Mistic, William Nelson, Clarence Schauer, Donn Stansbury, Cal Stockman, Urban Thobe, Peter Vander Haeghen, Fred Vaisvil, W. E. Von Mayr, John White--Harper College; and Blanche Kloman.

Chairman Nicklas expressed the appreciation of the Board for the fine job everyone had done for the Governor's visit that day and stated it was a pleasure to have him visit the college.

MINUTES: Member Marier moved, and Member Morton seconded the motion, to approve the minutes of the regular meeting of August 10, 1972, as distributed. Motion unanimous.

DISBURSEMENTS: Member Morton moved, and Member Hansen seconded, to approve for payment the bills payable as of Sept. 14, 1972, as follows:

Educational Fund	\$170,810.24
Building Fund	56,793.30
Site and Construction Fund	288.26
Auxiliary Fund	114,988.02

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and Nicklas
Nays: None

DISBURSEMENTS:
Payrolls

Member Hansen moved, and Member Morton seconded, to approve for payment the payroll of August 15, 1972, in the amount of \$255,870.28; the payroll of August 31, 1972, in the amount of \$234,750.80; and the estimated payroll of September 1, 1972 through October 31, 1972, in the amount of \$1,079,366.37.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and
Nicklas
Nays: None

Financial
Statements

Chairman Nicklas referred to the financial statements for the twelve months ended June 30, 1972, and asked if the Board had any questions. There were none.

Bid Awards

Member Morton moved, and Member Marier seconded the motion, to approve the administration's recommendations on the following bid awards:

Bid for Cassette Recorder Players (Exhibit A) be awarded to Midwest Visual Corp., in the amount of \$2,534.50;

Bid for a Silk Screen and Acid Vent for Building "C", and a Vent Hood for Building "T" (Exhibit B) be awarded to Architectural Builders, in the amount of \$5,540.00;

Bid for Filmstrip Cassette formats (Exhibit C) be awarded to Trainex Corp., in the amount of \$1,360.00, and to Trainaide Corp., in the amount of \$5,500.00;

Bid for Universal Hercules Weight Machine (Exhibit D) be awarded to Bailey & Himes Co., in the amount of \$3,000.00;

Bid for various hospital supplies (Exhibit E) be awarded to Chicago Hospital Supply Co., in the amount of \$2,524.28;

Bid for the renovation of Rooms F120, F146, and F102 (Exhibit F) be awarded to Architectural Builders, in the amount of \$3,213.00;

Bid for Video Tape (Exhibit G) be awarded as follows: item #1 to United Visual Aids, in the amount of \$4,347.00, and item #2 to Telemation Midwest, Inc., in the amount of \$537.00;

DISBURSEMENTS:

Bid Awards
(cont.)

Bid for extended, non-folding rollaway fieldhouse backstops with glass backboards (Exhibit H) be awarded to Porter Athletic Co., in the amount of \$2,850.00 installed;

Bid for copy paper (Exhibit I) be awarded to Arlington Sales Co., in the amount of \$4,230.00.

In the discussion which followed, Mr. Mistic stated, in instances where bidders quoted on substitutions which were not acceptable, the lowest bidder meeting the specifications was recommended.

On Exhibit B, where only one bid was received, Mr. Inden explained the college had gone out for bids three times. No responses were received on the first two occasions, and Architectural Builders was the only company to bid the third time. He explained the college had followed up on this, and it appeared that the job was too large for the smaller companies and the bigger companies were either disinterested or too busy. In response to a question from Dr. Lahti, Mr. Inden stated this information was documented in the files.

Mr. Gelch explained to the Board the use of the Universal Hercules Weight Machine.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and Nicklas

Nays: None

Change Order #1,
Phase II-A

Member Marier moved, and Member Hansen seconded, the approval of Phase II-A Change Order #1, in the amount of \$3,996.00, to Ceisel-McGuire Industries, Inc., to install gate valves in water main and relocate present portion situated in the Phase IIA construction area.

Mr. Mann explained that as we break into the water line and move the water line over, it is required that we break into the main water line service. When this is done, it is necessary to chlorinate the entire water system in accordance with regulations of the Village of Palatine. This will require a shut-down of about 2½ days. Mr. Mann stated this shut-down was being scheduled for noon on Friday, Sept. 22 and the water should be turned back on at 8:00 a.m., Monday, Sept. 25. This is a tight schedule and should any problem occur

DISBURSEMENTS:
Change Order #1,
Phase II-A
(cont.)

during this process, the college could be shut down for another two or three days. Mr. Mann stated they were not anticipating any problem, but felt the Board should be aware of the potential risks on this kind of procedure. Mr. Mann stated it was unfortunate that this project had been delayed by the state, because it had been planned that this change-over would take place during the summer.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and
Nicklas

Nays: None

Building
Progress

Mr. Mann reported Building "C" construction was at a standstill because of the rain. Mr. Mistic reported construction on "T" Building was slow, the roof was on, but the slab had not yet been poured.

Member Marier asked about occupancy of Building "T". Mr. Mistic stated October 13 for the classrooms, and he believed about Nov. 15 for the labs.

COMMUNICATIONS:
Mrs. Blanche
Kloman

Chairman Nicklas referred to a communication from Mrs. Blanche Kloman, in which she requested an opportunity to address the Board. Mrs. Kloman was in the audience, and Chairman Nicklas asked her to come forward to address the Board.

Mrs. Kloman thanked Dr. Lahti for his cordial invitation to appear before the Board. She stated she was there with the idea of trying to identify the difference between a criticism and an observation. She stated it was her point of view singly, she did not represent any group of people. As a parent of several students who have gone through Harper, one of whom is in Harper at the present time, she stated she was there to make a criticism tempered with an observation. Mrs. Kloman felt the counseling program could stand a look and an up-grading. She felt there must be many, many students who have not been advised properly. She stated there were important factors besides academic credentials in reference to counselors. She mentioned a degree of empathy, understanding, and interest in students and stated she felt this is lacking at Harper at this time. Perhaps this is an outgrowth of Harper's enormous physical problems. Mrs. Kloman stated she was bringing this to the Board without specific instances and names.

COMMUNICATIONS:

Mrs. Blanche
Kloman

Mrs. Kloman had with her a Harper diploma which she asked that the Board members look over. She asked what they thought of it as a credential of a young person putting in two years in a junior college, and stated she felt it was very much on a parallel with what might be granted to a person at the end of an 8th grade spelling bee. She stated she was expressing her own point of view. Mrs. Kloman thanked the Board for their courtesy.

Chairman Nicklas thanked Mrs. Kloman on behalf of the Board and stated the Board welcomes ideas from the citizens of the community. Chairman Nicklas stated these points would be studied and expressed the hope Mrs. Kloman would continue to talk with Dr. Fischer in reference to the counseling program. Chairman Nicklas requested Mrs. Kloman give Dr. Schauer any ideas and suggestions she might have in reference to the diplomas.

Thomas McCabe,
President of
the Faculty
Senate

Mr. Thomas McCabe, President of the Faculty Senate, referred to his remarks to the Faculty Senate. He read the following five points from these remarks, which he had informed the Senate he intended to forward to the Board of Trustees:

1. That the Harper College Board of Trustees allow the President of the Faculty Senate to sit in on Board meetings, in much the same advisory capacity as the vice presidents of the college now do;
2. That the Board agenda include the Faculty Senate as a regular agenda item, or at least on an "as needed" basis;
3. That the Senate conduct at least one dinner meeting per year in which the Harper Board of Trustees are invited to attend and thus have an opportunity for less formal interaction;
4. That the Senate invite from time to time various administrators to discuss matters of faculty concern before they escalate into crises;
5. That the officers of the Senate meet on a regular basis with the President of the college and/or his authorized representative to discuss matters of mutual concern.

COMMUNICATIONS:
Thomas McCabe,
President of
Faculty Senate
(cont.)

Mr. McCabe stated he was pleased to report that point #5 had been taken care of in a meeting this week with Dr. Lahti. Three meetings have been planned during the calendar year. He also pointed out that items #3 and #4 would be relatively easy to handle.

Mr. McCabe addressed himself to items #1 and #2 and stated he was requesting permission to sit in on the Board meetings in much the same advisory capacity as the vice presidents. He stated he felt it would create better communications, relieve some of the things "we both know have been tensions in the past." He further stated he felt it would aid in the feeling of the faculty in their relationships with both the administration and the Board. He also requested the faculty be included as a regular agenda item. Mr. McCabe indicated he had always had access to the Board through channels, by discussions with the administration, by being placed on the agenda, or by being asked a question at a Board meeting.

Chairman Nicklas stated the Board was very pleased with the philosophy and efforts Mr. McCabe and the Faculty Senate were making for communications, pointing out this was part of the hope of the Board since the college had started. She expressed pleasure that the officers of the Senate and Dr. Lahti would be meeting on a regular basis. In reference to item #1, Chairman Nicklas stated there is no exclusion or inclusion, as far as the Board is concerned. The Board, at their meetings, have specific things to do as required by law. The administration is the implementing group for the directives of the Board and are the first resource people for Board items. As matters pertaining to the faculty arise, the Board welcomes them. She stated this was simply clarification of responsibilities, that they could talk more about communications as they go along. Referring to item #2, Chairman Nicklas stated that an "as needed basis" would then be an open-ended item on the agenda. She stated the Board needs to have understanding or background on items on the agenda, and to leave an open-ended item might be something they would want to think about. She suggested Mr. McCabe work with Dr. Lahti on avenues for developing this.

Dr. Lahti stated he was pleased that Mr. McCabe, as the new President of the Faculty Senate, was accepting the invitation to attend Board meetings on a regular basis and stressed the importance of using the Faculty Senate as an additional resource. He stated this would make it easier to call upon the faculty as a resource for a particular item that needs to be discussed at a Board meeting.

COMMUNICATIONS:
Thomas McCabe,
President of
Faculty Senate
(cont.)

Member Morton asked Mr. McCabe to indicate what sort of items might come up, if he were included on the agenda as a matter of regularity. Mr. McCabe stated the Senate meetings were held on the same day as the Board meetings and indicated he would be able to bring to the Board the consensus of the meetings, the concerns of the faculty. He stated these vary from time to time and stated at times there would be nothing to report. Mr. McCabe stated he felt his presence on a regular basis would be to the Board's benefit.

Dr. Lahti pointed out it would be difficult for Mr. McCabe to check with administrators between the Senate meeting and the Board meeting. In effect, he did not feel there could be reasonable communication. He stated he felt the Board could not do this without expanding it also to students, the local union which had made that request, and another part of the college organization which had made that request to one of the Board members. The whole college family would have to be considered. Dr. Lahti expressed concern on how Mr. McCabe could carry out what he was advocating and still go through channels.

Chairman Nicklas discussed the mechanics and ramifications of these situations. She stated the Board has had the policy where they felt decisions should not have to be made until they have had time to study and consider them. She suggested Mr. McCabe and Dr. Lahti continue to explore this subject, in order to find the best way to work this out together.

Mr. McCabe pointed out he had been with the college five years, had been involved in channels, and stated they have had to be unsatisfactory to him or he would not be there. Mr. McCabe stated if he interpreted Mrs. Nicklas' statements correctly, they were nice sentiments, but he felt essentially she was saying no.

Member Morton asked if Mr. McCabe wanted to formalize what has been taking place informally.

Mr. McCabe stated he felt the faculty could not be compared to others--custodians, secretaries, etc.--and stated he did not mean this in any derogatory way. The principle mission of the institution is instruction of students, and he stated the faculty performs that instruction. Whether their fears are real or imaginary, he stated they are there and the Board should be apprised of their concerns.

COMMUNICATIONS:
Thomas McCabe,
President of
Faculty Senate
(cont.)

Member Morton asked Mr. McCabe if he wanted a more formal recognition of his role. Mr. McCabe answered he did, not that he needed the status, but he felt the faculty did. Member Morton commented that Mr. McCabe was not asking for something new or innovative but formalizing what has been taking place.

Member Marier asked Mr. McCabe if he knew of any other institution which has faculty as an advisor. Mr. McCabe pointed out Triton College has a faculty representative who does not vote. He stated Rosary College has faculty and a student as members of their Board, stating there is some precedent.

Chairman Nicklas stated she felt the Board was in accord as far as developing communications, but the mechanics and procedures have to be considered and worked out. Member Moats requested that this particular subject be put on the agenda for the discussion meeting to be held by the Board in two weeks. He stated he was very encouraged by the positive attitude of Mr. McCabe and expressed his appreciation.

* It was agreed this subject would be on the agenda at the discussion meeting on September 28. Chairman Nicklas thanked Mr. McCabe for his presentation. Dr. Lahti requested that administrators be invited to this discussion meeting and given a chance to respond. The Board agreed.

UNFINISHED
BUSINESS:
Faculty
Evaluation

Dr. Lahti referred to faculty evaluation. He stated the Board had expressed interest last spring, and he felt it was important to obtain clarification as to the Board's expectations and the faculty's expectations, before misunderstandings might develop. He requested Mr. McCabe discuss where the faculty is headed and what they proposed on faculty evaluation.

Mr. McCabe reported he had met with Dr. Lahti and Mr. Savard and had been informed of the Board's concerns on faculty evaluation. As of today, he had appointed three faculty members to serve on Faculty Evaluation Review Committee. Mr. Boeke and Mr. McCabe had met with Dr. Schauer and attempted to set up a tentative timetable on which this group will operate. He stated they agreed to have report of Review Committee out after the first of the year. Mr. McCabe stated the Faculty Senate had met that day and approved a working position paper. The paper indicates the faculty has a commitment to excellence and are concerned about the direction of faculty

UNFINISHEDBUSINESS:

Faculty
Evaluation
(cont.)

evaluation. He pointed out the faculty had reacted to Dr. Schauer's communication to the Board. He distributed copies of the motion passed at the Faculty Senate meeting of Sept. 14, 1972, stating he felt this would more thoroughly clarify their position.

Member Moats asked if a tentative date had been established, in terms of procedural changes to be recommended by the administration and faculty. Dr. Schauer stated the Board had originally established a Sept. 1, 1972 deadline date for an interim report on the Harper Evaluation System. He stated the report being discussed would be the report of the Review Committee after the 1st of the year, and he assumed this committee would work to help meet that deadline.

Dr. Lahti stated it was important for the Board to understand they would be dealing with the same committee next spring as they dealt with in the past. He felt it would be foolish to wait and ask the faculty next spring for more hard data, pointing out now was the time to talk about hard data and what your expectations are. He felt it would be helpful to all when discussions started in early spring to have some hard data they could use. Anything the committee did next spring would not be applicable to this Board this year. Dr. Lahti stated he felt strongly that this faculty, being an excellent faculty, should not be reluctant to take feedback. He felt all of the faculty should provide for student feedback, which could be nothing but more favorable and more helpful to their teaching process.

After further discussion, Chairman Nicklas thanked Mr. McCabe for his report and stated the Board would be interested in hearing of the progress on faculty evaluation. Member Moats asked for a tentative progress report on faculty evaluation in two months. Dr. Lahti agreed they would try to have a report in November for the Board.

NEW BUSINESS:

Staffing--
Faculty

Member Marier moved, and Member Hansen seconded, the employment of the following faculty:

Mr. Roger Bechtold, as an Instructor of Physical Education and Basketball Coach, at a 39 week salary of \$11,650.00, pro-rated at \$11,052.00, effective from Sept. 18, 1972, until June 2, 1973;

NEW BUSINESS:

Staffing--
Faculty
(cont.)

Mr. Thomas J. Althoff, as a para-professional placement assistant, at a salary of \$7,600.00, pro-rated on \$8,000 for 10 months, effective September 15, 1972, with no academic rank; and

Mr. Steven J. Catlin, as a Counselor, at a salary of \$9,423.08, pro-rated on \$10,500.00 for 39 weeks, effective October 1, 1972, with the academic rank of Instructor.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and Nicklas

Nays: None

Staffing--
Administrative

Member Hansen moved, and Member Marier seconded, the employment of the following administrators:

Mr. Ronald E. Keener, as Director of Community Relations, at a salary of \$11,875, pro-rated on a yearly salary of \$15,000.00, with the academic rank of Instructor, effective Sept. 15, 1972 to June 30, 1973.

Dr. Jack W. Fuller, as Dean of Evening and Continuing Education, at a salary of \$16,546.00, pro-rated on an annual 12 month base of \$20,900.00, effective September 15, 1972 through June 30, 1973, with the academic rank of Assistant Professor.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and Nicklas

Nays: None

General Education
Certificate
Program

Member Moats moved, and Member Hansen seconded the motion, to approve the administration's recommendation that the certificate in general studies be approved and be forwarded to the Illinois Junior College Board for appropriate approvals.

Dr. Schauer explained that the Illinois Junior College Board has requested some reclassification of courses in continuing and developmental education into seven specific programs in general studies. The certificate in general studies will provide approved formal recognition for student achievement in developmental education under this new requirement.

NEW BUSINESS:

Upon roll call, the vote was as follows:

General

Education

Certificate

Program (cont.)

Ayes: Members Hansen, Marier, Moats, Morton and
Nicklas
Nays: None

Change Order
Procedure for
Phase II-A

Mr. Mann reported the change order procedure in Exhibit C was the same as that approved about three or four years ago. He stated the administration was bringing it back to the Board for approval, as it had been issued to the contractor and all interested parties.

Member Hansen asked if the procedure had been reviewed by Frank Hines, Board Attorney. Mr. Mann stated it had, but explained there was not that much flexibility as it is in accordance with the IBA's regulations.

In the discussion which followed, the Board agreed two words, "properly documented," should be added to the first item of the administration's recommendation.

Member Morton moved, and Member Moats seconded the motion, to approve the administration's recommendation on a change order procedure for construction contracts, as follows:

1. The Board of Trustees shall approve all change orders properly documented.
2. Documentation shall include:
 - a. Description of the change by the architect and/or engineer.
 - b. Justification of the change by the architect and/or engineer. (Large or complicated change orders will be explained by the architect at the Board meeting.)
 - c. Detailed proposal by the contractor for an increase, decrease, or no change in the contract amount. Such proposal shall be approved by the architect and/or engineer.
 - d. Approval by the Board of Trustees.

NEW BUSINESS:
Change Order
Procedure for
Phase II-A
(cont.)

- e. Approval by the Illinois Building Authority will be required on change orders in excess of \$1,000. Emergencies up to \$5,000 will be approved by I.B.A. staff prior to formal action by the I.B.A. Board.
3. The administration may authorize change orders of less than \$1,000, based on the architect's recommendation. The Board of Trustees will approve the change order at the next Board meeting.
4. The administration may authorize change orders in excess of \$1,000, but not to exceed \$5,000, for emergencies that would delay construction, based on the architect's recommendation. The Board of Trustees will approve the change order at the next Board meeting.

Further discussion ensued. Member Moats asked how this would be formally ratified. Mr. Mann explained there is a section on change orders in the contract. He stated it only dealt with the relationship between the contractor and the Owner. Actually the contract is between the I.B.A., as the Owner, and the contractor. Harper is the User. Dr. Lahti pointed out this is the I.B.A.'s project and their responsibility. Mr. Mann explained this was discussed at the pre-construction conference and all parties have a copy. Member Moats stated his concern was whether this procedure was legally binding on the contractor. Mr. Mann pointed out if the college did not sign, the contractor would not be paid. Mr. Mann agreed he would check with the Board Attorney to make sure everything was in order.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Moats, Morton and Nicklas

Nays: None

October Board Meeting

Chairman Nicklas called attention to the AGB meeting in October, which would fall on the regular Board meeting date of October 12. Two of the five Board members present stated they hoped to attend this meeting.

After discussion, Member Moats moved, Member Morton seconded, that the regular meeting of October 12, 1972, be canceled, and that adjournment of tonight's meeting will be to Tuesday, October 10, 1972. Motion was unanimous.

PRESIDENT'S
REPORT:

Dr. Lahti referred to the complaint on the Counseling Center, stating he hoped the Board did not get the wrong impression as a result of the testimony of one person. He reported Dr. Fischer would look into this. Dr. Lahti stated he felt confident, if there was an error, it was an isolated case. He expressed his confidence in Harper's Counseling Center, stating he felt it was one of the strongest and best in the country.

Member Morton stated to the contrary he had only heard good reports about the counseling at Harper, but felt the college would protect themselves by checking this out. Dr. Fischer agreed this would be checked out thoroughly.

After discussion, Member Morton moved the presentation on Long Range Planning be held at 8:00 p.m., on Thursday, October 5, 1972. Member Marier seconded the motion. Motion was unanimous.

Dr. Lahti distributed a proposed calendar on educational Board meetings. Member Morton stated he would like a review of the ranking system at Harper. Chairman Nicklas suggested scheduling this topic in at one of the educational meetings. She stated Careers and Government Funding was scheduled for the September 28 meeting and requested the Board members consider the calendar and, if they wished another arrangement, to call either Dr. Lahti or her with their suggestions. She stated this calendar would be firmed up at the next Board meeting, based upon their suggestions.

Dr. Lahti distributed Dr. Cormack's report on oversubscription to the career programs. He stated he did not see the possibility of escalating these programs unless more facilities are obtained.

Dr. Lahti discussed with the Board enrollment figures for the fall semester and indicated final figures would be mailed to the Board members shortly.

Member Hansen commented that he would hope the college would use uniform standards in accepting or turning down students.

In terms of handling storm damage, Mr. Mann discussed the corrective measures taken, and reported the college had not sustained any damage from taking water into the buildings during the last heavy rain.

ADJOURNMENT:

Member Hansen moved, and Member Moats seconded the motion, to adjourn the meeting at 10:25 p.m., to October 10, 1972, at 8:00 p.m., in the Board Room of the Administration Building.

Chairman Nicklas

Secretary Pro Tempore Marier