

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, March 8, 1973

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:15 p.m., Thursday, March 8, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Nicklas announced that Dr. Lahti was ill and expressed regret that he was unable to attend the meeting. In his absence, she had requested that Dr. Schauer sit in as resource person to the Board.

In the absence of Secretary Miller, Member Morton nominated Member Kelly as Secretary Pro Tempore. The nomination was unanimous.

ROLL CALL:

Present: Members William Kelly, Marilyn Marier, Lawrence Moats, Joseph Morton and Jessalyn Nicklas

Absent: Members Milton Hansen and Ross Miller

Also present: Clarence Schauer, Kelly Barton, Michael Bartos, Joseph Bauer, Roger Bechtold, Robert Boeke, Frank Borelli, Therese Butzen, Frank Christensen, Don Collins, Robert Cormack, Ray DePalma, A.A.Dolejs, Charles Falk, Guerin Fischer, Jack Fuller, David Gale, John Gelch, Clete Hinton, Robert Hughes, Fred Inden, John Januszko, Roy Kearns, R.E.Keener, Lawrence Knight, Ed Liska, Jack Lucas, J.D.Mandarino, William Mann, Tom McCabe, Liz McKay, Don Mistic, Ray Moehrlin, Bill Nelson, Gary Rankin, Henry Roepken, Marc Savard, Jay Singelmann, Urban Thobe, Gilbert Tierney, George Voegel, W. E. Von Mayr, Ray White and Betty Windham--Harper College; Simeon Ugwu--Student Senate; and Tom Wellman--Paddock Publications.

MINUTES:

Member Moats moved, and Member Morton seconded, approval of the minutes of February 8, 1973 regular meeting as distributed. Motion unanimous.

DISBURSEMENTS:

Member Moats moved, and Member Marier seconded, approval of the bills payable of March 8, 1973, as follows:

Educational Fund	\$146,222.86
Building Fund	47,779.59
Site and Construction Fund	9,667.30
Auxiliary Fund	67,313.48

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:

Member Moats moved, and Member Morton seconded, the approval for payment of the payroll of February 15, 1973, in the amount of \$232,936.96; the payroll of February 28, 1973, in the amount of \$256,204.66; and the estimated payroll of March 1, 1973 through April 30, 1973, in the amount of \$997,848.90.

Upon roll call, the vote was as follows:

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

Bid Awards--
Statistical
Distribution
Analyzer and
Scientific
Recorder

Member Morton moved, and Member Marier seconded, approval of bid award to Carter Electronics, Inc., for a Statistical Distribution Analyzer and a Scientific Recorder in the combined amount of \$3,175.10.

Upon roll call, the vote was as follows:

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

--Bausch & Lomb
Monocular
Microscopes

Member Moats moved, and Member Morton seconded, approval of bid award to Fisher Scientific Company for Bausch and Lomb monocular microscopes in the amount of \$3,731.50.

Upon roll call, the vote was as follows:

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

--Phase II,
Campus
Irrigation
Plan

In the discussion on Phase II, Campus Irrigation Master Plan, Mr. Inden pointed out this phase includes all grass areas north and south of Lake Road from the visitor's parking lot to service drive east of the science building service road.

Member Marier moved, and Member Morton seconded, approval of the administration's recommendation to award the bid for proceeding with Phase II, Campus Irrigation Master Plan, to the firm of Halloran and Yauch, Inc., Glenview, Illinois, in the amount of \$14,640.00, as designed by Purdue University and approved by the college architects, Caudill, Powlett and Scott.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:

Bid Awards--
 Summer and Fall
 1973 Course
 Schedules

Member Morton moved, and Member Marier seconded, approval of bid award for Summer and Fall 1973 Course Schedules to McConnell Lithographing as follows:

Summer Issue -	\$2,919.00
Fall Issue -	4,578.00
Total	\$7,497.00

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Marier and Nicklas
 Nays: None

--Periodical
 Shelving for
 Library

Member Moats moved, and Member Morton seconded, approval of the administration's recommendation to award the bid for Periodical Shelving for the library to the Estey Corporation in the amount of \$3,582.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Marier, and Nicklas
 Nays: None

--College
 Bulletins and
 Bulletin
 Envelopes

Member Marier moved, and Member Moats seconded, approval of award of bid for College Bulletins (catalogs) and Bulletin Envelopes to Wallace Press in the amount of \$13,442.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Marier and Nicklas
 Nays: None

--President's
 Report, 1972

In the discussion on the bid for the printing, typography, and envelopes for the President's Report, Mr. Inden pointed out it was recommended purchasing the printing and envelopes from one source and the typography from another in order to effect the greatest savings to the college.

Member Moats moved, and Member Marier seconded, approval of the administration's recommendation, as corrected, to award the bid for the printing, typography, and envelopes for the President's Report of 1972, as follows:

Printing to - Hinz Lithography Co.	\$4,435.94
Envelopes to - Hinz Lithography Co.	669.48
Typography to - Publisher Typesetting	435.00
Total combined bid	\$5,540.42

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Marier and Nicklas
 Nays: None

There were no budget transfers or construction payouts.

COMMUNICATIONS:

Illinois Junior
College Faculty
Association

Chairman Nicklas read a letter from Jan Milligan, President of the Illinois Junior College Faculty Association, requesting support from community colleges in the State in order to continue their work. (Copy of letter attached to Minutes in the Board of Trustees' Official Book of Minutes.) Chairman Nicklas briefly summarized the work of this association. The association was requesting a \$100 contribution from Illinois community colleges. Chairman Nicklas recommended the Board support this association, but stated she was simply reporting and asked what the Board's pleasure was.

In the discussion which followed, Tom McCabe, President of the Faculty Senate, stated he would bring this to the Senate and subsequent to a recommendation from their representative he felt the Senate would also be interested in contributing.

Member Moats moved, Member Morton seconded, approval of an appropriation of \$100.00 to the Illinois Junior College Faculty Association for the operating year 1973-74.

Dr. Mann stated this would be charged to an institutional account.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Marier
Nicklas

Nays: None

Dr. Lahti--re
Budgeting and
Staffing,
1972-72, 1973-74

Chairman Nicklas read a memo from Dr. Lahti concerning Budgeting and Staffing--1972-73, 1973-74, which also noted the addition to Dr. Fischer's responsibilities for planning, coordinating, and maintaining an institutional outreach-awareness program intended to inform, recruit, admit, and analyze the student census in various programs in the college. Attached to Dr. Lahti's memo was a communication to all accountability centers from the Vice Presidents on 1972-73--1973-74 Budget Guidelines. Chairman Nicklas read the accounts frozen for the remainder of the fiscal year, effective March 7, 1973. Dr. Mann discussed the guidelines, stating that last spring the college was operating on the basis of projections. It became apparent steps had to be taken for the remainder of this year, based on enrollment, and also that the 1973-74 budget would have to come in line with enrollment. (Copy of memo and attachment included with Minutes in Board of Trustees' Official Book of Minutes.)

COMMUNICATIONS:
(cont.)

Mr. Thomas McCabe, President of the Faculty Senate, addressed the Board, stating that at the Faculty Senate meeting of March 8, 1973, the Senate had directed him to do the following:

1. Contact attorney of Faculty Senate to explore possible breach of contract because of "freeze" of March 6, 1973.
2. Communicate to Board the following concerns:
 - A. Lack of consultation--faculty was notified on March 6, 1973, of the freeze--appears as though the assumption was implicit that faculty would not respond to any bid for a cooperative review of expenditures as a means of identifying areas where expenses could be curtailed. Furthermore, such unilateral action precludes the enlistment of faculty in support of such economy measures and typically tends to generate resistance and hostility.
 - B. Personal, professional, and institutional embarrassment and frustration.
 1. Possibility of compromising quality of educational program through curtailment of necessary supplies and contractual services.
 2. Cancellation of prior commitments by faculty to participate and present papers at conventions, workshops, etc.
 - C. The adverse effect on this year's efforts at developing and maintaining channels of communication.

Executive Session

Chairman Nicklas announced there was need for an executive session on site and personnel. Member Marier so moved, Member Moats seconded, and the motion was unanimous. Meeting recessed to executive session at 9:15 p.m.

Chairman Nicklas reconvened the meeting at 10:20 p.m., with the following present: Members Kelly, Marier, Moats, Morton and Nicklas

UNFINISHED BUSINESS:

None.

NEW BUSINESS:
Second Site

Secretary Pro Tempore Kelly read a resolution relative to an additional site for a second campus.

Member Moats moved, and Member Marier seconded, adoption of the following resolution:

WHEREAS, a comprehensive study has been conducted at the direction of this Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, relative to the desirability of acquiring an additional site for purposes of establishing a second junior college campus, and

WHEREAS, it has been found that such additional site is desirable for junior college purposes, based on existing and projected enrollment and upon existing and anticipated educational standards and pursuant to such finding various possible sites within the college district have been considered and evaluated for this purpose, and

WHEREAS, the corporate authorities of the Village of Arlington Heights, Cook County, Illinois, have expressed an interest in requiring that a certain tract located within the corporate limits thereof and within the territory of this college district be designated as a school site for junior college purposes, as authorized and provided by law,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that the college administration, under the direction of the college president, be and hereby is authorized and directed to provide the corporate authorities of the Village of Arlington Heights with the comprehensive study hereinbefore referred to and to otherwise cooperate in providing said authorities with full information relative thereto and to appear at any hearing or hearings called for that purpose and to testify and offer evidence and information thereat.

APPROVED this 8th day of March, 1973.

Upon roll call, the vote was as follows:

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

Architectural Contract for Phase II-A-- Assignment to Capital Development Bd.

Member Marier moved, and Member Moats seconded, approval of the assignment of architectural contract for Phase IIA to Capital Development Board, as per administration's recommendation (attached to Minutes in the Board of Trustee's Official Book of Minutes).

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Academic Calendar
1973-74

Dr. Schauer reported that after the committee recommendation on the academic calendar, the administration reviewed the advantages and disadvantages of the 4-1-4 plan; 4 months of instruction, 1 month of special projects or instruction in terms of educational program and student needs, and 4 more months of instruction. Since the last presentation, the administration had met with the committee and were recommending adoption of the academic calendar for 1973-74 in Exhibit B.1, with the understanding the committee would continue studying the possibilities of other alternatives and make a preliminary report to the office of the Vice President of Academic Affairs by June 1, 1973, and a final recommendation by November 1, 1973.

Member Marier moved, and Member Moats seconded, that the academic calendar for 1973-74, in Exhibit B.1, be adopted and that the committee continue to study the possibilities of other alternatives which will better accommodate mid-year high school graduates and incoming college registrations and permit better articulation with four year colleges to which a majority of students transfer.

Motion unanimous.

Member Moats moved, and Member Marier seconded, that a preliminary report and recommendation on alternative academic calendars be presented to the office of the Vice President of Academic Affairs by June 1, 1973, and a full and final recommendation by November 1, 1973.

Motion unanimous.

Resignations

Dr. Schauer presented the resignations of Mrs. Carol G. Chamberlin, Instructor of Art, and Mr. Thomas O. Stanley, Assistant Professor of Economics and Business Administration.

Member Moats moved, and Member Marier seconded, acceptance with regret of the resignations of Mrs. Carol G. Chamberlin, Instructor of Art, and Mr. Thomas O. Stanley, Assistant Professor of Economics and Business Administration, at the close of their 1972-73 year contracts.

Motion unanimous.

Promotions

Member Kelly moved, and Member Moats seconded, to approve the administration's recommendation on promotions, as follows:

That the following promotions in rank be granted with the understanding that the President commission a review of percentage allocations to rank in higher education

NEW BUSINESS:
Promotions
(cont.)

for the purpose of validating Harper College guidelines, the results of which will be presented to the Board of Trustees for action not later than the first Board meeting in June, 1973:

I. TEACHING FACULTY:

From Instructor to Assistant Professor

Sharon Alter	Chieko Nambu	Janet Savin
Dennis Brokke	Charles Norris	William Schooley
Michael Brown	Ann Rodgers	Marilyn Shaver
Therese Butzen	Joan Roloff	Frank Smith
Rebecca McLoughlin	Dolores Samson	Mary G. Vancura

From Assistant Professor to Associate Professor

Joseph Bauer	Paul Moore	Donald Sedik
Lester Hook	Robert Moriarty	Joseph Tillotson
Kenneth Jauch	John Pageler	Donovan Wachlin
Charles Joly	Leota Prokop	Betty Windham
Edward Liska		

From Associate Professor to Professor

Raymond Moehrlin
Jordan Seidband

II. ADMINISTRATORS:

From Instructor to Assistant Professor

Calvin Stockman

From Assistant Professor to Associate Professor

C. Patrick Lewis

From Associate Professor to Professor

Guerin Fischer

Upon roll call, the vote was as follows:

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

Chairman Nicklas discussed the Board's thinking on promotions. On behalf of the Board, she congratulated those who were promoted and expressed the Board's pride in these people. The Board feels Harper has a fine faculty and is happy they can make these promotions. They feel it would have been an added advantage to the consideration for promotion to have had student input.

NEW BUSINESS:
Promotions
 (cont.)

Chairman Nicklas further explained the motion as far as the study which the President had been commissioned to do. She stated the Board feels good information can be obtained from higher education on promotion procedures through this study which will be presented to the Board no later than June, 1973. The Board will determine whether or not the present practice of promotion is in the best interests of Harper College. They may find the practice needs no adjustment or that it does need adjustment.

Faculty
Evaluation System

Dr. Schauer reported on the revised Faculty Evaluation system which the Board had requested be presented by March 15. A preliminary report had been presented February 8, and at that time the committee had six or seven items they wished to study further. Dr. Schauer had been advised progress had been made; however, the committee still had some work to do. Both the committee, and Dr. Schauer, were asking for a little more time. Dr. Schauer suggested the deadline for adoption of this system be met at the April Board meeting. This would necessitate the finalization of the committee's deliberations and presentation of the recommendation to his office in time to allow suggestions. Also, sufficient time should be allowed for study and possible acceptance by the administration and faculty prior to submission to the President's office.

Chairman Nicklas felt the Board was interested in a Faculty Evaluation system that would be particularly fair--one that would perhaps do a better job than the present system. With the concurrence of the Board, Chairman Nicklas directed that the completed document, having the concurrence of the committee and Dr. Schauer's office, be in Dr. Lahti's office by March 27 in order to allow time for printing and distribution to the Board by April 2 or 3 for their study.

Treasurer's Bond,
Renewal

Member Moats moved, and Member Marier seconded, that the Treasurer's Bond, No. 526995, issued by the American Casulaty Company of Reading, Pennsylvania, on behalf of William Mann, in favor of Harper College, be approved in the amount of \$1,750,000.00. (Copy attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Appointment of
Auditors--1972-73
Fiscal Year

Member Moats moved, and Member Marier seconded, the appointment of Ernst & Ernst as auditors for the 1972-73 fiscal year within the estimated fee range of \$8,000.00 to \$8,500.00, with the addition of a fee of

NEW BUSINESS:
Appointment of
Auditors--1972-73
Fiscal Year
(cont.)

from \$1,000.00 to \$1,500.00 maximum for examination of aid claim data.

Chairman Nicklas reported the consideration of auditors had been brought to the Board earlier this year, so if the Board wished to consider another firm they could do so. She pointed out there will be a change of personnel doing this audit.

Upon roll call, the vote was as follows:

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

Nays: None

Election
Resolution

Dr. Mann reported the proposed election resolution basically established the precincts and polling places for the forthcoming Board of Trustees election.

Member Marier moved, and Member Moats seconded, the adoption of the proposed resolution relative to the calling of the annual Board of Trustee election to be held on April 14, 1973, for the use of affidavits in lieu of poll list and poll book, for the establishment of precincts and polling places, and for the publishing of notice of said election. (Copy of resolution attached to the Minutes in the Board of Trustees Official Book of Minutes--Exhibit D-3.)

Upon roll call, the vote was as follows:

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

Nays: None

Member Kelly suggested sending the descriptions of the precincts to each village within the college district, in case they have questions from citizens on where to vote. Dr. Mann agreed this would be done.

Student
Tuition

Dr. Fischer reported on a Comparative Study of Tuition and Fees at Various Institutions, dated March 1, 1973. He felt this should provide the Board with more insight on present rates for higher education and pointed out that Harper is quite consistent with other community colleges and does not charge nearly as much, in the total amount, as the transfer institutions. Some discussion followed on scholarships available and placement opportunities for students. Dr. Fischer mentioned the recommendation of the Long Range Planning Committee that before ever going into deficit spending the College should consider strongly an increase in fees to students.

Member Morton requested the administration provide the Board (before the April meeting) with data on revenue involved with certain increases in tuition--\$1.00 and \$2.00--based on projected enrollment.

NEW BUSINESS:
Student
Tuition (cont.)

Member Marier requested a mean figure comparing Harper to all the community colleges in the State be also provided to the Board.

Dr. Fischer stated student activity fees were being studied. Chairman Nicklas informed the President of the Student Senate that the Board was interested and would welcome feedback from the Student Senate concerning activity fees and student tuition. She asked that Mr. Ugwu bring this in to Dr. Fischer.

Chairman Nicklas stated the Board would make their decision on student tuition and fees at the April meeting and pointed out any relative information would be needed before that meeting.

Implementation
of Board of
Trustees
Recognition and
Awards Program--
Distinguished
Teacher Award
Committee

Member Marier moved, and Member Moats seconded, that the Chairman of the Board appoint the following persons to an ad hoc committee for the purpose of selecting three candidates, for the Board to consider prior to commencement, for the WRHC Board of Trustees Distinguished Teacher Award--1972-73.

DISTINGUISHED TEACHER AWARD COMMITTEE

Chairman: Ray DePalma (Faculty)
 Members: Joseph Bauer (Faculty)
 Madelene Chordler (Student)
 Richard Darrow (Student)
 Raymond Hylander (Faculty)
 Patrick Lewis (Administrator)
 Ross Stephen (Faculty)

Motion unanimous.

--Community
 Service Award
 Committee

Member Marier moved, and Member Kelly seconded, that an internal committee of the Board be appointed by the Chairman to select a recipient for the WRHC Board of Trustees Community Service Award, 1972-73, prior to commencement. Motion unanimous.

Chairman Nicklas appointed the following committee to select a recipient for the WRHC Board of Trustees Community Service Award:

Chairman: Lawrence Moats
 Marilyn Marier
 Milton Hansen

Chairman Nicklas announced the need for an executive session of the Board after adjournment for the purpose of negotiations.

ADJOURNMENT:

Member Marier moved, Member Moats seconded, the meeting be adjourned at 11:10 p.m. Motion unanimous.

 Chairman Nicklas

 Secretary Pro Tempore Kelly