

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, May 10, 1973

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., Thursday, May 10, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Annalee Fjellberg, Milton Hansen, William Kelly, Marilyn Marier, Lawrence Moats and Jessalyn Nicklas
Absent: Member Ross Miller

Also present: Robert E. Lahti, Kelly Barton, Robert Boeke, Frank Borelli, Ray DePalma, Jack Fuller, David Gale, Robert Hughes, Fred Inden, Ron Keener, Lawrence Knight, John Lucas, Thomas McCabe, Liz McKay, W.J. Mann, Gary Rankin, C. Schauer, Fred Vaisvil, W. E. Von Mayr, and J. F. White--Harper College; Simeon E. Ugwu and Fred Waters--Harper Students; Tom Wellman--Paddock Publications; Nick Petersen--Elgin Daily Courier-News; and J. Walter Smyth.

MINUTES:

Member Marier moved, and Member Moats seconded, approval of the minutes of the regular Board meeting of April 12, 1973, the adjourned Board meeting of April 18, 1973, and the adjourned Board meeting of May 3, 1973, as distributed. Motion unanimous.

Member Miller entered the meeting at 8:13 p.m.

DISBURSEMENTS:
Bills Payable

Member Marier moved, Member Moats seconded, approval of the bills payable of May 10, 1973, as follows:

Educational Fund	\$99,699.85
Building Fund	43,986.96
Bond & Interest Fund	108,206.83
Auxiliary Fund	60,151.52

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

Payrolls

Member Moats moved, Member Fjellberg seconded, approval for payment of the payroll of April 15, 1973, in the amount of \$262,931.24; the payroll of April 30, 1973, in the amount of \$258,081.76; and the estimated payroll of May 1, 1973 through June 30, 1973, in the amount of \$1,042,026.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

DISBURSEMENTS:

Financial Statements

There were no questions on the financial statements.

Bid Awards--
Student Handbook

Member Miller moved, and Member Moats seconded, acceptance of the administration's recommendation that the Board award bid Q-3457 for the printing of the Student Handbook for 1973-74 to Practical Offset, Inc., in the amount of \$4,575.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

Construction and Installation of Gutters

Member Marier moved, and Member Fjellberg seconded, acceptance of the administration's recommendation that the Board award bid Q-3442 for the construction and installation of gutters on various buildings located on the college campus to Lavin Roofing Company in the amount of \$5,673.00.

Dr. Mann explained the rationale behind the recommendation for gutters.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

Construction Payouts

There were no construction payouts.

COMMUNICATIONS:

Chairman Nicklas requested a report from the Board Budget Committee. Member Hansen, Chairman of the Board Budget Committee, reported the committee had met and received a proposed budget which is still in the developmental stage. Member Hansen estimated the cost per credit hour and the cost per FTE students will be a little less than the current fiscal year. Comparison of Unit Costs for all Illinois Community Colleges were distributed to the Board. Dr. Mann pointed out the state average for 1972 is \$48.07; Harper's average is \$49.02. Many of the colleges on this list are in the beginning stages and do not offer full instructional services. Dr. Lahti commented that, as the other colleges go to full-blown operation, he felt confident Harper will stay very much in line. Dr. Mann added that Harper has experienced enrollment difficulties in the fiscal year 73 and there will be an increase in our credit hour costs which will be reflected in the next study. Dr. Lahti stated that compared to other areas of the state, our cost of living index will range from 5 to 15% more, as ours is one of the highest cost areas in the state.

UNFINISHED
BUSINESS:
Faculty
Evaluation
System

In reference to the Faculty Evaluation System, Dr. Schauer discussed several differences which existed at the last Board meeting. He distributed the pages involved with changes in the Evaluation System, calling attention to page 3 where Form 9, Summaries of Student Forms, had been added. On page 4, he referred to paragraph 2, stating there still existed a slight difference in the terms of the two students included in the committee membership--whether these two students would have one vote or two votes.

Mr. Boeke stated he would like to see this question resolved now. Chairman Nicklas pointed out the Board's job is to set policy, and it is the committee's responsibility to resolve procedure.

Mr. Boeke expressed the faculty's concern with this problem, questioning the accountability of the students who serve on the committee. He stated he was concerned that the faculty maintain very considerable representation on the committee because the faculty has to live with it.

Simeon Ugwu presented the students' viewpoint, stating he did not think they should allow two students to sit on the committee and only one student to vote.

Dr. Schauer commented the faculty has come a long way in the evaluation process and have made some concessions in terms of student input. In terms of the two students, he stated he hoped every committee could resolve its issues without a vote on everything they do, that it should be a consensus type thing. Dr. Schauer recommended the students be full representatives on this committee for the student evaluation forms and pointed out they were concerned about their input to the system.

Member Miller moved, and Member Fjellberg seconded, the proposed policy for faculty evaluation (pages 1-4) be adopted to become effective with the 1973-74 academic year, with the understanding that a student evaluation form with input from the faculty-administration committee, the Student Senate, and respective divisions will be finalized and adopted on or before June 1, 1973.

In the discussion which followed, Member Kelly stated he was opposed to the high percentage of peer evaluation, particularly in the area of instruction, but he would vote for the motion. Chairman Nicklas stated there are some areas we are not quite sure of, but this is a shakedown year, and hopefully there will be constructive comments for improvement.

Member Marier stated she felt, considering where this started and where it is now, all the people involved deserve congratulations.

UNFINISHED
BUSINESS:Faculty
Evaluation
System (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas
Nays: None

Chairman Nicklas also congratulated the committees for all their hard work and stated she knew they would continue to work with dedication and spirit.

Dr. Schauer reported that all notations or references to merit had been removed from this system and expressed hope there would be a recommendation on that at another time. Mr. McCabe stated it was the feeling of the faculty there should be a statement on whether there will be extra remuneration with the system. Chairman Nicklas stated as far as merit or rewards, this is completely another piece of business on which the Board has not deliberated or made a decision at this time. She stated the evaluation system has many uses which are most constructive whether this is part of it or not.

NEW BUSINESS:
Resignation

Member Kelly moved, and Member Moats seconded, that the resignation of Roy Sedrel, Computer Center Director, be accepted with regret, effective June 30, 1973. Motion unanimous.

Chairman Nicklas expressed the appreciation of the Board for Mr. Sedrel's work and service to the College.

Cooperative
Agreements

Dr. Schauer discussed the cooperative agreements with clinic facilities of surrounding nursing homes, medical clinics and hospitals to provide appropriate clinical experience for students in allied health fields; also, the various cooperative efforts with surrounding high school districts for varied experiences of high school students at Harper College to assure an understanding of responsibilities and purposes. He stated these will be used this summer and renewed in the fall.

Member Kelly moved, Member Miller seconded, that the Cooperative Agreement with Alexian Brothers Medical Center, with the Addendum, be approved, as in Exhibit B. (Exhibit B attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas
Nays: None

Member Kelly moved, Member Miller seconded, that the Cooperative Agreement with Americana Nursing Home be approved, as in Exhibit B.

NEW BUSINESS:

Cooperative
Agreements
(cont.)

Upon roll call, the vote was as follows:

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

Member Kelly moved, and Member Moats seconded, that the Cooperative Agreement with Plum Grove Nursing Home be approved, as in Exhibit B.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas
Nays: None

Member Kelly moved, and Member Fjellberg seconded, that the Cooperative Agreement with High School Districts #211, #214, and #224 be approved, as in Exhibit B.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas

Member Kelly moved, and Member Fjellberg seconded, that the Cooperative Agreement with Sherman Hospital be approved, as in Exhibit B.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas
Nays: None

Change Order
Request
Procedure for
Phase IIA

Dr. Mann discussed the procedure for handling change order requests for Phase IIA. He explained that change order requests are going directly from the contractor to the Capital Development Board--the contract is between the Capital Development Board and the contractor. The CDB is requesting only that a Harper administrator sign and forward them. The Board Attorney has been working on this and is writing the State of Illinois, basically for the terms and conditions of the contract. The forms still have a place for approval by the college. From the standpoint of the college, Dr. Mann stated he believed the change orders should be brought to the Board for approval, before he signs them. He pointed out the administration's recommendation does include an escape clause in order not to slow down the process.

Member Hansen moved, and Member Marier seconded, approval of the administration's recommendation, as follows: that Change Order Requests be approved by

NEW BUSINESS:
Change Order
Request
Procedure for
Phase IIA

the Board, after which the Vice President of Business Affairs would be authorized to sign for Harper College. In the event that a Change Order Request is received on which action is required prior to a regular Board meeting, our procedure would be to mail copies with our recommendation to each Board member for his/her response. If the poll of the Board indicates approval, the COR will be signed and forwarded to the Capital Development Board. Although the COR would have already been submitted, we will still place it on the agenda for the following Board meeting for formal Board action.

In the discussion which followed, it was the consensus of the Board that the Change Order Requests will be asterisked in accordance with Frank Hines' recommendation in his letter of April 13, 1973 (Exhibit D-1 attached to the Minutes in the Board of Trustees' Official Book of Minutes).

Motion was unanimous.

Change Orders--
Phase IIA

Dr. Mann presented the requests for Change Orders recommended by the architect and reviewed by the administration.

Member Fjellberg moved, Member Hansen seconded, that William J. Mann, Vice President of Business Affairs, be authorized to submit the following Requests for Change Orders to the Capital Development Board for approval:

Change Order #1, Ceisel-McGuire Industries, Inc., in the amount of \$4,111.00.

(Labor and material necessary to complete installation of one sump pump, 3 phase, 480 volt electric feeder and additional piping. This change is necessary to meet requirements of Metropolitan Sanitary District.)

Change Order #3, Ceisel-McGuire Industries, Inc., in the amount of \$579.60.

(Move transformer into Music Building vault and furnish and install secondary cable links from bus duct to transformer.)

Change Order #4, Ceisel-McGuire Industries, Inc., in the amount of \$1,400.00.

(Finish hardware for project had an allowance of \$12,000, but cost is \$13,400.)

Change Order #5, Ceisel-McGuire Industries, Inc., in the amount of \$1,987.92.

(Addition of manholes in lieu of cleanouts in sanitary sewer system in Music and Science addition. Metropolitan Sanitary District requires this change be made.)

NEW BUSINESS:
Change Orders--
Phase IIA

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Hansen, Marier,
Miller, Moats, and Nicklas
Nays: None

Revision of
Board
Purchasing
Policy

Dr. Mann presented the revision of the Board Purchasing Policy in order to comply with State statutes.

Member Moats moved, Member Fjellberg seconded, approval of the revised Board Purchasing Policy (Exhibit D-2 attached to the Minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Hansen, Marier,
Miller, Moats, and Nicklas
Nays: None

Participation
in Joint
Purchasing
Agreement with
State of
Illinois

Mr. Mistic discussed participation in Joint Purchasing Agreement with the State of Illinois. He stated this is a voluntary situation and explained how the college would benefit by this participation.

Member Miller moved, Member Moats seconded, that Junior College District 512 participate in a Joint Purchasing Agreement with the State of Illinois and participate in the state contracts, in accordance with House Bill #2116; with the provision that the Junior College Board of District #512 reserves the right to withdraw from the Joint Purchasing Agreement at any time.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Hansen, Marier,
Miller, Moats and Nicklas
Nays: None

PRESIDENT'S
REPORT:

Dr. Lahti asked Dr. Mann to discuss MIS (Management Information System). Dr. Mann discussed the background on the development of MIS, a group working with the Junior College Board in an attempt to organize the way in which data is requested from junior colleges--to develop a common data base for colleges. He stated it is a very controversial committee, with many problems. He referred to the latest Junior College Board bulletin which had an article on this.

A discussion followed on pending State legislation.

Chairman Nicklas referred to the many items which need to be completed at this particular time of year-- budget, evaluations, salaries, contracts, planning for

PRESIDENT'S
REPORT:
(Cont.)

new staffing, planning for auditors, plus year end activities in the college. She pointed out the Board will be having three meetings during the month of May.

Chairman Nicklas recommended the Board request that negotiations and discussions between faculty and Board committees for 1973-74, regarding faculty salary and monetary fringe benefits, begin no later than the 1st of January, or earlier if the faculty chooses; and that the Board specify they will be completed by April 1, 1974.

Member Marier so moved, and Member Moats seconded. Motion was unanimous.

Chairman Nicklas indicated there would be need for a short executive session, after adjournment, for a report on the second site.

Referring to faculty evaluation, Mr. McCabe again questioned if the Board planned additional remuneration. He expressed the faculty's concern with the status of this policy, as they would be signing their contracts. Dr. Lahti pointed out the effective date of the contracts is September. Chairman Nicklas stated the Board had not made a decision concerning additional remuneration. Dr. Lahti recommended the Board take this under consideration and it be put on a future agenda.

Member Miller requested information on the matter of the two students on the evaluation committee be brought to the Board at the meeting of May 24.

Member Hansen moved, Member Kelly seconded, that the meeting be adjourned to May 24, 1973, in the Board Room at 8:00 p.m. Motion unanimous. Meeting adjourned at 10:25 p.m.

Chairman Nicklas

Secretary Marier