

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 14, 1974

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - January 15 and January 31, 1974
 - 3. Estimated Payroll - February 1 through March 31, 1974
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. RECOMMENDATION: Staffing
 - 1. Acceptance of Resignation -
Director of Special Services Exhibit A-1
 - 2. Appointments
 - a. Appointment of Teaching
Associates Exhibit A-2a
 - b. Appointment of Part-time
Professional Teaching Faculty Exhibit A-2b
 - 3. Granting of Leave of Absence Exhibit A-3

Board Agenda
February 14, 1974

- B. RECOMMENDATION: Policy Changes
 - 1. Medical Examination Exhibit B-1
 - 2. Mileage Allowance Exhibit B-2
- C. RECOMMENDATION: Appointment of Auditors 1974-75 Exhibit C
- D. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit D
- E. RECOMMENDATION: Approval of Architectual Contract - Buildings G and H Exhibit E

VIII. President's Report

- A. Board Election Material

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, February 14, 1974

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, February 14, 1974, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Ray Blakeman, William Kelly, Milton Hansen, Marilyn Marier, Ross Miller, Lawrence Moats, and Jessalyn Nicklas

Absent: Student Member Gerald McGlothlin

Also present: Robert E. Lahti, Frank Borelli, John Birkholz, Robert Chantry, Ray DePalma, Charles Falk, Guerin Fischer, Anthony Franchi, J.W.Fuller, John Gelch, Debbi Grunnah, Robert Hughes, Fred Inden, Ron Keener, C.Patrick Lewis, Jack Lucas, George Makas, W.J.Mann, Liz McKay, Don Misic, Jane Nelson, Robert Powell, Gary Rankin, Henry Roepken, Clarence Schauer, Donn Stansbury, Cal Stockman, Fred Vaisvil, W.E.Von Mayr, Bob Williams and Dave Williams--Harper College; Diane DiBartolomeo, Dorothy Berth, Don Friske, Robert E. Hayhurst, and Natalie Weber--Harper Students; Wandalyne Rice--Paddock Publications; and Robert Dix.

MINUTES:

Member Miller moved, Member Hansen seconded, approval of the minutes of the regular Board meeting of Jan. 10, 1974, as distributed. Motion unanimous.

Member Gerald McGlothlin entered the meeting at 8:12 p.m.

Member Marier moved, Member Kelly seconded, approval of the minutes of the special Board meeting of Jan. 22, 1974, as distributed. Motion unanimous.

DISBURSEMENTS:
Bills Payable

Member Miller moved, Member Marier seconded, approval of the bills payable as of February 14, 1974, as follows:

Educational Fund	\$186,917.32
Building Fund	250,405.64
Site & Construction Fund	43,431.41
Auxiliary Fund	153,601.75

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:
Payrolls

Member Miller moved, Member Moats seconded, approval for payment of the payroll of Jan. 15, 1974, in the amount of \$286,359.43; the payroll of Jan. 31, 1974, in the amount of \$286,964.51; and the estimated payroll of Feb. 1, 1974 through March 31, 1974, in the amount of \$1,168,071.24.

Upon roll call, the vote was as follows:

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

Nays: None

Financial
Statements

Dr. Mann pointed out that on page 21 of the Financial Statements the receipt of the proceeds from the fire loss were reflected in the Site and Construction Fund.

Bid Awards

Mr. Mistic explained that an incorrectly processed purchase order by the supplier resulted in 7200 reams of paper (instead of 720 reams) being delivered to the college. Upon being notified of the error, the Itek Corporation informed the college they could have the paper at \$1.25 a ream, a savings of 11¢ per ream over the bid in Exhibit IV-5a. Considering the shortage of paper and this low price, the administration requested the Board replace Exhibit IV-5a with Exhibit IV-5b which recommended increasing the purchase order to cover the 7200 reams for a total price of \$9,000.

Member Hansen moved, Member Moats seconded, approval to increase purchase order #C-28611 to the Itek Corporation to cover 7200 reams of paper, as per specifications set forth in Exhibit IV-5a, for a total price of \$9,000.00. (Exhibits IV-5a and IV-5b attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Member Marier moved, Member Miller seconded, approval of award of bid, as set forth in Exhibit IV-5c, to the JDS Printer Craftsmen, Inc., low bidder, as follows:

12M Copies of President's Report	\$5,945.04
10M Envelopes	627.00
	<u>\$6,572.04</u>

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:
Change Order
#19

Member Marier moved, Member Hansen seconded, approval of submittal of Change Order Request #19 to the Capital Development Board by W. J. Mann, as set forth in Exhibit IV-7. Motion unanimous.

COMMUNICATIONS:

Chairman Nicklas congratulated Member Blakeman on his appointment to the Board and welcomed him to his first regular meeting. She announced that Radio Station WAIT will salute Mr. Blakeman as "Man of the Day" on Feb. 19.

Chairman Nicklas introduced Jane Nelson, Dr. Lahti's new secretary, to those Board members who had not already met her.

Chairman Nicklas referred to a letter received from Mr. George Moody regarding difficulties he had encountered in the process of registration. Secretary Marier read the letter. Dr. Lahti stated he had followed up with each office involved. Dr. Birkholz discussed the problem with withdrawn sections, stating there had been a definite breakdown in communications with several of the divisions. The problems had been reviewed in a meeting with the division chairmen, and new procedures will be implemented for summer school. Member McGlothlin suggested something be done about providing students with alternatives if a class is canceled.

Chairman Nicklas referred to a letter received from Steve Masler, former Harper student, commenting favorably on student evaluation of faculty and the quality of education at Harper.

Dr. Lahti mentioned two letters he had received in the past week complimenting staff members on services provided.

Dr. Fischer reported on enrollment, stating the college is currently 275 FTE students above the spring projection. He reported the student body median age is 27; 43% under the age of 21 and 56% are 21 or older. Fifty-five percent are males and 45 percent are females this semester. Compared to a year ago, the career area is down. Dr. Schauer reported heavy growth in the Business Division, and discussed projections for next year. Dr. Birkholz provided the Board with statistics on space utilization. Chairman Nicklas requested information on space utilization and daytime and nighttime FTE be given her for a meeting next week.

Member Marier reported on a third draft on the duties and responsibilities of a member of the Board of Trustees and also the Board Chairman, along with a compilation of a Board of Trustees manual, on which a Committee on Board Affairs had been working. The purpose of these papers is to provide guidelines for

COMMUNICATIONS:
(cont.)

Board members as well as to have this information available for new Board members. It was the consensus of the Board that this be held over until the meeting in March in order to provide more time for review.

Member Marier suggested a briefing session for candidates for Board membership. She recommended this be held prior to the educational meeting on March 28, which falls after the last filing date for candidates' petitions. Chairman Nicklas, with the consensus of the Board, stated this briefing session would be held at 7:00 p.m., before the March 28 educational meeting.

Member Marier recalled how much the Board had enjoyed the interviews with people in the community who were interested in serving on the Board. She suggested this be continued by holding meetings in the various municipalities and inviting members of the municipalities to meet with the Board in order to receive and share information about Harper. With the consensus of the Board, Chairman Nicklas directed the administration to develop plans for such meetings.

Member Kelly reported one budget meeting had been held and a second one is to be scheduled.

Dr. Lahti reported on a meeting with staff members from the Board of Higher Education and the Illinois Community College Board regarding the second campus proposition and Harper's planning information. He stated Harper will be on the ICCB agenda, Feb. 15, and was optimistic on positive action at this meeting resulting in further consideration at the Board of Higher Education meeting, hopefully in March.

Member Kelly reported on regional college conference meetings he had attended and stated the degree of enthusiasm and co-operation indicates a great degree of common goals among community colleges.

Member Marier stated she had attended the Directors' meeting of ICCTA in Springfield, in Mrs. Nicklas' absence, and would encourage every trustee to attend at least one such meeting every year. She commended the Chairman's dedication and attendance at these meetings over the past years.

NEW BUSINESS:
Resignation--
Director of
Special Services

Dr. Lahti presented with a great deal of regret the resignation of Mr. Marc A. Savard, Director of Special Services, in order that he may accept the appointment as Executive Director of the Clearbrook Center. He stated this opportunity is a tremendous professional step for Mr. Savard, and the college is committed to supporting this kind of advancement.

NEW BUSINESS:
Resignation
(cont.)

Member Moats moved, Member Kelly seconded, that the resignation of Mr. Marc Savard, Director of Special Services, be accepted with regret not later than April 1, 1974. Motion unanimous.

Dr. Lahti pointed out the position would automatically be posted as a vacant position in the organization.

Staffing--
Appointment of
Teaching
Associates

Dr. Schauer presented a recommendation for appointment of teaching associates to be utilized during the Spring semester with several corrections in Exhibit A-2a.

Member Marier moved, Member Moats seconded, that the following individuals be employed at the designated salaries for the Spring semester, 1974, as amended by Dr. Schauer in Exhibit A-2a:

<u>Adult Basic Education</u>	
Maria Silva	\$448.00
John Jung, Jr.	448.00
Lois Guderly	448.00
Juan Saucedo	416.00
Sarita Ostos	273.00
<u>Fashion Design</u>	
Patricia Smart	960.00

Upon roll call, the vote was as follows:

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

Staffing--
Appointment of
Part-time
Faculty

Dr. Schauer presented a recommendation for employment of professional teaching staff on a part-time basis in the areas of Adult Basic Education and Music. He pointed out this recommendation, in regard to J. Stanley Ryberg, supercedes Board action of Jan. 10, 1974, in which his salary was approved at \$1,850.00.

Member Moats moved, Member Miller seconded, approval of employment of the following part-time faculty at the indicated salaries for the Spring semester, 1974, as per Exhibit A-2b:

<u>Adult Basic Education</u>	
Jean Chapman	\$1,632.00
Betty Salse	1,376.00
<u>Music</u>	
J. Stanley Ryberg	2,150.00

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Staffing--
Part-time Faculty

Dr. Schauer presented a recommendation for employment of professional teaching staff on a part-time basis in the area of Business.

Member Miller moved, Member Moats seconded, the employment of the following individuals at the designated salaries for the Spring semester, 1974 as set forth in Exhibit A-2b.1:

<u>BUSINESS</u>	
Paul Berwick	\$1,800.00
Sherry Blew	3,350.00
Ervin Brinkman	3,000.00
Sharon Cuculic	1,850.00
Deonne Anderson	2,300.00
William Gehl	4,000.00

Upon roll call, the vote was as follows:

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

Nays: None

Staffing--
Leave of
Absence

Dr. Schauer presented a recommendation for a one-year leave of absence for Mr. E. L. Lancaster, in order that he might complete his requirements for his doctorate, and the opening of a replacement position in Music.

Member Hansen moved, Member Moats seconded, to approve a one-year educational leave of absence for Mr. E.L. Lancaster for the 1974-75 academic year, with no remuneration. The vacancy created by this leave of absence to be filled by a full-time teacher for the period of the leave.

Dr. Schauer discussed leave policy. Dr. Lahti pointed out it has been policy that persons on leave would be eligible for certain fringe benefits. Dr. Schauer stated he would add, "with no salary remuneration," to the leave of absence letter.

Member Moats asked what the institution was doing to evaluate the number of doctoral degrees among the teaching staff. Dr. Lahti stated the faculty selection committee and administration watch that very carefully, and suggested this could be reviewed later in the year when promotions, staffing patterns, etc., are discussed.

The motion was unanimous.

Policy Changes

Concerning the request for an increase in the maximum reimbursement for initial employment physical, Member Hansen felt it should be unnecessary for this type of item to require Board approval.

Chairman Nicklas requested review of the policy manual

NEW BUSINESS:
Policy Changes
(cont.)

by the administration, in order that items suggested for removal could be brought to the Board for approval.

Member Hansen moved, Member Marier seconded, that the Board approve reimbursement for a pre-employment physical up to \$25.00, exclusive of chest x-ray. Motion unanimous.

Member Hansen moved, Member Moats seconded, that Board Policy 3.6.1 (c) be changed to read:

When travel is by personal automobile on official business for the college, it will be reimbursed at the rate of fifteen cents per mile within a radius of 150 miles. Beyond that distance, the equivalent air fare shall be used to determine reimbursement.

Motion unanimous.

Appointment of
Auditors for
1973-74

Member Miller moved, Member Kelly seconded, that Ernst & Ernst be appointed auditors for the 1973-74 fiscal year at an estimated cost of \$12,000.00, as per Exhibit VII-C.

Upon roll call, the vote was as follows:

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

Member Miller requested the minutes reflect that Ernst & Ernst has consistently been in a position of giving the college an unqualified statement, that the college has turned out records and statements in accordance with good accounting and auditing principles, meeting all the standards, and he further stated that the fact the report does so go out is complimentary to the people in control of the institution.

Renewal of
Treasurer's Bond

Member Hansen moved, Member Blakeman seconded, that the Treasurer's Bond, No. 526995, issued by the American Casualty Company of Reading, Pennsylvania, on behalf of William Mann, in favor of Harper College, be approved in the amount of \$2,000,000.00.

Upon roll call, the vote was as follows:

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

Approval of
Architectural
Contract--Bldgs.
"G" and "H"

Dr. Lahti presented for reaffirmation the architectural contracts for Buildings "G" and "H", stating this item was also on the ICCB agenda the next day.

NEW BUSINESS:
Approval of
Architectural
Contract--Bldgs.
"G" and "H"

Member Marier moved, Member Miller seconded, that the Board reaffirm its authorization for Caudill, Rowlett and Scott to prepare construction documents for Buildings "G" and "H". Motion unanimous.

In reference to the Park Management Building and Grounds Building "V", Chairman Nicklas suggested the Board might wish to adjourn at the end of the meeting to February 28 to consider this item. Dr. Lahti stated any feasible alternatives to this building which would decrease the cost would certainly be reviewed and presented at this meeting.

Board Election

Dr. Lahti referred to the Board election materials which had been distributed to the Board, stating that an election calendar was included, as well as the instructions which are given to each candidate who requests petitions through the Business Office.

Dr. Lahti expressed appreciation for the article in Paddock Publications on the 1990's, pointing out this article would be helpful to him in his meeting with the ICCB on Feb. 15, 1974.

Academic
Calendar

Chairman Nicklas stated she had discussed with Member McGlothlin his interest in a revision of the 1974-75 academic calendar and asked him to report this to the Board. Member McGlothlin distributed material on his recommended re-evaluation of the 1974-75 academic calendar for an earlier calendar. He reported he had basically researched certain areas of the calendar and compiled previous recommendations. He noted District #214's change to an earlier calendar.

Chairman Nicklas pointed out there is a committee charged with the study and preparation of a calendar. If it were the pleasure of the Board, she stated the committee could be requested to review the new information and any ramifications, and come back with their recommendation to the Board in March.

Member McGlothlin stated the faculty had moved unanimously to study and have a recommendation for the March Board meeting. He moved that a re-evaluation be made of the calendar presently scheduled to be put into effect for the 1974-75 school year with input from the established calendar committee, administration, faculty, and students as to the adoption of a new calendar in which the first semester ends prior to Christmas vacation. If, at the following Board meeting in March, information proves that it would not be feasible to move to an earlier calendar, the present calendar will be maintained.

Member Hansen so moved, Member Moats seconded.

NEW BUSINESS:
Academic
Calendar (cont.)

Member Miller stated he would not vote for the recommendation, as he considered it an affront to the calendar committee.

After further discussion, Member Moats called for the question. Member Miller moved for a point of order. He asked for clarification. Chairman Nicklas felt the Board could, by consensus, agree this could be restudied and brought back at the March meeting.

Member Blakeman asked Dr. Lahti's opinion. Dr. Lahti stated if the question had come to the administration, he would have gone to Dr. Schauer as this is an academic consideration. If it were in order for review, Dr. Lahti did not feel a motion was needed; it could go to the calendar committee.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, and Moats
Nays: Members Kelly, Miller, and Nicklas
Abstained: Member Blakeman

The motion did not carry.

Chairman Nicklas directed the administration to review the calendar for 1974-75 year, under regular procedure, and that this item be placed on the agenda for the March Board meeting.

Dr. Lahti pointed out that a lot of the leg work had been done by Member McGlothlin which would be helpful to the committee. He stated further studies and costs would be provided the Board for study before the March meeting. Chairman Nicklas complimented Member McGlothlin for the interest and work he had put in on the calendar.

Rights of Student
Representative

Member Moats stated in view of what had transpired with the last motion the Board should consider the rights of the student representative.

Chairman Nicklas commented on the interest at the state level in a legal interpretation of student representatives' rights; community colleges have requested interpretations from state boards and state attorneys. She felt the Board should wait for a better clarification before going on record. An opinion had been received by the Harper Board from the law firm of Chapman and Cutler. Secretary Marier read the letter from Chapman and Cutler (copy attached to minutes in Board of Trustees' Official Book of Minutes) in which, in their opinion, they stated the student member would not have the right to make or second a motion, or be considered in determining a quorum for action of the Board.

NEW BUSINESS:
Rights of Student
Representative
(cont.)

Member Marier stated she was sure a Board member would make a motion for a student, so this was really academic. Member Miller stated the Board could not have motions made that were unlawful. Member Moats did not feel the letter was clear on executive sessions. At the request of Member McGlothlin, Secretary Marier read an article from the Daily Courier News, Elgin, headlined, "Legal opinion backs rights of student board member." Member Hansen felt the student member could not be denied admission to executive sessions unless the law was changed.

Member Hansen moved, Member Moats seconded, the Board recognize the right of the student representative to attend all sessions of the Board.

Chairman Nicklas pointed out Member McGlothlin had been invited to all sessions of the Board, but stated she hesitated to take action piecemeal without further guidelines. Member Blakeman expressed doubts as a member of the Board on having no forum for free discussion of confidential matters without fear they would become public knowledge before discussions were finished.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Marier, and Moats

Nays: Members Blakeman and Nicklas

Abstained: Member Miller

Member Miller explained he had abstained because he would rather the Board Attorney had been present for the discussion and vote on this issue.

At 11:00 p.m., Member Moats moved to adjourn to the 28th of February. Member Marier seconded. Motion defeated.

Member Kelly moved, Member Blakeman seconded, that based on legal opinion of Chapman and Cutler which had been given to the Board, this Board go on record as not permitting the student member to make motions, to second motions, or to participate in other legal ways in actions of this Board.

After further discussion, and with the agreement of the seconder of the motion, Member Kelly withdrew his motion.

Member Kelly moved, Member Moats seconded, that the student member who has been admitted to the Board, not be able to make or second motions. Motion carried.

ADJOURNMENT:

Member Moats moved to adjourn at 11:05 p.m., to the 28th of February at 7:30 p.m. Member Kelly seconded. Motion unanimous.

Chairman Nicklas

Secretary Nicklas