

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 9, 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 - April 15 and April 30, 1974
 - 3. Estimated Payroll - May 1 through June 30, 1974
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
 - 1. Construction Progress Report
- VII. New Business
 - A. RECOMMENDATION: Staffing
 - 1. Acceptance of Resignation -
Teaching Associate, Learning Lab

Exhibit A-1

BOARD AGENDA

May 9, 1974

Page 2

- A. RECOMMENDATION: Staffing (Continued)
 - 2. Appointment of Counselor Exhibit A-2
 - 3. Appointment of Coordinator of Real Estate Program Exhibit A-3
 - 4. Appointment of Coordinator of Women's Programs Exhibit A-4
 - 5. Approval of Contract Rider - Interim Division Chairman, Division of Social Sciences Exhibit A-5
- B. RECOMMENDATION: Tenure Appointments for 1974-75 Exhibit B
- C. REPORT & DISCUSSION: Student Trustee's Rights and Privileges Exhibit C
- D. RECOMMENDATION: Approval of Treasurer's Bond Exhibit D
- E. RECOMMENDATION: Approval of Career Education Annual and Five Year Plan Exhibit E
- F. REPORT: Buildings G and H - Report on Meeting with Capital Development Board Exhibit F

VIII. President's Report

IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, May 9, 1974

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 on Thursday, May 9, 1974, was called to order by Chairman Kelly at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members William Kelly, Marilyn Marier, Lawrence Moats, Shirley Munson, Jessalyn Nicklas, Robert Rausch, Judith Troehler, and Student Member Gerald McGlothlin

Absent: None

Also present: Robert E. Lahti, C.K.Barton, Michael Bartos, J.R.Birkholz, R.M.Boeke, Frank Borelli, Polly Brandt, Bob Chantry, Frank Christensen, R.B.Cormack, Anton A.Dolejs, G. Fischer, J. Fuller, Clete Hinton, Robert Hughes, Fred Inden, John Januszko, Joyce Kaley, Ron Keener, G. Lehmann, George Makas, W.J.Mann, Liz McKay, Don Misic, Jane Nelson, Mike Oester, Mike Ostrowski, R.Powell, W.R.Punkay, Gary Rankin, Henry Roepken, J.Savin, C.H.Schauer, Donn Stansbury, Roy Steffens, Ross Stephen, Cal Stockman, U.A.Thobe, F.Vandever, W.E.Von Mayr, Gordon Wallace, Dave Williams and Bob Wyman--Harper College; Bob Hayhurst, Glenn Koehler, and Jim Richter--Harper Students; Frank M. Hines--Board Attorney; R. W. Carrington--Caudill Rowlett & Scott; J. S. Hoelschen--Addressograph Multigraph Corp.; Wandalyn Rice--Paddock Publications; Nick Petersen--Elgin Courier News; and Diane D.Bartolomeo--The Trib.

MINUTES:

Member Marier moved, Member Nicklas seconded, approval of the minutes of the regular Board Meeting of April 11, 1974, as distributed. Motion unanimous.

Member Nicklas moved, Member Troehler seconded, approval of the minutes of the adjourned Board meeting of April 23, 1974, as distributed. Motion unanimous.

DISBURSEMENTS:
Payrolls

Member Munson moved, Member Nicklas seconded, approval of the payroll of April 15, 1974, in the amount of \$281,858.73; the payroll of April 30, 1974, in the amount of \$282,436.01; and the estimated payroll of May 1, 1974 through June 30, 1974, in the amount of \$1,151,161.27.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, Troehler

Nays: None

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Marier seconded, approval of the bills payable as of May 9, 1974, as follows:

Educational Fund	\$279,262.95
Building Fund	434,527.63
Site & Construction Fund	31,391.12
Bond & Interest Fund	98,894.60
Auxiliary Fund	65,355.11

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, Troehler
Nays: None

UNFINISHED
BUSINESS:
Construction
Progress Report

The Chairman moved to Unfinished Business in order that the architectural representative could give the Construction Progress Report. Mr. Robert Carrington, of Caudill Rowlett & Scott, reported that the Music and Science Buildings are scheduled for partial occupancy at the end of May. He spoke of the material shortage of wall paneling and Tectum. Building "U" has been occupied by the college, although there is a problem there with delivery of shower stalls. Chairman Kelly thanked Mr. Carrington for his report.

DISBURSEMENTS:
Financial
Statements

Dr. Mann reviewed several areas of the Financial Statements in response to questions from Board members.

Bid Awards

Member Nicklas moved, Member Marier seconded, approval of the bid for paper, to be split in the following way:

Nationwide Paper Company	
Items 1 through 4, and 20	
through 23	\$2,676.15
Butler Paper Company	
Items 5 through 19	2,534.20
Total amount of award	<u>\$5,210.35</u>

and the award of contract for Game Vending Machines to the Genesis Group at a commission rate of 58.725%.

Member McGlothlin asked where the money from the game machines goes. John Januszko explained the income from the game machines goes into the revenue in the Food Services budget.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Change Orders

Change Order Request #20 was presented concerning modifications to the elevator shaft in Building "P".

DISBURSEMENTS:
Change Orders
(cont.)

Member Munson moved, Member Nicklas seconded, approval of the submittal of Change Order Request #20 to the Capital Development Board by William J. Mann.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Change Order Request #22 was presented covering the repairs to the roofs of the Music and Science Additions damaged by high winds earlier in the year.

Member Nicklas moved, Member Marier seconded, approval of the submittal of Change Order Request #22 to the Capital Development Board by William J. Mann.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Change Order Request #21 regarding the modification of the elevator shaft and elevator platform in Building "D" was presented.

Member Marier moved, Member Rausch seconded, approval of the submittal of Change Order Request #21 to the Capital Development Board by William J. Mann.

In the discussion which followed, Chairman Kelly reviewed the procedure on submission of change orders and problems the college had encountered were discussed. Member Rausch suggested the administration begin documentation of problems community colleges can be subjected to with state boards. The Board requested the administration provide the Board with a synopsis on change order request status at the June meeting.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

COMMUNICATIONS:
Student Senate

At the request of Member McGlothlin, Chairman Kelly called upon Robert Hayhurst, President of the Student Senate. Mr. Hayhurst reported the Student Senate was recommending the election of the Student Member to the Board of Trustees be held in the fall. A proposed election schedule with procedures was distributed. Dr. Fischer informed the Board he concurred with the Senate recommendation. Chairman Kelly asked that this be put on the agenda for the June meeting and requested more information be provided before that meeting.

COMMUNICATIONS:
Student Senate
(cont.)

The second item Robert Hayhurst mentioned was the Student Senate investigation of the possibility of Harper receiving from Palatine the funds collected for parking fines. He stated the Student Senate would report back on this matter in the future. Member Nicklas asked that they include an explanation of the college's police authority.

Grievance
Committee
Report

Janet Savin, Chairperson of the Grievance Committee, briefly reviewed the material provided the Board by the Grievance Committee at the April 11, 1974, Board meeting--their initial attempt to solve the expeditiousness of grievance. At this point, she stated, another case had been filed, resulting in a backlog of four cases. Another faculty member had taken a case to court. She stated the Grievance Committee feels it is crucial to have a grievance procedure. Referring to the report provided at this meeting, Janet Savin stated the committee had attempted to give the Board an overview of problems both at Harper and other institutions, with the focus primarily on Harper. She stated hopefully this report could serve as the basic recommendation of the Grievance Committee; 1) to augment the grievance procedure at the informal end by providing for an ombudsman; and, 2) at the final stage, some kind of arbitration be built into the grievance procedure.

A lengthy discussion followed. Chairman Kelly felt the Board should not take precipitate action at this time and requested the administration, within two weeks, provide a complete report to the Board, stating the Board needs to be informed on both sides. Dr. Lahti stated the grievance procedure had been arrived at through joint agreement between the faculty and Board five or six years ago. Member Nicklas wondered if perhaps the procedure itself needs overhauling and felt some of the definitions might need reconsideration. Ms. Savin stated the committee felt the procedure was basically sound, although there was no question some of the procedures need overhauling; she felt, however, there were problems with the interpretation of procedures. She stated the committee was quite specific about their desire for an ombudsman and both the Grievance Committee and the Faculty Senate are in favor of some form of binding arbitration. Dr. Lahti pointed out that the administrators dealing directly with the process feel there is a lot more involved than just these two suggestions. It was agreed the administration and faculty would meet and see if they cannot reach resolution; if not, supporting records would be provided by the next Board meeting. Member Nicklas requested data on the use of an ombudsman and also possible suggestions for revision of the procedure.

COMMUNICATIONS:
Faculty
Evaluation
Committee

William Punkay, Chairman of the Faculty Evaluation Committee, referred to his letter of May 7 to the Board of Trustees, stating the committee's basic question is the status of the committee in light of the two pages removed from the Board Policy Manual after the Board action of April 11, 1974. The committee felt the action was premature--that the pages were removed before the committee had the opportunity to report.

Dr. Lahti referred to letters from Dr. Schauer, May 6, and Dr. Birkholz, May 8, communicating the status of the committee and the Board's action. Dr. Schauer reported his recommendation was that the existing committee continue to work, and if the task was not accomplished by June 1, then enlarge the committee so the task will be accomplished by Sept. 12, 1974.

Member Marier questioned the second paragraph of Mr. Punkay's letter, stating she failed to see where student evaluation had been removed.

Chairman Kelly reviewed the April 11, 1974, Board action on the evaluation system. The faculty indicated the system was not working well, and input from the administration also indicated it was not working well. The student evaluation form had been condemned by the Student Member of the Board. Several other student forms were suggested. At this point, the Board took action to withdraw the existing evaluation system in order that something better could be worked out. The Board voted this should be ready by September 12.

Dr. Birkholz reviewed the five points he had presented the committee, stating the committee could only agree with points 1 and 5. This had been communicated to the Board at the April 11 meeting.

For the benefit of new Board members, Member Nicklas reviewed the history of the evaluation system. As the system put together last year was not felt to be successful, the Board agreed at the April 11 meeting that this system needed revision. Decisions need to be made on promotions, tenure, etc., and the Board needs something on which to base these decisions. This was the rationale behind the September date.

Mr. Boeke stated the removal of the two policy pages from the manual would make it difficult to require any faculty member to offer student evaluation this spring. Member Marier felt this would offer a fine opportunity if the Faculty Evaluation Committee wished to test a student form this spring. Dr. Lahti requested Dr. Schauer and the division chairmen investigate obtaining some forms. Mr. Boeke stated the September deadline presented a problem. He stated Dr. Brandenburg's recommendation was that a newly developed system should

COMMUNICATIONS:

Faculty
Evaluation
Committee
(cont.)

not be used for one year. He stated Dr. Schauer's memo anticipates faculty members would be paid to work on the system during the summer from the funds that would have been distributed for recognition of outstanding performance of 1973-74 academic year. He questioned faculty members putting themselves in that position; not only because of the difficulty of communicating with other faculty during the summer, but if the intent is still to use that system for reward or punishment, they would be in no position to make decisions for their colleagues.

Chairman Kelly stated those on the Board on April 11 felt this was a good recommendation, and he felt it would be precipitate of this Board to change this action at this time.

Member Marier pointed out the Board wanted the existing faculty committee to revise the implementation of the method, which everyone agreed was not working. She stated the Policy Manual becomes a part of the agreement teachers sign when they sign a contract. The intention of the Board was to make it a clean, revised policy.

Member McGlothlin felt there were two basic points; 1) to get an evaluation form or system, and 2) how the evaluation form will be used. He expressed confidence a form on evaluation can be established and stated the question is, can this form be developed well enough to determine how the results of the form can be used in terms of tenure, promotions, etc.

Mr. Punkay was instructed by Chairman Kelly that the committee was still in full force and was to continue its work.

Faculty Senate--
Request for
Non-voting Seat
on the Board

Robert Powell, President of the Faculty Senate, presented a request from the Senate for a non-voting faculty trustee on the college Board, as a counterpart of the Student Trustee. He felt this would add to the efficient operation of the Board by providing more input from the faculty at the time decisions are reached. The President of the Faculty Senate does not have access to the packet of supporting information prior to the Board meeting. Mr. Powell felt the most meaningful communication between faculty and Board, other than during salary negotiations, has been through the local newspapers.

Chairman Kelly pointed out this matter had come up in 1973. At that time the Board moved that the Faculty Senate president be given a seat at the table with the vice presidents where he could be recognized by the chair, and the faculty had been satisfied with the arrangement. Mr. Powell stated it had not worked out to be the kind of seat the faculty envisioned.

COMMUNICATIONS:
Faculty Senate--
Request for Non-
voting seat on
the Board
(cont.)

Frank Hines, Board Attorney, explained the Board cannot expand their membership of their own volition--this would be up to the General Assembly. It was agreed this would be on the June Board meeting agenda, and Mr. Hines would provide the Board with a definitive legal ruling on this matter.

Because of the lateness of the hour, Mr. Powell suggested postponing discussion on the Tenure Study Committee Report to another time. Member McGlothlin requested more information be provided the Board on this subject. Mr. Powell requested the Board give some attention to the communication from the faculty on secretarial salaries. The Board agreed to postpone the discussion on tenure.

NEW BUSINESS:
Staffing--
Resignation

Dr. Schauer presented for approval the resignation of Margaret Ann (Weber) Stern, Teaching Assistant for the Learning Laboratory.

Member Munson moved, Member Nicklas seconded, that the resignation of Ms. Margaret Ann (Weber) Stern be accepted at the conclusion of her 1973-74 academic year contract.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Staffing--
Appointments

Dr. Fischer presented for consideration the employment of Mr. John Neuhaus as a Counselor.

Member Marier moved, Member Nicklas seconded, that Mr. John Neuhaus be employed as a counselor with the academic rank of Instructor for a period of 39 weeks beginning August 20, 1974, with a salary of \$13,250.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Dr. Schauer presented for approval the employment of Mr. Wallace D. Davis as Coordinator of the Real Estate Program, a position created by the Board in Oct., 1973.

Member Nicklas moved, Member Moats seconded, approval of the employment of Mr. Wallace D. Davis as an Assistant Professor and Coordinator of the Real Estate Program at a salary of \$15,800.00, effective Aug. 20, 1974 and continuing through May 24, 1975.

NEW BUSINESS:

Staffing--

Appointments
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler.
Nays: None

Dr. Schauer presented for consideration the appointment of Mrs. Rena Trevor, as Coordinator of Women's Programs, and explained she would be replacing Mrs. Hentschel.

Member Munson moved, Member Nicklas seconded, that Mrs. Rena Trevor be appointed Coordinator of Women's Programs on a half time basis, effective May 15, 1974-June 30, 1975, at an annual salary of \$6,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch, and Troehler
Nays: None
Abstained: Member Marier

Member Marier explained she had abstained because she was acquainted with this person.

Staffing--
Contract Rider

Dr. Schauer explained that Mr. Lester Hook has been serving as the interim chairman of the Social Sciences Division. Until a new chairman is appointed, Mr. Hook's services will be needed during the month of June, 1974. His contract expires June 1, 1974, and therefore Dr. Schauer presented for approval a contract extension for Mr. Hook.

Member Moats moved, Member Troehler seconded, approval of a contract rider in the amount of \$1,500.00 for Mr. Lester Hook to continue to serve as interim division chairman in the Social Sciences Division from June 1, 1974, through June 30, 1974.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Tenure
Appointments
for 1974-75

Dr. Schauer briefly discussed the tenure appointment process.

Member Nicklas moved, Member Moats seconded, that the following full-time teaching faculty, librarians, and counselors be offered a tenure agreement effective with their employment for the 1974-75 academic year:

NEW BUSINESS:
Tenure
Appointments
for 1974-75
(cont.)

Michael Brown
 J. Harley Chapman
 Ann Marie Dice
 John Eliasik
 Paul Holdaway
 Elizabeth Ann Hull
 Larry Kent
 Gertrude Kerbis
 Lawrence Knight
 Emanuel Lancaster

E. Michael Louis
 Gerald Mellenthin
 Joann Powell
 Dolores Samson
 Peter Sherer
 Roy Steffens
 Ross Stephen
 Joseph Sternberg
 Mary Gretchen Vancura
 Mary Waite
 Michael Ward

Chairman Kelly suggested new Board members might want to study up on tenure, particularly in regard to percentage. Member Moats reminded the Board if there were any questions on any individual it would be proper to go to executive session.

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson,
 Nicklas, Rausch, and Troehler
 Nays: None

The Board extended their congratulations and appreciation to these people for their hard work.

Student Trustee's
Rights and
Privileges

Chairman Kelly explained the right of the Student Member to make and second motions had been decided at Triton by court order, and furthermore by a recent opinion of the Attorney General released on behalf of the State of Illinois Community College Board. Member Nicklas felt the bill was written in a very ambiguous way and spoke of the "gray areas" which place the student in an unsettled position, as well as the Board. On principle the Board welcomes the Student Member, but on principle, she felt they should wait until there is clarification of the law.

Chairman Kelly requested a recess, in order to obtain additional information. Member Rausch moved, Member Munson seconded, to recess at 11:10 p.m. Motion unanimous. The meeting was reconvened at 11:17 p.m.

With the additional information available, Attorney Hines stated the Attorney General's opinion was clearly applicable to college and university boards; they cannot bar their student member from making and seconding motions. In his opinion the student member would also have all rights, except the right to vote, that otherwise attach to Board membership.

Chairman Kelly pointed out the Board had previously approved the Student Member's right to participate in executive session, but not the making or seconding of motions.

NEW BUSINESS:
Student
Trustee's Rights
and Privileges
(cont.)

Member Rausch moved, Member Marier seconded, that the Board of Trustees adhere to the Attorney General's ruling and grant all privileges of membership in the Board to the Student Member.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Rausch, and Troehler
Nays: Member Nicklas

Member Nicklas explained her vote, stating she felt the Board should wait for clarification by the State.

Treasurer's
Bond

Dr. Mann explained the Treasurer's Bond is based on the cash flow analysis of the college.

Member Moats moved, Member McGlothlin seconded, that the Treasurer's Bond No. 4SM 263 668, issued by the American Motorists Insurance Company on behalf of William J. Mann, in favor of Harper College, be approved in the amount of \$2,500.000.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, and Troehler
Nays: None
Abstained: Member Rausch

Member Rausch explained he had abstained because this was a matter of insurance placement and he works in an insurance company.

Career Education
Annual and
Five Year Plan

Member Marier moved, Member Nicklas seconded, that the Annual Plan for Career Education for implementation during 1974-75, and that the Five Year Plan for Career Education be approved as a guideline document during 1975-79.

Dr. Schauer explained that the plan is up-dated every year.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler
Nays: None

Buildings "G" and
"H" - Report on
Meeting with
Capital Develop-
ment Board

Dr. Lahti referred to Exhibit F, a report on Buildings "G" and "H" which have been included in the Governor's budget and will hopefully be approved by the legislature. In anticipation of this approval, the college met with the Capital Development Board in order to expedite the construction of these badly needed buildings. The major problem is that the State guideline of \$30.00 per square

NEW BUSINESS:

Buildings "G" and
"H" - Report on
Meeting with
Capital Develop-
ment Board
(cont.)

foot, established in 1967, has not been increased. Based upon the rapid increase in construction costs, our architects are estimating cost of \$48.53 per square foot at the time of bidding. The Capital Development Board cannot proceed at this figure. Dr. Lahti informed the Board he has talked with Dr. Fred Wellman, of the ICCB, and the State is concerned. They hope to bring some clarification to the matter of whether the local Board still has the option of paying the difference if they wish to preserve the quality of building, with reference to maintenance over a period of years. Dr. Lahti pointed out that every day or week's delay means this service is being held back from students. Other than the Power Plant, this is the most expensive and complex building the college has, as there are many special requirements. He stated redesign of the building would result in additional architectural fees, plus another six months to a year's delay. The cost of construction is escalating at about one percent a month. The State has referred the question of increasing the construction guideline to a finance committee for study, and Dr. Mann stated that hopefully this committee will arrive at a decision some time in June.

PRESIDENT'S
REPORT:

Dr. Lahti referred to a letter in the local paper on the admissions process at Harper. He informed the Board that the admissions and registration process has been evaluated every year from 1971 to 1974 from feedback from the students and distributed this report to the Board. Dr. Lahti felt the admissions staff are doing a fine job, although there are exceptions and mistakes are made. He reported Dr. Fischer is following up on the case stated in the letter, which is standard procedure. Dr. Fischer reviewed the report with the Board.

Dr. Lahti reported the nursing program at Harper is one of the most sought after in the college--597 applications received and 104 accepted for ADN and 25 accepted for LPN programs. Dr. Fischer pointed out the report shows the college is consistently taking care of in-district people first.

Dr. Lahti reported in testimony to the good staff in the Dental Hygiene area, 40 students took the National Boards and 40 passed.

Chairman Kelly stated there would be need for an executive session after adjournment for discussion on union negotiations.

ADJOURNMENT:

Member Moats moved, Member Munson seconded, that the meeting be adjourned at 11:58 p.m. Motion unanimous.

Chairman Kelly

Secretary Nicklas