

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

Roberta Thieda F 123
LRC RES.

BOARD MEETING

AGENDA

June 13, 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 - May 15 and May 31, 1974
 3. Estimated Payroll - June 1 through July 31, 1974
 4. Financial Statement
 5. Bid Awards
 6. Budget Transfers
 7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
 1. Grievance Policy Review
- VII. New Business
 - A. RECOMMENDATION: Staffing
 1. Acceptance of Resignation -
Vice President, Academic Affairs Exhibit A-1
 2. Acceptance of Resignation -
Teacher and Coach, Physical Education Exhibit A-2
 3. Acceptance of Resignation -
Teacher, Communications Division Exhibit A-3
 4. Administrative
 - a. Vice President Academic Affairs Exhibit A-4a
 - b. Dean of Transfer Programs Exhibit A-4b
 - c. Dean of Guidance Exhibit A-4c
 - d. Division Chairman Social Sciences Exhibit A-4d

- 5. Faculty
 - a. Music Exhibit A-5a
 - b. Park Management Coordinator Exhibit A-5b
 - c. Teaching Associate - Learning Lab Exhibit A-5c
 - d. Nursing Exhibit A-5d
 - e. Teaching Associate - Journalism Exhibit A-5e
 - f. Legal Technology Coordinator Exhibit A-5f
 - g. Contract Riders Exhibit A-5g
 - h. Summer Letters of Intent Exhibit A-5h
 - i. Counselor Associate Replacement Exhibit A-5i
 - j. Counselor Replacement Exhibit A-5j

- B. RECOMMENDATION: Revised Grading System Exhibit B

- C. RECOMMENDATION: Senior Citizens Tuition Policy Exhibit C

- D. RECOMMENDATION: Budget Hearing Resolution Exhibit D

- E. RECOMMENDATION: Approval of S.P.E.D. Projects Exhibit E

- F. RECOMMENDATION: Approval of Board Attorney Fee Rate Exhibit F

- G. RECOMMENDATION: Remodeling for a Dietary Technician Program Facility Exhibit G

- H. RECOMMENDATION: Creation of Art Display Area Exhibit H

- I. RECOMMENDATION: Approval of New Inter-collegiate Sports Exhibit I
 - 1. Women's Tennis
 - 2. Women's Gymnastics
 - 3. Men's Hockey

- J. RECOMMENDATION: Implementation of Comprehensive Personnel Function Exhibit J

- K. RECOMMENDATION: Approval of Administrative Contract Form Exhibit K

- L. RECOMMENDATION: Approval of Cooperative Agreement between Elementary School Districts #15, #21, and William Rainey Harper College Exhibit L

- M. RECOMMENDATION: Approval of Food Procurement Procedures Exhibit M

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, June 13, 1974

CALL TO ORDER:

Chairman Kelly called to order the regular meeting of the Board of Trustees of Community College District No. 512, on Thursday, June 13, 1974, at 8:17 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, Robert Rausch, Judith Troehler, and Student Member Gerald McGlothlin
Absent: Members Shirley Munson and Jessalyn Nicklas

Also present: Robert E. Lahti, Kelly Barton, Ruth Birkhead, John R. Birkholz, Frank Borelli, Bob Chantry, R.B.Cormack, Anton A.Dolejs, Jr., G. Fischer, Jack Fuller, Henriette Gebert, John Gelch, Sharrie Hildebrandt, Clete Hinton, Robert Hughes, Fred Inden, John Januszko, Ron Keener, H.J.Kurowski, C.Patrick Lewis, Jack Lucas, W.J.Mann, Liz McKay, Don Masic, M.Ostrowski, Joann Powell, Esther Rabchuk, Gary Rankin, Martin J.Ryan, C.Schauer, Ron Short, Roy Steffens, Ross Stephen, Cal Stockman, U.A.Thobe, Jack Tippens, Fred Vaisvil, George Voegel, W.Von Mayr, John F. White, Dave Williams, and Robert Wyman--Harper College; Donald Payton--Palatine Plan Commission; Wandalyn Rice--Paddock Publications; D.D.Bartolomo--The Trib; and Richard Hildebrandt.

MINUTES:

Member Marier moved, Member Rausch seconded, approval of the Minutes of the Special Board Meeting of Wednesday, May 1, 1974, the Minutes of the Regular Board Meeting of May 9, 1974, and the Minutes of the Special Board Meeting of May 23, 1974, as distributed.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
Bills Payable

Member Rausch moved, Member Troehler seconded, the approval of the June 13, 1974, bills payable as follows:

Educational Fund	\$150,217.65
Building Fund	105,738.21
Site & Construction Fund	34,319.11
Auxiliary Fund	76,400.05

Upon roll call, the vote was as follows:

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

DISBURSEMENTS: Member Marier moved, Member Rausch seconded, approval of the payroll of May 15, 1974, in the amount of \$283,620.83; and the payroll of May 31, 1974, in the amount of \$302,390.77.

Upon roll call, the vote was as follows:

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

Member Marier moved, Member Rausch seconded, approval of the estimated payroll of June 1, 1974 through July 31, 1974, in the amount of \$1,195,463.66.

Upon roll call, the vote was as follows:

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

Financial Statements

Dr. Mann discussed several items in the financial statements with the Board.

Budget Transfers

Chairman Kelly moved to budget transfers, Exhibit IV-6.

Member Moats moved, Member Marier seconded, approval of the Educational Fund budget transfers, in the amount of \$161,066.26, the Building and Maintenance Fund budget transfers in the amount of \$82,445.00, and the Auxiliary Fund budget transfers in the amount of \$198.00.

Upon roll call, the vote was as follows:

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

Bid Awards

Member Marier moved, Member Moats seconded, awarding of bids in Exhibit IV-5, as follows:

- 5-a. Award of bid for continuous stock forms for use in Computer Services (1974-75) to the Unlimited Printing Company, in the amount of \$12,282.00.
- 5-b. Award of contract to R. A. Peterson Company for labor, material, and supplies to seal the bituminous surfaces of Lake Drive, Belt Road, and Parking Lots #8, #9, and #10, as low bidder in the amount of \$9,947.00.
- 5-c. Award of bid to the low bidder, Ace Fence Controls of Chicago for Alternate A, in the amount of \$5,799.40 for the installation of 535 feet of guardrails over the dam.

DISBURSEMENTS:
Bid Awards
 (cont.)

- 5-e. Award of bid for the two (2) Universal Centurion Weight Machines to the Swartz Associates of Frankfort, Ill., including the trade-in of the two damaged units, in the amount of \$5,000.00.
- 5-f. Award of bid for labor, material, and equipment for repairing the concrete steps and platforms located at Building "C" to the Edwin Anderson Company, in the amount of \$2,575.00.
- 5-g. Award of bid to the Student Plans, Inc., for Intercollegiate Athletic Insurance coverage, in the amount of \$3,400.00 pro-rata, based on service and experience.
- 5-h. Award of bid for the Scientific Recorder to the Carter Electronics, Inc., in the amount of \$2,978.10.
- 5-i. Split of the award of bid for equipment in the Learning Resources Center to the following suppliers:

(1) Midwest Visual	\$16,495.95
(2) Swiderski	10,435.00
(3) Selected Edu. Aids	4,093.60
(4) United Visual Aids	4,082.60
(5) Music Craft	3,843.90
(6) Burke Audio Visual	2,628.00
(7) Audio Vis. Edu. Systems	2,478.96
(8) Tektronix, Inc.	1,935.70
(9) Rebco	1,477.00
(10) Hinsdale Camera	1,407.37
(11) Singer-Friden	1,026.00
(12) Paul Berndt	961.00
(13) Instruction Systems	991.44
(14) 3M Company	887.00
(15) Treck Photo	745.92
(16) General Radio	692.91
(17) Visualcraft	627.90
(18) Lion Photo	496.00
(19) Midwest Hi-Fi	214.00
(20) Lafayette Instr.	210.00
(21) General Camera	177.00
Total Amount of Award	<u>\$55,907.25</u>

- 5-j. Upon the advice of Caudill, Rowlett, Scott, award of bid for the Low Pressure Steam Boiler Addition to George D. Hardin, Inc., of Chicago, in the amount of \$41,862.00, as low bidder.

DISBURSEMENTS:
Bid Awards
(Cont.)

- 5-k. Award of bid for Open Bay Bleachers to Jack K. Elrod Company, Alternate #2, in the amount of \$22,251.00, as low bidder.

Member Moats withdrew his second of the motion, in view of the fact that he had done work with one of the contractors involved in the bid awards, stating he would have to abstain in voting on the motion. Member Troehler seconded the motion.

Member Munson entered the meeting at 8:50 p.m.

Member Rausch requested that bid awards show whether money had been approved for the bids, and, if so, whether it was in the present budget or next year's budget. Dr. Mann stated this would be documented on the bid exhibits in the future. Each bid was reviewed by the Board and questions answered by the administration.

Upon roll call, the vote was as follows:

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

Construction
Change Orders

Member Marier moved, Member McGlothlin seconded, that the Board approve the submittal of Change Order Request #23 (Exhibit IV-7) to the Capital Development Board by Dr. W. J. Mann, and the submittal of Change Order Request #17 (Revised - Exhibit IV-7a) to the Capital Development Board by Dr. W. J. Mann. (Exhibits IV-7 and 7a attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Dr. Mann pointed out the Change Order Report previously requested by the Board was also included as a Board information item.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Secretary Marier read a letter addressed to the Board from William R. Punkay, Chairman--Faculty Evaluation Review Committee. Chairman Kelly pointed out the Board would take up the Faculty Evaluation matter under unfinished business.

Secretary Marier read a letter addressed to the Board from Stan Sapiha, Student Senate Vice President, regarding parking fines. The Student Senate suggested

COMMUNICATIONS:
(cont.)

the Board, through an attorney, review all correspondence between the college and the Village of Palatine concerning the parking ticket situation. Dr. Lahti stated Dr. Fischer, Dr. Mann, and Attorney Frank Hines would be meeting on this. Dr. Fischer stated the Student Senate had a valid point, and they would pursue this problem this summer and report back to the Board. Dr. Mann added a meeting will be scheduled with the Village of Palatine to explore this further.

Secretary Marier read a letter addressed to Mr. Robert Powell, President of the Faculty Senate, from Peat, Marwick, Mitchell & Co., Certified Public Accountants. The letter stated the results of a poll of the full-time faculty at Harper regarding merit bonus compensation. The letter stated 164 ballots were mailed, with 27 replies received in favor of merit compensation and 104 replies received not in favor, or a total of 131 replies received. It further stated that seven ballots received after the deadline of May 22 indicated one "yes" response and six "no" responses. Chairman Kelly stated this topic would fall under the discussion of Faculty Evaluation and would be taken up under unfinished business.

UNFINISHED
BUSINESS:
Second Site

Chairman Kelly stated an executive session of the Board had been held on June 11 relating to the possibility of a second site.

Member Troehler moved, Member McGlothlin seconded, as follows:

BE IT RESOLVED that after thorough consideration of all pertinent data and long range planning alternatives, the Board of Trustees of Harper College reaffirms its request to the Village Board of Arlington Heights to set aside the Mayo Clinic property (formerly the Ozman site) as provided for by Village Ordinance. Pending favorable action by the Arlington Heights Village Board, the Board of Trustees of Harper College will proceed to secure final approval for purchase of this specific site from the Illinois Community College Board and the Board of Higher Education of the State of Illinois.

In the discussion which followed, Member Munson, who had questioned the possibility of using land adjacent to the college, expressed her satisfaction with the research done by the staff. A letter from the Palatine Planning Commission had been received notifying the college that considerations are being made for the adjacent land. Member Rausch pointed out a favorable vote on the motion would put the

UNFINISHEDBUSINESS:Second Site

(cont.)

college in line for possible acquisition of the Ozman site and preclude any other site. Member Marier expressed the Board's gratitude to the Village of Palatine and the Planning Commission for their efforts in the best interest of the college. Member Moats added the Board had considered the possibility of expanding the present campus and had concluded it was not feasible with the long range plans of the college and the community.

Upon roll call, the vote was as follows:

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

Nays: None

Member Moats stated the approval of this resolution in no way implies that the college will definitely build on this land. Sooner or later the college will need more facilities and, if this action had not been taken, this land would no doubt be developed in the next few years. Member Marier pointed out the Board had decided the operation of the district would not be served as well by expanding the present campus, the second site was the best method of delivering educational services to the Harper district. Chairman Kelly added the Board wished to preserve the options.

Grievance
Policy Review

Chairman Kelly stated the Board had previously requested the administration and Grievance Committee meet and attempt resolution of their differences on grievance policy. If not, supporting documents were requested. Reference was made to a letter to Dr. Lahti, dated May 31, 1974, from the Committee concerning their report to the Board on recommended changes in the grievance policy. Board members reported they had received the letter but not the report. Janet Savin expressed regret they had not received the report and stated the result of the meeting between the administration and Committee was that they were unable to agree on three items. She stated the Committee felt there were several misinterpretations and misrepresentations in the report the Board received from the administration.

After further discussion, Chairman Kelly stated the review of the grievance policy would be postponed based on the need for study of the Committee report and further input from the administration. A special meeting was suggested for discussion of the grievance policy.

UNFINISHED

BUSINESS:

Grievance
Policy
Review (cont.)

Member Rausch moved, Member Munson seconded, that members of the Grievance Committee and the administration be notified that a special meeting for the purpose of a discussion of the Grievance Report will be held prior to the July Board meeting, the date to be mutually agreed upon.

Member McGlothlin moved, Member Moats seconded, to amend the motion to read, "Special meeting be arranged before the 1st of July."

Upon roll call on the amendment to the motion, the vote was as follows:

Ayes: None

Nays: Members Kelly, Marier, Moats, Munson, Rausch, and Troehler

Upon roll call on the motion, the vote was as follows:

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

Nays: None

Seating of a
Faculty Member
on the Board

In reference to seating a faculty member on the Board, Member Munson felt a faculty member on the Board would be serving in an advisory position before policy is made.

Chairman Kelly pointed out the Board had voted a year ago to give the Faculty Senate President a seat at the table with the vice presidents and at that time the faculty found that acceptable. As long as it is not challenged, there is no strong legal position on a non-voting faculty member on the Board. The question of legality would depend on the role and there are a multiplicity of roles possible, short of becoming a voting member. Member Rausch suggested centering the discussion on serving the purpose of communications with the faculty. Mr. Powell stated the question was one of an advisory position, not an adversary position.

Chairman Kelly stated the Board has invited the faculty's viewpoint where desirable. Member Marier felt the faculty has other channels through which they could communicate. She stated she had been elected by the community to an established Board. If a faculty member wanted to run for the Board, she felt the community should make the decision. Member Marier stated attempting to dilute the Board would be a dilution of the community input to the Board with more difficulties, more people, more viewpoints.

Mr. Powell compared this seat to the student member on the Board. Chairman Kelly stated there is no parallel, as a determination by the State Legislature had placed a student on the Board.

UNFINISHED

BUSINESS:

Seating of a Faculty Member on the Board

Member Moats moved, Member McGlothlin seconded, the President of the Faculty Senate sit on the Board in an ex-officio capacity at public Board meetings for the purpose of advising the Board on academic matters.

Member Marier felt the Board was not changing the present status of the Faculty Senate President. Member Munson questioned if the yearly salary negotiations would be complicated by this move. Member Marier stated the role played by the faculty and committee in collective bargaining is not compatible with a seat on the Board.

Member McGlothlin called for the question.

Upon roll call on calling the question, the vote was as follows:

Ayes: None

Nays: Members Kelly, Marier, Moats, Munson, Rausch, and Troehler.

In a discussion on the faculty member receiving the Board packet, it was suggested the Chairman be responsible for ruling on inappropriate materials to be excluded from the packet, such as check registers, matters of personnel, etc. The Chairman felt this would place an unwarranted burden on the Chair and suggested instructing the President on this. Dr. Lahti stated he would like specific instruction from the Board. Member Moats suggested formalization of the relationship. Chairman Kelly stated formalization of the role of faculty is a dilution in terms of governance.

Member Rausch moved, Member Moats seconded, to amend the motion that the ex-officio faculty representative be supplied with the packet of information, without that material which the administration considers inappropriate, and that this type of deletion be reviewed at a later date for a more definitive answer.

Member Rausch felt two things were significant; 1) to more closely formalize the faculty representative so that he has the right to participate in discussion, subject to the chair's ruling, and, 2) in terms of safeguarding inappropriate materials, leave it to the administration.

Upon roll call on the amendment, the vote was as follows:

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

Nays: None

Upon roll call on the amended motion, the vote was as follows:

Ayes: Members Moats, Munson, Rausch and Troehler

Nays: Members Kelly and Marier

UNFINISHED
BUSINESS:

Member Munson pointed out if seating a faculty member on the Board proved cumbersome, the Board could do away with it. Member Moats added it was an experiment and the Board could do away with it if they felt it was not working out.

Faculty
Evaluation

Chairman Kelly referred to the letter which had been read under Communications from Mr. Punkay outlining the recommendations of the Faculty Evaluation Review Committee, including the recommendation that the system be ready for Board action by Nov. 1, 1974. Chairman Kelly stated the Board had previously requested the committee have the system ready for September 12. Input had been received from several directions.

Member Marier stated she had reviewed all the material and was aware of the recommendations of both the committee and the administration. Consultants had been employed and given good advice. Member Marier wondered if a compromise could be effected. If there is difficulty over the summertime, she suggested the date of September 12 could be changed to the 1st of October, and perhaps a moratorium on monetary awards could be established for one year only and suggested using it for promotions and sabbaticals. She also suggested a guarantee that there would be student input into the system.

Chairman Kelly asked for the administrative viewpoint. Dr. Lahti stated administrators are personally held accountable for quality control of the college program. Dr. Birkholz discussed his understanding of the faculty recommendations along with those of Member Marier's. He felt the crucial point was moving the date from September 12 to October 1.

Member McGlothlin definitely was against student input being left out.

Mr. Punkay stated the committee's recommendation #4 called for a student questionnaire form, and that their objection to student evaluation was that it would not be in the best interest of the faculty. Dr. Birkholz stated he was not in entire agreement with the faculty on #4, referring to student utilization, and stated it was a matter of norms. He pointed out the faculty schedule would begin on August 20, and the semester will end before Christmas. Personnel decisions will need to be made, and it will be important to have the procedure available on method and date for distribution of the student form.

UNFINISHED
BUSINESS:
Faculty
Evaluation
(cont.)

Member Marier moved, Member Rausch seconded, the following:

1. The Board reaffirm its decision that the faculty evaluation system be rewritten and offer an October 1 deadline for completion, to allow feedback from the faculty after the initiation of the fall session;
2. The Board declare a moratorium on the offering of monetary awards as an alternative for recognizing outstanding performance of faculty for a one year period only;
3. The implemented system of October 1 will be used for providing data for awarding of promotions, tenure awards, sabbatical leave awards, and for improvement of instruction;
4. The Board affirm and insist that the new system must provide for student input.

Member Moats asked if the faculty felt the faculty evaluation system used in the past had worked for or against the institution. Mr. Punkay stated it had hurt the institution.

Upon roll call, the vote was as follows:

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

Nays: None

Board
Committees

Chairman Kelly appointed the Institutional Goals Committee, as follows:

- Chairman - Jessalyn Nicklas
- Judith Troehler
- Robert Rausch

He stated this committee will monitor the progress of institutional goals as developed internally, reporting back to the full Board.

Chairman Kelly appointed the Ethics and Manual Committee, whose purpose will primarily be to study the adoption of a code of ethics for the Board of Trustees and define the role of a Board member, as follows:

- Chairman - Marilyn Marier
- Lawrence Moats
- Shirley Munson

Chairman Kelly suggested the committee meet this summer in order to have something ready by September.

NEW BUSINESS:
Staffing

Member Rausch moved, Member Moats seconded, that the recommended staffing in Exhibits A-1 through A-5j be approved as follows (Exhibits A-1 through A-5j attached to Minutes in Board of Trustees Official Book of Minutes):

- A-1 Resignation of Dr. Clarence H. Schauer be accepted with regret to be effective on June 30, 1974;
- A-2 Resignation of Mr. Ronald N. Bessemer be accepted at the conclusion of his 1973-74 academic year contract;
- A-3 Resignation of Mrs. Joan Roloff be accepted at the conclusion of her 1973-74 academic year contract;
 - Resignation of Mr. Paul H. Moore be accepted effective June 30, 1974;
 - Resignation of Dr. Sander B. Friedman be accepted to be effective at the conclusion of his 1973-74 academic year contract;
- A-4a Dr. John R. Birkholz be appointed as Interim Vice President of Academic Affairs, with the rank of Professor, at an annual salary of \$29,500.00;
- A-4b Dr. David Williams be appointed Interim Dean of Transfer Programs, with the rank of Assistant Professor, at an annual administrative salary of \$22,750.00;
- A-4c Dr. Joann Powell be employed as Dean of Counseling, with academic rank of Associate Professor, beginning July 1, 1974, with a salary of \$22,750.00;
- A-4d Dr. Donald Carlson be appointed Chairman of the Social Science Division, with the rank of Associate Professor, at an annual administrative salary of \$20,750.00;
- A-5a Employment of Beverly Ann McGahey as Instructor of Music at a salary of \$11,300.00, effective August 20, 1974 and continuing through May 24, 1975, during the one-year leave of Mr. E. L. Lancaster, contingent upon her receipt of a Master's degree by July 30, 1974;
- A-5b Employment of Mr. Kent W. Kurtz as an Associate Professor in the Park and Grounds Operations Management Program, at a salary of \$21,500.00 for 12 months beginning July 1, 1974;

NEW BUSINESS:
Staffing
(cont.)

- A-5c Employment of Linda Gadlin as a Teacher Associate full-time beginning August 20, 1974 through May 24, 1975, at a salary of \$7,100.00;
- A-5d.1 Mrs. Carol DeBiase be employed as an Assistant Professor in Nursing at a salary of \$14,500.00 beginning August 20, 1974 through May 24, 1975;
- A-5d.2 Mrs. Florence Murphy be employed as an Assistant Professor in Nursing at a salary of \$14,000.00 beginning August 20, 1974 through May 24, 1975;
- A-5e Mrs. Susanne Havlic be employed as a full-time Teacher Associate from August 20, 1974 to June 20, 1975, at an annual salary of \$7,500.00;
- A-5f Employment of Mrs. Sharrie Hildebrandt as Coordinator and Teacher of Legal Technology at an annual salary of \$12,800.00, beginning July 1, 1974 for 47 weeks;
- A-5g.1 That the following people be employed during the summer of 1974 on a contract rider for the time period and salary specified for each individual:
- | <u>Name</u> | <u>Dates</u> | <u>Salary</u> |
|-------------------|-----------------|---------------|
| Frances Dionisio | June 10-Aug. 2 | \$2,156.44 |
| Marshall Fisher | June 10-Aug. 2 | 2,156.44 |
| Henriette Gebert | July 30-Aug. 19 | 1,402.00 |
| Donald Holland | Aug. 6-Aug. 19 | 672.00 |
| Charles Joly | Aug. 13-Aug.19 | 505.00 |
| M.Scott McMannis | Aug. 6-Aug.19 | 708.00 |
| Gerald Mellenthin | Aug.13-Aug. 19 | 422.00 |
| Mary Ann Mickina | July 30-Aug.19 | 1,184.00 |
| Dolores Samson | Aug.6 -Aug. 19 | 871.00 |
| Ron Short | June 10-Aug. 2 | 2,159.00 |
| Roy Steffens | June 10-Aug. 2 | 2,438.00 |
| Robert Thieda | June 10-Aug. 2 | 2,532.00 |
- A-5g.2 Approval of counselor riders for a total not to exceed \$27,000.00 for the 1974-75 orientation and pre-registration.
- A-5h For information only, no action necessary; list of people working during summer session in order to give coverage in counseling center and student activities area.
- A-5i Employment of Mrs. Joyce Stevens as a Counselor Associate effective July 31, 1974, at a ten-month salary of \$8,100.00.

NEW BUSINESS:
Staffing
(cont.)

A-5j Dr. Douglas Treadway be employed as a counselor, with academic rank of Associate Professor, for a period of 39 weeks beginning August 30, 1974, with a salary of \$15,500.00.

On behalf of the Board, Chairman Kelly stated the Board was accepting the above resignations with regret and welcomed the new people to the staff.

Upon roll call, the vote was as follows:

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

Revised
Grading
System

Member Moats moved, Member Marier seconded, effective summer term 1974 adding an "N" grade to the current system, which will replace the "I" grade, indicating course objectives were not met, or indicating the student did not continue his/her enrollment.

Upon roll call, the vote was as follows:

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

Senior
Citizens
Tuition
Policy

Member Munson moved, Member Troehler seconded, the tuition charged for individuals 65 years of age and over be \$3.00 per credit hour effective fall of 1974. The enrollments at this rate will be contingent upon a class having sufficient minimum enrollments at the regular tuition rate.

Upon roll call, the vote was as follows:

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

Budget
Hearing
Resolution

Chairman Kelly stated the resolution in Exhibit D provides for the annual Budget Hearing and the required public notice.

Member McGlothlin moved, Member Marier seconded, approval of the following resolution:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1974 and ending on June 30, 1975;

NEW BUSINESS:
Budget
Hearing
Resolution
 (cont.)

BE IT FURTHER RESOLVED; That the public hearing on the tentative budget for the fiscal year beginning July 1, 1974, be set for 8:00 o'clock P.M., on Thursday, August 8, 1974, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 8, 1974, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mount Prospect Herald, the Herald, Cook County Herald, Palatine Herald, Wheeling Herald, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry and State of Illinois, that commencing at 9:00 o'clock A.M. on July 9, 1974, a tentative budget for said college district for the fiscal year beginning July 1, 1974, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M. on the 8th day of August, 1974, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois.

DATED at Palatine, Illinois, this 13th day of June, 1974.

BOARD OF TRUSTEES OF COMMUNITY
 COLLEGE DISTRICT NO. 512
 COUNTIES OF COOK, KANE, LAKE
 AND McHENRY, AND STATE OF ILLINOIS

By: Marilyn Marier (s)
 Secretary

Upon roll call, the vote was as follows:

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

S.P.E.D.
Projects

Member Rausch moved, Member Troehler seconded, that an amount not to exceed \$9,500.00 be awarded for S.P.E.D. proposals for the summer of 1974 to finance: 1) the proposal by Messrs. Kearns and Bechtold not to exceed \$5,950.00, and 2) the proposal by Messrs. Carroll and Mussell not to exceed \$3,550.00.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Board
Attorney's
Fee

Member McGlothlin moved that the Attorney's fee rate stay the same. Motion died for lack of a second.

Member Marier moved, Member Troehler seconded, that Harper College increase the fee per hour for legal service provided by Attorney Frank M. Hines to the rate of \$35.00 per hour.

Upon roll call, the vote was as follows:

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

Remodeling
for a Dietary
Technician
Program
Facility

Member Troehler moved, Member Moats seconded, approval of remodeling and instructional capital equipment necessary to facilitate use of Room A006 for use by the Dietetic Technician and Food Service Management at a cost not to exceed \$18,750.00.

Upon roll call, the vote was as follows:

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

Creation of
Fine Arts
Display Area

Member Marier moved, Member Troehler seconded, that a display area in the second floor hallways of Buildings "C" (Art) and "P" (Music) be created as a Fine Arts Display Area, at a cost not to exceed \$16,750.00.

Upon roll call, the vote was as follows:

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

Approval of New
Intercollegiate
Sports

Member Munson moved, Member Troehler seconded, that Women's Tennis, Women's Gymnastics, and Men's Ice Hockey be added to the 1974-75 Intercollegiate Athletic Program with a budget of \$14,000.00.

Upon roll call, the vote was as follows:

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

Implementation
of Comprehensive
Personnel
Function

Chairman Kelly stated the implementation and staffing of a comprehensive personnel function responsible for the entire college staff had been a matter for discussion at several meetings last year.

**NEW BUSINESS:
Implementation
of Comprehensive
Personnel
Function**

Member Marier moved, Member Rausch seconded, to implement the office of Personnel Services to administer all personnel functions of Harper College, and open the position of Director of Personnel in accordance with the job description and qualifications for this position.

Member Moats stated he had some questions and it was agreed discussion would be postponed on this item until other items on the agenda were resolved.

**Administrative
Contract Form**

Dr. Lahti explained the contract form in Exhibit K would provide for contracts of more than one year in length for specific administrators recommended to the Board of Trustees by the President. He stated this form had been reviewed by the Board Attorney and item #6 and an addendum had been added.

Member Rausch moved that the administrative contracts for Vice Presidents be extended from two years to three years, and from one year to two years for other administrators, after two years of above average service in the position; and he further moved the approval of the administrative employment contract form as submitted. Member Marier seconded. (Copy of Exhibit K 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, Munson, Rausch, and Troehler
- Nays: None

**Cooperative
Agreements
Between
Elementary
Districts #15,
#21, and
Harper
College**

Dr. Cormack explained the cooperative agreements with Districts #15 and #21 were necessary to implement the Teacher Aide Program.

Member Troehler moved, Member McGlothlin seconded, approval of the Cooperative Agreements for Teacher Aide Training between Harper College and Elementary School Districts #15 and #21 (as per Exhibit L 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, Munson, Rausch, and Troehler
- Nays: None

**Food
Procurement
Procedures**

Member Rausch moved, Member Munson seconded, approval of a change in Board Policy eliminating the requirement of competitive bidding on certain food items that presently are not adaptive to this process and in its place approve the intermin method outlined in the attached memorandum addressed to the Board (Exhibit M attached to the Minutes in the Board of Trustees Official Book of Minutes).

NEW BUSINESS:

Food

Procurement
Procedure

Upon roll call, the vote was as follows:

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

Nays: None

PRESIDENT'S

REPORT:

Dr. Lahti distributed to the Board the Summer 1974 Enrollment Report and reported a 20% increase in summer session credit and non-credit enrollment over 1973. Dr. Fischer further discussed the report, stating the summer school student headcount is approaching the 5,000 student figure.

A report compiled by the Facilities Coordinator on the use of college facilities by campus and community groups was distributed to the Board.

Dr. Lahti distributed the current report on Vocational Education Buildings "G" and "H".

NEW BUSINESS:

Implementation
of Comprehensive
Personnel
Function (cont.)

Returning to the discussion on the implementation of a comprehensive personnel function, Member Moats requested an executive session, stating he had some questions relating to current administrators.

Chairman Kelly recessed the meeting to executive session at 12:30 a.m.

The meeting was reconvened from executive session at 1:05 a.m.

As a motion had previously been made on the implementation of the personnel function (see page 16), Chairman Kelly asked for a roll call vote.

Upon roll call, the vote was as follows:

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

Nays: None

ADJOURNMENT:

Member McGlothlin moved, Member Munson seconded, that the meeting be adjourned at 1:07 p.m. Motion unanimous.

Chairman William Kelly

Secretary Marilyn Marier