

WILLIAM KAINI 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, February 13, 1975

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Kelly on Thursday, February 13, 1975, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William Kelly, Marilyn Marier, Shirley Munson, Jessalyn Nicklas, Robert Rausch, Judith Troehler, and Student Member James Richter
Absent: Member Lawrence Moats
Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Chantry, Robert Cormack, Charles Falk, Guerin Fischer, Robert Hughes, Fred Inden, John Januszko, Hank Kurowski, C. Patrick Lewis, Jack Lucas, W.J. Mann, Liz McKay, Don Misic, Gloria Pryor, Gary Rankin, Donn Stansbury, Cal Stockman, Paul Swanson, Wil Von Mayr, Gordon Wallace, Dave Williams, and Robert Wyman--Harper College; Frank M. Hines--Board Attorney; Brian Herzog, Paul Harvey, Larry Nelson and Carol Tvrdy--Harper Students; Diane DeBartolomeo--Trib; Wandalyn Rice--Paddock Publications; and Joe Tullo--Motorola, Inc.

MINUTES: Member Munson moved, Member Marier seconded, approval of the minutes of the regular Board meeting of Jan. 9, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Lawrence Moats entered the meeting at 8:07 p.m.

DISBURSEMENTS: Member Nicklas moved, Member Troehler seconded, approval of the February 13, 1975, bills payable as follows:

Educational Fund	\$135,848.47
Building Fund	466,986.35
Site & Construction Fund	72,631.39
Auxiliary Fund	175,868.32

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls Member Nicklas moved, Member Troehler seconded, approval of the payroll of Jan. 15, 1975, in the amount of \$266,291.08; the payroll of Jan. 31, 1975, in the amount of \$287,159.48; and the estimated payroll of Feb. 1, 1975 through March 31, 1975, in the amount of \$1,362,587.77.

DISBURSEMENTS: Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Financial Statements There were no questions on the financial statements.

Budget Transfers There were no budget transfers.

Bid Awards Member Marier moved, Member Moats seconded, approval of the following bid awards as in Exhibit IV-6 (Copy of Exhibit IV-6 attached to the minutes in the Board of Trustees Official Book of Minutes):

IV-6a Award of bid for the materials to construct an aluminum greenhouse to the National Greenhouse Company, as low bidder according to specifications, in the amount of \$14,454.00;

IV-6b Authorize the issuing of a purchase order to the Carrier Air Conditioning Company in the amount of \$4,045.00 to cover service and materials on the annual maintenance of the six Carrier Centrifugal Air Conditioning Units;

IV-6c Approve the award of Library Purchase Order #L0004147 to the Media Systems Corporation in the amount of \$2,610.00 for various slides and video supplies.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Moats moved, Member Troehler seconded, that the Board authorize the following (as in Exhibit IV-6d attached to the Minutes in the Board of Trustees Official Book of Minutes):

A. Decreasing of P.O. #C-29698 to I.B.M. Corp.,
from \$203,620.20 to \$193,999.20;

B. Increasing of P.O. #C-29699 to 4-Phase Corp.,
from \$9,780.00 to \$19,560.00.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Nicklas

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Munson moved, Member Marier seconded, that the Board authorize the issuing of a change order increasing P.O. #C-29168 from \$1,881.60 to a new total of \$3,856.00 reflecting the supplier's increase in their paper costs, (as in Exhibit IV-6e attached to the Minutes in the Board of Trustees' Official Book of Minutes):

In the discussion which followed, Member Moats objected to this increase and suggested tabling the motion until the Board received the rationale for this increase and back-up material from purchasing. Member Marier suggested the Board Attorney, Frank Hines, review this material, and Chairman Kelly asked Member Moats also to review this material.

Member Rausch stated he had suggested at the budget meeting that a presentation be made to the Board of the computerization cost at the college. Dr. Lahti suggested this be done at a Board educational meeting, not later than March.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Abstained: Member Nicklas

Motion carried.

Member Marier moved, Member Troehler seconded, approval of the issuance of a purchase order to the Great Plains National Television Library in the amount of \$3,277.50 for a series of Video Cassettes, as in Exhibit IV-6f, 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,
Nicklas, Rausch and Troehler

Nays: None

Motion carried.

Member Troehler moved, Member Nicklas seconded, that the Board approve the issuing of a change order increasing P.O.#C-30489 to Ken Taylor Company from \$47,021.00 to a new total of \$52,021.00 (as in Exhibit IV-6g 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,
Nicklas, Rausch and Troehler

Nays: None

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Troehler moved, Member Marier seconded, that the Board authorize increases in the following Food Service purchase orders (as in Exhibit IV-6h attached to the minutes in the Board of Trustees Official Book of Minutes):

- (1) P.O. #C-29654 to Bear Stewart from \$3,000.00 to \$5,000.00;
- (2) P.O. #C-29932 to Bit-O-Gold from \$4,000.00 to \$8,000.00;
- (3) P.O. #C-29455 to Northwest Clean Towel from \$2,000.00 to \$5,500.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Nicklas moved, Member Troehler seconded, that the Board award the bid for the FM-High Frequency Radio System to the Motorola Corporation of Schaumburg, in the amount of \$8,709.00 (as in Exhibit IV-6i 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, Nicklas, Rausch and Troehler
Nays: None

UNFINISHED
BUSINESS:
Joint
Communications
Committee

Member Rausch reported the Communications Committee had met twice. The Faculty Senate has agreed to participate in the meetings. Prior to the scheduled meeting in February, the committee decided meetings would be regularly scheduled but only held if input was received on agenda items from various committee members. No meeting was held in February. Member Rausch felt the future of the committee was questionable if meetings were not held for lack of agenda. Member Marier suggested the Board could develop agenda items they wished to communicate. Often constituents of the college feel they have not had opportunity to discuss things before the fact. She felt the Board could announce they were available at a particular time to discuss something coming up in the near future. In the discussion which followed, Chairman Kelly pointed out the importance the Board has placed on the Communications Committee and on doing anything they could to promote the success of the committee.

COMMUNICATIONS: Member Munson referred to a letter received from Paddock Publications submitting a written request for notice of meetings in accordance with the Illinois Open Meeting Law. In response to a question from the Chair, Wandalyn Rice--Paddock Publications--stated this letter went to all governmental bodies in accordance with the law.

Member Rausch moved, Member Munson seconded, that the administration be directed to give notification of all meetings--executive, regularly scheduled, special, committee or sub-committee--including times, dates, and places of such meetings, according to the general outline of the law.

After discussion, Member Rausch withdrew his motion, and Member Munson withdrew her second. Member Rausch stated he would bring the motion to the next meeting in appropriate form.

Chairman Kelly pointed out the Board would follow recommendation of counsel with respect to meeting notifications.

UNFINISHED
BUSINESS:
Manual and
Ethics
Committee

Member Marier moved, Member Munson seconded, the approval of changes to the Board of Trustees Manual indicated as follows:

Sections 1.0 to 1.6.4 to be identified as Board of Trustees By-laws and be placed as Appendix to Board of Trustees Policy Manual, and be placed in Trustees' Manual.

Addition to the following section:

- 2.5 A. Policy may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented in writing to the Board at a Board meeting. (A quorum of the Board shall be required for the adoption of any amendment, alteration, repeal, or addition to policy.)

Upon roll call, the vote was as follows:

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

Motion carried.

Member Marier pointed out these changes will not take

UNFINISHED BUS.

Manual and Ethics Committee
(cont.)

place physically until July, 1975, when the new Policy Manual is issued. She discussed several other items the committee is working on.

Institutional Goals Committee

Member Nicklas reported on the Institutional Goals Committee. She discussed the 1975-76 goals which had been rewritten and distributed to the Board for their information and comments. The Committee hopes to have the goals approved prior to finalization of the budget so they can be used in drafting the budget. Member Richter asked how priority is set for the goals. Dr. Lahti explained these goals are all planned on for 1975-76; on any which are not accomplished, back-up will be provided as to why. Member Nicklas stated the committee tried to group the goals by category.

NEW BUSINESS:
Staffing--
Faculty

Member Moats moved, Member Marier seconded, that Ms. Verla Jean Longhurst be appointed as Instructor of Data Processing and Business Administration full-time for the period February 13, 1975 to May 25, 1975 at the salary of \$12,500 for a 39 week contract,

After discussion, Member Moats amended the motion to reflect, "on a pro-rated basis." Member Marier agreed to the amendment.

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

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

Motion carried.

Member Nicklas moved, Member Troehler seconded, employment of Christopher H. Hunter as Counselor/Instructor in the Hearing Impaired Program with the rank of Instructor, at a salary of \$13,000.00 for thirty-nine (39) weeks, pro-rated for the period February 17, 1975 to May 24, 1975. This appointment will become effective February 17, 1975, and employment is contingent on future funding from the Illinois Division of Vocational Rehabilitation, or other outside funding sources.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:

Staffing--
Faculty

Member Munson moved, Member Troehler seconded, employment of Marlene Gerstein as a full-time Interpreter in the Hearing Impaired Program, without academic rank, at the rate of \$6.00 per hour effective January 20, 1975 to May 24, 1975. This appointment is contingent on future funding from the Illinois Division of Vocational Rehabilitation or other outside funding sources.

Upon roll call, the vote was as follows:

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

Motion carried.

On Exhibit A-1d, non-acceptance of contract, Chairman Kelly pointed out there was no Board action required.

Staffing--
Resignation

Member Marier moved, Member Troehler seconded, that Mr. Ronald Keener's resignation be accepted with regret, effective February 14, 1975.

Upon roll call, the vote was as follows:

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

Motion carried.

Staffing--
Administrative

Member Troehler moved, Member Nicklas seconded, that Mr. Peter Vander Haeghen be employed as the Director of Resources Service, with the rank of Instructor, and at the current annual salary of \$17,550.00, pro-rated from 1 September, 1974.

Upon roll call, the vote was as follows:

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

Motion carried.

Affirmative
Action Policy
Statement

Chairman Kelly pointed out that the Affirmative Action Policy Statement had been cleared through counsel, in order to be sure the college is within the recommended legal framework.

Member Nicklas moved, Member Munson seconded, the adoption of the following statement of policy:

Harper College shall operate under an affirmative action plan reflecting current federal and state legislation. The plan will be delineated in a document which will be up-dated yearly.

NEW BUSINESS:
Affirmative
Action Policy
Statement
(cont.)

Dr. Mann explained that the Affirmative Action Plan, with the word "Policy" deleted, would be a section of the Personnel Manual; the Affirmative Action Policy Statement only would affect the Policy Manual. Chairman Kelly felt this should be dated, and Attorney Hines advised it would be effective as of this date, unless otherwise stated.

Upon roll call, the vote was as follows:

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

Motion carried.

Sabbatical
Leaves,
1975-76

Member Munson moved, Member Nicklas seconded, that the following individuals be granted leave, per Section 3.3.1, contingent upon a plan predetermined by the appropriate vice president:

Mr. Raymond Moehrlin	1975-76 academic year
Ms. Joyce Nolen	1975-76 academic year
Dr. R. J. Tillotson	Spring semester, 1976
Mr. Robert Powell	Fall semester, 1975

Dr. Birkholz discussed the plans of Robert Powell, R. J. Tillotson, and Raymond Moehrlin, and the goals they will be pursuing. Dr. Fischer discussed the program Joyce Nolen is planning and her long range goals.

Upon roll call, the vote was as follows:

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

Motion carried.

Staff Policy
and Procedures
Manual

Member Moats moved, Member Nicklas seconded, to approve implementation of the Staff Policy and Procedure Manual for the year 1975, as presented by the Administration.

Referring to a letter from Frank Hines attached to Exhibit D, Chairman Kelly asked him to explain paragraph three. Attorney Hines explained that garnishment proceedings may now be brought against employees of governmental agencies; until a few months ago they were exempt. The college employees and business office are now subject to garnishment proceedings. Mr. Von Mayr stated the changes would be reflected in the manual.

NEW BUSINESS:
Staff Policy
and Procedure
Manual (cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Board of
Trustees
Election
Calendar and
Information

Member Marier asked if a candidates' briefing session were being planned for this year. After discussion, March 26 was suggested as a tentative date for this session. The calendar and information on the Board election was presented for information only.

Harper Area
Career
Cooperative
Agreement

Member Nicklas moved, Member Moats seconded, acceptance of the Cooperative Agreement between Harper College and High School Districts 211, 214 and 220.

At the request of the Chairman, the maker and seconder of the motion agreed to amend the motion to add, "and authorize the President to sign for the college in this instance."

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

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

Motion carried.

PRESIDENT'S
REPORT:

Chairman Kelly announced the need for an executive session on the second site, following adjournment.

Dr. Lahti reminded the Board members of the next two community interface sessions, one on February 20 in Elk Grove Village and one on March 20 in Schaumburg.

At the request of Dr. Fischer, Mr. Borelli introduced Carol Tvrdy, new Student Senate President, who assumed the position at the beginning of the new semester.

Dr. Fischer expressed appreciation on the additional staff for the Hearing Impaired Program. Liz McKay distributed some of the current work of the students in this program and discussed the grant received from the Div. of Vocational Education and Rehabilitation.

Dr. Lahti distributed an article by Jordan Siedband, Professor of Physics, which had been published.

As there were no objections, the meeting was adjourned at 10:10 p.m.

Chairman William Kelly

Secretary Marilyn Marier