

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 11, 1975

8:00 p.m.

ROBERT THEIDA
LRC RES

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 1. Bills Payable
 2. Payroll - August 15 and August 31, 1975
 3. Estimated Payroll - September 1 through October 31, 1975
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Grievance Policy - Faculty
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 1. Opening of New Positions
 - a. Part-time to Full-time Positions Exhibit A-1a
 - b. Disadvantaged Grant Staff Exhibit A-1b
 2. Faculty
 - a. Mathematics Exhibit A-2a
 - b. Electronics Exhibit A-2b
 - c. Psychology Exhibit A-2c
 - d. Secretarial Science Exhibit A-2d
 - e. Accounting Exhibit A-2e
 - f. Adult Basic Education Exhibit A-2f
 3. Contract Riders Exhibit A-3

- B. RECOMMENDATION: Appointment of Referendum
Election Judges Exhibit B
- C. RECOMMENDATION: Harper College RAMP Planning
Document Exhibit C
(To be handcarried)
- D. RECOMMENDATION: Establishment of Depository
at Pal-Waukee Bank, Wheeling Exhibit D

IX. President's Report

- X. Adjourn Meeting to September 29, 1975 for the Purpose of
Canvassing the Election

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512

Minutes of the Regular Board Meeting of Thursday, September 11, 1975.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairperson Munson at 8:00 p.m., Thursday, September 11, 1975, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William A. Kelly, Robert Moats, Shirley Munson, Jessalyn Nicklas, Robert Rausch, Judith Troehler and Natalie Weber.
Absent: Student Member John Young.

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Pat Bourke, Don Carlson, Robert Cormack, Frank Christensen, Anton Dolejs, George Dorner, William Howard, John Januzsko, Jack Lucas, William Mann, Liz McKay, Scott McMannis, Joann Powell, Donn Stansbury, Ross Stephen, Fred Vaisvil, George Voegel, Wil Von Mayr, Gordon Wallace, Dave Williams, Robert Wyman--Harper College; David Macaulay, Robert Powell--Faculty Senate; Carol Tvrdy--Student Senate; Marie Kelly--Harper student; Alyce Westphal--The Trib; and Wandalyne Rice--Paddock Publications.

MINUTES: Member Weber moved, Member Moats seconded, approval of the minutes of the regular Board meeting of August 14, 1975, as distributed. Motion carried unanimously.

CITIZEN PARTICIPATION: There was none.

DISBURSEMENTS: Member Nicklas moved, Member Troehler seconded, approval of the bills payable of September 11, 1975, as follows:

| | |
|----------------------------|--------------|
| Educational Fund | \$190,146.20 |
| Building Fund | 104,446.81 |
| Site and Construction Fund | 4,849.06 |
| Bond and Interest Fund | 32.86 |
| Auxiliary Fund | 203,138.15 |

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls Member Nicklas moved, Member Troehler seconded, approval of the payroll of August 15, 1975, in the amount of \$304,398.45; the payroll of August 30, 1975, in the amount of \$292,886.19; and the estimated payroll of October 1 through October 31, 1975, in the amount of \$1,203,528.55.

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

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

Motion carried unanimously.

**Financial
Statements**

There were no comments on the financial statements.

**Budget
Transfers**

Member Troehler moved, Member Nicklas seconded, approval of the Educational Fund Budget Transfers, as per Exhibit V-5a (copy attached to the minutes of the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Member Nicklas moved, Member Weber seconded, approval of the Building Fund Budget Transfers, as per Exhibit V-5b (copy attached to the minutes of the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Member Kelly moved, Member Troehler seconded, approval of the Auxiliary Fund Budget Transfers, as per Exhibit V-5c (copy attached to the minutes of the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Bid Awards

Member Nicklas moved, Member Troehler seconded, approval of the following bid awards, as per Exhibit V-6a through V-6f, (Ex. V-6a thru V-6f attached to the minutes in the Board of Trustees Official Book of Minutes)

DISBURSEMENTS:
Bid Awards
(cont.)

- V-6a Award the bid for library book shelves to the second lowest bidder, Remington Rand, in the amount of \$5,416.30.
- V-6b Award the bid for materials and labor for electrical power and light to the Greenhouse to the low bidder, the Wigdahl Electric Company, in the amount of \$5,690.00.
- V-6c Award the bid for the printing of the College Spring 1975-76 Course Schedule to the low bidder, Park Press, in the amount of \$5,898.00
- V-6d Award the bid for the voice paging communication system to be used by the Maintenance Department to the low bidder, Motorola, in the amount of \$3,995.70.
- V-6e Award the bid for storage racks for use by the Art Department to the low bidder, Reb Steel Company, in the amount of \$2,699.41.
- V-6f Award the bid for a book and material detection system for use by the library to the high bidder, the 3M Company, in the amount of \$19,600.00.
- V-6g Award the bid for printing of the college bulletin to the second lowest bidder, the Hinz Printing Company, in the amount of \$14,471.60.

Mr. Inden answered questions from the Board regarding the specifications of the library shelving and the rationale for awarding the bid to the second low bidder.

On item V-6f, Dr. Voegel explained to the Board how the material detection system works and the reason for recommending the award to 3M Company. He said that this would be an electronic system with a gate that detects the targets. When a book is not checked out through the circulation desk, it sets off a blinker and the gate locks automatically. He said that different systems have different designs for targets; some are more readily detectable, some more easily removed. The Learning Resource personnel considered all of these factors. He also indicated that the yearly loss (excluding unreturned checked-out materials) is about 5%, with certain areas experiencing a heavier loss than others. He said that the installation is a one-time expense but that targets would be added as the library collection is increased.

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

Bid Awards

(cont.)

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

Nays: None

Motion carried unanimously.

At this point, Mrs. Munson gave the floor to Mr. Robert Powell of the Faculty Senate who introduced recently elected president of the Faculty Senate, David Macaulay of the Engineering, Math & Physical Sciences Division.

Mr. Macaulay stated that he was looking forward to serving in his new role as president of the Faculty Senate and working with the entire Harper College community.

Construction
Change Order

Member Kelly moved, Member Nicklas seconded, approval of Change Order #1 and its submittal to the Capital Development Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried unanimously.

COMMUNICATIONS:

Faculty Seat
on Board

Mrs. Troehler read a letter from Mr. Rausch addressed to Mrs. Munson stating his intention to introduce a resolution and requesting inclusion in the September 11 Board meeting agenda.

Member Rausch moved, Member Weber seconded, that in order to insure open communications and foster an atmosphere of cooperation and understanding between the Board of Trustees and the faculty, the Harper College Board of Trustees create a non-voting faculty seat on the Board with all the privileges currently enjoyed by the student representative subject to limitations specified below:

1. That the term of office for the faculty representative on the Board be limited to one year from July 1 to June 30, and that this seat be re-established each year by Board action at the June meeting.
2. That the faculty member occupying the Board seat be elected by the faculty at large through an election conducted by the Office of Personnel.
3. That this faculty representative not be a member of the faculty negotiations committee, grievance committee, and grievance appeal committee, nor can he be present at any sessions relating to these topics.

COMMUNICATIONS:
(cont.)

4. That the faculty representative not be admitted to those executive sessions the purpose for which is salary negotiations, litigation involving the faculty, or personal matters concerning individual faculty members. The faculty representative may, however, be invited into these executive sessions from time to time for the purpose of providing the Board members with additional information to aid in their deliberations.
5. The information packet provided to all Board members be provided the faculty representative on the Board with the exception of those materials which in the judgement of the Chairperson of the Board deal with faculty negotiations, litigation involving the faculty or personal matters concerning individual faculty members.

Mr. Rausch added that a subsequent letter he sent to the Board sets forth the basic ideas which support this resolution. Although this subject had been debated at length by the Board last year, he was willing to discuss any concepts stated in his resolution.

A discussion ensued regarding the rationale for the motion and the mechanics for implementation should the motion be adopted. Mr. Rausch stressed that this resolution limits the seating only until July of 1976. The Board must decide in June of each year whether to re-establish the seat.

Mrs. Munson said that discussion of the specifics is premature at this point. With the upcoming vote of the faculty on affiliation, she thought it might be wise to defer action on the motion until after the faculty vote.

Member Weber moved, Member Nicklas seconded, that the Board postpone action on the resolution to establish a non-voting faculty seat on the Board until the next regular Board meeting of October 9, 1975.

Roll call vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch,
Troehler and Weber
Nays: None
Abstain: Member Kelly.

Motion carried.

Student
Representative

Miss Carol Tvrdy of the Student Senate reported that John Young, student representative to the Board, sent a mailgram tendering his resignation with regret and stating that he enjoyed his term on the Board. Mr. Young is studying at the University of Alaska and has accepted a position there.

COMMUNICATIONS: Member Weber moved, Member Moats seconded, to accept with Student Representative regret the resignation of John Young as student representative to the Board. The motion carried unanimously.
(cont.)

Ms. Tvrđy explained the Student Senate's procedures for seeking a replacement for Mr. Young's unexpired term. Petitions will be available on Monday, Sept. 15, to qualified candidates. Considered qualified are full-time students who reside within the boundary of District 512.

Dr. Lahti remarked that in view of the fact that part-time students are now becoming the majority in the campus, it might be wise to check into the process for reviewing the original guidelines which set the qualifications for candidacy.

UNFINISHED
BUSINESS:
Grievance
Policy

Mrs. Munson invited Mr. Macaulay of the Faculty Senate to present the Faculty Senate's views to the Board with regard to the grievance policy.

Mr. Macaulay stated that there are two important points which they felt should be part of the Board grievance policy. One is the inclusion of Professor Gilroy's recommendation for advisory arbitration with the Board retaining the final voice after the advisory arbitration step. He believed that this is essential for the entire grievance procedure to work effectively. The Faculty Senate also felt that the definition of grievance should be broadened to include as many acts or instances as possible. Mr. Macaulay indicated that enlarging the definition would foster high morale among the faculty if they know there is a means through which they could air their grievance. He said that petty grievances would presumably be resolved at the very first stages anyway.

Mr. Macaulay added that tenure and promotion should be included as grievable items. Since tenure and promotion decisions are academic judgements made by the administrators, they should be accountable for these judgements.

With regard to the proposals on grievance policy submitted to the Board, Dr. Lahti clarified that there is no administrative position on the grievance policy. What the administration did was incorporate the advice of the Board's legal counsel in the Gilroy recommendation. The administration stayed with Mr. Clark's advice and submitted a proposal for study by the Board which combines Mr. Gilroy and Mr. Clark's recommendations.

With respect to promotion and tenure, Dr. Lahti stressed that there is no administrator who is not willing to stand and be held accountable for his judgement on these matters. The question before the Board, he said, is whether it wishes to put the matters of tenure and promotion to an outside body.

UNFINISHED

BUSINESS:
Grievance
Policy
(cont.)

In order to get more input and to allow more time to study the different proposals judiciously, Mrs. Munson suggested a meeting of the committee as a whole for Monday, September 29, following the canvassing of the September 27 election.

Suit on
chargebacks
by Oakton
Community
College

Member Rausch moved, Member Weber seconded, that Frank Hines, Board Attorney, be asked to advise the Oakton Community College Board that the Harper College Board would be amenable to entering into a suit against the New Trier Township High School District on a pro-rata basis in terms of chargebacks and fees to be paid.

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

NEW BUSINESS:
Staffing--
Faculty

Member Troehler moved, Member Nicklas seconded, approval of administrative recommendation that part-time instructor positions become full-time instructor positions to be filled on one-year contracts in the following areas: Secretarial Science, Accounting/Business Law, Electronics, Mathematics, Psychology, Adult Basic Education, and Counselor.

Dr. Birkholz explained that these positions were established as a result of the 29% enrollment increase. An attempt was made to staff those areas where adequate number of part-time people could not be found, and to ensure that where adequate part-time people were not available, the Board's affirmative action policies as well as guidelines established by ICCB relating to number of hours of part-time teachers, would not be violated.

In response to Mrs. Weber's questions as to why the Board was not presented with this request at the August 14th Board meeting, Dr. Birkholz replied that the big days of registration occurred Aug. 21, 22 and 23, the week after the Board meeting. It was initially thought that part-time staffing would meet the needs, however, the enrollment continued to climb. Although there were signs beforehand that there would be a dramatic increase there was no hard data on which to base such a request until after the 23rd of August.

With regard to whether the administration should have gone further on staffing, Dr. Lahti added that in addition to being careful about legal requirements, caution was needed in hiring too many full-time people. There is always the possibility that the economy would change and the enrollment would drop the second semester.

NEW BUSINESS:
Staffing--
Faculty

Mrs. Nicklas left the meeting at 9:25 p.m.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried unanimously.

Disadvantaged
Program
Staffing

Member Troehler moved, Member Weber seconded, approval of positions of literacy specialist, counselor associate, and teaching associate for the 1975-76 year, continued employment subject to continued funding by the ICCB.

Mr. Christensen explained that the project for employees of Backstretch of the Arlington Park race track is designed for migrant workers who follow the racing season from track to track. Mr. Rausch questioned the offering on horsemanship. Mr. Christensen said that this course is intended for those who aspire to be jockeys and workers at stables. He explained that the program attempts to reach this seriously disadvantaged group through course offerings that are meaningful to them--and that includes practical guides in horse care and training. Horsemanship is only a small part of the program which includes instructions in English, math, and other basic skills.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Troehler
and Weber

Nays: None

Abstain: Member Rausch

Motion carried.

Staffing--
Faculty

Member Weber moved, Member Troehler seconded, approval of the following appointments:

A-2b Appointment of Dr. Pushpamala Laurin as Instructor for a one year terminal appointment effective August 19, 1975, at an annual salary of \$14,950 for a 39-week contract, to be paid out of account no. 116-220-513.

A-2c Appointment of Mr. Leslie Schwartz as Instructor of Psychology for a one year terminal appointment effective August 19, 1975, at an annual salary of \$13,375 for a 39-week contract, to be paid out of account no. 114-120-513.

NEW BUSINESS:
Staffing--
Faculty
(cont.)

A-2d Appointment of Mrs. Marsha Geddes as Instructor of Secretarial Science for a one-year terminal appointment effective August 19, 1975, at an annual salary of \$12,925 for a 39-week contract, to be paid out of account no. 111-150-513.

A-2e Appointment of Mr. Ervin F. Brinkman as Instructor of Accounting for a one-year terminal appointment effective August 19, 1975, at an annual salary of \$16,300 for a 39-week contract, to be paid out of account no. 111-110-513.

A-2f Appointment of Mrs. Mary Curran as Instructor of Adult Basic Education for a one-year terminal appointment effective August 19, 1975, at an annual salary of \$10,900 for a 39-week contract, to be paid out of account no. 113-500-513.

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Mr. Rausch requested that the Board be provided with information regarding minimum-maximum salary ranges on positions submitted for approval so that the Board can have an idea as to how the person is evaluated and hired in terms of salary structure. Dr. Birkholz said that the administration is in the process of revising the form and this information will be included.

Contract
Rider

Member Troehler moved, Member Weber seconded, that the contract rider for Dr. Robert Moriarty be approved for August 4-18, 1975, in the amount of \$1,041.44.

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Appointment
of Judges

Member Troehler moved, Member Weber seconded, to adopt the following resolution approving the appointment of judges for the special election to be held on Saturday, September 27, 1975:

NEW BUSINESS:
Appointment
of Judges
(cont.)

WHEREAS, this Board of Trustees has called a special election to be held on September 27, 1975,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, that the following designated persons being electors of said college district and residents within said college district be and they are hereby appointed to act as judges for the Special Election of September 27, 1975 at the precincts designated, in accordance with the terms and provisions of Section 103-7.8 of the Community College Code:

(Ex. VIII-B, List of Election Judges, attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

RAMP
Document

Member Troehler moved, Member Weber seconded, approval of the RAMP Planning Document submitted by the administration.

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Depository
at Palwaukee
Bank

Member Kelly moved, Member Troehler seconded, establishment of depository at Palwaukee Bank, Wheeling, Illinois.

Upon roll call, the vote was as follows:

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

Motion carried unanimously.

Association
of Community
College
Trustees

Member Troehler moved, Member Kelly seconded, that the Board of Trustees of Harper College join the Association of Community College Trustees.

NEW BUSINESS:
Association
of Community
College
Trustees
(cont.)

Mrs. Troehler explained that the ACCT is the national counterpart of the ICCTA (Illinois Community College Trustees Association). Some of their services include the education of trustees, lobbying efforts and providing trustees with up-to-date information on activities in Washington and legislations of interest to community college trustees. While the Board can attend the activities sponsored by the Association, as non-member, the Board cannot vote nor have a voice in determining the policies of the ACCT.

As requested, Dr. Lahti explained to the Board the type of services each organization the Board is affiliated with provides. Mrs. Weber indicated that the Board should try to establish some kind of policy and procedure on memberships to these organizations in order to avail of their services in the best and most economical way. She proposed a further study of the matter.

Member Weber moved, Member Rausch seconded, that the motion to join the Association of Community College Trustees be postponed indefinitely.

Roll call vote was as follows:

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

Motion carried unanimously.

PRESIDENT'S
REPORT:

Dr. Lahti announced the appointment of Mr. Anthony Franchi to the Board of Trustees of the Culinary Institute of America, a distinctive honor for which he should be commended. He also announced the opening of Euclid Avenue from Plum Grove to Quentin on Sept. 12.

ADJOURNMENT:

Member Rausch moved, Member Weber seconded, to adjourn at 10:10 p.m. to September 29, 1975, for the purpose of canvassing the election of September 27, 1975.

Chairperson Shirley Munson

Secretary Judith Troehler