

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

ROBERT THEIDA
LRC RES

BOARD MEETING

AGENDA

NOVEMBER 13, 1975

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 1. Bills Payable
 2. Payroll - October 15 and October 31, 1975
 3. Estimated Payroll - November 1 through December 31, 1975
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 1. Resignation
 - a. Instructor, Nursing Exhibit A-1a
 2. Opening of New Position
 - a. Part-time Teacher Associate,
Hearing Impaired Program Exhibit A-2a
 3. Faculty
 - a. Long Term Leave of Absence:
Asst. Professor - Speech Exhibit A-3a
 - b. Part-Time Teacher Associate,
Hearing Impaired Program Exhibit A-3b
 - B. RECOMMENDATION: Sale and Schedule of Retirement
of Bonds Exhibit B

C. REPORT AND DISCUSSION: Confirmation of Board
Direction - Sabbatical Leaves Exhibit C

D. RECOMMENDATION: Confirmation of Board Committees
for 1975-76

1. Budget Committee Exhibit D-1
2. Institutional Goals Committee
3. Public Relations Committee

E. RECOMMENDATION: Cooperative Agreements Exhibit E

IX. President's Report

X. Adjournment.

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

Minutes of the Regular Board Meeting of Thursday, November 13, 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 8:05 p.m., Thursday, November 13, 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, Judith Troehler, Natalie Weber, and Student Member Anthony Havener
Absent: Member Robert Rausch

Also present: Robert E. Lahti, Frank Borelli, Pat Bourke, Bob Cormack, Anton A. Dolejs, Guerin A. Fischer, Nancy Fitch, John Gelch, Wayne Haberkorn, Robert Hughes, R.J. Illg, Fred Inden, John Januszko, John Lucas, David Macaulay, W. J. Mann, Liz McKay, M. Scott McMannis, Ed Metcalf, Don Mistic, Betty Pickett, Joann Powell, Gary Rankin, Elaine Stoermer, Paul Swanson, George Voegel, W. E. Von Mayr, and David Williams--Harper College; Frank M. Hines--Board Attorney; Bruce E. Donnelly and Carol M. Tvrdy--Harper Students; Marilyn McDonald--Herald; and Roberta Olsta--Trib.

MINUTES: Member Weber moved, Member Nicklas seconded, approval of the minutes of the regular Board meeting of Oct. 9, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Nicklas moved, Member Moats seconded, approval of the minutes of the adjourned Board meeting of Oct. 14, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

CITIZEN PARTICIPATION: None.

Minutes of the Regular Board Meeting of Thursday, Nov. 13, 1975

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

Bills Payable

Educational Fund	\$312,704.12
Building Fund	213,946.41
Site & Construction Fund	23,475.28
Bond & Interest Fund	611,037.14
Auxiliary Fund	163,082.74

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Payrolls

Member Nicklas moved, Member Troehler seconded, approval of the payroll of October 15, 1975, in the amount of \$409,256.07; the payroll of October 31, 1975, in the amount of \$405,239.48; and the estimated payroll of Nov. 1, 1975 through Dec. 31, 1975, in the amount of \$1,653,425.97.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Financial Statements

There were no questions on financial statements, but Dr. Mann informed the Board there will be some transfers later in terms of the enrollment which was in excess of the plans for the budget.

Budget Transfers

Member Troehler moved, Member Weber seconded, approval of the Educational Fund budget transfers, as in Exhibit V-5a, in the amount of \$15,014.00. (Exhibit V-5a 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, Nicklas,
Troehler and Weber

Nays: None

Motion carried.

Member Troehler moved, Member Nicklas seconded, approval of the Auxiliary Fund budget transfers, as in Ex. V-5b, in the amount of \$8,852.00. (Exhibit V-5b attached to the Minutes in the Board of Trustees Official Book of Minutes.)

DISBURSEMENTS:

Budget
Transfers
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Bid Awards

Member Nicklas moved, Member Moats seconded, to accept the administration's recommendation that the Board split the award for Bid Request Q-4311 to P & W Industrial Sales in the amount of \$6,335.00, and to North Side Tractor in the amount of \$7,708.61, total award of \$14,043.61 (as per Exhibit V-6a attached to the Minutes in the Board of Trustees' Official Book of Minutes).

In the discussion which followed, Member Kelly stated he had objected in October to this bid award because the tractor award was not to the low bidder and had requested more rationale. He stated he still was not satisfied the difference was other than gimmickry, and, as is his privilege, planned to vote no as he disagreed with the rationale.

Dr. Metcalf stated the rejection of the low bid was simply because that machine did not meet the specifications listed in the bid; it was not felt an assumption could be made for things not spelled out. Dr. Metcalf further discussed the specifications for the tractor.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Moats moved, Member Kelly seconded, that the Board approve the purchase of two (2) IBM keypunches in the amount of \$8,129.70 (as per Exhibit V-6b 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, Troehler
and Weber
Nays: None
Abstained: Member Nicklas

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Nicklas moved, Member Weber seconded, approval of bid awards V-6c, d and e as follows (Exhibits V-6c, (6d, and 6e attached to minutes in Board of Trustees Official Book of Minutes):

6c - Split the award for bid request Q-4337 to Activision Aids in the amount of \$1,884.00 and to AA Electric in the amount of \$19,488.72 for a total award of \$21,372.72.

6d - Award bid request Q-4340 for an ADS automatic duplicating system to the low bidder, the Itek Corp., in the amount of \$441.98 per month or \$5,303.76 per year, for a three year lease contract. This contract subject to review on a yearly basis.

6e - Award bid request Q-4304 to the low bidder, Valley Welding Co., in the amount of \$3,573.20 for welding stations and equipment.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Change
Order

Member Moats moved, Member Troehler seconded, approval of the submittal of electrical Change Order #2 to the Capital Development Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS:

None.

UNFINISHED
BUSINESS:

Chairperson Munson read an inquiry from David Macaulay, President of the Faculty Senate, directed to Dr. Lahti as follows: "Please clarify your interpretation of the date on which changes in Board policy become effective. Specifically, are policy changes effective immediately, or are they effective on the first day of the next contract period?"

Chairperson Munson stated, unless otherwise indicated by the Board, Board policy is immediately effective at the time it is passed. She felt there might have been some confusion the previous month with regard to the

UNFINISHED
BUSINESS:
(cont.)

grievance policy. Usually a change in policy is presented one month and adopted the following month. Referring to the grievance policy, she stated there was a change in it from the previous month, but the Board voted to set aside the ruling of the additional month; so this particular policy change was effective as of the time of the vote. Mr. Macaulay stated his question was more of a legal question on policy changes which might affect his contract. He asked if the Chair had received legal counsel on this and Chairperson Munson stated she had. Dr. Lahti pointed out that basically the organization has to continue to operate, they cannot operate from May 1 to May 1. Dr. Lahti stated a good example would be federal and state government regulations, on which the Board has to pass policy; they cannot wait until next May to do so.

Traffic
Signal

Member Troehler asked what steps the college planned to take to determine whether or not a traffic signal is needed, now that all three roads to the college are open. Dr. Mann stated it is hoped to have a recommendation for the Board in December. The college has been in touch with the State Highway Department, who have suggested allowing 60 to 90 days to pass to allow for reestablishment of traffic patterns. Specifications for a light are being worked on. It is felt a traffic study should be made, and one of the major concerns would be the plans of the County and State for the next five to ten years before a decision could be reached for Harper College.

Faculty
Representative

Member Troehler moved, Member Nicklas seconded, that the Board take from the table the motion to seat the faculty representative on the Board.

Upon roll call, the vote was as follows:

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

Motion failed for lack of a majority.

NEW BUSINESS:
Staffing--
Resignations

Member Troehler moved, Member Nicklas seconded, that the Board of Trustees accept with regrets the resignation of Ms. Mary Lou Flanigan effective December 21, 1975.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Staffing--
Resignations
(cont.)

Member Troehler moved, Member Nicklas seconded, that the Board of Trustees accept with regrets the resignation of Mrs. Judith A. Newton, effective December 31, 1975. Motion carried.

Opening of
New Position

Member Nicklas moved, Member Weber seconded, that the positions of Teacher Associate of the hearing impaired be established for the 1975-1976 year. Continued employment would be subject to continued funding by the Illinois Division of Vocational Rehabilitation.

Chairperson Munson requested the administration keep the Board advised as to the State's reaction to funding. Dr. Lahti commented that hopefully the State will always want to accept some responsibility for special education. At Member Kelly's request, Liz McKay discussed the Hearing Impaired Program, stating there are now 27 students. She further discussed Harper's program as compared to Waubensee's.

Motion carried.

Staffing--
Faculty

Member Troehler moved, Member Nicklas seconded, that Ms. Patricia A. Smith be granted a long-term leave of absence, without pay, for the 1976 spring semester, January 14 - May 22, 1976. Motion carried.

Member Kelly moved, Member Troehler seconded, the appointment of Mrs. Rodin-Kling as Teacher Associate, effective Nov. 14, 1975, at a salary of \$4.50/hour; 20 hours/week (\$2,070) subject to funding by the Illinois Division of Vocational Rehabilitation for the 1975-76 academic year.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Sale and Schedule
of Retirement
of Bonds

Member Kelly moved suspension of the rules for the purpose of discussing the approval of the bond issue as in Exhibit VIII-B. By unanimous consent of the Board, the rules were suspended.

Member Kelly referred to a question raised at a meeting held prior to the referendum. It had to do with the bond repayment schedule, possibly inverting it from the usual schedule so that people who benefit most would be paying the most; in other words, those taxpayers after 1980 and forward.

Dr. Mann discussed this question, pointing out that retiring the principal is not really as significant as

NEW BUSINESS:
Sale and
Schedule of
Retirement
of Bonds
 (cont.)

how the interest payments stack up; spreading the six million over 20 years, the interest payments would be so high at the beginning that it would in effect penalize the existing taxpayers. In the opinion of the financial consultant, the best interest rate will be obtained by going into the market with a 12 year maturities schedule. Dr. Mann pointed out the arbitrage law requires that the money be used within three years after bonds are issued. Ultimately, there will probably be two more bond issues spread over the twenty year period.

Member Troehler moved, Member Nicklas seconded, that the Board of Trustees approve a bond issue of \$6,000,000 with equal maturities in accordance with the schedule attached in Exhibit VIII-B; and that Frank Hines, Board Attorney be authorized to prepare the official notice of sale, that W. J. Mann, Vice President of Administrative Services, be authorized to circulate the official statement, and that Paul D. Speer & Associates be authorized to apply for appropriate bond ratings. (Copy of Exhibit VIII-B 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, Nicklas,
 Troehler and Weber
 Nays: None

Motion carried.

Dr. Mann stated the bid opening is scheduled for 11:00 a.m., December 11, 1975, in Paul Speer's office. The Board will review the bids that evening and take appropriate action at that time.

Confirmation of
Board Direction--
Sabbatical
Leaves

Chairperson Munson requested that the summary of contents and Board direction on sabbatical leaves, resulting from a Board Educational Meeting held on Oct. 20, 1975, be made a part of the record.

Member Troehler moved, Member Weber seconded, that the following be made a part of the record:

Summary of Comments and Board Direction--Sabbatical Leaves
Harper Board of Trustees Educational Meeting, Oct. 20, 1975

The following direction and suggestions were made to the administration by the Board of Trustees on Oct. 20, 1975, and are forwarded for inclusion as a part of the official Board minutes of Nov. 13, 1975:

1. The administration should emphasize that the leave should add to the teaching effectiveness of the faculty member.

NEW BUSINESS:
Confirmation of
Board Direction--
Sabbatical
Leaves (cont.)

2. Sabbatical leaves should be considered a privilege or an honor, and should not become a routine as a result of years of service.
3. The objectives of proposals should be more clearly outlined.
4. The criteria used by administrators and the faculty committee should be closely correlated.
5. The contribution of the sabbatical leave to teaching effectiveness and the value of the leave to Harper College should have a high priority.
6. Faculty and administration should have as a criteria the impact the leave has on the instructional program.
7. There should be a clean-up of the verbiage in the charge of the committee. The opinion of the Board was that many of the statements were redundant in nature in the charge given to the committee.
8. The procedures for follow-up should be improved. There should be a greater accountability on the part of the faculty. There should be a close follow-up on the sabbatical leaves on the part of the administration.

Motion carried.

Board
Committees
for 1975-76

As per Chairperson Munson's recommendation, Member Troehler moved, Member Weber seconded, adoption of the following resolution:

IT IS HEREBY RESOLVED by the Board of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that the following Board members be designated to prepare a budget in tentative form for the fiscal year beginning July 1, 1976, and ending June 30, 1977--

- Chairperson - Robert Rausch
- Member - Robert Moats
- Member - William Kelly
- Member - Judith Troehler

Motion carried.

Chairperson Munson appointed the following to the Institutional Goals Committee:

- Chairperson - Jessalyn Nicklas
- Member - Judith Troehler
- Member - Robert Moats
- Member - William Kelly

NEW BUSINESS:
Board
Committees
for 1975-76
(cont.)

Chairperson Munson appointed the following to the Public Relations Committee:

Chairperson - Natalie Weber
Member - Jessalyn Nicklas
Member - Tony Havener

Chairperson Munson appointed the following to the Policy Manual Review Committee, stating this would also include the Board Information Manual:

Chairperson - Judith Troehler
Member - Natalie Weber
Member - Jessalyn Nicklas
Member - Tony Havener

Chairperson Munson appointed a Board representative on matters of building and construction, stating this would be Dr. Robert Moats. He would sit in on meetings with architects with regard to new Physical Education facility.

Chairperson Munson appointed the following to the Negotiations Committee:

Chairperson - Robert Rausch
Member - Judith Troehler

Cooperative
Agreements

Member Nicklas moved, Member Weber seconded, that the Cooperative Agreements in Exhibit E between William Rainey Harper College and the affiliating agencies be approved as submitted. (Exhibit E attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Motion carried.

PRESIDENT'S
REPORT:

Dr. Lahti distributed the latest construction status report. Dr. Mann reported that generally the building is going along very well, there has been good construction management on the project. If the progress continues, then the project should be finished ahead of schedule.

Dr. Lahti distributed copies of an article from the Journal of College Student Personnel authored by Joann Powell and Anne Rodgers, "Orientation to College: Meeting the Needs of Mature Women."

A brochure on Harper's Honors Program was also distributed by Dr. Lahti.

**Executive
Session**

Chairperson Munson announced there was need for an executive session of the Board on collective negotiation and she recessed the meeting to executive session at 9:20 p.m.

ADJOURNMENT:

Chairperson Munson reconvened the meeting at 10:45 p.m. and announced the meeting was adjourned.

Chairperson Shirley Munson

Secretary Judith Troehler