

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

ROBERT THEIDA
LRC RES

BOARD MEETING

AGENDA

April 8, 1976

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Faculty Senate Report
- VI. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - March 15 and March 31, 1976
 - C. Estimated Payroll - April 1, 1976 through May 31, 1976
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VII. Communications
- VIII. Unfinished Business
- IX. New Business
 - A. RECOMMENDATION: Staffing
 - 1. Faculty
 - a. Resignation, Art Instructor Exhibit A-1a
 - B. RECOMMENDATION: Approval Five-Year Plan Career Education Exhibit B
 - C. RECOMMENDATION: Cooperative Agreement Triton College Exhibit C
 - D. RECOMMENDATION: Lease Agreement, St. Viator and Barrington High Schools Exhibit D

- E. RECOMMENDATION: Approval of Non-Academic Policy
and Procedural Manual Exhibit E
 - F. REPORT & DISCUSSION: Faculty Fellowship Program Exhibit F
 - G. ELECTION RESOLUTION: Approval of Appointment
of Judges Exhibit G
 - H. ELECTION RESOLUTION: Approval of Ballot for
April 10, 1976 Board of
Trustees Election Exhibit H
- X. President's Report
- XI. Adjournment to April 13, 1976 for the Purpose of Canvassing
the Election and Reorganization of the Board and Related Matters.

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

Minutes of the Regular Board Meeting of Thursday, April 8, 1976

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairperson Munson on Thursday, April 8, 1976, at 8:05 p.m., 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, Natalie Weber, and Student Member Anthony Havener

Absent: None

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Chantry, Robert Cormack, John DiCano, Anton A. Dolejs, George Dorner, Guerin Fischer, Nancy Fitch, John Gelch, Jean Goodling, Robert Hughes, R. J. Illg, Fred Inden, John Januszko, John Lucas, David Macaulay, W. J. Mann, Don Mistic, Liz McKay, Betty Pickett, Joann Powell, Gary Rankin, Henry Roepken, Donn Stansbury, Cal Stockman, Elaine Stoermer, Rose Trunk, W. E. Von Mayr, Dave Williams, and Robert W. Wyman--Harper College; Bruce E. Donnelly, Marie Kelly, Robin Turpin, and Carol Tvrdy--Harper Students; and Roberta Olsta--Suburban Trib.

MINUTES:

Member Nicklas moved, Member Havener seconded, approval of the minutes of the regular Board meeting of March 11, 1976, as distributed. Motion carried.

CITIZEN
PARTICIPATION:

None.

FACULTY
SENATE:

David Macaulay, President of the Faculty Senate, had no report.

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Troehler seconded, approval of the bills payable of April 8, 1976, as follows:

Educational Fund	\$330,524.49
Building Fund	132,152.66
Site and Construction Fund	5,029.23
Auxiliary Fund	96,138.38

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

DISBURSEMENTS:
Payrolls

Member Nicklas moved, Member Havener seconded, approval of the payroll of March 15, 1976, in the amount of \$391,593.81; the payroll of March 31, 1976, in the amount of \$392,088.29; and the estimated payroll of April 1, 1976 through May 31, 1976, in the amount of \$1,579,119.43.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial
Statements

Member Nicklas raised several questions concerning the expected deficiency in revenue due to decreased state aid, but Dr. Mann stated any report he could give at this time would be just a guess.

Budget
Transfers

Member Troehler moved, Member Nicklas seconded, approval of the Educational Fund budget transfers in the amount of \$5,218.00, as per Exhibit VI-E-1 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,
Rausch, Troehler and Weber
Nays: None

Motion carried.

Member Troehler moved, Member Nicklas seconded, approval of the Building and Maintenance Fund budget transfers in the amount of \$500.00, as per Exhibit VI-E-2 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,
Rausch, Troehler and Weber
Nays: None

Motion carried.

Bid Awards

In response to comments she had heard, Chairperson Munson assured the audience that the Board has a massive amount of background information furnished on bid items. If the Board appears to go through these quickly, it is because they do have this material available a week ahead of the meeting.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Nicklas moved, Member Weber seconded, approval of the following bid awards in Exhibit VI-F-1 through VI-F-6, attached to the minutes in the Board of Trustees' Official Book of Minutes:

- F-1 Award bid request Q-4445 for construction and installation of two tennis courts to Mid-City Paving, as low bidder, in the amount of \$15,995.00;
- F-2 To accept the rationale of the LRC Department and award bid request Q-4421 to Ancha Electronics Company, in the amount of \$2,804.00, for a public address system for the athletic field;
- F-3 Award bid request Q-4446 for various tools for use by Park Management to Snap-On Tools, in the amount of \$3,389.88, as the only company meeting the college specifications;
- F-4 Award bid request Q-4447 for bond paper for use by Campus Services Department. to Nationwide Paper Company as meeting college requirements, in the amount of \$7,025.00;
- F-5 To authorize issuance of various change orders for Food Service Department as detailed in the exhibit: Bit-O-Gold from \$8,000 to \$11,000; John Sexton from \$7,000 to \$12,500; Kraft Foods from \$2,000 to \$3,000; Tri-Bee Supply from \$2,200 to \$3,200;
- F-6 Award the bid to A. B. Dick, Q-4416, for lease and maintenance for one year of offset press system for use by the Campus Services Department, in the amount of \$10,926.00.

In the discussion which followed, Member Kelly referred to the tools for Park Management in bid F-3 on which only one company had bid. He asked if the college was writing specifications that permit only one company to bid, stating he did not feel public bodies should be permitted to write bids like this. He stated this was one way for the Purchasing Department to measure their effectiveness. Member Moats agreed, and along the same lines questioned bid F-1 for the construction and installation of two tennis courts on which only two companies bid. Mr. Inden stated the college used the architect's original specifications for the courts. In comparison, the original tennis courts ran approximately \$7,200 each, and the low bid in F-1 for the two courts was \$15,995.

DISBURSEMENTS:

Bid Awards
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Change Orders

There were no construction change orders.

COMMUNICATIONS:

Carol Tvrdy, President of the Student Senate, introduced Miss Robin Turpin, elected by the Student Senate to be the next Student Member of the Board of Trustees for the school year 1976-77.

Chairperson Munson congratulated Miss Turpin on behalf of the Board and stated it would be a pleasure having her on the Board.

UNFINISHED

BUSINESS:
Committee
Reports

Chairperson Munson asked for committee reports. Member Nicklas stated the Goals Committee had completed their work at the last meeting.

Member Troehler reported the entire Policy Manual had not been returned by the Board Attorney yet. When it is received, the committee will meet.

Member Rausch reported the next Budget Committee meeting will be on May 6 at which time Round II will be formalized.

Reporting on building and construction, Member Moats stated Buildings G and H appear to be progressing well; Building I--agreement has been reached with regard to the architects and the allocation of fees; Building J appears to be in a decent place on this year's budget in Springfield; Building M--discussions have reached the point where agreement can be anticipated on the architects and the arrangement the college is proposing.

In response to a question about the traffic lights at Algonquin, Dr. Mann reported the plans and specifications have not yet been received from Barton-Aschman; as soon as they are, the college will proceed with bids.

NEW BUSINESS:

Staffing--
Faculty
Resignation

Member Troehler moved, Member Weber seconded, that the Board of Trustees accept with regrets the resignation of Ms. Janice Howard, effective May 22, 1976.

Upon roll call, the vote was as follows:

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

Motion carried,

NEW BUSINESS:
Five Year Plan
Career
Education

Member Weber moved, Member Troehler seconded, that the Plan for Career Education be approved as a guideline document through 1980-81, as discussed at the educational meeting on March 24, 1976. Motion carried.

Cooperative
Agreement,
Triton College

Member Nicklas moved, Member Weber seconded, that the educational agreement between William Rainey Harper College and Triton College be approved for continuation during the 1976-77 school year.

Dr. Lahti pointed out there was no change in the agreement from last year.

Upon roll call, the vote was as follows:

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

Motion carried.

Lease
Agreement,
St. Viator
High School

Member Weber moved, Member Nicklas seconded, that the Board approve the time-sharing agreement with St. Viators as per Exhibit IX-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Kelly questioned if the cost had been increased as he had suggested last year that it should be; he felt the college should pay a fair rate, not an unconsciously low rate. Dr. Birkholz stated there was a substantial increase over last year. He assured the Board the clerics of St. Viators feel they are receiving an equitable sum.

Upon roll call, the vote was as follows:

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

Motion carried.

Staff Policy
and Procedure
Manual

Member Weber moved, Member Troehler seconded, that the Board of Trustees approve the Staff Policy and Procedure Manual for the year 1976, as presented by the administration.

Mr. Von Mayr, Personnel Director, discussed changes in the manual, stating the insurance section had been up-dated, the possibility of receiving vacation checks ahead of time had been incorporated, and the rest of the changes were internal changes in procedure.

The motion carried.

NEW BUSINESS:
Faculty
Fellowship
Program

Regarding the proposal for a Faculty Fellowship Program, Dr. Lahti stated he felt the Board should have a full opportunity to discuss a program such as this. The administration has been trying to figure out how to provide the opportunity and time for faculty members to do on-going work. Dr. Birkholz explained this program is something found in progressive colleges, and stated the Faculty Fellowship Program is an additional element of the Faculty Development Program proposed for the 1976-77 academic year. The fellowships would be grants to faculty members or faculty teams to do a specific instructional development project during the summer when they are not under contract.

In the discussion which followed, the Board raised a number of questions. Dr. Lahti agreed this was a minimal amount of money. After evaluation, if the program is successful, the administration may request larger amounts in future years. Dr. Birkholz stated a number of requests have already been received from individual faculty members. Member Kelly pointed out this proposal should be carefully worded, as this will be a gratuitous program and not part of an income package. Chairperson Munson asked Board members to contact Dr. Birkholz with any other thoughts or suggestions they might have. She stated the Board will take action on the proposal at the May meeting.

Appointment
of Judges

Member Troehler moved, Member Weber seconded, the adoption of the following resolution:

IT IS HEREBY RESOLVED that the following persons be and hereby are designated and appointed to act as judges of election at the forthcoming annual Board election to be held on Saturday, April 10, 1976, the same to serve in the manner provided by law. (List of judges shown in Exhibit IX-G 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,
Rausch, Troehler and Weber
Nays: None

Motion carried.

NEW BUSINESS:

Approval of
Election
Ballot,
April 10,
1976

Member Weber moved, Member Kelly seconded, adoption of the following resolution:

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 ballot to be used at the forthcoming annual Board election to be held on Saturday, April 10, 1976, copy of which is attached hereto, be and hereby is approved as to form and content (Exhibit IX-H 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,
Rausch, Troehler and Weber
Nays: None

Motion carried.

PRESIDENT'S
REPORT:

Dr. Lahti distributed to the Board copies of a notice from Health Services of a "Stop Smoking Clinic" to be held from April 12-15 at Harper.

Prior to the Board meeting, the Board had met in executive session. Chairperson Munson announced that after adjournment the Board would be going back into executive session to finish their meeting.

Member Troehler moved, Member Weber seconded, to adjourn to April 13, 1976 for the purpose of canvassing the election and reorganization of the Board and related matters. Motion carried and the meeting was adjourned at 9:05 p.m.

Chairperson Shirley Munson

Secretary Judith Troehler