

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

ROBERT THIEDA
LRC RES

BOARD MEETING

AGENDA

August 12, 1976

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 - July 15 and July 31, 1976
 3. Estimated Payroll August 1 through September 30, 1976
 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. Faculty
 - a. Criminal Justice Exhibit A-1a
 - b. Speech Exhibit A-1b
 - c. Counselor, Hearing Impaired Program Exhibit A-1c
 - d. Teacher Associates, Hearing Impaired Program Exhibit A-1d
 - e. Teacher Associates, Disadvantaged Grant Program Exhibit A-1e
 - f. Teacher Associate, Special Services Exhibit A-1f
 2. Administration
 - a. Dean, Continuing Education Exhibit A-2a

3. Resignations

- a. Dean, Student Services
- b. English
- c. Technical Communications

Exhibit A-3a
Exhibit A-3b
Exhibit A-3c

B. RECOMMENDATION: Cooperative Agreements

- 1. Cooperative Agreement,
Elk Grove Lifelong Learning Center
- 2. Agreement for Cooperative Investigation,
University of Illinois

Exhibit B-1

Exhibit B-2

C. RECOMMENDATION: Contract Riders

Exhibit C

IX. President's Report

A. Weekend College

X. 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, August 12, 1976

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, August 12, 1976, at 8:02 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Present: Members Robert R. Moats, Shirley A. Munson, Robert G. Rausch, Judith Troehler and Student Member Robin Turpin

Absent: Members William A. Kelly, Jessalyn M. Nicklas and Natalie Weber

Also present: Robert E. Lahti, John Birkholz, Donald A. Carlson, Robert Chantry, Frank Christensen, Robert Cormack, John DiCanio, George Dorner, Anton A. Dolejs, C. F. Falk, Guerin Fischer, John Gelch, Jean Goodling, William Howard, Robert J. Hughes, John Januszko, C. Patrick Lewis, Donald Masic, Joann Powell, Gary Rankin, James J. Smith, Donn Stansbury, Cal Stockman, Elaine Stoermer, P. Vander Haeghen, George Voegel, David Williams, Regina Witort, and Robert Wyman--Harper College; Bruce Edward Donnelly--Harper Student; Linda Byam--Suburban Trib; John N. Frank--Paddock Herald; Maryann Foote--Community Service Board, Elk Grove Village; Jan A. Broten--Elk Grove Village Community Service; and Jan Bone and Lee Matthews.

MINUTES:

Member Rausch moved, Member Troehler seconded, approval of the minutes of the special Board meeting of July 22, 1976.

Chairman Munson corrected the minutes on page 9, to include the following statement after the report of the Investment and Banking Committee: "Chairman Munson quoted from the May 23, 1976, Chronicle of Higher Education."

The motion on the corrected minutes carried.

None.

CITIZEN
PARTICIPATION:

DISBURSEMENTS:
Bills Payable

Member Troehler moved, Member Rausch seconded, approval of the bills payable of Aug. 12, 1976, as follows:

Educational Fund	\$103,358.14
Building Fund	32,137.29
Site and Construction Fund	11,641.50
Auxiliary Fund	163,906.98

DISBURSEMENTS:
Bills Payable
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls

Member Troehler moved, Member Rausch seconded, approval of the payroll of July 15, 1976, in the amount of \$489,721.06; the payroll of July 31, 1976, in the amount of \$481,839.54; and the estimated payroll of August 1, 1976 through September 30, 1976, in the amount of \$1,957,694.61.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial Statements

Chairman Munson explained there were no August financial statements; they will be included with the September statements because of the closing of the books.

Budget Transfers

None.

Bid Awards

Chairman Munson stated the administration had requested action be deferred on bid award Ex. V-F-4, as further study is needed on this item.

Member Rausch moved, Member Troehler seconded, to approve bid awards in Exhibits V-F1 through V-F13, with the exception of V-F4, as follows (Exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes):

- V-F1 Award bid request Q-4549 for video tape and video cassettes for use by Production Service Department to the Malelo Camera Co., as low bidder, in the amount of \$4,337.00.
- V-F2 Award bid request Q-4532 for printing of the Harper College Today publication to the Roberts Press, as low bidder, in the amount of \$6,840.00.
- V-F3 Award bid request Q-4533 for sealing of parking lot #3 to the R.A.Peterson Co., as low bidder, in the amount of \$5,927.00.
- V-F5 Award bid request Q-4535 for the remodeling and alterations and brickwork of Bldg."V" to Olson Construction Co., as low bidder according to specifications, in the amount of \$34,860.00.

DISBURSEMENTS:
Bid Awards
 (cont.)

- V-F6 Authorize the purchase of a used/
reconditioned sheeter in the amount of
\$3,500.00 from the Seewer Rondo Co., as
per the College's inspection.
- V-F7 Award bid request Q-4548 for the elevator
maintenance contract for 10 months to the
Gallaher and Speck Co., in the amount of
\$3,180.00.
- V-F8 Award bid request Q-4558 for a riding mower
for use by Roads and Grounds Department to
Rowland Sales, as low bidder, in the amount
of \$4,690.00.
- V-F9 Award bid request Q-4556 for irrigation
system to Halloran and Yauch Co., as low
bidder, in the amount of \$8,625.00.
- V-F10 Award bid request Q-4557 for various audio
visual equipment for Nursing Department
as follows:
- | | |
|---------------------------------|-------------------|
| (1) Midwest Visual - | \$ 90.00 |
| (2) United Visual Aids - | 2,967.00 |
| (3) Selected Educational Aids - | 95.40 |
| (4) Swiderski Electronics - | 473.00 |
| Total amount of award | <u>\$3,625.40</u> |
- V-F11 Award bid request Q-4534 for electronic
printing and display calculators for use
by Secretarial Science Laboratory to Monroe
Corp., in the amount of \$4,339.80.
- V-F12 Award bid request Q-4554 for photographic
supplies to General Platemakers, low bidder,
in the amount of \$2,935.42.
- V-F13 Award bid request Q-4560 for a front end
loading tractor to Lewis Tractor, as low
bidder according to specifications, in the
amount of \$8,797.50.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler asked about the traffic light for the
Algonquin entrance. Dr. Lahti reported the traffic
light is now out for bid and should be ready for the
next meeting.

Construction
Change Orders

None.

COMMUNICATIONS:

Secretary Troehler reported two communications had been received. One letter, addressed to the Chairman, was from Michael Bartos in regard to the two sets of minutes discussed at the last Board meeting. She stated the Board members had received copies. The other letter was from David and Jan Bone regarding Board policy. Chairman Munson stated action on this letter would be deferred until after the committee report.

UNFINISHED
BUSINESS:

None

NEW BUSINESS:
Staffing--
Faculty

Member Rausch moved, Member Troehler seconded, the appointment of Mr. Jack M. Weisel as Instructor of Criminal Justice, effective August 17, 1976, at an annual salary of \$14,725.00 for a 39-week contract.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler moved, Member Rausch seconded, the appointment of Ms. Lois Leubitz as Instructor of Speech-Communications for a one-year terminal appointment effective August 17, 1976, at an annual salary of \$12,835.00 for a 39-week contract.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Rausch moved, Member Troehler seconded, the appointment of Ms. Charlene L. Dwyer as Counselor, Hearing Impaired, with the rank of Instructor, effective August 17, 1976, at an annual salary of \$11,565.00 for a 39-week contract.

Member Moats moved, Member Rausch seconded, to amend the motion to indicate that this position is contingent upon continued funding from the Illinois Division of Vocational Rehabilitation.

The amendment to the motion carried.

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

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

Motion carried.

NEW BUSINESS:
Staffing--
Faculty

Member Rausch moved, Member Troehler seconded, the reappointment of Mr. John Tubergen and Ms. Marlene Gerstein as Teacher Associates in the Hearing Impaired Program, effective August 17, 1976 to May 20, 1977, at a salary of \$9,475 each. These positions are funded for \$8,775 by the DVR Grant and \$700 by Harper College and these appointments are contingent upon continuation of the funding.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler moved, Member Rausch seconded, the appointment of Ms. Ann Hamrick as a Teacher Associate (Literacy Specialist) at an annual salary of \$6,405.61; Ms. Sharon Cahill as a Teacher Associate (English as a Second Language) at an annual salary of \$6,320.00 for a 30-hour work week; and Ms. Candida O. Katz as a Counselor Associate at an annual salary of \$8,343.00. These appointments are one-year terminal positions effective August 17, 1976, for a 39-week contract and are contingent upon continued funding from the Illinois Community College Disadvantaged Grant.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Rausch moved, Member Moats seconded, the appointment of Ms. Solveig Judith Bender as Teacher Associate for a one-year terminal appointment, effective August 17, 1976, at an annual salary of \$6,984.00 (30/hr. week) for a 39-week contract.

Upon roll call, the vote was as follows:

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

Motion carried.

With the Board's approval, Chairman Munson stated an additional item would be added to the agenda--the replacement for the Acting Chairman of the Business Division.

NEW BUSINESS:
Staffing--
Administration

Member Rausch moved, Member Troehler seconded, the appointment of Dr. Charles F. Falk as Interim Dean of Continuing Education for a one-year terminal appointment, effective September 1, 1976, at an annual salary of \$28,066.00.

At the request of the Chairman, Dr. Birkholz reviewed Dr. Falk's background and experience in the area of Continuing Education.

Upon roll call, the vote was as follows:

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

Motion carried.

Dr. Birkholz distributed to the Board the staffing plan for the Business Division. Dr. Williams reviewed the plan with the Board. He explained that Mr. Don Holland will be named Acting Chairman of the Business Division and retained on a faculty contract for the first semester, with a contract rider to compensate him for the additional time and responsibilities. The recruitment process for Division Chairman will be initiated in the fall with the idea being to appoint a full-time replacement at the end of the first semester. If the search is not successful in the first semester, the administration will come back to the Board the middle of the year with a second semester contract rider to continue Mr. Holland for the balance of the academic year. Moving Mr. Holland from his present classroom coordinator position will open another position in the faculty. The plan is to shift responsibility for some of Mr. Holland's classes to Ms. Carol Shepard and relieve her of some teaching assignments already made. It is proposed to re-employ Dr. Wallin on a one-year temporary contract to assume the balance of Mr. Holland's teaching load and pick up a portion of Ms. Shepard's load. Dr. Williams stated the contract rider for Mr. Holland will be presented at the September Board meeting.

Staffing--
Faculty

Member Troehler moved, Member Rausch seconded, approval of the appointment of Dr. David E. Wallin as Assistant Professor of Business Administration and Economics for a one-year terminal appointment, effective August 17, 1976, at an annual salary of \$18,444.00 for a 39-week contract.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Staffing--
Resignations

Member Rausch moved, Member Troehler seconded, that the Board of Trustees accept with regrets the resignation of Dr. Gary Rankin effective Sept. 3, 1976.

Dr. Lahti spoke of Dr. Rankin's work and contribution to Harper, stating Harper's loss would be someone else's gain, adding that the college wished him well in his new position.

Motion carried.

Member Rausch moved, Member Troehler seconded, that the Board of Trustees accept with regrets the resignation of Mr. James Sturdevant, effective July 23, 1976. Motion carried.

Dr. Lahti stated Mr. Sturdevant has been an outstanding member of the Communications Division and again Harper's loss is someone else's gain. He pointed out that the talent of individuals is being recognized by other institutions.

Member Moats moved, Member Troehler seconded, that the Board of Trustees accept with regrets the resignation of Mr. Philip M. Rubens, effective August 15, 1976. Motion carried.

Cooperative
Agreements

Member Troehler moved, Member Moats seconded, the Board approve the Elk Grove Cooperative Agreement for a one-year period effective August 12, 1976.

Mr. William Howard, Director of Community Services, informed the Board that about nine months ago Harper was approached by representatives of the Elk Grove Village Community Services Board interested in identifying how educational resources and community resources could be used in planning adult education programs. From this came the concept of the Lifelong Learning Center. A Planning Council has been established within the Village, and a needs assessment study conducted which indicated the areas of interest. Five steering committees have been formed. Dr. Lahti praised Mr. Howard, and the staff, stating this represents a very forward formalization of contractual relationships between a community college and constituents of the community--a real pacesetter.

Mr. Howard introduced Maryann Foote, Secretary of the Community Services Board, and Jane Broten, Community Services Coordinator for Elk Grove Village. Ms. Broten stated the Community Services Board had approved this agreement a week ago and were looking forward to the program in their community. In addition to the 13 member Board of Community Services, she stated there are about 35 individuals on the steering committees

NEW BUSINESS:
Cooperative
Agreements
(cont.)

or the coordinating council. This is a municipally funded program with an appointed board and a full-time staff. Ms. Broten spoke to some of the community needs and possible programs. Dr. Lahti stated that, according to an HEW study, there are 39 million Americans today interested in returning to some kind of post-secondary education. He felt this is just the beginning of a big trend towards linkage between community colleges and community citizens.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler moved, Member Rausch seconded, that the Board of Trustees approve the Agreement for Cooperative Investigation with the University of Illinois for the period of August, 1976-June, 1977, at the sum of \$4,209.00.

In the discussion which followed, Mr. George Dorner explained this agreement was developed for the purpose of providing facilitative services to support the area of instructional application of computers. Under this agreement, the University of Illinois will provide a person well trained and current in matters related to the area of instructional computers; the college will also be provided an access to other resources at the University of Illinois not otherwise available. The intern will be an employee of the University of Ill. The agreement has been reviewed by Harper's attorney.

Upon roll call, the vote was as follows:

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

Motion carried.

Contract
Riders

Member Rausch moved, Member Moats seconded, that the following persons be awarded contract riders for the 1976-77 academic year for the number of days and salary indicated:

John Eliasek, Football, Aug. 10 - Aug. 16	\$327.63
John Eliasek, Baseball, April 9 - April 17	327.63
Roger Bechtold, Basketball, Dec. 26, 27, 28, 1976 and Jan. 8, 9, 11, 1977	402.00
Roy Kearns, Tennis, April 9 - April 17	495.18
Robert Nolan, Track, April 9 - April 17	495.18

NEW BUSINESS:

Contract

Riders
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

PRESIDENT'S
REPORT:

Dr. Lahti announced that the Medical Assistants Program was granted accreditation from the American Association of Medical Assistants and the AMA, and the Dietetic Technician Program was also accredited by the American Dietetic Association. Dr. Lahti pointed out the certifications of two of the training program from the professionals is a real credit to Harper's coordinators and instructors in these programs.

Dr. Lahti reported that Harper hosted the conference of the International Business Education Association on campus, July 29, and stated this was a real credit to Dr. Falk and the Business Division staff. There were 200 educators from all over the world, with 22 countries represented.

Dr. Lahti distributed a brochure on the Faculty Orientation Program, beginning August 17. Dr. Birkholz and his advisory committee of faculty prepared this orientation program. Board members are welcome to sit in on these sessions.

Referring to the work of the Continuing Education staff, Dr. Lahti distributed three brochures on future workshops; "Accountant's Role in Estate Planning," "Land Use Workshops," and "Nursing Odyssey--A Journey to Effective Nursing Leadership." He stated credit is due Bill Howard, Cal Stockman and all staff members involved for this type of creative programming, and pointed out these are self-sustaining programs.

In discussion of the Weekend College, Cal Stockman referred to the information distributed to the Board. He felt a clearer picture would be available on the enrollment patterns after phone registration. Dr. Christensen will be working directly with the Weekend College. A screening committee has reviewed the applicants for the half-time position of coordinator, and the Deans and Vice Presidents are in the process of reviewing their recommendation. It is hoped to announce the selection of the coordinator in the next few days. One of the important jobs of the coordinator will be to do some surveys to find out just what is marketable on the weekends. Mailers have gone out, paid ads will be in the newspapers next week, and hopefully there will also be some news releases.

ADJOURNMENT:

Member Rausch moved, Member Moats seconded, that the meeting be adjourned at 8:55 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler