

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

ROBERT THIEDA
LRC RES

AGENDA

October 14, 1976

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - September 15 and September 30, 1976
 - C. Estimated Payroll - October 1 through November 30, 1976
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 - 1. Faculty
 - a. Instructor, CETA Exhibit A-1a
 - 2. Administration
 - a. Dean, Student Services Exhibit A-2a
 - B. RECOMMENDATION: 1977-78 Academic Calendar Exhibit B
 - C. DISCUSSION & RECOMMENDATION: Committee Report on Rank Exhibit C

- D. REPORT & DISCUSSION: Report on Board Visitation
Committee--Alternative Responses
to Campus Growth Exhibit D
 - E. RECOMMENDATION: Career Program Advisory Committees Exhibit E
 - F. RECOMMENDATION: Bid Award for Bond Sale Exhibit F
(Handcarried)
 - G. RECOMMENDATION: Cooperative Agreements Exhibit G
 - H. RECOMMENDATION: Increase in Premium Rate for
Dental Insurance Program Exhibit H
(Handcarried)
- IX. President's Report
- 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, October 14, 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, October 14, 1976, at 8:12 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Present: Members William A. Kelly, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, Robert G. Rausch, Judith Troehler, Natalie Weber, and Student Member Robin Turpin.

Absent: None.

Also present: Robert E. Lahti, Felice Avila, John Birkholz, Frank Borelli, Bob Chantry, Frank Christensen, Don Carlson, Robert Cormack, Anton Dolejs, Ambrose Easterly, Guerin Fischer, John Gelch, Sharrie Hildebrandt, Robert Hughes, Fred Inden, John Januszko, C. Patrick Lewis, William J. Mann, Bob Marshall, Liz McKay, William E. Miller, Don Mistic, Joann Powell, Donn Stansbury, Sue Stidger, Elaine Stoermer, Urban Thobe, Peter VanderHaeghen, Frank Vandever, Wil Von Mayr, George Voegel, Michael Ward, Robert Wyman--Harper College; Jody Saunders, Paul Scott, Marilyn Clark--Harper Students; John Frank--Herald; Diane Norman--Copley Record Newspapers; Ivo Meisman and Albert Celley.

With the concurrence of the Board, Chairman Munson added to the agenda Item VIII-1, Appointment of a Committee to Name the Harper Campus Buildings.

MINUTES:

Member Moats moved, Member Weber seconded, approval of the minutes of the regular Board meeting of August 12, 1976.

Chairman Munson corrected the minutes on page 12 amending the last sentence of the third paragraph to read: "Chairman Munson, Dr. Moats, and Mr. Rausch stated they would be interested in attending."

The motion on the corrected minutes carried.

CITIZEN
PARTICIPATION:

William E. Miller, President of the Faculty Senate, requested reading a statement written on behalf of the Faculty Senate regarding item VIII-C of the agenda. Mrs. Munson asked Mr. Miller to defer his comments until the Board addresses itself to that item in the agenda, and Mr. Miller agreed.

Paul Scott of the Student Senate reported that at the Student Senate election, Paul Scott was elected President, Bill Karlzen Vice President, and Sherry Hoger Secretary. Robbin Rutherford

CITIZEN
PARTICIPATION:
(cont.)

and Paul Scott were designated representatives to the Organization of Community College Students.

Mrs. Munson officially welcomed Paul Scott to the Board meeting and congratulated him on his election.

DISBURSEMENTS:
Bills Payable

Member Troehler moved, Member Weber seconded, approval of the bills payable of October 14, 1976, as follows:

Educational Fund	\$205,128.55
Building Fund	425,625.32
Site & Construction Fund	171,055.65
Bond & Interest Fund	142.77
Auxiliary Fund	162,189.04

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls

Member Troehler moved, Member Nicklas seconded, approval of the payroll of September 15, 1976, in the amount of \$379,833.34; the payroll of September 30, 1976, in the amount of \$439,171.21; and the estimated payroll of October 1, 1976 through Nov. 30, 1976, in the amount of \$1,794,294.17.

Upon roll call, the vote was as follows:

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

Motion carried.

Budget
Transfers

Member Nicklas moved, Member Weber seconded, approval of the Educational Fund budget transfers in the amount of \$29,100.00 per Exhibit V-E(1) attached to the minutes in the Board of Trustees Official Book of Minutes.

Dr. Moats asked about the increase of \$14,400.00 in salaries and Dr. Fischer explained that \$8,400.00 of this amount was actually part of the approved budget but was erroneously excluded in the document, while \$6,000.00 is for the weekend college coordinator and is actually a transfer from Mr. Christensen's budget area to Dr. Powell's.

Upon roll call, the vote was as follows:

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

Motion carried.

**Auxiliary
Fund**

Member Nicklas moved, Member Troehler seconded, approval of the Auxiliary Fund budget transfer in the amount of \$7,050.00, per Exhibit V-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 Award

Prior to a motion for approval of the bid awards, Mrs. Munson announced corrections on the bid award board exhibits as follows:

V-F6, item 1, first page: Correct the amount from \$7,964.15 to \$5,422.40.

V-F6, item 1, fourth page: Correct the quantity from "47" to "32".

V-F Summary Sheet, item V-F6, change amount from \$53,722.80 to \$51,181.05.

Member Nicklas moved, Member Troehler seconded, approval of bid awards V-F1 through V-F7 as follows: (Exhibits attached to the minutes in the Board of Trustees Official Book of Minutes):

V-F1 Split the award of Q-4583 for dental supplies to Patterson Dental, Saslow Dental, Frank Dental and Zuck and Eaton in the amount of \$4,455.45.

V-F2 Authorize the renewal of the magazine subscription contract to the Ellsworth Magazine Service in the amount of \$15,500.00.

V-F3 Award bid request Q-4595 for printing in the College Spring 1977 Course Schedule to the low bidder, Park Press, in the amount of \$9,738.00.

V-F4 Award bid request Q-4601 for photographic supplies to the low bidder, General Camera Company, in the amount of \$3,230.11.

V-F5 Award bid request Q-4581 for interior signage to Lynn Graphics Company as per the Signage Committee recommendation in the amount of \$9,675.96.

V-F6 Award bid request Q-4602 for furniture for Buildings G and H in the amount of per detail in the exhibit.

**Bid Award
(cont.)**

V-F7 Award bid request Q-4606 for architectural files to the low bidder, U.S. Blueprint Company, in the amount of \$3,184.80.

Discussion followed regarding some of the bid awards. Mrs. Stoermer indicated that in the Spring course schedule, a list of courses that most likely will not be offered in the Fall will be printed at the end of each division's listing.

In response to Mr. Rausch's questions, Mr. Inden explained that the bidding for the chairs did not go to the lowest bid because there was a distinct difference in the quality of the chairs between that of the low bid versus the recommended bid. With regard to the printing bid, Mr. Inden explained the problems the college faces at this time of the year in getting bidders for the college's printing needs because of its unprofitability. However, he said it was not feasible to do it on a contract basis. Dr. Lahti said that the administration is watching the possibility of inhouse printing.

Upon roll call, the vote was as follows:

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

Motion carried.

Change Order

Member Rausch moved, Member Nicklas seconded, that the Board approve the submittal of proposed Change Orders for Buildings G and H to the Capital Development Board as shown in Exhibit V-G (Exhibit V-G attached to the minutes in the Board of Trustees Official Book of Minutes).

Motion carried.

COMMUNICATIONS

Mrs. Troehler read a letter from Mr. James A. Sindelar, Career Counselor of Palatine High School, congratulating the Board of Trustees for establishing the Harper Trustee Scholarship which benefit students from the community, and the positive feedback they are getting about Harper College.

**COMMITTEE
REPORTS:**

Mrs. Weber, chairman of the Public Relations Committee, requested committee members to study the College Relations Program for last year and the College Relations Audit Report submitted last July by auditors, Dr. Yarrington and Dr. Yorkis. Within the next couple of weeks, Mrs. Weber will call for a meeting of her committee.

Dr. Moats, chairman of the Buildings Committee, indicated that the most cogent points were brought out at the committee of the whole meeting regarding Building M and it was agreed that a decision on this building is important in order for a timely issuance of invitations to bid. Mrs. Munson said that a meeting will be scheduled regarding this matter in the next week or so and public notification will be sent.

NEW BUSINESS:
Staffing--
Instructor, CETA

Member Rausch moved, Member Nicklas seconded, that the Board of Trustees appoint Mr. Andrew Surratt as Associate Instructor in Electronics--CETA Project, effective September 16, 1976 to March 11, 1977, at a salary of \$9,174.26, this contract contingent upon continued funding by the Cook County CETA grant.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried.

Dean, Student
Services

Member Turpin moved, Member Weber seconded, the appointment of Dr. George Minkevich as Dean of Student Services, with the rank of Associate Professor, effective January 3, 1977, at a salary of \$11,750.00 from January 3, 1977 to June 30, 1977.

Dr. Fischer described the selection process for this position. In compliance with Affirmative Action, the vacancy was advertised for six weeks locally and nationally. Over a 100 responses were received and 53 actually completed the application. A committee of six people representing faculty, students and administration, was charged with selecting three names for interview. Out of the interview process, the committee was charged to name two candidates who were then interviewed by the president and vice presidents. After interviews at this level, a final recommendation is made to the Board.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried.

Academic
Calendar

Member Weber moved, Member Nicklas seconded, approval of the 1977-78 Academic Calendar (Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

A discussion followed regarding the academic calendar. Dr. Birkholz explained to the board that since adopting this early calendar two years ago, there has been no real negative feedback from the students for two reasons: It gives the students the opportunity to pick up Christmas jobs and to earn additional credit during the winterim session. However, he believed it was time for an assessment of the effects of this academic calendar. One expressed concern is the brevity of the winterim period which does not give as much breadth to the offerings as the college would like. One restraint is the 175-day requirement that ICCB has imposed which does not count orientation--days which Dr. Birkholz felt are a valid part of the instructional

Academic
Calendar
(cont.)

program. He believed it was time to analyze the three years' experience in depth and then make some changes based on the results of this analysis.

Another point that was brought out was the counseling opportunities offered at Harper. Mr. Rausch mentioned that community colleges in California employ high school counselors to work at the colleges for one or two weeks to counsel high school students entering college. Was there any research plan at Harper in this area? Dr. Fischer indicated that he is an advocate of such a plan and it will be coming up for discussion soon.

Mrs. Nicklas mentioned that an early calendar was adopted by the Board to accommodate universities and underlying high school districts in the area and wondered whether an evaluation has been done to determine whether this has helped or hindered transfer students. Dr. Birkholz said that Dr. Fischer has just finished such a study and a complete picture should be available soon.

The motion on the academic calendar carried.

Committee
Report on Rank

Mr. Miller, president of the Faculty Senate, read a statement expressing the faculty's concern regarding Exhibit VIII-C in the agenda for several reasons: Although it is recommended that the committee report be accepted, he stated that it is clear that the administration does not accept the recommendation because it conflicts with pre-conceived administrative opinion. He said it appears that the administration wants to continue appointing committees until one is constituted whose conclusions comply with its own wishes. Secondly, the charge is being expanded by the administration to include the possible implementation of a demotions system. He felt that in extending this charge, the administration is again attempting to threaten the faculty through board policy and that the proposed charge to the committee in the recommendation creates legal issues regarding tenure, opening the way for considerable strife which is totally unnecessary. He then recommended that if the new committee is to be created, section 2-c should be deleted from its charge.

Dr. Birkholz replied that he had sent a memo to the chairman of the committee in which he had outlined the reasons for the position the administration is taking regarding this report, however he has not received a response to this memo. He had also met with officers of the Senate and Mr. Miller in late September and explained to them what the administration's recommendation would be. This was also discussed with the Academic Affairs Advisory Committee. After reading the Faculty Senate's minutes of the past meeting in which concerns were raised, he forwarded a memo asking what those concerns might be. Dr. Birkholz said he was assuming these concerns were being relayed to him through this communication to the Board. He indicated he would be pleased to sit down and review this recommendation with appropriate members of the faculty. In view of his previous attempts

Committee Report
on Rank
(cont.)

at communicating with them, Dr. Birkholz asked Board acceptance of the recommendation so that the procedures could be formalized and the Vice President of Academic Affairs could be charged to resolve this matter.

Mr. Kelly reiterated a suggestion he had made on previous occasions to use the phrase, "charged to furnish input," since the word "charge" by itself could be misleading. Committees have to realize that the Board looks to other sources for inputs--faculty committees, specialists, consultants, administrators, other board members, etc. Committees' assignments should be labeled such that they do not deny the Board input from other sources. A report from a committee, therefore, does not mean that a committee's recommendation will be automatically accepted. Mr. Kelly verified that this input is to come through the chief academic officer who is to coordinate and bring them before the Board.

Mr. Miller said that if adopting the recommendation means formation of a demotions committee, this has potentially interesting implications. If a faculty member receives a tenure contract, there is a serious legal implication when a system of demotion is instituted.

Dr. Birkholz replied that it is important to define expectations for staying in rank and to know what a professional's performance level in his field should be. He believed, for instance, that a professor should share some of the more important committees and should be involved in community activities. These are the things the administration and the faculty have to address themselves to but have not done so in view of time limitations. These, he felt, would strengthen the college's total educational program.

After additional discussion, Mr. Kelly indicated that this is a matter the Board should not discuss since it should be resolved at the administrative level. Most board members agreed that this is not a finalization of the issue; the recommendation before the Board merely continues investigation of the matter.

Member Kelly moved, Member Nicklas seconded, that the Board approve the administration's recommendations for:

1. Acceptance of the Report as attached.
2. The Vice President of Academic Affairs to form a committee of administrators and faculty to further study the investigation of criteria. This charge shall include:
 - a. Investigate the possibility of different job descriptions for each rank.
 - b. Investigate specific criteria for admission to each rank.

**Committee
Report on Rank**

- c. Investigate specific minimum performance criteria for maintenance in a given rank; to include those conditions under which an individual would need to meet to stay in a given rank.
- d. The Vice President will report back to the Board of Trustees at the April, 1977 Board of Trustees meeting.

Motion carried.

Dr. Lahti stated that he appreciated Mr. Miller's comments and said that one of the problems very open in the country today is tenure in higher education. He supported Dr. Birkholz's idea that the academic faculty and administration should resolve this problem before they are pressured, since the public has long been requesting an evaluation system for faculty and administration. A question being asked more often in various communities is: Should a faculty member or teaching administrator be entitled to tenure for the rest of his life and under what conditions? These conditions should be expressed so that Harper is prepared for a reasonable and defensive response. Faculty members should enjoy the security of shaping what they are a part of right now. He believed that there may be a time when tenure will be modified by state legislature; it is already happening in some states.

There was some discussion regarding the timing of the report of this committee and the deliberation of the board policy committee which should be completed about the same time since promotion decisions have to be made and contracts need to be issued for the coming year. It was agreed that preliminary recommendations by Dr. Birkholz will be made to the policy committee and the policy committee should plug out those areas, such as the subject of tenure, which will be part of the investigation of the administrative and faculty committee. Although Dr. Birkholz was not sure whether the committee report could be completed before the Board policy committee comes up with a recommendation to the Board in April, attempts will be made to accomplish it sooner.

Member Kelly moved, Member Moats seconded, to amend item 2d to read: "The Vice President will report back to the Board of Trustees at the April, 1977 Board of Trustees meeting or sooner."

Amendment to the motion carried.

**Report on Board
Visitation**

Mrs. Nicklas distributed copies of the committee report on the visit to Foothill, Chabot, and West Valley Colleges in California September 27-28, 1976. She indicated that she has attempted in the report to put down questions that the Board should look at in order to make a decision. The report focuses on funding patterns, planning to increase facilities or opportunities in the district (as delays in planning mean preventing opportunities), the different kinds of educational deliveries,

Report on Board
Visitation
(cont.)

construction (looking beyond mere bricks and mortar), and organizational structure. The colleges visited were in different stages in their decision making and had varying philosophies. It gave the Harper board three different kinds of stages and views. She also noted community involvement as a whole in terms of recreational, educational, and cultural facilities.

Mrs. Munson pointed out that one of the advantages in California was the total saturation of the state by community colleges and that in spite of the presence of four-year colleges, some community colleges had a 10 to 12 percent contact with the population.

Other members who visited the California campuses provided additional insights and impressions. It was pointed out that the tax rate in California is much higher than in Illinois. There also exists a different climate there with respect to the communities' attitude toward community colleges with a population willing to put up with a high tax rate to support public higher education. Board members pointed out however that Harper has done very well managementwise in comparison with other community colleges in view of the fact that it has managed its dollars very well in spite of its low tax rate. Dr. Birkholz also mentioned that instructional loads in California are higher than Illinois ranging anywhere from 25 to 35 percent more in student contact hours.

Mr. Kelly added that the Board should annually remind the students that their contribution to Harper in terms of tuition fees are appreciated and that such contribution has been significant to the success of this college. By comparison, students in California do not pay tuition. Dr. Lahti said that in this respect, he thinks California is retrenching to the Illinois model.

Member Troehler moved, Member Weber seconded, approval of the Board committee recommendation that the administration, under the direction of the Board expeditiously continue its long-range planning thrust through the following activities:

- A. Continue the necessary coordination and clearance with appropriate State agencies.
- B. Develop an orderly planning schedule which details the necessary Board deliberations for opening a second campus, pointing out in the schedule the point of no return or where an irrevocable commitment will be made by the Board.
- C. Direct the administration to prepare information and the process for the selection of architects, the funding patterns for the capital construction and operation, and an appropriate pattern for administrative reorganization including a timetable, as soon as possible.

Motion carried.

Career Program
Advisory
Committee

Member Troehler moved, Member Weber seconded, that the career advisory appointments for the 1976-77 school year be approved as submitted.

Motion carried.

Bond sale

Member Weber moved, and Member Troehler seconded, that the Board of Trustees award the \$3,000,000 bond issue to the Continental Illinois National Bank and Trust Company at an average interest rate of 4.482456¢ and adopt the bond resolution providing for the issue of \$3,000,000 Community College Building Bonds of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and that the attached exhibit be incorporated by reference (resolution 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 Weber moved, Member Troehler seconded, that the Board of Trustees approve a treasurer's fidelity bond in the amount of \$3,000,000, number 6SM 283397 from the American Motorist Insurance Company, effective October 1, 1976.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried.

Cooperative
Agreements

Member Weber moved, Member Troehler seconded, that the cooperative agreement between William Rainey Harper College and Chicago-Read Mental Health Center be approved as submitted.

Motion carried.

Dental
Insurance
Program

Member Weber moved, Member Rausch seconded, approval of the increase in dental premium rates as follows:

Individual - from \$6.00 to \$7.80 a month

Family - from \$12.45 to \$16.49 a month.

That the appropriate deductions be made. That an additional \$6,718 be authorized to cover the cost of the increased premiums for the college staff.

**Dental
Insurance
Program**

Mr. Von Mayr explained that the policy year is from Sept. 1 to Sept. 1 and this is Harper's first year with the carrier. The company suffered a \$22,000 loss in cash layout the first eight months and based on this experience and their projections, the insurance company has no choice but to raise the rates. The loss, he explained, gradually decreases as people take care of their outstanding problems. With the increase, the carrier would be in a position to break even and they have said that if they take too much money, they will give some back.

Mr. Miller voiced the faculty's objections to the raising of the rates by the insurance company since it is generally understood that carriers take a loss during the first year of operation. Mr. Von Mayr said that there is some misunderstanding as to how insurance companies work and that although Blue Cross had expected to take a loss, they have taken a \$22,000 loss which they cannot recover.

Motion on the dental insurance program carried.

**Committee
Appointment**

Mrs. Munson appointed Mrs. Nicklas chairman of the Committee to Name the Harper Campus Buildings and appointed Robin Turpin to serve as a member of this committee to represent the students. She also requested that one member be chosen from the Faculty Senate and two members from the public. Mrs. Nicklas said that she will bring a list of names.

**PRESIDENT'S
REPORT:**

Dr. Lahti distributed the Faculty Development Program for 1976-77 and information concerning the Northern Illinois Learning Resources Cooperative including material about Harper's leadership role in the development of that group. He also announced that Harper College students and their instructor, Molly Waite, will appear on the ABC television program, "Battle of the White House" on Friday, October 29. The students will be filmed as they canvas a precinct in Rolling Meadows for changes in voters' attitudes since the last election.

Dr. Lahti also turned over to the Board a communication from Oakton Community College regarding the New Trier litigation. He further announced that study is in progress regarding the medical insurance company's proposal. Mr. Von Mayr and Dr. Mann are talking with health insurance consultants and he said this problem will probably clear up in the next 90 days.

Mrs. Munson announced a forthcoming meeting on reorganization for which a date will be determined and announced later.

ADJOURNMENT:

Member Troehler moved, and Member Weber seconded, that the meeting be adjourned at 10:22 p.m. Motion carried and the meeting adjourned.

Chairman Shirley Munson

Secretary Judith Troehler