

WILLIAM RAINEY HARPER COLLEGE  
Algonquin and Roselle Rds.  
Palatine, Illinois

NOTICE OF SPECIAL MEETING

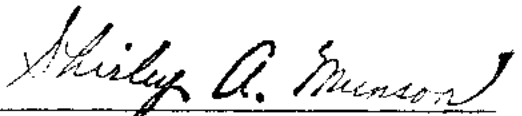
TO: Members of the Board of Trustees of Community College  
District No. 512, Counties of Cook, Kane, Lake, and  
McHenry and State of Illinois.

NOTICE IS HEREBY GIVEN that there will be a special  
meeting of the Board of Trustees on Wednesday, June 29, 1977,  
at 7:30 p.m., in the Board Room of the administration building  
of William Rainey Harper College, Palatine, Illinois for the  
purpose of taking action on the following:

1. Administrative Salaries
2. Employment, Appointment or Dismissal of Personnel
3. Executive Vice President
4. Administrative Audit.

NOTICE IS ALSO HEREBY GIVEN that an executive session  
will be held after adjournment of the special meeting for the  
purpose of evaluation of the President.

DATED this 22nd day of June, 1977, at Palatine, Illinois.



SHIRLEY A. MUNSON, Chairman  
Board of Trustees

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

June 29, 1977

7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Unfinished Business
  - A. Administrative Salary Program Exhibit III-A
- IV. New Business
  - A. Employment, Appointment or Dismissal of Personnel Exhibit IV-A
  - B. Executive Vice President Exhibit IV-B
  - C. Administrative Audit Exhibit IV-C
- V. 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 Special Board Meeting of Wednesday, June 29, 1977

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Wednesday, June 29, 1977, at 7:40 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Jan Bone, Joan Klussmann, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, David Tomchek, and Natalie Weber  
Absent: Student Member Robin Turpin

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Donald Carlson, Robert Chantry, Frank Christensen, R. B. Cormack, Anton A. Dolejs, George Dorner, Dennis Dunton, Charles Falk, Guerin Fischer, Jean Goodling, Bill Howard, Fred Inden, Roy Kearns, Larry King, H. Kurowski, Betty Lewis, John Lucas, William J. Mann, Thomas McCabe, Liz McKay, William E. Miller, Donald Misic, Joann Powell, Henry Roepken, Donn Stansbury, Elaine Stoermer, Paul Swanson, Fred Vaisvil, Frank Vandever, George Voegel, W. E. Von Mayr, Gordon Wallace, Dave Williams, and John White--Harper College; and Wayne Swanson--Suburban Trib.

UNFINISHED BUSINESS: Chairman Munson stated, if there were no objections, consideration of item IV-B would be delayed until the arrival of Attorney Allen Schwartz.

Administrative Salary Program Member Nicklas moved, Member Moats seconded, approval of the recommendation in Ex. III-A as follows. (Ex. III-A attached to the minutes in the Board of Trustees' Official Book of Minutes.)

1. That the administrative salary ranges be adjusted upward by 3 percent at mid-point.
2. That a lump sum not to exceed \$47,000.00 be authorized for administrative salaries, to be spread up to 5 percent for rewarding administrative performances in accordance with the established management evaluation system and to allow necessary market and classification adjustments.
3. That the sum of \$10,000.00 be made available for one-time, non-cumulative payments to those administrators who performed above average or meritoriously in accordance with the established management evaluation system.
4. The cost of fringe benefit improvements is estimated at \$5,060.00.

UNFINISHEDBUSINESS:

Administrative  
Salary  
Program  
(cont.)

Member Weber questioned red circling those personnel who have reached the maximum, stating she understood red circles would only apply to those above the maximum. Dr. Lahti agreed, and Member Weber pointed out there would then be just two who would be actually red circled. Chairman Munson requested a corrected sheet be provided the Board.

Member Weber also questioned the change forwarded to the Board regarding salaries. Mr. Von Mayr explained this was due to an error in the salary book, a transposition of figures which had no effect on the cumulative total.

Member Moats stated the recommendation for salary increases and monetary fringe benefits for the administrative staff reflects the action of the committee-of-the-whole.

Dr. Lahti referred to a potential problem, stating Board policy anticipates awarding contracts for a certain length of time. The administrators listed know what their salary will be for next year, but not the length of their contract. If the Board anticipates any change in policy, contracts cannot be submitted for Board signature at this time.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

NEW BUSINESS:

Executive  
Vice  
President

Chairman Munson referred to action taken on Jan. 13, 1977 appointing an Executive Vice President, stating that subsequently the Board did not appoint an Academic Vice President. Dr. Lahti stated he felt that technically the Board probably should remove this appointment. He had discussed this with Dr. Birkholz previously, informing him that it appeared this position would not be implemented. Dr. Lahti felt rescinding this action officially would leave no doubt.

Member Weber moved, Member Klussmann seconded, that the Board reconsider the motion, and rescind the action.

Chairman Munson stated the motion to reconsider was not debatable, while the motion to delete the action is debatable. Therefore, she asked Member Weber to withdraw her motion and put this in the form of two motions. With the agreement of the seconder, Member Weber rescinded her motion.

NEW BUSINESS:  
Executive  
Vice President  
(cont.)

Member Weber moved, Member Klussmann seconded, that the Board reconsider the motion on the appointment of an Executive Vice President.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Tomchek and Weber  
Nays: Member Nicklas

Motion carried.

In view of the fact that funds for said position were removed from the budget, and that Dr. Lahti suggested this action, Member Weber moved, Member Moats seconded, that the Board rescind the position of Executive Vice President.

In the discussion which followed, Member Nicklas stated she did not agree with this move. She did not feel this appointment would impair the Board's operation in any way; rather, it would provide the flexibility to do more things should the need arise.

Member Weber felt this action would not hamper the Board in the future. If through the administrative audit, or perhaps extraordinary growth, the need for this position became apparent, she felt action could be taken at that time.

Member Nicklas stated in addition to the academic responsibility as Executive Vice President, there could be additional delegation of jobs or representation of the President if needed.

Chairman Munson pointed out the constituency of the Board is a little different at this time, so it is not a matter of this Board vacillating. Member Nicklas stated the Board is an entity.

Member Klussmann also felt it was a matter of two different Boards, rather than a Board changing its mind. She felt another reason to take this action would be to remove any impression that the Board expected one individual to perform two jobs.

When the question was raised, Dr. Lahti stated he could only give a lay opinion although it is probably a technical and legal question.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Tomchek and Weber  
Nays: Member Nicklas

Motion carried.

NEW BUSINESS:  
Administrative  
Audit

Regarding the Administrative Audit, Chairman Munson referred to the three proposals she had sent the Board. She commented on the background and experience of these firms--Tadlock Associates, Inc., A. T. Kearney, and Coopers and Lybrand. Chairman Munson stated she had contacted a number of other firms, as well as some individual educational consultants. A number of those contacted were not interested because of the time frame and because of the small budget of \$10,000. Chairman Munson felt it would be better to have a large firm. Firm proposals were only requested from these three companies. Chairman Munson recommended that the Board hire Tadlock Associates, Inc., for the proposed audit.

Member Weber moved, Member Tomchek seconded, that the Board appoint Tadlock Associates, Inc., to conduct the Administrative Audit at the agreed upon amount and within the agreed upon time.

Member Nicklas requested that Chairman Munson, at her convenience, furnish a list of the firms and individuals contacted.

Chairman Munson reviewed the background and experience of Tadlock Associates, Inc., pointing out that most of the organizations they have dealt with are community colleges. She discussed reference checks she had made, one in particular with the chancellor of a large community college system who felt this is an extremely reliable firm. Member Nicklas expressed concern on the travel involved with a California firm. Chairman Munson stated other Board members had also been concerned about this. In checking this out with Tadlock Associates, she had been informed they have been working out of St. Louis and Cleveland, and Harper would be set into that framework. They also felt they could arrive at a fairly good ballpark figure with regard to costs. Chairman Munson discussed the form to be used in regard to obtaining information and stated individual conferences would be scheduled with all Board members, top administrators, and select people within the college who would be representative of different constitutencies. One of the bases for Chairman Munson's recommendation was the company's background in community colleges. Regarding the proposal from Tadlock Associates, Member Moats felt their listing of the people who would work on the audit, and their qualifications, were good points and felt their cost quotes were in a more acceptable form. However, he felt they had almost started to draw conclusions in their proposal. Chairman Munson stated she had contacted them again to be sure they understood the scope will be determined by the total Board. Dr. Lahti felt the scope of the audit will be determined by the dollar amount. He had hoped the audit would assess where the college is, how effective it is, and

NEW BUSINESS:  
Administrative  
Audit  
(cont.)

how this relates to the future. Dr. Lahti did not feel this will be obtained with \$10,000.

Member Weber felt perhaps the audit could pinpoint areas where more money will need to be spent. Member Tomchek stated the motion for the audit had indicated that the scope would be developed between the Board and the consultants. He assumed one of the aspects of that scope would be the areas which need to be studied. Member Tomchek also expressed concern about the amount of travel involved. Chairman Munson suggested, if the motion was passed, the Board clarify this cost with the firm and perhaps set a maximum. At the request of Member Bone, Chairman Munson detailed the hours spent in contacting these firms and individuals, and Member Bone remarked on the great deal of research involved.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Tomchek and Weber  
Nays: Member Nicklas

Motion carried.

It was agreed that Chairman Munson would contact Tadlock Associates, Inc., and set up a meeting with the Board on the 5th of July.

Chairman Munson introduced Mr. Allen Schwartz, of Robbin, Schwartz, Nicholas & Lifton, Ltd., who had entered the meeting at 8:15 p.m.

Executive  
Session

Chairman Munson announced the Board would be going into executive session regarding Ex. IV-A, Employment, Appointment or Dismissal of Personnel. She stated as a result of this executive session, there would be a possibility of Board action. The meeting was recessed to executive session at 8:20 p.m.

Employment,  
Appointment,  
or Dismissal  
of Personnel

Chairman Munson reconvened the Board meeting at 9:55 p.m., with the following present:

Members Bone, Klussmann, Moats, Munson, Nicklas,  
Tomchek and Weber

Chairman Munson announced that when the meeting was adjourned the Board would go into executive session for the evaluation of the President.

Member Moats moved, Member Bone seconded, the suspension of the rules with regard to the Policy Manual.

The motion carried on a voice vote.

NEW BUSINESS:  
Employment,  
Appointment,  
or Dismissal  
of Personnel

Member Moats moved, Member Weber seconded, the deletion of the following statement from Section 3.0.2 of the July, 1977 Policy Manual:

"Employment contracts will run three years for vice presidents and two years for administrators who have served two years in an above average capacity."

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried.

Chairman Munson stated the Board is rewriting the policy because the present policy is ambiguous and a new clarified version of this policy will be presented at the July 14 Board meeting. She further stated that all of the administrative contracts are to be extended at least one more year, with the funding stipulated in the approved administrative salary proposal. There will be a revision of the standard employment contract, more clearly stating the rights, duties, and responsibilities of these administrators.

ADJOURNMENT:

Member Weber moved, Member Moats seconded, that the meeting be adjourned at 10:00 a.m. Motion carried.

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Chairman Shirley Munson

\_\_\_\_\_  
Secretary Natalie Weber