

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COOK COUNTY, ILLINOIS

Minutes of Regular Board Meeting, Thursday, August 24, 1967

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:25 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by Chairman Haas.

ROLL CALL: Present: Nicklas, Hansen, Haas, Hamill.
Absent: Johnson, O'Dea, Hutchings.

Also Present: Roger Mussell, Harper College; Harold Cunningham, Harper College; Don Mistic, Harper College; Herbert Pankratz, Harper College; Tom Seward, Harper College; Kenneth Andeen, Harper College; Donn Stansbury, Harper College; Fred Vaisvil, Harper College; John Upton, Harper College; Don Collins, Harper College; Elizabeth Alanne, Day Publications; Elaine Mehlman, Paddock Publications; Robert Wintz, Harper College Student Government.

MINUTES: Member Hamill moved and Member Hansen seconded the approval of the minutes of the August 10, 1967 Meeting.

INVOICES: Member Hamill moved and Member Nicklas seconded the motion to approve for payment the supplemental payroll of August 31, 1967, in the amount of \$367.74 and the invoices of \$17,089.10 as follows:

Site & Construction \$17,089.10

Upon roll call, the vote was as follows:
Aye: Nicklas, Hansen, Haas, Hamill.
Nay: None.

COMMUNICATIONS: Member Haas read a letter of invitation from the Illinois School Board Association inviting the Board to join the organization. It was indicated that the dues for belonging to the organization are on a graduated scale based upon assessed valuation. For example, if the assessed valuation is over \$200,000,000, the annual dues are \$520. Member Haas commented that the Junior College Boards have been struggling to get an organization established which would represent solely the interests of the Junior College Boards in the State. As the Illinois School Board Association membership is

NEW BUSINESS:
Employment of
Dean of Business
(Continued)

personally. Member Haas further stated that he felt the philosophy of the Board serves as a basic guideline to the Dean of Business in the financial operations of the College and that it was very important that this philosophy be clearly defined for the new Dean of Business when he begins his employment.

Dr. Lahti commented that by simple virtue of his position he does not make final decisions in financial matters in that operating budgets, although prepared by the Business Office, are reviewed by the President and are adopted only by final action of the Board of Trustees. Dr. Lahti further indicated that contrary to what is visible in District 59, Mr. Mann had brought an elementary district in DuPage County out of a deficit position in little less than three years.

Member Hamill stated he had some reservations on the recommended salary in that he felt the medium salary for similar financial officers is considerably below the \$19,000 figure being recommended for Mr. Mann and further asked what Mr. Mann's salary was last year. Dr. Lahti responded that he did not know what his last year's salary was, however, he did indicate that his present salary is \$18,000 a year.

Member Hansen moved and Member Nicklas seconded the motion to appoint William J. Mann as Dean of Business with the rank of Assistant Professor on a one-year contract beginning September 11, 1967, at a salary of \$19,000.

Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Haas, Hamill.

Nay: None.

Discussion and
Final Action on
the Use of CPM
Consultant

Dr. Lahti commented to the Board that it was now a solid opinion from several sources that IBA will consider the use of CPM as an eligible expense for which the State will share in the cost. Dr. Lahti further stated that in view of these developments it would now cost the district less to hire a consulting firm to perform all of the CPM work than it would under an arrangement considered earlier in which the College staff would perform a portion of the activities. It was further indicated, however, that the College would like to stipulate in any agreement with a consulting firm that the College would have the option to have the consulting firm train our staff at no extra cost.

COMMUNICATIONS:
(Continued)

composed primarily of elementary and secondary schools, it was indicated that it would be rather doubtful if membership in that organization would be extremely beneficial to any of the Junior College Board members.

Member Hamill indicated that he felt the Illinois School Board Association would not serve the interests of the Junior College Boards.

NEW BUSINESS:
Employment of
Dean of Business

Dr. Lahti introduced a recommendation for the appointment of William J. Mann as Dean of Business. Commenting on the recommendation, Dr. Lahti stated that 35 candidates had applied for the position and that Mr. Mann had been selected from among five finalists. Mr. Mann has held positions with the Sunstrand Corp. and School Districts in Westmount, Illinois, and Elk Grove District 59. Dr. Lahti stated Mr. Mann has had considerable experience in dealing with the problems of a rapidly growing school district. While at District 59, which grew from 3,000 to 10,000 students in a little over 4 years, Mr. Mann has worked on 10 bond issues, issued tax warrants in excess of \$20,000,000, and has been involved in the selection of 12 sites, construction of 12 schools, and 20 school additions. Dr. Lahti further stated that District 59 has very graciously worked out a transfer program whereby Mr. Mann will work one day a week for District 59 and four days for Harper College throughout the month of September. The District 59 Board commented that they are sorry to see Mr. Mann leave their service however, they are happy for him to have this opportunity for advancement and are very pleased that he is remaining in the District where he can continue to serve the needs of the local communities.

Member Hamill indicated he had some reservations concerning the long history of deficit financing in District 59 and would be a little hesitant until he had an opportunity to discuss the philosophy of financing with Mr. Mann. Member Hamill stated that he is very definitely opposed to deficit financing in a school system.

Member Haas commented that District 59 had no alternatives in view of their rapid growth and that he felt that the deficit financing situation which had existed in District 59 was no direct reflection on Mr. Mann

NEW BUSINESS:
Discussion and
Final Action on
the Use of CPM
Consultant
(Continued)

Dr. Lahti stated that both firms under consideration had agreed to this arrangement. Two firms are under consideration at the present time. The firm of McKee, Burger, and Mansueto has proposed to perform the entire CPM services at a cost of approximately \$28,000 and the firm of Arthur Andersen & Company has proposed to perform the entire CPM services for a fee not to exceed approximately \$24,000. Dr. Lahti stated both firms have been investigated by the College staff, and there appears to be no visible difference in the quality of service performed by both firms. He further stated, however, that one of the firms has done the cost estimating for the building project and would have a better knowledge of the nature of the project which might be a factor in the final decision.

Member Nicklas stated that she understood the College had added to the bid specifications the option to use CPM and asked if this had been finally decided. Member Haas responded that, no, a final decision had not been made on the use of CPM, however, the time was fast approaching when the Board would need to make a decision in order to assist the contractors in expediting their preparatory activities prior to beginning actual construction.

Member Hamill asked who would be selecting the consulting firms, the contractor or the College. Dr. Lahti responded that this is the responsibility of the College, however, as had been pointed out, there are several required activities on the part of the contractor and thus he will want to begin working with the consulting firm at the earliest possible date.

Dr. Lahti reported that IBA is still resisting the use of liquidated damages clause and has requested the College to withdraw this clause from the bid specifications. He stated that IBA feels that it is impossible to administer a liquidated damage clause. For example, if there are six divisions of work, i.e., a general and 5 subcontractors, under our present clause, each would be responsible for liquidated damages in the amount of \$500 per day. It was pointed out that the basic question which always arises in this situation is "which contractor was responsible for the actual delay in progress" and subsequently, who should pay the liquidated damages. Quite frequently this question can only be resolved in a court of law. It was also

NEW BUSINESS:
Discussion and
Final Action on
the Use of CPM
Consultant
(Continued)

pointed out by IBA that the use of the liquidated damage clause may tend to raise the bids. Dr. Lahti stated, however, that IBA has relinquished somewhat on their request for withdrawal of the liquidated damages clause but if it were left in the bid specifications, they wanted a thorough justification from the Junior College Board. Dr. Lahti said he had talked with Attorney Hines and he felt that it would be no problem in arriving at a very thorough justification, however, our interest is not in securing damages but rather in getting the project completed on time.

Member Hamill stated he felt the language should be clarified and that we should go back to a figure of \$500 per day total damages and not \$3,000 per day as provided in the present clause.

Member Nicklas asked if there was a Federal interest involved in the use of liquidated damages. Dr. Lahti indicated, yes, the Federal Government normally wanted the liquidated damages clause, however, in the past their projects have involved a contract with a general contractor only and not both general and subcontractors as is the case in our project.

Member Haas indicated that he felt there was an opportunity for clarification, however, it was the feeling of the Board that the use of liquidated damages clause is a psychological inducement to the contractor to get the job completed on the target date. He added, however, that we would not know a realistic target date until the CPM network had been constructed and at that time we would then be in the position to adjust the target date with the contractor.

Member Hamill stated that he felt that we should definitely reduce the liquidated damages clause to an amount equal to \$500 a day total.

Member Hansen inquired if we had invited Arthur Andersen to submit a quotation on providing the CPM services. Dr. Lahti responded that Arthur Andersen's involvement had come about as a result of an interested citizen in the district.

Member Hansen further stated that he felt since a consulting firm would be working for the College and not the architect, that there was no particular reason why we should use the firm recommended by the architects.

NEW BUSINESS:
Discussion and
Final Action on
the Use of CPM
Consultant
(Continued)

Member Hamill stated he felt that we would be a lot better off with the firm which had a large engineering staff rather than using management consultants to perform the CPM work. He stated, therefore, he believes we would be better off to go with the firm of MBM.

Member Nicklas pointed out, however, that there is a separate division within the firm of Arthur Andersen who are engineers and whose prime responsibility is in the area of CPM services for construction projects.

Member Hamill stated that he felt that the College would be getting the services of more of a generalist if it did select the firm of Arthur Andersen.

Member Nicklas asked if IBA had any experience with the MBM firm. Dr. Lahti responded that MBM has worked with IBA on several projects in the past.

Member Nicklas asked if the target completion date of July 1 was stated in the bid documents. Dr. Lahti responded, yes, that date was in the bid specifications.

Member Hamill commented that he believed it would be in the interest of the College to use the firm recommended by the architects.

Member Hansen stated that he felt the architects had decided that the College should use CPM and that MBM was the firm which should be employed. He felt that in doing so they were thrusting the firm upon the College.

Member Hamill indicated he felt the architects have more ability to select a quality firm than does the College.

Member Haas pointed out that the Board should at this time just decide whether or not to use CPM in the construction project, then at a later meeting select the firm to provide the CPM services.

Dr. Lahti commented that it was not critical that this decision be made at this meeting.

Member Hamill stated that he was strongly in favor of the use of CPM in the construction project. He pointed out that without the use of CPM we will not really know whether or not we will meet our target completion date until it is too late.

Final action and decision on the use of the CPM consultant was deferred until a later meeting.

NEW BUSINESS:
Procedure for
Selection of
College Colors
and Mascot

Dr. Harvey introduced Mr. Robert Wintz, President of the student government. It was indicated that the student government was seeking permission from the Board to proceed on the selection of the College colors and the mascot as outlined in the proposal. Basically, the proposed procedures are as follows: A contest will be held within the student body in the fall with the tuition scholarship of one semester going to the winner. Students would be asked to submit entries which include both colors and mascot in a "packaged" proposal with a rationale for using them at Harper College. A student faculty committee would supervise the contest and determine the final winner. The committee would be composed of a member of the art department and a member of the music department, both appointed by the Dean of Instruction, a member of the physical education department appointed by the Dean of Students, and three students appointed by the President of the student assembly.

Member Hansen commented that he hoped the students would be very careful in planning the contest. He pointed out that some procedure must be established for handling a situation, wherein more than one student would submit the same winning combination.

Member Haas stated that there are many pitfalls in conducting a contest and that procedures must be carefully worked out beforehand.

Member Hamill stated that he was happy to see the student government involved and would be looking forward to seeing what the group would submit.

Dr. Lahti asked if the Board wished to reserve the right to review the final selection of items. Member Haas indicated that official action must come from the Board.

Member Hamill moved and Member Hansen seconded the motion to adopt the procedures for selection of College colors and mascot as presented. (See attached copy of "Procedures for Selection of College Colors and Mascot")

Upon roll call, the vote was as follows:
Aye: Nicklas, Hansen, Haas, Hamill.
Nay: None.

NEW BUSINESS:
 Procedure for
 Selection of
 College Colors
 and Mascot
 (Continued)

Member Nicklas asked Mr. Wintz to comment on the activities of the student government. Mr. Wintz indicated that three general assembly meetings and three executive committee meetings had been held. He stated that all executive committees have been appointed and that procedures have been set for out-of-district representations on the student government. He further indicated that a means for recognizing other student organizations and groups had also been adopted.

Mr. Wintz said that a budget is now near completion and the group is now working on a dedication mixer to be held shortly after opening of classes.

Employment of
 Board Recording
 Secretary

Dr. Lahti reported to the Board that preparing official minutes of Board Meetings and other tasks necessary to prepare for Board Meetings has become a very time-consuming activity. He further indicated that to have the Business Manager perform these tasks was not an efficient use of costly employee time. He recommended, therefore, that in the interest of good economy a secretary be employed to attend the meetings, take notes, and prepare official minutes. Dr. Lahti stated that he had called five other districts in the area who employ such an individual. He indicated that in some cases this assignment is in addition to the regular duties of an employee for which they receive additional compensation. It was indicated that one method of compensation is to use the regular salary as a base and prorate this salary for the number of hours involved in attending meetings and preparing minutes. Dr. Lahti stated that he had someone in mind and hoped that he could find a person on the College's clerical staff who would perform this function.

The Board instructed the administration to proceed with the selection of an individual to serve as Board recording secretary.

Classification of
 Military Personnel
 Residing in Harper
 College District

Dr. Harvey reported to the Board that he had received a call from an officer stationed at the Nike Base regarding base personnel enrolling in courses at Harper College. It was indicated that a question regarding residency status for tuition purposes had arisen. Dr. Harvey stated he had checked with Attorney Hines and the State Junior College Board regarding the matter.

Mr. Smith, of the State Junior College staff, had

NEW BUSINESS: indicated to Dr. Harvey that two or three other
Classification of Colleges had had a similar situation and that at
Military Personnel present the State's recommendation was that the local
Residing in Harper Boards accept military base personnel as residents
College District of the district unless they are physically living
(Continued) outside the boundaries of the Junior College district.
Mr. Smith further indicated that the State would pay
state aid to the College for military personnel taking
courses at Harper if they were residents of the dis-
trict.

Member Hamill moved and Member Hansen seconded the
motion to classify all military personnel residing
in the Junior College District as "district residents"
for the purpose of determining tuition charges.

Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Haas, Hamill.

Nay: None.

OTHER ITEMS:

Dr. Pankratz introduced a suggested revision of
definitions for full-time and part-time faculty.
Dr. Pankratz commented that a problem had arisen due
to variance in contact hour, teaching load, and
semester hour credits. He further stated the problem
was specially prevalent in the area of physical
education. He said that he felt the flexible defini-
tion as proposed would be more workable. The proposed
definition defined full-time faculty as "those under
contract for a full-time teaching load or its equivalent
for the College calendar year." Part-time
faculty under the proposed definition were defined as
"those under contract for less than a full-time teaching
load or its equivalent for a College calendar year."
Dr. Pankratz pointed out that the proposed definitions
would be more parallel to those used to define full-
time and part-time administrative personnel.

Member Haas suggested that perhaps full-time faculty
be defined as those having a 24 hour per week teaching
load or some other appropriate certain number of
teaching hours.

Dr. Pankratz responded that to establish a definition
based upon a specific number of hours still tends to
produce the same problem.

Member Hamill inquired where we have defined a full-

OTHER ITEMS:
(Continued)

time load. Dr. Pankratz responded that it had been defined elsewhere. Member Hamill then suggested that perhaps there should be a cross reference to this full-time load definition.

Dr. Lahti indicated that the definition was not policy but rational which had been derived after a study of other Colleges and Universities.

Member Nicklas inquired if all Universities and Colleges have a maximum number of hours specified. Dr. Lahti responded that most of those studied did have such maximums.

Dr. Pankratz indicated that where their maximums that were not specified there was a tendency toward establishing limitations.

Member Haas indicated that he could see the desirability of a clear definition especially if a new teacher is hired, the individual will want some definition as to what will be expected of him.

Dr. Lahti also indicated that the North Central Association will ask for our rational when they review the institution for crediting purposes. Dr. Lahti went on to say that the North Central Association is not so concerned about the particular policy developed at an individual institution but simply that some basis for making good judgment has been established.

Member Haas stated he felt the broader definition of "or its equivalent" included in the present policy would encompass the type of problems which might arise with some instructors.

Member Nicklas inquired if the NCA has a set of definitions for full-time and part-time personnel. Dr. Lahti responded that, no, most institutions use ranges because it is difficult to be specific as credit hours and contact hours are not always synonymous

Member Hamill indicated he felt that the proposed definition was not clear and suggested that the matter be referred to the administration for clarification and presentation at a later meeting.

Reclassification
of Employee

Dr. Lahti presented a recommendation for the promotion of William R. Foust from the rank of instructor to the rank of Assistant Professor. Commenting on the

OTHER ITEMS:
Reclassification
of Employee
(Continued)

recommendation, Dr. Lahti stated that at the time of signing the original contract with Mr. Foust there had been an agreement whereby if Mr. Foust met the requirements for Assistant Professor, the administration would recommend to the Board that he be promoted to that rank.

Member Hamill moved and Member Hansen seconded the motion to approve the contract with Mr. William R. Foust as Assistant Professor of Art at a salary of \$11,900.

Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Haas, Hamill.

Nay: None.

Approval of
Purchase of
Electronics
Equipment

A recommendation on the purchase of electronics equipment for the two-year technical electronics program was distributed to the Board. It was indicated to the Board that it was desirable to approve bids so that purchase orders could be submitted before September 1 when significant price changes would take effect.

Member Hamill asked if there were instances where the recommended equipment was not the lowest item bid. Mr. Mussell indicated there were some instances in which an item or group of items constituted a component of a larger system and that it was desirable to choose comparable top quality items to complete the system.

Dr. Lahti indicated that there had been price increases since the original request for approval had been submitted to the State Department of Vocational Education. He further stated that the administration had recently contacted the State Department and asked for approval based upon the price increases and that the State Department had indicated they probably would approve the additional request. Dr. Lahti further indicated that some items being requested were not considered reimbursable by the State Department but were necessary for a quality electronics program.

The question arose concerning when reimbursement would be forthcoming from the State. It was indicated that the present State policy provides for 50 per cent reimbursement within 30 days of receipt of invoice with the remaining being reimbursed upon 10 per cent completion of the construction project. Based on the existing policy, the College could expect to receive

OTHER ITEMS:
Approval of
Purchase of
Electronics
Equipment
(Continued)

100 per cent reimbursement during the current fiscal year.

Member Hamill moved and Member Nicklas seconded the motion to accept the bids for electronics equipment as outlined in the attached "recommendations for the purchase of electronics equipment" at a cost not to exceed \$157,000.

Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Haas, Hamill.

Nay: None.

Other

Member Haas read a communication from Member O'Dea in which he suggested that a formal receiving line be established in the forthcoming Board dinner to be held on August 30. In his communication, Member O'Dea stated that he felt the use of a formal receiving line would provide an opportunity for each member of the Board to meet all new faculty members.

Member Haas pointed out that in earlier discussions, the Board had more or less agreed that the dinner would be informal and that a receiving line would not be set up. Member Haas further stated, however, that in view of Mr. O'Dea's request he felt that it was appropriate for the Board to reconsider and determine if a formal receiving line would be more desirable.

Member Hansen stated he felt that an alternative approach would be to introduce the Board at some point during the dinner.

Member Nicklas indicated the mechanics of having a formal receiving line with persons arriving at various times would present some problems.

Member Hamill indicated that he would just as soon not have a formal receiving line.

Member Nicklas stated that she felt it would be more enjoyable if everyone had a name tag and Board and faculty would mix and get acquainted on an informal basis.

Member Haas indicated that it was the apparent consensus of the Board that a formal receiving line would not be established.

PRESIDENT'S
REPORT

Mr. Stansbury handed out an enrollment status report and reviewed for the Board the procedures on enrollment and admission. Mr. Stansbury stated that high school graduates and non-graduates who are 18 years of age or older and demonstrate the capacity and maturity to benefit from programs and courses offered by the College are eligible for admission. He further stated that applicants who have maintained a C average in high school or rank in the top half of the graduating class, could take programs of their choice with the exception of nursing for which there are special requirements in the sciences area. Students who do not meet these requirements are placed in programs commensurate with their ability after a review of their ACT scores and high school transcripts. If the student achieves at a C level, he may then move into regular college level work at the end of the first semester. Transfer students who have been academically dismissed from other institutions must meet with a special appeal committee before being admitted to Harper. If the appeal committee feels that the student can achieve and benefit from programs at Harper, he will be permitted to enroll.

Member Hamill asked if it would be possible to put students who have been academically dismissed into remedial programs rather than just not admit them. Mr. Stansbury indicated that, yes, in some instances this had been done. He pointed out that also they were letting some students enroll if the student would agree to carry only 6 semester hours of course work.

Member Hamill asked if the student has received two academic dismissals from other institutions, would he be denied admission to Harper. Mr. Stansbury responded that, yes, generally the student would be asked to wait one semester before applying.

Mr. Stansbury reported that as of August 24, his office had received 1,083 full-time applications and 271 part-time applications.

Member Hamill indicated that he was concerned about the proportionately low number of applications from students who had graduated from Conant and Palatine High Schools.

Mr. Stansbury indicated that he had the same concern, however, it must be remembered that only about 43 per cent of the graduating class go on to higher education

PRESIDENT'S
REPORT
(Continued)

of one form or another and that this year there was a particularly small graduating class at Conant. Mr. Stansbury further commented that earlier in the Spring of the year he had met with the counselors at Conant and had offered to meet with the seniors if they so desired.

Dr. Seward reported on the progress of the orientation program. He stated that to date over 700 students had pre-registered and selected classes for this fall. Each student is assigned to a counselor who meets with the students on a group and also individual basis to help them select their courses for the first semester of attendance at Harper College. Dr. Seward reported that considerable groundwork had been laid by Mr. Stansbury and Dr. Harvey earlier in the year so that the counselors now have a list of acceptable courses for students planning to transfer to senior institutions. Dr. Seward said the counselors are well prepared to help students who are in a transfer program select courses for which they will receive credit at the senior institution. Dr. Seward further stated that all part-time students will also meet with the counselors who will assist them in selecting their courses. Dr. Seward pointed out that this procedure will eliminate much of the problems typically attendant with a College registration process.

Dr. Harvey reported that the College bookstore had opened for business on Monday and had been averaging over \$1,000 a day in sales.

Budget Hearing

Member Hamill requested that another meeting of the Budget Committee be held prior to final adoption of the budget. It was agreed that the Budget Committee would meet at 8:00 p.m., Monday, August 29, 1967, at the Harper College Office, 34 West Palatine Road, Palatine, Illinois.

At 11:10 p.m., Member Hansen moved and Member Nicklas seconded the motion to adjourn the meeting to September 7, 1967, at 8:00 p.m., at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.