

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

R. Rypar

AGENDA

March 11, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - February 1, to February 28
 - C. Estimated Payroll - March 1 to April 30
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Consideration of the Finalization of EXHIBIT A
Construction Contract - Phase IA - IB (To be hand carried)
 - B. Recommendation: Faculty Promotions EXHIBIT B
(To be hand carried)
 - C. Recommendation: Acceptance of Resignations EXHIBIT C
(To be hand carried)
 - D. Recommendation: Harper College Voc-Tech Approval EXHIBIT D
 - E. Recommendation: Purchase of Aerial Mosaic of Harper College EXHIBIT E
 - F. Other
- IX. President's Report
- X. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND MCHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, March 11, 1971

CALL TO ORDER:

Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:12 p.m., on March 11, 1971, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members James Hamill, John Haas, Milton Hansen, Joseph Morton, Lawrence Moats, and Jessalyn Nicklas
Absent: Member Richard Johnson

Also present: Robert E. Lahti, Donald Andries, John Birkholz, R. B. Cormack, John W. Davis, Ray DePalma, Charles Falk, G.A.Fischer, Edward O. Goodwin, James Harvey, Robert Hughes, Fred Inden, Larry King, John Lucas, W.J.Mann, Omar Olson, C.Schauer, Donn Stansbury, Frank Vandever, George Voegel, W.E.Von Mayr, John Warren, and Lloyd Wilkes--Harper College; Frank M. Hines--Board Attorney; Dorothy L. Stevens--Harper Student; Carol Lucas--Daily Courier; Tom Wellman--Paddock Publications; Mrs. John Davis, Mrs. Ray DePalma, Holly Fagerman, Robert Fuchs, Larry Moran, Hannah Wilson, R.J.Wilson, and Mrs. Lloyd Wilkes.

MINUTES:

Member Moats moved and Member Hansen seconded the motion to approve the minutes of February 25, 1971, as distributed. Motion unanimous.

DISBURSEMENTS:

Bills Payable

Member Haas moved and Member Moats seconded the motion to approve the bills payable of March 11, 1971, as follows:

Educational Fund	\$109,840.73
Building Fund	28,613.88
Site & Construction Fund	41,172.91
Auxiliary Fund	<u>60,951.07</u>
	<u>\$240,578.59</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats, Morton and Nicklas

Nays: None

DISBURSEMENTS:

Payrolls

Member Hansen moved and Member Nicklas seconded the motion to approve the payroll of February 15, 1971, in the amount of \$176,377.41; the payroll of February 28, 1971, in the amount of \$194,522.68; and the estimated payroll of March 1, 1971 to April 30, 1971, in the amount of \$840,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

COMMUNICATIONS:

Member Hansen suggested an item for the agenda at a future Board meeting--a discussion on the stated Board policy on employment of close relatives of present employees and Board members. He explained that he did not feel that the way this particular policy is stated at the present time clearly sets forth the original intention of the Board. The Board agreed this policy needed review and should be on a future agenda for this purpose.

None

UNFINISHED
BUSINESS:

NEW BUSINESS:

Consideration of
Finalization of
Construction
Contract

Dr. Lahti reported the college was getting close to finalization of the construction contract for Phase IA and IB. He stated the paper work had been received early in the week, but not in time for the administration to give it adequate study. He explained that a lot of the mechanics had been accomplished but stated that in all fairness the administration could not make a recommendation yet.

Faculty Promotions

Dr. Lahti explained that the materials on faculty promotions also had not been in his office long enough for him to study them thoroughly. Dr. Schauer asked the Board to defer action on this item until the next business meeting.

Other--Architect

Chairman Hamill stated that at this point Mr. E. Finlay, of Caudill, Rowlett & Scott, would address the Board. He stated Mr. Finlay would be making a presentation at a meeting of the Illinois Jr. College Board the next day.

NEW BUSINESS
Architect (cont.)

Dr. Lahti stated the college had been requested to attend the meeting the next day of the Illinois Junior College Board and discuss the construction costs of the college. This was due to articles in Chicago daily papers and a television program which were generally directed to the State Board, Circle Campus and the increase asked by the State Board. Harper College had also been mentioned in the articles and on the program.

Mr. Finlay distributed a sheet with an analysis on construction costs for Phase IA-IB. He discussed the guidelines established by the state agencies. Mr. Finlay reported a building cost per square foot, excluding central heating plant, of \$26.57. He stated that typically land costs are not included in building cost figures. He pointed out that a number of one-time costs were built into the project and stated that sometimes the initial costs are the cheapest dollars spent. Mr. Finlay reported that although Harper was started before the Junior College Board guidelines had been established, the project did meet those guidelines.

After further discussion, Chairman Hamill thanked Mr. Finlay, on behalf of the Board, for his presentation.

Staff Resignations

Dr. Schauer distributed Exhibit C to the Board members, stating the first page of the exhibit covered the resignations of three faculty members, and the second page covered the resignations of two division chairmen and their reinstatement as teaching faculty members.

Member Haas moved and Member Nicklas seconded the motion that the following resignations be accepted:

Resignation of Mr. William R. Bush, Jr.,
effective June 6, 1971.

Resignation of Mrs. Kathleen Arns, effective
March 31, 1971.

Resignation of Dr. Robert C. Shaw, effective
March 5, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

NEW BUSINESS
Staff
Resignations
(cont.)

Member Haas moved and Member Hansen seconded the motion to approve the recommendation that the resignation of Mr. Ray DePalma as Chairman of the Division of Life and Health Sciences be accepted June 30, 1971, and that he be reinstated as a teaching faculty member effective 1971-72 academic year; and the resignation of Mr. Michael Bartos as Chairman of the Division of Communications be accepted June 30, 1971, and that he be reinstated as a teaching faculty member effective 1971-72 academic year.

Chairman Hamill expressed regret at the resignations of the two division chairmen, stating they would be accepted with reluctance.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Harper College
Voc-Tech Approval

Dr. Lahti informed the Board that the annual (1971-72) and five-year (1976-77) plans for career education at Harper College require Board approval. He stated this would be a routine or periodic move that has to be made by the Board. Dr. Schauer had distributed the narrative portion of these plans at the previous Board meeting, in order that the Board would have the opportunity to study fully. Dr. Lahti explained the five-year plan was the administration's best estimate at this time as to the way the college would be moving forward. He stated the recommendation did not suggest the administration would not be back in the future with more current information and recommendation--always with rationale. Dr. Schauer pointed out the one year plan had to be accepted now.

Dr. Cormack, Dean of Career Programs, discussed two new programs being recommended--Interior Design Degree Program and Real Estate Certificate Program. He also discussed a number of new courses being suggested. Further discussion followed on the needs of the community and the priorities of the high school districts.

NEW BUSINESS
Harper College
Voc-Tech Approval
(cont.)

Member Moats moved and Member Haas seconded the motion to approve the career education annual plan for implementation during 1971-72 and the five-year plan as a guideline document through 1976-77 (as outlined in Exhibit D attached to the minutes in the Official Board of Trustees Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Aerial Mosaic

Dr. Lucas discussed the recommendation for the purchase of aerial mosaics and photographs of the college district. He stated one of the key uses of an aerial mosaic would be to locate future sites for additional building. He reported this was first suggested by Real Estate Research Corporation. Proposals were received from Sidwell Studio, Inc., and Chicago Aerial. Member Hansen stated he felt this proposal was premature, that the Board would have to consider what they might do as a result of the demographic study going on at the present time. He further stated areas have not been committed as additional campus, and that he felt a map like this could become outdated in a short time.

After further discussion, it was the consensus of the Board that the purchase of aerial mosaics and photographs of the college district should be deferred until there was more need for it.

Other--
Faculty
Employment

Dr. Schauer distributed the recommendation on the replacement for Mrs. Arns, in the Licensed Practical Nursing Program. Dr. Cormack discussed the background and experience of Mrs. Sarah Dinkelman.

Member Moats moved and Member Hansen seconded the motion to approve the employment of Mrs. Sarah Dinkelman, rank of Instructor, at \$3,750, effective March 22, 1971, for the remainder of the 1970-71 academic year--15 weeks (base pay for 48 week Practical Nursing Program, \$12,000.00).

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

NEW BUSINESSOther--
Faculty

Dr. Lahti explained that the administration was recommending a load reduction for John Muchmore, in order that he might pursue residency study for his doctorate at Northwestern University. Dr. Schauer stated this was the first request of this nature the college has had. Member Morton suggested encouraging this sort of thing, and the Board members agreed.

Member Moats moved and Member Morton seconded the motion that Mr. John Muchmore be offered a contract for the 1971-72 academic year at a base salary of his 1970-71 salary, plus negotiated raise to be effective for 1971-72, less 10% for which Mr. Muchmore would have a reduction of teaching load to 12 contact hours per week and a corresponding reduction in committee assignments for the first semester of 1971-72. Mr. Muchmore would assume full teaching load (approximately 15 contact hours) and corresponding committee assignments effective the second semester 1971-72.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas
Nays: None

Approval of
Courses

Dr. Schauer explained that in recently approved guidelines of the Illinois Junior College Board all additions to the curriculum must be approved by the Board of Trustees. Exhibits F-2 and F-3 were distributed. Applications for approval of courses which are an extension of previously approved units of instruction were attached to these exhibits. (Exhibits F-2 and F-3 attached to minutes in Official Board of Trustees Book of Minutes.)

Member Moats moved and Member Nicklas seconded the motion that courses in Exhibit F-2 be approved.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton, and Nicklas
Nays: None

NEW BUSINESS

Other--Approval
of Courses (cont.)

Member Nicklas moved and Member Moats seconded the motion that courses in Exhibit F-3 be approved.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton, and Nicklas

Nays: None

Bid Award--
College Catalog

Copies for recommendation on awarding of bid for the purchase of the Harper College Catalog 1971-72 and envelopes were distributed. Dr. Lahti asked Mr. Fred Inden to discuss the bids. Mr. Inden explained the procedure which had been followed and discussed the bids received. He stated the firm of Schiele Faierson submitted the lowest bid according to Harper's graphic standards and per the college's specifications.

Member Hansen moved and Member Nicklas seconded the motion that the award of bid for the purchase of the Harper College catalog 1971-72 and catalog envelopes go to Schiele Faierson Printing Company in the amount of \$9,140.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Election
Resolution

Mr. Mann distributed copies of a recommended resolution relative to the calling of the annual Board of Trustee election to be held on April 10, 1971, and for the establishment of precincts and polling places, the use of affidavits, and publishing notice of such election. Mr. Hines explained that the forty-six precincts basically reflect the underlying precincts of the various high school districts in the college district. He stated the high schools correlate their precincts with the grade schools.

Member Nicklas moved and Member Haas seconded the motion for the adoption of the resolution relative to the calling of the annual Board of Trustee election, to be held on April 10, 1971, and for the establishment of precincts and polling places, and providing for the use of affidavits in lieu of poll books, and for

NEW BUSINESS

Other--Election
Resolution (cont.)

notice of such election. (Resolution attached to minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

--Joint Service
Program, Tax
Objections

Mr. Mann explained that in the past Harper had participated in Joint Service Program for meeting tax objections. He stated that Mr. Hines and he had discussed the possibility of Harper's participating in this program again at a cost of \$250, based on the assessed valuation. Essentially, he stated, it is a cooperative agreement between the elementary, high school, and junior college districts in Cook County to collectively defend against all tax objections filed against 1968 levies of member districts.

Member Haas moved and Member Nicklas seconded the motion to approve Harper's participation in the Joint Service Program for meeting tax objections at a cost of \$250.00. (Resolution attached to minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Report on
Numerical Control
and Mechanical
Engineering
Technology Programs

Dr. Schauer distributed a memorandum on the Numerical Control and Mechanical Engineering Technology Programs. Dr. Lahti stated this report was the result of concern expressed by the Board at the last meeting over low enrollments in these programs. It was the consensus of the Board that any action on this memorandum should be deferred until the Board's next business meeting, in order that Board members have the opportunity to study this report.

Dr. Lahti pointed out the next meeting of the Board would be the educational meeting, and there would be a presentation by the Social Sciences Division and a discussion on the subject of rank for administrators. Chairman Hamill suggested any administrator or faculty

NEW BUSINESS
Other (cont.)

member who would wish to speak on the subject of rank for administrators would be welcome at the Board meeting. Dr. Lahti was directed by the Board to communicate with the Faculty Senate and inform them this topic would be discussed at the March 25 Board meeting.

PRESIDENT'S
REPORT

Regarding Algonquin Road (Route 62) improvements, Mr. Mann reported the college had met with State of Illinois officials and had exchanged letters. He discussed a letter the college had written to the State requesting a meeting with State Highway staff, Motorola and Harper College. Mr. Mann informed the Board the State would like to defer the Algonquin Road Project for one or two more years. He pointed out that, along with Motorola, the college is pushing hard to get the timetable back to where it originally was. Another suggested alternative was that the State cooperate with the County and push ahead with the Euclid Road extension to provide an alternative route for Route 62 traffic.

Member Hansen suggested approaching the Northwest Municipal Conference for their support on these improvements as this would alleviate traffic congestion in various areas. He also suggested contacting the Village of Palatine.

Dr. Lahti reported he had attended Higher Board hearing on Phase III of the Illinois Master Plan for Higher Education and discussed the significance for community colleges in the future.

Dr. Lahti also reported on the recent national convention of the American Association of Junior Colleges held in Washington, D.C.

ADJOURNMENT

Member Nicklas moved and Member Moats seconded the motion that the meeting be adjourned at 10:30 p. m. Motion unanimous.

Chairman Hamill

Secretary Moats