

R. Ryan

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

June 29, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Financial Statement
- V. Communications
 - A. Resignation
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Staffing Exhibit A
 - B. Recommendation: Budget Transfer Exhibit B
 - C. Recommendations: Bids: 1) Lounge & Cafeteria Exhibit C-1
Furniture Exhibit C-1
~~2) Data Processing Forms Exhibit C-2~~
3) Paper Exhibit C-3
4) Milk Exhibit C-4
5) Cola Syrup Exhibit C-5
 - D. Resolution: Establishing budget hearing Exhibit D
Availability of budget
 - E. PRESENTATION: Humanities Exhibit E
Life & Health Science Exhibit E-1
 - F. Other
- VIII. President's Report
- IX. 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 Adjourned Board Meeting of Tuesday, June 29, 1971

CALL TO ORDER:

The adjourned meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:10 p.m., Tuesday, June 29, 1971, by Chairman Hansen, pursuant to adjournment from the regular meeting of Thursday, June 10, 1971, in the Board Room of the Administrative Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Milton Hansen, Richard Johnson, Lawrence Moats, Joseph Morton and Eugene Nugent

Absent: Members Ross Miller and Jessalyn Nicklas

Also present: R. E. Lahti, M. Bartos, Frank Borelli, R.B.Cormack, Ray DePalma, Anton Dolejs, G.A.Fischer, Jack Fuller, Betty Gialdini, John Januszko, Ray Kearns, Henry Kurowski, George Makas, W.J.Mann, Ted Meyers, Don Mistic, Marc Savard, C.Schauer, Donn Stansbury, Jack Tippens, G.A.Voegel and W. Von Mayr--Harper; Judy Nojolia--Paddock Publications; and Carroll Lucas--Elgin Courier.

MINUTES:

Member Johnson moved and Member Nugent seconded the motion to approve the minutes of June 10, 1971, as distributed. Motion unanimous.

DISBURSEMENTS:

Financial Statement

Mr. Mann stated he anticipated that the college would have a surplus at the end of the fiscal year. In the discussion which followed, Dr. Lahti pointed out this was due to cut-backs by the administration.

Member Miller entered the meeting at 8:15 p.m.

COMMUNICATIONS:

Secretary Morton read a communication received from the Board of Education of Community Consolidated School District #4 of Barrington enclosing a copy of a resolution passed at their May 24 meeting recognizing the recent accreditation of Harper College. This letter also requested a copy of the recent study on population growth in the district. Dr. Lahti commented that every high school and elementary school district within Harper's district would, as a matter of routine, receive a complimentary copy of this study.

COMMUNICATIONS:
(Cont.)

Dr. Schauer discussed the resignation of Mr. David Feinberg. He stated that due to illness in his family, Mr. Feinberg was accepting a position closer to his family. Dr. Schauer commended Mr. Feinberg's work and recommended the acceptance of his resignation.

Member Johnson moved and Member Morton seconded the motion to accept with regret the resignation of Mr. David Feinberg effective August 6, 1971. The motion was unanimous.

UNFINISHED
BUSINESS:

A discussion followed on Dr. James Wattenbarger's report on the administrative processes and organization of Harper College. Dr. Lahti stated that from an administrative viewpoint, they did not take exception to Dr. Wattenbarger's recommendations; at the same time he stated they recognize that the report has its limitations in terms of comprehensiveness and depth of scope. The Board discussed Dr. Wattenbarger's point on the need to enhance the position of division chairman. It was agreed this is a specific problem. Dr. Lahti stated it should be understood that the position of division chairman is the beginning step in a career in administration. Member Johnson referred to the counseling area and Dr. Wattenbarger's point that, although he felt Harper was further ahead than most community colleges, much improvement was needed. Member Johnson stated that in improving the counseling area he felt the focus should be on those things that are basic. Dr. Fischer agreed that priorities within the counseling center have to be within the college--for the benefit of the students. Member Morton asked about the recommendation on an administrative assistant. Dr. Lahti interpreted this as a continuation of the policy on an intern in his office. He stated he had three candidates interested and pointed out they have to have something to contribute and the college has to be able to give something to them. A discussion followed on the type of assignments given to an intern. Member Johnson defined an intern's position as a staff position on a project basis with the president. Dr. Lahti stated the concept had been strongly endorsed by the Board, but he stated the position of intern is not a permanent one and therefore would not show on the organizational chart. He pointed out it is a way to select talent that will enhance Harper without being in any way committed.

NEW BUSINESS:
Staffing

Dr. Schauer discussed the employment of a teacher of Reading and English. Mr. Bartos discussed the background and qualifications of Mr. Larry P. Kent.

Member Morton moved and Member Johnson seconded the motion to approve the employment of Mr. Larry P. Kent, as an Assistant Professor of Reading and English, in the Division of Communications, at a salary of \$12,500.00 for the 1971-72 academic year, effective Sept. 7, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent

Nays: None

Dr. Schauer stated Miss Mary Vancura was being recommended for employment in the Associate Degree Nursing program to fill the vacancy created by the resignation of Sharon McDonnell. Dr. Cormack discussed the background and experience of Miss Vancura.

Member Moats moved and Member Miller seconded the motion to approve the employment of Miss Mary Vancura as an Instructor of Nursing, at a salary of \$12,200.00 for the 1971-72 academic year, effective Sept. 7, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent.

Nays: None

Dr. Cormack discussed the background and qualifications of Mr. Kenneth O. Johnson, a candidate for a position in Fire Science.

Member Moats moved and Member Miller seconded the motion to approve the employment of Mr. Kenneth O. Johnson as an Assistant Professor of Fire Science Technology, at a salary of \$14,250.00, for a nine month period, effective September 7, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent

Nays: None

NEW BUSINESS:

Opening of New
Position--
Student
Activities
Adviser

Dr. Lahti explained that the administration was recommending the employment of a Student Activities Adviser and stated that although originally they had wanted a full-time professional, they now agreed that perhaps a para-professional or some person from the community would be able to fulfill the task. Mr. Stansbury discussed the need for someone in this capacity, due to the increased student enrollment and subsequent increased student activities.

Member Nugent moved approval of professional position of Student Activities Adviser be opened on a 10 month basis at a salary of \$8,000.00, effective Sept.1, 1971.

Member Moats suggested that perhaps a person with an Associate Degree from a two-year college could fill this position. In the discussion which followed, several Board members objected strongly to the recommendation for a professional position with a maximum salary of \$8,000. They stated they felt the administration must make a decision as to whether they wanted a professional or a para-professional in this position; and, if they wanted a professional, the Board members agreed the salary should be commensurate with the salary schedule of the professional staff. The Board and the administration agreed to postpone action on this position until the meeting of July 8, 1971.

Member Nugent withdrew his motion.

Opening of New
Position--Systems
Programmer

Dr. Lahti reported that as a result of the computer study by Price Waterhouse, the administration was recommending opening the position of Systems Programmer. Mr. Sedrel stated the recommended salary was not to exceed \$14,000 a year and discussed the responsibilities and major duties of a Systems Programmer. Dr. Lahti pointed out this was within the Price Waterhouse recommendation. Member Moats asked if they had taken into account the budget problems the college would be experiencing and questioned the benefit to the students. Member Johnson stated it is a way of doing the computer job with what the college has, which is the focus of the report. Dr. Lahti added it would maintain the program at a slightly higher level.

Member Johnson moved and Member Nugent seconded the motion to establish the position of Systems Programmer

NEW BUSINESS:

Opening of New
Position--Systems
Programmer (cont.)

as recommended by the administration at a salary not to exceed \$14,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller,
Morton and Nugent

Nays: Member Moats

Budget Transfers

Mr. Mann explained that there were a number of exhibits covering budget transfers and stated that many have been in process for three or four months. He stated that Exhibit B-4 was different than the other exhibits; that actually this was not technically a budget transfer. It is an allocation of indirect costs to the various cost centers. Mr. Mann stated that since the college was in the process of budgeting for these indirect costs in cost centers for next year, it seemed appropriate that they should allocate this year's indirect expenses so that this year and subsequent years will be on a compatible basis.

Member Johnson moved and Member Nugent seconded the motion to approve the following budget transfers, as outlined in the exhibits attached to the minutes in the Official Board of Trustees Book of Minutes:

| | |
|---|--------------|
| Exhibit B-1, budget transfers in the amount of | \$199,456.00 |
| Exhibit B-2, budget transfers in the amount of | 2,000.00 |
| Exhibit B-3, budget transfers in the amount of | 15,000.00 |
| Exhibit B-4, budget transfers in the amount of | 553,100.00 |

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent

Nays: None

Awarding of
Bids--
Lounge Furniture
and Tablet Arm
Chairs

Mr. Mistic discussed the bids for lounge furniture and tablet arm chairs tabulated in Exhibit C-1. He informed the Board that this furniture was needed to increase the seating capacity in the lounge and classroom areas.

NEW BUSINESS:

Awarding of
Bids--
Lounge Furniture
and Tablet Arm
Chairs (cont.)

After discussion, Member Johnson moved and Member Moats seconded the motion to approve the administration's recommendation and award the bid for lounge and tablet arm chair furniture as outlined in Exhibit C-1, as follows:

| | |
|-------------------------------------|-------------------|
| Educational & Institutional Coop.-- | \$7,198.01 |
| Carroll Seating Co.-- | 1,180.00 |
| Desks, Inc.-- | 369.60 |
| Total Bid Award in the amount of | <u>\$8,747.61</u> |

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent
Nays: None

Awarding of
Bids--Paper

Mr. Mistic discussed the recommended bid awards for spirit, mimeo and offset paper.

Member Moats moved and Member Johnson seconded the motion to approve the administration's recommendation and award the bid for paper, items 1 through 9 only, as outlined in Exhibit C-3, to the Murnane Paper Company on the basis of the lowest price per ream.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent
Nays: None

Awarding of
Bids--Milk

Mr. Mistic discussed the recommended bid award for milk and dairy products. This would cover the Food Service's milk and dairy requirements for the 1971-72 fiscal year.

Member Johnson moved and Member Moats seconded the motion to approve the administration's recommendation and award the bid, as outlined in Exhibit C-4, to the Hawthorn Melody Farms on the basis of the price per unit as follows:

| | |
|---|-------------|
| White Whole Milk Grade A - | .87/gal. |
| Chocolate Flavored Whole Milk Grade A - | .93/gal. |
| Fortified Skim Milk, Grade A - | .79/gal. |
| White Whole Milk - | .065/½ pts. |
| Fortified Skim Milk - | .062/¼ pts. |
| Non-dairy coffee whitener - | .30/pint |
| Creamed, medium or fine curd cottage cheese | .33/pint |

NEW BUSINESS:

Awarding of

Bids--Milk

(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent

Nays: None

Awarding of
Bids--Fountain
Syrup

Mr. Mistic explained that although six bids were sent out on fountain syrup, only two bids were received. Although Pepsi-Cola submitted the lowest price per gallon, Mr. Mistic called attention to the rationale, attached to Exhibit C-5, from the Food Service Department and stated the administration was recommending the award of bid to the Western Candy Company.

Member Moats moved and Member Johnson seconded the motion to approve the administration's recommendation and award the bid, as outlined in Exhibit C-5, for fountain syrups to the Western Candy Company at the following prices:

- | | |
|----------------------|------------------|
| 1. Coca-Cola | - \$10.50/5 gal. |
| 2. Non-carb. Grape | - 9.35/5 gal. |
| 3. Non-carb. Orange | - 9.35/5 gal. |
| 4. Sprite | - 10.30/5 gal. |
| 5. Dietetic Beverage | - 10.35/5 gal. |

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent

Nays: None

Establishing Budget
Hearing and
Required Public
Notice

Dr. Lahti informed the Board the administration was presenting a resolution to establish the Budget Hearing on August 12, 1971, along with the required public notice. Mr. Mann added that the legal budget would be available to public inspection in the Business Office commencing July 8, 1971.

Member Johnson moved and Member Nugent seconded the motion for approval of the following resolution and public notice:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, be and hereby is estab-

NEW BUSINESS:

Establishing
Budget Hearing
and Required
Public Notice
(cont.)

lished as commencing on July 1, 1971, and ending on June 30, 1972;

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1971, be set for 8:00 o'clock P.M., on Thursday, August 12, 1971, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 12, 1971, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mt. Prospect Herald, Prospect Heights Herald, The Herald, Cook County Herald, Palatine Herald, Wheeling Herald, and The Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9:00 o'clock A.M. on July 8, 1971, a tentative budget for said college district for the fiscal year beginning July 1, 1971, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M. on the 12th day of August, 1971, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

Dated at Palatine, Illinois, this 29th day of June, 1971.

Board of Trustees of Junior College
District No. 512, Counties of Cook,
Kane, Lake, and McHenry, and State of
Illinois

By: JOSEPH MORTON
Secretary

NEW BUSINESS:

Establishing
Budget Hearing and
Required Public
Notice (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent
Nays: None

Dr. Lahti reported there have been two meetings of the Budget Committee and another meeting was planned for July 8.

Presentation--
Division of
Humanities

Dr. Schauer introduced Jack Tippens, informing the Board that Mr. Tippens would make the presentation for the Division of Humanities, in the absence of the Division Chairman--Dr. Thobe. Mr. Tippens briefly went over the exhibit for the Division of Humanities, touching on the general objectives of the division, the curriculum, instructional development, program development, community-oriented activities and the staff profile. A discussion ensued on the high ratio of part-time teachers in the division, necessitated by the increase in enrollments. Mr. Tippens stressed the need for cultural facilities within the college district. He discussed a study made by the college which indicated that 80% of the art students are planning to transfer, in the art area, to four-year institutions. Mr. Tippens discussed a program partially implemented this year for strengthening the student advising process. He reported to the Board on hopes for inaugurating a portfolio plan for sophomores in the coming year. In a discussion on music concerts, Dr. Makas discussed the use of a patron type system, pointing out that this takes authorization and time to work out. Dr. Lahti commented on the difficulties in trying to co-ordinate all the municipalities within the Harper District on cultural activities. Member Johnson discussed setting up an association to support these kinds of activities, agreeing that the Board would probably have to consider a patron's group.

Dr. Lahti reported the Fashion Design program graduated its first class this year. Mrs. Betty Gialdini reported the Fashion Design program had a total of fifteen students graduate with a degree. She stated six are transferring to four-year institutions, and quite a few are planning on going into retailing.

Member Hansen thanked Mr. Tippens and complimented him on the presentation he had made in Dr. Thobe's behalf.

NEW BUSINESS:

Presentation--
Division of
Life and Health
Sciences

Dr. Schauer introduced Mr. Ray DePalma, Chairman of the Division of Life and Health Sciences. Mr. DePalma discussed the faculty profile, the distribution of faculty by degrees, and the academic ranks of divisional members. He discussed the student enrollment data in Exhibit E-1, pointing out that the division had grown considerably in most areas. Mr. DePalma discussed the various programs offered in the division. A slide presentation was made on the Dental Hygiene program. Mr. DePalma pointed out that in all the career programs this is probably the most demanding as it requires the students graduate with 83 hours. He discussed the Associate Degree Nursing program, citing the assistance given by the hospitals in the area, and pointing out that this program has a waiting list. Under the Practical Nursing program, Mr. DePalma discussed the three semester program and the function of the LPN.

Mr. DePalma introduced Mr. Roy Kearns, Director of Intramurals and Athletics, and also Harper's tennis coach. Mr. Kearns briefly discussed the growth of the P.E. program since 1967, the present program, objectives and plans for the future, some of the facilities being used outside of the college, and the program listed in Exhibit E-1. Mr. Kearns extended an invitation to the Board members to come out this summer and use the tennis facilities.

Chairman Hansen thanked Mr. DePalma and Mr. Kearns for the presentation.

Other

None

PRESIDENT'S
REPORT:

None

ADJOURNMENT:

Chairman Hansen asked the Board to remain for an executive session in regard to negotiations with custodians. He stated there would be no need for action after the session, however. Member Nugent moved and Member Moats seconded the motion that the meeting be adjourned at 11:45 p.m. Motion was unanimous.

Chairman Hansen

Secretary Morton