

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, November 11, 1971

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:10 p.m., on November 11, 1971, by Chairman Hansen, in the Board Room of the Administrative Building, Algonquin and Roselle Roads, Palatine, Illinois.

ROLL CALL: Present: Members Milton Hansen, Ross Miller, Joseph Morton, Jessalyn Nicklas and Eugene Nugent
Absent: Members Richard Johnson and Lawrence Moats

Also present: R. E. Lahti, Robert Boeke, R.B.Cormack, Ray DePalma, A. Dolejs, Timothy Field, Guerin Fischer, Ed Goodwin, R. Hughes, Roy Kearns, W.Klingenberg, Henry Kurowski, Jack Lucas, D. Malcolmson, Liz McKay, Ted Meyers, Henry Roepken, C. Schauer, Bill Schooley, George Voegel and W. Von Mayr--Harper College; Cary Annen, Frank Przespolewski and Randy Von Liska--Harper Students.

MINUTES: Member Nugent moved and Miller seconded the motion for approval of the minutes of the regular Board meeting of October 14, 1971, as distributed. Motion unanimous.

DISBURSEMENTS: Member Nugent moved and Member Nicklas seconded the motion to approve the bills payable of November 11, 1971, as follows:

Educational Fund	\$195,325.90
Building Fund	147,224.55
Site and Construction Fund	42,148.82
Bond and Interest Fund	599,509.25
Auxiliary Fund	93,698.31
	<u>\$1,077,906.83</u>

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

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Moats

DISBURSEMENTS:

Payrolls

Member Nicklas moved and Member Nugent seconded the motion to approve for payment the payroll of October 15, 1971, in the amount of \$223,389.75; the payroll of October 31, 1971, in the amount of \$238,386.03; and the estimated payroll of November 1 through December 31, 1971, in the amount of \$950,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Member Nicklas reported on the Task Force meeting held recently in Springfield and attended by a number of Board members and administrators, along with a representative from Caudill, Rowlett & Scott. She stated representatives were there from the Illinois Board of Higher Education, the Bureau of the Budget, and the Illinois Junior College Board. Member Nicklas pointed out this was a preliminary type of meeting, going over the educational needs (particularly those to be fulfilled by the buildings) and plans and development of the college. The committee made suggestions for Harper's consideration. The college plans to cost the suggestions out, and, after determining whether it is in their best interests to follow these suggestions or hold to the original plan for the college, will present their position at the next meeting.

Dr. Lahti informed the Board of the three objectives indicated by the Task Force Chairman as follows:

1. Get project out to bid as rapidly as possible.
2. Bring project within state guidelines, and
3. Not to alter the intent of the project.

Dr. Lahti stated there seemed to be agreement on the objectives.

Chairman Hansen reported the President of the Student Senate, Cary Annen, had phoned him and informed him there will be a Thanksgiving parade in Arlington Heights on Saturday, November 13. The students felt rather than having a float, they preferred having representatives of the college--students and Board members--riding in automobiles. Chairman Hansen asked that anyone able to participate contact Dr. Lahti. Member Nicklas expressed the appreciation of the Board to the students for asking them to take part.

UNFINISHEDBUSINESS:Construction
Payout Report

Chairman Hansen called attention to the Project Summary which had been distributed to the Board members. Mr. Malcolmson stated this project summary was as of Sept. 30. He pointed out the refrigeration and heating was completed, the contractor was due for payment, and it is expected this item will be cleared up within 5 to 7 weeks. Mr. Dolejs stated the balance will be forwarded to the I.B.A. by H.E.W., and I.B.A. will then process the payment. Mr. Malcolmson agreed construction of the first phase was complete. Dr. Lahti pointed out, however, that there will still be some activity on the campus because the work is still under guarantee on several items, but most of the major items have been cleared up.

Student
Unrest
Committee

Chairman Hansen informed the Board that Member Morton had asked to be relieved from his duties on the Student Unrest Committee, as he felt his appointment to the Accountability Committee would be enough of a committee assignment. Chairman Hansen asked Member Moats if he would serve on the Student Unrest Committee. Member Moats stated he would be delighted to serve.

NEW BUSINESS:Staffing--
Counseling

Chairman Hansen stated there was no administrative staffing and moved on to the recommendation for employment of a social therapist. Dr. Fischer stated the Board had approved the concept of this experimental assignment at the last meeting, and the administration had found the person they would like to employ. Member Morton asked to be briefed on the concept, as he was not present at the last meeting. Dr. Fischer reviewed the background, stating the college had been working with Forest Hospital for several months on co-operative programs and had discussed taking some of their post BA students, using their training, and making them roving counselors at Harper. The basic premise--the college felt they could reach more students at less cost and also reach the kind of students the more traditional type counselors are not reaching. Dr. Fischer informed the Board this person was designated as a para-professional because state law requires counselors have a Master's Degree; this is also why no rank was being given. He stated the recommendation for this employment was through June 4, 1972, and, prior to that date, the administration would come back to the Board with a recommendation as to continuation or elimination of this position.

Dr. Field discussed the qualifications of Gary Thompson, the candidate recommended.

NEW BUSINESS:

Staffing--

Counseling (cont.)

Member Nugent moved and Member Moats seconded the motion to approve the employment of Mr. Gary Thompson as a para-professional social therapist at the salary of \$700.00 per month, effective November 4, 1971, and terminating June 4, 1972.

Upon roll call, the vote was as follows:

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

Nays: None

Ratification--
Career Programs
Advisory Boards

Dr. Schauer requested Board approval for the committee appointments to the Advisory Boards of the Career Programs. A list of the appointments to the Advisory Boards for 1971-72 had been distributed. Dr. Cormack reported there were 22 Career Programs, with 217 members on the Advisory Boards and stated the committees averaged three meetings a year.

Member Nicklas moved, and Member Nugent seconded, the ratification of the appointment of the members of the Career Programs Advisory Boards as presented. The motion was unanimous. (List attached to the Minutes in the Board of Trustees Book of Official Minutes.)

Discussion--
1970-71 Audit

Dr. Lahti stated the Board had copies of the Audit Report for the fiscal year ending June 30, 1971, and the Management Letter prepared by Ernst & Ernst. He stated two members of the firm of Ernst & Ernst were present to discuss the audit and answer any questions the Board might wish to ask. Mr. Malcolmson introduced Mr. Robert Kuhn and Mr. Al Hutchinson, of Ernst & Ernst.

Mr. Kuhn informed the Board Mr. Hutchinson was the supervisor on the audit. Mr. Hutchinson stated it was important that the Board understand most of the Audit Report was a reproduction of the college's financial statements; that only two pages were the auditors'--the accountant's reports--the regular report on page 3 and the regular financial information on page 12. He stated it was the function of the auditors to examine and report on the college's financial statements. Mr. Hutchinson reviewed the three sections of the Audit Report--the audited financial statements, apportionment aid claim data, and the other financial information. Mr. Kuhn answered questions in the discussion which followed.

NEW BUSINESS:
Discussion--
1970-71 Audit
(cont.)

Mr. Kuhn directed the Board's attention to the Management Letter. He stated this was to communicate to the Board recommendations for improving what the auditing firm considered to be a strong system being carried on in a very creditable fashion. Due to the rapid growth of the college in the past several years, Mr. Kuhn stated the accounting and financial function has encountered tremendous problems, as have other areas of the college. He stated there were no exceptions in the auditors' opinion. Member Miller complimented the administration in making the auditors' report possible. Dr. Lahti added that the Board's willingness to allow the staff outside counsel has enabled Mr. Mann and his staff to have that kind of resource. He pointed out that, in addition to Mr. Mann, Mr. Dolejs and Mr. Meyers have had a great deal to do with making the Audit Report possible. Mr. Hutchinson commented on the fine co-operation and assistance he had received from the Business Office. Chairman Hansen, on behalf of the Board, thanked Mr. Kuhn and Mr. Hutchinson for appearing before the Board.

Member Nugent asked about the status of the Management Letter and the proposed changes. Mr. Malcolmson stated several of these recommendations had already been discussed. Dr. Lahti pointed out some of these changes were a matter of time and stated he would be conferring with Mr. Mann in the near future.

Member Miller moved, and Member Nicklas seconded, the Board accept the auditors' audited financial statements, other financial information attached to those statements, and the accountants report dated September 3, 1971, presented by Ernst & Ernst for the fiscal year ending June 30, 1971, as prepared and submitted. The motion was unanimous.

Agreement with
Rock Road
Construction Co.

Mr. Hughes discussed the proposed agreement with the Rock Road Construction Company granting them permission to place excavated fill material on certain areas in the southeast quadrant of the campus. He stated the level of this area is being raised about ten feet with this fill--inside the perimeter road. If needed, extra fill can be stockpiled. Member Miller objected to some of the wording of the contract; he raised the question of the college's liability. Chairman Hansen referred to Mr. Hines' letter, in which Mr. Hines suggested changes in wording in the agreement, and asked if there were any

NEW BUSINESS:

Agreement with
Rock Road
Construction Co.
(cont.)

reason why these suggestions could not be included in the agreement. Mr. Hughes stated the project was about 80% completed. Dr. Lahti stated the agreement could be changed, if the Board wished to spend the money when the project was almost complete. Chairman Hansen questioned if the college was able to control the dumping and Mr. Hughes stated they were. Mr. Malcolmson called attention to the last paragraph of Mr. Hines' letter, as follows: "My understanding of the proposed arrangement is that it is mutually advantageous and inasmuch as no investment or on-going commitment arises, the informal or incomplete nature of the agreement raises no particular objection."

Based on this comment and Mr. Hughes' assurance that the college would follow through carefully, Member Miller moved, and Member Nugent seconded, that the Board of Trustees approve the resolution granting the Rock Road Construction Company permission to place excavated fill material on college property in accord with the attached agreement (agreement attached to minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Cancellation of
Meeting Date

Chairman Hansen pointed out the second meeting of the Board in November would fall on the night of Thanksgiving, November 25. He stated Dr. Lahti had indicated there was no special need for a second meeting in November. He stated it would be in order for a motion to cancel the meeting on the 25th of November. Member Nicklas so moved, and Member Nugent seconded the motion. The motion was unanimous.

Member Miller congratulated Mr. John Gelch and the team for an excellent football season. Mr. Gelch reported the cross country team had won first in conference, placed second in the state and will compete in the national as a team.

PRESIDENT'S
REPORT:

Dr. Lahti reported that the college had been advised by the Cook County Highway Department that the preliminary engineering has been completed for the Euclid Avenue extension by the Cook County Highway Department. Their Design Section of the Engineering Department has submitted a request to the Right-of-Way Acquisition Section to prepare the necessary right-of-way request for the Euclid

PRESIDENT'S
REPORT:

Avenue extension. In reply to a question on a more definitive schedule, Mr. Hughes stated the whole action depends on availability of funds for the County.

EXECUTIVE
SESSION

Chairman Hansen stated there was a need for an executive session on a personnel matter, after which action might possibly be taken before adjournment.

Member Moats moved, and Member Nicklas seconded, that the Board recess to executive session at 9:50 p.m. Motion was unanimous.

Chairman Hansen reconvened the meeting of the Board of Trustees at 11:20 p.m., with the following present: Members Hansen, Miller, Moats, Morton, Nicklas and Nugent.

Merit Pay

Member Morton moved, and Member Moats seconded, that the \$7,850.00 authorized by the Board of Trustees on June 3, 1971, be divided equally among the sixty-one (61) clerical, secretarial, and technical staff members recommended for merit pay for the year 1970-71.

Upon roll call, the vote was as follows:

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

Nays: None

ADJOURNMENT:

Member Nugent moved, and Member Nicklas seconded, that the meeting be adjourned at 11:22 p.m. Motion was unanimous.

Chairman Hansen

Secretary Morton