

WILLIAM RAINNEY 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, August 10, 1972

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:05 p.m., Thursday, August 10, 1972, by Chairman Nicklas, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Milton Hansen, Marilyn Marier, Ross Miller, Lawrence Moats, Joseph Morton, Eugene Nugent, and Jessalyn Nicklas.
Absent: None

Also present: Robert E. Lahti, John Birkholz, R. B. Cormack, Anton A. Dolejs, Guerin Fischer, David Gale, John Gelch, David Groth, Robert Hughes, Fred Inden, Bob Johnston, C. Patrick Lewis, J. D. Mandarino, W. J. Mann, Maryann Miller, Donald Mistic, Gary Rankin, Henry Roepken, Marc Savard, Clarence Schauer, Donn Stansbury, and George Voegel--Harper College; Frank Hines--Board Attorney.

MINUTES:

Member Miller moved, and Member Marier seconded the motion, to approve the minutes of the regular meeting of July 13, 1972, as submitted.

Member Morton called attention to page 7, paragraph three of the minutes. He pointed out the name of the Board member seconding the amendment to the motion on the employment of Mr. Guido J. Norini had been omitted. It was agreed Member Miller had seconded the motion. With this correction to the minutes, the motion on approval of the minutes was unanimous.

DISBURSEMENTS
Bills Payable

Member Nugent moved, and Member Miller seconded the motion, to approve for payment the bills payable as of August 10, 1972, as follows:

Educational Fund	\$162,003.30
Building Fund	51,811.28
Site and Construction Fund	477,566.06
Bond and Interest Fund	40,625.56
Auxiliary Fund	18,207.69

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:

Payrolls

Member Hansen moved, and Member Morton seconded the motion, to approve for payment the payroll of July 14, 1972, in the amount of \$251,098.88; the payroll of July 31, 1972, in the amount of \$249,301.39; and the estimated payroll of August 1, 1972 through September 30, 1972, in the amount of \$1,000,800.54.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Dr. Lahti reported an inquiry had been received from a travel agent about the college's travel series. He stated this person was concerned that the college might be going into the travel business. Dr. Lahti stated that obviously this person was unaware this program has been bid among travel agencies through the regular bidding procedure. He stated he would so inform this person and assure him he would be included on the bid list. Mr. Mann pointed out this program has been bid out several times, but, as a matter of practicality, not every semester.

UNFINISHED

BUSINESS:

Parking

Dr. Lahti referred to the parking problem in the fall, explaining some measures had been taken to avoid complete chaos in the fall. He informed the Board Mr. Mann had set up a Parking Committee. Mr. Mann stated the Board members had received an exhibit which was a memorandum to him from the committee outlining their recommendation. Mr. Mistic, chairman of the committee, displayed a diagram of the parking lots. He stated the committee discussed possible ways of handling the parking problem, since the three lots in Phase II-A would not be ready by September. Mr. Mistic discussed five possible solutions the committee had considered. Three had been rejected by the committee. The committee was recommending the following:

1. Take positive measures to encourage car pools. This would be done during student orientation and registration, also through an article in Paddock Newspapers on the potential parking problem, and parking information given out by Campus Safety when students pick up their parking stickers.
2. Park excess vehicles on various turf areas bordering the perimeter road, as well as

UNFINISHED

BUSINESS:

Parking
(cont.)

in certain fire lane areas. In addition, consider making the perimeter road between the Roselle Road entrance and the Algonquin Road entrance one way, enabling us to use one lane for parking. This would give us approximately 1,200 temporary parking spaces.

Mr. Mistic stated the committee recommended that these two solutions be accepted as the most practical and workable approach in handling the parking problem. He informed the Board the Safety Department had selected temporary unpaved parking areas on campus this fall which will accommodate 1,200 vehicles, or a 20% increase in available parking. He pointed out that the college would be at the mercy of the weather, and the extent of the success or failure of this solution is directly related to the rainfall experienced in this period.

Member Nugent asked about the completion date for the new parking lots. Mr. Mistic stated the college was asking for 90 days in the specifications and reported the contractor was scheduled to be at the college next week to start mobilizing it.

Member Morton asked about the possibility of bus service, referring to a study initiated a number of months ago. Dr. Schauer reported the transportation study had been completed and the report is now being written.

Report on Phase
II-A, Music and
Science Wings

Mr. Mistic informed the Board that the representative from the brick company had met with the architect and Mr. Hughes on the Music and Science wings. He stated the architect would select the shade of the brick. He reported the time schedule on Phase II-A was 660 calendar days in the specifications. According to that, the completion date would be May 28, 1974. Dr. Lahti stated they were hoping to be fortunate enough to get it at mid-semester. He stated the college would have a major problem a year from this fall, because of the timing of this project. Mr. Mann pointed out it would be in the contractor's best interests to get in and out as soon as possible. He felt, unless construction problems developed, it would be ready for mid-semester. Dr. Lahti stated he felt they could determine by November what the completion date would be, but if it was not closed in by this fall it certainly would be May of '74.

Report on Phase
II-A, "T" Bldg.

Mr. Mistic reported the brick work was just about completed on "T" Building, and they should start putting the roof up next week. The slab on the side of the

UNFINISHED

BUSINESS:

Report on
Phase II-A,
"T" Building
(cont.)

Report of Budget
Committee

building should be put in about two weeks from now. He estimated the classrooms will be ready about October 1, and the labs by November 1.

Chairman Nicklas thanked Mr. Misic for his reports.

Chairman Nicklas reported the Budget Committee had met during the spring. She stated they were concerned about the timing and hoped that next year the information needed for the budget could be finalized earlier.

Chairman Nicklas read the following statement for the Budget Committee:

"This budget is the educational plan reduced to dollars as it relates to the education of students at Harper College. Implicit in its presentation is the commitment to live within these limitations.

"Enrollment for the 1972-73 academic year is expected to increase by approximately 20% with a concomitant increase in the educational fund budget of 17%. Despite inflationary pressures, the per student cost in the educational fund for the 1972-73 college term, as compared with 1971-72, is 3% lower. Operating efficiency and the amortization of cost over a larger student body have enabled the college to provide increased service for 1972-73 at a 3% decrease under last year.

"In order to balance the 1972-73 budget, the college for the first time will be unable to operate on current income. Because the college is nearly three years beyond student population projections, and because of such variables as inflation, it will be incumbent on the college to estimate the need for future increased financial resources and implement additional cost effectiveness measures.

"This budget is accrually sound. It does not represent expenditures beyond the financial resources of Dist. 512. Because of the possible delay in receiving much of our tax income and because of the uncertainty of reimbursement for vocational-educational programs and charge-back revenue, it may be necessary on a short-term basis to use tax anticipation warrants to develop the cash to meet the obligations set forth in this budget on a timely basis.

UNFINISHED

BUSINESS:
Report of
Budget
Committee
(cont.)

"Sufficient funds have been allocated to staff the college for the next year. Enrollment projections forecast an additional 850 full-time equivalent students for the next year. The predictions forecast an increase in the total head count enrollment from 9000 to approximately 11,500.

"The income per student from local taxes has decreased 67% during the last six years. Income per student from tuition has increased 52%. Income per student from state aid has increased by 46%, but still represents only 27% of student cost. Charge-back revenue is expected to decrease by 8%.

"An increase in the tax rate will be necessary for the college to remain financially solvent for the long range future. The Harper rate represents 2.7 cents in the total of 72.5 cents levied for education in the tax dollar in this district.

"\$800,000 will have to be borrowed from the educational fund for the building and maintenance fund. The 16% increase in expenditures in this fund is due to increased personnel and materials costs and to increased staff for providing adequate service and security to buildings, grounds and students.

"The committee commends the faculty and administration for their careful consideration of priorities and for their constant work on cost effectiveness. The decreases in per student costs, and the per student costs remaining at the average level in the state despite our rapid growth and our location in a high cost area, both reflect the hard work and efficiency of our faculty and administration."

NEW BUSINESS:
Budget Hearing

Chairman Nicklas recessed the regular meeting of the Board Trustees at 8:42 p.m., and called to order the public hearing on the budget. She asked for any questions or comments from the audience.

Regular Meeting
Reconvened

As there were none, the Chairman declared the hearing closed and reconvened the regular meeting of the Board of Trustees at 8:45.

Adoption of the
1972-73 Budget

Member Marier moved, and Member Nugent seconded the motion, to adopt the 1972-73 budget by the following resolution:

NEW BUSINESS:

Adoption of the
1972-73 Budget
(cont.)

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1972, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 10th day of August, 1972, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1972, and end on the 30th day of June, 1973.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

Member Moats asked the primary reason for the increase in the Data Processing area. Mr. Mann referred to page 18 of the Financial Section of the Budget Book showing the percentage of budget being spent for the various seven major functions. He stated Data Processing for 1970-71

NEW BUSINESS

Adoption of the
1972-73 Budget
(cont.)

year showed 7.1%, '71-72 year showed 6.6%, and the 1972-73 year showed 7.0%. Mr. Mann stated basically he felt the increase was due to staff increase. Mr. Dolejs stated he believed two people were hired over last year's operation. Member Moats mentioned that the college also lost a source of income from the previous year. Mr. Mann agreed because the Data Processing Cooperative was no longer with the college. Member Moats stated the increase is a little higher when considering the loss of that income.

Upon roll call, the vote was as follows:

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

Nays: None

Educational
and Building
Fund Levies
Adoption

Member Nugent moved, and Member Marier seconded the motion to adopt the levies for the Educational and Building Funds by the following resolution:

RESOLUTION

BE IT RESOLVED: That there be and hereby is levied for the year 1972 a tax in the sum of \$3,600,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 26, 1972.

BE IT RESOLVED: That there be and hereby is levied for the year 1972 a tax in the sum of \$1,350,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 26, 1972. (Copy of the Certificate of Levy attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Increase in the
Bond and Interest
Fund Levy

Member Nugent moved, and Member Miller seconded the motion to adopt the following resolution in order to increase the Bond and Interest Fund levy by 8% to cover losses and cost:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and,

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and,

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 92% of the sum of the levies upon which collections have been made, and,

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond resolutions heretofore referred to by the amount equal to 8% thereof, so as to offset non-collection and losses in collection of taxes.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

NEW BUSINESS:
Increase in the
Bond and Interest
Fund Levy (cont.)

Upon roll call, the vote was as follows:

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

Member Moats questioned the reference to the use of tax anticipation warrants in the statement Chairman Nicklas read. Mr. Mann agreed that on an accrued basis the budget will be balanced at the end of the year. In other words, Member Moats stated, it was just a cash flow problem that was anticipated might happen, and Mr. Mann agreed.

Staffing--
Faculty

Chairman Nicklas called attention to the summary of staffing recommendations and asked for a motion on the faculty recommendations.

Member Miller moved, and Member Moats seconded the motion, to approve the following employment.

Employment of Mr. R. Duane Slayton, as Assistant Professor for Legal Technology Program, at a salary of \$15,000.00 for the 1972-73 academic year effective September 5, 1972.

Employment of David Macaulay, as an Instructor of Chemistry, at a salary of \$9,850.00 for the 1972-73 academic year effective September 5, 1972.

Employment of Dr. Susan Frances Korbel, as an Associate Professor of Psychology, at a salary of \$15,000.00 for the 1972-73 academic year effective September 5, 1972.

Employment of Mrs. Virlyn Leitner, as a Counselor, at a salary of \$11,000.00 for 39 weeks with the academic rank of Instructor, effective Sept. 5, 1972.

Upon roll call, the vote was as follows:

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

Staffing--
Administrative

Member Miller moved, and Member Hansen seconded the motion, to approve the employment of the following three administrators:

NEW BUSINESS:
Staffing--
Administrative
(cont.)

Employment of Dr. John White, as an Associate Professor and Chairman of the Communications Division, at a base salary of \$20,000.00, from July 1, 1972 to June 30, 1973, pro-rated from August 25, 1972 to June 30, 1973, for a pro-rated salary of \$17,690.00.

Employment of Mr. Robert W. Wyman, as Director of Accounting and Systems, at a salary of \$17,000.00 with administrative rank of Instructor, the position to be filled August 14, 1972, at a pro-rated salary of \$15,005.69 through June 30, 1973.

Employment of Mr. Charles Kelly Barton, as Chairman of the Engineering and Related Technologies Division with the academic rank of Associate Professor, effective August 14, 1972, at a salary of \$18,136.00 (from Aug. 14, 1972 through June 30, 1973--salary based on annual rate of \$20,500.00).

In the discussion which followed, Member Morton asked if Member Miller would accept an amendment to his motion regarding Mr. Robert W. Wyman, to delete "with administrative rank of Instructor." Member Morton stated it had been shown that Mr. Wyman was well qualified to be Director of Accounting and Systems, but he questioned conferring rank when he had no professorial experience. Member Miller agreed to the amendment.

Mr. Mann pointed out this was following past practice; as the system is structured now, he would be the only one who does not have rank.

Member Hansen questioned changing this practice for one person and not for everyone, and stated although he seconded the motion, he had not accepted the amendment.

Chairman Nicklas reported it had been planned to discuss the subject of rank for administrators at the Board retreat the past Saturday. However, because Member Morton was unable to attend on Saturday and because of his interest, this subject was not covered. It was still planned to discuss this in the future and it will be rescheduled.

A voice vote on the amendment to the motion was taken, and it did not pass.

NEW BUSINESS:
Staffing--
Administrative
(cont.)

Upon roll call on the motion to approve the employment of the three administrators, the vote was as follows:

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

In further discussion, Chairman Nicklas stated the Board intended to hold monthly discussion meetings and the topic of administrative rank would be scheduled at such a meeting. Member Hansen suggested obtaining input from faculty, and from administrators who would be affected. Member Morton asked that it be noted he is not interested in taking anything away from anyone.

Resignations--
Faculty

Member Marier moved, and Member Moats seconded the motion, to accept the administration's recommendations on the following resignations:

The resignation of Mr. David Etienne, Instructor of Physical Education and Lead Basketball Coach, be accepted effective September 5, 1972.

The resignation of Mrs. Judith B. Marco, Counselor, be accepted effective July 24, 1972.

The resignation of Dr. James Fruehling, Counselor, be accepted effective September 1, 1972.

The motion was unanimous.

Bid Awards --
Paper Products,
Uniforms,
Trauma Kit,
and Sealing
of Roadways

Chairman Nicklas referred to the summary of bid awards. She stated that, as is the practice, the regular bidding procedure had been followed on these items. Questions and discussion would be in order after the motion.

Member Hansen moved, and Member Marier seconded the motion, to accept the administration's recommendations on the following bid awards:

Bid award on various paper products used by the custodial division be made to the Elgin Paper Company, in the amount of \$2,754.00, as the low bidder.

Bid award on uniforms for the Buildings and Grounds division be made to the F. W. Means Co., as the low bidder, in the amount of \$3,187.90.

NEW BUSINESS:

Bid Awards (cont.) Award the order for one Trauma Kit to Chicago
Paper Products Hospital Supply, in the amount of \$3,554.47.

Uniforms

Trauma Kit

Sealing of

Roadways

Bid award for the sealing of roadways to DuBois
and Glander, for a total cost of \$7,770.56.

Upon roll call, the vote was as follows:

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

Nays: None

Executive
Session

Chairman Nicklas stated there was need for an executive
session on personnel. Member Marier moved to recess to
to executive session at 9:10 p.m. Member Moats seconded
the motion. Motion unanimous.

Chairman Nicklas reconvened the meeting at 1:15 a.m.
Present were Members Hansen, Marier, Miller, Moats,
Morton, Nicklas and Nugent.

Capital
Development
Act Funding

Member Nugent moved, and Member Marier seconded the
motion, to approve the adoption of the Capital Develop-
ment Act Funding resolution, with the addition of the
following stipulation:

However, this approval shall not be construed
as a waiver, surrender, or dilution of the
Board's position or District's rights regarding
the project land value, and this approval is
further subject to the review by the Board
Attorney of the applicable legislation for the
purpose of establishing conformity therewith.
(Copy of resolution attached to minutes in the
Board of Trustees' Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

President's
Performance

Chairman Nicklas indicated that the Board had discussed
the President's and the college's performance in detail
for 1971-72 in executive session. She reported they
also discussed the setting of the President's salary
for 1972-73.

NEW BUSINESS:
President's
Performance
(cont.)

Member Nugent moved, and Member Marier seconded the motion, to approve the following statement:

The Board had been in executive session to discuss the performance of the college President during the 1971-72 fiscal year and to establish Dr. Lahti's compensation for the 1972-73 fiscal year.

On August 2, 1972, the Board evaluated the 1971-72 institutional goals and the accomplishment of those goals under Dr. Lahti's leadership.

The Board concludes, based on the results attained, that Harper College has become one of the outstanding community colleges in the country and that the entire Harper organization, including faculty, staff, administration and Dr. Lahti, has provided outstanding service to the students and to our communities.

In our evaluation of Dr. Lahti's performance, we have taken special note of the following:

1. Ambitious goals were set for the 1971-72 fiscal year. These 36 goals served to concentrate the energies of the organization and move Harper forward in its high priority affairs. Attainment, to the best of our judgment, exceeded 85%, which is a commendable performance.
2. Dr. Lahti anticipated the explosive growth occurring in the college district and the rapidly changing opportunities for Harper to serve the community. He has guided a comprehensive up-dating of the Long Range Plan through committees of faculty, administrators, and a group of citizens. The Board of Trustees will be considering the plan for adoption shortly.
3. Even though the college is only seven years old, an organization of outstanding faculty and administrators and effective staff has been developed. Pioneering efforts among institutions of higher learning have been sustained with programs such as, Management-By-Objectives, Administrative and Faculty Evaluation, and Instructional Development. Overall, the organization is maturing

NEW BUSINESS:

President's
Performance
(cont.)

and fulfilling its educational responsibilities, even though it operates in a demanding community climate of rapid change and growth.

4. Under conditions of a financial depression for state matching funds for construction programs, Harper College has succeeded in getting two more projects of the Master Plan--"T" Building and Phase II-A--released. Construction of one building is underway, and groundbreaking for major facility additions will occur this fall. Future expansions have been anticipated and action taken to try to assure release, funding, and construction when required to serve the student community.
5. There is growing evidence from many sources that the blending of outstanding faculty, good management, pleasant campus, and community support have resulted in the institution achieving a high level of excellence, and yet cost per student has been maintained in the median range, both in the state and nationally. This performance occurs only when all personnel and the administration are concerned with productivity and economy, as well as educational quality.
6. We are especially pleased that Dr. Lahti has recognized the need for professional and personal growth. He is on top of his job, contributes to his profession, and is measuring up to the increasing responsibilities of his role of chief administrative officer of Harper College.

Upon roll call, the vote was as follows:

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

President's
Salary

Member Nugent moved, and Member Marier seconded the motion, the following:

Based on our evaluation of documented results, I move that Dr. Lahti's base salary and annuity

NEW BUSINESS:
President's
Salary (cont.)

program be continued for 1972-73, in accordance with the terms of his contract. In addition, Dr. Lahti is to be awarded a \$2,500.00 non-cumulative compensation payment for outstanding performance during 1971-72.

Discussion followed. Member Hansen indicated that he was wholeheartedly behind Dr. Lahti and was in full agreement with the resolution as passed. He further indicated that he felt the President's performance was outstanding. However, Member Hansen felt the current compensation level was more than adequate. He stressed that his vote on this resolution should in no way be construed as a negative reflection on the excellent performance rendered by Dr. Lahti during 1971-72.

Member Morton stated that his opposition to the payment of the \$2,500.00 bonus does not reflect adversely on the outstanding performance of the President, but is dictated by other considerations.

Member Miller indicated that he felt the President had done an outstanding job, and that he felt the following excerpt concerning the President clearly reflected this:

The Report of Accrediting Examination of this college in January, 1971, said the following of the presidency and administration:

"Aggressive and informed leadership is evident on the part of the president"

"Good leadership was observed throughout the institution."

Upon roll call, the vote was as follows:

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

ADJOURNMENT:

Member Nugent moved, and Member Marier seconded the motion that the meeting be adjourned at 1:35 p.m. Motion was unanimous.