

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, December 14, 1972

CALL TO ORDER:

In the absence of the Chairman and Vice Chairman, the regular meeting of the Board of Trustees of Junior College District No. 512 was called to order by Secretary Miller at 8:08 p.m., Thursday, December 14, 1972, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Secretary Miller called for nominations for a Chairman Pro Tempore. Member Moats nominated Member Hansen, and Member Marier seconded the nomination. The nomination was unanimous.

ROLL CALL:

Present: Members Milton Hansen, Marilyn Marier, Ross Miller, and Lawrence Moats

Absent: Members Joseph Morton, Jessalyn Nicklas, and Eugene Nugent

Also present: Robert E. Lahti, C. K. Barton, J.R. Birkholz, Frank Christensen, R.B.Cormack, Ray DePalma, Anton A. Dolejs, G. Fischer, J.W.Fuller, D.D. Gale, John Gelch, Clete Hinton, Robert Hughes, John Januszko, R.E.Keener, W.D.Klingenberg, C.Patrick Lewis, John Lucas, W.J.Mann, T.R.McCabe, Liz McKay, Donald Misic, Robert Moriarty, William Nelson, Gary Rankin, Marc Savard, C. Schauer, D. Stansbury, Cal Stockman, George Voegel, W. E. Von Mayr, John White, and Robert Wyman--Harper College; Nancy Gilly, Cheryl Pohlman, and Barbara Smith--Harper Students; Ronald Halpert and Glenn Kuhnly--Caudill Rowlett & Scott; Tom Wellman--Paddock Publications; C. W. Gaare--The Tribune; and Dorothy McCabe.

MINUTES:

Member Marier moved, and Member Miller seconded, the approval of the minutes of November 9, 1972, regular meeting.

Member Marier referred to page 10, paragraph four, of the minutes, stating she would like that paragraph corrected to read as follows:

"Member Marier felt strongly the Board was being put in the position of utterly rejecting the faculty request. She pointed out the Board, by law, is pretty much bound into their role."

Approval of the minutes, as corrected, was unanimous.

DISBURSEMENTS:
Bills Payable

Member Miller moved, and Member Marier seconded, the approval for payment of the bills payable as of December 14, 1972, as follows:

Educational Fund	\$218,326.76
Building Fund	161,109.98
Site & Construction Fund	74.02
Auxiliary Fund	191,668.40

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Miller, and Moats
Nays: None

Payrolls

Member Moats moved, and Member Miller seconded, the approval for payment of the payroll of November 15, 1972, in the amount of \$263,312.97; the payroll of Nov. 30, 1972, in the amount of \$259,745.51; and the estimated payroll of December 1, 1972 through January 31, 1973, in the amount of \$1,067,039.29.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Miller, and Moats
Nays: None

**Financial
Statements**

Mr. Mann referred to a question at the previous Board meeting on the salary column in the financial statements, reporting the figures were correct--it was a carry-over from the previous year. In answer to several questions from Board members, Mr. Mann discussed various areas of the financial statements.

**Change Order--
Building T**

Mr. Mann discussed the addition to Change Order #1 in Exhibit IV-5. He explained that the hook-ups of various laboratory equipment were not included in the original plans, as the administration was not sure what equipment would be purchased and where it would be located. He stated he had inadvertently misinformed the Board on Change Order #1 when he stated it included all electrical requirements. That was not the case. There was a separate plan that provided a transformer, plus a hook-up for electrical gear, and that is what this addition to Change Order #1 is.

Ronald Halpert, of CRS, stated this will be the final change order to complete Building T. Dr. Lahti asked Mr. Halpert about the punch list on Building T. Mr. Halpert stated the punch list is being issued to the contractor and reported they were talking about a couple

DISBURSEMENTS:
Change Order--
Building T
(cont.)

of weeks as far as 100% completion. Mr. Mann informed the Board some classes are in operation in Building T, although several instructors have elected to wait until after the holidays to move in.

Member Moats asked for a break-down on the amount of change orders for Building T. Mr. Mistic discussed the change orders, and was requested by Dr. Lahti to provide a full report in writing to the Board on change orders.

Member Marier moved, and Member Miller seconded, approval of the addition to Change Order #1 for Building T, in the amount of \$5,415.50, to Architectural Builders Co., Exhibit IV-5. (Copy 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 and Moats
Nays: None

COMMUNICATIONS:
Memo from Faculty
Senate President
to the President

Secretary Miller read the following memo, dated Dec. 7, 1972, addressed to Dr. Lahti from Mr. McCabe, President of the Faculty Senate:

"At the Senate meeting today (Dec. 7, 1972) the faculty adopted the following resolution unanimously:

"Inasmuch as historical precedence, as cited in the 1966 position statement of AAUP, has indicated collegiate, equal status of faculty with the administration especially when deliberating on issues leading to recommendations, and even though the administration has provided normal channels for consideration of specific problems and issues, there is still the necessity for establishing a faculty voice at the priority-setting level.

"Therefore, the faculty senate formally requests that the board consider the following suggested resolution: The board extends an invitation to the president of the faculty senate to sit in an advisory (ex officio) capacity equal in status to that of the other advisory positions, so that an on-going direct channel of communication between faculty and board be established and maintained.

"Kindly place it on the agenda for the next meeting."

COMMUNICATIONS:
Memo from Faculty
Senate President
to the President
(cont.)

Chairman Pro Tempore Hansen informed Mr. McCabe that of necessity this meeting would be adjourned to Dec. 21, in order to appoint a new Board member. He suggested Mr. McCabe might prefer to wait until that meeting. Member Miller suggested deferring this item until the January meeting of the Board when there would be a full Board. In light of the fact that several Board members were absent and the Board was anticipating a new member, Mr. McCabe agreed he would prefer to wait until the January meeting.

Dr. Lahti stated Chairman Nicklas had written a letter on behalf of the Board relating to a response from Fred Wellman to the request for review of the new way of financing--his new formula. He stated this was a routine response, nothing pressing, and Mrs. Nicklas would probably respond on it at the next meeting.

UNFINISHED
BUSINESS:

There was none.

NEW BUSINESS:
Staffing

Dr. Schauer presented the recommendation for the employment of Mr. David Williams as Director of Evening Services, effective January 1, 1973.

Member Miller moved, and Member Marier seconded, to accept the administration's recommendation that Mr. David Williams be hired as Director of Evening Services at the salary of \$18,500.00, with rank of Assistant Professor, effective Jan. 1, 1973, pro-rated at the salary of \$9,250.00 for the remainder of the 1972-73 fiscal year.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Miller and Moats
Nays: None

1971-72 Audit
Report and
Management
Letter

Dr. Lahti informed the Board that if, after reading the Management Letter, they desired a meeting with a representative from Ernst & Ernst, they would be happy to appear before the Board.

Member Marier asked if the recommendations of the auditors were being implemented. Mr. Mann stated the audit firm makes a number of recommendations, most of which the administration agrees with and implements. Basically, the most important thing is the audit report and in that the letter of opinion. Technically

NEW BUSINESS:
1971-72 Audit
Report and
Management
Letter (cont.)

speaking, Mr. Mann stated, this is the key document of these two documents. Essentially, it shows the college has a clean bill of health.

Member Miller pointed out the audit states the financial statements are maintained and prepared "...on the modified accrual basis of accounting as described in the Uniform Accounting Manual adopted by the Illinois Junior College Board," and in Ernst & Ernst's letter of October 20, "...study and evaluation disclosed no conditions that we believe to be material weaknesses nor other conditions which required us to expand our planned audit procedures beyond those which we considered normal in the circumstances." Member Miller complimented Mr. Mann and his staff on the auditor's statements.

Further discussion followed. In answer to questions from Member Miller, Mr. Mann discussed some of the auditor's recommendations: the revision on the student accounts receivable system; recommendations on computer services; change in method of notifying Data Processing of payroll information. Mr. Birkholz explained the system which has been initiated to implement security in data processing. Mr. Mann stated the administration was not in agreement with the auditor's recommended procedure to help insure against shortages in the bookstore and cafeteria. He stated the college feels there is a more efficient method and are working with the auditors on this. He felt the system they are recommending will cost more than the exposure the college has. Mr. Mann stated if they could not resolve this mutually, they will come back to the Board and present both sides for the Board's decision.

In answer to a question from Member Miller, Mr. Mann stated Ernst & Ernst rotates their senior member on the job about every two years. He felt it was preferable to have a new senior assigned to the audit and stay with the same firm. Each year they probe deeper. In answer to a question from Member Moats, Mr. Mann stated the auditors' fee is estimated on an hourly basis.

Budget Committee
Appointment

Chairman Pro Tempore Hansen deferred the appointment of the Budget Committee until December 21, as he felt it was more appropriate for Chairman Nicklas to make this appointment.

NEW BUSINESS:

Classified Staff
Policy and
Procedure Manual

The revised Staff Policies and Procedures Manual was presented for approval. Basically, the changes had been approved previously by the Board. Mr. Von Mayr stated a change in the leave policy had been incorporated into the procedures and there were no other changes of substance.

Member Marier moved adoption of the revised Staff Policies and Procedures Manual. Member Moats seconded.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Marier, Miller and Moats

Nays: None

Cancellation
of IBA lease

Member Moats moved, and Member Miller seconded, to approve the administration's recommendation to cancel the lease between the Illinois Building Authority and Harper College District 512 covering Phase IIA project, Exhibit D-4. (Copy 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 and Moats

Nays: None

Change Order
Requests

Mr. Mann requested the item on change orders be deferred as the administration had not received all the background information necessary to check them out.

Member Marier moved, and Member Moats seconded, to defer the item on change orders until the January meeting. Motion unanimous.

PRESIDENT'S
REPORT:

Dr. Lahti reported he had attended the meeting of the Presidents Council and discussed the matters of specific interest to Harper. He referred to Harper's request for more money in relation to their facility request and stated the IJCB had agreed to review Elgin and Harper at a meeting next week in Springfield. At a preliminary meeting with Fred Wellman and his staff, Dr. Lahti reported Harper had unofficially improved their position; the IJCB will take it on to the Higher Board in January. In substance, Harper is trying to get more facilities and a bigger project based on enrollment projections.

Dr. Lahti discussed the policy being submitted to the IJCB on 16 and 17 year olds in junior colleges. He expressed the disappointment of the Presidents' Council

PRESIDENTSREPORT:

(Cont.)

in terms of the Junior College Board's position. Referring to three or four career programs, Dr. Lahti stated Harper has priced these programs out to high schools on the basis of cost, but the Junior College Board wants them to be charged the same as any other college student which would double the cost to the high school. He stated the Presidents' Council went on record, after surveying the entire state, requesting that the admissions problem be left to the Boards of Trustees, as covered under State law. This will be presented to the IJCB on Friday, December 15.

Dr. Lahti stated the Presidents' Council was briefed on Capital Development Agency procedures and asked Mr. Mann to report on this. Mr. Mann stated the Capital Development Board is just beginning to operate and are having a problem getting board members approved. He stated they are not functioning at the Board level of the Capital Development Board, but at the operational level the staff is beginning to get organized and ready to accept the projects that are waiting in line. The good news is they do have the money; the bad news is they can only sell \$400,000,000 a year in bonds. This means the Capital Development Board is in line for \$200,000,000, ecology \$100,000,000, and transportation \$100,000,000. There will not be enough funds to fund all projects. A new priority system is being developed to determine who will go forward in that \$200,000,000. The administration believes Harper will go up fairly high on that priority. It is estimated that in the current biennium, which includes Harper's 80,000 sq. ft. project, we will be able to bid by June, 1974, at the latest. If things go well, we will be able to bid by sometime next summer. Mr. Mann reported the Junior College Board is developing a new application form which will begin the process for Harper in going forward with the educational-technical building. Dr. Lahti stated the delay, due to the change in agencies, would be a minimum of six to eight months. He expressed optimism that the agency when geared up will be a fine one.

Dr. Lahti reported on several other items discussed at the Presidents' Council. Referring to the charges filed against P. J. Cullerton, he stated the Board attorney has been alerted. The only recourse is legal action. The Board attorney is working closely with high school district attorneys. In due course the respective Boards will be advised of any recommended action.

ADJOURNMENT:

Chairman Pro Tempore Hansen stated that after the adjournment of the meeting there would be need for an executive session relating to the acquisition of real estate. He informed the Board that Member Nugent's official resignation was expected shortly and stated it would be desirable to adjourn the meeting to December 21 to possibly appoint his successor and also appoint the budget committee. He asked that a motion be made to adjourn the meeting to Thursday, December 21, 1972, at 8:00 p.m., in the Board Room of the Administration Building. Member Miller so moved, Member Moats seconded. The motion was unanimous, and the meeting was adjourned at 9:15 p.m.

Chairman Pro Tempore Hansen

Secretary Miller