

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, February 8, 1973

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:15 p.m., Thursday, February 8, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Milton Hansen, William Kelly, Ross Miller, Joseph Morton and Jessalyn Nicklas
Absent: Members Marilyn Marier and Lawrence Moats

Also present: Robert E. Lahti, Kelly Barton, Robert Boeke, Robert Cormack, Ray DePalma, Anton A. Dolejs, George Dorner, Guerin Fischer, Jack Fuller, David Gale, Robert Hughes, Fred Inden, Ron Keener, George Kimmet, Lawrence Knight, Jack Lucas, George Makas, W.J.Mann, T.R. McCabe, Liz McKay, Henry Roepken, Marc Savard, Clarence Schauer, Bill Schooley, Jay Singelmann, Donn Stansbury, Frank Vandever, George Voegel, W.E. Von Mayr, John White, Ray White, and Robert Wyman--Harper College; Simeon Ugwu, and Fred Waters-- Student Senate; and Tom Wellman--Paddock Publications.

MINUTES: Member Miller moved, and Member Kelly seconded, approval of the minutes of the Jan. 11, 1973 regular meeting, as distributed. Motion unanimous.

DISBURSEMENTS: Member Hansen moved, and Member Morton seconded, approval of the bills payable of February 8, 1973, as follows:

Educational Fund	\$120,618.01
Building Fund	228,890.00
Site and Construction Fund	2,000.00
Auxiliary Fund	152,081.67
Supplement to Auxiliary Fund	5,000.00

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Miller, Morton and Nicklas
Nays: None

DISBURSEMENTS:

Payrolls

Member Morton moved, and Member Miller seconded, the approval for payment of the payroll of January 15, 1973, in the amount of \$252,145.66; the payroll of January 31, 1973, in the amount of \$261,414.09; and the estimated payroll of February 1, 1973 through March 31, 1973, in the amount of \$1,047,661.89.

Upon roll call, the vote was as follows:

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

Nays: None

Financial Statements

There were no questions on the financial statements.

**Bid Awards--
Maintenance of
Six Carrier
Air Conditioning
Machines**

Dr. Mann explained the award being recommended was for the annual inspection and preventive maintenance of six Carrier air conditioning machines.

Member Hansen moved, and Member Morton seconded, the approval of the award of \$5,019.00 to the Carrier Corporation of Chicago, Illinois, for annual inspection and preventive maintenance of six Carrier air conditioning machines per their proposal of January 23, 1973.

Upon roll call, the vote was as follows:

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

Nays: None

There were no budget transfers and no construction payouts.

**Report on
Higher Board
Meeting**

Dr. Mann distributed copies of the three alternatives presented by Harper College to the Higher Board. He reported the college was able to convince the Higher Board their figures were sound. The Higher Board did approve 122,000 square feet of additional construction for Harper. The total project will be in the area of \$5,200,000. This will bring the total square footage yet to be constructed to approximately 200,000 square feet. Dr. Mann informed the Board the approval was for Alternative #3.

Dr. Lahti commented this approval was very gratifying, but pointed out there is no guarantee of any schedule. He stated if money were available, the college is high

Report on Higher
Board Meeting
(cont.)

on the priority list. Dr. Mann added this is merely the recommendation of the Higher Board to the legislature, so this still requires the approval of the legislature and that arm of the legislature is the Capital Development Board.

Chairman Nicklas discussed the presentation made at the Higher Board meeting which Dr. Lahti and she had attended on February 6. This was the meeting at which the Higher Board approved its budget (as presented) for the year. Dr. Lahti distributed a packet showing the kind of presentation made. He discussed the lack of comparative data between two-year and four-year institutions. He stated if the two types of institutions are going to be compared, they should at least be starting from the same base.

Executive
Session

Chairman Nicklas announced there was need for an executive session to receive information on a site. Member Morton moved, and Member Miller seconded, to recess to executive session at 8:45 p.m. Motion unanimous.

Chairman Nicklas reconvened the meeting from executive session at 9:35 p.m., with the following present: Members Hansen, Kelly, Miller, Morton and Nicklas.

COMMUNICATIONS:

Chairman Nicklas reported the suit pending for Harper College for more than three years had been resolved with a decision by the United States District Court and Judge Tone found in favor of the defendants. (Copy of decision from Judge Tone appended to the minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Lahti advised the Board that Bill Mann had recently completed his doctorate and received his degree in educational administration from Northern Illinois University. Dr. Lahti distributed copies of a communication from Dr. Mann expressing his appreciation to the Board of Trustees for the opportunity, through his sabbatical leave, of completing his doctoral program. Dr. Mann also acknowledged his appreciation to the Trustees in his dissertation, and Dr. Lahti passed a copy around to the Board.

Chairman Nicklas, on behalf of the Board, offered congratulations to Dr. Mann.

UNFINISHEDBUSINESS:

Faculty
Evaluation
Review Committee

Robert Boeke presented the proposed revision of the Harper College Faculty Evaluation System and stated the Faculty Evaluation Review Committee recommended this become the basic structure for a revised system. Mr. Boeke reviewed the six items the Committee recommended for further study and the proposed deadline dates.

Chairman Nicklas pointed out that as the Board members had just received the Feb. 1, 1973 Report of the Faculty Evaluation Review Committee, it would be difficult for them to comment or raise questions. She suggested that as the Committee completes this proposal, working with Dr. Schauer's office, the up-dated material be sent to the Board as they go along. In this way, the Board will have the opportunity to study the system approved by the Committee and Dr. Schauer's office prior to its presentation to the Board of Trustees for approval at the Board meeting on March 8, 1973.

Simeon Ugwu, President of the Student Senate, raised some questions concerning the students' participation in the evaluation process. Chairman Nicklas suggested he confer with both the Committee and Dr. Schauer. Mr. Boeke felt the students could be helpful in the area of forms.

Chairman Nicklas thanked Mr. Boeke for his report.

NEW BUSINESS:

College Calendar

Dr. Lahti stated Dr. Schauer would report on the committee which had been working on the college calendar. He mentioned some of the factors which must be considered if the calendar is changed, stating all three vice-presidents would be involved since there are financial considerations, problems for students, and problems for faculty.

Dr. Schauer reported the committee had met and recommended the college remain with the present calendar. Just two calendars were considered--early beginning calendar and regular calendar--since the committee did not have time to explore others. Dr. Schauer reported on statistics concerning calendars used throughout the country. The trend has been to move away from the traditional calendar in the past five years. He discussed the 4-1-4 system--four months of instruction, a month interim period of special subjects, and then another four month block of time. He stated a meeting would be held next week with the committee and, after further consideration, a recommendation would be brought to the Board at the meeting of March 8, 1973.

NEW BUSINESS:

College Calendar
(cont.)

Dr. Lahti pointed out the calendar was determined originally on the basis of students. He stated that regardless of administrative convenience, or faculty convenience, the college is here to accommodate the students' articulation process. He hoped the faculty and the administrators would consider that.

New Career
Programs
1973-74

Concerning the proposed new career programs, Dr. Lahti reported enrollment patterns and budget have caused the administration to look longer and harder, to consider at this time only those programs considered essential. These two programs were being recommended because they do not require specialized facilities, they require a minimal amount of staff, and have a high priority in the community.

Dr. Cormack introduced a distinguished guest, Mr. Marvin Feldman, President of Fashion Institute of Technology in New York City. Chairman Nicklas welcomed Mr. Feldman on behalf of the Board.

Dr. Cormack introduced the proposed program for Dietetic Technicians. He stated the essential cost of the program is the cost of instruction. This will be offered in conjunction with three area hospitals.

Member Miller moved, and Member Hansen seconded, the approval of the Dietetic Technician Program for implementation in Fall, 1973, as outlined in Exhibit B.1.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Miller, Morton, and
Nicklas
Nays: None

Dr. Cormack discussed the proposed program in Banking, Finance and Credit. The program is estimated to operate in the black from the start, as they are talking about generating 44 FTE, and the cost is in the instruction. This program will be conducted as a joint venture between the Chicago Chapter of the American Institute of Banking and Harper College.

Member Morton moved, and Member Kelly seconded, the approval of the Banking, Finance and Credit Program for implementation in Fall, 1973, as outlined in Exhibit B.1.

NEW BUSINESS:

Upon roll call, the vote was as follows:

New Career

Programs

1973-74 (cont.)

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

Nays: None

Staffing--Opening
of Positions

Member Miller moved, and Member Kelly seconded, approval of two new full-time professional staff positions (Banking, Finance and Credit, and Dietetic Technology).

Upon roll call, the vote was as follows:

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

Nays: None

Leave of Absence

Dr. Schauer presented a request for a long-term leave of absence for Mrs. Sue E. Thompson, Instructor of Women's Physical Education. He informed the Board Mrs. Thompson had been on a maternity leave and was asking for a long term leave for another year. Dr. Schauer stated Mrs. Thompson was aware that her return to the college and a teaching position would be dependent upon needs for staffing in the Physical Education Program and a possible contingency of financial exigency and/or cutback in programming.

Member Morton moved, and Member Miller seconded, that approval of a long-term leave of absence for the 1973-74 academic year be granted Mrs. Sue E. Thompson, with the understanding that she will advise the Office of the Vice President of Academic Affairs of her intention to return on or before March 15, 1974, and that her return to the college and a teaching position, at the appropriate salary, will be dependent upon needs for staffing in the Physical Education Program and a possible contingency of financial exigency and/or cutback in programming. Motion unanimous.

Resolution on
Annual Board
Election Notice

Member Hansen moved, and Member Kelly seconded, approval of the following resolution:

RESOLUTION

BE IT RESOLVED that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content, and that same be published at least once not more than 30 days nor less than 10 days prior

NEW BUSINESS:

Resolution on
Annual Board
Election Notice
(cont.)

to the first day for filing such petitions in one or more newspapers published within the district.

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, for the annual election to be held on April 14, 1973, to elect two members for the full three year term and one member for the unexpired term of one year, may be filed not earlier than February 28, 1973, and not later than March 23, 1973, between the hours of 8:30 A.M. and 4:00 P.M. excepting Saturdays, Sundays and school holidays, with William Mann the designated representative of the Secretary of the Board, at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois.

Ross Miller
Secretary
Board of Trustees of Junior
College District No. 512

Dated this 8th day of February, 1973.

Jessalyn M. Nicklas (s)
Chairman

Ross Miller (s)
Secretary

Motion unanimous.

Increase in
Imprest Fund

Dr. Mann discussed the request to increase the Imprest Fund from the present level of \$15,000 to \$35,000. He reported on the emergency reimbursements to the Imprest Fund over the past year, mainly from the need to refund tuition to students.

Member Hansen moved, and Member Miller seconded, to approve the increase in the Imprest Fund from \$15,000.00 to \$35,000.00 with the following resolution:

RESOLUTION

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

NEW BUSINESS:

Increase in
Imprest Fund
(cont.)

Section 1. That the Imprest Fund heretofore established by this Board is hereby rescinded to the extent that it is inconsistent herewith.

Section 2. That said Imprest Fund is established for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly, provided, however, that in no event shall any single expenditure exceed the sum of Five Hundred and 00/100 dollars (\$500.00), and provided further that expenses thus paid in their aggregate shall not exceed the sum of Thirty-Five Thousand and 00/100 dollars (\$35,000.00), to which amount said fund is hereby increased, prior to the approval thereof by the Board of Trustees of the College District.

Section 3. That all withdrawals from the Imprest Fund shall be made by check signed by either Robert E. Lahti (President) or William J. Mann (Vice President of Business Affairs), which persons are hereby appointed as custodians of said fund, subject to the securing of fidelity bonds in their respective names as required and provided by law. No check shall be drawn to cash excepting to maintain a petty cash account.

Section 4. Said custodians shall keep proper books and records and shall make monthly reports and an annual summary of all receipts and expenditures which shall be submitted to the Board and the Treasurer and shall at all times comply with all applicable provisions of the Illinois Revised Statutes, as modified from time to time during the term of this appointment.

Section 5. An audit of the accounts of said custodians shall be made by a duly licensed public accountant no less often than annually.

Section 6. It is the intention of this Board that only the said Robert E. Lahti and/or William J. Mann be authorized to sign checks against the Imprest Fund.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Admission of
Non-High School
Graduates

Dr. Fischer informed the Board that as a result of the Junior College Board's policy on enrollment of 16 and 17 year old students, revision of the Harper College catalog statements is necessary to include non-high school graduates between 16 and 17 years of age who have definitely severed their connections with high schools. They may be admitted if they demonstrate the capacity to benefit from programs and courses offered by the College. To be placed in some programs, the applicant may be required to meet additional requirements as specified by that program. Dr. Fischer stated no action was necessary in that the College is complying with Illinois Junior College Board policy

Population
Restudy
Contract

Member Miller moved, and Member Kelly seconded, approval of the recommendation that Real Estate Research Corporation be awarded the Population Restudy Contract at a cost of \$4,000-\$4,500, with a completion date by the first week in April, 1973.

Dr. Lucas explained that recent data concerning actual births and grade school enrollments seriously question the 1970 projection of 18 year olds in the 1980's; also, recent growth patterns of the population in Schaumburg Township question the projected growth of the adult population. These questions which have been raised could drastically alter the 1970 projections; thus, the urgency for the restudy of the population projections originally made in 1970.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Miller, Morton and
Nicklas
Nays: None

PRESIDENT'S
REPORT:

Dr. Lahti distributed copies of the Harbinger and the Junior College Journal to the Board.

Chairman Nicklas informed the Board there was need for an executive session on negotiations, after adjournment.

Member Hansen moved, Member Miller seconded, that the meeting be adjourned at 10:55 p.m. Motion unanimous.

Chairman Nicklas

Secretary Miller