

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, April 12, 1973

CALL TO ORDER:

In the absence of Chairman Nicklas, the regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:00 p.m., by Secretary Miller, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Chairman Nicklas, Member Hansen nominated Member Moats as Chairman Pro Tempore. Member Marier seconded and the nomination was unanimous.

ROLL CALL:

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

Also present: Robert E. Lahti, Thomas Althoff, John Birkholz, Frank Borelli, Robert Cormack, Ray DePalma, A. Dolejs, George Dorner, Guerin Fischer, David Gale, John Gelch, S. C. Havlic, Janice Howard, Fred Inden, John Januszko, Charles Joly, Joyce Kaley, Ron Keener, Henry J. Kurowski, Thomas McCabe, Liz McKay, C. Patrick Lewis, John Lucas, W.J. Mann, Don Misic, Henry Roepken, Clarence Schauer, Ronald Short, Hope Spruance, Donn Stansbury, Fred Vaisvil, W. E. Von Mayr, John White, and Robert Wyman--Harper College; Barb Carlson, F.J. Braun, Anne Williams, David Steffens, Linda Hack Barnes, H. Brian Wright, Steve Masler, Fred Waters, Simeon E. Ugwu, Mark Keenan, Barbra McCoy, and Katherine Otto--Harper Students; Wanda Lynn Rice--Paddock Publications; and Rose E. Foster, Ruth Brown, Ed Brown, Carol Neuhauser, Georgianna Bromley, and Robert Bromley.

MINUTES

Member Miller moved, and Member Marier seconded, approval of the minutes of March 8, 1973 regular meeting as distributed. Motion unanimous.

DISBURSEMENTS:
Bills Payable

Member Miller moved, and Member Hansen seconded, approval of the bills payable of April 12, 1973, as follows:

Educational Fund	\$168,443.92
Building Fund	39,466.57
Auxiliary Fund	60,016.98

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
Payrolls

Member Hansen moved, and Member Miller seconded, the approval for payment of the payroll of March 15, 1973, in the amount of \$259,589.26; the payroll of March 31, 1973, in the amount of \$269,765.41; and the estimated payroll of April 1, 1973 through May 31, 1973, in the amount of \$1,079,883.52.

Upon roll call, the vote was as follows:

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

**Financial
Statements**

Member Marier asked when the budget committee would be meeting. Member Hansen requested Dr. Mann call him when the administration felt the time was appropriate.

**Bid Award--Bausch
and Lomb Micro-
scopes**

Member Marier moved, and Member Hansen seconded, to set aside the Board's previous decision of 3/8/73 on Bausch and Lomb Microscopes, in favor of the Fisher Scientific Company, and change the award to the Scientific Glass Apparatus Company of Elk Grove Village, in the amount of \$3,976.40.

Upon roll call, the vote was as follows:

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

Member Marier asked about a review of the purchasing procedures and policies for the Board. Dr. Mann stated a presentation was planned for an educational meeting later on to review the areas under Business Affairs.

Dr. Lahti pointed out that the next educational meeting of the Board would be during the staff vacation. Member Marier suggested canceling the educational meeting in April and the other Board members agreed.

Budget Transfers

Member Marier moved, and Member Hansen seconded, the approval of the Educational Fund budget transfers, as listed in attachment IV-6-a, in the amount of \$39,145.00.

Upon roll call, the vote was as follows:

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

Member Marier moved, and Member Hansen seconded, the approval of the Auxiliary Fund budget transfers, as listed in attachment IV-6-b, in the amount of \$300.00.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
Change Order #5

Dr. Mann explained change order #5, attachment IV-7, covered extra depth for footings, substitution of concrete apron for asphalt apron, and glass panels in all exterior doors.

Member Miller moved, and Member Marier seconded, approval of Change Order #5, in the amount of \$1,832.46. (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, Moats and Miller
Nays: None

NEW BUSINESS:
Election Resolu-
tion--Appointment
of Judges

Chairman Pro Tempore Moats moved to Exhibit D-1 on the agenda. Dr. Lahti explained this was a routine resolution for the appointment of judges for the April 14, 1973, Board of Trustees' election.

Member Marier moved, and Member Hansen seconded, the adoption of the following resolution:

BE IT HEREBY RESOLVED that the appointment of the attached list of judges be approved for the annual Board of Trustees' election to be held on April 14, 1973, (copy to be attached to the Minutes in the Board of Trustees' Official Book of Minutes).

Dr. Mann explained the college shares judges with all but one of the other districts, and the same judges are used every year, if they are available.

Upon roll call, the vote was as follows:

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

Election Resolu-
tion--Approval
of Ballot

Member Hansen moved, and Member Marier seconded, the adoption of the following resolution:

IT IS HEREBY RESOLVED that the form and content of the attached ballot be and hereby is approved for use at the annual Board of Trustees' election to be held on Saturday, April 14, 1973 (copy to be 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, Moats and Miller
Nays: None

NEW BUSINESS:

**Student Loan
Collection
Depository**

Referring to the establishment of National Direct Student Loan and Nursing Loan collection depository accounts with American National Bank and Trust Company of Chicago, Dr. Mann stated the college is taking advantage of a service that they really cannot provide this economically.

Mr. Vaisvil explained the process involved in a student loan, and he stated a student should actually be applying now for a loan in the fall.

Member Hansen moved, and Member Marier seconded, the approval of the agreement and resolution with the American Bank and Trust Company of Chicago, and the establishment of depository accounts for deposit of funds collected from loans made from National Direct Student Loans funds and from Federal Nursing Loan funds (copy 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, Moats and Miller
Nays: None

**Adult & Continuing
Education Coopera-
tive Agreement
Between Barrington
High School
District #224 and
Harper College**

Dr. Schauer informed the Board that discussions have been going on about a year concerning the Adult and Continuing Education programs in the Barrington district. The result of these discussions is the cooperative agreement in Exhibit B-5 between Barrington High School District #224 and Harper College, which essentially states that Harper will assume responsibility for Adult Education in that district. In response to questions, Dr. Schauer stated that classes with less than 15 students are canceled, and that the courses are self-sustaining.

Member Hansen moved, Member Miller seconded, approval of the cooperative agreement with Barrington High School District #224, as set forth in Exhibit B-5, for implementation in the next school year.

Upon roll call, the vote was as follows:

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

**Adjustment in
Legal Counsel
Fees**

In reference to the recommendation to raise the fees paid to Attorney Frank M. Hines, Dr. Lahti discussed the survey made of fees paid in surrounding districts. He stated he had found Mr. Hines to be most business-like and efficient, and one of the most cooperative individuals he had ever had the pleasure to work with. Dr. Lahti informed the Board Attorney Hines had seen Exhibit A-3 and had spoken to it in agreement.

NEW BUSINESS:
Adjustment in
Legal Counsel
Fees (cont.)

Member Hansen moved, and Member Marier seconded, to raise the fee per hour for legal service provided by Attorney Hines to \$30.00 per hour.

Upon roll call, the vote was as follows:

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

Survey of
Educational
Needs of
Spanish
Speaking
Population--
Dist. 512

Dr. Lahti discussed the census and survey of educational needs among the Spanish speaking population of the Harper District (Exhibit A-2). A number of the administrators had explored the possibilities of at least partial support from an external agency. The Illinois Junior College Board and the Illinois Board of Higher Education have approved a \$10,000 grant for Harper to conduct this project under the IJCB Disadvantaged Student Program. The grant is contingent upon Harper providing matching funds in the amount of \$5,000. Over a two-year period, the Board would be committed to \$2,500 out of this fiscal budget, and \$2,500 out of the next fiscal budget.

Members Nicklas and Kelly entered the meeting at 8:45 p.m. Mrs. Nicklas assumed the duties of the chair.

Member Miller moved, and Member Marier seconded the motion, to approve the recommendation that Sam Bell of Diversified Technical Systems Corporation be awarded the contract for the project on the census and survey of educational needs among the Spanish speaking population of the Harper District; and to approve the recommendation that \$2,500.00 in local money from this year's budget and \$2,500.00 in local money from next year's budget be allocated to the project.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Dr. Lahti reported on the meeting of the Presidents Council. He discussed S.B. 277 on 50% funding which has been amended. The Executive Committee will confer with the Trustees Association on the general appropriations bill asking for \$19.00 full grant, and \$5.00 Voc/Ed. Dr. Lahti referred to a news release from Governor Walker alerting the public colleges and universities to the fact that no funds for salaries can be expected. He reported S.B. 210 is before the legislature now; this bill allows physical education to be a local option.

COMMUNICATIONS:
(cont.)

Member Miller referred to the announcement on the number of staff who were elected to the "Outstanding Educators of America." Their names will appear in the Outstanding Educators of America Volume. Chairman Nicklas extended the Board's congratulations to: Mr. Robert Boeke, Mr. Michael Brown, Dr. Guerin Fischer, Dr. George Makas, Ms. Mary Ann Mickina, Dr. Clarence Schauer, and Ms. Rose Trunk.

NEW BUSINESS:
1973-74
Staffing--Air
Conditioning and
Refrigeration
Program

Dr. Schauer presented the recommendation for an additional full-time professional position for Air Conditioning and Refrigeration Program. He stated the enrollment in this program had exceeded anything anticipated.

Member Marier moved, Member Moats seconded, approval of the administration's recommendation for one new full-time teaching faculty staff person for the Air Conditioning and Refrigeration Program for Fall, 1973.

Upon roll call, the vote was as follows:

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

Nays: None

--Criminal
Justice Program

Dr. Schauer discussed the recommendation for a new full-time professional staff position for the Criminal Justice Program. Even greater growth was anticipated in the next few years in this program, and Dr. Schauer stated the initial recommendation had been for four additional people. Part-time people will be used to cover the program also, so, if enrollment should drop off, the college will be in a flexible position.

Member Moats moved, Member Miller seconded, approval of the administration's recommendation for a new full-time teaching faculty position for the Criminal Justice Program for Fall, 1973.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Marier, Moats,
Nays: None

--Child Care
Program

Chairman Nicklas referred to communications received from Patricia Goodman and Marian Quigley, relative to the Child Care Development Program. She called on Ruth Brown, Co-Chairman of the Child Development Advisory Committee, who was in the audience. Mrs. Brown pointed out there have been more than 10 additional day care center in the last 17 years in this area alone. She stressed the importance of having people with proper child care background to teach in

NEW BUSINESS:
1973-74
Staffing--Child
Care Program
(cont.)

these child day care centers. Mrs. Brown introduced Rose Foster, of the Illinois Department Children and Family Services. Mrs. Foster informed the Board that her department is receiving many requests from persons preparing to establish day care centers at all levels. They project that in the next few years there are going to be a large number of new persons needing to be educated in this kind of program.

Chairman Nicklas thanked both Mrs. Brown and Mrs. Foster for appearing before the Board. Member Marier stated she felt people appearing from advisory boards speaks of a dedication that is impressive.

Member Moats moved, Member Kelly seconded, approval of the administration's recommendation for a new full-time teaching faculty position for the Child Development Program for Fall, 1973.

Upon roll call, the vote was as follows:

- Ayes: Members Hansen, Kelly, Marier, Moats, Miller and Nicklas
- Nays: None

Resignations--
Fire Science

Member Miller moved, Member Marier seconded, to accept with regret the resignation of Mr. Kenneth O. Johnson, to be effective at the end of his present (1972-73) contract period. Motion unanimous.

--Speech

Member Marier moved, Member Miller seconded, to accept with regret the resignation of Dr. Harold L. Drake, to be effective at the end of his present (1972-73) contract period. Motion unanimous.

--English

Member Kelly moved, Member Hansen seconded, to accept with regret the resignation of Mrs. Carol Jamison Hildebrand, to be effective at the end of the 1972-73 academic year. Motion unanimous.

--Nursing

Member Marier moved, and Member Kelly seconded, to accept with regret the resignation of Mrs. Margaret M. Pike, to be effective at the completion of her current contract. Motion unanimous.

Leave of Absence
--Counselor

Dr. Fischer informed the Board Mrs. Virlyn Leitner, Counselor, had requested a long term leave under 3.3.5 for a maternity leave.

Member Moats moved, Member Marier seconded, approval of the administration's recommendation that Mrs. Virlyn Leitner be granted a leave of absence effective May 11, 1973, for the remainder of the 1972-73 academic year and also for the 1973-74 academic year. Motion unanimous.

NEW BUSINESS:
Staffing--Para-
professional

Dr. Fischer discussed the employment of Mrs. Shirley A. Grossenbach as a student personnel associate (para-professional). He talked of the concerted effort planned to make the community vitally aware of the many opportunities available to them at Harper. This person, along with her other duties, will be directly involved in Harper's awareness program.

Member Marier moved, Member Moats seconded, approval of the administration's recommendation to employ Mrs. Shirley A. Grossenbach as a student personnel associate (para-professional), with no academic rank or access to tenure rights, at a salary of \$800.00 per month (pro-rated on \$8,000 for ten months) for the period from May 1, 1973 to June 1, 1973.

Dr. Fischer discussed the role of the para-professional, stating the college is finding they can give more services to students with teacher assistants. These are supportive roles. They will work as their job descriptions indicate, doing many things teachers and counselors are not trained to do, nor should do.

Upon roll call, the vote was as follows:

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

UNFINISHED
BUSINESS:
Faculty
Evaluation

Dr. Schauer discussed the document, Proposed Policy Revision of the Faculty Evaluation System. He reported on the areas which the faculty has not fully agreed to--the weight percentages, annual evaluation and merit, and discussed the administration's rationale on these. Dr. Schauer stated it has been agreed a student evaluation form will be developed by May 1, for final adoption by June 1, 1973.

Mr. Boeke distributed a faculty packet which included a memo from Mr. McCabe, President of the Faculty Senate, communicating essentially the same things referred to by Dr. Schauer, and a listing of the faculty's proposed weights. Also included was a memo from Mr. Boeke with the rationale on these items, a letter from the faculty attorney, and a comparison of the faculty and administration's proposed weights.

Two members of the Student Senate, Fred Waters and Steve Masler, discussed some of the information they had compiled in regard to student evaluation. They proposed 25% weight for the students in instruction and a set of guidelines as to how the forms, after adopted, would be used. The students also felt faculty should be evaluated annually. They requested one student be present on each peer committee. Dr. Lahti asked the students to forward to Dr. Schauer their entire list of requests.

UNFINISHED
BUSINESS:
Faculty
Evaluation
(cont.)

Member Hansen requested that the average age of part-time students and the average age of full-time students be furnished to the Board by the meeting of April 18.

Chairman Nicklas stated the purpose of the presentation was a report to the Board, and this item would be deferred for decision to the April 18 adjourned Board meeting.

Dr. Lahti commented on the progress made by the teaching faculty and administration on the evaluation system. He commended the faculty and administration for work well done. Dr. Lahti also commended the students for following the appropriate procedures and stated he hoped their input would be given serious consideration.

NEW BUSINESS:
1973-74 Student
Tuition

Dr. Fischer discussed Exhibit A-1 on tuition increase. He reviewed the attachments, among them an analysis of the effect of tuition increase, communication from the Student Senate, and a comparative study of tuition and fees at various institutions. After consideration of all the data, the administration was recommending an increase.

Simeon Ugwu, President of the Student Senate, informed the Board the Student Senate had voted to support an increase in tuition.

In the discussion which followed, the Board stressed communicating to high school students the financial aids available and the scholarships open.

Member Marier moved, Member Miller seconded, that William Rainey Harper College increase the student tuition, reluctantly, by the rate of two dollars (\$2.00) per credit hour effective summer school 1973.

Upon roll call, the vote was as follows:

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

Adoption of One
and Five Year
Plan

Dr. Cormack presented Exhibit A-4, A Local Plan 1973-74 and 1977-78 for Vocational and Technical Education. This plan is completed and up-dated yearly, a cooperative effort by the career education areas on the campus. He spoke to the new program areas that will be considered over the next five years, and specifically mentioned two programs he considered top priority--Auto Mechanics and Park Management. Dr. Cormack reviewed briefly the various sections of the plan and mentioned the MBO system will be a program including top management through first-line administration.

NEW BUSINESS:
General College
Admissions
Policies, and
Specific College
Admissions
Policies to
Specific Programs

Exhibit F-3, General and Specific Admissions Policies at Harper College, had been referred to earlier in the meeting, but discussion had been deferred until after Mr. Kelly and Mrs. Nicklas had arrived. In essence, this revision specifies and provides a time frame for career people to objectively look at in-district people.

Member Miller moved, and Member Moats seconded, approval of the following as a replacement for Section 5.0 of the Board Policy and Procedure Manual:

"All high school graduates or the equivalent are eligible for admission to the college. A non-graduate 16 or 17 years of age who has severed his connection with the high school system, as certified in writing by the Chief Executive Officer of the high school district in which the student has legal residence, or a non-graduate 18 years of age or older, may be admitted if he demonstrates the capacity to benefit from programs and courses offered by the college. To be placed in some programs in the college, the applicant may be required to meet additional requirements as specified by that program and the Illinois Public Junior College Act."

Member Hansen discussed the procedure outlined for admission, particularly with respect to priority of district residents, stating in substance after March 1 the district residents have no more priority.

Dr. Fischer informed the Board they had investigated the legal aspect as to what is a reasonable amount of time with Frank Hines.

Member Kelly thought that the feeling of the Board was that the March 1 date was too early. Member Miller disagreed.

Member Hansen moved, and Member Kelly seconded, to amend the motion to change the procedure behind the policy to change the March 1 date to May 1, with the additional provision that the notice date in the document be changed to June 1, instead of April 1.

The problems involved with changing the dates were discussed. Dr. Mann discussed those relating to the budget. Dr. Gale commented on the difficulties which would be involved in planning in the health field. Mr. Stansbury reported on criticisms from high school counselors on Harper's lateness in notifying students on acceptance in programs.

NEW BUSINESS:
General College
Admissions
Policies, and
Specific College
Admissions
Policies to
Specific Programs
(cont.)

Member Marier suggested compromising with an April 1 date instead of May 1 cut-off date.

After further discussion, Member Hansen withdrew his amendment to the motion, with the permission of Member Kelly.

Member Hansen then moved, and Member Kelly seconded, to amend the motion to the effect that the Board adopt this policy with the exception that the procedure behind policy be changed so that the cut-off date for in-district students will be April 1, instead of March 1, and the notification date will be changed from April 1 to May 1.

Dr. Fischer pointed out that Frank Hines had concurred with the March 1 date, after researching this throughout the state, as reasonable.

Member Kelly pointed out the Board's responsibility to the community.

Member Hansen suggested the Board pass the policy with the year end procedure as amended; then resubmit it to the attorney. If Mr.Hines feels it is legally unreasonable, the administration can bring it back to the Board.

Upon roll call on the amendment to the motion, the vote was as follows:

- Ayes: Members Hansen, Kelly, Marier, Moats, Miller and Nicklas
- Nays: None

Upon roll call on the amended motion, the vote was as follows:

- Ayes: Members Hansen, Kelly, Marier, Moats, Miller and Nicklas
- Nays: None

Executive Session

The Chairman stated there was need for an executive session on negotiations. Member Miller moved, Member Moats seconded, to recess to executive session at 12:10 a.m. Motion unanimous

The Chairman reconvened the meeting at 1:00 a.m., with the following present: Members Hansen, Kelly, Marier, Moats, Miller and Nicklas.

Sabbatical Leaves

Member Moats moved, and Member Marier seconded, to approve the administration's recommendation that sabbatical leaves be awarded to the following individuals:

NEW BUSINESS:
Sabbatical
Leaves (cont.);

John A. Knudsen, Assoc. Prof. of Art	Spring, 1974
Roger A. Mussell, Assoc. Prof. of Electronics	Fall, 1973
Ronald G. Stewart, Assoc. Prof. of Sociology	Fall, 1973
John H. Thompson, Assoc. Prof. of Biological Sciences	Spring, 1974

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Kelly, Marier, Moats
Marier and Nicklas

Nays: None

PRESIDENT'S
REPORT:

Dr. Lahti gave the President's Report, discussing the Euclid Extension, the Awareness Program, the possibility of investigating a special inflatable physical education structure, and the cooperative agreement currently being discussed with Districts #211 and #214.

Member Kelly moved, Member Moats seconded, to adjourn the meeting to April 18, 8:00 p.m., in the Board Room of the Administration Building, for the purpose of canvassing the Board election and action on Faculty Evaluation System. Motion unanimous and the meeting was adjourned at 1:10 p.m.

Chairman Nicklas

Secretary Miller