

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 Adjourned Board Meeting of Thursday, May 24, 1973

CALL TO ORDER:

The adjourned meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:13 p.m., Thursday, May 24, 1973, by Chairman Nicklas pursuant to adjournment from the regular meeting of Thursday, May 10, 1973, in the Board Room of the Administration Building, Algenquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Milton Hansen, William Kelly, Marilyn Marier, Ross Miller, and Jessalyn Nicklas

Absent: Members Annalee Fjellberg and Lawrence Moats.

Also present: Robert E. Lahti, John Birkholz, Robert Cormack, Ray DePalma, Guerin Fischer, Marshall Fisher, Stephen T. Franklin, David D. Gale, John Gelch, Robert J. Hughes, John Januszko, Ron Keener, G. Lehmann, C. Patrick Lewis, John Lucas, Frances Maguire, George Makas, W. J. Mann, T. R. McCabe, Liz McKay, William Nelson, Robert Powell, Gary Rankin, Henry Roepken, Clarence Schauer, Donn Stansbury, Urban Thobe, Fred Vaisvil, and W.E.Von Mayr--Harper College; Frank M. Hines--Board Attorney; Wandalyn Rice--Paddock Publications; Craig W. Gaare--Tribune; and Patricia T. Rankin.

COMMUNICATIONS:

Chairman Nicklas called upon Thomas R. McCabe, President of the Faculty Senate, who had asked to read a communication. Mr. McCabe stated he had been asked by the faculty to present to the Board Chairman 126 letters signed by the faculty regarding negotiations. He stated some of the letters had addendums attached. He read the letter to the Board. (Copy of the letter attached to the Minutes in the Board of Trustees Official Book of Minutes.) Chairman Nicklas thanked Mr. McCabe.

Mr. McCabe informed the Board this was his last official duty as President of the Faculty Senate, and presented the new President--Robert Powell.

Chairman Nicklas expressed the appreciation of the Board to Mr. McCabe for the effort, dedication and amount of time he has spent in the interest of the faculty. Dr. Lahti added his sincere consensus on the fine job Mr. McCabe had done. Mr. McCabe stated it had been a growth experience from the beginning.

UNFINISHED
BUSINESS:

There was no unfinished business.

NEW BUSINESS:
Level III Awards

Dr. Schauer reported sixteen teaching faculty members and one counselor were awarded a Level III assignment as outstanding faculty members during 1972-73 academic year and therefore were being recommended for consideration of 5% of their 1972-73 academic year salary on a non-cumulative compensation basis.

Member Marier moved, Member Kelly seconded, that seventeen full-time teaching faculty be awarded a merit compensation of 5% of their 1972-73 academic year salaries, or one of the following approved options in recognition of outstanding performance:

- 1) Consideration for sabbatical leave
- 2) Released time
- 3) Promotion to higher rank, waving minimum requirements
- 4) Additional staff assistance and equipment.

The seventeen faculty are:

| | | |
|-------------------|------------------|-----------------|
| Joseph Bauer | George Makas | Marilyn Shaver |
| Richard Bernstein | Mary Ann Mickina | Jordan Siedband |
| Dennis Brokke | Robert Nolan | Marilyn Swanson |
| Michael Brown | Charles Norris | Rose Trunk |
| Ray DePalma | Meyer Rudoff | Robert Tysl |
| Lester Hook | Irene Sanderson | |

Member Hansen spoke against the motion, stating he felt these people are certainly to be commended and he was heartily in favor of recognition in some form. However, he stated he was opposed to so-called merit compensation which in his view is a bonus, a gratuity which is being paid at the completion of their contract but is not owed to them as a part of their contract. Member Hansen stated he did not feel the Board had any right to use public funds to pay a gratuity.

Attorney Hines stated he had previously indicated to the Board that he felt this was legal, based on services rendered beyond those called for. He stated this was not strictly a bonus and he believed merit pay allowances are valid.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Miller and Nicklas
Nays: Member Hansen

**Outstanding
Faculty Award**

Chairman Nicklas stated this item would not be taken up at this time.

**Recognition of
Outstanding
Performance of
Teaching Faculty**

Member Miller read the "Reason for Consideration" and "Background Information" from Exhibit B relative to the suggested forms of recognition for outstanding performance (Level III) on the attached Addendum A

NEW BUSINESS:

Recognition of
Outstanding
Performance of
Teaching
Faculty (cont.)

from which an individual faculty member could make his choice for recognition.

Member Miller moved, Member Marier seconded, that Addendum A be approved as forms of recognition for outstanding performance by an individual faculty member for any given academic year. The faculty member could choose one or none of these as his or her reward for this service for the following year. (Exhibit B attached to the Minutes of the Board of Trustees Official Book of Minutes.)

Referring to item number 4 on Addendum A, Member Hansen asked what the intent was; is it intended that anyone recognized as having outstanding performance (Level III) could choose to be promoted in academic rank or does it mean they could request promotion? Dr. Schauer agreed the language needed to be clarified. He stated it meant, "Request consideration for promotion to the next higher rank." It was agreed the understanding was the same in the prior motion on merit compensation (Exhibit A-1, item 3).

Member Hansen expressed opposition to this motion because of the monetary compensation which the Board is not legally obligated to pay under the faculty contracts.

Mr. Powell stated the Faculty Senate conducted a poll of the faculty and merit pay was rejected 3 to 1.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Miller and Nicklas
Nays: Member Hansen

College Personnel
Rights and
Responsibilities
in College-
Supported
Inventions and
Materials

Dr. Lahti presented Exhibit C, the final draft of a policy for College Personnel Rights and Responsibilities in College-Supported Inventions and Materials, stating this was Board information at this time. Dr. Schauer stated this is a matter of patents and copyrights and a policy relating to them. This is of some concern to several individuals within the organization in terms of reproduction of materials, etc. He stated the committee appointed had done an outstanding job on a complex subject. Mr. Hines had received this report. Marshall Fisher, a member of the committee, stated he supported this document and pointed out it was one of a few in the country.

It was the consensus of the Board that the policy on College Personnel Rights and Responsibilities in College-Supported Inventions and Materials be turned over to attorney Frank Hines for referral to Copyrights and Patents Counsel. This policy to be placed on the Board agenda in August, 1973, for further discussion and action by the Board of Trustees. Member Miller congratulated the committee for a job well done.

NEW BUSINESS:
Staffing--
Resignations

Dr. Schauer presented the resignation of David D. Gale, Chairman of Division of Life and Health, commending him highly on his contribution to Harper College. Dr. Schauer recommended the acceptance of his resignation with regret. Dr. Lahti added that Dr. Gale has moved the Life and Health program along tremendously and has gained recognition statewide.

Member Hansen moved, Member Miller seconded, that the resignation of David D. Gale, as Chairman of the Life and Health Science Division, be accepted with regret, to be effective June 30, 1973. Motion unanimous.

On behalf of the Board, Chairman Nicklas wished Dr. Gale well in his new position.

Dr. Schauer presented the resignation of Ms. Carol DeBiase, Instructor in the Licensed Practical Nursing Program, stating she had served Harper College well for two years in this program.

Member Marier moved, Member Hansen seconded, that the resignation of Ms. Carol DeBiase be accepted with regret, at the conclusion of her 1972-73 academic year contract. Motion unanimous.

--Leaves of
Absence

Dr. Schauer presented the request for leave of absence for Mrs. Frances B. Maguire. He stated this would be a long-term leave of absence for the 1973-74 academic year and Mrs. Maguire plans to return to the college in the fall of 1974.

Member Miller moved, Member Hansen seconded, acceptance of the recommendation that a long-term leave of absence without pay for the 1973-74 academic year, within the policy of Harper College, be granted Mrs. Frances B. Maguire, with the understanding Mrs. Maguire will advise the Office of Academic Affairs on or before March 15, 1974, of her intention to return to the college in the fall of 1974. Motion unanimous.

Dr. Schauer presented a request for leave of absence for Mr. Stephen T. Franklin in order that he might complete his Doctorate of Philosophy degree.

Member Marier moved, Member Miller seconded, that a long-term leave of absence without pay or benefits, within the policy of Harper College, be granted to Mr. Stephen T. Franklin for the 1973-74 academic year, with the understanding that Mr. Franklin will advise the Office of Academic Affairs on or before March 15, 1974, of his intention to return to the college in the fall of 1974. Motion unanimous.

NEW BUSINESS:
Harper College
Educational
Foundation

Dr. Lahti discussed the establishment of the William Rainey Harper College Educational Foundation. The Board of Trustees needs to approve the names of three incorporators (who shall also serve as members of the first Foundation Board of Directors), the corporate purpose, the corporate name, a registered agent, and a registered address. He presented the names of Mr. John G. Woods, Mr. John L. Kuranz, and Mr. Jack Pahl, stating he had met with these three men and they had agreed to serve as incorporators. Dr. Lahti stated they are enthusiastic about the Foundation and will be happy to meet and take steps to bring this to fruition. Mr. Frank Hines has agreed to serve as registered agent. The preliminary draft of the Constitution will be revised.

Mr. Hines discussed subsequent steps to be taken in the establishment of the Foundation:

1. Establishment of a full Board of Directors (12).
2. Adoption of Foundation by-laws.
3. Submission of by-laws to the U.S. Internal Revenue Service for tax-exempt status.

Dr. Lahti informed the Board they hoped to have these matters to the Board, if possible, in June and hopefully have the Foundation implemented sometime this summer so it is in operation for the next academic year.

Chairman Nicklas commented on how gratifying it was to have such outstanding people willing to serve on this committee.

Member Miller moved, Member Marier seconded, that the Board of Trustees direct Mr. Frank Hines to take the necessary and appropriate steps to complete the Articles of Incorporation, using as the three incorporators:

Mr. John G. Woods, Mr. John L. Kuranz, Mr. Jack Pahl;

Corporate name: William Rainey Harper College
Educational Foundation

Corporate purpose: as set forth in statement
attached to Exhibit E

Registered agent and address:
Mr. Frank M. Hines
31 Park Lane
Elk Grove Village, Ill. 60067.

(Exhibit E attached to the Minutes in the Board of Trustees Official Book of Minutes.)

NEW BUSINESS:
Harper College
Educational
Foundation
(cont.)

Upon roll call, the vote was as follows:

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

Revision of
Non-academic
Salaries

Dr. Mann presented the revision of salaries and monetary fringe benefits for non-academic staff. As indicated in the exhibit, Dr. Mann stated they had done a number of analyses and arrived at what they believed to be a recommendation compatible to what is being done in this area and to the labor market involved.

Member Kelly moved, Member Marier seconded, the adoption of the following, as set forth in Exhibit F, for salaries and monetary fringe benefits for the non-academic staff:

A. Salaries

Staff salaries to be adjusted according to the following guidelines--

- a) Unsatisfactory performance - no increase
- b) Performed below expectations - cost-of-living increase (2% to 3%)
- c) Performed at expected level - 5% of 1972-73 salary
- d) Above average and outstanding performance-- 5% of 1972-1973 salary, plus merit pay as described below.

B. Merit Pay

A sum, not to exceed \$12,200 (representing 1% of total non-academic payroll) to be distributed among staff as a one-time, non-cumulative payment, in accordance with salary recommendations from the supervisor. This payment will not exceed 5% of a staff member's 1972-73 salary.

C. Fringe Benefits

- a. Increase in insurance costs.

Above premium costs are tied directly to individual salaries.

Member Hansen again commented he was opposed to this motion, stating this was a monetary bonus and in this case it is not an optional thing, it is to be paid to all those non-academic staff who have been determined to be outstanding. He pointed out the college was not under contract to pay them this extra amount.

NEW BUSINESS:
Revision of
Non-academic
Salaries

Member Kelly spoke in favor of the motion. In terms of comments made previously, he stated he had never found merit pay to be demeaning.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Miller and Nicklas
Nays: Member Hansen

Revision of
Salaries for
Teaching
Associates

Dr. Schauer presented the recommendation to provide approval of funds needed for salary increases for Teaching Associates.

Member Hansen commented he felt this calls for another bonus payment beyond what was contracted for during the last year.

Member Kelly moved, Member Miller seconded, the adoption of the recommendation that the salaries of the full-time Teaching Associates be increased by 5%, for a total not to exceed \$4,850.00; plus the further recommendation that a sum, not to exceed \$970.00, (representing 1% of Teaching Associate payroll) be appropriated to be distributed as a one-time, non-cumulative payment in accordance with salary recommendations from the supervisor. This payment will not exceed 5% of a Teaching Associate's 1972-73 salary.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Miller and Nicklas
Nays: Member Hansen

Administrative
Classification
System

Dr. Lahti reviewed the recommended Administrative Classification System, resulting from a study by a professional wage and salary consultant--John F. Sullivan--which was then reviewed by the consulting firm of Ernst & Ernst. The Executive Council examined both these studies and decided an internal in-depth study was necessary as the final validation of a complete management compensation system. The result of this in-depth study and deliberation is the system with nine classifications and salary structures, definitions and titles, in Exhibit G-1.

Member Miller commented this proposed system, together with the faculty evaluation program, will be one of the really outstanding programs adopted in the last few years.

Member Miller moved, Member Hansen seconded, approval of the Administrative Classification System as presented in Exhibit G-1 (Copy of Ex.G-1 attached to Minutes in the Board of Trustees Official Book of Minutes).

NEW BUSINESS:
Administrative
Classification
System (cont.)

Upon roll call, the vote was as follows:

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

Administrative
Salaries

Dr. Lahti presented the recommendation for 1973-74 Administrative Salaries. This recommendation is based upon the administration evaluation system which includes two appraisal interviews during the course of the year. At the end of the year, the individual's goals and results achieved are evaluated, at which time he is assigned to one of five categories. As a result of assignment, a percent increase is attached to each category. Dr. Lahti pointed out the administrative performance categories were expanded and refined considerably this year.

Member Marier moved, Member Kelly seconded, that the Board approve the administrative request for an amount not to exceed \$61,660.00 to be spread among administrators for general raises and merit considerations.

Member Miller pointed out, as compared to faculty, administrators are paid on a 12 month basis.

Member Hansen indicated he was opposed to this motion as again he felt it was a cash bonus paid to individual administrators beyond their contracted salaries.

Member Miller and Chairman Nicklas both commented on the large amount of overtime put in by administrators.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Miller and Nicklas
Nays: Member Hansen

Outstanding
Citizen Award

Chairman Nicklas indicated there would be no action taken on the Outstanding Citizen Award at this meeting.

PRESIDENT'S
REPORT:

Dr. Lahti informed the Board on continuing conversations held informally with High School Districts #211 and #214 on expanding our cooperative programs in career education. The limitations and legal ramifications have been explored. Dr. Cormack, who has done much of the work in terms of completing the cooperative programs, discussed the eventual number of students who could be serviced. He spoke of the positive response from the community to a survey conducted a year ago. Dr. Lahti stated the administration would be looking to the Board for guidance and would keep them continuously informed.

PRFIDENT'S
REPORT:
(cont.)

Member Marier indicated her enthusiasm for the project and the hope it will come to fruition.

Dr. Lahti reported the college has written confirmation from the #214 and #211 Boards expressing their enthusiasm and desire to work out something with Harper on a cooperative agreement.

Chairman Nicklas thanked the administration for this report.

ADJOURNMENT:

Member Kelly moved, and Member Miller seconded, that the meeting be adjourned at 9:30 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier