

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 14, 1973

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - May 15 and May 31, 1973
 - 3. Estimated Payroll - June 1 through July 31, 1973
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Staffing
 - 1. Administrative
 - a. Dean of Guidance EXHIBIT A-1a
 - 2. Teaching Faculty
 - a. Criminal Justice EXHIBIT A-2a
 - b. Child Care EXHIBIT A-2b
 - c. Coordinator of Nursing (To be hand carried) EXHIBIT A-2c
 - B. Recommendation: Teacher-Counselor Associates Policy Manual EXHIBIT B

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| C. Recommendation: Proposal for the Hearing
Impaired Students | EXHIBIT C |
| D. Recommendation: Associate in Liberal Studies
Program | EXHIBIT D |
| E. Recommendation: Establishment of Budget
Hearing Date | EXHIBIT E |
| F. Recommendation: Contract Riders (2 pages) | EXHIBIT F |
| G. Approval of Harper College Master Plan | EXHIBIT G |
| H. Change-Order Procedure for Phase II-A | EXHIBIT H |
| I. Presentation: Tenure-Promotion Study | EXHIBIT I |
- VIII. President's Report
- IX. Adjournment

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, June 14, 1973

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:10 p.m., Thursday, June 14, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, Ronald Bessemer, John Birkholz, Martha Lynn Bolt, Frank Borelli, Steven Catlin, R. B. Cormack, Ray DePalma, A.Dolejs, George Dorner, John Eliosik, Margaret Ewald, Guerin Fischer, John Gelch, Robert Hughes, Fred Inden, John Januszko, Pauly Jenness, Catherine Kalbacher, Roy Kearns, Ron Keener, Donald Kiehl, C.Patrick Lewis, Jack Lucas, Tom McCabe, Liz McKay, J.D.Mandarino, W.J.Mann, M.Miller, Don Misic, William Nelson, Bob Nolan, Joann Powell, Robert Powell, Gary Rankin, Clarence Schauer, Cal Stockman, Paul Swanson, Phil Troyer, W. E. Von Mayr, and Robert Wyman--Harper College; Susan Board, Bonnie Boman, Nancy Boros, William Brown, Cathy Bullard, Roxanne Corrado, Connie Dolan, Diane Esposito, Diane Jensen, Cassie Kilroy, Margaret Kilroy, Pat Klewitz, Jane Murphy, Charles R. Red, and Daniel Rudy--Harper Students; Tom Wellman and Wandalyn Rice--Paddock Publications; Nick Petersen--Courier News; A. Reisman--The Tribune; and Jane Boman, Bee DePalma, Jarrell Kirkpatrick, Joyce Kirkpatrick, Kay Munro, Charles F. Red, Doris F. Red, Cathie Sottile, John Sottile, Louise Wilson, Dick Geyser, CRS.

MINUTES: Member Marier moved, and Member Moats seconded, approval of the minutes of the regular Board meeting of May 10, 1973, as distributed. Motion unanimous.

Member Marier moved, and Member Kelly seconded, approval of the minutes of the adjourned Board meeting of May 24, 1973, as distributed. Motion unanimous.

DISBURSEMENTS: Member Moats moved, Member Marier seconded, approval of the bills payable of June 14, 1973, as follows:

Educational Fund	\$155,049.41
Building Fund	35,728.23
Auxiliary Fund	24,549.16

A question was raised concerning checks #22853, 22854 and 22855, incorrectly listed as Consultant Fees. It was agreed these would be corrected.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bills Payable
(cont.)

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

Payrolls

Member Moats moved, Member Miller seconded, approval for payment of the payroll of May 15, 1973, in the amount of \$256,129.94; the payroll of May 31, 1973, in the amount of \$274,056.82; and the estimated payroll of June 1, 1973 through July 31, 1973, in the amount of \$1,123,995.93.

Upon roll call, the vote was as follows:

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

Financial
Statements

In a discussion of the financial statements, questions were raised on several items--account number 260.00, \$6,005, in the Site & Construction Fund, and account number 421.50, \$75,000, in the Auxiliary Fund (Continuing Education Community Service). Dr. Mann stated information on these two amounts would be obtained for the Board.

Bid Awards

Dr. Lahti informed the Board that Exhibit IV-5a had been deleted from the list of bid awards.

Member Marier moved, Member Moats seconded, approval of the administration's recommendations on the following bid awards:

Ex. IV-5b - Award of bid Q-3482 for Milk and Milk Products for Food Service for the fiscal year 1973-74 to the Hawthorne Melody Farms in an amount not to exceed \$15,000.00;

Ex. IV-5c - Award of bid Q-3493 for the printing and typography of the General Information Brochures to the Hinz Lithographing Company in the amount of \$2,750.00, and to Publisher's Typesetting in the amount of \$150.00. Total amount of award not to exceed \$2,900.00;

Ex. IV-5d - Award of bid Q-3480 for Soft Drink Products for the fiscal year 1973-74 to the Coca-Cola Corporation in an amount not to exceed \$15,000.00;

Ex. IV-5e - Award of bid Q-3481 for the purchase of Coffee for Food Service for the fiscal year of 1973-74 to the Standard Brands Corporation in an amount not to exceed \$5,000.00.

Ex. IV-5f - Award of bid Q-3478 for Paper Products for Food Service for the fiscal year 1973-74 to the Clark Paper Company in an amount not to exceed \$16,000.00.

DISBURSEMENTS:
Bid Awards
(cont.)

Ex. IV-5g - Award of bid Q-3479 for Bakery Items for Food Service for the fiscal year 1973-74 to the Mary Ann Baking Company in an amount not to exceed \$5,000.00.

Ex. IV-5h - Award of bid Q-3477 for Snack Items for Food Service for fiscal year 1973-74 to the Frito-Lay Company in an amount not to exceed \$5,000.00.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:
Letter from
Office of the
Governor

Chairman Nicklas presented a letter she had received from the Office of the Governor, State of Illinois, in response to Harper's request for capital development funds (copy of letter attached to Minutes in the Board of Trustees' Official Book of Minutes). Chairman Nicklas reported on a Trustees' Association meeting which Member Moats and she had attended. She discussed some of the points raised with Governor Walker at a dinner they had attended. Member Moats stated he felt Governor Walker had a very sympathetic outlook to the community colleges and their problems.

Fieldhouse
Fire

Chairman Nicklas requested Dr. Lahti brief the Board on the tragedy of the Fieldhouse fire on June 9.

Dr. Lahti reported the newspapers had covered the fire well and accurately. As far as official estimates, the estimates in the papers were about as accurate as could be determined at this time. He stated the facility and equipment were covered by insurance. The insurance company had declared it a total loss. State and local fire marshals declared the fire of "undetermined cause."

Dr. Lahti reported the staff had focused on the impact of the fire and where the college could go from here. He discussed the traumatic impact on the educational program. Basically, the college lost about eight classrooms; faculty offices for ten people; all the physical education equipment; locker room facilities for men and women; the maintenance shop; back-up storage space for the Bookstore; institutional storage space; vehicle storage space; and the facility that was taking care of about 1200 to 1500 students, in terms of physical education courses.

Dr. Lahti discussed the ramifications if the college did not take some type of immediate action--the loss of practically the total P.E. program which cannot be conducted without the necessary back-up type facilities for health conditions. The staff has divided this into two problems: 1) What can be done to put into action

COMMUNICATIONS
Fieldhouse Fire
(cont.)

most of the P.E. programs this fall? 2) What can be done on a longer range basis to restore most of the permanent functions that cannot be restored in a 90 day period? Dr. Lahti reported the staff was in the process of working with insurance adjustors to determine what recovery will be in terms of cash. Dr. Mann pointed out the adjustment process will be very slow. Mr. Hughes discussed the property control inventory taking place at the present time.

Assuming good insurance coverage, Dr. Lahti discussed the interim solution. He recommended a very aggressive posture towards trying to restore physical education for students. A number of possibilities in temporary buildings were investigated working with the architects. It was agreed that "U" Building, scheduled as the maintenance and shop quarters in the Master Plan, would probably be the most rapid and yet the best decision on behalf of the taxpayers' money and of the students this fall. This 6,000 sq. ft. facility could temporarily house physical education faculty, equipment, shower facilities for men and women, outdoor activities could be maintained in good weather, and a small multi-purpose room which would be used for certain types of physical education instruction.

Dr. Mann discussed the rough conceptual design for Building "U" which had been distributed to the Board.

Dick Geysler, architect from CRS' Chicago office, further discussed the proposed facility. He felt the faculty and staff had wisely chosen to look to complete a facility which would serve the on-going need on the campus, after thorough investigation of various types of structures. Considerable time had been spent surveying site locations. Mr. Geysler estimated the cost of the proposed facility would run about \$16.00 to \$16.50 per sq. ft. He explained the proposed roof structure and emphasized the appearance of "U" Building would be identical with "T" Building and other buildings on campus. Mr. Geysler felt the most desirable location would be a direct attachment to the recently completed and occupied "T" Building.

Dr. Lahti stated, at best, this would provide only 50% of the present physical education. It would provide jobs for the P.E. instructors under contract. Dr. Schauer pointed outdoor fall and winter sports would be possible with shower facilities. John Gelch discussed expanding off campus, although he stressed the need of a home base, storage area, etc. He agreed they were discussing a very minimum program.

Dr. Mann discussed the loss of the maintenance department and equipment. A minimum facility could be established in Building "U" for maintenance and grounds crew, and he pointed out the definite need for institutional storage.

COMMUNICATIONS:
Fieldhouse Fire
(cont.)

Dr. Lahti stated the need for Board authority to proceed with the architects. The objective would be to proceed to plan this Building "U", to go out for bids and come back to the Board for the bid award as soon as possible--hopefully, at the next meeting in July.

Dr. Lahti discussed three possible alternatives for replacing the physical education space destroyed by the fire. Dr. Wellman, of the IJCB, had been on campus that afternoon, had inspected the damage and looked over the interim and long-range proposals. He encouraged the college to appear before the IJCB meeting tomorrow morning with Alternative #1--to introduce legislation to provide an emergency appropriation to construct Building M immediately. Hopefully, the IJCB would encourage the college to proceed directly to the legislature with the proposal for Building M. Dr. Lahti pointed out this is a request to restore services already offered. He stressed this is significant in terms of an educational program for young people as well as adults, an expectation from people who have attended Harper to extend the P.E. program. Dr. Lahti informed the Board he had talked directly with State Senator, David Regner, who also encouraged proceeding with this plan and to request the IJCB to draft a piece of legislation for him to introduce and obtain support for in the legislature. Dr. Lahti stated, with Board approval, he would present the interim solution and Alternative #1 to the IJCB on Friday, June 15, 1973.

In further discussion, it was clarified that Building "U" would be financed with proceeds from insurance.

After polling the Board, Chairman Nicklas stated it was the consensus of the Board to approach the Illinois Junior College Board for backing on legislation for an emergency appropriation to construct Building "M".

Chairman Nicklas further stated the administration needed Board approval for the planning of "U" Building and placing it out for bid. Member Miller so moved, and Member Marier seconded.

Dr. Lahti stated the administration would proceed with the architects to plan the "U" Building structure, place it out to bid following the usual procedure, and set a bid date at which the Board would have the right to accept or reject all bids. Before going out for bids, Member Moats stressed a thorough job of planning in order to avoid change orders.

Upon roll call, the vote was as follows:

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

Chairman Nicklas thanked Mr. Geyser for coming to the meeting.

NEW BUSINESS:
Proposal for
the Hearing
Impaired
Students

Chairman Nicklas moved to item C on the agenda--Proposal for the Hearing Impaired Student.

Dr. Fischer asked Liz McKay to introduce guests in the audience who had been following the development of this program. Mrs. McKay introduced a number of people--students and parents, educators from Northwestern University and Hersey High School, and staff from various supportive agencies. She also introduced a number of Harper faculty members who have been involved.

Dr. Fischer discussed the potential number of area students who would fall in this category. They were recommending starting this program this fall with approximately 20 students--there are currently five students in summer school. Dr. Fischer expressed confidence this program would meet a need. Mrs. McKay explained the classroom procedure, pointing out the student must have an interpretator and a notetaker. Dr. Fischer discussed the five year plan for this program, along with possibilities of financial support.

Mr. Randy Red discussed some of the problems and expenses involved as a parent of a hearing impaired student. He thanked the Board for the time and effort expended by the college and staff on this program.

Member Kelly questioned whether the amount of money recommended was enough to accomplish what the college hoped. Member Moats stated this was a very modest sum and he hoped it was realistic. Dr. Lahti stated the staff was enthusiastic about moving as rapidly as possible but did desire a quality program. Member Marier felt the financial needs would become known as they moved into the program.

Dr. George Propp, Deaf Education Specialist--Northwestern University, spoke to the needs of the program as a former deaf student himself and as a deaf education specialist. Chairman Nicklas thanked Dr. Propp.

Dr. Samuel A. Block, Project Director--Needs Assessment of the Deaf, Illinois Continuing Education Study, made suggestions relative to the establishment of the program. Chairman Nicklas thanked Dr. Block.

Member Marier moved, Member Kelly seconded, the administration be authorized to institute supportive services for the hearing impaired student to begin Fall Semester, 1973, at a cost not to exceed \$20,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Member Marier commended the people in the community and Harper staff who had worked hard to make this a reality.

NEW BUSINESS: Dr. Fischer presented the recommendation for the appointment of Mr. William Nelson as Dean of Guidance for the Administrative, fiscal year 1973-74
Staffing--
Dean of Guidance

Member Kelly moved, Member Marier seconded, that Mr. William Nelson be appointed Dean of Guidance with the academic rank of Assistant Professor, effective July 1, 1973, at a salary of \$20,691 covering the period of July 1, 1973 through June 30, 1974.

Upon roll call, the vote was as follows:

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

Mr. Robert Powell, as President of the Faculty Senate, protested on behalf of the Senate the method of selection, stating they felt it was not a good one and is not to the benefit of this college.

Member Moats requested the subject of selection of administrators be brought up at another Board meeting. Chairman Nicklas agreed this could be done.

--Faculty,
Child Care

Dr. Schauer recommended the appointment of Mrs. Carol Neuhauser as an Assistant Professor, Child Development Program.

Member Marier moved, Member Moats seconded, the employment of Mrs. Carol Neuhauser, with the rank of Assistant Professor, Child Development Program, at a salary of \$11,000.00, for the 1973-74 academic year, effective September 4, 1973.

Upon roll call, the vote was as follows:

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

--Faculty,
Criminal
Justice

Dr. Schauer recommended the employment of Mr. Edward J. Downs, for the Criminal Justice Program.

Member Marier moved, Member Moats seconded, the employment of Mr. Edward J. Downs, with the rank of Associate Professor, Criminal Justice Program, at a salary of \$17,000.00 for the 1973-74 academic year, effective September 4, 1973.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:

Staffing--
Faculty
C Coordinator
of Nursing

Dr. Schauer recommended the employment of Mrs. Nancy Carlson as Coordinator of the Associate Degree Nursing and Licensed Practical Nursing Certificate Programs. This is a 12 month position. Dr. Schauer based his recommendation upon the contingency that the college receive clarification from the Department of Registration at the State concerning the most recent acceptance of her registration. Dr. Cormack discussed Mrs. Carlson's background and experience.

Member Moats moved, Member Marier seconded, the employment of Mrs. Nancy Carlson as Coordinator of Nursing, with the rank of Assistant Professor, at a salary of \$17,000.00 (12 months) effective July 1, 1973, with the contingency that the college receive clarification from the Department of Registration at the State concerning the most recent acceptance of her registration.

Upon roll call, the vote was as follows:

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

Dr. Lahti informed the Board that the Board of Higher Education has assured Harper there are two programs which are almost certain to be approved in July. This would therefore require four more people be brought to the Board under staffing. Otherwise, this is the extent of the staffing for the remaining portion of this year.

Policy and
Procedure
Manual for the
Teacher-Counselor
Associates

Dr. Fischer informed the Board the new Harper classification system includes a section on teacher-counselor associates (a term that will now be used instead of the term para-professional). However, no official policy and procedure manual had been adopted for this group. Therefore, the administration was recommending the adoption of the proposed Policy and Procedure Manual for the Teacher-Counselor Associates. Dr. Schauer added that contracts had not been issued to this group until this document was approved. He stated there are two major differences between these people and faculty--Teacher-Counselor Associates do not accrue tenure, and they are not on rank. Dr. Schauer stated these are not teachers, they are aides.

After further discussion, Member Moats moved, Member Marier seconded, approval of the Teacher-Counselor Associates Manual in Exhibit B, and that it be adopted effective immediately, with the understanding that under 3.1, C, (page 5), the wording "...with a sign-in system," be changed to read, "...with a recording system."
(Copy of Exhibit B attached to Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Associate in
Liberal Studies

Dr. Schauer presented the recommendation for approval of the Associate in Liberal Studies Program in Exhibit D. Because of the interest among students, community college officials and citizens in extending their educational opportunities, an ad hoc committee was formed a year and a half ago. This new type of program and associate degree, that is neither baccalaureate-oriented nor occupational-oriented, will serve those interested in general education, general studies, liberal studies, academic enrichment, and learning for its intrinsic value both for full-time and part-time students.

Member Marier moved, Member Kelly seconded, approval of the Associate in Liberal Studies Program as outlined in the Application for Approval of a New Instructional Program--IJCB Form 20. (Exhibit D attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Establishment
of Budget
Hearing Date

Member Marier reported the Budget Committee had met June 11, and the fourth round of the budget had been completed. The fifth round is in process. She felt the college would be able to hold the line quite well in comparison with last year's budget.

Member Marier moved, Member Kelly seconded, that the following resolution be approved by the Board of Trustees:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1973, and ending on June 30, 1974.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1973, be set for 8:00 o'clock P.M., on Thursday, August 9, 1973, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 9, 1973, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mt. Prospect Herald, the Herald, Cook County Herald, Palatine Herald, Wheeling Herald, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

NEW BUSINESS:
Establishment of
Budget Hearing
Date (cont.)

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9:00 o'clock A.M. on July 9, 1973, a tentative budget for said college district for the fiscal year beginning July 1, 1973 will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M., on the 9th day of August, 1973, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois.

DATED at Palatine, Illinois, this 14th day of June, 1973.

BOARD OF TRUSTEES OF JUNIOR
COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE, LAKE,
AND MCHENRY, AND STATE OF ILLINOIS

By: Marilyn Marier (s)
Secretary

Upon roll call, the vote was as follows:

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

Contract Riders,
Counselors

Dr. Fischer presented a recommendation for riders to 12 full-time counselor contracts to provide orientation, advising, and pre-registration for new students. He stated these would be pro-rated on their new base salaries. It was agreed Dr. Fischer would develop a list of these 12 counselors and forward to the Board. (Copy of list attached to Minutes in the Board of Trustees Official Book of Minutes.)

Member Moats moved, and Member Kelly seconded, approval of counselor riders for 12 full-time counselors, for a total not to exceed \$22,700.00, for the 1973-74 orientation and pre-registration, with the understanding that this amount is pro-rated on the basis of their 1973-74 school year contracts.

Upon roll call, the vote was as follows:

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

NEW BUSINESS: Dr. Schauer presented the recommendation on contract
Contract Riders, riders for LRC, summer, 1973, in order to provide services
LRC Personnel in the LRC area during the summer months.

Member Moats moved, Member Marier seconded, approval of the employment of the following people during the summer of 1973 on a contract rider for the time period and salary specified for each individual:

Robert Thieda	July 2-Aug. 3, 1973	\$1,455.00
Ross Stephen	June 11-Aug. 3, 1973	2,242.13
Marshall Fisher	June 11-Aug. 3, 1973	2,041.78
Frances Dionisio	June 11-Aug.3, 1973	2,041.78
Roy Steffens	June 11-July 13, 1973	
	July 23-Aug. 3, 1973	2,026.00
Ruth Birkhead	June 11-Aug.3, 1973	2,404.00
Ronald Short	June 11-Aug. 3, 1973	2,045.00
		<u>\$14,255.69</u>

Upon roll call, the vote was as follows:

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

Harper College
 Master Plan

Dr. Mann presented the Harper College Master Plan for Board approval. In the discussion which followed, Dr. Lahti pointed out that eventually the college would have to go to the taxpayers for a referendum in order to complete the Master Plan.

Member Moats moved, Member Kelly seconded, approval of the Harper College Master Plan, as in Exhibit G. (Exhibit G attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Change Order
 Procedure for
 Phase II-A

Dr. Mann presented the revision of Change Order Procedures for Phase IIA.

Member Moats moved, Member Marier seconded, approval of the administration's recommendation that Change Orders of \$500.00 or more be approved by the Board, after which the Vice President of Business Affairs would be authorized to sign for Harper College. In the event that a Change Order involving more than \$500.00 is received, on which action is required prior to a regular Board meeting, our procedure would be to mail copies with our recommendation to each Board member for their response. If the poll of the Board indicates approval, the Change Order will be signed and forwarded to the Capital Development Board. Although the Change Order would have already been submitted, we will still place it on the agenda for the following Board meeting for formal Board action.

NEW BUSINESS:
Change Order
Procedure for
Phase II-A
(cont.)

Upon roll call, the vote was as follows:

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

Presentation--
Tenure-
Promotion
Study

Dr. Lahti presented the Tenure and Promotion Study to the Board. This project, led by Marc Savard, also involved the Vice Presidents. Prior to drawing up recommendations, Dr. Lahti called on a faculty committee of 18 people to walk through this study with him. He stated the committee had broad representation--tenured and non-tenured, young and older members of the faculty. He suggested a committee be commissioned in September to present a report to be acted on or before Dec. 15, 1973.

Member Miller suggested the second paragraph on page 24 (Recommendations) should read, "The committee shall present its report....."

After further discussion, Member Marier moved, Member Kelly seconded, to accept and study the presentation on Tenure and Promotions Study, with the proviso the committee shall present this report to the President by November 1, 1973. Motion carried.

PRESIDENT'S
REPORT:

Dr. Lahti reported summer school enrollment is up. Dr. Fischer distributed a report on summer school enrollment with a brief analysis.

Dr. Lahti reported on the Higher Board's allocation of funds.

Dr. Lahti distributed to the Board copies of the President's Report, a project directed by Ron Keener working with Graphics. Dr. Lahti felt it was a very representative report on the progress of the institution. He stated he had asked Mr. Keener to explore a more economical way of producing this publication. Dr. Lahti complimented Bill McDowell and Ron Keener on the job they did in putting this report together.

Member Kelly requested a short executive session after adjournment to discuss the second campus.

Member Kelly moved, and Member Moats seconded, to adjourn. Motion was unanimous and the meeting adjourned at 11:25 p.m.

Chairman Nicklas

Secretary Marier