

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 8, 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 - October 15 and October 31, 1973
 - 3. Estimated Payroll - November 1 through December, 31, 1973
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
 - A. Architect's Report of Construction Progress
 - B. Report on Student Referendum EXHIBIT VI-B
- VII. New Business
 - A. RECOMMENDATION: Staffing
 - 1. Art Instructor EXHIBIT A
 - B. REPORT: Copyrights & Patents Policy EXHIBIT B
 - C. REPORT: Promotions & Tenure Study Committee EXHIBIT C

- D. RECOMMENDATION: Approval of SEIU Local 11 Contract EXHIBIT D
- E. Appointment of Board Committees
 - 1. Budget
 - 2. Salary EXHIBIT E-1
- F. REPORT & RECOMMENDATION: Academic Calendar Committee EXHIBIT F
- G. RECOMMENDATION: Dedication of Harper Land for Euclid Avenue Extension EXHIBIT G
- H. RECOMMENDATION: Annexation of Territory (To be hand carried) EXHIBIT H
- I. RECOMMENDATION: Approval of Allied Health Agreements EXHIBIT I
- J. RECOMMENDATION: Approval of Legal Technology Program Advisory Committee EXHIBIT J
- K. REPORT: Chargebacks 1973-74 EXHIBIT K

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, November 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, November 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, Marilyn Marier and Jessalyn Nicklas
Absent: Members Annalee Fjellberg, Ross Miller and Lawrence Moats

Also present: Robert E. Lahti, John Birkholz, D. A. Bzdusek, Robert Chantry, R. B. Cormack, Ray DePalma, Anton A. Dolejs, Jr., A. Dorner, Guerin Fischer, Marshall Fisher, E. M. Fink, Jack Fuller, William Foust, John Gelch, Robert Hughes, Fred Inden, David Macaulay, George Makas, W. J. Mann, Liz McKay, Don Mistic, R. Moehrlin, William Nelson, Charles Oaklief, Robert Powell, Gary Rankin, Lester Robert, Henry Roepken, Marc Savard, Clarence Schauer, Donn Stansbury, Urban Thobe, Fred Vaisvil, George Voegel, W. Von Mayr, John F. White, Dave Williams, and Robert Wyman--Harper College; Frank M. Mines--Board Attorney; Randy Besalke, Greg Cosde, Sue Cleven and Schilling Marwood--Harper Students; Wandalyn Rice--Paddock Publications; Richard Thoms--Marsh and McLennan, Inc.; and Mrs. Fred Vaisvil and Jack Costello.

MINUTES: Member Marier moved, Member Kelly seconded, approval of the minutes of the regular Board meeting of Oct. 11, 1973, as distributed. Motion unanimous.

DISBURSEMENTS: Member Marier moved, Member Kelly seconded, approval of the bills payable of November 8, 1973, as follows:

Educational Fund	\$124,666.92
Building Fund	43,578.25
Site & Construction Fund	11,264.90
Bond & Interest Fund (Supplement)	568,402.61
Auxiliary Fund	83,039.46

In reference to the energy crisis, Dr. Mann stated a list was being prepared on ways to conserve power, etc., in line with the request of the President. A report will be prepared for the Board.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
Payrolls

Member Hansen moved, Member Marier seconded, approval for payment of the payroll of October 15, 1973, in the amount of \$282,022.36; the payroll of October 31, 1973, in the amount of \$296,288.12; and the estimated payroll of November 1, 1973 through December 31, 1973, in the amount of \$1,179,753.38.

Upon roll call, the vote was as follows:

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

Bid Awards

Member Marier moved, Member Kelly seconded, approval of the following bid awards, as in Exhibit IV-5:

- a. Award of bid Q-3654 for cassettes for use in in the ADN Nursing Program to the Trainex Corp., as the sole supplier, in the amount of \$4,620.00;
- b. Authorize the cancellation of purchase order C-28145 to the McConnell Press and award the printing of the Spring 1974 course schedule only to the Frontier Press in the amount of \$5,824.00;
- c. Award of bid Q-3689 for the printing and envelopes of the 1974-75 college bulletin to the Hinz Lithographing Co., as the lowest bidder to specifications, in the amount of \$14,144.63;
- d. Award of bid Q-3676 for classroom and office furniture for the Music and Science Additions as follows:

Items 1,2,5,6,9,10,11, 12 (partial),
and 13 to Educational and Institutional
Cooperative for a total of \$26,333.95

Items 3,4,7,8,14,15,17, and 20 to
Prairie States School Equipment
for a total of 11,199.37

Items 16 and 21 to Inter Royal
for a total of 2,156.00

Item 12 (partial) to J.Cotey
Interiors for a total of 1,241.00

Item 19 to Carroll Seating
for a total of 291.60

The total award \$41,221.92

DISBURSEMENTS:
Bid Awards
(cont.)

- e. Award of bid Q-3684 for pianos in new Music Wing as follows:
- | | |
|--|--------------------|
| Items 1,2,5 and 6 to Lyon Healy
for a total amount of | \$15,613.71 |
| Items 3 and 4 to Roy Baumann's
for a total amount of | 6,464.00 |
| Item 7 to Andrews-Edward Music
for a total amount of | <u>8,180.00</u> |
| Total Award | <u>\$30,257.71</u> |

Dr. Lahti explained that generally when moving into new buildings, initial equipment is considered capital part of project financing. However, in Illinois, it is only the buildings--local citizens pay for initial operating equipment.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS

There were no communications.

UNFINISHED
BUSINESS:
Construction
Progress Report

As Mr. Halpert, of CRS, was unable to attend the meeting, Mr. Mistic reported on construction progress. He stated the bricklayers should be through in another week, after which the cornice, roof, and roof-top unit will be put on. Once the brick is up, the roof on, and the heat in, the floor can be laid. The architects feel the January 15 completion estimate should be met.

On Phase IIA--Music and Science Additions, Mr. Mistic reported the roofs on both buildings are now watertight. The final roof will hopefully be completed by Nov. 30. Glazing will begin on or about Nov. 19. Meantime, the buildings are being winterized. Temporary heating will go in. The sidewalks around the Music building are now complete, and hopefully the other sidewalks will be completed by Thanksgiving. The interior millwork is now arriving on the site. Delivery of all the wiring has not been received. The parking lots and perimeter road are complete except for striping. Transformer installation will begin in about two weeks. The buildings will be on the college heating system about Dec. 31. The architects feel, if present progress continues, the buildings should be ready sometime in February.

Report on Student
Referendum

Chairman Nicklas stated the Student Referendum Report was for information only and no action was necessary. Attorney Hines reported everything was in order and things were progressing nicely.

NEW BUSINESS:
Executive Session

Chairman Nicklas stated there was need for a short executive session on negotiations. Member Marier moved, Member Kelly seconded, to recess to executive session at 8:45 p.m. Motion unanimous. The meeting was reconvened by Chairman Nicklas at 8:45 p.m.

Staffing--Art
Instructor

Dr. Schauer explained the position of Instructor in Art History and Design had been approved at the last Board meeting.

Member Marier moved, Member Hansen seconded, approval of the employment of Mr. Bennie Dallas as an Instructor of Art at an annual salary of \$10,700.00, effective January 21, 1974, through June, 1974 (pro-rated from a 39 week salary to \$5,350.00).

Upon roll call, the vote was as follows:

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

Report--
Copyrights and
Patents Policy

Dr. Schauer presented the report on the development of copyrights and patents policy. He stated this was for informational purposes only at this time. It will be brought back to the Board for action in December. This document had been referred to legal counsel and will be presented to faculty and staff for review.

Member Hansen questioned the inclusion of the phrase beginning, "....or by the president...." on page 6, X.9.0. The Board agreed the sentence under X.9.0, Amending Policy, should read, "This policy may be amended or rescinded in whole or in part at any time by the Board of Trustees of Harper College." Chairman Nicklas thanked Member Hansen for his suggestion.

Dr. Voegel, Chairman of the Committee on Copyrights and Patents, stated he felt this was a balanced document protecting both the college's rights and the rights of any individual working in the college.

Dr. Schauer stressed that he hoped the institution and the staff will keep in mind that this can be the policy that will encourage innovation and productivity and will encourage faculty to use the most modern techniques and technology.

Dr. Lahti requested that any questions Board members might have, after study of this document, be phoned in to be passed on to the committee.

Report--
Promotions and
Tenure Study
Committee

Chairman Nicklas reviewed the Board's action last spring in commissioning the President to do a study on promotions and tenure policies at Harper College. The study was completed and presented to the Board in June, 1973. The Board stipulated that a committee of faculty

NEW BUSINESS:
Report--
Promotions and
Tenure Study
Committee
(cont.)

and administration be established to review this study and other data and make specific recommendations concerning college policies and procedures by Nov. 1, 1973. Chairman Nicklas stated the report in Exhibit C was a status report of the Promotions and Tenure Committee.

John White, Chairman of the Promotions and Tenure Committee, indicated the committee had done a great deal of work in a short time. He discussed the plans of the committee. Dr. Schauer pointed out the committee was requesting an extension of time to February 1, 1974.

Member Kelly suggested extending the date to January. He reaffirmed the Board's interest in the faculty's position and all matters that affect it. Dr. Lahti felt the administration could provide more resources to the committee, if that would be of help.

Dr. White felt it would take a concerted effort to meet either the January date or the February date. He referred to the concerns of the faculty and pointed out that the Christmas vacation falls within that time. Dr. Schauer commended Dr. White and his committee for the work they have done.

Member Kelly felt the Board should go on record as extending the time. He therefore moved, and Member Marier seconded, that the Study Committee on Promotions and Tenure be given until Jan. 2, 1974, to file its report with specific recommendations, and that the Board of Trustees delay its decision regarding the granting of tenure to faculty members until a report and specific recommendations have been made by the committee and after the Board of Trustees has had ample opportunity to review the recommendations and develop a final position.

Dr. Lahti commended both the Copyrights and Patents Policy Committee and the Promotions and Tenure Study Committee, stating they are approaching their tasks with real integrity.

The motion was unanimous.

Approval of SEIU
Local 11 Contract

Member Marier moved, and Member Kelly seconded, approval of the agreement for the year 1973-74 between Harper College and Local 11, S.E.I.U. (Exhibit D attached to the Minutes in the Official Board of Trustees Book of Minutes.)

Upon roll call, the vote was as follows:

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

NEW BUSINESS:

**Appointment
of Board
Committees**

Chairman Nicklas stated it has been the practice of the Board Chairman to appoint the Board Budget and Salary Committees. Due to personal matters, she stated she had not had the time to assess the Board members' time and obligations throughout this year and next spring. With the Board's permission, she would delay these appointments until the next week. These committees would then be operable and the names of the committee members reflected in the December minutes. The Board agreed.

**Academic
Calendar**

Dr. Schauer presented the report and recommendations of the Academic Calendar Committee. Dr. Schauer discussed the various calendars which the committee had explored. The committee recommends continuing with the present semester academic calendar, as it does and will accommodate students coming to Harper College from local high schools at mid-year as well as being congruent with opening dates for fall terms. The committee did recommend that an early begin calendar be adopted if and when the surrounding high school calendars are compatible with such a system. Dr. Schauer stated the academic calendar would be ready for the Board at the December meeting.

Member Marier moved, Member Hansen seconded, that Harper College continue with the present semester academic calendar for Fall, 1974, and until an indication of change of surrounding high schools' calendars is made.

Dr. Lahti suggested the administration monitor the academic calendar and recommend the committee come into action when the need arises for further study.

The motion was unanimous.

**Dedication of
Harper Land for
Euclid Avenue
Extension**

Member Kelly moved, Member Marier seconded, to adopt the following resolution:

RESOLUTION

IT IS HEREBY RESOLVED by the Board of Trustees of Community College District No. 512 (heretofore known as Junior College District No. 512), Counties of Cook, Kane, Lake and McHenry and State of Illinois, that the dedication for road purposes of property owned by this college district which is described as Tract One on Plat of Dedication #633-D1 (which description and plat are hereby made a part hereof by this reference thereto) be and hereby is approved, and that the Board Chairman and Secretary be authorized, empowered and directed to sign said plat evidencing this approval.

Jessalyn M. Nicklas (s)
Chairman

Marilyn Marier (s)
Secretary

NEW BUSINESS:
Dedication of Harper Land for Euclid Avenue Extension (cont.) ment. Dr. Mann informed the Board the college had received a letter from Mr. Hugo J. Stark, Supt. of Highways, Cook County, stating they were currently advertising for bids for the construction of the Euclid Avenue improvement project. Discussion followed and several Board members expressed concern because of previous delays in this project. Attorney Hines recommended the Board approve the resolution and sign the plat.

Upon roll call, the vote was as follows:

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

Chairman Nicklas asked that the minutes reflect the Board's previous understandings--that the Board agreed to dedicate the property at no cost to the County as an inducement to bring the Euclid Avenue extension along the north boundary of the district and along the west boundary to Roselle Road, as shown on the dedication plat. If the land is not used for this purpose, it is presumed that the land will be reconveyed to District #512. (Copy of letter from Mr. Hugo J. Stark attached to Minutes in the Official Board of Trustees Book of Minutes.)

Annexation of Territory

Dr. Lahti presented the recommendation for annexation of certain parts of Elk Grove Township into District 512 so the boundaries of District 512 will coincide with High School District 214 boundaries. Dr. Lahti pointed out it has been very awkward for residents of this area who have been part of District 214, but not the Harper district.

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

RESOLUTION

WHEREAS, the territory as hereinafter described is within the boundaries of Township High School District No. 214, Cook County, Illinois, and adjoins but is outside of the boundaries of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois:

The Northwest Quarter, the Northeast Quarter, and the Southwest Quarter of Section 36, Township 41 North, Range 11, East of the Third Principal Meridian in Cook County, Illinois, except those areas annexed to the City of Chicago by Ordinances passed on April 7, 1965, recorded on August 3, 1965 as Document Nos. 19546504, 19546512, 19546514 and 19546516, and Plats thereof recorded on August 3, 1965 as Document Nos. 19546505, 19546513 and 19546515 and 19546517, and an Ordinance passed on March 28, 1956 and recorded on April 11, 1956 as Document No. 16547510 and the Plat thereof recorded on April 11, 1956 as Document No. 16547511.

NEW BUSINESS:
Annexation of
Territory
(cont.)

WHEREAS, it is determined that all other territory of said High School District is also within the boundaries of said Community College District; and

WHEREAS, pursuant to the provisions of Chapter 122, Section 106-6.1, ILLINOIS REVISED STATUTES, it is in the best interests of High School District 214 and this Community College District that the territory as above described be annexed to Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that it is the desire of this Board of Trustees that the above described territory be annexed to this Community College District and that upon a resolution being adopted by the Board of Education of said High School District expressing agreement to this resolution of annexation that certified copies of this resolution and the resolution of agreement of said High School District Board be transmitted to the Illinois Community College Board prior to December 1, 1973.

BE IT FURTHER RESOLVED that a certified copy of this resolution be delivered to the Secretary of the Board of said Community College District.

Upon roll call, the vote was as follows:

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

Cooperative
Agreements

Dr. Lahti explained that approval of the Cooperative Agreements in Exhibit I between the College and all affiliating clinical agencies was routine. These come to the Board every year when the contracts expire.

Member Marier moved, Member Kelly seconded, approval of the Cooperative Agreements between William Rainey Harper College and the affiliating clinical agencies as per Exhibit I (Copy of Exhibit I attached to the Minutes in the Official Board of Trustees Book of Minutes).

Upon roll call, the vote was as follows:

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

Legal
Technology
Advisory
Committee

Dr. Lahti stated Dr. Cormack had provided the list of the Career Advisory Committee appointments to the Legal Technology Program for the 1973-74 school year. The other Career Advisory Committees had been approved at the October Board meeting.

NEW BUSINESS:

**Legal
Technology
Advisory
Committee
(cont.)**

Member Marier moved, Member Hansen seconded, approval of the administration's recommendation regarding membership to the Legal Technology Advisory Committee for the 1973-74 school year as in Exhibit J. (Exhibit J attached to the Minutes in the Official Board of Trustees Book of Minutes.)

Member Marier mentioned how heartening it was to the Board that all these busy people were willing to give time to Harper. Chairman Nicklas extended the Board's appreciation also.

Motion was unanimous.

**Report on
1973-74
Chargebacks**

Dr. Lahti called attention to the report on 1973-74 chargebacks developed by Mr. Stansbury, stating this is the annual chargeback report presented for Board information.

**PRESIDENT'S
REPORT:**

Dr. Lahti distributed a pamphlet to the Board, "The Management and Financing of Colleges," published by the Committee for Economic Development. Dr. Lahti felt this article reflects the tenor of people's thinking on management and finance in colleges.

Dr. Lahti called attention to an article by Charles Falk, Chairman of the Division of Business, published in the magazine, Bank Talk. The article is entitled "A Finance-Oriented Program for Harper College." Dr. Lahti stated the magazine is available in his office and he will be happy to share it with the Board.

ADJOURNMENT:

Member Marier moved, Member Kelly seconded, that the meeting be adjourned at 10:20 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier