

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 13, 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 - November 15 and November 30, 1973
 - 3. Estimated Payroll - December 1 through January 31, 1974
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
 - 1. Architecture Progress Report - Phase IIA & Building U
 - 2. Confirmation: Board Salary and Budget Committees
 - 3. Results of Student Referendum on Non-Voting Board Member
- VII. New Business
 - A. RECOMMENDATION: Resignation EXHIBIT A
 - B. RECOMMENDATION: New Programs Fall 1974 EXHIBIT B
 - C. RECOMMENDATION: Patents & Copyright Policy EXHIBIT C
 - D. RECOMMENDATION: Academic Calendar 1974-75 EXHIBIT D
 - E. RECOMMENDATION: Acceptance of Final Insurance Settlement EXHIBIT E

Board Agenda
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F. RECOMMENDATION: Transfer of Funds to Harper College Foundation EXHIBIT F

G. REPORT: Energy Crisis and Action Being Taken by Harper EXHIBIT G

H. REPORT: Annual Audit EXHIBIT H

VIII. President's Report

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, December 13, 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, December 13, 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, Ron Bessemer, John Birkholz, R. W. Chantry, R.B.Cormack, Ray DePalma, Anton A. Dolejs, Jr., John Eliasik, Charles Falk, Guerin Fischer, John Gelch, Robert J. Hughes, Fred Inden, John Januszko, Ron Keener, W.J.Mann, T.R.McCabe, Don Misic, C.H.Schauer, Donn Stansbury, G. H. Voegel, Betty Windham, and Bob Wyman--Harper College; and Wandalyn Rice--Paddock Publications.

MINUTES:

Member Marier moved, Member Moats seconded, approval of the minutes of the regular Board meeting of Nov. 8, 1973. Member Marier called attention to page 4, the first paragraph. It was agreed the second sentence should read, "Member Marier moved, Member Kelly seconded, to recess to executive session at 8:25 p.m."

The vote on the minutes as amended was unanimous.

DISBURSEMENTS:
Bills Payable

Member Moats moved, Member Miller seconded, approval of the bills payable as of December 13, 1973, as follows:

Educational Fund	\$289,541.18
Building Fund	98,077.02
Site & Construction Fund	37,394.59
Auxiliary Fund	150,505.13

Upon roll call, the vote was as follows:

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

Member Miller moved, Member Marier seconded, approval for payment of the payroll of November 15, 1973, in the amount of \$288,966.70; the payroll of November 30, 1973, in the amount of \$294,607.08; and the estimated payroll of December 1, 1973 through January 31, 1974, in the amount of \$1,400,577.07.

DISBURSEMENTS:

Bills Payable

(Cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Financial
Statements

Dr. Mann discussed the financial statements with the Board and answered several questions raised by Board members. He stated a memo would be sent to the Board explaining the item of (\$7,127.38) Rental of Equipment on page 11 of 42.

Bid Awards

Member Marier moved, Member Miller seconded, that the Board accept the administration's recommendation on bid awards in Exhibit IV-5, as follows:

- a. Award of bid Q-3651 for replacement of the maintenance shop equipment and sundry tools lost in the fire of 6/9/73, split as follows:
- | | |
|-----------------------|-------------------|
| 1) R.A.Ness | \$ 458.00 |
| 2) Pulver Industrial | 1,835.87 |
| 3) Harry Lee | 313.97 |
| Total amount of award | <u>\$2,607.84</u> |
- b. Award of bid Q-3687 for audio visual equipment for the P and D Extension Buildings split as follows:
- | | |
|---|-------------------|
| 1) United Visual, item #1 | 197.58 |
| 2) Rebco Audiovisual, item #2 | 594.00 |
| 3) Selected Educational Aids,
items #3,5,6,7 | 1,005.40 |
| 4) Audiovisual Educational,
item #4 | 1,239.40 |
| 5) Burke Audiovisual, item #8 | 1,209.00 |
| 6) Ancha Electronics,
items #9-11, 15 and 18 | 2,194.00 |
| 7) Playback Electronics,
items #14,16,17 | 443.90 |
| Total amount of award | <u>\$6,883.28</u> |
- c. Award of bid Q-3701 for the fabrication and erection of an entrance sign with marquee at our Algonquin Road entrance to Advance Sign, Inc., in the amount of \$6,590.00.
- d. Award of bid Q-3688 for the equipment and installation of the TV Distribution System in Buildings D and P to the Complex International Corporation, as the low bidder, in the amount of \$3,726.00, including all parts and installation.

DISBURSEMENTS:
Bid Awards
 (cont.)

- e. Award of bid Q-3685 for various items of equipment for use in the Medical Laboratory Technician Program in Building D, split as follows:

1. Fisher Scientific Co.	\$2,590.67
2. Scientific Products	16,372.75
3. Sargent Welch Scientific	583.70
Total amount of award	<u>\$19,547.12</u>

- f. Increase the limits of Blanket Order C-27522 from \$6,000.00 to read \$15,000.00 as per Food Service request.

- g. Increase the limits of Blanket Order C-27518 from \$2,500.00 to read \$5,000.00 as per Food Service request.

- h. Award of bid Q-3713 for equipment and supplies for Building D, to be used by the Division of Life and Health Sciences, split as follows:

1. Matheson Scientific	\$3,015.32
2. Chicago Hospital Supply	510.99
3. Fisher Scientific	6,408.64
4. Lukas Microscope	23,400.00
5. Scientific Products	9,412.39
Total amount of award	<u>\$42,747.34</u>

Member Kelly asked about the spread in bids on Iv-5c entrance sign bid. Mr. Mistic explained this item had been bid several times previously and the two lowest bidders had bid before and knew better what they were bidding on. Mr. Kelly expressed concern on the aesthetics of the sign. Dr. Mann pointed out the successful bidder will have to meet CRS' basic specifications.

Member Moats asked about items IV-5f and 5g. Mr. Januszko explained that originally the Board had approved blanket purchase orders for Food Services with four suppliers. Due to erratic market conditions which have created price increases and also the fact that all suppliers could not furnish the food products, Food Services was requesting that the blanket purchase orders of two suppliers be increased. Mr. Mistic pointed out legally any expenditure of over \$2,500 must come to the Board for approval. Purchase orders could be issued for each item, which would not necessitate coming to the Board, but this is an expensive and time-consuming process. Increasing the blanket purchase orders was felt to be the simplest and most efficient way of handling this, and because of the amount involved it must go through the Board to meet legal requirements.

DISBURSEMENTS:

Bid Awards
(cont.)

Upon roll call, the vote was as follows:

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

Change Order

In reference to Ex. IV-7, Change Order #1 for Building U construction project, Member Kelly pointed out that roofwise, architects have been underdesigning roofs up to now, resulting in serious problems. He stated he was glad to see they were correcting this on Building U.

Member Marier moved, Member Moats seconded, approval of Change Order #1 for Building U construction project, as suggested by the architect, at a cost of \$738.00.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Chairman Nicklas reported several letters had been received urging the offering by Harper College of the Legal Technology program in the Chicago Loop area. Dr. Cormack stated the Chicago Bar Association also would like Harper to offer this program in the Loop. This would require formal action by the Community College Board. Dr. Cormack reported this is being discussed with the City College system, and an invitation from their system would be necessary as long as this extension would be in their district. He stated about 50% of the student body in this program are from the Chicago area and actually work in the Loop area.

Member Miller stated he would like a review of the Legal Technology program in the near future and discussed some of the needs in terms of the Bar Association's recognition of these people.

Chairman Nicklas stated a communication had been received from Jan Bone, a student, on ways students can help in the energy crisis and offering suggestions. Chairman Nicklas expressed the Board's appreciation on receiving these communications from students and the community showing their interest.

Chairman Nicklas referred to a communication from Mr. Robert Powell, Chairman of the Faculty Senate, relating to a grievance which had been filed. Mr. Powell stated the decision might end with the Board. Chairman Nicklas stated it would not be appropriate to discuss this at this time because that might be the Board's responsibility.

COMMUNICATIONS:
(cont.)

A letter of resignation from the Board of Trustees was read from Member Annalee Fjellberg. The resignation, for personal and family reasons, is to be effective as of January 15, 1974. (Letter attached to the Minutes in the Board of Trustees' Official Book of Minutes.) Chairman Nicklas expressed the Board's appreciation for the work involved and the time given by Mrs. Fjellberg to the Board. With the agreement of the Board, she stated action on the resignation would be taken at the January Board meeting.

A communication also was received concerning the transfer of students in the Child Care Program to the universities and the possibility of transferring practical experience. Dr. Schauer was asked to check into this.

Member Miller referred to the poor condition of Algonquin Road, due to the snow storm, and requested a letter from the Board be sent to the State legislators on this problem.

Mr. Hughes reported on progress on the Euclid Avenue extension, stating bids have been let, low bid has been awarded, and preliminary work has been started by the Village of Palatine.

UNFINISHED
BUSINESS:
Architect's
Progress Report--
Phase IIA and
Building U

In the absence of a representative from the architect, Mr. Misic reported the parking lots had been striped, but stated this work had been rejected. The roof on Building U had been started, but because of bad weather has stopped. He stated there is a shortage of material--gypsum board.

Mr. Misic was requested to obtain a progress report for the Board members from the architect.

Dr. Lahti stated he was not optimistic that U Building, or the Music Building, will be finished and ready for the second semester.

Board Salary and
Budget Committees

Chairman Nicklas announced the appointment of the Board Salary Committee--Ross Miller, Chairman, and Marilyn Marier.

The Chairman also announced the appointment of the Board Budget Committee--William Kelly, Chairman, and Milton Hansen and Lawrence Mcats.

Results of Student
Referendum on Non-
voting Board Member

Dr. Fischer reported the student referendum on a non-voting Board member was held on Dec. 11 and Dec. 12, and the vote on the two finalists was exactly even. A decision had been made to run off the tie in January and this is acceptable to the student body.

NEW BUSINESS:
Resignation

Dr. Schauer presented the resignation of Ms. Sue Thompson, Instructor of Women's Physical Education, due to family obligations.

Member Marier moved, Member Kelly seconded, that the resignation of Ms. Sue Thompson, Instructor of Women's Physical Education, be accepted with regret. Motion was unanimous.

Due to lack of physical education facilities, Dr. Lahti reported Dr. Fischer and Dr. Schauer had gone through an intensive review of possible alternatives in order that none of the present P.E. staff members would have to be released. He pointed out that Ms. Thompson's resignation had relieved some of the pressure. He discussed several moves which had been worked out, contingent upon enrollment and curriculum factors, and pointed out that although these will increase slightly the cost of the program there is also a human element to be considered. Dr. Lahti informed the Board he had accepted the recommendation of the two Vice Presidents that the college look at this problem for one more year. He stated they had no hope of increasing the physical education program, just the hope to restore the service they had for serving students at the college.

Dr. Mann reported the college's request for Buildings G, H, and M was approved by the ICCB and forwarded to the Illinois Board of Higher Education, which approved Buildings G and H, but denied Building M. Dr. Mann reviewed prior events, stating originally 200,000 sq. ft. had been approved, but the Governor, so to speak, had wiped the slate clean. Although the fall enrollment would justify 168,000 sq. ft., in light of budget constraints and advice from the ICCB staff, the college requested 130,000 sq. ft. At a meeting with the Higher Board on a request to reinstate M Building, the request was flatly denied. Their rationale for denial was basically money problems--limited funds, and also some degree of unhappiness that the college proceeded to the legislature on replacement of facilities. Dr. Mann pointed out it is clearly documented that the college followed channels. He felt the Higher Board owed the college an explanation of how and what the system is in awarding priorities in the state. Dr. Mann stated it is so evident the facility should have been approved, that obviously the college should have more space, that the Higher Board left the door open for discussions and other alternative ways to approach Building M. It is planned to explore this in the next few weeks. However, Dr. Mann stated he did not want to build up false hopes. Dr. Lahti commented that figures and data have not made any difference to date.

NEW BUSINESS:
New Programs--
Fall 1974

Dr. Schauer presented the proposed program in Materials Management. The primary reason for the proposed program is to provide in-service education for those persons working directly in, or in fields allied to, material management and physical distribution. Dr. Cormack introduced Charles Falk who had worked on this program with a number of persons. Mr. Falk referred to preliminary data given to the Board on this program. " discussed the substantial interest shown and opportunity to serve the local need.

Member Moats moved, Member Marier seconded, approval of the proposal for an A.A.S. degree program and a seventeen semester hour certificate program in Materials Management for implementation as soon as Illinois Community College Board and/or Illinois Higher Board of Education approvals are received.

Upon roll call, the vote was as follows:

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

Dr. Cormack stated the final pages and hard data on a Park Management Program would be forthcoming in January.

Patents and
Copyright Policy

Dr. Voegel, who served as Chairman of the Committee on Patents and Copyright Policy, stated input from the faculty was contained in this document. He pointed out several minor changes made as a result of this input. Dr. Schauer stated this is a document hopefully for the entire institution and reported the patent attorney had reviewed it, as well as the Board attorney.

Member Moats moved, Member Marier seconded, that the policies and procedures relating to copyrights and patents contained within the document entitled, "College Personnel Rights and Responsibilities in College Supported Inventions and Materials," be adopted and become effective on January 1, 1974.

Member Kelly referred to page 6 of the document, under Policy, and asked about a change suggested by Member Hansen at a previous meeting.

Member Moats amended his motion to add, "with the following changes:

1. Page 2, last sentence, add a "d" to last part of sentence, as follows; "....regarding the ownership of and equity in...."

NEW BUSINESS:
Patents and
Copyright
Policy (cont.)

2. Page 6, X.9.0 AMENDING POLICY, to read, "This policy may be amended or rescinded in whole or in part at any time by the Board of Trustees of Harper College provided however that such change will not affect vested rights."

Member Marier, as seconder of the motion, agreed to the amendment.

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

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

Nays: None

Dr. Lahti commended the Patents and Copyright Policy Committee, stating this represented a very distinguished and scholarly production of the faculty committee. He regretted the committee members were not identified on the front of the document. Dr. Lahti felt the document was a tribute to the committee, led by Dr. Voegel, that it was a long committee assignment, a difficult subject, and a very productive piece of work.

Member Kelly requested that the President's comments be endorsed by resolution of the Board.

Member Kelly so moved, Member Moats seconded, and the motion was unanimous.

Member Marier asked that the Board's endorsement of Dr. Lahti's remarks be communicated to each individual committee member. Dr. Lahti stated he would be happy to do so.

Academic
Calendar
1974-75

Member Moats moved, Member Marier seconded, that the Academic Calendar for 1974-75 be adopted, as per Exhibit D. (Exhibit D attached to the Minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Schauer stated the calendar is essentially equivalent to what has been adopted and followed during the past four years, with the exception of a new requirement for a minimum of seventy-five days of instruction within each semester as specified within the new ICCB policies and regulations.

Motion was unanimous.

Final Insurance
Settlement on
Fire Loss

Dr. Mann reported that Exhibit E was essentially the same document on the insurance settlement previously brought to the Board; the figure on page 3 is accurate. The letters previously discussed were attached. Mr. Hughes stated debris removal was planned to ground level.

NEW BUSINESS:
Final Insurance
Settlement on
Fire Loss

Member Moats moved, Member Miller seconded, acceptance of the offer to settle the insurance claim covering the fire loss at the Field House which occurred on Saturday evening, June 9, 1973, as in Exhibit E, and to authorize Dr. William J. Mann to execute proofs of loss in the name of the Board of Trustees as required. (Exhibit E 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

Member Moats moved, Member Marier seconded, to commend the administration and Board Member Kelly for the expedition of this matter in a relatively short time. Motion unanimous.

Chairman Nicklas expressed the appreciation of the Board to Mr. Robert Hughes, especially, for his work on this settlement.

Transfer of Funds
to Harper College
Educational
Foundation

Member Marier, Board representative to the William Rainey Harper College Educational Foundation, reported enthusiastically on the future plans of the Foundation. Unfortunately, the Foundation is unable to operate without some kind of funding. They would appreciate the college giving them a \$10,000 grant to prepare a brochure to be used for community relations. Their suggested schedule for returning the money to the college is \$1,000.00 a year, not to exceed 10 years.

Dr. Lahti suggested this would be a loan, subject to the accounting procedures of the college. Dr. Mann discussed how this loan would proceed.

Member Miller stated it should be recognized that the Educational Foundation is a not-for-profit organization, and any motion should be made subject to legal opinion.

Member Miller moved, Member Moats seconded, approval of the request of the William Rainey Harper College Foundation Board of Directors and to authorize the College President to transfer \$10,000.00 to the Foundation; this transfer to be subject to the opinion of counsel as to the opinion of lawfulness.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:
Energy Crisis
Report

Dr. Lahti informed the Board of plans to form an institutional committee to study the problem of conservation of energy and power relative to the energy crisis. He stated this committee would consist of three or four people to explore all the possibilities and ramifications. Dr. Mann stated Mr. Hughes and he would be happy to work with the committee. Referring to Exhibit G containing some actions already implemented and also suggested proposals, Dr. Mann stated the turning off of interior lights during non-operating hours had been reexamined and, in terms of security risks, it had been concluded it would be more feasible to leave these lights on for an approximate cost of \$700.00.

Mr. Hughes discussed the proposal to install a small boiler in the power plant to handle non-heating season steam loads, eliminating the inefficient use of large water tube boilers. He felt this would pay for itself in less than 24 months of operation.

Discussion followed on some of the other suggestions. Member Kelly stressed the use of common sense in making any decisions on these matters. Dr. Mann stated it is hoped the committee would review suggestions, weigh them, and reach a logical conclusion.

Member Marier suggested the Board go on record encouraging people to use car pools in traveling to the college.

Annual Audit

Dr. Lahti called on Dr. Mann to discuss the audit and management letter. Dr. Mann stated these are two separate documents, with the most important and formal document being the audit. He stated this is an unqualified audit--everything is in order as far as the auditors are concerned. In the course of the audit, the auditors observe certain procedural things and make suggestions in the management letter. This has been done yearly. The college has either implemented their suggestions or given them adequate reasons for not implementing them. The one area which stands out is the student accounts receivable system which has been mentioned for several years as a problem area. The college is working to overcome this problem. Dr. Mann stated he would have a response to the management letter ready for the next Board meeting. If the Board has any concerns after this report, Dr. Lahti stated a representative from Ernst & Ernst could be asked to the following Board meeting.

PRESIDENT'S
REPORT:

Dr. Lahti distributed published articles by three members of the college staff: "Capital Funding of Illinois Junior Colleges," by Don Misic, published in Community College Frontiers; "Custodial Cost Cutting," by Bob Hughes, published in Buildings; and "An Alternative to the Traditional," by Frank Christensen, published in Community College Frontiers.

Dr. Lahti informed the Board he would be sending them a copy of the speech he presented at the Annual College Business and Placement Conference at Northwestern University, along with the list of participants. He also reported he had attended the monthly Council of Presidents' meeting today where the main topics were money and legislation.

ADJOURNMENT:

Member Moats moved, Member Kelly seconded, that the meeting be adjourned at 11:20 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier