

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Rosel e Rds.  
Palatine, Illinois

BOARD MEETING

AGENDA

January 10, 1 74

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  1. Bills Payable
  2. Payroll - December 15 and December 31, 1973
  3. Estimated Payroll - January 1 through February 28, 1974
  4. Financial Statement
  5. Bid Awards
  6. Budget Transfers
  7. Construction Payouts
- V. Communications
- VI. Unfinished Business
  1. Architectural Progress Report - CRS Report
  2. Review of Capital Funding for Harper College
- VII. New Business
  - A. RECOMMENDATION: Staffing (Spring-Summer 1974)
    1. Teaching Associates EXHIBIT A-1
    2. Teaching Faculty, L.R.C. personnel EXHIBIT A-2
    3. Part-time to full-time employee - Hearing Impaired Program EXHIBIT A-3
    4. Resignation EXHIBIT A-4

Board Agenda  
January 10, 1974

B. RECOMMENDATION: Leaves

- 1. Leave of Absence - Teaching Faculty EXHIBIT B-1
- 2. Leave of Absence - Administrative EXHIBIT B-2

C. RECOMMENDATION: Approval of Park Management Program -  
Buildings and Grounds Storage Facility EXHIBIT C

D. RECOMMENDATION: Acknowledgement of Tenure and Promotions  
Committee Report EXHIBIT D

E. RECOMMENDATION: Action on Trustee Election Nominating  
Petition Notice EXHIBIT E

VIII. President's Report

- A. Procedures for Community College Construction Projects
- B. Capital Development Board - Responsibilities and Procedures

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, January 10, 1974

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, January 10, 1974, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

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

Absent: Members Annalee Fjellberg and Lawrence Moats

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Chantry, R. Corwack, Anton A. Dolejs, George Dorner, G. Fischer, Jack Fuller, John Gelch, S. Havlic, Robert Hughes, Fred Inden, John Januszko, Ron Keener, C. Patrick Lewis, Dave Macaulay, W.J. Mann, Liz McKay, Don Mistic, W. Nelson, Charles Oaklief, Robert Powell, Gary Rankin, Henry J. Roepken, C. Schauer, D. Stansbury, Cal Stockman, U. Thobe, W.E. Von Mayr, John F. White, Dave Williams, and Robert Wyman--Harper College; Gerald McGlothlin--Student; Wandalyn Rice--Paddock Publications; Nick Petersen--Elgin Daily Courier-News; and Bob Dix and Bill Panko.

MINUTES:

Member Miller moved, Member Marier seconded, approval of the minutes of the regular Board meeting of December 13, 1973, as distributed. Motion unanimous.

DISBURSEMENTS:  
Bills Payable

Member Miller moved, Member Hansen seconded, approval of the bills payable as of January 10, 1974, as follows:

Educational Fund	\$113,637.55
Building Fund	30,382.91
Site & Construction Fund	3,678.60
Auxiliary Fund	89,550.04

Upon roll call, the vote was as follows:

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

Payrolls

Member Hansen moved, Member Marier seconded, approval for payment of the payroll of December 15, 1973, in the amount of \$285,987.13; the payroll of December 31, 1973, in the amount of \$281,066.45; and the estimated payroll of January 1, 1974 through February 28, 1974, in the amount of \$1,156,789.30.

DISBURSEMENTS:  
Payroll (cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Financial  
Statements

Dr. Mann referred to pages 24 and 25 of the Financial Statements--Site & Construction Fund. Pertaining to the fire loss, he pointed out that "U" Building was shown under Capital Outlay, and also equipment being replaced.

Bid Awards

Member Marier moved, Member Kelly seconded, that the Board award bid Q-3719 for removal of fieldhouse fire debris and the demolishing of Roads and Grounds building to the Plote Excavating Co., as the low bidder, in the amount of \$11,000.00.

Member Moats entered the meeting at 8:35 p.m.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Moats

Member Miller moved, Member Moats seconded, approval of bid award #Q-3726 for the performance of preventative maintenance on the Carrier air conditioning machines to the Carrier Air Conditioning Company in the amount of \$11,610.00.

Upon roll call, the vote was as follows:

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

Nays: None

Budget Transfers

Member Marier moved, Member Miller seconded, approval of the budget transfers as in Exhibit VI-6, in the amount of \$16,470.00.

Member Marier publicly thanked the Northwest Women's Club for their donation to the Hearing Impaired Program.

Upon roll call, the vote was as follows:

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

Nays: None

Change Order #2  
for Bldg. "U"

Member Marier moved, Member Miller seconded, approval of Change Order #2 for Building "U" construction project as suggested by the architect, Exhibit IV-7,

DISBURSEMENTS:  
Change Order #2  
for Bldg. "U"  
(Cont.)

at a cost of \$3,361.00. (Exhibit IV-7 attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Member Marier reported on the meeting of the Educational Foundation. A donation of \$1,200 had been received from Underwriters Laboratories and \$50 from an anonymous donor. She mentioned some of the possibilities being considered, such as, a cardiovascular unit, a leadership center, expansion of scholarship funds and possibilities, and the expansion of international scholarship and exchange programs. An advisory council is in the process of being set up which hopefully will involve a large number of people.

Dr. Lahti distributed a communication from Illinois State University reflecting a change of philosophy in their admissions standards. He also distributed a letter from the American Association of Community and Junior Colleges designating Harper College as a Servicemen's Opportunity College.

Dr. Fischer reported in the run-off election, Jan. 9, 1974, for Student Representative to the Board of Trustees, Gerald McGlothlin was the winner with 234 votes over Rick McIntyre who had 125 votes.

Member Marier moved, Member Moats seconded, to accept the results of the election for Student Representative to the Board of Trustees held on January 9, 1974. Motion unanimous.

Chairman Nicklas welcomed Gerald McGlothlin and introduced him to the Board members.

Dr. Lahti informed the Board he had received, and was passing on to the Board, an application from Mr. Robert Dix for the vacancy coming up on the Board of Trustees. Chairman Nicklas reported the Board was fortunate in having a number of people in the community interested in this vacancy who had visited with the Board at a scheduled meeting. Another meeting is scheduled for Tuesday, January 15, and the Chairman asked the Board's pleasure on adding another name.

After discussion, Member Moats moved, Member Hansen seconded, that as of 4:00 p.m., Monday, January 14, 1974, no more applications for the Board vacancy be accepted. Motion unanimous.

UNFINISHEDBUSINESS:Architectural  
Progress  
Report.

Ron Halpert, of CRS, stated the Board had been sent a construction progress report on Buildings "K" and the Music Building. CRS had just been informed the ceramic tile company had gone bankrupt. All possible efforts are being made to see if this tile can be obtained, but a six to eight week delay is anticipated. Mr. Halpert anticipates beneficial occupancy for Unit "K" on March 1, and for the Music Building on the 1st of April. He introduced Vern Bergstrom to report on "U" Building. Mr. Bergstrom distributed and discussed his report. He stated beneficial occupancy of "U" Building was anticipated to be March 15. Chairman Nicklas thanked Mr. Halpert and Mr. Bergstrom for their reports.

Review of  
Capital Funding  
for Harper

Dr. Mann briefed the Board on capital funding needs of the college, as opposed to capital funding awards. Using a chart, he analyzed the square footage construction approved for Harper, compared to the ICCB formula for Illinois Community Colleges. Dr. Mann stated the college feels the State should honor its formula and approve the space the college has coming. He pointed out the college has the enrollment that justifies the additional square footage.

NEW BUSINESS:Teaching  
Associates

Dr. Lahti stated Exhibit A-1 on the appointment of Teaching Associates was a matter of following policy. He pointed out these would be contingent upon enrollment.

Member Marier moved, Member Miller seconded, that the following individuals be employed at the designated salaries for the Spring semester, 1974 (January 24-June 1), contingent upon enrollment:

<u>LEARNING LABORATORY</u>	
Linda Gadlin	\$2,268.00
Sean Ryan	1,512.00
Jaycee Kaufman	2,700.00
<u>JOURNALISM</u>	
Susanne Havlic	3,606.00
<u>AIR CONDITIONING/REFRIGERATION</u>	
Thomas Abel	750.00
Benjamin Mueller	750.00
John Phillips	750.00

Upon roll call, the vote was as follows:

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

Part-Time  
Faculty

Member Moats moved, Member Miller seconded, that the following part-time faculty be employed at the indicated salaries for the Spring semester, 1974 (January 28-June 1) contingent upon enrollment:

NEW BUSINESS:Part-time  
Faculty (cont.)ALLIED HEALTH

Chris Newkirk	\$1,920.00
Mona Signer	1,728.00
Pat Avigliano	960.00
Linda Calvi	960.00
Jan Johnson	2,996.00
Pat Egel	2,568.00
F. Murphy	1,770.00
M. Sterrett	1,770.00
S. Neu	1,840.00
Judy Wilson	2,296.00
Z. Kalnins	3,424.00
Y. Gibbs	2,996.00
P. Reichenbacher	1,620.00
M. Burbach	2,996.00
L. Jacobson	3,060.00
H. Eilrich	2,040.00
J. Meisenheimer	2,040.00

LEARNING RESOURCES CENTER

Roger Rezabek	2,600.00
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FASHION DESIGN

Sandy Clark	2,675.00
Joanne Tomes	3,250.00
Barbara Tilhou	3,275.00

AIR CONDITIONING

Everett Melnick	2,321.00
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MUSIC

J. Stanley Ryberg	1,850.00
Michael Adamczyk	2,250.00

CHILD CARE

Janeann Thomas	2,350.00
Evann Balmes	1,600.00

Upon roll call, the vote was as follows:

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

Nays: None

Increase Part-  
Time Teacher to  
Full-Time, Hearing  
Impaired Program

Member Moats moved, Member Marier seconded, that the administration be authorized to increase Dr. Catherine Kalbacher from part-time to full-time status for Spring semester, 1974, at a cost of \$3,125. Her total salary for Spring semester will be \$6,250.00.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:  
Resignation

Dr. Schauer presented the resignation of Ms. Maryann Miller, and recommended its acceptance.

Member Marier moved, Member Moats seconded, that the resignation of Ms. Maryann Miller, Director of Community Services, be accepted with regret, effective Jan. 11, 1974. Motion unanimous.

Leaves of  
Absence

Dr. Schauer recommended the extension of Mr. Ronald Stewart's sabbatical leave to work on his dissertation, stating he felt Mr. Stewart was totally worthy of this. Dr. Lahti added Mr. Stewart's name had come to his attention as being an outstanding instructor on behalf of the students.

Member Moats moved, Member Hansen seconded, that the sabbatical leave granted to Mr. Ronald Stewart, Associate Professor, Sociology, for the Fall term of 1973, be extended to include the Spring term of 1974, and that the leave be per Policy 3.3.1 which includes a leave for two semesters at a salary for the academic year not to exceed one-half of Mr. Ronald Stewart's contracted salary for 1973-74. Motion unanimous.

Dr. Schauer presented the recommendation for an administrative leave of absence for Mr. Charles Falk, Chairman of the Business Division, in order that he may work on his doctorate. Arrangements have been made for a faculty member to assume Mr. Falk's responsibilities in his absence.

Member Marier moved, Member Moats seconded, that Mr. Charles Falk be granted an administrative leave of absence on a 1/2 time basis from February 11 through June 30, 1974, and that his salary be adjusted accordingly. Motion unanimous.

Approval of Park  
Management  
Program--  
Buildings and  
Grounds Facility

Dr. Schauer presented the proposed program in Park Management, complete with greenhouse facility and a co-operative maintenance and storage facility for joint use by Park Management and Buildings and Grounds. He commended Dr. Cormack and consultants, people from all over the area and state, for the fine job they had done on this.

Dr. Cormack gave a brief overview of the project, stating it had been three years in development and was the result of a suggestion by the State of Illinois Division of Vocational and Technical Education. He introduced two members of the Advisory Committee--Angelo Capulli of the Arlington Heights Park District, and Tom Carlson, Deputy City Manager of Evanston. Dr. Cormack stated he had worked closely with Mr. Robert Hughes on the facility to be shared with Buildings and Grounds. Many of the vehicles used by the grounds personnel will be used by the Park Program also. Dr. Mann added that



NEW BUSINESS:

Approval of  
Park Management  
Program--  
Buildings and  
Grounds Facility  
(cont.)

some of the expertise that Dr. Cormack will bring to bear will be advantageous to Harper's grounds program too, inasmuch as the college also has a park to maintain. Dr. Cormack pointed out the greenhouse facility could also supply support to the biology program. Both Mr. Capulli and Mr. Carlson expressed their enthusiasm and spoke to the needs in the area for this type of program.

Member Marier moved, Member Miller seconded, that the Park Management Program be approved and forwarded to the Illinois Community College Board for final approval.

Upon roll call, the vote was as follows:

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

Member Marier moved, Member Miller seconded, that the architectural firm of Caudill Rowlett & Scott be commissioned to prepare cost estimates and plans for a Systems Building, write specifications, and conduct competitive bidding for the 6,000 square foot structure, as described in Exhibit C. (Exhibit C attached to the minutes in the Board of Trustees Official Book of Minutes.)

In the discussion which followed, Dr. Lahti suggested that CRS could prepare the specifications and come back to the Board with a full presentation before going out for bid. The Board indicated there is a cost factor to be considered.

Member Marier amended her motion to indicate that CRS come back with a presentation to the Board just prior to going out for bids. Member Miller, as seconder of the motion, accepted the amendment.

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

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

Chairman Nicklas thanked Mr. Capulli and Mr. Carlson for their attendance at the meeting.

Tenure and  
Promotions  
Committee Report

Chairman Nicklas acknowledged receipt of the Report of the Study Committee on Promotion and Tenure for Board study. Dr. Schauer pointed out a corrections and addenda sheet had been attached in the Board notebooks. Dr. White explained that when the committee reassembled after the holidays, there was general agreement that the recommendations should be more conclusive, more specific. He stated the substance is much the same, but a little more specific.

NEW BUSINESS:  
Election  
Nominating  
Petition Notice

Member Hansen moved, Member Moats seconded, adoption of the following notice on Trustee Election Nominating Petitions:

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry and the State of Illinois, for the annual election to be held on April 13, 1974, to elect three members for the full three year term and one member for the unexpired term of two years, may not be filed earlier than February 27, 1974, and not later than March 22, 1974, between the hours of 8:30 A.M. and 4:00 P.M., excepting Saturdays, Sundays and school holidays, only at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois, with William Mann, the designated representative of the Secretary of the Board.

Approved this 10th day of January, 1974.

Jessalyn M. Nicklas (s)  
Chairman

Marilyn Marier (s)  
Secretary

The motion was unanimously approved.

PRESIDENT'S  
REPORT:

Dr. Lahti distributed Outline of Procedures for Community College Construction Projects. He mentioned the communication sent by Ms. McKay to the Northwest Women's Club in appreciation for the contribution to the Program for Hearing Impaired. Dr. Lahti distributed copies of published articles by members of the staff: "Accountability (and MBO) of Student Personnel," by Guerin A. Fischer; and "Unfilled Promises of Federal Aid," by John Morrow. Dr. Lahti also distributed copies of Donn Stansbury's Developmental Leave Report and stated copies would be also sent to members of the Educational Foundation Board.

ADJOURNMENT:

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

Chairman Nicklas

Secretary Marier