

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

Robert InEDA

AGENDA

September 12, 1974

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 1. Bills Payable
 2. Payroll - August 15 and August 31, 1974
 3. Estimated Payroll - September 1 through October 31, 1974
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. RECOMMENDATION: Staffing
 1. Administrative
 - a. Administrative Intern Exhibit A-1a
 - b. Interim Director of Resource Services Exhibit A-1b
 - c. Personnel Director Exhibit A-1c
 2. Faculty
 - a. Criminal Justice Exhibit A-2a
 - b. Nursing Exhibit A-2b
 - c. Teacher Associate - Learning Laboratory Exhibit A-2c

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| B. RECOMMENDATION: Contract Riders | Exhibit B |
| C. RECOMMENDATION: Award of Park Management
Construction Contract
(Exhibit will be hand carried,
Bid opening date: 9-11-74) | Exhibit C |
| D. RECOMMENDATION: Ratification of Agreement with
Local 11
(Exhibit will be hand carried) | Exhibit D |

VIII. President's Report

IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, September 12, 1974

CALL TO ORDER:

Chairman Kelly called to order the regular meeting of the Board of Trustees of Community College District No. 512 on Thursday, September 12, 1974, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members William Kelly, Marilyn Marier, Lawrence Moats, Shirley Munson, Jessalyn Nicklas, Robert Rausch, and Judith Troehler
Absent: None

Also present: Robert E. Lahti, J. R. Birkholz, Frank Borelli, Pat Bourke, R. W. Chantry, Frank Christensen, Robert Cormack, H. Cunningham, Anton A. Dolejs, Charles Falk, Guerin Fischer, Henriette Gebert, John Gelch, Suzanne Havlic, Robert Hughes, Frederic Inden, Ron Keener, C. Patrick Lewis, W.J. Mann, Liz McKay, Don Mistic, Joann Powell, Robert Powell, Gary Rankin, Donn Stansbury, Suzanne Stidger, Cal Stockman, Urban Thobe, Fred Vaisvil, George Voegel, W.E. Von Mayr, Bill Wendling, and Dave Williams--Harper College; Pam Christian, Joe Dugo, Harry Hofherr, Elizabeth Jamsa, Nick Kostopoulos, Millie Millson, Larry Noniah, James Richter, Alice Rosenberg, Joan Tontorici, and Jim Small--Harper Students; Ronald Halpert--Caudill Rowlett Scott; Alison Best--League of Women Voters; Wandalyne Rice--Paddock Publications; and Diane DiBartolomeo--Trib.

Chairman Kelly called upon Dr. Fischer to introduce the new Student Representative to the Board of Trustees and also the new President of the Student Senate. Dr. Fischer asked Mr. Borelli, Director of Student Activities, to make the introductions. Mr. Borelli introduced James Richter, elected as the Student Representative to the Board, and Harry Hofherr, elected as President of the Student Senate. Chairman Kelly expressed the congratulations of the Board and the audience and welcomed Mr. Richter to his seat at the Board table.

MINUTES:

Member Nicklas moved, Member Rausch seconded, approval of the minutes of the regular Board meeting of Aug. 8, 1974. Chairman Kelly called attention to two typographical errors on page 12 of the minutes, and with these corrections the motion was unanimously carried.

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Rausch seconded, approval of the Sept. 12, 1974, bills payable as follows:

Educational Fund	\$123,431.78
Building Fund	56,668.11
Site and Construction Fund	27,668.15
Auxiliary Fund	237,402.82

DISBURSEMENTS:
Bills Payable
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,
Nicklas, Rausch, and Troehler

Nays: None

Motion carried.

Payrolls

Member Nicklas moved, Member Troehler seconded, approval of the payroll of August 15, 1974, in the amount of \$252,682.97, the payroll of August 31, 1974, in the amount of \$272,446.88, and the estimated payroll of September 1, 1974 through October 31, 1974, in the amount of \$1,222,618.13.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler

Nays: None

Motion carried.

Financial Statements

Member Moats asked if the audited financial statements can be anticipated for the October meeting, and Dr. Mann stated they were hoping so.

Budget Transfers

There were no budget transfers.

Bid Awards

Member Munson moved, Member Marier seconded, approval of the issuance of a purchase order to Landgraf's for stacking chairs, in the amount of \$2,568.00, as low bidder. (Ex. IV-6a)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler

Nays: None

Motion carried.

Member Marier moved, Member Nicklas seconded, approval of the award of bid for custom built cabinets to the I.P.Rieger Company, in the amount of \$10,101.00, as the low bidder. (Ex. IV-6b)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler

Nays: None

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Munson moved, Member Troehler seconded, approval of the issuance of a purchase order to IBM for type-writers, in the amount of \$4,940.00, including a \$2,800.00 trade-in for 16 old Model D machines. (Exhibit IV-6c)

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson, Rausch, and Troehler
- Nays: None
- Abstained: Member Nicklas

Motion carried.

Member Rausch moved, Member Troehler seconded, split of the bid for dental supplies as follows, to take advantage of the respective low bid items: (Ex. IV-6d)

(1) D.L.Sawlow	13 items - \$ 834.52
(2) Patterson Dental	17 items - 2,349.96
(3) Frink Dental	21 items - 3,782.65
Total amount of bid	<u>\$6,967.13</u>

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
- Nays: None

Motion carried.

Member Marier moved, Member Munson seconded, split of the bid for hockey equipment, as follows, to take advantage of the respective low bid items: (Ex. IV-6e)

(1) Ned Singer Sports	11 items - \$2,458.70
(2) Randhurst Ice Arena	4 items - 692.10
Total amount of bid	<u>\$3,150.80</u>

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
- Nays: None

Motion carried.

Member Nicklas moved, Member Marier seconded, award of bid for printing of the Spring 1975 Course Schedule to the Frontier Press, in the amount of \$5,824.00, as lowest bidder to specifications. (Ex. IV-6f)

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
- Nays: None

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Troehler moved, Member Marier seconded, award of bid for printing of the Interim Session Schedules, to J.D.S. Printers, in the amount of \$4,545.00, as low bidder. (Exhibit IV-6g)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
Nays: None

Motion carried.

Construction
Change
Orders

Member Rausch moved, Member Troehler seconded, approval of the submittal of Change Order Request #10 Revised to the Capital Development Board by Dr. W. J. Mann. (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 Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
Nays: None

Motion carried.

COMMUNICATIONS:

Secretary Marier read a letter from Mr. Willard A. Brown, Senior Vice President of Arthur Rubloff & Co., on the desirability of Harper seeking a second and possibly, in the future, a third site. The next meeting of the ICCB is scheduled for September 20. Dr. Lahti stated that Harper has been assured they will be heard on the matter of the second site, and action will be taken at this meeting. After the ICCB meeting, Harper will contact the Village of Arlington Heights and ask to be on the agenda of their October meeting, in order to inform them of any progress on the second site.

UNFINISHED
BUSINESS:
Committee
Report on
Seating of a
Faculty
Representative

Member Troehler, Chairperson of the committee appointed to study the seating of a faculty representative, read the following:

The committee established by the action of the Board at the July 11 meeting to study the seating of a faculty representative met July 29 and August 26 and has completed its discussion which included polling surrounding community colleges as to faculty representation on their boards. As a result of its deliberations, and as outlined in the report distributed to the members of the Board, the committee recommends that the Board rescind its action of June 13 concerning the seating of a faculty representative and continue its past practice of a faculty representative serving as a resource to the Board.

UNFINISHED
BUSINESS:
Committee
Report on
Seating of
a Faculty
Representative
(cont.)

As a substitute for a faculty representative, or representative of other college constituencies, sitting with the Board for communication purposes, we offer the Joint-Communications Committee which would have the following purposes:

- a. to identify areas of interest and concern which may warrant study and research prior to processing through appropriate administrative channels for possible Board action;
- b. to facilitate appropriate communication from various constituent groups of the college directly to representatives of the Board and the other constituents; and,
- c. to provide a forum for in-depth exploration and discussion of matters of concern to the constituent groups.

Member Troehler stated she therefore moved the Board of Trustees rescind its action of June 13, 1974, providing for the seating of a faculty representative as an ex-officio member. Member Marier seconded the motion.

Member Rausch voiced his objections to the committee report previously distributed to the Board, stating he felt the entire thrust of the report makes the assumption that the faculty is just another employee element of the college. Member Nicklas stated the committee had considered all elements of the Harper staff and felt perhaps another method of communication would be better employed. Member Munson urged the seating of a faculty member on the Board. Member Marier felt the establishment of a committee would provide an avenue of communication. Member Moats felt the committee had failed to answer the question which originally led to the creation of this position--to create a way in which the faculty would be aware of contemplated Board action in time to comment. Member Nicklas pointed out the agenda is posted, comments are welcome. Member Munson thought the committee was to study guidelines for the seating of a faculty representative. Member Troehler stated the committee had worked with guidelines but that the motion was not specifically to investigate guidelines. Robert Powell, President of the Faculty Senate, in commenting on the motion, stated he felt another point of view would be helpful to the Board. Member Moats felt if the Board passed this motion it would indicate to him they are not interested in controversy, which he feels is the heart of education. Regarding another viewpoint, Member Nicklas felt the proposed committee would provide an opportunity for other viewpoints and complete discussion.

UNFINISHED

BUSINESS:
Committee
Report on
Seating of
A Faculty
Representative
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Nicklas, and Troehler
Nays: Members Moats, Munson, and Rausch

Motion carried.

Member Troehler moved, Member Nicklas seconded, that the Board of Trustees implement a Joint-Communications Committee which will be organized on an annual basis and will be composed of constituent groups of the college and the Board of Trustees.

Member Rausch felt such a committee would be a standing committee which would be in violation of Board policy. He read the definition of Board committees from the Policy Manual. Member Troehler felt the committee, being organized on an annual basis, would not be a standing committee. Member Marier referred to the Budget Committee, and Member Rausch pointed out the Board had discussed making the Budget Committee a standing committee. Chairman Kelly felt the point was well taken and stated it might be necessary to change policy before having a standing committee for the budget or for this purpose.

As Member Munson felt this was important enough to go to a committee of the whole, she therefore moved to table the motion. Member Rausch seconded.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, and Rausch
Nays: Members Marier, Nicklas, and Troehler

Motion carried, and Chairman Kelly announced the motion had been laid on the table.

Chairman Kelly stated it would be necessary to go into executive session for the purpose of considering the agreement with Local #11, S.E.I.U., at 9:00 p.m. The meeting was resumed at 9:35 p.m.

NEW BUSINESS:

Staffing--
Administrative
Intern

Member Marier moved, Member Nicklas seconded, that Ms. Gloria Elaine Prior be employed as an intern for a three-month period beginning Jan. 6, 1975, continuing through April 4, 1975, at a salary rate of \$1000.00 per month.

Dr. Lahti discussed the employment of Ms. Gloria Prior as an administrative intern and answered questions from the Board. He stated Ms. Prior is working on her doctorate in higher education administration at Wayne State University, and the \$1000 per month does not represent a competitive salary, but is mainly to offset expenses. Dr. Lahti stated this is an experienced

NEW BUSINESS:**Staffing--****Administrative
Intern (cont.)**

person who will provide another viewpoint from another part of the country to administration and faculty, while obtaining broad exposure from a number of administrative offices. This is a requirement of her degree program. It is a leadership position and a contribution to the educational field by Harper. It was suggested that in future budgets interns could be listed as a possible option.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler

Nays: None

Motion carried.

**--Director of
Resources
Services
(Interim)**

Member Munson moved, Member Troehler seconded, that Mr. Peter Vander Haeghen be employed as the Director of Resources Service (interim) with the rank of Instructor, at an annual salary of \$17,550.00 pro-rated from 1 Sept., 1974.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler

Nays: None

Motion carried.

**--Personnel
Director**

Member Nicklas moved, Member Rausch seconded, that Mr. Wilfred Von Mayr be appointed Personnel Director, with the rank of Instructor, at an annual salary of \$22,500.00 to be pro-rated from Sept. 16, 1974 through June 30, 1975.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler

Nays: None

Motion carried.

--Faculty

Member Troehler moved, Member Nicklas seconded, that Mr. George Edward Evans be employed as an Instructor in the Criminal Justice Program at a salary of \$13,013.00 beginning September 16, 1974 through May 24, 1975. (Pro-rated from an annual salary of \$14,500.00.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas Rausch, and Troehler

Nays: None

Motion carried.

NEW BUSINESS:
Staffing--
Faculty
(cont.)

Member Munson moved, Member Nicklas seconded, that Mrs. Judith Dincer be employed as the Project Director of the H.E.W. Special Project Grant in Nursing, at a salary of \$17,500.00 for the period August 20, 1974 through June 30, 1975.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler
Nays: None

Motion carried.

Member Nicklas moved, Member Troehler seconded, that Afgham O'Donnell be employed as a part-time Teacher Associate for the 1974-75 academic year at a salary of \$2,160.00.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler
Nays: None

Motion carried.

Contract
Riders

Member Nicklas moved, Member Troehler seconded, that Miss Betty Windham receive the sum of \$750.00 for her services during the summer and that Mr. James Heisler receive the sum of \$910.00 for his services during the period August 5-16, 1974.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas,
Rausch, and Troehler
Nays: None

Motion carried.

Park Management
Construction
Contract

Dr. Mann discussed the rebid, as a lump sum project, of the Park Management Building, which was unsuccessful since bid prices were even higher than the previous bid. He distributed a letter prepared by the architects in response to the bids in which they recommended that none of the proposals be accepted. Due to the current market, and the number of times this project has been put to bid, the architects recommended that the college proceed with the building as their own Construction Manager. Dr. Mann explained the college would take the plans and specifications for each phase and seek out individual bidding responses during the next 30 days. Through this process,

NEW BUSINESS:
Park Management
Construction
Contract
(cont.)

they hope to put together a package deal in which the college acts as the general contractor. Progress will be reported to the Board.

Member Moats moved, Member Munson seconded, to reject the bids for the Park Management Building V, and authorize the administration to proceed on an in-house construction management approach to the project.

Ronald Halpert, CRS, discussed the various bids that would go out. He stated at the present time many contractors are "guesstimating," not estimating. The architects advise the project will require almost full-time supervision. Dr. Mann stated that it may be, after getting into this, a general contractor could be found who would assume this responsibility for a fee.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
Nays: None

Motion carried.

Ratification of
Agreement with
Local #11,
S.E.I.U.

Member Nicklas moved, Member Marier seconded, approval of the Agreement, as submitted, for the years 1974 to 1977 between Harper College and Local #11, S.E.I.U. (Copy of Agreement attached to Minutes in Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, Nicklas, Rausch, and Troehler
Nays: None

PRESIDENT'S
REPORT:

Dr. Lahti reported on a meeting with most area developers around Woodfield Mall relating to the impact on the road network. He stated all plans are laid out for the next five to ten years. He spoke of the group's concern that the condition of the roads will hold back development. Harper has agreed to co-operate with the Euclid project, allowing them to close down Roselle Road this fall for the purpose of laying cement. This project should be finished by the end of the construction season, or December 15, providing another entrance to the college. Dr. Lahti reported the projection for the completion of Route #62 is October.

Chairman Kelly announced the Board had recently received from their consultant a prospective grievance procedure. He stated this would be submitted to the Faculty Senate for their comments tomorrow with an appropriate cover letter.

PRESIDENT'S
REPORT:

Member Richter requested information on the proper protocol in the proceedings of the Board meetings. Chairman Kelly referred him to Dr. Lahti. Member Marier asked that the administration provide Member Richter with a copy of the Trustee Manual.

Dr. Lahti referred to the RAMP project submitted to the State of Illinois. Dr. Mann explained this is a programming-budgeting system for the State. A rather extensive document was put together, spearheaded by Dr. Lucas. Dr. Mann stated it was a difficult task, due to the shortness of time. The document covers the college mission and scope, inventory, and the long-range plans and their implementation. Another section basically will be used to structure requests for future facilities. The original Master Plan submitted to the State was just for facilities. The RAMP document is more extensive, covering curriculum, student affairs, learning resources, etc. Dr. Mann stated this will be an annual document.

Dr. Fischer reported on the current status of enrollment. The credit headcount for fall, 10,038 credit students. Trend lines, 39% of the students are full-time, 61% are part-time. In credit programs, 52% of the students are female, 48% male. In comparison of hours, 76% are day students and 24% night students. Fifty-nine percent of the students are BA oriented, with 41% career oriented. The overall enrollment is up approximately 11% in credit and 17% in CED. In summarizing the headcount, Dr. Fischer stated there are slightly over 15,000 students this fall. The total FTE is 5,640. Dr. Lahti added that in credit programs only, 46% of the student population is over 25 years of age.

Member Munson moved, Member Rausch seconded, that the meeting be adjourned at 10:35 p.m. Motion unanimous.

Chairman William A. Kelly

Secretary Marilyn Marier