

WILLIAM RAINEY HARPER COLLEGE
ALCONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS

ROBERT THELDA

LRC RES

BOARD MEETING

AGENDA

DECEMBER 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 - November 15 and November 30, 1974
 3. Estimated Payroll - December 1 through January 31, 1974
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
 1. Architect's Report on Phase IIA
 2. Policy & Ethics Committee Report & Recommendations
- VII. New Business
 - A. RECOMMENDATIONS: Staffing
 1. Faculty
 - a. Technical Communications Exhibit A-1a
 - b. Learning Resources Exhibit A-1b
 - c. Counselor Associate Exhibit A-1c
 2. Administrative
 - a. Vice President, Academic Affairs Exhibit A-2a
 - B. RECOMMENDATION: Expansion of the Industrial/
Business Seminar Program in
Continuing Education Exhibit B

Board Agenda
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- C. RECOMMENDATION: Cooperative Agreement, Women's Center,
College of Lake County Exhibit C
 - D. RECOMMENDATION: Academic Calendar, 1975-76 Exhibit D
 - E. RECOMMENDATION: Student Records Policy Exhibit E
 - F. RECOMMENDATION: Contract Adjustment Exhibit F
 - G. RECOMMENDATION: Affirmative Action Plan Exhibit G
 - H. REPORT & DISCUSSION: 1973-74 Audit Report Exhibit H
 - I. REPORT & DISCUSSION: Management Letter Exhibit I
 - J. RECOMMENDATION: Contract Award for Space Rental Exhibit J
- VIII. President's Report
- IX. Adjournment.

WILLIAM RAINY 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, December 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, December 12, 1974, at 8:07 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, Judith Troehler, and Student Member James Richter
Absent: None

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Chantry, Guerin Fischer, John Gelch, Doe Hentschel, Robert Hughes, Fred Inden, John Januszko, Ron Keener, W. Klingenberg, C. Patrick Lewis, Jack Lucas, George Makas, W. J. Mann, Liz McKay, Don Mistic, Joann Powell, Cal Stockman, Urban Thobe, P. VanderHaeghen, W. E. Von Mayr, John F. White, Dave Williams, and Robert Wyman--Harper College; Frank M. Hines--Board Attorney; Ronald Halpert--Caudill, Rowlett and Scott; Wandalyne Rice--Paddock Publications; Diane DeBartolomeo--The Trib; Harry Hofherr and Patrick O'Brien--Harper Students.

MINUTES:

Member Munson moved, Member Rausch seconded, approval of the minutes of the regular Board meeting of Nov. 14, 1974, as presented. Motion passed unanimously.

DISBURSEMENTS:
Bills Payable

Member Marier moved, Member Nicklas seconded, approval of the December 12, 1974, bills payable as follows:

Educational Fund	\$261,130.27
Building Fund	175,609.55
Site and Construction Fund	22,142.12
Auxiliary Fund	189,480.66

Upon roll call, the vote was as follows:

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

Motion carried.

Payroll s

Member Nicklas moved, Member Marier seconded, approval of the payroll of November 15, 1974, in the amount of \$333,792.01; the payroll of November 30, 1974, in the amount of \$330,968.95; and the estimated payroll of December 1, 1974 through January 31, 1975, in the amount of \$1,362,759.97.

DISBURSEMENTS:

**Payrolls
(cont.)**

Upon roll call, the vote was as follows:

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

Motion carried.

**Financial
Statements**

There were no questions on the financial statements.

**Budget
Transfers**

Member Nicklas moved, Member Marier seconded, approval of the Educational Fund budget transfers in the amount of \$47,612.00, as noted in Exhibit IV-5a. (Exhibit IV-5a 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.

Member Nicklas moved, Member Munson seconded, approval of the Building and Maintenance Fund budget transfers in the amount of \$158.00, as noted in Exhibit IV-5k. (Exhibit IV-5b 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.

Member Nicklas moved, Member Marier seconded, approval of the Auxilliary Fund budget transfers in the amount of \$1,500.00, as noted in Exhibit IV-5c. (Exhibit IV-5c 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.

DISBURSEMENTS:
Bid Awards

Member Marier moved, Member Troehler seconded, approval of the issuance of a change order increasing purchase order #C-29979 from \$5,706.00 to a new total of \$6,634.00, as per Exhibit IV-6b. (Exhibit IV-6b 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.

Member Troehler moved, Member Munson seconded, approval of the cancellation of purchase order #C-30631 issued to the Cushman Piano Company, in the amount of \$2,800.00, and the re-issuing of a purchase order to the Kurt Saphir Piano Company in the amount of \$2,900.00, as per Exhibit IV-6c. (Exhibit IV-6c attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Mr. Inden explained the Cushman Piano Company delivered an unacceptable substitute piano, thereby negating the original purchase order. Of the two dealers who could supply the desired piano, Kurt Saphir Piano Company is able to make delivery at once at \$2,900.00.

Chairman Kelly pointed out that under the Uniform Commercial Code if people do not meet their contractual obligations, and the college can accomplish the same thing for a little more money, all the college would be entitled to is the difference in cost. In this case, this would be \$100.00 and filing a lawsuit for this amount would be very shortsighted.

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 Troehler moved, Member Nicklas seconded, that the Board approve the submittal of Change Order Requests #11 Revised and #12 Revised to the Capital Development Board by William J. Mann.

Chairman Kelly reviewed the submittal of change orders to the Capital Development Board which indicate only that the Board is approving the submittal of change order requests by Dr. Mann.

DISBURSEMENTS:
Construction
Change Orders
(cont.)

Chairman Kelly requested that Dr. Mann report back to the Board on whether or not Change Order #12 Revised was approved by the Capital Development Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS:

There were no communications.

UNFINISHED
BUSINESS:
Architect's
Report on
Phase IIA

Mr. Ronald Halpert, from Caudill Powell Scott, presented a status report for Project II, the Music and Science Additions. Unit D, Science Building Addition, is 99.6% complete. Mr. Halpert reviewed the punch list items. On the site work, he stated the seeding of the campus was not complete and accepted. Before the project can be closed, the general contractor will submit a guaranteed bond, to be kept by CRS until next summer, assuring the quality set forth in the contract documents.

Unit K, Music Building, is 95% complete to date. Mr. Halpert discussed the construction and punch list items to be completed. The washing down of exterior masonry walls is scheduled to be completed within the next two weeks, contingent upon weather conditions. Discussion followed on change orders for music rooms 202 and 205. Mr. Halpert stated he could only guess the music rooms would be complete on or about February 15. Dr. Lahti felt as no resolution had been made of the disagreement between the contractor, the architect, and the Capital Development Board, this possible date was unfair to the Board, the faculty, and the students. Mr. Halpert stated he hoped to firm up this date at a meeting on December 17. Chairman Kelly stated, as the Board had been apprised of the situation, he felt sure Dr. Lahti would follow-up on this.

Policy and
Ethics
Committee

Member Marier, Chairperson of the Manual and Ethics Committee, reported the committee had met and reviewed a number of items. Their communication to the Board of Trustees, dated Dec. 5, 1974, recommended additions to the Policy Manual. Under policy 1.4.1, the committee wished to add the recommendation that the words, "and 4th," be deleted. The committee also suggested that sections 1.0 to 1.6.4 be removed from the Policy Manual and filed in an appendix to the By-Laws of the Board of Trustees.

UNFINISHED
BUSINESS:
Policy and
Ethics
Committee
(cont.)

Member Marier moved, Member Munson seconded, approval of the addition to Board Policy of the attachment to the committee's communication including, under 1.4.1, the deletion of the words, "and 4th."

Member Moats raised a point of order, referring to policy requirement that policy changes be brought to the Board at two meetings; the first meeting for discussion and the second meeting for action

As this was the consensus of the Board, Member Marier withdrew her motion, and Member Munson withdrew her second. Chairman Kelly recognized the withdrawal of the motion and the second and, upon hearing no objections, stated the subject of removal of sections 1.0 to 1.6.4 from the Policy Manual to an appendix of the By-Laws of the Board of Trustees would be open for discussion.

Referring to Sections 1.0 to 1.6.4, Dr. Lahti discussed the original organization of the Policy Manual, stating these were separate and distinct By-Laws of the Board of Trustees at that time. Somehow, they have been eroded into the Policy Manual. Dr. Lahti stated it was completely inappropriate that they should be in the Policy Manual. These items are By-Laws of the Board. They have never been adopted by any Board of the college, and By-Laws should never be adopted as policy; they are the Board's operating guidelines.

Member Marier pointed out the Board would wait until the next meeting to vote on the recommendations and requested input.

Under 1.2.1, Harry Hofherr, Student Senate President, questioned the possibility of having the Student Trustee elected in the spring. It was agreed this was the Student Senate's responsibility. Member Richter suggested deleting the last sentence in 1.2.1. Member Marier suggested substituting, "Time of election shall be determined by the Student Senate." Member Marier thanked Member Richter for the time and effort he had given to this.

Member Marier stated the committee would propose at the next Board meeting to eliminate section 1.0 to 1.6.4 from the Policy Manual and move it to an appendix and call it "By-Laws." She discussed future plans of the committee. Member Marier suggested a committee-of-the-whole meeting when the Manual is put together, in order to review and discuss it.

NEW BUSINESS:
Staffing--
Faculty

Member Moats moved, Member Troehler seconded, that Ms. Vicki Bixler be employed as Catalog Librarian with the rank of Instructor for the period January 1-May 31, 1975, at a salary of \$5,555.55, pro-rated from an annual rate of \$10,833.42.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler moved, Member Moats seconded, the employment of Ms. Carol Lee Colwell as Counselor Associate in the Office of Testing Services, at an annual salary of \$8,000.00, pro-rated for the period December 16, 1974 to June 30, 1975; this appointment to be effective December 16, 1974.

Upon roll call, the vote was as follows:

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

Motion carried.

Staffing--
Administrative

Member Marier moved, Member Nicklas seconded, that the Board approve the appointment of Dr. John F. Birkholz as Vice President of Academic Affairs, with the rank of Professor, at an annual salary of \$29,500.00, effective July 1, 1974.

Dr. Lahti informed the Board that C. Patrick Lewis had chaired the committee that made the recommendation of three individuals to his office. Dr. Lahti stated he made the final selection.

Mr. Robert Powell, in reference to this appointment, stated the Faculty Senate had expressed concern about the procedures. He stressed there was no question about the candidate, however.

Dr. Lahti asked Mr. Lewis to offer the procedures of the committee to the Board. Mr. Lewis reported the committee was formed in August to screen candidates. From a list provided by Mr. Powell, Dr. Lahti and he selected four faculty members to serve on the committee. There was also one student, one counselor, and two administrators on the committee. Mr. Von Mayr, as Personnel Director, advertised for the committee. The committee met and established guidelines. Inquiries as to the position were received by the committee. The committee received from Mr. Von Mayr's office the

NEW BUSINESS:
Staffing--
Administrative
(cont.)

applications of all candidates who were declared to be qualified or conditionally qualified for the position, on the basis of specifications and job qualifications. The committee reviewed the applications. Out of a total of approximately 20 to 25 applications, the committee determined to invite four individuals for interview with various constituencies of the college. One candidate withdrew, as he had accepted another position. All constituencies of the college participated in interviewing the three candidates. Each constituent group submitted an evaluation report to Mr. Lewis, as chairman of the committee. These were reviewed in a final meeting of the committee, and at that point the committee drafted its recommendation and submitted it to Dr. Lahti. Mr. Lewis stated the period of time covered in this process was from August to the first week in December.

Member Moats asked Mr. Powell what the objection of the faculty was to the procedure. Mr. Powell stated he did not want it to interfere in any way with the appointment of Dr. Birkholz. He urged Board approval of the appointment. He stated the question on the procedures was a separate matter and he felt it would be best for him to send a letter directly to the Board outlining the faculty's objections so they could be brought up at a later date.

Upon roll call, the vote was as follows:

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

Motion carried.

**Industrial/
 Business Seminar
 Program
 Expansion**

Member Nicklas moved, Member Marier seconded, that the Auxiliary Fund budget be amended to increase the revenue and expenditures account up to \$12,000.00 to provide for a full-time co-ordinator of Industrial/Business Seminars, effective December 15, 1974.

Upon roll call, the vote was as follows:

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

Motion carried.

**Cooperative
 Agreement, Women's
 Center Project**

Member Rausch moved, Member Moats seconded, that the Women's Center project be approved and implemented with expenditures for staff and material to be paid from grant funds deposited in a Restricted Purposes account effective December 15, 1974.

NEW BUSINESS:

Cooperative Agreement, Women's Center Project (cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Academic Calendar 1975-76

Member Moats moved, Member Rausch seconded, approval of the Academic Calendar for 1975-76, as per Exhibit D. (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, Moats, Munson, Nicklas, Rausch and Troehler
Nays: None

Motion carried.

Student Records Policy

Member Munson moved, Member Marier seconded, that the Board of Trustees adopt the statements, submitted in Exhibit E, as the Student Records Policy, effective as of November 19, 1974. (Exhibit E attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Lahti explained that Public Law 93-380, "Protection of the Rights and Privacy of Parents and Students," is a controversial bill which will probably be amended. Amendments are being gathered now to modify this law because it has created such havoc in various parts of the country. The policy being recommended to the Board is in accordance with the present law.

Member Richter questioned if the Student Records Policy would include public safety records. Attorney Hines stated this question has not been answered yet and is under study. Dr. Fischer pointed out current Board policy is in violation of the law and spoke of the changes already made by several universities. He stated procedures will have to be written unique to each institution. Questions were raised on the wording of the policy, and Attorney Hines spoke to these.

Member Munson raised the question of the Board following procedure and discussing this recommendation one month and taking action the following. Dr. Lahti suggested the Board, in the interim, could direct the administration to operate in compliance with the law.

Member Rausch moved to table the motion to the next meeting. Member Munson seconded.

NEW BUSINESS:

Student
Records
Policy (cont.)

Upon roll call, the vote was as follows:

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

The motion was tabled to the next meeting.

Member Rausch moved, Member Munson seconded, that the Board direct the administration, with advice of counsel, to remain in compliance of federal law as it stands now.

Motion carried unanimously.

Dr. Lahti requested the Board send their input on this policy to Dr. Fischer before the next meeting. He will pass it on to counsel. The administration will present the policy to the Board at the next meeting.

Contract
Adjustment

Member Marier moved, Member Troehler seconded, that Mrs. Noreen Lopez be given a faculty contract, with the title of Assistant Professor of Adult Basic Education, contingent upon funding of program through the O.S.P.I., at a rate of \$17,330 for 48 weeks, effective July 1, 1974.

Chairman Kelly stated this contract adjustment was transferring Mrs. Lopez from administrator to teaching faculty. Member Moats questioned the contingency, asking if the college did not receive the money whether or not Mrs. Lopez would have a job. Dr. Birkholz agreed the position was contingent upon funding and stated this had been discussed with Mrs. Lopez and she understood that. Dr. Lahti pointed out that if a person had the credentials and according to Board policy could be utilized in the institution, this then would be a Board decision. He added this is standard procedure with grant money. Member Moats expressed his objections, stating he felt this was a questionable hiring process. Dr. Birkholz discussed the Adult Basic Education program and the funding procedures of the O.S.P.I.

Upon roll call, the vote was as follows:

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

Nays: Member Moats
Motion carried.

Affirmative
Action Plan

Chairman Kelly explained the administration had received additional input to the Affirmative Action Program, and the recommendation would be withdrawn from the agenda and revised and submitted to the Board at the January meeting.

NEW BUSINESS:
1973-74 Audit
Report

Member Marier moved, Member Troehler seconded, the acceptance of the 1973-74 audit report.

Motion carried unanimously.

Annual
Management
Letter

Member Troehler moved, Member Nicklas seconded, acceptance of the Management Letter and the related administrative report, as in Exhibit I. (Exhibit I attached to minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Lahti suggested the Board could refer the letter to the Budget Committee; it would be appropriate for their review.

Motion carried unanimously.

Chairman Kelly referred the matter of the Management Letter to the Chairman of the Budget Committee for appropriate action.

Contract Award
for Space
Rental

Member Nicklas moved, Member Moats seconded, the award of contract to the Randhurst Twin Ice Arena for use of their facilities for the 1974/75 college Varsity Ice Hockey program; the cost of the rental to be \$3,760.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Munson commented on the excellence of the small brochure, "This is Harper College." The Board agreed that C. Patrick Lewis and Ronald Yeener, who were responsible for it, should be commended.

Chairman Kelly announced there would be need for an executive session on negotiations following the Board meeting.

PRESIDENT'S
REPORT:

Dr. Lahti distributed a letter from High School District #211 complimenting Harper's staff on the success of the co-operative computer program, a schedule distributed by Dr. Birkholz for the Spring Semester Orientation on Jan. 15-18, 1975, and a communication concerning the delay through the Capital Development Board on Buildings "G" and "H".

ADJOURNMENT:

Member Nicklas moved to adjourn at 10:15 p.m. Member Moats seconded, and the motion carried.

Chairman William Kelly

Secretary Marilyn Marier