

WILLIAM RAINY HARPER COLLEGE
ALGONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS

ROBERT THELDA
LRC RES

BOARD MEETING

AGENDA

MARCH 13, 1975

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - February 14 and 28, 1975
 - 3. Estimated Payroll - March 1 through April 30, 1975
 - 4. Financial Statement
 - 5. Budget Transfers
 - 6. Bid Awards
 - 7. Construction Change Order
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. RECOMMENDATION: Local Plan, Vocational-Technical Education Exhibit A
 - B. RECOMMENDATION: Report and Recommendation of Board of Trustees Salary Negotiations Committee Exhibit B
 - C. RECOMMENDATION: Promotions Exhibit C
 - 1. Faculty Exhibit C-1
 - 2. Administration Exhibit C-2
 - D. RECOMMENDATION: Change in Administration Salary Program Exhibit D
 - E. RECOMMENDATION: Revisions of Board of Trustees Policy Manual Exhibit E
 - 1. 3.2.2 - Placement in Rank - Associate Instructor Exhibit E-1
 - 2. 3.0.4-E - Types of Appointment - Part-time and Temporary Exhibit E-2
 - 3.0.6-C - Tenured Appointments " "

- 3. 3.1.3 - Maintenance of Rank Proportions Exhibit E-3
 - 4. 5.0.7-D - Variable Tuition for Senior Citizens
in Continuing Education Programs Exhibit E-4
 - 5. 3.2.1-A - Faculty Salary Program, Full and Part-time Exhibit E-5

 - F. RECOMMENDATION: Board of Trustees Election Resolution Exhibit F

 - G. RECOMMENDATION: Cooperative Agreement, Harper College
and Northern Illinois Learning
Resources Cooperative Exhibit G

 - H. RECOMMENDATION: Payment of Faculty Expenses Related
to Illinois Community College Board
and Illinois Board of Higher Education
Activities Exhibit H
- 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, March 13, 1975

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman William Kelly on Thursday, March 13, 1975, at 8:12 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, M. Bartos, John Birkholz, Frank Borelli, Pat Bourke, Robert Chantry, R. B. Cormack, A. A. Dolejs, Al Dunikoski, Guerin Fischer, Anthony Franchi, John Gelch, Fred Inden, John Januszko, Henry Kurowski, C. Patrick Lewis, W. J. Mann, Tom McCabe, Liz McKay, M. Scott McMannis, Don Misic, Harold Neumann, Joann Powell, Robert Powell, James J. Smith, Donn Stansbury, Cal Stockman, Paul Swanson, Fred Vaisvil, P. VanderHaeghan, George Voegel, W. E. Von Mayr, and Dave Williams--Harper College; Carol M. Tvrdy and John Young--Harper Students; Wandalyn Rice--Paddock Publications; Diane DiBartolomeo--The Trib; and Paula Gerleve, Marie Kelly, R. R. Moats, and Natalie Weber.

MINUTES: Member Nicklas moved, Member Rausch seconded, approval of the minutes of the regular Board meeting of February 13, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS: Member Munson moved, Member Nicklas seconded, approval of
Bills Payable the March 13, 1975, bills payable as follows:

Educational Fund	\$185,298.57
Building Fund	44,161.10
Site and Construction Fund	64,130.28
Auxiliary Fund	116,715.11

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS: Payrolls Member Nicklas moved, Member Troehler seconded, approval of the payroll of February 15, 1975, in the amount of \$336,285.68; the payroll of February 28, 1975, in the amount of \$334,706.43; and the estimated payroll of March 1, 1975 through April 30, 1975, in the amount of \$1,368,823.90.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial Statements

In answer to a question from Member Munson, Dr. Mann stated there will be a set of budget transfers in April.

Bid Awards

Member Nicklas moved, Member Marier seconded, approval of the following bid awards as in Exhibit IV-6 (Copy of Exhibit IV-6 attached to the minutes in the Board of Trustees Official Book of Minutes):

- IV-6a The Board award the bid for an Overhead Projection Chart Mover to the Harvard Apparatus Co., in the amount of \$3,351.90;
- IV-6b The Board award the bid for the printing of the 1975 Summer Course Schedule to the Park Press Co., as low bidder according to specifications, in the amount of \$3,367.00;
- IV-6c The Board award the bid for the printing of the President's Report plus envelopes to the Grafics Press, as low bidder, in the amount of \$5,472.00 for the printing of the reports and \$598.00 for the envelopes;
- IV-6d The Board approve the increase in the limits of three food service blanket purchase orders--
 - (1) P.O.#C-29463 to Des Plaines Packing from \$6,000.00 to "not to exceed" \$9,000.00,
 - (2) P.O.#C-29459 to Kraft Foods from \$2,000.00 to "not to exceed" \$3,000.00,
 - (3) P.O.#C-29454 to Murano Brothers from \$10,000.00 to "not to exceed" \$14,000.00
- IV-6e The Board award the bid for 20 lb. bond paper to the Forest Atwood Paper Company in the amount of \$3,456.00, as low bidder.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS: Dr. Lahti called attention to the report on chargebacks presented annually for Board information.

Secretary Marier read a letter received from Triton College with an attached resolution supporting a basic foundation tax of 17.5 cents for education and 5 cents for building maintenance approved at a recent Triton Board of Trustees meeting. Prior to approval, this resolution was approved by Triton's Student Association, Classified Association, Faculty Association, and Council of Administrators. Dr. Lahti stated copies of this letter had been sent to Harper's Faculty Senate and Student Government.

Member Nicklas stated that many of the original community colleges had been formed before the enabling legislation of House Bill 1710 was passed. Many of the colleges have very low rates which are frozen at this time. Harper's rates are 11 cents and 4 cents, and Chicago City College's rates are 17.5 cents and 5 cents. Many colleges in the state wish to have the same privilege as the Chicago City Colleges, not necessarily to levy that much but to have the ability. Bills have been introduced into the legislature but so far have been pigeonholed. Member Nicklas hoped the legislature would pass such a bill, giving the colleges flexibility in the future if it became necessary. The Trustees Association is in favor of this. Chairman Kelly requested Dr. Lahti provide more background on this matter for the Board and also that this information be passed on to the students and faculty.

**UNFINISHED
BUSINESS:**

Chairman Kelly referred to a matter of concern since last spring which has to do with the grievance procedure. Without official action, the Board had agreed the college has a system which is working too slowly and perhaps ineffectively. A report was received from outside legal counsel but this did not resolve the whole thing. The Board has been looking for a respected grievance consultant to help guide deliberations. Chairman Kelly stated it appears they are getting close to finding such a person who can interface with the entire college. There will be further information at the next meeting.

**Notification
of Meetings**

Chairman Kelly called on Member Rausch who had stated he would formalize and present at this meeting a motion having to do with the newspaper's request to be notified of all meetings of the Board.

Member Rausch moved, Member Munson seconded, the following resolution:

Resolved:

That this Board is determined to abide by the spirit as well as the letter of the Open Meeting Law. Therefore, the Board directs the Chairman of the Board, or the Administration acting in his stead,

UNFINISHED

BUSINESS:

Notification of Meetings (cont.)

to notify the news media who request such notification of all Board meetings, including closed executive sessions. This notification shall be made at least 24 hours in advance of such meetings and shall specify the topics to be discussed. If an executive session is convened within 24 hours of its being called, the Chairman or Administration shall notify the news media at the same time that Board members are notified.

In the discussion which followed, Member Rausch referred to the rationale he had attached to the motion and distributed to the Board. Chairman Kelly stated, having read the rationale, he had no serious objection--if in fact it was an affirmation of the continuing good faith and openness the Board has always been known for, that the Board has always operated within the guidelines prescribed by counsel. He stated it was important that this not cast any aspersions on any previous Board.

Member Rausch stated it was not his intention to cast any aspersions on how the Board had operated in the past; the resolution merely affirms that the Board will adhere to this. Referring to counsel's advice, Member Rausch stated the resolution meant the Board would not adhere to counsel's minimum requirements--it goes somewhat beyond that. Chairman Kelly felt for the purpose of precedence he would vote against it.

Member Nicklas commented that this request by the newspaper is a matter of form that occurs yearly. The Board is not only obligated to operate in the open but it was their wish to do so. She stressed that the Board has always operated in that way and have always checked with counsel to be sure they were. Member Moats did not feel this was a particular issue with this Board. He felt it was good to go on record indicating this was the way notification of meetings would be handled.

Upon roll call, the vote was as follows:

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

Motion carried.

Local Plan,
Vocational-
Technical
Education

Member Marier moved, Member Nicklas seconded, that the annual plan be approved for implementation during 1975-76 and that the five year plan be approved as a guideline document during 1979-80.

Member Munson commented that this was an excellently written report and suggested an educational meeting of the Board on this plan. It was also suggested people from the high school districts and advisory committees be invited to such a meeting.

NEW BUSINESS:

**Local Plan,
Vocational-
Technical
Education
(cont.)**

In the discussion which followed, Member Rausch raised several questions on cost estimates in the plan, and how the plan would relate to the annual budget. Chairman Kelly requested Member Munson work through Dr. Lahti to set up a date for an educational meeting on this plan.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Rausch

Motion carried.

**Board Salary
Negotiations
Committee
Report and
Recommendation**

Member Moats, as Chairman of the Negotiations Committee, recommended a brief executive session so the committee could report to the Board on the agreement reached with the faculty and on the committee recommendation.

The meeting was recessed to executive session at 9:00 p.m. Chairman Kelly reconvened the meeting at 9:35 p.m.

Member Moats asked the Board to entertain a motion on the faculty salary package for the 1975-76 academic year, summarized as follows:

1. The 1974-75 salary be raised from the current level to 6.03 percent, plus \$600.00. This represents a 9.7 percent average salary increase.
2. Increase life insurance coverage paid for by the college to one and one-half times the faculty member's contracted salary.
3. The college assume the cost of the increased coverage for insurance.
4. College will reimburse the faculty members for tuition up to the following amounts:
 - \$150 per semester
 - \$100 per quarter
 - \$180 for summer school

Further recommend as another package the faculty be given option to allocate dental coverage, this money to be taken out of 9.07 percent salary increase; and

Further recommend the faculty have the option to increase their life insurance on an optional basis out of their own pocket.

Member Marier so moved, in accordance with the agreement signed by negotiating committee. Member Troehler seconded. (Copy of signed agreement attached to the minutes in the Board of Trustees Official Book of Minutes.)

NEW BUSINESS: Upon roll call, the vote was as follows:
Board Salary Ayes: Members Kelly, Marier, Moats, Munson,
Negotiations Nicklas, Rausch and Troehler
Committee Nays: None
Report and
Recommendation Motion carried.

Promotions-- Member Rausch moved, Member Nicklas seconded that the
Faculty following promotions in rank be granted:

Dr. Richard Bernstein	Professor
Mr. Joseph Clouser	Professor
Mr. Clete Hinton	Professor
Mr. Raymond Hylander	Professor
Dr. John Muchmore	Professor
Mr. Thomas McCabe	Professor
Dr. Roger Mussell	Professor

Dr. Birkholz stated there were 46 applications for promotion; the faculty promotions committee recommended 40 individuals. Dr. Birkholz discussed the evaluation system relative to promotions.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Nicklas, on behalf of the Board, congratulated those granted promotions. She stated it was a privilege for the Board to recognize them. In addition to promotion in rank, the Board has been able to award in a monetary way. Member Nicklas pointed out this is not a policy statement, it is a practice and will be reviewed on an annual basis.

Promotions-- Member Munson moved, Member Troehler seconded, that the
Administrators following promotions in rank be granted:

Mr. Donald Mistic	Assistant Professor
Mr. John Januszko	Assistant Professor
Mr. Anthony Franchi	Assistant Professor

In discussing the attachment to Ex. C-2, Analysis of Administrative Rank, Dr. Lahti pointed out it showed a comparison of administrative and faculty rank, since they are not part of the same percentage--the percentage applies to two separate groups.

Upon roll call, the vote was as follows:

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

Motion carried.

Chairman Kelly congratulated the administrators promoted in rank.

NEW BUSINESS:
Administrative
Salary
Program

Member Marier moved, Member Troehler seconded, that the Board approve the administrative request for a maximum of 9.5% of base salaries, plus 1.8-2.1% for merit, to be allocated among administrators for general raises and merit consideration, and that the attached proposed administrative salary ranges be approved effective July 1, 1975; and effective July 1, 1975, in accordance with the classification and compensation program, administrators will not be allowed to exceed the ranges to which they are assigned.

Member Nicklas suggested a separate motion be made starting with, "and that the attached proposed....."

Member Marier amended her motion to that effect, and Member Troehler agreed to that amendment.

A lengthy discussion followed. Member Rausch questioned merit pay for administrators who had reached the top of their administrative salary ranges. Dr. Lahti explained that merit is a one time non-cumulative payment, only given for meritorious performance. He pointed out this system, passed by the Board, has been in operation for the past three years. Dr. Lahti reviewed the evaluation system for merit. The Board questioned the percentage an administrator might receive with merit. Member Moats stated he did not object to the system but felt some control should be built into the outside amount an administrator could get. Chairman Kelly pointed out the actual recommended amounts would be presented to the Board. Dr. Lahti stated the spread on individual administrators would be presented to the Board with the administration's recommendations on merit; these would not be acted upon individually as a motion, just as faculty salary is not acted on individually. Member Rausch commented if the Board could act on these on an ad hoc basis, he did not feel it would be necessary to agree to an overall percentage limitation.

Member Nicklas commented that she was very much in favor of the merit system. However, referring to the motion, she felt the Board needed input from the administration before setting percentages and salaries for the administrators. She would approve stating that this is a recommended guideline, with the administration then coming in with that amount based upon their evaluation.

Member Marier withdrew the motion, Member Troehler withdrew the second. Chairman Kelly announced the motion was withdrawn.

Member Marier moved, Member Troehler seconded, the Board approve the administrative request as a guideline a maximum of 9.5% of base salaries (\$88,763), plus 1.8-2.1% for merit (\$16,000 - \$19,000), to be allocated among administrators for general raises and merit consideration.

NEW BUSINESS:
Administrative
Salary
Program (cont.)

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 Marier seconded, that the attached proposed administrative salary ranges (Ex. D) be approved effective July 1, 1975; and effective July 1, 1975, in accordance with the classification and compensation program, administrators will not be allowed to exceed the ranges to which they are assigned. (Exhibit D attached to the minutes in the Board of Trustees Official Book of Minutes.)

In the discussion which followed, Mr. Von Mayr reviewed the comparison of the proposed ranges to the national data gathered by the College and University Personnel Association in 1973-1974 and stated the maxima of the proposed ranges would fall at, or slightly above, 75 percent of the positions surveyed. He stated the salary increases for the previous two years are right on the national average.

Upon roll call, the vote was as follows:

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

Motion carried.

Revisions in
Board of
Trustees Policy
Manual

Exhibit E-1, regarding a change in Policy 3.2.2--Placement in Rank, was discussed. Action will be taken at the April Board meeting on this proposed change.

Exhibit E-2, with proposed revisions of Sections 3.0.4.E and 3.0.6.C of the Board Policy Manual was discussed. Action will be taken at the April Board meeting.

Exhibit E-3 regarding a proposed change in Section 3.1.3, Maintenance of Rank Proportions, was discussed. Action will be taken at the April Board meeting.

Exhibit E-4 regarding a proposed change in Policy 5.0.7 on tuition rates for Senior Citizens was discussed. As a number of questions were raised, Dr. Birkholz informed the Board this recommendation would be revised and brought to the April meeting for action.

Exhibit E-5 regarding the adoption of adjusted faculty salary ranges at the April Board meeting, was discussed.

NEW BUSINESS:
Revisions in
Board of
Trustees
Policy Manual
(cont.)

Referring to the last sentence of the recommendation in Exhibit E-5, "In accordance with Board policy 3.2.1.a, faculty members will not be allowed to exceed the maximum of the ranges for which they qualify," Robert Powell, President of the Faculty Senate, informed the Board that this was obviously a mistake as a number of faculty would not get the raise negotiated for. The agreement was reached for all faculty and this would rule out a number of senior faculty. Mr. Powell stated they had negotiated for a minimum raise of 6.03%, plus \$600.00, and he stated this recommendation had come as a complete surprise.

Chairman Kelly pointed out that salary ranges are not negotiated, this is a matter of Board policy--a conclusion reached two years ago. Member Moats stated this question was never raised during negotiations and it was presumed current policy would be followed. Chairman Kelly stated the faculty was aware of these ranges, but Mr. Powell stated that no agreement would have been reached had they known this would happen. Member Rausch commented that salary ranges were going to be raised.

Mr. McCabe stated after negotiations they had announced a 9.7% raise based on an average faculty member's salary. His point was the increase in total payroll figures is not 9%, and he stated they regarded that as operating in bad faith. Member Moats did not feel they could charge the committee with bad faith on this issue because the committee had not brought it up; he pointed out the faculty had not brought it up either. As a member of the committee, Member Rausch took strong exception to being accused of operating in bad faith. Dr. Lahti pointed out the Board passed the administrative salaries with exactly the same qualifications.

Action will be taken at the April Board meeting on adjusted faculty salary ranges. Chairman Kelly noted the part-time faculty schedule in Exhibit E-5 was for Board information.

Algonquin
Road Entrance

Member Troehler moved, Member Moats seconded, the following resolution:

Whereas, the Board of Trustees of William Rainey Harper College is aware that a hazardous traffic situation exists at the intersection of College Boulevard A and Algonquin Road, and,

Whereas, the Board is concerned that the State is taking no action to install traffic signals at that intersection because the responsibility and authority to install and pay for these signals is under discussion, and,

NEW BUSINESS:
Algonquin
Road Entrance
(cont.)

Whereas, the Board is fearful that delay will result in jeopardy to students and the public,

Be it resolved that we urge the Department of Transportation, Division of Highways, to act with all possible speed to resolve the issue and protect the safety of our students and the driving and bicycling public on Algonquin Road.

Dr. Lahti reviewed the recent communication sent to the Department of Transportation asking them to specifically inform the college where the law says this is out of their bailiwick. Dr. Mann reported that since January, 1974, there have been six accidents at this particular corner, four of which resulted in injuries. The consensus of the Board was that the administration direct this resolution to the chief of the Department of Transportation.

Upon roll call, the vote was as follows:

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

Motion carried.

Election
Resolution

Member Munson moved, Member Nicklas seconded, that the Board adopt the resolution attached in Exhibit F relative to the calling of the annual Board of Trustee election to be held on April 12, 1975, for the use of affidavits in lieu of poll lists and poll books, for the establishment of precincts and polling places, and for the publishing of notice of said election. (Copy of Exhibit F attached to the minutes in the Board of Trustees Book of Official Minutes.)

Dr. Mann informed the Board of the cooperative agreement Harper has with the elementary and high schools to use the same precincts and share judges and expenses for the election. With the cooperation of Barrington this year, Dr. Mann stated there is now total coverage.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Cooperative
Agreement with
Northern
Illinois
Learning
Resources
Cooperative

Member Nicklas moved, Member Munson seconded, that the Board of Trustees of Harper College accept and enter into the Northern Illinois Learning Resources Cooperative.

Upon roll call, the vote was as follows:

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

Motion carried.

Payment of
Faculty Expenses
Related to ICCB
and IBHE
Activities

Member Marier moved, Member Nicklas seconded, that the administration be authorized to pay fees and expenses for faculty for official activities related to the Illinois Community College Board and the Illinois Board of Higher Education.

Member Nicklas commented favorably on the Harper faculty who have participated in state committees, and she spoke of the benefit to the state in having Harper people there.

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 informed the Board of the necessity to establish a date to canvass the April 12, 1975 election returns. He suggested the best time within the limits of the law would be April 17. Dr. Lahti asked Board Members to consider this date and let him know before the regular Board meeting on April 10.

The Board agreed to hold an educational meeting on April 8 for the purpose of reviewing the data processing center. The date of March 26 was established as a meeting for a candidates' briefing session. Dr. Lahti reminded the Board of the community interface meeting on March 20 in Schaumburg.

Dr. Lahti distributed a handout on the Health Fair to be held on March 24 at Harper, along with a copy of the new college catalog.

ADJOURNMENT:

As there were no objections, the meeting was adjourned at 11:58 p.m.

Chairman William Kelly

Secretary Marilyn Marier