

MINUTES OF REGULAR MEETING OF BOARD OF EDUCATION
JUNIOR COLLEGE SCHOOL DISTRICT 301, COOK COUNTY, ILLINOIS
Held at 799 W. Kensington Road
Mount Prospect, Illinois
May 13, 1965

I.

The meeting was called to order at 8:05 p.m. by President John A. Haas.

II.

The roll was called by the Secretary:

Present: President John A. Haas, Secretary Jessalyn M. Nicklas,
Members Abraham M. Bernstein, James J. Hamill,
Milton C. Hansen, Paul O'Dea, Richard L. Johnson.

Absent: None

III.

The minutes of the meeting on May 6, 1965 were read by all Board members. Correction: Mr. Frank Hines incorrectly spelled Hein. Addition: Lots for term of office were drawn by all Board members: 3 years - Mr. Haas, Mr. Hansen and Mr. Hamill; 2 years - Mr. Bernstein and Mrs. Nicklas; 1 year - Mr. O'Dea and Mr. Johnson. The minutes were accepted with corrections and additions.

IV.

Mr. Haas asked for a report on a committee to select an administrator. Mrs. Nicklas reported that she had contacted, by phone or letter, Drs. Frank Endicott, George Olsen, J. M. Slater, and Norman Burns. Dr. Burns, of the North Central Association, replied that he would be glad to submit names but that he would not be able to participate further. Dr. Slater, Director of the Educational Office at the University of Illinois, could not attend the meeting, but telephoned stating his interest. Dr. Frank Endicott, Director of the Bureau of Placement at Northwestern University, and Dr. George Olsen, both indicated they would attend the meeting on May 13.

V.

Mr. Haas introduced Drs. Endicott and Olsen. Dr. Endicott pointed out that an administrator was usually found by 1) a Board's own search, or by 2) its retaining a screening committee to make the many contacts and to submit a small number of candidates for the Board's consideration. He noted that the Board needs to be specific

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in the qualifications it requires of a president.

Dr. Olsen brought some of the materials used by them in their service to Elementary District 105. The complete file includes a description of the job involved, the kind of district, the list of 55 candidates, the committee work sheets of backgrounds and qualifications, the committee letters of acknowledgment, the list of 12 recommended to the Board, the letters of the committee to all candidates informing them of the final selection and why, the press release.

Dr. Olsen noted that 9 held a PhD and others had special training. He also informed the Board that the final candidates are brought in by invitation of the Board and at the Board expense.

Dr. Endicott replied to Mr. Hamill that he had and would send to the Secretary the job description or qualifications listing used in the Proviso association. The description should include: age range, college degree, acceptable kinds of degrees, salary (base), previous experience with junior colleges, qualities of leadership needed, and starting date. Dr. Olsen pointed out that the Board should consider other administrative posts to be filled by the college, when it considers the kinds of experience that would be necessary in the president.

Dr. Endicott replied to Mrs. Nicklas that the salary would depend on the size of the college, the status of the president in the community, the present salary of the selected candidate, and the time of year. He pointed out that \$18,000, \$20,000 or more should be considered. A \$2,000 increase over a present salary might not be enough.

Dr. Endicott replied to Mr. Johnson that a candidate for this college would probably have a PhD. Dr. Olsen felt this degree would be needed for status with the staff and student body and would be in keeping with the size of the job.

In reply to Mr. Bernstein, Dr. Endicott noted that consultants for this purpose charge \$100 per day, plus expenses. The cost for each consultant would probably run \$700 or \$800. Dr. Olsen noted that the cost of one committee on which he served was \$2500. He estimated that our cost, which should also include such expenses as hotels and transportation, might run \$2500, \$3000, or more.

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Mr. Johnson opined that there should not be too many final candidates. Dr. Endicott suggested that 5 might be a good number. He pointed out that the Board members can learn a great deal about colleges and education as well as about the candidates in these interviews.

Dr. Endicott replied to Mr. Hamill's question on procedure, that the Board should pass a motion to employ consultants and that this decision should be announced in the press. He recommended that the Board operate as a committee of the whole. He stated that all contracts and correspondence are kept strictly confidential.

Dr. Endicott pointed out that it takes about 2 to 3 weeks to get information to the candidates, it takes 2 to 3 weeks for them to consider, it takes 2 to 3 weeks for the committee to study the replies, and it takes 2 to 3 weeks for the Board to interview and make its decision. August first would be the earliest date to complete this schedule.

VI

Mr. Haas introduced Mr. William Starkel of Boos, Allen and Hamilton. Mr. Starkel is Director of School Administration Services for this company. Mr. Starkel informed the Board that his company is experienced in service to junior colleges, citing, as examples, Pasadena, Sacramento, Whittier and Santa Anna of California, and Flint, Michigan. He noted that they had worked with the Lake and DuPage County efforts to establish a junior college.

He pointed out that his company can aid in finding an administrator, in recruiting assistants, can act as a preliminary staff, can work with the architect on educational specifications, on the selection of a site, etc. He cited their work with Drs. O'Dell and O'Connell of Stanford on educational specifications. He stated that their large staff included many skills and qualified the company to meet many needs.

Their junior college experience in the mid-west was at Flint. Here they served in the organization of the college, the salary study, and in long range planning.

Mr. Starkel stated that the company had not selected candidates for a president of a college. He stated that Boos, Allen and Hamilton is interested in a job of any size, but preferred large

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responsibilities. The cost would depend upon the service for which the company was engaged.

VII.

Mrs. Nicklas reported that letters had been sent to Mr. Robert Birkheimer of the State Office of Public Instruction and to Dr. Richard Browne of the Board of Higher Education requesting applications and procedures for State and Federal funds.

On the motion of Mr. Johnson, seconded by Mr. Hamill, Mr. Haas and Mrs. Nicklas were authorized to sign and return any applications for funds.

Roll Call: Ayes: President Haas, Secretary Nicklas, Members Bernstein, Hamill, Hansen, Johnson, O'Dea.

Nayes: None

VIII.

The Board discussed the need for an attorney to prepare documents and to guide the Board in its legal responsibilities and limitations. A statement on the firm of Norman, Englehardt, Zimmerman, Franke and Lauritzen was received by the Secretary for filing.

Mr. Haas was directed to contact other firms for statements and to invite the above firm, plus Mr. Frank Hines and Mr. Everett Louie to attend a Board meeting. Other firms are welcome.

IX.

On the motion of Mr. Bernstein and seconded by Mr. Johnson, a committee will be appointed to engage a stenographer and find a suitable office. Mr. Haas appointed Mrs. Nicklas and Mr. Haas.

Roll Call: Ayes: President Haas, Secretary Nicklas, Members Bernstein, Hamill, Hansen, Johnson, O'Dea.

Nayes: None

X.

The Secretary read a letter from Paddock Publications offering to solicit suggestions for a name for the college and to conduct

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a contest for a winner from a number of selected suggestions. The discussion related to the possible pressure and influence that could be placed upon the Board as a result of a contest. The Board agreed that it had no jurisdiction over the activities of a newspaper, but reaffirmed that the final decision must and would rest with the Board.

On the motion of Mr. Johnson and seconded by Mr. Hansen, the Board passed a resolution that the Board would find it helpful if Paddock Publications conducted a survey to gather names from the public for submission to the Junior College Board for consideration in the selection of a name.

Roll Call: Ayes: 5

 Naves: 2

XI.

The selection of a school treasurer was discussed. There are four treasurers in this college district. Mr. Bernstein and Mr. Haas will report on the availability of these treasurers at the next meeting on May 27.

XII.

Mr. Haas reported that he had discussed the procedure for annexation to an existing junior college district with Mrs. Eugenia Chapman. Mrs. Helene Bristol, of Paddock Publications, reported that Mr. Birkheimer will add the recommendations concerning junior college Board elections and junior college annexations to the Board of Higher Education Bill. She reported that if the total Bill did not pass, these provisions would be introduced separately.

Mr. Bernstein moved, with Mr. O'Dea seconding, that the Secretary be directed to write to Mrs. Chapman stating the Board's concern with the possibility of undesirable annexation taking place and recommending that the law be expanded so that a junior college district might have the opportunity to discuss the proposal.

Roll Call: Ayes: 7

 Naves: 0

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Mr. Hamill moved, with Mrs. Nicklas seconding, that Mrs. Chapman be informed that this Board recommends that the law extend the time between the canvass of votes in the referendum to establish a college district and the final date of filing and withdrawal for candidates to the Board of Education..

Roll Call: Ayes: 5

Nayes: 0

Abstentions: 2

XIII.

Mr. Hamill announced the Conference on School Managerial Services at Northern Illinois University in DeKalb on June 21, 22, and 23, 1965. He pointed out the discussions on junior colleges on June 23.

XIV.

The Secretary received for filing, from Mr. Hamill, a statement of Dr. Henry Boss. Dr. Boss is Asst. Supt. of District 54 and will assume duties as assistant professor at an Illinois college in the fall. He is available to this Board during the summer.

XV.

Mr. Johnson reported on inquiries from the Arlington News. Mrs. Nicklas reported on inquiries from the Chicago Tribune. The Board agreed that no one member need to be appointed as liason to the newspapers, inasmuch as only Board decisions and agreed-to information would be discussed by any member at any time.

XVI.

On the motion of Mr. Johnson, with Mr. Hamill seconding, the Secretary was directed to write Drs. Endicott, Olsen, and Slater with the offer to retain them as a screening committee in the selection of an administrator.

Roll Call: Ayes: 7

Nayes: 0

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XVII.

Mr. Haas appointed Mr. O'Dea, Mr. Hamill, and Mr. Johnson as a committee to draw up instructions for the consultants on the screening committee. Other members of the Board will meet with this Board committee on Sunday, May 23, at 7 p.m., at the home of Mrs. Nicklas, 450 N. Ayreshire Lane, Inverness.

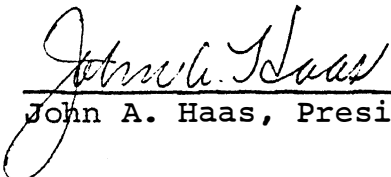
XVIII.

There being no further business to come before the meeting, on the motion of Mr. Hamill, seconded by Mr. Johnson, and unanimously carried, the same was adjourned at 11:00 p.m.

Respectfully submitted,



Jessalyn M. Nicklas, Secretary



John A. Haas, President