

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
July 13, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation - Policy for Control of Miscellaneous Income (Exhibit A)
 - B. Proposed Northwest Suburban Industrial Steering Committee Objectives and Procedures (Exhibit B) (This item is intended for discussion, additional suggestions and approval.)
 - C. Recommendation - Staff Appointment (Exhibit C)
 - D. Other Items
- VIII. President's Report
 - A.
 - B.
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COOK COUNTY, ILLINOIS

Minutes of Regular Board Meeting, Thursday, July 13, 1967

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:05 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by President, Haas.

ROLL CALL: Present: Johnson, O'Dea, Haas, Hamill, Hutchings.
Absent: Hansen, Nicklas

Also Present: Harold Cunningham, Harper College; Fred Vaisvil, Harper College; Donn Stansbury, Harper College; Anton Dolejs, Harper College; Tom Seward, Harper College; John Upton, Harper College; Pat Dean, Paddock Publications; Ralph Klatt, Des Plaines Suburban Times; Charlene Baron, League of Women Voters; Elizabeth Alanne, Day Publications.

In the absence of Secretary Nicklas, Member Johnson nominated Member Hamill as secretary pro tem. There being no other nominations, Member Hutchings moved that the nominations be closed and a unanimous ballot be cast for Member Hamill as secretary pro tem. Motion seconded by Member O'Dea. Motion carried.

Member Hansen entered the meeting at 8:14 p.m.

MINUTES: Member Johnson moved and Member O'Dea seconded the motion to approve the minutes of June 22, 1967.

Member Hamill moved and Member O'Dea seconded the motion to approve the minutes of the Adjourned Regular Board meeting of June 29, 1967. Motion carried.

INVOICES: Member Hamill raised a question concerning the function of Robert Kocher and indicated a desire that public releases and news items about the College contain more evidence of actions of individual Board members and the Board as a group.

Member O'Dea asked that the work-study program be explained to the Board as this item would appear on subsequent expenditure lists. Dr. Harvey explained the operation of the program indicating that the students were hired as clerk typists, file clerks,

INVOICES:
(Continued)

intramural referees, book store clerks, building and ground workers, and so forth. A portion of the salary paid to these students is provided by the College with the remainder being supplied by various federal agencies. Dr. Harvey also indicated that the work-study programs serve a dual function - providing a source of part-time employees for the College and at the same time providing the necessary financial resources for students who could not otherwise qualify for scholarship programs.

Member Hamill asked that the presentation of an estimated payroll be explained. Dr. Lahti indicated that the administrative staff has adopted a policy of presenting an estimated payroll with a follow-up of the actual payroll expenditures at the time payroll checks are issued. This procedure has become necessary for several reasons. The most important reason is the fact that there may be changes in individual earnings between the end of the current cut-off period for Board action and the date on which the employee receives his check. Dr. Lahti indicated that the administrative staff had consulted with Frank Hines and that the procedure of presenting an estimated payroll is within the current school law.

Member Hamill moved and Member Hansen seconded the motion to approve for payment the payroll of July 31, 1967, in the amount of \$37,502.20 and the invoices of July 31, 1967, as follows:

Educational Fund	\$ 7,407.24
Building Fund	1,055.08
Site & Construction	<u>51,557.53</u>
	\$60,019.85

97,522.05

Upon roll call, the vote was as follows:
 Aye: Hansen, Haas, Hamill, Hutchings, O'Dea, and Johnson.
 Nay: None.

COMMUNICATIONS:

Dr. Lahti read a communication from the Teachers Association of District 214 in which the Association requested that Harper College permit public school teachers to attend Harper at a reduced tuition rate. It was suggested by the Association that perhaps tuition might be completely waived for elementary and secondary teachers. Dr. Lahti indicated that

COMMUNICATIONS:
(Continued)

while he was not unsympathetic to such a request he felt we were without sufficient experience regarding student enrollment and College staff load to permit this at the present time. Dr. Lahti further indicated that the College's first obligation is to our regular student body and that we should defer action on this matter for at least one year.

Member Hamill stated that District 214 has been exceedingly cooperative with Harper College and he felt that we are indebted to them and should seriously consider the proposal. He further stated that once we set a precedent with 214, we would, in all fairness, have to extend the policy to include Districts 211 and 224.

Member Johnson cautioned that we must be careful in that we are talking about a teachers group and not District 214 as a whole. He further stated that he agrees we do have a deep obligation to District 214. Member Johnson felt that the request boils down to a matter of professional courtesy. Member Johnson stated that he believed we have no greater obligation to teachers than to the general public unless the argument is presented from a professional courtesy standpoint.

Member Hutchings stated that we might permit public school teachers to attend classes on a reduced or waived tuition basis when such classes are not completely full. Member Hutchings said he felt that such a policy would be a benefit to the entire educational function of the communities we serve.

Member O'Dea stated that the Board has discussed the principle of waiving tuition for certain classes of individuals and that the policy was adopted that tuition would not be waived for members of the College staff and/or members of the immediate families of College personnel. Therefore, he felt that waiving tuition for employees of the public school district would be discriminatory against our own staff.

Chairman Haas indicated that in as much as we will not know our financial position until after registration this fall, even though the cost of waiving tuition might be small, it could be extremely significant in face of a deficit budget. Member Haas further suggested that we respond to the correspondence and point out to the Association that we are facing hazardous times and are not in a position to

COMMUNICATIONS:
(Continued)

give an affirmative answer, however, we will study the matter and contact them in the future.

Member Hansen said he felt we should respond a positive "no" since to permit teachers to attend the district on a reduced or no-tuition basis was in affect creating an obligation for other taxpayers and that we should not do this.

Member Hamill indicated that District 214 had taxed themselves on our behalf and he felt that we do have an obligation to them. Member Haas stated that we do not have the facts and, therefore, he would like to wait until we have more time to study the matter in greater detail.

Member Johnson stated that he felt the Board should act on the matter and stated that this is a policy matter and will require more study by the Board. The Board then instructed Dr. Lahti to communicate with the Association indicating that in as much as this is a policy matter the Board would like to study the proposal in more detail and would be in contact with the Association at a later date.

UNFINISHED
BUSINESS:
Transfer of
funds

A request for approval of transfer of funds in accordance with the previously adopted resolution was presented to the Board.

<u>FUND</u>	<u>BANK</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>
Building	Palatine National Bank	\$28,923.35	5746
Bond & Interest	First National Bank of Chicago	15.69	5747
Bond & Interest	First National Bank of Chicago	<u>37,107.99</u>	6045
		\$66,047.03	
Transfer from Mount Prospect State Bank		28,939.04	
Transfer from First Bank & Trust Co.		<u>37,107.99</u>	
		<u>\$66,047.03</u>	

Member Johnson moved and Member O'Dea seconded the approval of transfer of funds as presented.

Upon roll call, the vote was as follows:

Aye: Hamill, Hansen, Haas, Hutchings, Johnson, and O'Dea.

Nay: None.

UNFINISHED
BUSINESS:
Committee
Meeting

Member Hamill requested that another Budget Committee Meeting date be established. Dr. Lahti requested that the meeting be held near the end of July so that the administrative staff would have sufficient time to make final adjustments in the proposed budget. It was then agreed that a Budget Committee Meeting will be held on July 25, 1967, at 8 p.m., at the College offices, 34 West Palatine Road, Palatine, Illinois. Member Hamill stated that all Board members are not only permitted but encouraged to attend Budget Committee Meetings.

NEW BUSINESS:
Policy for Control
of Miscellaneous
Income

Dr. Lahti introduced the policy for control of miscellaneous income.

Collection for Breakage or Damage

- A. All funds collected by instructors for loss, breakage, or damage to District property will be deposited with the Business Office. These funds are District funds and will be accounted for in the proper manner.
- B. The instructor will give the student a receipt for funds collected. When the funds have been deposited in the Business Office, a receipt will be issued to the instructor for the amount deposited.
- C. The student may make payment directly to the Business Office for laboratory fines and for payments for other loss, breakage, or damage. A receipt will be issued to the student by the Business Office for such collections.

Cash Receipts

- A. Designated staff members will issue District subreceipts in exchange for any cash received in the name of the District. A completed receipt will be issued to each person paying cash for each purchase or fee.
- B. The duplicate subreceipts, money, and a deposit slip (in duplicate) will be sealed in an envelope and delivered by messenger to the Business Office on a daily basis whenever amounts exceed \$25.00. Otherwise, all funds on hand must be remitted weekly.

NEW BUSINESS:

Policy for Control
of Miscellaneous
Income

(Continued)

- C. The Business Office will count the receipts and give the person remitting the funds a receipt for all funds received.
- D. Each receipt number in the subreceipt book must be accounted for. Should an error be made on a receipt, the receipt may be voided. All copies of voided receipts must be marked "void". The original will be left in the receipt book, and all other copies of the receipt will be sent to the Business Office in the envelope with the other receipts.

Dr. Lahti indicated that this policy had been worked out with the College auditors and felt that a sound policy had been derived. Member Hamill indicated that the Board should be furnished monthly statements from all funds including such funds as student activities, bookstore, and etc. The question was raised concerning the inclusion of some miscellaneous funds in the budget. Dr. Lahti stated that some funds such as a separate fund for the bookstore, would simply inflate the budget when in fact the sales of bookstore items would more than offset the budgeted expenditures. Member Haas indicated that an answer to the proper procedures for budgeting various activity items would be forthcoming on the 21st of July at the state-wide Accounting Committee Meeting in Springfield. Mr. Dolejs indicated that at the present we are including bookstore expenditures and estimated income in our budget. He further indicated that we could handle the operations of the bookstore on a "net" basis. Mr. Dolejs stated that Black Hawk College does include both expenditures and receipts from bookstore operations in their budget. Dr. Lahti suggested that establishing a separate fund facilitates administrative control of various operations. Member Johnson indicated that he would like for the Board to instruct our College representative to take a stand for establishing separate funds for various activities when the Accounting Committee meet in Springfield. Member Haas added that the Board did not intend to limit the representative but merely indicated an awareness of the Board's feelings in the matter.

Member Hamill moved and Member Johnson seconded the the motion to accept the policy for control of miscellaneous income as outlined.

NEW BUSINESS:

Policy for Control
of Miscellaneous
Income
(Continued)

Upon roll call, the vote was as follows:

Aye: Hansen, O'Dea, Johnson, Hamill, Hutchings,
and Haas.

Nay: None.

Proposed
Northwest
Suburban In-
dustrial Steering
Committee, Ob-
jectives and
Procedures

Dr. Lahti introduced the principles of the Industrial Steering Committee and outlined objectives and procedures as follows:

The general objective of this committee will be to provide a direct communication link between representative industries of the northwest suburbs and Harper College officials in order that the college may most effectively respond in long and short range educational programs to meet some of the needs of the industries of this area.

More specifically, this committee will be charged with the following tasks:

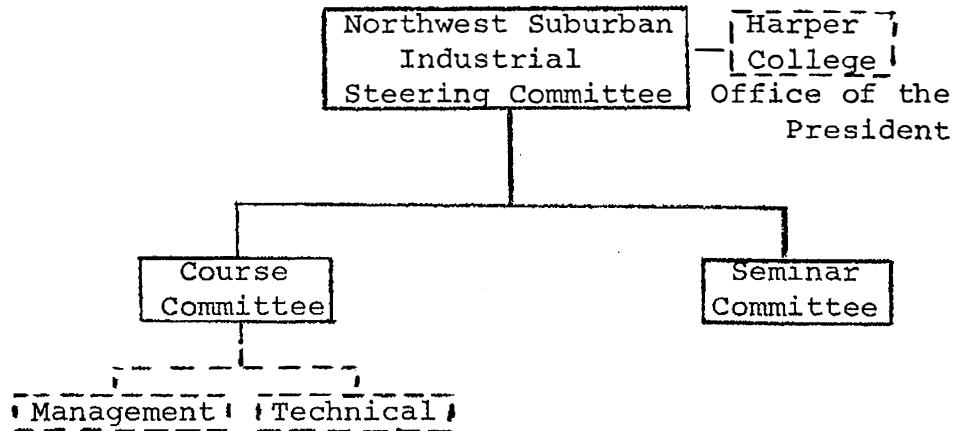
- A. To give general guidance to the college in terms of new one or two year technical programs which may fulfill some of the needs for special skilled workers and/or technicians.
- B. To provide information to the college in terms of specific technical or general education courses from which industrial personnel may profit, in addition to those courses which may be found in the regular collegiate program.
- C. To provide specific information as to the types of management level or graduate courses which may be helpful to management or mid-management personnel of the industries of this area.
- D. To provide guidance as to the types of workshops, shortcourses, or seminars which may be coordinated by the college (i.e., management, or technically oriented institutes or seminars).
- E. To provide guidance in the recruitment of personnel and equipping of programs geared directly to job entry occupations of the industries of this area.
- F. To act as a prime moving force in conjunction with the Board of Trustees of Harper College by providing leadership in the initiation of civic and cultural affairs which will make the northwest suburbs a better community in which to live and work.

NEW BUSINESS:

Proposed
Northwest
Suburban In-
dustrial Steering
Committee, Ob-
jectives and
Procedures
(Continued)

The steering committee would be composed of 20 to 25 corporate leaders from representative industries of the Harper College district. The committee would meet three to four times a year to discuss, and pass on recommendations to Harper College.

A proposed organizational chart follows:



1. Steering Committee

This committee will operate with the aforementioned objectives as a guide.

2. Course Committee

The course committee will be a subcommittee appointed by the steering committee to be responsible for researching, implementing and coordinating course offerings. It may recommend the naming of additional subcommittees. (Subject to approval of the Steering Committee.)

Additional duties would be to recommend:

Select courses to be offered each "semester" - old and new

Outline courses and approve general content

Select instructors

Orient instructors

Set course dates and duration - day of week and hours per night

Select facilities

Establish costs, course fees, etc.

Prescribe course minimum and maximum enrollment

The course subcommittee will make its recommendations and report to the steering committee at their regular meetings. The course subcommittee may be divided into two working areas: management and technical.

NEW BUSINESS:

Proposed
Northwest
Suburban In-
dustrial Steering
Committee, Ob-
jectives and
Procedures
(Continued)

3. Seminar Committee

The seminar committee will be a subcommittee appointed by the steering committee to plan appropriate industrial seminars. The seminars could be directed toward top management, mid-management, or other levels of specialization. Committee composition to be determined by seminar objective and by direction of the steering committee.

The seminar committee will report and make recommendations to the general steering committee. Examples of courses which have been offered to industries through community colleges in other areas of the United States:

- Basic Elements of Metallurgy
- Basic Industrial Traffic Management
- Developmental Reading for Executive and Management Personnel
- Effective Speaking for Foremen
- Factory Economics for Supervisors
- Fluid Mechanics
- How Our Business System Operates
- Human Dynamics for Supervisory Personnel
- IBM - Introduction to
- IBM - Intermediate
- Industrial Psychology
- Industrial Purchasing
- Instructing the Worker on the Job
- Labor Negotiations
- Labor Negotiations and Personnel Topics
- Management - Labor Relations
- Power of Small Group Discussions
- Quality Control
- Secretarial Development
- Value Engineering

Member O'Dea asked if the College staff would be represented as members on the Committee. Dr. Lahti indicated that a College representative would serve on the Committee and that a Board member might also be appointed to serve on the Committee. Member Haas indicated he felt that College representation should include a Board member in as much as a Board member would lend a more positive feeling to the Committee and further that the Board member could respond to matters involving Board policy and attitude.

NEW BUSINESS:

Proposed
Northwest
Suburban In-
dustrial Steering
Committee, Ob-
jectives and
Procedures
(Continued)

Member Johnson indicated that the Steering Committee should be composed of corporate-level officers. The question was raised concerning the appropriateness of including businesses as well as industrial organizations on the Committee. It was indicated that a separate but yet similar Committee would be established to represent non-industrial business enterprises.

Member Haas suggested that in order to more fully clarify the duties of the Course Committee that the last sentence in paragraph 2, page 4, be changed by adding the statement, "and to make recommendations regarding." Member Hamill suggested that a more positive approach be used in the opening statement and that the objective of the Committee should be more than to provide "a communication link." Member Hutchings suggested that the first paragraph be revised to include some of the more specific purposes of the Committee. Dr. Lahti indicated that the structure and format would be changed before it was submitted to the Steering Committee.

Member Hansen questioned the appropriateness of a Board member serving as a representative on the Committee. Member Hansen indicated that he felt if a Board Member is representing the College, then the Board is getting into administrative matters. Member Haas stated that a member of the Board would not be an official representative on the council but simply serve as an ex-officio observer.

Member Johnson asked that more detail be provided regarding the organization of the Committee including the length of term, whether the terms would be staggered or not, how members would be appointed, and how the chairman of the Committee would be appointed. Dr. Lahti indicated that fairly standard procedures would be followed and that we have the principle well in mind but would like to permit the Committee to have its input into the final organizational structure.

Member Johnson suggested that the next course of action would be for the president to meet with a few representatives of major industries and review the concept of the Industrial Committee with these representatives and present a report to the Board

NEW BUSINESS: before it takes final action.

Proposed

Northwest
Suburban In-
dustrial Steering
Committee, Ob-
jectives and
Procedures
(Continued)

Member Hutchings indicated that the Industrial Educational Institute is conducting courses and seminars similar to those suggested in the proposed objectives and procedures and that perhaps the College should check with this group to determine any possibility for cooperative effort.

Member O'Dea suggested that appropriate staff from the College should be represented on the Committee in order to provide leadership in the area of curriculum and seminar development. He further suggested that paragraph F, page 2, be changed to indicate staff involvement. Member Hansen suggested using the words, "Harper College" rather than the words "Board of Trustees" in the first sentence of paragraph F.

Personnel
Recommendations

Member Hansen moved and Member Hamill seconded the motion to approve the contract of William R. Pункay, Instructor of Mechanical Design, at an annual salary of \$9,100., effective September 11, 1967.

Upon roll call, the vote was as follows:

Aye: Hansen, O'Dea, Johnson, Hamill, Hutchings,
and Haas.

Nay: None.

Other Items

Foreign Student
Residency

Dr. Lahti indicated to the Board that a problem had arisen involving the residency status of a foreign student wishing to attend Harper College. Mr. Stansbury outlined a particular circumstance surrounding the case in question. Dr. Lahti indicated that two problems existed which needed clarification. 1. No out-of-district tuition rate has been set and, 2. No policy regarding residency classification has been established. Dr. Lahti further indicated that regarding foreign students educational visia, language ability, and evidence of financial support, are prime considerations in a decision to admit the student to Harper College.

Dr. Harvey indicated that the College will have standards requiring competency tests in English and proof of financial support. Dr. Hutchings stated he felt the College has no particular obligation to a foreign student if he is simply coming to our

NEW BUSINESS:Other ItemsForeign Student
Residency

school and does not intend to establish residency and remain a citizen of the district.

Member Hamill suggested that the residency classification of a prospective student is strictly a legal question and that Frank Hines would be able to determine the proper criteria from a legal standpoint for determining residency status.

Member Haas moved and Member Johnson seconded the motion that as a guideline for the administration, the College not admit non-resident foreign students until such time when the College develops proper screening procedures and that Dr. Harvey move to develop recommendations on these procedures. The motion was approved by unanimous vote.

Chairman Haas asked Member Johnson to report on a special meeting of the Illinois Association of Junior Colleges in Chicago on July 10. Member Johnson indicated that he felt no substantial progress was made at the meeting. Member Johnson said that he believed as long as the state legislature was not willing to face up to an income tax that the Junior College Boards could not expect realistic funding of the state Junior Colleges. He further expressed a feeling of concern regarding the formula that would be used by the Junior College Board to distribute monies appropriated in the last legislature so that every Junior College would get a fair share of the funds available.

Member Haas indicated that a motion had been proposed to the Junior College Board which would provide for an equal distribution of the appropriated funds. However, after discussion, the motion was withdrawn and the matter revealed to the various Junior College Presidents.

PRESIDENT'S
REPORT

Dr. Lahti reported on the Wednesday meeting of the Junior College Board. Dr. Lahti indicated that at the Junior College Board Meeting, some members stated that as there was no commitment on Phase 1-B and since the legislature cut the appropriation to \$125 million, the Board should reconsider the funding of 1-B. Dr. Lahti further indicated, however, that in a later conversation with Gerald Smith, Smith felt that there was no cause for concern about the status of 1-B and that it would be approved as it now stands as soon as the Governor signs the appropriation bill and the appropriate Boards could meet in emergency

PRESIDENT'S
REPORT
(Continued)

sessions to further appropriate the funds. Dr. Lahti also indicated that Gerald Smith felt if the Junior College Board presented 1-B to the higher Board with our documented facts, that the higher Board would simply rubber stamp the recommendations of the Junior College Boards.

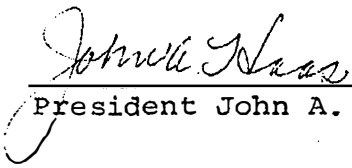
Dr. Lahti reported to the Board conversations with Mr. Finley concerning current project cost estimates. Dr. Lahti stated that at the present time, cost estimates are somewhere between the base project figure and a \$1 million alternate. However, he indicated that the alternate included such items as parking facilities, site development, and some equipment, but that these items would not seriously affect the program. He further indicated that the MBM firm, hired to establish the estimates, had been liberal in setting the base project figure.

Dr. Lahti said that the present schedule calls for reading contract documents on July 20 and receiving and awarding bids on approximately August 24.


Other Items

Member Johnson suggested that the Public Relations Department prepare a slide presentation for use by Board members and College staff. He further suggested that efforts should be made to make presentations to PTA groups, civic groups, and other organizations in the Junior College area. Dr. Lahti indicated that efforts had already been started to prepare color slides for such a presentation.

At 11:00 p.m. Member Hamill moved and Member O'Dea seconded the motion to adjourn the meeting. Motion carried.



President John A. Haas



Secretary Pro Tem J. J. Hamill