

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

August 9, 1973

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - July 15 and July 31, 1973
 - 3. Estimated Payroll - August 1 through September 30, 1973
 - 4. Financial Statement (not included this month)
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Report of Budget Committee:
 - 1. Budget Hearing EXHIBIT A
 - B. Recommendation: Transfer of Phase IIA funds from IBA to Harper and CDB (To be hand carried) EXHIBIT B
 - C. Recommendation: Approval of architectural contract for Building U EXHIBIT C
 - D. Report: Phase IIA construction by the Architect
 - E. Recommendation: Staffing
 - 1. LPN EXHIBIT E-1
 - 2. Director of Evening Services (To be hand carried) EXHIBIT E-2
 - 3. Resignations: EXHIBIT E-3
 - a. Dental Hygiene Instructor
 - F. Recommendation: Update of Board Policy Manual EXHIBIT F

Board Agenda

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- G. Recommendation: Administrative Developmental Leave EXHIBIT G
 - H. Recommendation: Harper College Foundation Directors
(To be hand carried) EXHIBIT H
 - I. Report: Patents and Copyrights Review
 - J. Recommendation: Approval of Capital Funding Request
for Fiscal 1975 EXHIBIT J
 - K. Recommendation: Agreement with American Institute
of Banking (To be hand carried) EXHIBIT K
- VIII. President's Report
- IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, August 9, 1973

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:13 p.m., Thursday, August 9, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William Kelly, Milton Hansen, Marilyn Marier, Ross Miller, Lawrence Moats, and Jessalyn Nicklas
Absent: Member Annalee Fjellberg

Also present: Robert E. Lahti, John R. Birkholz, Anton A. Dolejs, Jr., George Dorner, Guerin Fischer, Jack Fuller, Fred F. Inden, Henry J. Kurowski, Jack Lucas, W. J. Mann, M. Scott McMannis, William Neison, Joann Powell, Gary Rankin, Henry Roepken, Marc Savard, Clarence Schauer, Donn Stansbury, George Voegel, W. E. Von Mayr, and David L. Williams--Harper College; Ronald Halpert--Caudill, Rowlett & Scott; and Nick Petersen--Elgin Daily Courier News.

MINUTES: Member Marier moved, Member Kelly seconded, approval of the minutes of the regular Board meeting of July 12, 1973, as distributed. Motion unanimous.

DISBURSEMENTS: Member Miller moved, Member Marier seconded, approval of the bills payable of August 9, 1973, as follows:

Educational Fund	\$57,108.80
Building Fund	30,544.61
Site & Construction Fund	2,028.00
Auxiliary Fund	22,070.64
Supplement to Auxiliary Fund	3,025.31

Member Fjellberg entered the meeting at 8:20 p.m.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Hansen, Marier, Miller, Moats, and Nicklas
Nays: None

Payrolls Member Miller moved, Member Moats seconded, approval for payment of the payroll of July 15, 1973, in the amount of \$274,892.31; the payroll of July 31, 1973, in the amount of \$270,470.08; and the estimated payroll of August 1, 1973 through September 30, 1973, in the amount of \$1,134,353.77.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Kelly, Hansen, Marier, Miller, Moats, and Nicklas
Nays: None

DISBURSEMENTS:
Financial
Statement

Dr. Mann informed the Board that the preliminary financial statement distributed at the budget meeting of the Board was really not final June 30 statement. He pointed out that many audit adjustments are yet to be made, and it probably would be at least three more weeks before the final June 30 audited statement would be ready.

Dr. Lahti asked if there were any way next year that the June 30 statement could be provided to the Board and the citizens prior to the adoption of the budget. Dr. Mann felt it would be very difficult to say this would be done. Dr. Lahti asked for direction from the Board on whether they would like to pay what it would cost to bring them the information on a more timely basis.

Discussion followed. Chairman Nicklas suggested Dr. Mann look into these kinds of costs and also a digest of the financial statements for the Board next year in order to give them the overall picture.

Bid Awards

Member Marier moved, Member Miller seconded, approval of the following bid awards, as in Exhibit IV-5 (Copy of Exhibit IV-5 attached to the Minutes in the Board of Trustees Official Book of Minutes):

IV-5a - Award of bid Q-3548 for the purchase of various custodial supplies for the fiscal year 1973-74 to the following companies:

- (1) - 3 items in the amount of \$1,670.75 to the L.M. Brownsey Supply Company,
- (2) - 8 items in the amount of \$1,353.10 to Bolotin, Inc.
- (3) - 5 items in the amount of \$2,471.00 to the Elgin Paper Company
- (4) - 1 item in the amount of \$488.25 to the Stanley Home Products Company.

IV-5b - Award of bid Q-3555 for the purchase of various Dental Hygiene Supplies for the fiscal year 1973-74 to the D.L. Saslow Company in the amount of \$5,247.98.

IV-5c - Award of bid Q-3512 for paper supplies for use by the custodial division during the fiscal year 1973-74 to the Elgin Paper Company in the amount of \$3,736.00.

IV-5d - Award of bid Q-3557 for the purchase of video tape and video cassettes for use by the Video Production Services during the fiscal year 1973-74 to the Mead Electric Company in the amount of \$6,780.60.

IV-5e - Award of bid Q-3589 for Periodical Subscriptions for use by the Library during the year 1973-74 to the Ellsworth Magazine Service in the amount of \$9,525.43.

DISBURSEMENTS:Bid Awards
(cont.)

IV-5f - Award of bid Q-3516 for Intercollegiate Insurance coverage for the fiscal year 1973-74 to the Student Plans, Inc., in the amount of \$2,600.00.

IV-5g - Award of bid Q-3500 for the purchase of audio cassettes and recording tape for use by the Resources Services for the fiscal year 1973-74 to the following companies:

Item #1 - Selected Educational Aids	-	\$2,550.00
Item #2 - Midwest Visual	-	590.00
Item #3 - United Visual Aids	-	591.00
Item #4 - United Visual Aids	-	189.60
Item #5 - United Visual Aids	-	264.00
Total amount of the award		<u>\$4,184.60</u>

IV-5h - Award of bid Q-3508 for the sealing of the bituminous concrete surfaces of parking lot #3, #4, and #5 to the R. A. Peterson Company in the amount of \$10,220.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats, and Nicklas

Nays: None

Change
Orders #7,
#8 and #9

Member Kelly moved, Member Marier seconded, approval of the submittal of the following Change Orders to the Capital Development Board by William J. Mann, Vice President of Business Affairs:

Change Order Request #7

Ceisel-McGuire Industries Inc.	\$8,001.70
Modification of piers, tunnel and grade beams at Music Building to overcome existing underground electrical duct bank interference.	

Change Order Request #8

Ceisel-McGuire Industries, Inc.	2,403.00
Removal of peat found in Music Building excavation and backfill with off-site granular fill.	

Change Order Request #9

Ceisel-McGuire Industries, Inc.	803.00
Raise installed culvert pipe invert three feet located at Station 1 and 15 on the perimeter road.	

This Change Order Request is being submitted with the statement, "Do not approve."

Discussion followed on the change orders in Exhibit IV-7 (Copy of Exhibit attached to minutes in the Board of Trustees Official Book of Minutes).

DISBURSEMENTS:
Change Orders
#7, #8 and #9
(cont.)

Dr. Mann specifically discussed Change Order #9, being submitted with the statement, "Do Not Approve." He stated in the opinion of the architects and the administration this change order was not justified. Dr. Mann pointed out the architect's rationale would accompany this document to the Capital Development Board. The Board stressed they were approving the administration's recommendation "Not to approve" Change Order #9.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas

Nays: None

COMMUNICATIONS:

Chairman Nicklas briefed the Board on the activities of the Trustees' Association in regard to the Capital Development Board. She discussed their concerns on the CDB's development of practices and procedures, on capital projects, and on insurance coverage. Chairman Nicklas stressed the importance of being vigilant in order to protect the interests of the people served by the Boards of Trustees.

Chairman Nicklas discussed a new manual, "Policies, Procedures, Guidelines, Rules and Regulations for the Administration and Operation of Public Junior Colleges," a compilation of existing actions of the Illinois Junior College Board. She stated this manual is being circulated throughout the college for input from various groups and areas. Chairman Nicklas will present any suggested amendments, along with the rationale, to the Junior College Board. Dr. Lahti added that these are guidelines adopted by the Junior College Board. They can be modified before being sent to the State where they will become law.

NEW BUSINESS:
Budget Hearing

Chairman Nicklas recessed the meeting at 9:05 p.m. and called the Budget Hearing to order.

Chairman Nicklas stated the budget had been prepared, reviewed by the Budget Committee of the Board, and available for public perusal. She called on the Chairman of the Budget Committee, Milton Hansen.

Member Hansen stated the other members of the Budget Committee were Member Marier and Member Moats. He reviewed the meetings of the Budget Committee and stated they were recommending it to the Board as an acceptable budget. He asked for comments from Dr. Lahti and Dr. Mann.

Dr. Lahti referred to his statements in his letter of transmittal in the budget.

NEW BUSINESS:
Budget Hearing
(cont.)

Dr. Mann pointed out this is a fairly tight budget. Even with salary increases, it is lower than last year's budget. He stated everyone in the college had done a diligent job in attempting to reduce the budget to an absolute minimum. Dr. Mann commended the administrators who were committed last spring to making the budget freeze work. He commented that there will be some difficulty in staying within the budget constraints. Dr. Lahti discussed the problem which arose last spring--not a matter of falling off in enrollment but simply a matter of not meeting budget projections. When this was realized, the necessary steps were taken. When the general faculty became aware of this problem, they accepted it well, and Dr. Lahti added the total organization responded in that manner.

Chairman Nicklas asked for questions or comments from those present.

Member Marier stated she felt the Program Budget was a very fine document. Dr. Lahti commented that this was probably the single most comprehensive document in the organization--really a statement of educational philosophy, dollars tied to programs, programs tied to philosophy.

Member Hansen pointed out that although the college district is similar in many respects to the high school and elementary districts, we differ very much in that approximately 30% of the revenue is private money--tuition paid by the students.

Dr. Mann discussed the levy of the college against the tax base. The first levy in 1966 was about 22¢ per \$100 assessed valuation, currently at 19¢ per \$100 assessed valuation. If things continue as they are, projecting it will be down to about 17¢ through 1976 based on debt retirement which is about a 5% decrease since the day the college opened.

Member Moats referred to the Site and Construction Fund budget, under Other Revenue, of approximately \$320,000. He stated it was his impression this was for movable equipment. Dr. Mann agreed this was the present intent. Member Moats stated he would have strong reservations on using this kind of money for the purchase of another site.

In response to a request from Member Marier, Dr. Lahti agreed an addendum would be prepared for the Board in terms of the effects of final legislation on various functions.

As there were no further questions or comments, Chairman Nicklas declared the Budget Hearing closed at 9:20 p.m., and reconvened the regular meeting.

NEW BUSINESS:
Adoption of
Budget

Member Marier moved, Member Hansen seconded, to adopt the budget by the following resolution:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1973, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 9th day of August, 1973, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probable assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1973, and end on the 30th day of June, 1974.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

NEW BUSINESS:
Adoption of
Budget (cont.)

Member Marier moved, Member Moats seconded, the adoption of the levies for the Educational and Building Funds by the following resolutions:

RESOLUTIONS

BE IT RESOLVED: That there be and hereby is levied for the year 1973 a tax in the sum of \$4,000,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 25, 1973.

BE IT RESOLVED: That there be and hereby is levied for the year 1973 a tax in the sum of \$1,500,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 25, 1973. (A copy of the Certificate of Levy is attached.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

Member Marier moved, Member Fjellberg seconded, the adoption of the following resolution in order to pay Liability Insurance Premiums as authorized by law:

BE IT RESOLVED: That there be and hereby is levied for the year 1973 a tax in the sum of \$77,685.00 for Liability Insurance Premium purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 25, 1973. (A copy of the Certificate of Levy is attached.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas
Nays: None

Dr. Mann explained that the levy for the Bond and Interest Fund has not been included this year. Personal property tax has been eliminated and the collection rate has improved, so the administration did not think it would be necessary to levy additional tax.

NEW BUSINESS:
Adoption of
Budget (cont.)

Member Marier moved, Member Hansen seconded, the adoption of the following resolution to provide for the accumulation and transfer of Building Funds:

RESOLUTION

BE IT RESOLVED: That the sum of \$320,000.00, which is hereby found and determined as being in excess of current and anticipated Building Fund needs, be set aside and accumulated for building purposes and for purchase of sites, and the transfer of said sum for such purposes to the Site and Construction Fund is hereby authorized.

BE IT FURTHER RESOLVED: That the accumulation and transfer of funds herein provided be accomplished in accordance with the statutory authority applicable thereto in Section 103-14 of Chapter 122 of the Illinois Revised Statutes and in conformity with the terms and provisions of the 1972 edition of the Uniform Accounting Manual approved and adopted by the Illinois Junior College Board.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

Architectural
Contract for
Building "U"

Member Kelly moved, Member Miller seconded, approval of the architectural contract with Caudill, Rowlett and Scott for Building "U". (Copy of contract attached to minutes in Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

Phase IIA
Construction
Report

Ron Halpert, Caudill, Rowlett and Scott, distributed a Construction Status Report on Phase IIA to the Board. He discussed the itemized report, stating the contract time is 660 consecutive days, elapsed time--54%, physical completion--54%. Mr. Halpert stated in his opinion he anticipated beneficial occupancy of both K and D units on or about the 1st of 1974.

The Board asked for a follow-up report on Phase IIA at the October meeting, or earlier if possible.

Dr. Mann reported from an administrative point of view the construction was going along well. It is planned to use the parking lots on September 10. He stated they fully intend to move the furniture in and occupy for the second semester.

Mr. Halpert reported that excavation has begun on

NEW BUSINESS:
Construction
Report (cont.)

Building "U" but there is a problem with steel. Because of shortages, steel has been pushed up almost 12 to 14 weeks. Mr. Halpert reported this would affect the completion date unless CRS is able to expedite it in some way. Dr. Mann stated the college would like to assist with this problem if they can.

Staffing--
LPN

Dr. Schauer presented the recommendation to employ Mrs. Lola Smith as an Assistant Professor of Practical Nursing to fill the vacancy created by the resignation of Mrs. Carol DeBiase.

Member Moats moved, Member Fjellberg seconded, approval of the employment of Mrs. Lola Smith as an Assistant Professor of Practical Nursing, at a salary of \$11,393.00 (pro-rated from a 47 week salary of \$12,750) for a 42 week period commencing September 4, 1973, and continuing through June 30, 1974.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller, Moats and Nicklas

Nays: None

-Resignation,
Dental
Hygiene
Instructor

Dr. Schauer recommended acceptance of the resignation of Ms. Donna Finkler.

Member Kelly moved, Member Moats seconded, acceptance of the resignation of Ms. Donna Finkler as an Instructor within the Dental Hygiene Program, effective August 31, 1973.

Dr. Lahti stressed that the administration hoped the most lead time possible will be given the college in the case of a resignation.

Motion was unanimous.

Update of
Board Policy
Manual

Dr. Schauer presented the updating of the Board of Trustees Policy Manual, as outlined in Exhibit F. Dr. Schauer reported in most part these changes are really an updating of the Policy Manual--policy previously approved by the Board of Trustees. The exceptions are those things which the college has been advised by counsel must be changed in order to comply legally. This updated manual would be presented to the staff upon their return in the fall. Any concern of the staff could be brought to the attention of the administration. The policy can be reviewed at any time. Dr. Lahti recommended the Board proceed and adopt this tentatively. Pages could be revised, if necessary, after review by the staff.

Member Miller moved, Member Kelly seconded, approval of the updating of the Board of Trustees Policy Manual

NEW BUSINESS:

**Update of Board
Policy Manual
(cont.)**

(listing attached in Exhibit F), with the understanding that the President will issue updated sections to appropriate staff. (Exhibit F attached to the minutes in the Board of Trustees Official Book of Minutes.)

In the discussion which followed, the Board questioned specifically section 1.4.6, which refers to the open meeting law. It was agreed that the Board Attorney, Frank Hines, would write a new letter of opinion on this for the Board--a full and comprehensive interpretation of the present meeting law.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier
Miller, Moats and Nicklas

Nays: None

Dr. Lahti commended Marc Savard and John Birkholz for the excellent job they had done on this updating of the manual.

**Administrative
Developmental
Leave**

Member Moats moved, Member Miller seconded, approval of the administration's recommendation that Mr. Donn Stansbury, Director of Admissions and Registrar, be granted an administrative developmental leave for the period from September 13, 1973, through October 12, 1973, at full pay, with congratulations on his selection.

Mr. Stansbury had been selected by the American Association of Collegiate Registrars and Admissions Officers to be one of twenty participants from the United States and Canada, and the only community college representative, in a workshop to study the educational systems of Norway, Sweden, Iceland, Finland, and Denmark.

Mr. Stansbury reported on the program for this workshop. Dr. Lahti commented this was quite an honor for Mr. Stansbury and stated he felt sure Harper would benefit quite a bit.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas

Nays: None

Chairman Nicklas congratulated Mr. Stansbury on his selection on behalf of the Board.

NEW BUSINESS:
Harper College
Educational
Foundation

Dr. Lahti presented a list of names recommended for Directors of the Harper College Educational Foundation. He reviewed the background in the formation of the Foundation. The Board had previously approved three Incorporators (who also are Directors):--John Kuranz of Barrington Hills, Jack Pahl of Elk Grove Village, and John G. Woods of Arlington Heights. Dr. Lahti stated the list of names is representative of the geography of the community and a number of other criteria, and represents the best suggestions of the Incorporators. He pointed out there was one name missing from the Rolling Meadow community; also, according to the Articles, a member of the Board of Trustees would serve as a Director.

Member Marier moved, Member Fjellberg seconded, approval of the following list of individuals for appointment to the William Rainey Harper College Educational Foundation Board of Directors:

Robert Atcher, Schaumburg
Robert A. Bjorvik, Palatine
Mrs. Virginia Hayler, Hoffman Estates
Robert E. Lahti, Inverness
James P. Lancaster, Mt. Prospect
William J. Pailey, Sr., Buffalo Grove
William Simpson, Wheeling

Motion unanimous.

It was the consensus of the Board that the original three Directors propose a Director from the Rolling Meadows area and inform the Board of Trustees by telephone before proceeding.

With the consensus of the Board, Chairman Nicklas appointed Marilyn Marier to act as the Board of Trustees' representative to the Harper College Educational Foundation Board of Directors.

Member Marier stated she would be very happy to serve.

Dr. Lahti stated the Board might want to consider in the future whether the Board representative to this Board be elected or appointed by the Chairman. He pointed out the anticipated bylaws are for three year terms for the Directors. Chairman Nicklas suggested this could be starred for review each year because a Board member's commitments could change each year, perhaps July 1. She suggested approval of the Directors and Board of Trustee procedure could be a subject for discussion at a later time.

In response to a question from Member Marier, Dr. Lahti stated a calendar of significant events is being

NEW BUSINESS:

developed at the present time for the Board.

Patents and
Copyrights
Review

Dr. Schauer reviewed the progress of the patent and copyrights document presented to the Board in May. It has been referred to counsel for referral to patent attorney. Since then, the faculty administrative committee has reviewed their suggestions. Some clarifications and suggestions have been made and it is hoped these can be incorporated into the final documents. Dr. Schauer reported that hopefully the document will be in final form by October or November.

Approval of
Capital
Funding
Request
Fiscal 1975

Dr. Mann discussed Exhibit J, request for approval of fiscal 1975 Capital Funding Request for submittal to the Illinois Junior College Board. He stated this was the annual request for additional funds, and distributed a chart illustrating Harper's position. Dr. Mann called the Board's attention to the great difference on the chart between the line showing the IJCB formula (square footage generated by student enrollment) and the line showing actual square footage built or under construction. He pointed out the space is simply not being awarded to Harper. Discussion followed on the IJCB's priority list.

Member Moats moved, Member Miller seconded, approval of the administration's recommendation on the fiscal 1975 Capital Funding Request for submittal to the Illinois Junior College Board (Exhibit J attached to the minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats, and Nicklas
Nays: None

Contract with
American
Institute of
Banking

Member Kelly moved, Member Moats seconded, approval of the contract between the Chicago Chapter, AIB and William Rainey Harper College as submitted. (Exhibit K attached to minutes in the Board of Trustees Official Book of Minutes).

Dr. Schauer stated this represented serious negotiations between the college and Chicago Chapter of AIB. He stated the college was concerned that Harper would have some rights as regards the standards as well as the teachers in these courses. Dr. Schauer commended the efforts of the personnel involved on the part of the college. Dr. Cormack introduced M. Scott McMannis, coordinator of the Banking, Finance and Credit career program, who did most of the negotiating. Mr. McMannis discussed the various areas covered in negotiations. Dr. Schauer and Dr. Cormack both expressed their pleasure in this contract with such a fine organization as the AIB.

NEW BUSINESS:
Contract with
American
Institute of
Banking

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,
Miller, Moats and Nicklas

Nays: None

Chairman Nicklas, on behalf of the Board, thanked Mr. McMannis for his report.

**PRESIDENT'S
REPORT:**

Dr. Lahti called on Dr. Fischer for a report on enrollment data. Dr. Fischer reported the college was running about 4.9% ahead of last year on enrollment to date. He stated the freshmen enrollment was way ahead, but many more students indicate they are going to be part-time.

Dr. Lahti reported the resignation of Joe Mandarino, Director of Security, stating he will be most difficult to replace. Dr. Lahti commented that Mr. Mandarino had an unusual ability to get along with staff and students and get the job done.

Chairman Nicklas stated there would be need for an executive session on personnel after adjournment. Member Moats so moved, Member Marier seconded. Motion unanimous.

ADJOURNMENT:

Member Moats moved, Member Fjellberg seconded, that the meeting be adjourned at 11:05 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier