

JUNIOR COLLEGE DISTRICT 301
SPECIAL BOARD MEETING - NOV. 30, 1965
799 West Kensington Road
Mount Prospect, Illinois

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Bills
- V. Communications
- VI. Unfinished Business
 - A. Discussion of Architectural Firm
 - (i) Report - Dr. Lahti
 - (ii) Procedures for Future
 - B. Discussion of Consulting Firms
 - (i) Review Proposals
 - (a) Arthur G. Little, Inc.
 - (b) Odell, MacConnell & Associates
 - (ii) Procedures - For Future
 - C. Other
- VII New Business
 - A. Discussion of Survey of Salaries of Community College Administrators (Exhibit "A")
 - (i) President's Recommendation for Opening Administrative Positions
 - B. Miscellaneous
- VIII. President's Report
 - A. Discussion of Graphic Illustration of Comprehensive Community College (Exhibit "B")
 - B. Other
- IX. Adjournment

MINUTES OF SPECIAL MEETING OF BOARD OF EDUCATION
JUNIOR COLLEGE SCHOOL DISTRICT 301, COOK COUNTY, ILLINOIS
Held at 799 W. Kensington Road
Mount Prospect, Illinois
November 30, 1965

I.

The meeting was called to order at 8:10 p.m. by Secretary Nicklas in the absence of the Chairman of the Board, John A. Haas.

II.

In the absence of Chairman Haas, a motion was made by Member Hamill, seconded by Member Johnson, to elect Member Hansen chairman pro tem. The nominations were closed and a unanimous ballot was cast for Member Hansen to act as chairman pro tem.

III.

The roll was called by the secretary:

Present: Secretary Jessalyn M. Nicklas, Members James J. Hamill, Milton C. Hansen, Richard L. Johnson, Paul O'Dea.

Absent: Chairman John A. Haas. Member Abraham M. Bernstein was absent from a portion of the meeting.

Also present: Mrs. Helene Bristol, representing Paddock Publications; Mr. Lawrence Frazee, representing Arlington Heights News.

IV.

On the motion of Member Nicklas and seconded by Member Johnson, and unanimously carried, the minutes of the meeting of November 11, 1965, were approved.

V.

On the motion of Member Hamill, seconded by Member O'Dea, the bills, totalling \$3,072.11, were approved.

Roll call: Ayes: Members Hamill, Nicklas, O'Dea, Johnson, Hansen.

Nayes: None

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VI.

Dr. Robert E. Lahti, President of Junior College District 301, reported that he had contacted a number of clients of each of the five architectural firms whom the Board committees had recommended. After a general discussion of the five firms, the Board directed President Lahti to set up interviews with Caudill, Rowlett & Scott, Fridstein and Fitch, Orput-Orput and Associates, Harry M. Weese & Associates, prior to the December 9th meeting.

The Board discussed the importance of on-site visitations of construction projects that had been completed by the aforementioned architectural firms. By consensus they decided to make visits to at least one facility of each of the firms after the next series of interviews have been completed.

Member Bernstein entered the meeting at this time. (Approximately 9:00 p.m.)

The Board proceeded to discuss the proposals of the two Educational Consulting Firms--Arthur D. Little, Inc. and Odell, MacConnell and Associates. After considerable discussion by the Board, and by mutual agreement, they directed President Lahti to contact Mr. Claggett of Arthur D. Little, Inc., for the purpose of further clarifying various areas of the Arthur D. Little proposal. Pending a satisfactory response from Mr. Claggett with regard to the Board's requests, President Lahti was instructed to proceed with the formalization of a contract. It was agreed that Arthur D. Little would draw up their proposed contract and submit it to President Lahti for distribution to the Board, prior to the December 9th meeting. It was agreed that the Board would review the elements of the contract prior to the meeting and bring their comments in order that an agreeable contract could be finalized at the December 9th meeting. President Lahti was instructed to request the presence of Mr. Claggett and the contracting officer for Arthur D. Little, Inc. at this meeting. The presence of the Board's attorney, Frank Hines, was also requested for this meeting.

VII.

President Lahti presented a salary study and ~~suggested~~ salary range for the opening of three new positions for Junior College District 301. These positions are: Academic Dean, Dean of Student Services and Head Librarian.

MINUTES OF SPECIAL MEETING OF BOARD OF EDUCATION
November 30, 1965

VII.
(Continued)

On motion of Member Johnson, seconded by Member Bernstein, the salary range for the position of Academic Dean will be set at \$16,000 to \$19,000.

Upon roll call the motion carried.

Roll call: Ayes: Members Bernstein, Hansen, Johnson, O'Dea.

Nayes: Members Hamill, Nicklas.

On motion of Member Bernstein, seconded by Member Johnson, the salary range for the position of Dean of Student Services will be set at \$16,000 to \$19,000.

Roll call: Ayes: Members Bernstein, Hansen, Johnson.

Nayes: Members Hamill, Nicklas, O'Dea.

For the lack of majority the motion did not carry.

On motion of Member Hamill, seconded by Member Nicklas, the salary range for the position of Dean of Student Services will be set at \$14,000 to \$19,000.

Upon roll call the motion carried.

Roll call: Ayes: Members Hamill, Hansen, Nicklas, O'Dea.

Nayes: Members Bernstein, Johnson.

On motion of Member Bernstein, seconded by Member Hamill, the salary range for Head Librarian was set at \$10,000 to \$12,500.

Roll call: Ayes: Members Bernstein, Hamill, Hansen, Johnson,
Nicklas, O'Dea.

Nayes: None

Dr. Lahti informed the Board that approximately twenty applications have been received for the position of Director of Business Affairs. The closing date for applications will be December 10, 1965.

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VII.
(Continued)

Dr. Lahti further informed the Board that a visiting team, named by the State Junior College Board, would be on campus on December 1, 1965, for the purpose of validating further information regarding Junior College District 301 for Class I Status. Board members were alerted that the visiting team may request a dinner meeting on the eve of December 1st.

VIII.

President Lahti commented on the flow chart illustration of a comprehensive community college. It was emphasized that the comprehensive community colleges traditionally maintain an open door to all students. However, it was emphasized further that the open door policy did not include open door curriculum to all students. President Lahti indicated that he had placed this item on the agenda for Board discussion in order that the Board may clarify and discuss the philosophy and objectives of the proposed educational program of Junior College District 301.

At the suggestion of Member O'Dea it was decided to place this item on a future agenda in order that a greater period of time could be devoted to this discussion.

IX.

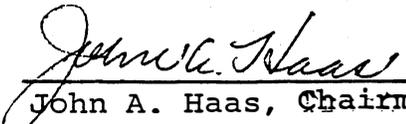
On the motion of Member Hamill, seconded by Member Johnson, and unanimously carried, the Board held an executive session for the discussion of a site selection.

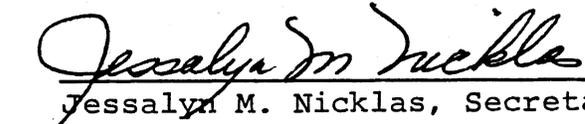
Executive session.

X.

The Board meeting was reconvened at 1:30 a.m. There being no further business to come before the Board, on the motion of Member O'Dea, seconded by Member Bernstein, and unanimously carried, the meeting was adjourned at this time.

Respectfully submitted,


John A. Haas, Chairman


Jessalyn M. Nicklas, Secretary