

A G E N D A

December 9, 1965

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes - November 30, 1965
- IV. Approval of Bills
- V. Communications
- VI. Old Business
 - A. Architectural Firm Selection
 - 1. Future procedures
 - B. Other
- VII. New Business
 - A. Educational Consultants - Contract Negotiation
Arthur D. Little, Inc.
 - B. Future Policy Manual - District 301
 - 1. Preliminary draft - Board of Trustees Policy Section
 - C. Philosophy - Objectives - District 301 - Preliminary Discussion
 - D. ~~Other~~ ^{Bud}
- VIII. President's Report
- IX. Adjournment

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
December 9, 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, Milton C. Hansen,
Richard L. Johnson, Paul O'Dea.

Absent: Member James J. Hamill.

Also present: Attorney Frank M. Hines, Mrs. Helene Bristol,
representing Paddock Publications, Mr. Lawrence
Frazee, representing Arlington Heights News,
Mrs. Delores Grabitz, representing The League
of Women Voters, Mr. Don Truitt, a member of the
citizens consultants committee.

III.

Two corrections were made in the minutes of the November 30, 1965 regular Board meeting. Under Section VI, page 2, the firm of Harry M. Weese was added to the list of architects. On page 3, Section VII, roll call for the position of Dean of Student Services is to include the Naye votes of Members Bernstein and Johnson. On the motion of Member Hansen, seconded by Member O'Dea, and unanimously carried, the minutes, with corrections, were approved.

IV.

On the motion of Member Bernstein, seconded by Member O'Dea, the bills totalling \$625.15 were approved.

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

Nayes: None

V.

There was a short discussion at this time on architectural firm selection. President Haas recommended that the Board table this item until later in the meeting.

VI.

After a discussion of the Arthur D. Little proposal, a motion was made by Member Bernstein, seconded by Member Johnson, to accept the contract as negotiated by Arthur D. Little, pursuant to the amended terms as discussed by the Board at this meeting.

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

Nayes: None

After the Board's discussion on the development of philosophy and objectives of the college, Mr. Haas, President of the Board, directed President Lahti, along with Board Member O'Dea, to draft a number of preliminary statements to be presented at a future Board meeting.

President Lahti presented to the Board a format for a future policy manual for District 301, explaining that the major subdivisions of the policy manual presented are most often found in collegiate policy handbooks. President Lahti suggested that the Board members review the elements of this policy manual, particularly the Board section, in order that he might incorporate Board members' suggestions. The Board would then be able to adopt a set of Board policies at the earliest possible time. President Lahti went on to discuss the future procedures for adopting Board policies. He suggested that the Board submit their comments so that he may incorporate the comments into a rough draft and turn this document over to Attorney Hines for final legal check before placing it on the agenda for final adoption by the Board.

VII.

Upon agreement from the majority of the Board members, the Board recessed for a twenty minute period to discuss the professional qualifications of each of the architectural firms. Upon being called back to order, President Haas made the following statement: "The Board and citizens consultants, after interviewing twenty-one architectural firms, have narrowed the list to four firms-- Caudill, Rowlett & Scott; Fridstein and Fitch; Orput and Orput Associates and Harry M. Weese and Associates." At this point,

VII.
(Continued)

Member Johnson made a motion, seconded by Member O'Dea, to employ the architectural firm of Caudill, Rowlett & Scott, in association with Fridstein & Fitch, subject to satisfactory negotiations with the Board.

Member Hansen objected to this motion, stating he is in favor of employing Caudill, Rowlett & Scott alone as he feels they are fully capable of handling all aspects of an architectural firm. Member Hansen further stated there is nothing to gain by having a local firm work with Caudill, Rowlett & Scott as Mr. Scott made the statement to the Board to the effect there would be a man in residence representing their firm. Member Hansen suggested that the Board give the firm with the major responsibility the right to hire and fire whomever they wish.

At this point Member Johnson asked citizens consultant, Don Truitt, for his comments. They were as follows: "Caudill's practice in the Chicago area is to associate with a local firm. I am strong for site supervision by a local firm who know the "ins" and "outs" of the area. It is not enough to have a firm design a building--the real trick is to take the design and 'bring it up out of the ground' and Fridstein & Fitch have a good reputation for doing this sort of thing."

President Haas directed Secretary Nicklas to call the roll:

Roll call: Ayes: President Haas, Secretary Nicklas, Members Bernstein, Johnson, O'Dea.

Nayes: Member Hansen.

On motion of Member O'Dea, seconded by Member Hansen, and unanimously carried, a letter is to be written to the consultants expressing the Board's gratitude for the assistance they rendered the Board during the interviewing of the architectural firms.

Mr. Haas, president of the Board, directed Dr. Lahti to write this letter thanking the citizen consultants and also notifying them they are automatically discharged.

VIII.

President Lahti reported that five community colleges are to be approved for Class I classification at the December 21st meeting of the Illinois Junior College Board and the Board of Higher Education will act on this during the first week in January. From all information gathered, District 301 is "in the running." Dr. Glenny reports there will be two new junior colleges in the state by January 1, 1966, and expects to see 12 entirely new college districts formed by next year. Ninety of the 102 districts in Illinois are engaged in a study of the possibility of forming some type of community college."

IX.

A motion was made by Member Hansen, seconded by Member Bernstein, and unanimously carried, to go into executive session for site selection discussion.

Executive session.

When the Board reconvened, a motion was made by Member Bernstein, seconded by Member Hansen, to authorize Attorney Hines to make an offer and prepare all necessary papers for possible condemnation and proceed, attempting to acquire Parcel A (see Exhibit A attached), and authorize Attorney Hines to make an offer, stating that District 301 would pay \$8,000 an acre for this land and further to proceed with the offer for purchase by the Board of Education for Tract A.

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

Nayes: None

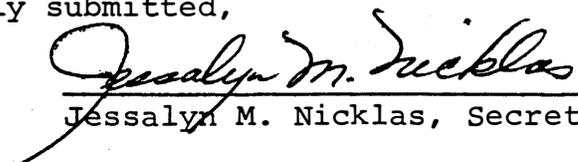
Dr. Lahti was directed to write a letter to Mr. Alan E. Inbinder, 7161 Cicero, Chicago, Illinois, asking him to furnish information concerning possible acquisition of another site.

X.

There being no further business to come before the Board, on the motion of Member Johnson, seconded by Member O'Dea, and unanimously carried, the meeting was adjourned at 11:05 p.m.

Respectfully submitted,


John A. Haas, President


Jessalyn M. Nicklas, Secretary

PRESIDENT'S REPORT
December 9, 1965

1. Next regularly scheduled Board Meeting to be December 23.
Question Board to see whether they want to hold it as scheduled or re-schedule for a special.

2. Board Policy Manual

I have attempted to lay out the format of the elements which are generally contained in a college district policy manual:

- a. I have made one assumption that we will be a Class I institution.
 - b. I have attempted to give you the most commonly found elements of a Board's working policies.
 - c. I must stress the importance of having Policy Procedures Manual for the Board's operation at the earliest possible date. I can verify this by the fact that one of the first questions which the state Class I visiting team asked was, "Do you have a Board of Trustees Procedures developed yet?" One of the first questions that North Central's evaluating team will ask would be the same.
3. Report of Higher Education Conference, Bismarck Hotel, scheduled December 8, 1965, Dr. Glenny's comments:
 - a. It appears that the Junior College Board will approve five colleges for its Class I institutions on December 2.
 - (1) Higher Education Board will take action on these colleges on January 3 or 4.
 - (2) Centralia and Du Page County will probably be Class I Institutions by January 1,
 - (3) At the present time, there are five petitions for other new junior colleges holding referendums in their communities, in the Higher Education Office.
 - b. Dr. Glenny estimated there would be 12 entirely new institutions within a year, most of which would be Class I institutions.
 - c. Ninety of the 102 counties in Illinois are engaged in some degree of activity toward a junior college study.
 - d. Institutions within the state will be asked to participate in the state-wide enrolment projections-Space Utilization Study. Those institutions not participating will be penalized on their applications for federal and state funds.

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4. 1965 Fall Projections.

- a. State master plan projections have been revised upward to an estimated 300,000 credit transfer students for the fall of 1965. Even after the revision upward to 300,000, the actual enrolment was 5,000 more than the revised estimate. Dr. Glenny reported that these estimates would have been off even further, had the Chicago Junior College system expanded up to expectations. He estimated that these projections could have been short as many as 7,000 students, rather than the actual 5,000 to date.
- b. College-going rate increased by 4% during the 1964-65 year; increased by another 3% during the 1965-66 year; a total of a 7% increase in 2 years. In 1964-65 there were 8,300 new students in junior colleges in the State and in 1965-66 there were better than 10,000 new students in junior colleges.

5. Application for State and Federal Funds

- a. Each institution must apply for federal funds prior to March 15 to be eligible for state funds on March 15.
- b. It is estimated that the money would be available three to four months after the application had been approved by the Junior College Board, the Higher Education Board and the Building Authority (IBA).
- c. Urgency for the 301 Board to move as rapidly as possible:

The following items must be accomplished before an application can be submitted:
 - (1) A site must be selected and approved by both Boards.
 - (2) An architectural firm and educational consultants must be selected as soon as possible in order that the following information may be generated and supplied in the application prior to March 15:
 - (i) Projected enrolments through 1969 (there will be a penalty for over-projecting)

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- (ii) A plot plan of the site with topography and proposed buildings included must accompany the application. On the plot plan, utility service lines, access roads and parking areas must be designated.
- (iii) Square feet of all assignable and non-assignable space must be calculated.
- (iv) Preliminary drawings or sketch plans consisting of plans and elevation views of each building with floor plans showing the lay-out of each floor drawn to scale, dimensioned, showing location, purpose and use, a table showing room by room listing of all rooms, the assignable area of each room and non-assignable area in the total project, must be designated. Outline specifications indicating type of construction, types of mechanical, electrical and other equipment to be built in must be provided. A brief description including estimated costs of initial movable equipment considered in the project must be calculated.
- (v) A list of approvals and permits required prior to and during the course of construction must accompany.
- (vi) The following costs must be estimated in the proposed construction of cost project:
 - (a) Lands and rights-of-way
 - (b) Site clearance
 - (c) Architectural engineering services, fees, residence inspection, boring, etc.
 - (d) Legal expense, administrative expense
 - (e) Capitalized interest during construction
- (vii) A detailed proposed construction financing plan broken down into federal grants, state appropriations, local appropriations, etc.

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SUMMARY

This means we must move with judicious haste in architectural selection, site selection and generation of all information discussed heretofore. Not meeting the March 15 deadline will delay a future application approval until at least October 15, 1966. If this were to happen, the earliest time at which we could receive money would be approximately January 1, 1967. It is also important that we move with haste in that there will probably be at least twelve institutions vying for this money within one year from this month.