

A G E N D A

February 23, 1966

- I Call to Order
- II Roll Call
- III Approval of Minutes
- IV Approval of bills for payment.
 - A. Imprest fund report and reimbursement
- V Communications
- VI Unfinished Business
 - A. Calendar of significant events.
- VII New Business
 - A. Reservation for the Area Junior College Conference to be held May 5, 6 and 7 at St. Charles, Illinois.
 - B. Discussion and approval of a purchasing policy.
 - C. Discussion of a temporary assignment for an Administrative Assistant.
- VIII Adjournment

MINUTES OF ADJOURNED MEETING OF THE BOARD OF
JUNIOR COLLEGE DISTRICT 301, COOK COUNTY, ILLINOIS
Held at 799 West Kensington Road
Mount Prospect, Illinois
February 23, 1966

I.

The meeting was called to order at 8:15 p.m. by President John A. Haas.

II.

In the absence of Secretary Nicklas, a motion was made by Member Bernstein, seconded by Member Hansen, to elect Member Hamill secretary pro tem. The nominations were closed and a unanimous ballot was cast for Member Hamill to act as secretary pro tem.

The roll was called by the Secretary Pro Tem:

Present: President John A. Haas, Members Abraham M. Bernstein, Milton C. Hansen, James J. Hamill, Paul O'Dea.

Absent: Members Jessalyn M. Nicklas and Richard L. Johnson.

Also present: Brad Brekke, representing the Arlington Day newspaper, David Crippen, representing Paddock Publications, Larry Frazee, representing The Arlington Heights News, Alan Gage, representing High School District 224, Barrington, Illinois, Robert Grabitz, representing Mrs. Robert Grabitz of The League of Women Voters, Mrs. W. J. Hayter, citizen of Hoffman Estates, Thomas A. Moody, Jr., representing Planning Commission of Palatine, Illinois, and Ralph Shaffer, representing The Advisor newspaper, Mrs. Gilbert Tierney, representing American Association of University Women.

III.

A change was made in the minutes of the meeting of February 15, 1966. In the last sentence the wording should read "adjourn to Wednesday evening, February 23, 1966, at 8:00 p.m., at 799 West Kensington Road, Mount Prospect, Illinois." On the motion of Member Hamill, seconded by Member Bernstein, and unanimously carried, the minutes, with corrections, were approved.

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IV.

On motion of Member Hamill, seconded by Member Bernstein, the bills, totalling \$7,941.59, were approved.

Roll call: Ayes: President Haas, Members Bernstein, Hamill, Hansen, O'Dea.

Nayes: None

Member Bernstein recommended a running record should be submitted at the Board meeting showing how we stand in terms of our written budget.

A written report on the Imprest Fund, which had been prepared by Mr. Perry, Director of Business Affairs, was presented to the Board.

V.

Member Haas reports that Mr. Ted Seiler, a member of the Board of Education of District 25, has offered his services to serve on a citizens committee.

Member O'Dea informed the Board he had received a phone call from the Schaumburg Community Council inviting the Board to attend a meeting which will be held on March 1, 1966, 8:00 p.m., at Robert Frost Junior High School. Members O'Dea and Hamill plan on attending the meeting to present information concerning the Rathje property in Schaumburg as the college board's site.

VI.

President Lahti reported on the calendar of coming events. A copy is attached to the minutes.

President Haas stated that filing of condemnation proceedings will be held up until the Board has investigated other properties that have been recommended for the college site.

President Lahti states he has contacted Mr. Amy of the Illinois Boring and Drilling Company and he informed Dr. Lahti that soil tests are being made at this time on two pieces of property and they have a few preliminary reports. The written reports were not available at this time.

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VI.
(continued)

Member Hamill felt the Board should be given some information and suggestions, based on demographic surveys, on the question of whether District 301 should have one or two campuses--one centrally located site or two off-center locations.

President Lahti stated that the college's educational consultants, Arthur D. Little, Inc., would have information ready for the Board by March 8, 1966.

President Lahti informed the Board that a large number of requests have been received at the office of the junior college for public speaking engagements.

Member Nicklas is working on the interested citizens committee lists and will give a report at the next Board meeting. There will be a general citizens committee meeting on Monday evening, March 7, 8:00 p.m., at Arlington High School. Letters will be sent out inviting any and all interested citizens who would like to be on this committee..

Dr. Lee, comptroller of the North Central Association of Secondary Schools and Colleges met with Dr. Lahti and Mr. Perry on Wednesday, February 23, 1966, in the offices at 34 West Palatine Road, Palatine. Dr. Lee was favorably impressed with our organization.

President Lahti will be attending a conference in St. Louis, Missouri, February 28 through March 4 for the American Association of Junior Colleges.

VII.

President Lahti informed the Board of the Area Junior College Conference to be held at St. Charles, Illinois, May 5, 6, and 7. No action was taken at this time.

The purchasing policy was discussed at length by the Board. It was the consensus of the Board to delay adoption of the purchasing policy in order to allow time to incorporate some of the Board's suggestions.

President Lahti informed the Board of the need for a temporary administrative assistant for the college. He emphasized the need for additional help on setting up the coming referendum and in all of the many planning jobs now being undertaken by

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(omitted at regular meeting)

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VII. (continued)

the staff. Dr. Lahti recommended the hiring of Roy de Marrais, presently working on his doctorate in college administration at the University of Michigan.

On motion of Member Bernstein, seconded by Member O'Dea, the Board approved the hiring of Roy DeMarias as an administrative assistant at a salary to be negotiated by President Lahti at a rate not to exceed \$1400 a month.

Roll call: Ayes: President Haas, Members Bernstein, Hamill, Hansen, O'Dea.

Nayes: None

VIII.

At this point Mrs. W. J. Hayter, a citizen from Hoffman Estates, stated that the majority of the people in the Schaumburg area are in favor of the Rathje site for the college and Mr. Atcher, mayor of Schaumburg, does not speak for the people when he states that Schaumburg does not want the college in the Schaumburg Industrial area.

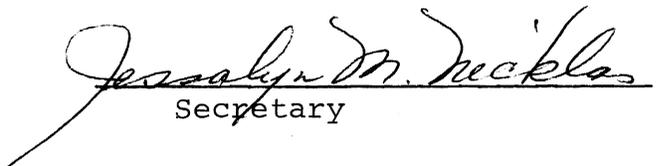
President Haas thanked Mrs. Hayter for her statement.

IX.

On motion of Member Hamill, seconded by Member Bernstein, and unanimously carried, the meeting was adjourned, as there was no further business to come before the Board at this time.



President



Secretary

JUNIOR COLLEGE SCHOOL DISTRICT 301

Expenditures approved by the Board of Education
February 23, 1966

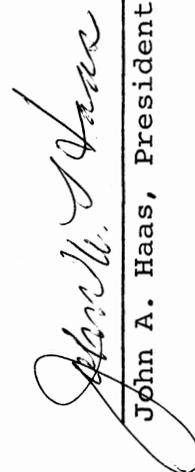
We, the undersigned, Officers of the Board of Education of Junior College School District 301, Cook County, Illinois, hereby approve the following invoices for payment:

<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CHECK#</u>
Illinois Municipal Retirement Fund	January, 1966	\$123.54	228
Chandler's, Inc.	Typewriter table	38.25	229
Frank M. Hines	Legal fees for Dist.301	1,050.00	230
Ill. Bell Telephone Co.	Service for Dist.301 office	377.01	231
Ill. Assn. School Boards	10 copies "Junior College Guidelines"	2.50	232
James Q. Neely & Co.	General contractor - materials and labor for cutting opening in wall & installing flush door	113.24	233
The Nelsons"	Flowers for Helene Bristol funeral	10.00	234
Palatine Office Supply	Office supplies	26.72	235
Paddock Publications, Inc.	Nominating petition forms and nominating petition notice	26.40	236
P.F. Pettibone & Co.	Jr. college voting supplies (4/16/65)	62.32	237
Pitney-Bowes, Inc.	Rental of postage machine 1/16/66-4/15/66	19.50	238
Prospect Business Serv.	Letterheads for Dist. 301	16.46	239

JUNIOR COLLEGE SCHOOL DISTRICT 301
 Expenditures approved by the Board of Education
 February 23, 1966

We, the undersigned, Officers of the Board of Education of Junior College School District 301, Cook County, Illinois, hereby approve the following invoices for payment:

TO	FOR	AMOUNT	CHECK#
The Record	1 yr. subscription for newspaper	\$ 2.50	240
American Council on Education	Book-Vision & Purpose in Higher Education	4.50	241
Shamrock Best Maintenance Service	Jan. 3 thru Jan. 31, 1966 Maintenance Service	30.00	242
3M Business Products Sales Inc.	Mounting frames for overhead projector	6.38	243
Western Concessions, Inc.	Luncheons & dinners for Board members	35.40	244
Xerox Corporation	Supplies & copies made	134.06	245
Ray LaLonde Realtors	Rent for office space- Feb., March, 1966	583.33	246
Des Plaines Elementary Schools	1 copy of superintendent's salary study	2.50	247
TOTAL.....		\$2,664.61	


 John A. Haas, President


 Jessalyn M. Nicklas, Secretary

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<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CHECK#</u>	
Illinois Municipal Retirement Fund	January, 1966	\$123.54	228	204.3 508.4 <i>Employee Pension? Board Pension?</i>
Chandler's, Inc.	Typewriter table	38.25	229	503.0
Frank M. Hines	Legal fees for Dist.301	1,050.00	230	501.2
Ill. Bell Telephone Co.	Service for Dist.301 office	377.01	231	506.5
Ill. Assn. School Boards	10 copies "Junior College Guidelines"	2.50	232	501.9
James Q. Neely & Co.	General contractor - materials and labor for cutting opening in wall & installing flush door	113.24	233	507.2
The Nelsons"	Flowers for Helene Bristol funeral	10.00	234	501.9
Palatine Office Supply	Office supplies	26.72	235	501.3
Paddock Publications, Inc.	Nominating petition forms and nominating petition notice	26.40	236	501.9
P.F. Pettibone & Co.	Jr. college voting supplies (4/16/65)	62.32	237	501.9
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John A. Haas
John A. Haas, President

Jessalyn M. Nicklas
Jessalyn M. Nicklas, Secretary

CALENDAR OF EVENTS

- February 23, 1966 - First day for filing petitions for Board membership
- February 23, 1966 - Board Meeting
- March 2, 1966 - Meeting - 12:00 Noon (Carousel)
Hoffman - Schaumburg - 301 Board Members
- March 7, 1966 - General Citizens Committee Meeting
High School on Euclid Avenue (tentative) Arlington Hts.
- March 8, 1966 - (Possible ADL meeting - see March 10)
- March 10, 1966 - Board Meeting
ADL Report
- March 11, 1966 - State Junior College Board Meeting
Sherman House Hotel, Chicago.
- March 19, 1966 - Last day for filing nominating petitions
- March 24, 1966 - Board Meeting
- April 4, 1966 - Campus Plan - Squatter Sessions begin
Continue thru April 7
- April 9, 1966 - School Board Election Day
- April 14, 1966 - Board Meeting
- April 23-29 - Architectural Squatters
Schematic Design Phase I

JUNIOR COLLEGE DISTRICT 301
 BUDGET REPORT
 EDUCATIONAL FUND
 As Of January 31, 1966

Explanation	Account Number	Budget	January	Year To Date	Balance
REVENUE:					
Junior College Aid	402.3	\$100,000.00	\$ -	\$100,000.00	\$ -
Other Federal Subsidies	402.89	10,000.00	-	-	10,000.00
Other Governmental Aid	402.9	5,000.00	-	-	5,000.00
Interest on Investments	404.0	1,000.00	96.34	172.14	827.86
Total Cash Revenues		<u>\$116,000.00</u>	<u>\$ 96.34</u>	<u>\$100,172.14</u>	<u>\$ 15,827.86</u>
EXPENDITURES:					
ADMINISTRATIVE:					
Salaries	501.1	\$ 30,000.00	\$2,619.42	\$ 8,916.66	\$ 21,083.34
Contractual Services	501.2	20,000.00	1,254.98	8,501.39	11,493.61
Supplies	501.3	5,000.00	68.52	2,578.17	2,421.83
Travel	501.7	10,000.00	1,270.01	3,042.31	6,957.69
Other	501.9	5,000.00	134.05	682.18	4,317.82
Total Administrative		<u>\$ 70,000.00</u>	<u>\$5,346.98</u>	<u>\$ 23,720.71</u>	<u>\$ 46,279.29</u>
INSTRUCTION:					
Consultants	502.12	\$ 5,000.00	-	-	\$ 5,000.00
Secretaries and Clerks	502.18	5,000.00	-	-	5,000.00
Contractual Services	502.2	5,000.00	-	-	5,000.00
Travel	502.7	5,000.00	-	-	5,000.00
Other	502.9	5,000.00	-	-	5,000.00
Total Instruction		<u>\$ 25,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000.00</u>
OPERATION:					
Contractual Services	506.2	\$ -	\$ 30.00	\$ 136.41	\$ (136.41)
Utilities	506.5	-	231.63	548.75	(548.75)
Total Operation		<u>\$ -</u>	<u>\$ 261.63</u>	<u>\$ 685.16</u>	<u>\$ (685.16)</u>
FIXED CHARGES:					
Employers Share of Retire. Syst.	508.4	\$ -	\$ -	\$ 132.55	\$ (132.55)
Insurance	508.5	-	-	185.15	(185.15)
Rentals	508.6	-	-	1,925.00	(1,925.00)
Total Fixed Charges		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,242.70</u>	<u>\$ (2,242.70)</u>
CAPITAL OUTLAY:					
Site Acquisition & Improvement	561.0	\$ -	\$ 875.00	\$ 920.00	\$ (920.00)
Additional Equipment	563.0	10,000.00	2,681.84	6,576.59	3,423.41
Total Capital Outlay		<u>\$ 10,000.00</u>	<u>\$3,556.84</u>	<u>\$ 7,496.59</u>	<u>\$ 2,503.41</u>
PROVISION FOR CONTINGENCIES	590.0	<u>\$ 11,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,000.00</u>
TOTAL CASH EXPENDITURES		<u>\$116,000.00</u>	<u>\$9,165.45</u>	<u>\$ 34,145.16</u>	<u>\$ 81,854.84</u>

JUNIOR COLLEGE DISTRICT 301
STATEMENT OF POSITION
EDUCATIONAL FUND
As of January 31, 1966

<u>ASSETS</u>	<u>Account Number</u>	<u>Amount</u>
CASH:		
Imprest Fund	101.2	\$ 2,000.00
Cash In Banks	101.9	365.67
INVESTMENTS		
	102.0	<u>63,722.20</u>
Total Assets		<u><u>\$66,087.87</u></u>

<u>LIABILITIES</u>		
PAYROLL DEDUCTIONS PAYABLE:		
Municipal Retirement	204.3	\$ 60.89
<u>FUND BALANCE</u>		
FUND BALANCE - JANUARY 31, 1966	300.00	<u>66,026.98</u>
Total Liabilities and Fund Balance		<u><u>\$66,087.87</u></u>

<u>SUMMARY OF FUND BALANCE</u>	
Beginning Balance - July 1, 1965	\$ -
Add: Revenues To Date	<u>100,172.14</u>
	\$100,172.14
Deduct: Expenditures To Date	<u>34,145.16</u>
FUND BALANCE - JANUARY 31, 1966	<u><u>\$ 66,026.98</u></u>

EDWARD C. McAULIFF
TREASURER OF SCHOOLS
TOWNSHIP 42N, RANGE 11