

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

AGENDA
June 29, 1967

(Meeting adjourned from June 22, 1967 to June 29, 1967, 34 West Palatine Road, Palatine, Illinois, 8:00 P.M.)

- VII. New Business (continued)
 - A. Letters of Resignation
 - 1. Dean of Business Affairs (Exhibit A-1)
 - 2. Director of Library Services (Exhibit A-2)
 - B. Opening of Positions
 - 1. Dean of Business Affairs (Exhibit B-1)
 - 2. Director of Library Services (Exhibit B-2)
 - C. Appointment of Board Member to Fill Vacancy Created by Mr. A. M. Bernstein
 - D. Other
- VIII. President's Report
- IX. Adjournment

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

Minutes of the Regular Adjourned Board meeting of June 29, 1967.

CALL TO ORDER: The regular adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:20 p.m. at 34 West Palatine Road, Palatine, Illinois, by President Haas.

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

Also present: President Robert Lahti, Dr. James D. Perry, Mr. Cunningham, Harper College; Elaine Mehlman, Paddock Publications, Inc.; Elizabeth Alanne, Day Publications; and Ralph P. Klatt, Des Plaines Suburban Times.

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

Member Johnson entered the meeting at 8:22 p.m.

NEW BUSINESS: In a letter addressed to Dr. Robert Lahti, College President and Mr. John A. Haas, Board President, Dr. James D. Perry, Dean of Business requested release from his contract to accept the position as President of the Gogebic Community College in Ironwood, Michigan, effective August 1, 1967.

Letters of
Resignation

Dr. Lahti stated that he approved the resignation inasmuch as Dr. Perry was offered this professional promotion in junior college administration.

Member Johnson moved and Member Hamill seconded the motion to accept, with regret, the resignation of Dr. James D. Perry as Dean of Business of Harper College, effective August 1, 1967. Motion unanimously carried.

Chairman Haas extended congratulations to Dr. Perry and wished him success in his new position.

NEW BUSINESS:
Letters of
Resignation
(Continued)

A letter of resignation was received from the Director of Library Services, Mr. Stanley Lotko. Mr. Lotko indicated that he accepted a position as a Learning Resources Consultant with the Chicago Junior College system and asked that the board accept his resignation effective August 1, 1967.

Member Hamill moved and Member Hansen seconded the motion to accept the resignation of Stanley Lotko, Librarian, effective August 1, 1967. Motion carried.

Opening of
Positions

Dr. Lahti presented job descriptions for the positions of the Dean of Business and the Director of Library Services and requested the board open these positions effective immediately.

Member Hamill moved and Member O'Dea seconded the motion to open the positions of Dean of Business and Director of Library Services. Motion carried.

New Board
Member

The board discussed the recent interviews held with sixteen interested individuals to fill the vacancy left by the resignation of Mr. Abraham Bernstein on the Board of Trustees.

President Haas stated that he was exceedingly pleased that so many people were interested in serving as a board member for Harper College. He further stated that all interested applicants would make excellent board members.

Member Johnson moved and Member Hamill seconded the motion to appoint Dr. L. E. Hutchings, 1002 West Gregory Street, Mount Prospect, Illinois as a board member, until the April 1968 election, to fill the vacancy left by the resignation of Mr. Abraham Bernstein.

Upon roll call, the vote was:

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

Nay: None

PRESIDENT'S
REPORT

President Lahti stated that he had recently received a telephone call from Mr. James Bade, a member of the Advisory Committee of District No. 125, in Lake County, regarding the attitude of the Harper College Board toward possible annexation of this territory to the junior college district. It was the consensus of the board that they are willing to discuss, with any interested group, annexation, finance, tax rates, student projections, etc.

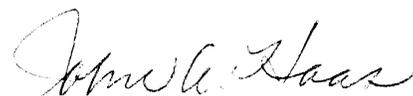
PRESIDENT'S
REPORT
(Continued)

President Lahti also brought the board up to date relative to our construction project and the most recent attitudes of HUD and the U. S. Office of Education. In a recent conversation with Mr. Ed Finlay, he was informed that a report would be forthcoming from the U. S. Office of Education during the week of July 4. In addition Gerald Smith indicated that it looks as if the State of Illinois junior colleges will receive a capital construction appropriation of \$125,000,000. for this biennium.

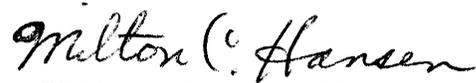
Dr. Lahti introduced Mr. Harold Cunningham, our new Assistant Dean of Career Programs and outlined his progress and plans for the 1967-68 college year.

Member Johnson asked about the proposed make-up of the Advisory Council for Career Programs. He stated that he thought the college should spell out objectives to the Advisory Committees for technical programs so that all members are aware of goals to be achieved through the activities of the Advisory Committee.

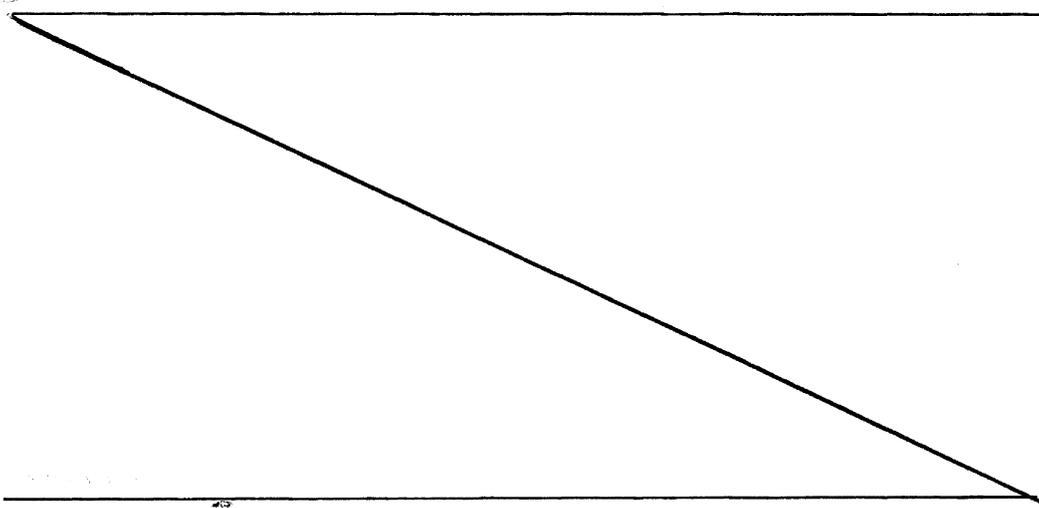
At 9:15 p.m., Member Johnson moved and Member Hamill seconded the motion to adjourn the meeting. Motion unanimously carried.



President Haas



Secretary Pro Tem Hansen



415 North Meacham Road
Palatine, Illinois
June 25, 1967

Dr. Robert E. Lahti, College President
Mr. John A. Haas, Board President
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Messrs. Lahti and Haas:

I have recently been offered the position as President of Gogebic College in Ironwood, Michigan. This is an excellent opportunity for me and I have a definite interest in returning to this area of Wisconsin and Michigan.

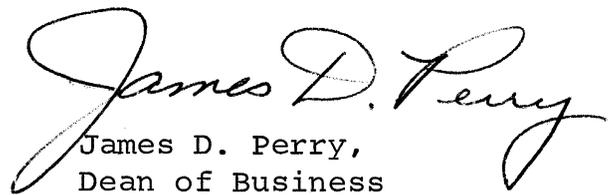
Inasmuch as I have not completed the full tenure of my contract here in Palatine, I herein request a release so that I may accept this professional promotion.

A great deal of basic ground work has been completed in the business area and I am confident there are many people available to carry on in the development of Harper College. You can be assured that I will cooperate in every way possible to aid in the procurement of another individual for this position. In addition, I will be very happy to acquaint him with the entire business area and apprise him of all present and projected developments.

In submitting this letter, I would be remiss if I didn't extend my heartfelt thanks to the President and the Board for what I feel has been excellent experience in junior college education.

In order that I might accept this position and be available and on the job in a reasonable amount of time, I respectfully request that the President and the Board accept my resignation effective July 30, 1967.

Your every consideration will be sincerely appreciated.


James D. Perry,
Dean of Business

**HARPER COLLEGE LIBRARY
ATTN: STANLEY A. LOTKO
500 WEST ELK GROVE BLVD.
(ELK GROVE HIGH SCHOOL)
ELK GROVE VILLAGE, ILLINOIS 60007**

April 18, 1967

Dr. Herbert R. Pankratz
Harper College
34 W. Palatine Road
Palatine, Illinois 60067

Dear Dr. Pankratz;

Confirming our telephone conversation of this morning,
let me notify you that at the fulfillment of my contract with
Harper College on July 31, 1967, my employment with the College
will terminate.

Yours truly,



Stanley A. Lotko
Librarian

SAL;rt

RECEIVED

APR 20 1967

**DEAN OF
INSTRUCTION**

QUALIFICATIONS FOR DEAN OF BUSINESS AFFAIRS
(Criteria for Selection)

Personal Qualities:

1. Good health and ability to devote considerable energy to the demanding task of organizing the complete business affairs program for the college.
2. Demonstrated ability to deal effectively in the business and economic world.
3. Between 35-45 years of age, although the range may vary, depending on qualifications.

Professional Qualifications:

1. At least an M. A. degree or M. B. A. with successful business management experience.
2. Current knowledge of business systems, data processing and modern business management.
3. Preferable experience in building construction programs.

Professional Strengths:

1. A strong commitment to, or a willingness to accept the role of the comprehensive community college.
2. A keen awareness that the role of a business office and its staff is that of a service to the educational program.
3. Ability to coordinate and effectively direct the affairs of the business office in harmony with the president, other administrative staff and faculty.

Anticipated Employment Date and Salary Range:

1. Employment date: as soon as possible - August 1967
2. Salary: Open up to \$19,000 - depending upon experience and educational background.

Director of Library Services

New 105,000 gross sq. ft. \$2½ million Learning Resources Center under construction for a new 2 year community college in northwest suburbs of Chicago. Building planned by one of nation's leading library consultants. Ultimate capacity of 120-150,000 volumes serving a student enrollment of 7,000. 35,000 gross sq. ft. of instructional media space which will house latest concepts and innovations in instruction. Rate of book acquisition will be 10,000 volumes per year. Necessary staff and budget will be provided.

Qualifications: must be an experienced collegiate librarian with excellent administrative ability. Minimum degree of M.A. in Library Science. 35-45 years of age.

Salary: Open, excellent fringe benefits.

Reporting Date: August 1, 1967

Direct Inquiries to:

Dr. Herbert R. Pankratz
Dean of Instruction

or

Dr. Robert E. Lahti, President
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois, 60067