

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

AGENDA
August 10, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation - Approval of Contract Between Harper College and Hospitals (Exhibit A)
 - B. Final Board Action - Use of Critical Path Method on Harper College Construction Program
 - C. Recommendation - Staff Appointments (Exhibit B)
 - D. Discussion of Musical Program at Harper Grove and Possible Bid Award of Musical Instruments (Exhibit C)
 - E. Report from Frank Hines on Board Action Necessary as a Result of the 75th General Assembly Amendments to the Junior College Act (Exhibit D)
 - F. Recommendation - Final Conveyance of Well Site and Granting of Easement to Village of Palatine (Exhibit E)
 - G. Other
- VIII. President's Report
- IX. Adjournment

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

Minutes of Regular Board Meeting, Thursday, August 10, 1967

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:18 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by Chairman Haas.

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

Also Present: George Makas, Harper College; Kenneth Andeen, Harper College; Harold Cunningham, Harper College; John Upton, Harper College; E. A. Louis, North View Property Owner's Association; Ralph Klatt, Des Plaines Suburban Times; Elaine Mehlman, Paddock Publications; Elizabeth Alanne, Day Publications; Basil Regione, Arthur Andersen & Co.

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

MINUTES: Member Hamill moved and Member Hansen seconded the motion to approve the minutes of the July 27, 1967, meeting.

INVOICES: Dr. Lahti stated he wished to defer action on two invoices, one to Walson Construction Company and the other to Institution and Business Carpet Corporation. Dr. Lahti stated that there were still several defects in the construction and erection of the temporary facilities. Upon satisfactory correction of these defects the bills will be submitted for Board approval.

Member Johnson asked if the retirement system was not now funded by the State rather than by the school.

Attorney Hines stated he has not received copies of the laws and until such time as he receives the signed copies he could not give a legal response to the question.

INVOICES:
(Continued)

Dr. Lahti said he had checked with Springfield, and it was his understanding that the College will receive refund for contributions made to the retirement system during last fiscal year and the current fiscal year. The refunds will be reflected in the current fiscal budget as revenue receipts.

Member Hansen asked the nature of the printing services being rendered by Runkel, Thompson, Kovats, Inc. Mr. Dolejs stated the charges were for printing of the Northwest Brochure which was being prepared under a grant and the cost, therefore, would be reimbursed to the College.

Member Hamill inquired as to the final cost of printing the College catalog. Dr. Lahti indicated that with the exception of additional charges for changes, the printing costs were within the bid quotation. He stated, however, that change costs may have pushed the final per catalog cost well over \$1 each.

Member Hamill questioned the nature of the building fund expenditure to District 214 for library rental. Dr. Lahti stated that this item covered the rent of our library facilities which is in addition to the rent of other space at the Elk Grove High School. It was further indicated that in as much as the library space is provided to us on a full-time usage basis, the rental is treated separate from that of the other facilities used on a part-time basis for instructional purposes.

Member Hansen moved and Member Hamill seconded the motion to approve for payment the payroll of August 31, 1967, in the amount of \$47,330.06 and the invoices of July 31, 1967, as follows:

Educational Fund	\$13,666.06
Building Fund	5,391.84
Site & Construction	6,635.69
	75,693.59

Upon roll call, the vote was as follows:
Aye: Haas, Hamill, Hansen, Hutchings, O'Dea, Johnson.
Nay: None.

UNFINISHED BUSINESS:

Dr. Lahti introduced to the Board two new staff members, Dr. Andeen, Assistant Dean who will be in charge of College transfer programs, and Dr. Makas, Music Director for Harper College.

NEW BUSINESS:
Recommendation -
Approval of
Contract Between
Harper College
and Hospitals

Dr. Lahti introduced a cooperative agreement which was recommended for use by Harper College in conjunction with hospitals that will be participating in the College's nursing program.

Attorney Hines stated he had reviewed the agreement and had also visited with our insurance representative regarding liability coverage. The College insurance representative suggested the hospital provide workman's compensation and liability insurance for mal practice.

Member Johnson indicated he had visited with Mr. Campbell of Northwest Community Hospital who had contacted the hospital's insurance carrier and received verbal assurance that the students would be covered by the hospital's carrier. Member Johnson said that he was under the impression, however, that students would be exempt from workman's compensation and liability.

Attorney Hines stated that aside from their exemption, there is still a possibility of litigation under alleged claims. It was suggested that this agreement be considered "agreement to agree" and possibly within the next year or the year after a more definitive contract could be drawn up when the parties were experienced in the type of situations that might arise.

Member Johnson questioned point 7, page 2. He stated that there are requirements in the State Hospital Code for health standards and procedures that must be followed. He further asked if it was established procedure at the College for all students to undergo physical examinations and, also, would periodic physical exams be required and proper health records be maintained by the Nursing Education Department.

Dr. Lahti stated that all students are required to complete a physical examination at the time of enrollment, however, he was not sure the requirements of the present form would meet the State Hospital Code. He indicated that this matter would be investigated and if necessary a special physical examination form and follow-up procedures would be established for nursing students.

Member Johnson asked that part 2, page 4, be amended to include the phrase "upon written notice submitted at least six months before termination date of the contract."

NEW BUSINESS:

Recommendation -
Approval of
Contract Between
Harper College
and Hospitals
(Continued)

Member Hamill referred to the stipulations stated on page 3 and questioned that if the hospital insurance coverage for the students is the same as for volunteer workers and others, the coverage may not be broad enough. He further suggested it might be better to strike the stipulations from the contract at this point.

Attorney Hines stated that at this point the students are probably covered under the present College insurance program but that we would have to notify the carrier, however, if the hospital's insurance would cover the students, that would be even better. Attorney Hines said he had no objection to either leaving in or taking out the stipulation clauses.

Member Hamill moved and Member Johnson seconded the motion to approve the cooperative agreement (see attached "Cooperative Agreement" form dated August 10, 1967) to be used between Harper College and the hospitals with part 2, page 4, amended by adding the phrase "upon submission of written notice at least 6 months prior to termination date."

Upon roll call, the vote was as follows:

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

Nay: None.

Use of Critical
Path Method on
Harper College
Construction
Program

Member Haas introduced Mr. Basil Regione of Arthur Andersen & Co. Mr. Regione has worked with several school districts in the area on the use of CPM on construction projects.

Mr. Regione described the nature and functions of CPM and how it could benefit the College in our construction program. Mr. Regione suggested there are two alternative methods of applying CPM. The first method would be for the contractor to arrange for critical path planning and perform his work under a CPM network schedule. The second method would be for the Board to establish the CPM network, maintain the schedules, and set up a reporting system to the contractors. He further pointed out that the architects have a member of their staff who could perform the required activities on reporting progress and handling of reports to the contractor. He further pointed out that the architect's representative could also train the College's staff in performing these functions and that it would be far more effective if CPM were handled by the Board separate and distinct from the contractor.

NEW BUSINESS:
Use of Critical
Path Method on
Harper College
Construction
Program
(Continued)

Dr. Lahti stated that the major point at this time was to make a decision on whether or not to use CPM and that the method employed to use CPM could be determined at a later date. Dr. Lahti said he had been in contact with Mr. Finley who was under the opinion that IBA may share in the cost of using CPM. If this were the case, the school would pay about one-fourth of the total cost of using CPM on the construction project.

Member Hamill asked if we had a comparative cost of using a consultant to perform the CPM services versus the cost of running CPM on our own computer and having our own staff responsible for reporting functions to the contractor. It was indicated that at this point we do not have the comparative cost figures, but we do know that to employ a consultant for all services would cost about \$28,000 which, if IBA would share in the cost, the College would be responsible for about \$7,000.

Member Johnson asked Mr. Regione if it was true that the major objective in the use of CPM was to determine if the College could realistically expect to meet its target date of September 1, 1969, in the construction of its first phase buildings. Mr. Regione responded as that this was the primary objective in using CPM.

Member Johnson further stated that he felt we had the right to ask the architect if the September, 1969, date was realistic and if they indicate "yes", it was their problem as to how they arrived at their answer and also to insure that this target date was subsequently met.

Member Hamill asked Mr. Regione to explain the difference between CPM and PERT and which of the two scheduling systems his firm recommended. Mr. Regione indicated that they were very similar in most respects, however, CPM was much more easier to use and was almost universally used on construction projects.

Member Haas indicated that he questioned whether or not it was appropriate for the architects to provide CPM services. Member Hansen responded that this question had been raised at a prior meeting, and it was indicated at that time that we had not negotiated for CPM in our original contract with the architects and therefore, they were under no obligation to provide the service.

NEW BUSINESS:
Use of Critical
Path Method on
Harper College
Construction
Program
(Continued)

Member Hutchings stated that his understanding was that the use of CPM would provide us the insurance that the contractor was meeting the schedule, and he felt that using a source other than the contractor to provide the CPM services would give better control in as much as a third party would have the loyalties of the College foremost in mind.

Member Hamill indicated that he was in favor of using CPM or PERT.

Member Haas stated that we have in our contract with the architect an agreement for the architect to provide a full-time man for the supervision of the construction project, and he felt we were entitled to use this individual to work with the school on the use of CPM.

Member O'Dea asked how Mr. Hughes felt about the use of CPM. Dr. Lahti indicated that he had discussed this with Mr. Hughes and that Mr. Hughes felt that the use of CPM provided the College much better control over the entire construction project.

Member Hamill asked Mr. Regione what the charges would be if additional assistance were needed by the College staff after the initial work had been completed should the College decide to perform part of the CPM reporting activities with its own staff.

Mr. Regione responded that he and his staff would be very happy to assist us in any point and that the charge for these services would be included in the proposed \$10,000 fee.

Dr. Lahti asked Mr. Regione if their firm had qualified individuals who could challenge the contractor and the architects in establishing the estimated times for the completion of various events during the initial CPM scheduling phase. Mr. Regione indicated that his firm did have such staff available.

Member Johnson stated that due to the tightness of the construction schedule, he wants all loyalties on our side of the fence and not on the contractors. He stated that he further felt one of the check points over the contractor is the architect and that he felt we had to be as hardnosed as possible to push for the completion of this project within the time schedule we have established.

NEW BUSINESS:
Use of Critical
Path Method on
Harper College
Construction
Program
(Continued)

Member Hutchings indicated the architects are in favor of using CPM but they feel we should use a consulting firm to perform all of the services of CPM rather than having the College staff perform some of the processing activities.

Member Johnson said he felt the Administration should check with MBM and Arthur Andersen and get a full report of their past activities in the field and their capability to provide CPM services and report to the Board as soon as possible.

Member Hamill said that the administrative staff should sit down with the architects and determine which method (CPM or PERT) is preferable and also how much computer time was involved in the MBM proposal.

Dr. Lahti asked Mr. Regione what projects their firm, in the Chicago area, had been involved in recently. Mr. Regione stated that he had provided CPM services for the construction of the New Trier High School and the Eisenhower High School.

Member Hutchings moved and Member Hamill seconded the motion to add an amendment containing a supplemental alternate to the construction bid specifications, wherein the College will retain the option to monitor the progress of the construction activities using the CPM scheduling system and that the contractor will prepare such data as are necessary to establish the scheduling system network and to report progress on the activities as required on a weekly or monthly basis. The College or its designate will provide the CPM scheduling services including the preparation of all networks, completion of the necessary computer processing, and submission of required reports to the contractor(s), architects, and other individuals or agencies.

NEW BUSINESS:

Use of Critical
Path Method on
Harper College
Construction
Program'
(Continued)

Upon roll call, the vote was as follows:

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

Nay: None.

Personnel
Recommendations

Dr. Pankratz introduced recommendations on three additional members to the College staff.

Dr. Lahti, commenting on the recommendation to hire Mr. Collins, stated the College had a tentative agreement to hire an equipment consultant to work on the establishment of specifications and bid documents for movable and fixed equipment for the permanent campus. The estimated cost for the consulting services was \$7,500 to \$8,000 plus expenses and that perhaps a better alternative would be to hire Mr. Collins who would teach one or two courses in architecture, begin working with the faculty on equipment needs for the permanent campus, and establish and begin working with the Advisory Committee for the architecture program. Dr. Lahti also stated that he had discussed the proposal with the architects and Mr. Finley also recommended the alternate approach.

Member Hamill stated that he felt we were hiring an expert in the form of a consultant and now he was somewhat puzzled why it is being recommended that we hire a man with only one year of experience to do the work of an expert and, that further, he seriously questioned whether this man could do the same quality of work as the consultant.

Dr. Lahti commented that Mr. Jackman, the Consultant, does rely on the instructor to a great extent in drawing up equipment specifications in as much as his background is very broad and in special areas such as science, biology, and so forth, he must rely on some of the recommendations of the faculty. Dr. Lahti also said that Mr. Jackman agreed to come in as a special consultant on a per call basis if the need for outside assistance arose.

Member Johnson said he felt we needed an individual with experience to know when the correct quantities and the correct quality of equipment was being recommended for purchase by the faculty.

NEW BUSINESS:
Personnel
Recommendations
(Continued)

Dr. Lahti stated in many of the technical areas certain automatic check points are built into the procedures in as much as the State Department of Vocational Education must approve equipment listings before it is purchased by the College.

Member Hutchings stated that Mr. Collins' main function then, would be to perform the bookkeeping tasks of developing equipment bid specifications, etc., as well as the other duties outlined, for approximately the same amount of money we would spend for the consultant who would only work on equipment specifications.

Dr. Lahti indicated a further reason for wishing to hire Mr. Collins was the need to begin programming the specifications for the Vocational Education and Engineering building. He felt that Mr. Collins' experience as an architect would make him extremely valuable as a liaison person with our architects, particularly during the development of the educational specifications for the technical facility.

Member Hamill stated he felt that if we were contemplating the purchase of a million and a half dollars of movable and fixed equipment and that we could well use a man with more expertise than Mr. Collins has to offer.

Dr. Lahti pointed out that this was true, however, we still have the opportunity to call on Mr. Jackman when special assistance was needed by Mr. Collins in performing his duties.

Member O'Dea moved and Member Hamill seconded the motion to employ Mr. Donald W. Collins as instructor of architecture at a salary of \$10,500 on an 11-month contract beginning September 11, 1967. If Mr. Collins reports to work at an earlier date, extra compensation is to be paid at a prorated amount based on the contract salary of \$10,500.

Upon roll call, the vote was as follows:

Aye: Haas, Hamill, Hansen, Hutchings, O'Dea, Johnson.
Nay: None.

Dr. Lahti then introduced a recommendation to employ Mr. Frank A. Vandever as Director of Dental Hygiene. Dr. Lahti reported that the Dental Advisory Committee had met with the staff on several occasions and a

NEW BUSINESS:
Personnel
Recommendations
(Continued)

representative had met earlier with the Board and recommended that Harper College establish a dental hygiene program. Dr. Lahti commented that the representatives of the Advisory Committee had interviewed three people including Mr. Vandever and that the Committee recommended the College employ Mr. Vandever as Director of Dental Hygiene.

Dr. Harvey reported that Mr. Vandever had impressed both the College staff and the Advisory Committee as an individual wholly committed to dental education, whereas other candidates had expressed a desire to continue a private practice along with their teaching responsibilities.

Member Hansen asked if the salary of Mr. Vandever would be reimbursed by the State Vocational Educational Department. Dr. Lahti stated that he had been in contact with the State and that they would not reimburse the salary of the director until the July preceding the beginning date of the program. Dr. Lahti questioned the State Department on their reason for not establishing a reimbursement policy in dental hygiene consistent with that of the nursing program in as much as the amount of work and the nature of the work in establishing a dental hygiene program is very similar to the nursing program.

Members of the State Department staff had responded that at this time it was their policy not to reimburse the director of dental hygiene on the same basis as the director of nursing education.

Dr. Lahti further stated that he has written to the Vocational Education Department in Washington, D. C., and also the Chicago Dental Association and asked these two agencies to correspond with the State Department in an attempt to promote a reconsideration of the present policy on the part of the State Department of Vocational Education.

Member Johnson moved and Member Hamill seconded the appointment of Mr. Frank A. Vandever as Director of Dental Hygiene with the rank of Associate Professor on an 11-month contract at a salary of \$18,000.

Upon roll call, the vote was as follows:

Aye: Haas, Hamill, Hansen, Hutchings, O'Dea, Johnson.
Nay: None.

NEW BUSINESS:
Personnel
Recommendations
(Continued)

Dr. Pankratz introduced a recommendation to appoint Mr. Ambrose Easterly as Director of Library Services. Dr. Pankratz commented that his office has been searching for a Librarian for quite some time. He further stated that he felt Mr. Easterly's qualifications were very good and that his impression of Mr. Easterly has been reenforced by all of the recommendations submitted on his behalf.

Dr. Lahti indicated that one comment which impressed him was that "Mr. Easterly is not only a competent librarian but also a competent library administrator."

Member O'Dea asked if this was an indication that Mr. Easterly was not competent and experienced in some of the latest technical developments in library and learning resources sciences.

Dr. Lahti indicated that this was true and that they had discussed the matter with Mr. Easterly who indicated that if at a future date the College were to hire a director of learning resources, Mr. Easterly wished to remain in the library services area as this is where he felt he is most competent.

Member Hamill moved and Member Johnson seconded the motion to appoint Mr. Ambrose Easterly as Director of Library Services with the rank of Associate Professor on an 11-month contract at a salary of \$15,000.

Upon roll call, the vote was as follows:

Aye: Haas, Hamill, Hansen, Hutchings, O'Dea, Johnson.
Nay: None.

Musical Program
At Harper Grove
& Possible Bid
Award of Musical
Instruments

Dr. Pankratz introduced a recommendation on the award of bids for the purchase of musical instruments. Dr. Pankratz said that it was necessary for the College to purchase these instruments for use in the band as some students would not have the instruments required.

Member Hamill commented on the reason for not recommending the lowest price bid in all instances and asked if the recommendation for the higher priced instruments was based on quality.

Dr. Makas stated that the specifications had been designed around higher quality instruments and as some

NEW BUSINESS:
Musical Program
At Harper Grove
& Possible Bid
Award of Musical
Instruments
(Continued)

dealers are not allowed to handle all manufacturer's lines they could not bid on the instruments. However, he further stated that where a competitive bid was submitted he had recommended the purchase of the instrument from the lowest bidder.

Dr. Makas clarified the loan program for the Board. It was indicated that as soon as a student is qualified to handle an instrument, he will be loaned an instrument for which he pays a fee of \$25 per year. At the end of the year when the instrument is turned back to the College, the student receives a \$15 refund if the instrument has not been damaged in any manner. Therefore, the College will retain \$10 of the loan fee which will be used for normal repair and maintenance on a yearly basis. Dr. Makas further stated that all students are being urged to secure insurance coverage on the instrument while it is in his possession.

Dr. Pankratz said it is possible that the College's insurance program would cover a "loan" instrument but that this coverage would be checked with the carrier to further clarify the matter.

Member Hutchings asked why a graduated loan fee based upon the price of the instrument had not been established. Dr. Makas stated that such a procedure would, of course, involve more bookkeeping time and expenses and that also one of the purposes behind the fee is to create a psychological effect of responsibility for the care and safekeeping of the instrument.

Member Hamill moved and Member O'Dea seconded the motion to accept the bids for the purchase of musical instruments as outlined. (See Attached Request for the Purchase of Musical Instruments and Outlined Bids).

Upon roll call, the vote was as follows:
Aye: Haas, Hamill, Hansen, Hutchings, O'Dea, Johnson.
Nay: None.

Report From
Attorney Hines
Concerning Acts
of the 75th Gen-
eral Assembly and
Amendments to the
Junior College Act

Attorney Hines reported to the Board that he was in the process of reviewing all legislation passed by the 75th General Assembly as he receives copies from Springfield. Attorney Hines indicated that at this point most of the legislation is not applicable to Harper College due to the fact that we/were in a later stage of development than are many of the new

NEW BUSINESS:

Report From
Attorney Hines
Concerning Acts
of the 75th Gen-
eral Assembly and
Amendments to the
Junior College Act
(Continued)

Colleges. Attorney Hines commented that, of course, he has not received copies of all of the new legis-
lation but that this information should be available
to him in the very near future, and he would report
further at that time. He also indicated that he has
notified the Business Office of one change regarding
posting of notices of the meetings to be held by
the Board of Trustees.

Final Conveyance
of Well Site &
Granting of Ease-
ment to Village of
Palatine

Attorney Hines reported to the Board that the Village
of Palatine is now in a position to accept conveyance
of the site and easement to construct a well for the
Village. Attorney Hines presented a resolution con-
taining such conveyance and recommended that the Board
adopt the resolution.

Member Hamill stated that he felt we should delay
action on this matter pending final outcome of Village
action on the zoning of the parcel of land adjacent
to the College site where a restaurant and gas station
is planned.

Member Johnson indicated he felt that these were two
unrelated items and further that Harper College is
now a part of Palatine and we must be good neighbors
to the Village and in turn they must be good neigh-
bors to the College.

Member Hamill expressed that he did not believe that
the Village had honored our last request on the zoning
matter, and he does not have much faith in the Village
Board concerning their proposed restrictions on the
type of construction that will be permitted on the
site in question. He further stated that holding
back the conveyance of the well site and easement gives
us a stronger bargaining position to insure that the
Village does not permit the construction of a facility
other than what had been indicated to the Board at an
earlier date.

Member Johnson moved and Member Hutchings seconded the
motion to adopt the resolution conveying a parcel of
the Harper College property for use as a well site by
the Village of Palatine in granting an easement for
the access to the site.

(RESOLUTION ATTACHED TO ORIGINAL COPY OF MINUTES)

NEW BUSINESS: Upon roll call, the vote was as follows:
 Final Conveyance
 of Well Site & Aye: Haas, Hansen, Hutchings, O'Dea, Johnson.
 Granting of Ease-
 ment to Village of Nay: Hamill.
 Palatine
 (Continued)

OTHER ITEMS: Dr. Lahti presented sealed bids submitted for the
 Opening of purchase of electronics equipment to be used in the
 Bids on Elec- instructional program. (Sealed bids were submitted
 tronics Equip- per instruction on attached Request for Quotation,
 ment No. 39, Dated July 28, 1967; and No. 41, Dated
 August 1, 1967).

Nineteen companies submitted bids. The following
 is a list of companies requesting specifications
 and subsequent bids submitted.

Bids on Quotation #39

Company	Partial Quote
Tetronis Inc. Park Ridge, Illinois	\$18,732.76
Hewlett-Packard Skokie, Illinois	\$76,930.63
Telonic Instruments Beech Grove, Indiana	\$ 3,650.50
Bard & Associates La Grange, Illinois	\$ 1,202.50
Kenneth W. Meyers Co. Chicago, Illinois	\$20,105.00
English Electric Corporation Englewood, New Jersey	\$17,360.00
Meter Makers Inc. Chicago, Illinois	\$ 950.00
William M. Linz Chicago, Illinois	No Bid
Cozzina & Cudahy Rosemont, Illinois	\$ 4,875.00

OTHER ITEMS:

Bids on Quotation #39 (Continued)

Opening of Bids on Elec- tronics Equip- ment (Continued)	Company	Partial Quote
	General Radio Company Oak Park, Illinois	\$23,530.90
	Measurements Boonton, New Jersey	\$ 451.35
	Carter Electronics, Inc. Chicago, Illinois	\$68,252.50
	Huot Mfg. Co. St. Paul, Minnesota	No Bid
	Interior Steel Products Co. Chicago, Illinois	\$ 412.70
	Mr. W.P.P. Bangeman Lake Zurich, Illinois	No Bid

Bids on Quotation #41

	Company	Partial Quote
	Brodhead-Garrett Cleveland, Ohio	\$ 3,404.40
	Newark Electronics Chicago, Illinois	No Bid
	Pace Electronics Schiller Park, Ill.	No Bid
	Lambda Electronics Corporation Melville Long Island, New York	No Bid
	Kepco Inc. Flushing, New York	\$ 6,800.00
	Allied Electronics Inc. Chicago, Ill.	\$ 6,707.59
	Mr. Richard Bauman Friden Incorporated Chicago, Illinois	\$ 3,356.00
	Carter Electronics Inc. Chicago, Illinois	\$ 1,990.00

OTHER ITEMS:

Bids on Quotation #41 (Continued)

Opening of Bids on Elec- tronics Equip- ment (Continued)	Company	Partial Quote
	Wang Labs, Inc. Elmwood Park, Ill.	\$4,555.00
	General Radio Co. Oak Park, Ill.	No Bid
	Telonic Instruments Beech Grove, Indiana	No Bid
	Hewlett-Packard Skokie, Illinois	\$9,381.00
	Tektronix Inc. Park Ridge, Ill.	No Bid
	Mr. W. P. Bangeman Lake Zurich, Ill.	No Bid

Member Johnson moved and Member O'Dea seconded the motion to close the bidding on the purchase of electronics equipment and refer the bids submitted as eligible bids to the administration for further analysis and recommendations.

PRESIDENT'S
REPORT

Dr. Lahti distributed to the Board members a list of Boards of Trustees of class 1 Junior Colleges in Illinois and also a map showing the location of each of the Colleges.

Dr. Lahti reported to the Board that he would be attending a meeting in Chicago on Friday during which final action on the appropriation for the money on Phase II construction would be made. He stated that there were three hurdles to be passed. These hurdles are the State Junior College Board, the Board of Higher Education, and final certification from the State Junior College Board of Illinois. He stated that the administration is very pleased with the amount of money being recommended for Harper College and that we are receiving the second highest appropriation being recommended at this time. Dr. Lahti further commented, however, that if our bids are under or over the recommended amount, there will no doubt be some adjustments made. He stated that the figures presented by the State

PRESIDENT'S
REPORT
(Continued)

Junior College Board are not conclusive until our bids are actually let. It was indicated to the Board that the net to gross ratio being used for the Harper College appropriation was .62, which was somewhat above the .60 figure considered realistic by the Board but yet lower than the .67 ratio earlier considered as appropriate by the State Junior College Board.

Dr. Lahti reported that he had received word from our associate architects that certain bidders were applying pressure to extend the bid closing date to September 12, 1967. Dr. Lahti stated that he responded that the College did not want to extend the closing date in as much as we had received the advice of two reliable architect firms who had both recommended a five-week bidding period as adequate. The architects in Huston stated to Dr. Lahti they felt that if we extend the bidding period to September 12, we are in effect giving away approximately 30 days of valuable construction time that we could not afford at this period. However, Dr. Lahti indicated that if we lose a competent bidder because of our decision not to extend the period, we might wish to reconsider at a later point and that he had asked CRS to contact Fridstein & Fitch to clarify the matter. Dr. Lahti commented he would feel more confident to extending the bid time if such a decision were made at a point closer to the established bid closing date.

It was reported that the reasons given for wishing to extend the period was the result of much bidding activities and the fact that many of the contractors were involved in bidding several projects.

Member Johnson stated he felt we were at a point where a hardnosed attitude is desired and should be maintained when expediant.

Member O'Dea stated he felt the same as Member Johnson in as much as our project is quite large, it is imperative that it be started on the scheduled date.

Member Hutchings stated, however, that if we will eliminate several bidders by not extending the closing date, we might be in trouble at a later point. However, he did feel that if a bid contractor did not have sufficient time to bid on the project, he might have sufficient time to devote to the

PRESIDENT'S
REPORT
(Continued)

construction activities if we are successful in being awarded a contract.

Member Hansen asked if we were competing with the five other Colleges in the bidding process. Dr. Lahti responded that Sauk Valley College might possibly be the only one competing at this point as the other Colleges have already let their contracts and their Phase I projects were much smaller than ours.

Member Haas commented that it seems to be the consensus of the Board that we do not wish to extend our bid closing date at this point. The administration was instructed to keep the Board informed concerning this matter.

Dr. Lahti reported on the forthcoming staff orientation program. He stated that an excellent program has been established and that it represents a very significant effort on the part of the College administrative staff. Included in the orientation program are scheduled appearances of four nationally known and regarded leaders in the field of Junior College education.

Dr. Harvey reported that four orientation meetings had been held with students and their parents. He indicated that the response to these orientation meetings had been very favorable and that an average of 400 persons has attended each of the meetings. The purpose of these meetings is to acquaint the student with Harper College and provide an opportunity for questions and answers between students and their parents. It was reported to the Board that the College has to date received 1,000 applications from full-time students and about 180 to 200 applications from part-time students.

Dr. Harvey reported to the Board that he has received some comments to the effect that classes are filled at Harper. He stated that he did not know where this rumor originated but nevertheless it was unfounded and requested cooperation of the press in publicizing the fact that there is room for many more students this fall. It was indicated that possibly this rumor started as a result that the nursing program is closed to additional enrollment.

Member Hansen questioned why we had limited enrollment in the nursing program. Dr. Lahti responded that state

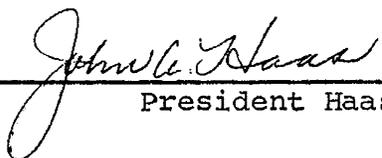
PRESIDENT'S
REPORT
(Continued)

regulations have limited us to one class of 40 students and that additional classes would be added only after successful operation of the program was demonstrated to the Board of Vocational Education.

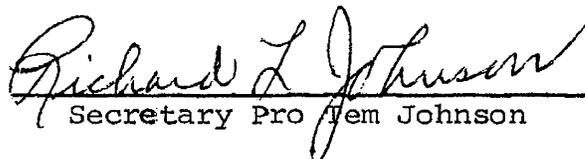
Dr. Lahti reported to the Board that the management letter and the auditor's final report will be forthcoming in the near future and that a representative of the auditing firm will be at the September 14 meeting to answer any questions the Board may have.

He further stated that the College has switched from a cash to an accrual system and that in the future the Board will be receiving reports under the new accrual system.

At 11:09 p.m. Member O'Dea moved and Member Hamill seconded the motion to adjourn the meeting. Motion carried.



President Haas



Secretary Pro Tem Johnson

