

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

September 26, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Construction Payouts
 - B. Bills Payable
 - C. Payroll, September 1 - 15, 1968
 - D. Estimated Payroll, September 16 - October 15, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Discussion: Organizational Chart (Final Draft to be hand carried)
 - B. Report & Discussion: Leveling & Grading Southwest Corner Exhibit A
of Campus
 - C. Discussion & Recommendation: Change Board Meeting Date of October 24
- VIII. President's Report
 - A. Monthly Construction Report
 - B. Report on North Central Examination
 - C. Report on Metropolitan Sanitary Sewer District
 - D. Fall Enrollment Report
- IX. Adjournment

September 20, 1968

BOARD OF TRUSTEES

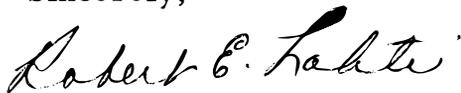
Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, September 26, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

The approval of disbursements, Construction Payouts, Bills Payable Payroll, will be mailed to you separately on Monday September 23.

I shall look forward to seeing you on Thursday, eight o'clock in the evening.

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Lahti". The signature is written in black ink and is positioned below the typed name.

Robert E. Lahti
President

REL:rb
enclosures

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, September 26, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:05 p.m., September 26, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Johnson.

ROLL CALL: Present: Members John Haas, James Hamill, John Kuranz, Richard Johnson, and Jessalyn Nicklas

Absent: Members Milton Hansen and Roy Hutchings

Also present: Dr. Robert E. Lahti, Kenneth Andeen, John Birkholz, James Harvey, William Mann, Roger Mussell, Robert Powell, Donn Stansbury, John Upton, Frank Vandever, and George Voegel, Harper College; Frank Hines, Board Attorney; Ralph P. Klatt, Des Plaines "Suburban Times;" Merrill Sanders, Day Publications.

MINUTES: Member Haas moved, and Member Kuranz seconded the motion, to approve the minutes of the regular Board meeting of September 12, 1968, as distributed. Motion unanimously carried.

DISBURSEMENTS:

Construction None
Payouts

Bills Payable Member Hamill moved and Member Haas seconded the motion to approve for payment the bills payable as of Sept. 26, 1968, as follows:

| | |
|----------------------------|---------------------|
| Educational Fund | \$ 32,485.04 |
| Building Fund | 17,291.57 |
| Site and Construction Fund | 62,738.75 |
| Auxiliary Fund | <u>25,737.87</u> |
| | <u>\$138,253.23</u> |

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Kuranz, Johnson, and Nicklas

Nays: None

Minutes of the Regular Board Meeting of September 26, 1968

DISBURSEMENTS: Member Hamill moved and Member Haas seconded the motion
(Cont.) to approve for payment the payroll of September 1
Payrolls through 15, 1968, in the amount of \$66,349.32, and the
 estimated payroll of September 16 through October 15,
 1968, in the amount of \$215,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Kuranz, Johnson,
 and Nicklas

Nays: None

COMMUNICATIONS: Chairman Johnson read a letter to the Board from Mr.
Alan Gage of Barrington. Mr. Gage complimented the
Board on the superb job they have done "under novel
and trying circumstances." He asked that his name be
removed from the mailing lists as, due to a change in
employment, he was moving out of the district. The
Board expressed their appreciation for Mr. Gage's
letter.

Member Hansen entered the meeting at 8:12 p.m.

Chairman Johnson read a letter from Mr. Frank Hines,
Board Attorney, regarding open meetings. Chairman
Johnson asked Mr. Hines to comment on the letter. Mr.
Hines stated this was a more liberal approach to the
idea of executive sessions or non-public meetings--
that the law does not apply to gatherings where no
final action takes place. After discussion, the Board
agreed this more liberal interpretation would be help-
ful in cases where emergency meetings are needed.

UNFINISHED None
BUSINESS:

NEW BUSINESS: Dr. Lahti presented to the Board the current organiza-
Organization tion chart reflecting the formal organization as it
Chart now stands. Also included were lists of the full-time
 back-up staff. Dr. Lahti explained various positions
 and to whom they were responsible. He pointed out that
 a Director of Institutional Research has still not been
 found; also, that in a month or so the position of Ass't.
 Dean of Continuing Education and Transfer Programs would
 probably be split into two positions. A discussion
 followed on the office of the Dean of Instruction and
 the functions of the people reporting to him.

NEW BUSINESS:

(Cont.)

Leveling and
Grading Southwest
Corner of Campus

Dr. Lahti discussed the cost estimate prepared by the architects for grading the southwest corner of the site where the proposed athletic fields will be. He asked the Board for the authority to proceed with the development of this project. The Board expressed concern at the high cost estimated and also questioned the fact that no drainage was being provided for the athletic fields. After a lengthy discussion, the Board agreed it would hamper the physical education department not to have this area but stated they wanted to be sure proper drainage would be provided. Dr. Lahti stated the architects would study this problem, but that according to the architects before they can get a better estimate they will have to survey and spec it. Dr. Lahti also pointed out that three items would be deleted from the estimate--grade, roll and compact site fill, fine grading, and seeding and fertilizing--as these projects could be done in the spring with college equipment. Chairman Johnson asked Dr. Lahti to express the Board's opinions to the architect and to have them develop this project so they can provide better estimates.

Change of
Board Meeting
Dates

Because of conflicts with fall professional conferences, Dr. Lahti requested the Board consider changing the regular meeting dates in October. The Board agreed to change the October 10 meeting date to Tuesday, October 15, and the October 24 meeting date to Tuesday, October 29.

Other

Dr. Lahti called attention to the Special Conference for College and University Trustees and Regents, sponsored by the American Association of Governing Boards, in Denver on October 8 and 9. He pointed out the significance of the topics to be discussed at this conference and suggested the possibility of the Board Attorney attending this conference with a Board member or two. Mr. Hines stated he would be able to attend. Chairman Johnson asked for volunteers from the Board members. Mrs. Nicklas stated she would be interested and would check to see if she could attend.

The Board discussed the membership material, provided by Dr. Lahti, on the American Association of Governing Boards.

NEW BUSINESS:

(Cont.)

Other

Member Hamill moved, and Member Nicklas seconded the motion, that the Board of Trustees join the Association of Governing Boards, authorizing Dr. Lahti to fill out the application and submit it.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Kuranz,
Johnson and Nicklas

Nays: None

Dr. Lahti informed the Board that Richard S. Lang, Instructor, had resigned from the staff on the Friday preceding the opening of classes. Dr. Lahti asked the Board to approve the resignation. The Board expressed concern over the circumstances of this resignation and the ethics of an institution that engaged in recruitment practices at this late date. Dr. Lahti reported that Mr. Lang had been informed his personnel file would indicate that he had been negligent in his responsibility to the college.

Member Kuranz moved and Member Hamill seconded the motion that:

Whereas following employment by this Board, Richard S. Lang did secure other employment and thereafter submitted his resignation to this Board, and

Whereas this Board has reviewed the circumstances of said employment, and is of the opinion that termination of employment of Richard S. Lang would be desirable and advantageous to the college district,

It is hereby resolved that the resignation submitted by Richard S. Lang be and hereby is accepted and that his employment contract be canceled and rescinded.

Motion unanimously carried.

A questionnaire from the American Association of Junior Colleges concerning the involvement of governing boards in workshops and conferences had been distributed to Board members. Dr. Lahti asked the Board for their opinions on the various questions presented. After discussion, Dr. Lahti indicated he would return the questionnaire expressing the views of the Board.

Minutes of the Regular Board Meeting of September 26, 1968

- NEW BUSINESS:
Other (Cont.) Dr. Lahti indicated he would make dinner and motel reservations for the Board members at the IACJC Conference on October 24, 25, and 26, at Rockford, for the times they specified.
- Recommendation of Staff Mr. Powell discussed the contract for Jacqueline Urbanski, Instructor in English, who had worked for the college previously. The administration recommended Miss Urbanski be rehired as an instructor at \$8400.00, starting on September 16, 1968. Dr. Lahti recommended this salary be modified, in fairness to other faculty, to reflect one week less employment.
- Member Hamill moved and Member Hansen seconded the motion to approve the rehiring of Jacqueline Urbanski, Instructor, as of September 16, 1968, at a salary of \$8400, less one week's salary.
- PRESIDENT'S REPORT:
Construction Report Mr. Mann discussed the construction report, pointing out that the project is about 15 days behind schedule. Approximately six days were lost because of rain. Mr. Mann discussed the various phases of work going on, stating that the math and science building was really behind schedule. However, he stated a crash program had been put through the CPM, and they are working Saturdays in order to try and catch this building up to the rest of the project.
- Report on North Central Examination Dr. Lahti reported on the diagnostic examination to be administered by the North Central Association some time in November. He stated this is preliminary to being a candidate for accreditation, and that this is a very stringent examination and means a lot to the college.
- Report on Metropolitan Sanitary Sewer District Member Hansen reported that Chairman Johnson and he, together with Dr. Lahti and Mr. Mann, had attended a meeting of the Metropolitan Sanitary Sewer District Board, in reference to the college sewer project. He stated there was a good possibility of this being approved at their next meeting. Chairman Johnson added that Representative Eugenia Chapman had been very helpful.
- Dr. Lahti reported he would again contact the state representatives. He stated he had communicated with Mr. Bacon, thanking him for his support and informing him that the college would be happy to give him any assistance they could and that they would attend the next meeting.

PRESIDENT'S
REPORT (Cont.)
Fall
Enrollment
Report

Mr. Stansbury reported that the official enrollment count had not been received from the data center. He stated that enrollment exceeded all expectations with an unofficial head count of 3825, an average load of 9.8 hours, and an FTE of 2497.

Dr. Andeen gave an unofficial report on class sizes, number of sections, dimensions of the divisions, and enrollment in the career programs.

Dr. Harvey reported that due to the large enrollment his area was understaffed, being short two full-time counselors. He stated the big problem would be academic advising for the next semester, and that with this shortage they would have to lean more heavily on faculty. Dr. Harvey reported there has been an excellent relationship between the faculty and counselors. However, he stated this situation will need consideration.

Dr. Andeen discussed the number of teaching faculty--full-time and part-time, and the future enrollment projections prepared by Mr. Upton. He informed the press the break-down on enrollment would probably be available within a week.

Member Hamill stated he felt the college should impress Gerald Smith with the fact that they are outstripping down-state campuses in enrollment.

Chairman Johnson reminded the Board that they had indicated at the last Board meeting that they wanted to meet in executive session after this Board meeting in order to review the president's performance and salary.

At 10:20 p.m. Member Haas moved, and Member Nicklas seconded the motion, the meeting be adjourned to October 15, 1968, at 8:00 p.m., at the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois. Motion unanimously carried.


Chairman Johnson


Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067

BILLS FOR APPROVAL
SEPTEMBER 26, 1968

| I. | BILLS PAYABLE | | <u>PAGES</u> |
|-----|---|---------------------|--------------|
| | Educational Fund | \$32,485.04 | 4 |
| | Building Fund | \$17,291.57 | 2 |
| | Site & Construction Fund | \$62,738.75 | 1 |
| | Auxiliary Fund | <u>\$25,737.87</u> | 3 |
| | | <u>\$138,253.32</u> | |
| II. | PAYROLLS | | |
| | Payroll, September 1 - 15, 1968 | \$66,349.32 | 5 |
| | Estimated Payroll, September 16 - October 15, 1968 | \$215,000.00 | |

WILLIAM RAINY ROPER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- SEPTEMBER 26, 1968

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|---|---------------------|---------------------|
| Donn B. Stansbury, Tuition Refund Fund | Additional Refund Funds | 8818 | \$ 1,000.00 |
| Donn B. Stansbury, Tuition Refund Fund | Additional Refund Funds | 8819 | 1,000.00 |
| Donn B. Stansbury, Tuition Refund Fund | Additional Refund Funds | 8820 | 500.00 |
| Donn B. Stansbury, Tuition Refund Fund | Additional Refund Funds | 8821 | 500.00 |
| Forest - Atwood Paper Co. | Paper | 8822 | 233.10 |
| Graver-Dearborn Corp. | Office Supplies | 8823 | 178.56 |
| Order from Horder | Office Supplies | 8824 | 270.41 |
| Newark Electronics Corp. | Technical Supplies - Electronics | 8825 | 17.25 |
| B & H Blueprint & Supply | Classroom Supplies - Engineering | 8826 | 141.75 |
| Elk Grove Blueprint & Supply | Technical Supplies - Engineering | 8827 | 404.25 |
| Robert Thornhill | Technical Supplies - Numerical Control | 8828 | 20.28 |
| Retco Alloy Corp. | Technical Supplies | 8829 | 48.26 |
| Charles Bruning Co. | Laboratory Supplies - Numerical Control | 8830 | 10.83 |
| Karnes Music Co. | Band and Orchestra Sheet Music | 8831 | 572.95 |
| Carolina Biological Supply | Laboratory Supplies - Biology | 8832 | 184.15 |
| Cenco Instruments Co. | Laboratory Supplies & Equipment - Biology & Physics | 8833 | 2,022.98 |
| Cenco Instruments Co. | Laboratory Supplies & Equipment - Physical Science | 8834 | 99.98 |
| Fisher Scientific Co. | Laboratory Supplies - Biology | 8835 | 3.05 |
| General Biological Inc. | Laboratory Supplies & Equipment - Biology | 8836 | 322.35 |
| Metropolitan Electrical Supply | Laboratory Equipment - Physics | 8837 | 59.80 |
| National League for Nursing | Technical Supplies - Nursing | 8838 | 41.50 |
| Sargent-Welch Scientific | Laboratory Supplies - Biology, Chemistry, Physical Science | 8839 | 10.55 |
| Wards Natural Science Establishment | Laboratory Supplies & Equipment - Geology, Earth Science | 8840 | 333.76 |
| Welch Scientific Co. | Laboratory Supplies & Equipment - Physics, Earth Science, Chemistry | 8841 | 699.78 |
| Lakeview Rubber Stamp Co. | Office Supplies | 8842 | 6.55 |
| Universal Stationers | Office Supplies | 8843 | 7.92 |
| Mr. Paul Biernat | Meeting Expense | 8844 | 38.70 |
| K and K Koffee Service | Meeting Expense | 8845 | 24.50 |
| Easy Travel Service | Travel - J. Harvey, K. Andeen | 8846 | 236.00 |
| Allen-Wales Adding Machine Agency | Office Equipment | 8847 | 710.56 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|--|---------------------|---------------------|
| E. W. Boehm Co. | Office Equipment | 8848 | 333.00 |
| Demco | Library Supplies | 8849 | 11.65 |
| The Athletic Institute | Films | 8850 | 1,056.25 |
| Sam Goody Inc. | Phonograph Records | 8851 | 219.77 |
| University of Illinois | Film Rental | 8852 | 14.90 |
| Midwest Visual Equipment Co. | Audio Visual Supplies | 8853 | 7.90 |
| 3M Co. | Office Supplies | 8854 | 16.15 |
| 3M Business Products Sales | Audio Visual Aids, Equipment Rental - September | | |
| University of Southern California | Film Rental | 8855 | 57.88 |
| Wolverine Sports Supply | Films | 8856 | 8.25 |
| American Chemical Society | Library Subscriptions | 8857 | 205.65 |
| Bro-Dart Inc. | Library Books | 8858 | 93.00 |
| Baker & Taylor Co. | Library Books | 8859 | 487.35 |
| Students Store, U. C. L. A. | Library Books | 8860 | 1,553.55 |
| University of Chicago Press | Library Books | 8861 | 6.20 |
| Keuffel & Esser Co. | Library Books | 8862 | 10.00 |
| Johnson Reprint Co. | Library Book | 8863 | 80.67 |
| A. C. McClurg & Co. | Library Books | 8864 | 9.55 |
| Music Educators National Conference | Library Subscriptions | 8865 | 128.88 |
| National Geographic Society | Library Books | 8866 | 12.00 |
| Northwestern University | Library Subscriptions | 8867 | 9.85 |
| Systems & Procedures Assoc. | Library Book & Subscription | 8868 | 18.00 |
| Triangle Camera Inc. | Library Equipment | 8869 | 26.62 |
| International Business Machines Corp. | Computer Rental - \$8,543.40 | 8870 | 469.06 |
| | Other Rental - 207.00 | | |
| | Maintenance & Supplies - \$47.76 | | |
| | Model Change - 127.38 | | |
| | Contractual Services | 8871 | 8,925.54 |
| | Office Supplies | 8872 | 196.36 |
| | Office Supplies | 8873 | 135.00 |
| | Office Supplies | 8874 | 47.75 |
| | Office Supplies | 8875 | 66.96 |
| | Grade Reporting Forms | 8876 | 223.90 |
| | Institutional Membership | 8877 | 25.00 |
| | Institutional Membership | 8878 | 25.00 |
| | Meeting Expense - Orientation Program Expense | 8879 | 1,680.00 |
| | Travel - R. Lahti, R. Smith | 8880 | 108.40 |
| | Travel - R. Lahti | 8881 | 238.90 |
| | Duplicating Machine Maintenance - October, Printing & Duplicating Supplies | 8882 | 87.08 |
| White Collar Girls of America | | | |
| Reprographic Supply Co. | | | |
| Tab Products Co. | | | |
| Keelox Mfg. Co. | | | |
| Moore Business Forms | | | |
| Chicago Council on Foreign Relations | | | |
| College & University Personnel Assoc. | | | |
| Western Concessions, Inc. | | | |
| Hertz System, Inc. | | | |
| Trans World Airlines, Inc. | | | |
| Addressograph Multigraph Corp. | | | |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|-----------------------------------|---------------------|---------------------|
| Paddock Publications | Want Ads | 8883 | 52.86 |
| Capital Discount Co. | Accounting Machine Rental | 8884 | 95.00 |
| Merchants Cash Register Co. | Equipment Rental | 8885 | 150.00 |
| Langer Printing Co. | Printing | 8886 | 46.00 |
| Schiele-Faterson Co. | Advertising Brochures | 8887 | 255.00 |
| St. Viator High School | Advertising | 8888 | 38.25 |
| John H. Upton | Travel Expenses | 8889 | 54.32 |
| Higher Education Executive Association | Fee for Institute (J. Birkholz) | 8890 | 150.00 |
| Paladugu V. Rao | Travel Expense | 8891 | 34.50 |
| Anna Marie Bazik | Tuition Reimbursement | 8892 | 100.00 |
| John Muchmore | Tuition Reimbursement | 8893 | 18.00 |
| Martin J. Ryan | Tuition Reimbursement | 8894 | 80.00 |
| M. June Stevens | Tuition Reimbursement | 8895 | 54.00 |
| Rose Trunk | Tuition Reimbursement | 8896 | 27.00 |
| H. R. Bowman, M. D. | Medical Examination - F. Dionisio | 8897 | 10.00 |
| Greg Franklin | Medical Examination | 8898 | 10.00 |
| W. L. Greville, M. D. | Medical Examination - M. Carroll | 8899 | 10.00 |
| Carl R. Hines, M. D. | Medical Examination - J. Roloff | 8900 | 20.00 |
| Thomas Holland | Medical Examination | 8901 | 12.00 |
| Kenneth Jauch | Medical Examination | 8902 | 15.00 |
| William Miller | Medical Examination | 8903 | 18.00 |
| Donald Quinlan, M. D. | Medical Examination - R. Nolan | 8904 | 20.00 |
| Renie Remelski | Medical Examination | 8905 | 18.00 |
| Dan J. Richardson | Medical Examination | 8906 | 18.00 |
| Eileen Saum | Medical Examination | 8907 | 17.00 |
| E. S. Stephenson, M. D. | Medical Examination - L. Stock | 8908 | 12.00 |
| Amundsen-Mayfair College | Charge Back | 8909 | 413.10 |
| College of Du Page | Charge Back | 8910 | 56.70 |
| Champion Products Inc. | Athletic Supplies | 8911 | 389.76 |
| Cunningham-Reilly Inc. | Athletic Supplies | 8912 | 109.96 |
| School Health Supply | Supplies - Athletics | 8913 | 140.99 |
| E. W. Boehm Co. | Duplicating Supplies | 8914 | 40.00 |
| Prudential Insurance Co. | Health & Life Insurance | 8915 | 3,703.81 |
| | | | <u>\$32,485.04</u> |

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 8818 to 8915 are hereby authorized for payment.

Date of Approval: September 26, 1968

Chairman:

Richard T. Johnson

Secretary:

Elizabeth D. DeLoe

EDUCATIONAL FUND SUMMARY

| | | |
|----------------------------------|-----|--------------------|
| Administration | 115 | \$ 3,000.00 |
| Registration Refund Funds | 162 | 428.14 |
| Inventory | 540 | 663.25 |
| General Materials & Supplies | 550 | 2,265.93 |
| Travel & Meeting Expense | 560 | 4,162.81 |
| Insurance | 570 | 245.00 |
| Fixed Charges | 585 | 18.66 |
| Capital Outlay - Office | 590 | 1,110.51 |
| Other | | |
| Instruction | | |
| Contractual Services | 520 | 218.12 |
| Materials & Supplies - Classroom | 530 | 6,016.92 |
| Materials & Supplies - Office | 540 | 651.85 |
| Travel | 550 | 337.64 |
| Fixed Charges | 570 | 8,780.40 |
| Capital Outlay - Office | 585 | 1,621.34 |
| Capital Outlay - Instructional | 586 | 2,964.47 |
| | | <u>\$32,485.04</u> |

WILLIAM RAIN HARPER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- SEPTEMBER 26, 1968

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|---|---------------------|---------------------|
| Addison Building Materials | Building Materials, Groundskeeping Supplies | 1064 | \$ 331.96 |
| Austin Paint Co. | Building Materials | 1065 | 74.22 |
| Efengee Electrical Supply Co. | Building Materials, Maintenance Supplies | 1066 | 136.26 |
| Laystrom-Buescher, Inc. | Building Materials | 1067 | 17.30 |
| Heller Lumber Co. | Building Materials | 1068 | 108.14 |
| International Business Machines Corp. | Disk Packs | 1069 | 2,352.00 |
| Roscoe Co. | Custodial Uniforms, Sup. Uniform Expense | 1070 | 66.10 |
| Country Gas Co. | Installation - Gas Line | 1071 | 58.00 |
| Commonwealth Edison Co. | Electric Service | 1072 | 662.86 |
| Void | ----- | 1073 | ----- |
| H. Hoffman Co. | Security Supplies | 1074 | 26.06 |
| Gaare Oil Co. | Gasoline | 1075 | 214.43 |
| Lattof Car Rental | Car and Station Wagon Rental | 1076 | 245.27 |
| McMaster Carr Supply Co. | Maintenance Equipment | 1077 | 121.35 |
| Corbetta Construction Co. | Partial Payment - Power Plant Addition | 1078 | 11,715.30 |
| Illinois Bell Telephone Co. | Telephone Services | 1079 | 1,162.32 |
| | | | <u>\$17,291.57</u> |

TO: TREASURER
 FROM: BOARD OF TRUSTEES

The above listed checks number 1064 to 1079 are hereby authorized for payment.

Date of Approval: September 26, 1968

Chairman: Richard L. Johnson

Secretary: Janet S. Kubla

BUILDING FUND SUMMARY

| | | |
|--|-----|--------------------|
| General Materials & Supplies | 540 | \$ 260.34 |
| Gasoline | 550 | 214.43 |
| Utilities | 570 | 1,883.18 |
| Rentals | 576 | 245.27 |
| Capital Outlay - New Buildings | 583 | 11,715.30 |
| Capital Outlay - Remodeling | 584 | 499.70 |
| Capital Outlay - Equipment & Furniture | 585 | 2,473.35 |
| | | <u>\$17,291.57</u> |

WILLIAM RAY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES -- SEPTEMBER 26, 1968

PAYEE

Keuffel & Esser Co.
Gerber Scientific Co.
International Business Machines Corp.

TO: TREASURER
FROM: BOARD OF TRUSTEES

The above listed checks number 607 to 609 are hereby authorized for payment.

Date of Approval: September 26, 1968

Chairman:

Richard L. Johnson

SITE & CONSTRUCTION FUND SUMMARY

Reimbursable Instructional Equipment 586 \$62,738.75

| <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|---------------------|---------------------|
| Instructional Equipment - Reimbursable | 607 | \$ 166.25 |
| Numerical Control Equipment - Reimbursable | 608 | 55,350.00 |
| Data Processing Equipment - Reimbursable | 609 | 7,222.50 |
| | | <u>\$62,738.75</u> |

Secretary:

Jerry D. Decker

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 26, 1968

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|------------------------------|---------------------|---------------------|
| W. D. Klingenberg, Book Purchase Fund | Funds to Purchase Used Books | 142 | \$ 500.00 |
| W. D. Klingenberg, Book Purchase Fund | Funds to Purchase Used Books | 143 | 500.00 |
| W. D. Klingenberg, Petty Cash | Reimburse Petty Cash | 144 | 48.68 |
| Harry N. Abrams, Inc. | Purchases - Books | 145 | 14.60 |
| Addison-Wesley Publishing Co. | Purchases - Books | 146 | 49.74 |
| Allyn & Bacon, Inc. | Purchases - Books | 147 | 160.26 |
| American Book Co. | Purchases - Books | 148 | 44.00 |
| American Jewish Committee | Purchases - Books | 149 | 19.60 |
| Amso School Publications | Purchases - Books | 150 | 20.64 |
| Appleton-Century-Crofts | Purchases - Books | 151 | 79.18 |
| Barnes & Noble, Inc. | Purchases - Books | 152 | 70.26 |
| W. A. Benjamin, Inc. | Purchases - Books | 153 | 241.68 |
| Bobbs-Merrill Co. | Purchases - Books | 154 | 17.72 |
| Wm. C. Brown Co. | Purchases - Books | 155 | 1,602.73 |
| Burgess Publishing Co. | Purchases - Books | 156 | 122.46 |
| Chandlers Inc. | Purchases - Books | 157 | 1,063.76 |
| College Book Store | Purchases - Books | 158 | 108.21 |
| College & University Press Services | Purchases - Books | 159 | 1.76 |
| Thomas Y. Crowell Co. | Purchases - Books | 160 | 34.25 |
| Dodd Mead and Co. | Purchases - Books | 161 | 3.34 |
| Doubleday and Co. | Purchases - Books | 162 | 286.24 |
| Educational Methods, Inc. | Purchases - Books | 163 | 264.80 |
| Fearon Publishers | Purchases - Books | 164 | 132.34 |
| Follett College Book Co. | Purchases - Books | 165 | 1,925.17 |
| Foundation Press, Inc. | Purchases - Books | 166 | 459.20 |
| W. H. Freeman & Co. | Purchases - Books | 167 | 1,519.35 |
| Ginn and Co. | Purchases - Books | 168 | 116.55 |
| Harcourt Brace and World | Purchases - Books | 169 | 1,908.07 |
| Harper & Row Inc. | Purchases - Books | 170 | 481.12 |
| D. C. Heath & Co. | Purchases - Books | 171 | 5.12 |
| Holt Rinehart and Winston | Purchases - Books | 172 | 123.20 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------------|--------------------------------|---------------------|---------------------|
| Houghton Mifflin Co. | Purchases - Books | 173 | 1,039.28 |
| Inland Book Distributors | Purchases - Books | 174 | 385.11 |
| International Textbook Co. | Purchases - Books | 175 | 292.94 |
| Richard D. Irwin, Inc. | Purchases - Books | 176 | 954.92 |
| G. & C. Merriam Co. | Purchases - Books | 177 | 1,795.20 |
| W. W. Norton & Co. | Purchases - Books | 178 | 466.64 |
| American Lock Co. | Purchases - Supplies | 179 | 186.86 |
| American Pad & Paper Co. | Purchases - Supplies | 180 | 236.75 |
| Champion Products Co. | Purchases - Supplies | 181 | 2,260.70 |
| Collegiate Mfg. Co. | Purchases - Supplies | 182 | 159.26 |
| Eagle Pencil Co. | Purchases - Supplies | 183 | 506.86 |
| Bernie Elsner | Purchases - Supplies | 184 | 1,845.00 |
| Federal Office Products | Purchases - Supplies | 185 | 247.47 |
| Hamilton Bell Co. | Purchases - Supplies | 186 | 338.69 |
| Harris Hospital Supply | Purchases - Supplies | 187 | 23.52 |
| Keep 'n Touch Greeting Cards | Purchases - Supplies | 188 | 32.07 |
| Lakeside Central Co. | Purchases - Supplies | 189 | 197.63 |
| Linden Brush Distributing Co. | Purchases - Supplies | 190 | 253.21 |
| National Blank Book Co. | Purchases - Supplies | 191 | 614.32 |
| Niedert Motor Service | Purchases - Supplies - Freight | 192 | 8.00 |
| Frederick Post Co. | Purchases - Supplies | 193 | 364.94 |
| Regent Products Co. | Purchases - Supplies | 194 | 978.02 |
| Rico Leather Specialty Co. | Purchases - Supplies | 195 | 249.11 |
| Sanford Ink Co. | Purchases - Supplies | 196 | 210.17 |
| Writing Sales Inc. | Purchases - Supplies | 197 | 28.51 |
| Random House Inc. | Purchases - Books | 198 | 5.03 |
| Triton College Book Store | Purchases - Books | 199 | 112.40 |
| Illinois Bell Telephone Co. | Telephone Services | 200 | 21.23 |
| | | | <u>\$25,737.87</u> |

TO: TREASURER
FROM: BOARD OF TRUSTEE

The above listed checks number 142 to 200 are hereby authorized for payment.

Date of Approval: September 26, 1968

Chairman: Richard L. Johnson

Secretary: Joseph W. Jackson

AUXILIARY FUND SUMMARY

Book Purchase Fund
Books & Supplies
Fixed Charges

138
530
570

\$ 1,000.00
24,716.64
21.23
\$25,737.87

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures
 September 16 to October 15, 1968.

The following estimated Payrolls in the amount of \$215,000.00
are hereby authorized for payment.

| | |
|--------------------------------|---------------------|
| <u>SEPTEMBER 16 - 30, 1968</u> | |
| Regular Payroll | \$ 95,000.00 † |
| <u>OCTOBER 1 - 15, 1968</u> | |
| Regular Payroll | <u>120,000.00 ‡</u> |
| | <u>\$215,000.00</u> |

DATE OF APPROVAL: SEPTEMBER 26, 1968

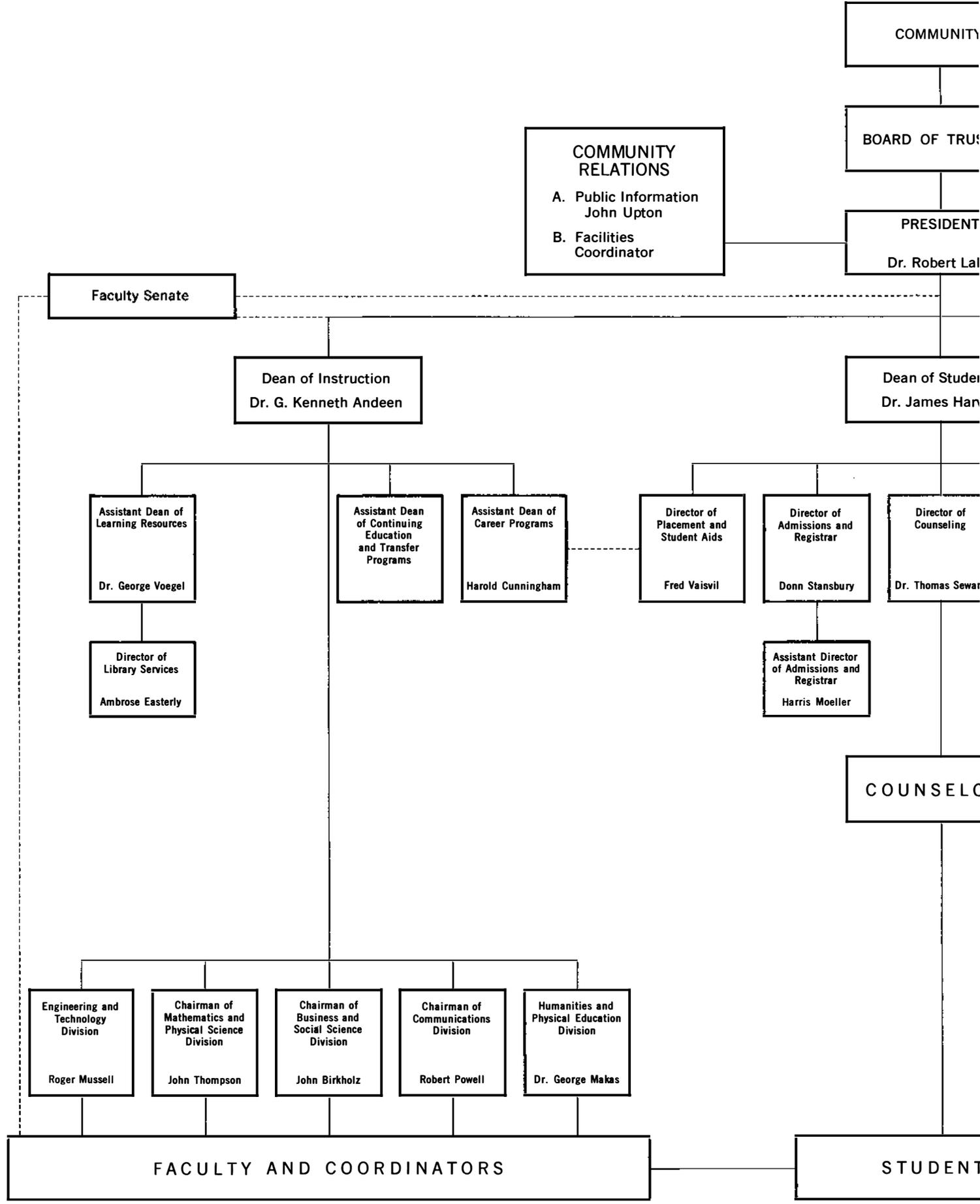
CHAIRMAN:

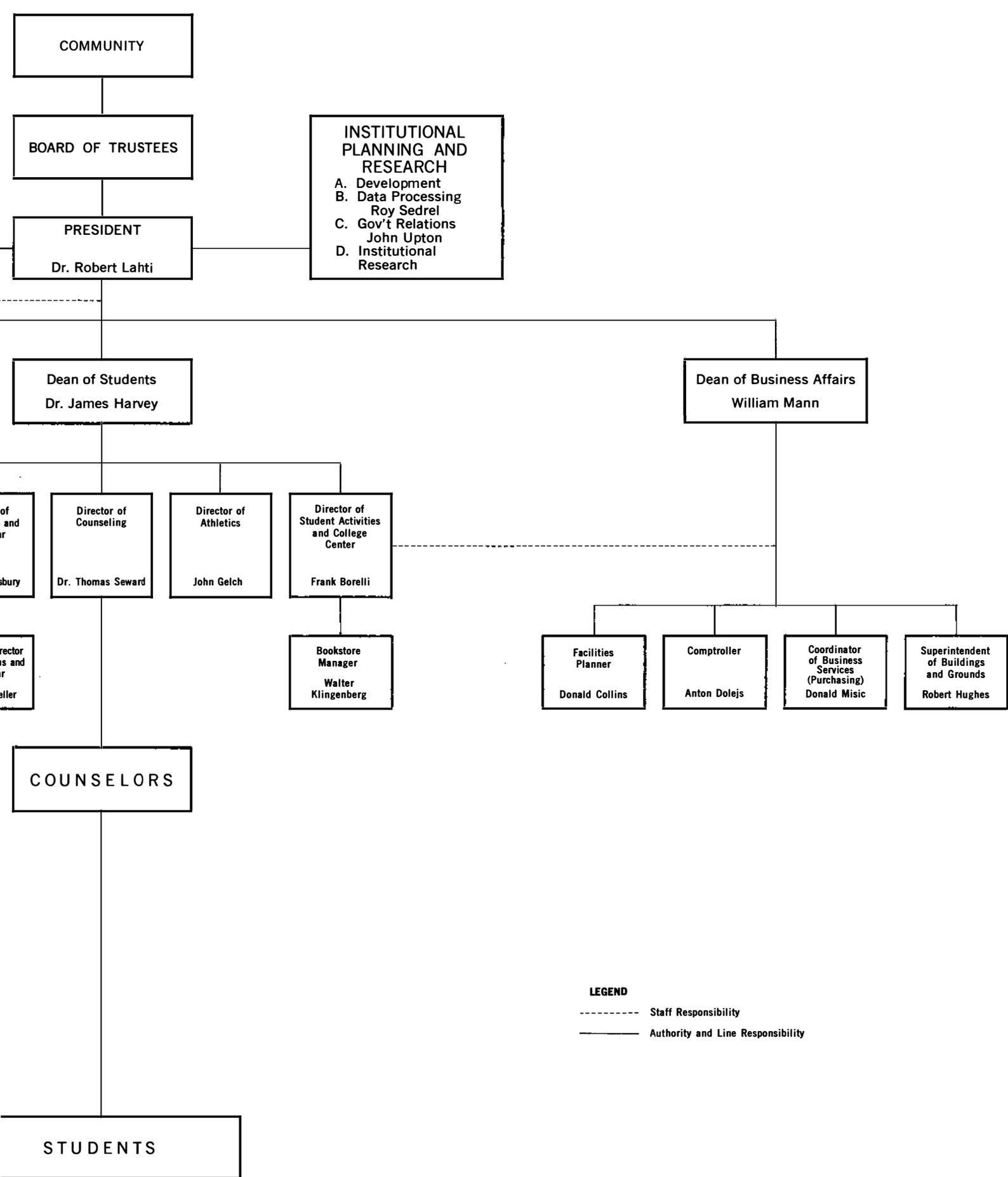
Richard R. Johnson

SECRETARY:

Jesselyn M. Dickla

† Includes compensation for new faculty and staff.
‡ Includes compensation for part-time faculty.





COLLEGE ORGANIZATION CHART
1968-1969

COMMUNICATIONS DIVISION

List of Faculty 1968/69

| | |
|------------------|----------------------|
| Bartos, Michael | ENGLISH |
| Callin, Diane | ENGLISH |
| Davis, John | SPANISH |
| DeSai, Rupin | ENGLISH |
| Meier, Henry | GERMAN |
| Muchmore, John | SPEECH |
| Powell, Robert | ENGLISH |
| Roepken, Henry | JOURNALISM |
| Roloff, Joan | ENGLISH |
| Ryan, Martin | ENGLISH |
| Sanderson, Irene | FRENCH |
| Savin, Janet | ENGLISH |
| Smith, Frank | ENGLISH |
| Swanson, Marilyn | ENGLISH |
| Stevens, June | ENGLISH (Russian) |
| Stewart, Craig | ENGLISH |
| Tierney, Gilbert | ENGLISH |
| Tysl, Robert | ENGLISH |

DIVISION OF SCIENCE AND MATHEMATICS

| | |
|--------------------------|-----------------------------------|
| Andrusko, Nadia | NURSING |
| Bauer, Joseph | CHEMISTRY |
| Clouser, Joseph | CHEMISTRY-Chem. Tech. |
| Collister, Larry | MATHEMATICS |
| DePalma, Ray | BIO-PHYSICAL SCIENCE (Anatomy) |
| Edwards, Mary | DENTAL HYGIENE |
| Enbysk, Dr. Betty | GEOLOGY-PHY. SCIENCE |
| Flanigan, John | MATHEMATICS |
| Goldsmith, Haline | NURSING |
| Heinly, Miss Joanne | NURSING, Coordinator |
| Juergensmeyer, Dr. Betty | BIOLOGY |
| Lytle, Jean | NURSING |
| Miller, William H. | BOTANY - BIOLOGY |
| Neu, Susan | NURSING |
| Shaver, Miss Marilyn | NURSING |
| Siedband, Jordan | PHYSICS - MATHEMATICS |
| Thompson, John | BIOLOGY |
| Vandever, Dr. Frank | DENTAL HYGIENE |
| Wachlin, Donovan | MICROBIOLOGY - BIOLOGY |
| McCabe, Tom | MATHEMATICS |

ENGINEERING DIVISION

Carroll, Michael
Collins, Donald
Cunningham, Harold
Heisler, James
Mussell, Roger
Punkay, William
Thornhill, Robert
Yohanan, Joseph

MECHANICAL DESIGN
FACILITIES PLANNER
CAREER PROGRAM
NUMERICAL CONTROL
ENGINEERING
ENGINEERING
NUMERICAL CONTROL
ARCHITECTURE

DIVISION OF FINE ARTS AND PHYSICAL EDUCATION

Bessemer, Ronald
Bolt, Martha
Franklin, Stefen
Gelch, John
Kearns, Roay
Knudsen, John
Lockwood, Dr. H.
Makas, Dr. G. T.
Nolan, Robert
Foust, William
Tillotson, Joseph

PHYSICAL EDUCATION
PHYSICAL EDUCATION
Philosophy
PHYSICAL EDUCATION
PHYSICAL EDUCATION
ART
HUMANITIES
MUSIC
PHYSICAL EDUCATION

MUSIC

DIVISION OF BUSINESS & SOCIAL SCIENCES

De Geeter, Darrel
Lang, Richard
Schlagel, Richard
Singleman, Jay
Cohen, Daniel
Kalish, Edward
Hook, Lester N.
Miller, William
King, Sherwin
Oliver, Frank
Ostrowski, Michael
Stewart, Ronald
Wild, Richard
Falk, Charles
Friedland, Dana K.
Phillips, Alice
Rugg, Mary Ellen
Richardson, Daniel
Trunk, Rose
Zilkowski, Robert

DATA PROCESSING (Business)
DATA PROCESSING
BUSINESS
BUSINESS
PSYCHOLOGY
SOCIAL SCIENCE
HISTORY
SOCIAL SCIENCE
SOCIAL SCIENCE
SOCIAL SCIENCE
SOCIAL SCIENCE
PSYCHOLOGY
SOCIAL SCIENCE
LAW ENFORCEMENT
BUSINESS
BUSINESS
BUSINESS
BUSINESS
BUSINESS
BUSINESS
BUSINESS

2/26/52 J. J. J.

RECEIVED

SEP 16 1968

BUSINESS OFFICE



EXHIBIT A

13 SEPTEMBER 68

MR. WILLIAM J. MANN, DEAN OF BUSINESS, WM. RAINEY HARPER COLLEGE,
1200 WEST ALGONQUIN RD., PALATINE, ILL. 60067

CC: DR. ROBERT LAHTI
MR. DON COLLINS
MR. BOB FRIDSTEIN

RE: GRADING SITE AT SOUTHWEST CORNER

BILL, I AM LISTING BELOW OUR ESTIMATE OF COSTS FOR PREPARING TWENTY ACRES IN THE SOUTHWEST CORNER OF THE SITE FOR PLAYFIELDS. AT 6 PERCENT OF \$77,000, THIS WOULD MEAN OUR FEE WOULD BE \$4,620 FOR THIS WORK.

| | |
|---|-------------|
| CLEAR SITE AND GRUBBING (LIGHT) @ \$250/A | \$ 5,000.00 |
| STRIP SITE AND STACK TOP SOIL @ \$.75/CU.YD. | 24,195.00 |
| MASS EXCAVATION AND ROUGH GRADING (MEDIUM SOIL) @ \$.65/CU.YD. | 20,195.00 |
| GRADE, ROLL AND COMPACT SITE FILL (MACHINE) @ \$.23/CU.YD. | 7,419.80 |
| RE-USE AND SPREAD STOCKPILE TOP SOIL @ \$.58/CU.YD. | 18,710.80 |
| FINE GRADING @ \$.05/CU.YD. | 1,613.00 |
| SEEDING AND FERTILIZING | 9,800.00 |
| | <hr/> |
| | \$76,943.60 |

THE ESTIMATE ASSUMES A NEED TO RELOCATE OR MOVE AN AVERAGE OF ONE FOOT ELEVATION ACROSS THE ENTIRE AREA. THIS IS OUR BEST JUDGEMENT AT THIS TIME -- IT COULD GO UP OR DOWN AFTER OUR SPECIFIC GRADING DESIGN. OUR WORK COULD BE FINISHED IN APPROXIMATELY ONE MONTH, AFTER THE NOTICE TO PROCEED, AND THE CONTRACTORS TIME SHOULD TAKE FROM FOUR TO SIX WEEKS. A SEPARATE LETTER ON SPECIFIC TRACK AND FIELD IMPROVEMENTS WILL FOLLOW.

BEST REGARDS.

LOUIS E. FINLAY A.I.P.
ASSOCIATE PARTNER

September 26, 1968

MEMO TO TRUSTEES

From: Robert E. Lahti, President

Subject: October Board Meeting Dates

Because October is a month when a large number of fall professional conferences are held, we find two significant conferences conflicting with our regular meeting dates.

The first conflict is the Annual American Council on Education Conference, to be held in Denver, October 9, 10, 11. This is considered to be one of the top professional conferences of the year and is one which holds special interest for me. In addition, the Board of Directors of GT-70, have scheduled a Board meeting in conjunction with this conference.

The second conflict falls on October 24, which is the first day of our IACJC Conference in Rockford, and is also the week of the American Business Officials Conference.

With these conflicts in mind, I would recommend we change our October meeting dates to Thursday, October 17, and Thursday October 31.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education

MONTHLY CONSTRUCTION REPORT

A. Project Number 3-5-00009-0

State Code No. 23

Code Action E2

B. Applicant

C. Location

WILLIAM RAINEY HARPER COLLEGE

1501 S. Roselle Rd.
Palatine, Illinois

Numeric Date: 09/10/68

Mo./Day/Year
(Mo.: 01 to 12)
(Day: 01 to 31)
(Year: 68 to 99)

D. Description of Project

BUILDINGS OF NEW JUNIOR COLLEGE CAMPUS

(Architect completes the above box)

E. Report No. 11 For Month of August, 19 68

F. Status of Construction by Prime Contract (s)
As of Date of Visit

| Contract No. | Contractor | Start Date (Act.) | Scheduled Completion | % Time Elapsed | % Work Completed |
|-----------------------|---|-------------------|----------------------|----------------|------------------|
| 74-95-01 | | | | | |
| 4-95-01 | Corbetta Construction co., of Illinois, Inc. | 10/23/67 | 7/1/69 | 50% | 44% |
| % All Prime Contracts | | | | 50% | 44% |

G. Summary of Change Orders Approved Since Last Report (Attach Copy of Each Change Order)

| Contract No. | C.O. No. | Description | Contract Cost Chg. | New Net Amount |
|--------------|----------|---|--------------------|-----------------|
| 74-95-01 | 10 | To Provide Welded Frame Brackets in Room 327. This is required to provide plaster frame and duct enclosure in this area. | \$794.00 | \$12,351,236.70 |

H. General description of overall progress including details as to factors contributing to failure to meet construction schedule.

Project is about 15 days behind schedule, some buildings being ahead and others slightly behind schedule. Progress very good. Weather - generally good - some rain.

- Unit A - Approximately 45% complete.
- Unit B - Approximately 70% complete.
- Unit C - Approximately 68% complete.
- Unit D - Approximately 23% complete.
- Unit E - Approximately 12% complete.
- Unit F - Approximately 45% complete.

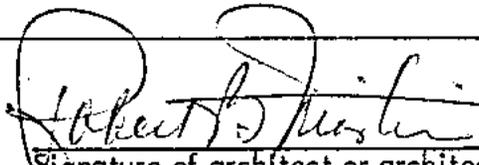
I. Briefly describe corrective actions by the contractor (s) to correct discrepancies noted in your last report. If corrective action not taken, give explanation.

CPM Schedule being evaluated to possibly "crash" certain portions of the work in order to get back on construction schedule.

J. Briefly describe work being performed at time of visit. (9/10/68)

Pouring concrete slabs, walls and structure on A,D,E,and F.
 Masonry 90% complete on exterior of "C", started on "A".
 M & E trades working in all buildings and on site work.
 First layer of black top paving 75% complete on all parking lots.
 Boilers being piped.

9/10/68
Date


 Signature of architect or architect's representative preparing report

1. This form is to be completed in original and two copies. The original and one copy shall be forwarded to the OE District Engineer.
2. If additional space is required to complete information or to furnish comments, attach additional sheets.

September 26, 1968

MEMO TO TRUSTEES

From: Robert E. Lahti, President

Subject: October Board Meeting Dates

Because October is a month when a large number of fall professional conferences are held, we find two significant conferences conflicting with our regular meeting dates.

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The second conflict falls on October 24, which is the first day of our IACJC Conference in Rockford, and is also the week of the American Business Officials Conference. 29th

With these conflicts in mind, I would recommend we change our October meeting dates to Thursday, October 17, and Thursday October 31.



MEMBERS
FRANK F. FOWLE, CHAIRMAN
JOHN K. COX, VICE-CHAIRMAN
JAMES A. BRALLEY
WILLARD A. BROWN
RICHARD G. BROWNE
LEE O. DAWSON
MRS. BARNEY KAHN
RAY PAGE
MRS. PATRICK B. PRESCOTT

STATE OF ILLINOIS
ILLINOIS JUNIOR COLLEGE BOARD

844 ILES PARK PLACE
SPRINGFIELD, ILLINOIS 62706



GERALD W. SMITH
EXECUTIVE SECRETARY

ASSOCIATE SECRETARIES:
L. EVERETT BELOTE
G. ROBERT DARNES
ALBERT H. MARTIN
JAMES G. SPENCER
F. C. TOMPKINS

AREA CODE 217
525-2495

September 18, 1968

RECEIVED

SEP 19 1968

Office of the President

Bel Comm. 2/68

To: Illinois Public Junior College Districts
From: Gerald W. Smith, Executive Secretary

Enclosed herewith is a copy of House Resolution No. 424 adopted by the Illinois House of Representatives on July 24, 1968. The resolution was directed to the Illinois Junior College Board for duplication and distribution to all Illinois Public Junior Colleges.

The State Board at its regular meeting on September 13, 1968, received the petition and directed that it be distributed.

Sincerely,

Gerald W. Smith
Executive Secretary

GWS:ga
Enclosure

**STATE OF ILLINOIS
SEVENTY-FIFTH GENERAL ASSEMBLY
HOUSE OF REPRESENTATIVES**

House Resolution No. 424

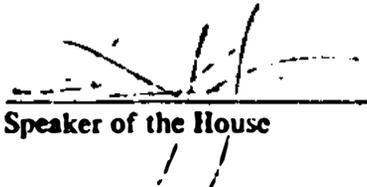
Offered by Messrs. P. W. Collins, Houde, Barr and J. J. Wolf

WHEREAS, many of our citizens have given their lives for their country and our State in the Viet Nam conflict and they should be memorialized; and

WHEREAS, the growth of public junior colleges throughout this State affords an appropriate means for honoring the memory of these deceased veterans; therefore, be it

RESOLVED, by the House of Representatives of the Seventy-fifth General Assembly of the State of Illinois, that junior college districts now in existence or in the process of organizing be advised that it is the sense of this House that it is highly desirable and appropriate that new junior college buildings or new junior colleges or both be named for deceased veterans of the Viet Nam conflict, and that a suitable copy of this resolution be sent by the Office of the Secretary of State to the Illinois Junior College Board for duplication and distribution to all such junior college districts throughout the State.

Adopted by the House, July 24, 1968.



Speaker of the House



Clerk of the House

OTHER BUSINESS

BOARD OF TRUSTEES

Attached is the information you requested from the Association of Governing Boards of Universities and Colleges, for membership, participation, dues, etc.

After reviewing, you feel this should be discussed at our September 26th Board meeting, I would be prepared to follow your recommendation.

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Lahti".

Robert E. Lahti
President

Headquarters . . .

The national office of the Association of Governing Boards was established in Washington in the summer of 1964 to facilitate the expanded program of the Association.

The Association is a Constituent Member of the American Council on Education and maintains close liaison with this and other national organizations serving higher education.

EXECUTIVE COMMITTEE

President

JOHN J. BUDDS
University of Connecticut

President-Elect

ARTHUR B. SCHELLENBERG
Arizona Board of Regents

Secretary-Treasurer

CHARLES D. LOCKETT
University of Tennessee

Vice-President

MARTIN V. BROWN, M.D.
Southern Illinois University

Vice-President

EDWIN S. HEWITT
Grinnell College

Vice-President

EUGENE B. POWER
Carleton College
St. John's University (Minnesota)
JAMES A. FISCHER, C.M.V.
DePaul University

CHARLES D. GELATT
University of Wisconsin

MRS. SAMUEL S. JOHNSON
Board of Higher Education in Oregon

JACK S. JOSEY
University of Texas

JAMES M. MITCHELL
The George Washington University

MRS. HENRY B. OWEN
Washington State University

WELLINGTON POWELL
Colgate University

FRANCIS M. WHEAT
Pomona College

Consultants

ARTHUR S. ADAMS
Former President, American Council on Education

THEODORE A. DISTLER
President-Emeritus, Association of American Colleges

ALGO D. HENDERSON
University of California, Berkeley

Executive Vice-President

J. L. ZWINGLE



ASSOCIATION OF



GOVERNING



BOARDS

**OF UNIVERSITIES
AND COLLEGES**

HEADQUARTERS

**1785 MASSACHUSETTS AVE., N. W.
WASHINGTON, D. C. 20036**

Purpose and Services . . .

Principal aims of the Association are—

to provide a means by which members of governing boards of universities and colleges may exchange ideas

to promote and encourage wise policies of university and college administration

to represent its members where such representation is useful

to supply publications pertinent to the interests of governing boards

The Association is a clearing house for its members and others in the field of higher education. It supplies information of value to the new and the experienced trustee.

Meetings and Conferences . . .

Of particular value to the trustee or regent are the programs of the Association's Annual Meeting and regional conferences. These meetings are the only occasions when officials and members of governing boards across the nation have an opportunity to meet and exchange views on matters of current and common interest. New trustees in particular receive valuable orientation at A G B meetings.

As an indication of the scope of the Association's interests, following is a list of recent topics on A G B programs:

CRITICAL ISSUES IN HIGHER EDUCATION

THE OUTLOOK FOR THE LIBERAL ARTS

STUDENT DISCONTENT

COORDINATION IN HIGHER EDUCATION

A NATIONWIDE POLICY FOR EDUCATION

THE OUTLOOK FOR THE LIBERAL ARTS

THE NATURE OF THE ACADEMIC COMMUNITY

FINANCING HIGHER EDUCATION

Membership . . .

Originally limited to public or tax-supported institutions, the membership was in 1963 extended to include all types of colleges and universities, public and private. More than 3,000 officers and members of governing boards responsible for about 300 campuses are affiliated with the Association, as are a small number of organizations as Associates.

As the Association grows, the membership is becoming fully representative of all colleges and universities, and the Association is playing a role of greater service to higher education.

Publications . . .

The Association publishes for its members a monthly pocket-size journal, *A G B Reports*, featuring commentary and materials of special interest to trustees. A sampling of recent issues follows—

Academia—Particularly the Liberal Arts College
RICHARD T. FROST

Community, Consensus and Conflict
JOHN W. GUSTAD

Coordination of Higher Education
JAMES L. MILLER, JR.

Professors, Presidents, and Trustees
W. H. COWLEY

A Proposal for Faculty Forums
WALTER KAUFMANN

State Planning for Higher Education
JOHN D. MILLETT

Teaching, Publishing and Perishing
PETER N. STEARNS

The Role of the Governing Board
ALGO D. HENDERSON

The Role of Students in Governing the University
JOHN R. McDONOUGH

1969 ANNUAL MEETING

APRIL 20-22

HOST: UNIVERSITY OF MISSOURI
COLUMBIA, MO.

BY-LAWS OF ASSOCIATION OF GOVERNING BOARDS
OF UNIVERSITIES AND COLLEGES

ARTICLE I - DUES

The annual dues for membership in this Association shall be based on the number of full-time equivalent students registered in each institution governed by a member board for the regular school year. The annual membership dues shall be as follows:

Total opening (preceding Fall) enrollment of full-time equivalent students.

Full-time Equivalent
Student Registration:

| Not Less Than | Nor More Than | Annual Dues |
|------------------|---------------|---------------|
| 1 | 1,999 | \$ 150.00 |
| 2,000 | 2,999 | 175.00 |
| 3,000 | 3,999 | 210.00 |
| 4,000 | 4,999 | 245.00 |
| 5,000 | 5,999 | 280.00 |
| 6,000 | 6,999 | 315.00 |
| 7,000 | 7,999 | 350.00 |
| 8,000 | 8,999 | 385.00 |
| 9,000 | 9,999 | 420.00 |
| 10,000 | 11,999 | 455.00 |
| 12,000 | 13,999 | 490.00 |
| 14,000 | 15,999 | 525.00 |
| 16,000 | 17,999 | 560.00 |
| 18,000 | 19,999 | 595.00 |
| 20,000 | 21,999 | 630.00 |
| 22,000 | 23,999 | 665.00 |
| 24,000 | and over | 700.00 (Max.) |
| Associate Member | | 140.00 |

Dues shall be payable on the calendar year basis upon receipt of claim voucher each year (voucher to be mailed from Executive Office by April 1). New members admitted to membership after July 1 in any year shall pay for said year one-half of the dues herein provided.

ARTICLE II - DUTIES OF OFFICERS

(a) **President** - The President shall preside at all meetings, appoint all necessary committee chairmen and membership with the approval of the Executive Committee, be the official spokesman for the Association, and perform all other functions normally the responsibility of a President.

(b) **President-Elect** - The President-Elect shall, in the absence, death, or inability to serve, perform all the duties and responsibilities of the President.

(c) **Vice Presidents** - The duties of Vice Presidents shall be the specific duties assigned to them by the President.

(d) **Secretary-Treasurer** - The Secretary-Treasurer shall be responsible for the auditing, safeguarding and budgeting of funds of the Association. In addition he shall record the minutes reflecting the activities and decisions of the Executive Committee and keep and maintain other necessary records.

ARTICLE III - TERM OF OFFICE

All officers, except Directors whose terms shall be for two years, shall be for a period of one year. This term shall commence with the first day following the close of the Annual Meeting of the Association and terminate with the close of business on the final day of the Annual Meeting.

ARTICLE IV - NOMINATIONS FOR OFFICERS

The President shall appoint a Nominating Committee composed of a representative of each of five member boards. This Nominating Committee shall nominate one or more persons for each of the offices with the following exception:

A person who has been elected as President-Elect shall be nominated by the Nominating Committee for the office of President without opposition.

The report of the Nominating Committee shall be made public by distribution to the membership of the Association at least thirty days before the Annual Meeting. Other nominations for any office may be made from the floor at the Business Session of the Annual Meeting.

ARTICLE V - MEETINGS

The Annual Meeting of the Association shall be held in the Spring of each year, the location to be determined by the Executive Committee.

In addition, area meetings may be held upon request of institutions in local areas or by independent affirmative recommendation of the Executive Committee. These area meetings shall be held at such time and place approved by the Executive Committee.

The Executive Committee shall meet a day before the commencement of the Annual Meeting in the city where the Annual Meeting is held. The President may call additional Executive Committee Meetings. The exact location and time of Executive Committee Meetings shall be fixed by the President.

ARTICLE VI - ADMINISTRATIVE STAFF

The Executive Committee shall appoint an Executive Vice President and such other administrative assistants as the business of the Association requires and the finances permit. The appointment shall be for a period of one year and shall be made at the Annual Meeting of the Executive Meeting.

The appointment shall commence on July 1 following the Annual Meeting. Neither the Executive Vice President nor other members of the administrative staff need to be members of the Association of Governing Boards.

ARTICLE VII - FIDELITY BONDS

The Executive Vice President shall be bonded in an amount sufficient to safeguard the funds of the Association. Any other employees regularly having access to funds of the Association shall also be bonded.

ARTICLE VIII - HONORARY ADVISORS

Any person who has represented a Member Governing Board at any of the Annual Meetings and whose membership on such Board, or whose employment by such Board has been terminated, may be elected as an Honorary Advisor, with the privilege of attending and participating in all meetings, but without the right to vote.

ARTICLE IX - VACANCIES

The Executive Committee shall fill any vacancies which may occur in the officers and/or members of the Executive Committee.

ARTICLE X - AMENDMENT OR REPEAL OF BY-LAWS

The By-Laws of this Association may be amended or repealed by the Executive Committee upon notice for a request for change to be made to the members of the Executive Committee at least thirty days before any meeting. Any member of the Association may request a change in the By-Laws of the Association. In order for such change to be approved, at least two-thirds of the Executive Committee present and voting must favor such change.

If notice of change is not given as provided in the preceding paragraph, a change in the By-Laws can be accomplished only by an unanimous vote of the members of the Executive Committee present and voting.

ARTICLE III – Members

Section 1. The membership of this Association shall be limited to colleges, universities or similar institutions of higher education having a regular faculty and established curriculum, which have as a requirement for admission graduation or its equivalent from an accredited secondary school, or which are listed in the United States Office of Education *Directory of Higher Institutions* as an individual or parent institution in the last issue preceding date of application for Association membership, provided such college, university or institution of higher education is exempt from taxation under IRC Section 115 or IRC Section 501(a) as an institution described in IRC Section 501(c)(3) or similar provisions of prior or subsequent statutes. Member institutions shall be represented by their governing boards and may designate any member or members of said governing boards as member representatives. In their relations with the Association, such representatives shall at all times act on behalf of the institutions which they serve and be responsible to those institutions.

Section 2. It is recognized that it is to the advantage of the Association that certain non-profit organizations, such as a state or private group which has a board functioning as an advisory, coordinating or governing board over other governing boards, be associated with the Association for the purpose of encouraging the interchange of information and counsel among various groups interested in higher education. Accordingly, any non-profit organization which devotes a substantial portion of its activities to the service of higher education provided it is exempt under IRC Section 115 or IRC Section 501(a) as an organization described in IRC Section 501(c)(3) or similar provisions of prior or subsequent statutes is eligible to become an educational associate. Educational associates shall not be members of the Association and they shall have no vote in any proceedings of the Association. Educational associates shall be represented by their governing boards and may designate such members of said governing boards or other persons as educational associate representatives. Upon invitation of the Association, educational associate representatives may attend the annual meeting or other proceedings of the Association.

Section 3. Acceptance of each institution is by invitation and election to membership or associate membership shall be by a majority vote of the Executive Committee.

ARTICLE IV – Officers

The Officers of the Association shall be a President, President-Elect, three Vice-Presidents and a Secretary-Treasurer. They shall be elected by the members of the Association at each annual meeting.

ARTICLE V – Meetings

Meetings of the Association shall be held annually at such times and places as the Executive Committee may fix. Accredited delegates present at any such annual meeting shall constitute a quorum for transaction of business.

Each member, regardless of the number of its member representatives present, is entitled to one vote.

ARTICLE VI – Executive Committee

The Association shall be governed by an Executive Committee composed of sixteen members, not more than six of whom may be selected from private institutions and the remaining selected from State supported institutions. The President, President-Elect, three Vice Presidents and Secretary-Treasurer shall be members of the Executive Committee by virtue of, and for their terms of, office. The terms of the remaining ten members shall be two years. Terms are to be staggered with five elected at each annual meeting.

The Executive Committee shall manage the business and affairs of the Association and it shall meet as often as is necessary for such purpose.

ARTICLE VII – Finances

At each annual meeting the Executive Committee shall present a statement of financial condition of the Association. Responsibility for determining annual fees for membership and the basis for such fees shall be determined by the majority of the members of the Executive Committee.

ARTICLE VIII – By-Laws

The Executive Committee may adopt By-Laws not inconsistent with the provisions of this Constitution.

ARTICLE IX – Amendment

This Constitution may be amended at any time by a vote of two-thirds of the members attending an annual meeting provided a written notice of any proposed change in the Constitution shall be sent to all members of the Association at least sixty days before the annual meeting at which the proposed change is to be considered. If no such notice of the proposed amendment has been given, as herein above specified, then this Constitution may be amended only by the unanimous vote of the members present at any annual meeting.

CONSTITUTION

ARTICLE I – Name

This Association shall be called the Association of Governing Boards of Universities and Colleges.

ARTICLE II – Purposes

The purposes of this Association are as follows:

- Section 1. To provide a means by which members of governing boards of universities and colleges may exchange ideas;
- Section 2. To promote and encourage wise policies of university and college administration;
- Section 3. To provide information and assistance to implement such policies;
- Section 4. To represent its members in all matters where such representation is useful and desirable.

Section 5. This Association is organized and shall be operated exclusively for charitable and educational purposes; no part of its net earnings shall inure to the benefit of any individual and no substantial part of its activities shall be carrying on propaganda, or otherwise attempting to influence legislation; and it shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for office. In the event of dissolution of this Association, all of its remaining assets and property of every nature and description whatsoever shall be paid over and transferred to its member institutions.

**Association of Governing Boards
of Universities and Colleges**

1725 DeSALES STREET, N.W.
WASHINGTON, D. C. 20036

ASSOCIATION OF GOVERNING BOARDS OF UNIVERSITIES AND COLLEGES

1785 Massachusetts Avenue, N.W.

Washington, D.C. 20036

Application for Membership

Institution _____

Mailing Address _____ Zip Code _____

President _____ Member of the Board? Yes _____ No _____

Governing Board – Please attach list of names and preferred mailing addresses

Number of Regents _____ or Trustees _____ or Other _____

Presiding Officer of Board _____

Secretary of Board _____ Member of the Board? Yes _____ No _____

Date of Election or Appointment of New Board Members _____

Does Board govern more than one institution? _____
(if so, give number)

Month of Annual Meeting of Board _____

(Please attach any documents describing structure of board, methods of appointment or election, major responsibilities, etc.)

Data concerning Institution:

Accreditation _____
Regional Association _____ Other _____

Present Enrollment (of fall term) Full-time _____
Part-time _____

Total full-time equivalent _____

Official designated to receive annual dues billing from AGB:
(dues schedule on reverse side)

(Name) _____ (Title)

Signature _____

Title _____

Date _____

DUES SCHEDULE

| Enrollment | Annual Dues | Enrollment | Annual Dues |
|-------------------|--------------------|-------------------|--------------------|
| up to-1,999 | \$150 | 10,000-11,999 | \$455 |
| 2,000-2,999 | 175 | 12,000-13,999 | 490 |
| 3,000-3,999 | 210 | 14,000-15,999 | 525 |
| 4,000-4,999 | 245 | 16,000-17,999 | 560 |
| 5,000-5,999 | 280 | 18,000-19,999 | 595 |
| 6,000-6,999 | 315 | 20,000-21,999 | 630 |
| 7,000-7,999 | 350 | 22,000-23,999 | 665 |
| 8,000-8,999 | 385 | 24,000 and over | 700 |
| 9,000-9,999 | 420 | | |

By provision in the Association's By-Laws, the annual dues for membership are based on total enrollment for the fall term (degrees-credit students full-time equivalent), as reported in Bulletin No. 54003, U.S. Office of Education, *Opening (Fall) Enrollment in Higher Education*. Dues are payable by the calendar year. Members joining after July 1 pay one-half year's dues.

A Special Conference for College and University Trustees and Regents

CRISIS ON THE CAMPUS: IMPORT FOR GOVERNANCE

October 8-9, 1968
The Denver Hilton, Denver, Colorado

Tuesday, October 8

10:00 a.m. Registration

12:15 p.m.

Opening Luncheon Session

"Student Unrest: Activists and Issues,"

Otis A. Singletary, Executive Vice-Chancellor for Academic Affairs, University of Texas (Vice President, American Council on Education, 1966-68)



2:15 p.m.

General Session

"Legal Aspects of Student-Institutional Relations,"

Paul H. Cashman, Vice President, University of Minnesota



(An interpretive report on a special conference on this topic, held at the University of Denver, May 1968)

3:30 p.m.

Panel Discussion

"Crisis on the Campus: The Role of Governing Boards"

Chairman: Francis M. Wheat, Trustee, Pomona College (Member, Securities and Exchange Commission)

Louis H. Heilbron, Trustee, California State Colleges (Attorney-at-Law, San Francisco)

Theodore M. Newcomb, Chairman, Board of Trustees, Antioch College (Professor of Sociology, University of Michigan)

Tuesday, October 8 (Continued)

6:30 p.m. Reception

Dinner Meeting

Address by O. Meredith Wilson, Trustee, University of Notre Dame and Saint Louis University (Director, Center for Advanced Study in the Behavioral Sciences)



Wednesday, October 9

9:00 a.m.

Panel Discussion

"The Relation of Administration, Faculty and Students to Campus Protests"

Willard W. Blaesser, Professor of Educational Psychology, Arizona State University (former Dean of Students, City College of New York)

David W. McFadden, Class of 1969, University Denver

Joseph R. Whaley, Class of 1968, Antioch College

10:30 a.m. Discussion Groups: What are the next steps?

12:15 p.m.

Closing Luncheon Session

Address by John J. Corson, Trustee, Sweet Briar College (Consultant, Department of Health, Education and Welfare, National Urban Coalition, Carnegie Corporation of New York, and others)



Adjournment by 2:30 p.m.

LITTLE IS KNOWN (taken from AGB reports)

Although the characteristics of student activism have been examined by behavioral scientists and others since the events at Berkeley in 1964, recent instances of student protest raise new questions about the dimensions and nature of this phenomenon.

For example, the following assertions, representative of statements being made in publications about activism, are based on relatively little comprehensive, nationwide data, or on none at all.

- 1) Less than 10 percent of the student body is actively involved in initiating activist demonstrations on campus.
- 2) While the immediate stimulus for student demonstrations may be a local incident, the more pervasive roots are embedded in the discontinuity between what students perceive today's college education to be and what they want it to be in relationship to society at large.
- 3) Demonstrations on campus occur more frequently in those institutions that have the most student freedom and the most permissive administrations.
- 4) While the leaders of student movements are usually bright and articulate, the general population of student activists is not significantly different, intellectually, from the rest of the student population on the campus in question.
- 5) There is a subgroup of student activists, most recently exemplified by certain members of the new left and by some black student leaders, with whom a fruitful dialogue no longer seems possible.
- 6) The succession of ideologies in the past 3 years and the variety of activist groups emphasize the complexity and multiplicity of the causes of student unrest.
- 7) Of all the external causes of student protest, the Vietnam war has probably been the most powerful.
- 8) While student unrest, as such, is not a new phenomenon, there is now a basic questioning of the legitimacy of adult authority.
- 9) Drugs and "the pill" have created problems on campus but are not importantly related to student unrest.
- 10) If it remains within tolerable boundaries, student unrest can be a constructive effort at adaptation to a future social era.
- 11) Minority but active faculty support is an important adjunct in student unrest.

These assertions and many others that are now being made need to be examined in broad perspective and in the light of recent events. The dynamics of protest itself need to be examined and understood. How does a handful of students enlist an increasing number of students and faculty in the sequence of events that occur during a student protest? Who stays and who leaves during the sequence of events in a campus crisis? In what way does the response by faculty, by administrators, and by the rest of the student body influence the process?

The entire matter of communication is a key variable. What is the nature of communication during the protest and after? What roles do the communication media play in these demonstrations?

There are broad aspects of behavior and social process that need to be examined. If student unrest is a form of social movement, how are students recruited into it? What are some of the underlying value commitments? In what way does protest influence the future of those who participate?

The answers to these and many other questions related to student activism are just not known at present. It is obvious that this phenomenon is importantly affecting university structure and function. It is also obvious that it is receiving a tremendous amount of attention and reaction. Because of this importance and visibility it deserves the kind of comprehensive examination that can provide insights into the behavioral aspects of the phenomenon.