

R. Ruppert

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

AGENDA

April 8, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - March 1 to March 31, 1971
 - C. Estimated Payroll - March 16 to May 15, 1971
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Staffing, Faculty Exhibit A-1, 2
 - B. Recommendation: Faculty Promotions, Administrative Promotions Exhibit B
 - C. Recommendation: Revision Non-academic Policy Manual Exhibit C
 - D. Recommendation: 1. Purchase - Athletic Equipment Exhibit D-1
2. Purchase - IBM Magnetic Card Typewriter Exhibit D-2
 - E. Recommendation: Resolution on Tax Anticipation Warrants Building Fund Exhibit E
 - F. Recommendation: Construction Easement on Algonquin Road for Sanitary Sewer Exhibit F
 - G. Recommendation: Consideration of Finalization of Construction Contract -- Phase IA and IB (to be hand carried) Exhibit G
 - H. Report and Discussion: Nepotism
 - I. Report and Discussion: Numerical Control and Mechanical Engineering Technology Programs
 - J. Recommendation: Tax Sheltered Annuity Plan Amendment Exhibit J
 - K. Other
- VIII. President's Report
- IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, April 8, 1971

CALL TO ORDER:

In the absence of Chairman Hamill, Vice Chairman Nicklas called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:15 p.m., on April 8, 1971, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Milton Hansen, Richard Johnson, Lawrence Moats, Joseph Morton and Jessalyn Nicklas

Absent: Members John Haas and James Hamill

Also present: Robert E. Lahti, Sharon Alter, John Birkholz, Larry Collister, Angela D'Aversa, John W. Davis, Ray DePalma, Anton Dolejs, Charles Falk, John Gelch, Edwin A. Goodwin, David Groth, James Harvey, Clete Hinton, Robert Hughes, Fred Inden, John Januszko, Larry King, W.J.Mann, Liz McKay, Don Misic, Henry Roepken, Marc Savard, C. Schauer, William Schooley, Roy Sedrel, Jay Singelmann, Ronald Stewart, Frank Vandever, George Voegel, W. Von Mayr and John Warren--Harper College; Maureen Kinsella, Robert McCulley and Ken Peterson--Harper Students; Tom Wellman--Paddock Publications; Mrs. John W. Davis, Robert J. Fuchs, D.W.McKay, Larry Moran, Hannah Wilson and Robert J. Wilson, Jr.

MINUTES:

Member Hansen moved and Member Johnson seconded the motion to approve the minutes of March 25, 1971.

Member Morton called attention to page 7, paragraph five of the March 25, 1971, minutes, and asked that this sentence be amended to read as follows: "Member Morton thanked the people who had made comments." The vote on the minutes as amended was unanimous.

DISBURSEMENTS:

Bills Payable

Member Johnson moved and Member Moats seconded the motion that the bills payable of April 8, 1971, be approved as follows:

Educational Fund	\$175,781.98
Building Fund	124,780.18
Site & Construction Fund	205,845.37
Auxiliary Fund	32,717.97
	<u>\$539,125.50</u>

DISBURSEMENTS:

Upon roll call, the vote was as follows:

Bills Payable

Ayes: Members Hansen, Johnson, Moats, Morton
and Nicklas

Nays: None

Payrolls

Member Hansen moved and Member Moats seconded the motion that the following payrolls be approved: payroll of March 15, 1971, in the amount of \$199,643.68; payroll of March 31, 1971, in the amount of \$195,317.20; and the estimated payroll of April 1, 1971, to May 31, 1971, in the amount of \$860,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton
and Nicklas

Nays: None

COMMUNICATIONS:

Vice-Chairman Nicklas asked Secretary Moats to read a letter from the North Central Association officially recognizing Harper College as an accredited institution. (Copy of letter attached to minutes in the Board of Trustees' Official Book of Minutes.)

UNFINISHED BUSINESS:

At the March 25, 1971, Board meeting, a letter and petition had been presented from the architectural technology students regarding computer terminal equipment not being operable for their program. At that time the Board had requested this be placed on the agenda for this meeting. Dr. Schauer reported Mr. Sedrel was present to summarize the background on the purchase of the terminals. Mr. Sedrel pointed out federal funds became available in late '67 and '68 for the purchase of certain types of equipment. He discussed the original order and delivery of the terminals which took a year or more, the appointment of a committee to determine a location which would serve the most students and faculty, and stated in December of the past year the cables were installed and ready for hook-up of terminals. Mr. Sedrel stated the one alternative which was left open and seemed feasible was COURSEWRITER III. At the last meeting of the Advisory Council, upon indication of interest from some instructors, priority had been given to implement COURSEWRITER III. Mr. Sedrel also reported he had recently met with students in the Engineering Division and felt they had a better understanding of this matter.

UNFINISHED

BUSINESS (cont.)

Mr. Robert McCully, Harper student, asked about an appropriation for \$1100 to have one of the computer facilities set up for use of the ATE students. Dr. Schauer explained this \$1100 was for the conversion of present terminal so it will convert from punched cards to punched paper tape, which is in progress now. In answer to another question from Mr. McCully, Mr. Sedrel stated he had explained why the terminals were not hooked up. Mr. McCully referred to a bid of \$88,226.10 for four terminals in the August 14, 1969 Board minutes, and stated none had been used. Dr. Schauer stated they have not been used in terms of direct coupling to the computer, but have been used as card punchers. Member Johnson pointed out that the \$88,226.10 was all federal funds, which would not have been available later.

Member Moats asked if this equipment was purchased originally for the architectural program. Dr. Schauer stated it was never purchased for that particular program, it was institutional-wide equipment. Dr. Lahti stated this equipment was for any faculty who wished to bring application for computer instruction.

Dr. Lahti stated he found it interesting that students were at the meeting, but not faculty from this area. He suggested if further discussion was needed that experts from the architectural area should be called for, and also suggested waiting for a proposal from the faculty.

Vice-Chairman Nicklas thanked Mr. McCully for his statements and also thanked Mr. Sedrel for his explanation.

NEW BUSINESS:

Faculty Promotions

Dr. Schauer reported seven people were being recommended for promotion from Instructor to Assistant Professor, six from Assistant Professor to Associate Professor, one from Associate Professor to Professor, one administrative faculty from Assistant Professor to Associate Professor, and one counselor from Assistant Professor to Associate Professor.

In response to Member Moat's request, Dr. Schauer reviewed the procedures followed in the process of promotion. He stated there had been twenty-five applications for promotion.

Dr. Lahti stated he agreed with the recommendation and was satisfied the faculty committee had spent its share of time deliberating. He pointed out he had back-up from faculty committee and Dr. Schauer's recommendation.

NEW BUSINESS:
Faculty
Promotions
(cont.)

Member Morton moved the promotion of Martha Bolt from Instructor to Assistant Professor.

Member Moats asked if there were any reason to go over the recommendations for promotion individually. Member Johnson stated that Dr. Lahti, as president of the institution, was responsible for answering that question carefully and conscientiously with just that thought in mind, and Member Johnson stated he felt Dr. Lahti had done just that in his previous statement.

Member Morton withdrew his motion.

Member Morton moved and Member Johnson seconded the motion that the Board handle the promotions as a group within rank.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas

Nays: None

Member Morton moved and Member Hansen seconded the motion that the following be promoted in rank from Instructor to Assistant Professor:

Martha Bolt
Diane Callin
Steven Franklin
Robert Nolan

Irene Sanderson
Gilbert Tierney
Donald Sedik

Member Moats asked in terms of the process how the Board would know how effective these teachers are in the classroom. Dr. Schauer stated that this year for the first time there is an evaluation system which does give better in-put than the college had in prior years. Dr. Lahti asked where the students' in-put would come into the process. Dr. Schauer stated there is a student evaluation form which only goes to the instructors. Member Moats stated he felt the faculty should come forth with some feedback to the Board as to whether they feel it would be advisable to make some student evaluation document mandatory as a dissemination device in promotion of teachers. Member Johnson stated he felt this was a question for the Board, that he personally was not in favor of it. Member Moats stated he would like the faculty to review the procedures as they stand now.

NEW BUSINESS:

Faculty

Promotions
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas
Nays: None

Member Johnson moved and Member Hansen seconded the motion that the following be promoted in rank from Assistant Professor to Associate Professor:

John Davis	Rose Trunk
Joanne Heinly	Ronald Stewart
Henry Roepken	Robert Tysl

Member Morton asked for the percentages on teaching faculty in each rank. Dr. Schauer stated that in the 1970-71 year, before promotions, the teaching faculty, counselors and librarians break-down is as follows:

67 Instructors - 48.2%
46 Assistant Professors - 33.1%
24 Associate Professors - 17.3%
2 Professors - 1.4%

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas
Nays: None

Member Hansen moved and Member Moats seconded the motion to approve the promotion in rank of Richard Lockwood from Associate Professor to Professor.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas
Nays: None

On the administrative faculty, Member Hansen moved and Member Johnson seconded the motion to approve the promotion in rank of Charles Falk from Assistant Professor to Associate Professor.

Member Morton stated, "Let it be stated I think Mr. Falk is an outstanding individual who should not have faculty teaching rank."

NEW BUSINESS:

Faculty

Promotions

(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats and Nicklas

Nays: None

Abstained: Member Morton

Member Johnson moved and Member Moats seconded the motion to approve the promotion in rank of Clete Hinton from Assistant Professor to Associate Professor.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats and Nicklas

Nays: None

Abstained: Member Morton

Assignment of Rank

Dr. Schauer explained that two teachers, Mrs. Suzanne M. Herron and Mr. John E. Januszko, in the Food Service Program, have been serving Harper College as teachers for the past two years and have not been assigned to a rank classification. He stated they are now teaching about 1/2 time and both are qualified as Instructors. The administration was recommending they be given the rank of Instructor.

Member Johnson moved and Member Morton seconded the motion that Mrs. Suzanne M. Herron and Mr. John E. Januszko be assigned to rank of Instructor, effective 1971-72 academic year contract, with accrual of tenure and other rights.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and Nicklas

Nays: None

Leave of Absence

Dr. Schauer presented Miss Angela D'Aversa's request for a one year leave of absence to serve as an Administrative Assistant to the State Superintendent of Public Instruction, with a desire to return to a teaching position effective the 1972-73 academic year. Dr. Schauer stated he, and also Dr. Lahti, had not agreed with Miss D'Aversa's request for accrual of tenure rights during her leave. Member Johnson pointed out that when the Board adopted the policy on leaves of absence it was felt that tenure was based on teaching at Harper. Miss D'Aversa, who was in the audience, stated that

NEW BUSINESS:
Leave of
Absence (cont.)

when she returned she would be getting the increase in salary for this year but not next year. She explained her original purpose in asking for the salary increase for next year, pointing out that the experience she would be getting in the office of the State Superintendent of Public Instruction is not experience she can obtain in graduate school. Member Johnson stated he did not think the administration's recommendation precluded her getting this increase, and that she had a right at the end of the year to again make this request setting forth her reasons. Dr. Lahti stated this recommendation made no promises but it didn't close the door.

Member Moats moved and Member Hansen seconded the motion to approve the administration's recommendation that Miss D'Aversa be granted a leave of absence effective July 1, 1971, through June 30, 1972, inclusive with a notification to the office of the Vice President of Academic Affairs of her intent to return for the 1972-73 academic year on or before March 15, 1972. It is further approved that Miss D'Aversa's salary for 1972-73 (upon her return to Harper College) be based on her 1970-71 college salary plus whatever adjustments are granted by the Board to be effective during the 1971-72 academic year. Further, that Angela D'Aversa's two years of service to Harper College be counted as credit toward tenure should she return to the college.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and Nicklas
Nays: None

Staffing,
Counselors

Dr. Harvey presented two candidates for counseling positions previously authorized by the Board. Dr. Fischer reviewed the background and experience of the two candidates.

Member Moats moved and Member Morton seconded the motion to approve the appointment of Mrs. Judith Riggs as counselor for the 1971-72 year at the rank of Instructor, at a salary of \$12,000.00 for 39 weeks.

Member Morton withdrew his second of the motion when he realized Member Moats' motion included rank. Member Johnson then seconded the motion.

NEW BUSINESS:

Staffing--

Counselors (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats and Nicklas

Nays: None

Abstained: Member Morton

Member Johnson moved and Member Hansen seconded the motion to approve the appointment of Mrs. Linda Robertson as counselor for the 1971-72 year at the rank of Assistant Professor, at a salary of \$12,000.00 for 39 weeks.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats and Nicklas

Nays: None

Abstained: Member Morton

Revision--Non-Academic Policy Manual

Member Moats ascertained that a change in the non-academic policy manual was being proposed and then asked if it was not necessary in order to change the policy manual to bring it before the Board on two separate occasions, the first time for discussion and the second time to act upon it. Dr. Lahti agreed it could be close to that and stated he would check it in the Policy Manual.

Mr. Mann discussed the changes being proposed. He stated it was more than changing policy, it was making several items consistent in order to insure fair application of all policies to every non-academic staff member. He stated it was a clarification of the policy as far as part-time people are concerned. Mr. Mann pointed out that while provision had been made in the Vacation Leave Policy for a delay of 90 days in the use and payment of vacation leave during the probationary period, no such provision had been made in the Sick Leave Policy. He stated he felt it was much more appropriate to allow accruing of sick leave after probationary period is completed. He stated the college would also like to clarify the employment of relatives policy.

At this point Dr. Lahti informed the Board he had checked the Policy Manual and the policy speaks only to the rules and policies on the government of the Board--that these should be presented in writing. He pointed out the change proposed was on policy for classified personnel which is not covered by that. Member Moats stated he would like to propose that at some later date this section of the Policy Manual be clarified.

NEW BUSINESS:
Revision--Non-Academic Policy Manual (cont.)

After further discussion, Member Johnson moved and Member Morton seconded the motion to approve the proposed recommendation as follows:

Probationary employees be allowed to take only the actual accrued sick leave which is to their credit and that the eight-day sick leave advance provided in the Policy Manual apply only after the completion of their probationary period.

All staff members of the college working less than either 8 hours or 7½ hours, but more than 4 hours a day, five days a week, be classified as part-time regardless of job classification. Permanent employees who work less than either 7½ or 8 hours, but more than 4 hours a day be entitled to prorated vacation leave, sick leave, and holidays for the term of their employment (if they fall on a regularly scheduled work day of the employee); further that they be included in the State Universities Retirement System and in the remaining fringe benefit program (insurance program) after the first year of their employment provided that they work in excess of 30 hours a week.

Holidays, sick leave and vacation leave will be granted according to the following table:

Mths.Per Year Hrs.Per Week	Holidays	Vacation Leave	Sick Leave	Insur.	Retire- ment
(12 mos.) 37½ or 40 hrs.	10	10	12	Yes	Yes
(10 mos.) 37½ or 40 hrs.	9*	8	10	Yes	Yes
(12 mos.) ½ time or more 18½ or 20 hrs.	10*	10	12	No	No
(10 mos.) ½ time or more 18½ or 20 hrs.	9*	8	10	No	No
Less than 1/2 time	0	0	0	No	No

*If the holiday falls on a regularly scheduled work day of the employee.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and Nicklas

Nays: None

NEW BUSINESS:

The Board agreed to postpone the discussion on employment of relatives, under Exhibit C, to the discussion on Nepotism--item H on the agenda.

Purchase--Athletic Equipment

Mr. Mistic reported the usual procedures had been followed in advertising and going out for bid. He stated copies of bid request tabulation and the recommendation were included in Exhibit D-1.

Vice-Chairman Nicklas pointed out it was her understanding that the funding for this equipment would come from the Student Activity Fund.

Member Moats moved and Member Johnson seconded the motion to approve the administration's recommendation that the awarding of bids for the purchase of football equipment be as follows:

Cunningham-Reilly, in the amount of	\$1,032.00
Omega Sports, in the amount of	3,493.75
Singer Sports, in the amount of	<u>3,295.75</u>
Total Bid Award	<u>\$7,821.50</u>

Member Morton stated he would like to amend the previous motion to include the statement that the funding for this equipment is from the Student Activity Funds. Member Hansen seconded the amendment.

Upon roll call on the amendment to the motion, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and Nicklas
Nays: None

Upon roll call on the amended motion, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and Nicklas

Purchase--IBM Magnetic Card Typewriter

Mr. Mistic discussed the purchase of an IBM Magnetic Card Typewriter, informing the Board the college had leased this typewriter for the past six months and felt this would be a practical investment. He stated this item is only available from IBM Corporation so it was not possible to go out for competitive bid.

NEW BUSINESS:

Purchase--IBM
Magnetic Card
Typewriter (cont.)

Member Johnson moved and Member Hansen seconded the motion to approve the purchase of the IBM Magnetic Card Typewriter at a cost of \$7,875.00, less 50% of any leasing costs paid up to the date of the issuance of the purchase order. The amount to be subtracted from the price will be somewhere between \$525.00 and \$612.50.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, and Morton

Nays: None

Abstained: Member Nicklas

Dr. Lahti advised the Board of a purchasing bill in the legislature at the present time. Mr. Mann stated Anthony Scariano had sponsored a bill in the legislature requiring public bid openings for all items over \$1500. He stated essentially this would mean these bids would require opening at Board meetings and, in the case of complicated bids, would involve two Board meetings. Mr. Mann pointed out the college does advertise and have public bid openings in the Business Office now. This bill would be even more stringent than the one under which common schools operate. Mr. Mann stated he had discussed this bill with Mr. Scariano and he had indicated he would remove that restriction.

After discussion, Dr. Lahti stated Mr. Savard would check into this further. Mr. Savard stated this was HB 377, voted to pass on March 30 with amendment. The Board would be informed concerning the amendment.

Tax Anticipation
Warrants

Mr. Mann informed the Board the college would need to issue \$200,000 in tax anticipation warrants in order to continue financing the Building Fund. Exhibit E contained the document for this purpose drawn up by the Board Attorney.

Member Moats moved and Member Johnson seconded the motion to approve the resolution on tax anticipation warrants:

No.1B, April 9, 1971, \$100,000.00, Building-1970, 4.00%,
No.2B, April 9, 1971, \$100,000.00, Building-1970, 4.00%
(Copy of resolution attached to official minutes in the Board of Trustees' Official Book of Minutes.)

NEW BUSINESS:

Tax Anticipation
Warrants (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas

Nays: None

Mr. Mann stated this was just the beginning, there would of necessity be more requests for tax anticipation warrants. A discussion followed on the delay in issuance of tax bills in Cook County and the effect this would have on school districts, as well as other governing bodies.

Granting of
Temporary Work
Easement to
Santucci Construc-
tion Company

Mr. Mann stated he was sure the Board members had noted the 33" interceptor sewer being installed for the Metropolitan Sanitary District by the Santucci Construction Company. He stated Exhibit F covered a request from Santucci to proceed with the work that will come across the college property, and that Mr. Hughes and Mr. Hines had covered this in terms of returning the college property, as close as possible, to its original condition.

Member Johnson moved and Member Moats seconded the motion to approve the resolution granting the Santucci Construction Company temporary work easement in accordance with the attached agreement. (Agreement attached to minutes in the Board of Trustees' Official Book of Minutes, as in Exhibit F.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Morton and
Nicklas

Nays: None

Nepotism

Member Hansen read from the Policy and Procedure Manual as follows: "III ACADEMIC PERSONNEL, Section 3.03 Terms of Appointment, D. The relative of a member of the faculty shall not be considered for appointment to any position on the faculty until all other sources of faculty have been exploited and unless no other reasonably qualified candidate is available. E. No relative of a member of the Board shall be considered for initial appointment to any position on the teaching, administrative or classified staff until all other sources of teaching, administrative, or classified staff have been exploited and unless no other reasonably qualified candidate is available."

NEW BUSINESS:
Nepotism (cont.)

Member Hansen stated he felt the policy should be a clear statement without exceptions. He stated he felt it should not be left to the administration's judgment that an exception should be made. Member Hansen stated he did not think this was originally the Board's intent when they adopted this policy. If there are any such circumstances, he stated he felt they should be brought to the Board. Member Morton stated he agreed with Member Hansen that the Board should handle exceptions.

Dr. Lahti stated he felt this should cause no complications for the administration. He stated the policy could be re-written with these same statements, leaving out the exceptions, and providing if exceptions appear to be necessary they should be brought to the Board. Dr. Lahti stated he felt a re-drafting of the policy should be approved by the Attorney for the Board. The Board concurred.

After further discussion, Member Hansen moved the administration have paragraphs D & E of section 3.03 of the Policy Manual re-drafted so as to provide that there be no exceptions to the policy of non-hiring relatives of members of the faculty, or of the Board, or of the administration, or non-academic personnel, unless such exceptions are brought to the Board for action in each specific case. Member Johnson seconded the motion. Motion was unanimous.

As a result of this discussion, Dr. Lahti asked if the Board had any feeling on continued employment of both persons, if there were to be a marriage between two employees. He pointed out the above motion was referring to initial employment.

Member Hansen stated he felt such a situation should be brought to the attention of the Board. Member Johnson stated he felt the Board was simply attempting to take the precaution at the time of initial employment. Dr. Lahti referred to the last page of Exhibit C which had been deferred to this discussion. This dealt with the employment of relatives policy in the non-academic staff policy manual. Dr. Lahti stated he felt when this was acted upon it would clear up the question of continued employment of relatives. The Board agreed the last page of exhibit C should be deferred until after the re-drafting of Section 3.03 of the Policy Manual.

NEW BUSINESS:

Numerical Control
and Mechanical
Engineering
Technology
Programs

Dr. Schauer reviewed his memo dated March 9, 1971, on Adjustments in MET and NMC Program Personnel, which had been distributed to the Board for their study at the March 11 meeting. After discussion, Member Johnson asked Dr. Schauer what he was specifically recommending at this time for these two particular areas.

Dr. Schauer stated he was recommending that since the projected tentative Fall 1971 and Spring 1972 class schedule (day and evening) designed to meet anticipated needs for student interest in MET and NMC programs indicated the need for:

2 - $2\frac{1}{2}$ full-time equivalent teachers (maximum) in MET,
and

1 - $1\frac{1}{4}$ full-time equivalent teacher in NMC;

and since there are now 5 full-time teachers in these two areas (3 in MET and 2 in NMC) and the indicated need is for 3 - $3\frac{3}{4}$ full-time teachers in these programs for 1971-72, it is evident that the other teachers must either be dismissed or assigned elsewhere in the college.

Dr. Schauer stated that none of the teachers in these two programs are specifically qualified to teach in other transfer or career disciplines. Two of these teachers should be advised that the college would offer them a contract for 1971-72 with the most appropriate assignment within an introductory course area for the term of that contract. Notification of non-retention, if needed, would be given before December 15, 1971, which would give the administration the benefit of all data for 1971-72 regarding student interest and enrollments.

Mr. Robert Fuchs, Chairman of the Mechanical Engineering Technology Advisory Committee, who was in the audience, asked for the opportunity to address the Board. He discussed the advisory committee and read excerpts from some of the minutes of their meetings. He stated he felt there was a need to develop better public relations with reference to the career programs. He felt the community needed to be better informed and urged the Board of Trustees and the administration to put more emphasis on these programs.

Vice-Chairman Nicklas thanked Mr. Fuchs and stated the Board was always delighted to hear from the advisory committees.

NEW BUSINESS:
Numerical Control
and Mechanical
Engineering
Technology
Programs (cont.)

Another member of the audience, Mr. Larry Moran, asked several questions relative to these two programs. Dr. Schauer stated the administration hoped student enrollment in career programs would be increased to the point where the second year course would have a minimum of 15 students. Dr. Schauer stated he hoped to have some hard data by December 15, at least some enrollment and student interest to look at.

Vice-Chairman Nicklas thanked Mr. Moran for his interest.

Dr. Lahti reported on the success of the Career Carousel held recently in the Student Center.

Tax Sheltered
Annuity Plan

Dr. Lahti reported the Faculty Senate had not had a chance to meet on the Tax Sheltered Annuity Plan Amendment as attached to Exhibit J and asked that this be deferred. The Board agreed.

Other--Resolution
on Approval of
Ballot

Dr. Lahti distributed a resolution for approval of the ballot for the Board election on April 10, 1971.

Member Johnson moved and Member Moats seconded the motion to adopt the following resolution:

IT IS HEREBY RESOLVED that the form and content of the attached ballot be and hereby is approved for use at the annual Board election to be held on Saturday, April 10, 1971. (Specimen ballot attached to minutes in the Official Board of Trustees Book of Minutes.)

Motion was unanimous.

--Auditors

Member Hansen stated the college had had one auditing firm for five years. He suggested the Board discuss the possibility of a policy of not retaining any auditing firm more than five years. Member Morton stated he agreed the Board should discuss this. Member Johnson stated he did not agree the Board should necessarily change auditing firms, but that he did agree that at five year intervals there should be a good careful review. Member Johnson suggested the administration reflect on this matter and bring in a recommendation.

NEW BUSINESS:
Other

Member Morton asked on what date the Board would be meeting to canvass the election. He was informed the meeting would be adjourned to April 19, 1971, for that purpose.

PRESIDENT'S
REPORT:

Dr. Lahti stated the administration was less nervous about staffing than in previous years. Dr. Schauer distributed a report summarizing 2,041 applications received in the various divisions through April 7.

ADJOURNMENT:

Member Johnson moved and Member Hansen seconded the motion that the meeting be adjourned to April 19, 1971, at 8:00 p.m., in the Board Room of the Administration Building. Motion unanimous.

Vice-Chairman Nicklas

Secretary Moats