

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 9, 1976

8:00 p.m.

ROBERT THEIDA
LRC RES

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - November 15 and November 30, 1976
 - C. Estimated Payroll December 1, 1976 thru January 31, 1977
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Board Goals Committee Report
- VIII. New Business
 - A. RECOMMENDATION: Staffing 1976-77, Replacement
 1. Faculty
 - a. Medical Office Technician Exhibit A-la
 - B. RECOMMENDATION: 1977-78 Staffing Plan Exhibit B
 1. Reorganization
 2. Program Expansion
 3. Faculty Positions
 - C. RECOMMENDATION: Federal Grant Application Exhibit C
 - D. REPORT AND DISCUSSION: Annual Audit Report Exhibit D
 - E. DISCUSSION:
 1. Industrial Management Seminars
 2. Procedures for Internal Audit
- IX. President's Report
- X. Adjournment.

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

Minutes of the Regular Board Meeting of Thursday, December 9, 1976

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, Dec. 9, 1976, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

Present: Members Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, Robert G. Rausch, Judith Troehler, and Student Member Robin Turpin

Absent: Members William A. Kelly and Natalie Weber

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Chantry, Frank Christensen, Robert Cormack, Guerin Fischer, John Gelch, Jean Goodling, Fred Inden, William Jedlicka, John Januszko, Roy Kearns, Henry Kurowski, C. Patrick Lewis, John Lucas, Dave Macaulay, William J. Mann, Liz McKay, Scott McMannis, William E. Miller, Don Misic, John Morrow, Robert Nolan, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, P. Vander Haeghen, George Voegel, W. Von Mayr, Dave Williams, and Robert Wyman--Harper College; Frank M. Hines--Board Attorney; Douglas Beatty, Jody Saunders and Paul Scott--Harper Students; Diane Granat--Paddock Publications; C.O.Yoakum--Barrington Press; Wayne Swanson--Suburban Trib; and George Minkevich.

MINUTES:

Member Rausch moved, Member Moats seconded, approval of the minutes of the regular Board meeting of Nov.11, 1976, as distributed.

Motion carried.

CITIZEN

PARTICIPATION:

There was none.

DISBURSEMENTS:

Bills Payable

Member Troehler moved, Member Nicklas seconded, approval of the bills payable of Dec. 9, 1976, as follows:

| | |
|----------------------------|--------------|
| Educational Fund | \$174,707.09 |
| Building Fund | 53,612.21 |
| Site and Construction Fund | 70,294.64 |
| Auxiliary Fund | 105,628.30 |

Upon roll call, the vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch
and Troehler

Nays: None

Motion carried.

DISBURSEMENTS:

Payrolls

Member Troehler moved, Member Nicklas seconded, approval of the payroll of Nov. 15, 1976, in the amount of \$439,882.28; the payroll of Nov. 30, 1976, in the amount of \$448,684.99; and the estimated payroll of Dec. 1, 1976 through Jan. 31, 1977, in the amount of \$1,790,463.05.

Upon roll call, the vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch and Troehler

Nays: None

Motion carried.

Estimated Utility Bills

Member Troehler moved, Member Nicklas seconded, approval of estimated utility bills for December, 1976, in the amount of \$39,600.00; for January, 1977, in the amount of \$42,000.00; and for February, 1977, in the amount of \$34,300.00.

Upon roll call, the vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch and Troehler

Nays: None

Motion carried.

Financial Statements

In a discussion on the expenditures by object and program in the Educational Fund, Dr. Mann explained the budget figures are not broken down on a quarterly basis because of the variables involved, but are reviewed on a semester basis.

Budget Transfers

Member Nicklas moved, Member Troehler seconded, approval of the Educational Fund budget transfers, in the amount of \$16,700.00, as per Exhibit V-E attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

Ayes: Members Moats, Munson, Nicklas, Rausch and Troehler

Nays: None

Motion carried.

Bid Awards

Member Nicklas moved, Member Troehler seconded, approval of bid awards V-F1 through V-F5, as follows. (Exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes.)

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F1 Award bid request Q-4626 for white offset paper for use by the Campus Services Dept., to the low bidder, the Murnane Paper Co., in the amount of \$11,120.00.
- V-F2 Approve issuance of a change order to purchase order D-5843 to Park Press for the Course Schedule from \$9,738.99 to \$11,030.00.
- V-F3 Award bid request Q-4646 for a Phototype Headliner for use by the Production Services Dept., to the Compugraphic Co., in the amount of \$5,050.00, as low bidder according to specifications.
- V-F4 Award bid request Q-4655 for a 3/4 ton pick-up truck for use by Roads and Grounds Dept., to the low bidder, Woodfield Fords, in the amount of \$5,881.56.
- V-F5 Approve issuance of a change order to purchase order D-5144 to Reily Graphic Services for the printing of the College Bulletin from \$21,350.00 to a new total of \$24,330.48.

Member Kelly entered the meeting at 8:15 p.m.

Discussion followed on several of the bid items, and Member Kelly stated he would like to be informed on what disposition is made of the present pick-up truck.

Member Rausch requested the administration furnish the Board with a rundown on the entire college printing program within the next few months. He suggested this information should include printing costs, how much is vended, how much printed internally, size of program, how priorities are handled, etc.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch and Troehler
Nays: None

Motion carried.

Change Orders

Member Nicklas moved, Member Troehler seconded, approval of the submittal of the following proposed Change Orders for Buildings G and H to the Capital Development Board--Change Orders PCM-6, PCM-8, PCM-10, PCM-5, and PCM-7, as per Exhibit V-G attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Kelly commented that he felt the architects have had more than the normal amount of oversights in these

DISBURSEMENTS:

Change Orders
(cont.)

buildings. Member Moats pointed out that the first three Change Orders were not related to the architects.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch and Troehler

Nays: None

Motion carried.

COMMUNICATIONS:

None.

UNFINISHED
BUSINESS:

With the concurrence of the Board, Chairman Munson added to the agenda the Institutional Goals Committee Report.

Board Goals
Committee
Report

Referring to the Board Goals list mailed to the Board by the Chairman of the Institutional Goals Committee, Chairman Munson commented that Member Troehler had inadvertently considered the Board Goals as part of the charge to the Institutional Goals Committee. Chairman Munson read the original charge to the Institutional Goals Committee. Chairman Munson had discussed this with Dr. Lahti after she discovered these goals had been mailed to Member Troehler for her consideration. Chairman Munson stated that, as in the past, the Board Goals are to be prepared by the Chairman, with the assistance and recommendation of the President, and pointed out this is a planning document. She stated several items had been deleted on the list sent to the Board and she hoped to review these with Dr. Lahti and, if important, add them back to the list.

A lengthy discussion followed in which Member Troehler stated these Goals were just research, requiring no action. Member Moats did not feel these were part of the Institutional Goals Committee report, just something for consideration by the Board. Member Kelly questioned that the Board goals were to be prepared by the Chairman and suggested including this in the charge to the Institutional Goals Committee. Member Nicklas added that in many cases Board Goals belong with Institutional Goals, as they also have a budget effect.

Member Kelly moved, Member Nicklas seconded, to amend the original charge to the Institutional Goals Committee, that the charge be expanded to include Board Goals.

Discussion followed, and Member Rausch clarified the three points of contention: 1) traditional role of the Chair to co-ordinate the development of Board priorities; 2) decision by the Institutional Goals Committee Chairman, supported by her committee, to also bring a list of items to the Board's attention as suggested priorities for the Board; 3) the Chair feels the

UNFINISHED
BUSINESS:
Board Goals

traditional role of the Chair is being interefered with which, therefore, could cause confusion in the orderly development of the Board priorities.

- Committee
Report (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Nicklas, Rausch and Troehler
Nays: Members Moats and Munson

Motion carried.

Chairman Munson requested Dr. Lahti send copies of the amended charge to the Institutional Goals Committee to all Board members.

Institutional
Goals
Committee
Report

Before requesting the Institutional Goals Committee Report, Chairman Munson read a statement to the Board in which she stated the goals should be studied with great care and cautioned the Board on taking further steps on second campus plans until a complete analysis of enrollment figures for the first term of the semester is available. Chairman Munson stated she had requested enrollment figures a number of times. She did not feel the enrollment figures received by the Board two days ago were sufficient in either analysis or projections. Chairman Munson spoke of the Board's responsibility to the electors to make commitments with solid information.

- In presenting the Institutional Goals Committee Report, Member Troehler, Chairperson of the Committee, stated the Committee consisted of Member Moats, Member Weber and herself. Chairman Munson was present at their meeting. The committee went over the goals, and there were a number of recommendations for modifications or changes. When revised, the goals were redistributed to the committee, and a consensus was reached to present them to the Board.

Member Munson asked about the funding implications of goals, as she felt this would be helpful in the budgeting process. Member Nicklas pointed out the goals can be amended and refined, changed or deleted, at any time throughout the year.

As a member of the Committee, Member Moats stated, unless and until the Board knows where students and funding are coming from, he is not in favor of a second campus, but stated he felt the Committee had written the goals taking these contingencies into account.

- Chairman Munson referred to Goal #10-a, the last line of which states, "...make appropriate campus expansion..." and stated she would like to see the word "expansion" deleted, as the Board does not know if there will be expansion.

UNFINISHED
BUSINESS:
Institutional
Goals
Committee
Report (cont.)

Member Kelly commented on the statement Chairman Munson read. He stated the Board role is governance and the President's role, with his staff, is management. He stressed the importance of the Board adhering to their role of governance, the establishment and affirmation of policy--that they not interfere with management. He contended that, if management fails to do their job, they should be replaced; the Board has to function in support of management, obtain management information, and then perform their role of governance.

Chairman Munson stated the end result of the selection and decision to go to a second campus will be the Board's responsibility. She felt the Board was missing critical information without an analysis of the enrollment figures. She again expressed concern that the Goals Report should not reflect a firm committal to a second campus.

Member Nicklas pointed out that Goal #10-a was to continue to study enrollment projections and to make recommendations. She did not feel this was a firm commitment. Member Moats felt a recommendation on expansion could be not to expand or even to contract for a second campus. Member Nicklas felt the Board would be remiss in ignoring the possibility of expansion in the future, it would be a disservice to the community.

Member Rausch commented on data developed by the administration over the past years on all areas--relative to the necessity or not of expansion, and on facilities--whether they should be here or on a second campus. Much of that data has to do with the college enrollment since it was started. He questioned the critical nature of a delay in one semester's enrollment figures due to the installation of a new computerized enrollment system.

Dr. Lahti pointed out this year's Budget Book has enrollment projections through 1980 and three sets of projections through 1994 were sent to the Board in February of 1976. Every year these projections are updated and have been amazingly accurate over the years. Dr. Lahti stressed the final decision on the second campus will not be made by Harper's Board because the State of Illinois finances 75 percent. If the enrollment is not there, the State of Illinois will not allow Harper to construct a second campus.

Chairman Munson brought up the possibility of changes in the Master Plan, and Member Nicklas pointed out any changes would still have to come before the Board. Member Nicklas expressed concern that Harper, which has been progressive, would be shortsighted in not considering the future of the district in a timely and efficient manner.

UNFINISHED

BUSINESS:

Institutional
Goals
Committee
Report (cont.)

Chairman Munson stated the projections received in February were based on last year's figures, and she would like the same involved projection done with this fall's set of figures and also with the 1st day and 10th day enrollment of next semester. She also mentioned including space allocations material along with these figures.

Dr. Lahti explained that the figures were not available on Mrs. Munson's schedule because Dr. Fischer and Dr. Lucas were working on them, and stated he had informed the Board they would have them within two weeks. Dr. Fischer discussed the complexities of enrollment reporting at the college.

Member Nicklas moved, Member Kelly seconded, the acceptance of the Institutional Goals Report.

On Goal #27 regarding the one and five year enrollment projection, Dr. Fischer agreed this document will have implications for space. Referring to Goal #33, Chairman Munson stated she would like to add the audit of the administrative division to the goals.

Member Kelly felt the motion was to accept the committee report. If the Board altered the report, it would no longer be the committee's report. He pointed out the Board was not adopting anything, but suggested there could be another motion to consider implementation of these goals. Member Moats suggested perhaps in the future clarifying procedure--whether the Board accepts reports as they stand and whether they direct or accept the document for implementation.

Member Nicklas called the question.

In a voice vote, the motion carried, with all voting aye except Chairman Munson who voted nay.

AGB--Mentor
System

Secretary Troehler read a letter addressed to Chairman Munson, dated Nov. 3, 1976, from Wayne W. Anderson, Project Director for the AGB (copy of letter attached to minutes in the Board of Trustees' Official Book of Minutes). The letter requested that the Harper Board serve as a field-test college for the AGB Board Mentor Service in December or January. Copies of the letter had previously been mailed to Board members.

Member Moats moved, Member Nicklas seconded, that the Board participate in the Association of Governing Board's Mentor Service.

Member Kelly expressed opposition, explaining he did not feel it would accomplish much for Harper and would entail unnecessary devotion of Board time.

UNFINISHED
BUSINESS:
AGB--Mentor
System

Member Nicklas pointed out the Board is interested in and has evaluation for most areas of the college, and she felt this might give the Board an opportunity for evaluation of itself.

The motion carried in a voice vote, with all voting aye except Member Kelly who voted nay.

Chairman Munson directed Dr. Lahti's office to inform the AGB that Harper's Board would like to participate in the Mentor Service program.

Building
Committee

Member Moats stated there was very little new to report for the Building Committee. The move into G and H Buildings is proceeding expeditiously. Drawings on I and J are being submitted to the Capital Development Board, in case the money is ever allocated for them. Things are proceeding normally on the PE facility. It was approved by the ICCB last month and the IBHE is due to act on it in January.

Committee to
Name Harper
Campus Buildings

Chairman Munson announced the appointment of George Seaver, of Hoffman Estates, to the Committee to Name Harper Campus Buildings. Member Kelly suggested Marilyn Marier for a second member of the committee. Member Nicklas, chairman of this committee, stated there has been communication with other colleges in order to develop input on their kinds of procedures and their resolution of their deliberations, in order to have back-up material for the committee.

NEW BUSINESS:
Staffing--Faculty
Replacement

Member Troehler moved, Member Kelly seconded, the appointment of Ms. Vera Murchison as Coordinator, Medical Office Assistant Program with the rank of Associate Instructor, effective Jan. 12, 1977, at a salary of \$6,450.00 for a 19-week contract (pro-rated on an annual salary of \$12,900.00 for a 39-week contract).

Dr. Birkholz requested that the motion be amended and the word Coordinator changed to Instructor. With the approval of the seconder, Member Troehler amended her motion to read Instructor in place of Coordinator.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch and Troehler

Nays: None

Motion carried.

1977-78 Staffing
Plan--
Reorganization

Member Rausch moved, Member Nicklas seconded, that the position of Executive Vice President, effective date of position July 1, 1977, and the position of Director of Personnel, effective date of position July 1, 1977,

NEW BUSINESS:
1977-78

Staffing Plan--
- Reorganization
(cont.)

be opened for staffing; the timetable for filling the positions to co-incide with administrative notification dates, and that applications be accepted from internal candidates only from Dec. 11, 1976 through Jan. 3, 1977.

Referring to the Job Qualification sheet for the Executive Vice President, Mr. Von Mayr called attention to a typographical error in the next to last paragraph; instead of Maximum Experience Required, it should read Minimum Experience Required.

Member Moats asked for clarification regarding the internal opening of these positions and a nationwide search.

As Affirmative Action Officer, Dr. Mann explained a request was made of the college's Affirmative Action counsel to determine the requirements for national searches. Dr. Mann pointed out that usually an institution wishes to promote from within whenever possible. When an institution has a pool of qualified people within, a nationwide search is not in the best interests of the people on the outside from an Affirmative Action standpoint, nor from the standpoint of the college. Counsel determined that it was correct procedure to promote internally if an institution has a statistically balanced Affirmative Action program, (which Harper does), and there are a reasonable number of people within who could be expected to apply. Based upon his research, it was counsel's opinion that this was correct procedure--to open the positions up internally. Dr. Mann stressed this was an opinion, and Dr. Lahti added there is no law. After internal search, a conclusion would be reached on whether or not to have a nationwide search.

Dr. Lahti explained that the salary range for the Executive Vice President was not specified in the exhibit as Grade 10 is a new grade and this will have to go through an internal process to establish a range in concert with the whole salary structure.

With regard to the position of Director of Personnel, Chairman Munson felt this should be a stronger position relative to Affirmative Action. She felt this person should have a strong technical background so the Board could depend on his judgment and it would not be necessary to go to outside legal advice. Member Rausch felt unless the Board hired a lawyer, it would still be necessary to go to law firms. Member Nicklas agreed this should be a strong position, but felt with the interest in Affirmative Action the Board would still find it necessary to obtain legal counsel.

Dr. Birkholz discussed the areas of responsibility which had been increased in the job description of the Director of Personnel. He pointed out this

NEW BUSINESS:
1977-78
Staffing Plan--
Reorganization
(cont.)

classification was grade 7, while the present Director is at grade 6. He stated the functions involving Affirmative Action, equal opportunity, relations with faculty personnel have all been expanded.

Chairman Munson asked if this was transition staffing. She stated if the Board makes a commitment to this, with the assumption that it is transition staffing, then a dollars and cents commitment towards a second campus has been made.

Member Nicklas did not see this as a transition towards a second campus, as such. She felt, as it has grown, the college has been in a position of transition. Various changes have been necessary in order to administer the college as well as perform services. Member Nicklas felt this was a needed function in personnel which the Board had been trying to develop over the years. Because of legal possibilities, this should be a strong function in the college with its developing responsibilities in growth and services.

Member Kelly pointed out the Board had a lengthy open meeting with a series of organizational charts and had gone over this very carefully. He thought this was simply an implementation of the Board's deliberations.

Dr. Lahti explained this has become a matter of size. Job responsibilities are being shifted away from some of the line officers who probably have broader responsibilities than they can continue to manage as the institution moves to 22,000 and higher. He stated this may or may not relate to a second campus. The campus has grown 40 percent in the last three years without adding a single management position, and he felt that is what it is important for the public to understand. The job responsibilities with this kind of growth become tremendously complex. As the college grows, a decision must be made to decide whether to monitor, manage and control. Dr. Lahti stated it becomes necessary to stay in position to manage, set the course of the institution, and carry it out in line with the policies of the institution. Dr. Lahti discussed various areas in the college, their growth and changes in responsibilities. He pointed out this is just the beginning; although there may not be many new positions, there will be some shifting of other functions in order to even out workloads and responsibilities.

Discussion followed on the cost implications of these positions.

NEW BUSINESS:

1977-78

Staffing Plan--
- Reorganization
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Nicklas, Rausch
and Troehler
Nays: Member Munson

Motion carried.

1977-78

Staffing Plan--
Program
Expansion

Member Rausch moved, Member Nicklas seconded, that the position of Associate Dean Physical Fitness Center, effective date of position July 1, 1977, and the position of Director of Human Performance Laboratory, effective date of position contingent upon approval date of program by I.C.C.B., be opened for staffing; the timetable for filling the positions to co-incide with administrative notification dates, and that applications be accepted from internal candidates only from Dec. 11, 1976 through Jan. 3, 1977.

Dr. Birkholz explained the line relationship of the Associate Dean Physical Fitness Center and discussed the goals developed for both positions.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas, Rausch
and Troehler
Nays: None

Motion carried.

1977-78

Staffing Plan--
Professional
Staffing

Member Rausch moved, Member Nicklas seconded, that the positions of Materials Management Instructor, effective date of position July 1, 1977, Nursing Instructor, effective date of position July, 1977, and Dental Hygiene Instructor, effective date of position contingent upon review of the final report of the Dental Hygiene Accreditation Team Report, be opened for staffing; the timetable for filling the positions to co-incide with administrative notification dates, and that applications be accepted from internal candidates only from Dec. 11, 1976 through Jan. 3, 1977.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch and Troehler
Nays: None

Motion carried.

Federal
Grant

- Application

Member Troehler moved, Member Nicklas seconded, that the Board of Trustees approve Harper's application for funds provided under the Public Works Employment Act of 1976 to complete Buildings I and J, and directs the administration to execute all necessary documentation.

NEW BUSINESS:

Federal
Grant
Application
(cont.)

John Morrow, Director of Development, explained the funding for this grant is available through the Public Works Employment Act of 1976, passed into law in Oct., 1976. The purpose of this legislation is to stimulate employment nationally. He stated 4.2 million dollars were applied for by Harper to provide major financial support for the construction of Buildings I and J. Mr. Morrow stated this is a very competitive program.

Dr. Lahti did not feel that restraints provided by the federal government would interfere with the function of the campus, stating there was nothing unique in this act that the college would not have to comply with under other federal laws.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Munson, Nicklas,
Rausch and Troehler

Nays: None

Motion carried.

Annual
Audit
Report

The Board had received copies of the June, 1976 audit report. Chairman Munson stated the Management Letter from the auditors would be ready for the January Board meeting, with a representative from Ernst & Ernst present at the meeting to direct the Board's attention to any areas the auditors think are significant.

Industrial
Management
Seminars

Chairman Munson referred to the Industrial Management Seminars in the October statements, stating the revenue shown on page 81 for around \$25,000 was much higher than prior revenue, and that she had been checking to find the justification for this.

Dr. Mann reported these figures had been analyzed by his area and the revenue was broken down into approximately \$5,000 for advanced billings and approximately \$19,000 received from seminars conducted in September and October. He explained in detail how this was done.

Chairman Munson expressed concern about the account assignments. Member Rausch pointed out cost center managers have some responsibility for questioning items. Dr. Birkholz discussed the 567 accounts, stating that at the end of the year an analysis is made of revenue and expenses for each of the Continuing Education auxiliary funds.

Procedures for
Internal Audit

Discussing the procedures for internal program audits, Chairman Munson suggested as these audits come through on various areas they could be worked in with the Board-meetings--possibly when the Board has a short agenda, they could be at the end of the meeting.

NEW BUSINESS:
Procedures
for Internal
Audit (cont.)

Dr. Birkholz reported it takes from 45 to 60 days before a final report is ready to present to the Board. For example, the audit of the Engineering Division was received last May, and the staff was given until December to respond to all the recommendations. There is that kind of a general lag. It is the only way the net goals that have money implications can be tied into the budget cycle. Dr. Birkholz suggested educational meetings for this type or report, rather than at the end of a Board meeting.

Member Nicklas suggested Board members communicate to Dr. Lahti any particular interests they may have for educational meetings. Dr. Lahti suggested having an educational meeting around enrollment reports, with Dr. Fischer and Dr. Lucas reporting in detail. Chairman Munson felt this was an excellent idea and should be the first educational meeting held.

The question of the time involved in having so many meetings was raised. Member Nicklas suggested some things could be read by the Board in report form, not entailing a meeting unless there would be particular information the Board wanted to discuss.

PRESIDENT'S
REPORT:
Health
Insurance

Dr. Lahti spoke to the health insurance problem, stating the administration is not satisfied that the premiums for health insurance should be increased by 60 percent, as suggested by the insurance company. He stated there is no way that the college's experience justifies this kind of increase. Unless the Board takes exception, it was recommended the college have specs prepared for the insurance program and go to market. Dr. Mann added that the college might have to continue with Prudential until the bidding could take place, and it might be at a higher rate.

Godspell

Dr. Lahti reported on the numerous favorable comments received on the recent production of "Godspell" on campus. The production was sold out with a total attendance of 1150. It was put on in the TV studio, and Dr. Lahti felt it was a great credit to Mary Jo Willis, faculty member who directed this activity, and to the students performing under probably very adverse and trying conditions. He felt it further pointed out the need for a performing arts facility.

Dr. Lahti reminded the Board of a meeting at the College of DuPage on Dec. 10, at which the President of AAJC will speak to a combined meeting of Trustees and Presidents.

Dr. Fischer introduced Dr. George Minkevich, the new Dean of Student Services, to the Board. Dr. Minkevich will start January 3.

ADJOURNMENT:

Member Kelly moved, Member Troehler seconded, that the meeting be adjourned at 10:35 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler