

JUNIOR COLLEGE DISTRICT 301

A G E N D A

March 10, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Bills
- V. Communications
- VI. Unfinished Business
  - A. Purchasing Procedure
  - B. Site Discussion
  - C. Other
- VII. New Business
  - A. Budget Review 1965-66
  - B. Approval for position of Assistant Dean of Instruction (Occupational Education)
  - C.
  - D. Other
- VIII. President's Report
- IX. Adjournment

MINUTES OF REGULAR MEETING OF THE BOARD OF  
JUNIOR COLLEGE DISTRICT 301, COOK COUNTY, ILLINOIS  
Held at 799 West Kensington Road  
Mount Prospect, Illinois  
March 10, 1966

Notification was received that President Haas, Secretary Nicklas, and Dr. Lahti would be detained at their meeting with 211 High School District Board, Palatine, Illinois, until approximately 8:30 p.m. Since a quorum was present, a motion was made by Member Johnson, seconded by Member O'Dea, and unanimously carried, to appoint Member Hansen President Pro Tem. On motion of Member Hansen, seconded by Member Hamill, and unanimously carried, Member Johnson was appointed Secretary Pro Tem.

I.

The meeting was called to order at 8:00 p.m. by President Pro Tem Hansen.

II.

The roll was called by Secretary Pro Tem Johnson:

Present: Members Milton C. Hansen, James J. Hamill, Richard L. Johnson, Paul O'Dea.

Absent: Members John A. Haas, Member Jessalyn M. Nicklas, Member Abraham M. Bernstein.

Also present: Dave Crippen, representing Paddock Publications; Larry Frazee, representing Arlington Heights News; Ralph Shaffer, representing the Advisor newspaper; Alan Gage, representing Citizens Committee of High School District 224, Barrington, Illinois; Robert E. Hollander, Village Manager, Palatine, Illinois; Thomas A. Moody, Palatine Planning Commission and Mrs. F. D. Swanson, representing American Association of University Women.

III.

On motion of Member O'Dea, seconded by Member Johnson, the minutes, of the meeting of February 23, 1966, as amended, were unanimously approved. (The deletion of the word "site" from Paragraph 2, line 2, page 3)

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IV.

On motion of Member O'Dea, seconded by Member Johnson, the bills totalling \$8,823.08, were approved.

Roll call: Ayes: Members Hamill, Hansen, Johnson, O'Dea.

VI.

Due to the absence of President Haas, Secretary Nicklas and Dr. Lahti, the attending quorum moved to Item VI, Unfinished Business, (Item A.) and discussed the revised Purchasing Policy.

During this discussion, at approximately 8:40 p.m., President Haas, Secretary Nicklas and Dr. Lahti arrived from their meeting at Palatine and assumed their respective positions on the Board.

Further amendments to the policy were recommended by the Director of Business Affairs. These were discussed and subsequently incorporated in the final draft. The amendments were as follows:

Section A.1, second line, end of first sentence add the words "when deemed desirable."

Section A.3(b), line 11, delete "the Board President" and add "Director of Business Affairs and on the basis of these bids an analysis will be prepared and submitted to the Board of Trustees for decision and the approval of the awarding of the bid."

At this point a motion was made by Member Hamill to amend 3A and decrease the maximum figure to \$3,000. This motion failed to obtain a second and was withdrawn. A motion was made by Member Johnson and seconded by Member O'Dea to adopt this Purchasing Policy as amended.

Roll call: Ayes: President Haas, Secretary Nicklas, Members Hamill, Hansen, Johnson, O'Dea.

Nayes: None

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V.

At this point, President Haas asked for a resume of letters of communication. Letters from the following organizations were distributed to Board members:

1. Campanelli PTA
2. Dr. Alexander Langsdorf, Jr.
3. Schaumburg Jaycees
4. Hillcrest PTA
5. Weathersfield Homeowners Association, Schaumburg

The letters of communication were accepted and placed on file.

VII.

A. The Revised Budget was presented to the Board by the Director of Business Affairs, indicating the necessary adjustments to balance accounts and moved to a more meaningful current expenditure plan. The budget changes were as follows:

1. To transfer
  - \$5,000 from Account No. 501.1, Admin., Salaries
  - 2,500 from Account No. 501.7, Admin., Travel
  - 7,500 from Account No. 5 2.8, Instruction, Secretaries and clerks, which is an actual total of \$15,000 to Account No. 501.2, Administration, Contractural Services.
2. To delete
  - a. Revenue accounts
    - \$10,000 from 402.89 Other Federal Subsidies
    - 5,000 from 402.9 Other Government Aid
  - b. \$ 5,000 from Account No. 502.2, Contractural Services
  - 5,000 from Account No. 502.7, Travel
  - 5,000 from Account No. 502.9, Other

to offset the over-estimate of receipts and develop a balanced budget between total receipts and total expenditures:

3. To transfer
  - the \$11,000 budgeted for Account No. 590.0 Provisions for contingencies to the various accounts including:

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\$ 1,000 to Account No. 502.2 Operation, Contractural Services  
2,000 to Account No. 506.5 Operation, Utilities  
1,000 to Account No. 508.4 Fixed Charges, Employers Share  
of System  
1,000 to Account No. 508.5 Fixed Charges, Insurance  
5,000 to Account No. 508.6 Fixed Charges, Rentals  
1,000 to Account No. 561.0 Capital Outlay, Site Acquisi-  
tion and Improvement.

After considerable discussion concerning the Budget projections, the expected receipts of current taxes and the attitude of the Illinois Junior College Board relative to the issuance of tax warrants, a motion was made by Member Hamill, seconded by Member Johnson to make the Budget chages as recommended.

Roll call: Ayes: President Haas, Secretary Nicklas, Members Hamill, Hansen, Johnson, O'Dea.

Nayes: None

VII.

B.

President Lahti discussed the position of Assistant Dean of Instruction. the qualifications for this position and salary being paid for similar positions around the country. A lengthy discussion ensued revolving around the work and the responsibilities of the Dean and the need to begin looking for an individual to fill this position at this point and time.

A motion was made by Member Hamill and seconded by Member O'Dea to open this position as of July 1, 1966 and set the salary range at \$14,000 to \$18,000 per year.

Roll call: Ayes: President Haas, Secretary Nicklas, Members Hamill, Hansen, Johnson, O'Dea.

Nayes: None

C and D.

At this point President Haas asked Secretary Nicklas to report on their meeting with the Board of High School District 211. Secretary Nicklas gave a brief progress report on the possibilities discussed of opening the Junior College doors in rented or leased quarters in addition to the many problems involved in such a situation,

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VII.

C and D (continued)

President Haas asked for questions from the audience. Mr. Alan Gage asked if a written report was given to the 211 Board. President Haas informed Mr. Gage that a written report had not been given to the 211 Board.

A delegate from the Hillcrest PTA indicated their PTA will support the Junior College Board's decision on site, regardless of the final location selected.

VIII.

President Lahti gave an extensive report concerning the annual Junior College Association meeting in St. Louis. In addition, the work of the educational consultants and their progress to date was discussed at length.

President Haaz brought up the subject of the recent citizens committee meeting and the importance to the Junior College District of an adequate public information program.

VI.

B.

At this point the subject of site was brought up by President Haas. It was the consensus of the Board to discuss before the public all site information, except price, which would be postponed for an executive session.

Primary attention was given to a recent evaluation of the Tri-Color Farm and the Beranek-Wiley property. The majority of Board members indicated they were quite impressed with the Tri-Color Farm and the soil tests as evaluated by the architects. However, Member Hamill still felt the Rathje site was the best site to date.

A motion was made by Member Johnson, seconded by Member Hansen, and unanimously carried, to go into executive session to discuss the price relative to both the Tri-Color Farm and the Beranek-Wiley property.

Executive session - 11:20 p.m.

The regular meeting was reconvened at 11:55 p.m.

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B. cont'd.

At this point Mr. Hansen made a motion, seconded by Member Johnson, to direct the Board's attorney, Mr. Frank Hines, to immediately send letters of intent to condemn the property known as the Tri-Color and Biddle Farms, and that the price offered to be set at \$4,500 per acre.

Roll call: Ayes: President Haas, Secretary Nicklas, Members Hansen, Johnson, O'Dea.

Nayes: Member Hamill.

A motion was made by Member Johnson, seconded by Member Hansen, to direct President Lahti to write to the office of the State Junior College Board and inform them of the Board's action to condemn the property of the Tri-Color and Biddle Farms.

Roll call: Ayes: President Haas, Secretary Nicklas, Members Hansen, Hamill, Johnson, O'Dea.

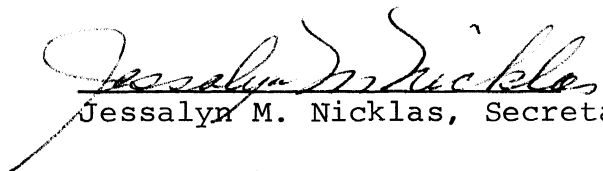
Nayes: None

IX.

Because of the necessity of establishing final precinct boundaries, polling places and judges for the Junior College Board Election, a motion was made by Member Hamill, seconded by Member Nicklas, and unanimously carried, to adjourn the meeting to March 17, 1966, at 8:00 p.m. to the Junior College Administrative Building, 34 West Palatine Road, Palatine, Illinois.



~~John A. Haas, President~~  
Milton C. Hansen,  
President Pro Tempore



Jessalyn M. Nicklas, Secretary

## PURCHASING POLICY

### Introduction:

Purchasing is important to the education, maintenance, operation and business programs of the college; therefore, it must be operated with efficiency to secure the highest value for the tax dollar. The responsibility for the operation and supervision of the purchasing function is under the Director of Business Affairs.

In addition to the usual supplies such as pencils, paper, chalk, and so forth, purchasing for the college covers a wide range of materials for the educational program and the operation and maintenance of the college.

The Business Office will conduct all its purchasing within the framework of the statutes, rules and regulations of the Junior College Board, the State Board of Junior Colleges, and the School Code of Illinois.

### Purchasing Policy:

1. The purchasing policy of the college shall be based upon the objective of securing for the District its requirements for service, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.
2. Common items which are used generally throughout the College shall be purchased in quantity and stored in central warehousing facilities which will assure the lowest possible cost.
3. All purchases must be initiated by requisition and must carry a budget code number to insure that funds are available in the proper category to maintain necessary encumbrance control.
4. The Director of Business Affairs will make all purchases in accordance with the following regulations:
  - A. Purchases on specifically budgeted categories:
    1. Awards for purchases up to \$500.00 shall have the support of three verbal quotations when deemed desirable. On the basis of these quotations, final approval shall be made by the Director of Business Affairs.
    2. Awards for purchases in excess of \$500.00, but less than \$2,000.00, shall have the support of a minimum of three written competitive quotations. On the basis of the written quotations, final approval within this category shall be made by the Director of Business Affairs. In the case of identical quotations for competitive materials,



supplies, equipment and services, preference will be given to firms having places of business within the junior college district. Exceptions to this policy shall be made only in case of an emergency, as determined by the Director of Business Affairs, requiring immediate action or of inability to obtain competitive quotations on an item of unique manufacture or repairs to equipment or rolling stock, or in the case of maintenance work, when the nature or extent of the repair work necessary, cannot be ascertained until the actual work is completed.

3. Awards for purchases in excess of \$2,000 shall have the support of formal sealed bids.
  - a. When any purchase exceeds \$2,000, but less than \$5,000, the Director of Business Affairs shall cause to be inserted in a newspaper or newspapers of general circulation in the college district, advertisement for bids for the sale and/or furnishing to the college all supplies, equipment, furniture, and sundry items available from more than one source. Advertisements shall be run at least once and, where practicable, twice, with at least five days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required. Bids will be opened in the presence of the Director of Business Affairs or his designated representative and two other staff members. Awards shall be made to the lowest bidder whose bid is in accordance with the conditions and specifications. The right is reserved to reject any or all bids, and to accept or reject any item thereon. In the case of identical bids for competitive material, supplies, equipment and services, preference will be given to firms having places of business within the junior college district.
  - b. When any purchase exceeds \$5,000, the Director of Business Affairs shall cause to be inserted in a newspaper or newspapers of general circulation in the college district, advertisement for bids for the sale and/or furnishing to the college all supplies, equipment, furniture, and sundry items available from more than one source. Advertisements shall be run at least once and, where practicable, twice, with at least five days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required. Bids will be opened by the Director of Business Affairs, and on the basis of these bids an analysis

will be prepared and submitted to the Board for decision and the approval of the awarding of the bid, at a regular or special meeting of the Junior College District 301 Board. Awards shall be made to the lowest bidder whose bid is in accordance with the conditions and specifications. The right is reserved to reject any or all bids, and to accept or reject any item thereon. In the case of identical bids for competitive material, supplies, equipment and services, preference will be given to firms having places of business within the junior college district.

(4) B. Expenditures in excess of budgeted appropriations:

1. Any funds that are to be expended in excess of budgeted appropriations shall be approved by the Board before the obligation is incurred.

Accepted as amended this tenth day of March, 1966

ASSISTANT DEAN OF INSTRUCTION (OCCUPATIONAL)

Salaries Being Paid by other Community  
Colleges

MICHIGAN

Jackson County Community College	-	\$ 16,000
Oakland County Community College	-	\$ 17,000
Macomb County Community College	-	\$ 15,000
Washtenaw County Community College	-	\$ 16,000 - \$20,000
Schoolcraft Community College	-	\$ 16,500 - \$17,000

Illinois

Triton College	-	\$ 15,500
Rock Valley College	-	\$ 13,200
Chicago Junior College	-	\$ 16,000

OHIO

Lorain County Community College	-	\$ 14,000
Cuyahoga Community College	-	\$ 16,500
Youngstown	-	\$ 16,000

MISSOURI

St. Louis Junior College District	-	\$ 16,000
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## VILLAGE OF PALATINE

Fifty-four South Brockway • Palatine, Illinois 60067 • Cook County  
358-7500

March 10, 1966

Dr. Robert Lahti  
2 North Bothwell Street  
Palatine, Illinois

Dear Dr. Lahti:

In accordance with our recent conversation I have contacted all the members of the Palatine Village Board about the possibility of the District acquiring land northeast of the intersection of Roselle and Algonquin Roads. Our Board members have expressed their unanimous approval of the following:

- (a) The Village will continue its water well exploration by drilling a test well along the north boundary of the subject property at a point approximately 2,000 feet south of its last previous test well, which site was tentatively planned to be the location of the next municipal well.
- (b) If the above new test well indicates the presence of a substantially better water bearing formation, the Village will plan to move its well site location to that point and will extend water mains capable of supplying, together with the proposed well, a dependable source of municipal water to the site in question in accordance with regular water connection procedures.

The Village has been very pleased to discuss the college location with the Board and you and whatever site is chosen we're glad to know that you have been so thorough and considerate in your study.

Sincerely yours,

Robert E. Hollander  
Village Manager

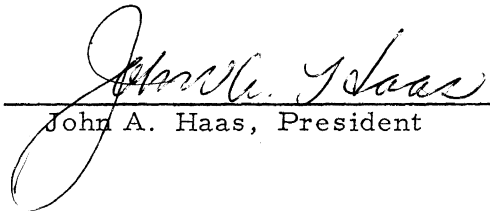
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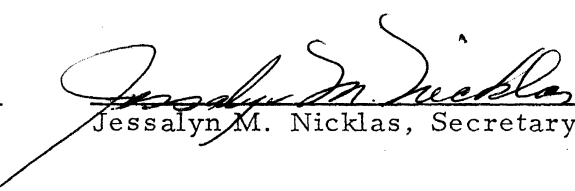
JUNIOR COLLEGE SCHOOL DISTRICT 301

Expenditures approved by the Board of Education  
March 10, 1966

We, the undersigned, Offices of the Board of Education of Junior College School District 301, Cook County, Illinois, hereby approve the following invoices for payment:

<u>TO</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CHECK #</u>
Arthur D. Little, Inc.	Educational Consultants	\$ 8,939.75	256
Roy Lalonde Realtors	Rent for office space - March, 1966	\$ 583.33	257
		<hr/>	
		TOTAL . . . .	\$ 9,523.08

  
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John A. Haas, President

  
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Jessalyn M. Nicklas, Secretary