

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

Roberta Thieda F 123
LRC RES.

August 8, 1974

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - July 15 and July 31, 1974
 - 3. Estimated Payroll - Sept. 1 through Oct. 31, 1974
 - 4. Financial Statement
 - 5. Budget Transfers
 - 6. Bid Awards
 - 7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Budget Hearing and Adoption of 1974-75 Budget
 - 1. Budget Hearing Exhibit A
 - B. RECOMMENDATION: Staffing
 - 1. Acceptance of Resignation - Counselor Exhibit B-1
 - 2. Acceptance of Resignation -
Coordinator, Park & Grounds Operations Management Program Exhibit B-2
 - 3. Acceptance of Resignation -
Director of Evening Services Exhibit B-3
 - 4. Administrative
 - a. President's Contract
 - b. Dean of Evening and Continuing Education Exhibit B-4b

- B. 5. Faculty
 - a. Food Service Exhibit B-5a
 - b. Criminal Justice Exhibit B-5b
 - c. Operating Room Technology Exhibit B-5c
 - d. Nursing Exhibit B-5d
 - e. Teaching Associate - Learning Lab Exhibit B-5e
 - f. Counselor Exhibit B-5f

- C. RECOMMENDATION: Approval of Cooperative Agreement with District #211 for Computer Time Sharing Exhibit C

- D. RECOMMENDATION: Award of Park Management Construction Contract Exhibit D

- E. RECOMMENDATION: Renewal of Memorandum of Understanding with Veterans Administration Hospital Exhibit E

- F. RECOMMENDATION: North Shore Community College Development and Implications for Charge Backs Exhibit F

VIII. President's Report

IX. 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, August 8, 1974

CALL TO ORDER: Chairman Kelly called to order the regular meeting of the Board of Trustees of Community College District No. 512, on Thursday, August 8, 1974, at 8:20 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William Kelly, Marilyn Marier, Lawrence Moats, Shirley Munson, Jessalyn Nicklas and Judith Troehler
Absent: Member Robert Rausch

Also present: Robert E. Lahti, Michael W. Bartos, John Birkholz, Don Carlson, Bob Chantry, Frank Christensen, Bob Cormack, Anton A. Dolejs, Jr., Guerin Fischer, Robert J. Hughes, Fred Inden, John Januszko, Roy Kearns, Ron Keener, C. Patrick Lewis, Jack Lucas, W.J. Mann, Liz McKay, Joann Powell, Gary Rankin, Donn Stansbury, Pete Vander Haeghen, W. E. Von Mayr, and Dave Williams--Harper College; Frank M. Hines--Board Attorney; Katherine Boyce--Paddock Publications; Diane DiBartolomeo--The Trib; Doris Orr--Rockford College; and Gerald McGlothlin.

MINUTES: Member Nicklas moved, Member Troehler seconded, approval of the minutes of the regular Board meeting of July 11, 1974, as distributed.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS: Member Marier moved, Member Nicklas seconded, approval of the August 8, 1974, bills payable as follows:

Educational Fund	\$146,767.35
Building Fund	19,909.81
Site and Construction Fund	25,080.96
Auxiliary Fund	13,300.08

Upon roll call, the vote was as follows:

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

Payrolls Member Nicklas moved, Member Marier seconded, approval of the payroll of July 15, 1974, in the amount of \$306,569.81; the payroll of July 31, 1974, in the amount of \$384,713.08; and the estimated payroll of August 1, 1974 through September 30, 1974, in the amount of \$1,451,694.07.

DISBURSEMENTS:
Payrolls (cont.)

Upon roll call, the vote was as follows:

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

Bid Awards

Member Marier moved, Member Moats seconded, approval of bid awards a and b, per Exhibit IV-6, as follows (copy of Exhibit IV-6 attached to the Minutes in the Board of Trustees' Official Book of Minutes):

- IV-6-a Approval of the issuance of Purchase Order #C-29505 to the Hewlett-Packard Company, in the amount of \$10,198.70, for a lease agreement on a Time Sharing Computer to be used by Computer Services;
- IV-6-b Approval of the issuance of Purchase Order #C-29652 to Anderson-Jacobson, Inc., in the amount of \$3,970.00, for a 10 month rental of equipment on the Time Sharing System to be used by Computer Services.

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Moats, Munson, and Troehler
Nays: None
Abstained: Member Nicklas

Member Moats moved, Member Nicklas seconded, approval of bid awards c, d, e, and f, per Exhibit IV-6, as follows (copy of Exhibit IV-6 attached to the Minutes in the Board of Trustees' Official Book of Minutes):

- IV-6-c Award of bid for videotape and videotape cassettes for use by the college Production Services to the Minsdale Camera Company, as low bidder quoting exactly to specifications, in the amount of \$5,775.60;
- IV-6-d Award of bid for the printing of the second eight weeks Continuing Education brochures (Fall 1974) for use by the Adult and Continuing Education Department to the Ace Service Corporation, as low bidder, in the amount of \$2,870.00.
- IV-6-e Award of bid for paper products (toilet tissue and towels) to be used by the Custodial Department to the low bidder, the Runge Paper Company, in the amount of \$5,706.00, permitting the acceptable substitutions.
- IV-6-f Award of bid on laboratory tables for use by the Geology Department to the Hamilton

DISBURSEMENTS:
Bid Awards
(cont.)

Manufacturing Company, as low bidder, in the amount of \$3,304.00.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:
Faculty
Grievance
Committee

Secretary Marier read a communication dated July 30, 1974, addressed to the Board of Trustees from the Faculty Grievance Committee, which raised several questions regarding the Board's position on proposed changes in the grievance policy and included clarification of specific items in the committee's recommendation. Member Moats pointed out the Board is in the process of deciding what type of grievance policy will be in the best interest of the institution. Chairman Kelly added that the Faculty Senate will be contacted for comments before the Board reaches a final decision. Member Moats felt the most important thing is that the Board consider the faculty's input in the final modification of the grievance policy.

Institutional
Goals
Committee

Member Nicklas reported the Institutional Goals Committee have met and expect to prepare a draft of goals for 1975-76 to be reviewed with a committee as a whole of the Board. In this way, the Board will be involved with the development of the goals ahead of the budget process.

Ethics and
Trustees
Manual
Committee

Member Marier reported the Ethics and Trustees Manual Committee had met on July 23 as a committee of the whole. They recommend the following Code of Ethics statement be included in the Trustee Manual:

1. No Board member may disclose or use confidential information acquired in the course of his official duties in order to further his own interests or those of any other person.
2. No Board member should disclose confidential information acquired in the course of his official duties which would reflect on the personal and private affairs of persons in the employ of the college.
3. When a Board member must take official action on a matter in which he has a conflict situation created by a personal, family, or client interest, he should consider the possibility of eliminating the interest creating the conflict situation. If that is not feasible, he should consider the possibility of abstaining from such official action and debate. In making his decision for abstention, the following factors should be considered:

COMMUNICATIONS:
Ethics and
Trustees
Manual
Committee (cont.)

- a. Whether a substantial threat to his independence or judgment has been created by the conflict situation.
- b. The effect of his participation on public confidence in the integrity of the Board.

Member Marier reported the committee further discussed:

- 1) having the committee and Pat Lewis review the Policy Manual and extract items that refer only to Board members for inclusion in the Trustee Manual, and add the section on Harper Foundation to the Trustee Manual;
- 2) begin compilation of guidelines for new trustees;
- 3) request the Board chairman adhere to Roberts Rules of Order in conduct of Board meetings to insure equal opportunity for participation of all Board members and to expedite handling of Board matters;
- 4) consideration of "agreement" as submitted for inclusion in guidelines for new trustees.

Member Marier suggested the Board hold a special meeting ("brainstorming" session) for the purpose of discussing new educational horizons and priorities for a comprehensive community college. She pointed out the regular Board meetings do not provide an opportunity for informal discussion of these matters, since so much Board time is required for matters needing immediate decisions. Member Nicklas felt this would be helpful and an opportunity to discuss the Board's philosophy and goals. The other Board members agreed. A Saturday in August was suggested and Dr. Lahti's secretary will poll the Board to find out which Saturday is preferable. Chairman Kelly asked Member Marier to work with Dr. Lahti on items to be covered at this session and requested that other Board members call her with their ideas.

NEW BUSINESS:
Budget Hearing

Chairman Kelly recessed the meeting at 8:50 p.m. for the purpose of holding a public hearing on the budget. He called the public hearing to order and asked the Chairman of the Budget Committee, Lawrence Moats, for a report. Member Moats reported an increase of 11% in the 1974-75 budget over the 1973-74 academic year. He discussed the breakdown of this increase as follows: normal salary increments of approximately \$612,000, or a 7.4% increase; additional personnel (excluding new programs) amounting to \$270,348, or a 3.2% increase; addition of part-time instructors over last year's budgeted amount accounting for \$116,620, or 1.4% increase; new programs, which include Park Management, Materials Management and Liberal Studies, accounting for \$86,027, or a 1% increase; an increase in capital expenditures amounting to \$89,823, or 1.1% increase; and miscellaneous items amounting to \$21,026, or .2% increase.

NEW BUSINESS:
Budget Hearing
(cont.)

Member Moats reported the budget committee felt the Board should give consideration to making it a standing committee. Chairman Kelly suggested this could be subject for discussion at the Board's "brainstorming" session and requested Member Moats bring it up then.

Member Moats reported in reviewing student hour costs over the last few years, the college has consistently been a little below the state average. In view of the fact that the college is in the highest economic area of the state, he stated the committee's pleasure with this fact.

The Chairman invited comments, suggestions, or questions from all persons present. Upon hearing none, the Chairman declared the public hearing closed and reconvened the regular meeting at 9:00 p.m.

Adoption of
Budget

Member Marier moved, Member Munson seconded, adoption of the budget by the following resolution:

WHEREAS, the Board of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1974, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 8th day of August, 1974, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probable assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1974, and end on the 30th day of June, 1975.

NEW BUSINESS:

Adoption of
Budget
(cont.)

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

Upon roll call, the vote was as follows:

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

Adoption of
Levies

Member Munson moved, Member Troehler seconded, adoption of the levy for the Educational Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1974 a tax in the sum of \$4,200,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 24, 1974.

Upon roll call, the vote was as follows:

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

Member Nicklas moved, Member Moats seconded, adoption of the levy for the Building Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1974 a tax in the sum of \$1,600,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, on or before Tuesday, September 24, 1974.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Adoption of
Levies (cont.)

Member Nicklas moved, Member Munson seconded, adoption by the following resolution of the levy to pay Liability Insurance Premiums as authorized by law:

BE IT RESOLVED: That there be and hereby is levied for the year 1974 a tax in the sum of \$36,120.00 for Liability Insurance Premium purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, on or before Tuesday, September 24, 1974.

Upon roll call, the vote was as follows:

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

Staffing

Member Marier moved, Member Nicklas seconded, that the resignation of Dr. Douglas Treadway be accepted effective July 10, 1974, as per Ex.B-1. Motion unanimous.

Member Munson moved, Member Nicklas seconded, that the resignation of Mr. Kent Kurtz be accepted, effective from the date of his letter, June 27, 1974, as per Exhibit B-2. Motion unanimous.

Member Nicklas moved, Member Troehler seconded, that resignation of Dr. Charles R. Oaklief be accepted, to be effective on August 23, 1974, as per Exhibit B-3. Motion unanimous.

Member Troehler moved, Member Nicklas seconded, that Mr. Calvin Stockman be appointed as Interim Dean of Continuing Education, with the rank of Assistant Professor, at an annual salary of \$22,650.00, pro-rated from August 12, 1974 through June 30, 1975, as per Exhibit B-4b.

Upon roll call, the vote was as follows:

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

Member Moats moved, Member Munson seconded, approval of the administration's recommendation that Mr. Frank L. Buchenot be employed as a teacher in the Food Service Management Program at a salary of \$13,000.00 beginning August 20, 1974 through May 24, 1975 as per Exhibit B-5a.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Staffing
(cont.)

Member Marier moved, Member Munson seconded, approval of the employment of Mr. Phillip Clayton Stewart as an Assistant Professor in the Criminal Justice Program at a salary of \$15,750.00 beginning August 20, 1974 through May 24, 1975, as per Exhibit B-5b.

Upon roll call, the vote was as follows:

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

Member Nicklas moved, Member Troehler seconded, approval of the employment of Mrs. Shirley Phillips as a teacher and interim coordinator of the Operating Room Technician Training Program at a salary of \$12,375.00 beginning August 1, 1974 through June 30, 1975 (pro-rated from a 47 week contract of \$13,500.00), as per Exhibit B-5c.

Upon roll call, the vote was as follows:

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

Member Munson moved, Member Nicklas seconded, approval that Mrs. Margaret Burbach be employed as an Instructor in Nursing at a salary of \$13,000.00 for the academic year only, effective August 20, 1974 through May 24, 1975, as per Exhibit B-5d.

Upon roll call, the vote was as follows:

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

Member Nicklas moved, Member Moats seconded, approval that Gerald Weber be employed for the period of August 20, 1974 to May 31, 1975, on a full-time basis at an annual salary of \$6,500.00, as a Teacher Associate in the Learning Laboratory, as per Exhibit B-5e.

Upon roll call, the vote was as follows:

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

Member Marier moved, Member Munson seconded, approval of the employment of Mrs. Barbara Olson as a counselor, with the academic rank of Instructor, for a period of 39 weeks beginning Aug. 20, 1974, with a salary of \$12,000.00, as per Exhibit B-5f.

Upon roll call, the vote was as follows:

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

NEW BUSINESS
Staffing
(cont.)

Chairman Kelly requested that uniform wording be used in staffing recommendations to the Board in the future. Dr. Birkholz agreed he would follow-up on this.

Dr. Cormack informed the Board they are still looking for a Park Management Coordinator. The Park Management Program will be operational, they have a functional staff. He stated a great deal of credit is due to the hard work of the advisory committee, and in particular to Mr. Angelo Capulli of the Arlington Heights Park District. Dr. Birkholz stated there are two other positions open, the Director of Resources Services and the Director of Evening Services.

Dr. Lahti reported he would be bringing an action item to the Board in September on an intern from Wayne State University. He discussed the use of interns, stating an internship is a part of a student's degree program. He recommended that the college continue this practice, stating it is a growth process for everyone involved, the individual as well as the college's exposure to people with new ideas. Member Moats requested that Dr. Lahti stress the positive advantages it has for the college when it is presented to the Board.

President's
Contract

Member Nicklas read the following report:

"The Goals Committee of the Board met on July 18, 1974 and reviewed the accomplishments of 1973-74, along with its review of the 1974-75 goals and the planning for the goals of 1975-76.

"The Board met as a Committee of the Whole on July 23, 1974, to review the accomplishments of the 1973-74 goals under the leadership of the President and to review that leadership.

"The Board of Trustees of Harper College reviewed the performance of the President in detail, and has found that he has carried out the terms of his contract and the duties within his job description, and has directed the accomplishment of the 1973-74 Institutional Goals well above average. The Board has found the President responsive and willing to accept and initiate new ideas on behalf of the students and the community.

"To cite one of many important positive facts: While assuring continuing quality education at Harper College, he has demonstrated fiscal responsibility and understanding along with his dedication to the public trust by maintaining an efficient cost per student, which has remained at the average cost per student for all of the community colleges in Illinois.

NEW BUSINESS:
President's
Contract
(cont.)

"The Board wishes to express its appreciation for his continued dedication and leadership on behalf of the college.

"Following the performance evaluation and review of the goals, I offer this motion to the Board:

"That the terms and conditions of Dr. Robert Lahti's contract be continued except that it reflect an additional \$1,000.00 on his base salary and that an additional \$2,500.00 sum be granted on a one-time non-accumulative basis in recognition of outstanding performance and meritorious service."

Member Troehler seconded the motion.

Upon roll call, the vote was as follows:

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

In response, Dr. Lahti expressed his gratitude to the Board for their comments on his performance. He asked that the Board keep him informed if things are not done as they wish, as everyone likes to be notified directly in order to correct such situations. Dr. Lahti felt the college has not started its mission in this community yet to the degree he hopes it can flourish. When it is only touching the lives of three percent of the community, there is a lot of challenge. Looking at the magnitude of growth that is going to take place in this community, he stated there is a tremendous job ahead. Dr. Lahti stated he was flattered with the Board's confidence in him and assured them they will have his 100 percent continued effort.

Member Nicklas commented on the good job Harper College has done, stating they have come a long way as a result of being a progressive institution which constantly stresses quality. She mentioned some of the projects Harper has been involved in, which speak well for the college.

Cooperative
Agreement with
District #211
for Computer
Time Sharing

Member Troehler moved, Member Marier seconded, approval of the agreement with High School District #211 to share interactive computing equipment during the 1974-75 fiscal year.

Dr. Mann stated he was delighted that this particular arrangement could be worked out, that it was an excellent example of future cooperation. Dr. Birkholz added this agreement will minimize costs to both institutions while providing students with greater instructional facilities.

NEW BUSINESS:

Coop. Agreement
with Dist. #211
for Computer
Time Sharing
(cont.)

Upon roll call, the vote was as follows:

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

Park Management
Building
Construction
Project

Referring to the results of the bid for the Park Management Building "V", Chairman Kelly invited a motion for discussion of this item. Member Moats so moved, Member Marier seconded. Motion unanimous.

As detailed in Exhibit D, only two companies bid on the general work, one company bid on plumbing and also on heating, piping and temperature controls. No bids were received on the electrical portion of this bid. Based on these few bids, the project was more than 50% above the architect's estimate. Dr. Mann stated it is the architect's opinion that no award be made and that a new approach be considered. Member Moats felt the results of this bid were not unusual considering the problems involved with state regulations. He expressed concern with the tremendous cost over-ride already. Dr. Lahti agreed and discussed the problems the college has had with small projects in the past. Chairman Kelly stated it was the feeling of the Board that this project needed a lot of extra attention and so instructed Dr. Mann.

Renewal of
Memorandum of
Understanding
with Veterans
Administration
Hospital

Member Moats moved, Member Nicklas seconded, that the Memorandum of Understanding between William Rainey Harper College and the Veterans Administration Hospital, Downey, Illinois, be approved for the 1974-75 fiscal year.

Upon roll call, the vote was as follows:

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

North Shore
Community College
Development and
Implications for
Chargebacks

Chairman Kelly informed the Board that Exhibit F, originally in the Board packets, had been deleted since more current information had been received. Dr. Mann discussed the implications of chargebacks in organization of the Northshore Community College District. He stated both Highland Park and Glenbrook high school districts are awarding chargeback certificates to Harper. The bulk of chargeback students come from these two districts. Evanston and New Trier high school districts are not issuing chargebacks, but are accepting letters and having the students sign at the high schools. Evanston is concerned that students not be penalized with the new district. They indicated they will be filing a levy to cover this by September, if court action is not resolved. He stated cooperation is generally good and this is the kind of thing the college needs to take a semester at a

NEW BUSINESS:
North Shore
Community
College
Development and
Implications
for Chargebacks
(cont.)

time. Based on last year's experience in the spring, Dr. Mann estimated this would amount to approximately \$21,000 for the fall semester, that basically about 75 FTE students from Evanston and New Trier would be involved. Dr. Lahti felt these districts in no way want to be devisive; they are simply in a dilemma because of the suit. Attorney Hines stated it was reasonable to estimate that the money will be collected from one or another sooner or later, that recovery can be expected. Chairman Kelly pointed out it is important the college operate under proper legal advice. Dr. Lahti stated they would continue past practice. Member Nicklas added the college's responsibility to their own tax-payers must also be considered.

Chairman Kelly stated there would be need for a brief executive session of the Board, after adjournment, for a personnel action.

**PRESIDENT'S
REPORT:**

Dr. Lahti distributed the brochure on the Augustfest Faculty Orientation. He called attention to the evening of Tuesday, August 20, when the Board will be hosting a Texas style dinner. Dr. Lahti mentioned the outstanding people who would be a part of the faculty orientation program and extended a welcome to the Trustees to attend. He pointed out that both faculty and administration are involved in the orientation.

Dr. Fischer reported on enrollment trends, stating their estimate is about 10 percent higher than a year ago on applications. He stated they were concerned about getting word out on the early calendar, and noted there will be late, late registration for those who have children in school. Mr. Stansbury reported all four-year institutions in the state which he had visited indicated enrollments are leveling off.

Dr. Lahti discussed legislative actions, including the appropriation reduced by Governor Walker. Relative to the second site, Dr. Lahti discussed the steps necessary with the various state boards and stated he will be briefing the Board Chairman within a week. Chairman Kelly stressed that the college is under obligation to report back to the Village of Arlington Heights on the status of the second campus.

ADJOURNMENT:

Member Nicklas moved to adjourn at 10:15 p.m. Member seconded the motion, and the motion was unanimous.

Chairman William Kelly

Secretary Marilyn Marier