

WILLIAM RAINEY HARPER COLLEGE
34 WEST PALATINE ROAD
PALATINE, ILLINOIS

AGENDA
February 9, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Review and Possible Approval of Tenure Policy (Exhibit A)
 - B. Staff
 - 1. Recommendation - Appointment of Director of Counseling (Exhibit B-1)
 - a. Recommendation - Appointment of Counselors (Exhibit B-1-a)
 - 2. Recommendation - Appointment of Faculty Members (Exhibit B-2)
 - C. Recommendation - Advisory Committee for Planning Dental Hygiene Program (Exhibit C)
 - D. Recommendation - Purchase of Temporary Facilities (Exhibit D)
 - E. Review and Possible Approval of Lease Contract with District 214 for Elk Grove Facilities, Fall 1967 (Exhibit E)
 - F. Recommendation - Village of Palatine Land Sale (Exhibit F)

- G. Recommendation - Graduation Requirements for Harper College (Exhibit G)
 - H. Recommendation - Charge-back and Fee Resolutions (Exhibit H)
 - I. Recommendation - Naming of a Budget Committee
- VIII. President's Report
- A.
 - B.
 - C.
- IX. Other
- X. Adjournment

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE RD. • PALATINE, ILLINOIS 60067 • AREA CODE 312 358-9100

February 2, 1967

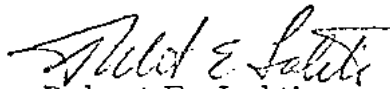
Board of Trustees

Dear Trustee:

Enclosed is the Agenda and supporting information for the regular Board meeting to be held February 9, 1967, 8:00 P. M., 799 West Kensington Road, Mount Prospect, Illinois.

I shall look forward to seeing you on that date.

Sincerely,



Robert E. Lahti
President

REL:jal
Enclosures

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COOK COUNTY, ILLINOIS

Minutes of Regular Board Meeting, February 9, 1967

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by President Haas.

ROLL CALL: Present: Johnson, Haas, Nicklas, O'Dea, and Hansen.
Absent: Hamill and Bernstein

Also Present: Ralph P. Klatt, DesPlaines Suburban Times; Ed Finlay, Caudill, Rowlett, and Scott; Charlene S. Baron, League of Women Voters; Alan Gage, Barrington; Elizabeth Alanne, Day Publications; Elaine Mehlman, Paddock Publications, Inc.; Berton B. Braun, Village Manager, Palatine; Fred A. Vaisvil, Prospect High School.

MINUTES: Member Johnson moved and Member O'Dea seconded the motion to approve the minutes of January 12, 1967 with the following corrections: Under Minutes, change "Member Hamill moved and Member O'Dea approved" to read "Member Hamill moved and Member O'Dea seconded the motion to approve;" under Contract for Fulltime Academic Employee, paragraph 2 line 5, eliminate the words "first three".

Upon roll call, the vote was as follows:

Aye: Johnson, Haas, Nicklas, O'Dea, and Hansen.
Nay: None

Member Johnson moved and Member O'Dea seconded the motion to approve the minutes of the Adjourned Regular Board meeting of January 24, 1967. Motion carried.

INVOICES: Member Johnson moved and Member O'Dea seconded the approval of the payroll of February 28, 1967, in the amount of \$21,190.18 and the invoices of February 9, 1967 as follows:

Educational Fund	\$ 8,222.77
Building Fund.	2,215.96
Site & Construction Fund	<u>743.10</u>
	\$11,181.83

Upon roll call, the vote was as follows:

Aye: Johnson, Haas, Nicklas, O'Dea, and Hansen.
Nay: None

COMMUNICATIONS:

Secretary Nicklas read a communication from Kenroy Realtors informing the college district of property available for sale for a second campus, at a price of \$12,000. per acre. President Haas temporarily reactivated the Site Committee composed of Members Hamill, Hansen, and O'Dea, and referred this matter to them for further study.

A letter was received from Mrs. Harold A. Brown, President of the League of Women Voters of Palatine thanking the board for sending Member Hansen and Dr. Lahti to represent Junior College District No. 512 at the Palatine Forum held on Monday, January 30, 1967 in the Palatine Village Hall. This communication was placed on file.

A communication was received from Mr. Berton Braun, Village Manager of Palatine, relative to the Village's desire to purchase a portion of the junior college site for the purpose of constructing a water well. The property requested is legally described as follows:

The West 150 feet of the East 275 Feet
of the North 150 feet of that part of
the South Quarter of Section 28, Township
42 North, Range 10 East of the Third
Principal Meridian, Cook County, Illinois
lying East of Roselle Road.

This request for purchase included a payment of \$4,000.00 for a parcel of land approximately one-half acre in size and located in the extreme north-east corner of the college site.

Member Bernstein entered the meeting at 8:30 p.m.

Attorney Hines reviewed this request for the board and indicated that both he and Dr. Perry had been in contact with village officials in regard to this matter.

Mr. Ed Finlay, Caudill, Rowlett, and Scott pointed out that if any location were appropriate for the drilling of a well on the college site, this was by far the best because it was beyond the frontage of the perimeter road being planned for the college property. Member Johnson asked about a possible lease with a reverter clause rather than an outright sale. It was the consensus of opinion of the board that approval for the purchase of this property be given to the Village of Palatine.

COMMUNICATIONS
(Continued)

Member Bernstein moved and Member O'Dea seconded the motion to approve the sale of land, to the Village of Palatine, for the purpose of constructing a water well, said parcel of land described as follows:

The West 150 feet of the East 275 feet of the North 150 feet of that part of the South Quarter of Section 28, Township 42 North, Range 10 East of the Third Principal Meridian, Cook County, Illinois lying East of Roselle Road,

at a purchase price of \$4,000. and that the deed include a reverter clause stipulating that if the property becomes unusable for the purpose of a well site, it revert to Junior College District 512 on repayment of the original purchase price of \$4,000.

Upon roll call, the vote was as follows:

Aye: Johnson, Haas, Nicklas, O'Dea, and Hansen.

Nay: None

A communication was received from Mr. Ed Finlay relative to board reimbursement for full architectural services in the event a portion of Phase 1-A and 1-B could not be bid because funding might not be available.

Dr. Lahti referred to a recent communication to Gerald Smith requesting consideration for the qualification of additional buildings by the Illinois Junior College Board because of the tentatively approved 2.6 million Federal Grant. Mr. Smith telephoned Dr. Lahti to inform him that the deficiency appropriation had been recommended to the Board of Higher Education and to the Governor. He further stated that there were some reservations on the part of the Governor to push this request due to concern of the legislature over I.B.A.'s control of state bonding. Dr. Lahti indicated that to date no action has been taken on this matter and if an emergency appropriation is not approved, it may delay our plans for another full year. In addition, if the governor delays signing an emergency appropriation bill until July, our bidding process may be set back

COMMUNICATIONS
(Continued)

until September of 1967. This is a particularly bad time of the year to start construction. In his communication, Gerald Smith further indicated that he will make an effort to talk to key legislators and then call the five colleges involved (to Springfield) and bring them up to date on the status of legislative thinking. President Haas expressed his concern and felt that any additional delay would push completion of Phase I further into the future making it impossible for us to move into our facilities until 1970. He also pointed out that we should use whatever means necessary to stimulate action on a quick approval of a deficiency appropriation. Member Bernstein questioned the advisability of waiting for the deficiency appropriation since immediate action on the construction of the central utility and student center might allow us to utilize these first facilities during the 1968-69 school year. Mr. Ed Finlay responded that, at the present time, assuming there is early approval of the deficiency appropriation, we plan to bid approximately \$12,000,000. of construction in late April. It was further stated that a 2-2½ month delay will not make an appreciable difference in the completion of our project. Dr. Lahti stated that if we had a bad winter, it may delay our project three or more months. In addition, the legality of the use of current local monies for site and construction for future matching had not been determined to date and advised against the use of local monies for this purpose.

Member Bernstein indicated that as he understood it, the estimated delay for an emergency appropriation to July would not delay us beyond September of 1969. Dr. Lahti stated that we could still gamble until March but no later and further stated that Gerald Smith informed him that the first five colleges would be funded in full for Phase 1-A and 1-B even though a deficiency appropriation might fail. He further stated that there was a need for our board members and administrators to sit down with Gerald Smith and make our desired known to him.

President Haas indicated that it was the consensus of opinion of the board that they would like to see the emergency appropriation avenue pursued to its utmost.

COMMUNICATIONS
(Continued)

At this point, Dr. Lahti informed the board of the recent visit of the team from Caudill, Rowlett, and Scott and the fact they were in the process of completing the final construction documents.

A telephone call was received from the Northshore College District requesting help from members of the Board of Junior College District No. 512 relative to the methods used in aiding the passage of our initial building referendum. Member Nicklas indicated she was to meet with the members of the Northshore Junior College Board in the near future.

A telephone call from the Triton College Board indicated that they were anxious to meet with other boards in the area, to discuss common problems. This communication met with general approval.

OLD BUSINESS:
(Tenure Policy)

A revised copy of the Tenure Policy was presented to the board by Dr. Lahti for consideration and possible adoption. Dr. Lahti reviewed the early changes made and the revisions as of February 8, 1967. He indicated this tenure proposal was sent to AAUP for their comments and that other models of tenure policies were used in developing this proposal. He further stated that our tenure policy closely followed the recommendations of the AAUP with the exception of the standards of notice on page 3 which was the most significant deviation. Member O'Dea inquired as to why the board responsibility section had been pulled after the innumeration of reasons for dismissal, demotion or suspension had been eliminated. He felt this section would serve as a reminder to faculty members and might be rhetorically effective.

Member Nicklas also felt this reminder was necessary and that the expression of board responsibilities, required by law, may be necessary in certain situations.

Member Johnson felt the present policy was adequate and felt the board had inherent statutory rights which did not necessarily have to be delineated.

Member Nicklas stated this was meant as a tool for exceptional cases and definite deliniation might make board responsibilities clear to all faculty involved.

OLD BUSINESS

(Continued)

(Tenure Policy,
Continued)

Member O'Dea moved and Member Nicklas seconded the motion to include the following two sentence paragraph relating to the responsibilities of the board:

Tenured teachers may be dismissed or suspended only by the college board upon recommendation of the president and only for cause as herein provided. The college board reserves the right to exercise its discretion as required by law.

Member Bernstein indicated that procedures have been established and that the rights of tenured faculty do not diminish or enhance the rights of the board which has an effect of equivocating responsibility. Member Hansen indicated that the innumeration of adequate cause was so broad that it was not necessary to include this as a board responsibility.

President Haas called for a vote on the motion made by Member O'Dea.

Aye: O'Dea and Nicklas

Nay: Hansen, Bernstein, Johnson, and Haas.

Motion failed.

President Haas referred to "Consideration by the Board" and indicated that as a matter of philosophy, we herein set up an appeal situation but eliminate further testimony that might be brought up before the board. Member Bernstein felt this was appropriate in that this would merely be a rehash of testimony previously submitted.

Member Johnson agreed this was basically a procedural method but as an appeal, moving from level to level, it might bring new insights and that the board should have the opportunity to expand their review to include new information.

Member Bernstein felt that we will not create something with meaning in that this will only result in a continual rediscussion. He further indicated that we should either eliminate a judicial committee or give it real "teeth".

President Haas was concerned as to the right of the board to say they will not hear new evidence but limit consideration to a review of the hearing.

OLD BUSINESS
(Continued)
(Tenure Policy,
Continued)

Member Johnson felt the judicial committee's decision brought with it the weight of faculty consensus.

Member Bernstein asked if we were outlining a procedure or yielding investigative powers.

Attorney Hines stated this was a procedure, but the board had adequate protection and could give up the right to hear the case. In addition, he stated that the board had a right to commit itself to this procedure.

President Haas felt we were taking away the rights of individuals in that they could not present new evidence to the board.

Member Johnson related his concern relative to the possibility of allowing nepotism within the same department.

Member Nicklas indicated her concern over the exclusion of relatives as members of the faculty and felt this matter should be left up to the discretion of the administrators and the board.

A number of amendments were recommended to the Tenure Policy.

Member Nicklas moved and Member O'Dea seconded the motion to accept the following amendments to the Tenure Policy:

Member Johnson recommended the following amendment: On page four under III. TENURED APPOINTMENTS, B. Eligibility, Line 1, change the word "train" to "educate".

Member Johnson recommended the following amendment: On Page 1, II. APPOINTMENTS, A. Terms, Section 2, line 1, eliminate the word "precise".

Member Hansen recommended the following amendment: On page 2, B. KINDS, Section 2, line 3, change the word "from" to "not less than".

OLD BUSINESS
(Continued)
(Tenure Policy,
Continued)

Member Hansen recommended the following amendment: Page 4, III. TENURED APPOINTMENTS, A. Privileges, Line 6, change the word "forbids" to "precludes such notice".

Member Johnson recommended the following amendment: Page 7, e. Judicial Committee Proceedings, line 12, change the word "ratification" to read "action".

Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Nicklas, Hansen, Bernstein,
and Haas.

Nay: None

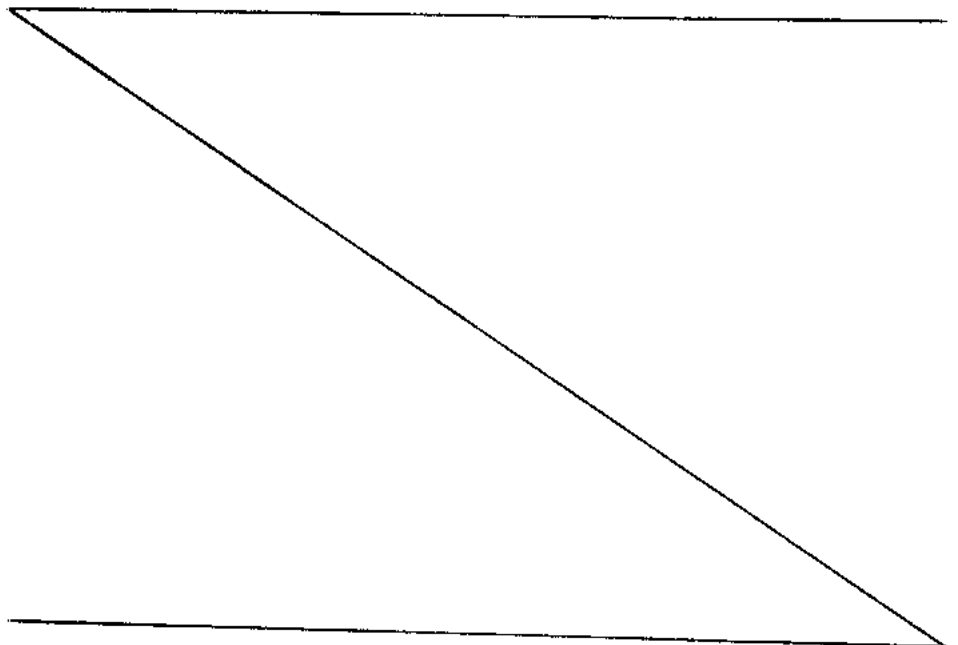
Member Bernstein moved and Member Hansen seconded the motion to adopt the Tenure Policy as amended.

Upon roll call, the vote was as follows:

Aye: O'Dea, Nicklas, Hansen, Bernstein, and
Haas.

Nay: Johnson

Motion carried.



OLD BUSINESS
(Continued)
(Tenure Policy,
Continued)

It was the consensus of opinion that the administration review Page 1, Section II, AUTHORITY OF BOARD, to make the two paragraphs (nos. 3 and 4) parallel statements to include the possibility of hiring staff in both instances under exceptional circumstances and to also indicate the college is generally opposed to both employment situations unless there is a dire need at the time.

NEW BUSINESS
Personnel
Recommendations

Director of
Counseling

President Lahti recommended for approval, the hiring of Dr. Thomas Seward, Director of Counseling, effective July 1, 1967, with the academic rank of Associate Professor, and at an annual salary of \$15,000.

Member Johnson moved and Member O'Dea seconded the motion to approve the employment of Dr. Thomas Seward as director of counseling, effective July 1, 1967 with the academic rank of Associate Professor, at an annual salary of \$15,000.

Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Nicklas, Hansen, Bernstein, and Haas.

Nay: None

Counsellors

Dr. Harvey recommended for approval, the hiring of the following counselors for the 1967-68 fiscal year at the rank and salary stated below:

<u>Name</u>	<u>Academic Rank</u>	<u>Effective Date</u>	<u>Salary</u>
Clete Hinton	Assistant Professor	9/7/67	\$ 9,800.
Raymond Hylander	Assistant Professor	9/7/67	11,200.
Anna Marie Bazik	Instructor	9/7/67	8,050.

Member Johnson Moved and Member O'Dea seconded the motion to approve the hiring of the following counselors for the 1967-68 fiscal year at the rank and salary stated below:

<u>Name</u>	<u>Academic Rank</u>	<u>Effective Date</u>	<u>Salary</u>
Clete Hinton	Assistant Professor	9/7/67	\$ 9,800.
Raymond Hylander	Assistant Professor	9/7/67	11,200.
Anna Marie Bazik	Instructor	9/7/67	8,050.

NEW BUSINESS

Upon roll call, the vote was as follows:

(Continued)

(Personnel Recommendations, Continued)

Aye: Johnson, O'Dea, Nicklas, Hansen,
Bernstein, and Haas.

Nay: None

Faculty
Appointments

Dr. Pankratz reviewed for the board the recommendations for the employment of the following faculty members, outlining their background, education, proposed rank, and starting salary: William R. Foust, Instructor of Art; Alice F. Phillips, Instructor of Business; Robert Zilkowski, Instructor of Business; Michael W. Bartos, Asst. Professor of English; Robert P. Burke, Asst. Professor of English; Martin J. Ryan, Instructor of English; Marjorie June Stevens, Instructor of English; Marilyn Laverne Swanson, Instructor of English, Jacqueline Marie Urbanski, Instructor of English; Thomas Zimanzl, Instructor of English; Larew M. Collister, Asst. Professor of Mathematics; Mary Martin Gant, Instructor of Mathematics; Thomas R. McCabe, Asst. Professor of Mathematics; Joseph L. Clouser, Assoc. Professor of Chemistry; Betty Joyce Enbysk, Assoc. Professor of Geology; Jordan H. Siedband, Assoc. Professor of Physics; Sherwin L. King, Assist. Professor of History.

Member Johnson moved and Member O'Dea seconded the motion to approve the hiring of the faculty members for the 1967-68 fiscal year at the rank and salary stated below, effective September 7, 1967:

<u>Name</u>	<u>Responsibility</u>	<u>Rank</u>	<u>Salary</u>
William R. Foust	Art Department	Instructor of Art	\$11,200.
Alice F. Phillips	Business Dept.	Inst. of Business	8,400.
Robert Zilkowski	Business Dept.	Inst. of Business	9,800.
Michael W. Bartos	English Dept.	Asst.Prof. of Eng.	10,850.
Robert P. Burke	English Dept.	Asst.Prof.ofEng.	10,850.
Martin J. Ryan	English Dept.	Inst. of English	7,000.
Marjorie June Stevens	English Dept.	Inst. of English	8,400.
Marilyn L. Swanson	English Dept.	Inst. of English	8,400.
Jacqueline M. Urbanski	English Dept.	Inst. of English	7,000.
Thomas Zimanzl	English Dept.	Inst. of English	10,500.
Larew M. Collister	Math Dept.	Asst.Prof of Math.	12,600.
Mary Martin Gant	Math Dept.	Inst. of Math.	7,350.
Thomas R. McCabe	Math Dept.	Asst.Prof.of Math.	10,850.
Joseph L. Clouser	Physical Science	Assoc.Prof.Chemistry	11,900.
Betty Joyce Enbysk	Physical Science	Assoc.Prof.Geology	10,850.
Jordan H. Siedband	Physical Science	Assoc.Prof.Physics	11,900.
Sherwin L. King	Social Science	Asst.Prof.of History	11,900.

NEW BUSINESS

Upon roll call, the vote was as follows:

(Continued)

(Personnel Recommendations, Faculty Appointments, Continued)

Aye: Johnson, O'Dea, Nicklas, Hansen, Bernstein, and Haas.
Nay: None

Advisory Committee for Planning Dental Hygiene Program

Dr. Lahti reviewed the recommendations for membership to the Advisory Committee for Planning a Dental Hygiene Program and commented on the tremendous interest shown by each individual in this project. He indicated that these people should begin serving immediately to plan and bring forth future recommendations as the program develops.

Member Johnson moved and Member Bernstein seconded the motion to approve the appointment of the Advisory Committee for Planning a Dental Hygiene Program as follows:

<u>Name</u>	<u>Address</u>	<u>Occupation</u>
Dr. Rolley C. Bateman	124 E. Palatine Road Palatine, Illinois	Dentist
Dr. Edwin M. Bertoglio	1060 W. Northwest Highway Mount Prospect	Dentist
Dr. Arthur B. Buckley	315 East Dundee Wheeling	Dentist
Dr. Donald A. Froehlke	15 Park and Shop Elk Grove Village	Dentist
Dr. William W. Meek	135 W. Johnson Palatine, Illinois	Dentist
Dr. Frank A. Schroeder	201 N. Arlington Heights Rd. Arlington Heights	Dentist
Dr. Marvin B. Schumer	756 S. Arlington Heights Rd. Elk Grove Village	Dentist
Dr. R. A. Seidel	107 W. Prospect Avenue Mount Prospect	Dentist
Dr. Charles A. Shaner (Chairman)	401 W. Prospect Mount Prospect	Dentist
Mrs. R. H. Sullens	206 Can-Dota Mount Prospect	Dental Hygienist

NEW BUSINESS

(Continued)

<u>NAME</u>	<u>Address</u>	<u>Occupation</u>
Dr. E. A. Troutt	Jewel Center Barrington	Dentist
Dr. Gordon C. Ward	502 S. Arlington Heights Rd. Arlington Heights	Dentist

Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Nicklas, Hansen, Bernstein
Nay: None

Purchase of
Temporary
Facilities

Dr. Perry reviewed a cost analysis made relative to the purchase of eight temporary facilities from Holiday Inn, Inc., and President Lahti recommended their approval.

Member Bernstein moved and Member Johnson seconded the motion to approve the purchase of the Holiday Inn, Inc., facilities as described, at a total cost of \$144,722.93 plus the amount of \$4,500.00 (in addition to the credit received on standard tile) for acoustical floor covering to be installed on site.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, Hansen, Bernstein, and Haas.
Nay: O'Dea.

Lease Contract
for Elk Grove
Facilities

Dr. Perry reviewed the lease as negotiated with District No. 214. He indicated that the lease had been approved by the Board of High School District No. 214 on February 6, 1967 with the following amendment: Item No. 6 to read as follows:

The College shall have the option of extending the terms and provisions hereof for a period of one year, to be exercised by notifying the School to that effect, in writing on or before March 1, 1968, provided, however, the School may cancel the extension for good cause and by written notification thereof to the College not less than thirty (30) days following the receipt of the above mentioned option notice, etc.

NEW BUSINESS
(Continued)
Lease Contract
for Elk Grove
Facilities,
Continued

Member Bernstein moved and Member Johnson seconded the motion to approve the lease contract as amended.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, Hansen, Bernstein, and Haas.

Nay: None

Graduation
Requirements

Dr. Harvey presented and explained the requirements recommended for graduation from Harper College.

Member Johnson moved and Member Nicklas seconded the motion to adopt the graduation requirements for Harper College as follows:

GRADUATION REQUIREMENTS

1. A minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.
2. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 60 semester hours of work for the associate in applied science degree.
3. Two hours of credit in physical education activity courses in addition to the 60 hours of credit above (1).
4. A student must be enrolled at Harper College for the semester in which he intends to graduate. The dean of instruction may waive this requirement where exceptional circumstances warrant.
5. For the degrees of associate of arts and associate in sciences the 60 hour requirement must be in courses numbered 100 or above.
6. Satisfactorily complete political science 201 or pass a test on the constitutions of the United States and State of Illinois, the principles of American democratic government and the proper use and display of the American Flag (sec. 27-4 school code).

NEW BUSINESS
(Continued)

7. A math standard score of 14 on the A.C.T. test, a satisfactory score on a math achievement test administered by the college or the satisfactory completion of a math course at the college numbered 100 or above.
8. Fulfillment of the degree group requirements.

DEGREE GROUP REQUIREMENTS

	<u>Associate in Arts</u>	<u>Associate in Science</u>	<u>Associate in Applied Science</u>
I. Communication Skills English 101, 102	6 hours	6 hours	6 hours ¹
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology, or social science.	6 hours	6 hours	6 hours
III. Science or Mathematics biology, chemistry, engineering, geology mathematics, microbiology physical science, physics, zoology.	8 hours	20 hours	8 hours ²
IV. Humanities art, fine arts, foreign language, humanities, literature, music, philosophy	6 hours	6 hours	3 hours
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	26 hours	38 hours	23 hours

¹ Business 130 or 230 or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.

² Students majoring in an approved applied science degree program may count courses in their major toward fulfillment of this requirement.

Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Nicklas, Hansen,
Bernstein, and Haas.

Nay: None

NEW BUSINESS

(Continued)

Charge-Back and Fees, Proposed Policy

President Haas and Member Johnson indicated that the charge of fifty cents for transcripts would not be adequate to cover our costs related to providing students with this service. It was recommended that the fee for additional transcripts be increased from fifty cents to one dollar.

Member Johnson moved and Member Bernstein seconded the motion to adopt the following policy on tuition refunds and fees:

Tuition Refund Policy

Tuition refund requests should be made to the office of the registrar.

Refunds will be made according to the following schedule:

	<u>Percent of Refund</u>
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

Laboratory Fees

A laboratory fee of \$5.00 will be charged for science classes which include laboratory sessions. Additional fees set by Board action will be indicated on registration materials.

Payment of Tuition and Fees

All tuition and fees are due and payable during registration.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein, and Haas.

Nay: None

NEW BUSINESS
(Continued)

Attorney Hines presented a resolution related to the establishment of the fiscal year for Harper College commencing July 1, 1967 and ending June 30, 1968, and establishing a Budget Committee, setting the budget hearing for Thursday, August 10, 1967, said hearing to be held at 799 West Kensington Road, Mount Prospect, Illinois.

President Haas asked for volunteers to serve on next year's Budget Committee. Members Nicklas and Bernstein volunteered their services.

Member Johnson moved and Member O'Dea seconded the motion to adopt the following resolution establishing the fiscal year and budget committee:

RESOLUTION

BE IT RESOLVED by the Board of William Rainey Harper College District No. 512, County of Cook and State of Illinois, as follows:

Section 1. That the fiscal year for the William Rainey Harper College District No. 512, County of Cook and State of Illinois, is established as commencing on the 1st day of July, 1967 and ending on the 30th day of June, 1968;

Section 2. That the following persons be designated to prepare a budget in tentative form for the fiscal year 1967-68:

- | | |
|----------------------------------------|-----------------------------------------|
| 1. James D. Perry,
Dean of Business | 4. Jessalyn M. Nicklas,
Board Member |
| 2. Dr. Robert E. Lahti
President | 5. A. M. Bernstein,
Board Member |
| 3. Frank M. Hines,
Board Attorney | |

Section 3. That the public hearing on the tentative budget for the fiscal year 1967-68 be set for 8:00 o'clock p.m. on the 10th day of August, 1967, at 799 Kensington Road,

NEW BUSINESS

(Continued)

Budget Committee,
Continued

Mount Prospect, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board by public notice thereof once at least thirty days prior to the date of the hearing aforesaid in each of the following newspapers, to-wit: The Arlington Day, The Prospect Day, Arlington Heights Herald, Rolling Meadows Herald, Wheeling Herald, Cook County Herald, Hoffman Herald, Prospect Heights Herald, Elk Grove Herald, Palatine Enterprise, Mount Prospect Herald, and the Hanover-Streamwood Herald, the same being newspapers published in this district.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein, and Haas.

Nay: None

PRESIDENT'S
REPORTInsurance
Program

Dr. Lahti presented a resume of the insurance program for Harper College, including costs to date and projected costs to July 1, 1967. He further indicated that our insurance consultants recommended continuation of our present program to September 1, 1967 but because of fiscal considerations, he and Dr. Perry recommended that our present program be continued to July 1, 1967 at which time a permanent program would be recommended to the board.

Member Johnson moved and Member Nicklas seconded the motion to continue the present fringe benefit program to July 1, 1967.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein, and Haas.

Nay: None

Orientation
Program

Dr. Lahti outlined a partial faculty orientation program for the fall of 1967 and recommended approval of calling upon outside lecturers to supplement the orientation program. The cost for this shall not exceed \$1600.

PRESIDENT'S
REPORT
(Continued)

Member Johnson moved and Member Nicklas seconded the motion to approve the Harper College Faculty Orientation program.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein,
and Haas.

Nay: None

Board Election

Attorney Hines presented a resolution for board approval recommending the use of standard affidavit forms in lieu of poll books for the Board Election of April 8, 1967.

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

(RESOLUTION ATTACHED TO ORIGINAL COPY OF MINUTES)

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein,
and Haas.

Nay: None

Definition of
Academic
Personnel

Dr. Lahti presented a revision in the definition of academic personnel and asked the board to adopt the revised definition for the Policy Book.

Member Johnson moved and Member O'Dea seconded the motion to approve the revised definition of Academic Personnel and its placement in the Policy Book:

ACADEMIC PERSONNEL

3.0 Employment

3.0.1 Definitions

- A. Academic Personnel - all members of the college faculty.
- B. Faculty - includes anyone who has academic rank.
- C. Teaching Faculty - includes all faculty who perform part-time or full-time teaching or its equivalent duties.

PRESIDENT'S
REPORT
(Continued)

Definition of
Academic
Personnel,
Continued

- D. Administrative Faculty - all those who perform full-time or part-time administrative duties.

- E. Full-time Faculty
 - 1. Teaching Faculty - those having at least a 24 semester hour load, or its equivalent, per college calendar year* except where the contract between the individual and the college explicitly states otherwise.

 - 2. Administrative Faculty - those under contract on a full-time basis for a 12 month period.

- F. Part-time Faculty
 - 1. Teaching Faculty - those having a semester hour load or its equivalent of more than 14 but less than 24 per college calendar year.

 - 2. Administrative Faculty - those under contract on a part-time basis for a 12 month period.

- G. Temporary Faculty
 - 1. Teaching Faculty - those under contract for less than a college calendar year.

 - 2. Administrative Faculty - those under contract for less than 12 months.

* The college calendar year begins in September and ends in June.

Upon roll call, the vote was as follows:

Aye: Johnson, Nicklas, O'Dea, Hansen, Bernstein, and Haas.

Nay: None

PRESIDENT'S
REPORT
(Continued)

Annexation to
the Village of
Palatine.

Dr. Lahti informed the board of the annexation hearing scheduled at the Palatine Village Hall on February 21, 1967 at which time the college property will be annexed to Palatine and a request for the annexation of additional property to the west of Roselle Road will be considered.

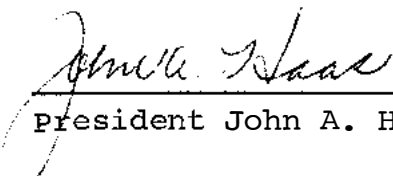
President Haas felt the board should be represented in addition to the college attorney. Pres. Lahti indicated that neither he nor Dr. Perry could be present. President Haas asked the administration to attempt to determine the zoning plans for the proposed annexations and relay this information to the board prior to the hearing.

President Haas further stated that we were amiable to annexation to the Village of Palatine but indicated a concern about possible future limitations of Palatine Building and Zoning Ordinances. He felt consideration should be given to requesting special zoning for the junior college in order that we might not be limited (at some future date) from building four story buildings, T.V. towers, or other items that might be deemed appropriate for junior colleges. This matter was referred to Attorney Hines and the administration for further study and recommendation.

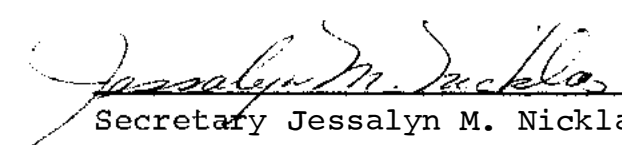
Logogram

Consideration of the college logogram was brought to the attention of the board. It was the consensus of opinion to postpone any further discussion until the next board meeting.

At 12:15 a.m., Member Johnson moved and Member Bernstein seconded the motion to adjourn the meeting to Thursday, February 16, 1967 at 7:30 p.m. at the Harper College Administration Building, 34 West Palatine Road, Palatine, Illinois. Motion carried.



President John A. Haas



Secretary Jessalyn M. Nicklas

R E S O L U T I O N

BE IT RESOLVED by the Board of Junior College District #512, County of Cook and State of Illinois, as follows:

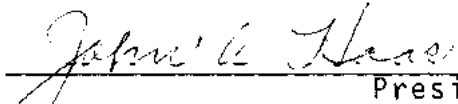
Section 1. That the affidavits to vote required under Article 9 of the School Code be numbered and used in lieu of the poll lists and poll books, as authorized in said Article 9.

Section 2. That the judges of election at the annual election for members of the Board to be held on the 8th day of April, 1967 shall previous to any vote being taken severally subscribe to and take oath or affirmation provided for in Article 9 of the School Code on separate blanks.

Section 3. That after the said election, such affidavits to vote and judges' oaths shall be filed in the same manner as is required for the deposit of the poll books under Article 9 of the School Code.

Section 4. That this resolution shall be applicable and have full force and effect as to the election for members of the Board to be held on the 8th day of April, 1967, and not otherwise.

PASSED this 9 day of Feb, 1967.



President



Secretary

WILLIAM RAINEY H. ER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES - FEBRUARY 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Frank M. Hines	Legal Fees	1-1-501.22	\$ 567.50	5272	\$ 567.50
Edward C. McAuliff	Accounting Fees	1-3-501.26	405.00	5273	405.00
Horders	Furniture & Supplies	1- -563.00	2,048.78	5274	2,048.78
Remington Office Machines	Adding Machines	1- -563.00	599.00	5275	599.00
Hansen Hardware	Misc. Supplies	1- -563.00	15.13	5276	15.13
I. B. M. Corp.	Transcribing Machine	1- -563.00	405.00		
"	Maintenance	1-3-501.29	38.00	5277	443.00
Wm. Mounsey & Son	Freight	1-1-501.90	30.00	5278	30.00
North Central Junior College	Dues	1-1-501.90	15.00	5279	15.00
Carousel Travel & Tours	Travel	1-2-501.72	122.00		
"	Travel	1-3-501.72	32.00		
"	Travel	1-4-501.72	33.00	5280	187.00
Chicago Tribune	Want Ads	1-3-501.90	330.40	5281	330.40
Day Publications	Want Ads	1-3-501.90	98.60		
"	Want Ads	1-3-502.90	8.40	5282	107.00
Paddock Publications	Want Ads	1-4-501.90	15.75	5283	15.75
Journal News Publications	Want Ads	1-4-501.90	26.00	5284	26.00
Barrington Press Newspapers	Want Ads	1-4-501.90	10.00	5285	10.00
Ray White	Printing	1-1-501.90	42.00		
Ray White	"	1-4-501.90	16.00	5286	58.00
Western Concessions	Meeting Expense	1-1-501.90	104.80		
"	Meeting Expense	1-2-501.90	61.50		
"	Meeting Expense	1-3-501.90	23.25		
"	Meeting Expense	1-5-502.90	17.50		
"	Meeting Expense	1-63-502.90	3.90	5287	210.95
Universal Stationers	Supplies	1-3-501.31	453.52	5288	453.52
Xerox Corporation	Supplies	1-3-501.31	158.00	5289	158.00
Northwest Office Machines	Supplies	1-3-501.31	24.50	5290	24.50
Gaylord Brothers, Inc.	Supplies	1-4-501.31	10.80		
"	Supplies	1-63-502.39	11.40	5291	22.20
Bro-Dart Industries	Supplies	1-1-501.33	6.40	5292	6.40
Northwest Letter Service	Supplies & Postage	1-2-501.33	32.51	5293	32.51
C & S Printing	Supplies	1-2-501.33	40.70	5294	40.70
Herman F. Hinz	Supplies	1-2-501.33	81.00		
"	Supplies	1-3-501.33	123.60	5295	204.60

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
John H. Upton	Travel	1-2-501.72	\$ 11.64	5296	\$ 11.64
Roy Sedrel	Travel	1-4-501.72	17.96	5297	17.96
L. James Harvey	Travel	1-6-502.72	4.20	5298	4.20
Joanne Heinly	Travel	1-52-502.72	17.90	5299	17.90
Donn B. Stansbury	Travel	1-63-502.72	7.10	5300	7.10
John Wiley & Sons	Book	1-1-502.32	25.86	5301	25.86
University Book Store	Book	1-1-502.32	1.95	5302	1.95
John Hopkins Press	Book	1-1-502.32	7.35	5303	7.95
Brookings Institution	Book	1-1-502.32	2.40	5304	2.40
Editorial Projects for Education	Subscription	1-1-502.32	10.00	5305	10.00
American Council on Education	Book & Subscription	1-1-502.32	32.00	5306	32.00
American Association of Junior College	Books	1-1-502.32	57.00	5307	57.00
American Personnel & Guidance Assoc.	Books	1-5-502.32	16.07	5308	16.07
Automated Education Center	Book	1-4-502.32	25.00	5309	25.00
Prentice - Hall, Inc.	Book	1-4-502.32	8.03	5310	8.03
American Data Processing	Book	1-4-502.32	18.00	5311	18.00
American Journal Nursing	Books	1-52-502.32	15.00	5312	15.00
Chgo. Medical Book Company	Book	1-52-502.32	4.95	5313	4.95
Chgo Association of Commerce	Book	1-52-502.39	1.95	5314	1.95
Hillison & Erten Company	Supplies	1-63-502.39	219.93	5315	219.93
Cambridge University Press	Books	1-53-563.00	263.40	5316	263.40
Baker & Taylor	Books	1-53-563.00	26.78	5317	26.78
University of Illinois	Books	1-53-563.00	2.00	5318	2.00
Charles Scribners & Sons	Books	1-53-563.00	87.53	5319	87.53
Illini Union Book Store	Books	1-53-563.00	3.00	5320	3.00
University Book Service	Books	1-53-563.00	10.87	5321	10.87
Howard W. Sams & Co.	Books	1-53-563.00	5.78	5322	5.78
Paperbound Books in Print	Books	1-53-563.00	16.00	5323	16.00
National Education Association	Books	1-53-563.00	6.95	5324	6.95
Marquis - Who'sWho Inc.	Books	1-53-563.00	22.95	5325	22.95
Carnegie Institute of Technology	Books	1-53-563.00	6.15	5326	6.15
Lattof Car Agency	Car Maintenance	1-1-508.62	86.83		
"	Car Rental	1-3-508.62	124.32		
"	Station Wagon Rental	1-1-508.62	120.95	5327	332.10
Woodrow Wilson Campus	Charge Back	1-502.80	128.00	5328	128.00
Elgin Community College	Charge Back	1-502.80	129.00	5329	129.00
Canton Community College	Charge Back	1-502.80	241.76	5330	241.76
Wilbur Wright Junior College	Charge Back	1-502.80	386.00	5331	386.00
Mr. Stanley Lotko	Travel	1-53-502.72	38.67	5338	38.67

TOTAL EDUCATIONAL FUND EXPENDITURES

\$8,222.37

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

BUILDING FUND EXPENDITURES - FEBRUARY 12, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Illinois Bell Telephone Co.	Telephone Services	2-506.54	\$ 723.99	5332	\$ 723.99
Roy LaLonde	Office Rent	2-508.62	1,026.33	5333	1,026.33
Chalet Builders	Maintenance Service	2-508.62	66.30	5334	66.30
Cricks Electrical Construction Co.	Electrical Installation	2-508.62	145.00	5335	145.00
Shamrock Best Maintenance	Contracted Services	2-507.20	95.00	5336	95.00
Township High School Dist. #214	Library Rental	2-508.62	159.34	5337	159.34
TOTAL BUILDING FUND EXPENDITURES					<u>\$2,215.96</u>

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

SITE & CONSTRUCTION FUND EXPENDITURES - FEBRUARY 12, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
The Bond Buyer	Bond Sale	6-561.00	\$ 93.10	149	\$ 93.10
Frank M. Hines	Legal Services	6-561.00	650.00	150	650.00
	TOTAL SITE & CONSTRUCTION FUND EXPENDITURES				<u>\$ 743.10</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND
STATEMENT OF POSITION

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/67 BALANCES</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCES</u>
CASH:				
Imprest Fund	101.20	\$ 5,000.00	\$ -	\$ 5,000.00
In Bank	101.30	35,659.84	-	35,659.84
Deposits	101.80	300.00	-	300.00
Investments	102.10	195,933.33	\$ -	\$ 195,933.33
TOTAL ASSETS		<u>\$236,893.17</u>	<u>\$ -</u>	<u>\$ 236,893.17</u>

LIABILITIES

Payroll Deductions Payable :				
Retirement	204.10	\$ -	\$ -	\$ -
Survivors Insurance	204.11	-	-	-
Federal Income Tax Withheld	204.20	-	-	-
Social Security	204.31	-	-	-
Reserve for Encumbrances		\$ -	\$ 53,940.62	\$ 53,940.62
TOTAL LIABILITIES		<u>-</u>	<u>53,940.62</u>	<u>53,940.62</u>

FUND BALANCE

Fund Balance	300.00	\$ 236,893.17	\$(53,940.62)	\$ 182,952.55
TOTAL LIABILITIES & FUND BALANCE		<u>\$ 236,893.17</u>	<u>\$ -</u>	<u>\$ 236,893.17</u>

Summary of Fund Balance

Balance July 1, 1966		\$ (16,747.79)	\$ -	\$ (16,747.79)
Add: Revenues to Date		466,086.24	-	466,086.24
		<u>\$ 449,338.45</u>	<u>\$ -</u>	<u>\$ 449,338.45</u>
Less Expenditures to Date		212,445.28	53,940.62	266,385.90
FUND BALANCE		<u>\$236,893.17</u>	<u>\$(53,940.62)</u>	<u>\$ 182,952.55</u>

WILLIAM RAINY H. R. COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
		JANUARY	JANUARY				
Revenue:							
Taxes - Current 1965	401.10	\$ -	\$ -	\$458,228.55	\$ 24,568.69	-	\$ 24,568.69
Governmental Divisions	402.00	-	-	5,000.00	10,000.00	-	10,000.00
Interest on Investments	404.00	-	-	2,377.69	99.58	-	99.58
Tuition	406.00	-	-	480.00	(480.00)	-	(480.00)
TOTAL REVENUE		\$ -	\$ -	\$466,086.24	\$ 34,188.27	-	\$ 34,188.27
EXPENDITURES:							
Administration:	501.00						
Salaries:	501.10						
President	501.11	\$2,083.33	\$ -	\$ 13,562.52	\$ 2,937.48	-	\$ 2,937.48
Dean of Business Affairs	501.11	1,541.66	-	10,708.29	3,291.71	-	3,291.71
Administrative Assistant	501.11	1,166.67	-	5,722.32	10,277.68	-	10,277.68
Data Processing	501.15	1,125.00	-	7,875.00	2,125.00	-	2,125.00
Secretarial and Clerical	501.16	2,658.33	-	16,094.85	15,805.15	-	15,805.15
Other		-	-	-	7,500.00	-	7,500.00
TOTAL ADMINISTRATIVE SALARIES		\$8,574.99	\$ -	\$ 53,962.98	\$41,937.02	-	\$ 41,937.02
Contractual Services:	501.20						
Accounting	501.21	\$ 1,500.00	\$ -	\$ 2,875.00	\$ 125.00	-	\$ 125.00
Legal	501.22	540.50	-	5,315.50	3,684.50	567.50	3,117.00
Service Bureau Data Processing	501.23	-	-	-	4,000.00	-	4,000.00
Architectural	501.24	-	-	30.00	2,470.00	-	2,470.00
Educational	501.25	1,319.84	-	2,144.84	2,855.16	-	2,855.16
Financial	501.26	600.00	-	2,901.99	7,848.01	405.00	7,443.01
Other	501.29	297.86	-	1,612.54	3,387.46	38.00	3,349.46
TOTAL CONTRACTUAL SERVICES		\$ 4,258.20	\$ -	\$14,879.87	\$24,370.13	\$ 1,010.50	\$23,359.63
Supplies	501.30						
Office Supplies	501.31	\$ 205.02	\$ -	\$ 3,259.05	\$ 4,240.95	\$ 635.29	\$ 3,605.66
Copying Supplies	501.32	24.75	-	224.10	1,775.90	-	1,775.90
Printing	501.33	240.55	-	2,690.92	4,309.08	284.21	4,024.87
Postage	501.34	310.55	-	1,278.11	3,721.89	-	3,721.89
Election	501.35	-	-	1,672.22	1,327.78	-	1,327.78
Other	501.39	-	-	102.92	4,897.08	-	4,897.08
TOTAL SUPPLIES		\$ 780.87	\$ -	\$ 9,227.32	\$20,272.68	\$ 919.50	\$19,353.18

EXPLANATION	ACCOUNT NUMBER	MONTH OF JANUARY	YEAR TO DATE	BALANCE		ENCUMBRANCES		UNENCUMBERED BALANCES
				BUDGET	BALANCE	ENCUMBRANCES	BALANCES	
Travel:	501.70							
Board and President	501.71	\$ 1,340.40	\$ 3,420.13	\$ 1,579.87	\$	-	\$	\$ 1,579.87
Business Office	501.72	401.43	1,643.35	356.65		32.00		324.65
Data Processing	501.73	88.46	860.49	639.51		50.96		588.55
Administrative Assistant	501.74	559.25	657.97	1,342.03		133.64		1,208.39
Other	501.79	13.20	351.94	648.06		-		648.06
TOTAL TRAVEL EXPENSES		\$ 2,402.74	\$ 6,933.88	\$ 4,566.12	\$	216.60	\$	\$ 4,349.52
Other Administrative Expenses	501.90	552.98	2,987.54	2,012.46		752.30		1,260.16
TOTAL ADMINISTRATIVE EXPENSES		\$16,569.78	\$87,991.59	\$93,158.41	\$	2,898.90	\$	\$90,259.51
Instruction	502.00							
Salaries	502.10							
Dean of Instruction	502.11	\$ 1,500.00	\$ 10,500.00	\$ 7,500.00	\$	-	\$	\$ 7,500.00
Dean of Student Affairs	502.11	1,416.67	9,916.69	7,083.31				7,083.31
Ass't Dean of Voc. Tech.	502.12	-	-	17,000.00				17,000.00
Director of Nursing Education	502.12	833.33	2,817.43	10,182.57				10,182.57
Ass't. Nursing Education	502.12	-	-	10,000.00				10,000.00
Registrar & Admissions	502.14	1,166.67	6,416.68	7,583.32				7,583.32
Secretarial, Clerical, Programmer	502.16	2,487.71	8,640.99	23,359.01				23,359.01
Librarian	502.17	1,125.00	6,750.00	6,750.00				6,750.00
Library Assistants	502.17	1,018.10	2,793.60	12,206.40				12,206.40
Other	502.19	-	-	1,500.00				1,500.00
TOTAL INSTRUCTION SALARIES		\$ 9,547.48	\$ 47,835.39	\$103,164.61	\$	-	\$	\$103,164.61
Contractual Services	502.20							
Educational Consultants	502.26	\$ -	\$ 424.50	\$ 2,075.50	\$	-	\$	\$ 2,075.50
Data Processing	502.27	-	-	2,500.00				2,500.00
TOTAL CONTRACTUAL SERVICES		\$ -	\$ 424.50	\$ 4,575.50	\$	-	\$	\$ 4,575.50
Supplies	502.30							
Professional Books	502.32	\$ 71.02	\$ 613.93	\$ 1,886.07	\$	223.61	\$	\$ 1,662.46
Library Supplies	502.37	5.00	229.52	9,770.48		87.62		8,682.86
Other	502.39	56.56	895.37	14,104.63		236.23		13,868.40
TOTAL SUPPLIES		\$ 132.58	\$ 1,738.82	\$ 25,761.18	\$	547.46	\$	\$ 25,213.72
Travel	502.70							
Faculty	502.72	\$ 838.56	\$ 4,119.07	\$ 880.93	\$	29.20	\$	\$ 851.73
Librarian	502.77	207.15	605.70	394.30		38.67		355.63
Other	502.79	-	268.52	1,731.48		-		1,731.48
TOTAL TRAVEL		\$ 1,045.71	\$ 4,993.29	\$ 3,006.71	\$	67.87	\$	\$ 2,938.84

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO		ENCUMBRANCES	UNENCUMBERED BALANCES
		JANUARY	JANUARY	DATE	BALANCE		
Tuition Paid	502.80	\$24,174.14	\$24,174.14		\$68,645.86	\$ 884.76	\$ 67,761.10
Other Instructional Expenses	502.90	76.35	347.50		652.60	50.80	601.70
TOTAL INSTRUCTIONAL EXPENSES		\$34,976.26	\$79,513.64		\$205,806.36	\$ 1,550.89	\$204,255.47
Health	504.00	-	-		\$ 500.00	-	\$ 500.00
Salaries	504.10	-	-		500.00	-	500.00
Supplies	504.30	-	-		\$ 1,000.00	-	\$ 1,000.00
TOTAL HEALTH EXPENSES		-	-		\$ 1,000.00	-	\$ 1,000.00
Fixed Charges:	508.00						
Employers Share of Retirement	508.40	\$ 1,599.85	\$ 9,414.29		\$14,585.71	\$	\$ 14,585.71
Fringe Benefit Program	508.50	2,013.82	3,067.82		11,932.18	781.66	11,150.52
Other Insurance	508.51	144.61	577.76		922.24		922.24
Rentals	508.60	519.30	3,206.66		4,293.34	332.10	3,961.24
Interest	508.80	-	-		2,000.00		2,000.00
Operational Bond	508.84	-	-		380.00		380.00
Other	508.89	-	-		6,000.00		6,000.00
TOTAL FIXED CHARGES		\$ 4,277.58	\$16,266.53		\$40,113.47	\$ 1,113.76	\$ 38,999.71
Capital Outlay	560.00						
Additional Equipment	563.00	\$ 2,571.85	\$28,673.52		\$91,116.48	\$ 48,377.07	\$ 42,739.41
Provision for Contingencies	590.00	-	-		\$64,914.00	-	\$ 64,914.00
TOTAL EXPENDITURES		\$ 58,395.47	\$212,445.28		\$496,108.72	\$53,940.62	\$442,168.10

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND
STATEMENT OF POSITION

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/67 BALANCES</u>	<u>ENCUMBRANCES</u>	<u>UNEMBUMBERED BALANCES</u>
<u>CASH:</u>				
Cash in Bank	101.30	\$ 87,733.50	\$ -	\$ 87,733.50
 <u>INVESTMENTS</u>	 102.10	 <u>24,330.50</u>	 -	 <u>24,330.50</u>
TOTAL ASSETS		<u>\$112,064.00</u>	<u>\$ -</u>	<u>\$112,064.00</u>
 <u>LIABILITIES</u>				
Reserve for Encumbrances		\$ -	\$ 2,215.96	\$ 2,215.96
 <u>FUND BALANCE</u>				
Fund Balance	300.00	<u>\$112,064.00</u>	<u>\$ (2,215.96)</u>	<u>\$109,848.04</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$112,064.00</u>	<u>\$ -</u>	<u>\$112,064.00</u>
 <u>Summary of Fund Balance</u>				
Balance - July 1, 1966				
Add: Revenues to Date		\$128,461.48		\$128,461.48
		<u>\$128,461.48</u>		<u>\$128,461.48</u>
Deduct: Expenditures to Date		16,397.48	\$ 2,215.96	18,613.44
		<u>16,397.48</u>		<u>18,613.44</u>
Balance		<u>\$112,064.00</u>	<u>\$ (2,215.96)</u>	<u>\$109,848.04</u>

WILLIAM RAINY HARPER COLLEGE
DISTRICT NC 12
BUILDING FUND - BUDGET REPORT

ACCOUNT NUMBER	EXPLANATION	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
401.10	Taxes - Current 1965	\$134,109.80	\$ -	\$127,292.20	\$ 6,817.60	\$ -	\$ 6,817.60
404.00	Interest on Investments	1,040.20	-	1,169.28	(129.08)	-	(129.08)
	TOTAL REVENUE	\$135,150.00	\$ -	\$128,461.48	\$ 6,688.52	\$ -	\$ 6,688.52
502.80	Tuition Paid	\$ 16,380.00	\$ -	\$ -	\$ 16,380.00	\$ -	\$ 16,380.00
506.00	Operation						
506.10	Salaries:						
506.11	President	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
506.11	Dean of Business Affairs	4,000.00	-	-	4,000.00	-	4,000.00
506.15	Data Processing	3,500.00	-	-	3,500.00	-	3,500.00
506.20	Contractual Services -Custodian	2,000.00	-	190.00	1,810.00	-	1,810.00
506.30	Supplies	500.00	-	12.02	487.98	-	487.98
506.50	Utilities:						
506.51	Water & Sewerage	250.00	-	-	250.00	-	250.00
506.52	Electricity	1,000.00	-	-	1,000.00	-	1,000.00
506.54	Telephone & Telegraph	7,000.00	892.45	5,015.94	1,984.06	723.99	1,260.07
506.59	Other	1,000.00	-	-	1,000.00	-	1,000.00
	TOTAL OPERATING EXPENSES	\$ 24,250.00	\$ 892.45	\$ 5,217.96	\$19,032.04	\$ 723.99	\$18,308.05
507.00	Maintenance:						
507.20	Contractual Services	\$ 2,000.00	\$ -	\$ 2,589.50	\$ (589.50)	\$ 95.00	\$ (684.50)
507.30	Supplies	200.00	-	-	200.00	-	200.00
	TOTAL MAINTENANCE EXPENSES	\$ 2,200.00	\$ -	\$ 2,589.50	\$ (389.50)	\$ 95.00	\$ (484.50)
508.00	Fixed Charges:						
508.40	Employers Share of Retirement	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
508.50	Fire Insurance	1,000.00	-	-	1,000.00	-	1,000.00
508.60	Rentals - Office	20,000.00	1,264.67	8,515.76	11,484.24	1,396.97	10,087.27
508.65	Other	2,000.00	-	74.26	1,925.74	-	1,925.74
	TOTAL FIXED CHARGES	\$ 24,300.00	\$1,264.67	\$ 8,590.02	\$ 15,709.98	\$ 1,396.97	\$14,313.01
560.00	Capital Outlay:						
562.00	New Buildings & Improvements	\$ 61,291.00	\$ -	\$ -	\$ 61,291.00	\$ -	\$ 61,291.00
563.00	Additional Equipment	5,500.00	-	-	5,500.00	-	5,500.00
	TOTAL CAPITAL OUTLAY	\$ 66,791.00	\$ -	\$ -	\$ 66,791.00	\$ -	\$ 66,791.00
590.00	Provision for Contingencies	\$ 1,229.00	\$ -	\$ -	\$ 1,229.00	\$ -	\$ 1,229.00
	TOTAL EXPENDITURES	\$135,150.00	\$2,157.12	\$ 16,397.48	\$118,752.52	\$ 2,215.96	\$116,536.56

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SCHOLARSHIP FUND

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/67 BALANCES</u>
CASH: IN BANK	101.32	<u>\$452.00</u>
<u>FUND BALANCE</u>		
Scholarship Fund Balance	300.00	<u>\$452.00</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
STATEMENT OF POSITION

ASSETS	ACCOUNT NUMBER	1/31/67 BALANCES	ENCUMBRANCES	UNENCUMBERED BALANCES
<u>CASH:</u>				
Cash in Bank - Mt. Prospect State	101.30	\$ (81,407.05)	\$ -	\$ (81,407.05)
Cash in Bank - 1st National of Chi.	101.31	1,782.56	-	1,782.56
<u>INVESTMENTS</u>	102.10	\$1,707,450.00	\$ -	\$1,707,450.00
TOTAL ASSETS		\$1,627,825.51	\$ -	\$1,627,825.51
 <u>LIABILITIES</u>				
Reserve for Encumbrances		\$	\$ 743.10	\$ 743.10
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$1,627,825.51	\$ (743.10)	\$1,627,082.41
TOTAL LIABILITIES & FUND BALANCE		\$1,627,825.51	\$ -	\$1,627,825.51
 <u>Summary of Fund Balance</u>				
Balance - July 1, 1966				
Add: Revenues to Date		\$3,401,782.63	\$ -	\$3,401,782.63
		\$3,401,782.63	\$ -	\$3,401,782.63
Deduct: Expenditures to Date		1,773,957.12	743.10	1,774,700.22
		\$1,627,825.51	\$ (743.10)	\$1,627,082.41
BALANCE				

WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
Revenue:							
Governmental Divisions	402.00						
Higher Educational Facilities Ace	402.81	\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
Other - State	402.90	3,500,000.00	-	-	3,500,000.00	-	3,500,000.00
Sale of Bonds:	403.00						
Principal on Bonds Sold	403.10	7,375,000.00	-	3,375,000.00	4,000,000.00	-	4,000,000.00
Prmium on Bonds Sold	403.20	-	-	-	-	-	-
Accrued Interest on Bonds Sold	403.30	-	-	19,938.88	(19,938.88)	-	(19,938.88)
Interest on Investments	404.00	25,000.00	6,843.75	6,843.75	18,156.25	-	18,156.25
TOTAL REVENUE		\$11,900,000.00	\$ 6,843.75	\$ 3,401,782.63	\$ 8,498,217.37	\$ -	\$ 8,498,217.37
EXPENDITURES:							
Fixed Charges:							
Insurance	508.50	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Other Expenditures	590.00		4.57	4.57	(4.57)	-	(4.57)
Capital Outlay:							
Site Acquisition & Improvement	561.00	\$ 2,000,000.00	\$ 53,854.50	\$ 1,624,022.90	\$ 375,977.10	\$ 743.10	\$ 375,234.00
New Buildings and Improvements	562.00	3,500,000.00	-	149,929.65	3,350,070.35	-	3,350,070.35
Additional Equipment	563.00	25,000.00	-	-	25,000.00	-	25,000.00
TOTAL CAPITAL OUTLAY		\$ 5,525,000.00	\$ 53,854.50	\$ 1,773,952.55	\$ 375,977.10	\$ 743.10	\$ 375,234.00
TOTAL EXPENDITURES		\$ 5,527,000.00	\$ 53,859.07	\$ 1,773,957.12	\$ 375,942.88	\$ 743.10	\$ 375,299.78

*Return
aganda*

Frank M. Hines *Attorney at Law*

January 25, 1967

21 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

Dr. Robert Lahti
Junior College District #512
34 West Chicago
Palatine, Illinois

Re: Building permit fee for
Junior College construction

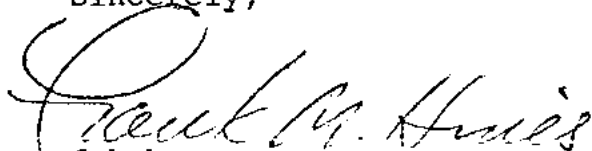
Dear Dr. Lahti:

I have been in contact with Mr. Bert Braun, Village Manager of the Village of Palatine, and pursuant thereto, he has provided me with a letter, which is attached and which states that "the Village will waive the basic building permit fee." As I understand it, that fee would possibly run to five figures.

Mr. Braun points out, however, that the Village contemplates charging us for *their costs* regarding plumbing, electrical and engineering fees. He states that plumbing fees are \$1.00 per unit and enclosed is their schedule relative to electrical fees, for your review.

May I suggest that you submit this schedule to the architect so as to determine what sum or sums might be involved. If an insignificant sum is involved, and/or if a significant service is involved, it might be appropriate to receive these fees and services without further ado.

Sincerely,



fmh;kr
att.

C.C. - Dr. James Perry



VILLAGE OF PALATINE

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

January 20, 1967

Mr. Frank Hines
21 Park and Shop
Elk Grove, Illinois

Dear Mr. Hines:

With reference to our telephone conversation of January 19, 1967 I am enclosing a copy of the Village Ordinance which sets the fees for electrical inspections.

In connection with the prospective construction of the Junior College the Village will waive the basic building permit fee which is based on estimated cost of construction. This waiver is consistent with our policy concerning construction of school buildings. However, it is our policy in such cases to require the payment of plumbing and electrical inspection fees, as well as the payment of any out-of-pocket cost involved in having construction plans reviewed by our consulting engineers. The plumbing inspection fee is \$1.00 per fixture and the electrical inspection fees are outlined in the enclosed Ordinance. I should also point out that the issuance of the building permit, even without payment of the usual fee will mean that Village building inspectors will inspect the construction for compliance with Village Codes.

If you should have any further questions on this matter please feel free to get in touch with me.

Very truly yours,


Berton G. Braun
Village Manager

BGB:jb
encl.

AN ORDINANCE
AMENDING THE BUILDING CODE

BE IT ORDAINED by the President and Board of Trustees of the Village of Palatine, Cook County, Illinois, that:

Section 1. That Ordinance 0-4-58, known as the Building Code of Palatine as amended, is hereby further amended by deleting in its entirety the sub-section entitled "Electrical" of Sec. 1.08 entitled "Fees" thereof, and further, by substituting the following:

"Electrical: The fee for electrical inspection shall be in accordance with the following:

1. (A) For the inspection of original installations of a single-family residence, including all circuits, fixtures, receptacles and equipment, the fee shall be:

1000 to 1499 sq.ft.,	\$25.00
1500 to 1999 sq.ft..	30 00
2000 to 2499 sq.ft..	35.00
2500 to 2999 sq.ft..	40.00
3000 sq.ft. and over	45.00

(B) Revisions, additions and accessory buildings, inspection fees shall be charged on a circuit basis as listed in Paragraph 2 (A).

2. (A) In other than single-family dwellings, the inspection fee of each nominal 15 ampere and 20 ampere two wire circuit, including fixtures, sockets or receptacles, the fees shall be as follows:

<u>CIRCUITS</u>	<u>15 and/or 20 Amperes</u>
1	\$3.90
2	7.60
3	10.60
4	13.70
5	16.80
6	19.35
7	21.90
8	24.45
9	26.90
10	29.40
11	31.10
12	32.85
13	34.55
14	36.30
15	38.00
16	39.75
17	41.45
18	43.20
19	43.90
20	46.65
21	48.35
22	50.10
23	51.80
24	53.55
25	55.25
26 to 50 incl.	1.65 each add'l.circuit
51 to 75 incl.	1.50 " " "
76 to 100 incl.	1.40 " " "
More than 100	1.35 " " "

accordance with the following:

1. (A) For the inspection of original installations of a single-family residence, including all circuits, fixtures, receptacles and equipment, the fee shall be:

1000 to 1499 sq.ft.,	\$25.00
1500 to 1999 sq.ft..	30 00
2000 to 2499 sq.ft..	35.00
2500 to 2999 sq.ft..	40.00
3000 sq.ft. and over	45.00

(B) Revisions, additions and accessory buildings, inspection fees shall be charged on a circuit basis as listed in Paragraph 2 (A).

2. (A) In other than single-family dwellings, the inspection fee of each nominal 15 ampere and 20 ampere two wire circuit, including fixtures, sockets or receptacles, the fees shall be as follows:

<u>CIRCUITS</u>	<u>15 and/or 20 Amperes</u>
1	\$3.90
2	7.60
3	10.60
4	13.70
5	16.80
6	19.35
7	21.90
8	24.45
9	26.90
10	29.40
11	31.10
12	32.85
13	34.55
14	36.30
15	38.00
16	39.75
17	41.45
18	43.20
19	43.90
20	46.65
21	48.35
22	50.10
23	51.80
24	53.55
25	55.25
26 to 50 incl.	1.65 each add'l.circuit
51 to 75 incl.	1.50 " " "
76 to 100 incl.	1.40 " " "
More than 100	1.35 " " "

For the inspection of a 30 ampere circuit, the inspection fee shall be double the amount of a 15 ampere circuit. For the inspection of a 60 ampere circuit, the inspection fee shall be three times the amount of a 15 ampere circuit.

(B) For the inspection of each two-wire branch lighting circuit, including fixtures, sockets or receptacles, the fee shall be provided in 2 (A). For each three-wire circuit of nominal 15 ampere or 20 ampere, the fee shall be based on double the number of circuits as provided in 2(A). For each three phase four-wire circuit of capacities, the fee shall be three times the number of circuits as provided in 2 (A).

The term "circuit" as used in the above shall mean any set of conductors which have been extended from a distribution center, and which may be utilized for the transmission of electrical energy.

(C) Motors and other forms of current consuming devices:

For the inspection of each electric motor or current consuming device other than lighting fixtures, the inspection fee shall be as follows:

One motor or current consuming device	\$5.00
For each additional motor or current consuming device, ½ h.p. or over	1.50
For each additional motor or current consuming device, ½ h.p. or less	1.00

(D) Fixtures, Sockets and Receptacles on existing circuits.
(Not including circuit wiring.)

<u>Inc.Lamps</u>	<u>FEE</u>	<u>Inc. Lamps</u>	<u>FEE</u>
1 to 15	\$.95	101 to 110	\$5.75
16 to 20	1.20	111 to 120	6.45
21 to 25	1.80	121 to 130	6.50
26 to 30	2.25	131 to 140	6.90
31 to 40	2.70	141 to 150	7.20
41 to 50	3.15	151 to 160	7.55
51 to 60	3.60	161 to 170	7.95
61 to 70	4.05	171 to 180	8.30
71 to 80	4.50	181 to 190	8.70
81 to 90	4.95	191 to 200	9.00
91 to 100	5.40		

Above 200 Lamps: 30 cents for each group of 25 lamps or fraction thereof.

3. Service Entrances \$7.50

4. Minimum Inspection Fee. No inspection shall be made for a less amount than \$6.00. All fees herein provided shall be paid to the Village before a permit is issued.

5. Whenever extra inspections are required, a charge of six dollars(6.00)per hour shall be made by the electrical inspection department for the time consumed in making an extra inspection.

Section 2. That this Ordinance shall take effect and be in full force and effect from and upon its passage, approval and publication as provided by Statute.

Passed: July 19th, 1965

RESPONSIBILITIES OF FACULTY AND STAFF

Each member of the college faculty shall have the following responsibilities:

- A. To operate within the general framework of college policy and practice.
- B. To represent the college creditably on all occasions.
- C. To give proper notice of resignation as defined by board policy (see Board Policy Manual, page _____, section _____).
- D. To continually improve his training and experience.
- E. During his period of full-time service to the college not to engage in a regular business or to be regularly employed for remuneration by other agencies except with the approval of the president of the college and the Board of Trustees.
- F. To participate in the State Universities Retirement System of Illinois (unless he is on temporary appointment of one year or less).
- G. To fulfill all terms of his contract unless through mutual agreement between employer and employee, an exception is arranged.

EMPLOYMENT POLICIES AND TENURE PROVISIONS
FOR FACULTY OF
WILLIAM RAINEY HARPER COLLEGE

I. STATEMENT OF PURPOSE OF TENURE

The objective of establishing a tenure policy is to insure the existence of an environment which is receptive to imaginative, creative and constructive teaching, to permit employment security during good conduct and competent service and to protect faculty members from dismissal, or suspension for petty, personal or political reasons. A sound tenure policy will aid morale and provide an atmosphere of freedom, if the faculty member, in turn, accords his position a high degree of devotion in keeping with his professional status. Tenure policy should not function as a protection for a faculty member who may come to neglect his professional responsibilities. The aim, then, is to provide appropriate procedures for removing those incompetent to serve while at the same time to provide inducement, security, and freedom for dedicated, competent faculty.

II. APPOINTMENTS

A. Terms

1. All appointments to the faculty shall be made in the name of the college Board upon the recommendation of the president of the college.
2. The terms and conditions of every appointment will be stated in writing and be in possession of both the college and teacher before the appointment is consummated.
3. The spouse 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.
4. 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.

The word "relative" shall be interpreted to mean father, husband, son, brother, grandfather, grandson, uncle, nephew, and corresponding feminine relationships.

B. Kinds

1. Probationary

Probationary appointments are for one year subject to dismissal without cause. These appointments are subject to renewal on a year-to-year basis for a period of three years but not to exceed seven years. Staff serving with probationary appointments will enjoy academic freedom on an equal basis with other members of the faculty.

2. Continuous

Members of the full-time teaching faculty are eligible for a tenure contract after the expiration of the probationary period (not less than three years but not more than seven years), and tenure service may be terminated only for adequate cause.

3. Administrative

An administrative appointment is to a specific administrative position and service in any administrative position is at the pleasure of the Board upon recommendation of the president of the college.

The positions considered as administrative appointments are: president, vice president, deans, assistant deans, directors, and coordinators.

A person from the faculty assigned to an administrative position shall not be deprived of tenure or credit accrued toward tenure or of the highest academic rank he has attained as a teacher. Administrative faculty who teach part-time are eligible for pro rata credit toward tenure as members of the teaching faculty. They will be considered for tenure on the same basis as full-time teaching faculty. Administrators shall not otherwise enjoy tenure.

4. Temporary

Each person employed on a temporary or term basis shall be given a statement in writing of the conditions and the period of his appointment. Appointment or reappointments to any such position shall create no presumption of a right to a subsequent term appointment or to permanent appointment.

C. Annual Review - Non-tenured

It shall be the responsibility of the head of each unit to review annually the status of each member of his unit who does not have tenure and to make recommendations regarding dismissal or granting of tenure for each person whose non-tenured status calls for a decision.

D. Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted in writing at least three months prior to the expiration of his current period of appointment. Except by mutual consent, a resignation, involving a termination of service, made within three months of the expiration of his current period of appointment shall be regarded as a breach of contract by the faculty member.

E. Non-retention (Non-tenured Teaching Faculty)

The Standards for Notice

The Board and the non-tenured faculty will be given notice of nonreappointment, or intention not to recommend reappointment, in writing and:

1. Not later than March 1 of the first academic year of service, and
2. Not later than December 15 of the second and succeeding academic years of service.

III. TENURED APPOINTMENTS

A. Privileges

Individuals on tenure enjoy continuous employment subject to dismissal for adequate cause. They will be notified annually in writing on or before March 15 of increases in salary, promotion in rank, or other similar terms or conditions of employment for the next academic year unless budgetary consideration beyond the control of the institution precludes such notice.

B. Eligibility

Individuals considered for tenure are professionally educated persons serving in a capacity that may be broadly interpreted as involving continuous full-time teaching or its equivalent which shall include teaching faculty who serve as counselors, division or department chairmen, etc. Administrators may accumulate credits toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period (three years but not more than seven years), full-time teaching faculty may be granted permanent tenure. Those having consecutive years of full-time college teaching experience or who have left a tenure-protected full-time college teaching position prior to employment by Harper College may be granted tenure credit.

C. Bases for Appointment

Tenure is not acquired solely because of the number of years of service. Tenure is granted only by specific administrative action. Provisions as to duration of the probationary period merely establish, for the benefit of the college and its staff members, limits beyond which such decisions and actions may not be delayed. Tenure appointments are initiated by the immediate supervisors at the lowest unit levels who recommend candidates for tenure to the faculty committee acting on tenure. Should any non-tenured faculty member feel that he has been unjustly overlooked, he may recommend himself to the faculty committee on tenure for consideration. His candidacy shall then be reviewed by the committee without prejudice. This committee reviews all candidates and recommends appointments of tenure to the college president who shall report all committee recommendations to the Board with his concurrence and/or objections.

D. Termination Due to Retirement

Tenure shall expire automatically and without notice in the teaching year in which the faculty member attains 65 years of age. Employment after 65, if any, shall be on a year-to-year basis.

IV. NON-RETENTION OF TENURED EMPLOYEES

A. Reduction in Staff

Termination of a continuous appointment because of financial exigency or because of cutbacks in program shall be demonstrably bona fide. If the Board increases the number of faculty or reinstates the discontinued positions within one year, tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions.

B. Dismissal or Suspension

1. Adequate Cause

A tenured faculty member may be dismissed or suspended only by the Board and only for one or more of the following reasons and after compliance with the procedures herein set forth.

- a. Unprofessional conduct, including willful neglect of duty and insubordination.
- b. Incompetence or incapacity, whether mental or physical.
- c. Moral turpitude.

2. Procedures for Determining Adequate Cause

a. Preliminary Proceedings

When the fitness of a faculty member is under question, the appropriate administrative officer shall discuss the matter with him. If a mutually satisfactory resolution of the matter does not result, the matter shall be referred to an ad hoc hearing committee of the faculty appointed by the president of the faculty senate which shall make an informal inquiry, assist in arriving at an adjustment if possible and, if none is effected, advise the president of the college whether proceedings should be

instituted toward determining adequate cause for dismissal. If the president decides, either with or without the concurrences of the committee, to begin proceedings, then he or his representative shall state in writing the specific causes for which the individual is being accused.

b. Initiation of Formal Proceedings

This statement shall then be incorporated in a letter from the president to the faculty member informing him that a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by the faculty-elected judicial committee, meeting at a specified time and place, sufficient time being allowed for the preparation of his defense, such period not to be less than 30 days. The faculty member shall be informed in detail of procedural rights that will be accorded him, such as his right to counsel and the right to be informed of the grounds proposed for dismissal. In particular, the procedures specified in section (e) below shall be made known to him. Failure of the faculty member to appear at the hearing in person or by counsel shall constitute an admission of the charges.

c. Suspension of the Faculty Member

Suspension of a faculty member during the proceedings against him may be imposed only if in the judgment of the president it is warranted, and shall be with pay. (Such suspension shall not be considered prejudicial to the faculty member's case.)

d. Judicial Committee

The judicial committee shall be an elected standing committee of five faculty members, not to include members of the ad hoc hearing committee. The

committee shall be elected by the faculty at the first regular faculty meeting in each academic year. All nominees for the committee shall be on tenure (this statement will apply only after the college has tenured faculty members). The committee shall elect its own chairman.

e. Judicial Committee Proceedings

The committee shall proceed by considering the statement of grounds for dismissal and the charges of misconduct already formulated in the president's letter, and the faculty member's response. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of all obtainable information and shall attempt to reach a decision which shall be transmitted to the president and the faculty member for final action by the Board, otherwise the hearing shall proceed. The hearing shall be in private unless the faculty member requests otherwise. If any facts are in dispute, the testimony of witnesses and other evidence concerning the charges shall be received.

The president may attend the hearings. He may designate a representative to assist in developing the case; but the committee shall determine the order of proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence.

The faculty member shall have the option of assistance by counsel (at his own expense). Any employee of the college shall appear and testify if so requested. The faculty member shall have the aid of the committee and of the president in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the president shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally. All

testimony shall be under oath administered by the chairman of the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be available to the faculty member. The hearing procedures shall not necessarily adhere to formal rules of court procedure.

f. Consideration by the Judicial Committee

On the basis of the hearing the judicial committee shall reach its decision in conference, giving opportunity to the faculty member or his counsel and the president's representative to summarize orally before it, and to submit written briefs if the committee desires. The committee shall then arrive at explicit findings with respect to each of the grounds for dismissal and charges of misconduct presented and formulate its decision for or against removal of the faculty member within 30 days. A transcription of the hearing may be used during this decision process, if needed. The president and the faculty member shall be notified in writing of the decision. Each shall receive, as promptly as possible, and at the same time, a copy of the record of the hearing. Publicity concerning the decision may properly be withheld until consideration has been given to the case by the Board. Any release to the public shall be made through the president's office.

g. Consideration by the Board

The president shall transmit the full report of the judicial committee and its action to the Board. The Board's review shall be based on the record of the hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives. The decision of the judicial committee shall either be sustained or returned to the committee with specific objections. In the latter case the committee shall reconsider, taking account

of the stated objections and receiving new evidence, if any, framing and communicating its decision as before. Only after study of the committee's reconsideration shall the Board make a final decision.

h. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall include a statement of the judicial committee's original action.

i. Payment of Salary

If, as a result of the hearing process described herein, the college terminates an appointment, the faculty member shall receive full pay at his current salary for a period of six months or until the end of the term of appointment, whichever is shorter. This payment practice shall be observed whether or not the faculty member continues to work for the college; however, in the event that the termination results from a judicial committee finding that the faculty member has been guilty of moral turpitude, or willful neglect of duty, the Board shall determine what payments, if any, to make beyond the effective date of dismissal, taking into consideration the length and quality of service of the faculty member prior to the operative facts constituting the basis for dismissal.

RESPONSIBILITIES OF FACULTY

Each member of the college faculty shall have the following responsibilities:

- A. To operate within the general framework of college policy and practice.
- B. To represent the college creditably on all occasions.
- C. To give proper notice of resignation as defined by board policy (see Board Policy Manual, page _____, section _____).
- D. To continually improve his training and experience.
- E. During his period of full-time service to the college not to engage in a regular business or to be regularly employed for remuneration by other agencies except with the approval of the president of the college and the Board of Trustees.
- F. To participate in the State Universities Retirement System of Illinois (unless he is on temporary appointment of one year or less).
- G. To fulfill all terms of his contract unless through mutual agreement between the college and the individual, an exception is arranged.

February 9, 1967

R E L E A S E

The Board of William Rainey Harper College, upon recommendation of President Robert E. Lahti and Dean of Students James Harvey, approved the appointment of Dr. Thomas Seward, 36, of Milwaukee, Wisconsin as director of counseling effective July 1, 1967.

Dr. Seward is a native of Illinois and received his bachelor's and master's degrees from Western Illinois University. His doctoral degree was received in 1960 from Michigan State University.

Dr. Seward has served as a teacher-counselor at Northern Illinois University and at Augustana College in Sioux Falls, South Dakota. He has also served as a psychologist in a South Dakota youth facility, as an educational secretary for the Lutheran Church in Tanganyika, South Africa, and he is currently serving as a field assessment officer for the Peace Corps Center at the University of Wisconsin--Milwaukee Campus.

Dr. Seward brings a rich background of experience with college aged young people to his position as director of counseling. In this position he will be responsible for the counseling, orientation and academic advising programs of the college.

It is expected that Dr. Seward, his wife Doris and their three children will move into the area sometime in June.

Salary: \$15,000 (12 months)

Academic Rank: Associate Professor

COUNSELOR APPOINTMENT RECOMMENDATIONS

<u>NAME</u>	<u>AGE</u>	<u>FAMILY</u>	<u>PRESENT POSITION</u>	<u>GRADUATE WORK</u>	<u>YEARS EXPERIENCE</u>	<u>ACADEMIC RANK RECOMMENDATION</u>
Clete Hinton 228 N. Yale Arlington Heights	■ ■	■ ■ ■ ■	Counselor Glenbrook South HS	M.A.+45	10	Assistant Professor \$ 9,800.
Raymond Hylander 518 Summit Barrington	■ ■	■ ■ ■ ■	Director of Guidance, York Comm. HS, Elmhurst	M.A. Advanced Certificate (37 hrs)	15	Assistant Professor \$ 11,200
Anna Marie Bazik 509 W. Euclid Arlington Heights	■ ■	■ ■ ■ ■	Counselor Arlington HS	M.A.+18	4	Instructor \$ 8,050.

RECOMMENDATIONS - FACULTY MEMBERS

(To be hand-carried to the Board meeting)

Dental Hygiene Program
Advisory Committee

<u>NAME</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>
Dr. Rolley C. Bateman	124 E. Palatine Road Palatine FL8-1276 Office: FL8-4090	Dentist
Dr. Edwin M. Bertoglio	1060 W. Northwest Highway Mount Prospect CL3-3354 Office: CL3-3203	Dentist
Dr. Arthur B. Buckley	315 East Dundee Wheeling 537-0665 No home number	Dentist
Dr. Donald A. Froehlke	15 Park and Shop Elk Grove Village HE7-1346 Office: HE7-1335	Dentist
Dr. William W. Meek	135 W. Johnson Palatine FL8-0827 Office: FL9-0170	Dentist
Dr. Frank A. Schroeder	201 N. Arlington Heights Rd. Arlington Heights CL3-8607 Office: CL3-8501	Dentist
Dr. Marvin B. Schumer	756 S. Arlington Heights Rd. Elk Grove Village HE9-2082 Office: HE9-1371	Dentist
Dr. R. A. Seidel	107 W. Prospect Avenue Mount Prospect 437-9225 Office: CL3-4036	Dentist

Dental Hygiene Program
Advisory Committee

-2-

<u>NAME</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>
Dr. Charles H. Shaner (Chairman)	401 W. Prospect Mount Prospect CL3-7000 No home number	Dentist
Mrs. R. H. Sullens (Nancy)	206 Can-Dota Mount Prospect CL3-9315	Dental Hygienist
Dr. E. A. Troutt	Jewel Center Barrington DU1-2088 Office: DU1-2000	Dentist
Dr. Gordon C. Ward	502 S. Arlington Heights Rd. Arlington Heights CL3-4140 Office: 253-5100	Dentist

Attached are copies of studies recently completed relative to the purchase of relocatable facilities and the placement of these facilities on the Elk Grove High School Site.

These include the following:

1. The proposed location of temporary facilities.
2. The proposed use of relocatable facilities.
3. An analysis of costs involved in purchasing and place each building on site.
4. Total cost for purchase and installation of relocatable facilities.

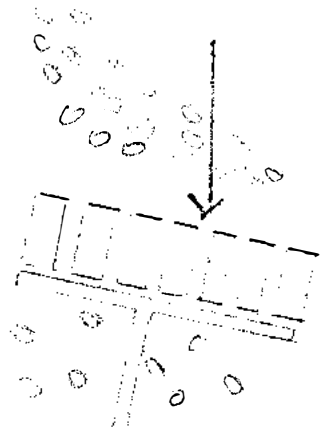
Proposed Location of Temporary Facilities

(North West)

Arlington Heights Road

Temporary Facilities

(South West)



Athletic Area

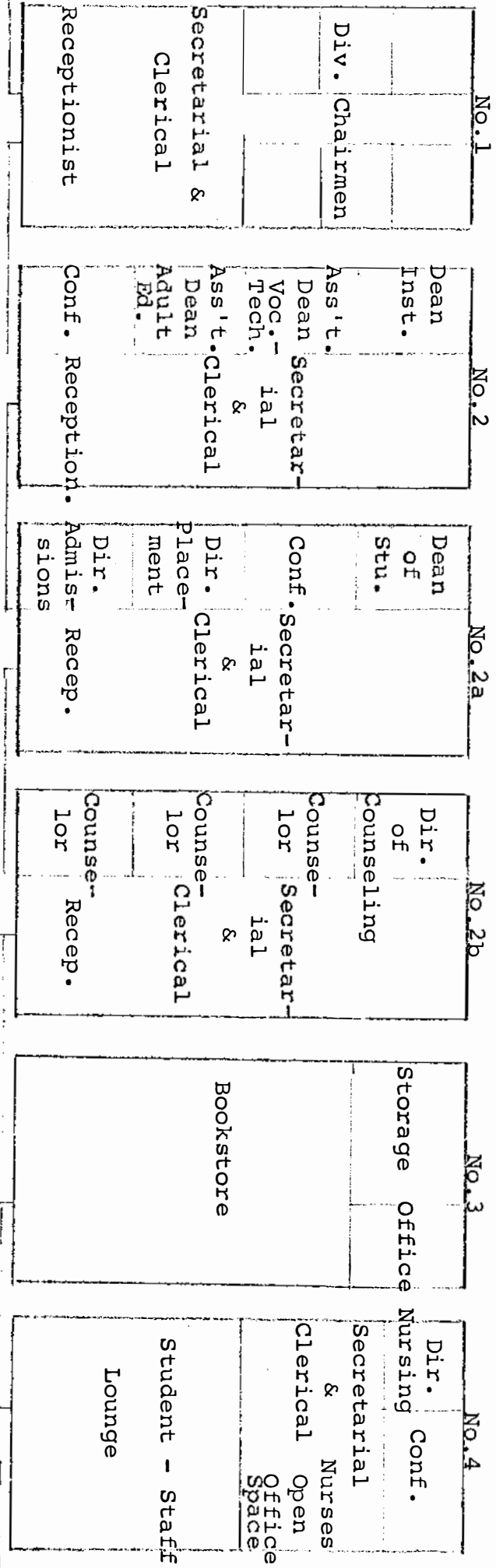
Parking Lot

Elk Grove High School

(North East)

(South East)

PROPOSED USE OF
RELOCATABLE FACILITIES
(ELK GROVE)



Buildings No. 5 and No. 6 will be used by the teaching staff as general workroom space. They will not be partitioned but will be equipped with tables, chairs, and files.

ANALYSIS OF COSTS INVOLVED IN PURCHASING AND PLACING NECESSARY
RELOCATABLE FACILITIES ON THE ELK GROVE HIGH SCHOOL SITE

	Building No. 1	Building No. 2	Building No. 2a	Building No. 2b	Building No. 3	Building No. 4	Building No. 5	Building No. 6
Basic Unit Cost	15,186.94	15,186.94	15,186.94	15,186.94	15,186.94	15,186.94	15,186.94	15,186.94
Partitions (1200 ft.)	1,368.00	1,008.00	1,008.00	1,008.00	480.00	792.00	-	-
Doors (30.45 Each)	182.70	121.00	121.00	121.00	60.90	91.35	-	-
Extra Heating & Air Conditioning Units	574.26	637.08	637.08	407.39	407.39	407.39	407.39	407.39
Storms - Canopy - Electric	431.00	431.00	431.00	431.00	431.00	431.00	431.00	431.00
SUB - TOTAL	17,742.90	17,384.82	17,384.82	17,384.82	16,566.23	16,908.68	16,025.33	16,025.33
Cost Per Square Foot	(12.18)	(11.94)	(11.94)	(11.94)	(11.37)	(11.61)	(11.00)	(11.00)
Site Preparation	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00
Steps - Hand Rails	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
SUB - TOTAL	18,342.90	17,984.82	17,984.82	17,984.82	17,166.23	17,508.68	16,625.33	16,625.33
Cost Per Square Foot	(12.59)	(12.35)	(12.35)	(12.35)	(11.78)	(12.02)	(11.41)	(11.41)
Carpeting	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
GRAND TOTAL	19,342.90	18,984.82	18,984.82	18,984.82	18,166.23	18,508.68	17,625.33	17,625.33
TOTAL COST PER SQUARE FOOT	(13.28)	(13.01)	(13.01)	(13.01)	(12.47)	(12.71)	(12.10)	(12.10)

TOTAL COST FOR PURCHASE AND
INSTALLATION OF RELOCATABLE FACILITIES

	Units Without Carpeting	Units With Carpeting
Building No. 1	18,342.90	19,342.90
Building No. 2	17,984.82	18,984.82
Building No. 2a	17,984.82	18,984.82
Building No. 2b	17,984.82	18,984.82
Building No. 3	17,166.23	18,166.23
Building No. 4	17,508.68	18,508.68
Building No. 5	16,625.33	17,625.33
Building No. 6	16,625.33	17,625.33
TOTAL COST	<u>140,222.93</u>	<u>148,222.93</u>
Sidewalk (\$3.75 per lineal foot)	1,500.00	1,500.00
Electrical	<u>3,000.00</u>	<u>3,000.00</u>
FINAL TOTAL	<u>144,722.93</u>	<u>152,722.93</u>

Attached is a copy of the lease agreement covering the use of the Elk Grove High School Facilities for the 1967-68 school year. The contents of the lease have been worked out with the administrative staff of District #214. In addition, the lease has been reviewed by Attorney Hines and will be presented to the Board of High School District #214 for their approval on Monday evening, February 6, 1967.

We should have their response and any additional recommendations in time for our regularly scheduled board meeting on Thursday, February 9th.

LE A S E A G R E E M E N T

THIS AGREEMENT by and between the Board of Education of Township High School District #214, (hereinafter referred to as the School) and the Board of Junior College District #512, also known as William Rainey Harper College, (hereinafter referred to as the College), both of the County of Cook and State of Illinois.

WITNESSETH:

WHEREAS, the College was organized and is operating pursuant to and under the laws of the State of Illinois as a duly constituted junior college district, and

WHEREAS, the School is the beneficial owner and has the right of possession of certain improved real estate located in the Southwest quarter of Section 28 and the Southeast quarter of Section 29, Township 41 North, Range 11 East of the Third Principal Meridian, Cook County, in Elk Grove Village, Illinois, and bounded generally by Arlington Heights Road on the north, Salt Creek on the West, Elk Grove Boulevard on the east and Charing Cross Road (and said road as extended westerly) on the south, which is improved with facilities known and commonly described and referred to collectively as Elk Grove High School (hereinafter referred to as the premises), and

WHEREAS, it is the opinion of the Board of Education of the School that the portions of the premises hereinafter leased are not needed for high school purposes during the periods leased, which premises the College Board is of the opinion are necessary for junior college purposes.

THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- 1.) Those portions of the premises hereinafter described, including all the equipment therein (and as further described on the attachment hereto, which attachment is thereby made a part hereof, as thought fully set forth herein) be and hereby are leased by the School to the College and reasonable egress and ingress be and hereby is granted, for junior college purposes during the hours respectively indicated, commencing on the first day of July, 1967 and expiring on the thirtieth day of June, 1968, to be used by the College for such uses and purposes as are authorized by law:

- A. From 8 a.m. to 11 p.m., inclusive, Monday through Friday, inclusive: Rooms 118 (which is also the north 36.0 feet of the library), 119 and the northwest one-half of 108.
 - B. From 4 p.m. to 11 p.m., Monday through Thursday, and from 4 p.m. to 6 p.m. on Friday: All of said premises, excepting the School's Administrative and counseling suites, instructional area offices, rooms 113, 115, 117, 123, 136, 148, 240, and 242 and the Gymnasium, Field House and Little Theater, also rooms 122, 124, and 253. *Add rooms 138, 140 and 142 effective February 2, 1967.*
 - C. From 7 p.m. to 11 p.m., Monday through Thursday; the Gymnasium and Field House.
 - D. The Little Theater shall be used by the College only by special written permission.
 - E. That part of the unimproved land lying westerly of the West parking lot to be used for the installation of moveable classrooms. All costs incurred in connection with the said installment (including utility connections) and removal thereof shall be borne by the College. Utilities and telephone for said buildings are to be paid directly by the College.
 - F. Reasonable ingress and egress to all leased premises will be given to the College and the use of other equipment in the leased areas likewise given the College during the aforesaid period. The use of desk drawers, School owned file cabinets, and supply and equipment storage cabinets, unless later specified by operational rules and regulations shall be excluded.
- 2.) Shelving units similar to those presently located in Room 118 and of equal or superior quality shall be installed (as directed by the School) at the western end of Room 118 for use from either side, all at the College's expense; however, ownership thereof shall remain in the College and said units may be removed upon vacating Room 118 anytime prior to the expiration hereof or any extension hereof, provided only that the premises will not be left in a damaged condition as a result thereof. However, for the convenience of the College, a steel shelving installation, acceptable to the School, may be substituted.

- 3.) The School shall provide all janitorial and custodial services (including the service to the mobile classroom units) and also all utilities used within the School building with the exception of telephone service.
- 4.) The total rental due to the School shall be that portion of the total operating maintenance cost, based on the following items: Custodial Supplies, Expendable Equipment, Water and Sewage, Gas, Garbage Disposal, Custodial Salaries, Heating, Electricity, Gasoline, Oil, Repairs, Replacements, Insurance, (excluding maintenance on educational equipment which will be determined at a later date and included in the operating rules and regulations), which the total number of junior college full time equivalent students bears to the aggregate number of high school students based on average daily enrollment and junior college full time equivalent students enrolled during the term hereof according to the attendance records as certified to the State of Illinois by the School and the College. For purposes of this provision, the cost of the land, the buildings thereon and the equipping thereof is excluded as are all other non-operating maintenance cost. Payments of \$5600.00 monthly, based upon the estimated cost of the above listed categories for 1967-1968 school year shall be made. Upon determining the final costs for the school year 1967-1968 and final full time equivalent enrollment figures, an adjustment will be made to compensate for any difference between actual and estimated costs.

On June 30, 1968, an adjustment payment will be made, based on the 1967-68 actual costs and final FTE students to compensate for any difference between actual and estimated figures.

- 5.) The College shall not have the use of consumable supplies owned and/or controlled by the School, unless specified in Operating Rules and Regulations.
- 6.) The College shall have the option of extending the terms and provisions hereof for a period of one year, to be exercised by notifying the School to that effect, in writing on or before March 1, 1968, provided, however, the School may cancel the extension for good cause and by written notification thereof to the College not less than ten (10) days following the receipt of the above mentioned option notice.

In the event the lease is extended as aforesaid, the rental will be determined on the same basis as used during the 1967-68 school year. In addition, availability and use of rooms for full-time occupancy will also be negotiated at the time of the renewal.

- 7.) The College shall carry, pay for and keep in force in companies licensed to do business in Illinois and satisfactory to the School, Comprehensive General Liability insurance in minimum amounts as follows:
 - a.) \$200,000 for each person \$1,000,000. for each occurrence.
 - b.) \$50,000 Property Damage - each occurrence.

Said insurance policy shall name the School, its Board of Education, the members of the Board and the Officers, Employees thereof as additional assureds. Certified copies of said insurance policy shall be delivered to the School, which policy shall provide that the coverage therein contained shall not be terminated without 20 days' notice to the School and to the College at the addresses appearing below.

- 8.) The College agrees to indemnify, save harmless and defend the School, the Board of Education and its members, and the officers, employees thereof against all suits, actions, legal proceedings, claims and demands and against all damages, losses, costs and expenses, and attorneys' fees in any manner caused by, arising from incidental to and/or connected with or growing out of its performance of this contract.
- 9.) Equipment owned by the College or its agents may be stored in the classrooms in enclosures to be provided by the College. The number and size of cabinets will be specified in the Operational Rules and Regulations.
- 10.) Payment for supplies used by the agreement of the agents and/or employees of the School and the College shall be computed on a quarterly basis. The School will bill the College for said supplies.

- 11.) This agreement is not to be considered in the nature of a preliminary agreement, but a present commitment subject only to such rules and regulations as are agreed upon from time to time by the parties hereto to carry out and implement the purposes set forth herein; and each of the said parties further agrees that their consent to such rules and regulations as proposed by the other shall not be unreasonably delayed or withheld.
- 12.) The School agrees to take all affirmative action reasonably necessary and within its power to provide and protect the peaceful and useful possession of said premises pursuant to the provisions hereof for any and all lawful purposes to which the said premises are put by the College.
- 13.) The College agrees to comply with all reasonable requirements imposed by the School restricting the use of the premises aforesaid.
- 14.) This agreement and the execution thereof were approved by resolution adopted by the Board of Education of Township High School District #214, Cook County, Illinois, on the _____ day of _____, 19__, and adopted by the Board of Junior College District #512, County of Cook and State of Illinois, on the _____ day of _____, 19__.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective officers as the _____ day of _____, 19__.

Board of Education of
 Township High School District #214
 799 West Kensington Road
 Mount Prospect, Illinois

Board of Junior College
 District #512
 34 W. Palatine Road
 Palatine, Illinois

 ATTEST:

John A. Hance

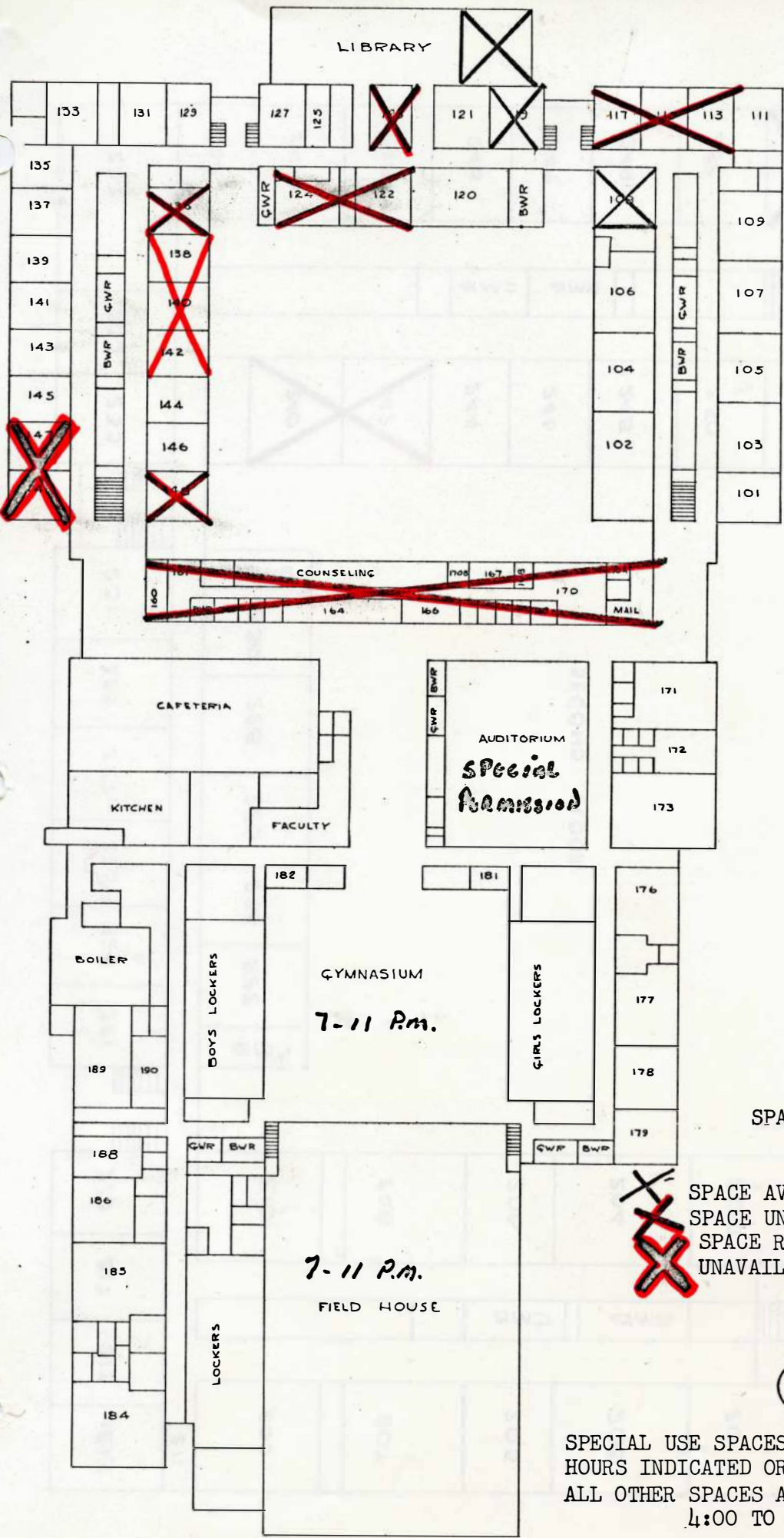
 ATTEST:

 Secretary


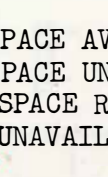
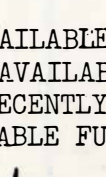
Joseph D. Duda

 Secretary

ELK GROVE HIGH SCHOOL

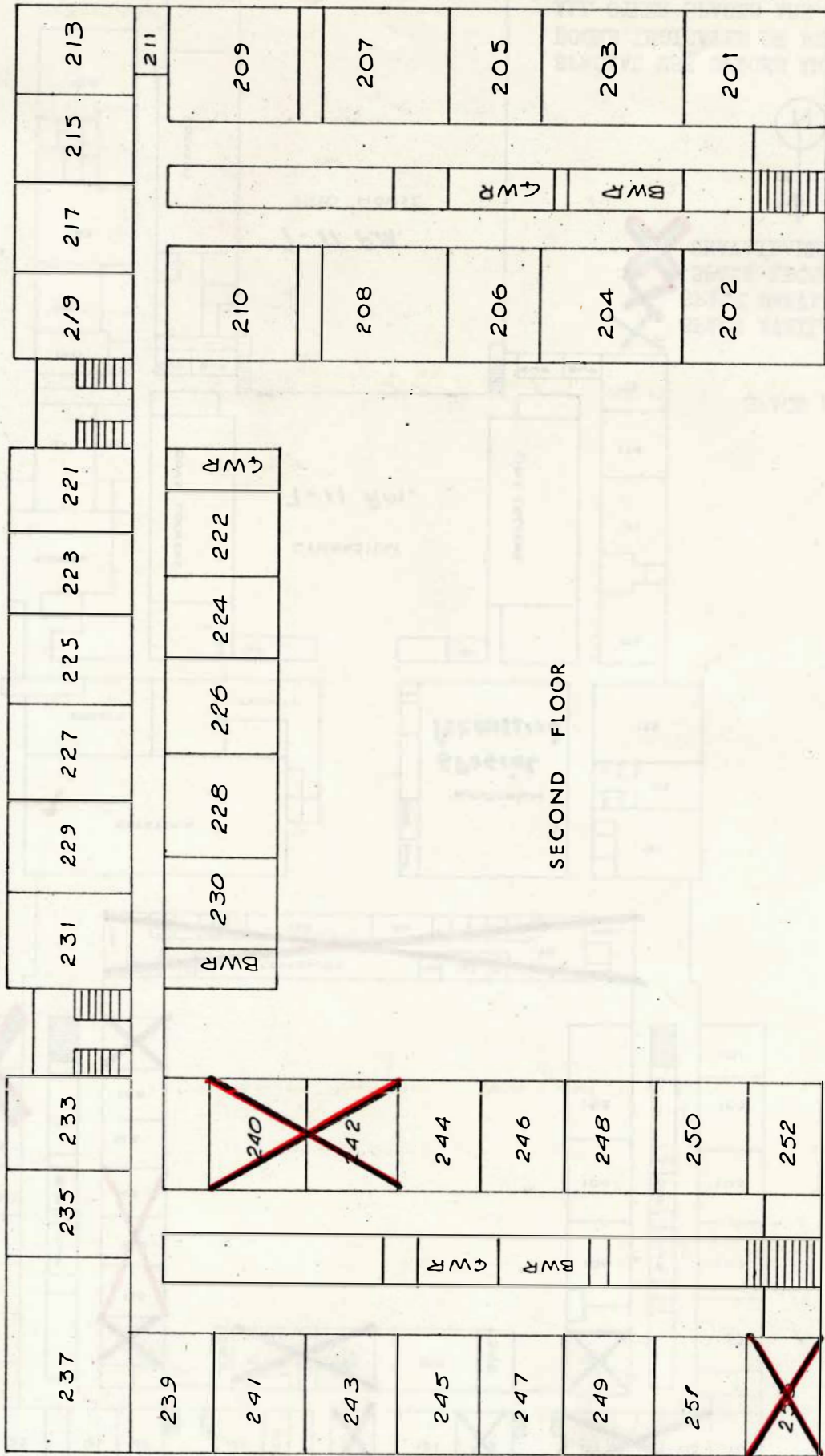


SPACE AVAILABILITY STUDY 1967-68

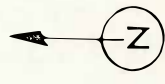
 SPACE AVAILABLE - FULL TIME
 SPACE UNAVAILABLE AT ANYTIME
 SPACE RECENTLY INDICATED AS UNAVAILABLE FULL-TIME



SPECIAL USE SPACES ARE AVAILABLE DURING THE HOURS INDICATED OR BY SCHEDULED PERMISSION. ALL OTHER SPACES ARE AVAILABLE FROM 4:00 TO 11:00 P.M.



ELK GROVE HIGH SCHOOL



VILLAGE OF PALATINE
Land Acquisition

On January 17, a letter, addressed to President Lahti was received from Mr. Berton G. Braun, Village Manager for the Village of Palatine relative to a request to purchase a well site and obtain an easement on the north perimeter of the John Biddle farm. This proposed well site is legally described as:

The West 150 feet of the East 275 feet of the North 150 feet of that part of the South Quarter of Section 28, Township 42 North, Range 10 East of the Third Principal Meridian, Cook County, Illinois lying East of Roselle Road.

The legal description of the easement request is:

The North 50 feet of that part of the South Quarter of Section 28, Township 42 North, Range 10 east of the Third Principal Meridian, Cook County, Illinois lying East of Roselle Road.

In consideration of the sale of the well site and the granting of the easement the Village of Palatine offers to pay Junior College District #512 the sum of \$4,000.00.

An investigation has been made of this request with both Mr. Braun and Mr. Bennet, the Palatine Public Works Director resulting in the following conclusions:

1. Due to the location of an unusable marsh area in the extreme North East corner of the college site, the village has requested a total of 22,500 sq. feet of property just west of the marsh for a well site. This area is 150 feet by 150 feet or approximately $\frac{1}{2}$ acre.
2. The village request includes 50 ft. easement across the North perimeter of the college property for purposes of allowing the installation of a gas main and underground electrical power.

3. In a recent meeting with Mr. Braun and Ed Finley it was the concensus of opinion that priority should be given to the sale of the well site and a possible easement for underground utilities. However, permanent surface access to the well site could be given consistent with the plans and development of the land area by the architects.

4. A site map is attached to show the location of the requested easement and well site.

NOTE: The Village of Palatine is very anxious to proceed with their well and would appreciate a response to this request at the Regular meeting of the Board in February.

50 Foot easement line along north border
of the John Biddle Farm

Proposed Well-Site

200 feet parcel of land annexed by the
Village of Palatine adjacent to the
Harper College site.

Marsh Area

John C. Biddle Farm

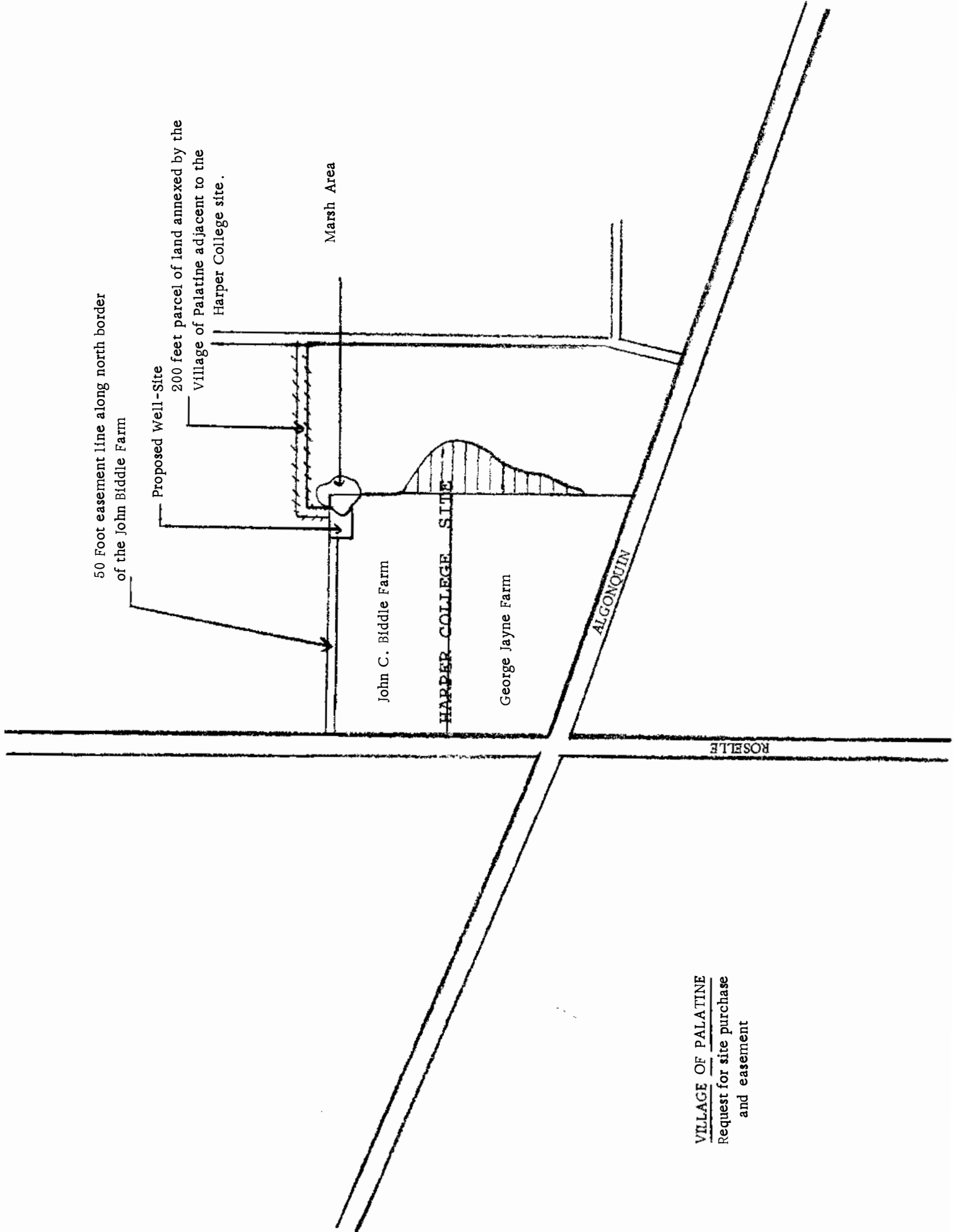
HARPER COLLEGE SITE

George Jayne Farm

ALGONQUIN

ROSELLE

VILLAGE OF PALATINE
Request for site purchase
and easement



RECOMMENDED GRADUATION REQUIREMENTS

1. A minimum of 60 semester hours of credit, at least 30 of which must be earned in attendance at Harper College.
2. A minimum grade point average of 2.0 for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 for any applicable 60 semester hours of work for the associate in applied science degree.
3. Two hours of credit in physical education activity courses in addition to the 60 hours of credit above (1).
4. A student must be enrolled at Harper College for the semester in which he intends to graduate. The dean of instruction may waive this requirement where exceptional circumstances warrant.
5. For the degrees of associate of arts and associate in sciences the 60 hour requirement must be in courses numbered 100 or above.
6. Satisfactorily complete political science 201 or pass a test on the constitutions of the United States and state of Illinois, the principles of American democratic government and the proper use and display of the American flag (sec. 27-4 - school code).
7. A math standard score of 14 on the A.C.T. test, a satisfactory score on a math achievement test administered by the college or the satisfactory completion of a math course at the college numbered 100 or above.
8. Fulfillment of the degree group requirements listed on page 2.

DEGREE GROUP REQUIREMENTS

	<u>Associate in Arts</u>	<u>Associate in Science</u>	<u>Associate in Applied Science</u>
I. Communications Skills (English 101, 102)	6 hrs.	6 hrs.	6 hrs. ¹
II. Social Sciences anthropology, economics, geography, history, political science, psychology, sociology or social science	6 hrs.	6 hrs.	6 hrs.
III. Science or Mathematics biology, microbiology, zoology, engineering, mathematics, physical science, chemistry, physics geology	8 hrs.	20 hrs.	8 hrs. ²
IV. Humanities art, literature, humanities, fine arts, philosophy, music	6 hrs.	6 hrs.	3 hrs.
	_____	_____	_____
	26 hrs.	38 hrs.	23 hrs.

¹Business 130, business 230 or English 99 may be used in satisfying this requirement under certain conditions. See a counselor for details.

²Students majoring in an approved applied science career program may count courses in their major toward fulfillment of this requirement.

CERTIFICATE PROGRAMS

In developing programs to meet the needs of the community the college will, in addition to the above degrees, structure certificate programs in appropriate areas. These programs will normally be one year in length and upon completion of the prescribed courses the student will receive a certificate of completion. See the list of curricula for current certificate programs.

CHARGE-BACK AND FEES RESOLUTIONS

Proposed Charge-Back Cut Off Dates

These cut off dates shall apply for the year 1967 and thereafter.

Second semester cut off date	-	March 1
Summer session cut off date	-	July 1
First semester cut off date	-	October 1

Rationale

The suggested cut off dates are liberal:

- (1) This would allow the student ample time to register at any public junior college through their late registration period.
- (2) This would allow Harper College to evaluate enrollments in each curricula. If enrollment necessitated dropping the program, we would be able to provide charge-back at another institution.
- (3) Students not familiar with charge-back would have an opportunity to become informed at the receiving institution.
- (4) The suggested dates appear to be liberal. The corresponding cut off dates for late registration at Harper will be February 10, June 23, and September 22.

FEE RESOLUTIONS

Transcripts

Official transcripts of a student's academic record will be issued at his request and sent to other educational institutions and prospective employers. Each student is entitled to two transcripts without charge; there is a fee of \$.50 for each additional copy.

Tuition Refund Policy

Tuition refund requests should be made to the office of the registrar.

Refunds will be made according to the following schedule:

	<u>Percent of Refund</u>
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

Laboratory Fees

A laboratory fee of \$5.00 will be charged for science classes which include laboratory sessions. Additional fees set by Board action will be indicated on registration materials.

Payment of Tuition and Fees

All tuition and fees are due and payable during registration.

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE RD. • PALATINE, ILLINOIS 60067 • AREA CODE 312 358-9100

February 8, 1967

TO: Board of Trustees

FROM: Robert E. Lahti, President

SUBJECT: Harper College Faculty Orientation

Harper College is planning registration for classes on September 8, 1967. It is our plan to have all faculty commence work on August 21 in order to allow ample time to prepare for the opening of classes on September 13. Within the days of August 21 through September 8, we plan a rather intensive orientation for all faculty. Part of this program will be conducted by administrators of Harper College, but we would like to call upon outside experts for other portions of the program.

As an administrative staff, we have agreed that there are four important topics which should be given major emphasis in orienting the faculty to the community college concept. They are as follows:

1. The Junior College Philosophy - Open Door College, The Comprehensive College
2. The Importance of Student Personnel Services in the Community College
3. General Education in the Community College Curriculum
4. The Role of Faculty - Governing Boards - Administration in College Governance

We have four nationally known experts in mind as speakers who would spend the day on the Harper College campus with the entire faculty discussing each of these topics. They are: Dr. Leland Medsker - University of California; Dr. Max Raines - Michigan State University; Dr. B. Lamar Johnson - UCLA, California; Dr. J. L. Zwingle - Washington, D. C.

The faculty would have the opportunity to hear a presentation, enter into discussion, and mingle informally with each of these personalities during his stay on campus.

The budget for this four day orientation program for approximately 50 faculty members is anticipated to be about \$1,600. This budget figure includes travel expenses, housing in the Chicago area for one evening, and an honorarium for each speaker.

NOTE: In order to engage people of the stature we want, it is necessary that contacts and commitments be made soon. I believe this plan to be worthy of Board consideration and adoption in light of the necessity for each faculty member to possess a clear understanding of the aforementioned topics. Since the majority of our faculty members will be coming from high schools without prior college teaching experience, it is even more essential to give a strong orientation toward the community college and its concept.

RECOMMENDATION

Board grant the administration approval to proceed with plans for this phase of the orientation program for the entire faculty of Harper College at a cost not to exceed \$1,600.