

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
November 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. Presentation by Bob Fridstein of Fridstein and Fitch
 - B. Recommendation - Opening of Positions
 - 1. Director of Learning Resources (Exhibit A-1)
 - 2. Director of Institutional Research (Exhibit A-2)
 - 3. Director of Continuing Education and Summer Programs (Exhibit A-3)
 - C. Recommendation - Purchase of Maintenance Vehicle (Exhibit B)
 - D. Discussion and Recommendation - Athletic Program - Fall 1968 (Exhibit C)
 - E. Discussion of Statement of Position as of October 31, 1967 and Budget Analysis
 - F. Other
- VIII. President's Report
- IX. Adjournment

November 3, 1967

OFFICE OF THE PRESIDENT

Board of Trustees

Dear Trustee:

Enclosed is the Agenda and supporting information for the regular Board meeting to be held November 9, 1967 at the Data Processing Center, 1200 West Algonquin Road in Palatine.

I shall look forward to seeing you on November 9 at eight o'clock in the evening.

Sincerely,



Robert E. Lahti
President

REL:jal
Enclosures

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512

COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, November 9, 1967

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., November 9, 1967, at the Harper College Data Processing Center, 1200 W. Algonquin Road, Palatine, Illinois, in the absence of Chairman Haas, by Secretary Nicklas.

Member Hamill nominated Member O'Dea as Chairman Pro Tempore. There being no other nominations, Member Hamill moved and Member Hansen seconded the motion that the nominations be closed and a unanimous ballot be cast for Member O'Dea as Chairman Pro Tempore. Motion carried.

ROLL CALL: Present: James Hamill, Milton Hansen, Roy Hutchings, Jessalyn Nicklas and Paul O'Dea

Absent: John Haas and Richard Johnson

Also present: Dr. Robert E. Lahti, Anton Dolejs, John Gelch, James Harvey, Robert Hughes, William Mann, Donald Misic, Roy Sedrel, John Upton and Frank Vandever, Harper College; Ralph Klatt, Des Plaines Suburban Times; Robert Fridstein, Ronald Halpert and Robert Bennett, Fridstein, Fitch and Partners.

MINUTES: Member Hamill moved and Member Hutchings seconded the motion to approve the minutes of the Regular Board Meeting of October 26, 1967. Motion unanimously carried.

APPROVAL OF BILLS: Member Nicklas asked about a breakdown on the Imprest Fund. Dr. Lahti stated that copies of the Imprest breakdown will be furnished to the Board monthly.

Member O'Dea asked about amounts listed under Site and Construction Fund for Instructional Equipment. After discussion by the Board, Dr. Lahti stated an asterisk would be used on items to show previous Board approval and more description included.

Member Hamill moved and Member Hutchings seconded the motion to approve for payment the payroll of September 13-October 31, 1967 in the amount of \$14,975.00, and the payroll of October 16-October 31, 1967 in the amount of \$42,446.52, and the estimated payroll of November 1 - 15, 1967 in the amount of \$46,690.00 and the invoice listing of November 9, 1967, as follows:

Educational Fund	\$36,793.92
Building Fund	19,239.62
Site and Construction Fund	<u>57,065.75</u>
	\$113,099.29

Upon roll call, the vote was

Aye: Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

COMMUNICATIONS:

Secretary Nicklas informed the Board a letter had been received from Holt & Kearney, attorneys, requesting a copy of the college budget in the interest of a client. This letter will be turned over to the Board attorney.

Secretary Nicklas read a letter from the League of Women Voters of Palatine, signed by Mrs. Harold Brown, commending the presentation made by Dr. James Harvey at their recent meeting.

UNFINISHED

BUSINESS:

None.

NEW BUSINESS:

Presentation by
Bob Fridstein of
Fridstein & Fitch

Mr. Robert Fridstein, architect, thanked the Board for the opportunity of meeting with them, and announced that the name of his firm had been changed from Fridstein & Fitch to Fridstein, Fitch & Partners. Mr. Fridstein stated that his purpose in appearing before the Board was to explain the situation that had arisen concerning Mr. Jarvis. He pointed out that his firm had learned a lot about a project the size of Harper College--mainly that it takes more than one person. They have assigned Ronald Halpert as full time resident representative on the site and also Robert Bennett, mechanical and electrical inspector. Mr. Fridstein outlined the qualifications of these two men and stated that it was firm's intention that Mr. Halpert would be assigned to the project until completion, and that he would be under the supervision of Mr. Jarvis.

Chairman Pro Tempore O'Dea asked Mr. Fridstein, Mr. Halpert and Mr. Bennett if they would please leave the meeting temporarily to allow the Board the opportunity to discuss this matter with the administration.

Dr. Lahti stated he had reservations about this replacement and pointed out that Harper Jr. College is the largest project Fridstein, Fitch & Partners have at this time. Mr. Hughes stated he felt there was no question about Mr. Halpert's qualifications but that he knew nothing about Mr. Bennett.

After discussion, the Board agreed they wanted a definite statement from Mr. Fridstein as to just how much time Mr. Jarvis would spend on the project and that they definitely wanted Mr. Jarvis to be in on all major change orders and major decisions to satisfy the administration.

Mr. Fridstein, Mr. Halpert and Mr. Bennett returned to the meeting at this point.

Chairman Pro Tempore O'Dea informed Mr. Fridstein that the Board had reviewed the situation, that they were sympathetic to the position his firm was in, but that the main concern of the Board was the extent to which Mr. Jarvis would work on this project.

Mr. Fridstein informed the Board that Mr. Jarvis would be responsible for all inspection, interpretation and representation--that he would be responsible for this project. However, as it would not be possible for Mr. Jarvis to be on the site every day, Mr. Halpert would be the full time resident representative, with Mr. Jarvis supervising the work of Mr. Halpert.

NEW BUSINESS:

(Cont.)

Presentation by
Bob Fridstein of
Fridstein &
Fitch (cont.)

After further questioning by the Board, Mr. Fridstein stated that Mr. Jarvis would probably be on the job an average of three days a week, and the length of the visit would be related to the demands on his time, and that Mr. Jarvis would be available for discussion on change orders.

Under these conditions, the Board agreed to the change requested by the architects.

Mr. Fridstein went on to discuss the amount of peat found on the site. He stated the figures are being computed on the amount of cut, the amount of fill and take-out and they should have these in about ten days. He asked the Board to wait, and as soon as the architects have the facts they will have the answers for the Board.

Opening of
Positions-
Director of
Learning
Resources

Member Hamill in reference to the three staff positions being brought before the Board asked about the possibility of the Board viewing new positions from a long-range standpoint. Dr. Lahti agreed this could be done with the Arthur Little planning report and suggested the best time to do this would be at one of the educational meetings.

Member Hansen asked about job descriptions for these positions. Dr. Lahti stated he will prepare definitive job descriptions. The main purpose of opening these positions now is that they are going to be difficult to fill.

Dr. Lahti discussed the need for a Director of Learning Resources to coordinate and effectively direct the functions of the Learning Resources Center which include all library services and instructional media uses for the entire campus. He stated the administration had someone in mind for this position and that several other institutions were also interested in this individual. Dr. Lahti informed the Board that the faculty has indicated a need for a knowledgeable person in this position. He went on to say that the ideas must come from the faculty but the Director of Learning Resources would be the leader who coordinates this area.

Director of
Institutional
Research

Dr. Lahti reported that this area is one of the weaknesses of the junior colleges in the country. They have been unable to provide hard data to show the effectiveness of what they are doing. He pointed out that the Institutional Research Director would be an individual who would assist the faculty in the task of research studies to substantiate the effectiveness of Harper College to the community, to the students, and to educators. Dr. Lahti stated this would be a difficult position to fill, as it requires a combination of a statistician and an educational psychologist.

NEW BUSINESS:

(Cont.)

Opening of Positions - Director of Continuing Education and Summer Programs

Dr. Lahti informed the Board that this was not necessarily a proper title for this position; simply stated, this position would be the evening and summer school director. He pointed out that, if the college is to have a full day and evening program, this position will need to be filled. Dr. Lahti stated the staff is investigating the possibility of a summer school program for next summer--probably an eight-week session. Whether it will be a day or evening session, will depend upon the facilities available and student demand. Dr. Lahti pointed out that this is a unique position and the college does not want to compete with the high schools but wants to provide post high school education relevant to the needs of the adult population.

Member O'Dea questioned the need for filling this position before January, 1969. Dr. Lahti stated there would be plenty of work for this individual in the developmental stage and he felt there was justification for this person starting in August of 1968.

Member Hamill moved and Member Nicklas seconded the motion that the Board approve the opening of the positions of Director of Learning Resources, Director of Instructional Research, and Director of Continuing Education and Summer Programs, as outlined by the administration.

Upon roll call, the vote was

Aye: Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

Purchase of Maintenance Vehicle

In a discussion of the purchase of a maintenance vehicle, the administration pointed out that the one van now owned by the college is constantly in use for routine deliveries between the three facilities now in operation; that the new vehicle could be used for snow removal at the Data Processing Center and also to fulfill the obligation to keep the parking lot at the Elk Grove High School free of stalled cars; that this truck could be used for miscellaneous jobs during the next two years and will be needed for the maintenance of the campus site.

Member Haas entered the meeting at 10:00 p.m., and assumed the duties of the Chairman.

Member Hamill moved and Member Hutchings seconded the motion that the Board approve the purchase of a Model W200 3/4 ton truck from Arlington Park Dodge in Palatine at a cost not to exceed \$3,317.00.

Upon roll call, the vote was

Aye: Hamill, Haas, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

NEW BUSINESS:

(Cont.)

Athletic Program-
Fall 1968

Member Hamill asked for a general overall policy discussion on the long range planning for the athletic program.

Dr. Lahti stated that the administration assumes a well-balanced athletic program is desired, one where students can participate at Harper as at other institutions. He went on to point out, however, that in terms of emphasis he was not sure that the college agrees with the extent of emphasis in some other institutions, but that they feel this program is just as important in terms of physical development as books are to mental development.

Dr. Harvey introduced Mr. John Gelch, Athletic Director. Mr. Gelch spoke to the Board on the advantages to students of an intercollegiate as well as an intramural athletic program, pointing out that intercollegiate athletics provide a challenge to students who cannot find such a challenge in intramurals or physical education classes. He also pointed out the advantages of physical training in developing not only good physical condition but healthy mental attitudes as well. He stated that the community colleges were moving as fast as possible in the direction of intercollegiate athletics but reported they were far behind in relation to high schools and four year institutions. Mr. Gelch discussed his investigation of available facilities and stated he felt there would be no problem in this area.

Member Nicklas asked about plans for girls' intercollegiate athletics. Mr. Gelch informed the Board such a move has been dampened by the poor showing in the Olympics and stated that at this point the plans are limited.

Dr. Harvey reported that this program would be set up more on terms of a secondary school level, rather than a four year institution. He stated that part of the cost of this program would be borne by the student activity fee fund.

The Board discussed overemphasis on any one sport, and Mr. Gelch stated that all sports should have equal emphasis and this control lies with the Board, the staff, and the administration. Member Nicklas stated she hoped, whether it was intercollegiate or intramural, the athletic department would find some added interest in the department for girls.

Dr. Harvey pointed out the need for adding to the physical education staff due to the natural growth of the institution. He informed the Board that the college is keeping this in mind when selecting staff and have already discovered some very capable members of the present staff who are well qualified to coach some of the sports being presented.

Member Hamill moved and Member Hansen seconded the motion that the Board approve the adoption of the establishment of an intercollegiate athletic program for September, 1968, as outlined by the administration.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

NEW BUSINESS:

(Cont.)

Discussion of
Statement of
Position as of
Oct. 31, 1967
and Budget
Analysis

Dr. Lahti informed the Board that everyone had underestimated the size of the task in bringing this financial information up-to-date. It was a tremendous task, and the statements were completed just in time for the meeting.

Mr. Mann reported that at this time, in terms of backlog of work, the staff is a little ahead. He asked that the Board wait until the November 28th meeting to go over these statements, in order to give the Board time to really study them.

Dr. Lahti pointed out that in terms of detail, the college is putting out more information and more detail for the staff than any other junior college in the state. A monthly report is furnished to every division. Dr. Lahti stated he feels it is essential to have administration and faculty involved in the budgeting process because each faculty member is then fully aware of the contents of the budget and its limitations.

Mr. Mann stated that if it were not for the prospect of going on data processing the staff could not maintain this detailed system for more than one year.

Dr. Lahti asked the Board to consider that this budget does not allow funds for exploring new concepts and, if the college wants to support the staff in the development of new concepts, they must provide resources.

Other Business:

Chairman Haas requested information from Dr. Lahti relative to a complaint received on the insurance program.

Dr. Lahti stated a faculty committee had been selected for the tax sheltered annuity program. This committee interviewed various brokers and, after their presentations, recommended the selection of a broker to handle this program. The complaint received stated that the broker who was awarded this program was not interviewed. Dr. Lahti informed the Board that the broker chosen went through the same procedure as the others. Dr. Lahti reported that he had responded to this complaint.

Member Hamill moved and Member O'Dea seconded the motion that the following resolution be adopted.

Be it hereby resolved that the Board of Trustees of William Rainey Harper College, Illinois Junior College District #512, authorize Robert E. Lahti to apply under Title I of the Higher Education Facilities Act for federal assistance in the construction of a new "Little Theatre" and a new music wing.

Motion unanimously carried.

NEW BUSINESS:

(Cont.)

Other

Member Hamill moved and Member O'Dea seconded the motion that the following resolution be adopted:

Be it hereby resolved that the Board of Trustees of William Rainey Harper College, Illinois College District #512, authorize Robert E. Lahti to apply under Title VI of the Higher Education Act of 1965 for federal assistance in the purchase of urgently needed instructional equipment.

Motion unanimously carried.

Member Hansen moved and Member Hutchings seconded the motion that the following resolution, pertaining to the fidelity bond in the amount of \$3,375,000.00, be adopted:

(RESOLUTION ATTACHED TO THE OFFICIAL COPY OF THE MINUTES)

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

RESOLUTION REQUIRED FOR REDUCTION
OF PUBLIC OFFICIAL BOND

WHEREAS, WILLIAM MANN, furnished bond dated September 14, 1967,
with the AMERICAN CASUALTY COMPANY OF READING, PENNSYLVANIA, as Surety, in favor of
BOARD OF JUNIOR COLLEGE, DISTRICT NO. 512, COOK COUNTY, ILLINOIS

as Treasurer of the proceeds from the sale of \$ 3,375,000.00, of bonds
issued for School construction purposes for
Board of Junior College, District No. 512, Cook County, Illinois

WHEREAS, a portion of the proceeds of said Bond Issue have been paid out and duly
accounted for by the said WILLIAM MANN and the balance remaining
unexpended does not exceed 0

NOW, THEREFORE, be it resolved by this Board of Junior College, District No. 512,
Cook County, Illinois

that said bond be reduced from THREE MILLION THREE HUNDRED SEVENTY FIVE THOUSAND AND
DOLLARS
00/100ths (\$3,375,000.00) to 0

effective the 14th day of OCTOBER, 19 67.

STATE OF)
COUNTY OF)

I, Jessalyn N. Nicklas of the aforesaid
BOARD OF JUNIOR COLLEGE, DISTRICT NO. 512, COOK COUNTY, ILLINOIS

do hereby certify that the above and foregoing is a true and correct copy of the
Resolution adopted by the said BOARD OF JUNIOR COLLEGE, DISTRICT NO. 512,
COOK COUNTY, ILLINOIS, effective the 9 day of Nov.,

1967.

Jessalyn N. Nicklas
NAME
Secretary
TITLE Sec.

NEW BUSINESS:

(Cont.)

Other

Member Hansen moved and Member Nicklas seconded the motion that the following resolution be adopted:

In the discussion on this motion which followed, Mr. Mann pointed out that the lease itself would have to be approved by the Board and signed.

RESOLUTION

WHEREAS pursuant to "An Act in relation to the establishment, operation and maintenance of Public Junior Colleges and making an appropriation in connection therewith," approved July 15, 1965, as amended, the Board of Higher Education has approved an allocation of the amount declared in the public interest by the Seventy-fourth and Seventy-fifth General Assemblies for the Junior College District to this Junior College District Number 512, of Cook, Kane, Lake and McHenry Counties the sums of \$3,426,548.62 and \$4,609,706.25 respectively and this Board of Junior College District Number 512, Cook, Kane, Lake and McHenry Counties, Illinois, has made application to the Illinois Building Authority to construct a project designated as Phases IA and IB for said Junior College District, consisting of the construction of The College Center, Central Plant, Fine and Applied Arts, Science, Lecture-Demonstration Center and Learning Resource Center Buildings; and

WHEREAS this Junior College District Number 512, Cook, Kane, Lake and McHenry Counties, Illinois has pursuant to law conveyed to the Illinois Building Authority by Warranty Deed the real estate described in Exhibit "A" attached hereto and made a part hereof, constituting the site for said project designated as Phase IA and IB; and

WHEREAS pursuant to the provisions of "An Act to create the Illinois Building Authority and to define its powers and duties," approved August 15, 1961, as amended, the Director of Finance of the State of Illinois, may at the request of any Junior College District enter into a lease with said Illinois Building Authority for and on behalf of and for the use by such Junior College District of the project to be constructed thereon, as hereinabove described, and to pay the rents under the terms of such lease; and

WHEREAS said Junior College District Number 512, Cook, Kane, Lake and McHenry Counties, Illinois, has transferred, including the real estate hereinabove described, a sum not less than twenty-five per cent (25%) of the estimated cost of the project in accordance with law; and

NEW BUSINESS:

(Cont.)

Other

WHEREAS of the amount appropriated for rent by the Seventy-fifth General Assembly, the Board of Higher Education has approved and allocated for rent for Phase IA and IB of Junior College District Number 512, Cook, Kane, Lake and McHenry Counties, Illinois, the sum of \$14,148,000.00:

NOW, THEREFORE, Be It Resolved by the Board of Junior College District Number 512, Cook, Kane, Lake and McHenry Counties, Illinois, as follows:

Section 1. That the Director of Finance of the State of Illinois be and is hereby requested to enter into a lease with the Illinois Building Authority for and on behalf of and for the use by this Junior College District of the project, designated as Phase IA and IB to be constructed on the real estate set forth and described in Exhibit "A" attached hereto, consisting of The College Center, Central Plant, Fine and Applied Arts, Science, Lecture-Demonstration Center and Learning Resource Center Buildings, contracts for the construction of which have heretofore been entered into by the Illinois Building Authority at the request of this Junior College District Board, which contracts were let and work commenced before July 1 of the third year in which the project was authorized by the General Assembly.

Section 2. That the Director of Finance be and is hereby requested to enter into a lease for the above purpose in substantially the form set forth in Exhibit "B" attached hereto and made a part hereof by reference.

Upon roll call, the vote was

Aye: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nay: None

PRESIDENT'S
REPORT:

Dr. Lahti reported that James Spencer, State Jr. College Board, had come to the college for an inspection relative to recognition by the State Jr. College Board. Dr. Lahti presented the Board members with a summary of the report to be presented by Mr. Spencer on November 10, 1967, to the State Jr. College Board on behalf of Harper Junior College.

Dr. Lahti informed the Board that the North Central man would be on campus on November 15, 1967.

Member Hamill asked about a long-range budget. Mr. Mann stated that he is working on a five-year budget now.

Dr. Lahti passed around a bulletin from Muskingum College in which Harper College's ground-breaking ceremonies were featured.

PRESIDENT'S
REPORT (Cont.)

Dr. Lahti reported on a meeting at O'Hare Field with eighteen colleges who wish to be involved in a Consortium. The colleges represented were from all over the country. Dr. Lahti reported that through this Consortium of ten colleges about six workshops would be set up in various institutions. Dr. Lahti stated that Harper College has been asked to present a one-week workshop in business next August and he has indicated they would do so. A proposal is going forward to the U. S. Office Of Education in the area of seven to nine hundred thousand dollars. He went on to say that the Consortium is being received with enthusiasm by the U. S. Office of Education. Three task forces have been formed and are to prepare another proposal, with the deadline March 1, 1968.

Dr. Harvey reported that the parking stickers had arrived so automobiles will be registered next week. He also informed the Board that the Elk Grove Police Department began ticketing cars parked in the fire lanes at Elk Grove High School last week. The tickets are for \$10.00.

Dr. Lahti reported that the college had received an invitation from American Personnel and Guidance Program to present our counseling program at their meeting next spring in Detroit.


The Board requested that they be put on the mailing list for copies of the student newspaper.

Member Hamill asked Dr. Lahti about the master plan from CRS. Dr. Lahti stated the college is still expecting this plan before next Wednesday, and the Board will receive copies as soon as it arrives.

ADJOURNMENT:

Member O'Dea moved and Member Nicklas seconded the motion that the meeting adjourn at 11:40 p.m. Motion unanimously carried.


Chairman Haas


Secretary Nicklas

WILLIAM RAIN' HARPER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Carousel Travel & Tours	Travel Expense	1-1-501.71	\$ 93.60		
Carousel Travel & Tours	Travel Expense	1-62-502.72	32.20		
Carousel Travel & Tours	Travel Expense	1-501-502.72	110.80	6518	\$ 236.60
American Council on Education	Professional Books	1-1-501.91	28.00	6519	28.00
Barrington Press Newspapers	Legal Notice	1-1-501.93	4.60	6520	4.60
National Education Association	Books	1-1-501.91	6.07		
National Education Association	Library Books	1-59-563.00	5.65		
National Education Association	Bookstore Stock-Books	1-64-514.40	65.25	6521	76.97
Lattof Motors, Inc.	Rental of Auto	1-1-508.61	124.32		
Lattof Motors, Inc.	Rental of Station Wagon	1-3-508.61	120.95	6522	245.27
Robert L. Kocher	Consultants Fees	1-2-501.29	260.00	6523	260.00
Langer Printing Co.	Contractual Services	1-2-501.29	10.00		
Langer Printing Co.	Printing Envelopes	1-2-501.33	890.42		
Langer Printing Co.	Printing Daily Bulletin	1-5-502.32	40.30		
Langer Printing Co.	Printing Letterheads	1-108.33	30.00	6524	970.72
George Steiner	Photographic Services	1-2-501.29	23.00	6525	23.00
Horders	Office Supplies	1-2-501.31	7.68		
Horders	Office Supplies	1-3-501.31	12.12		
Horders	Office Supplies	1-4-501.31	16.87		
Horders	Office Supplies	1-5-502.31	319.28		
Horders	Office Supplies	1-5-502.32	54.98		
Horders	Office Supplies	1-6-502.31	275.71	6526	686.64
Northwest Letter Service	Printing & Mailing	1-2-501.33	69.53	6527	69.53
Schiele-Fairson Co.	Printing Northwest Brochures	1-2-501.33	1,200.00	6528	1,200.00
Universal Stationers, Inc.	Office Supplies	1-2-501.39	10.00		
Universal Stationers, Inc.	Office Supplies	1-3-501.31	188.34		
Universal Stationers, Inc.	Office Supplies	1-4-501.31	125.51		
Universal Stationers, Inc.	Office Supplies	1-5-502.31	514.19		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	131.06		
Universal Stationers, Inc.	Office Supplies	1-59-502.37	4.44		
Universal Stationers, Inc.	Office Supplies	1-545-502.31	11.99	6529	985.53
American College Public Relations Assoc.	Membership	1-2-501.91	100.00	6530	100.00

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Paddock Publications, Inc.	Subscription	1-2-501.91	\$ 9.00		
Paddock Publications, Inc.	Legal Notices	1-3-501.93	15.00		
Paddock Publications, Inc.	Printing Harper Grove Newspaper	1-69-517.90	437.00	6531	\$ 461.00
Frank M. Hines	Legal Services	1-3-501.22	780.00	6532	780.00
Prospect Availability	Temporary Office Help	1-3-501.26	172.50	6533	172.50
International Business Machines Corp.	Machine Maintenance	1-3-501.29	41.38		
International Business Machines Corp.	Office Supplies	1-3-501.31	46.34		
International Business Machines Corp.	Office Supplies	1-6-502.31	56.13		
International Business Machines Corp.	Office Supplies	1-532-502.39	55.10	6534	198.95
Curtis 1000, Inc.	Office Supplies	1-3-501.31	6.47	6535	6.47
F & E Check Protector Co.	Check Signer Signature Plate	1-3-501.31	74.00	6536	74.00
Victor Business Forms Group	Freight	1-3-501.31	29.20	6537	29.20
Xerox Corporation	Copying Supplies	1-3-501.32	58.00		
Xerox Corporation	Equipment Rental	1-3-508.62	350.00		
Xerox Corporation	Equipment Rental-Harper Grove	1-5-508.62	262.98	6538	670.98
Edward Hines Lumber Co.	Lumber & Hardware	1-3-501.39	57.80		
Edward Hines Lumber Co.	Lumber & Hardware	1-6-502.31	21.42		
Edward Hines Lumber Co.	Lumber & Hardware	1-6-502.31	3.00		
Edward Hines Lumber Co.	Lumber & Hardware	1-547-502.39	16.44	6539	98.66
Donald W. Collins	Travel Expense	1-3-501.72	33.50	6540	33.50
Donald M. Mistic	Travel Expense	1-3-501.72	21.60	6541	21.60
Chicago Tribune	Legal Notice	1-3-501.93	13.05	6542	13.05
Northwest Office Machines, Inc.	Office Supplies	1-4-501.31	16.65	6543	16.65
Tab Products Co.	Office Supplies	1-4-501.31	6.25	6544	6.25
Rita D'Agostino	Travel Expense	1-4-501.72	13.00	6545	13.00
Kenneth Parker	Travel Expense	1-4-501.72	19.81	6546	19.81
Gestetner Corporation	Machine Maintenance	1-5-502.26	72.00		
Gestetner Corporation	Copying Supplies	1-5-502.32	32.00		
Gestetner Corporation	Copying Supplies	1-5-502.32	4.15		
Gestetner Corporation	Copying Supplies	1-70-502.31	41.65	6547	149.80
Ditto Division	Copying Supplies	1-5-502.32	143.20	6548	143.20
Herbert R. Pankratz	Travel Expense	1-5-502.72	3.10	6549	3.10
Janet L. Swanson	Travel Expense	1-5-502.79	2.00	6550	2.00
Elk Grove High School	Cafeteria Services	1-5-502.95	12.80	6551	12.80
Henry T. Roepken	Employee Examination	1-5-502.99	20.00	6552	20.00
Pitney-Bowes, Inc.	Copying Supplies	1-6-502.32	82.38	6553	82.38
James Harvey	Travel Expense	1-6-502.72	27.27	6554	27.27

EDUCATIO L FUND EXPENDITURES - - NOVEMBER 9, 19 67

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Mr. Byron Kee	Dues -- No. Ill. Jr. College League	1-6-502.99	\$ 100.00	6555	\$ 100.00
Muriel Reffelt	Employee Examination	1-6-502.99	20.00	6556	20.00
Commerce Clearing House	College & University Reports	1-20-501.38	455.00	6557	455.00
Ray White	Photographic Services	1-20-501.39	46.60	6558	46.60
Demco	Library Supplies	1-59-502.37	94.25	6559	94.25
Ambrose Easterly	Employee Examination	1-59-502.37	11.00	6560	11.00
University of Illinois	Film Rental	1-59-502.37	9.80	6561	9.80
International Film Bureau, Inc.	Film Rental	1-59-502.37	5.60	6562	5.60
Midwest Visual Equipment Co.	Office Supplies	1-59-502.37	16.40	6563	16.40
The New York Times	Subscription -- Library	1-59-502.37	75.00	6564	75.00
Associated Students - U. C. L. A.	Library Books	1-59-563.00	8.70	6565	8.70
Aqueduct Books	Library Books	1-59-563.00	21.00	6566	21.00
Baker & Taylor Co.	Library Books	1-59-563.00	181.76	6567	181.76
Colonial "Out-of-Print" Book Service	Library Books	1-59-563.00	468.15	6568	468.15
W. H. Freeman & Co.	Library Books	1-59-563.00	96.40	6569	96.40
Philco	Library Books	1-59-563.00	65.10	6570	65.10
St. Martin's Press, Inc.	Library Books	1-59-563.00	8.20	6571	8.20
Anna Marie Bazik	Travel Expense	1-61-502.72	49.96	6572	49.96
Raymond A. Hylander	Travel Expense	1-61-502.72	45.25	6573	45.25
Fred A. Vaisvil	Travel Expense	1-62-502.72	39.10	6574	39.10
College Placement Council, Inc.	Subscription	1-62-502.91	10.00	6575	10.00
Donn B. Stansbury	Travel Expense	1-63-502.72	28.15	6576	28.15
Collegiate Manufacturing Co.	Bookstore Stock-Supplies	1-64-514.30	37.20	6577	37.20
Thomas Y. Crowell Co.	Bookstore Stock-Freight	1-64-514.30	.65	6578	.65
Eagle Pencil Co.	Bookstore Stock-Supplies	1-64-514.30	333.19	6579	333.19
Bernie Elsner	Bookstore Stock-Supplies	1-64-514.30	1,297.52	6580	1,297.52
Federal Wholesale Stationery	Bookstore Stock-Supplies	1-64-514.30	635.77	6581	635.77
C. P. Lesh Paper Co.	Bookstore Stock-Supplies	1-64-514.30	20.68	6582	20.68
Linden Brush Distributing Co.	Bookstore Stock-Supplies	1-64-514.30	124.26	6583	124.26
Nebraska Book Co.	Bookstore Stock-Freight	1-64-514.30	81.97	6584	81.97
National Blank Book Co.	Bookstore Stock-Supplies&Freight	1-64-514.30	216.29	6585	216.29
Frederick Post Co.	Bookstore Stock-Supplies	1-64-514.30	51.00		
Frederick Post Co.	Instructional Supplies	1-561-502.39	28.75	6586	79.75
Rico Leather Specialty Inc.	Bookstore Stock-Supplies	1-64-514.30	7.58	6587	7.58
Riseling Motor Express	Bookstore Stock-Freight	1-64-514.30	4.41	6588	4.41
E. H. Sargent & Co.	Bookstore Stock-Supplies	1-64-514.30	250.00	6589	250.00
Trussell Manufacturing Co.	Bookstore Stock-Supplies	1-64-514.30	115.66		
Trussell Manufacturing Co.	Bookstore Stock-Freight	1-64-514.30	7.73	6590	123.39
Waukegan Cartage, Inc.	Bookstore Stock-Freight	1-64-514.30	4.41	6591	4.41

E D U C A T I C \ L F U N D E X P E N D I T U R E S - - N O V E M B E R 9 , 1 9 6 7

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Affiliated Book Distributors, Inc.	Bookstore Stock-Books	1-64-514, 40	\$ 247.00	6592	\$ 247.00
American Technical Society	Bookstore Stock-Books	1-64-514, 40	58.61	6593	58.61
Appleton-Century-Crofts	Bookstore Stock-Books	1-64-514, 40	160.30	6594	160.30
Chandler's Incorporated	Bookstore Stock-Books	1-64-514, 40	29.15	6595	29.15
W. H. Freeman & Co.	Bookstore Stock-Books	1-64-514, 40	78.67	6596	78.67
Georgia Textbook Co., Inc.	Bookstore Stock-Books	1-64-514, 40	21.83	6597	21.83
Golden Gate Textbook Co.	Bookstore Stock-Books	1-64-514, 40	43.21	6598	43.21
Harcourt, Brace & World, Inc.	Bookstore Stock-Books	1-64-514, 40	1,758.08	6599	1,758.08
Houghton Mifflin Co.	Bookstore Stock-Books	1-64-514, 40	38.34	6600	38.34
Holt, Rinehart & Winston, Inc.	Bookstore Stock-Books	1-64-514, 40	272.80	6601	272.80
Mitchell's College Book Co.	Bookstore Stock-Books	1-64-514, 40	60.00	6602	60.00
McGraw-Hill Book Co.	Bookstore Stock-Books	1-64-514, 40	341.20		
McGraw-Hill Book Co.	Library Books	1-59-563, 00	41.60		
McGraw-Hill Book Co.	Instructional Books	1-513-502, 39	106.35	6603	489.15
Rand McNally & Co.	Bookstore Stock-Books	1-64-514, 40	10.60	6604	10.60
Nacscorp, Inc.	Bookstore Stock-Books	1-64-514, 40	168.62	6605	168.62
National Steel & Copper Plate Co.	Bookstore Stock-Supplies	1-64-514, 30	123.28	6606	123.28
Nebraska Book Co.	Bookstore Stock-Books	1-64-514, 40	84.31	6607	84.31
Penguin Books, Inc.	Bookstore Stock-Books	1-64-514, 40	36.75	6608	36.75
Prentice-Hall, Inc.	Bookstore Stock-Books	1-64-514, 40	336.55	6609	336.55
Random House, Inc.	Bookstore Stock-Books	1-64-514, 40	421.73	6610	421.73
Schaum Publishing Co.	Bookstore Stock-Books	1-64-514, 40	7.10	6611	7.10
South-Western Publishing Co.	Bookstore Stock-Books	1-64-514, 40	347.00	6612	347.00
T. I. S., Inc.	Bookstore Stock-Books	1-64-514, 40	2.56	6613	2.56
Triton Community College	Bookstore Stock-Books	1-64-514, 40	50.22	6614	50.22
John Wiley & Sons, Inc.	Bookstore Stock-Books	1-64-514, 40	302.46	6615	302.46
The Viking Press, Inc.	Bookstore Stock-Books	1-64-514, 40	20.25	6616	20.25
William Rainey Harper College	Ad in Harbinger by Bookstore	1-64-514, 90	24.00	6617	24.00
Allen Brothers, Inc.	Cafeteria-Food	1-65-515, 31	176.80	6618	176.80
O. H. Bambas Tobacco Co., Inc.	Cafeteria-Food	1-65-515, 31	128.85	6619	128.85
Burny Bros., Inc.	Cafeteria-Food	1-65-515, 31	81.78	6620	81.78
Frito-Lay, Inc.	Cafeteria-Food	1-65-515, 31	150.00	6621	150.00
Jewel Food Marketer	Cafeteria-Food	1-65-515, 31	305.33	6622	305.33
Kraft Food	Cafeteria-Food	1-65-515, 31	73.67	6623	73.67
Oscar Mayer & Co.	Cafeteria-Food	1-65-515, 31	118.41	6624	118.41
The Nedlog Co.	Cafeteria-Food	1-65-515, 31	68.07	6625	68.07
OK Papers, Inc.	Cafeteria-Supplies	1-65-515, 39	138.80	6626	138.80
John Sexton & Co.	Cafeteria-Food	1-65-515, 31	187.73	6627	187.73
Silvercup Bakers, Inc.	Cafeteria-Food	1-65-515, 31	67.89	6628	67.89

EDUCATION \ L FUND EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Robert I. Goodman, M. D.	Employee Exam. -Betty Lewis	1-65-515.39	\$ 10.00	6629	\$ 10.00
The Perf-O-Dent Co., Inc.	Student I. D. Cards	1-69-517.90	218.87	6630	218.87
Triangle Camera, Inc.	Camera	1-69-517.90	15.39	6631	15.39
E. W. Boehm Co.	Office Supply Inventory	1-108.33	248.80		
E. W. Boehm Co.	Copying Supplies	1-30-501.33	9.65	6632	258.45
Bro-Dart Industries, Inc.	Library Books	1-210.90	823.18	6633	823.18
Horizon	Library Books	1-210.90	19.95	6634	19.95
Harold Cunningham	Travel Expense	1-501-502.72	68.31	6635	68.31
Dr. G. Kenneth Andeen	Travel Expense	1-502-502.72	50.40	6636	50.40
W. L. Greville, M. D.	Employee Exam-Charles Falk	1-511-502.99	6.00	6637	6.00
Houghton Mifflin Co.	Instructional Supplies	1-521-502.39	108.18	6638	108.18
M. June Stevens	Travel Expense	1-521-502.72	6.00	6639	6.00
Robert Thieda	Travel Expense	1-59-502.72	69.76	6640	69.76
Allied Electronics Corp.	Instructional Supplies	1-533-502.39	1,845.82	6641	1,845.82
General Radio Co.	Instructional Supplies	1-533-502.39	118.32	6642	118.32
Pomona Electronics Co.	Instructional Supplies	1-533-502.39	268.20	6643	268.20
Roger A. Mussell	Travel Expense	1-533-502.72	50.38	6644	50.38
B & H Blueprint & Supply	Instructional Supplies	1-534-502.39	36.00	6645	36.00
Keuffel & Esser Co.	Instructional Supplies	1-534-502.39	15.67	6646	15.67
Central Scientific Co.	Instructional Supplies	1-541-502.39	1.42	6647	1.42
General Biological Supply House	Instructional Supplies	1-541-502.39	95.00	6648	95.00
LaPine Scientific Co.	Instructional Supplies	1-541-502.39	37.13	6649	37.13
Mr. William Miller	Instructional Supplies	1-541-502.39	21.15	6650	21.15
E. H. Sargent & Co.	Instructional Supplies	1-541-502.39	74.25	6651	74.25
Scientific Glass Apparatus Co.	Instructional Supplies	1-541-502.39	98.16	6652	98.16
Wards Natural Science Establishment	Instructional Supplies	1-541-502.39	1,763.18	6653	1,763.18
American Dental Association	Classified Advertising	1-546-502.93	11.55	6654	11.55
Harris Hospital Supply, Inc.	Instructional Supplies	1-545-502.39	59.10	6655	59.10
National School Towel Service, Inc.	Contractual Services	1-547-502.39	208.00	6656	208.00
William Dixon Inc.	Instructional Supplies	1-551-502.39	27.94	6657	27.94
John A. Knudsen	Travel Expense	1-551-502.72	38.50	6658	38.50
Rembrandt Graphic Arts Co., Inc.	Instructional Supplies	1-551-502.39	89.85	6659	89.85
Sax Arts & Crafts	Instructional Supplies	1-551-502.39	63.32	6660	63.32
Carl Fischer, Inc.	Instructional Supplies	1-557-502.39	10.50	6661	10.50
George Makas	Travel Expense	1-557-502.72	38.84	6662	38.84
Cooperative Test Division	Instructional Supplies	1-561-502.39	2.15	6663	2.15
E. H. Sargent & Co.	Instructional Supplies	1-562-502.39	16.50	6664	16.50
Scientific Glass Apparatus, Inc.	Instructional Supplies	1-562-502.39	52.04	6665	52.04

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Smith & Underwood	Instructional Supplies	1-562-502.39	\$ 22.41	6666	\$ 22.41
John H. Thompson	Travel Expense	1-562-502.72	81.86	6667	81.86
Appleton-Century-Crofts	Instructional Supplies	1-563-502.39	16.72	6668	16.72
John Wiley & Sons, Inc.	Instructional Supplies	1-565-502.39	13.53	6669	13.53
Denoyer-Geppert Co.	Instructional Supplies	1-571-502.39	197.77	6670	197.77
University of Minnesota Press	Instructional Supplies	1-557-502.39	3.15	6671	3.15
Project GT 70	Institutional Fee for GT70				
	Consortium	1-1-501.25	1,000.00	6672	1,000.00
Standard Oil Co.	Gasoline	1-1-501.71	21.23		
Standard Oil Co.	Gasoline	1-3-501.72	64.37		
Standard Oil Co.	Gasoline	1-5-502.72	8.80	6673	94.40
Langer Printing Co.	Printing Stationery	1-2-501.33	192.36		
Langer Printing Co.	Printing Stationery	1-3-501.33	443.03		
Langer Printing Co.	Printing Stationery	1-5-502.33	831.93		
Langer Printing Co.	Printing Stationery	1-6-502.33	317.86		
Langer Printing Co.	Printing Stationery	1-59-502.37	125.66	6674	1,910.84
James Latone	Photographic Services-Ground-breaking				
	Photographic Services-Ground-breaking	1-2-501.29	100.00	6675	100.00
Mr. Robert Drazkowski	Membership -- Region IV service bureau	1-6-502.99	40.00	6676	40.00
Library Journal	Subscription	1-59-563.00	28.00	6677	28.00
R. R. Bowker Co.	Subscription	1-59-563.00	30.00	6678	30.00
Holiday Inn of Rolling Meadows	Orientation Program	1-5-502.95	47.80	6679	47.80
Intercollegiate Press Bulletins	Subscription	1-1-501.99	40.00	6680	40.00
Prudential Insurance Co.	Life Insurance	1-508.52	431.04		
Prudential Insurance Co.	Health Insurance	1-508.51	2,718.59	6681	3,149.63
Imprest Fund	Reimbursement-October		3,614.93	6682	3,614.93
					<u>\$36,793.92</u>

Date of Approval: November 9, 1967

The above listed checks Number 6518 to 6682 are hereby authorized for payment.

John C. T. Lane
 President

James Latone
 Secretary

EDUCATIONAL FUND EXPENDITURES - - NOVEMBER 9, 1967

	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
SUMMARY:		
Supply Inventory	108.33	\$ 278.80
Reserve for Encumbrances		843.13
Administration:		
Contractual Services	501.20	2,386.88
Supplies	501.30	3,835.40
Travel	501.72	267.11
Miscellaneous	501.90	215.72
Instruction:		
Contractual Services	502.20	72.00
Supplies	502.30	8,821.91
Travel	502.72	750.68
Miscellaneous	502.90	268.15
Bookstore Purchases	514.00	8,298.19
Cafeteria Purchases	515.00	1,507.33
Student Activity Program	517.00	671.26
Fixed Charges		
Equipment Rental	508.61	858.25
Insurance	508.52	3,149.63
Capital Outlay - Books	563.00	954.56
Imprest Fund	Various	3,614.93
		<u>\$36,793.92</u>

WILLIAM RAINY HARPER COLLEGE
 DISTRICT 6, 512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - - NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Marsh & McLennan Insurance	Fire Insurance	2-508.55	\$ 3,389.00	1064	\$ 3,389.00
Armored Express Corp.	Contractual Services	2-3-506.20	35.00	1065	35.00
Shamrock Best Maintenance Service	Maintenance Service-September	2-3-506.20	95.00	1066	95.00
Gullett's Loc-N-Key Service	Supplies	2-3-506.30	.36	1067	.36
Hansen Hardware	Supplies	2-3-506.30	.40		
Hansen Hardware	Supplies	2-4-506.30	20.50		
Hansen Hardware	Supplies	2-5-506.30	.40		
Hansen Hardware	Supplies	2-32-506.30	1.29	1068	22.59
Illinois Bell Telephone Co.	Telephone Service-Palatine	2-3-506.54	606.59		
Illinois Bell Telephone Co.	Telephone Service-D. P. C.	2-4-506.54	130.59	1069	737.18
Roy La Londe	Rent-Palatine Office	2-3-508.65	1,018.33	1070	1,018.33
Culligan Water Conditioning	Contractual Services	2-4-506.20	9.25	1071	9.25
Fred Hildebrandt	Contractual Services	2-4-506.20	50.00	1072	50.00
Milburn Brothers, Inc.	Contractual Services	2-4-506.20	469.29	1073	469.29
Sears, Roebuck & Co.	Supplies-Data Process, Center	2-4-506.30	11.70	1074	11.70
Stearnes-Imperial, Inc.	Supplies	2-4-506.30	14.70	1075	14.70

BUILDING AND EXPENDITURES -- NOVEMBER 9, 1967


<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Commonwealth Edison Co.	Electricity	2-4-506.52	\$ 105.93		
Commonwealth Edison Co.	Electricity	2-4-506.52	3.06		
Commonwealth Edison Co.	Electricity	2-5-506.52	329.67	1076	\$ 438.66
Route 12 Rental Co.	Equipment Rental	2-4-508.64	39.00	1077	39.00
Township High School District 214	Rental of Harper Grove Facilities-November	2-4-508.65	5,600.00	1078	5,600.00
Active Heating Service	Contractual Services-Data Center	2-4-562.00	267.25	1079	267.25
Bennett P. Trapani	Remodeling Data Center-Final Payment	2-4-562.00	5,991.75	1080	5,991.75
Wigdahl Electric Co.	Contractual Services	2-5-563.00	471.64	1081	471.64
B & H Blueprint & Supply	Supplies	2-32-506.30	11.67	1082	11.67
Eugene Dietzgen Co.	Supplies	2-32-506.30	14.13	1083	14.13
Educational & Institutional Coop. Service	Office Furniture	2-32-506.30	111.87		
Educational & Institutional Coop. Service	Office Furniture	2-32-563.00	108.55	1084	220.42
Geo. Lauterer Corp.	Supplies-American Flags	2-32-506.30	27.33	1085	27.33
Sears, Roebuck & Co.	Supplies	2-32-506.30	10.37	1086	10.37
Universal Stationers, Inc.	Supplies	2-32-506.30	11.60	1087	11.60
Robert J. Hughes	Travel Expenses	2-32-506.72	76.40	1088	76.40

BUILDING EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Educational & Institutional Coop. Service	Office Furniture	2-32-563.00	\$ 42.77	1089	\$ 42.77
Tab Products Co.	Freight	2-4-563.00	6.23	1090	6.23
Gullet's Loc-N-Key Service	Supplies	2-4-506.30	6.60	1091	6.60
Imprest Fund	Reimbursement-October		151.40	1092	151.40
					<u>\$19,239.62</u>
<u>SUMMARY</u>					
Operation:					
Contractual Services		506.20			658.54
Supplies		506.30			242.92
Utilities		506.50			
Electricity		506.52			438.66
Telephone		506.54			737.18
Travel		506.72			76.40
Fixed Charges					
Fire Insurance		55			3,389.00
Rental-Equipment		64			39.00
Rental-Buildings		65			6,618.33
Capital Outlay:					
Buildings & Improvements		562.00			6,259.00
Additional Equipment		563.00			629.19
Imprest Fund		Various			151.40
					<u>\$19,239.62</u>

Date of Approval: November 9, 1967

The above listed checks Number 1064 to 1092 are hereby authorized for payment.

President 

Secretary 

WILLIAM RAINNEY ' PER COLLEGE
 DISTRICT N.O. 512
 PALATINE, ILLINOIS 60067

SITE AND CONSTRUCTION FUND EXPENDITURES - - NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Caudill Rowlett Scott	Architects Fees	6-562.00	\$ 44.16	268	\$ 44.16
Chicago Title & Trust Co.	Title policy for land conveyed	6-562.00	14.00	269	14.00
Frank M. Hines	Legal Services	6-562.22	1,050.00	270	1,050.00
Educational & Institutional Coop. Service	Office Furniture	6-3-563.00	598.36	271	598.36
International Business Machines Corp.	Typewriter	6-3-563.00	295.00	272	295.00
Tab Products Co.	Data Processing Supplies	6-4-563.00	141.00	273	141.00
E. W. Boehm Co.	Duplicating Equipment	6-5-563.00	390.00		
E. W. Boehm Co.	Duplicating Equipment	6-3-563.00	295.00	274	685.00
Educational & Institutional Coop. Service	Office Furniture	6-5-563.00	410.26	275	410.26
Henricksen & Co.	Office Furniture-Chalkboards	6-5-563.00	178.00		
Henricksen & Co.	Office Furniture-Chalkboards	6-6-563.00	127.50		
Henricksen & Co.	Office Furniture-Chalkboards	6-545-563.00	44.50	276	350.00
Northwest Office Machines, Inc.	Dictating Machine	6-6-563.00	299.00	277	299.00
Remington Office Machines	Typewriters	6-6-563.00	423.00	278	423.00
Montgomery Ward & Co.	Office Equipment-Dividers	6-6-563.00	109.45	279	109.45
Allied Electronics Corp.	Instructional Supplies	6-59-563.00	379.00	280	379.00

SITE AND INSTRUCTION FUND EXPENDITURES -- NOVEMBER 9, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Midwest Visual Equipment Co.	Audio Visual Equipment	6-59-563.10	\$ 59.90	281	\$ 59.90
Olivetti Underwood Corp.	Typewriter	6-64-563.00	189.50	282	189.50
Midwest Visual Equipment Co.	Projection Cart	6-532-563.00	24.00	283	24.00
Henricksen & Co.	Instructional Equipment - Coat Racks	6-532-563.00	53.82	284	53.82
Allied Electronics Corp.	Instructional Equipment	6-533-563.00	84.63	285	84.63
Bolt Beranek & Newman, Inc.	Instructional Equipment	6-533-563.00	1,937.00	286	1,937.00
Carter Electronics, Inc.	Instructional Equipment	6-533-563.00	655.00	287	655.00
Electro Scientific Industries, Inc.	Instructional Equipment	6-533-563.00	1,208.75	288	1,208.75
General Radio Co.	Instructional Equipment	6-533-563.00	3,671.20	289	3,671.20
Hewlett Packard	Instructional Equipment	6-533-563.00	7,704.55	290	7,704.55
Lambda Electronics Corp.	Instructional Equipment	6-533-563.00	1,800.00	291	1,800.00
Frederick Post Co.	Instructional Equipment	6-533-563.00	39.50	292	39.50
Systron Donner Corp.	Instructional Equipment	6-533-563.00	2,907.50	293	2,907.50
Telonic Instruments	Instructional Equipment	6-533-563.00	3,650.50	294	3,650.50
Wavetek	Instructional Equipment	6-533-563.00	7,389.00	295	7,389.00
Frederick Post Co.	Instructional Equipment - Drawing Boards	6-534-563.00	382.14	296	382.14

SITE & CONSTRUCTION FUND EXPENDITURES -- NOVEMBER 9, 1957

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Universal Stationers, Inc.	Bulletin Boards	6-547-563.00	\$ 25.20		
Universal Stationers, Inc.	Shelving	6-551-563.00	\$ 204.13	297	\$ 229.33
American Library Color Slide Co.	Library Supplies	6-551-563.00	820.54	298	820.54
Lyons Band Instrument Co.	Musical Instruments	6-557-563.00	61.31	299	61.31
Lyon-Healy	Musical Instruments	6-557-563.00	1,299.00	300	1,299.00
Central Scientific Co.	Instructional Equipment	6-565-563.00	147.00	301	147.00
Voca Corporation	Office Equipment	6-3-563.00	167.45	302	167.45
Allen-Wales Adding Machine Agency	Office Equipment	6-3-563.00	548.25	303	548.25
Midwest Visual Equipment Co.	Office Equipment	6-4-563.00	146.09		
Midwest Visual Equipment Co.	Office Equipment	6-59-563.10	6,579.33	304	6,725.42
Universal Stationers, Inc.	Office Equipment	6-5-563.00	46.08	305	46.08
Demco	Library Supplies	6-59-563.00	199.00	306	199.00
Educational Aids Service	Instructional Equipment	6-59-563.10	1,062.25	307	1,062.25
General Biological Supply House	Instructional Equipment	6-541-563.00	411.75	308	411.75
Wards Natural Science Establishment	Instructional Equipment	6-541-563.00	525.00	309	525.00
Sears, Roebuck & Co.	Educational Equipment - Refrigerator	6-541-563.00	240.00	310	240.00
Educational & Institutional Coop. Service	Partial Payment on Office Furniture	6-5-563.00	8,000.00	311	8,000.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Tab Products Co.	Instructional Equipment	6-532-563.00	\$ 28.15	312	\$ 28.15

SUMMARY

Capital Outlay
 New Buildings & Improvements
 Additional Equipment

562.00	1,108.16
563.00	55,957.59
	<u>\$57,065.75</u>

Date of Approval: November 9, 1967

The above listed checks Number 268 to 312 are hereby authorized for payment.

President John W. F. [Signature]

Secretary [Signature]

WILLIAM RAINNEY JUNIOR COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE:	400.00						
Taxes	401.10						
Current Taxes	401.10	\$ 786,767.00	--	\$ 786,767.00		--	
Prior Years Taxes	401.11	2,340.00	--	2,340.00		--	
		<u>\$ 789,107.00</u>	--	<u>789,107.00</u>		--	
From Governmental Divisions	402.00						
Junior College Aid	402.30	\$ 396,750.00	--	--	\$ 396,750.00	--	\$ 396,750.00
Vocation Education Act	402.60						
Nursing Aid	402.61	18,844.00	--	--	18,844.00	--	18,844.00
Data Processing-Teaching Supply Aid	402.62	1,000.00	--	--	1,000.00	--	1,000.00
		<u>\$ 19,844.00</u>	--	--	<u>19,844.00</u>	--	<u>19,844.00</u>
Federal Subsidies	402.80	5,000.00	--	--	5,000.00	--	5,000.00
Tuition	403.00						
Resident Tuition	403.10	\$ 240,000.00	\$ 3,540.00	5,550.00	234,450.00	--	234,450.00
Non-Resident Tuition	403.20	195,750.00	--	--	195,750.00	--	195,750.00
		<u>\$ 435,750.00</u>	<u>3,540.00</u>	<u>5,550.00</u>	<u>430,200.00</u>	--	<u>430,200.00</u>
Interest on Investments	404.00	25,000.00	1,610.17	1,610.17	23,389.83	--	23,389.83
Student Fees	409.00	7,500.00	--	--	7,500.00	--	7,500.00
Refund of Retirement Payments	410.00						
Refund of 1966-67 Payments	410.10	18,450.00	--	--	18,450.00	--	18,450.00
Refund of 1967-68 Payments	410.20	7,500.00	--	--	7,500.00	--	7,500.00
		<u>\$ 25,950.00</u>	--	--	<u>25,950.00</u>	--	<u>25,950.00</u>
1966-67 Fund Balance	411.00	12,932.00	--	--	12,932.00	--	12,932.00
Bookstore	414.00						
Sale of Textbooks	414.4	75,000.00	6,453.30	6,453.30	68,546.70	--	68,546.70
Sale of Supplies	414.30	16,000.00	94.78	94.78	15,905.22	--	15,905.22
		<u>\$ 91,000.00</u>	<u>6,548.08</u>	<u>6,548.08</u>	<u>84,451.92</u>	--	<u>84,451.92</u>
Cafeteria	415.00						
Sale of Food	415.40	30,000.00	--	--	30,000.00	--	30,000.00
Student Activity Program	417.00						
Activity Fee	417.20	20,000.00	--	--	20,000.00	--	20,000.00
		<u>\$ 1,858,833.00</u>	<u>\$ 11,698.25</u>	<u>\$ 802,815.25</u>	<u>\$ 1,056,017.75</u>	--	<u>\$ 1,056,017.75</u>

WILLIAM RAINNEY PER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
EXPENDITURES							
Administration	500.00						
Salaries	501.00						
President	501.10						
Instit. Dev. -Comm. Rel.	501.11	\$ 25,000.00	\$ 2,083.33	\$ 4,166.66	\$ 20,833.34	--	\$ 20,833.34
Dean of Business	501.12	15,400.00	1,283.33	2,566.66	12,833.34	--	12,833.34
Business Office Staff	501.13	19,000.00	--	1,625.00	17,375.00	--	17,375.00
Data Processing Director	501.131	22,700.00	1,891.67	3,783.34	18,916.66	--	18,916.66
Data Processing Staff	501.14	15,500.00	1,291.67	2,583.34	12,916.66	--	12,916.66
Secretarial & Clerical	501.141	21,000.00	916.67	1,833.34	19,166.66	--	19,166.66
Other Salaries	501.16	58,500.00	4,352.21	8,081.33	50,418.67	--	50,418.67
TOTAL SALARIES	501.19	7,500.00	--	--	7,500.00	--	7,500.00
		\$184,600.00	\$11,818.88	\$24,639.67	\$159,960.33		\$159,960.33
Contractual Services							
Accounting	501.20						
Legal	501.21	\$ 3,000.00	\$ --	\$ --	\$ 3,000.00	--	\$ 3,000.00
Service Bureau	501.22	12,000.00	500.00	882.50	11,117.50	--	11,117.50
Architectural	501.23	1,000.00	--	--	1,000.00	--	1,000.00
Educational	501.24	1,000.00	--	--	1,000.00	--	1,000.00
Financial	501.25	2,500.00	--	--	2,500.00	--	2,500.00
Other	501.26	1,500.00	--	--	1,500.00	--	1,500.00
Other	501.29	8,000.00	3,715.31	3,859.45	4,140.55	--	4,140.55
TOTAL CONTRACTUAL SERVICES		\$ 29,000.00	\$ 4,215.31	\$ 4,741.95	\$ 24,258.05		\$ 24,258.05
Supplies							
Office Supplies	501.30						
Copying Supplies	501.31	\$ 5,650.00	\$ 363.89	\$ 806.81	\$ 4,843.19	\$ 383.46	\$ 4,459.73
Printing	501.32	5,500.00	550.51	685.51	4,814.49	19.30	4,795.19
Postage	501.33	6,500.00	683.16	1,408.06	5,091.94	2,049.95	3,041.99
Election Supplies	501.34	6,000.00	511.86	526.16	5,473.84	--	5,473.84
Professional Books	501.35	4,000.00	--	--	4,000.00	--	4,000.00
Other Supplies	501.38	1,850.00	43.15	43.15	1,806.85	--	1,806.85
TOTAL SUPPLIES	501.39	6,250.00	498.59	772.23	5,477.77	278.46	5,199.31
		\$ 35,750.00	\$ 2,651.16	\$ 4,241.92	\$ 31,508.08	\$2,731.17	\$ 28,776.91
Travel							
Administrative Travel	501.70						
Other Travel	501.72	\$ 11,250.00	\$ 456.59	\$ 1,490.15	\$ 9,759.85	--	\$ 9,759.85
TOTAL TRAVEL EXPENSE	501.79	1,000.00	2.10	16.30	983.70	--	983.70
		\$ 12,250.00	\$ 458.69	\$ 1,506.45	\$ 10,743.55	--	\$ 10,743.55

WILLIAM RAINEY UPPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF AUGUST</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Other Administrative Expense	501.90	\$	\$	\$	\$	\$	\$
Dues & Subscriptions	501.91	800.00	41.65	103.40	696.60	28.00	668.60
Newspapers, Legal Notices, Ads	501.93	1,800.00	108.80	268.78	1,531.22	--	1,531.22
Meeting Expense	501.95	4,850.00	1,705.88	1,921.80	2,928.20	--	2,928.20
Tuition Reimbursement	501.96	500.00			500.00	--	500.00
Miscellaneous Office Expense	501.99	550.00	58.27	78.52	471.48	--	471.48
TOTAL OTHER ADMINISTRATIVE EXPENSE		\$ 8,500.00	\$ 1,914.60	\$ 2,372.50	\$ 6,127.50	\$ 28.00	\$ 6,099.50
TOTAL ADMINISTRATIVE EXPENSE		\$270,100.00	\$21,058.64	\$37,502.49	\$232,597.51	\$2,759.17	\$229,838.34

WILLIAM RAINERY UPPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

<u>EXPLANATION</u> <u>EXPENDITURES</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF</u> <u>AUGUST</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u>	<u>ENCUM-</u> <u>BRANCES</u>	<u>UNENCUMBERED</u> <u>BALANCE</u>
Instruction							
Salaries							
Dean of Instruction	502.11	\$ 19,200.00	\$ 1,600.00	\$ 3,200.00	\$ 16,000.00	--	\$ 16,000.00
Asst. Dean of Voc. Tech.	502.12	18,000.00	1,500.00	3,000.00	15,000.00	--	15,000.00
Asst. Dean of Trans. Prog.	502.12	18,000.00	1,357.14	1,357.14	16,642.86	--	16,642.86
Secretarial & Clerical	502.16	26,950.00	2,296.37	3,076.17	23,873.83	--	23,873.83
Instructional Staff	502.121						
Business		73,345.00	694.44	694.44	72,650.56	--	72,650.56
Communications		157,568.00	995.83	995.83	156,572.17	--	156,572.17
Engr. & Related		78,303.00	1,923.72	4,050.60	74,252.40	--	74,252.40
Health & Biology		143,769.00	3,156.92	5,454.33	138,314.67	--	138,314.67
Humanities & Fine Arts		46,595.00	311.11	311.11	46,283.89	--	46,283.89
Math. & Physical Science		88,959.00	--	--	88,959.00	--	88,959.00
Social Science		83,253.00	1,125.00	1,779.78	81,473.22	--	81,473.22
Library		49,700.00	1,685.66	4,033.55	45,666.45	--	45,666.45
Student Services							
Dean of Students	502.13	19,200.00	1,600.00	3,200.00	16,000.00	--	16,000.00
Student Services Staff	502.14	78,706.00	6,173.08	9,831.41	68,874.59	--	68,874.59
Secretarial & Clerical	502.16	37,100.00	2,736.54	4,448.65	32,651.35	--	32,651.35
Adult Education	502.121	5,103.00	--	--	5,103.00	--	5,103.00
Data Process. Programmer	502.15	4,800.00	--	--	4,800.00	--	4,800.00
Other Salaries	502.19	3,000.00	--	--	3,000.00	--	3,000.00
TOTAL SALARIES		\$951,551.00	\$27,155.81	\$45,433.01	\$906,117.99	--	\$906,117.99
Contractual Services							
Data Process. -Serv. Bureau	502.20	\$ 1,000.00	\$ --	\$ --	\$ 1,000.00	--	\$ 1,000.00
Educational Consultants	502.25	5,930.00	--	--	5,930.00	--	5,930.00
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	\$ --	\$ --	\$ 6,930.00	--	\$ 6,930.00

WILLIAM RAINEY PEPPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Supplies	502.30						
Office Supplies	502.31	\$ 6,000.00	\$ 1,125.11	\$ 1,321.79	\$ 4,678.21	\$ 1,583.47	\$ 3,094.74
Copying Supplies	502.32	3,000.00	130.00	130.00	2,870.00	370.20	2,499.80
Printing	502.33	15,875.00	--	1,170.11	14,704.89	1,227.33	13,477.56
Postage	502.34	6,000.00	--	--	6,000.00	--	6,000.00
Library Supplies	502.37	10,000.00	16.75	23.75	9,976.25	172.26	9,803.99
Professional Expenses	502.38	5,500.00	75.00	75.00	5,425.00	--	5,425.00
Data Process. Supplies	502.39	750.00	--	--	750.00	200.81	549.19
Instructional Supplies	502.39	51,377.00	11,892.31	12,043.16	39,333.84	5,734.41	33,599.43
TOTAL SUPPLIES		\$98,502.00	\$13,239.17	\$14,763.81	\$ 83,738.19	\$ 9,288.48	\$ 74,449.71
Travel	502.70						
Instructional Travel	502.72	\$22,620.00	\$ 559.53	\$ 1,260.94	\$ 21,359.06	\$ --	\$ 21,359.06
Other Travel	502.79	1,690.00	186.31	802.80	887.20	--	887.20
Other Travel-Innovation & Experimentation	502.79	10,000.00	--	--	10,000.00	--	10,000.00
TOTAL TRAVEL		\$34,310.00	\$ 745.84	\$ 2,063.74	\$ 32,246.26	\$ --	\$ 32,246.26
Tuition Paid	502.80	\$45,000.00	\$ 2,157.90	\$ 2,851.90	\$ 42,148.10	\$ --	\$ 42,148.10
Other Expenses of Instruction	502.90	18,910.00	602.33	907.51	18,002.49	14.70	17,987.79
TOTAL INSTRUCTIONAL EXPENSES		\$1,155,203.00	\$43,901.05	\$66,019.97	\$1,089,183.03	\$ 9,303.18	\$1,079,879.85
Fixed Charges	508.00						
Employers Share of Retirement	508.40	\$ 7,500.00	\$ 4,076.93	\$ 7,233.95	\$ 266.05	\$ --	\$ 266.05
Insurance	508.51	30,000.00	1,020.37	2,052.67	27,947.33	--	27,947.33
Health Insurance	508.52	5,000.00	180.50	387.94	4,612.06	--	4,612.06
Group Life Insurance	508.53	1,000.00	--	865.00	135.00	--	135.00
Travel & Accident Insurance	508.56	400.00	--	--	400.00	--	400.00
Surety & Fidelity Insurance	508.57	1,700.00	--	--	1,700.00	--	1,700.00
Workmans Comp. Insurance	508.60	500.00	37.56	61.56	438.44	--	438.44
Rental-Other	508.61	5,000.00	232.09	477.36	4,522.64	--	4,522.64
Rental-Equipment	508.62	5,000.00	521.03	998.34	4,001.66	--	4,001.66
Rental-Xerox Machine							
TOTAL FIXED CHARGES		\$56,100.00	\$ 6,068.48	\$12,076.82	\$ 44,023.18	\$ --	\$ 44,023.18

WILLIAM RAINEY ' PER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

<u>EXPLANATION</u> <u>EXPENDITURES</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF</u> <u>AUGUST</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u>	<u>ENCUM-</u> <u>BRANCES</u>	<u>UNENCUMBERED</u> <u>BALANCE</u>
Student & Comm. Services	510.0-519.0						
Bookstore	514.0						
Salaries, Bookstore Mgr.	514.10	\$ 9,600.00	\$ 800.00	\$ 1,600.00	\$ 800.00	\$ --	\$ 800.00
Salaries, Clerical	514.16	5,160.00	412.50	412.50	4,747.50	--	4,747.50
Purchases-Supplies	514.30	20,000.00	2,374.99	2,845.73	17,154.27	6,764.45	10,389.82
Less Inventory		(5,600.00)	(2,317.01)	(2,787.75)	(2,812.25)	(6,764.45)	3,952.20
Purchases-Textbooks	514.40	90,000.00	41,902.25	42,293.87	47,706.13	9,020.04	38,686.09
Less Inventory		(22,500.00)	(36,967.38)	(37,359.00)	14,859.00	(9,020.04)	23,879.04
Travel	514.70	500.00	--	177.00	323.00	--	323.00
Other Expenses	514.90	1,000.00	156.66	299.57	700.43	222.37	478.06
TOTAL BOOKSTORE COSTS & EXPENSES		\$ 98,160.00	\$ 6,362.01	\$ 7,481.92	\$ 90,678.08	\$ 222.37	\$ 90,455.71
Cafeteria	515.0						
Salaries	515.10	\$ 9,000.00	--	--	\$ 9,000.00	\$ --	\$ 9,000.00
Purchases of Food	515.31	17,000.00	--	--	17,000.00	--	17,000.00
Other Expense	515.39	4,000.00	8.40	8.40	3,991.60	--	3,991.60
TOTAL CAFETERIA COSTS & EXPENSES		\$ 30,000.00	\$ 8.40	\$ 8.40	\$ 29,991.60	\$ --	\$ 29,991.60
Student Activity Program	517.00						
Student Activity Expenditures	517.90	\$ 20,000.00	\$ 2,220.00	\$ 2,220.00	\$ 17,780.00	\$ 655.87	\$ 17,124.13
Student & Community Services	518.00						
Trustee Scholarships (5)	518.91	\$ 1,400.00	--	--	\$ 1,400.00	\$ --	\$ 1,400.00
Grants-in-Aid (3)	518.92	840.00	--	--	840.00	--	840.00
Work Study Program	518.94	5,513.00	--	--	5,513.00	--	5,513.00
Harper Work Program	518.95	21,000.00	--	--	21,000.00	--	21,000.00
TOTAL STUDENT & COMM. SERVICES		\$ 28,753.00	\$ --	\$ --	\$ 28,753.00	\$ --	\$ 28,753.00
Capital Outlay							
Additional Equipment	563.00	\$ 112,000.00	\$ 356.24	\$ 551.41	\$ 111,448.59	\$ 7,940.59	\$ 103,508.00
Provision for Contingencies	590.00	88,517.00	--	--	88,517.00	--	88,517.00
GRAND TOTAL		\$ 1,858,833.00	\$ 79,974.82	\$ 125,861.01	\$ 1,732,971.99	\$ 20,881.18	\$ 1,712,090.81

QUALIFICATIONS FOR DIRECTOR OF LEARNING RESOURCES

Personal Qualities

- 1. Desire to devote considerable energy to the demanding task of coordinating instructional media program for the college.
- 2. Demonstrated ability to work cooperatively and effectively with the faculty of a collegiate institution.

Professional Qualifications

- 1. Undergraduate and graduate degree in a teaching field with successful teaching experience. Prefer advanced graduate work in instructional media with the final goal of a Ph.D. in instructional resources or related field.
- 2. Current understanding of the multiple approaches to group and individual instruction including knowledge and working experience in computer technology, data processing, TV production, video taping, library services, etc.
- 3. Background in development psychology, educational psychology, psychology of learning, and evaluative techniques.

Professional Strengths

- 1. Strong commitment to or willingness to accept the role of the comprehensive community college in an urban community.
- 2. A keen awareness that the role of the director of learning resources is one of service, leadership and guidance to the faculty and staff.
- 3. Ability to coordinate and effectively direct the functions of the learning resources center which include all library services and instructional media uses for the entire campus.

Anticipated Employment Date and Salary Range

Employment date: July 1, 1968

Salary: \$15,000 - \$18,000 depending upon experience and educational background.

QUALIFICATIONS FOR DIRECTOR OF INSTITUTIONAL RESEARCH

Personal Qualities

1. Desire to devote considerable energy to the demanding task of organizing the complete institutional research program for the college.
2. Demonstrated ability to work cooperatively and effectively with the faculty of a collegiate institution.

Professional Qualifications

1. Undergraduate and graduate degree in a teaching field with successful teaching experience. Prefer M.A. +30 with final goal of Ph.D. in institutional research. Extensive course work in statistics, experimental design, methods of research, and educational psychology.
2. Demonstrated success in the field of research as evidenced by major projects, significant dissertations, or evaluative research projects and the use of computer in final research solutions.

Professional Strengths

1. A strong commitment to and willingness to accept the role of the comprehensive community college in an urban community.
2. Keen awareness that the role of director of institutional research is one of stimulating, directing, and coordinating institutional research projects which will substantiate the effectiveness with which a comprehensive community college is serving its community and its constituency.
3. Ability to coordinate and work effectively with faculty and staff in the evaluation of the educational program.
4. Ability to create a climate in which reliable and valid institutional research may take place.

Anticipated Employment Date and Salary Range

Employment date: July 1, 1968

Salary: \$13,000 - \$16,000

QUALIFICATIONS FOR DIRECTOR OF CONTINUING EDUCATION
AND SUMMER PROGRAMS

Personal Qualities

1. Desire to devote considerable energy to developing and coordinating an extensive continuing and summer educational program.
2. Demonstrated ability to work cooperatively and effectively with the faculty, division chairmen, and deans of the college in promoting the evening and summer program.

Professional Qualifications

1. Undergraduate and graduate degree in a teaching field with successful teaching experience. Prefer M.A. +30 in continuing or adult education at the collegiate level, with the final goal of a Ph.D.
2. Have demonstrated keen administrative ability in relating to all facets of an urban community.
3. Strong background in the role of the community college in offering adult and community services, and higher education curricula.

Professional Strengths

1. A strong commitment to and willingness to accept the role of the comprehensive community college in an urban community.
2. A keen awareness that the role of director of continuing education and summer programs is one of extending the regular day program and stimulating other programs more relevant to the needs of the adult population.
3. Ability to coordinate and direct the affairs of a large continuing education program for a population base of approximately 250,000 people in a middle class suburban community.

Anticipated Employment Date and Salary Range

Employment date: August 1, 1968

Salary: \$15,000 - \$18,000 depending upon experience in continuing education program.

I. SUBJECT

Consideration of the purchase of a general purpose maintenance vehicle.

II. REASON FOR CONSIDERATION BY THE BOARD

Purchase of an item not specifically budgeted.

III. BACKGROUND INFORMATION AND ANALYSIS OF THE PROBLEM

As the college has developed, certain problems have developed that indicate a vehicle for snow removal, stalled cars, and general maintenance jobs, is needed. Some of the more specific reasons are as follows:

1. Snow removal at the Data Processing Center for staff and students during the next two years would have to be contracted at the approximate cost of \$1,000 - \$1,500 per year. The Lyons Park snow removal at the HARPER-GROVE campus would cost an additional \$300 - \$500.

Expenditures for snow removal over the next two years will almost pay for the vehicle. Mr. Hughes will be assigned the responsibility for snow removal, thus eliminating the need for additional personnel.

Vehicle operating costs would be absorbed by the building fund. Gasoline would be purchased at a reduced rate because of the college's tax exempt status.

2. This vehicle would be assigned to Mr. Hughes during the day and stored at the Data Processing Center at night. Currently Mr. Hughes is drawing in the area of \$50.00 per month for mileage. This charge would be eliminated and directed to operating costs for the vehicle.

3. The college has agreed to keep High School District 214's parking lots free of stalled cars. During severe cold periods the truck would be utilized to start cars.
4. Many miscellaneous jobs would be handled by this vehicle during the next two years.
5. This type of vehicle will be needed by the grounds crew for the maintenance of the campus site. By combining uses and existing budget items, this vehicle will basically be paid for over the next two years.

IV RECOMMENDATION

It is recommended that a 3/4 ton pick-up truck be purchased from Arlington Park Dodge at a total cost of \$3,317.00. Quotations are attached.

Our quotation request specified a 3/4 ton pick-up truck which implies a truck with a GVW in the range of 6,000 to 10,000 lbs. The truck offered by the low bidder, Garlish & Sons, has a GVW of 5,600 lbs. The other bidders offered trucks in the 3/4 ton range as requested in our quotation request. We should either disqualify Garlish & Sons or ask for new quotations on a 1/2 ton truck--the GVW range being under 6,000 lbs.

The next lowest bidder is Arlington Park Dodge--the same dealer from whom we purchased our present van. If we go with a 3/4 ton truck then I recommend that the bid be awarded to Arlington Park Dodge at a total cost of \$3,317.00.

dm jm
10/13/67

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

WILLIAM RAINEY HARPER COLLEGE

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

INSTRUCTIONS

TO

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1. Your quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
3. Unsigned bids will not be considered
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to
WILLIAM RAINEY HARPER COLLEGE
34 WEST PALATINE ROAD
PALATINE, ILLINOIS 60067

ATTENTION PURCHASING AGENT

Quotation Request No	Date	Page ___ of ___	Your Quotation No	Quotation Due
Q-76				
Item No.	Quantity	Description	Unit Price	Extension
		Specifications: <u>3/4 Ton Pick-Up</u> <u>New 1968 Model</u> 1. 4 wheel drive 2. 300 cubic inch engine - V-8 3. 4 speed transmission 4. 2600 lb. rear springs 5. 8 ply snow tires 6. spare wheel and mounted tire 7. driver's comfort package 8. 46 ampere alternator 9. west coast mirrors 10. 1550 lb. front springs 11. 7' 0" western hydra-turn plow with spring tension tilt blade, installed and detachable. 12. two extra sealed beam headlights on cab to clear plow Alternate: <u>New 1967 Model</u> according to above specifications		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

Certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made ___ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

Title

I. SUBJECT

The Establishment of a Program of Intercollegiate Athletics for William Rainey Harper College to be Initiated in September 1968.

II. REASON FOR CONSIDERATION BY BOARD

New program with budget and staffing implications.

III. BACKGROUND INFORMATION AND ANALYSIS OF PROBLEM

On Wednesday November 1 the Harper College Temporary Faculty Senate, upon recommendation of their student personnel committee, passed and recommended to the Board of Trustees adoption of the intercollegiate program that follows.

Previous board actions have approved the establishment of intercollegiate athletics at Harper College and have approved college membership in the Northern Illinois Junior College Conference.

Mr. John Gelch, Acting Director of Athletics, has studied availability of opponents, facilities, costs (see attached budget estimates) and student interest and has developed the program around his findings.

IV. RECOMMENDATION

It is recommended that Harper College begin participation in intercollegiate athletics during the 1968-69 college year with the following sports:

1. Fall Season - Cross Country and Golf
2. Winter Season - Basketball and Wrestling
3. Spring Season - Baseball, Track, and Tennis

Bohler

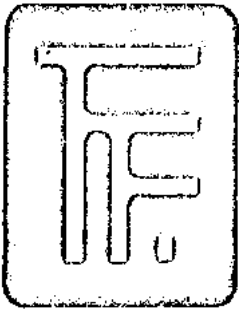
PROPOSED BUDGET - Athletics 1968-69 - 1969-70

<u>I. Administrative Expense</u>	<u>1968-69</u>	<u>1969-70</u>
Office Expense	\$ 350.00	\$ 350.00
Insurance	408.00	408.00
Training Room Supplies	400.00	400.00
Wages	405.00	450.00
Athletic Publicity (includes printing costs of tickets, brochures and schedules)	900.00	1150.00
Athletic Awards	860.00	1250.00
Laundry Service	500.00	600.00
Rental Facilities	500.00	500.00
Dues	180.00	180.00
Staff Travel	375.00	375.00
Field Maintenance	100.00	100.00
Miscellaneous	300.00	300.00
Total	<u>\$5278.00</u>	<u>\$6063.00</u>
<u>II. Sports</u>	<u>1968-69</u>	<u>1969-70</u>
Baseball	\$ 2603.55	\$ 2123.65
Basketball	4337.95	4049.35
Cross Country (equipment and supplies included in track and field)	164.00	190.00
Golf	866.90	828.00
Tennis	760.00	806.00
Track and Field	3303.00	1464.80
Wrestling	1151.60	720.00
Total	<u>\$13187.00</u>	<u>\$10182.40</u>
	<u>1968-69</u>	<u>1969-70</u>
* Repairs	\$ 300.00	\$ 300.00
** Practice Gear	912.00	626.00
*** Staff Gear	200.00	100.00
Total	<u>\$1412.00</u>	<u>\$1026.00</u>
Total	<u>\$14599.00</u>	<u>\$11208.40</u>
<u>III. Salaries</u>	<u>1968-69</u>	<u>1969-70</u>
Includes increment salaries of Director of Athletics and 9 coaches	\$6300.00	\$6300.00

IV. <u>Anticipated Income</u>	<u>1968-69</u>	<u>1969-70</u>
Ticket Sales	?	?
Student Fees	?	?

RECAPITULATION

I	<u>1968-69</u>	<u>1969-70</u>
I. Administrative Expense	5,278.00	6,063.00
II. Sports	14,599.00	11,208.00
III. Salaries	6,300.00	6,300.00
IV. Anticipated Income	?	?
Totals	<u>\$26177.00</u>	<u>\$23571.40</u>



FRIDSTEIN AND FITCH
ARCHITECTS • ENGINEERS
 351 East Ohio Street • Chicago 11, Illinois • 644-3570

MONTHLY CONSTRUCTION REPORT

October - 1967

5155-13

Project - William Rainey Harper College

PROJECT STATUS

Rough site work approximately 40% complete. Installation of storm drainage 5% complete. Footings being poured on Building "B" (power plant), approximately 50% complete.

WEATHER

Generally good, few lost days on account of rain.

PERCENT OF COMPLETION

.8%

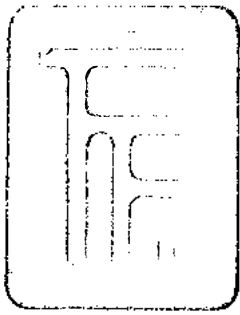
COMPLETION DATE

July 1, 1969

GENERAL COMMENTS

1. Excessive amounts of peat and unsuitable soil have been uncovered. Contractor is removing unsuitable material under directions and authority of a Field Order, work being done on a unit price basis in accordance with specification.
2. Change Order for installation of culvert pending.
3. Drawings of addition to power plant expected from CRS this week.
4. Letters of Intent have been sent to all Prime Contractors by the IBA. Contracts will be prepared when DHEW gives approval, subject to federal funding release.

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ARCHITECTS • ENGINEERS
351 East Ohio Street • Chicago 11, Illinois • 644-3570

November 2, 1967

Mr. William Mann
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois

RE: William Rainey Harper College 5155-9

Dear Bill:

As you know, we have requested a change in the policy concerning the architect's field representative that will be working on the new college site.

At a meeting of the Board of Trustees held several months ago we introduced William Jarvis as the representative of our office who would be responsible for the project. At that time, it was our intention that Mr. Jarvis would be spending all of his time on the job site.

However, now that the project has started we find that more than one person must be involved on this project and therefore ask that this information be presented to the Board so that a proper understanding can be obtained. Since the meeting last summer Mr. Jarvis has assumed his responsibility as chief of our field representatives. We have assigned Mr. Ronald Halpert as the full time resident representative on the site, working under the supervision of Mr. Jarvis.

In addition, our mechanical and electrical inspector, Mr. Robert Bennett, has also been assigned to this project for whatever time is involved for the necessary inspections and interpretations as the job may require.

We believe it is the intent of the contract between the architect and the college that the job be properly manned. May we assure you that the method that is presently being employed exceeds this requirement only to the extent that it satisfies our own standards of performance. May we suggest that the Board accept Mr. Halpert at this time as the full-time representative, recognizing that we must have the freedom to assign as many men as the job requires in order that our assignment of inspection and interpretation be properly satisfied.

November 2, 1967

Mr. William Mann
William Rainey Harper College

RE: Harper College 5155-9

PAGE TWO:

Mr. Halpert has been employed by our firm for over a year. Previously he was the representative for the architect on several of the buildings in the Carl Sandburg village projects in downtown Chicago. Prior to this time he had a great deal of experience in all types of construction. He served as our representative on South Shore High School and several other projects prior to his assignment to the Harper project. We feel that he meets our own standards of professional knowledge and capability and therefore have assigned him to this very important job. It is our hope that you will concur and not only Mr. Halpert's assignment but allow us the freedom to carry out our contractual assignment.

Yours very truly,

FRIDSTEIN & FITCH



Robert B. Fridstein

RBF/saf