

WILLIAM RAINEY HARPER COLLEGE
Algonquin and Roselle Roads
Palatine, Illinois

AGENDA

Adjourned Board Meeting
November 26, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll, October 16-31 and November 1-15, 1968
 - d. Estimated Payroll, November 16 to December 15, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Presentation by C.R.S.: Southwest Corner, Music and Science Wing, Quentins Entrance Road
 - b. Presentation: 1969 Staffing (Dr. Andeen and Division Chairmen)
 - c. Recommendation: Clarification of Policy on Promotion, Exhibits A and B
 - d. Recommendation: Revised Accounting Manual, Exhibit C
 - e. Review of Furniture and Furnishing Specifications, Exhibit D
- VIII. President's Report
- IX. Adjournment

Revised Nov. 22, 1968

November 20, 1968

BOARD OF TRUSTEES

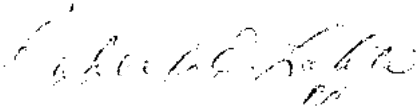
Dear Trustee:

Enclosed is the Agenda and supporting information for the postponed Board meeting to be held Tuesday, November 26, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

The approval of disbursements, Construction Payouts, Bills Payable, Payroll, will be mailed to you separately.

I shall look forward to seeing you on Thursday, eight o'clock in the evening.

Sincerely,



Robert E. Lahti
President

rb
enclosures

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

Minutes of the Adjourned Board Meeting of Tuesday, November 26, 1968

CALL TO ORDER: The adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:03 p.m., November 26, 1968, pursuant to adjournment from the Special Meeting of Thursday, November 7, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, in the absence of Chairman Johnson by Vice-Chairman Hansen.

ROLL CALL: Present: Members John Haas, James Hamill, Milton Hansen, Roy Hutchings, and Jessalyn Nicklas

Absent: Members Richard Johnson and John Kuranz

Also present: Dr. Robert E. Lahti, Kenneth Andeen, John R. Birkholz, Donald Collins, James Harvey, Robert Hughes, William Mann, Donald Mistic, John Thompson, John Upton, and Frank Vandever, Harper College; Frank Hines, Board Attorney; Merrill Sanders, Day Publications; Mary Schlott, Paddock Publications; Ralph P. Klatt, Des Plaines Suburban Times; Robert B. Fridstein, Fridstein, Fitch & Partners; Ed Finlay, Richard Anderson and Jack DeBartelo, Caudill Rowlett and Scott.

MINUTES: Member Haas moved and Member Nicklas seconded the motion to approve the minutes of the Special Board Meeting of November 7, 1968, as distributed. Motion unanimously carried.

Vice-Chairman Hansen called attention to the presence of Mr. E. Finlay of Caudill Rowlett & Scott, architects. He stated it was desirable at this time for the Board to meet in Executive Session to discuss the matter of acquisition or sale of real estate.

Member Nicklas moved and Member Hamill seconded the motion that the Board meet in Executive Session to discuss the acquisition or sale of real estate. Motion unanimously carried, and the Board meeting recessed to Executive Session at 8:07 p.m.

The meeting was reconvened at 8:25 p.m.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

NEW BUSINESS: Vice-Chairman Hansen informed the Board that Mr. Finlay and his associates had to catch a plane so the meeting moved to New Business, Presentation by Caudill, Rowlett and Scott and Scott.

Dr. Lahti informed the Board the architects planned to review three items with them: the design development on the Science Wing and Music Wing Additions; the plan for the southwest corner; and a short discussion on the Quintens Road Entrance.

Mr. Finlay presented his associates, Richard Anderson and Jack DeBartelo of Caudill, Rowlett and Scott, and Robert Fridstein of Fridstein, Fitch & Partners.

At this point Dr. Lahti reported that Donald Collins, of Harper's staff, had received his full license as a practicing architect about a month ago. The Board extended their congratulations to Mr. Collins.

Mr. Finlay stated he had met with members of Harper's staff. He discussed slight revisions within the music facility and informed the Board there were no particular changes in the science facility. He then displayed and discussed plans for the Science and Music Wings. Mr. Finlay asked for the Board's approval of these plans so the architects could develop further drawings.

Member Haas moved and Member Hamill seconded the motion to approve the plans for the Science and Music Wings as presented, and to authorize the architects to proceed with the development of further drawings.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen,
Nicklas and Hutchings

Nays: None

Member Hamill requested the estimated cost of these additions be recorded in the minutes. Mr. Finlay stated the basic construction cost for these additions would be roughly \$1,659,000.00.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

NEW BUSINESS:
Presentation by
CRS (Cont.)

Mr. Finlay discussed the plans for the southwest corner, which include a perimeter road, 602 space parking lot, football field, track area, baseball field with a backstop, ten tennis courts which in time would be a twelve court area, and a general open play field. He informed the Board they were still working on electrical layouts to light the tennis courts and a sprinkling system for the football field. Mr. Finlay displayed and discussed the plans for this area.

Member Haas moved and Member Hamill seconded the motion to approve the plans for the southwest corner as presented, to authorize the architects to proceed with further development of plans for this area and to negotiate with the present contractor for prices on this, after which the architects will recommend to the Board whether to accept negotiated prices or to bid this out.

Dr. Lahti suggested Mr. Mann and Mr. Collins be included in the negotiations.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Nicklas
and Hutchings

Nays: None

Mr. Finlay and his associates left the meeting.

APPROVAL OF
DISBURSEMENTS:
Construction
Payouts

Member Haas moved and Member Nicklas seconded the motion that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

William Zeigler & Son, Inc.	\$15,246.00
Fridstein, Fitch & Partners, Arch. & Engineering Services	6,643.78

Member Hamill asked about the construction progress. Mr. Mann stated it was coming along very well, particularly Building D which was behind. Dr. Lahti expressed concern about the roof on the student senate building. It was explained that the weather has to be above 35 degrees before a tar roof is applied. However, Mr. Mann stated that apparently the contractor was not concerned.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

APPROVAL OF
DISBURSEMENTS

Dr. Lahti informed the Board work was now being done on the dam portion of the lake.

ConstructionPayouts (Cont.)

Mr. Hughes stated the next CPM printout would be ready for the next Board meeting.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings and Nicklas

Nays: None

Bills Payable

Member Hamill moved and Member Haas seconded the motion to approve for payment the bills payable as of Nov. 26, 1968, as follows:

Educational Fund	\$37,032.67
Building Fund	17,623.67
Site & Construction Fund	6,974.52
Auxiliary Fund	12,846.81
Bond & Interest Fund	<u>375,965.63</u>
	<u>\$450,443.30</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings and Nicklas

Nays: None

Payrolls

Member Hutchings moved and Member Haas seconded the motion to approve for payment the Payroll of October 16 to 31, 1968, in the amount of \$115,887.60; the Payroll of November 1 to 15, 1968, in the amount of \$76,775.82; and the Estimated Payroll of November 16 to December 15, 1968, in the amount of \$211,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings and Nicklas

Nays: None

COMMUNICATIONS:

None. Member Hamill reported he had attended two meetings as a representative of Harper College, one in Palatine and one in Mt. Prospect.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

UNFINISHED
BUSINESS:

Vice-Chairman Hansen stated all Board members had received a copy of the proposed Faculty Senate Constitution. He further stated that, if there were no objections, he would prefer to schedule this on the agenda for the next meeting in order to give all Board members more time to look it over. The Board agreed. The Board discussed the relationship of the document to the Board and to the college.

NEW BUSINESS:
Presentation:
1969 Staffing

Dr. Lahti informed the Board that the administration had hoped to present fifty to seventy-five percent of the staff needs for 1969, but stated there were many problems in trying to estimate how this year's night school will break down into a day school next year.

Dr. Andeen presented a mid-term enrollment analysis, informing the Board that a 10% drop is anticipated by mid-term. He discussed other variables which affect staffing, such as the percentage of students who will be in day school compared to evening school, classroom seating, and the new programs which will be coming in. Consequently, Dr. Andeen expressed the need for further study before full staffing requirements could be determined. Dr. Lahti stated an estimate of staff needs will be presented at the next Board meeting.

Employment of
Staff

Dr. Andeen discussed the background of Mr. Robert C. Smith, in the field of engineering. He pointed out that Mr. Smith had a contract from the Board last year which he was unable to accept for personal reasons.

Member Hamill moved and Member Haas seconded the motion to employ Mr. Robert C. Smith, with the rank of Associate Professor, at a salary of \$14,400.00, nine month contract.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings
and Nicklas
Nays: None

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

NEW BUSINESS:
Clarification
of Policy on
Promotion

The Board was asked by the Faculty Senate for an interpretation regarding Section 3.2.2, of the Policy Manual. The question concerned the time element involved in counting years of professional experience and units taken beyond the Master's degree towards promotion, and the eligibility of faculty members hired for the 1967-1968 academic year, in reference to Assistant Professor and Associate Professor.

A discussion followed, in which Dr. Lahti stated his interpretation of "successful completion" in graduate school would be a B or better.

Member Hamill moved, and Member Hutchings seconded the motion, that the following statement be added to Section 3.2.2 of the Policy Manual, in order to clarify the Board policy on promotion:

"The current year of college teaching should be counted, contingent upon successful completion, towards the number of years of experience applicable to consideration for promotion."

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings
and Nicklas

Nays: None

A discussion followed on the second part of the question in reference to the eligibility of faculty members hired for the 1967-68 academic year for promotion to Assistant Professor and Associate Professor. Dr. Lahti explained some faculty hired in 1967 had been shown a document with proposed policy requiring 5 years from Associate Professor to Professor and 2 years from Assistant Professor to Associate Professor. Subsequently policy was adopted requiring 8 years from Associate Professor to Professor and 5 years from Assistant Professor to Associate Professor. Due to this misunderstanding, a number of faculty feel they are eligible for consideration for promotion. Mr. Birkholz stated originally there were six people involved, but now it seems all teachers hired the first year feel they are entitled to this consideration.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

NEW BUSINESS:
Clarification
of Policy on
Promotion
(Cont.)

Mr. Birkholz went on to say due to time sequence division chairmen had been asked to determine those people meeting the minimal qualifications for promotion. He stated that if the Board considered the two years as a grandfather clause, for those who misunderstood, there would be some people eligible for consideration. Dr. Lahti suggested letting these go through with the understanding they would be contingent upon the decision on the two or five years which will be made later.

Dr. Lahti recommended the administration survey the faculty and find out the magnitude of the problem, before bringing this information back to the Board for a decision. The Board agreed.

Revised
Accounting
Manual

Mr. Mann discussed the Revised Accounting Manual which had been distributed to Board members, and asked for acceptance of it by the Board.

Member Hamill moved and Member Hutchings seconded the motion that the Board adopt the Revised Accounting Manual as presented. Motion unanimously carried.

Policy Manual

Dr. Lahti distributed to Board members proposed policy editorial changes, recommended by Board Attorney, Frank M. Hines, specifically as related to the Board as a result of new legislation. He informed the Board these changes will be on the agenda for the next meeting.

Review of
Furniture and
Furnishing
Specifications

Mr. Mann pointed out that the furniture and furnishing specifications had been mailed to Board members. He stated this would be moveable furniture for the campus. Mr. Mann reported that Mr. Collins, with help from Mr. Misic, had worked on this. In answer to a question from Member Nicklas, Mr. Mann stated the numbers and specs had been recommended by CRS. He informed the Board Mr. Collins will have the bids by the second meeting in December and pointed out the necessity of ordering this equipment so the college will receive it by next fall.

Vice-Chairman Hansen expressed the appreciation of the Board for the work involved by Mr. Collins.

Minutes of Adjourned Board Meeting of Tuesday, November 26, 1968

PRESIDENT'S
REPORT:

Dr. Lahti distributed proposed revision of policies and procedures for review of capital funds requests for public junior colleges from the Board of Higher Education. He commented there must be a reason but stated it was not discussed in the last President's Advisory Committee meeting with Gerald Smith.

Dr. Lahti informed the Board that a new equalization plan for junior college finance in the State of Illinois was being proposed by Gerald Smith to the state board. Dr. Lahti stated he expected to receive more information on this within a week or so.

Dr. Lahti distributed the spring schedule of classes and also the official President's Report which covers three years of operation. Dr. Lahti discussed the report with the Board and informed them that from now on this would be a one-year document. He stated more copies were available should Board members wish a quantity of this report.

ADJOURNMENT:

At 10:55 p.m., Member Hutchings moved and Member Nicklas seconded the motion that the meeting be adjourned to December 12, 1968, at 8:00 p.m., at the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois. Motion unanimously carried.


Vice-Chairman Hansen


Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

November 22, 1968

To: Board of Trustees

From: Office of the President

Mr. Finlay of CRS has informed us that he will be ready to present the design and development phase of the Music and Science Wing, southwest corner design, parking lot lay-out, and he will be prepared to give a report on the access road to Quintens Road.

It was originally thought that this report could be covered under the President's Report. However, because of the increased scope of the report, we would like to recommend that it be moved to Item a, under New Business.

Attached is a revised agenda reflecting this change.

WILLIAM RAINEY HARPER COLLEGE

November 19, 1968

To: Board of Trustees

From: Administration

Subject: Construction Payouts

The following construction payouts have been recommended for payment by our architect and have been reviewed by Mr. Hughes, Superintendent of Buildings and Grounds.

The administration recommends that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

William Zeigler & Son, Inc.	\$15,246.00
Fridstein, Fitch & Partners, Arch. & Engineering Services	6,643.78

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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures
 November 16 to December 15, 1968.

The following estimated Payrolls in the amount of \$211,000.00
are hereby authorized for payment.

<u>NOVEMBER 16 - 31, 1968</u>	
Regular Payroll	\$127,000.00*
<u>DECEMBER 1 - 15, 1968</u>	
Regular Payroll	<u>84,000.00</u>
	\$211,000.00
	=====

DATE OF APPROVAL: NOVEMBER 26, 1968

CHAIRMAN: Milton P. Hanson SECRETARY: Judy M. Duckla

*Includes part-time teachers payroll.

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

BILLS FOR APPROVAL
NOVEMBER 26, 1968

I. BILLS PAYABLE		<u>PAGES</u>
Educational Fund	<u>\$ 37,032.67</u>	6
Building Fund	<u>\$ 17,623.67</u>	3
Site & Construction Fund	<u>\$ 6,974.52</u>	2
Auxiliary Fund	<u>\$ 12,846.81</u>	5
Bond & Interest Fund	<u>\$375,965.63</u> <u>\$450,443.30</u> =====	1
II. PAYROLLS		
Payroll, October 16 to 31, 1968	<u>\$115,887.60</u>	
Payroll, November 1 to 15, 1968	<u>\$ 76,775.82</u>	
Estimated Payroll, November 16, to December 15, 1968	\$211,000.00	
III. IMPREST FUND	<u>\$ 7,154.69</u>	

WILLIAM RAINY HOPPER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
E. W. Boehm Co.	Office Supplies & Equipment	368.60	9117
Order from Horder	Office Supplies	369.04	9118
Order from Horder	Office Supplies	62.11	9119
I. B. M. Corp.	Typewriter	280.00	9120
Harper College Bookstore	Instructional Supplies, Lab. Supplies,		
	Office Supplies	74.29	9121
Allied Electronics Corp.	Tech. Supplies-Electronics	2.28	9122
Newark Electronics Corp.	Tech. Supplies-Electronics	44.26	9123
Tad Products Corp.	Tech. Supplies	15.24	9124
Instrumental Music Inc.	Music Supplies	37.24	9125
Scientific Glass Apparatus Co.	Lab. Supplies	7.70	9126
Denoyer-Geppert Co.	Lab. Supplies	4.25	9127
Easy Travel Service	Travel-F. Vandever, H. Cunningham	64.00	9128
Gestetner Corp.	Machine Repairs	7.75	9129
Intercollegiate Press Bulletins	Publications	45.00	9130
Holiday Inn of Rolling Meadows	Meeting Expense	13.91	9131
Bro-Dart Inc.	Library Supplies	60.00	9132
Encyclopedia Britannica Educational Corp.	Films	1,946.50	9133
Film Center Inc.	Films	110.73	9134
Peter M. Robeck and Co.	Film Rental	51.55	9135
American Journal of Nursing	Library Subscription	8.00	9136
Lawyers Cooperative Publishing Co.	Library Books	40.00	9137
A. C. McClurg & Co.	Library Books	19.94	9138
University of Oklahoma Press	Library Books	122.21	9139
Rowman & Littlefield, Inc.	Library Books	400.00	9140
Xerox Corporation	Machine Rental	340.10	9141

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
PPG Industries	Mirror	16.50	9142
Barrington Press Newspapers	Advertising	1.50	9143
Elaine Revell Inc.	Contractual Services	82.78	9144
Association of Governing Boards of Universities & Colleges	Travel Expense - F. Hines	25.00	9145
White Collar Girls of America	Contractual Services	131.25	9146
Lattof Car Rental Inc.	Car Rental	16.10	9147
Forest Atwood Paper Co.	Duplicating Supplies	643.20	9148
Harper College Bookstore	Office and Lab. Supplies, Publications-Voc. Library	243.77	9149
Order from Horder	Office Supplies & Equipment	274.76	9150
Order from Horder	Office Supplies	18.01	9151
Schiele-Faierson Co.	Office Supplies, Printing - Student Applications	190.00	9152
Houghton Mifflin Co.	Classroom Supplies	44.48	9153
Denoyer-Geppert Co.	Instructional Supplies	27.23	9154
Universal Stationers, Inc.	Office Supplies	6.80	9155
Allied Electronics Corp.	Electronics & Audio Visual Supplies	417.00	9156
National Technical Research Arvids Iraids	Electronics Supplies	26.85	9157
Newark Electronics Corp.	Technical Supplies	42.97	9158
Retco Alloy Co.	Supplies - Electronics	24.29	9159
Regent Products Co.	Technical Supplies	66.15	9160
Nicholas Prokos Stoneware	Art Supplies	17.52	9161
National School Towel Service	Laboratory Supplies	140.00	9162
Parrish Sporting Goods	Contractual Services	256.00	9163
Educational & Institutional Cooperative Service, Inc.	School Scale	51.95	9164
I.B.M. Corp.	Office Equipment	270.02	9165
General Biological Inc.	Typewriters	640.00	9166
Cenco Instruments Corp.	Instructional Supplies	41.40	9167
Wards Natural Science Establishment	Lab. Supplies	26.66	9168
Sargent-Welch Scientific Co.	Lab. Supplies	12.80	9169
	Lab. Supplies	10.26	9170

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Scientific Glass Apparatus Co.	Lab. Supplies	144.00	9171
Easy Travel Service	Travel-J. Bauer, R. Sedrel, J. Upton, F. Vaisvil	330.00	9172
Practical Offset Inc.	Brochures, Printing- pplication Publication	363.90	9173
Supt. of Documents	Duplicating Supplies	7.00	9174
3M Business Products Sales	Duplicating Supplies	6.49	9175
Xerox Corporation	Travel Expense	58.00	9176
North Central Junior Colleges	Library Supplies	24.50	9177
3M Business Products Sales	Film Rental	25.53	9178
AFL-CIO Film Division	Film Rental	15.00	9179
American Dental Association	Film Rental	1.50	9180
Association Films, Inc.	Film Rental	5.50	9181
Contemporary Films	Film Rental	21.50	9182
International Film Bureau	Film Rental	10.63	9183
Johnson Process Co.	Audio Visual Supplies	127.85	9184
Metropolitan Electrical Supply Co.	Audio Visual Supplies	98.70	9185
Public Affairs Committee Film Service	Films		
Super Market Institute	Film Rental	110.00	9186
Baker & Taylor Col	Library Books	10.00	9187
R. R. Bowker Co.	Library Books	18.19	9188
Bro-Dart Industries Inc.	Library Books	116.10	9189
Bro-Dart Industries Inc.	Library Books	740.84	9190
Christianity Today	Library Books	300.40	9191
Colonial Out-of-Print Book Service	Library Subscription	6.00	9192
Dura-Craft Book Bindery	Library Books	33.04	9193
Ebsco Subscription Services	Library Books	1,122.21	9194
Foundation Press	Library Subscriptions	1.05	9195
Four Winds Press	Library Book	5.00	9196
Libraries Unlimited	Library Books	7.22	9197
A. C. McClurg & Co.	Library Books	9.05	9198
U. S. Book Exchange	Library Books	297.71	9199
General Camera Co.	Library Books	41.93	9200
	Audio Visual Equipment	110.71	9201

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Midwest Visual Equipment Co.	Audio Visual Equipment	2,006.12	9202
Triangle Camera Inc.	Audio Visual Equipment	43.28	9203
Southern Illinois Univ. Press	Professional Book	1.76	9204
Victor Business Forms Group	Printing-Student Record	340.70	9205
Lakeview Rubber Stamp Co.	Office Supplies	3.74	9206
Langer Printing Co.	Printing - Envelopes	499.25	9207
Chicago Tribune	Want Ad, Legal Notice	52.45	9208
Tab Products Co.	Freight	7.18	9209
Nissen Corp.	Equipment	371.34	9210
Bachrach	Photographs	37.97	9211
American Council on Education	Publications	10.25	9212
Committee for Economic Development	Publications	10.48	9213
Daedalus	Publications	25.78	9214
Educational Technology	Subscriptions	12.00	9215
University of Michigan	Publications	10.25	9216
Official Airline Guide	Subscription	30.00	9217
Nelsons Florist	Meeting Expense	71.15	9218
Stivers Lifesavers	Contractual Services	119.06	9219
Kelly Services Inc.	Contractual Services	105.00	9220
White Collar Girls of America	Contractual Services	75.25	9221
Accounting Machines Sales & Service	Office Supplies	94.45	9222
Educational & Institutional Cooperative Service	Office Equipment	73.48	9223
Northwest Office Machines	Office Supplies	11.10	9224
Addressograph Multigraph Corp.	Repairs-Duplicating Machine & Duplicating Supplies	100.40	9225
Paddock Publications	Want Ads, Legal Notice, Subscription	79.46	9226
Elk Grove Blueprint & Supply	Drafting Supplies	12.27	9227
A and H Bindery	Binding	114.00	9228
Chicago Aerial Survey	Photo Work	30.00	9229
Gamma Photo Labs	Photographic Services	5.34	9230

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Commerce Clearing House	Publication, Subscription	468.00	9231
Palatine News Agency	Subscription	12.65	9232
Thomas McCabe	Tuition Reimbursement	150.00	9233
A. Lee Haydary, M. D.	Medical Examination-R. Barlow	20.00	9234
Gale Research Co.	Library Books	2,600.00	9235
M. J. Stillman Co.	Instructional Supplies	44.73	9236
Harper College Bookstore	Architecture Supplies	11.65	9237
Cenco Instruments Corp.	Lab. Supplies	18.85	9238
Wards Natural Science Establishment	Instructional Equipment	49.92	9239
University of Illinois	Film Rentals	78.40	9240
New York Times	Films	2,145.00	9241
Triangle Camera Inc.	Audio Visual Supplies	8.88	9242
Burke Audio Visual Service	Audio Visual Equipment	234.00	9243
Order from Horder	Office Supplies	17.07	9244
Continental Dataforms	Tab Forms	177.74	9245
Office Electronics, Inc.	Tab Forms	197.41	9246
Easy Travel Service	Travel-R. Sedrel, J. Birkholz	272.00	9247
I.B.M. Corp.	Model Change, Machine Maintenance & Transportation, Computer Equipment Meeting Expense	728.41	9248
Arlington Carousel	Meeting Expense	504.75	9249
Chase-Park Plaza Hotel	Travel-J. Muchmore, J. Thompson	82.22	9250
Ernst and Ernst	Management Services	1,405.00	9251
Accounting Machines Sales & Service	Equipment Rental	110.00	9252
J. Chris Svare	Contractual Services -Public Relations	259.00	9253
American College Public Relations Association	Institutional Membership	100.00	9254
Community Camera	Photo-Meeting Expense	120.00	9255
Frank M. Hines	Legal Services	1,142.50	9256
Prudential Insurance Co.	Life & Health Insurance-October	5,254.79	9257
Imprest Fund	To reimburse Imprest Fund for Educational Fund expenditures	4,036.69	9258
		<u>\$37,032.67</u>	

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 9117 to 9258 are hereby authorized for payment.

Chairman Walter C. Hansen

Secretary Joseph M. Diabla

EDUCATIONAL FUND SUMMARY -- NOVEMBER 26, 1968

<u>Administration</u>		
Imprest Fund	112	(3,000.00)
Interfund Receivables	131	263.18
Travel & Salary Advances	138	2,436.30
Inventories	162	912.17
Community Combined Appeal	210	186.00
Student Tuition	270	24.00
Tuition Refunds	421	1,265.50
Contractual	520	3,319.84
General Materials & Supplies	540	2,385.07
Travel & Meeting Expense	550	1,801.19
Insurance	560	5,467.79
Fixed Charges	570	110.00
Capital Outlay - Office	580	443.97
Other	590	254.20
<u>Instruction</u>		
Contractual	520	139.98
Materials & Supplies-Classroom	530	12,442.91
Materials & Supplies-Office	540	2,045.98
Travel & Meeting Expense	550	1,501.26
Fixed Charges	570	912.08
Capital Outlay-Office	585	4,002.93
Capital Outlay-Instruction	586	118.32
		<u>\$37,032.67</u>

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

BUILDING FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Addison Building Materials	Building Materials	\$ 4.90	1119
The Roscoe Co.	Uniforms	35.10	1120
Barrington Trucking Co.	Refuse Removal	30.00	1121
John Lowecki Jr.	Grass Mowing	72.00	1122
Illinois Bell Telephone Co.	Telephone Service	18.83	1123
Standard Oil Co.	Gasoline	14.81	1124
Lattof Car Rental	Replacement of Lost Check - Number 8265 of 6-12-68	138.12	1125
Elk Grove Blueprint	Prints	2.08	1126
Paddock Publications	Want Ad	26.78	1127
Chicago Tribune	Want Ad	83.10	1128
Township H.S. District 214	Rental Charges - November	13,000.00	1129
Addison Building Materials	Building Materials - Maintenance Supplies	147.82	1130
Addison Building Materials	Building Materials	67.34	1131
Efengee Electrical Supply	Building Materials	12.85	1132
Northwest Electrical Supply	Building Remodeling - Equipment	40.88	1133
J. C. Zipprich Teaming Co.	Numerical Control Installation	439.00	1134
Arlington Oil Co.	Heating Maintenance	18.50	1135
Commonwealth Edison Co.	Electric Service	292.58	1136
Kale Uniforms	Security Uniforms	40.65	1137
The Roscoe Co.	Maintenance Supplies	35.10	1138
Sears Roebuck and Co.	Security Uniforms and Raincoats	118.32	1139
Fleet Air Communications	Equipment - Walkie Talkies	585.00	1140
Davidsmeyer Bus Service	Bus Service	540.00	1141
Gaare Oil Co.	Gasoline	136.62	1142
Marsh and McLennan Insurance	Auto Insurance	247.00	1143
Hoffmann Piano Service	Equipment Repair	38.00	1144
Lawler and O'Laughlin Const.	Concrete Work	605.00	1145

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

BUILDING FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Advance Industrial Security	Contractual Services	\$ 827.75	1146
Addison Building Material Co.	Maintenance Supplies	25.66	1147
Imprest Fund	To reimburse Imprest Fund for Building Fund Expenditures	118.00	1148
	Less Replacement Check #8265	\$17,761.79	
		138.12	
		<u>\$17,623.67</u>	
		=====	

To: Treasurer

From: Board of Trustees

The above listed checks number 1119 to 1148 are hereby authorized for payment.

Date of Approval: November 26, 1968

Chairman: Walter C. Hansen

Secretary: Janet M. Sueble

Contractual Services	520	\$ 986.25
General Materials & Supplies	540	389.27
Travel & Meeting Expense	550	711.00
Insurance	560	247.00
Fixed Charges	570	13,322.09
Capital Outlay -		
Building Remodeling	584	910.08
Office	585	1,057.98
		<u>\$17,623.67</u>

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

SITE & CONSTRUCTION FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Systron Donner Corp.	Electronics Equipment - Reimbursable	\$ 750.00	621
Wavetek	Electronics Equipment - Reimbursable	7,918.21	622
Kagan and Gaines Co.	Music Equipment	325.00	623
Hewlett Packard Co.	Electronics Equipment	3,318.20	624
Cenco Instruments Co.	Dental Hygiene Equipment - Reimbursable	372.00	625
Caudill Rowlett Scott	Architects Fees Interiors	4,291.11	626
Lodge and Shipley Co.	Metal Lathe - Reimbursable	51,731.00	627
W. Q. Lundmark Inc.	Milling Machine - Reimbursable	34,975.00	628
Void	- - - - -	(56,731.00)	618
Void	- - - - -	(39,975.00)	619
		\$ 6,974.52	
		=====	

To: Treasurer

From: Board of Trustees

The above listed checks number 621 to 628 (including voided checks #618 and 619) are hereby authorized for payment.

Date of Approval: November 26, 1968

Chairman: Milton C. Hansen

Secretary: Judy In Subble

SITE & CONSTRUCTION FUND SUMMARY -- November 2, 1968

Contractual Services	520	\$4,291.11
Capital Outlay -		
Vocational Equipment	586.2	<u>2,683.41</u>
		<u>\$6,974.52</u>

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

AUXILIARY FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Addison Wesley Publishing Co.	Purchases - Books	\$ 71.10	305
American Bowling Congress	Purchases - Books	23.00	306
American Inst. of Steel Const.	Purchases - Books	74.78	307
Appleton Century Crofts	Purchases - Books	19.36	308
Burgess Publishing Co.	Purchases - Books	25.25	309
College and Univ. Press Service	Purchases - Books	1.76	310
Doubleday and Co.	Purchases - Books	21.50	311
Economy Book Store Inc.	Purchases - Books	49.37	312
Follett College Book Co.	Purchases - Books	114.27	313
W. H. Freeman and Co.	Purchases - Books	28.14	314
Harcourt Brace and World	Purchases - Books	274.74	315
Harper and Row Publishers	Purchases - Books	258.26	316
Holt Rinehart and Winston	Purchases - Books	281.00	317
Houghton Mifflin Co.	Purchases - Books	109.13	318
Hayko Products	Purchases - Supplies	38.35	319
Eaton Paper Corp.	Purchases - Supplies	133.67	320
Doehla Co.	Purchases - Supplies	52.20	321
Allen Brothers Inc.	Purchases - Food	173.60	322
O. H. Bambas Tobacco Co.	Purchases - Food	123.55	323
The Borden Co.	Purchases - Food	126.26	324
Frito-Lay Inc.	Purchases - Food	110.40	325
Jewel Food Marketers	Purchases - Food	223.15	326
Kraft Foods	Purchases - Food	84.67	327
Levin Bros. Paper Corp.	Purchases - Supplies	21.53	328
Oscar Mayer and Co.	Purchases - Food	66.55	329
Nedlog Co.	Purchases - Food	25.92	330
Ryser Bros Inc.	Purchases - Food	45.20	331
John Sexton and Co.	Purchases - Food	74.00	332

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

AUXILIARY FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Void	- - - - -		
Silvercup Bakers Inc.	Purchases - Food	\$ 49.22	333
W. D. Klingenberg Book Purchase Fund			334
W. D. Klingenberg Book Purchase Fund	Funds to Purchase Books	500.00	335
Harry N. Abrams Inc.	Funds to Purchase Books	500.00	336
Dodd Mead and Co.	Purchases - Books	24.66	337
Inland Book Distributors	Purchases - Books	49.46	338
J. B. Lippincott Co.	Purchases - Books	232.68	339
Matthews Book Co.	Purchases - Books	243.74	340
G and C Merriam Co.	Purchases - Books	248.20	341
McGraw Hill Book Co.	Freight	14.76	342
Rand McNally And Co.	Purchases - Books	1,154.92	343
National Education Assoc. of U.S.	Purchases - Books	10.28	344
Nebraska Book Co.	Purchases - Books	23.42	345
Noble and Noble Publishers	Purchases - Books	563.64	346
Odyssey Press	Purchases - Books	1.44	347
Prentice Hall Inc.	Purchases - Books	167.24	348
Princeton University Press	Purchases - Books	815.67	349
Random House Inc.	Purchases - Books	44.95	350
Charles Scribners Sons	Purchases - Books	147.95	351
South Western Publishing Co.	Freight	1.96	352
Stipes Publishing Co.	Purchases - Books	26.58	353
Superintendent of Documents	Purchases - Books	7.25	354
Charles C. Thomas Publisher	Purchases - Books	25.31	355
Viking Press Inc.	Purchases - Books	119.34	356
Wahrs University Book Store	Purchases - Books	58.50	357
	Purchase - Book	1.92	358

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

AUXILIARY FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
West Publishing Co.	Purchases - Books	\$ 84.65	359
John Wiley and Sons	Purchases - Books	313.53	360
Collegiate Mfg. Co.	Purchases - Supplies	132.50	361
Federal Office Products	Purchases - Supplies	22.41	362
H. Gerstner and Sons	Purchases - Supplies	785.86	363
Keep N Touch Greeting Cards	Purchases - Supplies	14.25	364
National Blank Book Co.	Purchases - Supplies	154.35	365
Regent Products Co.	Purchases - Supplies	116.18	366
Monarch Marking System	Office Supplies	120.75	367
OK Papers Inc.	Cafeteria Supplies	66.78	368
University of Chicago Press	Purchases - Books	74.46	369
Nebraska Book Co.	Freight	76.31	370
Federal Office Products	Purchases - Supplies	14.97	371
Merchants Cash Register Co.	Equipment Rental - Bookstore	100.00	372
Ronald Bessemer	Travel Advance - Athletics	185.00	373
Bob Burson	Officiating Fee	20.00	374
Dick Leiber	Officiating Fee	20.00	375
Don Strasser	Officiating Fee	20.00	376
Bob Thome	Officiating Fee	20.00	377
Ray Brooks	Officiating Fee	20.00	378
Ed Grams	Officiating Fee	20.00	379
Champion Products Inc.	Athletic Supplies	687.76	380
Parrish Sporting Goods	Athletic Supplies	1,817.95	381
Schiele Faierson Co.	Printing - Sports Schedule	258.00	382
National Federation of State	Membership	12.30	383
H. S. Athletic Equipment			

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

AUXILIARY FUND -- NOVEMBER 26, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Ed Badger Wright Jr. College	Entry Fee - Cross Country	\$ 5.00	384
		\$12,846.81	
		=====	

To: Treasurer

From: Board of Trustees

The above listed checks number 305 to 384 are hereby authorized for payment.

Date of Approval: November 26, 1968

Chairman Milton C. Hansen

Secretary Janet D. Smith

<u>Cafeteria</u>			
Purchases - Food	546.10	\$1102.52	
Purchases - Supplies	546.90	<u>88.31</u>	\$ 1,190.83
<u>Bookstore</u>			
Book Purchase Fund	138.30	\$1000.00	
Purchases - Books	536.10	5884.48	
Purchases - Supplies	536.20	1464.74	
Office Supplies	541.00	120.75	
Machine Rental	547.00	<u>100.00</u>	8,569.97
<u>Inter-Collegiate Athletics</u>			
Travel Advance	138.54	\$ 185.00	
Contractual Services	529.00	120.00	
Supplies	539.00	2505.71	
Printing	542.00	258.00	
Dues	545.00	<u>17.30</u>	
			<u>3,086.01</u>
			<u><u>\$12,846.81</u></u>

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

BOND & INTEREST FUND EXPENDITURES -- NOVEMBER 26, 1968

<u>Payee</u>	<u>Description</u>	<u>Check Number</u>	<u>Check Amount</u>
First National Bank of Chicago	Principal, interest and service charge on December 1, 1966 Bond Issue	103	\$125,105.00
First National Bank of Chicago	Principal, Interest and service charge on September 1, 1966 Bond Issue	104	250,860.63
			<u>\$375,965.63</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 103 and 104 are hereby authorized for payment.

Date of Approval: November 26, 1968

Chairman Milton C. Hansen

Secretary Josephine E. Swalla

<u>Bond & Interest Fund Summary -- November 26, 1968</u>	
Interest	578
Principal	593
Service Charge	596
	<u>\$375,965.63</u>

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
McKay Contractors, Inc.	Second Hand Radiators	1838	\$ 50.00
Dr. G. K. Andeen	Travel Advance	1839	125.00
John Muchmore	Travel Advance	1840	50.00
John Thompson	Travel Advance	1841	50.00
Thomas McEnvoy	Salary Advance	1842	100.00
W. J. Mann	Travel Advance	1843	65.00
Nancy Talbot	Signs for Registration	1844	20.00
Robert Nolan	Travel Advance	1845	150.00
Robert Nolan	Travel Advance	1846	150.00
Dorothy Matson	Travel Expense	1847	8.00
James Harvey	Travel Expense	1848	17.82
Frank Borelli	Travel Expense	1849	9.50
Martin Ryan	Travel Expense	1850	22.05
John Birkholz	Travel Expense	1851	26.35
Jean Swenson	Travel Expense	1852	12.00
Clete Hinton	Travel Expense	1853	18.00
Donald Misic	Travel Expense	1854	40.70
Joseph M Bauer	Travel Advance	1855	60.00
Regents of the University of California	Library Book	1856	4.00
Government Printing Office	Publication	1857	1.25
Lynn Ann Caradonna	Application Fee Refund	1858	10.00
Mrs. Clarence Blaha	Application Fee Refund	1859	10.00
Ruth Mustain	Application Fee Refund	1860	10.00
Robert J. Goffinski	Application Fee Refund	1861	10.00
Gail Erickson	Application Fee Refund	1862	10.00
Mark A. Elmore	Application Fee Refund	1863	10.00
Enrique Gavna	Application Fee Refund	1864	10.00
Karin Olson	Application Fee Refund	1865	10.00
Rudy Fernandez	Out of District Refund	1866	10.00
Stanford Research Inst.	Publication	1867	2.00
Nick Riplinger	Tuition Refund	1868	28.80
Scott Evans	Tuition Refund	1869	102.40
Martha Felt	Tuition Refund	1870	16.20
Void	- - - - -	1871	- -
Mark Hawkins	Tuition Refund	1872	11.40
John Irmen	Tuition Refund	1873	96.00
John Kuiper	Tuition Refund	1874	16.20
Barbara Mondo	Tuition Refund	1875	16.20
Stanley Nebel	Withdrawal	1876	11.40
Ronald Warren	Withdrawal	1877	19.20
Robert E. Lahti	Travel Advance	1878	200.00
Mary Jo Williams	Tuition Refund	1879	25.60

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Judith Rolfs	Tuition Refund	1880	\$ 29.60
David A. Taylor	Tuition Refund	1881	14.40
James L. Miller	Tuition Refund	1882	46.20
Raymond C. Livi	Withdrawal	1883	76.80
Barbara L. Finley	Withdrawal	1884	25.60
Joseph Castagnaro	Tuition Refund	1885	38.40
Sister Mary Lucy Daniels	Tuition Refund	1886	19.20
Denise DiFlavio	Tuition Refund	1887	96.00
Gerry A. Johnson	Tuition Refund	1888	9.75
Pascal Lepore	Tuition Refund	1889	13.00
June Luvisi	Tuition Refund	1890	19.20
Sylvia McGaffic	Tuition Refund	1891	24.00
John Marshall	Tuition Refund	1892	9.80
Sister Mary Vivian Mayer	Tuition Refund	1893	19.20
Barbara Null	Tuition Refund	1894	16.20
Richard W. King	Tuition Refund	1895	9.60
James Harvey, Travel Fund	Student Personnel Workshop		
	Travel Advance	1896	252.00
Ray H. Blum & Associates	Sports Insurance	1897	85.50
Postmaster, U. S. Palatine, Illinois	Postage for Meter	1898	250.00
Void	- - - - -	1899	- -
Janet Swanson	Salary Advance	1900	175.00
Void	- - - - -	1901	- -
Diana L. Bischof	Tuition Refund	1902	8.05
Karen L. Bryant	Tuition Refund	1903	16.20
Patrick M. Corcoran	Tuition Refund	1904	16.20
Carl Cullotta	Tuition Refund	1905	19.20
Scott T. Gabriel	Tuition Refund	1906	6.40
Arthur J. Hanson	Tuition Refund	1907	3.40
Kenton Kerns	Tuition Refund	1908	16.20
Jeffrey M. Kneiss	Tuition Refund	1909	5.15
Marion L. Komisarz	Tuition Refund	1910	26.60
Stanley J. Kotecki	Tuition Refund	1911	16.20
Void	- - - - -	1912	- -
Susan E. Marchant	Tuition Refund	1913	16.20
Jana L. Martin	Tuition Refund	1914	3.40
Karen L. Nelson	Tuition Refund	1915	16.20
David S. Nesbit	Tuition Refund	1916	24.00
Laurence C. Noffke	Tuition Refund	1917	3.40
Larry K. Orendorff	Tuition Refund	1918	13.00
Stephanie F. Parsons	Withdrawal	1919	16.20
Void	- - - - -	1920	- -

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Richard T. Ritter	Tuition Refund	1921	\$ 6.40
Richard T. Ritter	Tuition Refund	1922	3.40
John R. Schlamp	Tuition Refund	1923	6.40
Ronald E. Shadle	Tuition Refund	1924	3.40
Nita L. Smith	Tuition Refund	1925	4.95
Susan L. Sullivan	Tuition Refund	1926	3.40
Virginia L. Venning	Tuition Refund	1927	100.00
Void	- - - - -	1928	- -
Susan Nerius	Tuition Refund	1929	4.80
Donna J. Conroy	Withdrawal	1930	6.40
Theda and Emerson Hall	Library Books	1931	1.00
Educators Progress Service	Library Books	1932	6.75
American Association of Junior Colleges	Vocational Library	1933	1.00
The Center for Research on Learning and Teaching	Subscription	1934	1.00
College of DuPage	Entry Fee	1935	5.00
Inspra	Renewal of Membership	1936	5.00
J. Siedband	Travel Advance	1937	37.00
Association for Supervi- sion and Curriculum Development	Publication	1938	1.50
Lois Bland	Medical Examination	1939	10.00
Arnold Wagner, M.D.	Medical Examination - R. Tillstrom	1940	10.00
Harold Cunningham	Travel Expense	1941	45.84
James Harvey	Travel Expense	1942	15.50
William R. Punkay	Postage	1943	12.00
William Mann	Travel Expense	1944	23.00
Gregory C. Franklin	Travel Expense	1945	25.10
Donn B. Stansbury	Travel Expense	1946	18.45
A. Harris Moeller	Travel Expense	1947	15.75
Council for Federal Aid to Education	Publication	1948	5.00
Purdue University	Film Rental	1949	8.92
Parents' Magazine Enterprises, Inc.	Subscription - Library	1950	4.00
Chicago-Kent College of Law	Subscription - Library	1951	5.00
Educational Systems Corp.	Renewal - Subscription	1952	7.00
Dial-A-Card, Inc.	Office Supplies	1953	5.45
National Council on Crime and Delinquency	Library - Subscription	1954	4.50

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Data Processing Mgt. Association	Library - Subscription	1955	\$ 9.00
Columbia Journalism Review	Library - Subscription	1956	6.00
T. V. Guide	Library - Subscription	1957	5.20
Esquire	Library - Subscription	1958	7.50
Victor Kamkin Bookstore, Inc.	Library - Subscription	1959	2.88
McGraw-Hill Book Co.	Library Book	1960	6.19
American Institute for Economic Research	Library Publication	1961	.75
Antioch College	Library Publication	1962	8.00
Dr. Noni Espina	Library - Music	1963	3.17
American Institute for Research	Summer Workshop Expense	1964	9.00
Roger A. Mussell	Postage	1965	15.00
Donovan C. Wachlin	Travel Expense	1966	5.57
John R. Birkholz	Travel Advance	1967	200.00
NJCAA Region IV	Golf Entry Fee	1968	5.00
Ambrose Easterly	Travel Expense	1969	4.70
Harold Cunningham	Travel Expense	1970	17.50
Roger A. Mussell	Travel Advance	1971	195.00
Richard A. Wild	Travel Advance	1972	75.00
Sig Chmielewski	Travel Expense	1973	12.10
Donald A. Warner	Entry Fee	1974	4.00
Void	- - - - -	1975	- -
William J. Mann	Travel Advance	1976	361.00
J. Harris, Petty Cash Fund	Reimburse Petty Cash Fund	1977	180.78
R. Lahti, Petty Cash Fund	Reimburse Petty Cash Fund	1978	124.85
Mary Ellen Rugg	Travel Advance	1979	50.00
Roy Sedrel	Travel Advance	1980	60.00
Postmaster, U. S., Palatine, Illinois	Postage for Meter	1981	250.00
U. S. Post Office, Palatine, Illinois	Postage	1982	8.62
John Gelch	Travel Advance	1983	97.00
Ray H. Blum & Associates	Sports Insurance	1984	108.00
Frances L. Dionisio	Travel Expense	1985	8.60
Marshall Fisher	Travel Expense	1986	5.92
M. W. Carroll	Travel Expense	1987	7.20
Jacqueline Harris	Travel Expense	1988	3.00
T. R. McCabe	Travel Advance	1989	60.00
W. R. Dunkay	Travel Advance	1990	118.00
James Heisler	Travel Expense	1991	4.90

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Superintendent of Documents Educational & Ind. Test Service	Publication Vocational Library	1992 1993	\$ 1.20 2.37
Medical Economics	Lab Sup. - Nursing	1994	7.50
American Council on Education	Vocational Library	1995	4.50
Superintendent of Documents	Drafting Book	1996	4.00
National Society for the Study of Education	Library Membership	1997	7.00
Palatine Comm. Combined Appeal	Employee Deductions Authorized for 68-69	1998	186.00
Frank Vandever	Travel Expenses	1999	172.60
Void	- - - - -	2000	- -
Superintendent of Documents	Publications	5001	17.50
ADGA Publications & Sales	Prof. Book	5002	2.00
Superintendent of Documents	Subscriptions	5003	1.25
Leathersmith of London	Office Supplies	5004	.59
National Parks Association	Library Books	5005	5.00
Atlantic Monthly	Subscription	5006	4.25
College Placement Council	Subscription	5007	10.00
Arlington Medical Lab.	Exam - E. Marscin	5008	3.00
R. C. Treanor	Exam - E. Marscin	5009	10.00
Carl Beckman	Tuition Refund	5010	24.00
Ruth Sperling	Medical Examination	5011	10.00
D. Collins	Travel Expense	5012	32.45
H. Cunningham	Travel Expense	5013	118.78
A. Easterly	Travel Expense	5014	39.35
W. Foust	Chicago Calls	5015	10.68
John Gelch	Travel Expense	5016	13.60
T. Hill	Travel Expense	5017	9.00
C. Hinton	Travel Expense	5018	30.75
L. King	Travel Expense	5019	\$ 79.48
	Travel Advance		<u>(50.00)</u>
			29.48
Void	- - - - -	5020	- -
R. Mussell	Travel Expense	5021	136.80
	Travel Advance		<u>(67.00)</u>
			69.80
Ken Parker	Travel Expense	5022	16.20
R. Powell	Travel Expense	5023	41.79
	Printing Expense		<u>19.50</u>
			61.29

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 OCTOBER 1, 1968 to OCTOBER 31, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Dr. T. C. Seward	Travel Expense	5024	\$ 26.40
R. Thieda	Travel Expense	5025	12.80
R. Thornhill	Travel Expense	5026	21.30
F. Vaisvil	Travel Advance	5027	59.30
F. Vandever	Travel Advance	5028	100.00
G. Voegel	Travel Expense	5029	6.00
J. Yohanan	Travel Expense	5030	46.30
J. Knudsen	Travel Expense	5031	34.34
Kinsch Florist	Flowers	721	25.00
Chateau Louise	Meeting Expense	722	301.20
Marshall Field & Co.	Faculty Wives Officers	723	18.90
Western Concessions	Coffee - Faculty Wives	724	97.50
Kinsch Village Florist	Flowers	725	10.50
Plagges Flowers	Flowers	1001	32.00
Void	- - - - -	1743	(5.00)
Void	- - - - -	1773	(16.00)
Void	- - - - -	1785	(42.85)
			<u>\$7,154.69</u>
			=====

Reimbursement:

Educational Fund

Check #8926 \$3,000.00
 Check #9258 4,036.69

\$7,036.69

Building Fund

118.00

\$7,154.69

=====

MEMORANDUM

November 12, 1968

TO: OFFICE OF THE PRESIDENT
FR: JOHN R. BIRKHOLOZ, CHAIRMAN OF THE FACULTY SENATE
RE: FACULTY AFFAIRS COMMITTEE REPORT

I have been directed by the Faculty Senate to ask for an interpretation regarding Section 3.2.2, Assistant Professor, and Associate Professor.

The question involves the time element involved in counting years of professional experience and units taken beyond the Master's degree towards promotion, and the eligibility of faculty members hired for the 1967-1968 academic year. I am outlining the two resolutions passed by the Faculty Senate regarding this matter.

- "1. The current year of college teaching should be counted, contingent upon successful completion, towards the number of years of experience applicable to consideration for promotion. In addition, courses enrolled in at the time of application for promotion should be counted, contingent upon successful completion, towards the number of units applicable to consideration for promotion.
2. Any faculty member who signed a contract for the 1967-1968 academic year should be eligible for promotion from Assistant to Associate Professor under the policy in effect at the time of hiring, which required two years of successful college teaching for this promotion step, rather than the five years which subsequently became policy."

I believe that this policy will have to be interpreted by the Board of Trustees.

If I can be of any assistance, or if you need any additional information, please contact me.

JRB:by

BOARD OF TRUSTEES

Reference - ITEM 1 - Exhibit A

There seems to be some confusion in the minds of faculty as to the beginning and ending of successful years of experience. In order to clarify the policy of cumulative years of experience, I am suggesting that we talk contract years. This I believe to be acceptable to the faculty. On the issue of whether a mid-year teaching experience and registration for courses can be counted contingent upon completion, I recommend that courses and years must be successfully completed before being applicable in the promotion process.

Reference - ITEM 2 - Exhibit A

I am recommending that we accept the case stated by the faculty and agree that the two years of successful college teaching is the minimum successful years for those people who can properly be identified and certified.

My recommendation would be to provide a Grandfather clause once, with the understanding that those faculty who were under contract in 1967, be screened by a screening committee to see that they meet the criteria and that a statement from the chairman of the Faculty Senate agreeing that these are the only individuals who will be brought before the Board on this issue.

When this process has taken place and the letter received by the President, I will be prepared to bring the list before the Board for positive action.

(I'll brief you in greater detail on this issue at the meeting.)

I. BOARD OF TRUSTEES

1.0 Legal Basis and Authority

1.0.1 Statutes

The statutory provisions applicable to junior college districts are contained, for the most part, in chapter 122 (schools) of the Illinois revised statutes.

1.0.2 Referendum

Junior College District No. 512, counties of Cook, Kane, Lake, and McHenry, and State of Illinois, was created by a referendum held on March 27, 1965, and its first Board members were subsequently elected on the first day of May, 1965, as provided by law.

1.0.3 Class I Provisions

The provisions concerning the following subject matters having to do with class I junior college districts are located in those sections of chapter 122 indicated:

- A. State Board - 101-1 to 102-18, inclusive.
- B. Class I Junior Colleges - 103-1 to 103-6, inclusive.
- C. Class I Junior College Boards and their responsibilities.
- D. Building program - 105-1 to 105-10, inclusive.
- E. Tuition, annexation, disannexation and taxation - 106-1 to 106-12, inclusive.
- F. Tort liability - 821 to 831, inclusive.
- G. Elections - 9-1 to 9-2, inclusive.
- H. Teachers - 24-1 to 24-24, inclusive.

1.2 Membership

1.2.1 Number and Terms

Seven members shall constitute the full membership of the Board for the junior college district. The duration of election for each member of the Board shall be for three (3) years, with the exception of the initial Board. The initial Board shall convene within ten (10) days after its election and at such meeting the length of term of each of the members shall be determined by lot so that two (2) shall serve for one (1) year, two (2) for two (2) years, and three (3) for three (3) years from the second Saturday in April next preceding their election.

1.2.2 Qualifications

Each member shall, on the date of his election, be a citizen of the United States and of the age of 21 years or over, a resident of the state and district for at least one (1) year preceding his election and shall not be a member of a common school board. Removal of residence from the unincorporated territory by any member constitutes his resignation from and creates a vacancy on the Board if his removal of residence reduces the representation of the unincorporated territory on the Board below that required by law.

1.2.3 Geographic Distribution

If more than 15 per cent, but less than 30 per cent, of the taxable property in any class I junior college district is located in unincorporated territory, at least one (1) member of the Board shall be a resident of such unincorporated territory; if 30 per cent or more of the taxable property in such school district is located in unincorporated territory, at least two (2) members of the Board shall be residents of such unincorporated territory.

1.2.4 Nominations

Nomination for members of the Board shall be made by a petition signed by at least fifty (50) voters, or 10 percent of the voters, whichever is less, residing within the district, and shall be filed with the secretary of the Board not more than forty-five (45) but at least twenty-one (21) days before the election. When petitions are in apparent conformity with the requirements of the school code section 9-10, they shall be received and filed, and the names of the

1.4 Meetings

1.4.1 Regular Meetings (9-28-67)

The regular meetings of the Board shall be held on the second and fourth Thursday of each and every month in the College Board Room of the Administrative Center located at Algonquin and Roselle Roads, Palatine, Illinois commencing at the hour of 8 p.m. (9/28/67)

1.4.2 Special Meetings

Special meetings may be called by the chairman of the Board or by any three (3) members of the Board, which notice shall state the time, place, and purpose of the meeting and shall be mailed forty-eight hours before the meeting, or personally delivered twenty-four hours prior thereto.

1.4.3 Preparation for Meetings

The president of the college shall mail to each Board member three (3) days prior to each regular meeting, or deliver to the house of each Board member, a written agenda of business to be considered. In addition, the president of the college will enclose a copy of previously unapproved minutes, a list of bills to be approved, and any supplementary reports or information for attention of the Board.

Not later than four (4) days preceding a regular meeting, any member of the Board may inform the college president of items to be included on the written agenda. Items of business which may arrive between the sending of the agenda and the meeting date may be introduced by either a Board member or the president of the college.

1.4.4 Parliamentary Procedures

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the State Board, Robert's Rules of Procedure as revised shall govern the procedure of all Board meetings.

1.4.5 Authority to Conduct Business

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

1.4.6 Meetings To Be Public

All meetings of the Board shall be open to the public, provided that the Board may hold executive sessions to consider information regarding personnel matters, and provided further that such portion of a meeting where the acquisition or sale of property is being considered may be closed to the public.

1.4.7 Citizen Participation

Individuals or groups who wish to be heard at a Board meeting must file such a request in writing with the chairman of the Board or the president of the college at least four (4) days prior to the meeting. The request must state the purpose and topic which the public group wishes to present. The hearing will be held in regular sequence of the Board agenda immediately following the agenda item "Communications."

1.4.8 Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. A majority of those voting on an issue shall determine the outcome thereof. Less than a quorum may adjourn any meeting to a future date.

1.4.9 Order of Business

At all regular meetings of the Board, the order of business shall be as follows:

- I. Call To Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Reports
- V. Communications
- VI. Unfinished Business
- VII. New Business
- VIII. President's Report
- IX. Adjournment

- E. 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.

3.0.4 Types of Appointment

A. Teaching Faculty

1. Probationary

Probationary appointments are for one year and place no obligation on the college for renewal or to specify cause for non-renewal. These appointments are subject to renewal on a year-to-year basis for a period of three years but not to exceed seven years. Faculty serving with probationary appointments will enjoy academic freedom on an equal basis with other members of the faculty.

2. Continuous

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

B. Chairmen of Departments and Divisions (3/19/68)

Members of the teaching faculty in charge of departments or divisions shall be designated as chairmen of such departments or divisions, which designations shall be in addition to their academic rank.

Chairmen of departments or divisions shall be designated and redesignated by the college president after consultation with appropriate faculty including the department or division concerned. Such designation shall be for any time period up to three years, and renewable; provided, however, that the president may relieve a designee of his duties as chairman at any time.

If the chairman of a department or division is relieved of his duties as chairman he shall retain such rights and privileges as he may have accumulated as a member of the teaching faculty.

Chairmen of departments and divisions shall, in consultation with their respective faculties, be responsible to the Dean of Instruction for the supervision of the personnel and educational program of the department or divisions for which they serve. They shall have such other powers, duties, and responsibilities as may be assigned by the Dean of Instruction and approved by the President of the College.

C. Eligibility

Individuals considered for tenure are members of the faculty who may be broadly interpreted as engaging in teaching or its equivalent (as defined in 3. 0. 1. D). Other administrative faculty may accumulate, on a prorated basis, credit toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period (three years but not more than seven years), faculty who have engaged in full-time teaching or its equivalent (as defined in 3. 0. 1. D) 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 credit toward tenure.

D. 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 without prejudice by the committee. 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.

E. 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.

F. 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.

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 the 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 and by majority vote of the committee, giving opportunity to the faculty member or his counsel and the president's representative to summarize orally before it, and to

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Engineering

CANDIDATE

Robert C. Smith

FIELD

Engineering

PREPARATION

West Virginia University, Morgantown, West
Virginia, '48, B.S.M.E.; West Virginia '50,
M.S.M.E.; University of Maryland, 54-56; NSF
Inst. Solid State (Univ. of Iowa) Ames, Iowa; NSF
Inst. Continuum Mechanics (VPI), Blacksburg, Va.

MAJOR AREAS

Engineering Mechanics, Graphics, Fortran

TEACHING EXPERIENCE

Montana State University, 6 yrs., Eng. Mech.;
George Washington University, Washington, D.C.
2 yrs., Eng. Mech.; West Virginia University,
4 yrs., Eng. Mech.; West Point, N.Y. 1 yr., Mech.

OTHER EXPERIENCE

U.S. Naval Research Laboratory, Washington,
D.C., 6 years

HONORS &
DISTINCTIONS

First Annual "Professor of the Year" Award Civil
Engineering Student Body, Montana State '66-'67
First Annual "Distinguished Teaching Award" Assoc.
Students Montana State '66-'67

PERSONAL
(Age, Marital Status,
Children, Address)

[REDACTED]
[REDACTED]

RANK

Associate Professor

STEP & SALARY

\$14,400.00 (9 month contract)

RECOMMENDED BY

Engineering Department
Roger A. Mussell Chairman
[Signature] Assistant Dean
[Signature] Dean

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

December 2, 1968

PROPOSED REVISION OF POLICIES AND PROCEDURES
FOR REVIEW OF CAPITAL FUNDS REQUESTS FOR PUBLIC JUNIOR COLLEGES

The Illinois Junior College Board and the Board of Higher Education adopted "Policies and Procedures for Review of Capital Funds Requests for Public Junior Colleges" in May, 1967. A copy of the document is attached with suggested amendments. Deletions are indicated by lining-out and additions are shown by underscored text.

The staffs of the two Boards have reviewed jointly their experience in the application of the procedures and criteria and have developed a proposed revision of the statement to bring the document into agreement with mutually developed practices.

The staff recommends the modification of section C. 1. c., page 3 which would delete the last sentence of this paragraph now reading:

Delete
"Additional project costs, over and above those approved by the two Boards, may be incurred by local junior college districts but will not be shared in by state funding."

Further, the addition of a paragraph C. 1. d. is proposed which will follow the modified paragraph above:

Substitute
"Local Class I districts may elect to fund projects to any extent greater than 25 per cent of the project costs with full acceptance of the condition that there is no assurance of recovery of funds by transfer of property to offset the local share of future construction. Such projects shall be submitted for approval by the Illinois Junior College Board and the Board of Higher Education and criteria of space per student, building efficiency, cost and other factors as may be established from time to time shall apply."

These revisions clarify current practices in that they provide local districts some flexibility in the use of local resources to initiate construction projects needed for programs when unforeseen delays in state

funding occur. At the same time a control of needs and resources to be committed from local funds is to be applied.

The staff recommends the Board's adoption of the revised "Policies and Procedures for Review of Capital Funds Requests for Public Junior Colleges."

HARPER COLLEGE

MID-TERM ENROLLMENT ANALYSIS - 11/22/68

<u>DIVISION</u>	<u>COURSES</u>	<u>SECTIONS</u>	<u>NUMBER OF STUDENTS</u>	<u>AVERAGE CLASS SIZE</u>
Business	35	81	1,856	22.9
Communications	37	120	2,481	20.7
Engineering and Related Technologies	22	33	460	13.9
Health and Biological Sciences	28	59	1,334	22.6
Humanities and Fine Arts	30+15*	40	886	22.1
Math & Physical Science	28	63	1,320	21.0
Social Sciences	19	77	2,369	30.8
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	199+15*	473 (Also 63 Labs)	10,706	20.5

*Private Lessons

	<u>REGISTRATION (9-20-68)</u>	<u>AFTER DROP-ADD (10-2-68)</u>	<u>MIDTERM (11-1-68)</u>
Full-Time		1,859	1,757
Part-Time	<hr/>	<u>1,876</u>	<u>1,873</u>
TOTAL	<u>3,825</u>	<u>3,735</u>	<u>3,630</u>
F.T.E.	2,422	2,355	2,241

Faculty-Student Ratio (11-1-68) 1-20