

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

July 24, 1969

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - June 16, 1969, July 15, 1969
 - d. Estimated Payroll - July 16, 1969, August 15, 1969
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Construction Progress Report Exhibit A
Personal presentation by Corbetta,
Harper's Architects and M. B. M.
 - b. Recommendation: Purchasing Exhibit B
 1. Bookstore Fixtures
 - c. Discussion and Action: Faculty Evaluation System Exhibit C
 - d. Staffing: Recommendations
(to be hand carried)
 - e. Amendment to College Calendar Exhibit D
 - f. Resolution
 - g. Other
- VIII. President's Report
- IX. Adjournment

July 18, 1969

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, July 24, 1969, 1200 West Algonquin Road, Palatine, Illinois at 8:00 p. m.

The approval of disbursements will be hand delivered to you separately prior to the meeting.

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

Sincerely,



Robert E. Lahti
President

mck
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, July 24, 1969

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., in the absence of Chairman Johnson and Vice-Chairman Hansen, by Secretary Hamill, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine.

In the absence of Chairman Johnson and Vice-Chairman Hansen, Member Hutchings moved Member Nicklas be nominated as Chairman Pro Tempore. Member Moats seconded the motion. Motion unanimously carried.

ROLL CALL: Present: Members Hamill, Hutchings, Moats and Nicklas
Absent: Members Haas, Hansen and Johnson

Also Present: Robert E. Lahti, Donald Andries, Larry Collister, Anton A. Dolejs, Ed Goodwin, Robert J. Hughes, James Harvey, Fred Inden, John Januszko, Dan Klingenberg, Donald Mistic, Omar Olson, Clarence Schauer, and Roy Sedrel--Harper College; Frank Hines--Board Attorney; Frank Larocca, Harry Patterson--Fitch, Larocca, Carington & Jones; Mario Egidi and Roy Mueller--Corbetta Construction Company; K. Buford--MBM; W.C. Bonvillain--Caudill, Rowlett & Scott; L.M. Brownsey and Bill Speer--Brownsey Supply Company.

MINUTES: Member Moats moved and Member Hutchings seconded the motion to approve the minutes of the regular Board meeting of July 10, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Member Hamill moved and Member Hutchings seconded the motion to authorize W. J. Mann, Vice-President of Business, Construction Payouts to approve the following construction payouts:

| | |
|--------------------------------|--------------|
| Corbetta Construction Co. | \$319,817.27 |
| Corbetta Construction Co. | 23,203.60 |
| (final reduction of retainage) | |

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

DISBURSEMENTS:
Bills Payable

A discussion followed on charge-backs. The Board expressed interest in a summary of courses taken at other colleges which are not offered by Harper. Dr. Harvey stated a study had been made for one semester, which showed no more than one or two students taking a particular course at another college. Dr. Lahti suggested this study be summarized for one year and this information be given to the Board.

Member Hutchings moved and Member Moats seconded the motion to approve for payment the bills payable as of July 24, 1969, as follows:

| | |
|----------------------------------|--------------------|
| Educational Fund--List #1 | \$13,759.40 |
| Educational Fund--List #2 | 28,364.89 |
| Building Fund--List #1 | 3,029.10 |
| Building Fund--List #2 | 624.84 |
| Site & Construction Fund--List 1 | 34.02 |
| Site & Constr.Fund--List #2 | 35,047.18 |
| Auxiliary Fund--List #1 | 7,593.50 |
| Auxiliary Fund--List #2 | 1,233.45 |
| Total | <u>\$89,686.38</u> |

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Payrolls

Member Hutchings moved and Member Moats seconded the motion to approve for payment the payroll of June 16 through June 30, 1969, in the amount of \$152,192.47; the payroll of July 1 through July 15, 1969, in the amount of \$106,486.32; and the estimated payroll of July 16 to September 15, 1969, in the amount of \$540,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

COMMUNICATIONS:

Secretary Hamill read a letter from Mr. James A. Moran pointing out what Mr. Moran felt were deficiencies in the evening program in the area of chemistry and physical sciences. Dr. Olson had followed up on this letter and talked with Mr. Moran. Dr. Olson reported the final decision on evening classes depended on the facilities

COMMUNICATIONS:
(Cont.)

available. Dr. Schauer agreed with Dr. Olson's statement. Dr. Lahti expressed appreciation for Mr. Moran's letter, stating this type of letter is very helpful and the kind of letter the college appreciates receiving. Dr. Olson stated he planned to talk with Mr. Moran again in a week. Dr. Lahti stated that the Board would be informed of the response to Mr. Moran.

Secretary Hamill reported he had received a letter from School District #54 which basically stated that they were advising residents, especially new residents, as to the educational opportunities offered in their district. Dr. Lahti stated that the administration would follow-up on this letter and see that District 54 received the type of information they wanted.

UNFINISHED
BUSINESS:

None

NEW BUSINESS:
Purchasing
Bookstore
Fixtures

As one of the architects had not arrived at the meeting yet, the Board moved to the item Bookstore Fixtures, Exhibit B. Mr. Mistic discussed the bids, recommending the low bidder on this furniture and stated the price would include delivery and installation. He pointed out this furniture would come in after the shelving was installed.

Member Hamill moved and Member Moats seconded the motion to award the bid for bookstore furniture, as outlined in Exhibit B, to Saginaw Store Fixtures, for a total price of \$8,425.93, including delivery and installation.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Purchasing
Floor Machines

Mr. Mistic explained that the low bid was on Advance machines, whereas the bid the administration was recommending was on Clarke machines. Mr. Mistic stated he had requested Mr. Hughes and his custodial staff to evaluate performance of the machines bid. Mr. Hughes discussed their evaluation and the uses of these machines. Based on his staff's conclusions, the administration recommended the purchase of the Clarke machines.

NEW BUSINESS:
Purchasing
Floor Machines
(Cont.)

Member Hamill moved and Member Moats seconded the motion to award the bid for electric floor machines, as shown in Exhibit B-1, to L.M.Brownsey Supply Company, for a total price of \$6,777.80.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Faculty Evaluation
System

Dr. Lahti introduced Dr. Clarence Schauer, Vice-President of Academic Affairs, to the Board members. Dr. Schauer explained that he had been working with Mr. Martin Ryan and other members of the Senate on the proposed Evaluation System. Dr. Schauer requested that the Board defer this presentation for another two weeks so they would have an opportunity to sit down and clarify several points. Dr. Lahti stated he thought it was extremely important that the Vice-President of Academic Affairs have the opportunity to discuss this further with the faculty and then come forth with a statement that both he and Mr. Ryan could support on this matter. Dr. Lahti recommended that the Board grant Dr. Schauer and the faculty the time extension to develop this further. Chairman Pro Tempore stated the Board would agree to a two weeks postponement. Member Moats asked about the grievance procedure. Dr. Schauer stated that Mr. Ryan and he had agreed they would work on one at a time. Mr. Ryan added that they were closely correlated and would go into effect at the same time.

Staffing

Dr. Lahti reported the administration had received a cancellation of the rider of Mrs. Rose Trunk, stating she wished to divert her interests in other academic pursuits within the institution. Dr. Lahti stated the administration was recommending replacing Mrs. Trunk as Coordinator of the Accounting Aid Program with Mr. Robert Held.

Member Hutchings moved and Member Hamill seconded the motion to approve a contract rider for Robert Held, as Coordinator of Accounting Aid Program, in the amount of \$269.23 over his salary.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

NEW BUSINESS:
Staffing
(Cont.)

Dr. Lahti explained that in the absence of Dr. Makas, Joseph Tillotsen had been coordinating the Humanities Division this summer, and the administration was recommending a coordinating contract rider for Mr. Tillotsen in the amount of \$500.00.

Member Moats moved and Member Hutchings seconded the motion to approve a contract rider for Mr. Joseph Tillotsen, in the amount of \$500.00, July 1 through August 8, 1969, for coordinating the Humanities Division.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Dr. Lahti introduced Larew Collister, new Division Chairman of Mathematics and Physical Sciences, to the Board. Mr. Collister discussed the background and qualifications of Mr. Robert Boeke, in the field of Physical Science and Mathematics.

Dr. Voegel discussed the background and qualifications of Ruth Rugar, in the field of Library.

Member Moats moved and Member Hamill seconded the motion to approve the employment of the following:

Robert M. Boeke, in the field of Physical Sciences and Mathematics, rank of Instructor, at a salary of \$9,500.00, nine months.

Mrs. Ruth Rugar, in the field of Library, rank of Instructor, at a salary of \$11,000.00, nine months.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Amendment to
College Calendar

Dr. Schauer discussed the proposed amendment to the College Calendar.

Member Hamill moved and Member Hutchings seconded the motion to approve the adoption of the revised College Calendar for the 1969-70 academic year, as presented.

NEW BUSINESS

Upon roll call, the vote was as follows:

Amendment to

College Calendar
(Cont.)

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Resolutions

Dr. Lahti distributed eight resolutions to the Board, explaining these resolutions were paying proper respect and tribute to those communities and agencies who have given cooperation and assistance in getting Harper College started. He pointed out the Board had requested these resolutions and the administration concurred.

Secretary Hamill read the resolution written out to High School District #214 and then named the others to whom resolutions were being sent: Elk Grove Park District, Lutheran Church of Cross, Lutheran Church of Holy Spirit, Queen of Holy Rosary Church, Elk Grove Village, Forest View High School, and the Elk Grove High School. Dr. Lahti specifically commented on the cooperation of the two high schools and their principals, Dr. Jenness and Mr. Haskell, under difficult circumstances. Chairman Pro-Tempore Nicklas expressed the gratitude of the Board to the community schools who had opened their facilities to the college.

Member Hamill moved and Member Hutchings seconded the motion to approve the adoption of the eight resolutions, as presented. Motion unanimously carried. (Copies of the resolutions attached to minutes in the Official Board Book of Minutes.)

OTHER:

Dr. Lahti distributed a memo referring to Mr. Harold Cunningham's request to return to the classroom to teach a full-time load. Dr. Schauer had discussed this with Mr. Cunningham and Dr. Lahti stated he had discussed it with Dr. Schauer and concurred with his recommendation. Dr. Lahti recommended that Mr. Cunningham be relieved of his duties as Dean of Career Programs as of August 31, 1969, and that this position immediately be declared open.

Member Hamill moved and Member Moats seconded the motion to approve the recommendation that Mr. Cunningham become a full-time teaching faculty member effective September 8, 1969, at a salary of \$17,250.00, rank of Professor; and that Mr. Cunningham be retained on a full-time basis from July 1, 1969 through August 31, 1969, at a salary of \$3,937.50 for this period of time.

OTHER:
(Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hutchings, Moats and Nicklas
Nays: None

Chairman Pro Tempore Nicklas thanked Mr. Cunningham on behalf of the Board of Trustees for the extra time he had put in as Dean of Career Programs and in helping get the college started.

Dr. Schauer distributed the qualifications sheet for the position of Dean of Career Programs.

After discussion, Member Moats moved and Member Hutchings seconded the motion to approve the the job description sheet and qualifications for the position of Dean of Career Programs. Motion unanimously carried.

NEW BUSINESS
Construction
Progress
Report

Dr. Lahti stated representatives from Caudill, Rowlett and Scott, Fitch Larocca Carington and Jones, Corbetta Construction Co., and MBM were present to report on construction progress. He called on Mr. Larocca, the supervising architect.

Mr. Larocca stated there had been a meeting that day with Corbetta Construction Co., CRS and MBM. He stated he would prefer to have Corbetta Construction report on building by building progress. Mr. Larocca stated he felt the contractor had an uphill climb at this time, that it is possible but a difficult task. He pointed out that cooperation had been excellent.

Mr. Egidi, President of Corbetta Construction Company, reported on the building progress as follows:

Parts of buildings A and B have been occupied;
Third floor, east wing of building A--August 11;
Second floor, east wing--August 11;
Cafeteria--between August 8 and August 11;
Second and third floors, west wing--August 11;
Kitchen area --August 18;
Bakery--August 25;
Duplicating Area--August 8;
K wing (Data Processing)--presently occupied;
C building--planning on August 6;
D building, West wing--August 20;
Dental area--August 25;
Lecture area--August 29;
East wing--October 15;
K wing, second and third floors--August 1;

NEW BUSINESS:
Construction
Progress Report
(Cont.)

E building--available on September 15;
F building--1st floor--August 4,
2nd floor--August 4
3rd floor--August 18

Mr. Egidi reported that exterior walks, roadwork, etc., will be completed in a couple of weeks with good weather. He stated all utilities have been installed in athletic field and that they were starting now on grading and top soil.

Member Hamill asked if there was a punch list. Mr. Mueller stated a punch list for each building will come from the architect. Mr. Buford, of MBM, stated they recommended to the architects that they get their punch lists as soon as it is reasonable and possible for them to do so. Mr. Bonvillain stated that realistically a punch list can only be made at such time as the contractor shows he has completed a room or facility, until that time anything else is a completion list. Mr. Larocca agreed that at this time it is difficult to do an adequate punch list, but before the project is completed there will be an adequate punch list and the college will get what it is paying for. Mr. Buford commented this was less than ideal, but under the circumstances they would concur as the logic now is to get the project done.

Mr. Egidi stated they would be starting seeding and planting on August 15. A discussion followed on the parking areas. Mr. Mueller stated he felt there would be no problem and pointed out the lots they preferred to have used. Dr. Lahti stated the college would come to the contractor if they had a problem.

When asked about the lake, Mr. Mueller stated he would have to say about two more weeks to completion.

Mr. Sedrel complimented the contractor on getting Data Processing moved into their area.

Chairman Pro Tempore Nicklas stated the Board would like another meeting on August 28 with the contractor, architects and MBM for a further report.

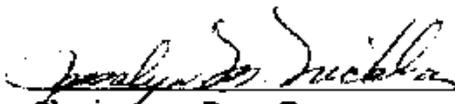
Dr. Lahti stated the staff had reported to him there was tremendous amount of cooperation between architects and contractors, and expressed the appreciation of the college.

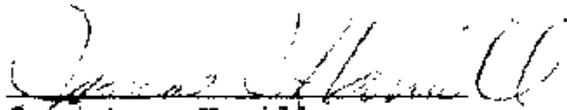
PRESIDENT'S
REPORT:

Dr. Lahti reported he would meet in Springfield the next day with college presidents and Gerald Smith to hear details on the allocation of funds for construction. He stated if there was anything new to report, he would send a summary to the Board.

ADJOURNMENT:

Member Hutchings moved and Member Hamill seconded the motion that the meeting be adjourned at 10:10 p.m. Motion unanimously carried.


Chairman Pro-Tempore
Nicklas


Secretary Hamill

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by the Queen of the Rosary Church, Elk Grove Village, Illinois;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and maintained temporary facilities there, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of Rev. J. Ward Morrison, pastor of Queen of the Rosary Church, in making parking facilities available during school hours;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969;

Whereas, it has been partly through the generous accomodation of the Queen of the Rosary Church that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever grateful to the Queen of the Rosary Church and Pastor Morrison for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all members of the church to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by the Lutheran Church of the Holy Spirit, Elk Grove Village, Illinois;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and maintained temporary facilities there, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of Rev. Roger Pittelko, pastor of Holy Spirit Church, in making parking facilities available during school hours;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969;

Whereas, it has been partly through the generous accomodation of the Church of the Holy Spirit that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever grateful to the Church of the Holy Spirit and Pastor Pittelko for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all members of the church to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by the Lutheran Church of the Cross, Arlington Heights, Illinois;

Whereas, during the one-year period that Harper College conducted classes at Forest View High School and maintained temporary facilities there, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of Rev. Larry D. Cartford, pastor of the Lutheran Church of the Cross, in making parking facilities available during school hours;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and completed its use of the Forest View classroom facilities in June, 1969;

Whereas, it has been partly through the generous accomodation of the Lutheran Church of the Cross that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever grateful to the Lutheran Church of the Cross and Pastor Cartford for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all members of the church to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by the Elk Grove Park District, Elk Grove Village, Illinois;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and maintained temporary facilities there, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of Mr. Jack A. Claes, park district supervisor, in making parking facilities available at Lions Park during school hours;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969;

Whereas, it has been partly through the generous accomodation of the Elk Grove Park District that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever grateful to the Elk Grove Park District and to Mr. Claes for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all Elk Grove Park District board members and staff to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by Elk Grove Village, Illinois;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and maintained temporary facilities there, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of all Elk Grove citizens, members of the clergy of Churches of Elk Grove Village, and especially officers of the Elk Grove Police department, members of other Village agencies and Village officials, particularly Mr. Jack D. Pahl, Village President;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969;

Whereas, it has been through the generous accomodation of Elk Grove Village that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever grateful to Elk Grove Village for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all Elk Grove citizens to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by the Board of Education, High School District 214;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and Forest View High School and maintained temporary library facilities, administrative and faculty offices at the Elk Grove High School, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of their counterparts at both high schools and among administrators of District 214, especially that of Dr. Edward H. Gilbert, superintendent;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969 and completed its temporary use of classrooms at Forest View High School during June, 1969;

Whereas, it has been primarily through the generous accomodation of the Board of Education, High School District 214, that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever deeply grateful to the Board of Education, High School District 214, for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to each and every member of the District 214 board and members of the administrative staff to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by Elk Grove High School;

Whereas, during the two-year period that Harper College conducted classes at Elk Grove High School and maintained temporary library facilities, administrative and faculty offices at the High School, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of their counterparts at Elk Grove, especially that of Robert Haskell, principal of the High School;

Whereas, Harper College is now in the process of vacating its temporary facilities at Elk Grove High School and will complete its summer classes there on August 8, 1969;

Whereas, it has been in great part through the generous accomodation of Elk Grove High School that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever deeply grateful to Elk Grove High School for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all Elk Grove High School students, faculty and staff members to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

Whereas, the Board of Trustees of William Rainey Harper College recognizes the significant contributions made to the initial and continuing efforts in higher education and community service programs of the College by Forest View High School;

Whereas, during the 1968-69 school year Harper College conducted classes at Forest View High School, the students, faculty and staff of Harper College greatly appreciated the cooperative spirit of their counterparts at Forest View, especially that of Dr. Lawrence S. Jenness, principal of the high school;

Whereas, Harper College completed its temporary use of classrooms at Forest View High School during June, 1969;

Whereas, it has been in great part through the generous accomodation of Forest View High School that Harper College has thus far been able to fulfill its mission of excellence in higher education for citizens of all the communities in Harper College District 512.

Now, therefore be it resolved that the Board of Trustees of William Rainey Harper College is now and forever deeply grateful to Forest View High School for contributing to the growth and development of Harper College. And be it further resolved that Harper College extends a welcome-in-advance to any and all Forest View High School students, faculty and staff members to participate fully in the educational, cultural and other community service programs to be offered on the permanent campus of the College.

WILLIAM RAINEY HARPER COLLEGE

Chairman, Board of Trustees

Date

WILLIAM RAINEY HARPER COLLEGE

July 23, 1969

To:; Board of Trustees

From: President's Office

Subject: Construction Payouts

The following construction payouts have been recommended by our architect and have been reviewed by Mr. Hughes, Director of Buildings and Grounds. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following construction payouts:

| | |
|--|--------------|
| Corbetta Construction Co. | \$319,817.27 |
| Corbetta Construction Co., (final reduction of retainage, as previously approved by the Board). | 23,203.60 |

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

BILLS FOR APPROVAL
July 24, 1969

| I. | BILLS PAYABLE | | <u>PAGES</u> |
|----|--------------------------------------|--------------------|--------------|
| | Educational Fund-List #1 | \$13,759.40 | 4 |
| | Educational Fund-List #2 | <u>\$28,364.89</u> | 3 |
| | | \$42,124.29 | |
| | Building Fund-List #1 | \$ 3,029.10 | 1 |
| | Building Fund-List #2 | <u>\$ 624.84</u> | 1 |
| | | \$ 3,653.94 | |
| | Site & Construction Fund- List #1 | \$ 34.02 | 1 |
| | Site & Construction Fund- List #2 | <u>\$35,047.18</u> | 1 |
| | | \$35,081.20 | |
| | Auxiliary Fund-List #1 | \$ 7,593.50 | 2 |
| | Auxiliary Fund-List #2 | <u>\$ 1,233.45</u> | 1 |
| | | \$ 8,826.95 | |
| | TOTAL EXPENDITURES | <u>\$89,686.38</u> | |

| II. | PAYROLLS | | |
|-----|---|--------------|----|
| | Payroll, June 16 - June 30, 1969 | \$152,192.47 | 10 |
| | Payroll, July 1 - July 15, 1969 | \$106,486.32 | 8 |
| | Estimated Payroll, July 16 to September 15, 1969 | \$540,000.00 | |

IMPREST FUND

(Imprest Fund is approved by
Board as part of I above) \$ 6,879.79

EDUCATIONAL FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|---|---------------------|---------------------|
| Addressograph Multigraph Co. | Copying Supplies | 10637 | 175.05 |
| American Assoc. of Jr. Colleges | Publications | 10638 | 38.22 |
| American Dental Assoc. | Library Books | 10639 | 47.50 |
| American Society for Engineering Education | Want Ads | 10640 | 140.00 |
| N. W. Ayer & Son | Library Books | 10641 | 40.00 |
| The Baker & Taylor Co. | Library Books | 10642 | 1,029.12 |
| R. R. Bowker & Co. | Library Books | 10643 | 25.95 |
| Cambridge University Press | Library Books | 10644 | 74.33 |
| Chicago Tribune | Legal Notices | 10645 | 130.50 |
| Columbia Journalism Review | Library Subscription | 10646 | 15.00 |
| Ditto Division | Office Supplies | 10647 | 125.90 |
| Easy Travel Service | Travel J. Birkholz, G. Voegel, W. J. Mann, F. Vandever, J. Thompson, G. Tierney | 10648 | 442.00 |
| Encyclopedia Britannica Co. | Library Books | 10649 | 152.75 |
| Forest Atwood Paper Co. | Office Supplies | 10650 | 503.50 |
| Dr. Morton Friedman | Medical Examination-S. Santeler | 10651 | 20.00 |
| General Binding Corp. | Office Supplies | 10652 | 22.53 |
| General Biological Inc. | Lab. Supplies | 10653 | 24.00 |
| Betty Gialdini | Educational Consultant- Fashion Design | 10654 | 190.00 |
| Joanne Heinly | Professional Expense Reimbursement | 10655 | 75.00 |
| Hertz System, Inc. | Travel - J. Harvey | 10656 | 31.76 |
| Frank M. Hines | Legal Services | 10657 | 1,062.50 |
| Order from Horder | Office Supplies | 10658 | 268.40 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|---------------------------------------|---------------------|---------------------|
| Human Development Institute | Voc. Library | 10659 | 25.30 |
| University of Illinois | Film Rentals | 10660 | 89.75 |
| University of Illinois Press | Library Books | 10661 | 21.60 |
| International Business Machines Corp. | Training Material; Office Supplies | 10662 | 57.07 |
| Kenneth Jauch | Photographic Services | 10663 | 20.00 |
| Leonard Kagen, M. D. | Medical Examination-F. Inden | 10664 | 10.00 |
| Kelly Services, Inc. | Contractual Services | 10665 | 139.94 |
| Henry C. Meier | Tuition Reimbursement | 10666 | 120.00 |
| A. C. McClurg & Co. | Library Books | 10667 | 734.17 |
| McGraw Hill Book Co. | Instructional Supplies | 10668 | 49.50 |
| Robert L. Nolan | Tuition Reimbursement | 10669 | 80.00 |
| Pace/Avnet Electronics | Library Supplies | 10670 | 5.19 |
| Paddock Publications | Legal Notices; Want Ad | 10671 | 69.60 |
| Parker Publishing Co. | Publication | 10672 | 19.81 |
| Practical Offset Inc. | Printing-Numerical Control Brochures; | | |
| | Dental Posters | 10673 | 211.03 |
| Carl Regehr Design, Inc. | Printing-Contractual Services | 10674 | 250.00 |
| Reprographic Supply Co. | Office Supplies | 10675 | 135.00 |
| Schiele-Faierson Co. | Printing-Application for | | |
| | Admission Folders | 10676 | 170.00 |
| University of Southern California | Film Rental | 10677 | 21.30 |
| Southern Illinois University | Film Rental | 10678 | 12.00 |
| Ronald Stewart | Tuition Reimbursement | 10679 | 80.00 |
| Tektronix, Inc. | Equipment Repair | 10680 | 145.00 |
| Trans World Airlines | Travel-R. Lahti, D. Groth | 10681 | 40.00 |
| Carole Tryjanowski | Medical Examination | 10682 | 9.00 |
| Universal Stationers, Inc. | Office Supplies | 10683 | 78.25 |
| University Book Service | Library Books | 10684 | 58.33 |
| Alpine Camera Co. | Library Supplies | 10685 | 8.95 |
| Arlington Heights Camera Shop | Photographic Supplies | 10686 | 128.18 |
| B & H Blueprint & Supply | Blueprints | 10687 | 7.82 |
| Samuel Berger, M. D. | Med. Exam.-A. Schimerling | 10688 | 15.00 |
| Books for Libraries Inc. | Library Books | 10689 | 373.25 |
| Brudno Art Supply Co. | Tech Supplies | 10690 | 105.30 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------------------|---------------------------------|---------------------|---------------------|
| Burke Audio Visual Service | Audio Visual Supplies | 10691 | 171.99 |
| College Blue Book | Library Books | 10692 | 67.00 |
| Collegiate Cap and Gown Co. | Cap and Gown Rentals | 10693 | 30.00 |
| Consumer Bulletin | Library Subscription | 10694 | 13.00 |
| Day Publications, Inc. | Want Ad; Legal Notice | 10695 | 26.34 |
| Gale Research Co. | Library Books | 10696 | 77.50 |
| Gamma Photo Labs. | Slides | 10697 | 36.30 |
| Gestetner Corporation | Office Supplies | 10698 | 66.25 |
| Graphic Chemical & Ink Co. | Instructional Supplies | 10699 | 70.84 |
| Harper College Bookstore | Publication | 10700 | 3.00 |
| The Macmillan Co. | Library Books | 10701 | 22.92 |
| Marsh & McLennan Insurance | Workmens Compensation Insurance | 10702 | 639.00 |
| National Steel & Copper Plate Co. | Tech. Supplies | 10703 | 53.85 |
| Nationwide Business Forms | Office Supplies | 10704 | 62.05 |
| Northwest Mental Health Clinic | Consultants Fee | 10705 | 15.00 |
| Octagon Books Inc. | Library Books | 10706 | 702.27 |
| Frederick A. Praeger Inc. | Publication | 10707 | 6.56 |
| Nicholas Prokos Stoneware | Art Supplies | 10708 | 130.00 |
| Ramparts | Library Books | 10709 | 11.00 |
| Frederic Ryder Co. | Printing - Diplomas | 10710 | 343.73 |
| The Scarecrow Press | Library Books | 10711 | 15.00 |
| G. Schirmer Inc. | Library Books | 10712 | 155.31 |
| Servicemaster Communication Systems | Equipment Rental-Graduation | 10713 | 30.00 |
| Stivers Lifesavers | Contractual Services | 10714 | 114.41 |
| University Microfilms | Film Rental | 10715 | 35.00 |
| Western Concessions, Inc. | Awards Dinner | 10716 | 603.75 |
| Imprest Fund | Reimbursement | 10717 | 2,332.98 |
| | | | <u>\$13,759.40</u> |

EDUCATIONAL FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1, Continued

Page 4 of 4

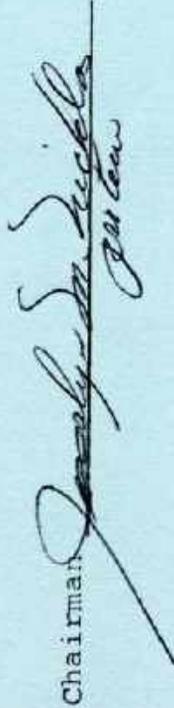
To: Treasurer

From: Board of Trustees

The above listed checks number 10637 to 10717 (List #1) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman:



James J. Hamill

Secretary



James J. Hamill

BUILDING FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------------|---|---------------------|---------------------|
| Addison Building Material Co. | Building Material, Custodial Supplies, Maintenance Supplies | 1397 | \$ 76.10 |
| Admiral Factory Service Co. | Equipment Repair | 1398 | 51.00 |
| Butler Paper Co. | Maintenance Supplies | 1399 | 35.35 |
| Commonwealth Edison Co. | Electric Service | 1400 | 617.83 |
| Elk Grove Blueprint & Supply | Building Material | 1401 | 3.88 |
| Federal Sign & Signal Co. | Security Equipment | 1402 | 171.00 |
| Fridstein Fitch & Partners | Architectural Services | 1403 | 672.20 |
| Graybar Electric Co. | Electric Fitting | 1404 | 7.65 |
| Hansen V & S Hardware | Custodial & Groundskeeping Supplies | 1405 | 14.75 |
| Illinois Bell Telephone Co. | Telephone Service | 1406 | 448.90 |
| Kale Uniforms | Security Supplies | 1407 | 60.75 |
| Marsh & McLennan Insurance | Liability Insurance | 1408 | 498.00 |
| Northwest Firestone | Auto Repairs | 1409 | 3.00 |
| Sears Roebuck & Co. | Building Material; Maintenance Supplies | 1410 | 77.75 |
| Arlington Park Dodge | Truck Repairs | 1411 | 1.30 |
| Gaare Oil Co. | Gasoline | 1412 | 157.91 |
| Linda Landers | Security Supplies | 1413 | 20.32 |
| Northwest Electrical Supply | Building Material | 1414 | 36.06 |
| Reprographics Inc. | Printing-Registration Forms | 1415 | 71.00 |
| Imprest Fund | Reimbursement | 1416 | 4.35 |
| | | | <u>\$3,029.10</u> |

To: Treasurer
From: Board of Trustees

The above listed checks number 1397 to 1416 (List #1) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman *James P. Hancock*

Secretary *James P. Hancock*

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 02
PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1

PAYEE

A. F. De Pue, Collector

DESCRIPTION

Second Installment Real Estate Tax

CHECK
NUMBER

664

CHECK
AMOUNT

\$34.02

To: Treasurer

From: Board of Trustees

The above listed check number 664 (List #1) is hereby authorized for payment.

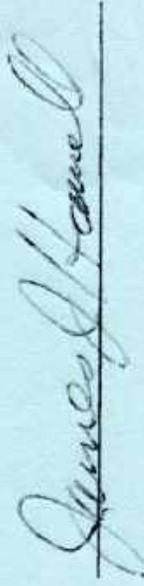
Date of Approval: July 24, 1969

Chairman



Paul J. Dickler

Secretary



James J. Howell

AUXILIARY FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------------------|----------------------|---------------------|---------------------|
| Department of Revenue | Sales Tax - May | 919 | \$ 67.94 |
| American Council on Education | Purchases - Book | 920 | 16.25 |
| Be-Mac Transport Co. | Transportation | 921 | 16.24 |
| Boorum & Pease Co. | Purchases - Supplies | 922 | 29.00 |
| Burgess Publishing Co. | Purchases - Books | 923 | 163.18 |
| Thomas Y. Crowell Co. | Purchases - Books | 924 | 108.48 |
| Doubleday & Co. | Purchases - Books | 925 | 137.59 |
| Eaton Paper Corp. | Purchases - Supplies | 926 | 2.64 |
| Federal Office Products | Purchases - Supplies | 927 | 44.47 |
| Harper & Row Publishers | Purchases - Books | 928 | 48.66 |
| Houghton Mifflin Co. | Purchases - Books | 929 | 780.00 |
| Inland Book Distributors | Purchases - Books | 930 | 152.06 |
| International Business Machines Co. | Purchases - Books | 931 | 142.24 |
| W. D. Klingenberg, Petty Cash Fund | Reimbursement | 932 | 26.83 |
| Little, Brown Co. | Purchases - Books | 933 | 778.14 |
| The Macmillan Co. | Purchases - Books | 934 | 594.60 |
| McGraw Hill Book Co. | Purchases - Books | 935 | 1,617.92 |
| Nacscorp Inc. | Purchases - Books | 936 | 62.18 |
| Nebraska Book Co. | Purchases - Books | 937 | 269.58 |
| Oxford University Press | Purchases - Books | 938 | 48.25 |
| Frederic Ryder Co. | Printing | 939 | 185.18 |
| Schaumburg Transportation Co. | Transportation | 940 | 663.00 |
| Simon & Schuster Co. | Purchases - Books | 941 | 31.68 |
| Van Nostrand Reinhold Co. | Purchases - Books | 942 | 3.54 |
| John Wiley & Sons | Purchases - Books | 943 | 323.19 |
| Writing Sales Co. | Purchases - Supplies | 944 | 32.08 |
| Acme Visible Records | Office Supplies | 945 | 133.40 |
| Follett College Book Co. | Purchases - Books | 946 | 26.98 |
| Order from Horder | Office Supplies | 947 | 9.91 |
| Illinois Bell Telephone Co. | Telephone Service | 948 | 54.29 |
| Carl Regehr Design Inc. | Artwork - Notebooks | 949 | 500.00 |
| Imprest Fund | Reimbursement | 950 | 524.00 |
| | | | <u>\$7,593.50</u> |

AUXILIARY FUND EXPENDITURES -- JULY 24, 1969 -- LIST #1, Continued

To: Treasurer

From: Board of Trustees

The above listed checks number 919 to 950 (List #1) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman: *James M. Dickler*
James M. Dickler

Secretary: *James J. Hamel*

EDUCATIONAL FUND EXPENDITURES -- JULY 24, 1969 -- LIST #2

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|--|---------------------|---------------------|
| Accurate Sign Co. | Contractual Services | 10718 | \$ 67.50 |
| Addressograph Multigraph Co. | Machine Maintenance; Equipment Rental & Repair | 10719 | 362.60 |
| American Council on Education | Publications | 10720 | 20.00 |
| American Red Ball Transit Co. | Moving Expense-J. Januszko | 10721 | 650.50 |
| Louis Ance | Legal Services | 10722 | 3,450.00 |
| Kay Arboit | Legal Services-Court Reporter | 10723 | 232.05 |
| The Baker & Taylor Co. | Library Books | 10724 | 80.38 |
| Berkshire Paper Co. | Office Supplies | 10725 | 351.05 |
| Booz, Allen & Hamilton Inc. | Contractual Services | 10726 | 2,458.00 |
| Brodhead-Garrett Co. | Tech. Supplies | 10727 | 108.00 |
| Chicago Tribune | Legal Notice | 10728 | 67.50 |
| Cooke Embossing | Printing-Commencement | 10729 | 240.00 |
| Country Gas Co. | Thermogas | 10730 | 84.50 |
| Cunningham-Reilly Inc. | Athletic Supplies | 10731 | 59.85 |
| Demco | Library Supplies | 10732 | 17.00 |
| Des Plaines Rental Equipment Co. | Instructional Equipment | 10733 | 49.36 |
| John J. Donnelly M. D. | Med. Exam.-V. Hardy | 10734 | 9.00 |
| Easy Travel Service | Travel-J. Birkholz, F. Vandever, H. Cunningham | 10735 | 81.00 |
| Educational & Institutional Cooperative Service, Inc. | Freight on Equipment | 10736 | 13.24 |
| Elk Grove Blueprint & Supply | Tech. Supplies | 10737 | 202.50 |
| Gamma Photo Labs, Inc. | Office Supplies | 10738 | 15.40 |
| Gerber Scientific Instrument Co. | Equipment Repair | 10739 | 274.67 |
| The Guardian, Elk Grove High School | Advertising | 10740 | 27.00 |
| Harris Hospital Supply | Lab. Supplies & Equipment | 10741 | 270.30 |
| Book Division, Hearst Magazines | Tech. Supplies | 10742 | 21.78 |
| Order from Horder | Office & Library Supplies | 10743 | 173.11 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|--------------------------------|---------------------|---------------------|
| Illinois Assoc. of Community & Junior Colleges | Institutional Dues | 10744 | 500.00 |
| Illinois Bell Telephone Co. | Phone Services | 10745 | 1,938.53 |
| International Business Machines Co. | Machine Maintenance | 10746 | 18.00 |
| Kaiser Aluminum News | Publications | 10747 | 35.00 |
| W. H. Kenner, M. D. | Med. Exam.-O. Olson | 10748 | 10.00 |
| LaSalle Messinger Paper Co. | Office Supplies | 10749 | 45.92 |
| 3M Business Products Sales | Equipment Rental | 10750 | 33.00 |
| Kathy Molbeck | Medical Examination | 10751 | 11.00 |
| A. C. McClurg & Co. | Library Books | 10752 | 254.50 |
| National League for Nursing | Lab. Supplies | 10753 | 43.40 |
| North Suburban Clinic | Med. Exam.-S. Friedman | 10754 | 20.00 |
| Northeastern Scale Models | Tech. Supplies | 10755 | 147.50 |
| Office Electronics | Office Supplies | 10756 | 50.70 |
| Pace/Avnet Electronics | Audio Visual Supplies | 10757 | 8.77 |
| Paddock Publications | Want Ad; Legal Notices | 10758 | 65.00 |
| Parents Magazine Enterprises | Library Subscription | 10759 | 5.00 |
| The Prospector, Prospect High School | Advertising | 10760 | 27.25 |
| Prudential Insurance Co. | Group Medical & Life Insurance | 10761 | 5,808.69 |
| Regent Products Co. | Art Supplies | 10762 | 60.59 |
| Standard Oil Co. | Gasoline | 10763 | 33.95 |
| Trans World Airlines | Travel-R. Lahti, D. Groth | 10764 | 125.30 |
| The Voyaguer, St. Viator High School | Advertising | 10765 | 22.50 |
| White Collar Girls of America | Contractual Services | 10766 | 249.90 |
| Xerox Corporation | Equipment Rental | 10767 | 120.00 |
| Triton Community College | Charge Back | 10768 | 5,353.40 |
| Martha Lynn Bolt | Tuition Reimbursement | 10769 | 39.50 |
| Jay Singelmann | Tuition Reimbursement | 10770 | 54.00 |
| Imprest Fund | Reimbursement | 10771 | 3,897.20 |
| | | | <u>\$28,364.89</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 10718 to 10771 (List #2) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman Joseph S. Dickla
goten

Secretary James J. Hamel

BUILDING FUND EXPENDITURES -- JULY 24, 1969 -- LIST #2

PAYEE

The Aero Box Co.
Butler Paper Co.
Culligan Water Conditioning
Hansen V & S Hardware
Masters Supply Co.
Northwest Electrical Supply
Paddock Publications
Pure-Nap Products
Standard Oil Co.
Al Templin
Uniforms to you & Co.
Imprest Fund

DESCRIPTION

Packing Boxes
Service Supplies
Contractual Services
Building Material; Supplies
Custodial Supplies
Service Supplies
Want Ad
Custodial Supplies
Gasoline
Medical Examination
Uniforms
Reimbursement

| <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------|-------------------------|
| 1417 | \$ 69.00 |
| 1418 | 124.00 |
| 1419 | 9.75 |
| 1420 | 18.54 |
| 1421 | 43.48 |
| 1422 | 11.70 |
| 1423 | 52.54 |
| 1424 | 3.00 |
| 1425 | 11.01 |
| 1426 | 15.00 |
| 1427 | 182.86 |
| 1428 | 83.96 |
| | <u>\$624.84</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 1417 to 1428 (List #2) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman *James Lytle*

Secretary *Gene J. Hamill*

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

SITE & CONSTRUCTION FUND EXPENDITURES -- JULY 24, 1969 -- LIST #2

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|---|---------------------|---------------------|
| Art Metal Educational & Institutional Cooperative Service, Inc. Lyon-Healy Crown Supply Co. Fridstein Fitch & Partners | Furniture - Moveable | 665 | \$ 2,790.70 |
| | Furniture - Moveable | 666 | 30,306.46 |
| | Musical Instruments - Title VI | 667 | 270.00 |
| | Vises - Voc. Ed. Grant | 668 | 453.12 |
| | Architectural Services - Southwest Corner | 669 | 1,226.90 |
| | | | <u>\$35,047.18</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 665 to 669 (List #2) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman *James J. Harter*
James J. Harter

Secretary *James J. Harter*

AUXILIARY FUND EXPENDITURES -- JULY 24, 1969 -- LIST #2

PAYEE

Acme Visible Records
Federal Office Products
Imprest Fund

DESCRIPTION

Bookstore Equipment
Purchases - Supplies
Reimbursement

| <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------|-------------------------|
| 951 | \$1,205.95 |
| 952 | 10.00 |
| 953 | 17.50 |
| | <u>\$1,233.45</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 951 to 953 (List #2) are hereby authorized for payment.

Date of Approval: July 24, 1969

Chairman *James S. Smith*
James S. Smith

Secretary *James J. Hamill*

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

TO: Treasurer

FROM: Board of Trustees

SUBJECT: Approval of Estimated Payroll Expenditures
July 16, 1969 to September 15, 1969

The following estimated payrolls in the amount of \$540,000.00 are hereby authorized for payment.

| | |
|------------------------|---------------------|
| July 16 - 31, 1969 | |
| Regular Payroll | \$240,000.00* |
| August 1 - 15, 1969 | |
| Regular Payroll | \$100,000.00 |
| August 16 - 30, 1969 | |
| Regular Payroll | \$100,000.00 |
| September 1 - 15, 1969 | |
| Regular Payroll | <u>\$100,000.00</u> |
| | <u>\$540,000.00</u> |

Date of Approval: July 24, 1969

*Includes balance of teacher's salaries for 1968 - 1969 year.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENT JUNE 24, 1969 to JULY 7, 1969

LIST #1

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|-----------------------------|---------------------|---------------------|
| Postmaster, Palatine, Ill. | Postage for Meter | 6184 | \$100.00 |
| Postmaster, Palatine, Ill. | Postage for Meter | 6185 | 300.00 |
| Robert E. Lahti | Travel Advance | 6186 | 500.00 |
| Western Concessions | Recruitment | 6187 | 112.85 |
| College & University Personnel Association | Dues | 6188 | 50.00 |
| Science Research Association | Library Books | 6189 | 9.96 |
| W. Reade Organization | Film Rental | 6190 | 8.00 |
| Higher Education Executive Association | Tuition for Conference | 6191 | 130.00 |
| Terrence J. Comina | Travel Expense | 6192 | 19.80 |
| Harold Cunningham | Travel Expense | 6193 | 22.00 |
| Dr. George Voegel | Travel Expense \$24.92 | | |
| Dr. George Voegel | Travel Expense <u>37.60</u> | 6194 | 62.52 |
| Barbara Kaufman | Travel Expense | 6195 | 84.00 |
| John Upton | Travel Expense | 6196 | 8.70 |
| Frank A. Vandever | Recruitment | 6197 | 8.20 |
| Richard Schlagel | Travel Expense | 6198 | 4.75 |
| Donn B. Stansbury | Travel Expense | 6199 | 28.00 |
| Thomas Hill | Registration Pay | 6200 | 20.00 |
| Used Previously | - - - - - | 6201 | - - - |
| Lynn Wohlford | Registration Pay | 6202 | 20.00 |
| Issues in Criminology | Library Subscription | 6203 | 6.00 |
| Columbia Dentoform Corp. | Laboratory Supplies | 6204 | 6.72 |
| Superintendent of Documents | Publications | 6205 | 5.65 |
| Mental Hygiene | Library Books | 6206 | 2.00 |
| Institute of Higher Education Chicago | Publications | 6207 | 4.00 |
| Avant Garde | Library Subscription | 6208 | 2.50 |
| American Sociological Assoc. | Library Subscription | 6209 | 5.00 |
| Columbia University Press | Laboratory Supplies | 6210 | 3.50 |
| Western Concessions | Publication | 6211 | 5.55 |
| Frank A. Vandever | Meeting Expense | 6212 | 17.50 |
| Edward A. Goodwin | Travel Expense | 6213 | 15.95 |
| U.S. Post Office, Palatine | Service Equipment | 6214 | 400.00 |
| Jan Swanson, Petty Cash Fund | Postage | 6215 | 30.00 |
| Anti Defamation League | Reimbursement | 6216 | 79.85 |
| B'Nai B'rith | Postage for Film | 6217 | 6.77 |
| Western Concessions, Inc. | Travel Expense | 6218 | 23.10 |

LIST #1 (CONTD.)

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------|----------------------------------|---------------------|---------------------|
| Mary Ann Wherry | Travel Advance (\$84.00) | | |
| Mary Ann Wherry | Travel Expense 92.90 | 6219 | \$ 8.90 |
| Donald W. Collins | Travel Expense 260.25 | | |
| Donald W. Collins | Travel Advance (245.00) | 6220 | 15.25 |
| Frank A. Vandever | Travel Expense | 6221 | 4.35 |
| Harold Cunningham | Travel Expense | 6222 | 88.39 |
| Robert B. Thornhill | Travel Expense | 6223 | 18.95 |
| W.D. Klingenberg | Travel Advance | 6224 | 124.00 |
| Roger A. Mussell | Travel Expense | 6225 | 104.13 |
| Meyer Rudoff | Travel Expense | 6226 | 14.80 |
| James A. Heisler | Travel Expense | 6227 | 8.70 |
| Joseph Yohanan | Travel Expense | 6228 | 48.45 |
| M.W. Carroll | Travel Expense | 6229 | 5.20 |
| Donald M. Misic | Travel Expense | 6230 | 11.45 |
| Ambrose Easterly | Travel Expense 262.37 | | |
| Ambrose Easterly | Travel Advance (255.00) | 6231 | 7.37 |
| Dr. George H. Voegel | Travel Expense | 6232 | 54.00 |
| Fred A. Vaisvil | Travel Expense | 6233 | 46.15 |
| Gregory Franklin | Travel Expense 41.00 | | |
| Gregory Franklin | Travel Advance (35.00) | 6234 | 6.00 |
| James Harvey | Travel Expense | 6235 | 103.67 |
| Kinsch Florist | Flowers | 1015 | 38.50 |
| Cash | Reimbursement of Meeting Expense | 1016 | 70.00 |
| | | | <u>\$2,881.13</u> |

Reimbursement:

| | |
|---------------------|--------------|
| Educational Fund | \$2,332.98 |
| Building Fund | 4.35 |
| Auxiliary Fund | 524.00 |
| Trust & Agency Fund | <u>19.80</u> |

| | |
|--------------------|-------------------|
| TOTAL IMPREST FUND | <u>\$2,881.13</u> |
|--------------------|-------------------|

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

LIST #2

IMPREST FUND DISBURSEMENTS
July 8, 1969 to July 18, 1969

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|-------------------------|-------------------------|-------------------------|
| David A. Groth | Travel Advance | 6236 | 60.00 |
| Dr. C. Schauer | Travel Advance | 6237 | 122.00 |
| American Assoc. for Higher Education | Professional Membership | 6238 | 20.00 |
| Academic Media Inc. | Publication | 6239 | 35.00 |
| American Management Assoc. | Subscription | 6240 | 12.00 |
| American Vocational Assoc. | Renewal Subscription | 6241 | 5.00 |
| College & University Business | Publication | 6242 | 1.00 |
| The National Provisioner | Subscription | 6243 | 17.50 |
| Western Concessions Inc. | Meeting Expense | 6244 | 216.00 |
| Journal of Educational Data Processing | Renewal Subscription | 6245 | 9.00 |
| Gary Erdman | Refund | 6246 | 45.00 |
| Joseph P. Herrity | Refund | 6247 | 5.00 |
| Marciel Hemmeter | Refund | 6248 | 5.00 |
| Sharon Brasure | Refund | 6249 | 10.00 |
| Jackie Raschke | Refund-Application Fee | 6250 | 10.00 |
| Paul E. Seils | Refund-Application Fee | 6251 | 10.00 |
| James R. Southard | Refund | 6252 | 16.00 |
| Terence Christian | Refund-Application Fee | 6253 | 10.00 |
| David R. Bauer | Refund | 6254 | 10.00 |
| Janice Marie Miller | Refund | 6255 | 10.00 |
| Raymond G. Allenbaugh | Refund-Application Fee | 6256 | 10.00 |
| Marcia A. Dorn | Refund-Application Fee | 6257 | 10.00 |
| Christine Hormuth | Refund | 6258 | 10.00 |
| Elizabeth Kealy | Refund | 6259 | 10.00 |
| Christine Abt | Refund | 6260 | 10.00 |
| Joan E. Brennan | Refund | 6261 | 10.00 |
| William D. Alexander | Refund | 6262 | 10.00 |
| Charles E. Aldrich Sr. | Refund | 6263 | 10.00 |
| Edward P. Banach, Jr. | Refund-Application Fee | 6264 | 10.00 |
| Sharon Anderton | Refund | 6265 | 10.00 |
| Lorraine Mayer | Refund-Application Fee | 6266 | 10.00 |
| Jill A. Thomey | Refund-Application Fee | 6267 | 10.00 |
| George Suski | Refund-Application Fee | 6268 | 10.00 |
| David Rossman | Refund | 6269 | 10.00 |
| Nancy Kinart | Refund-Application Fee | 6270 | 10.00 |
| Joseph P. Tufo | Refund-Application Fee | 6271 | 10.00 |
| Carla Bonetti | Imprinting Diplomas | 6272 | 46.00 |
| Everett W. Gaare Jr. | Refund-Graduation Fee | 6273 | 10.00 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------|-----------------------|---------------------|---------------------|
| Robert S. McDonough | Refund-Graduation Fee | 6274 | 10.00 |
| Jack S. Barnette | Refund | 6275 | 142.00 |
| Postmaster, Palatine, Ill. | Postage for Meter | 6276 | 300.00 |
| Molly Klug | Refund | 6277 | 37.00 |
| Ronald L. Hartley | Refund | 6278 | 14.40 |
| Linda Grady | Refund | 6279 | 16.80 |
| Thomas R. Green | Refund | 6280 | 38.40 |
| Pamela E. Fredericksen | Refund | 6281 | 19.20 |
| Mary A. Engstrom | Refund | 6282 | 29.00 |
| Margaret L. Cardell | Refund | 6283 | 13.00 |
| Lucille B. Benoit | Refund | 6284 | 23.20 |
| Clara M. Basch | Refund | 6285 | 19.20 |
| Nancy A. Arnold | Refund | 6286 | 29.00 |
| Gloria E. Anderson | Refund | 6287 | 19.20 |
| Sharon Chapman | Refund | 6288 | 8.15 |
| Gayle M. Skinner | Refund | 6289 | 19.20 |
| Trudy M. Schmitt | Refund | 6290 | 19.20 |
| Leanne J. Kolman | Refund | 6291 | 38.40 |
| Robert C. Brasted | Refund | 6292 | 38.40 |
| John J. Lynch | Refund | 6293 | 19.20 |
| Sherry A. Dancy | Refund | 6294 | 48.00 |
| Robert Gill | Refund | 6295 | 12.80 |
| John M. Phee | Refund | 6296 | 23.20 |
| Heather M. Doyle | Refund | 6297 | 19.20 |
| Norman K. Zeller | Refund | 6298 | 38.40 |
| George Fratte | Refund | 6299 | 9.60 |
| Susan M. Turner | Refund | 6300 | 6.40 |
| Annette C. Horton | Refund | 6301 | 19.20 |
| Roger V. Peter | Refund | 6302 | 13.40 |
| Jerry Weiss | Refund | 6303 | 43.20 |
| Donald H. Cannata | Refund | 6304 | 24.00 |
| Mark G. Otto | Refund | 6305 | 19.20 |
| Susan Vogeler | Refund | 6306 | 16.00 |
| Karen Saikami | Refund | 6307 | 16.20 |
| Paul J. Henneberry | Refund | 6308 | 16.00 |
| Paul D. Frahm | Refund | 6309 | 16.20 |
| Catherine M. Warner | Refund | 6310 | 9.60 |
| William N. Thiel | Refund | 6311 | 19.20 |
| Gwen P. Southerton | Refund | 6312 | 23.20 |
| John Schmitz | Refund | 6313 | 19.20 |
| Susan R. Seaman | Refund | 6314 | 25.60 |
| Barbara Rectoris | Refund | 6315 | 19.20 |
| Linda G. Punch | Refund | 6316 | 19.20 |
| Lynn M. Pearson | Refund | 6317 | 9.80 |
| James A. Moran | Refund | 6318 | 38.40 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|------------------------|---------------------|---------------------|
| Jeffrey Mikesell | Refund | 6319 | 21.00 |
| Lorraine A. Lyons | Refund | 6320 | 45.00 |
| --VOID-- | ----- | 6321 | --- |
| Dennis L. Trudeau | Security Uniforms | 6322 | 62.00 |
| Roy A. Sedrel | Travel Advance | 6323 | 55.00 |
| C. H. Schauer | Meeting Expenses | 6324 | 22.40 |
| Postmaster, Palatine, Ill. | Postage for Meter | 6325 | 300.00 |
| Cal Stockman | Travel Advance | 6326 | 40.00 |
| David A. Groth | Travel Expense 62.91 | | |
| | Travel Advance (60.00) | 6327 | 2.91 |
| John Vanko | Travel Expense | 6328 | 21.30 |
| Elmer J. Gorham | Travel Expense | 6329 | 15.30 |
| John A. Lucas | Travel Expense | 6330 | 270.84 |
| Donald Andries | Travel Expense 26.30 | | |
| | Meeting Expense 44.70 | | |
| | Mileage-Local 6.00 | 6331 | 77.00 |
| George Gowen | Refund | 6332 | 37.00 |
| Charles Russell | Model | 6333 | 8.50 |
| Lynet Anderson | Model | 6334 | 8.50 |
| Rachel Nelson | Model | 6335 | 8.50 |
| Charles Wideburg | Model | 6336 | 8.50 |
| Cathi Orr | Model | 6337 | 8.50 |
| Inst. Research Program for Higher Education | Voc. Library | 6338 | 3.00 |
| American Council on Education Committee for Economic Development | Publications | 6339 | 3.00 |
| Northwest Suburban Fair and Exposition | Publication | 6340 | 4.00 |
| State University of New York | Advertising | 6341 | 350.00 |
| International Textbook Co. | Publication | 6342 | 1.50 |
| The Macmillan Co. | Publication | 6343 | 6.18 |
| Computer Supplies | Publication | 6344 | 5.71 |
| Rand McNally & Co. | Office Supplies | 6345 | 5.70 |
| Lakeview Rubber Stamp Co. | Publication | 6346 | 5.94 |
| Committee for Economic Development | Office Supplies | 6347 | 3.12 |
| Association Films | Publication | 6348 | 4.25 |
| National Association of Educational Buyers | Advertising | 6349 | .55 |
| Marshall Fisher | Membership Dues | 6350 | 50.00 |
| Robert J. Hughes | Travel Expense | 6351 | 20.10 |
| International Association of College & University Security Directors | Travel Expense | 6352 | 6.96 |
| | Membership Dues | 6353 | 15.00 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|------------------------------------|---|-------------------------|-------------------------|
| Burt K. Scanlan Mayflower Hotel | Consultants Service Reservation-J. Upton | 6354 | 233.55 |
| | F. Vaisvil | 6355 | 46.00 |
| | | | <u>46.00</u> |
| | | | <u>\$3,998.66</u> |

Reimbursement:

| | |
|------------------|-------------------|
| Educational Fund | \$3,897.20 |
| Building Fund | 83.96 |
| Auxiliary Fund | 17.50 |
| | <u>\$3,998.66</u> |

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education

MONTHLY CONSTRUCTION REPORT

A. Project EXHIBIT A
 Number 3-5-00009-0 X9
 State Code No. 23
 Code Action E2
 Numeric Date: 6/30/69
Mo./Day/Year
 (Mo.: 01 to 12)
 (Day: 01 to 31)
 (Year: 68 to 99)

B. Applicant WILLIAM RAINEY HARPER COLLEGE
 C. Location 1501 S. Roselle Road Palatine, Illinois

D. Description of Project
BUILDINGS OF NEW JUNIOR COLLEGE CAMPUS

E. Report No. 21 For Month of June, 19 69

(Architect completes the above box)

F. Status of Construction by Prime Contract (s)
As of Date of Visit

| Contract No. | Contractor | Start Date (Act.) | Scheduled Completion | % Time Elapsed | % Work Completed |
|---------------------------------|---------------------------------------|-------------------|----------------------|----------------|------------------|
| 74-95-01 | CORBETTA CONSTRUCTION CO. of ILLINOIS | 10/23/67 | 7/31/69 * | 95% | 84% |
| *Includes 30 day time extension | | | | | |

% All Prime Contracts

G. Summary of Change Orders Approved Since Last Report (Attach Copy of Each Change Order)

| Contract No. | C.O No. | Description | Contract Cost Chg. | New Net Amount |
|--------------|---------|---|--------------------|-----------------|
| 74-95 | 28 | Additional equipment in Buildings C & D | \$111,000.00 | |
| 74-95 | 29 | Install fire clay lining in incinerator stack | 629.00 | |
| 74-95 | 30 | Enlarge Rm 113 to house Central Panel Console | 660.00 | |
| 74-95 | 31 | For Construction of Sewer at Student Center | 2,306.00 | |
| 74-95 | 32 | For additional condensate return lines as required by FLCJ Field Clarification #66, in Units A, F, and D. | 2,471.00 | |
| | | | | \$12,494,418.34 |

H. General description of overall progress including details as to factors contributing to failure to meet construction schedule.

Site - 91 B ADDM: 98%
A - 92
B - 95 SW Corner 35%
C - 97
D - 83
E - 47
F - 95

I. Briefly describe corrective actions by the contractor (s) to correct discrepancies noted in your last report. If corrective action not taken, give explanation.

Rewelding of steam mains in Boiler room completed

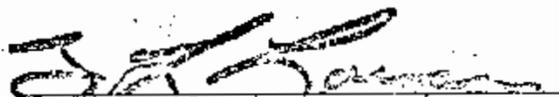
Repipng subgrade condenser lines between A & B

J. Briefly describe work being performed at time of visit.

Site - Continuing exterior walks, rip rap in lake
Roofing D & E - All others complete
Glazing D - All others complete except E
Mason completed
Plastering in D - All others complete except E
Lathing in D & E - All others complete
Painting in A & F

Built - in equipment-installed in C; Kitchen equipment installation progressing in A

7/9/69
Date


Signature of architect or architect's
representative preparing report

1. This form is to be completed in original and two copies. The original and one copy shall be forwarded to the OE District Engineer.

2. If additional space is required to complete information or to furnish comments, attach additional sheets.

M C K E E - B E R G E R - M A N S U E T O I N C .

Construction Consultants • Engineers

300 W. WASHINGTON STREET • CHICAGO, ILLINOIS 60606 • FINANCIAL 6-7030 • CABLE COSCONSULT, CHICAGO

July 9, 1969

Mr. R.L. Mueller
Corbetta Construction Company
875 East Rand Road
Des Plaines, Illinois

Subject: Harper College
Palatine, Illinois
18th CPM Monitor dated June 18, 1969

Dear Mr. Mueller:

Enclosed is CPM Monitor report No. 18 dated June 18, 1969.

The status of the buildings on the computer print-out is subject to the contract completion date of July 1, 1969. Therefore, all units are behind schedule with six (6) working days remaining as of the date of this report, within the contract provisions.

All efforts must now be directed toward making each building available to the college at the earliest possible date. Where it is necessary, areas within a building must be completed in advance of the entire building so that it may be used for registration, etc.

Each contractor must expect at this point in time that his working conditions will be less than ideal, that he will have to be working in the same area as other trades and the utmost cooperation is necessary.

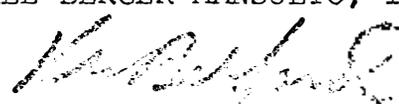
It is recommended that a working punch list be made for each building and the General Contractor assign one man in each building to be responsible to see that the work activities be completed without any delay.

As of the date of this report:

Building "A" is 86 days behind schedule.
Building "B" is 35 days behind schedule.
Building "C" is 28 days behind schedule.
Building "D" is 72 days behind schedule.
Building "E" is 96 days behind schedule.
Building "F" is 49 days behind schedule.

Very truly yours,

McKee-Berger-Mansueto, Inc.



Kenneth E. Belford

KEB:mm
Enclosure

cc: Messrs. Joe Donnino, Jim Manusos, J. Brown
Corbetta Construction Co. with Enclosures
Mr. D.R. McNulty - I.B.A.
Mr. M. Brickman - DHEW
Mr. R.J. Hughes - Harper College with Enclosures
Mr. Terry Ahearn - Comstock - Gibson Electric Co. with Encls.
Mr. J.M. Weisenberger - Wm. Zeigler & Son, Inc. with Encls.
Mr. Ted Cuchna - H.S. Kaiser Company with Encls.
Messrs. A. Alfe, W. Jarvis, Ed Tymura
Fitch-La Rocca-Carrington-Jones with Enclosures
Mr. R.G. Sobieski - Reliable Sheet Metal with Encls.

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid for the purchase of the balance of Bookstore furniture.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

Advertisements were run and bids solicited for the subject material. Eight requests were sent out with five responses, two of which were No Bid. A tabulation of the bids is attached.

IV. RECOMMENDATION:

The Administration recommends that the Board award the bid to Saginaw for a total price of \$8,425.93, including delivery and installation.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

- 1. Quotation must be made on this form.
- 2. Sign and return original and retain duplicate for your file.
- 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
 Algonquin & Roselle Roads
 Palatine, Illinois 60067
 Attention: Mr. D. M. Misic

| Quotation Request No. Q-573 | Date 6/19/69 | Page 1 of 5 | Your Quotation due: 11:00 A.M., DST July 7, 1969 | |
|--------------------------------|-----------------|-------------|---|-----------|
| Item No. | Quantity | Description | Unit Price | Extension |

BOOKSTORE FIXTURES PER THE FOLLOWING AND ATTACHED SPECIFICATIONS AND CONDITIONS

CONDITIONS:

- 1. All prices to include delivery and installation.
- 2. All finishes (colors and shades) must be approved by our facilities planner.
- 3. Complete specifications and descriptive literature should be included with bid.
- 4. Bids should be submitted for top quality fixtures only. Finishes are:

Wood Finishes - White Oak

Painted surfaces - Black & White

Vinyl or formica surfaces may be used if noted in bid proposal. Winning bidder(s) must match colors and finishes with established decor for the Bookstore.

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 price, delivery and terms on this form for the items listed above to be delivered F. O. B destination, F. F. A.

_____ 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.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
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
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

| Quotation Request No. Q-573 | | Date 6/19/69 | Page 2 of 5 | Your Quotation due: 11:00 A.M., DST July 7, 1969 | |
|--------------------------------|----------|---|-------------|---|-----------|
| Item No. | Quantity | Description | | Unit Price | Extension |
| 1. | 4 | 72"Lx22"Dx38"H, two-thirds vision showcase, with base, lights, and 1 tier of 12" glass shelves. Glass front and top, wood ends, all wood in White oak to match rest of store. Interior sides, bottom, and doors-White. Doors with locks all keyed alike. Storage area behind front panel. | | | |
| 2. | 4 | Showcase corner displays with closed base and White leather plastic laminate top. Wood sides to match rest of store. Approx. 30" high. | | | |
| 3. | 1 | 24"Hx24-5/8"W gate, White oak, attached to showcase. | | | |
| 4. | 1 | Cash register base. 25"Wx22"Dx34"H on base, wood to match showcases. One drawer in back and open below. | | | |
| 5. | 2 | 46-3/8"x15-3/4"x35-3/8" blueprint cabinet with base, same or similar to Cole Steel #5038-Black. | | | |
| 6. | 2 | 53-3/8"x15-3/4"x41-3/8" blueprint cabinet with base, same or similar to Cole Steel #5038 - Black. | | | |

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 price, delivery and terms on this form for the items listed above to be delivered F. O. Destination, F. F. A.

I 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.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

1. Quotation must be made on this form.
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WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

| Quotation Request No. Q-573 | | Date 6/19/69 | Page 3 of 5 | Your Quotation due: 11:00 A.M. DST July 7, 1969 | |
|--------------------------------|----------|--|-------------|--|-----------|
| Item No. | Quantity | Description | | Unit Price | Extension |
| 7. | 1 | Open art cabinet, vertical opening to be placed upon item #5. Same width and depth as item #5, but to extend approx. 85" in height. White oak. | | | |
| 8. | 1 | Same as item #7, except to be used over item #6, same width and depth. Items #6 and #7 to look as single unit. | | | |
| 9. | 1 | 46"Hx72"Lx14"D glass wallcase with 4 sliding doors with locks, and 4 tiers of 10" glass shelving. Interior bottom, sides and back to be White. 32"Hx72"Lx14"D drawer insert with 20 drawers, all locked and keyed alike. 7" closed base beneath the drawers, unit to sit below the glass case. | | | |
| 10. | 3 | 72"x23"x34"H checkout counters with base and White oak finish. Rear storage shelf with bag dividers. 25"Wx22"Dx34"H cash register counter with 1 drawer and open area in back. White oak finish with base. "L" shaped checkout counter top finished in White leather plastic laminate to fit over 2 units. | | | |

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 price, delivery and terms on this form for the items listed above to be delivered F. O. B destination, F. F. A.

I hereby 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.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

1. Quotation must be made on this form.
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WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Mistic

Quotation Request No. Q-573 Date 6/19/69 Page 4 of 5 Your Quotation due: 11:00 A.M., DST July 7, 1969

| Item No. | Quantity | Description | Unit Price | Extension |
|----------|----------|--|------------|-----------|
| 11. | 1 | Checkout screen, White oak, 34"Hx 72"L. | | |
| 12. | 1 | Checkout merchandiser, white oak, 48"Hx72"Lx10"D with base. 2 rows adjustable shelves, fixed 60 degree slant shelf at top. Shelves face customer when checking out. White pegboard back. | | |
| 13. | 2 | 24"Hx24-5/8" gate, White oak, attached to checkout counter. | | |
| 14. | 1 | Lot railing, 12'-0" long x 35" high. Double rail which can be taken down in peak times of year. Chrome. | | |
| 15. | 1 | 4-arm turnstile, right hand use, and necessary rail to close area to checkout merchandiser. Chrome. | | |
| 16. | 1 | Bookdrop, pigeon-hole style, 10'L s 40"Hx15"D. May be one solid unit or separates. White oak. Approx. 12" square openings. | | |
| 17. | 1 | Wrap table. 46"Wx72"Lx34"H with closed base. White oak ends to match checkouts. 1 solid piece White leather plastic laminate top. | | |

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 price, delivery and terms on this form for the items listed above to be delivered F.O.B destination, F. F. A.

I hereby 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.

Name of Contractor:

Per:

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
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WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

| Quotation Request No. Q-573 | | Date 6/19/69 | page 5 of 5 | Your Quotation due: 11:00 A.M., DST July 7, 1969 | |
|--------------------------------|----------|---|-------------|---|-----------|
| Item No. | Quantity | Description | | Unit Price | Extension |
| 18. | 12 | Approx. 2'x3'x6"H platforms, (for bulk storage of textbooks). Load limit equally distributed . . . 2000 lbs. To be placed at each end of textbook island units. | | | |
| 19. | 24 | Mirrors 24"x72" to be mounted on six 2' square support columns. Top Quality (Flawless) | | | |

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 price, delivery and terms on this form for the items listed above to be delivered F.O. B. destination, F. F. A.

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.

M E M O R A N D U M

TO: Mr. W. J. Mann
FROM: R. J. Hughes *RJH*
DATE: July 24, 1969
RE: Recommendation of Purchase
Floor Machine - Clarke

Based on evaluations made by this office during the week of July 14 thru 18, actual performance operations were observed by Mr. Richard Klug and Mr. Henry Kurowski, Custodial Supervisors of the College Buildings and Grounds Division, our conclusions are as follows:

1. The Clarke machine contains larger storage batteries which guarantees a full eight hours of operation, and will provide longer life with a battery charger designed to operate with the Clarke machine.
2. The Clarke machine has a separate drive motor and brush motor. The traction drive motor has no clutches, belts, or couplings. Using a machine this size, a drive motor is essential to efficient operation.
3. The scrub brushes are gimbal mounted, which assures that the brushes will conform to the contours of the surfaces being cleaned or polished.
4. The Clarke drive wheels are semi-pneumatic which provides a better, smoother operation in cleaning the floor.
5. The Clarke machine has easier access for disposing of dirty water. This machine has a built-in dump valve, which eliminates the need to manually dump dirty water pick-up tanks.
6. The Clarke machine weighs 1310 pounds as compared to lesser weight of other machine tested.
7. Interviews with Mr. Bob Griesmeyer and Mr. John Nelson of High School District No. 214 and Elk Grove High School respectively, indicate a very definite preference for the Clarke machine after testing both machines over a period of five years.

MEMORANDUM
TO: W. J. Mann

July 24, 1969
Page 2

8. An interview with Mr. John C. Souderson, Director of Plant Properties, at Northwestern University indicates that this institution has tested several popular automatic floor machines for the past ten years, and the results of their tests have caused the Physical Plant at Northwestern University to standardize on the Clarke automatic floor machine.

Recommendation

It is recommended that Harper College purchase Clarke automatic floor machines.

cc: H. Kurowski
R. Klug

RJH/ss

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of the bid for the purchase of electric floor machines.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

Advertisements were run and bids solicited for the subject material. Fourteen requests were issued and seven bids were received. An eighth bid was received a day after the bid opening and was not considered. The tabulation of the bids is as follows:

| BIDDER | 1 | 1A | 2 | 2A | TOTAL |
|-------------------------------|------------|------------|------------|------------|------------|
| Corty (Advance) | | \$ 984.25 | | \$1,797.50 | |
| | | \$1,968.50 | | \$3,595.00 | \$5,563.50 |
| Amos (Clarke) | \$1,381.10 | | \$2,536.80 | | |
| | \$2,762.20 | | \$5,073.60 | | \$7,835.80 |
| Clarke | \$1,407.90 | | \$2,560.80 | | |
| | \$2,815.80 | | \$5,121.60 | | \$7,937.40 |
| Brownsey - (Clarke) | \$1,155.90 | | \$2,233.00 | | |
| | \$2,311.80 | | \$4,466.00 | | \$6,777.80 |
| Krano (Clarke) | \$1,350.90 | | \$2,521.80 | | |
| | \$2,701.80 | | \$5,053.60 | | \$7,755.40 |
| No. Chem. - (Advance) | | \$1,175.00 | | \$2,278.00 | |
| | | \$2,350.00 | | \$4,556.00 | \$6,906.00 |
| Diamond Chem. (Whirlmatic) | | \$1,049.00 | | \$1,828.75 | |
| | | \$2,098.00 | | \$3,657.50 | \$5,755.50 |

FOR BOARD ACTION

IV. SUMMARY:

The Buildings and Grounds personnel examined and operated the Advance and Clarke units. In their opinion the Clarke unit did a better cleaning job and, also, certain operational features on the Clarke unit were better.

In their opinion these points were worth the additional money required for the Clarke machines.

V. RECOMMENDATION:

The Administration recommends that the Board award the bid for four floor machines to the low bidder of Clarke equipment as follows:

L. M. Brownsey Supply Company for a total of \$6,777.80

SEALED BID PROPOSAL
FOR
WILLIAM RAINEY HARPER COLLEGE
PALATINE, ILLINOIS 60067

WILLIAM RAINEY HARPER COLLEGE
PURCHASING DIVISION - BUSINESS OFFICE
ALGONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS 60067

DATE: May 12, 1969
BID PROPOSAL NO. **553**
TITLE FLOOR SCRUBBERS
DUE DATE: JUNE 16, 1969
TIME: 1:30 P.M. CENTRAL
DAYLIGHT SAVING TIME

DONALD M. MISIC
PURCHASING AGENT

INSTRUCTIONS TO BIDDERS

You are invited to submit a sealed bid on the following requirements of William Rainey Harper College, Palatine, Illinois 60067:

1. DESCRIPTION OF PROJECT: The buildings and Grounds Division of William Rainey Harper College desires to purchase four (4) Battery Powered Self-Propelled Floor Scrubbers, supplied with Batteries and Nylon Scrub Brushes, in accordance with Specifications, to be delivered to the Buildings and Grounds Division, Algonquin and Roselle Roads, Palatine, Illinois 60067. The equipment will be checked out before final acceptance by the College.
2. PROPOSALS MUST BE RECEIVED NOT LATER THAN 1:30 PM Central Daylight Savings Time, Monday, June 16, 1969, at the Office of the Purchasing Agent, William Rainey Harper College, Algonquin & Roselle Roads, Palatine, Illinois 60067. (Same mailing address.) They will be publicly opened beginning at 1:30 PM Central Daylight Saving Time on June 16, 1969 at the Business Office, William Rainey Harper College Palatine, Illinois 60067.
3. IN ORDER FOR YOUR BID TO RECEIVE CONSIDERATION, it must be filled out on this form and signed by an officer of your firm with his name and title indicated.
4. PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID PROPOSAL NUMBER CLEARLY MARKED.

5. TELEGRAPHIC BIDS OR MODIFICATIONS TO BID WILL BE CONSIDERED, but ONLY if received prior to the time stated for the opening of bids. Such quotations or modifications should be addressed as follows: SEALED BID PROPOSAL NO. _____, PURCHASING AGENT, WILLIAM RAINEY HARPER COLLEGE, ALGONQUIN AND ROSELLE ROADS, PALATINE, ILLINOIS 60067.

TELEPHONIC OR ORAL QUOTATIONS, OR MODIFICATIONS WILL NOT BE CONSIDERED.
6. ANY BIDDER MAY WITHDRAW his bid by letter or telegram, or with proper identification by personally securing his Bid Proposal at any time prior to the scheduled time for the opening of bids. Telephonic requests to withdraw a bid will NOT be considered.
7. THE COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, to waive any informalities in the bidding, and to accept the bid which is deemed most favorable to the interest of the College after all bids have been examined and evaluated.
8. THE COLLEGE WILL CONSIDER EQUIPMENT WITH SPECIFICATIONS deviating from those set forth below if the performance of said systems is shown not to differ significantly, in the opinion of the College, from equipment described in the following sections.
9. MANUFACTURER'S NUMBERS, TRADE NAMES, OR DESCRIPTIONS SHOWN are given as a reference to establish minimum quality and/or performance characteristics; any commodity or service of an approved equal or better will will be considered.
10. SUBMIT DETAILED SPECIFICATIONS AND DESCRIPTIVE LITERATURE WITH YOUR OFFER. This material is to cover the specific commodity or service on which you are quoting. It will be considered a part of your bid and will be used in its interpretation.
11. QUOTE DELIVERED AND CHECKED OUT PRICES.
12. INTERPRETATION OF THE BID DOCUMENTS prior to the bid opening date will be made only by an Addendum duly issued by the Purchasing Agent, and any explanations or interpretations not so made will not be binding upon the Purchasing Agent, or Owner. Acknowledgment of receipt of Addenda by the Bidder shall be made in spaces provided in the proposal form.

13. ANY BIDDER MAY BE REQUIRED BY THE OWNER to submit additional data to satisfy the Owner that such Bidder is equipped and prepared to fulfill a Contract should a Purchase Order be awarded to him.
14. THE AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE BIDDER on the basis of the low total bid, including all items as specified, quality, suitability, and delivery considered. Unit Prices will be entered; however, award will be made on total basis, only.
15. THE COMPETENCY AND RESPONSIBILITY OF BIDDERS and of their proposed Subcontractors will be considered in making awards. The College is not obligated to accept the lowest or any other proposal which, in its opinion, does not meet requirements.
16. SUBMISSION OF A PROPOSAL WILL BE TAKEN AS EVIDENCE THAT PROPOSAL REQUIREMENTS HAVE BEEN MET. No allowance will be made for any charges above or in addition to the price quoted on this BID PROPOSAL.
17. BIDDER'S QUALIFICATIONS: The Owner reserves the right to require from the Bidder, prior to the award of the Purchase Order, a detailed statement regarding the business and technical organization and plant of the Bidder that is available for the work that is contemplated. Information pertaining to financial resources, experience of personnel, and previously completed work may also be requested.
18. THE FOLLOWING DESCRIPTIVE MATERIAL shall be submitted with the Bid Proposal:
 - (a) Complete information as to guarantees and warranties.
 - (b) Cuts and literature.
 - (c) Complete specifications as to materials to be used.

All of the above shall become a part of the bid submitted and will be used in evaluating the bid.

19. THE SUPPLIER WILL CHECK OUT APPARATUS before final acceptance by the College.

The checkout shall include instructions on operation of the equipment at the time of original delivery, and upon subsequent requests by the department at no cost to the College.

20. **WORKMANSHIP AND MECHANICS:** The work shall be performed in a workmanlike manner by qualified, careful and skilled tradesmen.
21. **ALL MATERIALS SHALL BE NEW** and the best of their respective kinds and shall be fabricated with such skill and workmanship as is commonly considered to be the best of the trade involved.
22. **FURNISH:** Shall mean furnish all materials, labor, tools, equipment, transportation, and other facilities necessary for the execution and completion of the conditions of the Bid Proposal.
23. **ROYALTIES AND PATENTS:**

The Contractor shall pay all royalties and license fees which may be payable on account of the work or any part thereof. He shall defend all suits or proceedings instituted against Owner for the infringement of any patent rights, and shall save Owner harmless against, and shall pay all awards of damages assessed and all costs of suits adjudged against Owner in such suits or proceedings, provided Owner gives Contractor reasonable notice, in writing, of the institution of any such suit or proceeding, permits him to defend it, and gives him all such information, assistance, and authority as shall be necessary to enable him so to do. In case any part of the work is held in any such suit to constitute infringement and its use is enjoined, Contractor shall within a reasonable time either (1) secure for Owner the right to continue the use of such part of the work by procuring for Owner a royalty-free license or such other permission as will enable Contractor to secure the suspension of any injunction, and a perpetual right to use such patents without further charge or license; or (2) replace at Contractor's own expense such part of the work with a non-infringing part or modify it so that it becomes non-infringing.
24. **ANY EXCEPTIONS TO OR DEVIATIONS FROM THE SPECIFICATIONS** must be fully disclosed and explained in a covering letter. Equipment proposed by the Bidder which does not conform to the Specifications shall be fully described by technical literature including performance data and drawings.
25. **IT IS THE INTENT TO MAKE EVALUATION AND DISPOSITION OF THE BIDS** within 30 days after receipt of bids; however, no bid may be withdrawn for a period of 90 days after the scheduled closing time for the receipt of bids.

WILLIAM RAINEY HARPER COLLEGE
PALATINE, ILLINOIS 60067

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26. FOR ADDITIONAL INFORMATION AND/OR CLARIFICATION OF SPECIFICATIONS AND DRAWINGS (WHERE APPLICABLE), CONTACT:

WILLIAM RAINEY HARPER COLLEGE
PURCHASING AGENT, BUSINESS OFFICE
ALGONQUIN AND ROSELLE ROADS
PALATINE, ILLINOIS 60067

PHONE: 359-4200

27. TAX EXEMPTIONS: Sales to the College are not subject to the Illinois Retailers' Occupational Tax.

MINIMUM SPECIFICATIONS FOR

BATTERY POWERED CLARKE-A-MATIC MODEL TB-18

1. GENERAL:

The machine shall be capable of scrubbing a swath 18-1/4" wide by means of two overlapping 9-1/2" diameter contra-rotating power-driven brushes, and of picking up the dirty water from this swath by means of a rubber-shod squeegee and a vacuum fan.

2. BATTERIES:

The machine shall include two lead-acid storage batteries of twelve volts each, connected in a series circuit for a 24 volt system. Each battery shall have a capacity of 170 ampere hours as measured by the SAE 20 hour rate, and shall weigh approximately 120 pounds.

3. BRUSH AND TRAVERSE MOTOR:

The machine shall be provided with a ball-bearing 24 volt compound-wound DC motor developing 3/4 horsepower. Output shaft speed of 470-500 RPM. The output shaft shall be double ended. The motor shall have a right-angled worm-gear speed reducer of 7.5 to 1 ratio. The speed reducer shall have all shafts mounted in ball or roller bearings, and all projecting shafts shall be provided with proper lip seals to seal in lubricant and seal out contaminants.

4. BRUSH DRIVE:

Each brush shall be separately driven at a rotative speed of approximately 235 to 250 RPM by a round belt from the brush motor shaft. Both brush-drive adaptors are to be flexibly mounted to provide full gimbal action for the brush.

5. TRACTION DRIVE:

Traction drive shall be accompanied by a double-faced friction clutch driving a ball-bearing mounted countershaft. Roller chain drive to the countershaft shall drive a differential

MINIMUM SPECIFICATIONS FOR BATTERY POWERED FLOOR SCRUBBERS

CLARKE-A-MATIC MODEL TB-18: (continued)

shaft which transmits power to both main support wheels. The machine shall be capable of self-propelled forward travel from 0 to 185 feet per minute. The traction clutch shall be actuated mechanically by depressing the operator's guiding handles at the upper rear corners of the machine. Clutch shall release automatically when handles are released.

6. TANKS:

The machine shall be provided with a 10-gallon capacity solution storage tank and a 12-gallon capacity dirty-water storage tank. Both tanks shall be fabricated with welded joints from 14 gauge vitreous-enamelling steel, and shall be completely covered inside and out with vitreous procelain enamel.

7. SQUEEGEE:

The squeegee shall be a double-bladed V-shaped unit of 23-1/4" width.

8. VARIABLE BRUSH FORCE:

The force with which the scrubbing (or polishing) brushes are pressed against the floor shall be easily adjusted and maintained by the operator by setting the brush-lift handle. Release of, and forward motion of the brush-lift handle shall first lower the brushes to the floor. Further forward movement of the handle, notch by notch, shall increase the brush force from 20 pounds to 80 pounds, for momentary or for continuous operation without further action by the operator.

9. EXTERNAL SURFACE:

The sides, front, back and top of the machine shall be covered with satin-finish 18 gauge Apollo Chromsteel.

MINIMUM SPECIFICATIONS FOR BATTERY POWERED FLOOR SCRUBBERS

CLARKE-A-MATIC MODEL TB-18: (continued)

10. CHARGER:

The machine shall be provided with a fully-automatic battery charger capable of recharging dead or partially dead 24 volt 170 ampere hour systems in 12 hours or less, without overcharging or damaging the batteries. The charger shall operate without overloading a conventional 15 ampere, 115 volt, AC circuit, and without any attention from the operator after plug in. The charger shall be mounted in the machine.

11. GUARANTEE:

The machine shall be guaranteed for one (1) year, and the batteries for three (3) years.

MINIMUM SPECIFICATIONS FOR
BATTERY POWERED SELF-PROPELLED FLOOR SCRUBBERS
CLARKE-A-MATIC MODEL TB-32

1. Machine shall be capable of scrubbing a swath 32-1/2" wide by means of 2 overlapping 17" contra-rotating power driven brushes and of picking up dirty water from the swath by means of a rubber-shod squeegee and a vacuum fan.
2. The batteries for the machine shall be 6 lead-acid storage batteries of 6 volts each connected in a series circuit. Each battery shall have a capacity of 305 ampere hours as measured by the SAE 20 hour rate.
3. The machine shall have a double ended, ball bearing, drip proof DC motor, 36 volt compound-wound developing 1.5 H.P. at a shaft speed of 1900 RPM.
4. Traverse drive shall be accomplished by a low speed, direct reversible permanent magnet field electric motor, directly connected by a single continuous length of heavy-duty roller chain to an automotive type steel gear differential on the axle shafts of the 2 main drive wheels.
5. The squeegee shall be a double-bladed V-shaped unit 36" wide.
6. The machine shall have a 20 gallon solution tank and a 24-gallon pick-up tank. Both tanks fabricated with a welded joint of 14-gauge vitreous enameled steel and shall be completely covered inside and out with two coats of vitreous porcelain enamel.
7. Variable brush force shall be easily adjustable by a lift handle and shall have from 80 pounds to 200 pounds brush force for momentary or continuous operation by forward movement of handle notch by notch.
8. External surface shall be of mirror finish chrome steel for the ease of cleaning.

MINIMUM SPECIFICATIONS FOR BATTERY POWERED SELF-PROPELLED

FLOOR SCRUBBERS

CLARKE-A-MATIC MODEL TB-32: (continued)

9. Shall have a fully automatic charger capable of recharging dead or partially dead 36 volt 305 ampere hour system in 14 hours or less, without overcharging or damaging the batteries. The charger shall operate without overloading a conventional 15 amp, 115 volt, AC circuit.
 10. The machine shall be guaranteed for one (1) year and the batteries for three (3) years.
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BID PROPOSAL

Furnish and deliver four (4) Battery Powered Self-Propelled Floor Scrubbers, supplied with Batteries, Battery Chargers, and Nylon Scrub Brushes, in accordance with Specifications, to William Rainey Harper College, Buildings and Grounds Division, Algonquin and Roselle Roads, Palatine, Illinois 60067. The equipment will be checked out before final acceptance by the College.

THE BIDDER IS TO QUOTE ON INDIVIDUAL ITEMS IN THE FOLLOWING SCHEDULE, BUT AWARD WILL BE MADE ON TOTAL BASE BID.

ALL ITEMS MUST BE FURNISHED IN ORDER FOR YOUR BID TO RECEIVE CONSIDERATION.

| ITEM NO. | QUANTITY | DESCRIPTION | FURNISHED-DELIVERED AND CHECKED OUT | |
|----------|----------|--|-------------------------------------|-----------|
| | | | UNIT PRICE | EXTENSION |
| 1 | 2 each | Battery Powered Self-Propelled Floor Scrubbers, supplied with Batteries, Battery Charger, and Nylon Scrub Brushes, Clarke-A-Matic Model #TB-18, or equal. | | |
| 2 | 2 each | Battery Powered Self-Propelled Floor Scrubbers, supplied with Batteries, Battery Charger, and Nylon Scrub Brushes, Clarke-A-Matic Model #TB-32A, or equal. | | |

THIS BIDDER PROPOSES TO FURNISH, DELIVER AND CHECK OUT ALL EQUIPMENT LISTED HEREIN, IN ACCORDANCE WITH SPECIFICATIONS, FOR THE TOTAL SUM OF:

_____ DOLLARS AND _____ CENTS.
(\$ _____).

FIRM BID FOR ACCEPTANCE WITHIN 90 DAYS AFTER OPENING OF BIDS.

DELIVERY DATE IS OF THE ESSENCE AND WILL BE USED IN DETERMINING THE AWARD OF THE PURCHASE ORDER.

ESTIMATED DELIVER: WITHIN _____ DAYS AFTER RECEIPT OF PURCHASE ORDER.

TERMS: _____ % TENTH OF MONTH FOLLOWING.

NET: _____ DAYS.

WE ACKNOWLEDGE: ADDENDUM #1 _____ DATED: _____
 ADDENDUM #2 _____ DATED: _____
 ADDENDUM #3 _____ DATED: _____

THE ABOVE ADDENDA HAVE BEEN RECEIVED AND CONSIDERED IN PREPARATION OF THIS BID PROPOSAL.

THE UNDERSIGNED has thoroughly familiarized himself with local conditions affecting the cost of the work and with the Contract Documents, including Instructions to Bidders, Specifications, Drawings (where applicable), and Form of Proposal, and HEREBY PROPOSES TO FURNISH AND PERFORM all obligations required to completely comply with the Specifications as published, and to furnish all of the labor, materials, necessary tools, expendable equipment, and transportation services in order to complete in a workman-like manner the work required under this Bid Proposal.

FIRM: _____

BY (NAME & TITLE): _____

ADDRESS: _____

DATE: _____

HARPER COLLEGE

A PLAN FOR EVALUATING TEACHING FACULTY,
COUNSELLORS AND LIBRARIANS

Submitted to the
Board of Trustees, Administration
and Faculty of Harper College

Approved by Faculty
on April 11, 1969

Prepared by:

Faculty Evaluation Committee
Dr. George Makas, Chairman
Elk Grove Village, Illinois
December 13, 1968

Revised by:
Michael Bartos
John Muchmore
Michael Ostrowski

EVALUATING TEACHING FACULTY, COUNSELLORS AND LIBRARIANS

Harper College is committed to the recruitment of a superior faculty whose members have demonstrated excellence during their years of teaching and who are capable of recruiting and leading a younger, talented faculty to high levels of excellence. The identification and recognition of such excellence clearly implies a necessity for evaluation.

Initial Appointment

A probationary appointment is made after a candidate has completed an application; the division chairmen and associated faculty have made a careful evaluation of transcripts, recommendations, interviews, health records, and any other pertinent data; and the division chairman's recommendation is transmitted through the dean of instruction and president to the Board of Trustees.

Current Employment Data

As a part of his contractual service, the division chairman maintains such records as teaching assignments; remunerative data; attendance in classes; division, department and general faculty participation in meetings and committees; professional leaves; divisional projects; formal observations by peers and chairmen; and memoranda on interviews. Concurrently, the master file of each faculty member is kept by the appropriate deans of the college. This file contains the more formal information such as written reports on observations and evaluations, interview data, recommendations, and voluntary notations from colleagues and others associated with the college, including memoranda relative to voluntary cooperation involving student activities.

Professional ethics dictate that each appointee be notified when reports are entered in the folder. Further, the candidate should have the opportunity to see unfavorable entries and to draft a reply if he desires to explain the particular observation.

Formal Evaluation

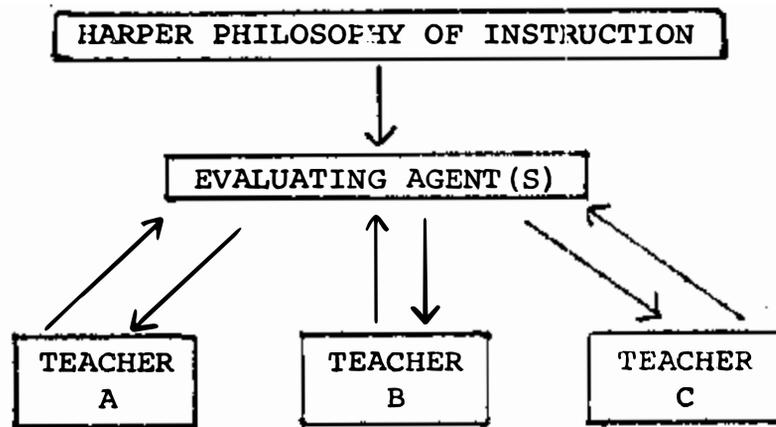
Upon notifying a particular individual that formal evaluation is to be initiated, the division chairman will consult with that individual and select an evaluator or evaluators. The evaluatee will have the opportunity to reject appointment of those persons he deems unsuitable.

When the evaluator or evaluating committee has been selected, the evaluation process will commence. That process consists of these steps: first, a formulation of specific criteria for evaluating instruction in each course area within the framework of Harper's philosophy of instruction; second, a series of interviews and classroom observations, and third, the preparation of a written critique by the instructor who is taking a major role in evaluating his own instruction.

The combined self-evaluating document prepared by the instructor, should be a document that undergoes continuous revision. It might well include a discussion of many of the following topics: a summary of the total teaching assignment with identification of specific courses and a definition of course objectives in terms of specific changes sought in student attitudes, understandings, and skills. This implies cognizance of student achievement and abilities from initial registration in the course to the completion of the final examination. It further implies the need for a characterization of student competencies at the beginning, at the end, and at critical points in the course program. In addition, if one is seeking to make changes in student performances, he should describe his means. This implies a self-evaluation of the instructor's own competencies; he chooses those methods that he can use most effectively to alter student behavior in the desired manner, and he evaluates pupil achievement in order to adjust his strategy to other means of producing changes. Further, he assesses his own willingness to increase his effectiveness by using a new technique as technology makes new, effective instructional means available. An increasingly competent instructor will not be content to have others define his curriculum area, for he will see a need for his contributing to enlarging or focusing the parameters of his discipline.

The self-evaluative document represents the individualized constellation of teaching criteria by which the author can be evaluated by his peers. He alone can be judged by this set of criteria; his colleague is judged by another set arrived at in the same personalized manner. The self-evaluative document becomes an enabling device for evaluator and division chairman to evaluate each candidate.

FORMULATION OF CRITERIA
FOR EVALUATION OF TEACHING EFFECTIVENESS



Individualized criteria for each course and each instructor based primarily on interaction between instructor and evaluating agent and secondary interaction between instructors.

LEADING TO
GENERALIZED
TEACHER ROLES

Manipulative
Instruction

Doing what textbooks and others have directed him to do.
An implementing instructor.

Process Instruction

Needs of students stressed above the need to cover a textbook. A selective implementing instructor.

Individualized
Instruction

According to student interest and need. A creator of curriculum experiences as well as implementor.

The role of student ratings in the evaluation process has not yet had adequate consideration to meet the desired goal of such ratings becoming a mandatory procedure. Nevertheless, the practice of requesting students to evaluate the course and the instructor has been voluntarily carried out by numerous faculty members. The problems that must be solved before such a rating becomes mandatory include such items as 1) content of this rating scale, 2) whether it should be objective or subjective, 3) when it should be administered, and 4) who should score it. There does, at the present time, seem to be agreement among students and faculty that the results of student evaluations should go directly to the faculty member. A joint student-faculty committee is in the process of studying this problem.

THE EVALUATIVE PROCESS ADMINISTERED

We have, as a result of the preparation of instructor's self-evaluation and evaluator's report, two documents concerning each instructor. These two documents are prefaced by a page certifying that the instructor has seen the evaluator's report and including any answer or commentary that the instructor might wish to volunteer. These items are filed with the respective division chairman who evaluates all those in his division and conveys to each member of his staff the substance of the evaluation. If at this point, the faculty member regards the rating as erroneous, he can follow the grievance procedure outlined in Item 10 of the Faculty Code, if that rating was a level one rating.

All of the division chairmen's ratings are now forwarded to the deans of instruction and student activities who are faced with the task of determining whether standards in judgments between divisions have been in fact comparable and making adjustments that seem necessary. Their recommendations are forwarded to the president and then to the Board of Trustees.

Classification of Evaluations and Assigning to Categories

As a result of the evaluation process, each division chairman will assign his instructional personnel; that is, instructors, counsellors or librarians, to one of the following categories for salary purposes.

Level #1 - The evaluatee does not fit the Harper instructional pattern.

- A. - No recommendation for re-appointment.
- B. - Re-appointment with no increase in salary.
A person could remain in this category for only one year. This must be understood as an extension of the probationary period.

Level #2 - The evaluatee fits the Harper instructional pattern without qualification. He is a good instructor in every sense of the word and is entitled to a base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment.

Level #3 - The evaluatee is outstanding. He has made an outstanding contribution during the year in terms of curriculum, subject matter, teaching techniques or institutional reform. He is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment, higher than Level #2. It should be understood that this category would rarely exceed 5% of any given division.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

These forms of recognition are meant to suggest that money is not the only form of consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.

SALARY COMMITTEE GUIDELINES

Preliminary note: The following is an example.

The salary committee will bargain for a base raise, an increase in the minimum faculty salary. In the example below this increase is described as \$1,000. The \$1,100, \$1,200, and \$1,300 are examples of base raised in the Asst. Prof., Associate Prof.,

and Professor columns respectively. The basic difference between Level 2 and Level 3 is the percent increases and not the base raise.

| | <u>Instructor</u> | <u>Asst. Prof.</u> | <u>Assoc. Prof.</u> | <u>Prof.</u> |
|---------|-------------------|--------------------|---------------------|-----------------|
| Level 2 | \$1,000 +7% | \$1,100 +7% | \$1,200 +7% | \$1,300 +7% |
| Level 3 | \$1,000 +10% | \$1,100 +10% | \$1,200 +10% | \$1,300 -10% |

EVALUATION DEADLINES

Level I and Level II Ratings

For teachers in their first year at Harper College, all evaluations must be completed by February 15th. For all others, the deadline will be December 1st.

Level III Ratings

For all faculty members, evaluation must be completed by June 1.

REVIEW OF SYSTEM

If, in the opinion of the faculty, this system is unsatisfactory, the faculty shall retain the prerogative of terminating it at the end of its first academic year of operation. In any case, an ad hoc committee of faculty senate members and faculty-at-large should be selected for the sole purpose of reviewing and revising the evaluating system. This review should take place after March 1 of each year beginning in 1970.

Paragraph 1

Harper college is committed and will continue to, to the recruitment and maintenance of a superior faculty whose members did demonstrate excellence during

Paragraph 2

A probationary appointment is made only after the following steps, (a) a candidate has completed an application, (b) the division chairman and associated faculty have made a careful evaluation of transcripts, and (c) references have been checked, recommendations, interviews, health records, and any other pertinent data, for appointment. The division chairman's recommendation is transmitted through the dean of instruction and president to the Board of Trustees all of whom must concur in the appointment.

Paragraph 3

As part of his contractual service, the division chairman maintains such records in his personnel files as teaching assignments; remunerative data; attendance in classes; division, department and general faculty participation in meetings and committees; professional leaves; divisional projects; informal observations by peers and chairmen; and memoranda on interviews. Concurrently, the master file etc.

Professional ethics dictate that each appointee be notified when reports are entered in the master file. Further, the candidate should have the opportunity to see unfavorable entries in this file, etc.

Paragraph 4

Upon notifying a particular individual that a formal current evaluation is to be initiated, the division chairman will supply the individual with a list of evaluators. The evaluatee will have the opportunity to reject appointment of 50% of those persons on the list which he deems unsuitable.

When the evaluator or evaluating committee has been selected, the evaluation process will commence. That process will consist of these steps: first, a formulation of specific criteria for evaluating instruction in the individuals course areas within the framework of Harper's philosophy of instruction: second, a series of interviews and classroom observations to be reported by the evaluating agency, and third, the preparation of a written report by the instructor which comments on the evaluation agency report and presents current and future plans of the instructor regarding his instructional assignments. The self-evaluating document prepared by the instructor

Same paragraph (page 2) 8 lines from the bottom -

of his discipline, and further it outlines the status of his report with his students, and his plans for correction, if needed, and requires a statement of non-discrimination for any cause recognized as unlawful by statute.

The self-evaluative document represents the individualized constellation of teaching criteria by which the author can be evaluated by the evaluation agency during subsequent evaluations. He alone can be judged by this set of criteria; his colleague is judged by another set arrived at in the same personalized manner. ~~The self-evaluative document becomes an enabling device for evaluator and division chairman to evaluate each candidate.~~

Page 4

The role of student ratings in the evaluation process has not yet had adequate consideration by Harper's faculty, to meet the desired goal of such ratings becoming a mandatory procedure. Nevertheless, the practice of requesting students to evaluate the course and the instructor has been voluntarily carried out by numerous Harper faculty members. The problems that must be solved before such a rating becomes mandatory include such items as 1) content of this evaluation 2) whether it should be objective or subjective, 3) when it should be administered, and 4) who should see it. There does, at the present time, seem to be agreement among students and faculty that the results of student evaluations should go directly to the faculty member. A joint student faculty committee is in the process of studying this problem

(Hope a Dean is also allowed to see the report - not necessarily one who "rates")

We have as a result of the preparation of instructor's self-evaluation and evaluator's report, two documents concerning each instructor. These two documents are prefaced by a page certifying that the instructor has seen the evaluator's report ~~and including any answer or commentary that the instructor might wish to volunteer.~~ These items are filed with the respective division chairman who rates all those in his division and conveys to each member of his staff his rating. ~~If at this point,~~ the faculty member regards the rating as erroneous, he can follow the grievance procedure outlined in Item 10 of the faculty code, but only after they have been reviewed by the Dean of Instruction.

All of the division chairmen's ratings are now forwarded to the deans of instruction or dean of student activities who are faced with the task of determining whether standards etc.

Level I. The evaluatee does not fit the Harper instructional pattern.

A. No recommendation for re-appointment.
B. Probationary re-appointment with no increase in salary. A person could remain in this category for only one year. ~~This must be understood as an extension of the probationary period.~~

Level II. The evaluatee fits the Harper instructional pattern without qualification. He is a good instructor in every sense of the word and is entitled to a minimum raise if negotiated by salary committee or granted by the Board.

Level III. The evaluatee is outstanding. He has made an out-standing contribution during the year in terms of curriculum, subject matter, teaching techniques or institutional reform. He is entitled to raise beyond or granted by the Board to Level II instructors. It should be understood that this category would rarely exceed 10% of any given division.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

These forms of recognition are meant to suggest that money is not the only form of consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.
5. Awarding special chairs.

SALARY COMMITTEE GUIDELINES

Preliminary note: the following is an example.

The salary committee will bargain for a base raise, an increase in the minimum faculty salary. In the example below this increase is described at \$1,000. The \$1,000, \$1,200, and \$1,300 are examples of base raised in the Asst. Prof. Assoc. Prof. and Professor columns respectively. The basic difference between Level 2 and Level 3 is the percent increases and not the base raise.

Instructor Asst. Prof. Assoc. Prof. Prof.

FOR BOARD ACTION

SUBJECT:

1969-70 Academic Calendar

REASON FOR CONSIDERATION BY THE BOARD:

Official adoption of recommended Calendar for the 1969-70 Academic Year as per attached.

BACKGROUND INFORMATION:

The recommended change in the Calendar due to apparent oversight and misunderstanding of the Critical Path Calendar as adopted during 1968 for the purpose of establishment of the Academic Calendar. The recommended revision would allow the necessary instructional time as included in the first semester and the normal academic year.

RECOMMENDED ACTION:

That the revision of the Academic Calendar be approved to make the two semesters of the 1969-70 Academic Year more parallel and allow inclusion of Spring Vacation.

ACADEMIC CALENDAR 1969-70

SECOND SEMESTER

| | |
|---|--------------------|
| Registration for Second Semester | Jan. 28, 29, 30 |
| Classes Begin | Feb. 2 |
| Last Day for Late Registration | Feb. 6 |
| Last Day for Adding Classes | Feb. 13 |
| Last Day for Refund | Feb. 27 |
| Last Day for Withdrawals | March 13 |
| Midterm - Last Day to Make-up Incompletes | March 20 |
| Good Friday | March 27 |
| Easter Sunday | March 29 |
| * Spring Vacation | March 30 - April 3 |
| Classes Resume | April 6 |
| Memorial Day | May 30 |
| Final Exams | June 1 - 4 |
| Graduation | June 5 |

* Suggested change

6.1.6 Academic Calendar 1969-1970

FIRST SEMESTER

| | |
|---|-------------------|
| New Faculty Orientation | Sept. 2 - 5 |
| All Faculty Report | Sept. 8, 9 |
| Registration | Sept. 10, 11, 12 |
| Classes Begin | Sept. 15 |
| Last Day for Late Registration | Sept. 19 |
| Last Day for Adding Classes | Sept. 26 |
| Last Day for Refund | Oct. 10 |
| Last Day for Withdrawals | Oct. 24 |
| Midterm - Last Day to Make-up Incompletes | Oct. 31 |
| Thanksgiving Vacation | Nov. 27, 28 |
| Classes Resume | Dec. 1 |
| Christmas Vacation Begins | Dec. 19 (12 p.m.) |
| Classes Resume | Jan. 5 |
| Final Exams | Jan. 19 - 23 |

SECOND SEMESTER

| | |
|---|-----------------|
| Registration for Second Semester | Jan. 28, 29, 30 |
| Classes Begin | Feb. 2 |
| Last Day for Late Registration | Feb. 6 |
| Last Day for Adding Classes | Feb. 13 |
| Last Day for Refund | Feb. 27 |
| Last Day for Withdrawals | March 13 |
| Midterm - Last Day to Make-up Incompletes | March 20 |
| Spring Vacation | March 26 - 29 |
| Good Friday | March 27 |
| Easter Sunday | March 29 |
| Classes Resume | March 30 |
| Memorial Day | May 30 |
| Final Exams | June 1 - 4 |
| Graduation | June 5 |

SUMMER SESSION (8 WEEKS)

| | |
|------------------|-------------|
| Registration | June 11, 12 |
| Classes Begin | June 15 |
| Independence Day | July 4 |
| Classes Resume | July 6 |
| Final Exams | August 6, 7 |

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF MATHEMATICS AND PHYSICAL SCIENCE

CANDIDATE

ROBERT M. BOEKE

FIELD

Physical Sciences, Mathematics

PREPARATION

(Degree, School
Year Received &
Semester Hours in
Subject Field)

B.S., 1965 University of Dayton, Dayton, Ohio
M.A.T., 1966 Northwestern University, Evanston
Science: 69 sem hrs undergrad.; 35 grad sem hrs
Mathematics: 25 undergrad., 20 grad.
Well along in Ed. D. program.

MAJOR AREAS

Physics, mathematics

TEACHING EXPERIENCE
(Dates of Positions)

(Physics-Math)
Lake Forest High School Sept., 1968-June, 1969
(Physics) (part-time)
Triton College, Northlake Jan., 1967-June, 1967 7
(Physics)
Lane Technical High, Chicago Sept., 1965-June, 1966*
*This was a half-time teaching "internship" in
the M.A.T. program.

('62, '63, '64)

OTHER EXPERIENCE

Appliance Test Lab Technician; Frigidaire, Dayton
Set up spectroscopy lab; U.of Dayton Research Inst.
Consultant-Study carrel project Raytheon, Evanston
Physics consultant - Computer Assist. Instr.
Science Research Associates 1961-65

HONORS &
DISTINCTIONS

General Motors Scholarship to Univ. of Dayton
Northwestern University Fellowship 1966-67
Northwestern University Scholarship 1967-68

PERSONAL

(Age, Marital Status,
Children, Address)

Age 26; married, no children
3321 Culver Street, Evanston, Ill.

RANK & SALARY

Instructor \$9,500.00

RECOMMENDED BY

Department
Laura M. Collister Chairman
John R. Birkhoff Assistant Dean
C. H. Schaefer Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF L.R.C. - Library

CANDIDATE

Ruth Rupar (Mrs. Robert)

FIELD

Library

PREPARATION

Oberlin College B.A. 1959

(Degree, School

U. of Illinois MSLS 1960

Year Received &

NDEA Institute 1967

Semester Hours in

Subject Field)

MAJOR AREAS

English

Education

Social Studies

Library Science

TEACHING EXPERIENCE

9 years

(Dates of Positions)

Watchung Hills High School, Plainfield, N.J. 9/60-6/62

Dependent's School, Schweinfurt, Germany 9/62-6/64

Dependent's School, Tokyo, Japan 9/64-6/65

Glencoe Public Schools, Glencoe, Ill. 9/65-6/69

OTHER EXPERIENCE

HONORS &
DISTINCTIONS

National Honor Society, Beta Phi Mu

PERSONAL
(Age, Marital Status,
Children, Address)

31, married, no children

818 Mulford Street

Evanston, Illinois 60202

RANK & SALARY

Instructor - \$11,000 for 9 months

RECOMMENDED BY

Library

Department

Arthur E. Tandy
Chairman

John Vogel
Dean

P. H. Schauer
Vice President

Be Action

WILLIAM RAINEY HARPER COLLEGE

ALGONQUIN & ROSELLE ROADS

PALATINE, ILLINOIS 60067

MEMORANDUM

| | | | |
|------|-------------------------------------|---------|--|
| TO | BOARD OF TRUSTEES | DATE | July 23, 1969 |
| FROM | Office of the President <i>Rygh</i> | SUBJECT | Request of Harold Cunningham to return to teaching duties and opening the position of Dean of Occupational Ed. |

Attached you will find Mr. Cunningham's request to return to the classroom and Dr. Schauer's recommendation to me implementing the request.

I concur in this request and as a result, recommend we open the position of Dean of Occupational Education immediately.

I should like to add that Mr. Cunningham in his initial contractual agreement indicated that he might be interested in returning to the classroom rather than continuing indefinitely in administration.

*17,250.00
3500.00*



Handwritten: 231373

CONFIDENTIAL MEMORANDUM

July 18, 1969

TO: Dr. Lahti
FROM: Dr. Schauer
SUBJECT: Mr. Harold Cunningham

Upon the request and desire of Mr. Harold Cunningham to return to the classroom as a full-time teaching faculty member effective September 8, 1969, I wish to recommend the following:

1. That this request be honored and that Mr. Cunningham become a full-time member of the teaching faculty effective September 8, 1969, at a recommended salary of \$17,250.00; his academic rank would be Professor.
2. That Mr. Cunningham be retained on a full-time basis from July 1, 1969, through and including August 31, 1969, to perform such administrative duties as specifically assigned and requested by yourself or myself. The recommended remuneration for this period of time is \$3,937.50 payable in four pay periods. Also, I would agree that Mr. Cunningham could use the title of Dean of Career Programs for this period of time.

The above recommendations have been discussed with Mr. Cunningham and a mutual agreement resulted from the discussion.

CHS/js

QUALIFICATIONS FOR DEAN OF CAREER PROGRAMS

PERSONAL QUALITIES:

1. Good health and ability to devote considerable energy to the demanding task of maintaining and further developing the Career Programs necessary to meet the needs of the Harper College community.
2. **Demonstrated** ability to deal effectively with leaders in and departments of Vocational-Technical Education and professional staff.
3. Between 35-45 years of age, although the range may vary, depending on qualifications.

PROFESSIONAL QUALIFICATIONS:

1. Doctorate preferred but will consider a Master's Degree with the appropriate graduate work in engineering, sciences, business, and/or related fields.
2. Outstanding knowledge of and experience in business, industry and education preferably in a teaching, professional, and supervisory capacity. Proven collegiate teaching experience preferred.
3. Be qualified for vocational certification in Illinois.
4. Be knowledgeable of the latest trends in Vocational-Technical Education.

PROFESSIONAL STRENGTHS:

1. A strong commitment to, or a willingness to accept the role of the comprehensive community college.
2. A commitment to the role of Vocational-Technical Education within the integrated philosophical concepts of the community college.

Ability to coordinate and effectively direct all of the activities of the Career Program area of the community college.
4. The ability to inspire, initiate, integrate and direct new programs in the career areas as needed by the Harper College community.

DEAN OF CAREER PROGRAMS

ANTICIPATED EMPLOYMENT DATE & SALARY RANGE:

1. Employment Date: September 15, 1969 (opening of Fall term 1969)
2. Salary Range: \$17,500 - \$20,000, depending upon experience and educational background.
3. Application Deadline: September 1, 1969
4. Send resumes, applications and information to:

Dr. C. H. Schauer
Vice President of Academic Affairs
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

WILLIAM RAINEY HARPER COLLEGE

July 24, 1969

To: Board of Trustees

From: President's Office

Subject: Time Extension to Corbetta's Construction Contract

Corbetta Construction Company has requested 20 days time extension. Our architects, Mr. Larocca and Mr. Bonvillain, have analyzed the requests for additional time and recommend that we grant Corbetta Construction Company a delay to August 20, or an additional 20 days in the construction contract completion date.

BOARD INFORMATION

July 16, 1969

Mr. Mario R. Egidi
Corbetta Construction Company of Illinois
875 East Rand Road
Des Plaines, Illinois 60016

re: William Rainey Harper College

Dear Mr. Egidi:

On June 27, 1969 a meeting was held at the offices of the Illinois Building Authority to review the contract completion date with the Corbetta Construction Company and the Illinois Building Authority. Present at this meeting were: Mr. William Ford, Mr. Charles Martini, Mr. David McNulty and Mr. Michael Wiedel of the Illinois Building Authority; Mr. William Mann, of William Rainey Harper College; Mr. Harry Patterson and Mr. Frank Larocca of Fitch Larocca Carington Jones.

The original contract completion date was July 1, 1969. On May 2, 1968, Change Order #6 was issued to increase the contract amount by \$84,318.50 and to increase the contract time limit by 30 days. Since that time, we have experienced a default on the part of the heating contractor and numerous change order proposals from your office requesting additional funds and increases in contract completion time.

Change Order #6 would imply a 30 day time extension for the entire project. We feel that due to the nature of the change order, it relating primarily to soil conditions not contiguous with the prime structures, its intent was not to grant a 30 day time extension for the entire project, but merely for the related site improvements. We also feel that there have been cause for reasonable delays on this project to date that are not the making of the Corbetta Construction Company. We thereby acknowledge and recommend to the Illinois Building Authority and the William Rainey Harper College that the contract completion time with the Corbetta Construction Company be amended to read July 31, 1969.

We are presently evaluating current change order proposals relative to additional money and time extensions. We will make recommendations on each to the Owner and user as they apply to the pertinent areas of the project.

Yours very truly,


Frank L. Larocca

FLL:ch

cc: Mr. W. Mann, Mr. W. Ford, Mr. W. Bonvillain, Mr. W. Jarvis, Mr. H. Patterson