

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

April 9, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Construction Payouts and Change Orders
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - a. Recommendation: Resolution for Adjustment of Attorney Fees  
(hand carried)
  - b. Recommendation: Election Resolutions
    1. Appointment of Judges Exhibit A-1
    2. Approval of Ballots Exhibit A-2
  - c. Discussion: Site Development Plans
    1. Sidewalks
    2. Planting
  - d. Discussion & Report: Phase II Building Program
  - e. Recommendation: Treasurer's Bond Exhibit B
  - f. Other
- VIII. President's Report
- IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, April 9, 1970

CALL TO ORDER: In the absence of Chairman Johnson, Vice-Chairman Hansen called the regular meeting of the Board of Trustees of Junior College District No. 512 to order at 8:15 p.m., on April 9, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members James Hamill, Milton Hansen, LeRoi Hutchings, Lawrence Moats and Jessalyn Nicklas.  
Absent: Members John Haas and Richard Johnson

Dr. Lahti reported that Mr. Johnson was out of town and Mr. Haas would be at the meeting later.

Also present: Robert E. Lahti, Donald Andries, Joseph Bauer, Joseph Branka, J. Clouser, Charles F. Falk, Guerin Fisher, John Gelch, James Harvey, Robert Hughes, W. D. Klingenberg, J. A. Lucas, William J. Mann, T. R. McCabe, Donald Misic, Martin J. Ryan, C.H.Schauer, Fred A. Vaisvil, Frank Vandever, and W. E. Von Mayr--Harper College; Frank M. Hines--Board Attorney; Mabel E. Lucas--Daily Courier News; K. Radtke--Day Publications; Tom Wellman--Paddock Publications; Willie B. McGough, Jr.--ASA, Boone, N.C.; R.A.Sklencor and Robert E.Yaden.

MINUTES: Member Hamill moved and Member Hutchings seconded the motion that the minutes of March 26, 1970 meeting be approved as distributed.

Member Moats called attention to page 7 of the March 26, 1970, minutes. In the last paragraph on page 7, which was the election resolution, the seconding of the motion was omitted. The motion was seconded by Member Hansen. Member Moats requested the minutes be amended with this insertion.

Member Nicklas called attention to the second paragraph on page 5 of the March 26, 1970 minutes. She stated she felt the reference to percentages was not clear and asked what these percentages referred to. After discussion, the Board agreed this paragraph should be corrected.



COMMUNICATIONS:

Member Hamill stated he had a communication from the Grievance Committee. Vice-Chairman Hansen suggested this come under Unfinished Business. Member Hamill stated he would like to make some communications to the Conflict of Interest Committee, but Member Haas, as chairman of this committee, had asked him to wait until later in the meeting when Member Haas would be present.

Vice-Chairman Hansen stated a communication had been received relative to the I.A.J.C.C. meeting to be held in Springfield, April 15, at 7:00 p.m. He asked if any Board members would volunteer to go as a delegate. Member Nicklas suggested they wait until Member Haas arrived and find out if he could attend this meeting.

Vice-Chairman Hansen pointed out that it would be necessary for the Board to adjourn this meeting to sometime next week, in order for the Board to canvass the April 11, 1970, election results. Board members present agreed they could meet any night next week.

Member Moats stated he had received a call from a person in Rolling Meadows stating there were no polling places in Rolling Meadows and Member Moats questioned the legality of this.

Mr. Mann stated this would be discussed along with the election resolution to be brought up later in the meeting.

UNFINISHEDBUSINESS:

Grievance  
Committee

Member Hamill reported the Grievance Committee had met on April 6, 1970, and he stated he felt the committee had reached a consensus with the faculty and the administration. He stated copies of the Modified Amalgamated Grievance Procedure had been distributed to Board members. He pointed out it would take some time to go through it, so his committee was asking for approval in spirit. Member Hamill stated the senate faculty committee was also recommending it to the Faculty Senate for approval in spirit. Member Hamill stated there were some word changes that should be taken up, and that there was a meeting scheduled for the 27th or 28th of April to go over word changes. He thanked Dr. Schauer, Dr. Upton, Mr. Mann and particularly, from the Faculty Senate, Mr. McCabe and Mr. Carroll. He asked Member Moats and Member Hansen, from the committee, if they had anything to add.

UNFINISHEDBUSINESS:

## Grievance

## Committee (cont.)

Member Moats stated it appeared to be a meanable solution and that he did not have anything to add.

Vice-Chairman Hansen summarized the procedure. He stated that first a grievance committee of five members would be elected at large from the faculty and this would be the first group to hear the official grievance. If they should find against the aggrieved, that would be the end of the matter. If they find for the aggrieved, the next step would be to the president of the college who would review the matter. If he confirmed the finding of the grievance committee, then the aggrieved party should have his satisfaction. If the president would find opposite to the aggrieved party, the person has a certain amount of time to request in writing to the college president to be heard by the appeals committee. Member Hansen stated the committee did not establish a time limit in which the aggrieved faculty member must appeal the president's decision.

Dr. Schauer stated the faculty senate wanted to take this up at their meeting on April 14. After discussion, the consensus of the Board was to limit the time on this to ten school days.

Vice-Chairman Hansen continued his summary. He stated that after the aggrieved party notified the president of the college and the president of the faculty senate, they would appoint a grievance appeals committee. The president of the college would appoint two members of this committee and the president of the faculty senate would appoint three members--all five members of this committee to be from within the college. The majority opinion of the appeals committee would then be communicated to the Board of Trustees. After the Board had given due consideration to the matter, they would make their decision. That decision would be final.

A discussion followed on suggested word changes. Member Hutchings suggested that on page one of the Modified Amalgamated Grievance Procedure, paragraph A, that the last part of the sentence be changed to read, "...or other acts which the individual, or each individual of the group, considers detrimental to...." Member Hutchings suggested on page 3, in the first paragraph, under (5), the last part of the sentence be changed to read "...when no valid objections to such request have been filed with the president of the college..."

UNFINISHEDBUSINESS:

Grievance  
Committee (cont.)

Frank Hines, Board Attorney, commented that this document seemed to refer to all faculty members-- full-time and part-time. The committee members and Mr. Ryan agreed this was never intended to apply to part-time people. Dr. Lahti suggested this should be clarified.

Frank Hines questioned the first sentence under paragraph C, on page 1, pointing out that this did not indicate that notice be given to the party or parties complained of. Member Hamill stated the appropriate vice-president would receive a copy of the notice on the day it was filed with the secretary of the grievance committee, and it would be the responsibility of this vice-president to notify the party or parties complained of on the same day.

Mr. Hines questioned whether it was the intention of this procedure to have applicability to non-tenured situations, referring to page 2, last paragraph before item D. Dr. Schauer commented that should a grievance arise during the latter part of a person's contract he would see it applicable to that person as he would still be under contract. He asked if Mr. Hines was questioning whether it applied to non-renewable. Mr. Hines stated yes. Mr. Ryan agreed this was a difficult item and there would be another meeting. Dr. Lahti stated most institutions will state forthrightly what they intend to exclude so no one can misconstrue. He stated that whatever was decided should be stated as clearly as possible, that this should not be left vague. Vice-Chairman Hansen stated that as he recalled non-tenure itself was not an aggrievable item, but there could be such a thing as the procedure not being correct. He expressed the hope that they could do better on this particular issue. Member Moats stated that as he remembered the biggest question was if faculty peer group recommended retention and the administration did not, would that be an aggrievable item. Member Hutchings suggested something like that should go the appeals committee and by-pass the grievance committee.

Mr. Hines questioned the use of the word "normal" on page 2, last paragraph before item D.

UNFINISHEDBUSINESS:

Grievance  
Committee (cont.)

Member Moats moved approval of the spirit of the Modified Amalgamated Grievance Procedure (copy attached to Minutes in the Official Book of Minutes) with the understanding that paragraph three of page two be given special attention in the future. Member Hutchings seconded the motion.

Member Nicklas stated she felt it would be helpful to Mr. Ryan and his committee to have approval of the spirit of the document to take into their other meetings, realizing it would need refinements.

Mr. Ryan stated perhaps that was why they were reluctant--that they do have to take it to the faculty. As a committee, he stated, they were in the position of having failed the one charge--the whole process of arbitration. He stated he thought their position was less tenable.

Member Hamill stated he felt it should be clear the Board has given both de facto and de jure approval of the spirit of this agreement. Mr. Ryan agreed.

Member Hamill moved and Member Hutchings seconded the motion to table the motion on approval of the spirit of the grievance procedure.

Member Nicklas complimented both committees, stating she felt they had done a tremendous job.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats  
and Nicklas.

Nays: None

Salary  
Committee  
Report

Dr. Lahti stated that had the Board decided to vote on the grievance matter, the salary proposal would go along with it.

Member Nicklas discussed evaluation, stating that it does not necessarily always tie itself to salary. She stated the college should in no way be tied to any percentages or amounts; it could be greater or a little less, depending on the condition of the college. She stated she did not feel the Board should move in any relation to salary on this document. She said

UNFINISHED  
BUSINESS:  
Salary  
Committee Report

this was not to say that she was opposing levels, she was also reacting to percentages and talking about unusual negotiations which have nothing to do with evaluation.

Dr. Lahti stated evaluation is the principle of rewarding on the basis of accomplishment. The range for one year could be 1 to 3% or it could be from 5 to 10%. He stated the Board would have to be accountable to the community on the basis they come up with.

Member Nicklas stated the Board had discussed the Report of the Salary Committee at the last meeting, and probably had now had time to digest it.

Member Nicklas moved and Member Hamill seconded the motion to approve the following agreements from the Report of the Salary Committee, dated March 26, 1970:

1. The salary schedules of other community colleges were studied--those in effect this year and those which had been agreed upon for next year. We recommend that the total amount budgeted for salaries of current full-time teaching faculty or their equivalent peers be increased by 9½%.
2. There has been considerable use of medical benefits by the faculty this year. This has resulted in an increase in premium cost. The insurance company has indicated this may run 30% above the present cost. We recommend that the college assume this increase in cost.
3. The present part-time schedule has created some inequities in compensation because of the differences in credit and contact hours in specific courses. Dr. Schauer, after study and discussion with faculty and administration, submitted the accompanying schedule. Both committees agreed to this schedule. We recommend its adoption.
4. The current salary schedule placed some of our present faculty out of range. That, plus the lack of relationship of one range to another with present salaries, and also the desira-



UNFINISHED  
BUSINESS:  
Salary  
Committee  
Report

bility of providing opportunity for growth, prompted the study of possible changes. The accompanying revised schedule is recommended for adoption.

5. Some professional memberships and publications costs for faculty exceeded the current professional allowance of \$75.00. We recommend an increase in the professional allowance, a total of \$100.00, to be paid at the end of each semester, and after receipts are submitted by the faculty member.

Member Hamill commented on Governor Ogilvie's budget message in which he outlined the State Board of Higher Education's request for a 7.1% raise guideline for colleges in Illinois, but the Governor suggested a 4.5% increase. Member Hamill felt the Board should give consideration to increasing tuition. He also pointed out that although the salary agreement was reached prior to the failure of the referendum, he felt it was somewhat of a commitment on the part of the Board, although he stated he would make no promises if the next referendum failed. Member Hamill, as chairman of the budget committee, stated he would like to schedule a meeting with the students before the end of the semester to discuss tuition increases, or feasibility of same.

Upon roll call, the vote was as follows:

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

Member Nicklas called attention to the recommendations from the Board Committee to the Board of Trustees on page two of the Report of Salary Committee, dated March 26, 1970. She referred to a communication from Joe Clouser in reference to item 4, page 2, of this report. Mr. Clouser's memorandum stated, "However, it must be understood that the following statement has not been discussed nor agreed to in our negotiations. Item 4, page 2, 'Board Salary Committee Report,' March 26, 1970: 'We recommend that the revised schedule be held for a number of years, unless unusual circumstances, not known to us at this time, prevail.'"

( UNFINISHED

BUSINESS:

Salary  
Committee  
Report

Mr. Clouser stated his committee's point of contention was the phrase, "number of years."

Member Nicklas pointed out this could be reviewed each year. It would be a reminder for future committees to keep in mind as they consider.

A discussion followed on paragraph 2, under item 3, on page 2 of the Report of Salary Committee.

Member Hamill moved and Member Nicklas seconded the motion, that in the interest of the college and its need to prepare its budget and in the interest of the individual board and faculty committee members, to approve the recommendation that the faculty submit its requests by January 15, with accompanying data and rationale. The board committee will then have time to study the requests, and less time will be required by all persons for meetings. Motion unanimously carried.

Member Nicklas referred to item 2, under Recommendations from the Board Committee to the Board of Trustees, in the Report of the Salary Committee, in reference to refinements or changes of the Illinois Pension System.

Member Nicklas moved and Member Moats seconded the motion that a committee be established of board, administration, and faculty members to study the present Illinois Pension System, to consider ways of improving it, to communicate these recommendations to other community colleges, and to attempt to reform the present system at the state level.

Member Hamill spoke against the motion, stating he felt the Board had too many committees and he would prefer to see the faculty and administration develop this and then bring it to the Board.

Member Nicklas stated she did not feel there was a timetable on this, it could be done at the convenience of the Board. The reason for Board involvement was their contacts with the state and other people outside the college. Member Moats stated the Board committee would act as a vehicle.

UNFINISHED

BUSINESS:

Salary  
Committee  
Report

Upon roll call, the vote was as follows:

Ayes: Members Moats and Nicklas  
Nays: Members Hamill, Hansen and Hutchings

Member Nicklas stated, as she was interested in this, she would look into it herself.

In reference to item 1, under Recommendations from the Board Committee to the Board of Trustees, on page 2 of the Report of Salary Committee, definition of acceptable professional expense, Member Nicklas stated she did not feel a motion was necessary. Dr. Lahti stated the administration would bring a definition of professional expense to the Board for their final approval.

Vice-Chairman Hansen thanked Member Nicklas for her report.

Member Hamill discussed a budget committee meeting and it was agreed a date for this meeting would be set at the next Board meeting.

Changes in  
Policy Manual

Member Nicklas recommended approval of changes in the Policy Manual to make the necessary changes in the salary program for part-time and temporary teachers to correspond with the agreements and further allow the inclusion of specially employed teachers.

Member Nicklas moved and Member Hamill seconded the motion to approve the revision of Section 3.2.1, Subsections "B" and "D" for inclusion in the Policy Manual, as follows:

Proposed change in Section 3.2.1, subsection B, "Salary Schedule for Part-time Teaching" and Subsection B, "Salary Schedule for Part-time, Temporary, and Summer School Teaching" in Faculty Procedure Manual.

Proposed Subsection Title Change: "Salary Schedule for Part-time and Temporary Teaching."

Yrs.of Teaching Experience	B.A.	M.A.	M.A. + 15	M.A. + 30	Earned Doctorate or M.A. + 60
0-3	550	600	650	700	750
4-9	600	650	700	750	800
10+	650	700	750	800	850

UNFINISHED  
BUSINESS  
 Changes in  
 Policy Manual

Degrees and hours to be in subject field as specified in regular teaching Salary Program. In certain critical areas, exceptions to this schedule may be made by the Vice President of Academic Affairs.

Above rates are for one semester for a course meeting three (3) periods per week. Courses meeting more times per week will be compensated as follows: Add \$150 for each additional credit hour in excess of three (3) up to the total credit hours specified for the course in the college catalog, and; add \$100 for each additional contact hour over and above the credit hour allocation for the course, as specified in the college catalog.

Courses meeting less than three (3) periods per week will be compensated as follows: Subtract \$100 for each contact, or credit, hour less than the three periods per week for each course as specified in the college catalog.

Suggested change in Subsection D of Section 3.2.1 of the Policy Manual, "Salaries for Substitute Teachers," and Subsection C of Faculty Procedure Manual, "Salaries for Substitute Teachers":

Salaries for Substitute and Specially Employed Teachers

Fully qualified substitute and specially employed (i.e. private instruction in Applied Music, etc.) teachers shall be paid a maximum of \$10 per hour of class teaching or a maximum of \$50 per day. Qualifications and pay to be determined and approved by the Vice President of Academic Affairs.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:  
 Board Attorney's  
 Fees

Member Hutchings moved and Member Hamill seconded the motion that the Board Attorney's fee be adjusted from \$20.00 an hour to \$25.00 for attending Board meetings, and from \$25.00 an hour to \$27.50 for all other legal duties.

Member Hamill spoke in behalf of this motion, stating this would be the first time in five years that the

NEW  
BUSINESS:  
Board  
Attorney's Fee  
(Cont.)

Board had raised Mr. Hines' fee. He stated he felt it was reasonable in view of cost of living increases, and thanked Mr. Hines for excellent service.

Vice-Chairman Hansen commented the increased fee was completely within what would be considered a reasonable fee prevailing in the area.

Dr. Lahti commented he worked as closely as anyone with Mr. Hines and added his thanks for the kind and quality of service Mr. Hines had provided the college.

Upon roll call, the vote was as follows:

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

Nays: None

Election  
Resolutions

Mr. Mann stated it appeared the college had difficulty in handling two elections within three weeks. He stated a technical error had been made in Precinct 35, as there were no separate precincts for Rolling Meadows. He stated the legal notices are all in effect and the precincts outlined are legally alright. Mr. Mann stated this will not affect the election, but there would be an inconvenience to Rolling Meadows voters. In order to alleviate this, he stated the college would add two judges at Paddock School in Palatine (Precinct 35). At the two polling places in Rolling Meadows, where the college ordinarily has judges, a person would be stationed in each of these polling places to hand out literature. This literature would describe the error, apologize for the inconvenience caused these people, provide a map with directions to Paddock School, and indicate that the error will be rectified for the following year so they will be able to vote for the high school, elementary and college at one place. Mr. Hines confirmed this is the only way to handle this problem.

In the discussion which followed, the Board discussed providing transportation to Precinct 35, but because of the possibility of liability decided against that. The Board agreed at this point there was nothing else which could be done.

Dr. Lahti asked the news media if they would inform their readers.

NEW BUSINESS:  
Election  
Resolutions  
(Cont.)

Member Nicklas moved and Member Hamill seconded the motion approving the appointment of judges as follows:

BE IT HEREBY RESOLVED that the appointment of the attached list of judges be approved for the Annual Board of Trustees' Election to be held on April 11, 1970 (copy to be attached to the Minutes in the Board of Trustee's Official Book of Minutes);

AND BE IT FURTHER RESOLVED that William J. Mann, Vice President of Business Affairs, be and hereby is authorized and empowered to appoint such additional judges, which are in his opinion necessary to accommodate the voters, said judges to possess all qualifications required by law.

Upon roll call, the vote was as follows:

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

Member Hamill moved and Member Hutchings seconded the motion approving the form and content of the ballot for the annual Board of Trustee election as follows:

IT IS HEREBY RESOLVED that the form and content of the attached ballot be and hereby is approved for use at the Annual Board of Trustees Election to be held on April 11, 1970 (copy attached to Minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Site Development  
Plans

Mr. Mann informed the Board the site plan being presented showed basically Phase I and Ia, and Phase IIa. He stated the site had been under review since October and there are recognized problems. He stated the administration was ready to make some proposals to correct some problems and actually include site work.

NEW BUSINESS:  
Site Development  
Plans (cont.)

As the contractor is still on the job, Mr. Mann stated the timetable being proposed was contingent upon the contractor coming in and getting his work done.

Mr. Misic discussed the seeding for the area not in the contract, and recommendations for additional sidewalks and traffic control gates in the parking lots.

Mr. Mann stated this work would be broken down into two phases. He reported there is a money problem, the building fund would be unable to do this. Mr. Mann stated the administration felt Project 1-- sidewalks, control gates and seeding--would probably be in the area of \$30,000 to \$35,000. He stated this money would have to come from the site and construction fund. He stated the specifications were out for seeding, but this could be canceled. Mr. Mann stated the administration was anticipating bringing Project 1a back to the Board in several weeks. This project would consist of staff parking, perimeter road, footfield field, tennis courts and baseball diamond.

Mr. Mann stated the administration was asking for approval to plan and bring back bids on seeding, sidewalks and control gates within a budget figure of \$30,000 to \$35,000. He said that figure was a rough estimate.

Dr. Lahti requested the news media not use this figure as the bids were still out.

Vice-Chairman Hansen asked if any Board member objected to the administration proceeding on this basis. As there were no objections, the Board agreed the administration could proceed to plan and get bids on these items.

Mr. Mann informed the Board the bid opening date on the seeding was April 23, the date of the next regular Board meeting.

Phase II Building  
Program

Mr. Misic requested the Board postpone this discussion until April 23 when Ed Finlay would be at the meeting to present the architect's program and their estimated budget for the remainder of the buildings. He stated the administration wanted time to review their program recommendations.

NEW BUSINESS:

## Treasurer's Bond

Mr. Hines, Board Attorney, called the Board's attention to the attachments in Exhibit B, stating he felt they were self-explanatory in reference to the Treasurer's bond. Mr. Hines explained that essentially the Treasurer is obliged to give venal bond in the amount of money he is going to be anticipated holding. He stated his letter served as the basis for Mr. Mann's suggestion as to the amount.

Member Hamill moved and Member Nicklas seconded the motion that the Treasurer's Bond be set at \$1,800,000, at an annual premium rate of \$630.00.

Upon roll call, the vote was as follows:

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

Nays: None

## Other

Member Hamill stated the Board has a Conflicts of Interest Committee. He informed the Board he had talked earlier with Member Haas, chairman of this committee, about bringing up the subject matter, and Member Haas wanted to be at the meeting when it was brought up. As he had not arrived, Member Hamill stated basically it had to do with the establishment of guidelines for the institution--faculty, students and administration--particularly with reference to Board elections. He stated he felt the Board needed the attorney to sit in with them. He referred to a booth on the campus and stated, in prior elections, he did not think there had been any booths on the campus--this was use of the college for an internal purpose. He stated he felt there ought to be some guidelines as to forums. Certainly, if there were going to be a forum, all candidates should be invited and have access to facilities.

Member Hamill reported he felt the second problem was administration and faculty participation in Board elections. He stated one faculty member had told him he had made a money contribution to one or two candidates. Member Hamill commented that again this was an area for some good fair guidelines. He stated he understood there had been election materials on the campus. Dr. Lahti stated he had some materials



NEW BUSINESS:  
Other (cont.)

that were brought to his office. Member Hamill asked to see them. Dr. Lahti brought envelopes out and distributed them to the Board. Member Hamill opened the envelope which contained a brochure for Morton and Wilson. He read the following, which was an insert in the envelope. "All contributions will be confidential and anonymous. Cash or checks payable to Dr. Joseph Morton." Member Hamill stated it was his understanding that these were intended to be passed out and he did not know but that some were passed out. He stated guidelines were needed as to whether this is proper. Member Hamill stated he certainly did not think the Board wanted the administration and faculty senate sending letters asking for contributions to Board candidates. He stated it was the first time he knew this had occurred in the case of Board candidates and he felt something should be worked out for the future.

Member Moats asked the Board Attorney to respond as to whether this was illegal.

Mr. Hines stated it is not illegal. He went on to say this type of procedure could be regulated by the Board. The Board has the authority to preclude solicitation of funds for any purpose on college property, at least during certain hours and in buildings. Mr. Hines stated he did not think the activity was illegal of itself.

Member Hamill stated he never said it was.

Member Moats asked Member Hamill if he were suggesting students lose certain rights when they come on campus.

Member Hamill stated he was suggesting the Board needed fundamental guidelines for activities to ensure fairness to all. He stated he wondered, if the administration were to do such a thing, what the response would be of the faculty senate.

Member Nicklas stated that a committee, of which she was a part, had discussed Board responsibilities. They felt the Board should always practice objective fairness in discussion and deliberation. She stated

NEW BUSINESS:  
Other (Cont.)

it had always been the practice of Board members to abstain from voting on items related to personal income or from which they derive financial support. This would prevent any Board member from voting on any issue related to a source of personal income or support. She stated she felt this was appropriate and certainly ethical as far as Board members are concerned.

Member Moats asked Member Nicklas if she were considering contributions to a campaign as income.

Member Nicklas stated yes.

Member Moats stated Bob Yaden had called him and said he had read article in the paper in which it stated this topic was being brought up at the meeting. Member Moats stated Mr. Yaden would like to speak before the Board and express his opinion, as he had helped to assemble the booth.

Vice-Chairman Hansen stated he did not feel that would go to the merit of the matter. He stated he did not feel the Board should get into more than what had been brought out. Vice-Chairman Hansen stated he felt the point was whether it was proper or not, should it be looked into and guidelines set up. He stated he did not think the election campaign should be brought into the Board meeting.

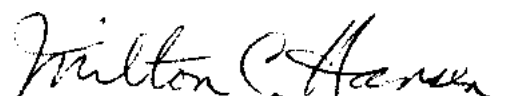
Member Hamill stated the committee has been meeting and he thought this would be the appropriate place for Mr. Yaden's statement.


Dr. Lahti agreed and stated let the committee hear the testimony.

PRESIDENT'S REPORT: Dr. Lahti stated he had no report.

ADJOURNMENT:

Member Nicklas moved and Member Moats seconded the motion that the meeting be adjourned to Tuesday, April 14, for the purpose of the election canvass, election results, reorganization of the Board, and possibly discussion on site development plan. The motion was unanimous and the meeting was adjourned at 11:00 p.m.

  
Vice-Chairman Hansen

  
Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

April 9, 1970

To: Board of Trustees  
From: Office of the President  
Subject: Construction Payout

The following construction payout has been recommended by our architect and has 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 payout:

Wm. Zeigler & Son	\$56,247.71
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ILLINOIS BUILDING AUTHORITY

*JBA 1*

**Certificate-Voucher**

			IBA OFFICE USE ONLY	
Date of Issuance <b>March 9, 1970</b>	<b>Wm. Rainey Harper College Palatine, Illinois</b>		Voucher Date	Voucher No.
Certificate No. <b>20</b>	Project Description <b>Outside Bldg. A,B,C,D,E,F, &amp; Utilities</b>		Appropriation Title <b>CONSTRUCTION</b>	
Application No. <b>20</b>	Social Security Identification Number: <b>36-222-7864</b>		Fund and Organization Unit Code <b>409-9090-153</b>	
For Period from <b>11-29-69</b> to <b>2-28-70</b>	Name <b>Wm. Zeigler &amp; Son, Inc.</b>		Expenditure Object	
Contract No. <b>IBA 74-95-02</b>	Contract Date <b>11-13-67</b>	Number <b>P.O. BOX 250</b>	Street	Code
Type of Work <b>Plumbing</b>	City <b>Round Lake, Illinois</b>	State <b>Illinois</b>	Zip Code <b>60073</b>	Amount

The present status of the account for the subject contract is as follows:

Original Contract Sum.....	<u>\$ 491,950.00</u>	Materials Stored .....	<u>\$ -0-</u>
Change Orders	<u>21,241.31</u>	Total Completed and Stored.....	<u>\$ 503,191.31</u>
Total Additions .....	<u>\$</u>	Less _____% Retainage.....	<u>\$ 10,000.00</u>
Sub Total .....	<u>\$ 513,191.31</u>	Less Previous Payments.....	<u>\$ 446,943.60</u>
Total Deductions .....	<u>\$</u>	THIS CERTIFICATE .....	<u>\$ 56,247.71</u>
Total Contract to Date.....	<u>\$ 513,101.31</u>	I hereby certify: (1) that all items are paid for which previous certificates were issued and payments received; (2) that the goods, merchandise, wares, or services have met all the required standards set forth in the purchasing contract and are proper charges against the Illinois Building Authority and that payment has not been received.	
Balance to Finish. <del>Ret.</del> .....	<u>\$ 10,000.00</u>	By: <u>William J. Zeigler</u> Contractor <b>President</b>	
Total Completed to Date.....	<u>\$ 503,101.31</u>		

In accordance with the subject contract and the attached Application for Payment the named contractor is entitled to payment as stipulated above in the amount of FIFTY SIX THOUSAND TWO HUNDRED FORTY SEVE Dollars (\$ 56,247.71 ). DOLLARS AND 71/100

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are with out prejudice to any rights of the Illinois Building Authority or contractor under their contract.

Architectural and/or Engineering Firm: FITCH LARocca CARINGTON JONES

By: *[Signature]* Registered Architect or Engineer Registration No.: 01-5529 Date: 3/19/70

Approved: WILLIAM RAINEY HARPER COLLEGE  
User

By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: ILLINOIS BUILDING AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_

It is hereby certified that the services or material represented in this voucher were received or authorized, that the amount is correct and hereby approved for payment.

WILLIAM RAINEY HARPER COLLEGE

April 1, 1970

To: Board of Trustees

From: Office of President

The administration recommends the adoption of the following resolution approving the appointment of judges for the Board of Trustees' Annual Election to be held on April 11, 1970:

BE IT HEREBY RESOLVED that the appointment of the attached list of judges be approved for the Annual Board of Trustees' Election to be held on April 11, 1970 (copy to be attached to the Minutes in the Board of Trustees' Official Book of Minutes).

BOARD OF TRUSTEES ELECTION - APRIL 11, 1970ELECTION JUDGES

- Precinct #1 - Walt Whitman School, 133 S. Wille Ave., Wheeling, Ill. 60090
- Mrs. Ruth Wieder, 116 S. Wille Ave., Wheeling  
 Mrs. Mila Lange, 110 S. Wille Ave., Wh.  
 Mrs. Marjorie E. Nelson, 135 S. Wolf Rd., Wheeling  
 Mrs. Ilona Holt, 163 S. Wheeling Ave., Wheeling  
 Mr. Leonard Swanson, 410 Mors Ave., Wheeling
- Precinct #2 - Jack London Jr.H.S., 1001 W. Dundee Road, Wheeling, Ill.60090
- Mrs. Harriet Abrams, 662 Cindy Lane, Wheeling  
 Mrs. Helda Paisley, 567 W. Green Ave., Wheeling  
 Mrs. Marion Miner, 746 S. Merle Lane, Wheeling  
 Mrs. Shirley Wilson, 173 Mockingbird Lane, Wheeling  
 Mr. Ronald Rank, 147 E. Dennis Ave., Wheeling
- Precinct #3 - Louisa M.Alcott School, 530 Bernard Drive, Buffalo Gr. 60090
- Mrs. Inez Baer, 104 Forest Place, Buffalo Gr.  
 Mrs. Vila Marchman, 383 Raupp Blvd., B.G.  
 Mrs. Katherine Rice, 143 Bernard Dr., B.G.  
 Mrs. Rosemary Emmel, 6 Brucewood Dr., B.G.  
 Mrs. Gertrude Wiedemann, 219 Forest Pl., B.G.
- Precinct #4 - Robert Frost School, 305 Aspen Drive, Prospect Heights, Ill.60070
- Mrs. Carolyn Helms, 1 N. Park Ave., Prospect Heights  
 Mrs. Joyce Gauper, 11 Elaine Circle West, P.H.  
 Mrs. Irene Mede, 100 Elaine Circle West, P.H.  
 Mrs. Marjorie King, 1707 Wintergreen Dr., P.H.  
 Mrs. Joyce DeGregorio, 1709 Walnut Ave., P.H.
- Precinct #5 - Edgar A. Poe School, 2800 N. Highland Dr., Arlington Hts.60005
- Mrs. Mary Alice Perrin, 2715 N. Highland Dr., A.H.  
 Mrs. Lois Richard, 112 W. Hintz Rd., A.H.  
 Mrs. Doris Dunn, 407 W. Hintz Rd., A.H.  
 Mrs. Betty Lacy, 707 W. Hintz Rd., A.H.  
 Mrs. Joy Flynn, 412 W. Hintz Rd., A.H.

Per Mr. Busenhart:

Lincoln School - in Mt. Prospect:

~~Delete~~ Mrs. E. Trandel, and add Mrs. Betty Conlon  
112 S.Ioka, M.P.

Lions School - in Mt. Prospect

Delete Mrs. Cherwin and add Mrs. Martin Hering  
615 S. Elm., M.P.

4/10/70

Precinct #6 - Anne Sullivan School, Schoenbeck & Palatine Rds., Prospect Hts.

Mrs. Marge Hammergren, 2020 E. Lilac Terrace, A.H.60004  
Mrs. Marge Haase, 107 Schoenbeck Rd., P.H., 60070  
Mrs. Elsie Isacksen, Box #1, P.H. 60070  
Mrs. Charlotte Sakach, 100 W.Kenilworth Ave., P.H.60070  
Mrs. Pat Sutherland, 1729 Jonquil Terrace, A.H. 60004

Precinct #7 - River Trails Jr. H.S., 1000 Wolf Road, Mt.Prospect,Ill.60056

Mrs. Anne Pastorino, 207 Deneen Lane, M.P. 60056  
Mrs. Grace Powers, 606 Dogwood Lane, M.P. 60056  
Mrs. Charlotte A. Kelsey, 101 Mulberry, Prospect Hts.

Precinct #8 - Busse School, 101 N. Owen, Mt. Prospect, 60056

Mrs. Robert Oswald, 302 S. Albert, M.P.  
Mrs. Richard J. Schultz, 313 N. Maple St., M.P.  
Mrs. Orrin Sebby, 303 N. Owen, M.P.  
Mrs. Roland Becker, 119 N. Emerson, M.P.  
Mrs. Marilyn Kane, 103 S. George St., M.P.  
Mrs. Donald Lett, 7 S. Maple St., M.P.

Precinct #9 - Lions Park School, 300 E. Council Trail, M.P. 60056

Mrs. Charles Nelson, 501 S. School St., M.P.  
Mrs. Evan Jones, 502 S. Owen St., M.P.  
Mrs. Herbert Aspen, 311 S. Emerson St., M.P.  
Mrs. Richard Fergin, 518 S. Emerson St., M.P.  
Mrs. Paul Spiewak, 509 S. Owen St., M.P.  
Mrs. Russell Bogart, 503 S. Louis St., M.P.

Precinct #10 - Fairview School, 300 N. Fairview, Mt.Prospect, 60056

Mrs. Donald Bedford, 520 N. Eastwood, M.P.  
Mrs. Anne P. Glabe, 520 N. Pine, M.P.  
Mrs. Richard Graham, 20 Prospect Manor, M.P.  
Mrs. John Dybdall, 303 Prospect Manor, M.P.  
Mrs. David B. Johnson, 600 W. Henry, M.P.  
Mrs. Raymond Till, 507 N. Eastwood, M.P.

Precinct #11 - Lincoln School, 700 W. Lincoln, Mt. Prospect 60056

Mrs. Eugene Trandel, 201 S. Kenilworth, M.P.  
Mrs. Robert Magnus, 214 S. HiLusi, M.P.  
Mrs. Howard Kunzen, 908 S. Elmhurst Rd., M.P.  
Mrs. Ralph Hagen, 909 S. Ioka, M.P.  
Mrs. J. D. Webber, 418 S. HiLusi, M.P.  
Mrs. Ruth Wilson, 500 W. ShaBonee Trail, M.P.



Precinct #12 - Miner Junior High School, 1101 E. Miner, Arlington Hts. 60004

Mrs. Miriam Schuler, 205 N. Dryden, A.H.  
Mrs. Irene Rybski, 810 N. Pine, A.H.  
Mrs. John Shure, 413 S. Prindle, A.H.  
Mrs. Arvid Alvin, 513 S. Phelps, A.H.  
Mrs. Richard Lavers, 217 S. Windsor, A.H.

Precinct #13 - Thomas Jr. High School, 303 E. Thomas, Arlington Hts. 60004

Mrs. Wollerman, 1111 N. Patton, A.H.  
Mrs. Edith Jolly, 1310 N. Mitchell, A.H.  
Mrs. Sally Dodd, 1541 N. Kaspar, A.H.  
Mrs. Viola Clausing, 1427 N. Dunton, A.H.  
Mrs. Carol Carey, 914 W. Elm, A.H.

Precinct #14 - South Jr. High School, 301 W. South St., Arlington Hts. 60005

Mrs. Robert Taraba, 10 W. White Oak, A.H.  
Mrs. Thelma Cox, 607 S. Pine, A.H.  
Mr. Robert Taraba, 10 W. White Oak, A.H.  
Mrs. Sylvia Nolan, 607 S. Newberry Place, A.H.  
Mrs. Eleanor Miller, 406 N. Reuter, A.H.

Precinct #15 - Rand Jr. High School, 2550 N. Arlington Hts. Rd., Arlington Hts. 60004

Mrs. Jean Schwantz, 2100 N. Fernandez, A.H.  
Mrs. Louise Kitto, 2 E. Suffield Dr., A.H.  
Mrs. Kathryn Mayer, 503 E. Ridge Rd., A.H.  
Mrs. Jacqueline Cox, 1919 N. Eastwood, A.H.  
Mrs. Malady, 815 Redwood Lane, A.H.

Precinct #16 - Einstein School, 345 W. Walnut, Des Plaines, Ill. 60016

Mrs. Marge Krueger, 932 Leahy Circle, Des Plaines  
Mrs. Marie Koter, 944 Leahy Circle, East., D.P.  
Mrs. Georgia Tolp, 926 Arnold Ct., D.P.  
Mrs. Angeline Pozycinski, 920 Leahy Circle, D.P.  
Mrs. Loretta Anthony, 14 King Lane, D.P.

Precinct #17 - Juliette Low School, 1530 S.Highland, A.H., Ill. 60004

Mrs. Eunice Hutchings, 1660 S.State Rd., A.H.  
Mrs. Martha Sundblad, 2106 S. Arlington Hts.Rd., A.H.  
Mrs. Julia Luczak, 1923 S.Arlington Hts.Rd., A.H.  
Mrs. Kae Rairdin, 1603 S.Harvard, A.H.  
Mrs. Dolores Guzy, 602 W. Noyes, A.H.

Precinct #18 - Forest View Elementary School, 1901 Estates Dr., Mt.P. 60056

Mrs. Mary Louise Larson, 508 S. Busse Rd., M.P.  
Mrs. Lorraine Bretag, 809 Meyer Rd., M.P.  
Mrs. Betty Bongirno, 1710 Myrtle Dr., M.P.  
Mrs. Lucille Barsi, 1203 Green Acres Lane, M.P.  
Mrs. Geraldine Hanson, 404 Deborah Lane, M.P.

Precinct #19 - Robert Frost School, 1308 S. Cypress Dr., M.P. 60056

Mrs. Catherine Johnson, 1417 Chestnut Dr., M.P.  
Mrs. Irene M.Waterhouse, 1425 Birch, M.P.  
Mrs. Gloria Nelson, 1302 Robert Dr., M.P.  
Mrs. Margaret Hager, 1421 Chestnut, M.P.  
Miss Linda Johnson, 1417 Chestnut,M.P.

Precinct #20 - High Ridge Knolls School, 588 S. Dara James, Des Plaines 60016

Mrs. John Stevens, 300 W. Lance Dr., D.P.  
Mrs. Joyce McNealy, 509 W. Ambleside, D.P.  
Mrs. Marlene Glenz, 420 Ambleside, D.P.  
Mrs. Lois Schmidt, 548 Lance, D.P.  
Mrs. Mary Grieco, 459 Miller Rd., Des Plaines

Precinct #21 - Devonshire School, 1401 S. Pennsylvania, Des Plaines 60016

Mrs. Jeanne Adams, 757 W. Lincoln Lane, D.P.  
Mrs. Adeline Karlis, 761 W. Lincoln Lane, D.P.  
Mrs. Rosemary Collesi, 1386 S. Danbury Lane, D.P.  
Mrs. Margaret Hayden, 1434 Phoenix Dr., D.P.  
Mrs. Dorothy Mavigliano, 89 Windsor Dr., D.P.

Precinct #22 - Ridge School, 650 Ridge Ave., Elk Grove Village, 60007

Mrs. Eleanor Christensen, 851 Crest Ave., E.G.V.  
Mrs. Mary Brock, 661 Grosvener Lane, E.G.V.  
Mrs. Barbara Watson, 690 Grosvener Lane, E.G.V.  
Mrs. Margaret Fric, 701 Love St., E.G.V.  
Mrs. Jeannette Strelau, 518 Corrinthia Ct., E.G.V.

Precinct #23 - Clearmont School, 280 Clearmont Dr., Elk Grove Vill. 60007

Mrs. Janice Phillips, 1236 Springdale Lane, E.G.V.  
Mrs. Charlotte O'Hara, 1238 Springdale Lane, E.G.V.  
Mrs. Marylyn Dahl, 620 Magnolia, E.G.V.  
Mrs. Joyce Doering, 1240 Ridge, E.G.V.  
Mrs. Nancy Clarbour, 581 Dogwood, E.G.V.

Precinct #24 - Salt Creek School, 75 Kennedy Blvd, Elk Grove Village 60007

Mrs. Lucille Barlow, 696 Brantwood Ct., E.G.V.  
Mrs. Patricia Livesay, 645 Brantwood Ct., E.G.V.  
Mrs. Alice Beine, 550 Biesterfield Rd., E.G.V.  
Mrs. Jane Theobald, 728 Milbeck Ct., E.G.V.  
Mrs. Francey Bower, 688 Brantwood Ct., E.G.V.

Precinct #25 - Rupley School, 305 E. Oakton Rd., Elk Grove Village, 60007

Mrs. Georgia Davidsmeyer, 2513 E. Higgins Rd., E.G.V. 60007  
Mrs. Jane Lundquist, 107 Sell Rd., Bensenville 60106  
Mrs. Theresa Jarmuth, Rt. 2, Box 61B, Bensenville 60106  
Mrs. Edith Schroeder, 2513 E. Higgins, E.G.V. 60007  
Mrs. Margaret E. Butler, 515 Oakton, E.G.V. 60007

Precinct #26 - Schaumburg School, Schaumburg Rd. East of Roselle Rd., Schaumburg 60172

Mrs. Betty Helsper, R. #3, Box 324, Roselle  
Mrs. Jean Helsper, R. #3, Roselle  
Mrs. Mary Lou Reynolds, R. #3, Roselle

Precinct #27 - Twinbrook School, Ash Rd., & Bluebonnet Lane, Hoffman Est. 60172

Mrs. Irma Marthinson, 408 Bluebonnet, Hoffman Est.  
Mrs. Joan Greaney, 419 Carnation Ct., Hoffman Est.  
Mrs. Nancy Sahlin, 432 Carnation Ct., Hoffman Est.

Precinct #28 - Hillcrest School, Hillcrest Blvd. & Fremont Rd., H.E. 60172

Mrs. Marilyn Adams, 144 Edgemont, H.E.  
Mrs. Carol Darfler, 143 Gentry Rd., H.E.  
Mrs. Mary Lou Barr, 186 Harvard Lane, H.E.

Precinct #29 - Hoffman School, Grand Canyon Lane & Glendale Lane, H.E. 60172

Mrs. Helen Sutherland, 137 Kankakee Lane, Hoffman Estates  
Mrs. Jane Hart, 121 Norridge Lane, H.E.  
Mrs. Shirley Griffith, 134 Flagstaff, H.E.

Precinct #30 - Campanelli School, Springingsguth Road, Schaumburg 60172

Mrs. Joan Berg, 120 S. Westover Ct., Schaumburg  
Mrs. Kate McNamee, 120 Westover Lane, Schaumburg  
Mrs. Donna Long, 1805 W. Weathersfield Way, Schaumburg

Precinct #31 - Hanover Highlands School, 1451 Cypress Lane, Hanover Park 60103

Mrs. Kathleen Dalla Valle, 1550 Birch, H.P.  
Mrs. Constance M. Zepeda, 1481 Cypress Ct., H.P.  
Mrs. Doris Ricker, 1500 Oakwood, H.P.

Precinct #32 - MacArthur School, Chippendale Rd., Hoffman Estates

Mrs. Shirley Rodie, 545 Edgefield Lane, H.E.  
Mrs. Joann Benedetto, 514 Devonshire, H.E.  
Mrs. Dolores Buenger, 499 Devonshire Lane, H.E.

Precinct #33 - Dooley School, Lowell & Norwood Lane, Schaumburg, 60172

Mrs. Rosemarie Sells, 1511 W. Syracuse, Schaumburg  
Mrs. Linda Eads, 703 S. Brewster Lane, Schaumburg  
Mrs. Helene Bielunski, 1501 Syracuse Lane, Schaumburg  
Mrs. Margaret Bisceglia, 709 Norwood Lane, Schaumburg  
Mrs. Ilene Zirwas, 837 Princeton Lane, Schaumburg

Precinct #34 - Sanborn School, 101 N. Oak St., Palatine 60067

Mrs. Shirley Munson, 639 N. Benton St., Palatine  
Mrs. Phyllis Louis, 645 N. Wren, Palatine  
Mrs. Charlotte Heflin, 614 N. Wren, Palatine

Precinct #35 - Paddock School, Washington Court, Palatine 60067

Mrs. Helen Mazur, 3403 Fremont, R.M. 60008  
Mrs. Geraldine Moscinski, 130 S. Cedar, Palatine  
Mrs. Ann Chellman, 136 S. Hickory St., Palatine  
Mrs. Gertrude La Ferte, 310 W. Daniels, Palatine  
Mrs. Kathryn Lewis, 3410 Fremont, R.M. 60008

Precinct #36 - Inverness Fieldhouse, Highland Road, Inverness

Mrs. Bess Stauber, 381 N. Inverway, Palatine 60067  
Mrs. Virginia Whited, 228 Stratford, Barrington 60010  
Mrs. Elizabeth Passarelli, 763 N. Ela, Palatine 60067

Precinct #37 - Winston Park School, 900 E. Palatine, Palatine 60067

Mrs. Elaine Kalogeras, 300 N. Clark, Palatine  
Mrs. Dorothy Matson, 161 N. Clark, Palatine  
Mrs. Emil Batke, 322 Lytle, Palatine

Precinct #38 - North Barrington School, 310 N. Highway 59,  
North Barrington 60010

Mrs. Elaine Smith, 206 Biltmore Dr., Barrington  
Mrs. William Garvey, Rt. 1, Indian Trail, Barrington  
Mrs. Norman Hollander, 203 River Road, Barrington

Precinct #39 - Roslyn Road School, Roslyn Rd., Barrington 60010

Mrs. Grace Swanson, 220 Elm Rd., Barrington  
Mrs. Robert Wagner, 710 Walnut, Barrington  
Mrs. Irma Bardleigh, 819 Cumnor, Barrington

Precinct #40 - Barrington Middle School, 215 Eastern Ave., Barrington 60010

Mrs. Walter Burchardt, 130 Roth, Barrington  
Mrs. Mary Ellen Mack, 155 Hillcrest Dr., Barrington  
Mrs. George Wright, 128 Roth Avenue, Barrington

Precinct #41 - Grove Ave. School, 900 S. Grove, Barrington

Mrs. Dorothy Hallett, 60 Dundee Rd., Barrington  
Mrs. Marlene Mattern, 1200 S. Hough St., Barrington  
Mrs. John Papamarcos, 212 Coolidge, Barrington

Precinct #42 - Countryside School, Brinker Rd. and County Line Road,  
Barrington Hills, 60010

Mrs. Nancy Kadlec, R.R.#2, Box 78AAA, Barrington  
Mrs. Raymond Tredup, R.R.#2, Box 74, Barrington  
Mrs. Harold Wright, 254 Donlea, Barrington

Precinct #43 - Sunny Hill School, Helm Rd., Carpentersville 60110

Mrs. Margaret Huckleby, 614 Sante Fe, Carpentersville  
Mrs. Patricia Grass, 220 Sioux, Carpentersville  
Mrs. Mary Witsiepe, 513 Apache, Carpentersville

WILLIAM RAINEY HARPER COLLEGE

April 1, 1970

To: Board of Trustees  
From: Office of President  
Subject: Approval of Ballot

The administration recommends the adoption of the following resolution approving the form and content of the ballot for the annual Board of Trustee election:

IT IS HEREBY RESOLVED that the form and content of the attached ballot be and hereby is approved for use at the annual Board election to be held on Saturday, April 11, 1970.



# SPECIMEN BALLOT

## (WILLIAM RAINEY HARPER COLLEGE)

For members of the Junior College Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois.

FOR MEMBERS OF THE JUNIOR COLLEGE BOARD OF TRUSTEES TO SERVE FOR THREE YEARS

(Instructions to voters: Vote for two)

**JOSEPH C. MORTON**  
316 West Fremont Street  
Arlington Heights, Illinois

**LeROI E. HUTCHINGS**  
1002 Gregory Street  
Mount Prospect, Illinois

**JESSALYN M. NICKLAS**  
450 North Ayreshire Lane  
Palatine, Illinois

**HANNAH K. WILSON**  
309 South Waverly Place  
Mount Prospect, Illinois

**RICHARD J. DURAVA**  
611 West Noyes Street  
Arlington Heights, Illinois

**JANE LEA TOOT**  
205 South Windsor Avenue  
Arlington Heights, Illinois

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## (WILLIAM RAINEY HARPER COLLEGE)

Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

ELECTION SATURDAY, APRIL 11, 1970

PRECINCT NUMBER 1  
POLLING PLACE: Walt Whitman School  
133 South Wille Street  
Wheeling, Illinois

PRECINCT NUMBER 2  
POLLING PLACE: Jack London Junior High School  
1001 West Dundee Road  
Wheeling, Illinois

PRECINCT NUMBER 3  
POLLING PLACE: Louisa May Alcott School  
530 West Bernard Drive  
Buffalo Grove, Illinois

PRECINCT NUMBER 4  
POLLING PLACE: Robert Frost School  
305 Aspen Drive  
Prospect Heights, Illinois

PRECINCT NUMBER 5  
POLLING PLACE: The Poe School  
2800 North Highland  
Arlington Heights, Illinois

PRECINCT NUMBER 6  
POLLING PLACE: Anne Sullivan Elementary School  
Schoenbeck and Palatine Roads  
Prospect Heights, Illinois

PRECINCT NUMBER 7  
POLLING PLACE: River Trails Jr. High School  
1000 Wolf Road  
Mount Prospect, Illinois

PRECINCT NUMBER 8  
POLLING PLACE: Busse School  
101 North Owen  
Mount Prospect, Illinois

PRECINCT NUMBER 9  
POLLING PLACE: Lions Park School  
300 East Council Trail  
Mount Prospect, Illinois

PRECINCT NUMBER 10  
POLLING PLACE: Fairview School  
300 North Fairview Avenue  
Mount Prospect, Illinois

PRECINCT NUMBER 11  
POLLING PLACE: Lincoln School  
700 West Lincoln Avenue  
Mount Prospect, Illinois

PRECINCT NUMBER 12  
POLLING PLACE: Miner Junior High School  
1101 East Miner  
Arlington Heights, Illinois

PRECINCT NUMBER 13  
POLLING PLACE: Thomas Junior High School  
303 East Thomas  
Arlington Heights, Illinois



**PRECINCT NUMBER 14**  
**POLLING PLACE:** South Junior High School  
314 South Highland  
Arlington Heights, Illinois

**PRECINCT NUMBER 15**  
**POLLING PLACE:** Rand Junior High School  
2550 North Arlington Heights Road  
Arlington Heights, Illinois

**PRECINCT NUMBER 16**  
**POLLING PLACE:** Albert Einstein School  
345 West Walnut  
Des Plaines, Illinois

**PRECINCT NUMBER 17**  
**POLLING PLACE:** Juliette Low School  
1530 South Highland Avenue  
Arlington Heights, Illinois

**PRECINCT NUMBER 18**  
**POLLING PLACE:** Forest View School  
1901 Estates Drive  
Mount Prospect, Illinois

**PRECINCT NUMBER 19**  
**POLLING PLACE:** Robert Frost School  
1308 So. Cypress Drive  
Mount Prospect, Illinois

**PRECINCT NUMBER 20**  
**POLLING PLACE:** High Ridge Knolls School  
588 South Dara James Rd.  
Des Plaines, Illinois

**PRECINCT NUMBER 21**  
**POLLING PLACE:** Devonshire School  
1401 South Pennsylvania  
Des Plaines, Illinois

**PRECINCT NUMBER 22**  
**POLLING PLACE:** Ridge School  
650 Ridge Avenue  
Elk Grove Village, Illinois

**PRECINCT NUMBER 23**  
**POLLING PLACE:** Clearmont School  
280 Clearmont Drive  
Elk Grove Village, Illinois

**PRECINCT NUMBER 24**  
**POLLING PLACE:** Salt Creek School  
65 John F. Kennedy Boulevard  
Elk Grove Village, Illinois

**PRECINCT NUMBER 25**  
**POLLING PLACE:** Rupley School  
305 East Oakton Street  
Elk Grove Village, Illinois

**PRECINCT NUMBER 26**  
**POLLING PLACE:** Schaumburg School  
Schaumburg Rd. E. of Roselle Rd.  
Village of Schaumburg, Illinois

**PRECINCT NUMBER 27**  
**POLLING PLACE:** Twinbrook School  
Ash Road and Bluebonnet Lane  
Village of Hoffman Estates, Illinois

**PRECINCT NUMBER 28**  
**POLLING PLACE:** Hillcrest School  
Hillcrest Blvd. and Fremont Rd.  
Village of Hoffman Estates, Illinois

**PRECINCT NUMBER 29**  
**POLLING PLACE:** Hoffman School  
Grand Canyon Ln. and Glendale Ln.  
Village of Hoffman Estates, Illinois

**PRECINCT NUMBER 30**  
**POLLING PLACE:** Campanelli School  
Springingsuth Road  
Village of Schaumburg, Illinois

**PRECINCT NUMBER 31**  
**POLLING PLACE:** Hanover Highlands School  
1451 Cypress Lane  
Village of Hanover Park, Illinois

**PRECINCT NUMBER 32**  
**POLLING PLACE:** MacArthur School  
Chippendale Road & Harper Lane  
Village of Hoffman Estates, Illinois

**PRECINCT NUMBER 33**  
**POLLING PLACE:** Dr. Thomas Dooley School  
Lowell and Norwood Lane  
Village of Schaumburg, Illinois

**PRECINCT NUMBER 34**  
**POLLING PLACE:** The Gray M. Sanborn School  
101 North Oak Street  
Palatine, Illinois

**PRECINCT NUMBER 35**  
**POLLING PLACE:** The Stuart R. Paddock School  
Washington Court  
Palatine, Illinois

**PRECINCT NUMBER 36**  
**POLLING PLACE:** Inverness Field House  
at end of Highland Road  
Inverness, Illinois

**PRECINCT NUMBER 37**  
**POLLING PLACE:** The Winston Park School  
900 East Palatine Road  
Palatine, Illinois

**PRECINCT NUMBER 38**  
**POLLING PLACE:** North Barrington School  
310 North Highway 59  
North Barrington, Illinois

**PRECINCT NUMBER 39**  
**POLLING PLACE:** Roslyn Road School  
Roslyn Road  
Barrington, Illinois

**PRECINCT NUMBER 40**  
**POLLING PLACE:** Barrington Middle School  
215 Eastern Avenue  
Barrington, Illinois

**PRECINCT NUMBER 41**  
**POLLING PLACE:** Grove Avenue School  
900 South Grove Avenue  
Barrington, Illinois

**PRECINCT NUMBER 42**  
**POLLING PLACE:** Countryside School  
Brinker Road and County Line Road  
Barrington Hills, Illinois

**PRECINCT NUMBER 43**  
**POLLING PLACE:** Sunny Hill School  
Helm Road  
Carpentersville, Illinois

*James J. Hamill*

Secretary, Board of Junior College District No. 512,  
Counties of Cook, Kane, Lake and McHenry and  
State of Illinois



# AMERICAN MOTORISTS INSURANCE COMPANY



Home Office: Sheridan Road at Lawrence Avenue, Chicago 40, Illinois  
Bond and Burglary Underwriting Dept.: 4750 Sheridan Road, Chicago 40, Illinois

## TREASURERS BOND

STATE OF ILLINOIS

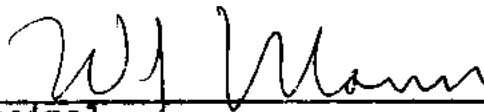
BOND NO. OSM 263 668

COOK, KANE, LAKE, DuPAGE  
& McHENRY COUNTIES

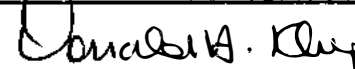
KNOW ALL MEN BY THESE PRESENTS: That we, William J. Mann and AMERICAN MOTORISTS INSURANCE COMPANY are held and firmly bound, jointly and severally, unto the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, DuPage and McHenry and State of Illinois in the penal sum of ONE MILLION EIGHT HUNDRED THOUSAND AND 00/100 DOLLARS (\$1,800,000.00), for the payment of which we find ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this 21st day of April, 1970. The condition of this obligation is such that if William J. Mann, treasurer in the district aforesaid, faithfully discharges the duties of his office, according to law, and shall deliver to his successor in office, after that successor has qualified by giving bond as provided by law, all moneys, books, papers, securities and property, which shall come into his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed:

  
Principal

AMERICAN MOTORISTS INSURANCE COMPANY

  
Donald H. Klug  
Attorney-in-Fact

APPROVED BY:

Board of Junior  
College District No. 512


# AMERICAN MOTORISTS INSURANCE COMPANY



Home Office: Sheridan at Lawrence, Chicago 40, Illinois

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That the AMERICAN MOTORISTS INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and having its principal office in the city of Chicago, Illinois, does hereby appoint

**Donald H. Klug and T. M. Patton, Chicago, Illinois (EACH)**

its true and lawful agent(s) and attorney(s)-in-fact, to make, execute, seal, and deliver during the period beginning with the date of issuance of this power and ending December 31, 1971, unless sooner revoked for and on its behalf as surety, and as its act and deed: **Any and all bonds and undertakings** -

This appointment may be revoked at any time by the AMERICAN MOTORISTS INSURANCE COMPANY.

The execution of such bonds and undertakings in pursuance of these presents shall be as binding upon the said AMERICAN MOTORISTS INSURANCE COMPANY as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office in Chicago, Illinois.

**THIS APPOINTMENT SHALL CEASE AND TERMINATE WITHOUT NOTICE AS OF DECEMBER 31, 1971**

This Power of Attorney is executed by authority of a resolution adopted by the Board of Directors of said AMERICAN MOTORISTS INSURANCE COMPANY on May 15, 1939 at Chicago, Illinois, a true and accurate copy of which is hereinafter set forth and is hereby certified to by the undersigned Secretary or Assistant Secretary as being in full force and effect:

"VOTED, That the President or any Vice President or Secretary or any Assistant Secretary shall have power and authority to appoint agents and attorneys in fact, and to authorize them to execute on behalf of the company, and attach the seal of the company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such officer of the company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the Board of Directors of the company at a meeting duly called and held on the 22nd day of May, 1963:

"VOTED, That the signature of the President, any Vice President, Secretary or Assistant Secretary, and the Seal of the Company, and the certification by any Secretary or Assistant Secretary, may be affixed by facsimile on any power of attorney executed pursuant to resolution adopted by the Board of Directors on May 16, 1962, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company."

In TESTIMONY WHEREOF, the AMERICAN MOTORISTS INSURANCE COMPANY has caused this instrument to be signed and its corporate seal to be affixed by its authorized officers, this 28th day of April, 1969.

Attested and Certified:

*P. K. Sturgeon*



AMERICAN MOTORISTS INSURANCE COMPANY

*T. M. Patton*

P. K. Sturgeon

Assistant Secretary

By

T. M. Patton

Third Vice President

STATE OF ILLINOIS }  
COUNTY OF COOK } ss

I, David E. Brown, a Notary Public, do hereby certify that T. M. Patton and P. K. Sturgeon personally known to me to be the same persons whose names are respectively as Third Vice President and Assistant Secretary of the American Motorists Insurance Company, a Corporation of the State of Illinois, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary act for the uses and purposes

STATE OF ILLINOIS }  
COUNTY OF COOK } ss:  
Pauline Schmitt

This appointment may be revoked at any time by the AMERICAN MOTORISTS INSURANCE COMPANY.

The execution of such bonds and undertakings in pursuance of these presents shall be as binding upon the said AMERICAN MOTORISTS INSURANCE COMPANY as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal office in Chicago, Illinois.

**THIS APPOINTMENT SHALL CEASE AND TERMINATE WITHOUT NOTICE AS OF DECEMBER 31, 1971**

This Power of Attorney is executed by authority of a resolution adopted by the Board of Directors of said AMERICAN MOTORISTS INSURANCE COMPANY on May 15, 1939 at Chicago, Illinois, a true and accurate copy of which is hereinafter set forth and is hereby certified to by the undersigned Secretary or Assistant Secretary as being in full force and effect:

"VOTED, That the President or any Vice President or Secretary or any Assistant Secretary shall have power and authority to appoint agents and attorneys in fact, and to authorize them to execute on behalf of the company, and attach the seal of the company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such officer of the company may appoint agents for acceptance of process."

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In TESTIMONY WHEREOF, the AMERICAN MOTORISTS INSURANCE COMPANY has caused this instrument to be signed and its corporate seal to be affixed by its authorized officers, this 28th day of April, 1969.

Attested and Certified:

*P. K. Sturgeon*



AMERICAN MOTORISTS INSURANCE COMPANY

*T. M. Patton*

P. K. Sturgeon Assistant Secretary

By T. M. Patton Third Vice President

STATE OF ILLINOIS }  
COUNTY OF COOK } ss

I, David E. Brown, a Notary Public, do hereby certify that T. M. Patton and P. K. Sturgeon personally known to me to be the same persons whose names are respectively as Third Vice President and Assistant Secretary of the American Motorists Insurance Company, a Corporation of the State of Illinois, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary act for the uses and purposes

STATE OF ILLINOIS }  
COUNTY OF COOK } ss:

I, Pauline Schwartz a Notary Public in and for the state and county aforesaid, do hereby certify that Donald H. Klug of the AMERICAN MOTORISTS INSURANCE COMPANY who is personally known to me, appeared before me this day and acknowledged that he signed, sealed and delivered the foregoing instrument as his free and voluntary act as Attorney in fact of the AMERICAN MOTORISTS INSURANCE COMPANY and as the free and voluntary act of the AMERICAN MOTORISTS INSURANCE COMPANY for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 21st day of April, A. D. 1970

PAULINE SCHWARTZ

*Pauline Schwartz*

My commission expires May 3, 1969 PUBLIC

Notary Public

MY COMMISSION EXPIRES MAY 3, 1973

NOTARIAL JURAT  
FK 230 1-64 3M

PRINTED IN U.S.A.

therein, and they have no authority to bind the Company except in the manner and to the extent herein stated

WILLIAM RAINEY HARPER COLLEGE

April 3, 1970

To: Board of Trustees

From: Treasurer

Subject: Treasurer's Bond

Please find attached several pieces of correspondence which deal with the appropriate amount for the Treasurer's Bond.

Based upon Mr. Hines' opinion and the amount of total funds that would be available at any one time, I would recommend that the Treasurer's Bond be set at \$1,800,000, at an annual premium rate of \$630.00.

*7-17-70*

CHICAGO  
DETROIT  
MINNEAPOLIS  
ST. LOUIS  
NEW ORLEANS  
INDIANAPOLIS  
TULSA  
ST. PAUL  
KALAMAZOO  
DULUTH  
MILWAUKEE  
LOS ANGELES  
SAN FRANCISCO  
SEATTLE  
PORTLAND  
PHOENIX  
SAN DIEGO  
OAKLAND  
SPOKANE  
JUNEAU  
MELBOURNE  
SYDNEY

ESTABLISHED 1871

# MARSH & McLENNAN

INCORPORATED

## INSURANCE

231 SOUTH LA SALLE STREET CHICAGO 60604

AREA CODE 312 348-1400

NEW YORK  
BOSTON  
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BUFFALO  
SYRACUSE  
RICHMOND  
CHARLESTON  
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VANCOUVER  
CALGARY  
WINNIPEG  
EDMONTON  
WINDSOR  
CARACAS  
SAO PAULO  
BRUSSELS  
LONDON  
ROME

RECEIVED  
FEB 13 1970  
BUSINESS OFFICE

February 9, 1970

*Handwritten signature and date:*  
*Bill Mann*  
*0/17/70*

Mr. William Mann  
William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois

Dear Bill:

On April 21st, the Statutory Treasurers Bond will expire and we would appreciate your advises as to whether we may proceed with the issuance of a new Bond.

The current Bond is in the amount of \$750,000 and it is our suggestion that you check with your legal council as to the renewal amount.

Your attention to this matter will be greatly appreciated.

Yours truly,

*Handwritten signature: A.A. Jarris*

Arthur A. Jarris  
Assistant Vice President

AAJ:yjs

Tax  
figure

Frank M. Hines Attorney at Law

RECEIVED  
FEB 25 1970  
BUSINESS OFFICE

February 24, 1970

31 PARK LANE  
AT HIGGINS & ARLINGTON HEIGHTS ROAD  
ELK GROVE VILLAGE, ILLINOIS 60007  
437-0241 AND 437-0242

Mr. William Mann  
William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois

RECEIVED  
FEB 23 1970

Re: Statutory Treasurer's Bond

COMPTROLLERS DEPT.

Dear Mr. Mann:

This will confirm your recent inquiry on the above subject. As I understand it, the Treasurer's Bond will expire in April, and Mr. Jarris of Marsh and McLennan suggested that you confer with me as to the proper amount of the bond.

The law provides (at Section 103-19 of the Junior College Act) that the bond will be in the amount of such bonds, notes, mortgages, moneys, and effects of which he is to have custody.

Literally and conservatively interpreted, this would seem to suggest that the bond should be in the cumulative amounts of cash or negotiable paper that the Treasurer would have when the bond became effective in addition to that which would be acquired during it's term.

Practically, it would appear impossible for the exposure to ever be this great. As a further practical matter, the exposure would probably not exceed the total of such cash and negotiable papers as the Treasurer had at any given time, and thus a bond in the amount of the largest such holdings anticipated, would seem sufficient. The Office of the Superintendent of Public Instruction, in opinionating on the precise subject as regards Class I Junior College Districts, has adopted this approach as his opinion of the proper penal amount of the bond.

It should be noted, however, that exposure is not limited to a single act, and there is, in fact, the possibility of a continuing embezzlement over a period, capped off by the fraudulent appropriation of the balance existing at any given time. Admittedly, the possibility of this is somewhat remote, nevertheless the essential nature of a Treasurer's Bond is to cover remote contingencies.

This liability will go over 1,500,000 + then may increase or decrease.

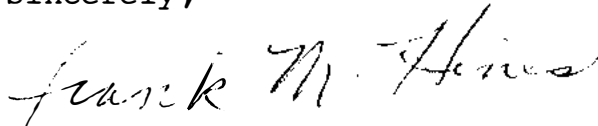
3-6-70  
WGM

James says between \$1,500,000 and 1,800,000  
is the maximum for Central Ed. + Hdy Funds.

In the final analysis, it is the Board of Trustees which must approve the bond. If a loss is ultimately sustained, which exceeds the bond approved, it is possible that the Trustees could be held individually and severally liable inasmuch as the statutory requirement refers to those moneys and effects *of which the treasurer is to have custody*. It might, thus, be appropriate to develop the pertinent information (i.e., anticipated balances, etc.) for the consideration of the Board or a committee thereof.

I believe the foregoing provides a legal framework within which the practicalities can be ascertained from a study of the financial picture as it exists and is anticipated, however, if additional information is desired, please so advise.

Sincerely,

A handwritten signature in cursive script that reads "Frank M. Hines".

FMH:cas

CC: Mr. Art Jarris

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TULSA  
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DULUTH  
MILWAUKEE  
LOS ANGELES  
SAN FRANCISCO  
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# MARSH & McLENNAN

INCORPORATED  
INSURANCE

231 SOUTH LA SALLE STREET CHICAGO 60604

AREA CODE 312 346-1400

March 24, 1970

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EDMONTON  
WINDSOR  
CARACAS  
SAO PAULO  
BRUSSELS  
LONDON  
ROME

RECEIVED  
MAR 29 1970  
BUSINESS OFFICE

Mr. William Mann  
c/o William Rainey Harper College  
Algonquin & Roselle Roads  
Palatine, Illinois

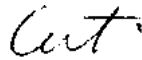
Dear Bill: SCHOOL TREASURER'S BOND

With reference to our recent telephone conversation, this is to confirm the premiums at various limits in connection with the captioned:

<u>AMOUNT</u>	<u>PREMIUM</u>
\$750,000	\$731.00
\$1,000,000	\$828.00
\$1,500,000	\$1,080.00
\$1,800,000	\$1,260.00

Should you have any questions concerning the above proposal, please do not hesitate to call.

Yours very truly,



Arthur A. Jarris  
Assistant Vice President

AAJ/gh



## MODIFIED AMALGAMATED GRIEVANCE PROCEDURE

### Introduction:

Prior to filing a grievance, every effort should be made to resolve problems by informal means using the procedures for resolution of problems.

#### A. Definition of a Grievance:

A grievance is an allegation by an individual faculty member, or a group of faculty members with a common grievance arising out of a specific transaction or event, that a misinterpretation, or misapplication of college policies or procedures, or other acts which the individual considers detrimental to his welfare has occurred.

#### B. Composition of Grievance Committee:

The grievance committee shall consist of five (5) people, plus a non-voting secretary, elected at large from those faculty holding academic rank. Elections shall be held in March of each year, beginning in March, 1970. The initial committee shall be established, in this same manner, within two (2) weeks after the approval and adoption of the procedure by the Board of Trustees, and become operational immediately thereafter. Vacancies shall be filled by appointment by the president of the senate, with the consent of the senate. No two individuals from the same division (as defined by representation in the faculty senate) shall serve on the grievance committee. Members shall serve staggered terms of two (2) years, with three (3) members of the first committee to serve one (1) year, as selected by lot. The secretary shall serve for two (2) years.

#### C. Determination of a Grievance:

A written statement of grievance will be filed with the secretary of the grievance committee with a copy to the appropriate vice president. Such a statement will allege facts which he asserts entitles him to a remedy. Any such statement may be amended or supplemented, but unless all parties consent, such amendment or supplement can only be filed after notice of hearing if opposing parties have already responded to the original statement.

The party, or parties complained of, within ten (10) school days of the delivery of the copy of the statement of grievance to the secretary of the grievance committee, shall file a reply or replies in writing

with the aggrieved party and the secretary, admitting or denying the facts alleged in the statement. Such reply may set forth facts constituting any affirmative defense he or they may assert.

The grievance shall be said to be at issue with the filing of the reply, or at the elapse of ten (10) school days from the time of filing of the grievance, whichever occurs first, and the secretary will so notify the chairman.

Since the tenure granting process is a separate entity within the college, the only normal base of appeals to grievance, in this area, will include: (1) Failure to follow established procedures. (2) Unprofessional conduct on the part of an individual(s) or agencies involved in making a decision or recommendation. (3) Disagreement regarding interpretation and implementation of policies and/or procedures.

D. Procedures for Hearing:

When the grievance is said to be at issue, the grievance committee will initiate a formal hearing within five (5) school days. The hearing may be public or private, at the decision of the committee after consultation with the aggrieved.

The grievance committee will maintain the confidentiality of all records reviewed during the hearing.

All grievance hearings shall be open only to participants, their representatives, and to persons that have been requested to present evidence or answer questions relating to the grievance.

The following rules will be used for submitting evidence. (1) The secretary shall, at the request of any party to the matter, supported by a declaration under penalty of perjury, stating materiality and necessity for his case of a specific document, and the grounds for his belief in its necessity and materiality, prepare an instrument, "Request for the Production of Documents" at time of hearing. (2) The secretary shall deliver this document to the chairman of the grievance committee, who shall read the declaration in support of the request and shall sign and issue the request or refuse to do so. In the event of the refusal of the chairman, the declarant may instruct the secretary to forward the request and supporting declaration to the president of the college who shall sign and issue it or refuse to do so. The president's decision shall be final. (3) The secretary



shall also, at the request of any party, stating the materiality and necessity for the party's case of a specific witness who is also a member of the general faculty of the college and the grounds for the party's belief in the necessity and materiality of his testimony, prepare a "Request for Appearance," and shall deliver it, together with the supporting declaration, to the chairman of the grievance committee, who shall sign and issue it or refuse to do so. In the event of the refusal of the chairman, the declarant may instruct the secretary to forward the request and supporting declaration to the president of the college, who shall sign and issue it or refuse to do so. The president's decision shall be final. (4) Any person so served with a request for the production of documents or a request for appearance who objects, may direct the secretary to forward his written grounds for objection to the president of the college. The president shall review the request, and the president shall either order the request to be complied with or shall deny the request giving reasons for so doing. The president's decision shall be final. (5) A willful failure to conform with such a request issued by the president of the college, or issued by the chairman of the grievance committee, when no objections to such request has been filed with the president of the college, shall be deemed insubordination on the part of the employee of the college.

The grievance committee may make further rules for its operational conduct which may include the extensions of time limitations specified within this section.

E. Procedures Following Conclusion of Hearing:

If the grievance committee finds in favor of the aggrieved, the grievance committee will give its written recommendations to the president. The recommendations will include a statement of its findings of fact, a statement of its recommendations for action or other disposition of the case, a statement of reasons for its findings, conclusions and recommendations.

Within ten (10) school days, the president shall give his decision in writing to the chairman of the grievance committee and send a copy to the aggrieved. The president may hold a meeting with the grievance committee and the aggrieved prior to giving his decision.

F. Appeals:

The aggrieved faculty member may appeal the decision. He must inform the president of the college and the president of the faculty

senate in writing of his wish to appeal. A grievance appeals committee will be established within five (5) school days after receipt of this notice. The committee is composed of five (5) members; two (2) of which are appointed by the president of the college and three (3) appointed by the president of the faculty senate.

The president of the college will promptly refer the appeal to the grievance appeals committee which shall convene within five (5) school days after establishment of the committee. The grievance appeals committee shall review the case and arrive at a recommendation based on a majority vote in behalf of the recommendation that will be presented in writing to the president of the college. The statement will include findings of fact, recommendations for action or other disposition of the case and reasons for findings, recommendations and conclusions.

G. Decision:

The president of the college shall forward promptly the written recommendation of the grievance committee, his own and the grievance appeals committee to the board of trustees for prompt and final action. All decisions of the board of trustees shall be final.

MEMORANDUM

October 30, 1969

TO: All Academic Staff

FROM: Dr. Schauer

The attached, revised documents on Faculty Evaluation Procedures of Resolutions of Problems and the Grievance Procedure are presented for your perusal prior to a meeting to be announced by Mr. Martin Ryan, President of the Faculty Senate. Some of the suggestions made by faculty have been included in these revised documents at the discretion and best judgment of the committee.

These documents are the most amenable that have been derived and we hope that you will give further consideration to approval of them.

*C. H. Schauer,*

CHS/je  
Attachments



## FACULTY EVALUATION\*

Harper College is committed to the development of a superior faculty aspiring to high levels of excellence in instruction and service to their profession, the students, the college and the community. Harper College should continuously and systematically seek evidence of its effectiveness in attaining these aspirations. In order to encourage such excellence, a functioning evaluative process is essential.

All members of the faculty\*\* will be evaluated annually. Students, teaching faculty and academic administrators will be involved in the procedure. Appropriate evaluative instruments will be utilized.

The primary area to be evaluated is the effectiveness of instruction and/or professional services. This process will involve evaluation by peers, self, students and administrative faculty.

Other areas to be evaluated are: Personal and Professional attributes; Professional Contributions; Institutional Service; and Community Service.

The areas evaluated via Forms A(peer), B(self), and C(division chairmen); a report on the classroom observation; an acknowledgment and discussion of the areas of special strengths, areas in need of improvement and comments relating to an individual and his professional services; and other specialized supportive material designed by the Division and its faculty suitable to the discipline should serve as the base for evaluation of instruction, or appropriate professional services.

The documentation of professional improvement will serve as an indication of the improvement made as an individual effort. This improvement could be a necessity for minimum qualifications to promotion in rank in specific cases.

The listing of professional contributions, institutional service and community service would serve as an indicator, in behalf of the faculty member, of services which could be above and beyond that of an average effort.

The student evaluation should serve as a constructive criticism to the faculty member only, of his performance with students. The faculty member should use it for improvement in the student-learning process.

Therefore, all documentation, in addition to Forms A, B, C, a report on classroom observation, comments relating to a faculty member and other supportive material, will serve as additional positive support of the faculty member in the process of recommendations for the individual's welfare.

---

\* This faculty evaluation system will not be implemented until the Grievance Procedure is adopted and the individual faculty member is assured of the rights and privileges related thereto.

\*\* Teaching, faculty, counselors, learning resource personnel.

The general process of the evaluative procedure will be:

- I. The appropriate vice president will be responsible for initiating the evaluative process at the designated time. He will issue the appropriate evaluation instruments to the division chairmen, or appropriate supervisor, who will have the responsibility of distributing the forms to the evaluators and evaluatee.

An evaluation committee of peers (a colleague in the same or allied discipline or professional service area) will be selected jointly by the immediate supervisor and the evaluatee. The selection will be made by October 1 for faculty being evaluated in their second, third or more years of service and by January 1 for the faculty in their first year of service.

The committee shall be composed of not less than three (3) nor more than six (6) peer members. The immediate supervisor will suggest the possible appointees and the evaluatee will have the opportunity to reject as many as 2 (in a committee of 3) and a maximum of 3 (in a committee of 6) of the suggested appointees and select the same number of peers that he feels more desirable.

Upon resolution of the committee membership, the immediate supervisor will advise the appointees of their appointment and responsibilities and will initiate their activities. The individual evaluators will present their evaluation to the immediate supervisor on or before October 15. The immediate supervisor will summarize these evaluations and enter a composite in the appropriate column of Form D (Faculty Evaluation Summary).

After the evaluation of an individual is completed, the immediate supervisor will dissolve the committee.

- II. The division chairmen or appropriate supervisor will be responsible for arranging mutually agreed upon classroom, or other observational techniques within his division. He will summarize his own self and composite peer evaluation instruments and forward this summary (Form D), together with his recommendation and Form F(Academic Staff Professional Improvement), Form G(Professional Contributions), and Form H(Institutional Service) in the form of a dossier, to the appropriate dean or supervisor.

Professional ethics would dictate that each appointee be notified when reports are entered in the folder. Further, unfavorable entries should be seen by the candidate and a reply be entered by him if he desires to explain his position.

- III. The dean will review the evaluative material, add his summary and recommendation, and forward the dossier to the appropriate vice president.
- IV. The Vice President's recommendation and the dossier is forwarded to the President.
- V. The President will forward these recommendations and his own to the Board of Trustees for action.

VI. Review of System

Each year, in March, an ad hoc committee of faculty members will be appointed jointly by the President of the Faculty Senate and the Vice President of Academic Affairs to review and suggest revision or replacement of this evaluative system. The committee recommendation will be presented to the faculty and administration for their adoption.

VII. Classification of Evaluations and Assigning to Categories

As a result of the evaluation process, each division chairman or appropriate supervisor, will assign his professional personnel to one of the following categories for salary purposes.

Level #1 - Does not fit Harper divisional educational 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 - Fits Harper divisional educational pattern without qualification. Is a good educator in every sense of the word. Is entitled to base raise as negotiated by salary committee in annual negotiations.

---

\* The division chairman or appropriate supervisor and the members of the division or instructional unit will define the terms on the evaluation sheets with respect to the demands of the particular discipline under consideration. In this manner, that particular division will arrive at definition of the term Harper divisional educational pattern consistent with the demands of that area.



VII. Classification of Evaluations and Assigning to Categories (continued)

Level #3 - Outstanding. Has made an outstanding contribution during the year in terms of curriculum, subject matter, educational techniques or institutional reform. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional three (3) percentage increment higher than level 2. It should be understood that this category would rarely exceed 5% of the faculty of any given division.

The faculty reserves the right to discontinue the assignment of evaluatees to categories for salary purposes.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

This is based on the idea that money is not the only consideration.

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

EVALUATION DEADLINES

Level I, Level II, and Level III Ratings

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

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION

FORM A

Faculty Member Being Evaluated \_\_\_\_\_

Procedure: \_\_\_\_\_

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

Complete the form with the number (from 5 - 1) which you think is most appropriate for your peer. Please include further comments in the space provided.

	Peer
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>	
Dependability (Educational Duties)	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
Enthusiasm (Professional Duties)	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Peer
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments :

Date \_\_\_\_\_

Signature \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION

FORM B

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above Average; 3 - Average; 2 - Below Average;
- 1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>	
Dependability (Educational Duties)	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
Enthusiasm (Professional Duties)	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Self
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date \_\_\_\_\_

Signature \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION

FORM C

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Div. Chr. or Appr. Supv.
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>	
<u>Dependability (Educational Duties)</u>	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
<u>Enthusiasm (Professional Duties)</u>	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Division Chairmen
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date \_\_\_\_\_

Signature \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION SUMMARY

FORM D

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self	Peer	Div. Chr. or Appr. Supv.
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>			
Dependability (Educational Duties)			
Attitude toward W.R.H.C.			
Rapport with students			
Rapport with colleagues			
Enthusiasm (Professional Duties)			
Understands how his particular area of expertise contributes to the total educational needs of the student			
Shows evidence of planning for educational activities			
Effectively evaluates student performance			
Willingly changes plans when conditions suggest a change			
Is concerned about helping students attain optimum achievement			
Recognizes individual difference in students			



FACULTY EVALUATION SUMMARY

	Self	Peer	Div. Chr. or Appr. Supv.
Welcomes suggestions from students			
Is well informed and up-to-date in subject area			
Participates in professional meetings to advance his knowledge and skills in subject area			
Willingness to explore, utilize and assist in the further developing of innovative approaches			

Comments:

Date \_\_\_\_\_

Signature \_\_\_\_\_ Faculty Member

Date \_\_\_\_\_

Signature \_\_\_\_\_ Div. Chr. or Appr. Supervisor

WILLIAM RAINEY HARPER COLLEGE  
EVALUATION OF FACULTY AND STAFF MEMBERS

FORM D

Academic Year 19\_\_ - 19\_\_

FACULTY MEMBER: \_\_\_\_\_ Present Rank \_\_\_\_\_  
and/or Position \_\_\_\_\_

---

A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Professional Improvement: (Classes taken, workshops attended, etc.)

Should this employee be reassigned in the same capacity? Yes\_\_\_ No\_\_\_

Should this employee be considered in a different capacity? Yes\_\_\_ No\_\_\_

Specify Capacity: \_\_\_\_\_

Specify Time: Next year \_\_\_\_\_ Future year \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Division Chairman or Appropriate Supervisor's  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Faculty Member's Signature

WILLIAM RAINEY HARPER COLLEGE

FORM E  
STUDENT EVALUATION OF FACULTY MEMBERS

PROFESSOR \_\_\_\_\_ COURSE NO. \_\_\_\_\_

KNOWLEDGE OF SUBJECT MATTER

- Exceedingly well informed
- Adequately informed
- Not well informed
- Very poorly informed

ATTITUDE TOWARD SUBJECT

- Enthusiastic, enjoys teaching
- Rather interested
- Only routine interest displayed
- Uninterested

ABILITY TO EXPLAIN

- Explanations clear and concise
- Explanations usually adequate
- Explanations often adequate
- Explanations absent or inadequate

SPEAKING ABILITY

- Voice and demeanor excellent
- Adequate or average
- Distracting
- A serious handicap

ATTITUDE TOWARD STUDENTS

- Sympathetic, helpful, concerned
- Usually helpful and sympathetic
- Avoids individual contact
- Distant, cold, aloof

PERSONALITY

- Attractive personality
- Satisfactory personality
- Not an outgoing personality
- Personality conflict

TOLERANCE AND DISAGREEMENT

- Encourages reasonable disagreement
- Accepts disagreement fairly well
- Discourages disagreement
- Dogmatic, intolerant of disagreement

RATING OF TEACHER

- Outstanding
- Better than average
- Average
- Poor

STUDENT EVALUATION OF COURSE

ORGANIZATION OF THE COURSE

- Well organized
- Adequate, but could be better
- Inadequate, organization detracts
- Confused and unsystematic

ORGANIZATION OF DAILY CLASS WORK

- Well organized in meaningful sequence
- Usually organized
- Organization not too apparent
- Little or no organization

TESTING

- Appropriate, covers material
- Sometimes appropriate
- Rarely appropriate
- Unfair evaluation of student effort

GRADING

- Absolutely fair and equitable
- Generally fair
- Unfair to some students
- Usually unfair

OPPORTUNITY FOR QUESTIONS AND DISCUSSION

- Ample opportunity
- Occasional opportunity
- Rare opportunity
- Never

ASSIGNMENTS

- Assignments clear and reasonable
- Clear but too long
- Unclear
- Always unclear and unreasonable

WORK RELATED TO CLASS LEVEL

- Work suited to class level
- Attempt made to suit class level
- Work completely above class level
- Work completely below class level

RATING OF COURSE

- Very inspiring
- Usually interesting
- Uninteresting
- Discourages interest

DO NOT SIGN NAME. Please indicate class standing \_\_\_\_\_  
Major Subject \_\_\_\_\_ Approx. accumulative average \_\_\_\_\_  
(If here first semester, give high school rank in class.) \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE

ACADEMIC STAFF PROFESSIONAL IMPROVEMENT FORM

FORM F

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual).

Name \_\_\_\_\_ Rank \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

I. GRADUATE SCHOOL COURSES TAKEN (Submit transcript by March 1 of each year).

Course	Hrs.	College or University
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. CONFERENCES, SEMINARS, WORKSHOPS, AND PROFESSIONAL MEETINGS ATTENDED:

<u>Location</u>	<u>Sponsor</u>
_____	_____
_____	_____

III. SIGNIFICANT BUSINESS, PROFESSIONAL OR INDUSTRIAL EXPERIENCE SINCE LAST REPORT:

\_\_\_\_\_  
\_\_\_\_\_

IV. INSERVICE WORK

\_\_\_\_\_  
\_\_\_\_\_

V. VISITATIONS TO OTHER INSTITUTIONS OR ORGANIZATIONS TO GAIN INFORMATION, OR EXPERIENCES, BENEFITING THE COLLEGE AND/OR ITS STUDENTS:

\_\_\_\_\_  
\_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE

PROFESSIONAL CONTRIBUTIONS

FORM G

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name \_\_\_\_\_ Rank \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

I. Publications. (List all books, manuals, articles or other related materials which have been published, copyrighted, or syndicated. Include title, date of publication, publisher and date of copyright or syndication.)

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II. Presentations to professional or other learned societies. (Include unpublished papers, artistic or other professional works.)

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---

III. Innovations in instructional methods. (Briefly describe your work and/or contributions to this area.)

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(Attach additional sheets if additional space is required.)

IV. Activities in professional organizations. (Name of organizations, offices held, specialized activities, etc.)

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V. Other special professional contributions. (List professional contributions made to organizations outside your professional affiliation.)

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VI. Other: (Special recognition, awards, etc.)

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WILLIAM RAINEY HARPER COLLEGE

INSTITUTIONAL SERVICE

FORM B

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name \_\_\_\_\_ Rank \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

- I. College-related activities - Include services rendered the college individually or through participation on institutional committees. (Describe the nature of involvement or contributions including date, location, project, etc.)

\_\_\_\_\_  
\_\_\_\_\_

- II. Student-related activities - Include advisory services to students individually or student groups, the number of students involved, and approximate number of hours per week.

\_\_\_\_\_  
\_\_\_\_\_

COMMUNITY SERVICE

- I. Involvement in and contributions to community projects which directly relate to education and the College. (Describe the nature of involvement or contributions including date, location, project, etc.)

\_\_\_\_\_  
\_\_\_\_\_

- II. Presentations to interested community group in behalf of the faculty member's profession and/or the College. (Describe the presentations, including date, location, name of group, purpose of the presentation, etc.)

\_\_\_\_\_  
\_\_\_\_\_

RATING OF JOE WONG

Joseph J. Wong  
514 Elm Street  
Elgin, Illinois

Assistant Professor of English

EDUCATION:

B.A. - University of Illinois - 1952  
M.A. - University of Chicago - 1957

EXPERIENCE:

Racine High School - Racine, Wisconsin - 1952-1954  
North Shore High School - Waukegan, Illinois - 1957-1960  
Chicago City College (Wright) - Chicago, Illinois - 1960-1967  
William Rainey Harper College - Palatine, Illinois - 1967-date

MILITARY SERVICE:

U.S. Army - 1954-1956

PROFESSIONAL ORGANIZATIONS: (Offices held)

National Council of English Teachers  
Illinois Council of English Teachers - (Vice President 1962-1963)  
N.E.A.  
A.A.U.P.

COMMUNITY SERVICES: (Offices held)

1. Rotary, Shriners, Sunday School Teacher
2. Elgin Elementary School District 28 Board Member - 1964-1970
3. Board of Trustees "Little City", Palatine, Illinois - 1967-1970

PUBLICATIONS:

Journal of Romance Language, June 1961  
"Enrichment Activities in H.S. Literature"

WILLIAM RAINY HARPER COLLEGE  
FACULTY EVALUATION

FORM A

Faculty Member Being Evaluated JOSEPH WONG

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory. No opportunity to observe; or not applicable.

Complete the form with the number (from 5 - 1) which you think is most appropriate for your peer. Please include further comments in the space provided.

A, B, C, AND D ARE MEMBERS OF PEER COMMITTEE

Composite	A	B Peer	C	D	
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>					
Dependability (Instr. Duties)	4	4	3	5	4
Attitude toward W.R.H.C.	2	2	2	3	2
Rapport with Students	3	3	2	3	2
Rapport with Colleagues	4	4	2	5	4
Enthusiasm about Subject Area	4	4	3	5	4
Understands how his particular subject area contributes to the total educational needs of the student	2	2	2	3	2
Shows evidence of planning for instructional activities	3	3	2	4	4
Effectively evaluates student performance in relation to the objectives of the course	3	3	2	4	2
Willingly changes plans when conditions suggest a change	2	2	2	3	2



FACULTY EVALUATION

		A	B	C	D
	Composite	Peer			
Is concerned about helping students attain optimum achievement	3	4	3	3	3
Recognizes individual differences in students	3	3	2	4	2
Welcomes suggestions from students	2	2	2	3	2
Is well informed and up-to-date in subject field	4	4	4	5	4
Participates in professional meetings to advance his knowledge in subject area and teaching	4	4	4	5	5
Willingness to explore, utilize and assist in the further development of innovative approaches in the instructional area	3	2	2	4	3

Comments: Notice "C" tends to rate J. Wong high "five 5's"  
 "B" tends to rate him low "ten 2's"  
 They seem to cancel one another out -the effect is an average rating.

Date March 1, 1970

Signature J. M. Likens

WILLIAM RAINEY HARPER COLLEGE  
FACULTY EVALUATION SUMMARY

FORM D

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average 2 - Below average
- 1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the department head will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self	Peer	Division Chairmen
<u>PERSONAL &amp; PROFESSIONAL ATTRIBUTES:</u>			
Dependability (Instr. Duties)	4	4	4
Attitude toward W.R.H.C.	3	2	2
Rapport with Students	3	3	2
Rapport with Colleagues	3	4	4
Enthusiasm about Subject Area	3	4	4
Understands how his particular subject area contributes to the total educational needs of the student	3	2	2
Shows evidence of planning for instructional activities	3	3	4
Effectively evaluates student performance in relation to the objectives of the course	3	3	3
Willingly changes plans when conditions suggest a change	2	2	2

	Self	Peer	Division Chairmen
Is concerned about helping students attain optimum achievement	4	3	3
Recognizes individual differences in students	4	3	3
Welcomes suggestions from students	3	2	2
Is well informed and up-to-date in subject field	4	4	4
Participates in professional meetings to advance his knowledge in subject area and teaching	4	4	4
Willingness to explore, utilize and assist in the further development of innovative approaches in the instructional area	2	3	2

Comments: Discussed ratings with Mr. Wong, March 1, 1970. All ratings indicate strong in subject and active in field. Doing job in conscientious manner. All ratings self included shows need to listen to suggestions for change.

Date March 1, 1970

Signature *Joe Wong* Faculty Member

Date March 1, 1970

Signature *J. M. Litwack* Division Chairman

WILLIAM RAINEY HARPER COLLEGE

DIVISION CHAIRMAN'S SUMMARY EVALUATION OF FACULTY AND STAFF MEMBERS

FORM D

Academic Year 1969- 1970

FACULTY MEMBER: JOSEPH WONG Present Rank Assistant Professor  
and/or Position \_\_\_\_\_

A. Areas of special strengths: Evidence of strong, academic qualifications. Willing to "serve on committee assignments" in a dependable manner. Work at "Little City" is especially commendable.

B. Areas in need of improvement: Rapport with students

C. Comments: Fits divisional educational pattern without qualification. Is a good instructor, note: class 2

D. Professional Improvement: (Classes taken, workshops attended, etc.)  
Workshop in "The teaching of College English"  
NORTHERN ILLINOIS UNIVERSITY - DeKalb, Illinois  
August, 1969 - 3 credit hours

Should this employee be reassigned in the same capacity? Yes X No \_\_\_

Should this employee be considered in a different capacity? Yes \_\_\_ No X

Specify Capacity: \_\_\_\_\_

Specify Time: Next year \_\_\_\_\_ Future year \_\_\_\_\_

Date: March 3, 1970

J. M. Luterate  
Division Chairman's Signature

Date: March 3, 1970

Joe Wong  
Faculty Member's Signature

## REPORT OF THE SALARY COMMITTEE

March 26, 1970

The Board Salary Committee of Jessalyn Nicklas, Chairman, and Milton Hanson and Richard Johnson met eight times, beginning on February 11, with the Faculty Salary Committee of Joseph Clauser, Chairman, and Thomas McCabe and Harold Cunningham. Two faculty alternates attended some meetings: Michael Bartos and Martin Ryan.

Agreements on increases in compensation were reached on March 20 between both committees. The salary range schedule was referred to Administration and Faculty and agreed upon by both on March 24.

It was also agreed, on March 20, that the Faculty Committee would inform the entire faculty before the Board meeting of March 26, and that the recommendations would be submitted to the Board for action on March 26, 1970.

There were 17 requests made to the Board by the Faculty Committee: 5 concerning salary, 8 concerning additional benefits, and 4 concerning academic affairs. These were compiled, I understand, from suggestions made by numbers of faculty and by individual faculty members.

The following agreements were made to submit to the Board:

1. The salary schedules of other community colleges were studied, - those in effect this year and those which had been agreed upon for next year. We recommend that the total amount budgeted for salaries of current full time teaching faculty or their equivalent peers be increased by 9 1/2 %.
2. There has been considerable use of medical benefits by the faculty this year. This has resulted in an increase in premium cost. The insurance company has indicated this may run 30% above the present cost. We recommend that the college assume this increase in cost.
3. The present part-time schedule has created some inequities in compensation because of the differences in credit and contact hours in specific courses. Dr. Schauer, after study and discussion with faculty and administration, submitted the accompanying schedule. Both committees agreed to this schedule. We recommend its adoption.
4. The current salary schedule placed some of our present faculty out of range. That, plus the lack of relationship of one range to another with present salaries, and also the desirability of providing opportunity for growth, prompted the study of possible changes. The accompanying revised schedule is recommended for adoption.
5. Some professional memberships and publications costs for faculty exceeded the current professional allowance of \$75. We recommend an increase in the professional allowance, a total of \$100, to be paid at the end of each semester, and after receipts are submitted by the faculty member.

## REPORT OF SALARY COMMITTEE

The following items were discussed at length by the Committees:

1. The request for increased summer school pay. Two points of consideration are important to this committee and to the Board: 1. Summer school must pay for itself, and 2. compensation must be in accord with the amount of service involved. There are no studies submitted comparing the services to the college and to the students for the regular teaching year and for the summer school. We recommend no change.
2. The present contracts are written for 12 months, with 24 payments, with the exception of special assignments. All insurance benefits are in effect during this time. Requests for alternative pay schedules will be considered by the college, but the individual making such requests must assume risks to insurance coverage if such changes are granted. No changes recommended.

### Recommendations from the Board Committee to the Board of Trustees

1. We encourage the faculty to keep abreast in their fields and encourage the use of the professional expense account. To more clearly understand its function and its limitations, we recommend a revised and complete definition of acceptable professional expense.
2. The Illinois Pension System, although it was increased this year, has certain provisions which can prevent mobility of faculty and their choice of positions. We recommend that a committee be established of Board, Administration, and Faculty members to study the present system, to consider ways of improving it, to communicate these recommendations to other community colleges, and to attempt to reform the present system at the state level.
3. A great deal of time was spent by these salary committees and the administration securing information pertaining to the requests on the faculty list. The meetings did not start until mid-February, shortly after the requests were received.

In the interest of the college and its need to prepare its budget, and in the interest of the individual Board and Faculty committee members, we recommend that the faculty submit its requests by January 15, with accompanying data and rationale. The Board committee will then have time to study the requests, and less time will be required by all persons for meetings.

4. Salary ranges have definite purposes, among these are to give recognition for professional excellence and to encourage interest in promotion. These purposes are not met if the salary schedules are open-ended. We recommend that the revised schedule be held for a number of years, unless unusual circumstances, not known to us at this time, prevail.

5. For some years the college has desired to recognize good teaching, additional contributions in service to the community and to the college, and professional excellence. One form of this recognition is individual faculty increases in salary. For this reason it asked the faculty and administration to prepare an evaluation system. This system has been completed and approved this year. The Board Committee indicated in its discussions with the Faculty committee that it expected this evaluation system to be in effect next year.

WILLIAM RAINEY LARPER COLLEGE

PROPOSED SALARY SCALE

	<u>Minimum</u>	<u>Median</u>	<u>Top</u>	<u>Spread</u>
Instructor	8,500 + 6.25%	11,750 + 16%	15,000 + 20%	+ 76.4%
Assistant Professor	9,700 + 6%	13,350 + 2.5%	17,000 + 13%	+ 75.2%
Associate Professor	11,000 + 6.7%	15,500 + 11.1%	20,000 + 13.6%	+ 81.8%
Professor	12,800 + 11.7%	17,900 + 12%	23,000 + 13.3%	+ 79.6%

JUSTIFICATION FOR SALARY SCALES

The scales are established with a progressive difference between them at the minimum. This difference is approximately 13-16%, rounded out.

The top of the range is established on the following criteria:

1. They permit inclusion of all present salaries within the range assigned to the titles. This increased the Instructor range by 20% at the top.
2. They are spaced in progressive order, again based on a percentage between scales.
3. They provide for growth without disturbing established relationships.

The scales provide an even spread from minimum to top in all ranges. This is a desirable feature in any salary structure, in that it preserves relationships and permits progression without distortion.

Finally, the increases proposed at the minimum are realistic, and will not attract adverse comment. They provide an observable recruiting level.

*cc - Mrs. Lahti*  
*4/10/70*

April 7, 1970

**RECEIVED**

APR 7 1970

**OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Dr. Lahti

FR: Joseph Clouser

Today the faculty accepted the results of the joint board-faculty salary discussion. However, it must be understood that the following statement has not been discussed nor agreed to in our negotiations.

Item 4 - page 2 - "Board Salary Committee Report", March 26, 1970:

"We recommend that the revised schedule be held for a number of years, unless unusual circumstances, not known to us at this time, prevail."



FOR BOARD ACTION

SUBJECT:

Proposed changes in the Policy Manual

REASON FOR CONSIDERATION BY THE BOARD:

To make the necessary changes in the salary program for part-time and temporary teachers, also, changes in headings and paragraphs.

BACKGROUND INFORMATION:

Recommended change in Section 3.2.1 entitled "Salary Program" in the Policy Manual. Has partially resulted from the agreements made with the Faculty Salary Committee and suggestions for changes within the titles and basic content of subsections. The recommended revision would make the Policy Manual correspond with agreements and would further allow the inclusion of specially employed teachers.

RECOMMENDED ACTION:

The revision of Section 3.2.1, Subsections "B" and "D" be approved for inclusion in the Policy Manual.

Proposed change in Section 3.2.1, subsection B, "Salary Schedule for Part-Time Teaching" and Subsection B, "Salary Schedule for Part-Time, Temporary, and Summer School Teaching" in Faculty Procedure Manual.

Proposed Subsection Title Change: "Salary Schedule for Part-Time and Temporary Teaching."

Years of Teaching Experience	B. A.	M. A.	M. A. + 15	M. A. + 30	Earned Doctorate or M. A. + 60
0-3	550	600	650	700	750
4-9	600	650	700	750	800
10+	650	700	750	800	850

Degrees and hours to be in subject field as specified in regular teaching Salary Program. In certain critical areas, exceptions to this schedule may be made by the Vice President of Academic Affairs.

Above rates are for one semester for a course meeting three (3) periods per week. Courses meeting more times per week will be compensated as follows: Add \$150 for each additional credit hour in excess of three (3) up to the total credit hours specified for the course in the college catalog, and; add \$100 for each additional contact hour over and above the credit hour allocation for the course, as specified in the college catalog.

Courses meeting less than three (3) periods per week will be compensated as follows: Subtract \$100 for each contact, or credit, hour less than the three periods per week for each course as specified in the college catalog.

Suggested change in Subsection D of Section 3. 2. 1 of the Policy Manual, "Salaries for Substitute Teachers" and Subsection C of Faculty Procedure Manual, "Salaries for Substitute Teachers":

Salaries for Substitute and Specially Employed Teachers

Fully qualified substitute and specially employed (i. e. private instruction in Applied Music, etc.) teachers shall be paid a maximum of \$10 per hour of class teaching or a maximum of \$50 per day. Qualifications and pay to be determined and approved by the Vice President of Academic Affairs.

## 3.2 Salary Provisions

## 3.2.1 Salary Program (3/28/68)

A faculty salary program which includes a system of rank will be established by the College and in addition will provide for the remuneration of part-time, temporary, summer school, and substitute teachers.

## A. Interim Salary Program for the College Year

	Instructor	Ass't. Professor	Assoc. Prof.	Professor
Range:	\$ 8,000 12,500	\$ 9,150 15,000	\$ 10,300 17,600	\$ 11,450 20,300

This interim program is approved by the Board of Trustees for the year in question with the understanding that the faculty will submit an acceptable evaluation system that is compatible with faculty rank in higher education. It is recommended that this be brought to the Board no later than their second meeting in October 1968.

B. Salary Schedule for Part-Time Teaching

Years Teaching Experience	B. A.	M. A.	M. A. + 15	M. A. + 30	Earned Doctorate or M. A.
0-3	<u>500</u>	<u>550</u>	<u>600</u>	<u>650</u>	<u>700</u>
4-9	<u>550</u>	<u>600</u>	<u>650</u>	<u>700</u>	<u>750</u>
10+	<u>600</u>	<u>650</u>	<u>700</u>	<u>750</u>	<u>800</u>

Degrees and hours to be in subject field as specified in regular teaching Salary Program. In certain critical areas, exceptions to this schedule may be recommended by the vice president of academic affairs and approved by the Board.

Above rates are for one semester for a course meeting three (3) periods per week. Courses meeting more or less times per week than this are to be compensated as follows: Add or subtract \$100 for each contact hour load above or under three (3) periods respectively. (6/6/67)

C. Salary Schedule for Summer School

Summer school teaching salary for the 1969 session was at 80% of 1968-69 salary. Because of the difficulty in making long-range projections of costs, number of students, and income from summer school, this matter of percentage of regular salary to be paid in the future can go up or down depending on data available for the ensuing year.

D. Salaries for Substitute Teachers (7/27/67)

Fully qualified substitute teachers (as determined by the vice-president of academic affairs) shall be paid \$10.00 per hour of class teaching with a maximum of \$50.00 per day.

8/26/69

CITIZENS FOR MORTON-WILSON

P. O. BOX 251

ARLINGTON HGTS., ILLINOIS

60007

**Board  
FOR  
WILSON**



**MRS. HANNAH K. WILSON**

- Homeowner in Mount Prospect, 21 years
- B. S., R. N., Marquette University Graduate work, Loyola University
- Presently, Teacher-Nurse Consultant in Schaumburg, District 54
- Instructor, Marquette University
- Director of School Health Services, School District 57: 11 years
- Teacher-Nurse Consultant, New Trier High School: 4 years
- Past President and Program Chairman, NW Chapter of the Council of Exceptional Children

**HARPER COLLEGE BOARD ELECTION**

**Vote  
Saturday, April 11**

**Sample Ballot**

**Joseph C. Morton**

**Hannah K. Wilson**

**POLLING PLACE:**

*The same as your  
Elementary School District*

**FOR FURTHER INFORMATION CALL . . .**

**253-5164**

**Harper  
CITIZENS  
MORTON**



**DR. JOSEPH C. MORTON**

- Father of four children – ages from 5 to 14
- Associate Professor of American History, Northeastern Illinois State College
- United States Air Force, 1953-1957
- Homeowner in Arlington Heights
- 10 years college teaching experience
- Elder, Southminster United Presbyterian Church of Arlington Heights



## SOME RELEVANT CONCERNS

We are dedicated to what is, perhaps, the most difficult and necessary task of any college board and staff: to see that the education of the student takes place in an atmosphere of personal concern and attention to human needs while at the same time effecting maximum utilization of the most advanced technology.

In view of Harper's current problems it seems necessary to emphasize our feeling that security to person and property on campus is an absolute necessity if Harper College is to discharge its duty to provide day and night facilities for its ever-increasing academic and vocational programs.

In view of the present lawsuit against Harper College pending in the federal court, there is a serious need to review the policies and procedures regarding faculty retention or non-retention so that such a costly expenditure of tax dollars can be avoided in the future.

Good management policies will avoid the necessity of the faculty seeking association with divisive forces such as a union. If treated as professionals we are convinced that faculty and administration will respond as professionals.

A tax supported College can only operate through frank, open, public discussion and by offering the citizens every opportunity and encouragement to participate and contribute in that institution's growth and improvement.

*We want to talk to you...*

*Call us at any time!*

JOSEPH C. MORTON 255-0883

HANNAH K. WILSON 253-5162

DR. JOSEPH C. MORTON

*As a college professor, as a parent of four children, and as a tax-payer, I am vitally concerned with education. In my day-to-day contacts with students, fellow faculty, and administrators, I am intimately acquainted with the many problems confronting higher education today, such as over-crowded classes, irrelevant courses, faculty discontent, and inferior instruction.*

*In an age when educational and vocational competence is all-important, we must always be on guard against acceptance of mediocrity and second best. When elected, I shall make every effort to ensure that Harper College fulfills its laudable goal to provide quality education and vocational training for all qualified residents.*

*Joseph C. Morton*

MRS. HANNAH K. WILSON

*In these changing times, experience, concern and flexibility are necessary traits in effectively coping with the problems and opportunities of present day education. I believe these traits have been demonstrated in a career which has been intimately involved and concerned with the educational system in a variety of capacities and at many levels. In addition, my activities in numerous community projects has heightened my sense of awareness to the relationship between education and the community. I feel my years of experience — as well as the flexibility required to gain that experience — will not only be an asset to the College, but to my fellow citizens when I am elected to serve them on the Harper College Board of Trustees.*

*Hannah K. Wilson*