

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

AGENDA

May 14, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - April 16, 1970 to May 15, 1970
 - d. Estimated Payroll - May 16, 1970 to July 15, 1970
- V. Communications
- VI. New Business
 - 1. Recommendation: Staffing - a. Administrative Exhibit A
 b. Teaching Faculty Exhibit B
 - 2. Discussion and Recommendation: Student Provost Position Exhibit C
 - 3. Recommendation: Computer Equipment Upgrading Exhibit D
 (To be mailed to Board members prior to meeting)
 - 4. Recommendation: Academic Calendar for 1970-71 Exhibit E
 (To be hand carried to meeting)
 - 5. Recommendation: Bid for Lighting Exhibit F
 - 6. Discussion and Recommendation: Definition of Professional Exhibit G
 Expenses (To be hand carried to meeting)
 - 7. Recommendation: Promotion Exhibit H
 (To be hand carried to meeting)
 - 8. Discussion: Tuition Increase
 - 9. Other
- VII. President's Report
- VIII. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, May 14, 1970

CALL TO ORDER: Chairman Hamill called the regular meeting of the Board of Trustees of Junior College District No.512 to order at 8:08 p.m., on May 14, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine

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

Also present: Robert E. Lahti, Donald Andries, Frank Borelli, John Birkholz, David Brady, Larry Collister, Anton Dolejs, Ronald Dudley, David Feinberg, Guerin Fischer, John Gelch, David Groth, James Harvey, Robert Hughes, Fred Inden, Peter Kanikula, Roy Kearns, Larry King, Richard Klug, G.M.Lehmann, W. J. Mann, W.H.Miller, Omar Olson, Robert Powell, William Punkay, Clarence Schauer, Jordan Siedband, Robert E. Smith, Cal Stockman, John Upton, Fred Vaisvil, George Voegel, W.Von Mayr, and Lloyd Wilkes--Harper College; Frank M. Hines--Board Attorney; Ron Bryant, Donald Duffy, Pauline Dupuis, Donald Filippi, Keith Fischer, Barbara Fitzgerald, John Galen, Dan Grzesik, Mimi Hickman, Suzanne Montabon, Chris Pancratz, Peter Pearson, Stephen C. Rowe, James R. Schmidt, Robert Yaden, and Craig Zupon--Harper Students; Mary Feinberg, Kathy McCabe, and Mr. and Mrs. Robert J. Wilson.

APPROVAL OF MINUTES: Member Haas moved and Member Moats seconded the motion that the minutes of the Special Board Meeting of April 16 1970, be approved as distributed. Motion unanimously carried.

Member Hansen entered the meeting at 8:10 p.m.

Member Morton moved and Member Nicklas seconded the motion that the minutes of the Regular Board Meeting of April 23, 1970, be approved as distributed. Motion unanimously carried.

Member Haas moved and Member Moats seconded the motion that the minutes of the Special Board Meeting of May 9, 1970, be approved as distributed.

MINUTES:

Member Nicklas commented on the issue involved in the Special Board Meeting held on May 9. She stated she would like to clarify some points. During the hearing and after recounting of facts, a number of important points did emerge. Member Nicklas stated among these was the fact that the students had shown respect for their college and country. She pointed out they came to the administration and made their request solely because of the Kent students, and had rejected the action of some of their peers who had advocated unilateral and unlawful acts. She stressed the importance of emphasizing the point that by following proper procedures requests will be considered and possibly approved, if there is no illegality in respect to the law, if they are in the best interests of the college and the community, and if they in no way interfere with the scheduled operation of Harper College. She stated this is not to imply all requests will be approved, it does not constitute a precedent for like requests by any group. Member Nicklas expressed her regret on the emphasis placed by the media on violence and disrespectful remarks made by a few faculty and students, rather than the proper procedures and respect shown by the majority of the students. She stated she also regretted the implied judgment of college operations without sufficient study and the reluctance of the papers to retract misstatements resulting in erroneous implications left in the mind of the public. Because of the reaction, she stated she hoped all segments of the college, the media, and the community would state their pride in the accomplishments of the college and work constructively for the goals of this institution.

Dr. Lahti asked Dr. Harvey if there was a follow-up on the students who were charged with violation of student conduct. Dr. Harvey stated a disciplinary hearing had been held that day and announcement of action taken would be made the next day, May 15.

As there were no more comments, the motion was voted on and passed unanimously.

DISBURSEMENTS:

Construction
Payout

Member Hansen moved and Member Moats seconded the motion to approve payment of \$6,082.51 to Fridstein, Fitch & Partners for architectural services.

Dr. Lahti distributed a final report concerning change orders for Phase Ia and b construction. Mr. Mann stated the back-up behind this report was the listing of change orders the college had approved. He pointed out the total change orders were 3% of the total contract which the administration considered to be very good.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Construction

Payout (cont.) Ayes: Members Haas, Hamill, Hansen, Moats, Morton
and Nicklas

Nays: None

Bills Payable Member Haas moved and Member Nicklas seconded the motion to approve for payment the bills payable as of May 14, 1970, as follows:

Educational Fund	\$101,500.20
Building Fund	39,825.67
Site & Construction Fund	42,255.49
Bond and Interest Fund	159,997.39
Auxiliary Fund	23,020.82
	<u>\$366,599.57</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Payrolls Member Nicklas moved and Member Moats seconded the motion to approve for payment the payroll of April 30, 1970, in the amount of \$157,210.78, and the estimated payroll of May 1 to June 30, 1970, in the amount of \$680,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

COMMUNICATIONS: Chairman Hamill acknowledged the notice of the Students Award Dinner to be held on May 23, at 7:00 p.m., and the capping ceremony for the Dental Hygiene program to be held on May 24, at 3:00 p.m. He announced a letter had been received on a regional meeting of the Association of Governing Boards to be held June 25 and 26 at the Arlington Towers. Dr. Lahti stated Board members would be contacted on this meeting. Member Haas stated the meetings and discussions held by this group are some of the most worthwhile he has heard on any particular subject. He stated those who have not had the opportunity to attend would find it very worthwhile. Chairman Hamill stated Richard Johnson was a member of the AGB, and he hoped Board members would support Member Johnson by as many as possible attending this meeting.

Chairman Hamill reported the Board had received a request from Mrs. Chester Pointer, of Mt. Prospect, to address the Board.

COMMUNICATIONS:

Mrs. Pointer addressed the Board and read a prepared statement in which she stated why she felt so many of the taxpayers of the district failed to support the referendum, and spoke of her reactions to recent events. (Copy of statement attached to Official Board of Trustees Book of Minutes). Member Moats stated he would like to respond to Mrs. Pointer's comments on his election to the Board. He stated he felt he could and believed he had played a viable role at this institution, and he was proud to see students get involved in Board elections and the democratic processes of this country.

Member Nicklas thanked Mrs. Pointer for coming and stated she felt this pointed out the responsibility of the press. Chairman Hamill commented about the press. He stated the dedication of Harper represented seven years of work and pointed out the time, people and money involved. He stated a small article and small picture was carried on page 3 of Paddock Publications on the dedication, but a large article and large picture concerning the flag at half mast was on page 1 a few days later. Chairman Hamill said, "Just contrast the two events."

Chairman Hamill reported a letter had been received from Mrs. G. W. Seyring, of Mt. Prospect, which basically asked if the Board could not find some manner of bussing students. Dr. Lahti stated there is a study going on in the community. The Council of Governments have been trying to initiate a transportation study. He also stated the Chamber of Commerce in Mt. Prospect is also doing a transportation study of bus service. Dr. Lahti informed the Board he would communicate with Mrs. Seyring on behalf of the Board and inform her the college is very interested and will follow this study.

Chairman Hamill stated a communication had been received from the faculty in reference to the faculty's tenure document. As the Faculty Senate was still meeting, it was agreed to postpone discussion until Mr. Ryan arrived at the meeting.

Chairman Hamill stated he understood there were students in the audience who wanted to speak. Donald Duffy, President of the Student Senate, on behalf of the students thanked the Board for the action they had taken the previous Saturday. He also stated they felt if there was any voice from the community, the Board

COMMUNICATIONS:
(Cont.)

would take an undue share of criticism. He stated the students were at the meeting to back up the Board. He stated another petition had been circulated regarding raising the flag and pointed out the best an elected official can do is represent the majority. Jennifer Edwards, Secretary of the Student Senate, stated that the petition for lowering the flag was approved unanimously at their meeting. She stated they have a pretty good chemistry of all kinds of people on the Student Senate, not trying to represent themselves but trying to represent the whole school.

Chairman Hamill thanked the students and commented that the students who have appeared before the Board have been very polite, very rationale and very perceptive.

DISBURSEMENTS:
Budget Transfers

Chairman Hamill informed the Board that there were some budget transfers which had been passed over under disbursements. Mr. Mann stated these were basically routine adjustments. He stated this was a conservative approach, bringing the Board every transfer, as no policy had been established. He stated the administration would probably make a recommendation on policy on budget transfers in the future.

Member Nicklas moved and Member Haas seconded the motion for approval of budget transfers, in the amount of \$49,370.00, as per attachment in the Minutes in the Board of Trustees Official Book of Minutes.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

COMMUNICATIONS:
Tenure

Chairman Hamill stated Mr. Ryan was now at the meeting to discuss the petition to the Board from the faculty on the tenure document they had worked up. Member Haas stated a comparable document had been worked up by the Board Attorney, and asked if this should be coming to the Board at this time. He questioned why this should not be worked out between the administration and faculty, or the administration, faculty and a committee, and then come to the Board with a recommendation. Chairman Hamill stated as they were at the meeting, he felt the Board should listen.

COMMUNICATIONS:

Tenure

Mr. Ryan stated they were presenting a document drawn up by the Faculty Senate attorney regarding tenure. This was reached with third year faculty people and they felt this document was more consistent with the policy of the Board. They were offering it for the Board's consideration and perusal.

Member Hansen stated he agreed with Mr. Haas' statement, it should be worked out perhaps with a Board committee, as well as administration, faculty and Mr. Hines.

Mr. Ryan stated there were clauses in the document received from the administration that clearly deny tenure the Board has set up in policy manual. Since this policy was originally negotiated between Board and Faculty committee, it seemed as though they should go back to that.

Chairman Hamill stated he felt it was not appropriate to go into the policy manual, or discuss what was in the documents at this meeting. He stated at the last meeting the Board recommended to the faculty that they meet with the administration to discuss this document and see if they could not work out suitable tenure policy or draft and bring back to the Board. He stated he understood the faculty was refusing to meet with Dr. Schauer. Mr. Ryan stated he had met with him, but it simply did not seem proper to sit down and negotiate policy with administration. He stated they have negotiated with administration on all procedural matters.

Dr. Schauer stated at the Board's direction he had outlined in a memo to Mr. Ryan the Board's request. A tenure agreement was developed and presented to the faculty as a working document as reacted to by the Board. Again at the last meeting the Board directed the administration to meet with the faculty on this document. He stated he sent another memo to Mr. Ryan, but had received no answer. Mr. Ryan stated he was at the meeting as a spokesman for the Faculty Senate. It was the feeling of faculty this document did represent policy and should be discussed with the Board. Dr. Lahti stated this was contrary to the procedure the college has used since the faculty joined the institution.

Mr. Ryan addressed himself to Member Haas, and asked if in discussions between faculty and Board they did

COMMUNICATIONS:
Tenure (Cont.)

not discuss time elements of tenure. Member Haas stated the committee, and he felt other Board members would agree with him, did work out that specific thing, an amendment that was one small segment of the tenure policy, and then recommended it to the Board. It seemed, he stated, to be a related subject that we were dealing with at that time. Chairman Hamill stated the committee changed from seven years tenure to three years. That was all. There was no discussion of contracts, no drafts of contracts.

Member Haas stated there were more words than necessary. He stated Mr. Ryan has acknowledged this was one small segment of the tenure policy that was discussed at that time and the Board and faculty group acknowledge this. The committee and Board did not envision any change in bringing policy matters to the Board.

Member Nicklas pointed out that at the last meeting the Board had recommended the administration and faculty meet and discuss and bring recommendations to the Board. Member Moats suggested perhaps the Board should have passed a resolution in which a roll call was taken. He stated perhaps there should be a committee of three segments of the college to discuss this. Chairman Hamill stated he did not feel there should be a joint committee until the faculty had met with the administration.

After further discussion, Member Moats moved and Member Morton seconded the motion to adopt the following resolution: "to request the faculty and administration to attempt to work out an amenable tenure agreement, that the current tenure agreement that was presented to the faculty be considered only a working document and does not necessarily reflect the views of this Board as a whole."

Member Nicklas moved to amend the motion and insert the word "final" before the words "views of this Board as a whole." Member Morton seconded the amendment. Member Moats agreed to the amendment.

Member Haas moved and Member Nicklas seconded the motion to amend the resolution as proposed and as amended to read as follows: "to request the faculty and administration to attempt to work out an amenable tenure agreement" deleting the rest of the resolution. Member Moats agreed to this amendment.

COMMUNICATIONS:
Tenure (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Dr. Lahti commented to Mr. Ryan and the Board that the Board was leaving the impression of some division on this issue. This was the kind of thing that adds hours to negotiations between faculty and administration, taking hours away from the students. Member Moats stated he had taken no part in the drafting of the original document and consequently felt he had a responsibility to bring this issue up.

Mr. Ryan stated he saw no problems in working with the administration on a contract that is acceptable to everybody. He stated the working document seems to involve some real policy changes, but it had been established that they were working within policy Board originally established and he felt they could work out an agreement.

Chairman Hamill stated a communication had been received from IAJJC regarding resolutions passed by the assemblage. Member Nicklas discussed some of the resolutions. She stated there was a new constitution and by-laws proposed, most of which did fail. Member Moats stated he felt by and large the organization as a whole did make progress.

Chairman Hamill announced a letter had been received from Representative Eugenia Chapman thanking the college for the letter concerning losses from personal property and Homestead exemptions and the copy of the resolution supporting the Higher Board of Education.

NEW BUSINESS:
Staffing

Dr. Harvey announced that the Community Counseling Center had been fully accredited by the American Board on Counseling Services. He stated Dr. Gary Rankin was being presented for appointment of Director of Testing and the Community Counseling Center.

Member Haas moved and Member Nicklas seconded the motion for employment of Dr. Gary Rankin as Director of Testing and the Community Counseling Center, rank of Associate Professor, at a salary of \$18,000, on a 12 month administrative contract.

NEW BUSINESS:
Staffing (cont.)

Dr. Fischer discussed Dr. Rankin's background and qualifications. He discussed the counseling services to be offered, pointing out that the primary emphasis of the Counseling Center would be educational, vocational and appraisal.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Dr. Schauer discussed the background and qualifications of John T. Warren, presented for employment as Chairman of the Division of Engineering and Related Technologies, to replace Robert C. Smith who is moving out of state.

Member Hansen moved and Member Moats seconded the motion for employment of Mr. John T. Warren as Chairman of the Division of Engineering and Related Technologies effective July 1, 1970, for 12 months (through June 30, 1971) with the academic rank of Associate Professor, at an annual salary of \$18,000.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Dr. Schauer discussed the background and qualifications of Robert B. Cormack, being presented for the position of Dean of Career Programs. Dr. Schauer stated that Mr. Cormack expected to receive his doctorate shortly. The Board requested that Dr. Schauer inform Mr. Cormack the Board had been given this information and would expect him to complete his degree.

Member Hansen moved and Member Nicklas seconded the motion for employment of Robert B. Cormack as Dean of Career Programs, effective July 1, 1970, for 12 months rank of Associate Professor, at a salary of \$20,500 per year.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

NEW BUSINESS:
Staffing

Dr. Voegel discussed the background and qualifications of Mr. Peter Philip Vander Haeghen for the position of TV Producer/Director. In the discussion which followed, Member Moats expressed his reservations on hiring for this position due to the failure of the referendum. Chairman Hamill pointed out the college had planned this particular program for a long time, and had a tremendous amount of expensive equipment and did not believe the specs should be changed because of the referendum. Member Moats stated he agreed with the program, but still had reservations.

Member Hansen moved and Member Haas seconded the motion to approve the employment of Peter Philip Vander Haeghen as TV Producer/Director, effective July 1, 1970, 12 months rank of instructor, at an annual salary of \$13,000.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Dr. Voegel discussed the background and qualifications of Mr. Jerry C. Holt for the position of a Graphics Design Coordinator. Member Moats stated his apprehensions expressed over the last position would apply also to this position.

Member Nicklas moved and Member Haas seconded the motion for employment of Mr. Jerry C. Holt as Graphics Design Coordinator, effective August 1, 1970 through June 30, 1971, for \$12,834.00 (annual rate of \$14,000.00), rank of Instructor.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Mr. Collister discussed the background and qualifications of Mrs. Therese Butzen for a position as Instructor in the field of mathematics.

Member Moats moved and Member Hansen seconded the motion for employment of Mrs. Therese Butzen, rank of Instructor, field of Mathematics, salary of \$9,500 for the 1970-71 academic year, 39 weeks, effective September 8, 1970.

NEW BUSINESS:
Staffing

In the discussion which followed, Dr. Morton stated he had just voted for two new directors with reservations. He stated he felt the salary for Mrs. Butzen was too low relative to the positions of the two new directors. Chairman Hamill stated salaries are based on age, experience and the labor market. Member Nicklas pointed out there is a budget consideration in each division. Mr. Collister stated the applicant had asked for \$8,000, and the college was offering \$9,500.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Morton

Mr. King discussed the background and qualifications of Mr. Edward Ponczek for a position as Instructor in the field of Sociology.

Member Moats moved and Member Haas seconded the motion for employment of Mr. Edward Ponczek, rank of Instructor, field of Sociology, salary of \$8,500, 39 weeks, for the academic year 1970-71, effective September 8, 1970.

Upon roll call, the vote was as follows:

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

Nays: Member Morton

Member Morton voted "no" because he thought the salary was too low.

Mr. Powell discussed the backgrounds and qualifications of Mrs. Patricia Anderson Smith in the field of Speech, Mrs. Lee Carolyn Kolzow for a position in the field of Reading, and Mrs. Leota Jean Prokop for a position in the field of English.

Member Nicklas moved and Member Moats seconded the motion for employment of the following:

Mrs. Patricia Anderson Smith, rank of Instructor, field of Speech, salary of \$9,300 for the 1970-71 academic year, 39 weeks, effective Sept. 8, 1970,

Mrs. Lee Carolyn Kolzow, rank of Instructor, field of Reading, salary of \$11,000 for the 1970-71 academic year, 39 weeks, effective Sept. 8, 1970,

NEW BUSINESS:
Staffing:
(cont.)

Mrs. Leota Jean Prokop, rank of Assistant Professor, field of English, salary of \$13,000 for the 1970-71 academic year, 39 weeks, effective Sept. 8, 1970.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats
Morton and Nicklas
Nays: None

Mr. Smith discussed the background and qualifications of Mr. Charles Kelly Barton for a position in the field of Engineering.

Member Hansen moved and Member Nicklas seconded the motion for employment of Mr. Charles Kelly Barton, rank of Associate Professor, field of Engineering, salary of \$15,000, 39 weeks, for the 1970-71 academic year, effective September 8, 1970.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas
Nays: None

Student Provost
Position

Dr. Harvey discussed the proposed position of Student Provost on a one year trial basis. This position was being proposed to see if it would contribute to the communication between the administration and the students. The student government had approved the position and agreed to contribute \$1500 from the student activity fund to support the office; the other \$1500 would be required from the educational fund.

Dr. Lahti suggested scholastic average should be considered on this position, and also stated he would not want to see this position undermine the president of the Student Senate. Dr. Harvey stated he felt the scholastic average would need to be a 2.5, but preferred to see it flexible with that as a rule of thumb. He stated this person would report to the student government and to the Vice President of Student Affairs. Donald Duffy, president of the Student Senate, added his recommendation, stating he felt problems could be worked out as they came up. Mr. Duffy, in answer to Member Morton's question, stated the Student Senate with recommendations from their executive committee

NEW BUSINESS:
Student Provost
Position (cont.)

would evaluate this position and the person's performance at the end of the year. Chris Pankratz, student, stated he could see the need for a student assistant, but was not quite sure this was the way it should be set up. He suggested possibly student government members could be reimbursed. Mr. Duffy stated the student government had shied away from reimbursing of officers. Jennifer Edwards informed the Board the student division of the IACJC had passed a resolution recommending a student provost. Member Nicklas questioned the words "twice a month" in reference to running polls, and suggested perhaps it should read "as needed." Dr. Lahti stated a full time student has a full schedule and suggested they might want to consider a sophomore, who would have gone through the first year adjustment period and would also be familiar with more people. Mr. Duffy stated he agreed it would probably be a sophomore.

Member Moats moved and Member Hansen seconded the motion to approve the establishment of a Student Provost position to begin July 1, 1970.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Computer Equipment
Upgrading

Dr. Lahti referred to Exhibit D, Computer Equipment Upgrading. He informed the Board that in the master plan for the computer at the time when the 360-30 was recommended, the administration had indicated the time would come when the college would have to move to the next size of a computer based on the work load. Dr. Lahti stated he had asked Roy Sedrel for a recommendation and Mr. Sedrel was recommending the college move to a Model 40 system. Dr. Lahti stated the other recommendation on the computer was from Ernst & Ernst, auditors. As the Board had not had time to study these recommendations, they agreed to postpone action on this until the May 28 meeting. Dr. Lahti informed the Board the college had placed the request for the Model 40 before the educational discount was discontinued which was last July 1. He stated this could be cancelled.

Academic Calendar
for 1970-71

Dr. Schauer discussed the proposed academic calendar for 1970-71 in Exhibit E. He stated the college had incorporated into this calendar all the new legal requirements for national holidays.

NEW BUSINESS:
Academic Calendar
for 1970-71
(Cont.)

Member Moats moved and Member Nicklas seconded the motion to approve the adoption of the Academic Calendar for 1970-71, as in Exhibit E.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton, and Nicklas

Nays: None

Award of Bid
for Lighting

Member Moats moved and Member Hansen seconded the motion to approve the award of bid for supplemental campus lighting to Wigdahl Electric Company in the amount of \$38,300.00, as per Exhibit F.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

Award of Bid
for Sodding of
Playing Field

Mr. Mann discussed the southwest corner, pointing out that the play field has no grass covering of any kind. He stated in order to provide the PE with a grass area in the fall, the administration felt they needed to sod at least the play field. Mr. Gelch discussed the need for this.

Member Hansen moved and Member Haas seconded the motion to award the bid for the sodding of the playing field to Jack Caughron Sod Company, in the amount of \$10,859, to be paid in accordance with the provisions on the contract documents.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Haas, Hansen, Moats,
Morton and Nicklas

Nays: None

Definition of
Professional
Expense

Dr. Lahti asked the Board to defer action on Exhibit G-- Definition of Professional Expense--as Dr. Schauer had not been able to clear this with all internal agencies of the college. The Board agreed.

~ Promotions

Dr. Lahti also requested that Exhibit H--Promotions-- be postponed. The Board agreed.

NEW BUSINESS:Tuition
Increase

Dr. Lahti distributed a statement concerning tuition increase. Mr. Mann pointed out the Long Range Financial Plan has always called for \$2.00 tuition increases. He stated in accelerating this he was suggesting a pattern which would accelerate what the college previously had. He stated even if the tuition were to be increased to \$12.00 this would not provide a significant amount of income when arriving at the total needs for the 70-71 college year. He pointed out there is still the question of Maine-Niles and the question of how many charge-back students Harper will have in the fall or next year.

Dr. Lahti stated if the Board were going to move on tuition, it should be done as soon as possible as it is only fair to let the summer school students know as soon as possible. Dr. Harvey stated this had been discussed with student government, but there had not been much reaction. Chairman Hamill stated there were people in the community who felt the college is not charging enough tuition. Chairman Hamill pointed out the Board wanted to keep an open door college, that 85% of the students work, and an increase of any magnitude should not be taken lightly. Member Nicklas stated in looking at the projections, she wondered if the Board would not have to consider a higher increase. Mr. Vaisvil discussed the study grant program and scholarships available. Chairman Hamill suggested the Board not decide on tuition increase at this meeting. Dr. Lahti suggested it be scheduled for action at the next meeting, in order to give summer school students some warning.

Chairman Hamill appointed Member Morton to serve on the budget committee, in place of Dr. Hutchings, former Board member. The budget committee would then consist of Chairman Hamill, Member Moats and Member Morton. A budget committee meeting was scheduled for Thursday, May 21, at 9:00 p.m.

Other

Dr. Schauer distributed and discussed the formula on summer school salaries. This followed the salary committee's negotiations and was not a change, it was just spelling it out.

Member Moats moved and Member Haas seconded the motion to approve the adoption of new salary provisions as stated in section 3.2 - 3.21 of the Policy Manual, as follows:

NEW BUSINESS:
Other (cont.)

3.2 Salary Provisions

3.2.1 Salary Program

The Harper College faculty salary program includes a system of rank and in addition provides remuneration of part-time, temporary, summer school and specially employed teachers.

A. Salary Program

	Instructor	Ass't.Prof.	Assoc.Prof.	Professor
RANGE	8,500 15,000	9,700 17,000	11,000 20,000	12,800 23,000

This program was approved by the Board of Trustees with the understanding that an acceptable evaluation system that is compatible with faculty rank in higher education will be initiated. It is recommended that this be in effect beginning the 1970-71 academic year.

B. Salary Schedule for Part-time and Temporary Teachers

Years 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.

NEW BUSINESS:
Other (cont.)

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.

C. Salary Schedule for Summer School

Summer school teaching salary will be reimbursed as follows:

$$\frac{\text{Salary}^*}{1} \times \frac{8}{36} \times \frac{X}{15} \times 80\%$$

*Contracted salary of previous academic year

X = the number of hours taught

D. 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.

Motion unanimously carried.

Dr. Harvey discussed a student activity fee for summer school students. He stated in the past there were no activities to offer them, so no fee was charged. Dr. Harvey stated the college would now be able to offer some activities and so was recommending a \$5.00 activity fee, as they are part-time students.

Member Haas moved and Member Nicklas seconded the motion that the student activity fee for summer school students be established at \$5.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

NEW BUSINESS:

Other (cont.)

Dr. Lahti requested the Board approve a resolution stating the college meets all vocational requirements required by the Illinois State Board of Vocational Education and Rehabilitation. Dr. Schauer affirmed that the college was meeting all requirements.

Member Haas moved and Member Moats seconded the motion that the Board of Trustees certify the application for reimbursements to the Board of Vocational Education and Rehabilitation, Vocational and Technical Division, State of Illinois, that Harper College meets the requirements of the board in all vocational and technical educational programs.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,
Morton and Nicklas

Nays: None

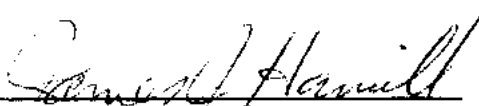
PRESIDENT'S
REPORT:

Dr. Lahti distributed to the Board a letter sent to the Northwest Educational Cooperative, and he stated this would be part of the consideration for growing computer services.

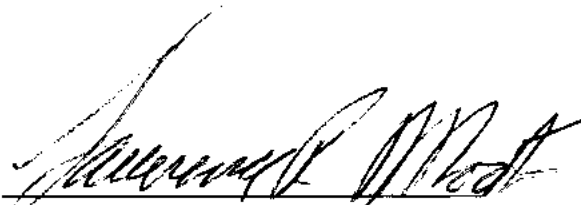
Dr. Lahti informed the Board of Trustees of his presentation on May 11, in Miami, on Harper College.

ADJOURNMENT:

Member Moats moved and Member Hansen seconded the motion that the meeting be adjourned at 12:02 a.m. Motion unanimously carried.



Chairman Hamill



Secretary Moats

WILLIAM RAINEY HARPER COLLEGE

May 11, 1970

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

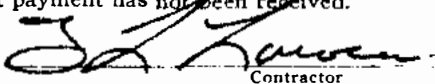
The following construction payout has been recommended by our architect and reviewed by the administration. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following:

Fridstein, Fitch & Partners	\$6,082.51
(architectural services)	

Certificate-Voucher

			IBA OFFICE USE ONLY		
Date of Issuance 3/24/70		User and Location William Rainey Harper College		Voucher Date	Voucher No.
Certificate No. 18		Project Description New Junior College-Palatine		Appropriation Title CONSTRUCTION	
Application No. 18		Social Security Identification Number: 36-2588767		Fund and Organization Unit Code 409-9090 153	
For Period from 8/28/69 to 1/20/70		Firm Name Fridstein Fitch & Partners Fitch Larocca Carington Jones		Expenditure Object	
Contract No. IBA 74-95	Contract Date	Number 351 East Ohio Street	Street	Code	Amount
Type of Work Architectural		City Chicago, Illinois	State Illinois	Zip Code 60611	

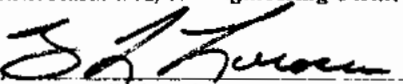
The present status of the account for the subject contract is as follows:

Original Contract Sum.....	\$ 734,763.00	Materials Stored	\$
Change Orders		Total Completed and Stored.....	\$ 150,697.23
Total Additions	\$ 15,210.00	Less% Retainage.....	\$
Sub Total	\$ 749,973.00	Less Previous Payments.....	\$ 144,614.72
	586,711.25	THIS CERTIFICATE	\$ 6,082.51
Total Deductions	\$ 12,223.15	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.	
Total Contract to Date.....	\$ 151,038.60	By: 	Contractor
Balance to Finish.....	\$ 341.37		
Total Completed to Date.....	\$ 150,697.23		

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 ~~SIX THOUSAND EIGHTY TWO DOLLARS AND 51/100~~ Dollars (\$ 6,082.51).

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are without prejudice to any rights of the Illinois Building Authority or contractor under their contract.

Architectural and/or Engineering Firm: FITCH LAROCCA CARINGTON JONES

By:  Registration No.: 01-5529 Date: 3/24/70
Registered Architect or Engineer

Approved: WILLIAM RAINY HARPER COLLEGE
User
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.

ABA 174

FITCH LAROCCA CARINGTON JONES

March 24, 1970

Illinois Building Authority
135 S. LaSalle Street
Chicago, Illinois

Job #5155
74-95-00


re: William Rainey Harper College

1.	Original Contract.....	\$12,246,046.00
2.	Additions (Change Orders 1-37 Corbetta)	253,502.34
3.	Total Construction Cost to Date (1/20/70)	<u>\$12,499,548.34</u>
4.	Fee: 6%	749,972.90
5.	Earned by Contractors to Date (1/20/70)	12,471,109.01
6.	Fee: 6%	748,266.54
7.	Fees Earned: 80% of 4.	599,978.32
	20% of 6.	<u>149,653.31</u>
8.	Total Fees Earned	\$ 749,631.63
9.	Less Received from Harper J.C.	586,711.25
	Less MBM Payment	12,223.15
	Less Received from I.B.A.	<u>144,614.72</u>
10.	AMOUNT NOW DUE	\$ 6,082.51

WILLIAM RAINEY HARPER COLLEGE

May 5, 1970

To: Dr. Robert E. Lahti, President

From: W. J. Mann, Vice-President of Business Affairs 

Subject: Final Report Concerning Change Orders for Phase Ia and b
Construction

Please find attached the final report showing a recapitulation of all change orders for Phase Ia and b. I know of no other change orders at this time. A brief summary of the report follows:

1. Errors	\$ 620.00	.005%
2. Omissions	90,050.64	.740%
3. Field Conditions	148,774.51	1.210%
4. Program Change	126,122.00	1.030%
5. Cabinets*	<u>111,000.00</u>	<u>.90%</u>
Total	476,567.15	3.885%
Less Cabinets	<u>111,000.00</u>	<u>.900%</u>
Net Total	<u>\$365,567.15</u>	<u>3.0%</u>
Base bid price (all trades)	\$12,246,046.00	
Final prices (all trades)	<u>12,722,613.15</u>	
Total Extras	<u>\$ 476,567.15</u>	

*These cabinets were originally omitted from the base bid by addendum and later added back to the project by change order.

cc: A. Dolejs
D. Mistic
R. Hughes

WILLIAM RAINEY HARPER - I CHANGE ORDER RECAPITULATION - MARCH 23, 1970

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
1	1	Culvert			\$ 837.20		
2	7	Sew Ej Basin			723.00		
3	-	Conc Platform			878.00		
4	-	Drain Tile			535.00		
5	-	Wp Nailers		\$11,165.00			
6	-	Peat			84,318.50		
7	-	Site Grading			5,940.00		
8.	-	Transf Vaults		5,268.00			
9.	-	Motor Op Doors		1,686.00			
10.	34	Welded Frames		794.00			
11.	-	Button Lock		(1,000.00)			
12.	10	Reinf Stl.		468.00			
13.	9	Ftgs.			1,365.00		
14.	42	St Sewer			799.00		
15.	54	Mtl Louvers		448.00			

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
16.	47	Temp Water			2,969.00		
17.	15	Strainers		(1,095.36)			
18.	39	Pkg Lot A			(1,500.00)		
19.	44	Valves		840.00			
20.	32A	Compr.		2,411.00			
21.	41	Pilasters		1,551.00			
22.	49	Exp Dev.		3,187.00			
23.	60A	Water Line			1,206.00		
24.	39A-1	Water Main			1,204.00		
25.	48	Culvert			1,655.00		
26.	51	Fixtures		3,217.00			
27.	57	St Sewer		1,437.00			
28.	92	Sci Equipment					11,000.00
29.	2	Incin.		629.00			
30.	62A	Cent Console			660.00		

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
31.	71	Sewer			2,306.00		
32.	97	Concl Return		2,471.00			
33.	70	Insulation		2,348.00			
34.	78	Roof Drain		995.00			
35.	96	Conc. Bm.		693.00			
36.	106	Roof Drain		825.00			
37.	110	Glass Supports		269.00			
38.	29A,38A, Etc.	Rev. Spaces				62,011.00	
39.	86	Void	-	-	-	-	
40.	83A	Stair Frame		5,905.00			
41.	43	Dim'g E				13,721.00	
42.	45D	De-Accel.			11,587.81		
43.	588	Sewer			11,977.00		
44.	88	Proj Screen				641.00	

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDIT ION</u>	<u>PROG CHG</u>	<u>OTHER</u>
45.	-	NC					
46.	102A	Void					
47.	112	Fixt Rev.				762.00	
48.	86	Transf Cab.		7,898.00			
49.	74	A.C. Chg.		508.00			
50.	-	NC					
51.	-	NC					
52.	-	NC					
53.	102A	Void					
54.	122	Junc. Boxes				653.00	
55.	128	Struct. Rev.		401.00			
56.	-	NC					
57.	-	NC					
58.	-	NC					
59.	99	Exp. Jts.		1,190.00			

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
59	151	Ret. Wall			1,100.00		
	152	Peat			1,500.00		
	153	Ftgs			450.00		
60	100A	"R" Grills		4,780.00			
61	129	Exc. Lake			900.00		
	130	Excov. "E"			3,200.00		
	147	Storm "D"			487.00		
62	-	NC					
63	73A	III Bell			2,165.00		
	94	Louvers		593.00			
	109	Poly Base		1,474.00			
64	112	Outlets				200.00	
	140	Trapeze	290.00				
	142	After Burner				366.00	
	95	Epoxy PT		355.00			

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
65	118	Lect Rooms				28,300.00	
	123	Struct A&D		3,000.00			
	126	Figs "D"			7,702.00		
	131	Excav. "F"			810.00		
66	121	"8" Boxes				5,870.00	
	133	Dimmers				2,768.00	
	134A	Stu Response				13,644.00	
67	87	Water at CC		273.00			
	91	Pump Volt	330.00				
	108	Core Holes			3,000.00		
68	137	B Boxes				902.00	
	104	Off. Rev C		1,100.00			
	113	3rd.FI.Rev."F"		9,332.00			
	114 &						
	141	3rd FI Rev "A"				4,600.00	

<u>CO#</u>	<u>PC#</u>	<u>DESCRIPTION</u>	<u>ERROR</u>	<u>OMMISSION</u>	<u>FLD CONDITION</u>	<u>PROG CHG</u>	<u>OTHER</u>
69	119	B Boxes				945.00	
	120	Power Data				3,285.00	
	124	Walks				(1,200.00)	
	125	Starters		599.00			
	132	2nd Fl. A				600.00	
70	146	Door Bucks		256.00			
	148	Steam by-pass				372.00	
	149	Gas Pilot				412.00	
	150A	Light to Air				323.00	
71	136	Elect Trench		756.00			
	144	Tree Lights		12,719.00			
	105	Plaster Clg		305.00			
		Sign Credit				(1,000.00)	
		Back Charge				(12,053.00)	

CO#	PC#	DESCRIPTION	ERROR	OMMISSION	FLD CONDITION	PROG CHG	OTHER
TOTAL CO=		476,567.15	620.00	90,050.64	148,774.51	126,122.00	111,000.00
% Of BB=		3.89% (2.98)*	.005	.74	1.21	1.03	.9*
AUG %=		3%	0.5	1.0	0.5	1.0	0

* Without \$111,000 For Ldb Equipment

BASE BID PRICE (ALL TRADES) : \$12,246,046.00
 FINAL PRICE (ALL TRADES) : \$12,722,613.15
 TOTAL EXTRAS : \$ 476,567.15 = 3.89

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

BILLS FOR APPROVAL
MAY 14, 1970

		<u>PAGES</u>
I.	BILLS PAYABLE	
	Educational Fund	\$101,500.20 7
	Building Fund	\$ 39,825.67 2
	Site & Construction Fund	\$ 42,255.49 1
	Bond & Interest Fund	\$159,997.39 1
	Auxiliary Fund	<u>\$ 23,020.82</u> 3
		<u>\$366,599.57</u>
II.	PAYROLLS	
	Payroll, April 30, 1970	\$157,210.78 14
	Estimated Payroll, May 1 to June 30, 1970	\$680,000.00 1
III.	IMPREST FUND (Approved by Board as part of I above)	\$ 10,246.89 5

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Addressograph Multigraph Co.	Duplicating Supplies-Office Supplies- Machine Maintenance	12819	\$ 587.08
Adex Machine Sale Co.	Machine Installation	12820	400.00
Norman C. Allhiser	Contractual Services	12821	539.75
Ams Press, Inc.	Library Books	12822	60.26
Louis Ancel	Legal Services	12823	1,425.00
The Associated Press	Wire Service	12824	122.00
Austin Book Shop	Library Books	12825	103.10
The Baker & Taylor Co.	Library Books	12826	219.66
Barnes & Noble, Inc.	Library Books	12827	28.56
Books for Libraries, Inc.	Library Books	12828	9.75
Joseph Boonin, Inc.	Library Books	12829	17.28
Campbell & Hall, Inc.	Library Books	12830	971.64
Capitol Discount Co.	Equipment Rental May	12831	90.00
Cherokee Bookshop	Library Books	12832	136.75
Chicago City College	Charge Back	12833	220.50
University of Chicago Press	Library Books	12834	32.52
Chronicle Guidance Publication	Office Equipment	12835	324.90
Colonial out of print Book Serv., Inc.	Library Books	12836	735.57
School District 21	Election Expense	12837	224.85
Continental H2O Services	Contractual Svcs.-Maintenance	12838	60.00
Council of Industrial Design	Library Subscription	12839	10.00
Derivation & Tab. Assoc.	Library Books	12840	175.50
Demco Educational Corp.	Library Supplies	12841	115.59
Eugene Dietzgen Co.	Instructional Supplies	12842	174.24
Easy Travel Service	Travel-G.Fischer, L.King, W.Hack, P.Lewis, R.Boeke, L.Szymaszek, J.Harvey, J.Nicklas, L.Owens, R.Miller, D.Stansbury	12843	1,391.00

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Editions	Library Books	12844	\$ 142.67
E & I Coop Service, Inc.	Trans. A V Equip. Instruc. Supplies	12845	261.86
Educational Aids Service	A V Supplies	12846	231.30
Editorial Projects for Education	Subscription	12847	27.50
Elk Grove Blueprint & Supplies	Blueprints	12848	7.80
Fahey Medical Center	Med. Exam. - J. Rasmussen	12849	15.00
Federal Surplus Property Section	Electronic Supplies	12850	79.60
Foundation Press, Inc.	Library Books	12851	27.00
Morton H. Friedman, MD	Med. Exam.-W. Von Mayr	12852	16.00
Rolling Meadows Prof. Center Lab.	Med. Exam. - J. Fuller	12853	3.00
Bernice Gardner	Medical Exam.	12854	20.00
The Garment Equip. Corp.	Instructional Supplies	12855	16.78
Harper & Row	Purchase - Film	12856	24.95
Heritage Bookshop	Library Books	12857	21.22
Hertzberg-New Method, Inc.	Binding	12858	402.75
Holiday Inn of Rolling Meadows	Recruitment-G.Conatore, C.R.Doty, In Service Seminar	12859	53.42
Holt Rinehart & Winston	Library Book	12860	25.25
Indiana Univ. A V Center	Purchase Film - Film Rentals	12861	162.50
IBM Corp.	Equip. Rental \$10,561.00 Machine Maintenance 310.20 Transportation 33.90		
Kelly Services, Inc.	Contractual Office Services	12862	10,905.10
John A Knudsen	Election Expense	12863	222.30
Library of Congress	Library Books	12864	24.00
Magna Visual, Inc.	A V Supplies	12865	300.00
		12866	39.35

WILLIAM RAINEY HARPER COLLEGE
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EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Manana	Library Subscription	12867	\$ 10.00
Henry C. Meier	Tuition Reimbursement	12868	60.00
Merchants Cash Register Co.	Equipment Rental	12869	50.00
Midwest Visual Equip. Co.	A V Supplies	12870	119.54
North Shore Equipment Co.	A V Equipment	12871	99.76
Paddock Publications	Want Ads-Election Exp., Newspaper Reprint	12872	1,308.01
Product Engineering	Library Subscription	12873	15.00
Prompt Printing Service	Printing-Transcript Forms	12874	155.75
Quintessence International	Library Subscription	12875	12.00
Ramparts	Library Subscription	12876	17.00
Reference Book Center	Library Books	12877	41.50
L.S. Riedel Dental Supplies	Instructional Supplies	12878	214.15
Frederic Ryder Co.	Printing	12879	74.25
Irene Y. Sanderson	Tuition Reimbursement	12880	60.00
Sargent Welch Scientific Co.	Instruc. Supplies & Equipment	12881	13,760.53
Janet Savin	Tuition Reimbursement	12882	80.00
Sears Roebuck & Co.	Instruc. Supplies & Equip.	12883	65.10
Silver Burdett Co.	Library Books	12884	47.33
Starr Book Shop	Library Books	12885	70.00
Stechert Hafner, Inc.	Library Books	12886	10.83
Strand Book Store, Inc.	Library Books	12887	52.88
Terminal Equip. Sales & Service	Equipment Rental	12888	306.21
Thomas Publishing Co.	Library Books	12889	39.75
United Visual Aids, Inc.	A V Equipment	12890	542.25
University Book Service	Library Books	12891	26.87
University Microfilms	Purchases - Microfilm	12892	805.00
Varityper Corp.	A V Supplies	12893	43.50
Western Concessions	Meeting Expense	12894	131.22
White Collar Girls of America	Contractual Office Services	12895	21.94

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
H. W. Wilson Co.	Library Books	12896	\$ 25.00
American Data Processing, Inc.	Library Book	12897	18.00
American Educational Films	Film Rental	12898	20.00
The Book Bank	Library Books	12899	13.20
R. R. Bowker Co.	Library Books	12900	110.00
Brodhead Garrett Co.	Instruc. Supplies, Art Equipment	12901	1,078.38
Epie Institute	Subscription	12902	70.00
Film Center, Inc.	Purchase - Film	12903	363.13
Gamma Photo Labs, Inc.	Office Supplies Advertising	12904	822.60
General Binding Corp.	Office Supplies	12905	64.43
CCM General Biological, Inc.	Instructional Supplies	12906	50.14
Hertz System, Inc.	Travel-J. Harvey, L. Collister	12907	106.29
Order from Horder	Office Supplies & Equipment	12908	115.64
Ill. Central Jr. College Dist. 514	Charge Back	12909	136.50
Industrial Education Films	Film Rental	12910	45.00
Karnes Music Co.	Meeting Expense	12911	20.25
L. J. Klemens, M.C.	Med. Exam. - J. Fuller	12912	19.00
Kraus Periodicals Co.	Publications	12913	165.76
Kraus Reprint Co.	Library Books	12914	337.89
Libbys Camera Co.	A V Supplies	12915	51.02
National Education Assoc.	Library Books-Instructional Supplies	12916	22.85
Northern Illinois University	Film Rental	12917	11.20
Palatine News Agency	Newspapers	12918	30.50
Practical Offset, Inc.	Printing - Brochures	12919	97.50
Prentice Hall Inc.	Library Books	12920	16.14
Presto Printers Products	Office Supplies	12921	10.00
Prospect Hts., Public Schools	Election Expense	12922	109.00
The Psychological Corp.	Voc. Library	12923	11.80

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Regent Products Co.	Art Supplies	12924	\$ 30.00
River Trails School Dist. #26	Election Expense	12925	26.16
Educational Film Library	Film Rental	12926	51.00
Twinbrook Medical Lab	Med. Exam. - P. Nydam	12927	9.00
Van Nostrand Reinhold Co.	Library Books	12928	29.63
Video Nursing, Inc.	Film Rental	12929	17.00
American Dental Assoc.	Library Subscription	12930	20.00
American Machinist	Library Subscription	12931	15.00
Arl. Hts., Public School Dist. #25	Election Expense	12932	224.33
Assoc. for Supervision & Curric.Devel.	Library Subscription	12933	10.55
W. P. Broms, Inc.	Contractual Services	12934	80.00
Chicago Tribune	Want Ads	12935	67.37
College & Univ. Personnel Assoc.	Publications	12936	25.50
Contemporary Films	Film Rental	12937	9.50
Concordia Publishing House	Library Books	12938	93.30
David J. Craig Bookseller	Library Books	12939	73.85
Decision	Contractual Services	12940	65.00
Easy Travel Service	Travel-J.Lucas, W.Mann, R.Stewart,		
Fortress Press	B.Gialdini, C. Rankin	12941	445.00
W. M. Gage	Library Books	12942	59.34
University of Illinois	Contractual Services	12943	10.00
College of Du Page	Film Rentals	12944	79.15
Kinsch Village Florist	Charge Back	12945	306.18
Lakeview Rubber Stamp Co.	Flowers	12946	8.00
LaSalle Messinger Paper Co.	Office Supplies	12947	7.80
Mt. Prospect Public School	Office Supplies	12948	13.79
	Election Expense	12949	217.77

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK NUMBER	CHECK AMOUNT
C.C. School District 59	Election Expense	12950	\$ 729.61
National A V Assoc.	A V Supplies	12951	17.00
Henk Newenhouse	Film Rentals	12952	49.90
Northwest Clean Towel Service	Contractual Services	12953	72.48
Northwest Letter Service	Contractual Services	12954	1,654.65
Univ. of Oklahoma Press	Library Subscription	12955	15.00
P. F. Pettibone & Co.	Election Expense	12956	7.43
Dun & Bradstreet, Inc.	Library Books	12957	108.50
Pryor Computer Time Sharing Co.	Equipment Rental	12958	115.13
D. L. Saslow Co.	Instructional Supplies	12959	59.64
Scholarly Press, Inc.	Library Books	12960	58.40
Servicemaster Communication Systems	Equipment Rental	12961	500.00
Story House Corp.	Library Books	12962	62.64
3M Business Products Sales	Equipment Repair	12963	23.37
Xerox Corporation	Equipment Rental	12964	360.33
Accounting Machines Sales & Service	Equipment Rental	12965	90.00
Argosy Book Stores	Equipment Rental	12966	110.65
Arlington Oil Co.	Library Books	12967	5.70
E. W. Boehm Co.	Instructional Supplies	12968	103.35
Carolina Biological Supply Co.	Printing Supplies	12969	99.13
C. C. School District 15	Instructional Supplies	12970	292.50
The General Camera Co.	Referendum Expense	12971	74.30
Frank M. Hines	A V Supplies	12972	1,185.00
Jenkins Music Co.	Legal Services	12973	448.27
Jr. College District #507	Instructional Supplies	12974	344.82
Labquip Corp.	Charge Back	12975	515.00
	Delivery & Set Up - Machinery		

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
College of Lake County	Charge Back	12976	\$ 525.00
Natl. Council of Teachers of Math.	Library Books	12977	46.83
Office Electronics, Inc.	Office Supplies	12978	357.60
Parrish Sporting Goods	Instructional Supplies	12979	711.05
Prentice Hall, Inc.	Publications	12980	114.00
Schiele Faierson Co.	Election Expense	12981	200.00
Sheikh Publications	Slides	12982	68.00
Singer	Machine - Maintenance	12983	26.15
Ned Singers Sport Supply	Instructional Equipment	12984	747.75
Triton Community College	Charge Back	12985	3,277.00
U. S. Book Exchange, Inc.	Library Subscription	12986	7.17
Univac Information Svcs. Div.	Contractual Services	12987	14.32
Universal Stationers, Inc.	Office Supplies	12988	12.10
Wilfred Von Mayr	Moving Expense	12989	875.00
William Rainey Harper College- Auxiliary Fund	To Pay Interfund Payables	12990	32,581.93
Imprest Fund	Reimbursement	12991	9,452.84
			<u>\$101,500.20</u>

To: Treasurer
 From: Board of Trustees

The above listed checks number 12819 to 12991 are hereby approved for payment.

Date of Approval: May 14, 1970

Chairman James J. Powell Secretary Lawrence R. Moore

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

BUILDING FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
American Industrial Service Co.	Contractual Services	1908	\$ 47.80
Fram Corporation	Custodial Supplies-Filters	1909	980.00
H-O-H Chemicals Inc.	Water & Fuel Treatment	1910	30.84
Liftomatic Elevator Co.	Contractual Services	1911	43.50
Northwest Metal Craft Studio	Fireplace Screens	1912	292.10
Village of Palatine	Contractual Services	1913	217.50
Sherman Hospital	Med. Exam.-R. Nagel	1914	10.00
Sinclair Oil Corp.	Fuel - Heating	1915	1,849.89
Arlington Auto Parts	Supplies	1916	127.62
Beckman Instruments	Utility Plant Supplies	1917	62.67
L. M. Brownsey Supply Co.	Custodial Supplies	1918	7.60
Gibson Electric Co.	Building Remodeling	1919	300.00
Hill-Behan Lumber Co.	Supplies	1920	14.90
Union Oil Co.	Gasoline	1921	9.26
Arrow Road Construction Co.	Road Supplies	1922	56.68
Control'd Engineering Supply Co.	Plant Utility Equipment	1923	47.90
Culligan Water Conditioning	Contractual Services	1924	9.75
Lakeview Rubber Stamp Co.	Office Supplies	1925	3.62
Northern Chemical Co.	Custodial Supplies	1926	447.90
Northwest Clean Towel Service	Custodial Supplies	1927	244.55
Palatine Welding & Engineering	Vehicle Expense	1928	136.52
Veto Sales & Service	Public Safety Supplies	1929	17.70
Burns Electronic Security Services	Contractual Services	1930	72.00
Commonwealth Edison Co.	Electricity	1931	293.73
Easy Travel Service	Travel - R. Hughes	1932	257.11
General Fire Extinguisher	Plant Utilities Equipment	1933	1,329.37
P & W Industrial Sales Inc.	Service Supplies	1934	10.20

BUILDING FUND EXPENDITURES -- MAY 14, 1970

PAYEE
 William Rainey Harper College
 Educational Fund
 William Rainey Harper College
 Educational Fund
 William Rainey Harper College
 Bond & Interest Fund
 Imprest Fund

<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
To Pay Interfund Payables - February	1935	31,568.03
To Pay Interfund Payables	1936	251.13
To Pay Interfund Payables	1937	991.10
Reimbursement	1938	94.70
		<u>\$39,825.67</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 1908 to 1938 are hereby approved for payment.

Date of Approval: May 14, 1970

Chairman *James H. Hamilton*

Secretary *James R. Mack*

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Void	Void	819	\$ Void
Andrew Belschner	DHEW Art Work	820	500.00
Adex Machine Sales Co.	Milling Machine-Reimbursable	821	2,541.15
Bergers Hardware	Gas Forge Furnace-Reimbursable	822	140.00
Corplex International Corp.	Audio Visual Equipment	823	29,588.60*
Cutters Exchange Inc.	Equipment - Cutters	824	35.74
Mt. Prospect Music Center	Musical Instruments-Reimbursable	825	3,690.00
Labquip Corporation	Instruct. Equip.-Testing Machine & Hardness Tester-Reimbursable	826	5,760.00
			<u>\$42,255.49</u>

* Approved by Board - December 18, 1969

To: Treasurer
 From: Board of Trustees

The above listed checks number 819 to 826 are hereby approved for payment.

Date of Approval: May 14, 1970

Chairman James J. Stewart

Secretary James J. Stewart

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BOND & INTEREST FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK NUMBER	CHECK AMOUNT
First National Bank of Chicago	Interest & Svc. Charge on 9/1/66 Bond Issue	110	\$ 66,875.00
First National Bank of Chicago	Interest & Svc. Charge on 12/1/66 Bond Issue	111	71,143.13
William Rainey Harper College Building Fund	Interfund Payable-Tax Receipts	112	266.73
William Rainey Harper College Educational Fund	Interfund Items-Taxes Receipts	113	21,712.53
			<u>\$159,997.39</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 110 to 113 are hereby approved for payment.

Date of Approval: May 14, 1970

Chairman

James J. Hamilton

Secretary

James R. Matz

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

AUXILIARY FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Allen Brothers Inc.	Purchases - Food	1792	160.47
Amlings Flowerland	Flowers	1793	12.50
Canada Dry Corp.	Purchases - Food	1794	85.50
Clark Products Inc.	Purchases - Supplies	1795	207.42
Control Data Corp.	Printing - Purchase & Refund Voucher		
Food Marketers	Purchases - Food	1796	306.18
Lou Gordon Provision Co.	Purchases - Food	1797	335.04
General Foods Corp.	Purchases - Food	1798	470.35
Goldenrod Ice Cream Corp.	Purchases - Food	1799	112.30
Geo. H. Hathaway & Co.	Purchases - Food	1800	79.81
The Hobart Mfg. Co.	Purchases - Food	1801	105.60
Hoskins Motor Leasing	Cafeteria Equipment	1802	188.00
Illinois Bell Telephone Co.	Vehicle Expense	1803	222.80
ITT Continental Baking Co.	Phone Service	1804	38.42
Krunchee Potato Chips	Purchases - Food	1805	25.65
Kraft Foods	Purchases - Food	1806	93.20
Marano Bros.	Purchases - Food	1807	89.51
Melrose Farms Co.	Purchases - Food	1808	621.31
The Nedlog Co.	Purchases - Food	1809	62.02
Northwest Clean Towel Service	Purchases - Food	1810	94.40
Obee Institutional Food Service	Contractual Services	1811	120.28
Oscar Mayer & Co.	Purchases - Food & Supplies	1812	74.00
Portapit Inc.	Purchases - Food	1813	85.94
Random House Inc.	Athletic Equipment	1814	1,537.19
B. A. Railton Co.	Purchases - Books	1815	46.63
John Sexton & Co.	Purchases - Food	1816	165.45
Silvercup Bakeries Inc.	Purchases - Food	1817	84.75
		1818	62.00

AUXILIARY FUND EXPENDITURES -- MAY 14, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Standard Brands Inc.	Purchases - Food	1819	111.45
Boorum & Pease Co.	Purchases - Supplies	1820	130.70
K & R Delivery	Freight on Supplies	1821	5.50
Collegiate Mfg. Co.	Purchases - Supplies	1822	92.38
Edward Don & Co.	Cafeteria Equipment	1823	52.95
Federal Office Products	Purchases - Supplies	1824	17.01
Harper Assoc. of Marketing Management	Ad in Directory	1825	40.00
Inland Book Distributors	Purchases - Books	1826	87.42
Keep 'N Touch Greeting Cards	Purchases - Supplies	1827	15.96
Palatine News Agency	Newspapers	1828	30.89
Rico Leather Specialty Co.	Purchases - Supplies	1829	57.20
Spirico Inc.	Purchases - Supplies	1830	263.95
John Willy Inc.	Purchases - Books	1831	13.85
Writing Sales	Purchases - Supplies	1832	310.13
Russ Berrie & Co.	Purchases - Supplies	1833	76.80
Burks Carbonic Co.	Purchases - Food	1834	23.00
Celestial Arts	Purchases - Supplies	1835	62.10
Champion Products Inc.	Purchases - Supplies	1836	126.25
Doubleday & Co.	Purchases - Books	1837	60.28
Elgin Paper Co.	Purchases - Supplies	1838	96.85
Matt Ellsworth	Track Official	1839	15.00
W. D. Klingenberg	Book Purchase Fund	1840	2,000.00
W. D. Klingenberg	Book Purchase Fund	1841	2,000.00
W. D. Klingenberg	Book Purchase Fund	1842	2,000.00
W. D. Klingenberg	Book Purchase Fund	1843	2,000.00
W. D. Klingenberg	Book Purchase Fund	1844	2,000.00

AUXILIARY FUND EXPENDITURES -- MAY 14, 1970

PAYEE
 W. D. Klingenberg
 W. D. Klingenberg
 Wm. Morrow & Co.
 W. W. Norton & Co.
 Penguin Books Inc.
 Prentice Hall Inc.
 Regent Products Co.
 The Viking Press Inc.
 William Rainey Harper College
 Building Fund
 Imprest Fund

DESCRIPTION

Book Purchase Fund
 Book Purchase Fund
 Purchases - Books
 Purchases - Books
 Purchases - Books
 Purchases - Books
 Purchases - Books
 Purchases - Supplies
 Purchases - Books
 To Pay Interfund Payables
 Reimbursement

CHECK NUMBER

1845
 1846
 1847
 1848
 1849
 1850
 1851
 1852

CHECK AMOUNT

2,000.00
 3,000.00
 3.71
 110.34
 15.03
 4.94
 78.14
 107.52
 308.93
 215.82
\$23,020.82

To: Treasurer

From: Board of Trustees

The above listed checks number 1792 to 1854 are hereby approved for payment.

Date of Approval: May 14, 1970

Chairman

James J. Hamilton

Secretary

William J. Mat

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS

April 20, 1970 to May 4, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
William J. Ramser M. D.	Medical Expense	8459	\$ 28.00
Flora Brown Wurtz M. D.	Medical Expense	8460	60.00
John Zimka	Tuition Refund	8461	24.00
---VOID---	-----	8462	-----
Mary A. Kobler	Tuition Refund	8463	82.80
Marie Marsh	Tuition Refund	8464	10.00
Kroch's & Bretano's	Professional Books	8466	32.03
---VOID---	-----	8465	-----
Dolores F. Crane	Travel Expense		107.29
	Travel Advance		(90.00)
		8467	17.29
Kinsch Village Florist	Flowers	8468	12.00
Frank Borelli, Petty Cash	Reimbursement	8469	32.00
Frank Borelli, Change Fund	Reimbursement	8470	27.00
American Educational Research Association	Membership	8471	25.00
Postmaster, U. S. Palatine	Postage-Referendum	8472	15.00
Charles F. Falk	Travel Advance	8473	50.00
Robert R. Zilkowski	Travel Advance	8474	66.00
Franklyn G. McClintock	Travel Advance	8475	50.00
Donald T. Sedik	Travel Advance	8476	100.00
Roy G. Kearns	Travel Advance	8477	375.00
High School District #214 Administration Center	Advertising	8478	5.00
---VOID---	-----	8479	-----
---VOID---	-----	8480	-----
Phi Delta Kappa	Subscription	8481	9.00
Mrs. Fred Nicklas	Travel Advance	8482	50.00
Dr. Robert E. Lahti	Travel Advance	8483	200.00
National Council for the Social Studies	Library Book	8484	6.00
C. H. Schauer	Meeting Expense	8485	18.25
C. H. Schauer	Travel Expense	8486	23.20
Betty Gialdini	Travel Advance	8487	100.00
James J. Hamill	Travel Expense	8488	26.65
George Makas	Travel Expense	8489	9.50
Bob Tillotson	Travel Expense	8490	44.75
Jossey-Bass Inc, Publishers	Vocational Books	8491	8.50
Janet Liptrap	Travel Expense	8492	17.80
Robert G. Held	Travel Expense	8493	10.00
Angela J. D'Aversa	Travel Advance	8494	59.00
W. D. Klingenberg	Travel Expense		115.75
	Travel Advance		(65.00)
		8495	50.75

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
William R. Foust	Travel Expense	140.12		
	Travel Advance	(133.25)	8496	\$ 6.87
Association of American Medical Colleges	Vocational Library		8497	4.00
The John Hopkins Press	Library Subscription		8498	9.40
The Regents of the University of California	Library Subscription		8499	4.00
The Sociological Quarterly University of Missouri	Library Subscription		8500	7.00
Robert E. Lahti	Travel Advance		8501	100.00
Conference Registrar	IACJE Conference	44.50		
		37.50		
		19.00	8502	101.00
Postmaster, Palatine, Ill.	Postage for meter		8503	1000.00
D. M. Mistic	Meeting Expense		8504	16.45
Mr. Ted Haydon, Track Coach	Entry Fee		8505	15.00
Guerin Fischer	Recruitment		8506	27.40
Robert Thieda	Travel Advance		8507	40.00
Mrs. Fred Nicklas	Travel Advance		8508	50.00
Larry Moats	Travel Advance		8509	50.00
Richard Miller	Travel Advance		8510	31.50
D. Stansbury	Travel Advance		8511	46.00
John Novak	Travel Advance		8512	40.00
Raymond Hylander	Travel Expense		8513	180.00
John Novak	Travel Expense	9.20		
		3.30	8514	12.50
Robert Powell	Travel Expense	366.68		
	Travel Advance	(300.00)	8515	66.68
Elmer Gorham	Travel Expense		8516	7.45
Charles L. Joly	Travel Expense		8517	17.70
Cal Stockman	Travel Expense		8518	20.75
Lynn C. Wohlford	Travel Expense		8519	21.36
---VOID---	-----		8520	-----
---VOID---	-----		8521	-----
William Nelson	Travel Expense	100.29		
	Travel Advance	(80.00)	8522	20.29
Ronald Bensema	Travel Expense	115.55		
	Travel Advance	(100.00)	8523	15.55
Robert Boeke	Travel Expense	99.45		
	Travel Advance	(95.00)	8524	4.45
Lorraine Hamm, Petty Cash	Reimbursement	12.50		
		14.35	8525	26.85
University of Kentucky	Professional Books		8526	7.50
Forensic Publishing Co.	Library Subscriptions		8527	5.00
College of Pharmacy	Publication		8528	2.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
American Association of Junior Colleges	Publications		8529	\$ 4.68
Trans-Mark Travel	Recruitment		8530	66.00
Illinois Association of School Business Officials	Registration fee	8.00		
	Dues	5.00	8531	13.00
James Harvey	Meeting Expense		8532	45.00
Carol J. Wortham	Administrative Seminar		8533	290.75
Dr. George Yee	Recruitment		8534	9.00
Dembar Educational Research Services Inc.	Publications		8535	3.95
Strickland Systems	Freight on Books		8536	8.60
Allan V. Novelli	Tuition Refund		8537	26.35
Anton Dolejs, Parking Refunds	Reimbursement		8538	59.00
---VOID---	-----		8539	-----
Larry King	Travel Advance		8540	84.00
C. H. Schauer	Travel Advance		8541	75.00
Henry J. Kurowski	Travel Advance		8542	116.00
E. A. Goodwin	Travel Advance		8543	40.00
Dr. C. H. Schauer	Travel Advance		8544	100.00
Fred A. Vaisvil	Travel Expense	73.00		
	Travel Advance	(63.00)	8545	10.00
John Knudsen	Meeting Expense		8546	4.70
James Harvey	Meeting Expense	7.00		
		9.07	8547	16.07
John Gelch	Travel Expense		8548	39.90
Frank L. Borelli	Travel Expense		8549	12.85
Mrs. Nadia Andrushko	Travel Expense		8551	36.93
---VOID---	-----		8550	-----
Mrs. Halina Goldsmith	Travel Expense		8552	34.09
Patricia Connolly	Travel Expense	103.04		
	Travel Advance	(98.00)	8553	5.04
Barbara Kaufman	Travel Expense	100.74		
	Travel Advance	(98.00)	8554	2.74
Meyer Rudoff	Travel Expense		8555	17.25
William F. Hack	Travel Expense		8556	23.80
Roger A. Mussell	Travel Expense		8557	13.40
Donald W. Collins	Travel Expense		8558	11.45
Joanne L. Heinly	Travel Expense		8559	44.20
John H. Upton	Meeting Expense		8560	4.20
Barbara Kaufman	Travel Expense		8561	16.00
John H. Thompson	Travel Expense		8562	17.70
Mrs. Margie Pike	Travel Expense		8563	17.04
Mrs. Jean Lytle	Travel Expense		8564	34.09
Mrs. Susan Neu	Travel Expense		8565	34.09
Mrs. Susan Davidson	Piano Accompanist		8566	10.00
Joanne L. Heinly	Travel Expense		8567	14.90

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
NEA Publications	Library Book	8568	\$ 3.50
University of Michigan	Registration Fee	8569	150.00
University of Pittsburgh Press	Vocational Library	8570	1.87
Harvard University	Registration & Conference	8571	75.00
Donald M. Misic	Meeting Expense	8572	20.00
Rebecca Holthaus	Tuition Refund	8573	12.60
Dolores Crane	Travel Advance	8574	210.00
---VOID---	-----	8575	-----
Mary Schott	Salary Advance	8576	200.00
Jerry Jenkins	Salary Advance	8577	300.00
Dr. Robert E. Lahti	Travel Advance	8578	250.00
Joanne L. Heinly	Travel Advance	8579	110.00
Tom Cifani	Contractual Services	8580	42.50
Jean Lindner	Contractual Services	8581	42.50
Jim Middleton	Contractual Services	8582	42.50
Gene Moulton	Contractual Services	8583	42.50
Ed Beyer	Contractual Services	8584	42.50
Mr. Edward Kaplan	Contractual Services	8585	42.50
John R. Birkholz	Travel Advance	8586	50.00
Dembar Educational <i>Research Services Inc.</i>	<i>Publishers Fee</i>	<i>8587</i>	<i>36.00</i>
Lee Owens	Honors Tutorial	8588	200.00
Marilyn Swanson	Honors Tutorial	8589	200.00
Diane Callin	Honors Tutorial	8590	200.00
Karen Keres	Honors Tutorial	8591	100.00
Frank Smith	Honors Tutorial	8592	200.00
Frances Maquire	Honors Tutorial	8593	200.00
Janet Savin	Honors Tutorial	8594	100.00
Kentucky Fried Chicken	Election Expense	8595	4.80
American Program Bureau	Dedication Speaker	8596	1500.00
Dr. Omar Olson	Travel Expense		220.96
			(209.00)
		8597	11.96
Joanne L. Heinly	Travel Expense	8598	35.00
Robert M. Powell	Travel Expense	8599	18.30
Dr. Guerin Fischer	Travel Expense		80.75
	Travel Advance		(75.00)
		8600	5.75
Meyer Rudoff	Travel Advance	8601	141.00
Omar L. Olson	Travel Expense	8602	22.60
Robert M. Powell	Travel Expense	8603	58.14
Dr. John A. Lucas	Travel Expense	8604	10.00
Joyce Ann Nolen	Travel Expense	8605	48.83
Michael W. Bartos	Travel Expense	8606	10.80
Charles R. Doty	Recruitment	8607	72.19
Lynn C. Wohlford	Travel Expense	8608	4.47
Charles M. Farwell	Tuition Refund	8609	9.75

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Paula Florman	Tuition Refund	8610	\$ 48.00
Patricia G. Mecko	Refund-Continuing Education	8611	6.00
Arthur C. Bergo	Refund-Continuing Education	8612	10.00
Mary Margaret Bergo	Refund-Continuing Education	8613	10.00
Publications Office American Association of Junior Colleges	Instructional Supplies	8614	1.50
Libra Publishers Inc.	Library Subscription	8615	10.00
Chauncy Henderson	Medical Examination	8616	5.00
John Gelch	Athletic Supplies	8617	7.00
The Journal of Experimental Education	Publications	8618	45.60
Colgate Professional Services Department	Instructional Supplies	8619	3.00
John Gelch	Instructional Supplies	8620	4.60
American Insurance Assoc.	Library Book	8621	2.50
Telma Hummel	Tuition Refund	8622	21.20
Madelaine C. Stanko	Tuition Refund	8623	17.80
Ronald B. Olson	Refund-Continuing Education	8624	8.00
Show Magazine	Library Subscription	8625	6.00
---VOID---	-----	8626	-----
Edward Goodwin, Petty Cash	Reimbursement	8627	49.97
Barbara May, Petty Cash	Reimbursement	8628	173.67
William Mann	Travel Advance	8629	84.00
Illinois Society of Professional Engineers	Film Rental	8630	5.00
---VOID---	-----	8631	-----
---VOID---	-----	8457	(5.50)
---STOPPED---	-----	8440	(57.00)
			<u>10,246.89</u>

Reimbursement:

Educational Fund	\$ 9,452.84
Auxiliary Fund	215.82
Building Fund	94.70
Trust & Agency Fund	483.53
	<u>\$10,246.89</u>

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

To: Treasurer

From: Board of Trustees

Subject: Approval of Estimated Payroll Expenditures
May 1, 1970 to June 30, 1970

The following estimated payrolls in the amount of \$680,000.00
are hereby authorized for payment:

May 1 to 15, 1970	
Regular Payroll	\$170,000.00
May 16 to 31, 1970	
Regular Payroll	\$170,000.00
June 1 to 15, 1970	
Regular Payroll	\$170,000.00
June 16 to 30, 1970	
Regular Payroll	<u>\$170,000.00</u>
	<u>\$680,000.00</u>

Date of Approval: May 14, 1970

ASSOCIATION OF GOVERNING BOARDS
OF UNIVERSITIES AND COLLEGES

One Dupont Circle, N.W., Suite 720 • Washington, D.C. 20036 • 202-296-8400

J.L. Zwingle, *Executive Vice President*

May 8, 1970

Dr. Robert E. Lahti
President
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

Dear Dr. Lahti:

At the urging of a group of presidents and trustees, this Association is planning a regional conference to be held June 25-26 at the Arlington Park Towers Hotel, Arlington Heights, Illinois. A preliminary statement of program is enclosed.

As part of the expanding program of A G B, other regional conferences are being planned. Institutions unable to be represented at one meeting are thereby provided additional opportunities.

I hope we may count on representation from your board and administration. A prompt reply will assist in completing the plans for this conference.

Sincerely yours,

Eugene Power
Eugene Power
Chairman

Enclosure

Be info.

John B. B.

This is a sample.

ASSOCIATION OF GOVERNING BOARDS
of Universities and Colleges
One Dupont Circle, N.W. Washington, D.C. 20036

June 25-26, 1970 Midwest Regional Conference
Arlington Park Towers*
Arlington Heights, Ill.

Preliminary Program Information

T O P I C S

"Management and Collective Bargaining on the Campus"

"Tenure and Teacher Effectiveness"

The program is designed for discussions of these topics as they affect all types of institutions--the university, the 4-year college and the two-year college.

Spokesmen and discussion leaders from each type of institution will participate. Further details about the program will be announced soon.

Registration and
Reservation cards
Enclosed

Opening session:
10 A.M. June 25
Closing after
Luncheon session
June 26

*Limousine service from O'Hare Airport

May 13, 1970

Dr. R. E. Lahti
President
William Rainey Harper College
Palatine, Illinois

Dear Dr. Lahti:

I am aware of the fact that I have not gone through the proper procedures to be given permission to speak to the Trustees of Harper College, but because of the events that have taken place in the last few days I would like to be heard.

As a concerned taxpayer, who helped support this college, I am one of the people who voted against the March referendum. I am willing to tell the Board of this institution why I feel so many of the taxpayers of the Harper College district failed to support this referendum, and to tell them my reactions to the events of the last few days.

Sincerely,

Mrs. Chester Pointer
601 Oriole Lane
Mt. Prospect, Illinois

telephone: 392-1215

Dictated by Mrs. Pointer by telephone on May 13, 1970 to Dr. Lahti's office.

Presented by Mrs. C. Pointer, at the regular Board Meeting, May 14, 1970.

Mr. Chairman, members of the board and fellow citizens: I thank you for your courtesy in allowing me to speak to you.

Before I start I want to make it clear that I speak for no one but myself and my husband. We are taxpayers in this community. I have never met anyone on this board, the administration or faculty except perhaps two men I met when they were at our local high school. I do not know them personally. As such I want to give you the impressions of a taxpayer supporter who is completely without communications with this school except for the public news media, which I do follow closely.

My husband and I are part of that vast army of home owners with very moderate income, facing retirement soon, we have no children in this school, and none growing up; as such we have nothing to gain personally from this school. Because we consider education important to our society we voted for and supported it from its start because we felt it was needed and were proud to be a part of building it. The vast majority of taxpayers are in similar circumstances or they are young people starting their families on whom the present taxes are a real burden. The number of families who have members in this school is small compared to the total tax list. Therefore, most of them have no more contact with the school than I have. Like Will Rogers, "I know only what I read in the papers."

Last week the students at this school had a demonstration. It may have gone unnoticed by them but in March the taxpayers had a demonstration of their own. Their message was loud and clear,----they would not dig deeper to support this school!! Have you ever asked "WHY?"

My husband and I had never failed to support a school bond until the March referendum and I am here to tell you why.

Several years ago a group of dedicated persons conceived the plans for this college. They worked with all their heart, soul, energy, night and day, spending their money to promote it. Speaking to any group that would listen, begging support for this institution that was so badly needed for the students that in many cases could not otherwise continue their education. I do not know the names of these persons. Personally I salute them. They deserve the highest honor and respect from Harper College and this community. They gained the support of the community and we elected our first Board of Trustees and Harper College was born. Few of us realize the tremendous time, work, and responsibility that went into the organization of a new college, but they produced for us a college that every member of this community can point to with pride. The youth of this area have opportunities that many others envy. Through it all the board was responsive to the wishes of the voters who supported them. We in turn had complete confidence in them.

Eventually there began to come to our attention the newspaper accounts of disagreements between the board, the administration, the faculty and students. To the eyes of an outsider it looked very much as if some member of the administration or the faculty were acting much more in their own

interest than in the interest of the school. I could not tell which it was but the controversy grew with the demands of some of the faculty for more power and what looked to me like the attitude that once they were hired they were entitled to a lifetime job to do as they please with out any accounting to the board. To persons who work in industry and other walks of life, where you must either carry out the policies of the boss or lose your job, this is an attitude that made me begin to doubt if I were putting my money in the right place. When these controversies continued with repeated cries of foul by the faculty, even to the point of a law suit against the college and a member of the board filed by a member of the faculty who had not been offered another contract, and this was supported by other school personnel, I concluded that at least some members of the faculty were only slightly interested in supporting the policies of the board we had elected. Under our archaic court system this suit might be upheld and that individual teacher will benefit. But the discussion in many coffee klatches convinced me that if it is upheld many others like me will be less inclined to support educational institutions where the personnel have life tenure regardless of performance: so that one teacher's gain is the school's loss and a loss to all teachers in the long run.

Next we were deluged with the fact that the students felt they were not being heard and it was necessary to put a student on the board so that they will be represented. This was accomplished because of the complacency of the voters, but the reactions were immediate in the coffee klatches, and people began to wake up to the importance of their vote that wasn't cast. Again the victory of a few resulted in the loss of much support for the school. Very few people are content to have a twenty-one year old student who is here still being educated, making decisions on spending the millions of dollars in the hands of the board and planning the education of other students.

At the last trustee election we were treated to the spectacle of some of the candidates soliciting funds from members of the faculty and openly using the school and facilities to campaign. In spite of the fact there is no law against this, the lack of ethics cannot be condoned. To an outsider looking in that could only produce a trustee obligated to the interest of the students and the faculty members who supported him. All these things seem to me to point in the direction of some personnel who were working to set up a power structure in the school that was undermining the board and the community who employs them.

In spite of all these birth pains we have one of the best schools in the country. The students are of top caliber, there has been remarkable lack of department problems for which I commend the students. Most of the students have been willing to take their requests through channels and realize that the policies of the school must be set by the board who is responsible to the people who pay the bills.

You know that opinions are greatly divided as to whether the flag should have been lowered for the students from Kent State. Many people feel that

the young National Guardsmen who were protecting the university buildings from the vandals is far more to be pitied: for he is facing punishment brought on by the violence of the students. This is why the reactions of this community was so strong when a few irresponsible students took it as their right to lower the United States flag to half mast without consent. That flag was presented to the school with the assumption that it would be honored and respected, not used by individuals as a toy to display their personal feelings.

These actions should not be passed over lightly without reprimand of the offenders. This activity is detrimental to the support of this school as demonstrated by the petition brought by a citizen to the last board meeting. 215 voters can swing the results in a school bond issue.

To the teacher whom the faculty has elected as their senate leader, the one chosen by the faculty to represent them to the people, who last week characterized us as a "conservative population who doesn't support the school and never has," I would say that we are largely a conservative population but we embrace all ideologies and live together in comparative peace. Never has a school been better supported by its taxpayers than this. Although I personally don't know those members of the John Birch Society, they pay the same taxes and tuition as the liberals. As for catering to the John Birch Society you as a teacher are obligated to give those students the same consideration as the others. It is such statements that were made last week that make many of us doubt the value of higher education. I did not have to go to college to learn that the people in this community and students at this college are not liberals, conservatives, black or white, but basically human beings.

Somehow the idea has been instilled into some students and personnel that this college belongs to them. I would be the first to say that there should be school spirit and school pride among them. We built it for the use of the students and for their benefit. However, this school is not their home as suggested by one speaker. Just as my husband's place of business is not his home. He has no more right to dictate the administration of his place of employment than the personnel of these buildings have to dictate here. This college is a public building, it belongs to the public and not the inhabitants.

The Student Senate president stated that he could no longer be "objective" because he found the students could only make recommendations, he is so right! Had he been objective in his actions he would have had a petition for and one against the flag lowering and passed them both around without pressure. He might have been surprised at the results. After all he is the president of the conservative students as well as the liberals. In a poll today at Hersey High School they voted four to one against lowering the flag at that school.

If the students of this school have a request there are channels for them to send it to the Board. You may get a "Yes!" or you may get a "No!" A negative answer does not mean you have not been heard as you often think. It

means that this board has to be responsible to the people for their action.

This college has no endowments, its sole income is from taxes and tuition. The more the individuals of this area are willing to contribute the less it will cost the students and the more you can grow. I would be much happier if I could feel my money is being used to improve the college instead of paying lawsuits.

I am concerned for the future of this institution. The people are not blind, the things I have noticed many others have seen too. You are a young college, not yet complete. Many people have withdrawn their support because of the information they have received in the same way I have. I do not know the story behind the story. I must decide to give or withhold my support by what I learn of the activities of the board, administration, faculty and students. We have no other way to gauge this college which can only go two ways - grow or decline. Without public support you can't grow. There will be other students after these who will need education. I personally did not withhold my support for this last referendum because I absolutely could not find the money, but because I felt this school was not using the money I pay to the best of its ability: so why give more?

I have talked to many other taxpayers like me. I am sure that if you can work out your problems! If all the elements get behind the board and cooperate instead of dividing you can regain our support. But if you flaunt the things we the supporting community have provided for you in our faces and deride standards and morals we hold dear: we will continue our demonstrations at the polls when you periodically call on us at referendum time.

I have touched on a few of the things that lost my support. If you want more help from the voters then each of you should work to see that no adverse action of yours reaching us through the news media causes further loss of support. Let us see instead a college we can be happy to uphold. A Harper College that belongs to us all.

Mr. Chairman, Members of the board and fellow citizens:

I thank you for your courtesy in allowing me to speak to you.

Before I start I want to make it clear that I speak for no one but myself and my husband. We are taxpayers in this community. I have never met anyone on this board, the administration or faculty except perhaps two men I met when they were at our local High School. I do not know them personally. As such I want to give you the impressions of a taxpayer supporter who is completely without communications with this school except for the public news media, which I do follow closely.

My husband and I are part of that vast army of home owners with very moderate income, facing retirement soon, we have no children in this school, and none growing up; as such we have nothing to gain personally from this school. Because we consider education important to our society we voted for and supported it from its start because we felt it was needed and were proud to be a part of building it. The vast majority of taxpayers are in similar circumstances or the are young people starting their families on whom the present taxes are ~~and~~ a real burden. The number of families who have members in this school is small compared to the total tax list. Therefore most of them have no more contact with the school than I have. Like Will Rogers " I know only what I read in the papers".

Last week the students at this school had a demonstration. It may have gone unnoticed by them but in March the taxpayers had a demonstration of their own. Their message was loud and clear,----they would not dig deeper to support this school!! Have you ever asked "WHY"?

My husband and I had never failed to support
My husband and I had never failed to support a school bond until the March referendum and I am here to tell you why.

Several years ago a group of dedicated persons conceived the plans ~~for~~ for this college. They worked with all their heart, soul, energy night and day, spending their money to promote it. Speaking to any group that would listen, begging support for this instution that was so badly needed for the students that in many cases could not otherwise continue their education. I do not know the names of these persons, personally I salute them, they deserve the highest honor and respect from Harper College and this community. They gained the support of the community and we elected our first board of Trustees and Harper College was born. Few of us realize the tremendous Time, Work, and responsibility that went into the organization of a new college, but they produced for us a college that every member of this community can point to with pride. The youth of this area have oppertunities that many others envy. Through it all the board was responsive to the wishes of the voters who supported them. We in turn had complete confidence in them .

Eventually there began to come to our attention the newspaper accounts of disagreements between the board , the administration, the faculty and students. To the eyes of an outsider it looked very much as if some member of the administration or the faculty were acting much more in their own interest than in the interest of the ~~school~~ school. I could not tell which it was but the controversy grew with the demands of some of the faculty for more power and what looked to me like the attitude that once they were hired they were entitled to a lifetime job to do as they please without any accounting to the board. ~~to~~ persons who work in

Handwritten notes and signatures in the top left corner, including a circled number '397'.

INDUSTRY AND OTHER WALKS OF LIFE WHERE YOU MUST EITHER CARRY OUT THE POLICIES OF THE BOSS OR LOSE YOUR JOB THIS IS AN ATTITUDE THAT MADE ME BEGIN TO DOUBT IF I WERE PUTTING MY MONEY IN THE RIGHT PLACE. WHEN THESE CONTROVERSIES CONTINUED WITH REPEATED CRIES OF FOUL BY THE FACULTY EVEN TO THE POINT OF A LAW SUIT AGAINST THE COLLEGE AND A MEMBER OF THE BOARD, FILED BY A MEMBER OF THE FACULTY WHO HAD NOT BEEN OFFERED ANOTHER CONTRACT, AND WAS SUPPORTED BY OTHER SCHOOL PERSONNEL I CONCLUDED THAT AT LEAST ~~SOME~~^{SOME} MEMBERS OF THE FACULTY WERE ONLY SLIGHTLY INTERESTED IN SUPPORTING THE POLICIES OF THE BOARD WE HAD ELECTED. UNDER OUR ARCHAIC COURT SYSTEM THIS SUIT MIGHT BE UPHeld AND THAT INDIVIDUAL TEACHER WILL BENEFIT. BUT THE DISCUSSION IN MANY COFFEE KLATCHES CONVINCED ME THAT IF IT IS UPHeld MANY OTHERS LIKE ME WILL BE LESS INCLINED TO SUPPORT EDUCATIONAL INSTITUTIONS WHERE THE PERSONNEL HAVE LIFE TENURE REGARDLESS OF PERFORMANCE; SO THAT ^{THE} TEACHERS GAIN IS THE SCHOOLS LOSS AND A LOSS TO ALL TEACHERS IN THE LONG RUN.

NEXT WE WERE DELUGED WITH THE FACT THAT THE STUDENTS FELT THEY WERE NOT BEING HEARD AND IT WAS NECESSARY TO PUT A STUDENT ON THE BOARD SO THAT THEY WILL BE REPRESENTED. ^A BECAUSE OF THE COMPLACENCY OF THE VOTERS, BUT THE REACTIONS WERE IMMEDIATE IN THE COFFEE KLATCHES, AND PEOPLE BEGAN TO WAKE UP TO THE IMPORTANCE OF THEIR VOTE THAT WASN'T CAST. AGAIN THE VICTORY OF A FEW RESULTED IN THE LOSS OF MUCH SUPPORT FOR THE SCHOOL. VERY FEW PEOPLE ARE CONTENT TO HAVE A TWENTY ONE YEAR OLD STUDENT WHO IS HERE STILL BEING EDUCATED, MAKING DECISIONS ON SPENDING THE MILLIONS OF DOLLARS IN THE HANDS OF THE BOARD AND PLANNING THE EDUCATION OF ~~THE~~ other STUDENTS.

This was accomplished

AT THE LAST TRUSTEE ELECTION WE WERE TREATED TO THE SPECTACLE OF SOME OF THE CANDIDATES SOLICITING FUNDS FROM MEMBER ~~OF~~ THE FACULTY AND OPENLY USING THE SCHOOL AND FACILITIES TO CAMPAIGN. IN SPITE OF THE FACT THERE IS NO LAW AGAINST THIS THE LACK OF ETHICS CAN NOT BE CONDONED. TO AN OUTSIDER LOOKING IN THAT COULD ONLY PRODUCE A TRUSTEE OBLIGATED TO THE INTEREST OF THE STUDENTS AND THE FACULTY MEMBERS WHO SUPPORTED HIM. ALL THESE THINGS SEEM TO ME TO POINT IN THE DIRECTION OF SOME PERSONNEL WHO WERE WORKING TO SET UP A POWER STRUCTURE IN THE SCHOOL THAT WAS UNDERMINING THE BOARD AND THE COMMUNITY WHO EMPLOYS THEM.

IN SPITE OF ALL THESE BIRTH PAINS WE HAVE ONE OF THE BEST SCHOOLS IN THE COUNTRY. THE STUDENTS ARE OF TOP CALIBER, THERE HAS BEEN REMARKABLE LACK OF DEPARTMENT PROBLEMS FOR WHICH I COMMEND THE STUDENTS. MOST OF THE STUDENTS HAVE BEEN WILLING TO TAKE THEIR REQUEST THROUGH CHANNELS AND REALIZE THAT THE POLICIES OF THE SCHOOL MUST BE SET BY THE BOARD WHO IS RESPONSIBLE TO THE PEOPLE WHO PAY THE BILLS.

YOU KNOW THAT ~~THE~~ OPINIONS ARE GREATLY DIVIDED AS TO WHETHER THE FLAG SHOULD HAVE BEEN LOWERED FOR THE STUDENTS FROM KENT STATE. MANY PEOPLE FEEL THAT THE YOUNG NATIONAL GUARDSMEN WHO WERE PROTECTING THE UNIVERSITY BUILDINGS FROM THE VANDALS IS FAR MORE TO BE PITIED; FOR HE IS FACING PUNISHMENT BROUGHT ON BY THE VIOLENCE OF THE STUDENTS. THIS IS WHY THE REACTIONS OF THIS COMMUNITY WAS SO STRONG WHEN A FEW IRRESPONSIBLE STUDENTS TOOK IT AS THEIR RIGHT TO LOWER THE UNITED STATES FLAG TO HALF MAST WITHOUT CONSENT. THAT FLAG WAS PRESENTED TO THE SCHOOL WITH THE ASSUMPTION THAT IT WOULD BE HONORED AND RESPECTED, NOT USED BY INDIVIDUALS AS A TOY TO DISPLAY THEIR PERSONAL FEELINGS.

THESE ACTIONS SHOULD NOT BE PASSED OVER LIGHTLY WITHOUT REPRIMAND OF THE OFFENDERS. THIS ACTIVITY IS DETRIMENTAL TO THE SUPPORT OF THIS SCHOOL AS DEMONSTRATED BY THE PETITION BROUGHT BY A CITIZEN TO THE LAST BOARD MEETING. 215 VOTERS CAN SWING THE RESULTS IN A SCHOOL BOND ISSUE.

TO THE TEACHER WHOM THE FACULTY HAS ELECTED AS THEIR SENATE LEADER, THE ONE CHOSEN BY THE FACULTY TO REPRESENT THEM TO THE PEOPLE, WHO LAST WEEK CHARACTERIZED US AS A "CONSERVATIVE POPULATION WHO DOESN'T SUPPORT THE SCHOOL AND NEVER HAS" I WOULD SAY THAT WE ARE LARGELY A CONSERVATIVE POPULATION BUT WE EMBRACE ALL IDEOLOGIES AND LIVE TOGETHER IN COMPARATIVE PEACE. NEVER HAS A SCHOOL BEEN BETTER SUPPORTED ~~THROUGHOUT~~ BY ITS TAXPAYERS THAN THIS. ALTHOUGH I PERSONALLY DON'T KNOW THOSE MEMBERS OF THE JOHN BIRCH SOCIETY, THEY PAY THE SAME TAXES AND TUITION AS THE LIBERALS. AS FOR CATERING TO THE JOHN BIRCH SOCIETY YOU AS A TEACHER ARE OBLIGATED TO GIVE THOSE STUDENTS THE SAME CONSIDERATION AS THE OTHERS. IT IS SUCH STATEMENTS THAT WAS MADE LAST WEEK THAT MAKE MANY OF US DOUBT THE VALUE OF HIGHER EDUCATION. I DID NOT HAVE TO GO TO COLLEGE TO LEARN THAT THE PEOPLE IN THIS COMMUNITY AND STUDENTS AT THIS COLLEGE ARE NOT LIBERALS, CONSERVATIVES, BLACK OR WHITE BUT ~~RISKY AND UNDESIRABLE~~ BASICALLY HUMAN BEINGS.

SOMEHOW THE IDEA HAS BEEN INSTILLED INTO SOME STUDENTS AND PERSONNEL THAT THIS COLLEGE BELONGS TO THEM. I WOULD BE THE FIRST TO SAY THAT THERE SHOULD BE SCHOOL SPIRIT AND SCHOOL PRIDE AMONG THEM. WE BUILT IT FOR THE USE OF THE STUDENTS AND FOR THEIR BENEFIT. HOWEVER, THIS SCHOOL IS NOT THEIR HOME AS SUGGESTED BY ONE SPEAKER. JUST AS MY HUSBANDS PLACE OF BUSINESS IS NOT HIS HOME. HE HAS NO MORE RIGHT TO DICTATE THE ADMINISTRATION OF HIS PLACE OF EMPLOYMENT THAN THE PERSONNEL OF THESE BUILDINGS HAVE TO DICTATE HERE. THIS COLLEGE IS A PUBLIC BUILDING, IT BELONGS TO THE PUBLIC AND NOT THE INHABITANTS.

THE STUDENT SENATE STATED THAT HE COULD NO LONGER BE "OBJECTIVE" BECAUSE HE FOUND THE STUDENTS COULD ONLY MAKE RECOMMENDATIONS, HE IS SO RIGHT! HAD HE BEEN OBJECTIVE IN HIS ACTIONS HE WOULD HAVE HAD A PETITION FOR AND AGAINST THE FLAG LOWERING AND PASSED THEM BOTH AROUND WITHOUT PRESSURE. HE MIGHT HAVE BEEN SURPRISED AT THE RESULTS. AFTER ALL HE IS THE PRESIDENT OF THE CONSERVATIVE STUDENTS AS WELL AS THE LIBERALS. IN A POLL TODAY AT HERSEY HIGH SCHOOL THEY VOTED FOUR TO ONE AGAINST LOWERING THE FLAG AT THAT SCHOOL.

IF THE STUDENTS OF THIS SCHOOL HAVE A REQUEST THERE ARE CHANNELS FOR THEM TO SEND IT TO THE BOARD. YOU MAY GET A "YES!" OR YOU MAY GET A "NO!". A NEGATIVE ANSWER DOES NOT MEAN YOU HAVE NOT BEEN HEARD AS YOU OFTEN THINK. IT MEANS THAT THIS BOARD HAS TO BE RESPONSIBLE TO THE PEOPLE FOR THEIR ACTION.

THIS COLLEGE HAS NO ENDOWMENTS, IT'S SOLE INCOME IS FROM TAXES AND TUITION. THE MORE THE INDIVIDUALS OF THIS AREA ARE WILLING TO CONTRIBUTE THE LESS IT WILL COST THE STUDENTS AND THE MORE YOU CAN GROW. I WOULD BE MUCH HAPPIER IF I COULD FEEL MY MONEY IS BEING USED TO IMPROVE THE COLLEGE INSTEAD OF PAYING LAWSUITS.

I AM CONCERNED FOR THE FUTURE OF THIS INSTITUTION. THE PEOPLE ARE NOT BLIND, THE THINGS I HAVE NOTICED MANY OTHERS HAVE SEEN TOO. YOU ARE A YOUNG COLLEGE, NOT YET COMPLETE. MANY PEOPLE HAVE WITHDRAWN THEIR SUPPORT BECAUSE OF THE INFORMATION THEY HAVE RECEIVED IN THE SAME WAY I HAVE. I DO NOT KNOW THE STORY BEHIND THE STORY. I MUST DECIDE TO GIVE OR WITHHOLD MY SUPPORT BY WHAT I LEARN OF THE ACTIVITIES OF THE BOARD, ADMINISTRATION, FACULTY AND STUDENTS. WE HAVE NO OTHER WAY TO GAGE THIS COLLEGE WHICH CAN ONLY GO TWO WAYS - GROW OR DECLINE. WITHOUT PUBLIC SUPPORT YOU CAN'T GROW. THERE WILL BE OTHER STUDENTS AFTER THESE WHO WILL NEED EDUCATION. I PERSONALLY DID NOT WITHHOLD MY SUPPORT FOR THIS LAST REFERENDUM BECAUSE I ABSOLUTELY COULD NOT

NOT FIND THE MONEY, BUT BECAUSE I FELT THIS SCHOOL WAS NOT USING THE MONEY I PAY TO THE BEST OF ITS ABILITY; SO WHY GIVE MORE?

I HAVE TALKED TO MANY OTHER TAXPAYERS LIKE ME. I AM SURE THAT IF YOU CAN WORK OUT YOUR PROBLEMS! IF ALL THE ELEMENTS GET BEHIND THE BOARD AND COOPERATE INSTEAD OF DIVIDING YOU CAN REGAIN OUR SUPPORT. BUT IF YOU FLAUNT THE THINGS WE THE SUPPORTING COMMUNITY HAVE PROVIDED FOR YOU IN OUR ~~favor~~ AND DERIDE STANDARDS AND MORALS WE HOLD DEAR; WE WILL CONTINUE OUR DEMONSTRATIONS AT THE POLLS WHEN YOU PERIODICALLY CALL ON US AT REFERENDUM TIME.

I HAVE TOUCHED ON A FEW OF THE THINGS THAT LOST MY SUPPORT. IF YOU WANT MORE HELP FROM THE VOTERS THEN EACH OF YOU SHOULD WORK TO SEE THAT NO ADVERSE ACTION OF YOURS REACHING US THROUGH THE NEWS MEDIA CAUSES FURTHER LOSS OF SUPPORT. LET US SEE INSTEAD A COLLEGE WE CAN BE HAPPY TO UPHOLD. A HARPER COLLEGE THAT BELONGS TO US ALL.

Board Communication

RECEIVED

MAY 14 1970

May 13, 1970

OFFICE OF THE PRESIDENT

Board of Trustees
Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

Attention: Mr. James Hamill

Gentlemen:

Our daughter Ursula has been accepted at your College and will start classes next fall. Now my husband and I are faced with the big problem "transportation". Everyone is aware of the expense of another car, not to mention the high cost of insurance. Especially, when the young driver has to be named as principal driver, which I believe would be the case under these circumstances.

I can not help but feel that some kind of bussing could be satisfactorily worked out. Don't misunderstand me, I do not intend this to be at the taxpayer's expense but paid for by the students using the service. There are many children from this area and I am certain that the parents share this feeling.

It would not just be a great help to the parents, but it would also relieve congestion on the highways. I also believe that there is a possibility of better students coming to Harper if the parents do not have to weigh the cost of car and insurance against room and board charges at some other school. Our inquiries have proved that Harper is rated as an excellent school scholastically.

To arrange a transportation schedule to suit the majority is not an easy task. However, with the library facilities available, any waiting period could be put to good use by the students. We might even come up with better prepared students.

Therefore I would like to ask the Board of Trustees to give my request (which I am certain is shared by many other interested parents) the most serious consideration. I honestly feel that many good things could come of it.

Sincerely yours

Mrs. G. W. Seyring

Mrs. G. W. Seyring

Mrs. G. W. Seyring
11 So. William Street
Mt. Prospect, Illinois
60056

May 8, 1970

We, the undersigned, wish to have representatives of the Faculty on the agenda of the Board of Trustees meeting for Thursday, May 14, 1970, for the purpose of discussing the Faculty's proposed tenure documents for possible action.

Michael W. Parks
Kary S. King
Robert Z. Zelman
Robert Trunk
Harold Swanson
Ray Kuenin
Orville Collins
W. K. Rust
Joseph L. Meenan
R. W. DePalma
Martin J. Ryan
John W. Davis
Greg G. Kearse
T. R. McFabe
Charles M. Mueser
W. A. Anderson
W. L. Anderson
Ernest A. Mussell
Jada Seeban

Larry Gelman
Ronald Stewart
James T. Healy
Walt Miller
J. R. Friedman
Charles F. Felt
Robert Parcell
John ...
William R. Kunkel
Henry T. Sogger
Raymond A. Nylander
Clote ...
Jay Singelmann
John H. Thompson
Paul Cunningham
*
*
*
*

*All who were contacted signed this. ^{Five} people of the 38 third-year faculty were not on campus the day this was circulated.

COMMITTEES:
EDUCATION
HIGHER EDUCATION



EUGENIA S. CHAPMAN
REPRESENTATIVE 3RD DISTRICT
16 S. PRINCETON COURT
ARLINGTON HEIGHTS, ILL. 60005
CLEARBROOK 3-7092

*10 copies
Bd 9/6/6*

GENERAL ASSEMBLY
STATE OF ILLINOIS



May 7, 1970

RECEIVED

MAY 12 1970

OFFICE OF THE PRESIDENT

Mr. Robert E. Lahti, President
William Rainey Harper College
Algonquin & Roselle Roads
Palatine, Illinois 60067

Dear Bob:

Thank you for sending me a copy of your resolution relating to revenue losses. I concur with your position that plans must be made to replace this loss.

Thank you also for sending me a copy of your resolution supporting the Board of Higher Education. I believe that the Board has given careful consideration to their budgetary requests, and I will give them my full support.

Sincerely,

Eugenia S. Chapman
(Mrs. Gerald M. Chapman)

ESC:mm

FOR BOARD ACTION

I. SUBJECT:

Educational Fund Budget Transfers.

II. INFORMATION:

Budget transfers have been requested by various budget areas of the college.

III. AUTHORITY:

Article VII, Section 107-15 of the Illinois Public Junior College Act authorizes the Board of Trustees to make budget transfers within any fund by a vote of 2/3 of all its members.

IV. RECOMMENDATION:

The administration recommends the Board of Trustees approve the attached budget transfers.

WILLIAM RAINEY HARPER COLLEGE
BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>Division of Humanities</u>		
110-500-513	Salaries - Faculty	\$ 1,000.00	
110-500-518	Salaries - Students		1,000.00
110-500-529	Contractual Services		10,000.00
110-500-531	Instructional Supplies		300.00
110-500-584	Capital Outlay - Building Remodeling	9,120.00	
110-500-585	Capital Outlay - Office Equipment	2,200.00	
110-500-586	Capital Outlay - Instructional Equipment		2,200.00
110-500-587	Capital Outlay - Instructional Equipment - Reimbursable		9,120.00
	<u>Division of Math & Physical Science</u>		
110-616-586	Capital Outlay - Instructional		250.00
110-629-542	Office Supplies	250.00	
	<u>Division of Life & Health Sciences</u>		
110-700-529	Contractual Services	10,000.00	
	<u>Instructional Administration</u>		
110-914-512	Salaries - Professional		7,500.00
	<u>Learning Resource Center</u>		
122-000-535	Audio-Visual Materials	300.00	
	<u>Student Services</u>		
133-000-514	Salaries - Part Time Faculty	7,500.00	

)
 WILLIAM RAINEY HARPER COLLEGE
 BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>General Administration</u>		
161-000-511	Salaries - Administrative	5,200.00	
161-000-516	Salaries - Office	5,450.00	
161-000-518	Salaries - Students	1,500.00	
161-000-519	Salaries - Other		4,000.00
161-000-522	Contractual Services - Consultants	50.00	
161-000-524	Contractual Services - Maintenance	200.00	
161-000-529	Contractual Services - Other	1,500.00	
161-000-541	Supplies - Office		1,500.00
161-000-542	Supplies - Printing		
161-000-545	Supplies - Publications	800.00	
161-000-549	Supplies - Other	200.00	
161-000-551	Meeting Expense	500.00	
161-000-552	Travel - Local	50.00	
161-000-554	Travel	1,450.00	
161-000-585	Capital Outlay - Office Equipment	2,100.00	
	<u>Institutional Expense</u>		
171-000-569	Other - Vocational Educational Retirements	<u>\$49,370.00</u>	<u>12,000.00</u> <u>\$49,370.00</u>

May 6, 1970

AAD:bjm

RESOLUTION 5-70-A

Resolutions Committee

WHEREAS, Farrell E. Wilson has served the Illinois Association of Community and Junior Colleges as president during the 1969-70 fiscal year and has devoted much time, provided significant leadership, and given unselfishly of his ability in defining and resolving issues of vital concern to the community and junior college movement in Illinois.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges express sincere appreciation to Farrell Wilson and welcome his continued advice and counsel next year as he serves on the Board of Directors as Immediate Past President of the Association.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

RESOLUTION 5-70-B

Resolutions Committee

WHEREAS, The Fifth Annual Illinois Junior College Conference has provided opportunity for junior colleges and other education institutions and State agencies to convene for purposes of investigation, evaluation, study and communication concerning issues of vital importance to community and junior college education, and

WHEREAS, the success of the Conference is the result of the imagination and planning of the Illinois Junior College Board and its staff, the Board of Directors of the Illinois Association of Community and Junior Colleges and its staff, and the host colleges, Kankakee Community College and Black Hawk College.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges express appreciation to the Illinois Junior College Board and its staff, the Board of Directors of the Association, James Broman and his staff, and to Kankakee Community College and Black Hawk College for their efforts and cooperation in making the Fifth Annual Illinois Junior College Conference a success.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

WHEREAS, Gerald W. Smith has served for five years as the first Executive Secretary of the Illinois Junior College Board and has provided outstanding leadership in this responsible position, and

WHEREAS, this leadership has assisted local junior college districts in the development of campus programs and facilities and provided purpose and direction in the development of the State system of community colleges, and

WHEREAS, Gerald Smith has chosen to leave the position of Executive Secretary upon attainment of retirement age.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges express sincere appreciation to Gerald Smith for his contribution to higher education and wish him many more years of productive service in whatever responsibilities he undertakes.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

WHEREAS, the Continental Illinois National Bank and Trust Company of Chicago has this year supported with monies and personnel the Student Achievement Recognition Program, and

WHEREAS, the Bank has agreed to continue in cooperation with the Illinois Association of Community and Junior Colleges and its Business and Industry Community College Council sponsorship of this Program in the future, and

WHEREAS, the Student Achievement Recognition Program provides monetary awards directly to many worthy students each year and highlights the value of comprehensive community college education to citizens of Illinois.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges recognize the substantial commitment of the Continental Illinois National Bank and Trust Company of Chicago for its support of comprehensive community college education in Illinois and express appreciation especially to William A. Noonan and John H. Horrigan of the Bank who were instrumental in making possible sponsorship of the Program by the Bank.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

WHEREAS, the 76th General Assembly of the State of Illinois enacted legislation changing property tax laws which will result in reduced revenues for junior college districts or impose greater burden on real estate taxpayers unless additional legislation is not enacted.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges support the creation by the House of Representatives of the 76th General Assembly of the State of Illinois of a committee of five members of the House of Representative appointed by the Speaker thereof, no more than three of whom may be of the same political party, for the purpose of studying alternative methods of sharing State-imposed taxes with local taxing bodies designed to compensate for the reduction in property taxes caused by the exemptions created by laws passed by the 76th General Assembly and the potential loss that could result from the voter approval of the forthcoming November referendum to abolish personal property tax on individuals. The Association further supports the proposal that such a study committee be required to report its findings to the House of Representative before January 6, 1971.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

WHEREAS, the Master Plan for Higher Education proposes that junior colleges assume an increasing responsibility for lower division baccalaureate courses and function as feeder colleges for senior institutions in Illinois, and

WHEREAS, it is highly desirable that students have assurance that they will be able to transfer to a senior institution to complete work for a baccalaureate degree, and

WHEREAS, the issue of space at state colleges and universities for qualified junior college transfer students is becoming a major concern of students and junior college administrators.

THEREFORE, be it resolved tha the Illinois Association of Community and Junior Colleges urge the Illinois Board of Higher Education and the various governing boards of state colleges and universities to adopt a policy that all students who enter Illinois public higher education as freshmen and maintain a satisfactory level of academic performance should be able to progress to the baccalaureate degree without encountering arbitrary barriers in their progress.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

WHEREAS, legislation creating the State Junior College System in 1965 set a rate of state support for operations equal to fifty per cent of the average operating cost of junior colleges in the State, and

WHEREAS, constant attention has been given to maintaining a fifty per cent State share of operating costs of junior colleges in Illinois as reflected by 1969 legislation increasing the rate of State support to \$15.50 per student semester hour, and

WHEREAS, numerous junior college districts have been voted into existence in Illinois by citizens with the assurance that state financial support, for operations would approximate 50 per cent of the average operating cost of public junior colleges in Illinois.

THEREFORE, be it resolved that State support for operations be maintained at a level not less than fifty per cent of the average operating cost of public junior colleges in the State and that appropriate allowances be made over and above the basic State grant to recognize difference in the relative ability of junior college districts to produce revenue on its assessed valuation.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

RESOLUTION 5-70-H

Board Division

WHEREAS, the Public Junior College Act requires junior colleges to offer adult and continuing education programs, and

WHEREAS, the control and administration of adult and continuing education continues to remain with the Office of the Superintendent of Public Instruction, and

WHEREAS, it is generally accepted that community colleges must move more rapidly to assume the major responsibility for adult and continuing education.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges solicit the cooperation and support of the Illinois Board of Higher Education for realistic funding of adult and continuing education at community colleges and that efforts be made to assign the major responsibility for adult and continuing education to the State Junior College System

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairman
IACJC Resolutions and
Bylaws Committee

RESOLUTION 5-70-I

Board Division

WHEREAS, the Public Junior College Act requires that community colleges offer a substantial number of vocational-technical education programs, and

WHEREAS, the federal government requires both the State and the individual community colleges to plan both current and future vocational-technical offerings in order to become eligible for reimbursement for all or part of the cost of some programs, and

WHEREAS, it is highly desirable that both planning for and administration of vocational-technical programs be the specific responsibility of the Illinois Junior College Board and that State and federal funds be allotted either directly to the State Board or to the State Board through the Illinois Junior College Board.

THEREFORE, be it resolved that that Illinois Association of Community and Junior Colleges go on record in favor of administration and control of vocational education by the Illinois Junior College Board and that funding responsibilities also be the direct responsibility of the Illinois Junior College Board for those programs offered in community colleges.

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairma
Resolutions and
Bylaws Committee

RESOLUTION 5-70-J

Board Division

WHEREAS, guidelines for construction of community college facilities were adopted three years ago by the Illinois Junior College Board and the Illinois Board of Higher Education, and

WHEREAS, numerous delays have occurred in the release of monies authorized for construction of community colleges, and

WHEREAS, changes have taken place that affect building cost significantly today, three years after the guideline were adopted, and

WHEREAS, the Illinois Board of Higher Education pledged periodic review of the guidelines when they were adopted three years ago.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges request a reexamination of the construction guidelines and that such reexamination be based on current conditions of the economy, rising costs of material and labor, and local circumstances which merit special considerations. It is urged that reexamination be completed by October 1, 1970

MOVED, SECONDED and CARRIED

/s/ _____
Jessalyn Nicklas, Chairma
Resolutions and
Bylaws Committee

RESOLUTION 5-70-K

Student Division

WHEREAS, the Illinois Board of Higher Education has formed a Student Advisory Committee to reflect student opinion and make recommendations on various issues, and

WHEREAS, community college students were selected as members of the Advisory Committee by the Executive Director of the higher board in consultation with the Executive Secretary of the Illinois Junior College Board, and

WHEREAS, the record of the Illinois Association of Community and Junior Colleges in allowing students to select their own representatives has proven successful and preferential.

THEREFORE, be it resolved that the Illinois Board of Higher Education be urged to allow the Executive Board of the Student Division of the Illinois Association of Community and Junior Colleges to designate the community college students for the higher board's Student Advisory Committee.

MOVED, SECONDED and CARRIED

/s/

Jessalyn Nicklas, Chairma
IACJC Resolutions and
Bylaws Committee

RESOLUTION 5-70-L

Student Division

WHEREAS, the definition and acceptance of courses for credit by four year institutions continues to affect many transferring students causing the loss of both time and money when adversely affected, and

WHEREAS, community college students should have reasonable assurance that comparable course credit will be given at all state higher educational institutions within the State higher education system.

THEREFORE, be it resolved that the Illinois Association of Community and Junior Colleges urge senior institutions to define acceptable college credit as consisting of all courses which are comparable to those offered for credit toward graduation in any college or campus in their respective system and further that all senior colleges and universities should accept all such courses for credit toward graduation, with freedom for each to classify the courses as either electives or as meeting specific requirements for graduation.

MOVED, SECONDED and CARRIED

/s/

Jessalyn Nicklas, Chairma
IACJC Resolution and
Bylaws Committee

N E W S



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

Contact: Don Andries, Director
Community Relations

**HARPER COUNSELING CENTER WINS
ACCREDITATION STAMP OF APPROVAL**

Official announcement made at
May 14 Board of Trustees meeting

William Rainey Harper College announced Thursday that its Counseling Center has been accredited by the American Board on Counseling Services, Inc.

The announcement was made at a college trustees' meeting by Dr. James Harvey, Vice President of Student Affairs, and Dr. Guerin Fischer, Dean of Guidance.

Fischer said that although many community colleges have sought accreditation, Harper is only the third two-year college to have its counseling services given the stamp of approval by the American Board.

The Board, an agency created by the American Personnel and Guidance Association, evaluates counseling services nationwide.

Its approval, Fischer said, means that Harper's Counseling Center is "professionally competent" to perform the three major functions expected of any college center:

- Counseling relating to the educational process.
- Advising on occupations and careers.
- Assisting individuals in dealing with personal concerns.

(more)

Harper Counseling Center
Add one

Fischer told the college board that the accrediting group carries the same weight in the counseling field as the American Bar Association does in the law field.

"This accreditation tells the public that our Counseling Center offers ethical and professionally competent service," he asserted.

Fischer, who stepped into the Harper Dean of Guidance post last fall, supervises a staff of 11 full-time counselors. Two more counselors will be added next year to keep the counseling staff size in line with the college's goal of providing one counselor for every 300 full-time students.

Fischer came to the northwest suburban Palatine campus from the University of Maryland, where he was associate director of two National Defense Education Act institutes offering training for junior college student personnel workers in addition to his work as a psychologist for the University.

Interested in both drug abuse and campus disorders, he admits to having no pat solutions for either problem.

"I think I do have some insights as to what motivates such students," he said. "But generalizations just aren't a good idea."

At the University of Maryland he taught a graduate course centering on psychological factors affecting student cultures. At this year's American Association of Junior Colleges convention, he served as moderator for a panel discussion on drug abuse on the junior college campus.

A native of Washington state, Fischer received his master's degree in psychology from Washington State and his doctorate in counseling psychology from Colorado State College. He and his family live at 5300 Carriageway Drive, Rolling Meadows.

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May 15, 1970

I. SUBJECT

Appointment of Director of Testing and the Community Counseling Center.

II. REASON FOR CONSIDERATION BY THE BOARD

This is a new administrative appointment

III. BACKGROUND INFORMATION

The board at its February 26 meeting approved the opening of the Director of Testing position. This person was also to work half time in developing the new community counseling center. After careful thought we would like to add to the formal title of the position the words "and the Community Counseling Center" since it more clearly describes the responsibility of the new administrator. His duties will remain the same as presented in February.

In Dr. Gary Rankin we believe we have found an excellent candidate for the position. He has good junior college experience, a strong statistics and math orientation, and a fine testing background. The counseling staff has interviewed him and strongly supports the appointment. Dr. Rankin is personable, has a strong academic record, and comes with good recommendations and references. (See additional data on attached sheet.)

IV. RECOMMENDATION

It is recommended that the board appoint Dr. Gary Rankin as Director of Testing and the Community Counseling Center at the rank of Associate Professor and at a salary of \$18,000 on a 12 month administrative contract.

BOARD INFORMATION SHEET
WILLIAM RAINEY HARPER COLLEGE

AREA Counseling

CANDIDATE

Gary Rankin, Ph. D.

FIELD

PREPARATION
(Degree, School,
Semester Hours in
Subject Field)

B.S. University of Kansas 1960 124½

M.S. University of Kansas 1963 33

Ph.D. Colorado State College 1966 77

B.S. Math and Physics

MAJOR AREAS

M.S. School Administration

College Student Personnel

Ph.D. Educational Statistics and Research

TEACHING EXPERIENCE
(If applicable)

Dates and positions

1969-70 Assoc. Dean of Students, Essex Comm. College

1968-69 Director of Testing, Essex Comm. College

1966-68 Asst. Program Director of Junior College Programs,

OTHER EXPERIENCE

Educational Testing Service, Princeton, New Jersey

1961-64 Mathematics and Science Teacher

RESEARCH & TESTING

Project Director of Special Validity Study of College-Level

Exam. Program

HONORS AND
DISTINCTIONS

Phi Delta Kappa

American Personnel and Guidance Association

Assoc. of Measurement & Evaluation in Guidance

American College Personnel Association

PERSONAL
(Age, Marital Status,
Children, Address)

Newark, New Jersey 07112

RANK & SALARY

Associate Professor - \$18,000

RECOMMENDED BY
(Signatures)

Guern A Fischer Dean of Guidance

James H. Harty Vice President of Student Affairs

FOR BOARD ACTION

SUBJECT:

Employment of Chairman of the Division of Engineering & Related Technologies.

REASON FOR CONSIDERATION BY THE BOARD

Position of Chairman of the Division of Engineering & Related Technologies is a necessity to Harper College in its endeavors to meet the educational needs of the Community.

BACKGROUND INFORMATION:

After a search and review of candidates Mr. John T. Warren is recommended to be employed as a replacement in this position.

RECOMMENDED ACTION:

Employment of Mr. John T. Warren as Chairman of the Division of Engineering & Related Technologies effective July 1, 1970, for 12 months (through June 30, 1971) with the Academic Rank of Associate Professor at an annual salary of \$18,000.

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE JOHN T. WARREN

FIELD (Suggested Teaching Area) Chairman, Division of Engineering

PREPARATION B. S. University of Nebraska, 1954 75 sem. hrs. Engineering
 (Degree, School, Year Received & Semester Hours in Teaching Field) 26 sem. hrs. Ind. Edu.
M. A. University of Nebraska, 1963 35 sem. hrs. Physics
Phd. Candidate, University of Illinois - 61 sem. hrs. Higher Educ.

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD _____

MAJOR AREAS Engineering, Math, Physics, Higher Education

EXPERIENCE IN EDUCATION University of Nebraska 1958-61 - Physics & Math
 (Dates, Locations, Positions, etc.) Nebraska Wesleyan University 1961-62 - Physics
Triton College 1965-68 - Physics & Engineering
University of Illinois 1968-69 - Graduate Assistant
Parkland College 1969 - present - Math (part-time)

OTHER EXPERIENCE Extensive work experience the summers of 1950-1964 --
all directly related to training.

HONORS & DISTINCTIONS Phi Delta Kappa, Kappa Delta Pi, Alpha Pi Mu (Industrial Engrg.)

PERSONAL [REDACTED]
 (Age, Marital Status, Children, Address. Etc.) [REDACTED]

RANK & SALARY \$18,000 (12 months) Associate Professor

RECOMMENDED BY John R. Birkholz DIVISION CHAIRMAN
[Signature] DEAN
[Signature] VICE PRESIDENT
 _____ PRESIDENT

FOR BOARD ACTION

SUBJECT:

Employment of Dean of Career Programs to fill a position which has been vacant since September 1, 1969.

REASON FOR CONSIDERATION BY THE BOARD:

Position of Dean of Career Programs is of necessity to Harper College and its endeavors to meet the educational needs of the Community.

BACKGROUND INFORMATION:


After a search for a candidate since September, 1969, and the review of 42 applicants for this position Mr. Robert B. Cormack is hereby recommended to fill this vacancy.

RECOMMENDED ACTION:

Employment of Mr. Robert B. Cormack as Dean of Career Programs, effective July 1, 1970, for 12 months (through June 30, 1971) as an Assistant Professor at \$20,500 per year.

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Robert B. Cormack
FIELD (Suggested Teaching Area)	Dean of Career Programs
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	<p>Certificate (1952) Washburn Trade School - Chicago</p> <p>A.A. (1958) Wright Junior College - Chicago</p> <p>B.S. (1960) Northern Illinois University - DeKalb</p> <p>M.S. (1965) Indiana University - Bloomington, Indiana</p> <p>Ed.D. (June 1970) Indiana University - Bloomington</p>
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	
MAJOR AREAS	Industrial Arts - Vocational Education - Education
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	<p>Sept. 1969 - Present - Research Associate Indiana University</p> <p>1966-1969 - State Education Dept. of New York as Associate and Senior Supervisor of Manpower Development Programs and Occupational Education.</p> <p>1962-1966 - Glenbrook Public Schools of Glenview, Illinois as District Vocational Education Coordinator.</p>
OTHER EXPERIENCE	<p>1960-1962 - S. J. Reynolds Co. of Cicero, Illinois, as plumbing superintendent.</p> <p>1952-1958 - Fettes, Love & Sieben of Chicago as apprentice plumber and journeyman plumber.</p>
HONORS & DISTINCTIONS	Epsilon Phi Tau (Honorary Fraternity), Phi Delta Kappa and assisted in development of U.S. Office of Education Vocational-Technical Leadership Development Program.
PERSONAL (Age, Marital Status, Children, Address, Etc.)	
RANK & SALARY	Associate Professor - \$20,500 (12 months)
RECOMMENDED BY	<p>_____ DIVISION CHAIRMAN</p> <p>_____ DEAN</p> <p><i>W. Schaefer</i> VICE PRESIDENT</p> <p>_____ PRESIDENT</p>

FOR BOARD ACTION

SUBJECT:

Employment of a TV Producer/Director

REASON FOR CONSIDERATION BY THE BOARD:

The Learning Resources Center is in need of a TV Producer/Director to offer the necessary services to the instructional program in the media area.

BACKGROUND INFORMATION:

After a search and review of candidates Mr. Peter Philip Vander Haeghen was selected and is being recommended to fill this new position.

RECOMMENDED ACTION:

Employment of Mr. Peter Philip Vander Haeghen as TV Producer/Director effective July 1, 1970, through June 30, 1971 (12 months with the Academic Rank of Instructor at an annual salary of \$13,000.

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Instructional Services - L.R.C.

CANDIDATE Peter Philip Vander Haeghen

POSITION TV PRODUCER/DIRECTOR

PREPARATION Central Missouri State - B.S., 1966, 40 Hrs.

(Degree, School
Year Received &
Semester Hours in
Subject Field)
Central Missouri State - M.S., 1970, 33 Hrs.
(M.S. to be conferred - Aug., 1970)

MAJOR AREAS Mass Media - Major

Psychology - Minor

TEACHING EXPERIENCE 1966-67 , TV Prod./Dir. - Central Missouri State
(Dates of Positions) (Grad. Assistant)

1969-70 , TV Graphic - Central Missouri State
(Grad. Assistant)

OTHER EXPERIENCE Radio Announcer - WIVI Radio, Christiansted, St. Croix.
Radio Announcer - Part Time- KLEX Radio, Lexington, MO.
Manager Closed Circuit Radio System - Tan Tar
Osage Beach, MO. Radio Staff of College Radio Station
KCMW FM, Warrensburg, MO.

HONORS & Member Alpha Epsilon Rho, Broadcasting Frat.
DISTINCTIONS

PERSONAL [REDACTED]
(Age, Marital Status,
Children, Address)

RANK & SALARY Instructor - \$13,000 (12 Months) Start 1, July '70

RECOMMENDED BY [Signature] DIRECTOR
[Signature] DEAN
[Signature] VICE-PRESIDENT

FOR BOARD ACTION

SUBJECT:

Employment of a Graphics Design Coordinator

REASON FOR CONSIDERATION BY THE BOARD:

The Learning Resources Center is in need of a Graphics Design Coordinator to fulfill its obligations to the instructional area of the College. This is a replacement for the position vacated by Mr. Carl Regehr.

BACKGROUND INFORMATION:

After a search and review of candidates Mr. Jerry C. Holt was selected and is being recommended to fill this position.

RECOMMENDED ACTION:

Employment of Mr. Jerry C. Holt as Graphics Design Coordinator effective August 1, 1970 through June 30, 1971, for \$12,834.00 (annual rate of \$14,000.00) with the Academic Rank of Instructor.

WILLIAM RAINEY HARPER COLLEGE
 DIVISION OF Instructional Services - L.R.C.

CANDIDATE

Jerry C. Holt

POSITION

GRAPHICS DESIGN COORDINATOR

PREPARATION

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

Kent State Univ. / B.S., 1966, 106 Hrs.

Indiana Univ. / M.S., 1969, 27 Hrs.

Indiana Univ. / Ed.S., 1970, 48 Hrs.

(Expected Conferral, Aug., 1970)

MAJOR AREAS

Audiovisual Communication

TEACHING EXPERIENCE
 (Dates of Positions)

3/66-8/68 - Graphic Communications, Brecksville

Veterans Administration Hospital

Graduate Assistant, A-V Photographic Laboratory,

Indiana University. Vocational Rehabilitation

Therapist, Brecksville VA Hospital.

OTHER EXPERIENCE

Awarded Graduate Assistantship in School of Education

at Indiana University. Vice-Pres. of Alpha Theta

Chapter, Epsilon Pi Tau, Kent State Univ. Sustained

Superior Performance Award, VA Hospital, Brecksville, OH

HONORS &
 DISTINCTIONS

PERSONAL
 (Age, Marital Status,
 Children, Address)



RANK & SALARY

Instructor - \$14,000 (12 Months) Start 1, August '70
Salary prorated from
this date.

RECOMMENDED BY

Carl Stork DIRECTOR
H. Vogel DEAN
W. Schuler VICE-PRESIDENT

FOR BOARD ACTION

SUBJECT:

Employment of an instructor of sociology and an instructor of mathematics.

REASON FOR CONSIDERATION BY THE BOARD:

To fill the vacancies in these instructional areas which are necessary to Harper's educational program.

BACKGROUND INFORMATION:

The sociology position was budgeted for in the 1969-70 Academic Year but the vacancy was never filled. The mathematics position is a replacement due to a resignation for a present staff member to return to graduate school.

RECOMMENDED ACTION:

Employment of:

1. Mrs. Therese Butzen, Instructor of Mathematics, at \$9,500 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
2. Mr. Edward Ponczek, Instructor of Sociology, at \$8,500 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	<u>Mrs. Therese Butzen</u>	
FIELD (Suggested Teaching Area)	<u>Mathematics</u>	<u>Math/Physical Science</u> DIVISION
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	<u>B.S.; 1966, Western Ill. Univ., Macomb, Illinois</u> <u>M.A.T., 1970; U of I Chicago Circle, Chicago, Ill.</u> <u>Mathematics: Undergraduate - 36 Semester Hours</u> <u>Graduate - 37 Semester Hours</u>	
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	<u>13 Hours beyond MAT as follows: MTH 310 - 4 hrs,</u> <u>MTH 391 - 4 hrs, MTH 414 - 2-2/3 hrs, MTH 450 - 2-2/3 hrs = 13-1/3</u> <u>hours</u>	
MAJOR AREAS	<u>Undergraduate: Mathematics</u> <u>Graduate : Mathematics</u>	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	<u>Teaching assistant; U of I Chicago Circle; 1968-70</u> <u>Mathematics teacher; Tefft Jr. H.S.; Streamwood; 67-68</u> <u>Mathematics teacher; Quincy H.S.; Quincy; 66-67</u>	
OTHER EXPERIENCE	<u>Dorm Resident Assistant, W.I.U, 1965-66, Macomb, Ill</u> <u>Univ. Union Assistant, W.I.U., 1963-65, Macomb, Ill</u> <u>Pharmacy Receptionist, Lohr's, 1963, Quincy, Ill</u> <u>Sec & Cost Asst, Gardner Denver, 1962-63, Quincy, Ill</u>	
HONORS & DISTINCTIONS	<u>Ill Tchrs Scholarship, P.T.A. Scholarship, Ill</u> <u>Upperclassman Award, Sigma Zeta (Mth & Nat Sci)</u> <u>Pi Gamma Mu (Soc Sci), Kappa Delta Pi (Education)</u>	
PERSONAL (Age, Marital Status, Children, Address. Etc.)	<u>[REDACTED]</u> <u>[REDACTED]</u>	
RANK & SALARY	<u>Instructor: \$9,500.00</u>	
RECOMMENDED BY	<u>Larry Collier</u>	DIVISION CHAIRMAN
	<u>John R. Birkhoff</u>	DEAN
	<u>C. Schauer</u>	VICE PRESIDENT
		PRESIDENT

WILLIAM RAINY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Edward Ponczek	
FIELD (Suggested Teaching Area)	Sociology	Social Science
	DIVISION	
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B. A. Indiana University, 1966	39
	M.A. Indiana University, 1970	33
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD		
MAJOR AREAS	Sociology	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	9/69 - 6/70 Graduate Teaching Assistant, Indiana University	
OTHER EXPERIENCE	6/66-8/66 Social Worker, Saginaw, Michigan 1/68-8/70 Reinsurance Client Problem Solver, Ft. Wayne	
HONORS & DISTINCTIONS	Dean's List, National Science Foundation Scholarship, Grace Hogan Scholarship	
PERSONAL (Age, Marital Status, Children, Address, Etc.)	[REDACTED]	
RANK & SALARY	Instructor, \$8500.	
RECOMMENDED BY	<i>Lang S. King</i>	DIVISION CHAIRMAN
	<i>John R. Birkholz</i>	DEAN
	<i>Chelmer</i>	VICE PRESIDENT
		PRESIDENT

FOR BOARD ACTION

SUBJECT:

Employment of an Instructor of Speech, Instructor of Reading, Assistant Professor of English and Associate Professor of Engineering.

REASON FOR CONSIDERATION BY THE BOARD:

To fill the vacancies in these instructional areas which are necessary to Harper's educational program.

BACKGROUND INFORMATION:

The speech position was budgeted for in the 1969-70 Academic Year; the vacancy was never filled. The reading position is a replacement. The English position was budgeted for in the 1969-70 Academic Year; the vacancy was never filled. The engineering position was budgeted for in the 1969-70 Academic Year; the vacancy was never filled.


RECOMMENDED ACTION:

Employment of:

1. Mrs. Patricia Anderson Smith as Instructor of Speech at \$9,300 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
2. Mrs. Lee Carolyn Kolzow as Instructor of Reading at \$11,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
3. Mrs. Leota Jean Prokop as Assistant Professor of English at \$13,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
4. Mr. Charles Kelly Barton as Associate Professor of Engineering at \$15,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.


WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Patricia Anderson Smith	
FIELD (Suggested Teaching Area)	Speech	Communications DIVISION
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B.A. (Political Science) Ohio State University, 1961	
	M.A. (Speech) University of Utah, 1970	
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	26 hours beyond M.A. in Speech and Ph.D. Program (Utah)	
MAJOR AREAS	Public Speaking	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	University of Utah (Teaching assistant, Speech) 1968-70.	
OTHER EXPERIENCE	1963-64, Stewardess, American Airlines	
	1964-66, Sales Supervisor, Emporium, San Mateo, Calif.	
	1967-68, Ass't. Buyer, Cain-Sloan Co., California (Nashville, Tenn.)	
HONORS & DISTINCTIONS	Ohio State: President, Freshman class; Student Senate, 4 yrs.;	
	Nat'l. Executive Committee, Nat'l. Student Senate Ass'n.;	
	Outstanding Senior Woman.	
PERSONAL (Age, Marital Status, Children, Address. Etc.)		
RANK & SALARY	Instructor: \$9,300 (Contingent upon receiving Masters on or before September 1, 1970)	
RECOMMENDED BY	<i>Robert P. [unclear]</i>	DIVISION CHAIRMAN
	<i>John R. Burkholz</i>	DEAN
	<i>Ch. Schauer</i>	VICE PRESIDENT
		PRESIDENT



WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Lee Carolyn Kolzow	
FIELD (Suggested Teaching Area)	Reading	Communications
	DIVISION	
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B. Sc. (Education) Concordia Teachers College 1961	
	M. Sc. (Education) Southern Illinois University 1969	
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	Work toward Ph.D. in Reading (18 hrs.) Southern Illinois University	
MAJOR AREAS	Reading, Education	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	1969-70 Developmental Skills Center, Southern Illinois University (teacher)	
	1968-69 University Laboratory School, Southern Illinois University (kindergarten & first grade teacher)	
	1961-65 Northwest Lutheran School (Elmwood Park) and St. Paul Lutheran School (Skokie)...(Teacher)	
HONORS & DISTINCTIONS	"Who's Who in American Colleges and Universities"	
	Kappa Delta Pi (Honorary Educational Society)	
	Pi Lambda Theta (Honorary Women's Society)	
PERSONAL (Age, Marital Status, Children, Address, Etc.)		
RANK & SALARY	Instructor: \$11,000	
RECOMMENDED BY	<i>Robert Powell</i>	DIVISION CHAIRMAN
	<i>John R. Birkhoff</i>	DEAN
	<i>W. Schauer</i>	VICE PRESIDENT
		PRESIDENT

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Leota Jean Prokop	
FIELD (Suggested Teaching Area)	English	Communications
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B.A., College of St. Catherine, 1944; M.A., DePaul University, 1968.	
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	University of North Carolina, 9 hrs.; University of Minnesota, 3 hrs.; Ph.D. Candidate, Northern Illinois University (M.A. + 18 hrs.),	
MAJOR AREAS	Composition, Literature	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	Instructor of English (part-time) Northern Illinois 1969-70 Instructor of English (part-time) College of DuPage 1967-70 Lisle High School (Chairman, English) 1962-69; Eden Valley High School, Eden Valley, Minn., 1944-46.	
OTHER EXPERIENCE	Service Representative, Pacific Tel. & Tel., 1947-49.	
HONORS & DISTINCTIONS	President, State of N. Carolina, American Assn. of University Women (1959-61); Pres., Lisle Educators Assn. 1968-69.	
PERSONAL (Age, Marital Status, Children, Address, Etc.)	 	
RANK & SALARY	Assistant Professor: \$13,000	
RECOMMENDED BY	<i>Robert Farrell</i>	DIVISION CHAIRMAN
	<i>John R. Burkholz</i>	DEAN
	<i>Ch. Schauer</i>	VICE PRESIDENT
		PRESIDENT

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE CHARLES KELLY BARTON

FIELD (Suggested Teaching Area) Engineering Transfer Engr. & Rel. Technolog.
DIVISION

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

<u>B.S. Aero Engr., U. of Tulsa, 1949</u>	<u>85 hrs.</u>
<u>M.S. Mech. Engr. Case Inst. 1952</u>	<u>31 hrs.</u>

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD Okla. State Univ. 42 hrs. plus research credits

MAJOR AREAS Engineering Mechanics, Mechanical Engineering,
Aeronautical Engineering

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)

<u>Sept. 49-June 51</u>	<u>Case Inst.</u>	<u>Instructor</u>
<u>Sept. 60 - June 68</u>	<u>U. of Tulsa</u>	<u>Asst. Prof.</u>
<u>Asst. Chief Engr., Robbins/Myers</u>	<u>June 51-Mar 55</u>	
<u>Design Engr. Douglas Aircraft</u>	<u>Mar 55 - Sept. 60</u>	
<u>Senior Engr., Raytheon Missile Syst.</u>	<u>Aug 68 to present</u>	

HONORS & DISTINCTIONS Scholarship - Univ. of Tulsa
Pi Tau Sigma - Mech Engr. Honorary

PERSONAL (Age, Marital Status, Children, Address, Etc.)
[REDACTED]
[REDACTED]

RANK & SALARY Associate Professor - \$15,000 per Acad Year

RECOMMENDED BY

<u>Robert C. Smith</u>	<u>DIVISION CHAIRMAN</u>
<u>John R. Burkholz</u>	<u>DEAN</u>
<u>C. Schauer</u>	<u>VICE PRESIDENT</u>
	<u>PRESIDENT</u>

I. SUBJECT

Student Provost Position

II. REASON FOR CONSIDERATION BY BOARD

This is a new position requiring partial financial support from the education fund (\$1500).

III. BACKGROUND INFORMATION

Attached is the basic proposal and support data. This proposal has been approved by the administration and the Student Senate. The senate has agreed to contribute \$1500 toward support of the office if the board approves the proposal.

IV. RECOMMENDATION

It is recommended that the board approve the establishment of the Student Provost position to begin July 1, 1970.

STUDENT PROVOST

The Student Provost position is a new one proposed for the 1970-71 year on a one year trial basis. The position would be filled by a student appointed by the vice president of student affairs upon the recommendation of a student-administrative-faculty committee. The appointee would serve for one year. The provost would work fifteen to twenty hours per week during the college year and full time during the summer months. The student provost would report directly to the vice president of student affairs. He would serve in a staff relationship to the president of the student senate.

Selection Process

If approved the Student Provost position would be widely publicized among the students. In filling the position a sophomore student would be preferred but a freshman would be considered. The student would have to give evidence of academic aptitude, emotional maturity, and demonstrated leadership ability. Applications would be received by the vice president of student affairs' office and referred to a selection committee made up of two students appointed by the student government, one administrator appointed by the vice president of business affairs, one administrator appointed by the vice president of academic affairs, and one administrator appointed by the vice president of student affairs and two faculty appointed by the Faculty Senate.

This committee would interview the leading candidates and recommend two or three to the vice president of student affairs for final appointment.

Duties and Responsibilities

The student provost would be charged with the following responsibilities:

1. He would administer a student poll carrying out the administrative responsibilities necessary to run the poll on a twice a month basis. These surveys would routinely tap the attitudes of the students with regard to various matters of importance.
2. He would expedite the resolution of student grievances. His office would be publicized as a place where students could take grievances. He would be responsible for seeing that student problems were heard by the appropriate college officials and resolved at the appropriate levels.
3. He would be responsible for organizing and administering a student tutoring service.

4. He would serve as a liaison and communication link with the student body and would be responsible for developing a flow of information to and from the students, the faculty and the administration.
5. He would be responsible for organizing and administering the student participation in the summer orientation and pre-registration program. It is anticipated that much of his work in the summer would be involved in this program and would involve organizing tours and speaking to new students as they appear for their registration program.
6. He would attend student senate meetings and serve as an administrative liaison with the student senate. He would also be available to carry out certain administrative tasks that might be assigned to him by the student senate through the vice president of student affairs. This function would relieve the student senate president of certain routine administrative tasks.
7. He would serve as the student body representative in the college administration. He would also be available to attend any administrative meetings where he might profitably add to the discussion.
8. He would carry out any other tasks that might be assigned to him by the vice president of student affairs.

Remuneration

The Student Provost would be paid \$60 a week for 20 hours of work during the college year. During the summer he would work 37½ hours a week and earn \$112.50 a week. The total monies needed to set up this program on a twelve month basis would be approximately \$3,000 with travel and office expenses. Another alternative would be to tie in a European work-study grant so the student would, in addition, have the opportunity of going on the European tour with the college picking up a \$350 scholarship toward that trip.

Discussion

It seems to me that the trend across the country is to get students more involved in college affairs and college administration, and this proposal is one way for Harper to take a significant step in that direction. If we could find an outstanding student to assume this kind of leadership it would not only be extremely beneficial for the college and the student body, but it would also provide outstanding administrative experience for the student.

The only problem I see at present with this program is in developing a clear delineation of the responsibilities of the provost vis-a-vis the president of the student body and director of student activities. I believe this is

a problem that can be worked out satisfactorily if we keep in mind that the student body president will always be the elected representative of the students and will have the main responsibility for officially representing the student body, for organizing and carrying out the democratic machinery of the student government, and for directing the policy making process of the students. The student provost would, on the other hand, serve as an administrator carrying out administrative tasks for the student government, and also carrying out other responsibilities assigned to him in his job description and through the vice president for student affairs. In effect, one becomes an administrator and the other becomes leader of the policy formation process as a "chairman of the board". It seems to me that this kind of administrative framework is similar to that used in business and industry and could well work in a similar way within our framework. I realize this is not quite a complete analogy because in this case the student provost would be reporting to the vice president of student affairs rather than to the chairman of the board or the student body president. However, I do not feel this is a difference of great significance at this point. The director of student activities could utilize the services of the student provost thru coordination with the vice president of student affairs to whom they both report.

In short I believe the proposal is worth a try. I believe it would be creative and innovative in the area of student government and student affairs. I recommend that we try it on a one year trial basis and make every attempt to study the value of the position assessing its merits before making an appointment for the 1971-72 year.

I would further recommend that the financing for the office be split evenly between the college educational fund and the student activity fund, each contributing \$1500 toward operation of the office.

James Harvey
Vice President of Student Affairs

E. O.

ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

April 17, 1970

Dr. Robert E. Lahti, President
William Rainey Harper College
Junior College District No. 512
Palatine, Illinois

Dear Dr. Lahti:

As you requested, we have reviewed the long-range plans for the Harper College Computer Center, developed by Mr. Roy Sedrel, Director of the Center. These long-range plans, covering the periods 1967-1972 call for a proposed increase in computing equipment capacity at the College's Computer Center at this time. This review was performed by Mr. Clarence Quinlan, Senior Data Processing Consultant on our Management Consulting Services staff. It included:

- . An interview with Mr. Roy Sedrel, Director of the Computer Center and Mr. Kenneth Parker, Manager of Systems and Operations. Mr. Thomas Conroy, Supervisor on our Audit staff was also present. During this interview, the College's present and proposed utilization of computer equipment was reviewed in detail.
- . A discussion with Mr. Anton Dolejs, Controller and Mr. Thomas Conroy. This discussion was about the College's proposed utilization of computer equipment for financial management purposes, including the accounts payable system currently being designed.
- . A review of the following two documents which had been prepared by Computer Center personnel:

Analysis of Need for Model 40 Computer System.

The Computer Center's Five-Year Plan.

During January, 1970, a peak work load month for the Computer Center, it was necessary to operate the computer equipment for over six hundred hours. Increases in work load resulting from growth of the College alone will soon require either an increase in the capacity of the present computer equipment or a reduction in the level of services currently provided by the Computer Center. These services include:

- . Processing computer programs written by students in Business Data Processing, Electronics Technology, Mechanical Design, Architectural Technology, Numerical Control Technology and Mathematics. Programs submitted at the Computer Center by Students are usually processed within four hours.
- . On-line processing of student registrations and on-line cathode ray tube (CRT) inquiry terminals. The CRT terminals are used by Counselors to retrieve student demographic and scholastic information when counseling students.
- . College payroll production.
- . Test scoring and analysis.
- . Mailing label production.
- . Processing computer programs written by faculty members.

In addition, approximately one hundred hours per month are currently required for the Area Cooperative project. This community service activity includes:

- . Pupil enrollment and attendance reporting for five elementary school districts.
- . Payroll accounting for four elementary school districts.
- . Junior high school scheduling.
- . Program development and testing.

The modularity characteristics of modern computer equipment allow incremental increases in capacity without necessitating extensive revisions in existing computer programs. The Computer Center's Five-Year Plan proposes a number of such incremental increases, as the growth of the College and implementation of new applications make them necessary. In our opinion, when compared to present and planned utilization of computer equipment at other institutions of higher education, this five-year plan is comprehensive and realistic. However, it is to be expected that, due to new developments in computer technology and changing needs of the College, occasional revisions of this plan will be necessary.

The currently proposed increase in computer equipment capacity is one of the planned incremental increases. It consists of:

- . Increasing the capacity of the computer memory from 65,000 to 131,000 bytes. (A byte can contain either one alphanumeric character or two numeric digits.) This necessitates replacing the present IBM 360 Model 30 central processing unit with a Model 40, a somewhat faster unit. (The maximum memory a Model 30 can support is 65,000 bytes.) This change will result in an increase in computer rental charges of approximately \$2,200 per month.
- . Increasing the on-line disk storage capacity from 30 million to 117 million bytes. This will result in an additional increase in computer rental charges of approximately \$300 per month.
- . The addition of two magnetic tape drives, at a cost of an additional \$725 total per month in rental.

Consideration was also given to installing a faster printer. However, it was concluded that it may be a year or more before it is actually required. Consequently, it has been eliminated from the present proposal.

The proposed increase in computer memory will, in effect, allow the computer system to do three things at the same time. For example, at any one time, the following services could be provided:

- . On-line service for the remote CRT terminal registration and student information retrieval system.
- . On-line service for four other remote terminals for use in processing student and faculty programs. These typewriter type terminals were purchased with HEW funds but, due to the capacity limitations of the present computer equipment, cannot now be effectively utilized.
- . Processing of other computer programs (administrative, student, faculty, etc.) at the Computer Center.

The change from the present IBM 360 Model 30 to a Model 40 and the addition of two tape drives is required to utilize the IBM Coursewriter System software. This software consists of computer programs provided by IBM which can be utilized by the faculty to develop computer assisted instruction (CAI) applications. The tape drives will also provide a more economical means of creating backup files, which are especially necessary in financial management systems.

The proposed increase in on-line disk storage capacity is required for the following:

- . To support the proposed multi-programming (three programs running simultaneously) mode of operation.
- . To provide file capacity required for the recently-designed library acquisition system (which includes order processing and cataloging).
- . To provide file capacity for the proposed financial management applications.

In our opinion, the applications described above are essential for effective and efficient operation of a modern institution of higher education. We also believe that, with one exception, the Computer Center staff have proven that they have the capability to effectively operate the Computer Center as a service to the other divisions and departments of the College. The exception is in the development of a financial management system, where little progress has been made.

The presently operational payroll program is inefficient, since the computer programs were originally developed for second generation hardware by Morton High School and have not been modified. An accounts payable application is currently being designed without reference to a planned comprehensive financial management system, a deficiency which has been recognized by the office of Business Affairs. In order to obtain all possible benefits available through utilization of modern data processing equipment, we recommend that the development of such a comprehensive system, which will provide efficient processing of financial data and effective budgetary control of available funds, be undertaken.

We concur with the proposed increases in capacity of the College's computer equipment. We urge that this capacity increase not be deferred beyond July 1, 1970, since the computer manufacturer's educational allowance on future orders has been reduced from twenty to ten percent. Computer Center personnel have estimated the cost over the next five years of losing the current discount to be \$65,650.

In order to obtain maximum benefits from this increase in capacity, we recommend that the College obtain competent, outside assistance in the development and implementation of a comprehensive financial management system.

We appreciate having the opportunity to review this proposal, and are looking forward to future occasions when we may be of service to the College.

Very truly yours,

Ernst & Ernst

Exh D-1
RECEIVED

MAY 1 1970

OFFICE OF THE PRESIDENT

*Hold in Bd meeting
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meeting.*

MEMORANDUM

TO: DR. LAHTI
FROM: R. SEDREL
DATE: MAY 1, 1970

I have reviewed our present Computer Operations and analyzed the need to up-grade our present Model 30 Computer System to a Model 40 system.

The attached document presents the analysis and my recommendation to continue with our earlier plans to up-grade the system. If you have any questions, please contact me.

Roy A Sedrel

R. Sedrel

RS/lf

att.

Analysis of Need for Model 40
Computer System

I. Current Applications:

The current utilization of Computer Center facilities covers a variety of applications. The following is a list of applications being processed on the Model 30 Computer.

- Student Problem Programs
 - Business Data Processing
 - Electronics Technology
 - Mechanical Design
 - Architectural Technology
 - Numerical Control Technology
 - Mathematics
- Student Registration and Information Retrieval
- Student Information System Reporting
- College Payroll Production
- Curriculum Information System Reporting
- Teacher Test Scoring & Analysis
- Mailing Label Production
- Special Reporting
- New Program Development & Testing
- Faculty Utilization
- Area Cooperative - Pupil Enrollment & Attendance Reporting
- Area Cooperative - Payroll Accounting
- Area Cooperative - Junior High Scheduling
- Area Cooperative - Program Development & Testing

II. New System Development:

New systems development and application are important elements in the operation of the Computer Center and utilization of our present Model 30. The first phase of the Financial Accounting System is now under development and should enter the programming stage during the next 15 days. Our target date for parallel implementation of that system is July 1, 1970.

The Library Acquisitions System (including order processing and cataloging) is also under development and is now in the programming stage. Target date for implementation of the library acquisitions system is August 1, 1970.

Both of these systems have been designed around the utilization of the larger capacity 2314 disk storage drives as well as magnetic tape storage planned for the Model 40 computer system.

III. Projected New Systems Development:

The following information systems development activities are planned for the period July 1, 1970 - June 30, 1971:

Phase II Financial Accounting System
 Facilities Accounting System including equipment inventory
 Staff Accounting System

In addition, it is planned the remote computing and remote job entry capabilities for the instructional programs would be implemented during the same time period. These applications would make use of the 1050 terminal system purchased in the fall of 1969 (with HEW funds).

The Model 40 will accommodate the IBM Coursewriter System for CAI (Computer Assisted Instruction). It is planned that during the 1970-71 year, this System will be implemented on a time scheduled basis for instructor work in developing CAI applications.

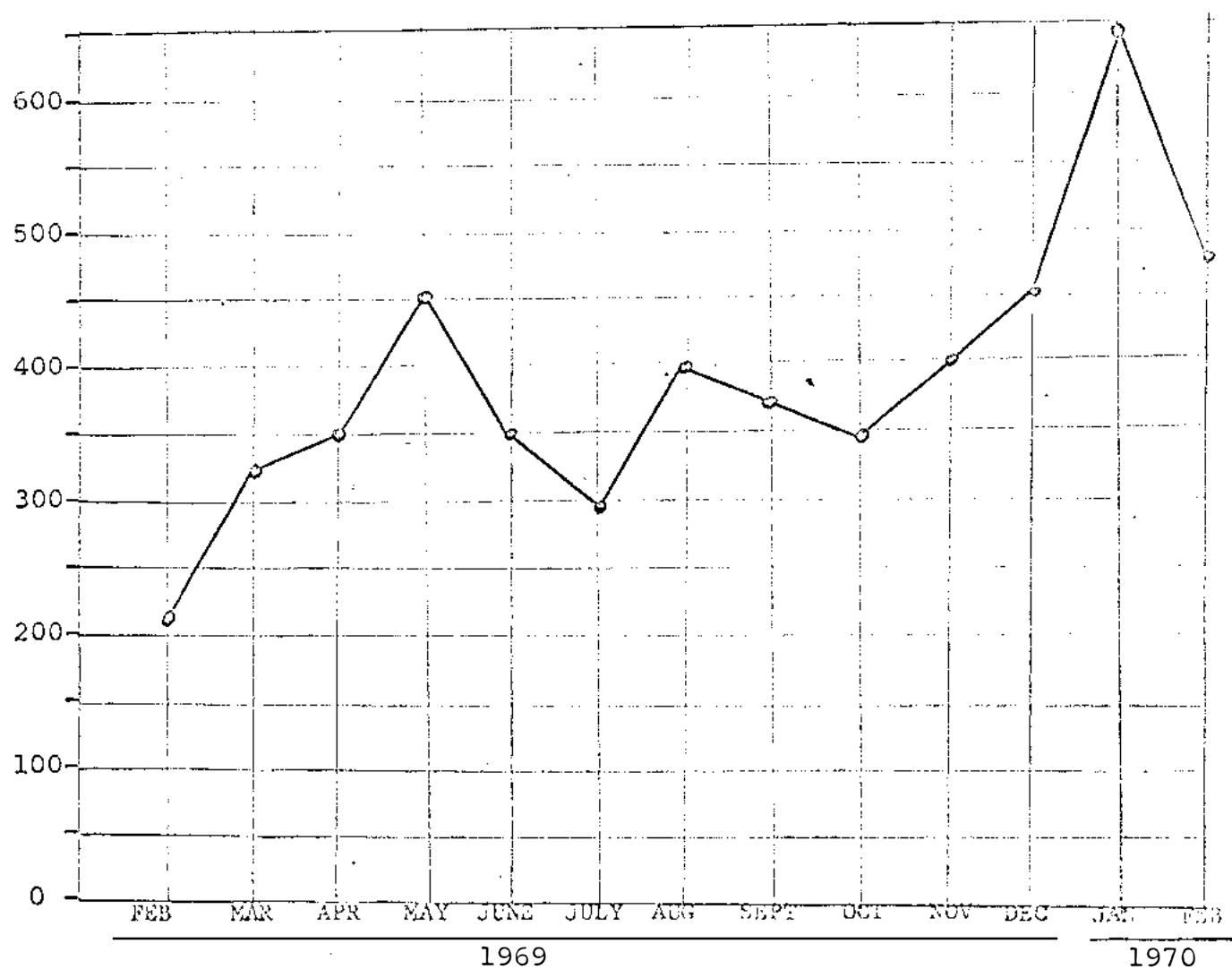
In addition to college expansion in system development are educational program uses planned for 1970-71, the Area Cooperative Service project plans expansion to include two more elementary school districts.

IV. Present Equipment Utilization:

The following chart shows peak monthly utilization of the present Model 30 computer:

<u>APPLICATION</u>	<u>Background Partition</u>	<u>Foreground Partition</u>
Student Problem Programs	145 hrs.	
Student Information-Registration System		70 hrs.
Student Information System Reporting	185 hrs.	
Curriculum Information System Reporting		
Payroll Production	38 hrs.	
Test Scoring	50 hrs.	
Mailing Labels	10 hrs.	
Special Reports	15 hrs.	
Faculty Utilization	15 hrs.	
New Program Development	68 hrs.	
Area Cooperative Production	67 hrs.	
Area Cooperative Testing	8 hrs.	
Preventive Maintenance & Down Time	16 hrs.	16 hrs.
Totals	621 hrs.	86 hrs.

The above shows the utilization of our system during the peak month. However, one must keep in mind that it is these peak months which produce all the problems for the Center in terms of meeting essential requirements of various uses. The following graph shows the general trend in equipment utilization during the period February 1969-February 1970.



V. Projected Equipment Needs:

The chart below presents projected equipment utilization by January 1971. This projection is based upon the following applications either presently operational or planned for implementation during the forthcoming six months:

<u>Application</u>	<u>Hours Per Month</u>
Student Problem Programs	200
CAI (Coursewriter)	40
Student Information-Registration System	233
Student-Curriculum Information System Reporting	170
Financial Accounting System - Phase I	24
Payroll Reporting	35
Library Acquisitions	12
Test Scoring	52
New Program Development	65
Mailing Labels	12
Faculty Use	20
Special Reports	15
On-line Computing for Student (Using 1050 terminals)	88
Area Cooperative Production	75
Area Cooperative New Program Development	30
Preventative Maintenance & Down Time	<u>21</u>
Total Hours/Mo.	1092

The total 1092 hours of utilization must be accomplished in a multiprogrammed environment using three partitions on the Model 40 CPU and, operating the system three shifts. The following breakdown shows the number of hours per shift per month projected for each partition on the system:

<u>SHIFT</u>	<u>PARTITION</u>		
	<u>1</u>	<u>2</u>	<u>3</u>
8:00 A.M. - 4:00 P.M.	165 hrs.	160 hrs.	168 hrs.
4:00 P.M. - 12:00 Midnight	163 hrs.	167 hrs.	135 hrs.
12:00 Midnight - 8:00 A.M.	160 hrs.	-0-	-0-

In order to operate in a multiprogrammed environment it is essential that we have the larger Model 40 CPU. The projected utilization of the Model 40 also includes full, on-line operation of our Student Information Retrieval System for the Guidance function -- a task which we cannot accomplish on the present Model 30.

VI. Cost Comparison:

The following chart depicts cost and performance comparison for the present Model 30 computer and the Model 40 computer. The cost data shown includes all educational discounts available.

	<u>Model 30</u>	<u>Model 40</u>
Central Processing Unit	\$4,007	\$6,174
Printer and Card Reader	1,968	1,968
Test Scoring Machine	392	392
Disk Storage Drives (4)	2,272	2,580
2260 Video Terminals	1,020	1,020
2501 Card Reader	234	234
1443 Printer	-0-	-0-
Magnetic Tape Drives (2)	-0-	724
Total Monthly Rental	<u>\$9,893</u>	<u>\$13,092</u>
Central Processing Storage	65,000	128,000
Disk Storage	30 Million	117 Million
Central Processor Speed	1.5 micro	2.5 microseconds Per 2 Bytes
	seconds per byte	
Effective Card Read Capacity	1000 CPM	1600 CPM
Effective Print Capacity	650 LPM	890 LPM

Alternative:

The following alternatives are available for consideration:

- A. Alternative: Retain present Model 30 Computer System for one year
- Results:
1. Eliminate On-line Student Information Retrieval for Counseling.
 2. Restrict Admissions Office On-line file update and maintenance to two (2) hours per day.
 3. Eliminate On-line Student Programming using the 1050 System (Place System in Storage for one (1) year)
 4. Eliminate potential use of Coursewriter for CAI.
 5. Eliminate Area Cooperative Project completely
 6. Curtail new system development activity to 50 per cent to reduce program test time
 7. Re-design portions of both the accounting system and the library acquisitions systems as these were designed around the larger 2314 disk storage units.
 8. Cost savings \$38,388 per year. This however, does not place any value on benefits lost from curtailing developmental activities. Also, this does not take into consideration lost production from having to re-design portions of the Accounting and the Library Acquisition systems.

- B. Alternative: Retain present Model 30 CPU but add the 2314 Disk Storage Unit and two 2415 Tape Drives.
- Results: 1. Same effects as in 1-6 above. Would not be necessary to re-design portions of accounting and library acquisitions systems.
2. Cost savings \$26,004 per year.
- C. Alternative: Defer delivery of Model 40 System for 89 days.
- Results: 1. Eliminate On-line Student Information Retrieval for Counseling for 89 days.
2. Restrict Admissions Office on-line file update and maintenance to two hours per day for the 89 day period.
3. Eliminate On-line Student Programming using 1050 System for 89 days.
4. Curtail new system development for 89 days.
5. Delay implementation of Accounting and Library Acquisitions System for 89 days.
6. Hold Area Cooperative Services at current level thereby nullifying the NEC Proposal for Area Cooperative Data Services.
7. Cost Savings \$9,597.
- D. Alternative: Upgrade present Model 30 system to Model 40 as originally planned.
- Results: 1. Will be able to meet all computing needs of institution with no curtailment of services to any user.
2. Will eliminate need for second operator by having two printers in Computer Room.
3. Increase in cost over present system \$38,388.

VIII. Other Considerations:

Other factors which must be considered in any decision to defer the installation of the Model 40 are listed below:

- A. If the Model 40 is cancelled at this point, we will lose our 20% educational allowance on future order of the system as present discount rates are 10%. The cost of losing this discount over the next five (5) years is \$65,650. This would not occur if we defer delivery of the system for 89 days (October 1, 1970) Alternative C.
- B. Elimination of Area Cooperative Services Project could have severe public relations repercussions for the institution. Even deferring delivery of the Model 40 would necessitate eliminating any new schools in the project. This in effect destroys the NEC proposal which would also have public relations repercussions.

- C. Many direct student benefits will be eliminated or severely restricted. With the Model 40, we plan to implement remote student program capabilities using the 1050 terminal system purchased this year with HEW funds. Also, we plan to begin working with faculty in developing CAI (Computer Assisted Instruction) applications, using the 1050 terminal system. The ultimate objective of CAI is to provide a more meaningful learning experience for students through individualization of instruction via computer controlled terminals. Much faculty effort must be devoted to the development and testing of material before CAI is available to the student. The developmental and testing effort can only be accomplished if equipment resources are available.

In addition, we are attempting to provide our students minimum "turn-around" time for their problem programs. The desired level of time is two to three hours. We are not able to achieve this level at the present time, and as our student body increases the load will become even greater. Without the additional speed and through-put capabilities of the Model 40, turn-around time will be at an undesirable level in the fall of 1970.

During the past year we have had to restrict the number of problem programs students in the Electronics courses could submit as time was not available to process the time consuming ECAP problems. With the Model 40, we will be able to serve the needs of these students and provide a more effective experience for them.

- D. The present system capabilities does not permit us to meet the objectives of our on-line student information retrieval system as an integral support function in our de-centralized guidance and counseling operation. The Model 40 will give us the capability to provide guidance counselors, division chairmen and faculty members on-line access to essential student data, thereby enabling them to be more effective in working with individual students.

IX. Recommendation:

It is recommended that the College continue with its plan to install the Model 40 Computer System presently scheduled for delivery July 1, 1971.

FOR BOARD ACTION

SUBJECT:

Adoption of the Harper College Academic Calendar for
1970-71

REASON FOR CONSIDERATION BY THE BOARD:

To establish the Academic Year for Harper College for
1970-71.

BACKGROUND INFORMATION:

The Academic Calendar was developed with the inclusion
of the new Federal and State laws regarding holidays.

RECOMMENDED ACTION:

Adoption of the 1970-71 Harper College Academic Calendar.

HARPER COLLEGE CALENDAR
1970 - 71

FIRST SEMESTER

New Faculty Orientation	September	1-4
Labor Day	September	7
All Faculty Report	September	8, 9
Registration	September	10-12
Classes Begin	September	14
Last Day for Late Registration	September	18
Last Day for Adding Classes	September	18
Last Day for Refunds	October	9
Columbus Day	October	12
Veterans Day	October	26
Mid-Term	November	6
Last Day for Withdrawals	November	20
Thanksgiving Vacation	November	26, 27
Classes Resume	November	30
Christmas Vacation Begins	December	18 (11:00 p. m.)
Classes Resume	January	4
Final Examinations	January	18-22

SECOND SEMESTER

Registration	January	27-29
Lincoln's Birthday	February	1
Classes Begin	February	2
Last Day for Late Registration	February	5
Last Day for Adding Classes	February	5
Last Day for Refunds	February	26
Mid-Term	March	26
Good Friday	April	9
Easter Sunday	April	11
Spring Vacation	April	12-16
Classes Resume	April	19
Last Day for Withdrawals	April	16
Memorial Day	May	31
Final Examinations	June	1-5
Graduation	June	6

SUMMER SESSION (8 WEEKS)

Registration	June	10, 11
Classes Begin	June	14
Last Day for Late Registration	June	16
Last Day for Refunds	June	25
Independence Day	July	4
Classes Resume	July	6
Mid-Term	July	9
Last Day for Withdrawals	July	16
Final Examinations	August	5, 6

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1023 for Supplemental Campus Lighting.

II. INFORMATION:

Advertisements were run and bids solicited for the subject service. Twelve bid requests were sent out and four responses were received.

III. SUMMARY:

A recapitulation of the bids shows that of the four respondents, the Wigdahl Electric Company quoted the lowest figure, namely \$38,300.00, agreeing to start work ten days after written notice to proceed from the College.

Actual bids were:

1. Wigdahl Electric Company	\$38,300
2. Gibson Electric Company	40,989
3. Mid-America Electric Company	43,219
4. L.K. Comstock and Company	61,040

IV. RECOMMENDATIONS:

The Administration recommends that the Board award the bid to Wigdahl Electric Company on the basis of the lowest bid.

IV. RECOMMENDATIONS:
(continued)

This bid is \$38,300.00; this amount to be paid in accord with the provisions of the contract documents.

It should be pointed out that at an earlier meeting the Board authorized the Administration to proceed with the obtaining of bids for this work with the understanding that the results of the bids and the Administration's recommendation would be submitted to them for final approval and award.

np/5/7/70

April 3, 1970

RE: Project No. 69-70 - Interim Campus Lighting
Invitation to Bid - Bid No. Q-1023

Gentlemen:

We are attaching our specifications and plan for the installation of interim campus lighting. Harper College desires that this project must be completed 90 calendar days from the date of receipt of notice to proceed. Proposals will be received in the office of Director of Physical Plant, Harper College, Palatine, Illinois until 12:00 noon, Monday, April 27, 1970. Bids received after this time will be considered nonresponsive and returned unopened.

Bids will be opened at 1:30 p.m., Monday, April 27, in the Business Office Conference Room, Second Floor, College Center. Award of contract will be made after bids have been evaluated.

Please submit your proposal to this institution in a sealed envelope on the enclosed Proposal Sheet, and mark the face of the envelope, "Construction Bid No. Q-1023 - Project 69-70."

Very truly yours,

WILLIAM RAINEY HARPER COLLEGE


Robert J. Hughes, Director
Physical Plant

RJH/ss

Attachments: Specifications, Drawing EX69-70, Proposal Sheet

WILLIAM RAINEY HARPER COLLEGE
Physical Plant Division
Palatine, Illinois

SPECIFICATION NO. 69-70

Project No. 69-70
Specifications for Additional Interim Campus Lighting

Guarantee of Work

The contractor and all sub-contractors shall guarantee materials and workmanship for a period of one year from the date of acceptance by the College. All equipment warranties shall be submitted to the Director of Physical Plant for Review and notation.

Drawings and Specifications

Drawings and specifications are designed to complement each other. If a conflict arises between drawing and specification, the contractor is required to advise the Director of Physical Plant for clarification on intention before proceeding with the work.

Building Permits and Fees

Building permits, fees and taxes required by state or local authority will be provided by the contractor.

Insurance

Contractor's risk, liability and workmen's compensation required by law shall be in effect during the period of work. The contractor shall furnish the College with a certificate of insurance coverage prior to the start of work.

Errors or Omissions

The contractor or his authorized representative shall inform the Director of Physical Plant of any error in plans, specifications, or work procedures which appear to be in conflict with accepted building practice, in violation of building codes.

Delays

The contractor shall notify the Director of Physical Plant in writing of any delay in the completion of the work as soon as it is known.

Job Cleanliness

The contractor shall maintain a neat, clean work area at all times. The work area shall be cleaned, scrap removed,

Job Cleanliness (Cont.)

and material neatly and safely stored at the end of each working day. The contractor is required to provide safety equipment for his employees while they are engaged in hazardous work.

DESCRIPTION OF WORK

General

The Contractor shall furnish, deliver, and install on the campus and connect to the appropriately designated source of power all lighting fixtures as described on the contract drawing complete with all accessories and details for a finished job.

Bidders shall acquaint themselves with these types of exterior lighting construction and become familiar with the fixture size and type limitations imposed.

Should any bidder consider any of the requirements of these specifications or drawing such as will make impossible the effective installation or operation of any fixture, he shall notify the Director of Physical Plant before submittal of bid and obtain written direction for change. Failure to do so at the proper time shall guarantee the effective operation of all fixtures as herein provided.

All lighting fixtures shall bear the Underwriters' Laboratories approval as shown by a label attached thereto.

All measurements shown on the drawing shall be varified on the job. This contractor shall be responsible for the proper and workmanlike location of all fixtures. All fixtures shall be tested before and after installation and shall show free of shorts, grounds, etc.

Fixture wire shall be as required be the National Electric Code for insullation and current rating.

The contractor shall provide all conduit, wiring, contactors, time clocks, etc. as specified herein and shown on the drawing for complete exterior lighting system. All lighting installed in accordance with this specification shall be controlled by time clocks and as indicated on the drawing.

DESCRIPTION OF WORK (cont.)

Scope of Work

This work includes all plant, labor, materials, tools, transportation, incidentals, and appurtances, and installation and testing of all materials and equipment as specified herein and as shown on the drawing and as required for a complete, functional system.

Storage and Protection

The contractor shall store all units of fixtures, equipment, and material at the job site. The contractor shall protect from the elements when in open storage and further protect from damage by work as required and shall handle all materials, equipment and devices carefully. Materials improperly handled or damaged from rough usage or improper storage shall be taken out and replaced with new units as directed by the Director of Physical Plant.

Pole Installation

The contractor shall locate light poles as shown on the drawing. Pole bases shall be constructed as detailed on the drawing utilizing materials as specified by the pole manufacturer. Concrete used to install pole bases shall be 3,000 PSI. All poles shall be installed plumb. All poles and bases shall be permanently grounded by ground rods installed in the base before concrete is poured and the continuous ground wire connecting the poles. Control of the lamps shall be on the clock indicated on the plans and hereinafter specified. Complete standards shall be as specified on the drawing.

Time Clocks

The contractor shall furnish and install the time clocks as specified herein and as shown on the plan. Timers for lighting control shall be synchronous motor driven with astronomic 7-day dial, correct for north latitude of the project, synchronous motor driven with 7-day dial, including "skip-a-day" feature for light circuits. Installation and wiring of the clocks shall be by this contractor. Manufacturer of clocks shall be Paragon or Tork or approved equal.

Construction Requirements

In connection with the equipment furnished by him the contractor is responsible for the proper location and size of slots, holes, or openings in any building structure and for the correct location of inserts and sleeves and the water proofing thereof.

DESCRIPTION OF WORK

Construction Requirements (cont.)

Excavating and backfilling of trenches required for the installation of the interim lighting system shall be performed by the electrical contractor. The contractor shall excavate to the required depth of grade to secure the required slope for conduits. Rock or existing concrete where encountered shall be excavated to a depth of 6 inches below the bottom of the conduit. Where mud or otherwise unstable soil is encountered at the bottom of the trench which is incapable of supporting the lines, such soil shall be removed to firm bearing and the trench shall be backfilled with sand to proper grade and tamped to provide firm support. Areas excavated shall be properly covered by acceptable top soil.

Where machines are used to excavate conduit trenches, such machine excavation shall terminate 3 inches above the invert of the conduit. Final excavating and shaping of the trench shall be performed only a few feet in advance of laying the conduit. The bottom of the trench shall be accurately excavated by hand to provide firm uniform bearing. Trenches shall not be backfilled until the conduit has been tested by the contractor as required and approved by the Director of Physical Plant.

Sleeves placed in foundation walls shall be cast iron fabricated sleeves flush inside and outside, caulked. Underground conduit sleeves shall be of the standard type provided with the conduit. Annular space between interior surface of all sleeves and pipe shall be caulked with butyl base caulking compound.

All electrical work shall be executed in a workmanlike manner and shall be in accordance with the National Electric Code.

Parking Regulations

The contractor agrees to comply with all parking and traffic regulations established by the College for the orderly movement of traffic on the campus.

Supervision

The contractor shall furnish the services of a full-time qualified supervisor to oversee and control the work. This supervisor is responsible for maintaining working schedules and planning work so that there is a minimum of interruption to College classes and College personnel.

Inspection of the Site

The contractor is required to visit the site of the work to

Inspection of the Site (cont.)

familiarize himself with any and all conditions which will affect his performance of this specification.

Payment

Payment for work described in this specification will be made to the contractor when the work is completed and accepted by the Director of Buildings and Grounds and the bill is approved by the College Board of Trustees.

Rejection

The College reserves the right to reject or declare any or all bids nonresponsive.

May 14, 1970

To: Board of Trustees

From: Office of the President

Subject: Definition of Professional ExpensePROFESSIONAL EXPENSE ACCOUNTS

Each full-time faculty member will be allowed a professional expense account not to exceed \$100.00 per year. Up to one-half of the allowance will be paid for all approved vouchers submitted to the Business Office by January 31st. Any amount due not paid at this time will be paid on the basis of approved vouchers submitted to the Business Office by May 31st.

The following are allowable professional expense items:

1. Membership fees for professional organizations related to the teaching area.
2. Subscriptions to professional journals, books and periodicals related to teaching area.
3. Incidental teaching supplies purchased by faculty member.
4. Rental of academic attire for formal academic functions of the college.

The following are not allowable professional expense items:

1. Typing of Master's or Doctoral thesis.
2. Magazines, newspapers, and other subscriptions not of a professional nature or not applicable to the faculty member's discipline.
3. Field trip expense.
4. Uniform expense.
5. Books and publications in excess of \$50.00 per year.
6. Any items normally furnished by the college.

Note:

1. All disbursements for professional expense must be supported by a receipt or evidence of payment.
2. All requests for reimbursement must be approved by the staff member's immediate supervisor.
3. Professional expenses incurred during June may be charged to the following year.

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1051, Project 69-72, for the sodding of the Harper College Playing Field.

II. INFORMATION:

Advertisements were run and bids solicited for the subject project. Fourteen bid requests were sent out and three responses were received.

III. SUMMARY:

A recap of the bids submitted shows the Jack Caughron Sod Company as the lowest respondent, namely \$10,589.00, agreeing to start work five days after written notice to proceed from the College. Actual bids were:

1. Charles Klehm	\$ 8,750
	w/exceptions
2. Ralph Kottke Landscaping	13,750
3. Jack Caughron Sod Company	10,859

The figure quoted by Charles Klehm contained an exception to the maintenance section regarding the watering and general maintenance of the newly sodded area. Klehm's exceptions asked the College to accept the responsibility of purchasing 2500 to 3500 feet of hose, at least eight sprinklers and the hiring or utilization of a full time man, seven days a week, from 6 a.m. to 10 p.m., for a period of one month after installation.

FOR BOARD ACTION

III. SUMMARY (continued)

Adherence to these exceptions would greatly inflate the quoted figure.

The next lowest bidder, Jack Caughron, quoted per specifications, without exception.

IV. RECOMMENDATION:

The Administration recommends that the Board award the bid to the Jack Caughron Sod Company on the basis of the lowest quotation without exceptions. The quotation is \$10,859.00, to be paid in accord with the provisions on the contract documents.

np/5/12/70

WILLIAM RAINEY HARPER COLLEGE
Physical Plant Division
Palatine, Illinois

ADDENDA NO. I - SPECIFICATION NO. 69-72

Alternate No. 1

Page 2, Paragraph 2 - The contractor shall furnish, deliver, and install on the William Rainey Harper College football field a conglomerate mixture of the following blue grass strains; Merion, Kentucky, Park, Newport, and Delta sod.

For this alternate (add - deduct) \$_____ from the lump sum amount quoted on the Proposal Sheet.

Alternate No. 2

Page 2, Paragraph 2 - The contractor shall furnish, deliver, and install on the William Rainey Harper College football field Kentucky blue grass sod.

For this alternate (add-deduct) \$_____ from the lump sum amount quoted on the Proposal Sheet.

WILLIAM RAINEY HARPER COLLEGE
Physical Plant Division
Palatine, Illinois

SPECIFICATION NO. 69-72

Project No. 69-72
Specifications for Sodding of Harper College Football Field

Guarantee of Work

The contractor shall guarantee sod for a period of one year from the date installed and shall provide college operating personnel with necessary instructions to maintain the sodded area.

Drawing and Specifications

Drawings and specifications are designed to complement each other. If a conflict arises between drawing and specification, the contractor is required to advise the Director of Physical Plant for clarification on intention before proceeding with the work.

Building Permits and Fees

Building permits, fees and taxes required by state or local authority will be provided by the contractor.

Insurance

Contractor's risk, liability and workmen's compensation required by law shall be in effect during the period of work. The contractor shall furnish the College with a certificate of insurance coverage prior to the start of work.

Errors or Omissions

The contractor or his authorized representative shall inform the Director of Physical Plant of any error in plans, specifications, or work procedures which appear to be in conflict with accepted building practice, in violation of building codes.

Delays

The contractor shall notify the Director of Physical Plant in writing of any delay in the completion of the work as soon as it is known.

Job Cleanliness

The contractor shall maintain a neat, clean work area at all times. The work area shall be cleaned, scrap removed,

Job Cleanliness (cont.)

and material neatly and safely stored at the end of each working day. The contractor is required to provide safety equipment for his employees while they are engaged in hazardous work.

DESCRIPTION OF WORK

General

The contractor shall furnish, deliver, and install on the William Rainey Harper College campus football field Newport Bluegrass sod. This work is to be completed 14 calendar days from the date of receipt of notice to proceed, provided the weather will allow operations herein described.

The football field and end-zone area shall be sodded in accordance with the following procedure.

Finish Grading Operation

All areas of the site to be sodded shall be finish graded. When site work has been substantially completed, contractor shall finish all areas to be sodded under this contract. It is understood that rough finish grading has been previously accomplished. The soil shall be thoroughly disced with a disc harrow. Fertilizer shall then be spread as follows:

Areas to be sodded - apply agricultural lime stone at the rate of 10 lbs. per 1,000 square feet; apply 5-20-20 commercial fertilizer at the rate of 20 lbs. per 1,000 square feet.

Pegging

The contractor shall apply pegs to hold sod on terraced areas where such staking and pegging is required.

Clean-up

As the sodding operation procedure progresses all rope, wire, burlap, empty containers, rocks, clods and other debris shall not be allowed to accumulate but shall be removed daily and the site kept tidy at all times. Any excess topsoil or rich loam shall be placed as directed by the College. After the sodding operation is complete, all areas which may have become strewn with soil or other material shall be thoroughly cleaned by sweeping or, if necessary, washing.

Maintenance

The operation of maintenance shall begin at the time each portion is sodded as each area to be sodded is completed until sod is properly rooted, and the contractor shall be responsible for watering to promote proper growth of the grass. The watering to continue until the dormant season starts, normally presumed to be the first frost occurring in the fall season.

Sodding shall be maintained from the period of sodding until it is clearly evident sod has recovered from the transplant in a healthy growing condition. Maintenance shall include watering, wiring and repairing of stakes or pegs, removal of dead matter, resetting of sod to proper position and other necessary operations.

Parking Regulations

The contractor agrees to comply with all parking and traffic regulations established by the College for the orderly movement of traffic on the campus.

Supervision

The contractor shall furnish the services of a full-time qualified supervisor to oversee and control the work. This supervisor is responsible for maintaining working schedules and planning work so that there is a minimum of interruption to College classes and College personnel.

Inspection of the Site

The contractor is required to visit the site of the work to familiarize himself with any and all conditions which will affect his performance of this specification.

Payment

Payment for work described in this specification will be made to the contractor when the work is completed and accepted by the Director of Physical Plant and the bill is approved by the College Board of Trustees.

Rejection

The College reserves the right to reject or declare any or all bids nonresponsive.

Hold Harmless Agreement

The contractor shall indemnify and hold harmless William Rainey Harper College and their agents and employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the

Hold Harmless Agreement (cont.)

work provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (B) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone, for whose acts any of them may be liable, regardless or whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against William Rainey Harper College or any of their agents or employees by any employee of the contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefit acts.

WILLIAM RAINEY HARPER COLLEGE

May 6, 1970

To: Dr. Robert E. Lahti, President

From: W. J. *Minn*, Vice-President of Business Affairs

Subject: Tuition Increase

Please find attached a revised five-year revenue and expenditure statement. This statement shows a recommended increase (25%) from \$8.00 to \$10.00 per semester hour for 1970-71, including the 1970 summer school.

It is significant to note that the five-year plan dated August, 1969, anticipated an increase in tuition. This August projection served as the basis for the March, 1970, proposed tax rate increase. The following table shows the August, 1969, tuition increases as compared to the current May, 1970, recommendation.

<u>Fiscal Year</u>	<u>August, 1969 Recommendation</u>	<u>May, 1970 Recommendation</u>
1969-70	\$ 8.00	--
1970-71	8.00	\$10.00
1971-72	10.00	10.00
1972-73	10.00	12.00
1973-74	11.00	12.00
1974-75	12.00	12.00

Since a \$1.00 increase in tuition develops about \$92,000 in revenue, it can be seen that by adopting the May, 1970, recommendation for an increase our financial picture will not be substantially changed. The 1971-72 deficit builds from \$800,000 to \$5,700,000 by 1974-75.

If the May, 1970, recommendation is adopted, we will increase revenue by \$500,000 over the next five years. While this increase in revenue will be welcomed, it will not substantially change our needs for additional funds.

It is recommended that the following tuition increase schedule be adopted:

*1970-71	\$10.00
1971-72	10.00
1972-73	12.00
1973-74	12.00
1974-75	12.00

*This recommendation includes summer school 1970.

4/22/70

EDUCATIONAL FUND
Estimated Revenue and Expenditures--Cash Basis
1967-1975

	1967-68	1968-69	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75
Taxes	962,000	863,000	1,257,000	1,330,000	1,463,000	1,610,000	1,771,000	1,975,000
State Apportionment	358,000	774,000	1,545,000	1,818,000	2,152,000	2,572,000	3,123,000	3,798,000
Less Bidg. Fund Deficit	--	--	(100,000)	(353,000)	(357,000)	(359,000)	(412,000)	(384,000)
Voc. Tech. Aid	--	102,000	225,000	230,000	200,000	200,000	200,000	200,000
Per Credit Hour	--	--	27,000	--	--	--	--	--
Computer Rental	--	--	--	--	--	--	--	--
Federal Aid	--	8,000	9,000	10,000	15,000	20,000	25,000	30,000
Tuition	245,000	602,000	900,000	1,186,000	1,252,000	1,774,000	2,029,000	2,363,000
Students	232,000	655,000	859,000	340,000	64,000	30,000	27,000	27,000
Charge-backs	--	--	--	--	--	--	--	--
Student Fees	--	--	--	20,000	21,000	22,000	27,000	30,000
Registration Fees	8,000	19,000	69,000	49,000	50,000	52,000	54,000	56,000
Other	--	--	--	--	--	--	--	--
Interest	14,000	43,000	40,000	20,000	15,000	10,000	5,500	6,000
Total Current Year Revenue	1,819,000	3,086,000	4,831,000	4,650,000	4,875,000	5,931,000	6,849,500	8,101,000
Add: Fund Balance, Beg.	60,000	530,000	857,000	1,100,000	494,600	(413,000)	(1,690,700)	(3,383,600)
Less: Current Yr. Expend.	1,349,000	2,759,000	4,588,000	5,255,400	5,782,600	7,208,700	8,542,400	10,430,225
Constr. Fund Payment	--	--	--	--	--	--	--	--
Fund Balance Ending	530,000	857,000	1,100,000	194,600	(413,000)	(1,690,700)	(3,383,600)	(5,712,825)

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BOARD INFORMATION

I. SUBJECT

Assessment of Student Activity Fee for Summer Session 1970.

II. REASON FOR CONSIDERATION BY THE BOARD

This summer will be the first time the activity fee has been charged to summer students.

III. BACKGROUND INFORMATION

The board previously authorized the assessment of a student activity fee of \$10 a semester for full time students, and \$5 for part-time students. This fee has not been levied during the past two summers due to the fact that circumstances prevented our offering the summer school students any of the regular semester programs for which the fees were used. Now that we are on the new campus and have the opportunity to develop some summer programming we wish to assess the fee beginning with the 1970 summer session. We believe the previous action by the board is all the authority needed to levy the fee, hence this exhibit is for information only.

Since all summer students are part time students the fee will be \$5 a student. For this \$5 the student will receive an I.D. card, plus free admission to a lecture, concert, film series to be developed for the summer students. This program will be similar to the program carried out during the regular college year with some or all programs also open to the community on payment of an admission charge. We hope that an outstanding summer program will soon become a trademark of Harper College.

3.2 Salary Provisions

3.2.1 Salary Program

The Harper College faculty salary program includes a system of rank and in addition provides remuneration of part-time, temporary, summer school and specially employed teachers.

A. Salary Program

	Instructor	Ass't Professor	Assoc. Professor	Professor
RANGE	8,500 15,000	9,700 17,000	11,000 20,000	12,800 23,000

This program was approved by the Board of Trustees with the understanding that an acceptable evaluation system that is compatible with faculty rank in higher education will be initiated. It is recommended that this be in effect beginning the 1970-71 academic year.

B. Salary Schedule for Part-Time and Temporary Teachers

Years 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.

C. Salary Schedule for Summer School

Summer school teaching salary will be reimbursed as follows:

$$\frac{\text{Salary}^*}{1} \times \frac{8}{36} \times \frac{X}{15} \times 80\%$$

* Contracted salary of previous academic year

X = the number of hours taught

D. 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.

State of Illinois
Board of Vocational Education and Rehabilitation
Vocational and Technical Education Division
405 Centennial Building
Springfield, Illinois 62706

APPLICATION FOR REIMBURSEMENT
CERTIFICATION

July 1, 1969 to June 30, 1970

April 21, 1970.

Date

William Rainey Harper College

School District No. _____,

in the

Junior College District No. 512,

County of Cook

We, the undersigned, certify that the vocational and technical programs summarized on the attached pages 6, 7, 8, and/or 9 of the local plan for the current fiscal year have been operated in accordance with requirements of the 1968 Amendments to the Vocational Education Acts and Regulations established therefrom, The State Plan for the administration of Vocational and Technical Education programs in the State of Illinois and minimum requirements established by the State Board, and the State and Federal Statutes governing operation of this educational institution and regulations established by agencies under which administered.

We certify that the foregoing report is true and accurate to the best of our knowledge and belief and that a certification is on file in the Office of Superintendent of Public Instruction/or the Illinois Junior College Board that this institution has met legal requirements for operating an institution of this legal class.

Albert E. Schatz

Superintendent of Schools or
Junior College President

Approved by Governing Board on

5/14/70

Date

Lawrence R. Mount
Secretary, Governing Board

Subscribed and sworn to before me this 18th
day of May A. D., 19 70

Barbara J. May
Notary Public

Date

I have examined the attached claim for the vocational and technical education program in the above named institution and certify this claim to be true and accurate to the best of my knowledge.

Superintendent, Educational Service
Region, _____ County

or

Executive Secretary
Illinois Junior College Board

13a info

WILLIAM SHELBY HARPER COLLEGE, MCLEOD DRIVE, DEERFIELD, ILLINOIS 60015

May 5, 1970

Mrs. Gloria Kinney, Executive Director
Northwest Educational Cooperative
112 North Belmont Avenue
Arlington Heights, Illinois 60004

Dear Mrs. Kinney:

This will serve as a letter of agreement between Harper College and NEC for computer and other services for the 1970-71 academic year.

Harper College will continue to provide computer processing time for batch-processing applications and services provided by NEC for the period from July 1, 1970 through June 30, 1971. NEC will provide its own forms, cards, magnetic disk storage units, magnetic tapes and other necessary supplies. In addition, NEC will provide its own qualified computer operator. Generally, all production processing for NEC will be completed between the hours of 12 midnight and 8:00 a.m. Actual production times and work schedules will be developed jointly by the NEC Data Processing Project Director, and Mr. Sedrel, Director of Computer Services for Harper College.

Should it become necessary to add additional capacity to the colleges computer system to accommodate NEC, a pro-rata portion of the cost of such added capacity will be assessed to NEC. However, based on current plans for NEC services, it should not be necessary to increase machine capacity above that currently planned for the college during the forthcoming year.

In addition, the college will provide office and clerical work space in the Computer Center for a director, a systems analyst-programmer, a key-punch operator and a computer operator for the 1970-71 academic year.

Harper College is pleased that the Northwest Educational Cooperative has taken the leadership role in providing data processing services to its member schools. We are delighted to have the opportunity to work with and for you in this venture. If the college can be of service to you at any time, please do not hesitate to contact me.

Sincerely,

Robert E. Lahti
President

rb