

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

AGENDA

June 11, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - May 15 - May 31, 1970
 - d. Estimated Payroll - June 1 - July 31, 1970
- V. Communications
 - a. Letter of Resignation
- VI. New Business
 - A. Recommendation: Staffing - Faculty Positions Exhibit A
(To be hand carried)
 - B. Recommendation: Administrative Salaries Exhibit B
(To be hand carried)
 - C. Recommendation: Approval of Contract - Off Campus Exhibit C
College Work Study Agreement
 - D. Recommendation: Conversion of Financial Accounting Exhibit D
System to Data Processing
 - E. Recommendation: Approval of Bid Award for College Exhibit E
Vehicles. (To be hand carried)
 - F. Discussion: Long Range Plans - Enrollment and Exhibit F
Facilities
 - G. Presentation: Schematic Design by CRS
 - H. Presentation: Financial Plan - Long Range Construction
 - I. Recommendation: Conduct Code Revision Exhibit I
 - J. 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 McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, June 11, 1970

CALL TO ORDER: Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:15 p.m., on June 11, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Diane Callin, Larry Collister, John W. Davis, Charles Falk, Guerin Fischer, John Gelch, Ed Goodwin, James Harvey, Mimi Hickman, Robert Hughes, Jack Lucas, Frank Maguire, W. J. Mann, Don Misic, L. Owens, Robert Powell, Martin Ryan, Janet Savin, C.H. Schauer, Roy Sedrel, Frank E. Smith, Irvin A. Smith, Calvin Stockman, Marilyn Swanson, Gilbert Tierney, Fred Vaisvil, Frank Vandever, George Voegel, W.E. Von Mayr and Lloyd Wilkes--Harper College; Frank M. Hines--Board Attorney; Donald Duffy--Harper Student; Linda Punch and Tom Wellman--Paddock Publications; Mabel E. Lucas--Elgin Daily Courier News; Kathie Radtke--Day Publications; Clarence Quinlan--Ernst & Ernst; Ed Finlay, Ralph Carroll and Steve Sawyer--Caudill, Rowlett & Scott; Ruth A. Records--Camp Reinberg; Marvin E. Lore and Pat Isom--S.E.I.U. Local #11; and Linda Brown, Jo Ellen Clawes, Michael Druding, LeRoi Hutchings, Mrs. Chester Pointer, Loraine B. Powell, James R. Schmidt and Mr. and Mrs. R.J. Wilson, Jr.

MINUTES: Member Haas moved and Member Morton seconded the motion to approve the minutes of May 28, 1970.

Member Moats stated his recollection was that Section 3.0.7 of the Policy Manual would be written out in full. After discussion, Member Moats moved, and Member Morton seconded the motion, that the minutes of May 28, 1970, be amended to reflect the fact that Section 3.0.7 of the Policy Manual be written out in full in tenure agreements between the college and individual faculty members. Motion unanimously carried.

MINUTES:
(Cont.)

The Chairman asked for a vote on approval of the minutes of May 28, 1970, as amended: Motion passed unanimously.

DISBURSEMENTS:
Construction
Payouts

There were no construction payouts. Mr. Mann reported there are a tremendous amount of punch list items needing to be completed on the buildings themselves. He stated the weather has been bad, and the site work is way behind schedule. Mr. Finlay informed the Board that a letter had been sent to Corbetta a few weeks ago informing them that unless they proceeded with dispatch to clean up the punch list, the architects would have no alternative but to have someone else complete the work. He stated it did speed it up but that now it had slowed down again. He further stated there was a good possibility that, unless they got the kind of activity they wished, the I.B.A. might have to take the funds retained and use those funds to pay to have this work done. Mr. Finlay stated the weather is now good and there should be some activity.

Bills Payable

Member Moats moved and Member Haas seconded the motion to approve the following bills payable as of June 11, 1970:

Educational Fund	\$263,373.20
Building Fund	84,252.36
Site & Construction Fund	87,484.93
Auxiliary Fund	23,192.73
	<u>\$458,303.22</u>

Upon roll call, the vote was as follows:

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

Payrolls

Member Haas moved and Member Morton seconded the motion to approve the payroll of May 15, 1970, in the amount of \$157,561.53; the payroll of May 31, 1970, in the amount of \$158,160.46; and the estimated payroll of June 1-July 31, 1970, in the amount of \$692,000.00.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Chairman Hamill welcomed Miss Linda Punch, intern reporter from Paddock Publications.

Chairman Hamill requested that the audience and the Board defer to the written procedures of the Board--that any individuals or groups who wish to be heard at a Board meeting must file a request in writing with the Chairman of the Board or the President of the College at least four days prior to the meeting. The Chairman stated that Mr. Robert J. Wilson had requested in writing to be placed upon the agenda of the meeting and called upon Mr. Wilson for his statement.

Mr. Wilson read a statement which he said was in response to Mrs. Chester Pointer's statement made at the May 14, 1970, meeting of the Board. Mr. Wilson stated he felt Mrs. Pointer's comments could not go unchallenged (Copy of his statement attached to the Minutes in the Board of Trustees Official Book of Minutes). Chairman Hamill thanked Mr. Wilson for appearing before the Board.

Chairman Hamill called attention to an article in the June 9, 1970, issue of Paddock Publications concerning a resolution passed by the Republican Organization of Schaumburg Township in which they blasted the Harper Board of Trustees in connection with the flag lowering incident.

Dr. Lahti reported a letter had been received from the Northwest Dental Study Club congratulating the students, faculty, administration and Board of Trustees on the success of the Dental Hygiene Program.

Dr. Lahti informed the Board a letter had been received from Gloria Kinney, Executive Director of Northwest Educational Cooperative. Mrs. Kinney acknowledged receipt of Harper's letter of agreement concerning the NEC Data Processing Project and stated this would be presented to their board.

Dr. Lahti distributed a letter of resignation from Sharon Zamkovitz, developmental counselor.

Chairman Hamill reported the Board had received a communication the day before from the faculty in the Communications Division vis-a-vis the employment of Michael Bartos as Division Chairman of Communications, and concerning the one year contract. Due to the length of this communication and the fact that it was

COMMUNICATIONS:
(Cont.)

just received the day before, Chairman Hamill asked if this could be taken up at the next Board meeting. Mr. Ryan agreed. Chairman Hamill, at the request of Dr. Lahti, clarified the point with Mr. Ryan that any request by the faculty to be put upon the Board's agenda should come through the administration. Mr. Ryan agreed.

NEW BUSINESS:
Staffing--Faculty
Positions

Dr. Harvey presented the background and qualifications of Mr. Robert Moriarty in the field of counseling.

Member Haas moved and Member Moats seconded the motion to approve the employment of Robert Moriarty, as a counselor, rank of Assistant Professor, at a salary of \$12,000.00 for the 1970-71 academic year--39 weeks, effective September 8, 1970.

Upon roll call, the vote was as follows:

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

Dr. Schauer presented Michael Oester for the field of chemistry.

Member Morton moved and Member Haas seconded the motion to approve the employment of Michael Oester, in the field of Chemistry and Mathematics for the 1970-71 academic year--39 weeks, effective September 8, 1970, rank of Assistant Professor at a salary of \$10,200.00, contingent upon receipt of PhD. by September 1, 1970, otherwise rank of Instructor, at a salary of \$9,200.00.

Upon roll call, the vote was as follows:

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

Dr. Schauer presented the next candidate, Miss Mary Ann Mickina, in the field of Secretarial Science.

Member Moats moved and Member Morton seconded the motion to approve the employment of Miss Mary Ann Mickina, in the field of Secretarial Science, rank of Instructor, for the 1970-71 academic year--39 weeks, effective September 8, 1970, at a salary of \$10,750.00.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Staffing--Faculty
Positions (cont.)

Dr. Schauer presented Miss Elizabeth Ann Pawlak, in the field of Dental Hygiene.

Member Moats moved the employment of Elizabeth Ann Pawlak in the field of Dental Hygiene, rank of Instructor, for the 1970-71 academic year--39 weeks, effective Sept. 8, 1970, at a salary of \$9,200.00.

Upon roll call, the vote was as follows:

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

Mr. Charles Falk discussed the background and qualifications of Mr. Gerald R. Tapp, in the field of Business Administration.

Member Haas moved and Member Morton seconded the motion to approve the employment of Mr. Gerald R. Tapp, in the field of Business Administration, rank of Instructor, for the 1970-71 academic year--39 weeks, effective September 8, 1970, at a salary of \$13,000.00.

Upon roll call, the vote was as follows:

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

Staffing--
Administrative
Position

Dr. Schauer informed the Board that Mr. Alfred Dunikoski was being presented as a candidate for the position of Graphics Design Coordinator. He stated this was a replacement for Mr. Holt whom the Board had previously approved, but who did not accept the contract offered. Dr. Voegel discussed Mr. Dunikoski's background and qualifications, the responsibilities of this position and the relationship to the faculty.

Member Haas moved the employment of Alfred Dunikoski, as Graphics Design Coordinator, 12 month position, prorated from August 15, 1970 through June 30, 1971, at \$12,690.00 for that period, rank of Instructor.

A lengthy discussion followed. Dr. Voegel stated one of the basic philosophies of the college is to allow the teaching faculty to teach and to have these other people give as much support as possible. He stated it is not an effective utilization of the talents of the faculty members to have them doing this work themselves. Member Moats asked if the college did not have a graphics art person now doing most of the art work. Dr. Lahti

NEW BUSINESS:
 Staffing--
 Administrative
 Position (cont.)

stated Carl Regehr had been doing this work, but left on June 1, and someone was needed to replace him. Member Moats stated his position now was the same as it was before in regard to this position, that he felt the college was on too tight a budget to fill this position right now until they passed a referendum.

Member Morton asked if the job anticipated could be done by a technician without a degree. Dr. Voegel stated he felt the individual needed to have an awareness of what was going on in education and that a technician from industry would not have the expertise. Dr. Voegel discussed Mr. Dunikoski's experience in working with the faculty at Indiana University.

Member Haas' motion died for lack of a second.

Member Morton moved to table consideration of this individual for the position of Graphics Design Coordinator until the next meeting. Member Haas seconded the motion.

Chairman Hamill asked how serious it would be if this replacement were not made, and if it would cause a problem in the audio visual area. Dr. Voegel stated he felt it would. Mr. Stockman informed the Board they were holding many requests from faculty right now until they had a person competent enough to develop them.

Member Morton stated he would look into this in the next two weeks.

Dr. Voegel stated in the case of this person he felt it would be reasonable to hold the decision on him for two weeks.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Morton
 Nays: Member Moats

Motion tabled.

Administrative
 Salaries

Dr. Lahti discussed Exhibit B. He stated an executive session had been held to discuss administrative salaries. Besides the proposed administrative salary ranges, this exhibit included a merit increase scale that will be applied to individual administrators, fringe benefit program and total dollar request. Dr. Lahti informed the Board there is a semi-formal evaluation system for administrators, and next year there will be a formal evaluation system. He stated administrators are aware of this. He pointed out that goals for next year will

NEW BUSINESS:

Administrative
Salaries (cont.)

be decided upon and each man will be measured on his ability to accomplish these goals and the administrative skills he will have to draw upon to accomplish these goals. He stated this is a system that has been applied in business and industry and is a process of evaluating people on the basis of results.

Chairman Hamill stated the Board had met in executive session with Mr. Benjamin Butts, of Ernst & Ernst, who presented a complete analysis of administrative salaries. Chairman Hamill, on behalf of the Board, complimented Dr. Lahti and his staff on the progress which has been made in Management By Objective and stated a number of people at Michigan State were extremely interested in this work. He also acknowledged the article, "Programming for Leadership Development," written by Dr. Lahti and published in the May issue of College and University Business.

Member Moats stated he would like to point out that the overall percent increase in administrative salaries is close to 11.3%. The regular salary percentages were being increased by 9.7% which, he stated, is about par with the faculty. Chairman Hamill pointed out the administration is about 6% behind faculty in raises granted in the past few years. Member Haas stated the Board made what they felt were some needed adjustments in salaries of division chairmen.

Member Haas moved and Member Moats seconded the motion to approve the recommendation covering proposed administrative salary ranges, merit increase scale, and fringe benefits, with a total dollar increase of \$64,500.00 (as in Exhibit B attached to the Minutes in the Official Board of Trustees Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton

Nays: None

Contract--Off Cam-
pus College Work
Study Agreement

Dr. Harvey discussed the College Work Study--Off Campus Program in which the college has participated for some three years. He stated the program is funded 80% by federal funds and 20% by the community group. The program is designed to involve students more in Community Outreach Activities by offering them opportunities to assist "non-profit" community agencies. Dr. Harvey informed the Board the proposed contract had been developed with

NEW BUSINESS:

Contract--Off
Campus College
Work Study
Agreement (cont.)

the Board attorney using the guidelines provided by the HEW office. He stated Harper would act as the funneling agency for the federal funds. Mr. Vaisvil discussed the work and objectives of the Chicago Commons Association (Camp Reinberg) and introduced Mrs. Ruth Records from Camp Reinberg to the Board. Mr. Vaisvil stated the college receives 3% of actual costs as funneling agent and would not have any institutional funds involved in this project. Member Haas stated he was very enthused about this type of program. Chairman Hamill pointed out he felt it was a community service.

Member Haas moved and Member Moats seconded the motion to approve the contract, attached to Exhibit C, between Harper College and Chicago Commons Association Off Campus Work Study.

Upon roll call, the vote was as follows:

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

Conversion of
Financial Account-
ing System to
Data Processing

Mr. Mann discussed the proposed conversion of financial accounting system to data processing and the background work which had been done with Ernst & Ernst over the past three years. He stated the administration was recommending acceptance of the proposal by Ernst & Ernst to assist in the conversion to data processing, in order to fully utilize the potential benefits of the computer in the financial area. He pointed out there is no room for error in the financial area.

Mr. Quinlan, of Ernst & Ernst, reported they were proposing to develop a comprehensive plan of all financial aspects. They would develop the plan and implementation would be done by others. He discussed the work Ernst & Ernst had developed for other educational systems. Mr. Mann pointed out this plan would not work unless the college staff was directly and intimately involved in this conversion problem.

Member Haas moved and Member Morton seconded the motion to accept the proposal, in Exhibit D, by Ernst & Ernst to assist the college in their conversion to data processing, with estimated expenses ranging from \$9,500 to \$11,500, plus any out-of-pocket case expenses.

Member Moats asked if there would be any savings by converting to this system. Mr. Mann stated that after

NEW BUSINESS:

Conversion of
Financial Account-
ing System to
Data Processing
(cont.)

the college moved into the ten to twenty thousand enrollment category, there would be a savings. He stated this could not be justified if it weren't for the growth pattern the college is in. Chairman Hamill pointed out that one of the primary functions of the Board is to make sure the Business Office is run with the proper controls and the proper accounting of money.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton

Nays: None

Bid Award for
College Vehicles

Mr. Mann explained the automobile manufacturers are not producing 1970 cars and the prices are not out on 1971 cars. He requested the Board remove this item from the agenda until a later date.

Long Range Plans--
Enrollment and
Facilities

Dr. Lahti informed the Board that Exhibit F, prepared by Dr. Lucas, was the beginning of long range plans--enrollment and facilities projections--for the college. He stated Dr. Lucas would have a long range planning committee to assist him.

Dr. Lucas discussed this report, stating the architects felt the projections were very conservative. Dr. Lucas stated they would need a determination as to whether the college would stay on this site or whether to consider a second site. If the decision was made to stay on this site, the question would be what affect this would have on traffic in the area. Dr. Lucas stated this document was being presented to the Board basically as background information, and the administration was hoping that within three to six months a decision could be made as to whether or not they could consider another site. He stated this decision would also have implications for the long range planning committee. The number of alternatives available would depend on these solutions. Dr. Lucas stated they would also need some kind of in-put on the kind of information the Board would like before they made their decision.

Chairman Hamill stated he would like to see a consultant brought in. He outlined some factors that would need to be considered: the relationship of the present building program and whether or not there will be enough money in the site and construction fund to complete that; and how to fund in the second site without completing the first campus; tax rate referendum; the timing schedule if a second site were going to be acquired.

NEW BUSINESS:

Long Range Plans--
Enrollment and
Facilities

Dr. Lahti informed the Board the administration felt it was their responsibility to alert the Board and community to future needs of the college. He said he felt that expanding the college to twice its size and maintaining any kind of order was not feasible. He stated he felt it would be in the best interests of the college to set some kind of goal with some long range plan in mind.

Chairman Hamill expressed the hope the administration would pursue the idea of a consultant studying the changing patterns of density based on this area. Dr. Lahti stated Dr. Lucas would pursue this suggestion and obtain proposals. Chairman Hamill suggested the administration schedule a meeting in early fall of a committee of the whole Board, the architects, and Dr. Lucas, and spend the evening discussing ramifications of a decision on a second site.

Presentation--
Schematic Design
by CRS

Mr. E. Finlay introduced his partner at Caudill, Rowlett and Scott, Ralph Carroll, and Steve Sawyer--key member of the design team. He stated their presentation would be on schematic design on the next series of buildings on the campus--their concept for the rest of the campus with the exception of the Auditorium and Little Theater. Mr. Finlay categorized typical architectural services in five steps, as follows: 1) Schematic design; 2) Design development phase; 3) Working drawings or construction document phase; 4) Bidding process; and, 5) Construction process. He stated the schematic design step gives the approach the architects have taken and physically the configuration of the buildings.

Chairman Hamill called for a two minute recess of the meeting. When the meeting again came to order, Mr. Carroll distributed the schematic design to Board members and explained this would complete master plan for the 7000 level, encompassing 340,000 square feet. He stated the budget estimate, based on current 1970 prices, including fees totaled \$14,200,000.

Mr. Sawyer presented slides of model they presented on schematic design phase.

Member Hansen entered the meeting at 10:30 p.m.

Mr. Sawyer discussed accommodations for handicapped students, parking and future expansion. He showed slides on plans for athletic complex, engineering, vocational-technical, social sciences, humanities and communications areas.

NEW BUSINESS:
Schematic Design
by CRS (cont.)

Mr. Finlay informed the Board the architects planned to come to the next Board meeting with recommendation on which of these units would be carried into design development. He stated they would like Board's approval for the work they had established.

Member Moats moved and Member Haas seconded the motion to approve the architects' schematic design presentation.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Moats and Morton

Nays: None

Abstaining: Member Hansen

Member Hansen explained he had abstained because he had not seen the whole presentation.

Financial Plan--
Long Range
Construction

Mr. Mann discussed Exhibit H, Long Range Construction-- Financial Plan. He stated this is an interim report, a very flexible plan. He informed the Board Dr. Schauer would present a priority list of which projects he would like to see first. After the priority list is available the administration will come back to the Board for permission to proceed. He stated this plan is an estimate of the costs for the construction and equipping of the remaining buildings of the master plan, beyond the Music Wing and Science Wing additions, with the exception of the Little Theatre and Auditorium. Mr. Mann stated these buildings have been carried through the schematic design stage and the timetable for further architectural development will be governed by the availability of state funds. He stressed the importance of being prepared to move ahead as funds become available.

Conduct Code
Revision

Dr. Harvey explained that the revisions in the Student Conduct Code were being brought to the Board because of added experience, plus some court cases and experience other colleges have had. He reported this had been worked on with the student government over the past year and reviewed by Mr. Hines, Board Attorney.

In reference to the first page of revisions, second paragraph, beginning, "Harper College fully supports democracy as basis....," Chairman Hamill asked what the need for this paragraph was. Dr. Harvey stated the students were interested in a statement by the college that would say they had the right to demonstrate.

NEW BUSINESS:
Student Conduct
Code Revision
(cont.)

In reference to page two, 2nd paragraph under item 13, reading, "The college reserves the right in behalf of its campus police officers to search a student's personal belongings and/or automobile when on the college campus in accordance with state law," Member Morton stated he was bothered by this statement. Board members agreed they would prefer the words police officers be changed to security officers.

A lengthy discussion followed. Mr. Hines pointed out the paragraph ended with the phrase "...in accordance with state law." He stated this would preclude the security department from searching at will, they must have reasonable cause. Dr. Harvey referred to the previous meeting when the Board had approved police training for security officers.

Mr. Vaisvil suggested Mr. Hines study literature on federal grants involving security officers making arrests.

Member Hansen stated he felt this paragraph was written too loosely and did not have limitations. He stated he felt there were definite limitations on the right of any police officer to search anyone. Member Moats stated he thought it was premature and he would like to see some court cases before he could see the need for it. Mr. Hines stated he would be happy to explore it further.

Donald Duffy, President of the Student Senate, reported the reason the students asked for this was because Mr. Mandarino had advised them security officers could act in this capacity, and they felt it was advisable to protect students from malicious students.

Member Hamill stated he felt this paragraph should be included, that the security officer is a well recognized need and this would assist in further maintaining security on the campus. He stated as the students were in favor of this he did not feel the Board should curtail security.

Dr. Lahti pointed out that in all court cases being handed down obviously it is important that people be notified of the rights of the security officers. He stated if the right is there, he thought it was healthy that it be spelled out.

NEW BUSINESS:
Student Conduct
Code Revision
(Cont.)

Member Morton moved and Member Moats seconded the motion to delete this paragraph from the proposed changes in the Student Conduct Code.

Chairman Hamill stated under the circumstances, when the students proposed something on their own behalf to help maintain security on campus, that he could not understand the Board voting it down, and he stated he felt this would result in Board members causing serious campus problems.

Dr. Harvey stated they had planned to go to press within two days on the Student Handbook, that it needed to be out by August 1. He stated this clarification had been put in for the students, that it would not be possible to write in all of the aspects of the state statutes, and that he felt it would be a mistake not to have these codes of conduct. Mr. Borelli said they could delay and see if they can get the handbook out by August 1.

Member Haas stated he felt uncomfortable about adopting these revisions in the conduct code at this particular time because he had not, personally, had an opportunity to do as much studying and thinking about them as he would like. He said under ordinary circumstances he would vote to table them until the next meeting, but was hesitating to do that because of the need to go to press. He stated the one valid legal argument he had heard and agreed with was the one Dr. Lahti maintained--the trend in cases where people insisted upon being given notice of what the code of discipline is. He added he thought that was a very important aspect.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Moats and Morton

Nays: Members Haas, Hamill.

Member Haas moved to table the whole proposal on revisions of the Student Conduct Code until the next meeting. Member Hansen seconded the motion.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:
(Cont.)

Mr. Duffy requested that the Board consider the proceedings on student appeals. He stated as it is set up now the appeal is appealable first to Dr. Harvey, then to Dr. Lahti, and then to the Board of Trustees. The students are asking that somewhere along the line of appeal they would like some official student in-put, they would like to have one member of peer group on board of appeals.

Dr. Lahti stated he wanted to make one point--that he would not want to be locked into a student appeals committee from the position the Board charges him with in this institution.

Dr. Harvey stated there had been a lengthy discussion with the Student Senate. He stated his position had been that an appeal body that was the same make-up as the conduct committee would add an unnecessary level.

Mr. Duffy stated the conduct committee hears facts, makes some kind of judgments. The appeals committee hears appeals on grounds of whether or not the hearing was handled fairly, etc. He stated the in-put would not be the same.

Member Haas stated he felt there were two aspects of this problem, which the Board would be happy to consider when going over this. Mr. Duffy stated he would be happy to come back.

OTHER:

Dr. Lahti informed the Board the next scheduled meeting would be on June 25 and some Board members would be at a conference on that date. He also stated the soil conservationist group had requested to meet with the Board on June 22. Dr. Lahti stated this should be a Board and community matter.

Chairman Hamill suggested, and the other Board members agreed, the regular Board meeting be scheduled for Tuesday, June 30, and Dr. Lahti advise the soil conservationist people the Board will meet with them on June 22 in the Board Room at 8:00 p.m.

Dr. Lahti suggested perhaps the Board could have one meeting in July, in order to work out vacations for the staff.

OTHER:

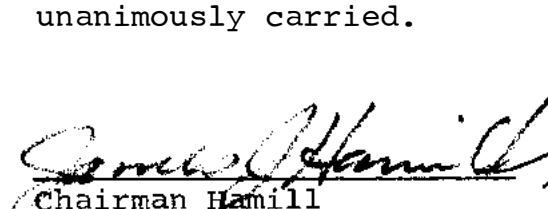
Dr. Lahti reported the Budget Committee had met again and were, hopefully, in the final steps of completing the budget. He informed the Board because of the condition of the budget they had removed another \$150,000.00.


Mr. Mann suggested the budget committee members could meet on June 22, the same night as the meeting with the soil conservationists, as that meeting probably would not be lengthy.

Member Haas moved and Member Morton seconded the motion to recess to executive session at 11:55 p.m., to discuss collective bargaining. Motion unanimously carried.

Chairman Hamill reconvened the meeting at 12:30 a.m. with Members Haas, Hamill, Hansen, Moats and Morton present.

Member Haas moved and Member Hansen seconded the motion at 12:35 p.m., to adjourn the Board meeting to Monday, June 22, 1970, at 8:00 p.m., in the Board Room at Algonquin and Roselle Roads, Palatine, Illinois. Motion unanimously carried.


Chairman Hamill


Secretary Moats

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

BILLS FOR APPROVAL
June 11, 1970

I. BILLS PAYABLE		PAGES
Educational Fund	\$263,373.20	7
Building Fund	\$ 84,252.36	2
Site & Construction Fund	\$ 87,484.93	1
Auxiliary Fund	\$ 23,192.73	3
	<u>\$458,303.22</u>	
II. PAYROLLS		
Payroll, May 15, 1970	\$157,561.53	13
Payroll, May 31, 1970	\$158,160.46	13
Estimated Payroll, June 1 - July 31, 1970	\$692,000.00	1
III. IMPREST FUND (Approved by Board as part of I above)		
	\$ 9,202.49	6

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

EDUCATIONAL FUND EXPENDITURES -- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Arkay Corp.	Equipment - Washer	12992	\$ 110.00
The Baker & Taylor Co.	Library Books	12993	1,833.42
Behavior Today	Library Subscription	12994	20.00
Broadcasting	Library Books	12995	12.35
Ernst & Ernst	Contractual Services	12996	4,800.00
Community Camera	Instructional Supplies	12997	28.80
Day Publications	Want Ads	12998	188.10
Des Plaines Rental Equip. Co.	Dedication Expense	12999	170.00
Development Publications	Publications	13000	22.10
A. B. Dick Co.	Instructional Supplies	13001	109.85
Ditto Division	Equipment Repair; Office Supplies	13002	94.40
Easy Travel Service	Travel - J. Upton, C. Schauer, J. Lucas, R. Thieda, C. Barton, C. Stockman, J. Novak,		
E. & I. Coop. Service, Inc.	J. Birkholz, G. Voegel, F. Oliver	13003	745.10
Educ. Tech. Publications	Transportation; Equipment - File	13004	131.43
Fisher Scientific Co.	Publications	13005	23.62
Gamma Photo Labs.	Instructional Supplies	13006	45.04
CCM: General Biological Inc.	Contractual Services	13007	86.03
Order from Horder	Instructional Supplies & Equipment	13008	451.34
University of Ill. Press	Office Supplies	13009	13.51
I. B. M. Corp.	Library Subscription	13010	7.50
	Equipment		\$1,210.00
	Equipment Rental		2,094.58
	Maintenance & Supplies		<u>154.88</u>
Klinger Scientific Apparatus	Instructional Equipment	13011	3,459.46
Matheson Gas Products	Instructional Supplies	13012	146.00
Mt. Prospect Music Center	Equipment Rental	13013	59.20
Music Article Guide	Library Subscription	13014	38.60
Paddock Publications	Want Ads	13015	12.00
		13016	112.83

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Pangloss Bookshop	Publications	13017	4.30
Prompt Printing Service	Printing - Invitations, Summer Schedule, Administrative Development Folders	13018	703.80
Public Personnel Assoc.	Publication	13019	42.00
Regent Products Co.	Art Supplies	13020	138.09
Sargent-Welch Scientific Co.	Instructional Supplies & Equipment	13021	2,491.12
Scholarly Press	Library Books	13022	22.30
Standard & Poor's Corp.	Library Books	13023	25.00
Telemation Midwest, Inc.	Equipment Repair	13024	84.06
Timeshare Network Corp.	Computer Rental	13025	1.88
U. S. Book Exchange	Publications	13026	16.47
Valley Welding Supply	Contractual Services	13027	6.00
Xerox Corporation	Equipment Rental	13028	1,170.54
Addressograph Multigraph Co.	Maintenance Services; Duplicating Supplies	13029	372.37
Audio Visual Educ. Center	Film Rentals	13030	20.76
The Baker & Taylor Co.	Library Books	13031	2,269.68
Books for Libraries, Inc.	Library Books	13032	2,351.25
John W. Brouhard, M. D.	Contractual Services	13033	400.00
Information Group	Library Subscription	13034	36.00
Contemporary Films	Film Rentals	13035	98.50
Copy Graph of Arlington	Referendum Expense	13036	11.00
DoAll Northern Illinois Co.	Instructional Supplies	13037	78.11
Educational Aids Service	A-V Supplies & Equipment	13038	734.60
Educ. Film Library Assoc.	Dues	13039	35.00
Encyclopedia Brit. Educ. Co.	Film Rental	13040	34.70
Film Center	Film Rental	13041	33.20
Film Rental Library of Syracuse University	Film Rental	13042	88.00
The Flax Co.	A-V Supplies	13043	237.13
The Graphis Press	Library Subscription	13044	22.00
Karnes Music Co.	Equipment - Piano	13045	595.00
Kelly Services	Contractual Office Services	13046	236.38
McGraw-Hill Book Co.	Purchases - Films	13047	5,222.47

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Marquis Who's Who Inc.	Library Books	13048	62.20
Marsh & McLennan Insurance	Treasurer's Bond	13049	1,260.00
Mass. Inst. of Technology	Film Rental	13050	50.00
Naz Dar Co.	Instructional Supplies	13051	45.45
Newsclip	Contractual Services	13052	54.20
New York Graphic Society Ltd.	Library Books	13053	351.75
Office Electronics Inc.	Office Supplies	13054	1,395.92
Prudential Insurance Co.	Group Med. & Life Insurance	13055	9,152.81
Pryor Computer Time Sharing Co.	Equipment Rental	13056	557.23
William E. Salyards	Contractual Services	13057	47.50
Silver Burdett Co.	Library Books	13058	529.72
Journal of Sex Research	Library Subscription	13059	16.00
Telemation Midwest Inc.	A-V Supplies & Equipment	13060	258.00
Tele-Sound	Equipment - Racks	13061	235.00
Video Nursing Inc.	Film Rental	13062	34.00
W I V S	Contractual Services	13063	40.00
Zip Film Distributing Co.	Film Rental	13064	31.65
Accounting Mach. Sales & Svc.	Equipment Rental	13065	90.00
A. D. Alpine Inc.	Instructional Equipment	13066	3,797.88
Amer. Council on Education	Subscription	13067	18.00
American Dental Assoc.	Film Rental	13068	21.00
Amer. Society for Engr. Educ.	Advertising	13069	30.00
Bersted's Hobby Craft Inc.	Instructional Supplies	13070	19.08
Edward C. Beyer	Contractual Services - Other	13071	30.00
Brandywine Books	Library Books	13072	13.50
Cambridge Univ. Press	Library Books	13073	7.89
Campbell & Hall Inc.	Library Books	13074	164.02
Capitol Discount Co.	Equipment Rental - June	13075	90.00
Chicago Tribune	Advertising	13076	15.60
Colonial Book Service	Library Books	13077	15.30
Darby Books	Library Books	13078	36.55
Continental H ₂ O Services	Maintenance Services	13079	69.00
Demco	Office Supplies	13080	31.20
College of Du Page	Charge Back	13081	283.50

JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dura Craft Book Bindery	Binding of Books	13082	464.94
Easy Travel Service	Travel - D. Mistic, M. Rudoff, W. Mann, R. Sedrel, J. Heinly, J. Birkholz, R. Hylander		
Editions	Library Books	13083	889.29
Executive Reports Corp.	Publications	13084	10.80
R. Filipowicz, M. D.	Med. Exam. - D. Rowe	13085	21.76
Fome-Cor Service Center	A-V Supplies	13086	15.00
General Camera Co.	Instructional Equipment	13087	65.00
Gibson Electric Co.	Maintenance Services	13088	392.85
Harper College Bookstore	Library Books	13089	292.80
Hertz System Inc.	Travel - D. Stansbury, L. King	13090	24.01
Hill-Behan Lumber Co.	Instructional Equipment	13091	48.84
Holt, Rinehart & Winston Inc.	Film Purchases	13092	145.61
University of Illinois	Film Rentals	13093	282.54
Industrial Educ. Films, Inc.	Film Rentals	13094	29.10
A-V Center, Indiana Univ.	A-V Supplies	13095	45.00
W. H. Kenner, M. D.	Med. Exam. - C. Radmaker	13096	1,025.00
Langer Printing Co.	Office Supplies	13097	10.00
Lewis Music Store	Library Books	13098	93.61
Gordon L. Lippitt	Administrative Seminar	13099	20.24
The Lodge & Shipley Co.	Equipment Repair	13100	663.17
The Loop College	Charge Back	13101	1,339.77
Lyon & Healy	Instructional Supplies	13102	98.00
McGraw Hill Publications	Want Ad	13103	117.45
Mass Media Assoc., Inc.	Film Rental	13104	33.00
Maxwell Scientific Intl., Inc.	Library Books	13105	16.45
Meyer Material Co.	Instructional Supplies	13106	23.57
3M Business Products Sales	Equipment Rental - May; Machine Maintenance	13107	6.70
National Education Assoc.	Publications	13108	81.80
Henk Newenhouse	Film Rental	13109	10.50
University of New Mexico Press	Library Books	13110	20.40
The New York Times	Renewal Library Subscription	13111	11.66
Northwest Letter Service	Printing	13112	450.00
Numeridex Tape Systems, Inc.	Instructional Supplies	13113	17.46
Michael Ostrowski	Tuition Reimbursement	13114	24.42
		13115	45.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Old Oregon Book Store	Library Books	13116	111.10
Pitney Bowes Inc.	Equipment Rental	13117	45.00
Psychological Publications	Instructional Supplies	13118	15.24
Publisher Services, Inc.	Subscription	13119	262.50
Remington Rand Office Mach. Div.	Machine Maintenance	13120	30.70
Reprographic Supply Co.	Office Supplies	13121	288.46
Jack S. Rude	Equipment Repair	13122	780.50
Frederic Ryder Co.	Advertising	13123	225.60
D. L. Saslow Co.	Instructional Supplies	13124	131.08
Sears Roebuck & Co.	A-V Supplies	13125	6.00
Stivers Lifesavers Inc.	Contractual Office Services	13126	24.30
Strand Book Store	Publications	13127	8.00
Trans World Airlines Inc.	Travel - R. Lahti	13128	244.00
Vogue Fabrics	Instructional Supplies	13129	102.04
Allied Electronics Corp.	Instructional Supplies	13130	34.60
Alpine Camera Co.	A-V Supplies	13131	108.00
Amer. Assoc. for High. Educ.	Library Books	13132	14.25
Louis Ancel	Legal Services	13133	75.00
Mr. Robert Anderson	Equipment Maintenance	13134	440.00
Arlington Hts. Camera Shop	A-V Supplies	13135	125.64
B & H Blueprint & Supply	Instructional Supplies	13136	816.40
The Brudno Art Supply Co.	Printing Supplies	13137	467.43
The Buckeye Ribbon & Carbon Co.	Office Supplies	13138	181.22
Caelus Memories, Inc.	Computer Rental	13139	364.00
Consulting Psychologists Press	Voc. Library	13140	9.24
Kayle/Patio Inc.	Contractual Services - Other	13141	380.00
David Dost	Student Achievement Award	13142	48.00
Donald Duffy	Student Achievement Award	13143	96.00
Educ. Testing Service	Instructional Supplies	13144	31.11
Jennifer Edwards	Student Achievement Award	13145	152.00
Richard Ehlers	Student Achievement Award	13146	152.00
Engrs. Foundation of Kansas	A-V Slides	13147	156.02
Georgia Fink	Student Achievement Award	13148	136.00
Ginn & Co.	Instructional Supplies	13149	111.44

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Holiday Inn of Rolling Meadows	Consultant - Jane Matson	13150	19.35
Houghton Mifflin Co.	Voc. Library	13151	17.54
I. B. M. Corp.	Computer Rental \$8,799.36		
	Maintenance <u>107.99</u>		
Ill. St. Geological Survey	Instructional Supplies	13152	8,907.35
Joe Kantor	Equipment Maintenance	13153	16.00
Labquip Corp.	Installation of Equipment	13154	2,147.00
Logan Medical Supply Inc.	Health Supplies	13155	165.00
Midwest Visual Equipment Co.	A-V Supplies	13156	4.99
Suzanne Montabon	Student Achievement Award	13157	177.16
Moore Business Forms, Inc.	Printing - Labels	13158	68.00
The Natl. Cash Register Co.	Publications	13159	259.60
Natl. Computer Systems	Voc. Library	13160	8.75
Natl. Research Bureau	Office Supplies	13161	175.00
Neal Machinery Co.	Instructional Supplies	13162	10.60
The Peoria Sands Motel	Travel - F. Nicklas, L. Moats	13163	84.54
Prentice-Hall Inc.	Publications	13164	66.09
Prudential Insurance Co.	Group Med. & Life Insurance	13165	21.55
Remington Rand Office Mach. Div.	Office Supplies	13166	9,217.21
Rosenthal Art Slides	Contractual Services	13167	78.00
Gene Strauss	Library Books	13168	3.50
Tektronix Inc.	Instructional Equipment	13169	125.00
Terminal Equip. Sales & Svc.	Computer Rental	13170	1,350.00
Charles C. Thomas, Publisher	Library Books	13171	88.00
Universal Stationers, Inc.	Office Supplies	13172	160.91
Varityper Corp.	Equipment - Typemasters	13173	20.96
O. Keith Wanke	Student Achievement Award	13174	80.00
Harper College Auxiliary Fund	To Pay Interfund Payables	13175	136.00
Harper College Site & Construction Fund		13176	2,289.09
	To Purchase Relocatable Buildings at net cost bought from Site & Construction Fund	13177	91,605.10
Harper College Site & Construction Fund	To Purchase Initial Equipment bought from Site & Construction Fund	13178	75,888.04

EDUCATIONAL FUND EXPENDITURES -- JUNE 11, 1970

<u>CHECK</u>	<u>CHECK</u>
<u>NUMBER</u>	<u>AMOUNT</u>
13179	8,017.92
	<u>\$263,373.20</u>

DESCRIPTION

Reimbursement

PAYEE

Imprest Fund

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 12992 to 13179 are hereby approved for payment.

Date of Approval: June 11, 1970

CHAIRMAN

James P. Smith

SECRETARY

James R. Mont

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

BUILDING FUND EXPENDITURES -- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Arlington Park Dodge	Vehicle Expense	1939	\$ 75.40
Aerosol Exterminators, Inc.	Contractual Services	1940	85.00
Atlas Matl. Handling Equip.	Vehicle Expense	1941	72.80
Busch Auto Service Center	Service Supplies	1942	12.15
Commonwealth Edison Co.	Electricity	1943	5,990.03
The Davies Supply Co.	Supplies	1944	21.96
Gulletts Loc-N-Key Service	Campus Safety Supplies	1945	45.09
Hill-Behan Lumber Co.	Building Remodeling	1946	171.51
Illinois Bell Telephone Co.	Phone Service	1947	4,033.68
Illinois Bell Telephone Co.	Phone Service	1948	258.40
Northwestern Salt Co.	Water Treatment	1949	153.00
Palatine Welding & Engr. Co.	Vehicle Expense	1950	38.50
P & W Industrial Sales	Service Supplies	1951	112.65
Sinclair Oil Corp.	Fuel - Heating	1952	367.55
Ability Glass & Mirror	Maintenance Services	1953	683.06
Arlington Oil Co.	Roads & Grounds Supplies	1954	54.91
Alex Di Pietropaolo	Security Supplies	1955	108.25
Gaare Oil Co.	Gasoline	1956	415.56
Village of Palatine	Contractual Services; Water & Fuel Treatment	1957	667.38
Tech-Syn Corp.	Utility Plant Supplies	1958	19.61
American Cleaning	Custodial Supplies	1959	134.77
American Industrial Svc. Co.	Contractual Services	1960	90.40
B & H Blueprint & Supply	Building Remodeling	1961	11.16
Bergers Industrial Hardware	Equipment - Step Ladders	1962	335.00
Browns Industrial Uniforms	Uniforms	1963	395.19
Easy Travel Service	Travel - H. Kurowski	1964	66.00

BUILDING FUND EXPENDITURES -- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
The General Camera Co.	Security Supplies	1965	51.00
Gibson Electric Co.	Building Remodeling;		
	Campus Lighting Changes	1966	868.03
Graybar Electric Co.	Building Remodeling	1967	41.13
Northern Illinois Gas Co.	Gas	1968	1,039.66
Northwest Electrical Supply Co.	Custodial Supplies	1969	7.08
Rochester Germicide Co.	Custodial Supplies	1970	26.86
Standard Oil Co.	Gasoline	1971	13.90
Culligan Water Conditioning	Contractual Services - June	1972	9.75
Fleet Air Communications	Maintenance Services	1973	17.80
Veto Sales & Service	Equipment	1974	107.20
Imprest Fund	Reimbursement	1975	366.70
Harper College Educational Fund	To Pay Interfund Payables to April 30, 1970	1976	66,956.51
Harper College Auxiliary Fund	To Pay Interfund Payable	1977	327.73
			<u>\$84,252.36</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1939 to 1977 are hereby approved for payment.

Date of Approval: June 11, 1970

CHAIRMAN

James J. Hamel

SECRETARY

Samuel R. Mat

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

SITE & CONSTRUCTION FUND EXPENDITURES -- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Lindberg Hevi-Duty	Instruct. Equip. Reimbursable	827	\$ 295.00
Prairie State School Equip. Co.	Furniture	828	2,130.00
Telemation Midwest, Inc.	Audio Visual Equipment	829	20,181.00
Blue M Electric Co.	Equipment - Oven	830	1,349.00
Balko Tool & Machine Co.	Equipment - Press Brake	832	2,924.00
Caudill Rowlett Scott	Arch. Fees - Phase II	833	54,643.09
Jacobs Office Equipment	Equipment Phase I Moveable	834	195.84
Labquip Corp.	Equipment - Impact Tester - Reimbursable	835	2,457.00
Veto Sales & Service	Law Enforcement Equip. - Reimbursable	836	3,310.00
			<u>\$87,484.93</u>

Note: Check number 831 approved by Board and issued May 28, 1970.

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 827 to 836 are hereby approved for payment.

Date of Approval: June 11, 1970

CHAIRMAN

James J. Arnold

SECRETARY

Lawrence R. Mont

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

AUXILIARY FUND EXPENDITURES --- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Amlings Flowerland	Purchases - Supplies	1855	25.20
Awards Unlimited	Purchases - Supplies	1856	129.46
Bon Ton Poultry Inc.	Purchases - Food	1857	102.48
Borden Inc.	Purchases - Food	1858	28.08
Burks Carbonic Co.	Purchases - Food	1859	64.50
Clark Products Inc.	Purchases - Supplies	1860	597.41
Cliffs Notes Inc.	Purchases - Books	1861	122.65
Cunningham-Reilly Inc.	Instructional Supplies	1862	355.80
Food Marketers	Purchases - Food	1863	749.45
Garrison Wagner Co.	Office Supplies	1864	37.15
Goldenrod Ice Cream Co.	Purchases - Food	1865	231.49
Lou Gordon Provision Co.	Purchases - Food	1866	340.68
Geo. Hathaway & Co.	Purchases - Food	1867	337.92
Hawthorn Mellody Farms Dairy	Purchases - Food	1868	535.89
Holleb & Co.	Purchases - Food	1869	206.05
Hoskins Motor Leasing	Vehicle Expense	1870	26.90
Hostess Cake	Purchases - Food	1871	56.28
Jostens Awards Div.	Purchases - Supplies	1872	1,071.18
L. Karp & Sons Inc.	Purchases - Food	1873	3.54
Krunchee Potato Chips	Purchases - Food	1874	193.60
Lars Langlo	Game Room Supplies	1875	22.78
Marano Bros.	Purchases - Food	1876	1,259.51
Oscar Mayer & Co.	Purchases - Food	1877	369.61
Melrose Farms Co.	Purchases - Food	1878	70.20
Nebraska Book Co.	Purchases - Books	1879	50.95
Nedlog Co.	Purchases - Food	1880	200.60

AUXILIARY FUND EXPENDITURES -- JUNE 11, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Northwest Clean Towel Service	Contractual Services	1881	275.13
Obee Institutional Food Svc.	Purchases - Food & Supplies	1882	249.85
B. A. Railton Co.	Purchases - Food & Supplies	1883	144.80
John Sexton & Co.	Purchases - Food	1884	223.85
Silvercup Bakeries, Inc.	Purchases - Food	1885	208.40
Ned Singers Sport Supply Co.	Athletic Supplies	1886	207.10
Vanderbilt	Purchases - Food	1887	565.81
Western Candy & Tobacco Co.	Purchases - Food	1888	347.25
Litton Medical Products	Purchases - Supplies	1889	275.40
Allen Brothers, Inc.	Purchases - Food	1890	342.80
General Foods Corp.	Purchases - Food	1891	168.00
Harper College Bookstore	Freight on Supplies	1892	9.57
Illinois Bell Telephone Co.	Phone Service	1893	16.67
Kraft Foods	Purchases - Food	1894	204.71
Roberts Packing Co.	Purchases - Food	1895	396.10
John Sexton & Co.	Purchases - Food	1896	3.53
Silvercup Bakeries, Inc.	Purchases - Food	1897	66.74
Standard Brands, Inc.	Purchases - Food	1898	206.96
Standard Oil Co.	Vehicle Expense	1899	13.10
Ill. Dept. of Revenue	Sales Tax - Bookstore	1900	660.13
Sharon Bessemer	Contractual Services	1901	22.50
Edward Don & Co.	Cafeteria Supplies	1902	41.14
Harper & Row Publishers	Purchases - Books	1903	9.26
Nacscorp Inc.	Purchases - Books	1904	3.04
W. W. Norton & Co.	Purchases - Books	1905	2.98
Imprest Fund	Reimbursement	1906	595.77
Harper College Educational Fund	To Pay Interfund Payables	1907	6,462.02
Harper College Trust & Agency Fund	To Pay Interfund Payables	1908	4,280.76
			<u>\$23,192.73</u>

AUXILIARY FUND EXPENDITURES -- JUNE 11, 1970

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1855 to 1908 are hereby approved for payment.

Date of Approval: June 11, 1970

CHAIRMAN James J. Hamilton

SECRETARY Sumner R. Mat

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS
May 5, 1970 to June 2, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Daniel Miller	Salary Advance	8632	\$ 50.00
Christopher Pancratz	Travel Advance	8633	52.00
Richard Bernstein	Travel Advance	8634	20.00
Supt. of Documents	Publication	8635	1.50
Palmer House	N. Central Meeting	8636	61.78
Dr. John A. Lucas	Travel Advance	8637	162.00
Dororess Crane	Travel Expense 107.29		
	Travel Advance (90.00)	8638	17.29
Postmaster, U.S., Palatine	Postage	8639	160.00
Norman Ciskowski	Salary Advance	8640	50.00
1970 Design Show, Inc.	Registration Fee	8641	20.00
1970 Design Show, Inc.	Registration Fee	8642	20.00
Void	-----	8643	-----
City News Bureau of Chgo.	Membership Fee	8644	50.00
Redmon & Sons	Contractual Serv. (Replace.)	8645	330.00
Dr. Jane Matson	Consulting	8646	125.00
Ray H. Blum & Associates	Athletic Ins. (Replace.)	8647	211.50
Robert L. Nolan	Travel Advance	8648	275.00
John A. Haas	Travel Expense	8649	359.95
Robert M. Meany	Tuition Refund	8650	21.20
John R. Birkholz	Travel Expense	8651	15.60
George H. Voegel	Recruiting Expense	8652	8.15
Joyce Fedderson	Recruiting Expense	8653	8.50
Mrs. Lee Kolzou	Recruiting Expense	8654	86.40
Robert C. Smith	Recruiting Expense	8655	14.75
Frances B. Maguire	Travel Expense	8656	18.85
Jerry Holt	Travel Expense	8657	57.00
Barbara Kaufman	Travel Expense	8658	16.00
Jack Fuller	Meeting Expense	8659	9.90
Robert M. Powell	Travel Expense	8660	10.70
Jack Fuller	Local Travel	8661	9.30
David A. Groth	Local Travel	8662	4.30
C. Patrick Lewis	Travel Expense 90.50		
	Travel Advance (84.00)	8663	6.50
Mrs. Susan Reese	Travel Expense	8664	20.40
Peter Vander Haeghen	Recruitment Expense	8665	69.30
Jerry Holt	Recruitment Expense	8666	42.00
Mrs. Marilyn Swanson	Travel Expense	8667	20.08
Robert M. Powell	Travel Expense	8668	20.08

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
E. Lee Owens	Travel Expense	8669	\$ 17.33
Garland J. Emig	Recruitment Expense	8670	96.60
George H. Voegel	Recruitment Expense	8671	7.50
David A. Groth	Local Travel	8672	58.12
James Gibson, M.D.	Honorarium	8673	25.00
Void	-----	8674	-----
Larry King	Recruitment Expense	8675	5.60
National Policy Studies	Instructional Supplies	8676	3.90
Marilyn Swanson	Travel Advance	8677	35.00
Patricia L. Connolly	Local Travel	8678	16.00
Terrence J. Comina	Local Travel	8679	24.10
Richard Miller	Local Travel	8680	8.20
Guerin Fischer	Recruitment Expense	8681	22.85
Donald Andries	Travel Expense	8682	17.70
Dr. George H. Voegel	Travel Expense	8683	43.15
Harold Cunningham	Recruitment Expense	8684	3.90
Jean Lytle	Local Travel	8685	61.60
Susan Neu	Local Travel	8686	72.60
John R. Birkholz	Recruitment Expense	8687	10.65
John H. Upton	Dedication Expense	8688	6.00
Betty Gialdini	Travel Expense		118.93
	Travel Advance	(100.00)	
Charles F. Falk	Local Travel		21.00
	Travel Expense		50.53
	Travel Advance	(50.00)	
John R. Birkholz	Travel Expense		55.75
	Travel Advance	(50.00)	
Donald T. Sedik	Travel Expense	8691	5.75
E.R.I.C. Document Reprod. Serv.	Publications	8692	39.88
Supt. of Documents	Renewal-Subscription	8693	3.58
Garnstone Press	Library Book	8694	7.50
Educational Technology Mag.	Prof. Books	8695	.82
Adult Education Assoc. of U.S.A.	Prof. Books	8696	1.50
CCSSG Magazine	Subscription	8697	4.50
Friends General Conference	Library Book	8698	6.00
Helga Schulz	Stamps for Mailing	8699	.60
Conrad Hilton	Recruitment Expense	8700	4.98
Township High School Dist.214	Referendum Expense	8701	237.34
The Amer. Geographical Soc.	Library Subscription	8702	5.00
Publications Sales Section NEA	Document Resumes	8703	9.50
Beacon Press	Vocational Library	8704	1.00
Holiday Inn of Rolling Meadows	Recruitment Expense	8605	9.75
Mr. Mark Abernethy	Honorarium	8706	15.75
E.C.Brown Center for Family Studies	Library Book	8707	25.00
		8708	1.80

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Holiday Inn of Rolling Meadows	Recruiting Expense	8709	\$ 16.00
Kinish Village Florist	Flowers	8710	15.00
Regional Educa. Lab. for the Carolina's & Virginia	Publications	8711	5.00
Paul Powell, Sec. of State	Notary Fee	8712	5.00
University of Michigan	Prof. Books	8713	5.00
Pharmacy-Holy Family Hosp. Law Officer	Inst. Supplies	8714	26.00
Mary F. Klein	Subscription	8715	8.00
Carolyn J. Brandt	Tuition Refund	8716	6.00
Ralph C. McBride	Tuition Refund	8717	29.00
Guerin Fischer	Tuition Refund	8718	6.60
Robert E. Lahti	Seminar Expense	8719	11.25
The Johnson Ins. Agency	Travel Advance	8720	150.00
Central Florida Jr. College Athletic Department	Notory Bond	8721	8.00
Jennifer Edwards	Entry Fee	8722	20.00
Karen Tillotson	Travel Advance	8723	70.00
Susan Davidson	Honorarium	8724	60.00
Maria Hoar	Honorarium	8725	60.00
Willard Thomen	Honorarium	8726	60.00
Rich Greene	Honorarium	8727	60.00
Karen Zajac	Honorarium	8728	60.00
Joan Humphreys	Honorarium	8729	60.00
Void	Salary Advance	8730	50.00
Mrs. Fred Nicklas	-----	8731	-----
	Travel Expense 61.28		
	Travel Advance (50.00)	8732	11.28
Edward A. Goodwin	Travel Advance	8733	42.00
Patricia L. Connolly	Local Travel	8734	16.00
John R. Birkholz	Travel Expense 85.79		
	Travel Advance (50.00)	8735	35.79
Dr. George H. Voegel	Travel Expense	8736	10.90
G. P. Makas	Travel Expense	8737	48.34
Lloyd F. Wilkes	Travel Expense	8738	21.00
Am. Assoc. of Jr. Colleges	Workshop Dr. Fuller	8739	100.00
Donald M. Misic	Travel Expense	8740	56.06
Donald M. Misic	Travel Expense	8741	10.50
Guerin Fischer	Travel Expense	8742	9.30
The Horseshoe Club	Meeting Expense	8743	88.45
American Express	Travel Expense	8744	196.22
William Enzenbacher	Salary Advance	8745	50.00
Indestructo Awning Co.	Partial Payment-Graduation	8746	200.00
Thomas M. Barfield	Game Room Supplies	8747	12.00
Welfare Council of Metro.	Reservation for Dr. Fuller	8748	6.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Postmaster U.S., Palatine	Postage for Meter	8749	\$1,000.00
Dr. John A. Lucas	Travel Expense 166.00		
	Travel Advance (162.00)	8750	4.00
E. A. Goodwin	Travel Expense 70.85		
	Travel Advance (40.00)	8751	30.85
Jay Singelmann	Travel Expense (37.90)		
	(12.00)	8752	49.90
Dan Davis	Travel Expense	8753	7.70
Thomas H. Anderson	Travel Expense	8754	4.20
Mrs. Lee Kolzou	Recruitment Expense	8755	86.10
Cal Stockman	Travel Expense	8756	61.76
Charles K. Barton	Recruitment Expense	8757	9.00
Roger A. Mussell	Travel Expense	8758	35.50
Irvin A. Smith III	Travel Expense	8759	20.83
Janet Savin	Travel Expense	8760	20.08
R.E. Lahti, Petty Cash	Reimbursement	8761	166.21
James W. Bentley	Recruitment Expense	8762	68.00
Dr. C. H. Schauer	Travel Expense 76.62		
	Travel Advance (75.00)	8763	1.62
Robert R. Zilkowski	Travel Expense	8764	31.00
Omar L. Olson	Meeting Expense	8765	62.30
Walter D. Klingenberg	Travel Expense	8766	17.00
David A. Groth	Adm. Seminar	8767	6.70
Dana Friedland	Travel Expense	8768	10.18
Joseph D. Mandarino	Travel Expense	8769	9.70
Renie Remelski	Local Travel	8770	10.70
Mr. Edward Hill	Recruitment Expense	8771	79.80
Joseph Yohanen	Local Travel	8772	48.55
Barbara Kaufman	Local Travel	8773	16.00
Charles F. Falk	Local Travel	8774	30.55
Roger A. Mussell	Local Travel	8775	26.00
Joseph Yohanen	Local Travel	8776	35.10
Mr. Joseph Bauer	Travel Advance	8777	125.00
Doris A. Pigg	Tuition Refund	8778	17.40
Sally M. Soule	Tuition Refund	8779	16.00
Atlas Matl. Handling Equip.Inc.	Vehicle Exp.	8780	2.00
The Horseshoe Club	Meeting Expense	8781	85.65
Applied Psychology Assoc.	Publications	8782	17.00
Joseph Mandarino	Travel Advance	8783	180.00
American Council on Educa.	Publication	8784	3.50
Postmaster U.S., Palatine	Postage Due	8785	100.00
Rolley C. Bateman	Contractual Services	8786	3.40
Mr. W. J. Vohaska	Entry fee for Track	8787	5.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Council of Govern.of Cook Cty.	Membership Fee	8788	\$ 75.00
Appleton-Century-Crofts	Publications	8789	6.18
American Forestry Associ.	Books	8790	7.10
AFL-CIO Sec.-Treasurer	Film Rental	8791	3.00
Donovan C. Wachlin	Instructional Supplies	8792	8.99
Kroch's and Brentannos	Prof. Books	8793	8.52
Organization Renewal, Inc.	Adm. Siminar Film	8794	33.75
American Data Processing, Inc.	Prof. Books	8795	25.00
William H. Miller	Meeting Expense	8796	4.70
Audio Visual Instruction	Film Rental	8797	7.25
Barnes & Noble, Inc.	Books	8798	5.18
Educational & Industrial Testing Service	Voc. Library	8799	7.68
Dr. Frank Vandever	A-V Materials	8800	10.65
University of Illinois	Library Subscription	8801	8.00
Concordia Publishing House	Library Books	8802	4.14
Am.Assoc. of Jr. Colleges	Publications	8803	4.50
Family Serv.Assoc. of America	Library Books	8804	5.10
Medbom, Book Finders	Library Books	8805	6.20
Postmaster U.S., Palatine	Postage-Final Grades	8806	289.14
National Directory Service	Publications & Dues	8807	5.07
Twayne Publishers, Inc.	Books	8808	9.37
Basic Books, Inc.	Library Books	8809	6.98
The Psychological Corp.	Vocational Library	8810	8.50
The National Council of Teachers of English	Books	8811	2.15
The Journal of the American Dental Hygientists	Want Ad	8812	9.40
Jossey-Bass, Inc. Publishers	Voc. Library	8813	8.89
George Makas	Travel Expense	8814	48.83
Walter R. Schillinger	Travel Expense	8815	65.30
Audio Visual Center	Film Rental	8816	4.64
Inst. Media Center- Michigan State University	Film Rental	8817	2.38
The Pennsylvania State Univ.	Film Rental	8818	9.65
Learning Resources Service	Film Rental	8819	2.50
Pre-Retirement Train. Inst.	Publications	8820	15.00
Harold Thompson	Entry Fee	8821	15.00
Al Porteus	Telephone Exp.	8822	17.00
Mrs. Betty Saunders	Contractual Services	8823	35.00
Roy Kearns	Travel Expense 356.42		
	Travel Advance (347.00)	8824	9.42

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dolores Crane	Travel Expense	238.98		
	Travel Advance	(210.00)	8825	\$ 28.98
Change Magazine	Subscription		8826	16.50
University of Ill. Inter- library Loan	Resumes		8827	1.10
Family Doctor Publications	Library Book		8828	6.31
F. M. Darrow	Library Books		8829	1.50
Financial World Book Division	Library Books		8830	2.75
Prof. Publications Producers	Library Books		8831	1.50
Humanist	Library Subscription		8832	4.50
The New Republic	Library Record		8833	4.98
Int. Scientific Com.of the Fam.	Library Books		8834	5.20
David Wold	Salary Advance		8835	150.00
Karin Losch	Salary Advance		8836	45.00
Christopher Raines	Salary Advance		8837	40.00
Richard Lisec	Tuition Refund		8838	8.50
Karen Keres	Salary Advance		8839	500.00
				<u>\$9,202.49</u>

Reimbursement:

Educational Fund	\$8,017.92
Building Fund	366.70
Auxiliary Fund	595.77
Trust & Agency Fund	222.10
	<u>\$9,202.49</u>

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

To: Treasurer

From: Board of Trustees

Subject: Approval of Estimated Payroll Expenditures
June 1, 1970 to July 31, 1970

The following estimated payrolls in the amount of \$692,000.00
are hereby authorized for payment:

June 1 to 15, 1970 Regular Payroll	\$173,000.00
June 16 to 30, 1970 Regular Payroll	\$173,000.00
July 1 to 15, 1970 Regular Payroll	\$173,000.00
July 16 to 31, 1970 Regular Payroll	<u>\$173,000.00</u>
	<u>\$692,000.00</u>

Date of Approval: June 11, 1970

BUSINESS TELEPHONE
(312) 644-6605

ROBERT J. WILSON JR.
DIRECT FACTORY REPRESENTATIVE
NATIONAL FURNITURE CO. OF MT. AIRY, N.C.
SPACE 1624-MERCHANDISE MART
CHICAGO, ILLINOIS 60654

RESIDENCE TELEPHONE
(312) 253-5162

Bd. Communication

RECEIVED

JUN 5 1970

OFFICE OF THE PRESIDENT

Following

June 3, 1970

Dr. R. Lahti, President
Harper College
Algonquin & Roselle Rds.
Palatine, Ill.

Dear Dr. Lahti:

I have a short statement I would like to present to the Board of Trustees. Please include this in the June 11th Board agenda.

Very sincerely yours,

Robert J. Wilson

Robert J. Wilson Jr.

Mr. Wilson was contacted as to nature of presentation, and we were told it was in response to Mrs. Pointer's statement to the Board of Trustees at the May 14th meeting.

He asked for three or four minutes of the Board's time.

I feel that Mrs. Pointer's comments of a few weeks ago cannot go unchallenged. I, too, have no children at Harper, my children are young adults who have already completed college. I also am a taxpayer of this community who has supported Harper College from the time of its inception and helped to elect the Bd. of Trustees. My real estate tax falls into the average to above average range and I feel the taxes of 30 to 40 dollars paid out of this to Harper College are minimal in comparison to the education the students derive from this facility.

I believe that this school and any school of higher learning belongs to the students and is not here for the glorification of the community, the Board, the President, or the faculty. Our investment through tax dollars is in the product of the institution, which is the education of the students, not the bricks and mortar. The faculty plays the important role to gain this end. Just as in business, their suggestions and innovations should be readily received and acknowledged--for any good business longs for suggestions from their employees to better their product and their profit and at no time is an employee in jeopardy of his job when he brings in a constructive criticism or an enlightened suggestion.

The criticism was made that the students wanted their representative elected to the Board--this is not factual. This was the young man's own decision to run for the board. He was elected by approx. a 3000 majority over the incumbent in what was probably one of the largest voter turn-outs in the history of this district, roughly 17000 voters. These voters were all adults. To any who have attended other board meetings, I think it is obvious that this articulate young man has been and is an outstanding member of this Board. To the coffee-klatchers who fail to attend Bd. meetings & who criticize without complete knowledge--I would ask that they spend a few hours of their time each month to hear the issues that come before the board, administration, faculty and students.

In response to certain objections to the lowering of the flag to half mast in memory of 4 Kent State students who were slain, I agree that opinions are greatly divided. I, for one, who is a veteran with 16 years of service, have no objection to this act as long as this is done with dignity and respect--which in my opinion the students accomplished through the democratic process. I too, feel pity for the young National Guard Troops who were sent to Kent State, many of whom were as young or younger than the students they faced and I'm sure there were enough recruits involved in this who did not have sufficient training to enable them to cope with the situation. But a man with a bayoneted rifle, loaded or unloaded should be more than a match for an unarmed person and I feel there was no excuse for the firing of their weapons. *Make no mistake, I in no way condone violence.*

I feel that the faculty member who stated that this is a conservative community who does not support the school and who never has, had a valid point, for until a few weeks ago, there were seldom more than 3 persons attending these Bd. meetings other than Harper faculty and students and therefore the general population has little knowledge of what confronts the board and faculty in the operation of this school and until the general pop. takes this interest--how can they knowledgeably support or not support the school? I do not feel that the faculty has any intention or desire to dictate to the administration or the board. I do not want a rubber stamp faculty, administration or board. Honest dissent when necessary, and good honest communication can only lead to a positive position.

6/11/70

Robert J. Wilson Jr.

The HERALD

PADDOCK PUBLICATIONS

OF HOFFMAN ESTATES • SCHAUMBURG • HANOVER PARK

Tuesday, June 9, 1970

2 sections, 16 pages

Republicans Blast Harper

The Republican Organization of Schaumburg Township (ROOST) attacked Harper College students, faculty and board for flying the American flag at half-staff last month.

ROOST's executive board unanimously passed a resolution condemning "the forcible lowering of the flag to half mast" by some students and faculty members and "castigated the Harper Board for condoning the action officially after the fact," last week.

(The flag was lowered to half-mast by students following the shooting deaths of four Kent State students in Ohio.)

"What we're concerned about is the use of physical force and threats of violence to debase our national symbol," said Donald L. Totten, GOP committeeman.

"And we're also disgusted with the college board members who approved the action against the wishes of the community they are supposed to represent.

"THE RESOLUTION defends the right of each individual to protest peacefully. We have no quarrel with minorities who democratically express their points of view in demonstrations, marches, parades and what-have-you, provided force and violence are not used to accomplish symbolic ends," Totten said.

The text of the resolution states:

"Whereas the Republican Organization of Schaumburg Township recognizes,

supports and defends the right of individuals and groups to protest peacefully the actions of their representatives,

"And whereas we also support the right of faculty members of public institutions to participate in political activity as individuals,

"And whereas we further deplore the use of physical or coercive force to debase national symbols,

"And whereas it is our contention that public representatives should reflect the majority opinion of their constituency,

"BE IT THEREFORE resolved that ROOST go on record as abhorring the recent debasing of the American flag by an irresponsible minority of Harper College students, the active lack of objectivity displayed by a small group of Harper College faculty in participating in that activity, and the lack of moral fibre displayed by the Harper College Board in officially condoning this use of force against the expressed wishes of the community which it represents."

Totten said the flag at Harper flies not only for the students, faculty and administrators, but for the taxpayers who support the college as well.

"Regrettable as the incident which triggered the action may have been, by statute it is the President alone who may order the half-staffing of the flag. The vast majority of Harper area citizens support this procedure, and the college board does wrong if it ignores this fact," Totten said.

THE COMMITTEEMAN also deplored the increasing violence associated with student protests throughout the nation. "This is an extremely dangerous trend, for force breeds force and violence, violence. Protestors must realize that they are not the only ones who can get uptight. The New York construction workers are a good illustration of that," Totten said.

He added that if the trend is not stopped, polarization and civil strife will result. "Students should not be mere followers and me-tooers of radicals, revolutionaries and rabblers, whose sole aim is to tear down, not build up.

"If they speak calmly and dispassionately, we'll listen, and we hope they'll return the courtesy. Understanding is a two-way street," Totten said.

Northwest
Educational Cooperative

112 North Belmont Avenue
Arlington Heights, Illinois 60004
312-394-4540

June 5, 1970

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

RECEIVED

JUN 9 1970

OFFICE OF THE PRESIDENT

Dear Dr. Lahti:

I appreciate receiving your letter of agreement concerning the NEC Data Processing Project. It will be presented to our Governing Board on June 13 for their review. We feel very fortunate to have the opportunity to continue to work with Harper College in this new project.

NEC is currently in the process of hiring a director for the program. He will work in close cooperation with Mr. Sedrel to coordinate the activities of NEC's project with the ongoing programs and schedules of the college.

Mr. Sedrel has been extremely helpful to all of us throughout the planning phases of the new program. I would like to convey to you our appreciation of his outstanding services in this function as well as in directing the area's cooperative program over the past years.

Sincerely,

Gloria Kinney
Gloria Kinney
Executive Director

A consortium of public schools serving the Townships of — ELK GROVE — PALATINE — SCHAUMBURG — WHEELING

GK/lk

cc: Roy Sedrel

15 21 23 25 26 54 57 59 211 214



to Commissioner

ROBERT C. COBERLEY, D.D.S.
1300 EAST CENTRAL ROAD
ARLINGTON HEIGHTS, ILLINOIS 60005

Telephone 253-4626

June 8, 1970

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

Dear Dr. Lahti,

We are proud and pleased to tell you that the following resolutions was unanimously adopted by our members at our last meeting:

WHEREAS:

The Administration and Board of Trustees of Harper College had the foresight to see the need for a Dental Hygiene School in their college

AND WHEREAS:

They saw fit to hire competent personnel for the faculty of the Dental Hygiene Department

AND WHEREAS:

The community is in need of more competent dental hygienists

AND WHEREAS:

The first class of Harper's Dental Hygiene students passed all sections of all parts of the National Board of Dental Hygiene.

THEN BE IT RESOLVED:

That the Officers and The Board of Directors of the Northwest Dental Study Club commend the students of the first dental hygiene class for their proficiency.

THEN BE IT RESOLVED:

That the faculty be commended for their accomplishments.

AND BE IT FURTHER RESOLVED:

That the administration and Board of Trustees be thanked for their aid to the community.

ROBERT C. COBERLEY, D.D.S.
1300 EAST CENTRAL ROAD
ARLINGTON HEIGHTS, ILLINOIS 60005

Telephone 253-4626

2.

The members of Northwest Dental Study Club wish the Dental Hygiene Department continued success in its programs and pledge our cooperation in achievement of its goals.

Sincerely,

Robert C. Coberley

Robert C. Coberley, D.D.S.
Secretary,
Northwest Dental Study Club

RECEIVED

JUN 9 1970

OFFICE OF THE PRESIDENT

May 28, 1970

Dr. Guerin Fischer
Dean of Guidance
Harper College
Algonquin & Roselle Roads
Palatine, Illinois

Dear Dr. Fischer:

After much thought and deliberation, I have reached the decision to resign from my position as developmental counselor at Harper College.

This decision was difficult to make for a number of reasons: (1) In working with students both this semester and last, they have presented a tremendous challenge. By using what I learned during the Fall semester and committing myself to make the most of it, I have experienced success and it has been extremely rewarding. (2) The Counseling Staff consists of very competent and personable people and it has been a pleasure to work with them. (3) I respect and hold in high regard both you and Joan Roloff. Your leadership has influenced me greatly. (4) The Developmental Staff members are all deeply committed to their work and are starting to function as a closely knit team. (5) The new counselors coming in seem to be equally competent and committed to giving and sharing.

Since I was so vocal in voicing my dissatisfaction with being in the Developmental Program during the Fall semester, I want to make it clear that my attitude has changed greatly and dissatisfaction with the program is not the basis on which I have made my decision. If I were to continue to work ~~at Harper College~~ next year, I would definitely want to be a developmental counselor at Harper College.

In closing, Harper has afforded me many opportunities to grow as a person and as a professional counselor. For this I am extremely grateful. I would like to take this opportunity to thank you and the rest of the Administration, the Board, the Faculty and the students for giving me the opportunity to be, to do, and to become.

Sincerely,



c.c. Dr. James Harvey
Joan Roloff

FOR BOARD ACTION

SUBJECT:

Employment of a Counselor (Assistant Professor), an Assistant Professor of Chemistry and Mathematics, an Instructor of Secretarial Science, an Instructor of Dental Hygiene, and an Instructor of Business Administration.

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 Counseling position is a replacement. The Chemistry-Mathematics position is new. The Secretarial Science, Dental Hygiene, and Business Administration positions are replacement positions.

RECOMMENDED ACTION:

Employment of:

1. Robert Moriarty as Counselor with the Academic Rank of Assistant Professor at \$12,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
2. Michael Oester as Assistant Professor of Chemistry and Mathematics for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970 at \$10,200, contingent upon receipt of PhD. by September 1, 1970, otherwise Instructor of Chemistry and Mathematics at a salary of \$9,200.
3. Mary Ann Mickina as Instructor of Secretarial Science for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970, at \$10,750.
4. Elizabeth Ann Pawlak as Instructor of Dental Hygiene at \$9,200 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.
5. Gerald R. Tapp as Instructor of Business Administration at \$13,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

BOARD INFORMATION SHEET
WILLIAM RAINEY HARPER COLLEGE

AREA Student Affairs

CANDIDATE Robert Moriarty

FIELD Counseling

PREPARATION (Degree, School, Semester Hours in Subject Field) B.A. English, St. Mary's College, 1963 128

M.S. Counseling, Northern Illinois, 1967 36

Ed.D. Counselor Educ., Northern Illinois 50

Expected August 1970. Orals schedule for July 25th.

MAJOR AREAS _____

TEACHING EXPERIENCE (If applicable) Marmion Military Academy 1963-1966 English

Dates and positions Dundee Community High School 1966-1967 Counselor

Northern Illinois Univ. 1969-1970 Head Resident Advisor

OTHER EXPERIENCE _____

Illinois State Scholarship

Woodrow Wilson Fellow

HONORS AND DISTINCTIONS Who's Who In American Colleges and Universities

Phi Delta Kappa

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

[REDACTED]

[REDACTED]

RANK & SALARY Assistant Professor \$12,000 39 weeks

RECOMMENDED BY (Signatures) _____

Gene A. Fischer

James Harney


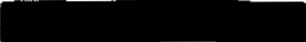
WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	Michael Oester	
FIELD (Suggested Teaching Area)	Chemistry - Mathematics	Mathematics/Physical DIVISION Science
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B.S., 1963; Notre Dame	50 sem. hours
	M.S., 1967; Notre Dame	36 sem. hours
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	72 hours, anticipates PHD in August, 1970	
MAJOR AREAS	Organic Chemistry	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	Sept 1963-June 1965; Notre Dame; Grad Tchg Assist Org Chem Lab	
	Sept 1968-Feb 1969; Univ of Wisc; Grad Tchg Assist Org Chem Lab	
OTHER EXPERIENCE	Summer, 1960; Lab Tech; Chicago Bio Research Labs	
	Summer, 1962; Lab Tech; Chicago Bio Research Labs	
	Summer, 1964; Lab Tech; Toni Cosmetic Labs	
HONORS & DISTINCTIONS	American Chem Society; Publications appear in Journal of the mer. Chem. Society, 1959 and Journal of Organic Chem, 1967.	
PERSONAL (Age, Marital Status, Children, Address, Etc.)	[REDACTED]	
RANK & SALARY	\$10,200-Ass't Prof Chem & Math; Contingent PHD Sept 1, 1970 \$ 9,200-Instructor Chemistry & Mathematics	
RECOMMENDED BY	<i>Larry Collins</i>	DIVISION CHAIRMAN
	<i>John R. Burkholz</i>	DEAN
	<i>C. Schuman</i>	VICE PRESIDENT
		PRESIDENT

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	<u>Mickina, Mary Ann</u>	
FIELD (Suggested Teaching Area)	<u>Secretarial Science</u>	<u>Business</u> DIVISION
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	<u>B.S. Ed., Northern Ill. Univ. - 1965 (Bus. 18 hrs., Bus. Ed. 39 hrs.; Educ. 12 hrs.)</u>	
	<u>M.S. Ed., Northern Ill. Univ. - 1968 (Bus. 3 hrs., Bus. Ed., 20 hrs.; Educ. 9 hrs.)</u>	
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	<u>None</u>	
MAJOR AREAS	<u>Business Education / Secretarial Science</u>	
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	<u>Morton West H.S., Berwyn, Ill. 9/66 to present.</u>	
	<u>Mosher Secretarial School, Chicago 6/65 - 7/66.</u>	
	<u>Elmwood Park Adult Evening School, Elmwood Park, 2/66 - 4/66 (part-time)</u>	
OTHER EXPERIENCE	<u>Secretarial work - Time, Inc. Summers, 1961, '62, '63, '64</u>	
	<u>Secretary (part-time) A-V Center, NIU 1963-64 and 1964-65 academic years.</u>	
HONORS & DISTINCTIONS	<u>Delta P. Epsilon and P. Omega P, Bus. Ed. Honoraries</u>	
PERSONAL (Age, Marital Status, Children, Address. Etc.)	 	
RANK & SALARY	<u>Instructor - \$10,750. (Academic year)</u>	
RECOMMENDED BY	<u>Charles F. Full</u>	DIVISION CHAIRMAN
	<u>John R. Birkhoff</u>	DEAN
	<u>M. Schauer</u>	VICE PRESIDENT
		PRESIDENT

WILLIAM PAINEY HARPER COLLEGE
 DIVISION OF Life and Health Sciences

CANDIDATE

Pawlak, Elizabeth Ann

FIELD

Dental Hygiene

PREPARATION

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

Certificate in Dental Hygiene, Marquette Univ., 1969

49 hrs. in dental hygiene; 18 hrs. in education.

B.S., Marquette Univ., 1970; 66 hrs. in science

3 hrs. beyond B.S.

MAJOR AREAS

Dental Hygiene and Science

Minor in Education

TEACHING EXPERIENCE
 (Dates of Positions)

Student teaching Marquette Univ. 1969-70, 96 hrs.

OTHER EXPERIENCE

Summer 1967-68 as dental assistant 2,016 hrs.

½ years as dental hygienist 943 hrs.

HONORS &
 DISTINCTIONS

ADHA Post-Dental Hygiene Scholarship; Elected outstanding

Senior Dental Hygiene Class 1969; Sigma Phi Alpha
 National Dental Hygiene Honor Society.

PERSONAL

(Age, Marital Status,
 Children, Address)



RANK & SALARY

Instructor; \$9,200.00

RECOMMENDED BY

[Signature] Department
John A. Thompson Chairman
John R. Binkhoff Assistant Dean
[Signature] Dean

WILLIAM RAINY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Tapp, Gerald R.

FIELD (Suggested Teaching Area) Business Administration Business

PREPARATION B.S. in Management & Marketing, University of Ill., 1949.
 (Degree, School, Year Received & Semester Hours in Teaching Field) (76 hours of Bus. Admin and Economics) MS., Ed., Univ. of Ill., 1964. (16 hours of Ed., Mktg. 4; Bus. Ed. 12)
Additional Work, Northwestern Univ. 1949-55. (12 graduate hours; 10 in Bus. Admin., 2 in History. 8 additional undergraduate hours, 4 in Bus. Admin.) Additional work
Roosevelt Univ., 1958-59. (15 additional undergraduate hours. 12 in education, 3 in management) Additional work
Utah State Univ., 1968. (3 graduate hours in Bus. Ed.)

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD _____

MAJOR AREAS Marketing & Distributive Education

EXPERIENCE IN EDUCATION D.E. Coordinator, Waller H.S., Chicago, 2/61-6/63.
 (Dates, Locations, Positions, etc.) D.E. Coordinator Willowbrook H.S., Villa Park, Ill.,
6/63 - 6/65.

OTHER EXPERIENCE Consultant, Marketing & Distributive Occupations, Illinois
Board of Vocational Education 7/65-6/70. Mis. Bus. experience, 11 years 11/49-2/61.

HONORS & DISTINCTIONS Phi Eta Sigma, Sigma Iota Epsilon, Delta Pi Epsilon
 (Honorary Fraternities.) Numerous publications, see other side.

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

RANK & SALARY Instructor in Business Administration, \$13,000.

RECOMMENDED BY Charles F. Fulk DIVISION CHAIRMAN
John R. Birkhoff DEAN
[Signature] VICE PRESIDENT
 _____ PRESIDENT

Publications:

- Tapp, Gerald R., "A Small Shop Owner In A Modern Shopping Center", Illinois Vocational Progress, Volume XVIII, No. 2, November, 1960.
- Tapp, Gerald R., Rath, Patricia Mink, Mason, Ralph E., "Case Studies in Marketing and Distribution", Danville, Illinois: The Interstate Printers & Publishers, Inc., 1965.
- Tapp, Gerald R., "Distributive Education in Summer?", Illinois Vocational Progress, Volume XXIII, No. 4, April, 1966.
- Tapp, Gerald R., "Cooperation" is the Key Word", Illinois Vocational Progress Volume XXIV, Nu, 3, February, 1967.
- Tapp, Gerald R., "Headstart DE", American Vocational Journal, Vol. 44, No. 5, May 1969.

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 candidate, Mr. Jerry C. Holt, to whom a contract was offered for this position at the May 14, 1970 Board of Trustees Meeting.

BACKGROUND INFORMATION:

After further review of candidates for the position Mr. Alfred Dunikoski is being selected as the recommended candidate for the Graphics Design Coordinator position.

RECOMMENDED ACTION:

Employment of Mr. Alfred Dunikoski as Graphics Design Coordinator effective August 15, 1970 through June 30, 1971, for \$12,690.00 (annual rate of \$14,500.00) with the Academic Rank of Instructor.

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

CANDIDATE Alfred Dunikoski

POSITION Graphics Design Coordinator

PREPARATION B.A. - Univ. of Maryland - Jan., 1968

(Degree, School
Year Received &
Semester Hours in
Subject Field) M.S. in Ed. - Indiana Univ - Aug., 1970

Instructional Systems Technology - Graphics

MAJOR AREAS Minor - Radio Television

TEACHING EXPERIENCE None
(Dates of Positions)

1948-1956 - USAF - Drafting & Illustrator Positions

OTHER EXPERIENCE 1957-1969 - USAF- Graphics Presentation Supervisor for
SAC and Defense Com'ns Agency; Illustrator Supervisor,
Nat'l Military Com'd System Support Center.

HONORS &
DISTINCTIONS

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

RANK & SALARY Instructor - \$14,500.00 (12 Months - Prorated, Starting

RECOMMENDED BY 15 Aug., 1970) at \$12,690.00.

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

I. PROPOSED ADMINISTRATIVE SALARY RANGES

<u>Position</u>	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>
Vice President's	18,400	23,000	27,600
Deans	17,850	21,000	24,150
Directors and Division Chairmen	16,150	19,000	21,850
Assistant Directors	12,900	15,200	17,480

II. MERIT INCREASE SCALE

<u>Percent</u>	<u>Interpretation</u>
6.5	Maintain position - cost of living (one year to improve)
6.6 8.4	Needs improvement (marginal)
8.5 10.9	Satisfactory Performance
11.0 13.4	Above Average Performance
13.5 +	Meritorious by Exception

III. FRINGE BENEFITS (Effective July 1, 1970)

- A. Biennium physical examinations up to \$150.00 (President, Vice President's Deans, Directors and Division Chairmen only)
- B. Professional expense allowance up to \$200.00 yearly (President, Vice President's, Deans only)
- C. Short-term leaves or sabbatical by exception and special request through appropriate administrator to the Board of Trustees (Application privilege after high average performance on behalf of Harper College)

IV. TOTAL DOLLAR REQUEST

- A. Total dollar request for administrative salaries and adjustments
1970-71 - \$64,500

FOR BOARD ACTION

SUBJECT:

Approval of The Harper College - Chicago Commons Association (Camp Reinberg) College Work Study Off Campus Agreement.

July 1, 1970 - June 30, 1971

REASON FOR CONSIDERATION BY THE BOARD:

The Employment Agreement is a contract between Harper College and a non-profit community agency.

BACKGROUND INFORMATION:

The College Work Study - Off Campus Program is funded 80% by federal funds and 20% by The Off Campus Institution. The program is designed to involve students more in Community Outreach Activities by offering them opportunities to assist "Non-profit" community agencies. The attached agreement was developed with the board attorney using the guidelines provided by the HEW office and copies of programs used by other institutions of higher education. Contacts for further programs have been made with Little City, Clearbrook Center for the Handicapped, The Illinois State Scholarship Commission, The Illinois Youth Commission, and The Countryside Y.M.C.A. Harper would serve as the funneling agency for the federal funds under this program. These programs would provide Harper College students with opportunities to become active in helping social service agencies work with the handicapped, deprived, and other needy segments of our society.

RECOMMENDED ACTION:

Adoption of the Harper College - Chicago Commons Association Off Campus College Work Study Agreement.

INSTITUTION-AGENCY AGREEMENT FOR EMPLOYMENT OF STUDENTS UNDER
THE COLLEGE WORK-STUDY PROGRAM

This agreement is entered into between William Rainey Harper Community College, hereinafter known as the "Institution" and Chicago Commons Association, hereinafter known as the "Agency" a Private Welfare, nonprofit organization for the purpose of providing work to students eligible to participate in the College Work-Study Program from July 1, 1970 through June 30, 1971.

Schedules to be attached to this agreement from time to time, bearing the signature of an authorized official of the institution, and of the Agency, will set forth brief descriptions of the work to be performed by students under this agreement, 1/ the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will be utilized during the period of time covered by the agreement. 2/ The institution will inform the agency of the maximum number of hours per week a student may work during the summer, or other period of nonregular enrollment.

Footnotes

1/ In accordance with the requirements of the Federal program, work to be performed under this agreement must be work in the public interest, which (1) will not result in the misplacement of the employed workers or impair existing contracts for services (2) will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee, and (3) does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship. Further, no project may involve political activity or work for any political party.

Students will be made available to the Agency by the institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution either on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P. L. 88-352; Stat. 252) and the regulations of the Department of Health, Education, and Welfare, which implement that Act. The Agency will be deemed the employer of students participating in any project under this agreement. It will be responsible for the direct supervision of the work performed and will maintain and make available to the Institution the names and qualifications of the Agency supervisors. The Agency will provide to the Institution a record of the hours worked weekly by each student as attested to by an official of the Agency.

Compensation of the students for work performed under this agreement will be paid by the Institution. The Agency will pay 20% of the student's compensation and any and all payments required to be made under Federal Social Security laws.

✓ The Agency shall have the Institution named as co-insured on the agency's liability insurance policies (which policies have been reviewed by the Institution and found acceptable as to coverage and limits), and further, the Agency agrees to indemnify, save harmless, and defend the Institution, the Board of Trustees and its members, and the officers, and employees thereof, against all suits, actions, legal proceedings, claims and demands and against all damages, losses, costs and expenses, and attorneys' fees in any manner caused by, arising from, incidental to, and/or connected with, or growing out of the performance of this agreement.

Termination of this agreement shall be accomplished by either party given at least 30 days advance notice in writing of such cancellation. Any amendment with respect to changes or alterations in this agreement must be made in writing and attached herewith, executed by both parties.

Footnotes continued

2/ Students may work an average of 15 hours per week during a semester while classes are in session. They may work up to 40 hours per week when classes are not meeting during that week.

Accepted by (For the Institution) _____

Accepted by (For the Agency) Bernard P. Dandery - Business Manager
Name and position)

Name of Agency Chicago Commons Association
915 N. Wolcott Ave.
Chicago, ILLINOIS 60622

Authorizing Official Agency _____

(Signature)

Authorizing Official Institution _____

(Signature)

Subscribed and sworn to
(or affirmed) before me
this _____ day of
_____ 19__.

Notary Public

WILLIAM RAINEY HARPER COLLEGE

June 2, 1970

To: Dr. Robert E. Lahti, President

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

Subject: Conversion of Financial Accounting System to Data Processing

Please find attached a proposal from Ernst & Ernst concerning the conversion of our accounting system. It appears that Ernst & Ernst conducted an analysis of our computer system at the same time I requested the attached interim report. Some confusion has resulted from these reports being completed concurrently.

About two years ago I requested and received approval from the Board to have Ernst & Ernst consult with us concerning the conversion process. At that time an overall plan was established with Ernst & Ernst. During the past two years we have worked with Ernst & Ernst. Copies of various proposals that were implemented are attached. The reason I called Ernst & Ernst at this time was to review our progress and check internal controls on our interim payroll system. Tom Conroy, of Ernst & Ernst, spent several days reviewing our progress. Mr. Conroy, Mr. Dolejs and I spent an afternoon covering our needs and progress to date. During our discussions, we concluded that a major effort was necessary in order to convert to data processing during 1970-71.

The conclusion of my discussions with Tom Conroy, of Ernst & Ernst, on April 19, 1970, was that I requested a firm proposal to develop a specific plan that would speed up our conversion to data processing. I subsequently discussed and clarified this with Mr. Butts, of Ernst & Ernst, and the attached proposal is a result of our work with Ernst & Ernst over the past two years.

I recommend we accept the attached proposal by Ernst & Ernst to assist us in our conversion to data processing, in order to fully utilize the potential benefits of the computer in the financial area.

WJM:jg

cc: A. Dolejs
R. Sedrel

ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

May 12, 1970

Mr. William Mann
Vice President-Financial Affairs
William Rainey Harper College
Algonquin and Rossell Roads
Palatine, Illinois 60067

Dear Mr. Mann:

As you requested, we have completed a brief review of the present computerized payroll system and the proposed computerized voucher and accounts payable system of William Rainey Harper College. Our review was primarily concerned with the adequacy of the internal controls within the existing and proposed system; we did not undertake to examine the programs within existing systems. This review was conducted at the same time that a review was made of proposed additional computer hardware. Our review of the hardware proposal is covered in our letter to Dr. Lahti, President of the College, dated April 17, 1970. Some of the comments which follow parallel those noted in the aforementioned letter.

FINDINGS

General:

There is no documentation which explicitly defines the long-range plans and overall system concepts in the financial management area, to serve as a foundation upon which detail systems will be based. Certain generalized system flow charts have been developed which portray a financial management system for operating in an "on-line, real-time" environment. While such an environment is desirable in such systems as registration or demographic analysis, there is reason to question the need or value of such an environment in the financial management systems area. Financial information for control over the College's business affairs is rarely, if ever, needed more frequently than that of natural accounting periods. When allocations of funds and budget standards are established for discreet accounting periods, any comparisons for shorter periods are of questionable need or value. In addition, operating costs of such "on-line, real-time" systems are frequently greater than those systems employing more conventional reporting methods.

Mr. William Mann
William Rainey Harper College

May 12, 1970
Page No. 2

Accounts Payable Controls:

Since, as noted above, the accounts payable systems have not been specifically defined and detailed processing procedures were not available for review, we cannot comment on the adequacy of the controls that may subsequently be developed. Controls over input and output in the envisioned "on-line, real-time" environment require extensive planning of the system logic and are frequently quite difficult to implement. Our discussions with the personnel involved in the system concept indicate that the control aspects of the system had not been given adequate consideration. In addition, as described, the system did not provide for the handling of certain types of non-routine transactions such as hand written checks.

Payroll Controls:

As noted in our letter of April 17, 1970 to Dr. Lahti, the present payroll system was acquired and installed as an interim step. We understand the programs were obtained from Morton High School. The controls within the system are more than adequate. We noted certain reports, however, which appear to be superfluous and duplicative. In addition, the processing of the system required excessive computer time due to system inefficiencies which may be due to the fact that the system was not designed for IBM Model 360 hardware.

RECOMMENDATIONS

Based on our observation, we believe a formal planned and scheduled program should be undertaken to develop "General System Specifications For Financial Affairs." The General System Specifications would, in laymens-language, document the operating and control needs of the Financial Affairs office for the foreseeable future of from three to seven years. As envisioned, the Specifications would not provide for such systems as budget planning, fund projection or facilities planning, but would be limited to such applications as fund accounting, fund statements, accounts payable and related standard accounting activities.

In the way of explanation, we believe that the most successful computerized management information systems are those where three separate but interrelated steps are taken. The first step is the preparation of the General System Specifications referred to above. The second step is the preparation of Detailed System Specifications which are an elaboration of the General System Specifications. The third step is the programming of the various systems, together with testing, debugging and implementation.

Mr. William Mann
William Rainey Harper College

May 12, 1970
Page No. 3

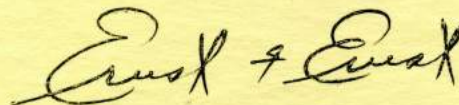
The General System Specifications we propose would include definitions and layouts of all inputs to the system; general processing flow and the steps of processing, including internal control points; a definition of all files involved in the systems; and, all outputs of the system including report formats and control registers. We have separately transmitted to Mr. Mann a copy of a typical General Systems Specification which may serve as an example of the type of documentation we propose. In no sense should this particular specification be considered as applicable to the needs of William Rainey Harper College. Each system must also be designed to recognize the interface requirements with existing systems and the integration of existing files into new systems. Based on our experience, it is essential that the "users" of the systems must also play a key role through intensive involvement in the development of the General System Specifications if the system is to meet the needs of the user. Only with this involvement will these users' needs be filled at the least cost.

Upon completion and acceptance by all concerned of the General System Specifications, the next two steps of detailed specification preparation and programming can be undertaken. It is at this point that the Systems Analyst and Programmer play the major role. The General System Specifications would serve as the road map for these efforts.

We would like to assist you, your staff and Mr. Sedrel in the preparation of the General System Specifications referred to above. We feel we are well qualified to bring to the problem the objectivity and expertise which are vital at this initial program stage. We estimate that from eight to ten weeks elapsed time might be required in this first step. Based on our regular per diem rates for the staff to be assigned, we estimate our fees would range from \$9,500 to \$11,500, plus any out-of-pocket case expenses. We would plan to assign a Senior Systems and Data Processing Specialist from our Management Consulting Services group to this engagement with Mr. B. F. Butts, Principal, serving as Project Director. Mr. Robert Kuhn, Partner would continue to serve as Client Executive.

We would be pleased to assist you and will be happy to discuss the matter further at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Ernst & Ernst". The signature is written in dark ink and is positioned at the bottom right of the page, below the typed name.

ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

APR 12 1969
BUSINESS OFFICE

April 1, 1969

Mr. William J. Mann
Director of Business Affairs
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Mr. Mann:

We are pleased that you have requested our assistance in planning for automation of the financial accounting systems of the College and in coordinating this effort with the data processing personnel. This assignment has been started under the direction of Mr. Robert L. Anderson, Manager.

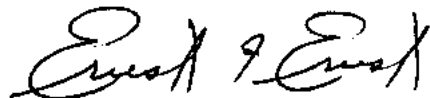
Initially, it is our understanding that we will provide assistance, as necessary, in the determination of overall goals and objectives for the Business Office relative to short and long-range reporting requirements as they relate to the total management information system which is contemplated. After the general concepts and philosophies are established and the system design is underway, we understand that you will desire some additional technical guidance and counsel in the review of systems and implementational plans to insure adequacy of internal control, audit trails, input procedures, reporting output, etc.

Since our assistance will be provided on an "as requested" basis, it is difficult to estimate the full extent of our participation and the work that will be required. We will, however, exert every effort to keep our participation to a minimum by using your staff capabilities wherever possible. Based upon discussions with you, we believe that ten or twelve man days time on our part should be sufficient for this engagement which will extend over a period of several months. On this basis, we estimate that our fee will range between \$3,500 and \$4,200, plus out-of-pocket expenses.

Monthly billings will be issued based on actual time spent at our regular per diem rates plus expenses.

We would like to express our appreciation for this engagement and assure you that it will receive our close attention.

Very truly yours,



ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

March 25, 1968

Mr. William J. Mann
Director of Business Affairs
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Mr. Mann:

We are pleased that we have been engaged to assist in the review of the accounting procedures at William Rainey Harper College. We understand that such a review will be used as the basis for developing recommendations to implement improvements and simplifications in the accounting system. This review will also place particular emphasis upon developing recommendations to revise the accounting system to meet the projected rate of expansion of the College in the immediate future.

This assignment will be under the direction of Mr. Stephen R. Holstad who will be assisted by Mr. Joseph P. Guertin. As previously discussed with you, we expect to begin the assignment during the week of April 22, 1968.

As presented to you in our original proposal letter, our fee estimate for this assignment is from \$1,800 to \$2,000.

We appreciate this opportunity to serve you and assure you that this engagement will receive our best effort and attention.

Very truly yours,

Ernst & Ernst

I. Subject:

Consideration of an expenditure of \$1,800 to \$2,000 to Ernst & Ernst for consulting work in the business office.

II. Reason for Consideration by the Board:

At the present time the comptroller's office is preparing extensive financial reports both for the Board and for internal reporting. All of the information is obtained from a complex system of bookkeeping. Because our system will have to be expanded for September, 1968, and a conversion to data processing will be made during 1968-69, a concentrated effort is necessary in order to insure a smooth transition.

III. Analysis:

A. There are three basic questions to be resolved.

1. Should we staff at a level to sustain a hand system through the fall with the possibility of having surplus bookkeepers?
2. Should we design an intermediate system to meet the demand for this fall that could be easily phased into data processing?
3. When and how will we phase into data processing during 1968-69? While a parallel operation will be instituted for the phase-in, the fact remains that payrolls and statements must be produced on time and accurately. Because of the nature of accounting, a thorough examination of possible problems and the development of appropriate control features cannot be over-emphasized.

B. Our Comptroller, Mr. Dolejs, has the training and experience to complete this type of analysis; however, he does not have the necessary time to launch the concentrated effort that is required to adequately plan a program. His time can better be used to critically analyse the consultants' work and plan for the actual implementation of proposed solutions.

C. The data processing staff needs a reference point to smoothly phase our operation into data processing. The key to this phase-in will be to have an intermediate system that has been planned to be compatible with data processing.

IV. Recommendation:

It is recommended that Ernst & Ernst be employed at a fee of \$1,800-2,000 to accomplish the ends set forth in this report.

call for records

ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

March 12, 1968

Mr. William J. Mann
Director of Business Affairs
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Mr. Mann:

We appreciate the opportunity afforded Messrs. J. P. Guertin, T. J. Lopina, and S. R. Holstad to meet with you on February 23, 1968 to discuss the proposed review of the accounting procedures at William Rainey Harper College.

We understand that the purpose of such a review would be to develop recommendations for implementing improvements and simplifications in the accounting system. This review would place particular emphasis upon developing recommendations for revising the accounting system in terms of the projected expansion of the college in the immediate future.

Our approach to this assignment would be to interview the personnel of the Business Office and to analyze procedures in the following areas:

- Requisitioning
- Purchasing
- Receiving
- Cash disbursements
- Cash receipts
- Payroll computation, preparation and reporting
- General and encumbrance accounting
- Financial report preparation for the Board of Trustees and for the divisions

We would evaluate the present work loads, and based upon projected student enrollments, would prepare reasonable estimates of increases in the volume of business transactions.

During and after this data gathering phase of the review we would develop recommendations for operational improvements as follows:

We would recommend revisions which could be installed on a fairly immediate basis. These revisions would most likely relate to changes in the manual procedures.

We would also recommend revisions which should be considered during the next one to two years prior to the conversion to electronic data processing methods. Wherever feasible the

Mr. William J. Mann
William Rainey Harper College

March 12, 1968
Page # 2

short-term recommendations would relate to procedural revisions which would be compatible with future data processing applications.

We would prepare a tentative timetable for the conversion of the various Business Office procedures to electronic data processing methods. The target dates contained therein would be those deemed most practical for the continued convenient and uninterrupted operation of the Business Office. In order to determine the target dates, we would ask that you provide the following information:

The estimated date of installation of the electronic data processing equipment.

The priorities which have been established for the conversion of the procedures to data processing equipment including applications relating to student enrollment and other non-accounting areas.

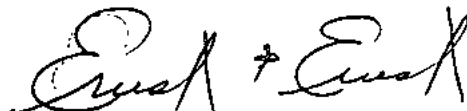
We would review and comment upon the format of the monthly financial statements to determine that they are designed to provide financial information by areas of responsibility. This review would consider the proposed changes in the format of the financial statements which may result from any revisions in the accounting procedures.

At the conclusion of this assignment we would plan to discuss our findings and recommendations with you. In addition we would set forth these recommendations in a written report.

We estimate that our fee for this engagement would range from \$1,800 to \$2,000, based on our regular per diem rates. This work would be directed by Mr. S. R. Holstad, assisted by Mr. J. P. Guertin. This fee estimate does not cover our assistance in implementing any recommendations that may arise from this review.

We assure you that this assignment would receive our closest attention and we look forward to hearing from you.

Very truly yours,

A handwritten signature in cursive script, appearing to read "E. S. R. Holstad", with a small cross-like mark between two parts of the signature.



CHICAGO COMMONS CAMPS





**Groups of Young People
from Social Agencies
Schools and Churches
Moving Together
in an outdoor setting--**

Learning

Sharing

Enjoying

at CAMP REINBERG

SPRING - SUMMER - FALL - WINTER

WHAT IS CAMP REINBERG?

Camp Reinberg is a unit of the Chicago Commons Association which owns and operates two other camps:

Camp Farr in Chesterton, Indiana and
Chicago Commons Farm Camp in New
Buffalo, Michigan

WHERE IS CAMP REINBERG?

Camp Reinberg is located near Palatine, Illinois, about 35 miles northwest of Chicago's Loop. It is in a 75-acre Forest Preserve. It is adjacent to, and makes extensive use of, the 1100-acre Deer Grove Forest Preserve.


WHO USES CAMP REINBERG? AND WHEN?

Camp Reinberg operates year-round. In the **summer** groups of 8 – 12-year-old children come from settlement houses, churches and other youth-serving agencies to enjoy out-of-door living for 12-day periods.

Camp Reinberg is busy in **Fall, Winter** and **Spring**, too! During the school week, classroom groups with their teachers use Camp Reinberg as an outdoor laboratory for learning. They may come for day only, overnight or week-long periods.

On **weekends** during the fall, winter and spring seasons, teen-age groups come to Camp Reinberg for fun and recreation. Church groups find an ideal spot for retreats here.

CAMP REINBERG STAFF is available to all groups to help plan, carry out and evaluate programs geared for growth in Reinberg's outdoor setting.



A hand-drawn map of Camp Reinberg. At the top, a semi-circle of small black rectangles represents 'SUMMER UNITS'. Below this, several buildings are drawn with black outlines and some are filled with cross-hatching. These include 'Explorers' Workshop' (a tall vertical rectangle), 'Care Shop' (a small square), 'Dining Hall' (a large, irregular shape), 'North Hall' (a small square), 'North Unit' (a small square), 'Staff Cottages' (a long horizontal line with a vertical line extending downwards from its center), and 'Off Program' (a large, irregular shape). At the bottom, a horizontal line with arrows at both ends is labeled 'Parking Lots'. The text 'Out Cot' is partially visible on the right side.

SUMMER UNITS

Explorers' Workshop

North Hall

North Unit

Care Shop

Dining Hall

Off Program

Staff Cottages

← Parking Lots →

WHY CAMP REINBERG?

.to enable young people to discover and

as part of a natural environment rich in

as part of a small continuing social group
a new adventurous setting

as part of new, various and expanding groups
different backgrounds, the camp as a whole
camp is a part

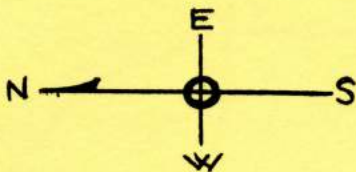
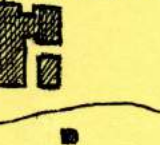
.knowing that responsibility for life, the
processes.

CAMP REINBERG

1944

Outpost
Cottage

Office &
Program Center



Director's
Cottage

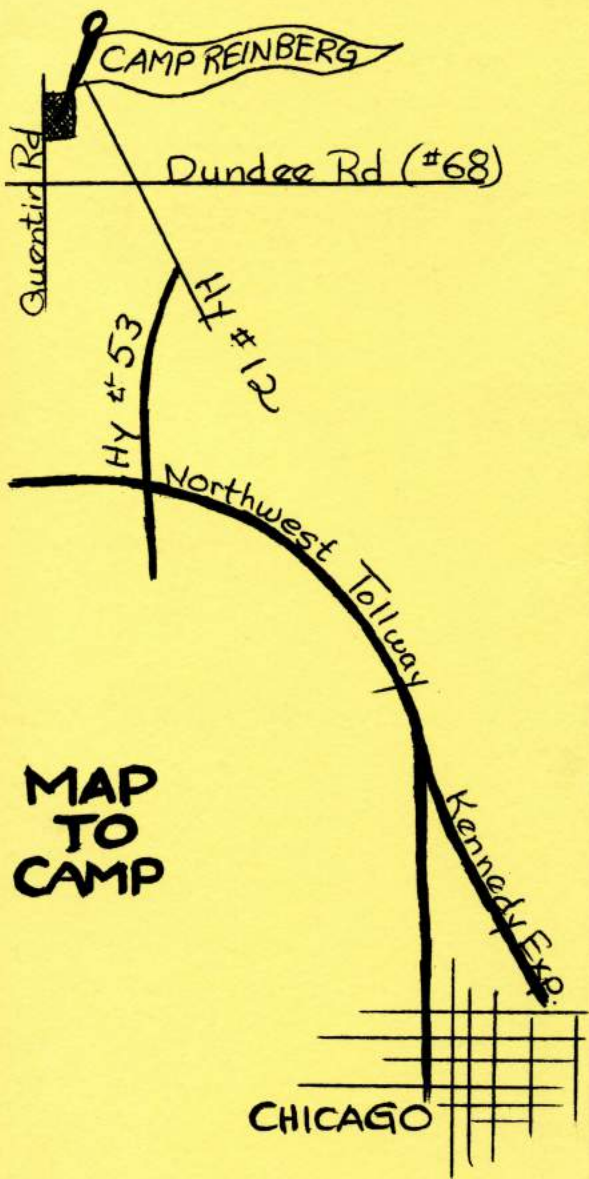
and grow

h in physical and biological resource

l group learning how to meet together the problems of

ng groups of action and thought involving campers of
s a whole and all the larger communities of which the

e, through play and through work is inherent in these



We invite inquiries:

Our address:

Camp Reinberg
P. O. Box 218
Palatine, Illinois 60067

Or call us at:

(312) 359-0010

Why Camp for your Children and Young People . . .

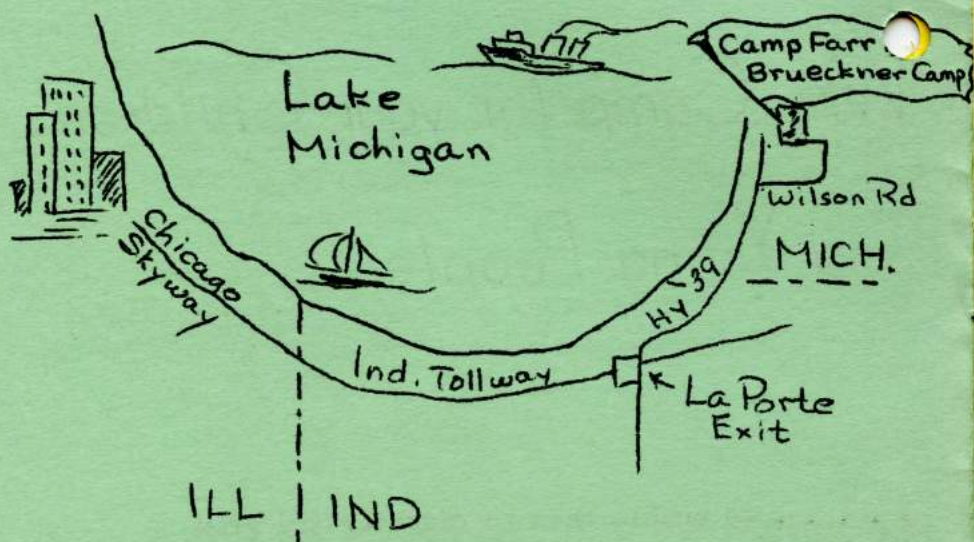
. to enable them to discover and grow

as part of a natural environment rich in
physical and biological resource

as part of a small continuing social group
learning how to meet together the problems
of a new adventurous setting

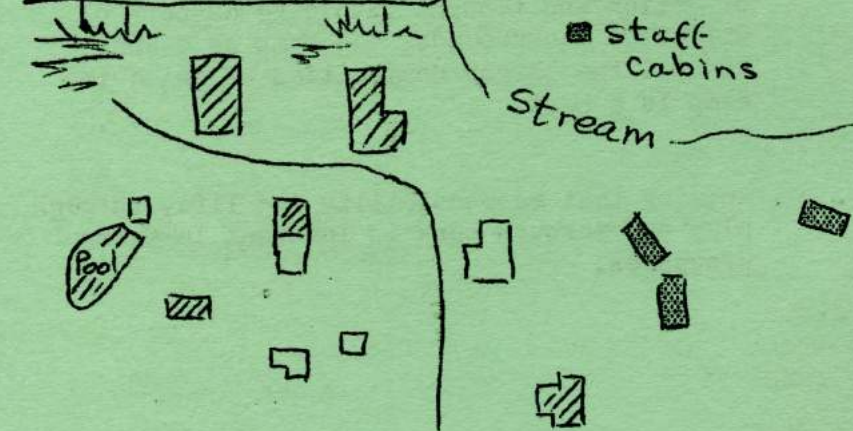
as part of new, various and expanding groups
of action and thought involving campers of
different backgrounds, the camp as a whole
and all the larger communities of which the
camp is a part

. knowing that responsibility for life, through
play and through work is inherent in these
processes.



Map to Camp Farr at W^m. Brueckner Camp

Camp Farr at W^m. Brueckner Camp



CALENDAR-CAMP FARR AT BRUECKNER CAMP...

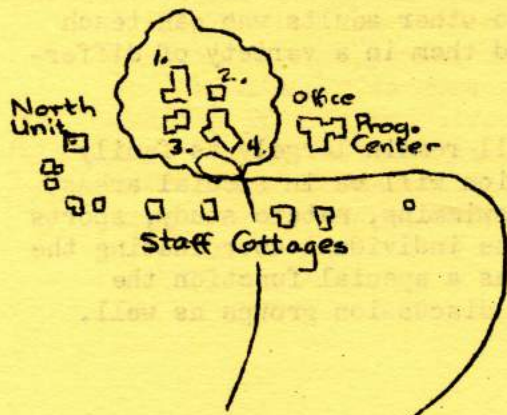
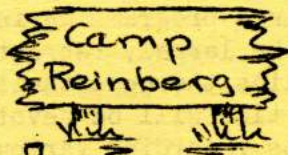
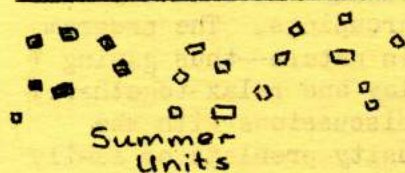
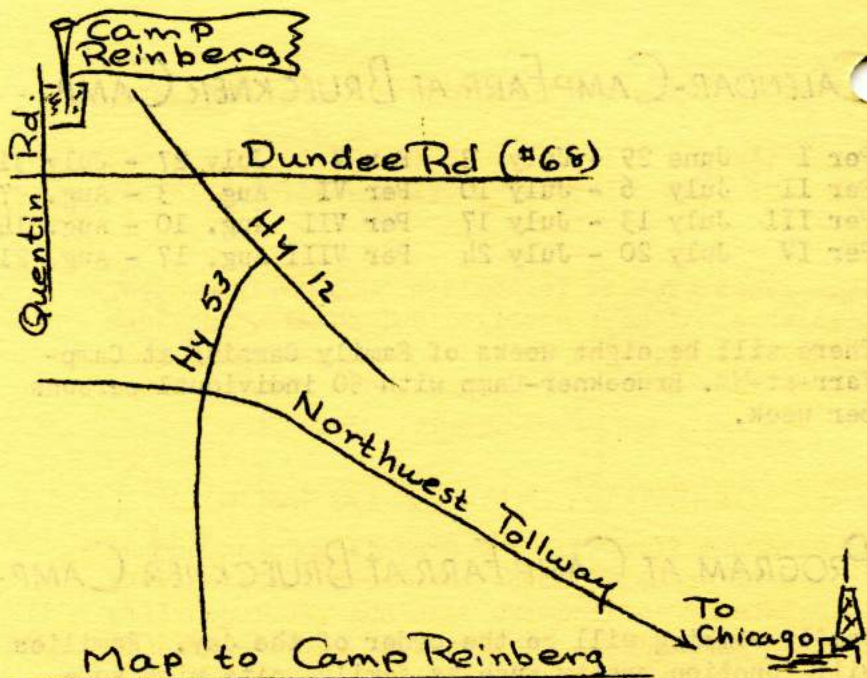
Per I	June 29 - July 3	Per V	July 27 - July 31
Per II	July 6 - July 10	Per VI	Aug. 3 - Aug. 7
Per III	July 13 - July 17	Per VII	Aug. 10 - Aug. 14
Per IV	July 20 - July 24	Per VIII	Aug. 17 - Aug. 21

There will be eight weeks of Family Camping at Camp-Farr-at-Wm. Brueckner-Camp with 50 individual persons per week.

PROGRAM AT CAMP FARR AT BRUECKNER CAMP.

Family camping will be the order of the day. Families will function pretty much as family units with some distinct programming for age groupings. The program will be largely recreational in nature--thus giving families the opportunity to play and relax together. Some time will be devoted to discussions with the adults regarding various community problems or family questions which arise in an area. During this time the children would be involved in some activity geared to them--giving them the chance to relate not only to their peer group, but to other adults who can teach them new games, and lead them in a variety of different activities.

Because the families will remain largely as family units at camp, supervision will be in special areas, i.e., arts and crafts, swimming, nature study, sports and recreation, etc. The individual coordinating the camp program will have as a special function the management of the adult discussion groups as well.



1. Explorers' Workshop
2. Care Shop
3. Washrooms
4. Dining Hall

CALENDAR - CAMP REINBERG

Per I June 29 - July 10 Per III July 27 - Aug. 7

Per II July 13 - July 24 Per IV Aug. 10 - Aug. 21

There will be four periods of 12 days each. These sessions will be for children from the ages of 8 - 13. Camp will take a capacity of 150 boys and girls and staff to work with them.

PROGRAM AT CAMP REINBERG

Summer camping at Camp Reinberg will continue to serve the children from communities in Chicago, and will hopefully add some communities in suburbia. Program will be recreational in its content including such familiar activities as donkey-riding, swimming, boating, cookouts and campouts. This year, some attention will also be given to such projects as tree planting, stream clearance, soil erosion control and other projects which involve campers in the natural environment. Campers will explore the pond in hip-boots -- taking a look at life there and what affects it. Campcraft, including all of the experiences from finding and setting up a campsite to living in it, is another highlight for campers. We live in an environment which is more than cities and towns and even more than forest and stream. Camping at Reinberg offers rich environmental experiences with resident camping summer and all year to enable all who participate to learn to use what they know to make the environment more livable.

CAMP PROGRAM AND YOU . . .

Camp with its woods, fields, streams and other program facilities, makes possible a wide variety of activities. Hiking and nature crafts, cookouts and campouts, swimming, drama are just a few. Because the campers and counselors work together to evolve program, there will be many opportunities to develop new skills as well as to enjoy familiar activities.

COUNSELORS . . .

A mature counselor is assigned to each cabin of children. He is the friend and advisor for the child--the big brother or sister--whose main job is to look after the children assigned to him. He helps make your child feel secure and at home at camp--he will help your child to learn many skills, to make new friends -- and to have fun while doing so. All staff is chosen carefully from young people interested in children. The more they can know about your child, the better job they can do. If your child has some special need, or if you have some special concern, please include a note with your application.

HEALTH AND SAFETY OF CAMPERS . . .

Each camper must have a physical exam form signed by an M.D., and also by either parent or guardian. Trained health care and first-aid specialists are on hand at all times to care for emergencies which may arise. They work with counselors in the care of the campers. Local doctors are on call whenever medical attention is needed. Campers are insured against injury and accidents occurring at camp. Special attention is given to making camp a safe and healthy place for children.

VISITING CAMP ...

Between the hours of 2:00 and 4:00 p.m. on Sunday before your camping session, the camps will be open and staff will be available to show you the facilities and answer your questions. We would urge you to visit camp at this time rather than when your child is in camp. We urge you, too, to write frequent newsy and happy letters to your campers.

TRANSPORTATION ...

Families going to Camp Farr at Wm. Brueckner Camp will arrange transportation with their referring agency. Children going to Camp Reinberg will be going by train from the C.&N.W. station in downtown Chicago, and then transported by bus from Palatine to the camp. Your signed blue and white copies of your registration-medical form will act as your ticket on the bus, and as your pass to secure your ticket on the train.

SPENDING MONEY ...

Occasionally a child may need some small item, or an off-camp trip may be planned when the child may want to purchase something. A \$1.00 to \$1.50 per child would be sufficient.

FOOD ...

Well-balanced -(and good)- meals are served in the dining hall where the whole camp eats together as one big family.



SUGGESTED CLOTHING LIST . . .

Clothing

- 4 sets of underwear
- 4 shirts, blouses or tee shirts
- 4 pairs of shorts, slacks or jeans (two long)
- 2 pairs of pajamas (preferably warm ones)
- 1 "Sunday" outfit
- 4 or 5 pairs of socks
- 2 pairs of shoes (one heavier for hiking)
- 1 pair rubber boots
- 1 heavy sweater or jacket
- 1 raincoat or poncho
- 1 bathing suit or trunks (bathing cap for girls)

Other items

- 2 towels and 2 washcloths
- toothpaste and brush
- bag for dirty laundry
- bar of soap
- comb and brush
- Kleenex
- Other necessary personal items

Be sure to include only clothing which will allow for freedom to play and explore. Put name tags on all equipment. If more than one child comes to Camp Reinberg at a time, pack separately for each one, and please include a list to check when packing to return.

IN CASE OF EMERGENCY . . .

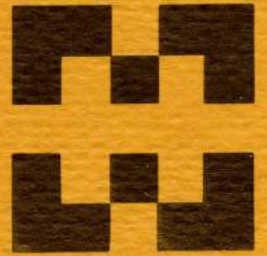
The phone numbers of the camps are listed below. If it is necessary for you to get in touch with your child, please call the camp and ask for the director. He will know how best to help you and your camper.

Camp William Brueckner -- R.R. #1, Box 555
New Buffalo, Michigan
Phone -- (616) 756-9692 49117

Camp Reinberg (headquarters) Box 218
Palatine, Illinois
Phone -- (312) 359-0010 60067

Elphinstone F.

William Rainey Harper College



Office of Planning & Development

ENROLLMENT
AND
FACILITIES PROJECTIONS
TO 1995
FOR
WILLIAM RAINEY HARPER COLLEGE
MAY 6, 1970
Prepared by
John A. Lucas, Director

This long range projection project was undertaken to aid the management planning process. In order to make these projections several sub-studies were conducted by the Office of Planning and Development. These included a high school survey showing future educational plans, an adult education survey and a parking lot count. A facility survey providing actual room capacities was conducted by George Voegel. Reports for each of these four sub-studies are shown in Appendix B.

Enrollment data was gathered for grades K through 12 from all schools in the district from 1950 to the present. Population data was provided by NIPC and Illinois Bell. These seemed to be the only good independent population studies made for the area. Comparative enrollment data was gathered from other community colleges in Illinois and from other members of GT-70. Finally the Learning Resources Center, the book store, Food Services and Student Services provided projections for their facilities needs through 1995.

SUMMARY OF LONG-TERM PROJECTIONS

Enrollment Projections at Mid-Term:

	<u>1970</u>	<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1980</u>	<u>1995</u>
Total Head Count	5682	5852	6983	7912	9009	10,334	16,444	20,415
FTE	3868	3911	4762	5354	6082	6992	10,992	13,846

Facilities Projections:

<u>Facilities Description</u>	<u>Facilities Will Be Adequate Through the Academic Year</u>	<u>Sources</u>
Present facilities	1971-1972	Harper determination
With Music and Science additions	1972-1973	Harper determination
Completion of Master Plan (7000 Dat FTE, 20% Vo-Tech students - For 850,000 FT ²)	1978-1979	Architects & State Guidelines
Completion of Master Plan with addition of administrative building and bookstore	1980-1981	Harper determination
Completion of Master Plan with addition of 208,000 ft. ² of buildings and 50 percent increase in parking space	1995	Harper determination
Completion of Master Plan with addition of 378,000 ft. ²	1995	State guidelines

SITE LAYOUT PROJECTIONS

<u>Master Plan</u>		<u>Harper Projection Increase of 208,000 ft.² of buildings and 50% Increase in Parking</u>		<u>State Guidelines Increase of 378,000 ft.² of Buildings. Assume 50% Increase in Parking</u>	
<u>Utility</u>	<u>Acres</u>	<u>Utility</u>	<u>Acres</u>	<u>Utility</u>	<u>Acres</u>
Buildings	40	Buildings	50	Buildings	58
Parking	42	Parking	63	Parking	63
Roads	26	Roads	26	Roads	26
P.E. and Recreation	27	P.E. and Recreation	27	P.E. and Recreation	27
Open space	65	Euclid Easement	6	Euclid Easement	6
		Open space	<u>28</u>	Open space	<u>20</u>
Total Useable Space	200		200		200

PART 1 PROJECTIONS OF MIDTERM ENROLLMENTS TO 1995

	1969	1970	1971	1972	1973	1974	1975	1980	1985	1990	1995
High School Seniors 1 year before ^a	4909	5509	5991	6807	7125	7532	8082	10202	10915	11746	12131
Percent Attending Harper	23.4	23.4	26.6	32.3	34.4	36.9	39.7	48.8	50.4	52.1	52.8
No. F-T New Students	1147	1289	1594	2199	2451	2779	3209	4979	5501	6120	6405
Percent returning	61.5	61.5	61.5	61.5	61.5	61.5	61.5	61.5	61.5	61.5	61.5
No. F-T Returnees	705	793	980	1352	1507	1709	1974	3062	3383	3764	3939
Non-Adults P-T per F-T	.151	.151	.151	.151	.151	.151	.151	.151	.151	.151	.151
Ratio-Non-Adult P-T per F-T	.4	.4	.35	.29	.27	.25	.24	.19	.19	.18	.18
Number Non-Adult P-T	741	832	904	1027	1075	1137	1220	1540	1648	1773	1831
Units of Adult Course Interest ^b	123,891	132,376	140,861	149,345	157,830	166,315	174,800	206,940	230,425	243,674	248,900
Adult FTE Attending	345	455	576	709	854	1008	1175	2069	2304	2437	2489
(Assuming reach 1/20 in 1980 of interest)											
No. of Adults Attending (3.279 Heads per FTE)	1131	1493	1889	2326	2800	3305	3852	6784	7554	7990	8161
Total Ratio P-T/F-T	1.01	1.12	1.09	.94	.98	.99	.98	1.04	1.14	.99	.97
Total in District	3718	4407	5367	6904	7833	8930	10,255	16,365	18,086	19,647	20,336
Total Out-of-District ^c	1504	1192 ^d	581 ^e	79	79	79	79	79	79	79	79
Total Head Count	5222	5599	5948	6983	7912	9009	10,334	16,444	18,165	19,726	20,415
In-District FTE	2358	2896	3549	4703	5295	6023	6933	10,933	12,081	13,257	13,787
Out-of-District FTE	1146	908 ^d	443 ^e	59	59	59	59	59	59	59	59
Total FTE	3504	3804	3992	4762	5354	6082	6992	10,992	12,140	13,316	13,846
FTE Day (State definition total students semester hours offered between 7 AM - 5 PM divided by 15)	2537	2755	2891	3448	3877	4404	5063	7960	8791	9642	10,026

a. High school projections shown in Appendix A.

b. Units of adult course interest determined from Adult Education Survey shown in Appendix B.

c. Out-of-district projection assumes that enrollment from the Niles-Maine will drop to near zero and that almost all students in non-junior college district will choose Niles-Maine rather than Harper because of its proximity.

d. Niles-Maine will open with enrollment of 500 FTE in fall of 1970

e. Niles-Maine will allow those who started at Harper to finish at Harper.

Part II FACILITIES PROJECTIONS

Section A - Classroom Space

Basic Assumption: Ultimate goal is to utilize 60 percent of regular classrooms at any one time and to fill them to 60 percent of their capacity. Likewise a parallel goal is to utilize 50 percent of the labs and special classrooms at any one time and to fill them to 45 percent of their capacity. Rooms will be utilized from 8:00 AM to 10:00 PM on weekdays and from 8:00 AM to 12:00 noon on Saturday for 74 hours of use per week.

Facilities Description	Classroom Student Stations	Student Contact Hours Served	FTE Served	Final Year Facility Would Be Adequate
Present facilities:		(71,412)	4,024	1971 - 1972
Regular classrooms	2,040	54,346		
Labs and special classrooms	1,025	17,066		
Present facilities plus intermediate additions:		(82,127)	4,628	1972 - 1973
Music Wing (all special classrooms)	316	5,261		
Science Wing				
Regular Classrooms	236	6,287		
Labs and Special Classrooms	80	1,332		
Minus Music Classrooms in Building A	130	-2,165		
Completion of Master Plan:		(191,656)	10,801	1980
Vo-Tech Building:				
Regular Classrooms	1,405	37,429		
Labs and Special Classrooms	391	6,510		
Social Science Building (Regular)	1,775	47,286		
Business Building				
Regular Classrooms	421	11,215		Will need
Labs and Special Classrooms	100	1,665		
Physical Education Building (All special)	1,785	29,720		
Minus Data Processing Classroom-Bldg. A (Spl)	70	-1,166		
Minus Classrooms in Building F				
Regular Classrooms	667	-17,769		1995
Labs and Special Classrooms	100	-1,665		
Minus Present Fieldhouse (All special)	222	-3,696		
			143,000 ft ²	additional
				classroom space by

a Student contact hours (regular classrooms) = student stations x 74 hours per week x .60 x .60
 Student contact hours (labs and special classrooms) = student stations x 74 hours per week x .50 x .45

b FTE = Student contact hours ÷ 17.745

SECTION B NON-CLASSROOM BUILDING SPACE NEEDED BY 1995

PROJECTED SPACE FOR BUILDING A BY 1995

ADDITIONS		DELETIONS	
ACTIVITY	SPACE (SF)	ACTIVITY	SPACE (SF)
Student Activities	18,470	Executive offices 3rd floor	7,597
Counseling	3,350	Business offices 2nd floor	7,748
Placement	500	Book Store 2nd floor	5,049
Food Service a	11,800	Data Processing 1st floor	7,301
Total Additions	<u>34,120</u>	Music Classroom space	<u>6,610</u>
Space not allocated	185		<u>34,305</u>

a Food service projection does not include faculty dining or banquet rooms

PROJECTED SPACE FOR NEW ADMINISTRATIVE BLDG. & BOOKSTORE

ACTIVITY	SPACE (SF)
Executive Offices (double present space)	15,194
Business Offices (double present space)	15,496
Data Processing (double present space)	14,602
Bookstore	<u>20,000</u>
Total Space Needed	<u>65,292</u>

Learning resources will be adequately serviced by the present 3 floors of F Building, if we don't need the traditional circulation space. Many of the future lounge and recreational areas could double as circulation space.

SECTION C PARKING SPACE PROJECTIONS

Ultimate number of student parking spaces provided in master plan 4,600
 Based on parking lot survey (see Appendix B) 1.26 spaces are needed
 for every 3 FTE students. Thus number of FTE served 10,952
 Number of FTE expected by 1995 13,846
 Additional number of student parking slots needed by 1995 1,215
 Ultimate number of faculty spaces provided in master plan 460
 Ultimate number of faculty spaces needed by 1995 814
 Additional number of faculty parking slots needed by 1995 354
 Total number of additional parking spaces needed by 1995 1,569
 Percent increase needed over master plan (5,235 spaces)* 30%
 If 1,000 extra spaces are desired for cultural events, percent increase needed 50%

*Assume no increase of 175 visitor parking slots needed

Architects indicate parking estimates may be conservative because the percentage of students driving cars on campus is increasing each year. Their estimate would be an increase of 75% over the present master plan by 1995.

FACTORS WHICH COULD UNDERESTIMATE ENROLLMENT PROJECTIONS

1. Returning students have been projected at 62% of the new students (present data) but in the future we may attract more returnees. If the pressure on the four year college increases, this might in turn force more returnees. The comparison data in Appendix A shows that some colleges in existence for long periods of time attract more returnees than new students. If more one year certificate programs are added, this trend will be negated.
2. Harper may attract more than one in twenty interested adults in any given semester. This is very difficult to project without historical data.
3. Harper may actually take away business from the four year institutions by reducing the actual numbers of students going from our district each year. This is unlikely because none of the comparison institutions reached much more than 50 percent of their high school seniors.
4. Population estimates may be in error to some extent because the accuracy of the current figures are somewhat in question. When the new census data is available, this gap will be filled. Any inaccuracies in present projects would be short run. Projections by 1990 and 1995 should be close to actual regardless of the present accuracy. This is so because data on available land space is known.
5. Population projections in the long run could be effected if there is a major change in the density of population. This is unlikely because this would require tearing numbers of existing housing and replacing with high rise apartments.

APPENDIX A

- TABLE 1 Determination of percentages of high school seniors attending Harper.
- TABLE 2 Projection of population and high school seniors.
- TABLE 3 Comparative enrollment ratios Harper with other community colleges.
- TABLE 4 Facilities Utilization Data

TABLE 1

DETERMINATION OF PERCENTAGE OF HIGH SCHOOL SENIORS
WHO WILL ATTEND HARPER AS FULL-TIME NEW STUDENTS

<u>YEAR</u>	<u>12th GRADE</u>	<u>H.S. GRADS</u>	<u>NO. GO TO 4 YR. INST.</u>	<u>PERCENT @ 4 YR. INST.</u>	<u>PERCENT TECH SCHOOLS</u>	<u>PERCENT ATTEND HARPER</u>
1969	4909	4614				23.4
1970	5509	5178	2562	46.5	8.9	22.5*
1971	5991	5632	2562	42.8	8.5	26.6
1972	6807	6399	2562	37.6	8.0	32.3
1973	7125	6698	2562	36.0	7.5	34.4
1974	7532	7080	2562	34.0	7.0	36.9
1975	8082	7597	2562	31.7	6.5	39.7
1980	10202	9590	2562	25.1	4.0	48.8
1985	10915	10260	2562	23.5	4.0	50.4
1990	11746	11041	2562	21.8	4.0	52.1
1995	12131	11403	2562	21.1	4.0	52.8

* This figure comes from High School Survey in Districts 211 and 214. Since only about 1% of in-district students attend out of district two year institutions, 2.3 percent is added to 20.2 giving 22.5 percent. This is probably a conservative estimate because more students will decide to attend Harper as their senior year progresses. Since 23.4 percent of the in-district high school seniors attended Harper in 1969, this might be a better estimate for 1970.

TABLE 2

PROJECTION OF POPULATION AND HIGH SCHOOL SENIORS

DISTRICT 214

<u>YEAR</u>	<u>POPULATION</u> ^a	<u>BASE GRADE ENROLLMENT</u>		<u>DECLINE</u> ^b <u>RATE</u>	<u>SENIOR CLASS</u> ^c <u>ENROLLMENT</u>
1969	172,500	Actual	3754	1.0	3754
1970	182,024	69-11th Grade	4002	.932	3861
1971	191,548	69-10th Grade	4420	.900	4258
1972	201,072	69-9th Grade	4641	.856	4393
1973	210,596	69-8th Grade	5055	.790	4556
1974	220,120	69-7th Grade	5443	.757	4846
1975	229,644	69-6th Grade	5524	.736	4925
1976	239,168	69-5th Grade	5759	.709	5042
1977	248,692	69-4th Grade	5781	.709	5158
1978	252,000	69-3rd Grade	5738	.709	5215
1979	252,800	69-2nd Grade	5656	.709	5235
1980	253,600	69-1st Grade	5550	.709	5229
1981	254,400	69-K	5150	.766	5335
1985	257,600				5873
1990	261,600				5964
1995	265,600				6056

DISTRICT 211

1969	105,000	Actual	1268	1.0	1268
1970	114,700	69-11th Grade	1499	.886	1457
1971	124,400	69-10th Grade	1769	.817	1712
1972	134,100	69-9th Grade	1863	.765	1820
1973	143,800	69-8th Grade	2062	.677	1912
1974	153,500	69-7th Grade	2243	.677	2220
1975	163,200	69-6th Grade	2332	.677	2454
1976	172,900	69-5th Grade	2583	.677	2880
1977	182,600	69-4th Grade	2647	.677	3116
1978	192,300	69-3rd Grade	2616	.677	3244
1979	202,000	69-2nd Grade	2742	.677	3571
1980	211,700	69-1st Grade	2769	.677	3780
1981	221,400	69-K	2635	.700	3889
1985	260,200				4496
1990	282,700				4885
1995	286,700				4954

TABLE 2 (continued)

PROJECTION OF POPULATION AND HIGH SCHOOL SENIORS (continued)

DISTRICT 224

<u>YEAR</u>	<u>POPULATION</u> ^a	<u>BASE-GRADE ENROLLMENT</u>		<u>DECLINE RATE</u> ^b	<u>SENIOR CLASS ENROLLMENT</u> ^c
1969	8160	Actual	487	1.0	487
1970	8500	69-11th Grade	617	.939	604
1971	8840	69-10th Grade	690	.907	678
1972	9180	69- 9th Grade	661	.907	674
1973	9520	69- 8th Grade	704	.907	745
1974	9860	69- 7th Grade	687	.907	753
1975	10,200	69- 6th Grade	704	.907	798
1976	10,530	69- 5th Grade	657	.907	769
1977	10,860	69- 4th Grade	661	.907	798
1978	11,190	69- 3rd Grade	637	.907	792
1979	11,520	69- 2nd Grade	589	.907	754
1980	11,850	69- 1st Grade	575	.907	754
1981	12,180	69- K	465	.976	677
1985	13,500				749
1990	17,550				974
1995	21,600				1199

a The population is projected to increase at the same rate it has been increasing since 1960. This rate of increase will continue until the open space is used. NIPC provided historical population and open land data.

b Decline rates computed on the basis of historical enrollment data K through 12 dating back to 1950.

c Senior class enrollment projected using the decline rates and the projected increase in population from 1969.

TABLE 3

COMPARATIVE ENROLLMENT RATIOS OF SELECTED COMMUNITY COLLEGES AROUND THE COUNTRY

<u>COLLEGE</u>	<u>RETURNING/NEW</u>	<u>P-T/F-T</u>	<u>EVENING/DAY</u>	<u>NEW F-T/HIGH SCHOOL SENIORS</u>	<u>PROPORTIONS</u>	
					<u>FIRST YEAR CLASSES BEGAN</u>	<u>FIRST YEAR CLASSES BEGAN</u>
Tarrant County-Texas	.62	1.05	.61	.254	1967	1967
Plma -Arizona	1.65	.58		.397 Est. from survey	1970	1960
Miami Dade-Florida	.97	1.00	.69	.179	1958	1958
Prairie State-Illinois	1.12	.50	.74	.500 Est.	1947	1947
Monterey Peninsula, California	1.29	1.33	.64	.346	1961	1961
Chabot-California	.88	.36	.26	.112	1968	1968
Essex County-New Jersey						
Harper - 1969	.62	1.01	.77	.234	1967	1967
Harper - 1995	.62	.97	.77	.528		

TABLE 4
FACILITIES UTILIZATION DATA

by
Dr. George H. Voegel

The totals for the buildings were:

<u>Buildings</u>	<u>Total Student Stations</u>
A	337
B	50
C	207
D	1100
E	555
F (Classrooms Only)	767
Field House (includes est. of 110 student stations for field house/arena area)	222

PHASE 11

Science Wing	296
Music Wing	316

SURVEY

by
Dr. John A. Lucas
March 18, 1970

Building D: All classrooms	1136
Regular Classrooms	818
Labs	316

FINANCIAL PLAN A - LONG RANGE CONSTRUCTION

The following is an estimate of the costs for the construction and equipping of the remaining building of the master plan, beyond the Music Wing and Science Wing additions, with the exception of the Little Theatre and Auditorium.

These buildings have been carried through the Schematic Design stage and the time table for further architectural development will be governed by the availability of State Funds.

This exhibit consists of the following:

<u>DESCRIPTION</u>	<u>PAGE</u>
Financial Plan	2
Proposed Buildings with square footage and estimated building costs.	3
Estimated total costs of buildings including site development, equipment, fees etc.	4
Tabulation of Architectural Fees based on buildings cost alone at the \$30/sq. ft. level.	5
Architectural Fee Determination	Attachment

SITE AND CONSTRUCTION FUND
1970 - 71
ESTIMATED SOURCES OF FUNDING

Non-Cash Items to be Submitted to I.B.A.		
* Transfer of land, 126 acres	@\$10,000/acre	\$ 1,260,000
Architects Fees - Interiors		14,745
50% of Consultants fees deferred from Phase I		<u>35,537</u>
TOTAL		\$ 1,310,282
Construction Payout and Architectural Fees		
Phase IIB		\$ 2,168,587
Total Cash and Non-Cash Items to be submitted		<u>\$ 3,478,869</u>
I.B.A. Funding	3 x 3,478,869	\$10,436,607
Total Estimated Funding Phase IIB		\$13,915,476
Phase IIB Estimated Total Costs		\$16,513,329
Less Cost of Moveable Equipment (100% local funds)		<u>1,426,637</u>
Phase IIB Costs under I.B.A. Participation		\$15,086,692
Total Estimated Funding, Phase IIB		<u>13,915,476</u>
Deficit		\$ 1,171,216
Local Share of Deficit	1,171,216 ÷ 4	\$ 292,804
Estimated Cost of Moveable Equipment		<u>1,426,637</u>
Total Estimated Additional Funds Needed from Phase IIB		\$ 1,719,441

* Assuming \$10,000 per acre appraised value.

June 1970

UNIT DESCRIPTION	PHASE I GROSS SQ. FT.	PHASE II GROSS SQ. FT.	* FUTURE PHASES GROSS SQ. FT.	EST. COST BLDG. ONLY \$30/SQ. FT. APRIL 1970	EST. COST BLDG. ONLY \$30/SQ. FT. APRIL 1970	EST. COST BLDG. ONLY \$35/SQ. FT. APRIL 1972	EST. COST BLDG. ONLY \$41/SQ. FT. APRIL 1975
A STUDENT CENTER	131,652						
B POWER PLANT	8,300	5,400					
C ART	23,878						
D SCIENCE	92,600	23,460					
E LECTURE DEMO CENTER	13,040						
F LEARNING RESOURCES	101,970						
G VOC. TECH. SHOP			23,356	\$ 700,680	\$ 700,680		
H VOC. TECH. LABS			53,537	1,606,110	1,606,110		
I BUS. & SOC. SCIENCES			35,164	1,054,920	1,054,920		
J BUS. & SOC. SCIENCES			49,680	1,490,000		\$ 1,738,800	
J-1 LECTURE			5,014	150,420		175,490	
K HUMANITIES & COMMUNICATIONS			40,422	1,221,660		1,414,770	
L COMMUNICATIONS			47,065	1,411,950		1,647,275	
M P. E. (Lockers, Showers & M. P. ROOMS)			49,092	1,472,760			\$ 2,012,772
N P. E. (Pool)			12,624	378,720			517,584
O P. E. (Gym)			24,884	746,520			1,020,244
P MUSIC		26,594					
TOTAL	371,440	55,454	340,838	\$10,233,740	\$3,361,710	\$4,976,335	\$3,550,600

NOTE: * Does not include the Auditorium and the Little Theatre.

	EST. COST OF PHASE IIB AT APRIL 1970 COSTS	EST. COST OF OF PHASE IIB AT ACCUMULATED COSTS	EST. COST OF BLDGS. G, H & I APRIL 1970 COSTS	EST. COST OF BLDGS. J, J-1, K & L APRIL 1972 COSTS	EST. COST OF BLDGS. M, N & O APRIL 1975 COSTS
Estimated Cost of Buildings Only	\$10,233,740	\$11,888,645	\$ 3,361,710	\$ 4,976,335	\$ 3,550,600
Site Development (10% of Bldg. Cost)	1,023,374	1,188,865	336,171	497,634	355,060
Est. Cost Fixed Equip. (5% of Bldg. Cost)	511,687	594,433	168,086	248,817	177,530
Est. Cost Moveable Equip. (12% of Bldg. Cost)	1,228,049	1,426,637	403,405	597,160	426,072
IBA Contingency (5% of Bldg. Cost)	511,687	594,433	168,086	248,817	177,530
Architectural Fees (6% of Bldg., Site and Fixed Equipment Cost)	706,128	820,316	231,958	343,367	244,991
TOTALS	\$14,214,665	\$16,513,329	\$ 4,669,416	\$ 6,912,130	\$ 4,931,783
BIENNIUM & YEAR			77th (7/71 - 6/73)	78th (7/73 - 6/75)	79th (7/75 - 6/77)

June 1970

UNIT	DESCRIPTION	ARCHITECTURAL FEES (Using Chart)					CONSTRUCTION	TOTAL
		SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	BID	CONSTRUCTION		
G	VOC. TECH. SHOP	\$ 6,300	\$ 8,400	\$ 16,800	\$ 2,100	\$ 8,400	\$ 42,000	
H	VOC. TECH LABS	14,400	19,200	38,400	4,800	19,200	96,000	
I	BUS. & SOC. SCIENCES	9,000	12,000	24,000	3,000	12,000	60,000	
J	BUS. & SOC. SCIENCES	13,500	18,000	36,000	4,500	18,000	90,000	
J-1	LECTURE HALL	1,350	1,800	3,600	450	1,800	9,000	
K	HUMANITIES & COM.	10,800	14,400	28,800	3,600	14,400	72,000	
L	COMMUNICATIONS	12,600	16,800	33,600	4,200	16,800	84,000	
M	P. E. (LOCKER)(M. P. ROOMS) (SHOWERS)	13,500	18,000	36,000	4,500	18,000	90,000	
N	P. E. (POOL)	3,600	4,800	9,600	1,200	4,800	24,000	
O	P. E. (GYM)	6,750	9,000	18,000	2,250	9,000	45,000	
TOTALS		\$91,800	\$122,400	\$244,800	\$30,600	\$122,400	\$612,000	

ARCHITECTURAL FEE DETERMINATION

In order to be in a position that would enable us to be considered, on short notice, for state approved construction funds, it is necessary to keep the time span between the availability of funds and readiness of construction documents to a minimum.

How far an organization wants to progress towards the completed construction documents, of course, is dependent on how great a financial commitment they are willing and able to make. As an aid in determining the costs involved for documents developed to various levels and for various size projects, a chart, Figure 2, has been prepared. In addition, we have listed below, Figure 1, the breakdown of the 6% Architectural Fee, as it applies to each stage.

<u>PROJECT LEVEL</u>	<u>% of 6% FEE</u>	<u>% of COST OF PROJECT</u>	<u>TIME for PREPARATION</u>
Schematic Design	15	.9	4 months
Design Development	20	1.2	4 months
Construction Documents	40	2.4	5 months
Bid	5	.3	(
Construction	<u>20</u>	<u>1.2</u>	approx. (20 months
	100	6	(

Figure 1

ARCHITECTURAL FEES
For Various Construction Costs

PROJECT Level	\$1,MM	\$2,MM	\$3,MM	\$4,MM	\$5,MM	\$6,MM	\$7,MM	\$8,MM	\$9,MM	\$10,MM
Schematic Design	\$ 9M	\$ 18M	\$ 27M	\$ 36M	\$ 45M	\$ 54M	\$ 63M	\$ 72M	\$ 81M	\$ 90M
Design Development	12M	24M	36M	48M	60M	72M	84M	96M	108M	120M
Construction Documents	24M	48M	72M	96M	120M	144M	168M	192M	216M	240M
Bid	3M	6M	9M	12M	15M	18M	21M	24M	27M	30M
Construction	12M	24M	36M	48M	60M	72M	84M	96M	108M	120M
TOTAL	\$ 60M	\$120M	\$180M	\$ 240M	\$ 300M	\$360M	\$420M	\$480M	\$540M	\$ 600M

FIGURE 2

Using the information in Figure 1 and Figure 2, it is easy to determine what the cost will be for the necessary documentation to reduce the time period between the date of notification of the availability of state funds and, for instance, the readiness of bid documents. An example is given below.

Example:

Three possible projects - A, B, and C, each costing three million, four million and six million, respectively.

To reduce the time from thirteen months to nine months, all three projects could be taken through Schematic Design. The Architectural Fee would be (A=\$27M, B=\$36M, and C=\$54M) - \$117,000.

If an additional four months reduction in time was deemed necessary, all projects could be carried through the Design Development stage. The additional fee would be (A=\$36M, B=\$48M and C=\$72M) - \$156,000. The total fee would be \$117,000 plus \$156,000, which is \$273,000.

The above example shows how simply one can determine what Architectural Fees would be incurred for different size projects carried to various levels of documentation.

D. M. Mistic

I. SUBJECT

Approval of revised Student Conduct Code

II. REASON FOR BOARD CONSIDERATION

The board is being asked to amend the student conduct code which it previously adopted.

III. BACKGROUND INFORMATION

Added experience with our code of conduct plus new developments on the higher education scene nationally have led us to propose some changes in our student conduct code. These revisions and additions are underlined in the attached document. All changes have been approved by the Student Senate and reviewed by the college attorney. We believe we have substantially improved our code with these additions.

IV. RECOMMENDED ACTION

We recommend that the board approve the changes and amendments to the student conduct code as underlined in the attached document.

Proposed revision of student code (Page 7-9 Student Handbook - underlined words represent changes or additions)

Harper College respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is dependent on ordered liberty, as is any other freedom. Freedom to teach and learn are inseparable facets of academic freedom. To discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is, rather, a necessary condition of its very existence.

Harper College fully supports democracy as basis for good government and encourages the student body to govern themselves in accordance with such principles. A viable democracy allows peaceful dissent. The college, therefore, recognizes the right of students to hold peaceful demonstrations and will permit them within the context of the student code.

Harper College upholds all federal, state, and local laws and considers violations of these on college property, or at any college sponsored activities held off-campus, as cause for disciplinary action.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students for violation of law which occur off campus unless the nature of the violation is such as to indicate that the continued attendance of the offender represents a threat to the safety or well being of other members of the college community.

The following types of conduct are defined as unacceptable and violators shall be subject to disciplinary action. For serious infractions the college reserves the right to dismiss a student.

1. Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages. Students of legal age who are in possession of alcoholic beverages with unbroken original seals in their cars shall not be subject to discipline.

2. Possession, sale, use, or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.

3. Gambling.

4. Theft or damage to public or private property.

5. Conduct which is lewd, indecent, or obscene, including the use of profane or abusive language toward members of the college community.

6. Failure to meet financial obligations or writing bad checks relative to college transactions.

7. Furnishing false or misleading information on college records, tampering with Harper College I.D. cards, refusing to identify yourself by Harper College I.D. card, or to surrender Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.

8. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.

9. Failure to comply with directions of college officials acting in the performance of their duties.

10. Assulting, threatening, harassing, or endangering in any manner the health or safety of any person.

11. Unauthorized occupancy of the college facilities or buildings.

12. Picketing, protesting, demonstrating or participating in rallies, or the distribution of leaflets which directly interferes with, or seeks to discourage the orderly operation of the college community or any person otherwise on college premises with the express or implied permission of the college.

13. Interference with the orderly operations of the college by breach of the peace, by physical obstruction or coercion, or by noise, tumult, or other forms of disturbance.

The college reserves the right in behalf of it's campus police officers to search a student's personal belongings and/or automobile when on the college campus in accordance with state law.

The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports of incidents involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a reprimand, probationary warning, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal, will be referred to the student conduct committee. Any recommendation for the dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student should not be changed or his right to be present on the campus and to attend classes suspended, except for reason relating to his physical or emotional safety and well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

Student Conduct Committee

When a student's misconduct may result in serious penalties such as probation, suspension beyond one week, or dismissal, he shall be referred to the student conduct committee for a hearing. Also, if a student questions the fairness of disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action. The student conduct committee shall hear cases within fourteen days of receipt of either incident reports or appeal requests.

Membership (This section has been rewritten incorporating materials from section 1, page 8 and placed at the beginning of the code rather than near the end. It is substantially as before. Underlined statements are additions.)

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Faculty Senate from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate. The chairman shall be a faculty member chosen within the committee. All members shall serve for two-year periods. At least five members must be present to conduct hearings. No member of the committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.

(The former section 1 has been incorporated above and deleted as a separate section.)

1. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.
2. The student appearing before the conduct committee has the right to be assisted in his defense by an advisor of his choice.
3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
4. A student has the right to remain silent without prejudice in a disciplinary hearing only if his testimony could be used against him in a criminal trial.

5. Witnesses (if they number more than one) are not to be present simultaneously in the hearing room and shall not hear each other's testimony.
6. a. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing and such records shall be available to the student.
b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.
7. The written decision of the student conduct committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.
8. The conduct committee meetings are closed unless open meetings are requested by either parties and the request is approved by both the conduct committee and the Vice President of Student Affairs.

WILLIAM RAINEY HARPER COLLEGE

June 11, 1970

To: Dr. R. E. Lahti, President

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

Subject: Board Information Concerning Travel Tour
Program

Based upon limited experience, we have attempted to systematically select a travel agent for the Adult Travel Tour Program. Next time we will improve our approach and specifications. Based upon the attached recommendation, we feel the Glenview Travel Service meets our requirements.

Since we only plan the tour and do not handle any money, I do not think formal Board action is necessary. I do think our conclusions should be presented as Board information.

WJM:jg
enc.

MEMORANDUM

June 11, 1970

TO: Dr. Omar L. Olson, Dean of Evening & Continuing Education

FROM: Dr. Jack Fuller, Assistant to the Dean of Continuing Education

RE: Selection of the Agent for the Adult Travel-Tour Program

FOREWARD

We fully realize that the methods and procedures for selecting a travel agency to conduct the adult travel tour program at Harper College need to be improved. However, we have learned a great deal from our first venture into this area of continuing education. Accordingly, our subsequent involvement in this matter will assume a more refined and methodical approach.

SELECTION OF THE AGENT

On April 22, 1970, letters were sent to ten local travel agencies. These letters invited the travel-tour program for adults; 1) to Europe and, 2) to Scandinavia. By the deadline of June 8, 1970, only one of the ten agencies had submitted a proposal. This was the First Arlington International Travel Agency. Meanwhile, unsolicited bids were received from Emhage Tours, Inc. of Grand Rapids, Michigan and from Glenview Travel Service, Glenview, Illinois. The unsolicited bids were on tours to places other than Europe and Scandinavia.

After an extensive comparison of the travel-tour programs at hand, it was decided that the unsolicited bid of the Glenview Travel Service was the best. Their travel tours would be; 1) to the Mediterranean and 2) to the Caribbean. Because the solicited bid of the First Arlington International Travel Agency was not, however, made on the basis of a Mediterranean and a Caribbean trip, they were given the opportunity to re-submit their bid based upon these later specifications. Upon receiving the latter bid, it was decided that the Glenview Travel Service still had the better program. Accordingly, I recommend that we award the agency for the travel-tour program for adults for the 1970-71 academic year to the Glenview Travel Service.

I further recommend that we award this program with the reservation that it will be cancelled if the Glenview Travel Service does not abide by their agreement with Harper College. If the program with the Glenview Travel Service is cancelled, I recommend that we award it to the First Arlington International Travel Agency.

JF:as

MODIFIED AMALGAMATED GRIEVANCE PROCEDURE

Introduction:

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

A. Definition of a Grievance:

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

B. Composition of Grievance Committee:

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

C. Determination of a Grievance:

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

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

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

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

Since tenure or the tenure granting process is a separate entity within the college and is not an aggrievable item, all matters pertaining thereto shall be referred to the appropriate committee as outlined in the Harper College policies.

A disagreement between the recommendations of the peer evaluation committee (Section VII, Faculty Evaluation Procedure) and the administration regarding the non-retention of a non-tenured faculty member will be considered an aggrievable item until January 1, 1971, by which time a separate appeals system is to be developed and agreed upon to review such cases. If the separate appeals system is not agreed upon by January 1, 1971, then the disagreement in recommendations will be considered an aggrievable item only for the whole of the 1970-71 academic year.

D. Procedures for Hearing:

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

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

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

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

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

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

E. Procedures Following Conclusion of Hearing:

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

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

F. Appeals:

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

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

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

G. Decision:

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

TENURE AGREEMENT

This agreement, made and entered into by and between the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois (also known as William Rainey Harper College, and hereinafter referred to as the College), and _____, (hereinafter referred to as the Teacher).

WITNESSETH:

WHEREAS, it is the stated policy of the Board of Trustees of the College to extend continuous employment (tenure) to qualified faculty for the purpose of establishing an academic environment which is receptive to imaginative and constructive teaching, and

WHEREAS, after due deliberation and upon the recommendation of the College President, it is the opinion of the Board of Trustees that the Teacher is qualified for continuous employment,

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

(1) That the College does grant the Teacher employment status which shall remain continuous. The Salary of \$ _____ for the period beginning _____ and ending _____, to be paid in _____ installments less deductions as are agreed upon or otherwise authorized by law.

(2) That the Teacher shall perform such services as may be assigned, and the Teacher may be reassigned to other instructional positions within his or her professional educational qualifications, and the Teacher shall faithfully perform and discharge all duties thus assigned.

(3) The Teacher is assigned to and accepts the position of _____.

(4) This appointment shall not be construed as a dilution of the Harper College Board of Trustees' power of control over the terms and conditions of faculty employment as outlined in the Laws of the State of Illinois, the lawful rules, regulations and policies of the Illinois Junior College Board, the State Department of Vocational Education, and the policies adopted by the Harper College Board of Trustees. Said laws, rules, regulations, and policies, including Section 3.0.7., Subsections A and B-1, of the Harper College Policy Manual, are hereby made a condition of this employment. Said policy states:

"3.0.7 Non-Retention of Tenured Appointments (2/9/67)

A. Reduction in Faculty

Termination of a continuous appointment because of financial exigency or because of cutbacks in program shall be demonstrably bona fide. If the Board increases the number of faculty or reinstates the discontinued positions within one year; tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions.

B. Dismissal or Suspension

1. Adequate Cause

A tenured faculty member may be dismissed or suspended only by the Board and only for one or more of the following reasons and after compliance with the procedures herein set forth.

- a. Unprofessional conduct, including willful neglect of duty and insubordination.
- b. Incompetence or incapacity, whether mental or physical.
- c. Moral turpitude. "

(5) IN WITNESS WHEREOF, the parties hereto by signing this agreement do hereby acknowledge that they have read the foregoing agreement and all College policies adopted by the Board of Trustees and in force as of the date hereof, that they understand said agreement and policies, and agree to abide thereby, this _____ day of _____, 19_____.

Chairman, Board of Trustees

Teacher

Secretary, Board of Trustees

Date

President