

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
March 19, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll, February 16-29, 1968
 - C. Estimated Payroll, March 1-15, 1968
 - D. Estimated Part-time Teacher's Payroll, February 5 through March 15, 1968
 - E. Construction Payouts
 - 1. Corbetta Construction Company \$109,777.50
 - 2. Reliable Sheet Metal \$ 8,190.00
 - 3. H.S. Kaiser Company \$ 9,630.00
 - 4. William Zeigler & Son, Inc. \$ 38,835.00
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Policy for Division Chairmen (Exhibit A)
 - B. Recommendation - Faculty Appointments
 - 1. Student Personnel (Exhibit B-1)
 - 2. Instructional (Exhibit B-2 - to be hand carried)
 - C. Resolutions - District 512 Board Election (Exhibit C - to be hand carried by Frank Hines)
 - D. Facilities Discussion - 1968-1969
 - 1. Administration (Exhibit D)
 - 2. Classrooms
 - E. Ernst & Ernst Consulting Proposal (Exhibit F)
 - F. Recommendation - Approval of Change Order Building B Complex (Presentation, Discussion, and Recommendation by Robert Fridstein and Bill Mann at 8:30 P. M.) (Exhibit G)
 - G. Recommendation - Awarding of Bids - College Catalog (Exhibit H)

- VII. New Business (continued)
 - H. Monthly Construction Report (Exhibit E)
 - I. Other
- VIII. President's Report
 - A. Tentative Plan for Proceeding with Harper College Construction Program.
- IX. Adjournment

OFFICE OF THE PRESIDENT

NOTICE

You are hereby notified that the regular meeting of the Board of Trustees of William Rainey Harper College will be held on TUESDAY, MARCH 19, 1968 at the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois at 8:00 P.M.

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

Minutes of the Adjourned Board Meeting of Tuesday, March 19, 1968

CALL TO ORDER: The adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., February 22, 1968, pursuant to adjournment from the regular meeting of Thursday, March 14, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, in the absence of Chairman Haas by Secretary Nicklas.

In the absence of Chairman Haas and Vice-Chairman Johnson, Member Hansen moved and Member Hutchings seconded the motion to nominate Member Hamill as Chairman Pro Tempore. There being no other nominations, Member Hutchings moved and Member Hansen seconded the motion that nominations be closed and a unanimous ballot be cast for Member Hamill as Chairman Pro Tempore. Motion carried.

ROLL CALL:

Present: James Hamill, Milton Hansen, Roy Hutchings and Jessalyn Nicklas

Absent: John Haas, Richard Johnson and John Kuranz

Also present: Dr. Robert E. Lahti, Kenneth Andeen, John Birkholz, Joseph Clouser, Donald Collins, Anton Dolejs, John Gelch, James Harvey, Robert Hughes, Roy Kearns, Larry King, William Mann, Thomas McCabe, Donald Misic, Robert Powell, Roy Sedrel, Donn Stansbury, John Upton, Fred Vaisvil, and Frank Vandever, Harper College; Kathy Gosnell, Paddock Publications; Ralph P. Klatt, Des Plaines "Suburban Times;" Betsy Brooker, Day Publications; Bruce Blackwell, photographer; Robert B. Fridstein, Fridstein Fitch and Partners.

MINUTES:

Member Nicklas moved and Member Hutchings seconded the motion to approve the minutes of the Regular Board Meeting of February 22, 1968, and the minutes of the Regular Board Meeting of March 14, 1968. Motion unanimously carried.

APPROVAL OF
DISBURSEMENTS:

Member Nicklas asked about the legal fees in January. The Chairman requested that a copy of the legal statement for January be sent to all Board Members before the next Board meeting.

Vice-Chairman Johnson entered the meeting at 8:25 p.m., and took over the chairmanship of the meeting.

Member Hansen moved and Member Hutchings seconded the motion to approve for payment the Bills Payable as of March 14, 1968, as follows:

Educational Fund	\$35,696.16
Building Fund	19,547.63
Site & Construction Fund	<u>39,602.68</u>
	<u>\$94,846.47</u>

Upon roll call, the vote was as follows:

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

Nays: None

Member Hansen moved and Member Nicklas seconded the motion to approve for payment the Payroll of February 16-29, 1968, in the amount of \$44,781.03; the Estimated Payroll of March 1-15, 1968, in the amount of \$49,000.00; and the Estimated Part-time Teachers' Payroll of February 5 to March 15, 1968, in the amount of \$16,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Chairman Haas entered the meeting at 8:30 p.m., and took over the chairmanship of the meeting.

Mr. Mann discussed changing the policy of estimating the payroll one period in advance to estimating two payroll periods in advance. This would cover the payroll for one month in advance in the event a Board meeting is canceled.

APPROVAL OF
DISBURSEMENTS:
(Cont.)

Member Johnson moved and Member Nicklas seconded the motion that the Board approve a change in policy which would authorize the administration to estimate the payroll two payroll periods in advance.

Upon roll call, the vote was as follows:

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

Nays: None

Member Hamill moved and Member Johnson seconded the motion to authorize W. J. Mann, Dean of Business, to approve the following construction payouts:

Corbetta Construction Co.	\$109,777.50
Reliable Sheet Metal	8,190.00
H. S. Kaiser Company	9,630.00
William Zeigler & Son, Inc.	38,835.00

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Recommendation--
Approval of Change
Order, Building B
Complex

At this time Chairman Haas stated that, if the Board had no objections, the Board would move on to the Recommendation for Approval of Change Order for the Building B Complex, and Chairman Haas asked Mr. Robert Fridstein, of Fridstein Fitch & Partners, to address the Board.

Mr. Fridstein spoke briefly on the status of the building project, informing the Board that a computer program had been established on the project so the architects know monthly where they stand. He stated the project is on schedule except for Building B. Mr. Fridstein stated his purpose in appearing before the Board was to discuss the proposed change order for the Building B Addition in the amount of \$103,135.00, or approximately \$18.50 a square foot. He pointed out that the plan had been reviewed by the Harper staff and was acceptable to the faculty; that some modifications had been made in the original plan to better suit the program. Mr. Fridstein requested that the Board make a decision on this addition, in order to prevent any further delays on Building B.

NEW BUSINESS:
Approval of
Change Order,
Building B
Complex (Cont.)

After discussion, Member Johnson moved and Member Hamill seconded the motion to approve the change order as recommended for the Building B Addition, not to exceed \$103,135.00, and subject to final approval by the administration.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS: None

UNFINISHED
BUSINESS:

Member Johnson presented to the Board of Trustees the Interim Salary Program for faculty for the college year 1968-69, and, as chairman of the board committee, recommended the Salary Program for approval.

A lengthy discussion followed. Member Hamill stated his objections to acting on this proposal at this meeting, pointing out his lack of opportunity to study this proposal before the Board meeting. Member Nicklas suggested lowering the instructors' starting range, pointing out that Harper is a part of the state system and that Harper's published ranges would have an effect on the rest of the colleges in the state. Chairman Haas stated that every member of the Board should have every opportunity to study this proposal, and determined from the administration that there would be no diverse effects if this proposal were deferred.

Member Hamill moved and Member Johnson seconded the motion to defer action on the Interim Salary Program for the College Year 1968-69 until the next regular Board meeting.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:
Policy for
Division
Chairmen

Dr. Lahti reported he had discussed the recommended policy for division chairmen with the faculty senate and with division chairmen. The policy covers designation, term, termination of appointment, and responsibilities of the chairmen of divisions.

Member Hansen moved and Member Hamill seconded the motion to adopt the Policy for Division Chairmen as recommended by the administration.

Upon roll call, the vote was as follows:

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

Nays: None

Faculty
Appointments

Dr. Harvey recommended Mr. A. Harris Moeller for the position of assistant director of admissions and registrar. Dr. Harvey discussed Mr. Moeller's background and qualifications. Member Johnson questioned Mr. Moeller's willingness to accept a substantial decrease in salary. Dr. Harvey stated Mr. Moeller is interested in the junior college field, feels there is a future for him at Harper, and also is interested in living in this area.

Member Nicklas moved and Member Hansen seconded the motion to approve the appointment of Mr. A. Harris Moeller, Assistant Professor, at a salary of \$13,500.

Upon roll call, the vote was as follows:

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

Nays: Member Johnson

Dr. Andeen discussed the background and qualifications of nine candidates for faculty appointments, with added information being supplied by the department chairmen.

NEW BUSINESS:
Faculty
Appointments
(Cont.)

Member Johnson moved and Member Hamill seconded the motion to approve the appointment of the following faculty candidates in the Division of Communications:

Mrs. Dianne Callin, Instructor, at a salary of \$10,150.00;

Mr. E. Lee Owens, Instructor, at a salary of \$11,750.00.

Upon roll call, the vote was as follows:

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

Nays: None

Member Hamill moved and Member Hutchings seconded the motion to approve the appointment of the following faculty candidates in the Division of Business and Social Science:

Mr. Eugene S. Bondar, Associate Professor, at a salary of \$13,000.00;

Mr. William E. Miller, Instructor, at a salary of \$8,500.00;

Mr. Walter Straub, Instructor, at a salary of \$8,500.00;

Upon roll call, the vote was as follows:

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

Nays: None

Member Johnson moved and Member Hamill seconded the motion to approve the appointment of the following faculty candidates in the Division of Science and Mathematics:

Joseph M. Bauer, Assistant Professor, at a salary of \$12,400.00;

John Flanigan, Assistant Professor, at a salary of \$13,200.00;

NEW BUSINESS:
Faculty
Appointments
(Cont.)

Mr. Donavin Wachlin, Assistant Professor, at a salary of \$12,600.00;

Mrs. Mary Ann Wherry, Instructor, at a salary of \$8,500.00 per 12 months.

Upon roll call, the vote was as follows:

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

Nays: None

Dr. Lahti complimented the deans and division chairmen on the high quality of the candidates presented.

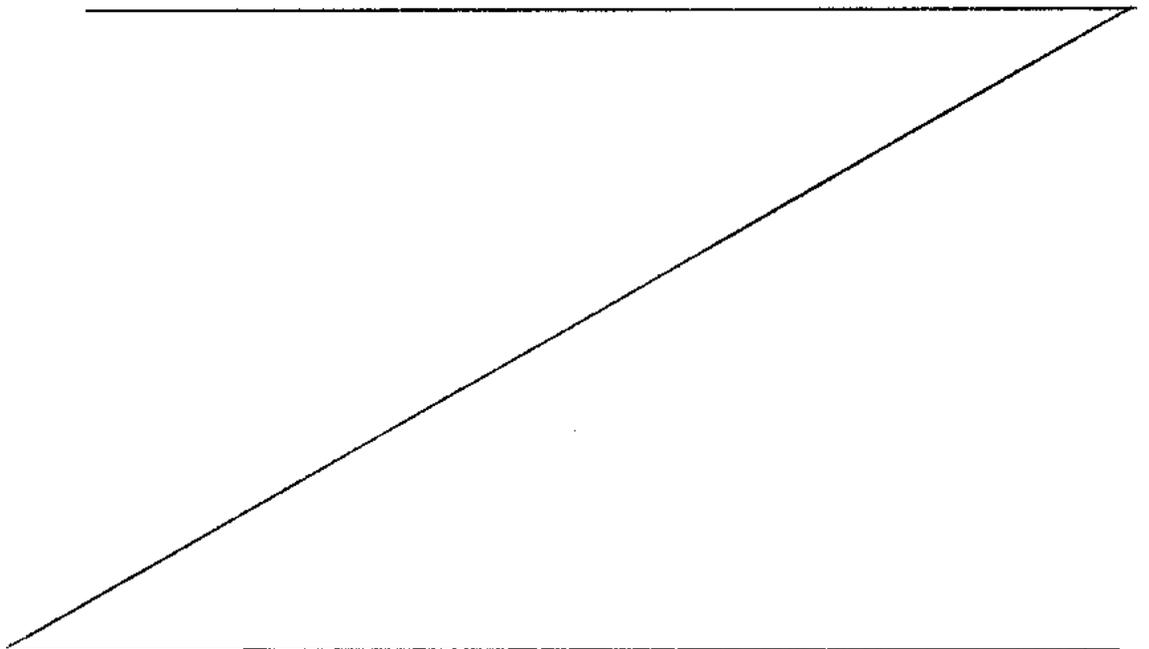
Resolutions--
Dist. 512 Board
Election

Mr. Mann informed the Board that the resolutions on the Board election being presented were routine and would come up every year before the election.

Member Johnson moved and Member Hansen seconded the motion to approve the adoption of the following resolutions:

BE IT RESOLVED: That the attached election resolutions setting forth the polling places, precincts, and providing for the use of affidavits instead of poll books be adopted:

(RESOLUTION ATTACHED TO THE OFFICIAL COPY OF THE MINUTES)



NEW BUSINESS:
Resolutions--
Dist.512 Board
Election (Cont.)

AND BE IT ALSO RESOLVED: That notice concerning absentee ballots be published in accordance with the following form:

N O T I C E

NOTICE IS HEREBY GIVEN that application for absentee ballots may be made on and after the 14th day of March, 1968, during normal business hours, to vote in the annual election to be held on April 13th, 1968, for members of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, at the Business office of the Administration Center, 34 West Palatine Road, Palatine, Illinois.

If application is made by mail, it must be received on or before the 8th day of April, 1968, and if in person, on or before the 10th day of April, 1968.

BY ORDER OF the Board of Junior College
District No. 512, Counties of Cook, Kane,
Lake and McHenry and State of Illinois

John A. Haas (s)
Board President

Jessalyn M. Nicklas (s)
Board Secretary

Upon roll call, the vote was as follows:

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

Nays: None

Facilities
Discussion

Dr. Lahti reported the administration had been considering the possibility of moving the present office from the Palatine location to some portion of the present facility at 1200 Algonquin Road. He stated that Mr. Mann and his staff had studied what could be done in terms of remodeling.

NEW BUSINESS:
Facilities
(Cont.)

Mr. Mann displayed plans for the remodeling, pointing out that in the administration section there would be provision for a Board room. Mr. Mann stated this would be a minimal facility and included plans to convert it into locker rooms and showers for physical education use when the administration offices move into the permanent facility. He pointed out that area would be provided for library and technical processing, two classrooms including one key punch room, storage, reproduction and duplicating, and central receiving. The total cost would be \$21,789.00, which would include an additional two people. The phase-out on these two people would be that upon completion a full-time custodian of this facility would be needed, and the other person would become the parking lot supervisor at Forest View High School next September.

Member Johnson moved and Member Hansen seconded the motion to adopt the remodeling plans for administrative complex, with the cost not to exceed \$17,300 on administrative phase.

Upon roll call, the vote was as follows:

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

Nays: None

Dr. Lahti reported on facility planning for next year, stating that the administration has been working with District 214 for some months trying to work out space accommodations for students. He informed the Board that if the college were successful in obtaining minimum space in Elk Grove High School and Forest View High School, they could avoid the need for a temporary unit.

Ernst & Ernst
Consulting
Proposal

Dr. Lahti discussed the problems faced by the accounting department under the present hand system of accounting, due to the rapid growth of Harper College.

Mr. Mann presented the recommendation by the administration for engaging the services of Ernst & Ernst for consulting work in the Business Office.

NEW BUSINESS:
Ernst & Ernst
Consulting
Proposal (Cont.)

Mr. Mann pointed out the accounting system will need to be expanded in September, 1968, and a concentrated effort will be necessary in order to insure a smooth transition to data processing during 1968-69. The key to this phase-in will be to have an intermediate system that has been planned to be compatible with data processing. He stated that the present staff does not have the necessary time to complete this type of analysis.

Member Hamill moved and Member Hansen seconded the motion to approve the employment of Ernst & Ernst for consulting work in the Business Office on the modification of the existing accounting system to an intermediate system which will phase into data processing, at a cost not to exceed \$2,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Awarding of Bid
College Catalog

Member Johnson moved and Member Hamill seconded the motion to accept the low bid of Schiele-Faierson Company for 10,000 Harper 1968-69 catalogs at a lot price of \$7,370.00.

Upon roll call, the vote was as follows:

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

Nays: None

Monthly Construction Report

Mr. Hughes discussed the monthly construction report, stating that work had progressed well despite the weather.

Other

Dr. Lahti presented a letter of resignation from Dr. Pankratz, Dean of Instruction, effective August 31, 1968. He informed the Board that Dr. Pankratz had requested that he might be considered for the division chairmanship of humanities and fine arts. Dr. Lahti indicated to the Board the fine contribution Dr. Pankratz had made to Harper College and his outstanding qualities of loyalty, dedication and ability to work well with others. Dr. Lahti

NEW BUSINESS:
Other (Cont.)

recommended the acceptance of this resignation immediately, in order to open this position and have appointment of new dean no later than July 1, so this person could phase in with Dr. Pankratz.

Member Hamill moved and Member Johnson seconded the motion to accept the resignation of Dr. Pankratz, effective August 31, 1968.

Member Hutchings moved and Member Hansen seconded the motion to amend the previous motion to include consideration of Dr. Pankratz for division chairmanship of humanities and fine arts.

Upon roll call, the vote was as follows:

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

Nays: None

Dr. Lahti stated that the position of Dean of Instruction would be officially opened and presented the Board with the recommended qualifications for Dean of Instruction.

Member Johnson moved and Member Hansen seconded the motion to adopt the qualifications for the position of Dean of Instruction as presented by the administration. The motion was carried unanimously.

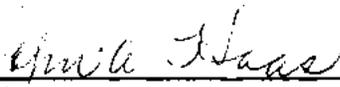
PRESIDENT'S
REPORT

Dr. Lahti reported on tentative plans for proceeding with Harper College construction program. He informed the Board that Mr. Collins had worked up the schedule which was presented, showing what buildings would come on the line next, what stage the college is in in the construction program, etc. A lengthy discussion followed on next year's needs.

Chairman Haas complimented Secretary Nicklas on the manner in which she conducted the meeting approximately a month ago of the I.A.J.C. Conference of the Board Division. He thanked her on behalf of the Board for the tremendous job she had done.

ADJOURNMENT:

Member Nicklas moved and Member Hansen seconded the motion that the meeting be adjourned at 11:52 p.m. Motion unanimously carried.



Chairman Haas



Secretary Nicklas

March 8, 1968

OFFICE OF THE PRESIDENT

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regular Board meeting to be held Thursday, March 14, 1968, 1200 West Algonquin Road, Palatine, Illinois at 8:00 P.M.

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

Sincerely,



Robert E. Lahti
President

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Enclosures

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

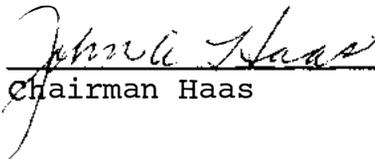
AGENDA
March 14, 1968

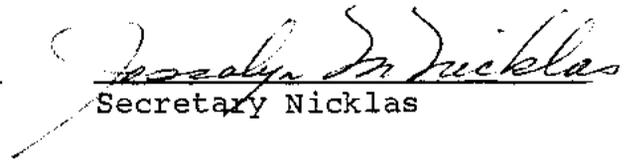
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WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, March 14, 1968

Due to the lack of a quorum, the regular meeting of the Board of Trustees of Junior College District No. 512 was adjourned by unanimous agreement of those Trustees present--Members Haas, Hansen and Johnson. The meeting was adjourned to Tuesday, March 19, 1968, at 8:00 p.m., at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.


Chairman Haas


Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE
PALATINE, ILLINOIS

March 19, 1968

To: Board of Trustees

From: Administration

Subject: Absentee Ballots Resolution

BE IT RESOLVED: That notice concerning absentee ballots
be published in accordance with the attached form.

N O T I C E

NOTICE IS HEREBY GIVEN that application for absentee ballots may be made on and after the 14th day of March, 1968, during normal business hours, to vote in the annual election to be held on April 13th, 1968, for members of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, at the Business office of the Administration Center, 34 West Palatine Road, Palatine, Illinois,

If application is made by mail, it must be received on or before the 8th day of April, 1968, and if in person, on or before the 10th day of April, 1968.

BY ORDER OF the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois

John A. Haas (s)
Board President

Jessalyn M. Nicklas (s)
Board Secretary

R E S O L U T I O N

WHEREAS, it is provided by law that elections for members of the Board of Junior College Districts shall be held annually on the second Saturday of April, votes to be cast at such polling places in such precincts as are established by the College Board,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the form and content of the following notice be and hereby is approved, and that the Secretary of this Board of Education be and hereby is authorized, empowered and instructed to publish said notice at least ten days prior to the 13th day of April, 1968, as provided by law, in substantially the following form:

NOTICE OF ELECTION

NOTICE IS HEREBY GIVEN that on the 13th day of April, 1968, an election will be held in Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, for the purpose of electing three (3) members of the board of said district for the full three (3) year term, one (1) member of the Board of said district for a two year vacancy and one (1) Member of the Board of said district for a one year vacancy.

For the purpose of this election, the following precincts and polling places are hereby established:

- Precinct No. 1 Shall consist of that part of the College District in that part of School District No. 21 lying East of the East boundary of the right-of-way of the Minneapolis, St. Paul and Sault Ste. Marie Railroad and North of Hintz Road.
- Polling Place: Walt Whitman School
133 South Wille Street
Wheeling, Illinois
- Precinct No. 2 Shall consist of that part of the College District in that part of School District No. 21 lying West of the East boundary of the right-of-way of the Minneapolis, St. Paul and Sault Ste. Marie Railroad, North of Hintz Road and East of a line which commences at the junction of Arlington Heights Road and Hintz Road, thence runs North along Arlington Heights Road to Dundee Road, thence East along Dundee Road to Buffalo Grove Road, thence North along Buffalo Grove Road to Aptakisic Road, thence Northeasterly along Aptakisic Road to McHenry Road, thence Easterly along McHenry Road to Aptakisic Road, thence Northerly along Aptakisic Road to the North boundary of said School District No. 21.
- Polling Place: Jack London Junior High School
1001 West Dundee Road
Wheeling, Illinois
- Precinct No. 3 Shall consist of that part of the College District in that part of School District No. 21 lying North of Dundee Road and West of a line which commences at the junction of Dundee Road and Buffalo Grove Road, thence runs North along Buffalo Grove Road to Aptakisic Road, thence Northeasterly along Aptakisic Road to McHenry Road, thence Easterly along McHenry Road to Aptakisic Road, thence Northerly along Aptakisic Road to the North boundary of said School District No. 21.
- Polling Place: Louisa May Alcott School
530 West Bernard Drive
Buffalo Grove, Illinois
- Precinct No. 4 Shall consist of that part of the College District in that part of School District No. 21 lying South of Hintz Road.
- Polling Place: Robert Frost School
305 Aspen Drive
Prospect Heights, Illinois
- Precinct No. 5 Shall consist of that part of the College District in that part of School District No. 21 lying West of Arlington Heights Road and South of Dundee Road.
- Polling Place: Residence of Donald Perrin
2715 North Highland Drive
Arlington Heights, Illinois
- Precinct No. 6 Shall consist of that part of the College District in School District 23.
- Polling Place: Anne Sullivan Elementary School
Schoenbeck and Palatine Roads
Prospect Heights, Illinois

Precinct No. 7 Shall consist of that part of the College District in that part of School District No. 26 lying West of the following line: Beginning at the intersection of the South boundary of said School District No. 26 with the center line of Wheeling Road, thence North along said center line to the center line of Foundary Road, thence East along said center line to the center line of Westgate Road, thence North along said center line and as extended to the North boundary of said School District No. 26.

Polling Place: Euclid School
1211 Wheeling Road
Mount Prospect, Illinois

Precinct No. 8 Shall consist of that part of the College District in that part of School District No. 26 lying South of Euclid Avenue and East of the following line: Beginning at the intersection of the South boundary of said School District No. 26 and the center line of Wheeling Road, thence North along said center line to the center line of Foundary Road, thence East along said center line to the center line of Westgate Road, thence North along said center line to Euclid Avenue (except that part thereof lying South of Foundary Road, East of Wolf Road, and that portion West of Wolf Road at Central Road which is incorporated into the city of Des Plaines).

Polling Place: Feehanville School
1400 East Foundary Road
Mount Prospect, Illinois

Precinct No. 9 Shall consist of that part of the College District in that part of School District No. 26 lying North of Euclid Avenue and East of the Northerly extension of the center line of Westgate Road.

Polling Place: Indian Grove School
208 South Lee Street
Prospect Heights, Illinois

Precinct No. 10 Shall consist of that part of the College District in that part of School District No. 57, lying North of the center line of the Chicago and Northwestern Railway.

Polling Place: Fairview School
300 North Fairview Avenue
Mount Prospect, Illinois

Precinct No. 11 Shall consist of that part of the College District lying within School District No. 57 which is South of the center line of the Chicago & Northwestern Railway right-of-way.

Polling Place: Lincoln School
700 West Lincoln
Mount Prospect, Illinois

Precinct No. 12 Shall consist of that part of the College District in that part of School District No. 25 lying South of the center line of Oakton Street and North of the center line of the Chicago & Northwestern Railway.

Polling Place: Miner Junior High School
1101 East Miner
Arlington Heights, Illinois

Precinct No. 13 Shall consist of that part of the College District in that part of School District No. 25 lying North of the center line of Oakton Street.

Polling Place: Thomas Junior High School
303 East Thomas
Arlington Heights, Illinois

Precinct No. 14 Shall consist of that part of the College District in that part of School District No. 25 lying South of the center line of the Chicago & North Western Railway.

Polling Place: South Junior High School
314 South Highland
Arlington Heights, Illinois

Precinct No. 15 Shall consist of that part of the College District in that part of School District No. 59 lying North of the center line of the Northwest Tollway and West of the following described line: Commencing at the intersection of the North-South center line of Section 10, Township 41 North, Range 11 East of the Third Principal Meridian, and the North boundary of said School District No. 59; thence South along the center line of Section 10 aforesaid and the center line of Section 15 of the same township and range, to the East-West center line of said Section 15 to a line which is the East boundary of the Village of Arlington Heights and the West boundary of the Village of Mount Prospect; thence South along said boundary line to the center line of Algonquin Road; thence Southeasterly along the center line of Algonquin Road to the West boundary of the Commonwealth Company right-of-way to the center line of the Northwest Tollway.

Polling Place: Juliette Lowe School
1530 South Highland
Arlington Heights, Illinois

Precinct No. 16 Shall consist of that part of the College District in that part of School District No. 59 lying within the following described boundary: commencing at the intersection of the center lines of We-Go Trail and Golf Road; thence North along the center line of We-Go Trail to its intersection with the center line of Lonquist Boulevard; thence West along the center line of Lonquist Boulevard to its intersection with the center line of Busse Road; thence North along the center line of Busse Road to its intersection with the Northerly boundary of said School District No. 59; thence West along the said Northerly boundary to its intersection with the North-South center line of Section 10, Township 41 North, Range 11 East of the Third Principal Meridian; thence South along the center line of Section 10, and the center line of Section 15 of the same township and range, to the East-West center line of said Section 15; thence East along said East-West center line of said Section 15 to a line which is the East boundary of the Village of Arlington Heights and the West boundary of the Village of Mount Prospect; thence South along said boundary line to the center line of Algonquin Road; thence Southeasterly along the center line of Algonquin Road to the center line of Busse Road; thence North along the center line of Busse Road to the center line of Golf Road; thence Easterly to the center line of We-Go Trail.

Polling Place: Forest View School
1901 Estates Drive
Mount Prospect, Illinois

Precinct No. 17 Shall consist of that part of the College District which is in that part of School District No. 59, lying North of the center line of the Northwest Tollway, West of the center line of Elmhurst Road, South of the center line of Golf Road and East of the following described line: Commencing at the intersection of the center lines of Golf Road and Busse Road; thence South along the center line of Busse Road to the center line of Algonquin Road; thence Northwesterly along the center line of Algonquin Road to the West boundary of the Commonwealth Edison Company right-of-way; thence South along the West boundary of the Commonwealth Edison Company right-of-way to the center line of the Northwest Tollway.

Polling Place: Robert Frost School
1308 South Cypress Drive
Mount Prospect, Illinois

Precinct No. 18 Shall consist of that part of the College District which is in that part of School District No. 59 lying North of the center line of Algonquin Road and East of the center line of Elmhurst Road.

Polling Place: High Ridge Knolls School
588 South Dara James Road
Des Plaines, Illinois

Precinct No. 19 Shall consist of that part of the College District which is in that part of School District No. 59 ly-

center line of Busse Road; thence North along the center line of Busse Road to its intersection with the Northerly boundary of said School District No. 59; thence West along the said Northerly boundary to its intersection with the North-South center line of Section 10, Township 41 North, Range 11 East of the Third Principal Meridian; thence South along the center line of Section 10, and the center line of Section 15 of the same township and range, to the East-West center line of said Section 15; thence East along said East-West center line of said Section 15 to a line which is the East boundary of the Village of Arlington Heights and the West boundary of the Village of Mount Prospect; thence South along said boundary line to the center line of Algonquin Road; thence Southeasterly along the center line of Algonquin Road to the center line of Busse Road; thence North along the center line of Busse Road to the center line of Golf Road; thence Easterly to the center line of We-Go Trail.

Polling Place: Forest View School
1901 Estates Drive
Mount Prospect, Illinois

Precinct No. 17 Shall consist of that part of the College District which is in that part of School District No. 59, lying North of the center line of the Northwest Tollway, West of the center line of Elmhurst Road, South of the center line of Golf Road and East of the following described line: Commencing at the intersection of the center lines of Golf Road and Busse Road; thence South along the center line of Busse Road to the center line of Algonquin Road; thence Northwesterly along the center line of Algonquin Road to the West boundary of the Commonwealth Edison Company right-of-way; thence South along the West boundary of the Commonwealth Edison Company right-of-way to the center line of the Northwest Tollway.

Polling Place: Robert Frost School
1308 South Cypress Drive
Mount Prospect, Illinois

Precinct No. 18 Shall consist of that part of the College District which is in that part of School District No. 59 lying North of the center line of Algonquin Road and East of the center line of Elmhurst Road.

Polling Place: High Ridge Knolls School
588 South Dara James Road
Des Plaines, Illinois

Precinct No. 19 Shall consist of that part of the College District which is in that part of School District No. 59 lying South of the center line of Algonquin Road, East of the center line of Elmhurst Road, and North of the center line of the Northwest Tollway.

Polling Place: Devonshire School
1401 South Pennsylvania
Des Plaines, Illinois

Precinct No. 20 Shall consist of that part of the College District in that part of School District No. 59, lying West of the center line of Tonne Road and the center line of Tonne Road as extended Northerly to the center line of Landmeier Road, East of a line representing the center of Salt Creek, South of the following described line: Commencing at the intersection of the center line of Tonne Road as extended Northerly and the center line of Landmeier Road, thence Westerly along the center line of Landmeier Road and the center line of Landmeier Road as extended Westerly to its intersection with the center line of Arlington Heights Road, thence Southwesterly along the center line of Arlington Heights Road to a line representing the center of Salt Creek; and North of the following described line: Commencing at the intersection of the center line of Tonne Road and the center line of Elk Grove Boulevard as extended Easterly, thence Westerly along the center line of Elk Grove Boulevard as extended and the center line of Elk Grove Boulevard to its intersection with the center line of John F. Kennedy Boulevard as extended Easterly, thence Westerly along the center line of John F. Kennedy Boulevard as extended and the center line of John F. Kennedy Boulevard to a line representing the center of Salt Creek.

Polling Place: Ridge School
650 Ridge Avenue
Elk Grove Village, Illinois

Precinct No. 21 Shall consist of that part of the College District in that part of School District No. 59, lying East of a line representing the center of Salt Creek, West of the center line of Tonne Road, and South of a line described as follows: Commencing at the intersection of the center line of Tonne Road and the center line of Elk Grove Boulevard as extended Easterly, thence Westerly along the center line of Elk Grove Boulevard as extended and the center line of Elk Grove Boulevard to its intersection with the center line of John F. Kennedy Boulevard as extended Easterly, thence Westerly along the center line of John F. Kennedy Boulevard as extended and the center line of John F. Kennedy Boulevard to a line representing the center of Salt Creek.

Polling Place: Clearmont School
280 Clearmont Drive
Elk Grove Village, Illinois

Precinct No. 22 Shall consist of that part of the College District in that part of School District no. 59, lying West of a line representing the center of Salt Creek and South of the following described line: Commencing at the intersection of the center line of Arlington Heights Road and a line representing the center of Salt Creek, thence Westerly along the center line of Arlington Heights Road to its intersection with the center line of Cosman Road as extended Southerly, thence Northberly along the center line of Cosman Road as extended and the center line of Cosman Road to its intersection with the center line of Salt Creek.

the center line of Landmeier Road, thence Westerly along the center line of Landmeier Road and the center line of Landmeier Road as extended Westerly to its intersection with the center line of Arlington Heights Road, thence Southwesterly along the center line of Arlington Heights Road to a line representing the center of Salt Creek; and North of the following described line: Commencing at the intersection of the center line of Tonne Road and the center line of Elk Grove Boulevard as extended Easterly, thence Westerly along the center line of Elk Grove Boulevard as extended and the center line of Elk Grove Boulevard to its intersection with the center line of John F. Kennedy Boulevard as extended Easterly, thence Westerly along the center line of John F. Kennedy Boulevard as extended and the center line of John F. Kennedy Boulevard to a line representing the center of Salt Creek.

Polling Place: Ridge School
650 Ridge Avenue
Elk Grove Village, Illinois

Precinct No. 2/ Shall consist of that part of the College District in that part of School District No. 59, lying East of a line representing the center of Salt Creek, West of the center line of Tonne Road, and South of a line described as follows: Commencing at the intersection of the center line of Tonne Road and the center line of Elk Grove Boulevard as extended Easterly, thence Westerly along the center line of Elk Grove Boulevard as extended and the center line of Elk Grove Boulevard to its intersection with the center line of John F. Kennedy Boulevard as extended Easterly, thence Westerly along the center line of John F. Kennedy Boulevard as extended and the center line of John F. Kennedy Boulevard to a line representing the center of Salt Creek.

Polling Place: Clearmont School
~~280~~ Clearmont Drive
Elk Grove Village, Illinois

Precinct No. 22 Shall consist of that part of the College District in that part of School District no. 59, lying West of a line representing the center of Salt Creek and South of the following described line: Commencing at the intersection of the center line of Arlington Heights Road and a line representing the center of Salt Creek, thence Westerly along the center line of Arlington Heights Road to its intersection with the center line of Cosman Road as extended Southerly, thence Northberly along the center line of Cosman Road as extended and the center line of Cosman Road to its intersection with the East-West center line of Section 29, Township 41 North, Range 11, East of the Third Principal Meridian, thence West along the center line of said Section 29 and the East-West center line of Section 30 of the same township and range to the Western boundary of said School District No. 59.

Polling Place: Salt Creek School
65 John F. Kennedy Boulevard
Elk Grove Village, Illinois

Precinct No. *23* Shall consist of that part of the College District in that part of School District No. 59, lying Westerly and Southerly of a line described as follows: Commencing at the intersection of the center line of Mount Prospect Road and the Southerly boundary of said School District No. 59, thence North along the center line of Mount Prospect Road to its intersection with the center line of the Northwest Tollway, thence Northwesterly along the center line of the Northwest Tollway to its intersection with the center line of Golf (Evanston-Elgin) Road, thence Westerly along the center line of Golf (Evanston-Elgin) Road to the Western boundary of said School District No. 59; excepting from said area that portion thereof bounded on the East by the center line of Tonne Road and the center line of Tonne Road as extended Northerly to its intersection with the center line of Landmeier Road, and on the North by a line described as follows: Commencing at the intersection of the center line of Landmeier Road and the center line of Tonne Road as extended Northerly, thence Westerly along the center line of Landmeier Road and the center line of Landmeier Road as extended Westerly to its intersection with the center line of Arlington Heights Road, thence Southwesterly along the center line of Arlington Heights Road to its intersection with the center line of Cosman Road as extended Southerly, thence Northerly along the center line of Cosman Road as extended Southerly and the center line of Cosman Road to its intersection with the East-West center line of Section 29, Township 41 North, Range 11, East of the Third Principal Meridian, thence West along the center line of Section 29 as aforesaid and the East-West center line of Section 30 of the same township and range to the Western boundary of said School District No. 59.

Polling Place: Rupley School
305 East Oakton Street
Elk Grove Village, Illinois

Precinct No. *24* Shall consist of that part of the College District situated within those parts of School District No. 54 (1) Within that part of the Village of Schaumburg lying North of the center line of Higgins Road and East of the center line of Roselle Road, (2) Lying East of the center line of Roselle Road and South of the center line of Higgins Road, excluding, however, any part of the Village of Hoffman Estates.

Polling Place: Schaumburg School
Schaumburg Road East of Roselle Road
Village of Schaumburg, Illinois

Precinct No. *25* Shall consist of that part of the College District situated within those parts of School District No. 54 (1) Lying North of the center line of Higgins Road and East of the center line of Roselle Road, excluding, however, any parts of the Village of Schaumburg and the City of Rolling Meadows, and (2) Lying within that part of the Village of Hoffman Estates South of the center line of Higgins Road and East of the center line

line of Mount Prospect Road to its intersection with the center line of the Northwest Tollway, thence Northwesterly along the center line of the Northwest Tollway to its intersection with the center line of Golf (Evanston-Elgin) Road, thence Westerly along the center line of Golf (Evanston-Elgin) Road to the Western boundary of said School District No. 59; excepting from said area that portion thereof bounded on the East by the center line of Tonne Road and the center line of Tonne Road as extended Northerly to its intersection with the center line of Landmeier Road, and on the North by a line described as follows: Commencing at the intersection of the center line of Landmeier Road and the center line of Tonne Road as extended Northerly, thence Westerly along the center line of Landmeier Road and the center line of Landmeier Road as extended Westerly to its intersection with the center line of Arlington Heights Road, thence Southwesterly along the center line of Arlington Heights Road to its intersection with the center line of Cosman Road as extended Southerly, thence Northerly along the center line of Cosman Road as extended Southerly and the center line of Cosman Road to its intersection with the East-West center line of Section 29, Township 41 North, Range 11, East of the Third Principal Meridian, thence West along the center line of Section 29 as aforesaid and the East-West center line of Section 30 of the same township and range to the Western boundary of said School District No. 59.

Polling Place: Rupley School
305 East Oakton Street
Elk Grove Village, Illinois

Precinct No. *24* Shall consist of that part of the College District situated within those parts of School District No. 54 (1) Within that part of the Village of Schaumburg lying North of the center line of Higgins Road and East of the center line of Roselle Road, (2) Lying East of the center line of Roselle Road and South of the center line of Higgins Road, excluding, however, any part of the Village of Hoffman Estates.

Polling Place: Schaumburg School
Schaumburg Road East of Roselle Road
Village of Schaumburg, Illinois

Precinct No. *25* Shall consist of that part of the College District situated within those parts of School District No. 54 (1) Lying North of the center line of Higgins Road and East of the center line of Roselle Road, excluding, however, any parts of the Village of Schaumburg and the City of Rolling Meadows, and (2) Lying within that part of the Village of Hoffman Estates South of the center line of Higgins Road and East of the center line Roselle Road.

Polling Place: Twinbrook School
Ash Road and Bluebonnet Lane
Village of Hoffman Estates, Illinois

Precinct No. 26 Shall consist of that part of the College District situated in that part of School District No. 54, lying West of the center line of Roselle Road and North of the center line of Golf Road excluding, however, any part of the Village of Schaumburg and excepting also that part thereof lying West and North of the following described line: Commencing at the center line of Jones Road and the Northerly boundary of said School District No. 54; thence Southerly along said center line to the center line of Higgins Road; thence Southeasterly along the center line of Higgins Road to the center line of Golf Road; thence Westerly along the center line of Golf Road to the Westerly boundary of said School District No. 54.

Polling Place: Hillcrest School
Hillcrest Boulevard and Fremont Road
Village of Hoffman Estates, Illinois

Precinct No. 27 Shall consist of that part of the College District which is situated within that part of School District No. 54, lying West of the center line of Roselle Road, South of the center line of Golf Road and North of the center line of Schaumburg Road, excluding, however, any part of the Village of Schaumburg.

Polling Place: Hoffman School
Grand Canyon Lane and Glendale Lane
Village of Hoffman Estates, Illinois

Precinct No. 28 Shall consist of that part of the College District which is situated within that part of School District No. 54 (1) Lying West of the center line of Roselle Road and South of the center line of Schaumburg Road excluding, however, any part of the Village of Hanover Park, and (2) that part of said School District No. 54 in that part of the Village of Schaumburg lying West of the center line of Roselle Road and North of the center line of Schaumburg Road.

Polling Place: Campanelli School
Springingsguth Road
Village of Schaumburg, Illinois

Precinct No. 29 Shall consist of that part of the College District which is in that part of School District No. 54 situated in the Village of Hanover Park.

Polling Place: Hanover Highlands School
1451 Cypress Lane
Hanover Park, Illinois

Precinct No. 30 Shall consist of that part of the College District which is in that part of School District No. 54, lying West and North of the following described line: Commencing at the center line of Jones Road and the Northerly boundary of said School District No. 54, thence Southerly along said center line to the center line of Higgins Road; thence Southeasterly along the center line of Higgins Road to the center line of Golf Road; thence Westerly along the center line of Golf Road to the Westerly boundary of said School District No.

also that part thereof lying West and North of the following described line: Commencing at the center line of Jones Road and the Northerly boundary of said School District No. 54; thence Southerly along said center line to the center line of Higgins Road; thence Southeasterly along the center line of Higgins Road to the center line of Golf Road; thence Westerly along the center line of Golf Road to the Westerly boundary of said School District No. 54.

Polling Place: Hillcrest School
Hillcrest Boulevard and Fremont Road
Village of Hoffman Estates, Illinois

Precinct No. 27 Shall consist of that part of the College District which is situated within that part of School District No. 54, lying West of the center line of Roselle Road, South of the center line of Golf Road and North of the center line of Schaumburg Road, excluding, however, any part of the Village of Schaumburg.

Polling Place: Hoffman School
Grand Canyon Lane and Glendale Lane
Village of Hoffman Estates, Illinois

Precinct No. 28 Shall consist of that part of the College District which is situated within that part of School District No. 54 (1) Lying West of the center line of Roselle Road and South of the center line of Schaumburg Road excluding, however, any part of the Village of Hanover Park, and (2) that part of said School District No. 54 in that part of the Village of Schaumburg lying West of the center line of Roselle Road and North of the center line of Schaumburg Road.

Polling Place: Campanelli School
Springingsguth Road
Village of Schaumburg, Illinois

Precinct No. 29 Shall consist of that part of the College District which is in that part of School District No. 54 situated in the Village of Hanover Park.

Polling Place: Hanover Highlands School
1451 Cypress Lane
Hanover Park, Illinois

Precinct No. 30 Shall consist of that part of the College District which is in that part of School District No. 54, lying West and North of the following described line: Commencing at the center line of Jones Road and the Northerly boundary of said School District No. 54, thence Southerly along said center line to the center line of Higgins Road; thence Southeasterly along the center line of Higgins Road to the center line of Golf Road; thence Westerly along the center line of Golf Road to the Westerly boundary of said School District No. 54.

Polling Place: McArthur School
Chippendale Road and Harper Lane
Village of Hoffman Estates, Illinois

- Precinct No. 31 Shall consist of that part of the College District in that part of School District No. 54 situated in the City of Rolling Meadows.
- Polling Place: Community Building
Ramlin Rose Apartments
Algonquin Road, Rolling Meadows, Ill.
- Precinct No. 32 Shall consist of that part of the College District in School District No. 15 lying South of the North line of the Chicago and North Western Railroad, East of the center line of Hicks Road, and North of the center line of Kirchoff Road.
- Polling Place: The Kimball Hill School
2905 Meadow Drive
Rolling Meadows, Illinois
- Precinct No. 33 Shall consist of that part of the College District in School District No. 15 lying South of the center line of Kirchoff Road and East of the center line of Hicks Road.
- Polling Place: The Jonas E. Salk School
3705 Pheasant Drive
Rolling Meadows, Illinois
- Precinct No. 34 Shall consist of that part of the College District in School District No. 15 lying North of the North line of the Chicago and North Western Railroad and West of the center line of Hicks Road as extended North.
- Polling Place: The Gray M. Sanborn School
101 North Oak Street
Palatine, Illinois
- Precinct No. 35 Shall consist of that part of the College District in School District No. 15 lying South of the North line of the Chicago and North Western Railroad, West of the center line of Hicks Road and East of the center line of Roselle Road and said center line as extended North.
- Polling Place: The Stuart R. Paddock School
Washington Court
Palatine, Illinois
- Precinct No. 36 Shall consist of that part of the College District in School District No. 15 lying South of the North line of the Chicago North Western Railroad, West of the center line of Roselle Road and said center line as extended North.
- Polling Place: The Inverness Field House
Located at the end of Highland Road
Inverness, Illinois
- Precinct No. 37 Shall consist of that part of the College District in School District No. 15 lying North of the North line of the Chicago and North Western Railroad, East of the center line of Hicks Road and said center line as extended North.
- Polling Place: The Winston Park School
900 East Palatine, Road
Palatine, Illinois

- Precinct No. 38 Shall consist of that part of the College District in that part of High School District No. 224 lying North of the center line of Route 22.

Polling Place: North Barrington School
310 North Highway 59
North Barrington, Illinois

Precinct No. 39 Shall consist of that part of the College District in that part of High School District No. 224 lying South of the center line of Route 22, East and North of the following line: Beginning at the intersection of the Western boundary of School District No. 4 with the center line of Route 22, thence Southerly and Easterly along said boundary line until said boundary line runs along the Chicago North Western Railway right-of-way, thence continuing Southeasterly along said Chicago North Western RAILway right-of-way to its intersection with the center line of Hart Road, thence South along said center line to its intersection with the center line of Lake-Cook Road, thence Easterly along the center line of Lake-Cook Road to its intersection with the boundary line between Cuba Township and Ela Township; and West of the boundary line between Cuba Township and Ela Township.

Polling Place: Roslyn Road School
Roslyn Road
Barrington, Illinois

Precinct No. 40 Shall consist of that part of the College District in that part of High School District No. 224 lying in Ela Township and that part of said High School District No. 224 lying North of the center line of Route 14 (Northwest Highway) in Palatine Township and that part of said High School District No. 224 in Barrington Township lying North and East of the center line of said Route 14.

Polling Place: Barrington Middle School
215 Eastern Avenue
Barrington, Illinois

Precinct No. 41 Shall consist of that part of the College District in that part of High School District No. 224 lying within School District No. 4 South and West of the following line: Beginning at the intersection of the center line of Route 14 (Northwest Highway) with the East boundary of said High School District No. 224, thence Northwesterly along said center line of Route 14 to its intersection with the center line of Lake-Cook Road, thence West along said center line to its intersection with the center line of Hart Road, thence Northerly along said center line to its intersection with the boundary line of School District No. 1, thence West and North along said boundary line to the West boundary line of School District No. 4.

Polling Place: Grove Avenue School
900 South Grove Avenue
Barrington, Illinois

Precinct No. ~~42~~ 42 Shall consist of that part of the College District in that part of High School District No. 224 lying West of the Western boundary of School District No. 4, except that portion lying within the Village of Carpentersville.

Polling Place: Countryside School
Brinker Road and County Line Road
Barrington Hills, Illinois

Precinct No. ~~43~~ 43 Shall consist of that part of the College District in that part of High School District No. 224 lying within the Village of Carpentersville.

Polling Place: Sunny Hill School
Helm Road
Carpentersville, Illinois

Legal voters must vote at the polling place designated for the voting precinct within which they reside.

The polls at said election will be opened at twelve o'clock noon, and will be closed at seven o'clock P.M. on said day.

BY ORDER of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois. Dated this 22 day of March, 1968.

John A. Haas (s)

PRESIDENT - BOARD OF JUNIOR COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE, AND MCHENRY, AND STATE OF ILLINOIS

Jessalyn M. Nicklas (s)

SECRETARY - BOARD OF JUNIOR COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE, AND MCHENRY, AND STATE OF ILLINOIS

BE IT FURTHER RESOLVED that for said election the officials to conduct the same shall be appointed in apt time, that the affidavits to be used at said election shall be so prepared and used by the judges of said election that the same shall be numbered and be used in lieu of the poll list and poll book as provided for by the provisions of Section 9-14 of the School Code and prior to any votes being taken at said election, the judges of election shall severally take and subscribe to an oath or affirmation on separate blanks to be prepared for such purpose and responsive to the requirements contained in Section 9-8 of the School Code, all to be responsive to the requirements contained in Section 9-14 of said School Code, and this resolution shall be effective forthwith and a proper record shall be made by the Secretary of this Board of each step had and taken in the calling of and noticing

of said special election.

BE IT FURTHER RESOLVED that the Secretary of this Board be and hereby is authorized, empowered and instructed to appoint, in full conformity with the law, judges of election to serve at said precinct polling places on the said election day, as statutorily set forth.

PASSED this 14th day of March, 1968.

John A. Haas (s)
President

ATTEST:

Jessalyn M. Nicklas (s)
Secretary

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

BILLS FOR APPROVAL
MARCH 14, 1968

		<u>PAGES</u>
I. BILLS PAYABLE		
Educational Fund	\$ 35,696.16	8
Building Fund	19,547.63	4
Site & Construction Fund	<u>39,602.68</u>	2
	<u>\$ 94,846.47</u>	
II. PAYROLLS		
Payroll, February 16-29, 1968	<u>\$ 44,781.03</u>	6
Estimated Payroll, March 1-15, 1968	<u>\$ 49,000.00</u>	
Estimated Part-Time Teachers Payroll, February 5 to March 15, 1968	<u>\$ 16,000.00</u>	
III. IMPREST FUND	<u>\$ 4,555.85</u>	3

EDUCATIONAL FUND EXPENDITURES -- MARCH 14, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
American Assoc. of Junior Colleges	Professional Books	1-1-501.38	\$ 15.00	7355	\$ 15.00
Void	-----	-----	----	7356	----
Association for Educational Data Systems	Conference Registration Fees	1-4-501.99	40.00	7357	40.00
Universal Stationers, Inc.	Office Supplies	1-5-502.31	14.41		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	105.68		
Universal Stationers, Inc.	Counseling Library Material	1-6-502.97	23.20		
Universal Stationers, Inc.	Office Supplies	1-40-501.39	4.32		
Universal Stationers, Inc.	Office Supplies	1-50-502.31	12.06		
Universal Stationers, Inc.	Office Supplies	1-50-502.39	4.20		
Universal Stationers, Inc.	Office Supplies	1-53-502.39	2.20		
Universal Stationers, Inc.	Office Supplies	1-59-502.37	15.32		
Universal Stationers, Inc.	Office Supplies	1-530-502.39	6.00	7358	187.39
Universal Stationers, Inc.	Want Ad	1-5-502.93	21.00	7359	21.00
Paddock Publications, Inc.	Professional Books	1-20-501.93	18.32	7360	18.32
Educational Directories, Inc.	Photographic Services	1-20-501.33	17.16	7361	17.16
Gamma Photo Labs, Inc.	Printing - Dental Hygiene Brochures &				
Langer Printing Co.	Harper College Brochures	1-20-501.33	107.45		
Langer Printing Co.	Printing - Letterhead Envelopes	1-6-502.33	207.70	7362	315.15
James Marchael Photography	Photographic Services	1-20-501.33	172.90	7363	172.90
Northwest Letter Service	Printing - Newsletter	1-20-501.33	79.24	7364	79.24
Frederic Ryder Co.	Printing - Return Address Indicia	1-20-501.33	27.38	7365	27.38
Uarco Inc.	Freight	1-40-501.39	10.56	7366	10.56
Thomas Hill	Travel Expenses	1-40-501.72	16.00	7367	16.00
Holders	Office Supplies	1-3-501.31	14.64		
Holders	Office Supplies	1-6-502.31	6.13		
Holders	Office Supplies	1-30-501.31	31.62		
Holders	Office Supplies	1-40-501.31	4.91		
Holders	Office Supplies	1-50-502.31	80.66		
Holders	Office Supplies	1-50-502.39	181.20		
Holders	Office Supplies	1-53-502.39	21.03		
Holders	Office Supplies	1-108.33	69.60		
Holders	Office Supplies	1-545-502.39	15.23		
				7368	425.02

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Xerox Corporation	Xerox Corporation	1-50-502.32	\$ 2.50		\$
Xerox Corporation	Equipment Rental	1-5-508.62	112.10	7369	114.60
Official Airline Guide	Subscription	1-50-502.39	30.00	7370	30.00
Elk Grove High School Cafeteria	Cafeteria Services	1-50-502.95	191.40	7371	191.40
Illinois Library Association	Library Membership	1-59-502.37	25.00	7372	25.00
North Shore News Co.	Supplies - Film	1-59-502.37	300.00	7373	300.00
C. F. Peters Corp.	Instructional Equipment - Sheet Music	1-59-502.37	1.23	7374	1.23
R. R. Bowker Co.	Want Ad	1-59-502.93	7.00	7375	7.00
Colonial Out-of-Print Book Service	Library Books	1-59-563.00	344.10	7376	344.10
McGraw-Hill Book Co.	Library Books	1-59-563.00	33.65	7377	33.65
Frederick A. Praeger, Inc.	Library Book	1-59-563.00	6.53	7378	6.53
State Capital Information Service	Library Subscription	1-59-563.00	36.00	7379	36.00
Bellman Publishing Co.	Subscription	1-62-502.99	20.00	7380	20.00
Federal Wholesale Stationery Co.	Bookstore Stock - Supplies	1-64-514.30	16.20	7381	16.20
Keep 'n Touch Greeting Cards, Inc.	Bookstore Stock - Supplies	1-64-514.30	25.65	7382	25.65
National Blank Book Co.	Bookstore Stock - Supplies & Freight	1-64-514.30	35.61	7383	35.61
Frederick Post Co.	Bookstore Stock - Supplies	1-64-514.30	33.33	7384	33.33
Regent Products Co.	Bookstore Stock - Supplies	1-64-514.30	73.47	7385	73.47
Trussell Mfg. Co.	Bookstore Stock - Supplies & Freight	1-64-514.30	116.84	7386	116.84
American Medical Association	Bookstore Stock - Books	1-64-514.40	16.50	7387	16.50
Appleton-Century-Crofts	Bookstore Stock - Books	1-64-514.40	9.82	7388	9.82
Chandler's Inc.	Bookstore Stock - Books	1-64-514.40	81.69	7389	81.69
W. H. Freeman & Co.	Bookstore Stock - Books	1-64-514.40	73.70	7390	73.70
Harcourt, Brace & World, Inc.	Bookstore Stock - Books	1-64-514.40	693.60	7391	693.60
Holt, Rinehart & Winston, Inc.	Bookstore Stock - Books	1-64-514.40	552.31	7392	552.31
Inland Book Distributors, Inc.	Bookstore Stock - Books	1-64-514.40	51.66	7393	51.66
McGraw-Hill Book Co.	Bookstore Stock - Books	1-64-514.40	1,049.86	7394	1,049.86
The Macmillan Co.	Bookstore Stock - Books	1-64-514.40	24.92	7395	24.92
Matthews Book Co.	Bookstore Stock - Books	1-64-514.40	28.55	7396	28.55
C. V. Mosby Co.	Bookstore Stock - Books	1-64-514.40	96.62	7397	96.62
Nacscorp, Inc.	Bookstore Stock - Books	1-64-514.40	96.64	7398	96.64
Nebraska Book Co.	Bookstore Stock - Books	1-64-514.40	692.46	7399	692.46
W. W. Norton & Co.	Bookstore Stock - Books	1-64-514.40	2.48	7400	2.48
Oxford University Press, Inc.	Bookstore Stock - Books	1-64-514.40	17.96	7401	17.96
Scott, Foresman & Co.	Bookstore Stock - Books	1-64-514.40	200.60	7402	200.60
South-Western Publishing Co.	Bookstore Stock - Books	1-64-514.40	824.61	7403	824.61
John Wiley & Sons, Inc.	Bookstore Stock - Books	1-64-514.40	473.19	7404	473.19
Allen Brothers, Inc.	Cafeteria - Food	1-65-515.31	171.60	7405	171.60
O. H. Bambas Tobacco Co.	Cafeteria - Food	1-65-515.31	143.90	7406	143.90

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Burny Bros., Inc.	Cafeteria - Food	1-65-515.31	\$ 60.78	7407	\$ 60.78
Frito-Lay, Inc.	Cafeteria - Food	1-65-515.31	101.00	7408	101.00
Jewel Food Marketer	Cafeteria - Food	1-65-515.31	217.66	7409	217.66
Kraft Foods	Cafeteria - Food	1-65-515.31	70.98	7410	70.98
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	66.35	7411	66.35
The Nedlog Co.	Cafeteria - Food	1-65-515.31	38.38	7412	38.38
S & S Dairy Service	Cafeteria - Food	1-65-515.31	93.20	7413	93.20
John Sexton & Co.	Cafeteria - Food	1-65-515.31	65.90	7414	65.90
Silvercup Bakers, Inc.	Cafeteria - Food	1-65-515.31	56.04	7415	56.04
American Assoc. of Junior Colleges	Want Ad	1-501-502.93	17.25	7416	17.25
McGraw-Hill Book Co.	Instructional Films	1-512-502.39	55.00	7417	55.00
General Aniline & Film Corp.	Instructional Supplies	1-530-502.39	9.00	7418	9.00
American Society of Tool & Mfg. Engineers	Instructional Books	1-534-502.39	27.00	7419	27.00
Crown Supply Co.	Supplies - Engineering	1-534-502.39	203.42	7420	203.42
Keuffel & Esser Co.	Supplies - Engineering	1-534-502.39	144.59	7421	144.59
Frederick Post Co.	Supplies - Engineering	1-534-502.39	367.06	7422	367.06
Gamma Photo Labs, Inc.	Photographic Services	1-545-502.33	5.21	7423	5.21
Parrish Sporting Goods, Inc.	Instructional Supplies - Tennis Balls, Tennis Rackets, Badminton Birds, Golf Balls, Badminton Rackets, Badminton Nets	1-547-502.39 1-552-502.39	537.30 13.39	7424 7425	537.30 13.39
Goodheart-Willcox Co.	Professional Books	-----	-----	7426	-----
Void	Travel Expense	1-557-502.72	61.39	7427	61.39
George P. Makas	Instructional Supplies - Tubes, Glass Part.	1-564-502.39	90.64	7428	90.64
Cenco Instruments Corp.	Instructional Supplies - Resonance Tubes, Temp. Tubes, Charts	1-564-502.39	97.95	7429	97.95
Welch Scientific Co.	Instructional Supplies	1-570-502.32	12.52	7430	12.52
3M Business Product Sales, Inc.	Travel Expense - E. Kalish	1-571-502.72	160.00		
Carousel Travel & Tours, Inc.	Travel Expense - T. Seward	1-6-502.791	38.00		
Carousel Travel & Tours, Inc.	Travel Expense - J. Harvey	1-60-502.72	38.00		
Carousel Travel & Tours, Inc.	Travel Expense - H. Pankratz	1-50-502.72	138.00		
Carousel Travel & Tours, Inc.	Travel Expense - J. Harvey	1-6-502.72	100.00	7431	474.00
Ronald Stewart	Tuition Reimbursement	1-5-502.98	80.00	7432	80.00
Anna Marie Bazik	Tuition Reimbursement	1-6-502.98	80.00	7433	80.00
Void	-----	-----	-----	7434	-----
Amundsen-Mayfair College	Charge-Back	1-5-502.80	1,441.80	7435	1,441.80
Alpine Camera Co.	Photographic Supplies	1-53-502.39	76.12	7436	76.12
Dr. G. Kenneth Andeen	Travel Expenses - Innovative	1-50-502.791	457.10	7437	457.10
American Insurance Association	Library Book	1-59-563.00	1.25	7438	1.25

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Charles Bruning Co.	Drafting Supplies	1-552-502.39	\$ 47.09		
Charles Bruning Co.	Supplies - Engineering	1-534-502.39	166.76	7439	\$ 213.85
Brodhead-Garrett Co.	Instructional Supplies - Files, Knife, Wrench, Hammers	1-533-502.39	73.19	7440	73.19
E. W. Boehm Co.	Copying Supplies	1-108.33	177.00		
E. W. Boehm Co.	Copying Supplies	1-30-501.32	27.75	7441	204.75
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	4,826.09	7442	4,826.09
Void	Void	-----	-----	7443	-----
Coronet Films	Library Expense - Films	1-59-502.37	480.00	7444	480.00
Ditto Division	Copying Supplies	1-6-502.32	26.50	7445	26.50
College Of Du Page	Charge-Back	1-5-502.80	158.76	7446	158.76
Elgin-Courier News	Want Ad	1-3-501.93	29.22	7447	29.22
First Bank & Trust Co.	Rental of Safety Box	1-3-501.99	21.00	7448	21.00
General Binding Corp.	Office Supplies	1-30-501.31	88.06	7449	88.06
Harvard Educational Review	Subscription - Dr. Seward	1-6-502.97	7.00	7450	7.00
Hertz System, Inc.	Travel Expense	1-1-501.72	43.23	7451	43.23
Harris Hospital Supply, Inc.	Instructional Supplies - Elastic Bandages, Bandage Scissors	1-545-502.39	13.50	7452	13.50
Illinois Assoc. of Collegiate Registrars & Admissions Officers	Institutional Membership Dues	1-6-502.99	12.00	7453	12.00
INFO Inc.	Drafting Supplies	1-534-502.39	109.00	7454	109.00
International Business Machines Corp.	Data Processing Supplies	1-40-501.39	136.56		
International Business Machines Corp.	Data Processing Supplies	1-532-502.39	116.76		
International Business Machines Corp.	Office Supplies	1-50-502.31	19.00	7455	272.32
Journal-News Publications	Want Ad	1-5-502.93	17.50	7456	17.50
Lattoff Car Rental	Rental of Car	1-1-508.61	124.32		
Lattoff Car Rental	Rental of Station Wagon	1-6-508.61	120.95	7457	245.27
Maitre D' Restaurant	Meeting Expense	1-511-502.95	17.25	7458	17.25
A. C. McClurg & Co.	Library Books	1-59-563.00	12.00	7459	12.00
Midwest Visual Equipment Co.	Library Supplies - Overhead Pencils	1-59-502.37	5.78	7460	5.78
Northwest Office Machines, Inc.	Typewriter Repair	1-59-502.37	9.50	7461	9.50
Newark Electronics Corp.	Instructional Supplies - Fuses	1-533-502.39	12.68	7462	12.68
Prentice-Hall, Inc.	Bookstore Stock - Books	1-64-514.40	128.70	7463	128.70
Pitney-Bowes, Inc.	Office Supplies	1-30-501.31	10.62	7464	10.62
William R. Punkay	Travel Expense	1-534-502.72	21.10	7465	21.10
Prentice-Hall, Inc.	Professional Books	1-40-501.38	5.43	7466	5.43
Pace/Anvet Electronics	Instructional Supplies - Electronics	1-533-502.39	137.07	7467	137.07
Elaine Revell, Inc.	Temporary Office Help	1-6-502.26	131.51	7468	131.51
Roy A. Sedrel	Tuition Reimbursement	1-4-501.96	85.50	7469	85.50
John Wiley & Sons, Inc.	Instructional Book	1-565-502.39	9.66	7470	9.66

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wm. C. Brown Co.	Bookstore Stock - Books	1-64-514.40	\$ 22.82	7471	\$ 22.82
The Christian Science Monitor	Subscription	1-59-502.37	12.00	7472	12.00
Continuing Education Institute	Subscription	1-59-563.00	17.50	7473	17.50
Doubleday & Company	Bookstore Stock - Books	1-64-514.40	16.72	7474	16.72
Mr. John Davis	Tuition Reimbursement	1-5-502.98	80.00	7475	80.00
Follett College Book Co.	Bookstore Stock - Books	1-64-514.40	92.07	7476	92.07
Lakeview Rubber Stamp Co.	Office Supplies	1-530-502.33	8.82	7477	8.82
Littlefield, Adams & Co.	Bookstore Stock - Books	1-64-514.40	57.17	7478	57.17
Rand McNally & Co.	Library Books	1-59-563.00	75.00		
Rand McNally & Co.	Bookstore Stock - Books	1-64-514.40	15.59	7479	90.59
National Directory Service	Library Books	1-59-563.00	4.10	7480	4.10
North American Publishing Co.	Want Ad	1-532-502.93	8.40	7481	8.40
National Computer Systems	Supplies - Counseling	1-6-502.97	46.40	7482	46.40
Penguin Books, Inc.	Bookstore Stock - Books	1-64-514.40	1.81	7483	1.81
Prentice-Hall, Inc.	Professional Books	1-3-501.38	39.50	7484	39.50
Alice F. Phillips	Travel Expense	1-513-502.72	9.25	7485	9.25
P. F. Petribone & Co.	Election Supplies	1-30-501.35	15.42	7486	15.42
Random House, Inc.	Bookstore Stock - Books	1-64-514.40	423.76	7487	423.76
Russell Sage Foundation	Bookstore Stock - Books	1-64-514.40	5.35	7488	5.35
Rose Trunk	Travel Expenses	1-511-502.72	27.45	7489	27.45
World Almanac	Library Book	1-59-563.00	3.20	7490	3.20
Robert R. Zilkowski	Travel Expense	1-513-502.72	15.40	7491	15.40
Helen Byrd	Employee Examination	1-3-501.99	17.00	7492	17.00
Demco	Library Supplies	1-59-502.37	28.45	7493	28.45
Ernst & Ernst	Special Assistance & Consultation	1-3-501.26	2,750.00	7494	2,750.00
University of Illinois	16mm Film	1-534-502.39	62.09	7495	62.09
LaSalle Messenger Paper Co.	Office Supplies	1-40-501.32	3.98	7496	3.98
Houghton Mifflin Co.	Instructional Supplies	1-521-502.39	132.00	7497	132.00
National Assoc. for Mental Health	Film Rental	1-59-502.37	36.10	7498	36.10
Addison-Wesley Publishing Co.	Bookstore Stock - Books	1-64-514.40	103.02	7499	103.02
Barnes & Noble, Inc.	Bookstore Stock - Books	1-64-514.40	98.55	7500	98.55
Bobbs-Merrill Co.	Bookstore Stock - Books	1-64-514.40	21.70	7501	21.70
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	54.07	7502	54.07
Champion Products Co.	Bookstore Stock - Supplies	1-64-514.30	247.53	7503	247.53
The Faling Corporation	Film Loops	1-59-502.37	735.00	7504	735.00
Efficiency, Inc.	Data Processing Supplies	1-40-501.39	187.98	7505	187.98
Horders	Office Supplies	1-30-501.31	10.90		
Horders	Office Supplies	1-108.83	51.02	7506	61.92
Neil A. Kjos Music Co.	Bookstore Stock - Books	1-64-514.40	37.13	7507	37.13
Management Information Services	Professional Book	1-40-501.38	15.00	7508	15.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
G. & C. Merriam Co.	Library Books	1-59-563.00	\$ 48.21	7509	\$ 48.21
Practical Offset, Inc.	Printing - Business Brochures	1-5-502.33	601.96	7510	601.96
Public Office Supplies, Inc.	Office Supplies	1-30-501.31	9.60	7511	9.60
Schaar Scientific Co.	Instructional Equipment - Bottles	1-562-502.39	66.00	7512	66.00
Stivers Lifesavers Inc.	Temporary Office Help	1-3-501.26	51.63	7513	51.63
The Vincent Company	Instructional Equipment - Stopwatch	1-533-502.39	27.00	7514	27.00
Harold Cunningham	Travel Expenses	1-501-502.72	35.76	7515	35.76
James Harvey	Travel Expenses	1-6-502.72	36.99	7516	36.99
Roger A. Mussell	Travel Expenses	1-533-502.72	21.39	7517	21.39
OK Papers, Inc.	Cafeteria - Supplies	1-65-515.39	64.28	7518	64.28
Dr. Herbert R. Pankratz	Travel Expense	1-50-502.72	12.63	7519	12.63
John H. Thompson	Travel Expense	1-541-502.72	46.85	7520	46.85
Avis Rent-A-Car	Car Rental	1-3-501.72	47.56	7521	47.56
White Collar Girls of America	Temporary Office Help	1-501-502.26	130.90	7522	130.90
Anton A. Dolejs	Travel Expenses	1-3-501.72	26.90	7523	26.90
Frank M. Hines	Legal Services - January	1-1-501.22	805.00	7524	805.00
Allen Brothers, Inc.	Cafeteria - Food	1-65-515.31	62.40	7525	62.40
O. H. Bambas Tobacco Co.	Cafeteria - Food	1-65-515.31	48.80	7526	48.80
Burny Bros., Inc.	Cafeteria - Food	1-65-515.31	20.12	7527	20.12
Frito-Lay, Inc.	Cafeteria - Food	1-65-515.31	30.00	7528	30.00
Jewel Food Marketer	Cafeteria - Food	1-65-515.31	63.08	7529	63.08
Kraft Foods	Cafeteria - Food	1-65-515.31	40.19	7530	40.19
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	61.01	7531	61.01
The Nedlog Co.	Cafeteria - Food	1-65-515.31	9.72	7532	9.72
OK Papers, Inc.	Cafeteria - Supplies	1-65-515.39	42.57	7533	42.57
Ryser Bros., Inc.	Cafeteria - Food	1-65-515.31	54.19	7534	54.19
S & S Dairy Service	Cafeteria - Food	1-65-515.31	209.90	7535	209.90
John Sexton & Co.	Cafeteria - Food	1-65-515.31	108.92	7536	108.92
Silvercup Bakers, Inc.	Cafeteria - Food	1-65-515.31	15.75	7537	15.75
Dept. of Revenue	Sales Tax on Bookstore Sales-February 1968	1-209.14	1,826.18	7538	1,826.18
Standard Oil Co.	Gasoline	1-1-501.71	35.17		
Standard Oil Co.	Gasoline	1-2-501.72	6.39		
Standard Oil Co.	Gasoline	1-3-501.72	6.78		
Standard Oil Co.	Gasoline	1-6-501.72	2.62		
Standard Oil Co.	Gasoline	1-501-502.72	4.16		
Standard Oil Co.	Gasoline	1-511-502.72	52.11		
Standard Oil Co.	Gasoline	1-533-502.72	22.52		
Standard Oil Co.	Gasoline	1-547-502.72	7.00		
Standard Oil Co.	Gasoline	1-61-502.72	30.15	7539	166.90

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Imprest Fund	To reimburse Imprest Fund for		\$ 4,482.00	7540	\$ 4,482.00
Richard Watson	February disbursements	1-40-501.72	11.20	7541	11.20
Donn Stansbury	Travel Expense	1-63-502.72	22.15	7542	22.15
General Electric Co.	Travel Expenses	1-533-502.39	12.00	7543	12.00
Hansen Hardware	Professional Books	1-2-501.39	1.02		
Hansen Hardware	Supplies	1-3-501.39	9.66	7544	10.68
Karnes Music Co.	Supplies	1-557-502.39	267.77	7545	267.77
	Instructional Supplies-Sheet Music				<u>\$35,696.16</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 7355 to 7545 are hereby authorized for payment.

Date of Approval: March 14, 1968

President

John W. Davis

Secretary

Josephine M. Jacobs

Checks Voided: 7356
7426
7434
7443

EDUCATIONAL FUND SUMMARY

Assets		\$ 2,148.36
Liabilities		1,993.85
Tuition Refunds		187.00
Administration		
Contractual Services	1-501.20	3,886.63
Supplies	1-501.30	1,193.02
Travel	1-501.70	312.70
Other	1-501.90	644.58
Instruction		
Contractual Services	1-502.20	388.66
Supplies	1-502.30	6,338.47
Travel	1-502.70	1,599.58
Tuition	1-502.80	1,600.56
Other	1-502.90	689.32
Fixed Charges		
Rental	1-508.60	357.37
Bookstore, Cafeteria	1-514, -515	8,476.91
Capital Outlay	1-503.	<u>5,472.15</u>
		<u>\$35,696.16</u>

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

BUILDING FUND EXPENDITURES -- MARCH 14, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
E. W. Boehm Co.	Repairs to Office Equipment	2-3-506.20	14.80	1184	14.80
F & E Check Protector Co.	Service Agreement	2-3-506.20	36.00	1185	36.00
Shamrock Best Maintenance Service	Maintenance - February	2-3-506.20	95.00	1186	95.00
Illinois Bell Telephone Co.	Telephone Service - Palatine, Jan. & Feb.	2-3-506.54	553.59		
Illinois Bell Telephone Col	Telephone Service - Harper Grove, Jan. & Feb.	2-5-506.54	229.97	1187	783.56
Pitney-Bowes, Inc.	Equipment Rental	2-3-508.60	42.00	1188	42.00
Roy La Londe	Rental of Palatine Office	2-3-508.65	1,018.33	1189	1,018.33
Brulin & Co.	Floor Wax	2-4-506.30	17.25	1190	17.25
Culligan Water Conditioning	Contractual Services - March	2-4-506.20	9.25	1191	9.25
3M Business Products Sales, Inc.	Repairs to Copying Equipment	2-4-506.20	14.00	1192	14.00
Redmon & Sons	Snow Plowing	2-4-506.20	20.00	1193	20.00
Hansen Hardware	Supplies	2-4-506.30	22.81		
Hansen Hardware	Supplies	2-5-506.30	.77		
Hansen Hardware	Supplies	2-32-506.30	2.90	1194	26.48
Ditto Division	Repair to Copying Equipment	2-5-506.20	19.85	1195	19.85
Educational & Institutional Coop. Service	Freight	2-533-563.00	5.78	1196	5.78
Wiltren Co.	Freight on Electronics Equipment	2-533-563.00	49.20	1197	49.20
Commonwealth Edison Co.	Electricity - Data Center, Jan. & Feb.	2-4-506.52	87.37	1198	87.37

BUILDING FUND EXPENDITURES -- MARCH 14, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
International Business Machines Corp.	Machine Rental	2-4-508.64	207.00	1199	207.00
American Fire & Safety Bureau, Inc.	Security Guards - Harper Grove	2-5-506.20	224.00	1200	224.00
Gestner Corporation	Repairs to Copying Machine	2-5-506.20	12.25	1201	12.25
Township High School District 214	Rental of Harper Grove Facilities	2-5-508.65	5,600.00	1202	5,600.00
Elk Grove Blueprint & Supply Co.	Supplies - Drafting	2-32-506.20	9.96	1203	9.96
The Lutheran Church of the Holy Spirit	Snow Removal Agreement-Harper Grove	2-32-506.20	200.00	1204	200.00
Central Camera Co.	Accessories for Camera	2-32-506.30	13.42		
Central Camera Co.	Camera	2-32-563.00	93.30	1205	106.72
Eugene Dietzgen Co.	Supplies - Drafting	2-32-506.30	6.46	1206	6.46
Heller Lumber Co.	Supplies - Lumber	2-32-506.30	9.80	1207	9.80
Horders	Office Supplies	2-32-506.30	9.10	1208	9.10
Robert J. Hughes	Travel Expense	2-32-506.72	28.30	1209	28.30
Lattof Car Rental Inc.	Rental of Truck	2-32-508.60	32.22	1210	32.22
Des Plaines Rental Equipment Co.	Equipment - Scaffold	2-32-563.00	269.40	1211	269.40
Stevens Chemical Co.	Floor Polisher & Accessories	2-32-563.00	416.79	1212	416.79
William Rainey Harper College Educational Fund	To clear Inter-Fund payables and receivables between Educational and Building Fund	2-203.10	7,439.42		
William Rainey Harper College Educational Fund	To clear Inter-Fund payables and receivables between Educational and Building Fund	2-103.10	(578.74)		
William Rainey Harper College Educational Fund	To clear Inter-Fund payables and receivables between Educational and Building Fund	2-105.90	(152.50)	1213	6,708.18

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
William Rainey Harper College Trust & Agency Fund	To clear inter-fund payables to Trust & Agency Fund	2-203.40	\$2,071.81	1214	\$ 2,071.81
Arlington Structural Steel Co.	Material - Board Room	2-563.001	221.00	1215	221.00
Robert J. Hughes	Travel Expenses	2-32-506.72	25.10	1216	25.10
Standard Oil Co.	Gasoline	2-32-506.72	61.24	1217	61.24
Imprest Fund	To reimburse Imprest Fund for February disbursements		73.85	1218	73.85
Illinois Bell Telephone Co.	Telephone Service - Harper Grove, Jan. & Feb.	2-5-506.54	947.52	1219	947.52
Hansen Hardware	Supplies	2-3-506.30	3.32		
Hansen Hardware	Supplies	2-5-506.30	19.95		
Hansen Hard	Supplies	2-32-506.30	18.44		
Hansen Hardware	Supplies	2-563.001	5.03	1220	46.74
Hansen Hardware Co.	Supplies	2-32-506.30	21.32	1221	21.32
					<u>\$19,547.63</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1184 to 1221 are hereby authorized for payment.

Date of Approval: March 14, 1968

President John W. Han

Secretary Jeanlyn M. Sacklas

BUILDING FUND SUMMARY

Assets		\$ (731.24)
Liabilities		9,511.23
Contractual Services	2-506.20	723.36
Supplies	2-506.30	145.54
Utilities	2-506.50	1,818.45
Travel	2-506.70	120.24
Fixed Charges	2-508.	6,899.55
Capital Outlay	2-563.	1,060.50
		<u>\$19,547.63</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES - - MARCH 14, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Allen Wales Adding Machine Agency	Printing Calculator	6-3-563.00	\$ 548.25	412	\$ 548.25
International Business Machines Corp.	Office Equipment - Typewriters	6-6-563.00	885.00	413	885.00
Allen Wales Adding Machine Agency	Office Equipment - Adding Machine	6-50-563.00	195.08	414	195.08
Ampex Corporation	Instructional Equipment - Tape Recorder	6-59-563.10	3,623.40 †	415	3,623.40
The Ealing Corporation	Audio Visual Equipment	6-59-563.10	180.45	416	180.45
Sam Goody, Inc.	Classical Records	6-59-563.30	427.84	417	427.84
Northwest Office Machines, Inc.	Instruct. Equip. - Adding Machines	6-511-563.00	300.00	418	300.00
Black & Decker Mfg. Co.	Instructional Equipment - Cleaning Kit	6-533-563.00	118.72	419	118.72
Wiltron Co.	Instructional Equipment - Frequency Generators	6-533-563.00	10,687.50 †	420	10,687.50
International Business Machines Corp.	Two Card Punches	6-534-563.00	8,977.50 *	421	8,977.50
Keuffel & Esser Co.	Lettering Set & Supplies - Engineering	6-534-563.00	180.87	422	180.87
Frederick Post Co.	Supplies - Engineering	6-534-563.00	23.00	423	23.00
Wang Laboratories, Inc.	Equipment - Engineering	6-534-563.00	2,175.00	424	2,175.00
Denoyer-Geppert Co.	Instructional Equipment - Biology	6-541-563.00	519.00	425	519.00
General Biological Supply House	Instructional Equipment - Skeletal Survey Set	6-541-563.00	612.00	426	612.00
Karnes Music Co.	Instructional Equipment - Guitar	6-557-563.00	170.00	427	170.00

*Reimbursable

† Approved by Board 8-24-67

‡ Approved by Board 9-28-67

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wenger Corporation	Instructional Equipment - Folio Cabinets	6-557-563.00	\$ 441.00	428	\$ 441.00
Genco Instruments Corp.	Instructional Equipment - Demons Balance & Clamps	6-564-563.00	401.82	429	401.82
Welch Scientific Equipment Co.	Instructional Equipment - Interval Contact Maker, Linear Expansion Apparatus, Brake HP Apparatus	6-564-563.00	302.50	430	302.50
Denoyer-Geppert Co.	Instructional Equipment - Globe	6-576-563.00	65.75	431	65.75
Caudill Rowlett Scott	Architectural Fees - Refundable on completion of project	6-105.91	8,700.00	432	8,700.00
Karnes Music Co.	Instructional Equipment - Tuba Case	6-557-563.00	68.00	433	68.00
					<u>68.00</u>
					<u>\$39,602.68</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 412 to 433 are hereby authorized for payment.

Date of Approval: March 14, 1968

President *John A. Deane*

Secretary *Carolyn Imhülle*

SITE & CONSTRUCTION FUND SUMMARY

Assets
Capital Outlay

\$ 8,700.00
30,902.68
\$39,602.68

IMPREST FUND DISBURSEMENTS
 FEBRUARY 1, 1968 to FEBRUARY 29, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Dept. of Revenue	Sales Tax-December	1236	48.01
Ill. Assn. of Comm. & Jr. Colleges	Conference Registration	1237	100.00
Postmaster, U. S., Palatine	Postage-Bulk Mailing	1238	13.04
Supt. of Documents	Publication	1239	1.50
Edward M. Kalish	Travel Advance	1240	50.00
Ronald Press Co.	Professional Book	1241	8.70
Steinberg Baum Co.	Rental-Slide Viewer	1242	3.99
Bank of Elk Grove	Reimbursement of Stopped Check	1243	43.00
National Conference on Higher Education	Advance Registration	1244	45.00
Northern Illinois University	Publications	1245	6.00
R. E. Lahti-Petty Cash	Reimbursement	1246	107.79
Natl. Theatre Adv. Co.	Advertising	1247	380.00
Postmaster, U. S., Palatine	Postage for Meter	1248	250.00
Bank of Elk Grove	Reimbursement for N. S. F. check	1249	136.00
EDUCOM-Interuniversity Comm. Council	H. Cunningham-Subscription	1250	10.00
Brooklyn Botanical Garden	Handbook	1251	1.25
W. C. A.	Publication	1252	2.00
Thomas C. Seward	Travel Advance	1253	70.00
National Association of Educational Buyers	Institute of Furniture Procurement	1254	55.00
John A. Haas	Travel Expenses	1255	11.50
Bank of Elk Grove	Reimbursement for N. S. F. Check	1256	256.00
Robert E. Lahti	Travel Advance	1257	100.00
W. J. Mann	Travel Advance	1258	85.00
Donald W. Collins	Travel Advance	1259	100.00
American Assn. of Jr. Colleges	Institutional Membership- 1968	1260	350.00
Herbert R. Pankratz	Travel Advance	1261	65.00
Herbert R. Pankratz	Travel Advance	1262	45.00
Herbert R. Pankratz	Travel Advance	1263	105.00
Guillermo Lara, M. D.	Employee Examination - W. J. Mann	1264	20.00
G. Kenneth Andeen	Travel Advance	1265	75.00
John Birkholz	Travel Advance	1266	50.00
George Voegel	Travel Expenses	1267	70.33
Malvin Mack	Security Guard	1268	14.00
Gerald Walsh	Security Guard	1269	24.50
Donald Jones	Security Guard	1270	28.00

IMPREST FUND DISBURSEMENTS
FEBRUARY 1, 1968 to FEBRUARY 29, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
American Assoc. of University Women	Assistance during Registration	1271	126.25
Ill. Assoc. of Community & Junior Colleges	Meeting Expense	1272	11.00
Robert Brian Schaefer	Tuition Refund	1273	51.60
Robert H. Kleiber	Tuition Refund	1274	13.20
Joanne Lewandowski	Tuition Refund	1275	30.60
L. H. Koelper	Tuition Refund	1276	14.40
Robert Zilkowski	Travel Expense \$105.82		
Robert Zilkowski	Travel Advance (\$104.76)	1277	1.06
Void	Void	1278	-0-
Examinations Committee-ACS	Postage on Tests	1279	.12
Publications Div.-AAJC	Publication	1280	1.50
John Gelch	Travel Expense	1281	2.80
Supt. of Documents	Publication	1282	.60
Illinois Almanac	Library Book	1283	3.45
Thomas McCabe	Travel Advance	1284	75.00
Service Center for Teachers of History	Library Book	1285	1.00
L. James Harvey	Travel Advance	1286	74.00
Donald Collins	Travel Expense \$107.43		
Donald Collins	Travel Advance (\$100.00)	1287	7.43
Harvard University	Registration Fee-		
	D. Collins	1288	25.00
Sandra Pagliaro	Travel Expense	1289	4.00
Void	Void	1290	-0-
Robert E. Lahti	Travel Advance	1291	500.00
Prentice-Hall, Inc.	Professional Book	1292	5.61
Dept. of Revenue	Sales Tax-January 1968	1293	119.66
Charles W. Holmes	Tuition Refund	1294	10.00
Thomas Lane	Tuition Refund	1295	19.20
Nancy Hallquist	Tuition Refund	1296	10.80
Raleigh McKnight	Tuition Refund	1297	5.60
Maeme Yee	Tuition Refund	1298	16.00
Phyllis M. Koenig	Tuition Refund	1299	5.60
Eleanor Williams	North Suburban Cook County Educational Secretaries	1300	4.75
Marilyn L. Kane	North Suburban Cook County Educational Secretaries	1301	4.75
Learning Resources Service	Film Rental	1302	2.25
FM Marketing Assoc.	Book Preservative	1303	2.25
Void	Void	1304	-0-
Void	Void	1305	-0-
Joanne Heinly	Travel Advance	1306	65.00

IMPREST FUND DISBURSEMENTS
 FEBRUARY 1, 1968 to FEBRUARY 29, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Donald Mistic	Travel Expense	1307	8.15
Dr. Herbert Pankratz	Professional Book	1308	5.40
Harold Cunningham	Registration Fee-Aviation Conf.	1309	20.00
State of Missouri Geological Survey	Geological Map	1310	1.00
Superintendent of Documents	Publication	1311	.45
Appleton-Century-Crofts	Professional Book	1312	5.00
Illinois State Historical Society	Library Book	1313	6.00
John Gelch	Travel Advance	1314	161.50
University of Iowa	Registration Fee- Roy Sedrel	1315	42.00
Postmaster, U. S., Palatine	Postage for Meter	1316	250.00
Supt. of Documents	Publication	1317	.70
Ozark Airlines	Air Travel-W. J. Mann	1318	35.50
Fred Borlund	Tuition Refund	1319	4.80
Nancy C. Swetonic	Tuition Refund	1320	19.20
Elaine Thornburg	Tuition Refund	1321	13.20
Alan Smith	Tuition Refund	1322	4.80
Jacqueline Harris-Petty Cash	Reimbursement	1323	61.80
Adjustment	Correction of previous Listing	826	3.26
Void	Void	549	(16.00)
Void	Void	550	(16.00)
			<u>\$4555.85</u>

Reimbursement:

Educational Fund	\$4,482.00
Building Fund	<u>73.85</u>
	<u>\$4,555.85</u>

March 8, 1968

To: The Board of Trustees

From: The Administration

Subject: Construction Payouts

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

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

Corbetta Construction Company	\$109,777.50
Reliable Sheet Metal	8,190.00
H. S. Kaiser Company	9,630.00
William Zeigler & Son, Inc.	38,835.00

CHAIRMEN OF DIVISIONS

1. Designation. The members of the academic staff of the college in charge of instructional divisions, which have been approved by the president of the college, shall be designated as division chairmen, which designations shall be in addition to their academic rank.
2. Term. Chairmen shall be appointed and reappointed by the president of the college after consultation with appropriate faculty including the division concerned. Such appointment shall be for any period up to three years, and renewable provided, however, that the president of the college may after consultation relieve an appointee of his duties as chairman at any time.
3. Termination of Appointment as Chairman. If the chairman of a division of the college is relieved of his duties as chairman he shall retain such rights and privileges as he may have by virtue of his academic rank.
4. Responsibilities. The chairmen of divisions of the college shall, in consultation with their respective faculties, be responsible to the president of the college through the appropriate administrators for the supervision of the personnel and educational program of the divisions they serve. They shall have such other powers, duties and responsibilities as may be assigned by the president of the college.

This position was approved by the Board with a salary range of \$11,000-\$13,000. The following information is provided to justify the recommended salary:

1. Mr. Moeller's administrative experience relates directly to the position.
2. He possesses knowledge and experience in data processing as it relates to registration and records.
3. He was the author of a Title III Proposal which resulted in a \$1.5 million dollar grant to Oak Park-River Forest High School (Library Electronic Storage and Retrieval system). This experience could, in the future, be of considerable value to Harper College.
4. His current salary is \$15,900. However, he is willing to accept the salary differential to become associated with an institution of higher education.

In summary, we feel this is a highly qualified candidate whose abilities and experience would be an asset to our institution.

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Admissions & Records

CANDIDATE

Mr. A. Harris Moeller

FIELD

Admissions & Records

PREPARATION

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

B.S., Education, 1953 - Eastern Illinois University.
M.Ed., Guidance/Counseling, 1958 - Univ. of Illinois.
Advanced Certificate, Guidance/Counseling, 1963, Uni-
versity of Illinois. Thirty-six hours beyond Masters
Degree earned at University of Illinois, Colorado
State College and Illinois Institute of Technology
(32 hours in guidance/counseling; 4 hours in computer
programming).

MAJOR AREAS

Undergraduate: Mathematics

Graduate: Guidance/Counseling

TEACHING EXPERIENCE
(Dates of Positions)

Mascoutah High School, 1956-57, Mathematics & P.E.

Rockford High School, 1958-1960, Guidance Counselor.

Oak Park-River Forest High School, 1960-1968,
Dean/Counselor.

OTHER EXPERIENCE

Director of Gifted Program; Wrote and directed
Title III Project; Director of Testing; Director of
Guidance; U.S. Navy (1953-56).

HONORS &
DISTINCTIONS

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Assistant Professor - \$13,500

RECOMMENDED BY

Donn B. Stansbury

Dr. James Harvey

Department

Chairman

Assistant Dean

Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Communications

CANDIDATE

Dianne Tomcheff Callin

FIELD

English

PREPARATION

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

A.B. (Honors) U. of Ill. (English), 1957
M.A. Northwestern (1966) (English)
32 graduate quarter hours in English

MAJOR AREAS

English, American Literature

TEACHING EXPERIENCE
(Dates of Positions)

(1961--
Fenton High School (Bensenville) - 7 yrs Pres.)
Los Angeles Public Schools -- 2 yrs. (1959-61)
Chicago Public Schools -- 1 year (1957-58)

Total: 10 years

OTHER EXPERIENCE

HONORS &
DISTINCTIONS

See other side.

PERSONAL
(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor, \$10,150.

RECOMMENDED BY

Personnel Committee
Muchmore, Zimanzl, Bartos -- English Department

Robert Powell

Chairman

James Anderson

Assistant Dean

Merwin S. Lambert

Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Communications

CANDIDATE

E. Lee Owens

FIELD

English

PREPARATION

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

A.B. Friends University 1957 (English)

M.A. University of Wichita 1961 (English)

Post M.A. work at Northern and University of Chicago
(14 hours)

MAJOR AREAS

English

Religion

TEACHING EXPERIENCE
(Dates of Positions)

Hamilton Intermediate H.S., Wichita, Kansas, 1957-61

West Leyden H.S., Northlake, Illinois 1961-Present

Harper College, 1967-Present (Part time)

OTHER EXPERIENCE

Planned and experimented with innovative team
teaching of low ability students

HONORS &
DISTINCTIONS

Valedictorian, Macomb Ill. High School, 1952

Dean's Honor List, Friends University (High grades
in subject areas)

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor \$11,750.

RECOMMENDED BY

Communications Division

Department

Committee (Bartos, Zimanzl, Muchmore)

Chairman

Robert Smith

Assistant Dean

Fernando Anderson

Dean

William R. Conrath

All references speak of his knowledge and intelligence. Members of the Harper faculty have been impressed with his work here during the past year. He is obviously a highly intelligent and conscientious man.

R. P.

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business & Social Science

CANDIDATE

Eugene S. Bondar

FIELD

Anthropology-Sociology-Social Science Survey

PREPARATION

Syracuse University, 1963-65 63 sem. hrs. (over)

(Degree, School

M.A., Colorado State College, 1949-51 43 sem. hrs.

Year Received &

Semester Hours in

B.A., Lawrence College, 1947-50 83 sem. hrs.

Subject Field)

University of California, summer 1963

Northwestern University, summer 1948

MAJOR AREAS

Anthropology, Social Science, Political Science,

Sociology

TEACHING EXPERIENCE

Buffalo State College, Buffalo, N.Y. 1966-68

(Dates of Positions)

Joliet Jr. College, Joliet, Ill. 1952-63

Green Camp School, Green Camp, Ohio 1951-52

Monte Vista School, Monte Vista, Colo. 1950-51

OTHER EXPERIENCE

Chicago Title & Trust, 1941-43

Seasonal Ranger National Park Service 1960-63

HONORS &

Fulbright-Hays Fellowship, 1955-56- Kenya

DISTINCTIONS

U.S. National Commission for UNESCO, delegate, 1961 (over)

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Assoc. Prof. \$13,000.

RECOMMENDED BY

John P. Longfellow Department
John R. Burkholz Chairman
James R. Anderson Assistant Dean
Nelson R. Roubicek Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business & Social Science

CANDIDATE

William E. Miller

FIELD

World History - Political Science

PREPARATION

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

Coe College, B.A., 1965 - History-Political Science,
43 sem. hrs.; Southern Illinois University, M.A., 1967
History-Political Science, 32 sem. hrs., U. of Tenn.,
1968; Graduate asst. History, 4 sem. hrs.

MAJOR AREAS

World History-Political Science

TEACHING EXPERIENCE
(Dates of Positions)

University of Tennessee, 1967-68, Grad. asst.

Southern Illinois University, 1965-67.

Graduate asst. - Mr. Miller has had extensive
experience in the lecture-quiz section approach
in his teaching experience.

OTHER EXPERIENCE

Summer work experience, Rapids Equipment Co.,

Wilson & Co., Cedar Rapids, Iowa

HONORS &
DISTINCTIONS

Deans List, Coe College

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor, \$8,500.

RECOMMENDED BY

Edward M. Fink Department
John R. Buckholz Chairman
Sumner Anderson Assistant Dean
Arthur R. Pankratz Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business & Social Science

CANDIDATE Walter F. Straub

FIELD Management-Marketing, Finance

PREPARATION B.A., Dominican College, Racine, Wisconsin
(Degree, School 1966, Bus. Admin. 36 semester hours, Economics
Year Received & 21 semester hours.
Semester Hours in M.B.A., Northern Illinois University, June, 1968;
Subject Field) Management, 21 semester hrs.; Finance, 12 Sem. hrs.

MAJOR AREAS Marketing, 9 semester hrs., Acct. 3 semester hrs.

TEACHING EXPERIENCE Northern Illinois University, 1967-68
(Dates of Positions) Northern Illinois University, 1966-67
Mr. Straub has had extensive training and
experience in quantitative applications in business,
needed to strengthen our transfer program.

OTHER EXPERIENCE Czarnowski Display Service, Chicago-summer
Rafel Electric Co., Chicago-summer

HONORS & Sigma Iota Epsilon - Natl. Mgt. Grad. Fraternity
DISTINCTIONS President Senior Class, N. I. U. (over)

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

RANK & SALARY Instructor, \$8,500.

RECOMMENDED BY Charles F. Folke Department
John R. Borkley Chairman
[REDACTED] Assistant Dean
Arthur R. Gorkley Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF SCIENCE AND MATHEMATICS

CANDIDATE Joseph M. Bauer

FIELD Chemistry

PREPARATION (Degree, School Year Received & Semester Hours in Subject Field) B.S. (Chemistry), Loyola University, 1950, 133 Sem. Hrs.
M.S. (Organic Chemistry), Loyola University, 1957,
36 Sem. Hrs.
10 additional graduate hours from I.I.T., DePaul, Loyola

MAJOR AREAS Organic Chemistry

TEACHING EXPERIENCE (Dates of Positions) 10 years: Weber High School (1950-1953); Leyden East (1955-1957); Glenbrook North (1957-1962); Loop Junior College (evenings 1965-1967)
William Rainey Harper College (evenings 1967-present)

OTHER EXPERIENCE Research Chemist, Bauer and Black (1953-1955)
Developmental Chemist, Welch Scientific Co. (1962-present)

HONORS & DISTINCTIONS DePaul Academy Scholarship (1942); Westinghouse Citation (1957) - (one of his students came out 4th out of 25,000 students)

PERSONAL (Age, Marital Status, Children, Address) 

RANK & SALARY Assistant Professor, \$12,400.

RECOMMENDED BY *J. H. Clayton* Department
John D. Thompson Chairman
Robert ... Assistant Dean
W. R. ... Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF SCIENCE AND MATHEMATICS

CANDIDATE

Flanigan, John

FIELD

Mathematics

PREPARATION

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

B.S. St. Mary's, Winona, Minn. 1945; 130 Sem. Hrs.

M.S. DePaul, Chicago, Illinois 1954; 36 Sem. Hrs.

45 hours beyond Master's in mathematics: I.I.T.,
DePaul, Boston College, Southern California,
Illinois Northern

MAJOR AREAS

Euclidean and non-Euclidean Geometry; Fortran

Programming;;Statistics

TEACHING EXPERIENCE
(Dates of Positions)

22 years high school: St. Paul (2 yrs); St. Viater's -
Chicago (3 yrs); Lindbloom - Chicago (2 yrs); West
Leyden - Northlake (15 years)

3 years part time junior college at Triton

1 year part time junior college at William Rainey Harper

OTHER EXPERIENCE

actuarial assistant in insurance (head calculations
department) - wrote a manual for department's use

HONORS &
DISTINCTIONS

3 NSF summer institutes; one year IIT night school

(Esso Foundation) 6 in-service NSF Institutes

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Assistant Professor \$13,200

RECOMMENDED BY

Larry M. Collette

Department

John W. Thompson

Chairman

Robert [unclear]

Assistant Dean

William R. [unclear]

Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF SCIENCE AND MATHEMATICS

CANDIDATE

Donavin Wachlin

FIELD

Biology

PREPARATION

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

Ripon College (1946-1950), 125 Sem. Hrs. B.A.

University of South Dakota (1950-1952) 36 Sem. Hrs. M.A.

Kansas State Teachers College (summers 1962-1966)

Ed.S. (Specialist in Education). Mr. Wachlin has
some 40 hours beyond his Masters in Biology.

MAJOR AREAS

Plant Morphology and Physiology; Micro and Cellular
Biology.

TEACHING EXPERIENCE
(Dates of Positions)

2 years graduate assistant at college level.

10 years high school.

1 year part time at Harper College.

OTHER EXPERIENCE

2 summers as a naturalist for the Cook County Forest
Preserve; Saturday morning seminars at high school

HONORS &
DISTINCTIONS

NSF grants for three years; NSF fellowships for two
years; a member of Sigma Xi (honorary Biology society)

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Assistant Professor \$12,600

RECOMMENDED BY

John D. Thompson Department
John D. Thompson Chairman
Kenneth ... Assistant Dean
Arthur L. Tankraty Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Science and Mathematics

CANDIDATE

Mary Ann Wherry

FIELD

Dental Hygiene

PREPARATION

B.S., State University of Iowa, 1964

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

Certificate in Dental Hygiene, State University
of Iowa, 1964.

Monmouth College ----- 65

State University of Iowa ----- 61

Total hrs. -- 126

MAJOR AREAS

Dental Hygiene

TEACHING EXPERIENCE
(Dates of Positions)

Northwestern University Dental School 6-65 to 8-67

as supervising dental hygienist.

OTHER EXPERIENCE

Palatine, Ill., 9-67 to present.
Registered Dental Hygienist in private practice,

Jefferson County Dep't. of Health, Ky. 8-64 to 6-65

HONORS &
DISTINCTIONS

Graduated State Univ. of Iowa 'With Highest Distinct-
ion'; Sigma Phi Alpha honorary Dental Hygiene Award;
Several financial scholarships & activities awards.

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor at \$ 8,500 per 12 months

RECOMMENDED BY

Dr. Vandever, Dental Hygiene *MW* Department

Mr. John Thompson *JAT* Chairman

Mr. Harold Cunningham *HC* Assistant Dean

Dr. Herb Pankratz *HP* Dean

March 8, 1969

EXHIBIT D

I. Subject:

Possible remodeling of the barn for administrative offices and future P.E. locker room.

II. Reason for Consideration by the Board

It is possible to obtain a substantial savings by remodeling an area of the barn for both administrative and physical education purposes.

III. Information

- A. At the present time the monthly rental for the Palatine office is \$1,020.00, plus \$90.00 for cleaning. On a yearly basis this amounts to \$13,300.00.
- B. The physical education department has requested that the barn be used as a temporary P. E. station. It would be desirable to provide men and women's shower facilities.
- C. Rough estimates indicate that the North stable area could be remodeled for administrative purposes with allowances made for shower facilities. When the administrative unit moves to the campus, a minor conversion of the space would provide the P.E. locker and shower room space at a small cost to the college.
- D. Assuming remodeling for the administrative area could be accomplished by July 1, 1968, in the area of \$13,000 to \$15,000 would be available to pay for the remodeling based on current rental costs of the Palatine office.

IV. Recommendation

A detailed cost estimate is being prepared and will be available by next Thursday's Board meeting. Subject to reviewing the final figures, the administration recommends that the joint administrative and P.E. facilities remodeling project be approved by the Board of Trustees.

I.B.A. #74-95
H.E.W. #3-5-00009-0

February 29, 1968

MONTHLY CONSTRUCTION REPORT

WILLIAM RAINEY HARPER COLLEGE

MONTH:

CONTRACT COMPLETION DATE:
APPROVED EXTENSION:
ADJUSTED COMPLETION DATE:
ANTICIPATED COMPLETION DATE:
WEEKS BEHIND SCHEDULE:

WORK COMPLETED TO DATE:
COMPLETED DURING MONTH

PROJECT STATUS:

SITE: Tunnel - 90% complete. Some earthmoving work done, depending upon weather. Underground sewer and electrical distribution being installed.

BLDG: A Columns poured 82%
Foundations poured 45%
Under slab plumbing 15%

B Roof beams 18%
Footings and foundations being poured 75%
Columns poured 50%

C Grade beams 50%
Columns poured, first floor and grade, 55%

D Cut to grade 93%

E Cut to grade 10%

F Basement foundation 40%
Basement Footings 85%
Underfloor plumbing 5%

WEATHER: Cold and fair. Very little lost time but reduced labor, due to cold.

CHANGE ORDERS DURING MONTH: NONE

CHANGE ORDERS PENDING: C. O. for unsuitable soil & excess fill still to be determined. Contractors estimate for "B" building addition being reviewed.

MONTHLY CONSTRUCTION REPORT
WILLIAM RAINEY HARPER COLLEGE

(continued)

GENERAL COMMENTS: Work progressed well this month inspite of weather. All contractors working. Cooperation very good. CPM scheduling indicates work to be approximately 13 days behind. This is not serious at this time; schedule can be maintained with better weather conditions.

A handwritten signature in cursive script, appearing to read "Robert J. Smith".

March 11, 1968

FOR BOARD ACTIONI. 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.

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 "Eusk + Eusk". The signature is written in dark ink and is positioned below the typed name "Very truly yours,".

March 19, 1968

To: Board of Trustees

From: Administration

Subject: Power Plant Addition for Vocational Technical
Program

Attached is a recommendation from Fridstein Fitch and Partners concerning the subject addition.

Based on this recommendation, and concurrence from CRS, the administration recommends that the change order for the Building B Addition be approved, not to exceed \$103,135.00, subject to final approval by the administration.

March 15, 1968

Mr. William Mann
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois

Dear Bill:

Enclosed is a change order proposal for the building "B" addition in the amount of \$103,135.00.

The original proposal from Corbetta was for \$126,063.00. After a meeting in your office we were able to obtain a better understanding of your needs for this job, and together with negotiations with the contractor, the contractor's cost has been reduced substantially.

The reduction in cost is due to the following:

1. A reduction in the general contractor's mark-up on the mechanical and electrical work.
2. A reduction in the electrical contractor's mark-up.
3. Clarification of certain items in the concrete work.
4. Clarification of some of the intent of the electrical system and the elimination of 75% of the under-floor electrical distribution duct. Clarification of quantities of electrical fixtures, outlets, and other items which were included in the original building "B" contract.
5. Substantial "negotiations" with the contractors on the part of the architects and cooperation from the contractors.

The building cost is approximately \$18.50 per sq.ft. This compares favorably with the cost of the other buildings in the college.

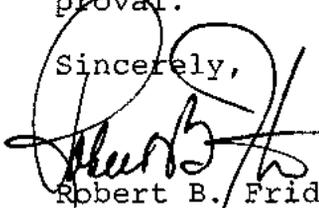
March 15, 1968

Mr. William Mann
William Rainey Harper College

Please note the request for extension of time for completion which is justified. The progress of the "B" building is seriously impeded by the allowance made for the addition of this proposed building. Therefore, if approval is to be made, it should be done as quickly as possible so that no further delays on building "B" will result.

Building "B" is scheduled to be completed, first in order that the mechanical equipment can be installed and made operative, and therefore, time is of the essence in this approval.

Sincerely,



Robert B. Fridstein

RBF/sf

encl:

FOR BOARD ACTION:

I. SUBJECT:

Request for the purchase of the Harper 1968/69 catalog.

II. REASON FOR CONSIDERATION BY THE BOARD:

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

III. INFORMATION:

Ten companies were issued specifications and quotation requests for the subject catalogs. Four of the companies were solicited directly by us and the remaining six responded to our advertisement for bids.

IV. SUMMARY:

A tabulation of the bids is on the attached sheet.

V. RECOMMENDATION:

The administration recommends that the Board of Trustees award the contract for the Harper 1968/69 catalog to Schiele-Faierson Co., the low bidder, for 10,000 catalogs at a lot price of \$7,370.00. In addition to being the low bidder this company printed the previous catalog with fine results.

dm jm
3/19/68

1968-69 Catalog

Schiele Faierson	8M - \$6500.00
	10M - 7370.00
	Add M - 441.00

Paddock	8M - \$6850.00
	10M - 8350.00
	Add M - 540.00

Fairchild Printing	8M - \$6760.00
	10M - 7810.00
	Add M - 534.00

Bruce Offset	8M - \$7320.00
	10M - 8168.00
	Add M - 424.00

Production Typographers	10M - \$9914.38
-------------------------	-----------------

The following companies were sent bid requests but did not respond.

Hillison & Etten
 Practical Offset
 Junction Press
 Wicklawder Printing

The following company sent in an incomplete bid.

R.J. Studios

REQUEST FOR ESTIMATE

DATE March 7, 1968

DATE ESTIMATE NEEDED March 18, 1968

DESCRIPTION & FORM NO. 1968/1969 college catalogue

QUANTITY 8,000/10,000 plus additional thousands

SIZE 6" x 9" NO. OF PAGES SHEETS 128 SIDES 2
BLEED yes

PAPER STOCK 3 insert sheets (6" x 9"), printed one side, 80# grandee cover

BODY: 70# white Adena offset, vellum finish

COVER: 80# Strathmore grandee, Spanish gold

INK COLORS black on body INK CODE #
2 colors on cover, prints one side only

COMPOSITION BY you to furnish complete (see enclosed book)

ARTWORK BY you to furnish complete

(DESCRIBE) need galley proofs for o.k.

furnish artwork for cover and insert sheets

HALFTONES 28 OUTLINE none SQUARE all

EXTRA LINE NEGS. none STRIPS

COLOR SEPARATION (DESCRIBE)

PROOFS COLOR KEY on cover S.P. body

COST copy to printer March 15

BINDERY to be perfect bound, insert sheets to fall between signatures

FOLD SIZE TRIM SIZE 6" x 9"

RERUN

PUNCHING none (give additional cost for Smythe-sewn binding)

DEL. DATE May 1, 1968

PACKAGING & DELIVERY cartoned and local delivery

William Rainey Harper College

OFFICE OF DEAN OF INSTRUCTION

437-7000 510 W. Elk Grove Blvd. Elk Grove, Ill. 60007

Chicago, Illinois
March 15, 1968

Dr. Robert E. Lahti, President
William Rainey Harper College
34 W. Palatine Road
Palatine, Illinois

Dear Dr. Lahti,

I hereby request that I be released from my contract as Dean of Instruction of Harper College, effective August 31, 1968. I shall be happy to work with my successor as soon as he is available in order to make the transition as smooth as possible.

At the same time I would be interested in exploring my candidacy for the position of Chairman of the Division of Fine and Applied Arts, encompassing the areas of humanities, theatre, foreign languages, art, and music. The present Humanities Division is made up of humanities, art, music, and physical education, and it would appear that the latter would more appropriately become part of a Health-Science division.

In the foregoing role as Chairman of Fine and Applied Arts I am confident that I can make a significant contribution to Harper College. By training, experience, and inclination I would be able to bring strong leadership to these art-related endeavors and help make Harper a cultural center in the northwest suburban area. I shall be happy to discuss this possibility further at your convenience.

I greatly appreciate the opportunity I have had to serve as Dean of Instruction and know that this administrative experience will increase my effectiveness in a role such as I have indicated above.

Sincerely yours,



Herbert R. Pankratz

QUALIFICATIONS FOR DEAN OF INSTRUCTION
(Criteria for Selection)

Personal Qualities

1. Good health and ability to devote considerable energy to the demanding task of coordinating the development of all curricula for the college.
2. Demonstrated ability to deal effectively with citizens and community leaders.
3. Between 35-45 years of age, although the range may vary, depending on qualifications.

Professional Qualifications

1. Ph.D., or its equivalent, with successful collegiate administrative experience.
2. A strong undergraduate and graduate subject matter discipline. Successful teaching experience at the college level.
3. Must have experience in supervision of curricula at the college level.

Professional Strengths

1. A strong commitment to the accepted role of a comprehensive community college.
2. A keen sensitivity to curriculum trends in higher education and an ability to aid in selection of the highest quality teaching staff.
3. Ability to exemplify leadership and work effectively with the administrative and teaching faculty of the college.

Anticipated Employment Date and Salary Range

1. Employment Date: July 1, 1968
2. Salary Range: \$18,000 - \$23,000 - depending upon experience and educational background.

Direct Applications and Inquiries to:

Dr. Robert E. Lahti
President
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Shida

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
March 14, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll, February 16-29, 1968
 - C. Estimated Payroll, March 1-15, 1968
 - D. Estimated Part-time Teacher's Payroll, February 5 through March 15, 1968
 - E. Construction Payouts
 - 1. Corbetta Construction Company \$109,777.50
 - 2. Reliable Sheet Metal \$ 8,190.00
 - 3. H.S. Kaiser Company \$ 9,630.00
 - 4. William Zeigler & Son, Inc. \$ 38,835.00
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Policy for Division Chairmen (Exhibit A)
 - B. Recommendation - Faculty Appointments
 - 1. Student Personnel (Exhibit B-1)
 - 2. Instructional (Exhibit B-2 - to be hand carried)
 - C. Resolutions - District 512 Board Election (Exhibit C - to be hand carried by Frank Hines)
 - D. Facilities Discussion - 1968-1969
 - 1. Administration (Exhibit D)
 - 2. Classrooms
 - E. Monthly Construction Report - Discussion (Exhibit E)
 - F. Other
- VIII. President's Report
- IX. Adjournment

Fisher

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

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