

AGENDA

July 11, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - A. Construction Payouts
  - B. Bills Payable
  - C. Payroll, June 15-30, 1968
  - D. Estimated Payroll, July 1-31, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Annual Budget Hearing Exhibit B  
Annual Budget Adoption
  - B. Recommendation: Staff Appointments (To be hand carried)
  - C. Recommendation: Awarding of Bids for Furniture Exhibit A
  - D. Presentation: Caudill, Rowlett & Scott (Interior Design Staff)
  - E. Budget Transfers
  - Other: Board Information -
    - 1. Cost of Enamel Stock for School Newspaper
    - 2. Cancellation of July 25 meeting
- VIII. President's Report
- IX. Adjournment

July 3, 1968

BOARD OF TRUSTEES

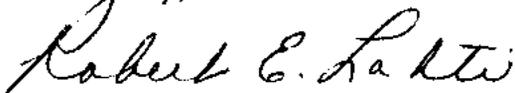
Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board Meeting to be held Thursday, July 11, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p. m.

The approval of disbursements, Construction Payouts, Bills Payable, Payroll, will be mailed to you separately on Monday July 8.

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

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Lahti".

Robert E. Lahti  
President

(signed by Ruth Barlow, Sec. to Dr. Lahti)

REL:rb  
enclosures

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

Minutes of the Regular Board Meeting of Thursday, July 11, 1968.

CALL TO ORDER: In the absence of Chairman Johnson, Acting Chairman John Haas called the regular meeting of the Board to order at 8:25 p.m., July 11, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: John Haas, Roy Hutchings, John Kuranz, and Jessalyn Nicklas

Absent: James Hamill, Milton Hansen, and Richard Johnson

Also present: Dr. Robert Lahti, William Mann, Herbert Pankratz, George Voegel, John Thompson, John Upton, Anton Dolejs, Joan Roloff, Michael Ostranski, Harold Cunningham, and Don Mistic, Harper College; Ralph P. Klatt, Des Plaines Suburban Times; Kathy Gosnell, Paddock Publications; Kathy Radtke, The Prospect Day; E. J. Tymura, Fridstein Fitch & Partners; Edie Cherry and Ed Finlay of Caudill, Rowlett and Scott.

MINUTES: Member Nicklas moved and Member Kuranz seconded the motion to approve the minutes of the Adjourned Board Meeting of June 27, 1968.

Motion unanimously carried.

DISBURSEMENTS: Member Nicklas moved and Member Hutchings seconded the motion to authorize William J. Mann, Dean of Business, to approve the following construction payouts:

Construction	Reliable Sheet Metal Works, Inc.	\$ 32,584.95
Payouts	Corbetta Construction Company	556,798.50
	Fridstein, Fitch & Partners	9,079.51
	H. S. Kaiser Construction Company	252,909.12

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas

Nays: None

Bills Payable Member Nicklas moved and Member Hutchings seconded the motion to approve the Bills Payable as of July 11, 1968 as follows:

Educational Fund	\$ 44,302.81
Building Fund	7,398.21
Site & Construction Fund	6,033.01
Supplemental Building Fund - Corbetta Construction Co.	<u>42,996.43</u>
	<u>\$ 100,730.46</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas

Nays: None

From the minutes of the meeting of Thursday, August 8, 1968, under Minutes:

Member Haas requested that in the minutes of July 11, 1968, the first paragraph be changed to read as follows:

"In the absence of Chairman Johnson and Vice-Chairman Hansen, Secretary Nicklas called the regular meeting of the Board of Junior College District No. 512 to order at 8:25 p.m., July 11, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Ill. Member Hutchings moved and Member Kuranz seconded the motion to nominate Member Haas as Chairman Pro Tempore. The motion was carried unanimously."

Member Haas moved and Member Kuranz seconded the motion to approve the minutes of the regular Board meeting of July 11, 1968, as corrected. Motion unanimously carried.

Payroll

Member Hutchings moved and Member Nicklas seconded the motion to approve for payment the Payroll of June 16 - June 30, 1968 in the amount of \$56,165.09 and the Estimated Payroll of July 1 - July 31, 1968 in the amount of \$125,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

COMMUNICATIONS:

Member Nicklas commented on a note she had received from former Board member Paul O'Dea.

Dr. Lahti reported that Harper College's allocation for building for the 76th biennium will be 46,000 square feet, which will consist of the Music Wing and the Science Wing. The Illinois Junior College Board report put out by Gerald Smith's office one week ago showed Harper College receiving no allocation at all at the 76th biennium. Mr. Mann and Mr. Upton went to Springfield in order to clarify the reason for this, and Dr. Lahti had extensive conversations with Gerald Smith. As a net result, our allocation was increased to 46,000 square feet.

Dr. Lahti went on to report that many of the colleges in the state are forecasting enrollments far beyond what they will have in order to be allocated large amounts of square feet. Harper has used the best estimates they have available at this time.

In the state report, we are shown as third in population and eighth in terms of projected enrollment for 1972.

UNFINISHED  
BUSINESS:

None

Acting Chairman Haas suggested that the agenda be changed to allow Caudill, Rowlett and Scott to give their interior design presentation. There were no objections.

Interior Design  
Presentation

Dr. Lahti explained that Harper College has contracted with Caudill, Rowlett and Scott to do the interior design for the entire college campus.

Interior Design  
Presentation (Cont'd) Mr. Ed Finlay of Caudill, Rowlett and Scott introduced Miss Edie Cherry, a member of their staff, who was primarily responsible for the interior design plan developed for the college. Also present was Mr. E. J. Tymura of Fridstein Fitch & Partners.

Miss Cherry explained that by using the wood, glass, and brick of the master architectural plan in combination with various combinations of the primary colors of the spectrum, the design would provide both consistency and variation. Mr. Finlay explained it as a "happy balance of elements."

Miss Cherry provided color and fabric samples as well as floor covering material and wood samples. Pictures of chairs, tables, desks, and other furnishings were shown.

It was suggested by Dr. Lahti that tests be made of the various furniture and equipment recommended for purchase to assure that the furnishings hold up well under hard use. Mr. Finlay remarked that this had been considered.

The interior design presentation was concluded at 11:15 p.m. and the regular order of business continued.

NEW BUSINESS:

Acting Chairman Haas declared the regular Board meeting in recess and called to order the Annual Budget Hearing.

Annual Budget  
Hearing

Dean William Mann was asked to give the highlights of the budget. He stated that the budget in the educational fund is based on an increase of 800 FTE students for next year, a head count increase of from 1800 to 3400, and provides for an addition of 40 new faculty members. He stated that there is a possibility of tax anticipation warrants to finance it. It provides a higher salary program.

Mr. Mann stated that two of the areas where there have been some significant increases are the Learning Resources Center fund to purchase books and Data Processing. Administrative costs, which have been high in past years, have dropped in half from 13% to 8% in 1968-1969. The overall budget increase is 70% from this year to next year. This compares to a better than 70% increase in enrollment.

NEW BUSINESS:  
(Cont'd)

Annual Budget  
Hearing (Cont'd)

Mr. Mann explained that our per student cost will go down next year. This is the result of the institution maturing, having more students, and spreading the cost over more people.

Acting Chairman Haas questioned whether or not the Board would like to touch briefly on the increase in the bond levy.

Mr. Mann stated that the Board had adopted this resolution last September. He said that this was to make up the difference between the levy and the amount that we actually collected in the bond and interest fund, 93% in two or three years, and this will not pay the entire amount of the principal and interest requirements.

Acting Chairman Haas called for questions from the Board. There were none. He then asked for questions from the public.

Kathy Radtke of Day Publications asked: "On page 12, the Learning Resources Center portion of the budget has remained the same. Has the percentage remained the same and the amount gone up?"

Dean Mann stated that 3 to 5% is the normal budget amount for library costs.

Acting Chairman Haas asked about the contingency for student growth figure of 5% and how close this actually comes.

Dean Mann stated that it becomes a balancing figure -- that it approximates 5%.

Member Kuranz stated his satisfaction with the budget.

Acting Chairman Haas stated that if there were no more questions the Annual Budget Hearing was declared closed and the regular Board meeting reconvened.

NEW BUSINESS  
(Cont'd)

Member Kuranz moved and Member Nicklas seconded the motion to adopt the budget as set forth in the Resolution in Exhibit B, as follows:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1968, and the Secretary of this Board has made the same conveniently available to public inspection for at least 30 days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 11th day of July, 1968, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1968, and end on the 30th day of June, 1969.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

NEW BUSINESS  
(Cont'd)

Member Nicklas moved and Member Kuranz seconded the motion to adopt the levies for the Education and Building Fund by the following resolutions:

Tax Levy

BE IT RESOLVED: That there be and hereby is levied for the year 1968 a tax in the sum of \$1,320,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 24, 1968.

BE IT RESOLVED: That there be and hereby is levied for the year 1968 a tax in the sum of \$480,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 24, 1968.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Member Kuranz moved and Member Hutchings seconded the motion to adopt the resolution to increase the Bond and Interest Fund levy by 9% to cover losses and costs as follows:

Bond and Interest  
Fund Levy

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

NEW BUSINESS  
Bond and Interest  
Fund Levy (Cont'd)

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond Resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Staff  
Appointments

Dr. Herbert Pankratz discussed the qualifications and background of Frances L. Dionisio, recommended for Assistant Librarian/Instructor.

Member Hutchings moved and Member Kuranz seconded the motion to employ Mrs. Frances L. Dionisio as Assistant Librarian/Instructor at the salary of \$8,400.00 (for 39 weeks) beginning September 9, 1968.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Dr. Pankratz discussed the qualifications and background of Miss Marilyn Shaver, recommended for Instructor, Nursing Education.

Member Hutchings moved and Member Kuranz seconded the motion to employ Miss Marilyn Shaver as Instructor, Nursing Education, at the salary of \$10,600.00 beginning September 9, 1968.

NEW BUSINESS  
Staff Appointments  
(Cont'd)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Dr. Pankratz discussed the qualifications and background of Mr. Joseph Yohanan, recommended for Associate Professor and Coordinator of Architectural Technology.

Member Hutchings moved and Member Kuranz seconded the motion to employ Mr. Joseph Yohanan as Associate Professor and Coordinator of Architectural Technology at a salary of \$13,000.00 per academic year, beginning September 9, 1968, plus four (4) weeks of summer coordination from August 5, 1968 to September 2, 1968, at a salary of \$1,333.33.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Awarding of Bids  
for Furniture

Dean William Mann reminded the Board that the awarding of bids for furniture had been on the agenda last time and was dropped because the administration felt that more time was required for analysis. He stated that part of the difficulty in analyzing these bids relates to the interior design presentation given at tonight's meeting -- to get the highest quality possible within the specifications of the interiors people and the Board's purchasing policy at the most economical price. He felt this had been done.

Member Kuranz moved and Member Hutchings seconded the motion to award the furniture bids as recommended in Exhibit A (attached) as follows:

Items #1, 2, 3, and 4	to Franklin Lee	\$5,445.15
Items 5, 6, 7, and 8	to E & I	3,463.51
Item 9	to Shelving Inc.	192.00
		<u>\$9,100.66</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

NEW BUSINESS  
(Cont'd)

Purchase of Tape  
Producer and Auto-  
matic Tab Card  
Reader

Mr. Don Mistic stated that out of six or seven bids sent out for the purchase of the Tape Producer and Automatic Tab Card Reader, there was only one response -- from Friden, Inc. He said, however, that Chicago Aerial Industries had made a study of all available similar type equipment and had selected this equipment as the best.

Member Hutchings moved and Member Kuranz seconded the motion to award the bid for the purchase of the Tape Producer and Automatic Tab Card Reader to Friden, Inc. for a total amount of \$8,940.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Budget Transfers

Tabled. To be brought back the first meeting in August.

Cost of Enamel Stock

A discussion was held in connection with the cost of the enamel stock for a special edition of the Harper College newspaper. Mr. John Upton stated that the special edition, to be used as a special promotion piece, merited the better paper since it would be given out at the Exposition and Fair at Arlington Park in September, at Randhurst, and at various banks in the area.

Dr. Lahti stated that since this was a special it should have some distinction from the standard issue and felt that the better paper was essential.

Member Nicklas moved and Member Hutchings seconded the motion to authorize the printing and distribution of the Harper newspaper special summer edition on enamel stock for a distribution of 30,000 copies at a cost of \$1,325.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Kuranz, and Nicklas  
Nays: None

Cancellation of  
July 25 Meeting

Member Nicklas moved and Member Kuranz seconded the motion to dispense with the Board meeting on July 25, 1968 and meet again on the regular meeting of August 8, 1968.

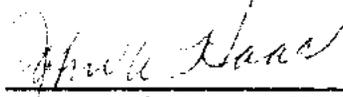
Motion unanimously carried.

PRESIDENT'S  
REPORT:

None

ADJOURNMENT:

Member Kuranz moved and Member Nicklas seconded the motion to adjourn the meeting at 12:25 a. m. to August 8, 1968 at 8:00 p. m. at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois. The motion was unanimously carried.

  
\_\_\_\_\_  
Acting Chairman Haas

  
\_\_\_\_\_  
Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

July 11, 1968

To: Board of Trustees

From: 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 following construction payouts:

Reliable Sheet Metal Works, Inc.	\$ 32,584.95
Corbetta Construction Company	556,798.50
Fridstein, Fitch & Partners	9,079.51
H. S. Kaiser Construction Company	252,909.12



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

BILLS FOR APPROVAL  
JULY 11, 1968

		<u>PAGES</u>
I.	BILLS PAYABLE	
	Educational Fund	\$44,302.81 5
	Building Fund	\$ 7,398.21 2
	Site & Construction Fund	<u>\$ 6,033.01</u> 1
		<u>\$57,734.03</u>
II.	PAYROLLS	
	Payroll, June 16 - 30, 1968	\$56,165.09 5
	Estimated Payroll, July 1 - July 31, 1968	\$125,000.00
III.	IMPREST FUND (Included in Educational Fund and Building Fund above)	\$ 3,106.47 3

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

EDUCATIONAL FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
American Society of Tool & Mfg. Engineers	Library Books	1-59-563.00	\$ 55.20	8435	\$ 55.20
Barrington Press Newspapers	Budget Notice	1-3-501.93	7.00	8436	7.00
Michael W. Bartos	Tuition Reimbursement	1-5-502.98	100.00	8437	100.00
Bermingham & Prosser Co.	Office Supplies	1-3-501.31	38.11	8438	38.11
Bruce Blackwell, Photographer	Photographic Services	1-2-501.29	60.00	8439	60.00
FNA, Inc.	Film Rental	1-59-502.37	5.00	8440	5.00
Chandler's, Inc.	Bookstore Stock-Books & Freight on Books	1-64-514.40	58.75	8441	58.75
Community Consolidated School District 15	Election Expense	1-3-501.35	24.16	8442	24.16
Rupin Walter DeSai	Employee Examination	1-521-502.99	10.00	8443	10.00
The Dial Press	Bookstore Stock-Books	1-64-514.40	4.14	8444	4.14
Anton A. Dolejs	Travel Expenses	1-3-501.72	78.70	8445	78.70
Doubleday & Co.	Bookstore Stock-Books	1-64-514.40	133.19	8446	133.19
Eastman Kodak & Co.	Library - Supplies	1-59-502.37	7.36	8447	7.36
Easy Travel Service, Inc.	Innovative Travel-R. Sedrel, K. Andeen, D. Stansbury	1-50-502.791	696.00		
Easy Travel Service, Inc.	Travel - R. C. Smith	1-50-502.72	143.00	8448	839.00
Educational Methods, Inc.	Bookstore Stock - Books	1-64-514.40	357.60	8449	357.60
Federal Office Products	Bookstore Stock - Supplies	1-64-514.30	28.67	8450	28.67
Follett College Book Co.	Bookstore Stock - Books	1-64-514.40	31.82	8451	31.82
William Foust	Tuition Reimbursement	1-5-502.98	80.00	8452	80.00
W. H. Freeman & Co.	Bookstore Stock - Books	1-64-514.40	194.54	8453	194.54
Gamma Photo Labs, Inc.	Photographic Services	1-2-501.32	6.30	8454	6.30
Mrs. Halina Goldsmith	Travel Expenses	1-545-502.72	27.20	8455	27.20
Harcourt, Brace & World	Counseling Books	1-6-502.97	35.00	8456	35.00
James Harvey	Travel Expenses	1-6-502.72	7.90		
James Harvey	Travel Expenses	1-105.90	45.90		
James Harvey	Travel Expenses	1-6-502.72	(32.40)	8457	21.40
D. C. Heath & Co.	Bookstore Stock - Books	1-64-514.40	185.24	8458	185.24
Joanne Heinly	Travel Expenses	1-545-502.72	188.65		
Joanne Heinly	Meeting Expense	1-545-502.95	59.41	8459	248.06
Hertz System, Inc.	Travel - R. Lahti	1-1-501.71	27.02		
Hertz System, Inc.	Travel - R. Sedrel	1-4-501.72	43.62	8460	70.64

EDUCATIONAL FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Thomas Hill	Travel Expense	1-40-501.72	\$ 23.70	8461	\$ 23.70
Frank M. Hines	Legal Services	1-1-501.22	1,215.00	8462	1,215.00
Allen Hollander Illinois Co.	Office Supplies	1-4-501.39	21.35	8463	21.35
Order from Horder	Office Supplies	1-1-501.31	4.80		
Order from Horder	Office Supplies	1-5-502.31	3.16		
Order from Horder	Office Supplies	1-30-501.31	3.60		
Order from Horder	Office Supplies	1-40-501.39	6.30		
Order from Horder	Office Supplies	1-52-502.39	26.82	8464	44.68
Horseshoe Club	Meeting Expense	1-1-501.95	35.85	8465	35.85
Robert J. Hughes	Tuition Reimbursement	1-3-501.96	27.00	8466	27.00
University of Illinois Press	Instructional Supplies	1-578-502.39	32.54	8467	32.54
Info Inc.	Instructional Supplies	1-534-502.39	26.16	8468	26.16
Information Supplies Corp.	Office Supplies	1-4-501.39	18.00	8469	18.00
Inland Book Distributors	Bookstore Stock - Books	1-64-514.40	25.20	8470	25.20
International Business Machines Corp.	Bookstore Stock - Books	1-64-514.40	200.80	8471	200.80
Lakeview Rubber Stamp Co.	Office Supplies	1-6-502.31	3.12	8472	3.12
Mrs. Jean Lytle	Travel Expenses	1-545-502.72	85.00	8473	85.00
McGraw-Hill Book Co.	Bookstore Stock - Books	1-64-514.40	436.57	8474	436.57
Matthews Book Co.	Bookstore Stock - Books	1-64-514.40	21.72	8475	21.72
Nacscorp, Inc.	Bookstore Stock - Books	1-64-514.40	9.32	8476	9.32
National Geographic Society	Library Books	1-59-563.00	26.50	8477	26.50
Nebraska Book Co.	Bookstore Stock - Books	1-64-514.40	250.11	8478	250.11
University of Nebraska Press	Library Books	1-59-563.00	16.68	8479	16.68
Mrs. Susan Neu	Travel Expense	1-545-502.72	68.00		
Mrs. Susan Neu	Professional Expenses	1-545-502.38	47.50	8480	115.50
North American Publishing Co.	Want Ad	1-53-502.93	8.23	8481	8.23
Northwest Letter Service	Printing - Newsletters	1-2-501.29	246.78	8482	246.78
Fort-A-Splay	Portable Display	1-20-501.39	149.50	8483	149.50
Practical Offset, Inc.	Printing - Numerical Control Brochures	1-53-502.33	181.00	8484	181.00
Random House, Inc.	Bookstore Stock - Books	1-64-514.40	81.18	8485	81.18
Elaine Revell, Inc.	Temporary Office Help	1-1-501.25	73.15	8486	73.15
Rico Leather Specialty, Inc.	Bookstore Stock - Supplies	1-64-514.30	14.27	8487	14.27
Rowman & Littlefield, Inc.	Library Books	1-59-563.00 VI	3,125.00	8488	3,125.00
S & S Dairy Service	Cafeteria - Food	1-65-515.31	10.86	8489	10.86
Simon & Schuster, Inc.	Bookstore Stock - Books	1-64-514.40	22.90	8490	22.90
University of Southern California	Film Rentals	1-59-502.37	40.25	8491	40.25
Township High School District 214	Material used to construct one walnut pamphlet rack	1-2-501.39	25.00	8492	25.00
Triton College Bookstore	Bookstore Stock - Books	1-64-514.40	51.00	8493	51.00
Universal Stationers, Inc.	Office Supplies	1-52-502.39	4.40		
Universal Stationers, Inc.	Office Supplies	1-4-501.39	49.10		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	10.20	8494	63.70

EDUCATIONAL FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dr. Frank Vandever	Travel Expenses	1-546-502.72	\$ 62.20	8495	\$ 62.20
Victor Business Forms Group	Printing - Fee Statements	1-3-501.33	266.18		
Victor Business Forms Group	Printing - Student Schedule & Fee Change	1-6-502.32	425.98	8496	692.16
Donovan Wachlin	Employee Examination	1-541-502.99	20.00	8497	20.00
Wadsworth Publishing Co.	Bookstore Stock - Books	1-64-514.40	31.56	8498	31.56
Western Concessions, Inc.	Meeting Expense	1-1-501.95	30.35	8499	30.35
White Collar Girls of America, Inc.	Temporary Office Help	1-501-502.26	359.99	8500	359.99
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	675.65	8501	675.65
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	1,524.71	8502	1,524.71
Allied Electronics Corp.	Instructional Supplies - Resistors	1-533-502.39	14.54	8503	14.54
Collegiate Mfg. Corp.	Bookstore Stock - Supplies	1-64-514.30	6.10	8504	6.10
Order from Horder	Office Supplies	1-4-501.39	2.60	8505	2.60
Paddock Publications, Inc.	Legal Notices	1-30-501.93	18.60	8506	18.60
Chicago Tribune	Legal Notices	1-30-501.93	36.25	8507	36.25
Universal Stationers, Inc.	Office Supplies	1-1-501.31	5.20	8508	5.20
Addressograph Multigraph Corp.	Offset Duplicating Supplies	1-30-501.321	20.69	8509	20.69
College Entrance Examination Board	Instructional Books	1-521-502.39	17.00	8510	17.00
The Ealing Corporation	Films	1-59-502.37 VI	21.50	8511	21.50
Bernie Elsner	Bookstore Stock - Supplies	1-64-514.30	33.30	8512	33.30
Institute of Electronics & Electrical Engrs.	Want Ad	1-533-502.93	54.00	8513	54.00
Robert L. Koehler	Consultants Fees	1-2-501.29	90.00	8514	90.00
Lattof Car Rental	Rental of Car	1-1-508.61	120.95		
Lattof Car Rental	Rental of Station Wagon	1-6-508.61	124.32	8515	245.27
The Voyaguer	Advertising	1-501-502.93	36.75	8516	36.75
Schiele-Fairson Co.	Printing - Catalogue Envelopes	1-20-501.33	435.00	8517	435.00
Universal Stationers, Inc.	Office Supplies	1-5-502.31	1.20		
Universal Stationers, Inc.	Office Supplies	1-511-502.39	8.64	8518	9.84
General Biological Supply House	Instructional Supplies - Biology	1-541-502.39	89.00	8519	89.00
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	747.79	8520	747.79
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	218.54	8521	218.54
American Assoc. of Jr. Colleges	Counseling Books	1-6-502.97	8.30	8522	8.30
Arlington Carousal	Meeting Expense - J. Harvey	1-6-502.95	5.70		
Arlington Carousal	Meeting Expense - J. Upton	1-2-501.95	43.79	8523	49.49
Continental Dataforms	Office Supplies	1-4-501.39	152.75	8524	152.75
John Muchmore	Tuition Reimbursement	1-50-502.98	18.00	8525	18.00

EDUCATIONAL FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
United Rent-Alls	Rental of Tables	1-6-502.99	\$ 124.00	8526	\$ 124.00
Standard Oil Co.	Gasoline	1-1-501.71	7.07		
Standard Oil Co.	Gasoline	1-521-502.72	30.65	8527	37.72
Colonial out-of-print Book Service	Library Books	1-59-563.00	80.88	8528	80.88
John J. Donnelly, M. D.	Employee Examination - D. Matson	1-3-501.99	12.00	8529	12.00
Houghton Mifflin Co.	Library Books	1-59-563.00	41.64	8530	41.64
Charles C. Thomas, Publisher	Library Books	1-59-563.00	90.48	8531	90.48
Western Concessions, Inc.	Meeting Expense	1-5-502.95	67.20	8532	67.20
Addressograph-Multigraph Corp.	50% Payment on AM-2000 Copier per agreement	1-3-563.00	1,662.00	8533	1,662.00
William Rainey Harper College Trust & Agency Fund	E. O. G. Marching Expense	1-67-518.95	3,437.19	8534	3,437.19
International Business Machines Corp.	Cash Payment for six 1316 Disk Packs	1-108.90	2,352.00	8535	2,352.00
REA Express	Freight	1-4-501.99	8.15	8536	8.15
Carl Regehr Design, Inc.	Consultants Services	1-2-501.29	375.00	8537	375.00
Frederic Ryder Co.	Printing - School Colors	1-2-501.29	192.84	8538	192.84
American College Testing Program	Research Plan	1-6-502.97	265.97	8539	265.97
Roger Mussell	Travel Expense	1-533-502.72	28.39	8540	28.39
George H. Voegel	Innovative Travel	1-59-502.791	145.72	8541	145.72
Arlington Heights Camera Shop	Photographic Services	1-2-501.29	12.60	8542	12.60
Clete Hinton	Travel Expenses	1-61-502.72	37.30	8543	37.30
Fred A. Vaisvil	Travel Expenses	1-62-502.72	24.20	8544	24.20
Harold Cunningham	Travel Expenses	1-53-502.791	5.50		
Harold Cunningham	Travel Expenses	1-501-502.72	316.51		
Harold Cunningham	Travel Expenses	1-105.92	(265.00)		
College of Du Page	Travel Advances	1-50-502.80	158.76	8545	57.01
Joanne L. Heinly	Charge-back	1-545-502.38	74.75	8546	158.76
John H. Upton	Professional Expenses	1-2-501.72	10.60	8547	74.75
American Public Welfare Assoc.	Travel Expenses	1-59-563.00	4.00	8548	10.60
Barnes & Noble, Inc.	Library Books	1-59-563.00	292.60	8549	4.00
Void	Library Books	-----	-----	8550	292.60
University of Illinois	Film Rental	1-59-502.37	27.70	8551	-----
Northern Illinois University	Film Rental	1-59-502.37	22.80	8552	27.70
Parrish Sporting Goods	Athletic Equipment - Golf Clubs	1-547-502.39	147.15	8553	22.80
Robert W. Thieda	Travel Expense	1-59-502.72	190.01	8554	147.15
Robert W. Thieda	Travel Advance	1-105.92	(56.00)		
United States Book Exchange, Inc.	Library Subscription	1-59-502.37	18.00	8555	134.01
University Microfilms	Microfilms	1-59-563.00 VI	13,080.50	8556	18.00
				8557	13,080.50

EDUCATIONAL FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dr. Frank Vandever, Jr.	Travel Expense	1-545-502.72	\$ 16.85	8558	\$ 16.85
Arlington Heights Camera Shop	Photographic Services	1-2-501.29	17.70	8559	17.70
Order from Horder	Office Supplies	1-50-502.31	7.92		
Order from Horder	Credit Memorandum	1-30-501.31	-1.26	8560	6.66
Xerox Corporation	Equipment Rental	1-5-508.62	222.42	8561	222.42
Imprest Fund	Reimbursement for June expenditures		2,487.55	8562	2,487.55
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	3,366.64	8563	3,366.64
					<u>\$44,302.81</u>

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks number 8435 to 8563 are hereby authorized for payment.

Date of Approval: July 11, 1968

President John W. Haas

Secretary [Signature]

EDUCATIONAL FUND SUMMARY

Assets	\$ 3,310.90
Sales Tax	64.43
Other	70.00
Tuition Refund	16.00
Administrative	
Contractual	2,302.67
Supplies	1,758.47
Travel	444.81
Other	348.40
Instruction	
Contractual	359.99
Supplies	1,296.87
Travel	2,090.13
Tuition	158.76
Other	907.18
Fixed Charges	467.69
Bookstore, Cafeteria	2,205.01
Student-Community Services	3,437.19
Capital Outlay	25,064.31
	<u>\$44,302.81</u>

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

BUILDING FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Illinois Bell Telephone Co.	Telephone Service - Palatine	2-3-506.54	\$ 493.08	1348	\$ 493.08
International Business Machines Corp.	Machine Repairs	2-4-506.20	124.35	1349	124.35
Masters Supply Co.	Maintenance Supplies	2-4-506.30	21.88	1350	21.88
Sears Roebuck & Co.	Air Conditioner	2-4-563.00	245.00	1351	245.00
Township High School District 214	Custodial & A. V. Charges-Gymnasium	2-5-506.20	172.92	1352	172.92
Palatine Welding & Engr. Co.	Installation of Trailer Hitch	2-32-563.00	65.50	1353	65.50
McMaster-Carr Supply Co.	Safety Incinerator	2-562.002	126.73	1354	126.73
Saunders & Company	Building Supplies	2-32-506.30	7.33	1355	7.33
Efengee Electrical Supply Co.	Building Materials	2-562.002	22.46	1356	22.46
Addison Building Material Co.	Building Materials	2-562.002	168.04	1357	168.04
Shamrock Best Maintenance Service	Maintenance - June	2-3-506.20	95.00	1358	95.00
Addressograph Multigraph Corp.	Maintenance Agreement for April, May & June 1968	2-3-506.20	183.54	1359	183.54
Merchants Cash Register Co.	Rental of Cash Register	2-3-508.60	50.00	1360	50.00
Marsh & McLennan Insurance	Insurance on Truck	2-32-508.59	51.25		
Marsh & McLennan Insurance	Insurance on Truck-Prepaid	2-108.1	153.75		
Marsh & McLennan Insurance	Prepaid Fire Insurance	2-108.1	756.00	1361	961.00
Void	-----	-----	-----	1362	-----
Addressograph-Multigraph Corp.	Copying Machine	2-3-563.00	1,585.00	1363	1,585.00
Scientific Glass Apparatus Co.	Temperature Recorder & Charts	2-32-563.00	154.20	1364	154.20
William Rainey Harper College,					
Trust & Agency Fund	Student Custodians, June 1968	2-506.19	555.70	1365	555.70
Austin Paint Co.	Building Materials	2-562.002	36.02	1366	36.02
Arlington Park Dodge, Inc.	Tune-up on Truck	2-506.20	21.65	1367	21.65
Illinois Bell Telephone Co.	Telephone Service-Harper Grove	2-5-506.54	1,295.36	1368	1,295.36
Arlington Structural Steel Co.	Building Materials	2-562.002	150.00	1369	150.00
Heller Lumber Co.	Building Materials	2-562.002	212.86	1370	212.86
Imprest Fund	Reimbursement for June expenditures		618.92	1371	618.92
Addressograph Multigraph Corp.	Equipment Repairs	2-3-506.20	31.67	1372	31.67
					<u>\$7,398.21</u>

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks number 1348 to 1372 are hereby authorized for payment.

Date of Approval: July 11, 1968

President *Pro Tem John W. Haas*

Secretary *Joseph M. Sucklas*

BUILDING FUND SUMMARY

Prepaid	2-108.
Custodial	2-506.19
Contractual	2-506.20
Supplies	2-506.30
Utilities	2-506.50
Travel	2-506.70
Other	2-506.90
Fixed Charges	2-508.
Capital Outlay	2-562.
	2-563.

\$1,418.92
555.70
632.63
44.29
1,791.29
65.00
1.29
101.25
738.14
2,049.70
<u>\$7,398.21</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Educational & Institutional Cooperative Service	Office Furniture	6-1-563.00	\$ 255.79		\$
Educational & Institutional Cooperative Service	Office Furniture	6-2-563.00	82.80		
Educational & Institutional Cooperative Service	Office Furniture	6-3-563.00	263.04		
Educational & Institutional Cooperative Service	Office Furniture	6-5-563.00	1,069.64		
Educational & Institutional Cooperative Service	Office Furniture	6-6-563.00	155.63		
Educational & Institutional Cooperative Service	Office Furniture	6-50-563.00	498.94		
Educational & Institutional Cooperative Service	Work Benches	6-551-563.00 VI	710.66	494	3,036.50
Allen-Wales Adding Machine Agency	Office Equipment - Calculator	6-64-563.00	148.75	495	148.75
Elk Grove Blueprint & Supply Co.	Drafting Tables	6-531-563.00 VI	1,744.26	496	1,744.26
Sargent-Weich Scientific Co.	Instructional Equipment - Refractometer, Stepladder, Table, Cork Press	6-562-563.00 VI	1,103.50	497	1,103.50
					<u>\$6,033.01</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 494 to 497 are hereby authorized for payment.

Date of Approval: July 11, 1968

President Robert J. H. H. H.

Secretary Jessie S. S.

SITE AND CONSTRUCTION FUND SUMMARY

Capital Outlay 563.

SUPPLEMENTAL BUILDING FUND EXPENDITURES -- JULY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Illinois Bell Telephone Co.	Telephone Service - Data Center	2-4-506.54	\$ 131.43	1374	\$ 131.43
Palatine Paint & Glass Co.	Glass for Bulletin Board & Picture Framed	2-32-506.20	37.35	1375	37.35
Gullett's Loc-N-Key Service	Lock & Key Service	2-32-506.30	28.70	1376	28.70
Laystrom-Buescher, Inc.	Building Materials	2-562.002	52.55	1377	52.55
Corbetta Construction Co.	Partial Payment - Addition to Power Plant	2-1-562.00	42,746.40	1378	42,746.40
					<u>\$42,996.43</u>

TO: TREASURER  
 FROM: BOARD OF TRUSTEES

The above listed checks number 1374 to 1378 are hereby authorized for payment. Check 1373 voided.

Date of Approval: July 11, 1968

President *Anton J. Haas*

Secretary *Joseph M. Siobla*

BUILDING FUND SUMMARY

Contractual	506.20
Supplies	506.30
Utilities	506.50
Capital Outlay	562.
	<u>\$42,996.43</u>

July 11, 1968

ANNUAL BUDGET HEARING PROCEDURE

The following procedures should be followed by the Board in order to complete the budget hearing, adopt the budget and levy taxes:

1. The Chairman of the Board calls the regular meeting to order in the usual manner.
2. The Chairman declares the meeting recessed until after the public hearing for the budget.
3. The Chairman calls the public hearing on the budget to order (copy of legal budget attached).
4. The Chairman of the Budget Committee or the President should briefly review the budget. All persons present should be offered an opportunity to comment on the budget, to make suggestions, or to inquire as to any provisions thereof. (The Board's authority to adopt the budget "as is" is not in any way abrogated or diluted by what might occur at the hearing. Objections and suggestions raised should, of course, be considered by the Board and, if they are found to have merit, they can be taken into consideration in modifying the final budget as approved.)
5. Upon conclusion of the budget hearing the Chairman declares the hearing closed.
6. The Chairman reconvenes the regular Board meeting.
7. The Board adopts the budget by the following resolution:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1968, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 11th day of July, 1968, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1968, and end on the 30th day of June, 1969.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

8. The Board adopts the levies for the Educational and Building Funds by the following resolutions:

BE IT RESOLVED: That there be and hereby is levied for the year 1968 a tax in the sum of \$1,320,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 24, 1968.

BE IT RESOLVED: That there be and hereby is levied for the year 1968 a tax in the sum of \$480,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 24, 1968. (A copy of the Certificate of Levy is attached.)

9. The Board adopts the following resolution in order to increase the Bond and Interest Fund levy by 9% to cover losses and cost:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond Resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

Cook, Kane, Lake, McHenry  
COUNTY (IES)

William Rainey Harper College District No. 512  
NAME

1501 S. Roselle Road  
STREET ADDRESS

Palatine, Illinois 60067  
CITY

JUNIOR COLLEGE DISTRICT ANNUAL BUDGET

JULY 1, 1968 - JUNE 30, 1969

JUNIOR COLLEGE DISTRICT BUDGET FORM  
STATE OF ILLINOIS  
For Fiscal Year Beginning in 1968

Budget of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, for the Fiscal Year beginning July 1, 1968, and ending June 30, 1969.

WHEREAS the Junior College Board of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 11th day of July, 1968, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be It Resolved by the Junior College Board of said district as follows:

Section 1: That the fiscal year of the Junior College District be and the same hereby is fixed and declared to be beginning July 1, 1968, and ending June 30, 1969.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Junior College District for the said fiscal year.

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

EDUCATIONAL FUND BUDGET  
1968-69

Revenue

300	<u>FUND EQUITY JULY 1, 1968</u>		\$ 452,000
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current - 1968	<u>1,092,000</u>	
	Total		1,092,000
420	<u>INTERMEDIATE RESOURCES</u>		
421	Tuition - Students	413,000	
422	Other Charges (Charge-backs)	354,000	
423	Student Fees	22,000	
427	Other - Late Registration Fees	<u>6,000</u>	
	Total		795,000
430	<u>STATE RESOURCES</u>		
431	State - Apportionment	690,000	
432	Board of Vocational Education and Rehabilitation - 1968-69	307,000	
433	Other	<u>--</u>	
	Total		997,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	15,000	
472	Certificates of Deposits	<u>--</u>	
	Total		<u>15,000</u>
	 <b>TOTAL ACCRUED REVENUE AND FUND EQUITY</b>		 <b><u>\$3,351,000</u></b>

Expenditures

1-000	<u>INSTRUCTION</u>		
510	Salaries	1,623,406	
520	Contractual Services	12,750	
530	Instructional Materials & Supplies	61,072	
540	General Materials and Supplies	37,530	
550	Travel and Meeting Expense	22,930	
570	Fixed Charges	--	
580	Capital Outlay	86,612	
590	Other	--	
	Total		1,844,300
2-000	<u>LEARNING RESOURCE CENTER</u>		
510	Salaries	131,600	
520	Contractual Services	--	
530	Instructional Materials & Supplies	140,130	
540	General Materials and Supplies	3,250	
550	Travel and Meeting Expense	2,550	
570	Fixed Charges	2,500	
580	Capital Outlay	25,000	
590	Other	--	
	Total		305,030
3-000	<u>STUDENT SERVICES AND AIDS</u>		
510	Salaries	238,200	
520	Contractual Services	1,000	
530	Instructional Materials & Supplies	--	
540	General Materials and Supplies	7,700	
550	Travel and Meeting Expense	4,900	
570	Fixed Charges	--	
580	Capital Outlay	5,002	
590	Other	--	
	Total		256,802
4-000	<u>DATA PROCESSING</u>		
510	Salaries	71,800	
520	Contractual Services	2,475	
540	General Materials and Supplies	4,450	
550	Travel and Meeting Expense	1,200	
570	Fixed Charges - Computer Rental	110,414	
580	Capital Outlay	4,330	
590	Other	--	
	Total		194,669

Expenditures (Cont.)

5-000	<u>INSTITUTIONAL RESEARCH</u>		
510	Salaries	20,400	
520	Contractual Services	500	
540	General Materials and Supplies	1,550	
550	Travel and Meeting Expense	650	
570	Fixed Charges	--	
580	Capital Outlay	1,200	
590	Other	--	
	Total		<u>24,300</u>
6-000	<u>GENERAL ADMINISTRATION</u>		
510	Salaries	174,300	
520	Contractual Services	5,000	
540	General Materials and Supplies	20,320	
550	Travel and Meeting Expense	14,400	
570	Fixed Charges	1,500	
580	Capital Outlay	7,000	
590	Other	--	
	Total		<u>222,520</u>
7-000	<u>INSTITUTIONAL EXPENSE</u>		
510	Salaries	--	
520	Contractual Services	23,805	
530	Instructional Materials & Supplies	--	
540	General Materials and Supplies	8,000	
550	Travel and Meeting Expense	7,000	
560	Fringe Benefits	79,000	
570	Fixed Charges	3,000	
580	Capital Outlay	--	
590	Other	127,460	
	Total		<u>248,265</u>
	TOTAL ACCRUED EXPENDITURES		<u>3,095,866</u>
600	Contingency for Student Enrollment Growth 5%		<u>155,134</u>
	TOTAL ACCRUED EXPENDITURES AND CONTINGENCY		<u>\$3,251,000</u>
300	FUND EQUITY JUNE 30, 1969		<u>\$ 100,000</u>

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

BUILDING FUND BUDGET (2)  
1968-69

Revenue

300	<u>FUND EQUITY JULY 1, 1968</u>		\$ 50,000
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1968	<u>395,000</u>	
	Total		395,000
420	<u>INTERMEDIATE RESOURCES</u>		
423	Student Fees - Parking	0	
427	Other - Parking Fines	<u>750</u>	
	Total		750
440	<u>FEDERAL RESOURCES</u>		
441	Other - Title VI - 1968-69	<u>9,800</u>	
	Total		9,800
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	<u>5,000</u>	
	Total		<u>5,000</u>
	<u>TOTAL ACCRUED REVENUE AND FUND EQUITY</u>		<u>\$460,550</u>

Expenditures

8-100	<u>OPERATION</u>		
510	Salaries - Custodians	28,325	
520	Contractual Services	10,600	
540	General Materials and Supplies	1,261	
550	Travel and Meeting Expense	550	
570	Fixed Charges	226,870	
580	Capital Outlay	<u>1,000</u>	
	Total		268,606
8-200	<u>MAINTENANCE</u>		
510	Salaries - Maintenance Men	8,200	
520	Contractual Services	200	
540	General Materials and Supplies	3,400	
550	Travel and Meeting Expense	500	
570	Fixed Charges	--	
580	Capital Outlay	<u>2,136</u>	
	Total		14,436
6-700	<u>GENERAL ADMINISTRATION</u>		
510	Salaries - Supt. Bldgs. & Grounds	20,500	
520	Contractual Services	--	
540	General Materials and Supplies	240	
550	Travel and Meeting Expense	700	
570	Fixed Charges	--	
580	Capital Outlay	--	
590	Other	<u>500</u>	
	Total		21,940
7-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>		
520	Contractual Services	--	
560	Fringe Benefits	450	
570	Fixed Charges (Insurance--W/C, Fire, Liability, Prop. Damage)	5,500	
580	Capital Outlay - Freight, Remodeling, Equipment	69,618	
590	Other - Prov. for Contingencies 5%	<u>20,000</u>	
	Total		<u>95,568</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$400,550</u>
300	FUND EQUITY, JUNE 30, 1969		<u>\$ 60,000</u>

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

BOND AND INTEREST FUND BUDGET  
1968-69

Revenue

300	<u>FUND EQUITY JULY 1, 1968</u>		\$ (22,000)
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1968	<u>555,954</u>	
	Total		555,954
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	1,000	
472	Certificates of Deposit	<u>7,000</u>	
	Total		<u>8,000</u>
	 TOTAL ACCRUED REVENUE AND FUND EQUITY		 <u>\$541,954</u>

Expenditures

7-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>		
570	Fixed Charges		
578	Interest - Bonds	296,101	
590	Other		
593	Debt Principal Retired	225,000	
596	Financial Charges and Adjustments	<u>453</u>	
	 TOTAL ACCRUED EXPENDITURES		 <u>\$521,554</u>
300	 FUND EQUITY JUNE 30, 1969		 <u>\$ 20,400</u>

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

SITE AND CONSTRUCTION FUND (4)  
PROJECT BUDGET 1968-69

Revenue

6-410	<u>LOCAL RESOURCES</u>	0	
420	<u>INTERMEDIATE RESOURCES</u>		
425	Sale of Bonds	<u>7,428,454</u>	
	Total		7,428,454
430	<u>STATE RESOURCES</u>		
432	Vocational Education Act	<u>750,000</u>	
	Total		750,000
440	<u>FEDERAL RESOURCES</u>		
443	Title VI 1967-68	61,091	
446	H.E.W. Grant	<u>242,000</u>	
	Total		303,091
460	<u>FACILITIES</u>		
464	Sale of Well Site	4,000	
465	Sale of Portable Classrooms	<u>0</u>	
	Total		4,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	80,000	
472	Certificates of Deposit	<u>300,000</u>	
	Total		380,000
490	<u>OTHER</u>		
491	Miscellaneous	<u>630</u>	
	Total		<u>630</u>
	<b>TOTAL PROJECT REVENUE</b>		<b><u>\$8,866,175</u></b>

Expenditures

7-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>		
570	Fixed Charges	3,050	
580	Capital Outlay		
581	Site Acquisition	1,472,160	
583	Campus Construction	6,111,322	
585	Equipment	<u>1,279,643</u>	
	<b>TOTAL PROJECT EXPENDITURES</b>		<b><u>\$8,866,175</u></b>

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

AUXILIARY ENTERPRISES FUND BUDGET  
1968-1969

Revenue

300	<u>FUND EQUITY, JULY 1, 1968</u>		6,700
450	<u>PUBLIC AND AUXILIARY SERVICE</u>		
451	Food Service	38,000	
452	Bookstore	<u>235,000</u>	
	Total		<u>273,000</u>
	<u>TOTAL ACCRUED REVENUE AND FUND EQUITY</u>		<u>\$279,700</u>

Expenditures

9-000	<u>PUBLIC AND AUXILIARY SERVICE</u>		
510	Salaries	36,000	
530	Instructional Materials & Supplies	217,000	
540	General Materials and Supplies	6,000	
550	Travel	550	
570	Fixed Charges	2,300	
580	Capital Outlay	684	
590	Other	700	
595	Provision for Contingency	<u>14,000</u>	
	<u>TOTAL ACCRUED EXPENDITURES</u>		<u>\$277,334</u>
300	<u>FUND EQUITY JUNE 30, 1969</u>		<u>\$ 2,366</u>

The resolution adopting the budget shall be in the following form:

ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the Junior College Board.

Adopted this 11th day of July, 1968, by a roll call vote of \_\_\_\_\_ Yeas, and \_\_\_\_\_ Nays, to wit:

Members Voting Yea:

Members Voting Nay:

*John W. Heas*  
\_\_\_\_\_  
*Le Roy E. Hutchings*  
\_\_\_\_\_  
*Richard L. Johnson*  
\_\_\_\_\_  
*John S. Kussner*  
\_\_\_\_\_  
*James Hamilton*  
\_\_\_\_\_

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

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Library

CANDIDATE

Frances L. Dionisio

FIELD

Library

PREPARATION

College of St. Scholastica

Univ of Minnesota

B.A. 1959

Rosary College

M.A. 8/68

MAJOR AREAS

English, Library Science

TEACHING EXPERIENCE

1 year English, Health - Evansville, Ind.

8/1961 - 6/1962

OTHER EXPERIENCE

1 1/2 year Law Library - Minneapolis 8/1959-1/1961

HONORS &  
DISTINCTIONS

Graduated cum laude

Phi Beta Kappa

Scholarship Univ. of Minnesota

Fellowship Rosary

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK

Assistant Librarian/ Instructor

STEP & SALARY

\$8,400.00 for 39 weeks

RECOMMENDED BY

Library Department

Chairman

Assistant Dean

Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Science and Mathematics

CANDIDATE Miss Marilyn Shaver

FIELD Nursing Education

PREPARATION (Degree, School Year Received & Semester Hours in Subject Field) B. S. State University of Iowa 1959. 136 semester hours

M.S. University of California 1963. 26 semester hours

B.S. Nursing, 77 semester hours

MAJOR AREAS M.S. Nursing, Clinical Specialist, Psychiatric Nursing,

19 semester hours

TEACHING EXPERIENCE (Dates of Positions) Staff supervisor & educator in Psychiatric Nursing,

Illinois State Psychiatric Institute, 9/63 to present (5 years)

Instructor for Psychiatric Aides, Chicago State Hosp.,

11/61-8/62 (1 year)

OTHER EXPERIENCE Staff nurse--psychiatric nursing, Evanston Hosp., 10/59-9/61, 2

yrs.

HONORS & DISTINCTIONS One publication, 1968

Presented paper on Family Therapy to Ill. St. Psychiatric Institute,

1965

PERSONAL [REDACTED]

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

RANK & SALARY 10,600.00 - Instructor

RECOMMENDED BY James L. Henley Department

John W. Thompson Chairman

Herbert Anderson Assistant Dean

Arthur R. Pankrat Dean

WILLIAM RAINY HARPER COLLEGE  
DIVISION OF Engineering

CANDIDATE

Joseph Vohanan

FIELD

Architecture

PREPARATION

Illinois Institute of Technology, Chicago

Bachelor of Architecture 1958

Registered Architect (State of Illinois)

MAJOR AREAS

Architecture - Engineering

TEACHING EXPERIENCE

None

OTHER EXPERIENCE

Senior Designer & Job Capt. Skidmore, Owings & Merrill-9 yrs.; Draftsman & Assoc., A.J. Del Bianco & Assocs.-9 yrs.; Draftsman, Holabird & Root-2 yrs.

HONORS & DISTINCTIONS

IIT Dean's List '53, '55-'58, Korean Scholarship '53, '54, George M. Pullman Educational Foundation Scholarship '55, '56, '57...see attached sheet for additional information

PERSONAL (Age, Marital Status, Children, Address)

RANK

Associate Professor and Coordinator of Architectural Technology

STEP & SALARY

\$13,000 per academic year plus four (4) weeks (\$1,333.33) summer coordination

RECOMMENDED BY

Department

A. Cunningham  
Chairman

A. Cunningham  
Assistant Dean

James G. ...  
Dean

WORK EXPERIENCE

YEAR	CLIENT	LOCATION	PROJECT
1959	Harris Trust & Savings Bank	Chicago	Remodeling
1960	Midwest Universities Research Assoc.	Wisconsin	Accelerator & Lab. Bldg.
1960	Kimberly Clark Corp.	Niagara, Wisconsin	Paper Mill
1961	Board of Education	Chicago	<sup>1</sup> 32 classroom Elementary school
1962 1963	Washington - Dearborn Properties	Chicago	<sup>2</sup> Brunswick Building
1964	Toledo Hospital	Ohio	Master Plan
1965	General Mills Inc.	Minneapolis, Minnesota	Office Building
1966	Signode Corporation	Glenview, Illinois	Cafeteria Building
1966 1967	United Air Lines	Elk Grove Township	Computer & Office Building, Patterson Museum
1968	Tishman Realty & Construction Co,	Chicago	<sup>4</sup> Gateway Center III Office Building

1. Chicago Chamber of Commerce & Chicago Chapter - American Institute of Architects award  
American Association of School Administrators
2. Chicago Chamber of Commerce & Chicago Chapter - American Institute of Architects award
3. Computer Specifications
4. Computer - Building Optimization Program

Additional: Citation for Chairman, Publications Committee - AIA Chicago Chapter - Inland Architect (AIA Chicago Chapter Publication), 1967 Editor, 1966 Associate Editor, 1963-1965 Editorial Staff member, American Institute of Architects - Corporate Member, Arts Club of Chicago - Professional Member, Art Institute of Chicago - Member, and Field Museum - Member

EXHIBIT A

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bids for the purchase of office furniture.

II. REASON FOR CONSIDERATION BY THE BOARD:

Total request is in excess of \$5000.00 and requires Board approval per policy.

III. INFORMATION:

In accordance with Board purchasing policy, specifications have been established, advertisements placed and bids solicited for the subject material.

Nineteen bid requests were sent out. Seven companies have responded and these are tabulated on the following page.

ITEM NO.	E & I		OFFICE SERVICES		OFFICE SERVICES		OFFICE SERVICES		PRAIRIE STATES		FRANKLIN LEE SHELVING INC.	
	SC	SC	SC	HON	ALLSTEEL	GLOBE -WERN.	LYON METAL	ALLSTEEL	GLOBE -WERN.	LYON METAL	ALLSTEEL	GLOBE -WERN.
1.	50.54 ea.	52.80	35.58	37.25	25.25	31.00						
	1,819.44	1,900.80	1,280.88	1,341.00	909.00	1,116.00						
2.	66.54 ea.	57.00	40.20	50.60	41.25	55.14						
	4,790.88	4,104.00	2,894.40	3,643.20	2,970.00	3,970.08						
3.	48.52	48.95	46.34	58.65	42.55							
	630.76	636.35	602.42	762.45	553.15	N.B.						
4.	203.11	212.28	171.79	237.70	173.80	201.72						
	1,015.55	1,061.40	858.95	1,188.50	869.00	1,008.60						
5.	77.17	91.40	51.00	78.20	73.85	79.03						
	154.34	182.80	102.00	156.40	147.70	158.06						
6.												
	83.32	91.40	56.93	83.75	83.00	88.66						
	83.75	87.00	62.34	76.00	60.15	80.71						
	2,931.25	3,045.00	2,181.90	2,660.00	2,105.25	2,824.85						
8.	58.92	61.00	76.85	54.10	47.00	92.40						
	294.60	305.00	384.25	270.50	235.00	462.00						
9.	52.10	47.40	47.40	51.65		48.00						
	208.40	189.60	189.60	206.60	N.B	192.00						
TOTAL	\$11,929.04	\$11,516.35	\$8,551.33	\$10,312.40	\$7,872.10	\$9,820.25						

NOTE: 1. The prices quoted by Office Services hold only if entire lot is awarded to them.

NOTE: 2. An additional reduction of \$200.00 is offered by Prairie State if entire lot is awarded to them. Their total would then be \$10,112.40.

IV. SUMMARY:

Some bidders quoted alternate lines to be considered as equals to the specified items. The alternate lines quoted were Allsteel Equipment, Globe Wernicke, HON and Lyon Metal.

Listed below are the bidders in ascending order:

1. Franklin-Lee (Globe Wernicke)	\$ 7,872.10 (excluding Item 9)
2. Office Services (HON and Supreme)	8,551.33
3. Shelving Inc. (Lyon Metal)	9,820.25 (excluding Item 3)
4. Prairie State (Allsteel)	10,312.40
5. Office Services (Steelcase & Supreme)	11,516.35
6. E & I (Steelcase & Supreme)	11,720.14

We do not feel that the Globe-Wernicke line is equal in quality to the Steelcase Items specified, but in our opinion substantial savings can be realized by Harper College through purchasing certain of the Globe-Wernicke Items. The savings in the instances offset the shortcomings in quality.

V. RECOMMENDATION:

The Administration recommends that the Board of Trustees award the bid as follows:

Items: #1,2,3,4, to Franklin Lee	\$ 5,445.15*
Items: #5,6,7 & 8 to E & I	3,463.51
Item: #9 to Shelving Inc.	<u>192.00</u>
TOTAL AWARD	\$ 9,100.66

\* This figure is \$144.00 higher than the bid figures for the four Items to cover cost of hanging file supports.

REQUEST FOR QUOTATION



**William Rainey Harper College**

34 West Palatine Road - Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:

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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No.	Date	Page <u>1</u> of <u>2</u>	Your Quotation No.	Quotation Due
Q-243	6/13/68			June 26, 1968
Item No.	Quantity	DESCRIPTION	Unit Price	Extension
1.	36	Steelcase #25-1316560 Top 60" x 30" x 11/8" with #2621 Matte Walnut Finish Plastic Laminate Self Edge		
2.	72	Steelcase #320-211 Two Drawer Letter Size File with Locks, #835 Black Finish, H9201 Polished Chrome Hardware		
3.	13	Steelcase #2294 Bookcases, #835 Black Finish		
4.	5	Steelcase #2221-SIR w/22345-TUL Secretarial Desk with #2621 Matte Walnut Finish, Pedestal #835 Black Finish, #9201, Polished Chrome Hardware and Legs		
5.	2	Steelcase #320-401 Four Drawer Letter Size File, for Hanging Folders, w/#835 Black Finish, #9201 Polished Chrome Hardware		
6.	1	Steelcase #320-451 Four Drawer Legal Size File for Hanging Folders with #835 Black Finish, #9201 Polished Chrome Hardware		
7.	35	Steelcase #1288 Swivel Arm Chairs, #5571 Black Nyloray Upholstery, #9201 Polished Chrome Finish		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.  
 Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

Authorized Official

Title



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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-243		Date 6/13/68	Page <u>2</u> of <u>2</u>	Your Quotation No.	Quotation Due June 26, 1968	
Item No.	Quantity	DESCRIPTION			Unit Price	Extension
8.	5	Steelcase #1289 Swivel Posture Chair #5571, Black Nylonay Upholstery, #9201, Polished Chrome Finish				
9.	4	Supreme #160 Storage Cabinets w/Locks, Black				
<p><u>Note I:</u> If Bidding alternate Equivalents - include complete descriptive literature and complete catalog number.</p> <p><u>Note II:</u> Quoted Prices to be FOB - Delivered</p> <p><u>Note III:</u> State Unit Price &amp; Extension for each Item</p> <p><u>Note IV:</u> Indicate in space provided below, number of calendar days from date of order that shipment can be made</p> <p><u>Note V:</u> Indicate Invoicing Terms</p> <p><u>Note VI:</u> Indicate additional discount offered if award is made on entire lot</p>						

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\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.  
 Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

Authorized Official

Title

BOARD INFORMATION

The Cost of Paper for School Newspaper

"You will recall that on May 27, 1968, we quoted \$440.00 for 10,000 4 page summer edition on regular newsprint paper. The additional cost to you for printing the same paper on enamel stock would be \$150.00, making the total \$590.00" (Commercial Printing, Arlington Heights, Ill.)

The cost for:

20,000	\$ 975.00
30,000	\$1,325.00
40,000	\$1,670.00
50,000	\$2,005.00

## Proposed Board Statement on Evaluation & Merit

William Rainey Harper College

July 1968

The philosophy of Harper College is that it desires to be an outstanding community college with a national reputation. Towards this end, the Board of Trustees believes that merit should be the basis for professional recognition of faculty members. In keeping with this, the Board believes that an evaluation system is necessary to assure that this philosophy is implemented.

The Board understands that the development of such a system is both difficult and challenging to the faculty. It is anticipated that many modifications to the initial system will have to be made in the succeeding years to achieve the goal of a fair and objective evaluation.

The Board is fully cognizant of the fact that a good evaluation system will more than likely result in a higher operating cost; but the Board has never shrunk from facing the cost of quality and excellence. The Board stresses that evaluation systems are prevalent in its underlying high school districts and that it believes an evaluation system is in keeping with the feeling of the community. The Board firmly believes that the community will more readily provide increased funds for a faculty on an evaluation system than for a faculty on a non-merit, non-evaluation system.

In answer to the contention that an evaluation system relies on the good faith of the Board, whose membership and philosophy is subject to change with the election of new members, the Board answers that the very existence

of Harper and the high cost of living in the suburban Chicago area necessitates that the Board, whatever its membership, maintain a salary schedule in the upper echelon of Illinois junior college scales.

Therefore, it is to the end of communicating some of the underlying bases for a decision that the Board requested that this statement be presented to the faculty.

Drafted by

James Hamill  
Board Member  
July 8, 1968

EXHIBIT

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bids for the purchase of a Tape Producer and an Automatic Tab Card Reader.

II. REASON FOR CONSIDERATION BY THE BOARD:

Total request is in excess of \$5000.00 and requires Board approval per policy.

III. INFORMATION:

In accordance with Board purchasing policy, specifications have been established, advertisements placed and bids solicited for the subject material.

Of the seven companies solicited to bid, only Friden, Inc. responded with a bid. The remaining companies either did not respond or did not bid.

The subject items are approved for purchase under the Vocational Educational Act and are 100% reimbursable.

IV. SUMMARY:

The poor response to our bid requests is due to the fact that this type of equipment is quite specialized and therefore the selection of suppliers is limited. In addition the particular requirements of the installation, for which this type of equipment is needed, reduce still further the possible sources of supply.

Friden, Inc. bid items as specified for the total amount of \$8,940.00

- V. The Administration recommends that the Board of Trustees award the bid to Friden, Inc. for a total amount of \$8,940.00.



1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:  
 WILLIAM RAINEY HARPER COLLEGE  
 34 West Palatine Road  
 Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-249	Date 6/28/68	Page <u>1</u> of <u>3</u>	Your Quotation No.	Quotation Due July 9, 1968
--------------------------------	-----------------	---------------------------	--------------------	-------------------------------

Item No.	Quantity	DESCRIPTION	Unit Price	Extension
1.	1	<p><u>TAPE PRODUCER</u> as follows:                      The Machine must be able to type hard copy at the same time it produces a punch paper tape. The Machine must be able to read a punched paper tape and produce a hard copy. The Machine must be able to automatically produce a punched paper tape from another punched paper tape with the ability to correct, as may be required, the tape being punched. The Machine must be capable of being used as a standard electric typewriter under tape control. The Machine must have a double case type style providing capitals, small letters, numbers and several miscellaneous characters. The Machine must have a tab card reader attachment that will automatically read tab cards, in sequence, and produce: Hard copy (typed) and/or a Paper Punched Tape. The Machine must have code delete and tape feed blank. The Machine must have carbon paper ribbon. The Machine must have 20" carriage with pin feed adjustable platten.</p> <p><u>POWER:</u> 110 - 115 volts; AC 60 cycle.</p> <p><u>TAPE:</u> 1", 8 channel with code hole positions (channels) numbered 87654321, from left to right across the tape. Sprocket hole is located between third and fourth code holes.</p>		

THIS IS NOT AN ORDER

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\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_  
 \_\_\_\_\_ Authorized Official \_\_\_\_\_ Title



1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
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5. Mark envelope "QUOTATION" and mail to:

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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-249	Date 6/28/68	Page <u>2</u> of <u>3</u>	Your Quotation No.	Quotation Due July 9, 1968
No.	Quantity	DESCRIPTION	Unit Price	Extension
2.	1	<p><u>DESK</u>: To support Machine at typing height.</p> <p><u>CODE SYSTEM</u>: Binary coded decimal system compatible to receiving punch cards from an IBM keypunch and converting to EIA standard punched paper tape.</p> <p><u>AUTOMATIC TAB CARD READER</u>: 200 Hollerith coded tab card capacity (Minimum). It should read 572 codes per minute minimum. It must be equipped with an automatic card feed system that provides automatic feeding and automatic ejection. It must be connected to the automatic typing machine so as to produce hard copy and/or a punched paper tape automatically. It must have a manual control available. It must have a card hopper (stacker) for read cards. It must read 80 columns on standard Hollerith cards (7-3/8 x 3-1/4). Machine is to be programmed at no cost to Owner.</p> <p><u>TAPE WINDERS</u>: (2) To wind tape being punched and tape being read automatically.</p> <p><u>TAPE WINDER</u>: (1) Manual rewind. (6" minimum)</p> <p><u>WARRANTY</u>: (90) Ninety days on parts and service after system has been completely received and checked out and has been in operating order for one (1) calendar week.</p>		

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I certify that the articles will be delivered or the service rendered as specified above and that shipment

performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

Date of Quotation

Per

Authorized Official

Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

34 West Palatine Road - Palatine, Illinois 60067

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 34 West Palatine Road  
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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-249	Date 6/28/68	Page <u>3</u> of <u>3</u>	Your Quotation No.	Quotation Due July 9, 1968
Item No.	Quantity	DESCRIPTION	Unit Price	Extension
<p><b>INSTRUCTIONS:</b> A factory representative of the successful bidder is to provide free instructions at William Rainey Harper College at no additional cost.</p> <p>The successful bidder will furnish a "loaner" to the college, at no cost whatever to the college. "Loaner" will remain at the college until purchased units are delivered and installed.</p> <p>For purposes of identification, the College will accept Friden Flexowriter, model 2301 or equal; and Automatic Card Reader, model ACR-A or equal.</p>				

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

Authorized Official

Title