

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

AGENDA

Adjourned Board Meeting
October 15, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Construction Payouts
 - B. Bills Payable
 - C. Payroll, September 16-31, 1968
 - D. Estimated Payroll, October 1-31, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Discussion: Policy on Employee Resignations, Exhibit A
 - B. Recommendation: Soil Boring Phase II, Exhibit B
 - C. Report: 1967-68 Operating Cost Study, Exhibit C
 - D. Discussion: President's Salary, Exhibit D
 - E. Recommendation: Data Processing Rental Structure, Exhibit E
- VIII. President's Report
 - A. Status of Practical Nursing Program
 - B. Title I Application
 - C. Metropolitan Sanitary District Sewer Project
 - D. Survey of Southwest Corner of the Campus
 - E. Follow-up on Interiors Presentation by CRS
- IX. Adjournment - to Tuesday, October 29, 1968

October 11, 1968

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the agenda and supporting information for the Adjourned Board Meeting to be held on Tuesday, October 15, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

The Bills Payable and Payroll listings will be hand delivered to you on Monday, October 14, 1968.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Lahti". The signature is written in a cursive style with a large initial "R".

Robert E. Lahti
President

enc.

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, October 15, 1968

CALL TO ORDER: The adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:02 p.m., Oct. 15, 1968, pursuant to adjournment from the regular meeting of Thursday, September 26, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, in the absence of Chairman Johnson by Vice-Chairman Hansen.

ROLL CALL: Present: James Hamill, Milton Hansen, Roy Hutchings, John Kuranz, and Jessalyn Nicklas

Absent: John Haas and Richard Johnson

Also present: Dr. Robert E. Lahti, Kenneth Andeen, Donald Collins, James Harvey, William Mann, Roy Sedrel, John Thompson, John Upton, Frank Vandever, George Voegel, Harper College; Frank Hines, Board Attorney; Gerald W. Smith and Albert H. Martin, Illinois Junior College Board; Merrill Sanders, Day Publications; Ralph P. Klatt, Des Plaines Suburban Times; Mary Schlott, Paddock Publications.

MINUTES: Member Nicklas moved and Member Hutchings seconded the motion to approve the minutes of the Regular Board Meeting of September 26, 1968, as distributed.

Member Kuranz called attention to the wording of the paragraph on page 2 of the minutes regarding open meetings. A discussion followed, and the Board agreed that as long as Mr. Hines had no objection to the wording, they did not either.

Motion unanimously carried.

Member Haas entered the meeting at 8:12 p.m.

DISBURSEMENTS: Mr. Mann reported on the status of the project, stating Construction that construction on the health and science wing had Payouts progressed very well in the last week, that the project was still 15 days behind schedule, but that more information would be available when the CPM and the architect's report was received.

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

DISBURSEMENTS:
(Cont.)
Construction
Payouts

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

Reliable Sheet Metal Works, Inc.	\$ 43,571.88
Corbetta Construction Co.	412,914.60
H. S. Kaiser	24,231.05
William Zeigler	19,080.00
Fridstein, Fitch & Partners - Architectural & Engineering Services	7,457.18
Comstock-Gibson Electric Co.	68,999.26

Upon roll call, the vote was as follows:

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

Nays: None

Mr. Mann asked that the construction contract adjustment be deferred until the next meeting, as there was more paper work to be done. The Board agreed to defer this item.

Bills Payable

Mr. Mann explained that due to illness in the Accounting Department it was not possible to have the Bills Payable ready for the meeting.

Payrolls

Member Hutchings moved and Member Hamill seconded the motion to approve for payment the Payroll of September 16 through 30, 1968, in the amount of \$77,710.63; the Estimated Payroll of October 1 through 30, 1968, in the amount of \$170,000.00; and the Estimated Part-time Teachers' Payroll of September 16 through October 31, 1968, in the amount of \$35,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

COMMUNICATIONS: Vice-Chairman Hansen reported a letter had been received from the President of Northern Illinois University asking Chairman Johnson and his wife to be the guests of the university at a luncheon and football game on October 26th. As Chairman Johnson was unable to attend, Vice-Chairman Hansen stated that any other Board member who could take his place should notify Dr. Lahti.

Member Haas stated he had received notice of a meeting of the Legislative Committee on October 24, 1968, in conjunction with the Rockford meeting. As a member of this committee, he asked for suggestions from the other Board members.

UNFINISHED
BUSINESS: None

NEW BUSINESS: Vice-Chairman Hansen asked that the Board move to Item D, Survey of Southwest Corner of the Campus, under President's Report.

PRESIDENT'S
REPORT: Dr. Lahti reviewed with the Board the proposal discussed at the last meeting to alleviate the traffic problems which will be encountered, the definite need for increased parking facilities, and the dire need of exterior physical education space on the campus. He informed the Board that Gerald Smith and Albert Martin, of the Illinois Junior College Board, had been with him on campus that afternoon and had come to the Board meeting so that Mr. Smith could review these problems and discuss several proposals on how the college might obtain money to relieve these problems.

Survey of
Southwest Corner
of the Campus

Mr. Smith discussed junior college enrollments across the state. He stated the unofficial head count was 103 thousand plus, compared with a head count reported last year of 81,818, and the FTE unofficially is 64 thousand plus, compared with a count last year of 52,746.

Mr. Smith suggested three alternative procedures which the college might use to obtain money to relieve the problems of traffic, parking and outdoor physical education space on the campus, as follows:

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

PRESIDENT'S
REPORT: (Cont.)
Survey of South-
west Corner of
the Campus

1. To proceed almost immediately to let bids for this work and assign the contract to the IBA. Harper College would then be reimbursed by the IBA from the 76th Biennium funds.
2. To process an application to the State Board requesting 75th Biennium funds for the project.
3. Request an assignment of the contract to the IBA and at the same time process an application to the State Board for the 75th or 76th Biennium

Mr. Smith discussed the allocations by the IJCB and the possibility of reallocations on several projects. He reported on the problems encountered with the Board of Higher Education on second go-arounds in the same biennium. He also mentioned that in the case of filing an application under the 75th Biennium, he would want to be sure that the Bond Council would fund that project before routing it through to the Board of Higher Education.

Dr. Lahti thanked Mr. Smith and Mr. Martin for taking time to visit Harper College. Member Haas expressed the appreciation of the Board also.

Mr. Smith and Mr. Martin left the meeting.

NEW BUSINESS:
Policy on
Employee Resigna-
tions
Exhibit A

Member Haas moved and Member Nicklas seconded the motion to approve the adoption of Mr. Hines' recommendation to amend the Policy Manual on Employee Resignations as presented in Exhibit A.

Upon roll call, the vote was as follows:

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

Nays: None

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

PRESIDENT'S
REPORT: (Cont.)
 Survey of
 Southwest
 Corner of the
 Campus

Vice-Chairman Hansen requested the Board return to the Survey of the southwest corner of the campus, as Dr. Lahti stated formal action was needed on the part of the Board to authorize the administration to proceed with investigation of costs on a perimeter road, additional parking facilities and site development in this area.

Member Kuranz moved and Member Nicklas seconded the motion to authorize the administration to proceed with the investigation of the survey of the southwest corner of the campus. Motion unanimously carried.

A discussion followed on the reduction of speed limits on Algonquin and Roselle Roads. Mr. Mann informed the Board that both the State and the County have notified the college they are unable to reduce the speed limits until the problem is there and a traffic count can be made. Several other alternatives were discussed.

NEW BUSINESS:
 Soil Boring,
 Phase II
 Exhibit B

Mr. Mann explained that the soil boring requested is basically for the Allied Health Wing and Music Wing, and is needed to determine the extent of unsuitable material in this area. In the discussion which followed, the Board made it clear that they wanted sufficient testing work completed in order to avoid any problems.

Member Haas moved and Member Hamill seconded the motion to approve soil testing service, up to an amount of \$4,000.00, for construction phase II.

Upon roll call, the vote was as follows:

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

Nays: None

1967-68
 Operating Cost
 Study

Mr. Mann reviewed the 1967-68 Operating Cost Study, pointing out that cost studies of this kind are relatively new in the field of education. He informed the Board that this study would be much more meaningful in a year or so when it can be compared to studies of other colleges. He also pointed out that in the first year or two there are so many developmental costs that it will be two or three years before these figures stabilize.

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

NEW BUSINESS:
(Cont.)
President's
Salary

Vice-Chairman noted that the president's salary had been deliberated at an executive session after the last Board meeting.

Member Hamill moved and Member Kuranz seconded the motion that the Board offer Dr. Lahti a one-year contract beginning October 15, 1968, at the annual salary of \$30,000, plus insurance benefits and retirement benefits.

In the discussion which followed the attorney, Frank Hines, informed the Board he was in the process of preparing such a contract. Member Hamill stated this salary was well in line with the listing of other junior college presidents' salaries. Vice-Chairmen Hansen reported that all Board members had expressed great satisfaction with Dr. Lahti's work.

Upon roll call, the vote was as follows:

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

Nays: None

Data Processing
Rental Structure

Mr. Mann requested the Board defer this item until Roy Sedrel, Director of Data Processing, arrived at the Board meeting. The Board agreed.

PRESIDENT'S
REPORT:
Status of
Practical
Nursing
Program

Dr. Lahti reported on the status of the Practical Nursing Program. He stated the State Certification Board had delayed approval of this program, on the basis of inadequate clinical space in the hospital to support this program. Mr. McCoun, administrator of Northwest Community Hospital, called the certification board and stated this simply was not true. Area hospital administrators, Dr. Lahti, and Mr. Johnson, Chairman of the Board, will appear before the State Certification Board on October 24 for a hearing regarding the implementation of this program.

Title I
Application

Mr. Mann reported that the college will file application for federal funds under Title I of the Higher Education Facilities Act, this time for music and health wing additions.

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968.

PRESIDENT'S REPORT: (Cont.)
Metropolitan Sanitary District Sewer Project

Regarding the installation of a sanitary sewer, Dr. Lahti reported that the Metropolitan Sanitary District had not yet acted but would be holding a board meeting Thursday, October 17, and the Harper project is on the agenda for that meeting. He stated that Chairman Johnson, Vice-Chairman Hansen, and he would attend that meeting. He informed the Board that Senator Graham also planned to attend with them.

Follow-up on Interiors Presentation by CRS

A request was presented from Caudill Rowlett Scott for an additional \$5,000 of authorization which they estimated would be needed to cover the time and expense required for the remainder of interiors consultation. Dr. Lahti stated that CRS had originally estimated \$7500, then agreed not to exceed \$11,000, and now were asking for an additional \$5,000. Mr. Collins informed the Board that previously CRS have done every project for interiors on a commission basis. Member Nicklas stated she would like a review of the furniture. A lengthy discussion followed.

In view of the discussion, Member Hamill moved and Member Hutchings seconded the motion that the Board approve authorization of an additional \$5,000 for the interiors consultation.

Upon roll call, the vote was as follows:

Ayes: **Members** Hamill, Hansen, and Hutchings

Nays: Members Haas, Kuranz, and Nicklas

The motion failed for lack of a majority.

In the discussion which followed, the Board discussed the possibility of having CRS give their presentation again. Member Haas stated he didn't see the necessity of this as it would be the same presentation they had made before. Dr. Lahti informed the Board that Maine Township had a building done by CRS and also Ridge High School. He pointed out, however, that their interior proposition would not be the same as a college's.

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

PRESIDENT'S Member Haas moved and Member Hamill seconded the
REPORT: (Cont.) motion to approve the expenditure of an additional
Follow-up on amount up to \$5,000 over the second estimated cost of
Interiors Presenta- the architects for work performed for interior consul-
tion by CRS tation.

Upon roll call, the vote was as follows:

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

Nays: None

The Board requested the administration communicate with the architects informing them of the action taken by the Board and the comments of the Board concerning this matter.

NEW BUSINESS:
(Cont.)

Vice-Chairman Hansen stated that the question of fringe benefits had come up in the past, and a committee was needed to investigate the college's fringe benefits in comparison with others that are available. He appointed John Kuranz to serve on this committee with him.

Data Processing
Rental Structure

Roy Sedrel discussed the pricing structure for certain external uses of computer center facilities, which had been distributed to the Board. He stated the equipment would be available as long as it did not interfere with use by the college, but they had no intention of running a service bureau.

The Board accepted Dr. Lahti's recommendation that discussion on the use of Harper's computer center facilities by outside agencies be tabled until the staff could come forward with a specific policy that would apply to all requests.

Member Hamill informed the Board he had read that the Village of Schaumburg had apparently granted a liquor license within 2000 feet of campus. After discussion, the Board requested Mr. Hines, Board Attorney, to investigate this matter and inform the village that the college would like to be informed when such action is pending.

Other

Dr. Lahti called attention to the brochure on the GT70 Workshop being hosted by Harper College, and directed by Dr. Harvey. He stated it is a group of student personnel workers from what is defined as "developing institutions."

Minutes of the Adjourned Board Meeting of Tuesday, October 15, 1968

PRESIDENT'S
REPORT:
Follow-up on
Interiors
Presentation
by CRS

Vice-Chairman Hansen asked how pressing action on the interiors presentation was. Mr. Collins informed the Board it was very pressing. The Board then requested Mr. Collins present the slides on the interiors layout.

Following the slide presentation, Member Hutchings moved and Member Haas seconded the motion that the color and interior design be approved.

In the discussion which followed, it was clarified that every item would go before the Board in a bid situation and, if any serious objections appeared, the Board at that time could reject the style of a piece of furniture and the color.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings, and Kuranz

Nays: Members Nicklas and Hamill

ADJOURNMENT:

At 11:45 p.m., Member Hutchings moved, and Member Nicklas seconded the motion, the meeting be adjourned to October 29, 1968, at 8:00 p.m., at the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois. Motion unanimously carried.



Vice Chairman Hansen



Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

October 11, 1968

To: Board of Trustees

From: Administration

Subject: Construction Payouts and Contract Adjustment

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.	\$ 43,571.88
Corbetta Construction Co.	412,914.60
H. S. Kaiser	24,231.05
William Zeigler	19,080.00
Fridstein, Fitch & Partners - Architectural & Engineering Services	7,457.18
Comstock-Gibson Electric Co.	68,999.26

Construction Contract Adjustment:

Mr. Daspit of the IBA has requested that the final project budget be adopted for Phase IA and IB. Several adjustments are required to the original resolution passed September 14, 1967. These can be accomplished by the following resolution:

BE IT RESOLVED that the Project Budget adopted September 14, 1967, be amended from \$12,223,151.00 to \$12,246,046.00 for the total Project Budget Phase IA and IB.

The IBA will pass an identical resolution. A copy of the final budget is attached.

ILLINOIS BUILDING AUTHORITY
 CONSTRUCTION BUDGET
 PROJECT NO. 74-95

Preliminary Budget _____

Final Budget August 15, 1968

Agency Junior College District #512, Harper College

Project Description Phases IA and IB

Location Palatine, Illinois

Planning:

Architectural & Engineering Fees	\$ <u>734,762.76</u>	{	586,711.25*
		}	148,051.51
Consultant Fees	<u>35,537.85*</u>		
Permit Fees	_____		
Inspection Costs	_____		
Surveys, Maps	<u>2,469.34*</u>		
Sundry Planning Costs	<u>18,006.79*</u>	\$	<u>790,776.74</u>

Site Acquisition:

Property Purchases	\$ <u>411,850.00*</u>		
Appraisals	_____		
Surveys & Maps	_____		
Legal Costs	_____		
Negotiation Fees	_____		
Title Information	_____		
Sundry Site Costs	_____		<u>411,850.00*</u>

Construction:

Testing	\$	<u>7,562.00*</u>	
Construction		<u>12,246,046.00</u>	
Supervision during construction		_____	
Site Improvement		_____	
Utility Extension		<u>4,000.00*</u>	
Sundry Construction Costs		_____	\$ <u>12,257,608.00</u>

Administration:

Supervision during construction	\$	_____	
Financing		_____	
Sundry Administrative Costs		_____	_____

Other: (Explain) HEFA (HEW) (Fixed Equip- ment to be Bid at a Later Date		588,560.00	
<u>IBA (Fixed Equipment to be Bid at a later date)</u>		3,206.09	<u>691,766.09</u>
Utility Extension (To be Bid at a later date)		100,000.00	
<u>Contingency: (Approx. 3% of Construction)</u>		262,425.83	<u>262,425.83</u>

Total Project Budget \$14,414,426.66

Less:

<u>HEFA (HEW)</u>	Fund	\$ <u>2,835,820.00</u>	
Local Junior College District (512)	Fund	<u>3,623,606.66</u>	
	CASH	2,557,469.43	
	CREDITS	<u>654,287.23</u>	<u>6,459,426.66</u>
	Land	411,850.00	

Total IBA Bond Proceeds \$ 7,955,000.00
 IBA Authorization - 74th and 75th G. A. 8,036,254.87

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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures
 October 1 - October 31, 1968

The following estimated Payrolls in the amount of \$205,000.00
are hereby authorized for payment.

<u>October 1 - 15, 1968</u>	
Regular Payroll	\$ 85,000.00
<u>October 16 - 30, 1968</u>	
Regular Payroll	85,000.00
<u>September 16 - October 31, 1968</u>	
Part-Time Teachers Payroll	<u>35,000.00</u>
	<u>\$205,000.00</u>

DATE OF APPROVAL: October 22, 1968

CHAIRMAN: Milton P. Hansen SECRETARY: Joselyn M. Duckles

Frank M. Hines *Attorney at Law*

RECEIVED

OCT 7 1968

31 PARK LANE

BUSINESS OFFICE

ELK GROVE VILLAGE, ILLINOIS 60007

437-0241 AND 437-0242

October 4, 1968

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

Re: Policy on Employee Resignations

Dear Dean Mann:

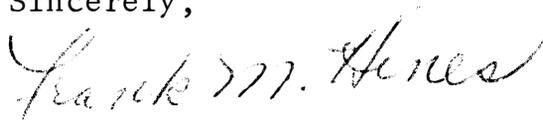
With reference to the above, more flexibility would be retained by the Board as a matter of policy, if the current policy were revised to delete the following verbage from 3.0.5.B, "made within three months of" and substitute in its place, "prior to".

If the Board were to approve such an amendment, all resignations would be considered breaches except those which the Board, by individual consideration, determined otherwise.

Assuming such a change, the policy would read: "Except by mutual consent, a resignation by a faculty member involving a termination of service *prior to* the expiration of his current period of appointment shall be regarded as a breach of contract."

I trust the foregoing is sufficiently responsive to your recent request.

Sincerely,



FMH:cas



EXHIBIT B

RECEIVED

OCT 7 1968

BUSINESS OFFICE

4 OCTOBER 68

MR. WILLIAM J. MANN, DEAN OF BUSINESS, WILLIAM RAINCY
HARPER COLLEGE, ALGONQUIN AND ROSSELLE ROADS, PALATINE,
ILLINOIS 60067

CC: DR. ROBERT LAHTI
MR. DON COLLINS
MR. BOB FRIDSTEIN

RE: SOIL TESTING - PHASE 2, HARPER COLLEGE

BILL, ATTACHED IS THE PROPOSAL FROM SOIL TESTING SERVICES FOR TESTING WORK AT THE SITE FOR PHASE 2. WE WOULD LIKE TO HAVE COLLEGE APPROVAL AND AUTHORIZATION FOR THIS FIRM TO PROCEED.

THE WORK IS NOT ANTICIPATED TO COST MORE THAN \$4,000. THIS WILL BE A PART OF THE PHASE 2 BUDGET AND SUPPORTED BY STATE FUNDS, AS WAS THE CASE WITH SOIL TESTING DURING PHASE 1. THIS WORK IS NEEDED TO INSURE THAT WE DO NOT ENCOUNTER A CHANGE ORDER, AS WE DID IN PHASE 1 WORK, AND TO EXACTLY DETERMINE THE EXTENT OF UNSUITABLE MATERIAL IN BUILDING ROAD AND PARKING AREAS.

IF YOU HAVE ANY QUESTIONS LET ME KNOW.

BEST REGARDS.

A handwritten signature in black ink, appearing to be 'L. E. Finlay'.

LOUIS E. FINLAY A.I.P.
ASSOCIATE PARTNER

FOUNDATION BORINGS AND TESTING
ENGINEERING ANALYSES AND REPORTS
CONSTRUCTION QUALITY CONTROL
INSPECTION DESIGN

SOIL TESTING SERVICES, INC.
111 PFINGSTEN ROAD NORTHBROOK, ILL. 60062

ADDRESS REPLY TO: P.O. BOX 266 NORTHBROOK, ILL. 60062

JOHN P. GNAEDINGER
CLYDE N. BAKER, JR.
ROBERT G. LUKAS
HAROLD C. HALL
DIXON O'BRIEN, JR.
SYLVIO J. POLLICI
CLYDE L. MCCOMB

RANDOLPH A. LONIER
RUSSELL K. LOVAAS
VERNON C. HOFFMAN, JR.
RAYMOND W. RUSIN
JOHN VANDER LEY

September 26, 1968

Fridstein Fitch and Partners
351 East Ohio Street
Chicago, Illinois 60611

Attention: Mr. Robert G. Fridstein

Re: Subsurface Investigation for the proposed additions
to the William Rainey Harper College

Gentlemen:

We have reviewed the drawings submitted to our office on September 16, 1968 indicating the general location of the two proposed buildings and the location of the future road and parking lots. On the basis of this review and an inspection of the site, we propose that 42 probes be performed on the proposed roadway and parking lot locations and that a total of 20 borings be performed in the proposed building areas. The probes will be performed in the areas where the site inspection indicates that organic soils may be present. The 20 soil borings will be performed within the building areas and in areas where questionable soils are anticipated.

Based on this recommended program and on the unit charges indicated on the enclosed proposal, it is estimated that the total cost of this investigation will be on the order of \$3500 to \$4000. Naturally, you would only be charged for the total units utilized. The entire subsurface investigation will be submitted in a report prepared under the direction of a registered structural engineer.

We appreciate the opportunity of assisting on this project and look forward to hearing from you when it is ready to start.

Sincerely yours,

SOIL TESTING SERVICES, INC.

Dixon O'Brien, Jr.
Dixon O'Brien, Jr.
Project Engineer

DOB/rh
encl.

SOIL TESTING SERVICES, Inc.
Consulting Soil and Foundation Engineers

111 Pfingsten Road
Northbrook, Illinois

Date: September 26, 1968

Fridstein Fitch and Partners
351 East Ohio Street
Chicago, Illinois 60611

Attn: Mr. Robert G. Fridstein

GENTLEMEN:

We propose to furnish all equipment, tools, labor and materials necessary to perform soil exploration work by our usual methods at the site known as proposed additions to the William Rainey Harper College

for the prices and on the terms hereinafter stated.

ENGINEERING

- Item E1 Preliminary engineering reconnaissance, including location of borings and instrument elevations at borings Per Site \$ _____
- Item E2 Supervision of borings and sampling by Soil Engineer A.—Per Hour \$ _____
B.—Subsistence \$ _____
hour
- Item E3 Engineering report and recommendations Per ~~Site~~ hour \$ 16.00
engineering report \$500.00
Minimum Charge \$ _____

DRILLING

- Item D1 Mobilization and moving of equipment and personnel on and off site Per Rig \$ 50.00
- Item D2 Split-Spoon intermittent type of sampling, sample every five feet, penetration record at sampling elevations, sealed jar samples furnished. under 60 blows....per foot \$3.75
60 blows & over.....per foot \$5.75
- Item D3 Undisturbed shelly tube sampling 2" diameter, intermittent sampling. under 6 TSF.....per foot \$3.75
6 TSF & over.....per foot \$5.75
- Item D4 Rock Coring Per Foot \$ _____
- Item D5 Coring through boulders Per Foot \$ _____
- Item D6 Fishtail drilling except in conjunction with sampling Per Foot \$ _____
- Item D7 Auger sampling, except in conjunction with split-spoon or shelly tube sampling... Per Foot \$ _____
- Item D8 Hourly charge for field personnel and equipment
A. Auger rig Per Hour \$ _____
B. Rotary rig Per Hour \$ _____
C. Other Per Hour \$ _____

Additional charge for probes.....\$25.00 each

Item D9 Cost of special equipment for moving drilling equipment about the site\$ at cost

Item D10 Set-up time per hole in excess of 1 hourPer Hour \$ 30.00
(Drilling rates listed above include classification of samples and preparation of logs)

TESTING

Item T1 Unconfined compression testsPer Test \$ 4.00

Item T2 Hand penetrometer testsPer Test \$ 1.00

Item T3 Density determinationsPer Test \$ 1.00

Item T4 Water content testsPer Test \$ 1.00

It is understood that you will furnish us with a sketch showing boring locations and surface elevations at the borings. We reserve the right to deviate a reasonable distance from the location specified unless this right is specifically revoked by you in writing at the time the location sketch is furnished. We reserve the right to terminate this contract if conditions preventing our drilling at the designated boring locations are encountered which were not made known to us previous to the delivery of our proposal.

A continuous log and penetration record will be furnished showing types of materials, water table elevation and other conditions encountered. Samples will be held for six (6) months and then disposed of unless otherwise specified by you.

We will secure all municipal and other permits necessary and proper for the conduct of the work. You will obtain permissions from the owner and persons in possession for our access to the site. This permission is to be implied by your signing of this contract.

Terms are net 10 days after completion of the work.

This proposal is made in reliance on your warranty that our right to Mechanics Lien has not been and is not waived. It is made in duplicate for your immediate acceptance. One copy must be signed by an authorized representative of the addressee and returned to our office with the location sketch.

Respectfully submitted,

SOIL TESTING SERVICES, Inc.

Dixon O'Brien, Jr.

Dixon O'Brien, Jr.
Project Engineer

Accepted:

Date

Firm

By _____

Signature of Authorized Representative

WILLIAM RAINEY HARPER COLLEGE

EXHIBIT C

September 19, 1968

SUMMARY OF COST TO
OPERATE HARPER COLLEGE
for 1967-68

Liberal Arts and Sciences

Cost Code	Function, Sub-function, Instructional Area and Discipline	Total Cost		Percent to Total
		Dollars	Per Credit Hr.	
2000	Biological Sciences			
2020	Biology	<u>121,283.76</u>	<u>68.75</u>	<u>7.36</u>
	TOTAL	121,283.76	68.75	7.36
3000	Mathematical Sciences	111,181.39	46.05	6.75
4000	Physical Sciences			
4010	General	29,509.19	100.03	1.79
4041	Chemistry General	65,896.30	114.00	4.00
4051	Geology	<u>16,972.02</u>	<u>163.19</u>	<u>1.03</u>
	TOTAL	112,377.51	115.02	6.82
6000	Social Sciences			
6015	Economics	23,753.46	37.88	1.45
6020	Geography	5,099.59	22.66	.30
6025	History	67,004.76	28.55	4.07
6031	Government	9,775.42	27.61	.59
6035	Psychology	50,376.90	23.05	3.06
6040	Sociology	<u>34,252.71</u>	<u>21.74</u>	<u>2.08</u>
	TOTAL	190,262.84	26.04	11.55
7000	Humanities			
7300	English	211,534.32	40.20	12.84
7305	English General	177,609.55	38.74	10.78
7310	Literature	33,924.77	50.03	2.06
7400	Foreign Language	75,992.44	71.35	4.61
7420	German	26,254.39	99.44	1.59
7453	French	27,309.36	80.76	1.65
7455	Spanish	22,428.69	48.33	1.37
7500	Other Foreign Language	8,625.91	52.59	.52
7520	Russian	8,625.91	<u>52.59</u>	<u>.52</u>
	TOTAL	296,152.67	45.62	17.97
7600	Philosophy	11,424.62	17.23	.70
7800	Speech	29,159.13	51.15	1.78

Liberal Arts and Sciences (Cont.)

Cost Code	Function, Sub-function, Instructional Area and Discipline	Total Cost		Percent to Total
		Dollars	Per Credit Hr.	
9000	Fine Arts			
9100	Art	72,777.84	71.12	4.41
9120	History & Apprec.	8,588.26	23.08	.52
9130	Prof. Studio	64,189.58	98.61	3.89
9400	Music	47,452.79	109.84	2.88
9410	Theory	27,010.57	75.40	1.64
9440	Ensemble	20,442.22	272.56	1.24
	TOTAL	120,230.63	80.62	7.29
10000	Architecture			
10100	Architecture	12,015.87	129.20	.73
	TOTAL	12,015.87	129.20	.73
11000	Business			
11100	General	20,093.16	23.92	1.22
11200	Accounting	38,240.26	37.56	2.33
11700	Management	28,819.89	29.65	1.74
11800	Marketing	12,037.49	46.65	.73
	TOTAL	99,190.80	32.12	6.02
12000	Education			
12050	General	3,794.64	38.32	.24
	TOTAL	3,794.64	38.32	.24
14000	Journalism	3,647.20	46.16	.23
20000	Education Service			
20610	P.E. Men	70,022.29	58.20	4.25
20710	P.E. Women	31,153.96	67.43	1.89
	TOTAL	101,176.25	60.76	6.14
TOTAL LIBERAL ARTS AND SCIENCES		<u>\$1,211,897.31</u>	<u>45.45</u>	<u>73.58</u>

Occupational

Cost Code	Function, Sub-function, Instructional Area and Discipline	Total Cost		Percent to Total
		Dollars	Per Credit Hr.	
7.000	Health			
7.024	Nurse, Associate Degree	82,880.64	218.10	5.04
	TOTAL	82,880.64	218.10	5.04
14.000	Office Occupation			
14.0100	Accounting & Computing	9,272.25	41.21	.56
14.0200	Business Data Processing Systems	71,251.19	54.15	4.33
14.0300	Filing, Office Mach. & Gen. Clerical	1,504.28	33.42	.09
14.0400	Information Communications	1,823.12	28.93	.12
14.0700	Stenographic, Secretarial & Related	46,113.74	102.27	2.79
	TOTAL	129,964.58	61.97	7.89
16.000	Technical			
16.0108	Electronic Tech.	52,531.57	235.16	3.18
16.0111	Industrial Tech.	2,983.73	90.41	.19
16.0199	Other Related Tech.	22,782.04	227.82	1.38
	TOTAL	78,297.34	219.93	4.75
17.000	Trades and Industry			
17.1300	Drafting Occup.	39,817.02	148.23	2.41
17.2302	Machine Shop	3,678.45	102.17	.22
17.2802	Law Enforcement	30,512.29	75.15	1.86
	TOTAL	74,007.76	104.23	4.49
TOTAL OCCUPATIONAL		\$365,150.32	103.06	22.17
Adult and Continuing				
30.000	Special Interest Courses			
30.005	Basic Education	70,029.74	32.19	4.25
TOTAL ADULT AND CONTINUING		\$70,029.74	32.19	4.25
TOTALS INSTRUCTION		\$1,647,077.37	50.86	100.00

PRESIDENT'S SALARY SURVEY

18 Polled
18 Responses

	<u>Salary 67-68</u>	<u>Salary 68-69</u>
1.	27,500	29,000
2.	30,000	30,000
3.	19,000	21,500
4.	27,500	30,000
5.	20,000	24,000
6.	29,000	31,900
7.	28,000	30,000
8.	--	26,500
9.	35,000	To be deter- mined in Jan.'69
10.	--	25,000
11.	23,700	26,100
12.	23,500	26,000
13.	28,000	28,000
14.	26,500	30,150
15.	28,500	29,500
16.	25,000	27,000
17.	27,500	27,500
18.	--	25,000
19.	28,000	?

Exhibit D

PRESIDENT'S SALARY SURVEY CONTINUED

	Salary 67-68	Salary 68-69	Insurance Benefits Hospital, Major Med.	Life Insurance	Car & Operating Expense	Vacation & Other
10.	-----	25,000	Full	None	None	
11.	23,700	26,100	Full	None	None	Expense account as incurred in addition to \$1,800 not included in salary
12.	23,500	26,000	Full	10,000	Car expense	
13.	28,000	28,000	Maj. Med, & Group Hospital (100.00 per yr.)	None	.10 per mile	College enter- tainment
14.	26,500	30,150	Full	Term Life	Car expense	College enter- tainment
15.	28,500	29,500	Full	Yes	Car expense	
16.	25,000	27,000	Full	25,000	unlimited car expense	College enter- tainment
17.	27,500	27,500	None (as yet)	None	.10 per mile	
18.	-----	25,000	NO FRINGE BENEFITS			

19. ~~28,000~~ ^{28,000} ~~28,000~~ [?] Full *yes* *Business*
Auto

PRESIDENT'S SALARY SURVEY

Salary 67-68	Salary 68-69	Insurance Benefits Hospital, Major Med.	Life Insurance	Car & Operating Expense	Vacation & Other
27,500	29,000	Full	Premium Paid	Car Expense	Entertainment & one months vacation
30,000	30,000	Full	Premium Paid	Car Expense	\$150.00 monthly expense account
19,000	21,500	None	None	None	Twenty days paid vacation
27,500	30,000	Full	None	Car Expense	
20,000	24,000	None	None	.10 per mile use of own car	\$5.00 per guest for home enter- tainment + \$10.00 for help
29,000	31,900	None	None	Car Expense (\$125.00 per month)	
28,000	30,000	Full	None	None	
	26,500	Full	None	None	None
35,000	To be de- termined in January '69)	Full	Premium Paid	Car Expense (200.00 per month)	One month vacation 5 days personal leave Pension -- ; 1 day sick leave per month with cash value up to 1/10th for unused sick leave at retire- ment

Pricing Structure For Certain External
Uses of Computer Center Facilities

The computer and other IBM equipment installed at the Harper College Data Center has been purchased or is being leased under provisions of an agreement between Harper College and the IBM Corporation which provides for an educational discount allowance. The allowance, ranging from 10 to 20% of the basic purchase or lease cost of the machines, is designed to assist qualifying institutions in applying computer and data processing technology to the functions of education.

Under provisions of the agreement, the allowance applies to use of the equipment for internal purposes only. If the College uses the equipment for external purposes, as defined in the agreement, it agrees to reimburse the IBM Corporation for such use at an hourly rate of 1/176th of the base monthly lease price or 1/176th of 1/60th of the base purchase price, whichever applies.

Consistent with the College's allowance agreement with IBM, the following pricing schedule is recommended for use in direct sub-leasing or other uses of the Computer Center facilities for non-internal applications:

I. Sale of Block time for commercial users in Junior College District:

This includes lease of computer to manufacturing firms, business agencies, service bureau companies and any other type of commercial profit-making firm located in the Junior College District.

A. Use of all system components:

Cost per CPU meter hour of use = \$64.00

B. Use of all system components except disk drives and control unit:

Cost per CPU meter hour of use = \$51.00

C. Cards and Forms:

Actual cost +5% for amount used

D. Operator Costs: (When provided by College)

Prime Shift Time = \$4.20 per clock hour

Second Shift and Saturday = \$6.30 per clock hour

Third Shift and Sunday = \$8.40 per clock hour

II. Sale of Block time for commercial users outside the Junior College District:

A. Computer System:

Cost per CPU meter hour of use = \$65.00

B. Cards and Forms:

Actual cost +20% for amount used

C. Operator Cost: (When provided by College)

Prime Shift = \$6.00 per clock hour

Second Shift and Saturday = \$9.00 per clock hour

Third Shift and Sunday = \$12.00 per clock hour

III. Use of Computer System for contract programming for commercial firms by College faculty:

A. Computer System:

Cost per CPU meter hour of use = \$65.00

B. Cards and Forms:

Actual cost +5% for amount used

C. Operator Cost: (Will be provided by Data Center)

Prime Shift = \$4.20 per clock hour

Second Shift and Saturday = \$6.30 per clock hour

Third Shift and Sunday = \$8.40 per clock hour

D. Disk Pack Rental: (Required if disk packs are reserved for a period of 1 week or longer.)

\$5.00 per week

IV. Sale of Block time to Governmental Agencies and other non-profit agencies in the Junior College District:

This includes Village governments, police departments, park districts, fire departments, and other non-profit groups such as Little City, Clearbrook Center, etc.

A. Computer System using all components:

Cost per CPU meter hour of use = \$55.56

B. Computer System with all components except disk drives and control unit:

Cost per CPU meter hour of use = \$45.50

C. Cards and Forms:

Actual cost for amount used

D. Operator Cost: (If provided by College)

Prime Shift = \$3.80 per clock hour

Second Shift and Saturday = \$5.70 per clock hour

Third Shift and Sunday = \$7.60 per clock hour

E. Disk Pack Rental:

\$15.00 per month pro-rated to a minimum of one week use.

All firms and agencies purchasing block time and doing their own processing, must provide the College with:

1. Identification of all personnel entering the premises.
2. Signed release relieving the College of any and all responsibility to persons or property of the using firm. (Copy attached)

This form also provides for reimbursement agreement in event any damage is sustained to College equipment, etc., as result of user actions.

The prices indicated on the above schedules are subject to change from time to time as changes in the computer system configuration occur and as price increases in supplies and personnel cost occur.

Machine Rental Rates - Per Hour
(Based on Gross Rental)

Central Processing Unit		\$26.81
2821 Control Unit		6.01
2841 Control Unit		3.27
2540 Card Reader		4.01
1403 Printer		4.40
2311 Disk Drives (3)		<u>10.06</u>
		\$54.56
Overhead:		
@ 7% of Base Hourly Cost	\$3.82	
General Overhead	<u>1.00</u>	<u>\$ 4.82</u>
		\$59.38
Profit:		
Approx. 7% of Base + Overhead		<u>\$ 4.62</u>
TOTAL		<u><u>\$64.00</u></u>

Cost of Cards and Forms:
Billed @ Actual Cost +5% for Amount Used.

Operator Cost:
Prime Shift = \$4.20 per hour
Second Shift & Saturday = \$6.30 per hour
Third Shift & Sunday = \$8.40 per hour

Disk Pack Rental = \$15.00 per month

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE RD. • PALATINE, ILLINOIS 60067 • AREA CODE 312 358-9100

September 27, 1968

William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067

In consideration of the use of the Harper College data processing equipment and facilities by the User, User agrees as follows:

(1) To pay for any and all damages sustained by the equipment and/or the premises during said use, including but not limited to costs incurred by the owner in leasing other data processing equipment during such period that the subject equipment is under repair or otherwise inoperative.

(2) To immediately notify Owner's agent or agents designated herein, upon the malfunctioning of, damage to, or other unusual occurrence which in any way involves the subject equipment, and to immediately cease the use thereof until so permitted by the Owner.

(3) To release, indemnify, hold harmless, and defend the College District and the Board thereof, and their officers, employees, and agents, against all suits, actions, legal proceedings, claims, and demands; and, against all damages, losses, costs, and expenses, including Attorneys' fees and court costs, in any manner caused by, arising from, incidental to and/or connected with or growing out of the use of the subject equipment and said premises.

User Representative Signature

Harper College Representative Signature

Date

Date

Company or Agency Name

CAUDILL ROWLETT SCOTT



10 OCTOBER 68

RECEIVED
OCT 14 1968
Office of the President

MR. WILLIAM J. MANN, DEAN OF BUSINESS, WILLIAM RAINY HARPER
COLLEGE, ALGONQUIN AND ROSELEE ROADS, PALATINE, ILLINOIS

cc: ~~DR.~~ DR. ROBERT LAHTI
MR. DON COLLINS

RE: INTERIORS CONSULTING - HARPER COLLEGE

BILL, SOME TIME AGO I INDICATED THAT WE WOULD EXCEED OUR
ESTIMATE (SECOND) OF \$11,000 FOR INTERIORS CONSULTING SERVICES.
IT NOW APPEARS THAT AN ADDITIONAL \$5,000 OF AUTHORIZATION IS
NEEDED TO COVER WHAT WE ESTIMATE TO BE THE TIME AND EXPENSE
REQUIRED TO ADEQUATELY SERVICE YOUR NEEDS FOR THE REMAINDER OF
INTERIORS CONSULTATION.

FROM A PERCENTAGE STANDPOINT (WE GENERALLY GET 6 TO 10 PER-
CENT OF FURNITURE BIDS WHEN WE WORK ON A PERCENTAGE BASIS)
THE TOTAL ESTIMATE OF \$16,000 IS APPROXIMATELY 1.8% OF FURNI-
TURE BUDGET -- A VERY REASONABLE FIGURE. I AM SORRY OUR
EARLIER ESTIMATES WERE A BIT TOO CONSERVATIVE.

WE ARE WORKING HARD TO COMPLETE THE MATERIAL PROMISED YOU BY
OCTOBER 16. IF YOU HAVE ANY QUESTIONS ON THE ABOVE, PLEASE
LET ME KNOW.

BEST REGARDS.

LOUIS E. FINLAY A.I.P.
ASSOCIATE PARTNER