

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

December 12, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Disbursements
  - a. Construction Payouts
  - b. Bills Payable
  - c. Payroll, Nov. 16-30, 1968
  - d. Estimated Payroll, December 1-31, 1968
- V. Communications
- VI. Unfinished Business
  - a. Action on Recommended Board Policy Changes
  - b. Review of Faculty Senate Constitution
- VII. New Business
  - a. Report and Recommendation: College Seal Committee
  - b. Recommendation: Staff, 1969
  - c. Report: Voc-Tech Program Study
  - d. Other:
- VIII. President's Report
  - a. Construction
  - b. Metropolitan Sanitary District action
- IX. Adjournment

December 6, 1968

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, December 12, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

The construction payouts, bills payable, payroll, will be mailed to you separately on Monday, December 9.

You will recall that vice-chairman Hansen indicated that each Board member should read the Faculty Senate Constitution document, and be prepared to discuss it at the next meeting.

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". Below the signature, the initials "R.E." are written in a smaller, simpler font.

Robert E. Lahti  
President

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, December 12, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:24 p.m., December 12, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Richard L. Johnson.

ROLL CALL: Present: Members John Haas, James Hamill, Milton Hansen, Roy Hutchings, Jessalyn Nicklas and Richard Johnson

Absent: Member John Kuranz

Also present: Dr. Robert E. Lahti, Kenneth Andeen, John Birkholz, Donald Collins, Harold Cunningham, Anton Dolejs, William Foust, James Harvey, Robert Hughes, George Makas, John Thompson, John Upton, George Voegel, Harper College; Frank Hines, Board Attorney; Mary Schlott, Paddock Publications.

MINUTES: Member Hansen called attention to page 6 of the Nov. 26, 1968 minutes, last paragraph, lines 7 and 9, where the words "Instructor to Assistant Professor" should be changed to read "Associate Professor to Professor."

After discussion, Member Haas moved and Member Hamill seconded the motion to approve the minutes of the meeting of November 26, 1968, as amended. Motion unanimously carried.

APPROVAL OF DISBURSEMENTS: Member Haas moved and Member Hamill seconded the motion that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:  
Construction Payouts

|                                  |             |
|----------------------------------|-------------|
| Reliable Sheet Metal Works, Inc. | \$40,667.76 |
| Corbetta Construction Co.        | 370,197.20  |

Member Hamill suggested that the contractor be contacted to be sure the construction would be on time for occupancy. A discussion followed on the work schedule and Mr. Collins was instructed to request a report from Fridstein, Fitch & Partners, and also to ask Mr. Fridstein to attend the next meeting of the Board.

Upon roll call, the vote was as follows:

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

Nays: None

Minutes of Regular Board Meeting of Thursday, December 12, 1968

APPROVAL OF  
DISBURSEMENTS:  
(Cont.)

Member Hamill moved and Member Nicklas seconded the motion to approve the following change orders:

|               |            |            |
|---------------|------------|------------|
| Change Orders | Water Main | \$1,204.00 |
|               | Water Line | 1,206.00   |

Upon roll call, the vote was as follows:

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

Nays: None

Bills Payable

Member Hutchings moved and Member Hamill seconded the motion to approve for payment the bills payable as of December 12, 1968, as follows:

|                          |                     |
|--------------------------|---------------------|
| Educational Fund         | \$ 42,013.11        |
| Building Fund            | 24,909.97           |
| Site & Construction Fund | 2,488.13            |
| Auxiliary Fund           | <u>10,484.37</u>    |
|                          | <u>\$ 79,895.58</u> |

Upon roll call, the vote was as follows:

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

Ayes: None

Payrolls

Member Haas moved and Member Hutchings seconded the motion to approve for payment the Payroll of Nov. 16 through Nov. 30, 1968, in the amount of \$116,643.22, and the Estimated Payroll of December 1 through December 31, 1968, in the amount of \$212,400.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Chairman Johnson discussed two articles in the publication "The Conscience of the City," which had been distributed to Board members. One article written by Anthony Downs entitled "Alternative Futures for the American Ghetto," and the other article written by Peter F. Drucker entitled "Worker and Work in the Metropolis" were recommended for the Board to read in connection with problems which could confront them later.

## Minutes of Regular Board Meeting of Thursday, December 12, 1968

COMMUNICATIONS:  
(Cont.)

Chairman Johnson notified Board members of the meeting of the AAJC for Trustees of Community and Junior Colleges to be held on Friday and Saturday, January 10 and 11, at the Sherman House, Chicago, Illinois. Member Nicklas stated she will attend this meeting, and a poll will be taken later to determine other Board members who possibly could attend this meeting.

A letter written by Dr. Lahti to Dr. Lyman A. Glenny, of the Board of Higher Education, on the proposed equalization plan had been distributed to Board members. Member Hamill commented he thought this was a well-written letter.

Metropolitan  
Sanitary  
District

Dr. Lahti reported on the Metropolitan Sanitary Sewer District meetings. He stated that while the Metropolitan Sanitary District has not yet taken action, hearings are still being held, and there is still a possibility that MSD might fund Harper's sewer project.

Administrative  
Evaluation  
Committee

Dr. Lahti reported on the Administrative Evaluation Committee. The committee has screened the literature obtained from Harvard and top management organizations, and they will come up with a system by the end of the year which will promote principles of evaluation and which could be submitted to the administrators as a workable plan.

## Financial Plan

Chairman Johnson and Member Nicklas commented on the fine job done by Mr. Mann on the Financial Plan, which had been distributed to Board members, stating that it was a most helpful documentation.

UNFINISHEDBUSINESS:Policy Manual  
Changes

Recommended policy manual changes, which were minor clarification items recommended by the Board's legal counsel, had been distributed to Board members. Member Hansen moved and Member Nicklas seconded the motion to approve the recommended policy manual changes as presented (copy of which follows these minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Minutes of the Regular Board Meeting of Thursday, December 12, 1968

UNFINISHED  
BUSINESS:

(Cont.)  
Faculty Senate  
Constitution

Mr. Birkholz presented to the Board the proposed Faculty Constitution. After a lengthy discussion, it was agreed that the Board of Trustees should neither approve or disapprove the Faculty Constitution. It was the consensus of the Board that the constitution should be for the faculty alone and the Board should be involved only to the point of a working relationship between the two bodies.

Member Hamill moved and Member Hutchings seconded the motion, if the faculty so desired, that \$500.00 be appropriated for the use of an attorney to help draw up the by-laws for the Faculty Constitution.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings,  
Nicklas and Johnson  
Nays: None

NEW BUSINESS:  
Recommendation  
of College Seal  
Committee

Mr. William Foust, of the Art Department, discussed the College Seal being recommended by the College Seal Committee. He explained the five basic points of the design--bold, clean, flexible, forward-looking, and intellectual. A discussion followed.

Member Haas moved and Member Hansen seconded the motion to approve the College Seal as presented.

Upon roll call, the vote was as follows:

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

Staff, 1969

Mr. John Thompson discussed the background and qualifications of Mrs. Mary Lou Holleran, as a candidate for Instructor in the Licensed Practical Nursing Program. Dr. George Voegel discussed the background and qualifications of Mr. John Novak as a candidate for Electronic Engineer on the Learning Resource Center staff.

Member Haas moved and Member Nicklas seconded the motion to employ Mrs. Mary Lou Holleran with the rank of Instructor at a salary of \$5,000, from Jan. 1, 1969 to June 30, 1969.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings, Nicklas,  
Hamill, and Johnson  
Nays: None

## Minutes of Regular Board Meeting of Thursday, December 12, 1968

NEW BUSINESS:

(Cont.)

Staff, 1969

Member Hamill moved and Member Haas seconded the motion to approve the employment of Mr. John Novak, as Electronic Engineer, at a salary of \$12,000.00 per year, effective Jan. 1, 1969.

Upon roll call, the vote was as follows:

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

Nays: None

Voc-Tech Program  
Study

Mr. Harold Cunningham presented the curriculum for the Voc-Tech program. Because of the necessity for long discussion regarding the curriculum, the Board was asked for informal approval for the authority to advertise for people to fill two positions in the voc-tech areas--one for Food Service and the other for Fashion Design.

The Board agreed to meet at 7:00 p.m., on December 19, 1968, to discuss the Voc-Tech curriculum, this meeting to be followed by a Board meeting to take the place of the regular Board Meeting scheduled for December 26, 1968.

Member Hamill moved and Member Hansen seconded the motion to authorize approval to advertise for two positions in the Voc-Tech area--one for Food Service and the other for Fashion Design.

Upon roll call, the vote was as follows:

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

Nays: None

OTHER:

Division

Reorganization

Dr. Andeen discussed the proposal to increase the academic divisions from five to six. He pointed out that at present all of the Sciences are in one division and Physical Education has been placed with Humanities and Fine Arts. It was recommended that the Sciences be divided so that one division would include the Biological Sciences, the areas of Health subjects, and Physical Education, and that the Physical Sciences and Mathematics be combined with Engineering and Related Technologies. Dr. Andeen went on to state that with the large demand for courses in Business and Social Sciences it is recommended that each of these areas become a separate division.

Minutes of Regular Board Meeting of Thursday, December 12, 1968

OTHER:  
Division  
Reorganization  
(Cont.)

Member Hamill moved and Member Hansen seconded the motion to divide the college into six academic divisions, as follows:

1. Business
2. Communications
3. Engineering, Math, and Physical Science
4. Health, Biological Sciences, and Physical Ed.
5. Humanities and Fine Arts
6. Social Sciences

Upon roll call, the vote was as follows:

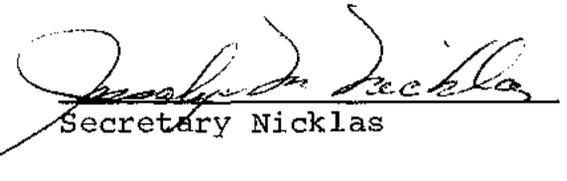
Ayes: Members Haas, Hamill, Hansen, Hutchings  
Nicklas and Johnson

Nays: None

ADJOURNMENT:

Member Haas moved and Member Hutchings seconded the motion that the meeting be adjourned at 11:05 p.m., to Thursday, December 19, 1968, at 8:00 p.m., at the College Board Room of the Administrative Center, at Algonquin and Roselle Roads, Palatine, Illinois, and that the regular meeting of Thursday, December 26, 1968, be canceled. Motion unanimously carried.

  
Chairman Johnson

  
Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

December 5, 1968

To: Board of Trustees  
From: Administration  
Subject: Construction Payouts

The following construction payouts have been recommended for 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. | \$ 40,667.76 |
| Corbetta Construction Co.        | 370,197.20   |

The following change orders have been recommended by our architects and reviewed by the administration:

1. Water Main  
Corbetta Construction Co.#39A-1      \$1,204.00  
(Lower water main under storm  
sewer at M.H. 0 + 83.
2. Water Line  
Corbetta Construction Co. #60A      1,206.00  
(To relocate water line North  
of Building "A").

Project No. 3-5--00009-0

Contract No. 74-95

Change Order No.

REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Field condition. Conflict between elevations of storm sewer and water main. Water main had to be relocated. CCC #39A-1

2. Is proposed change an alternate bid?  Yes  No

3. Will proposed change alter the size of the project?  Yes  No  
If yes, explain.

4. Effect of this change on other prime contractors:

None

5. Has consent of surety been obtained?  Yes  Not necessary

6. Will this change affect expiration or extent of insurance coverage?  Yes  No  
If yes, will the policies be extended?  Yes  No

7. Effect on operation and maintenance costs:

W. J. Minn  
Owner

10-27-18  
Date

Project No. 3-5-00009-0 Contract No. 74-95 Change Order No.

REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Field condition produced conflict between elevations of storm sewer and water main. Water main had to be relocated.

2. Is proposed change an alternate bid?  Yes  No

3. Will proposed change alter the size of the project?  Yes  No  
If yes, explain.

4. Effect of this change on other prime contractors:

None

5. Has consent of surety been obtained?  Yes  Not necessary

6. Will this change affect expiration or extent of insurance coverage?  Yes  No  
If yes, will the policies be extended?  Yes  No

7. Effect on operation and maintenance costs:

W. J. Miller 10-29-68  
Owner Date

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

BILLS FOR APPROVAL  
DECEMBER 12, 1968

| 1.   | BILLS PAYABLE  |                            | PAGES     |
|------|--|----------------------------|-----------|
|      | Educational Fund   | \$ <u>42,013.11</u>        | <u>5</u>  |
|      | Building Fund  | \$ <u>24,909.97</u>        | <u>3</u>  |
|      | Site & Construction Fund   | \$ <u>2,488.13</u>         | <u>1</u>  |
|      | Auxiliary Fund   | \$ <u>10,484.37</u>        | <u>3</u>  |
|      |  | \$ <u><u>79,895.58</u></u> |           |
| II.  | PAYROLLS   |                            |           |
|      | Payroll, <u>November 16 to 30, 1968</u>                              | \$ <u>116,643.22</u>       | <u>11</u> |
|      | Estimated Payroll, <u>December 1,</u><br><u>to December 31, 1968</u> | \$ <u>212,400.00</u>       |           |
| III. | IMPREST FUND   | \$ <u>4,728.57</u>         | <u>4</u>  |

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

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 12, 1968

| <u>PAYEE</u>                     | <u>DESCRIPTION</u>               | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|----------------------------------|----------------------------------|-------------------------|-------------------------|
| Imprest Fund                     | To reimburse Fund for            |                         |                         |
| Ditto Division                   | Nov. 1 to Nov. 30 Expenditures   | \$ 4,313.65             | 9259                    |
| Void                             | Copying Supplies                 | 125.75                  | 9260                    |
| Order From Horder                | Misc. Office Supplies            | 79.11                   | 9261                    |
| Order From Horder                | Office Supplies                  | 79.22                   | 9262                    |
| Order From Horder                | Office Supplies                  | 178.37                  | 9263                    |
| Universal Stationers, Inc.       | Office Supplies                  | 158.00                  | 9264                    |
| White Collar Girls               | Contractual Services             | 186.69                  | 9265                    |
| Easy Travel Service, Inc.        | Travel -Wild, Andeen, Cunningham | 168.00                  | 9266                    |
| Margaret J. Stevens              | Travel Expense                   | 63.00                   | 9267                    |
| Keuffel & Esser Co.              | Supplies                         | 24.79                   | 9268                    |
| Elk Grove Blueprint & Supply     | Drafting Supplies                | 283.23                  | 9269                    |
| Mitchell Goldman                 | Instructional Books              | 36.25                   | 9270                    |
| Federal Surplus Prop. Section    | Electronic Supplies              | 99.60                   | 9271                    |
| Frederick Post                   | Electronic Supplies              | 53.62                   | 9272                    |
| American Machinist               | Subscription                     | 15.00                   | 9273                    |
| U S A Standards Institute        | Publications                     | 16.86                   | 9274                    |
| I B M Corporation                | Typewriter                       | 390.00                  | 9275                    |
| Parrish Sporting Goods           | P E Supplies                     | 96.46                   | 9276                    |
| Charles Klehm & Son Nursery      | Lab Supplies                     | 11.03                   | 9277                    |
| Cenco Instruments Corp.          | Lab Supplies                     | 2.54                    | 9278                    |
| Scientific Glass Apparatus       | Lab Supplies                     | 95.06                   | 9279                    |
| Schaumburg Transportation System | Travel Expense - Geology         | 110.00                  | 9280                    |
| Practical Offset, Inc.           | Printing Brochures               | 186.43                  | 9281                    |
| TWP H S Dist. 214                | College Articulation Meeting     | 18.75                   | 9282                    |
| J. W. Weise Related Research     | Vocational Survey                | 655.00                  | 9283                    |
| Berkshire Papers, Inc.           | Copying Supplies                 | 30.80                   | 9284                    |

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

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 12, 1968

| <u>PAYEE</u>                     | <u>DESCRIPTION</u>       | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|----------------------------------|--------------------------|-------------------------|-------------------------|
| Gaylord Bros., Inc.              | Library Supplies         | \$ 177.85               | 9286                    |
| American Dental Assoc.           | Film Rental              | 1.50                    | 9287                    |
| Association Films, Inc.          | Film Rental              | 4.35                    | 9288                    |
| BNA, Inc.                        | Film Rental              | 115.00                  | 9289                    |
| Du Art Film Labs, Inc.           | Films                    | 137.68                  | 9290                    |
| Films, Inc.                      | Films                    | 150.90                  | 9291                    |
| Houghton Mifflin Co.             | Tapes Vocational Library | 92.58                   | 9292                    |
| University of Michigan           | Film Rental              | 7.00                    | 9293                    |
| 3 M Business Products            | A V Equipment            | 23.50                   | 9294                    |
| Philadelphia Museum of Art       | Slides                   | 338.65                  | 9295                    |
| Scott Foresman & Co.             | Film & Viewing Stage     | 116.06                  | 9296                    |
| American Council on Education    | Supplies                 | 26.75                   | 9297                    |
| Baker & Taylor                   | Library Books            | 74.40                   | 9298                    |
| R. R. Bowker Co.                 | Library Books            | 565.00                  | 9299                    |
| Bro Dart, Inc.                   | Library Books            | 255.57                  | 9300                    |
| Bro Dart, Inc.                   | Library Books            | 131.08                  | 9301                    |
| Colonial Out of Print Book Serv. | Library Books            | 15.18                   | 9302                    |
| EBSCO Subscription Services      | Library Books            | 1,584.77                | 9303                    |
| Ill. Assoc. Superv. & Curr. Dev. | Library Books            | 6.00                    | 9304                    |
| A. C. McClurg & Co.              | Library Books            | 928.88                  | 9305                    |
| A. C. McClurg & Co.              | Library Books            | 291.67                  | 9306                    |
| Midwest Visual Equip. Co.        | Visual Equip. and Repair | 161.40                  | 9307                    |
| Natl. Reading Conference         | Library Books            | 24.20                   | 9308                    |
| Serina Press                     | Library Books            | 4.95                    | 9309                    |
| P. Thomson                       | Book Review Index        | 12.75                   | 9310                    |

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

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 12, 1968

| <u>PAYEE</u>                        | <u>DESCRIPTION</u>              | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|-------------------------------------|---------------------------------|-------------------------|-------------------------|
| H.W. Wilson Co.                     | Book Index                      | \$ 160.00               | 9311                    |
| Babbey Office Machines              | Typewriter Repair               | 9.50                    | 9312                    |
| 3 M Business Products Sales         | Rental of Equipment             | 30.00                   | 9313                    |
| Watson Mfg. Co., Inc.               | Library Equipment - Cabinets    | 1,842.00                | 9314                    |
| Sheridan Psychological Service      | Vocational - Library            | 7.58                    | 9315                    |
| American Assoc. of University Women | Registration Services           | 142.50                  | 9316                    |
| Tab Products Co.                    | Office Supplies                 | 31.98                   | 9317                    |
| Reprographic Supply Co.             | Copying Supplies                | 135.00                  | 9318                    |
| I. B. M. Corp.                      | Repair                          | 41.22                   | 9319                    |
| Paddock Publications Inc.           | Advertising                     | 143.50                  | 9320                    |
| Dartnell Corp.                      | Subscription                    | 66.36                   | 9321                    |
| Stivers Lifesavers Inc.             | Contractual Services            | 347.81                  | 9322                    |
| Kelly Services Inc.                 | Contractual Services            | 340.38                  | 9323                    |
| B.F. Wonderlic & Assoc. Inc.        | Office Supplies                 | 14.00                   | 9324                    |
| Addressograph Multigraph            | Printing & Duplicating Supplies | 95.35                   | 9325                    |
| Masters Supply Co.                  | Printing & Duplicating Supplies | 13.50                   | 9326                    |
| Chicago Tribune                     | Legal Notice                    | 111.00                  | 9327                    |
| Capitol Discount Co.                | Machine Rental                  | 95.00                   | 9328                    |
| Educational & Institutional         | Office Equipment                | 43.88                   | 9329                    |
| Cooperative Service, Inc.           | Office Equipment                | 17.25                   | 9330                    |
| Northwest Electrical Supply         | Advertising                     | 30.00                   | 9331                    |
| Village of Buffalo Grove            | Legal Services                  | 935.00                  | 9332                    |
| Frank M. Hines                      | Physical Examination            | 20.00                   | 9333                    |
| Marsha Morrison                     | Office Supplies                 | 105.00                  | 9334                    |
| Panama Beaver Inc.                  | Office Supplies                 | 31.50                   | 9335                    |
| Langer Printing                     | Office Supplies                 | 336.50                  | 9336                    |
| Forest Atwood Paper Co.             | Office Supplies                 | 244.38                  | 9337                    |
| Order from Horder                   |                                 |                         |                         |

| <u>PAYEE</u>                   | <u>DESCRIPTION</u>                    | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--------------------------------|---------------------------------------|---------------------|---------------------|
| Order from Horder              | Office Supplies                       | 138.50              | 9338                |
| Order from Horder              | Office Supplies                       | 11.79               | 9339                |
| Curtis 1000 Inc.               | Office Supplies                       | 228.93              | 9340                |
| I. B. M. Corp.                 | Computer - Rental - Nov. 8,507.40     |                     |                     |
|                                | Supplies, Service, Rental 237.11      | 8,744.51            | 9341                |
| Allied Electronics Corp.       | Lab. Supplies - Electronics           | 263.90              | 9342                |
| Mc Master Carr Supply          | Tech. Supplies - Mechanical Design    | 20.99               | 9343                |
| W.Q. Lundmark Inc.             | Tech. Supplies - Numerical Control    | 80.00               | 9344                |
| Kelly Services Inc.            | Contractual Services                  | 270.89              | 9345                |
| White Collar Girls             | Contractual Services                  | 450.76              | 9346                |
| Numerical Control Soc.         | Publication                           | 8.35                | 9347                |
| Frederick Post                 | Engineering Supplies & Equipment      | 135.79              | 9348                |
| Pulver Machinists Supply       | Instructional Equipment - Num. Cont.  | 38.02               | 9349                |
| Tools & Abrasives Inc.         | Equipment - Numerical Control         | 51.00               | 9350                |
| Karnes Music Co.               | Sheet Music                           | 7.50                | 9351                |
| National School Towel Service  | Contractual Services                  | 256.00              | 9352                |
| Elk Grove Village Sports       | Athletic Supplies                     | 679.85              | 9353                |
| Parrish Sporting Goods         | Physical Education - Supplies         | 19.20               | 9354                |
| Scientific Glass Apparatus Co. | Lab. Equipment - Numerical Control    | 283.80              | 9355                |
| E.A. Da Rosa                   | Professional Services - Curriculum    | 640.00              | 9356                |
| Universal Stationers Inc.      | Library Supplies                      | 2.45                | 9357                |
| Audio Visual Service           | Film Rental                           | 15.30               | 9358                |
| Dover Publications             | Audio Visual Supplies                 | 21.80               | 9359                |
| Contemporary Films             | Film Rental                           | 8.00                | 9360                |
| Die Service Inc.               | Film Rental                           | 353.00              | 9361                |
| Midwest Visual Equipment       | Equipment Repair                      | 25.00               | 9362                |
| Aviation Week                  | Library Supplies                      | 10.00               | 9363                |
| Library of Congress            | Replenish Library of Congress Deposit | 642.93              | 9364                |
| Chicago                        | Library Subscription                  | 2.50                | 9365                |
| Gaylord Bros. Inc.             | Library Equipment Repair              | 7.85                | 9366                |
| Xerox Corp.                    | Library Equipment Rental              | 339.82              | 9367                |
| James Halcomb Assoc.           | Office Supplies                       | 24.50               | 9368                |
| Fred Vaisvil                   | Travel Expenses                       | 100.00              | 9369                |

| <u>PAYEE</u>                                     | <u>DESCRIPTION</u>                         | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--|--|---------------------|---------------------|
| Ginn & Co.                                       | Vocational - Library                       | 26.85               | 9370                |
| American Envelope Co.                            | Office Supplies                            | 62.92               | 9371                |
| Kavanaugh Business Forms                         | Office Supplies                            | 31.40               | 9372                |
| Easy Travel Service                              | Travel Expenses - F. Borelli, J. Harvey    | 76.00               | 9373                |
| Computer Supplies Inc.                           | Office Supplies                            | 109.00              | 9374                |
| Chicago Tribune                                  | Advertising                                | 16.45               | 9375                |
| Journal News Publications                        | Advertising                                | 21.00               | 9376                |
| Lerner Life Newspapers                           | Advertising                                | 10.50               | 9377                |
| Star Newspapers                                  | Advertising                                | 10.50               | 9378                |
| Paddock Publications Inc.                        | Want Ads                                   | 68.79               | 9379                |
| Schiele Faierson Co.                             | Printing                                   | 2,444.00            | 9380                |
| James Marchael Photography                       | Photographs                                | 137.25              | 9381                |
| Frederick Ryder Co.                              | Printing                                   | 35.22               | 9382                |
| Illinois Assoc. of Community and Junior Colleges | Institutional Assessment                   | 1,211.00            | 9383                |
| Western Concessions Inc.                         | Meeting Expenses                           | 43.90               | 9384                |
| Harper College Bookstore                         | Professional Books                         | 12.15               | 9385                |
| Chateau Louise                                   | Meeting Expense                            | 41.30               | 9386                |
| Hotel Faust                                      | Travel Expenses -Andeen, Board Memb.       | 128.43              | 9387                |
| Trans World Airlines Inc.                        | Travel Expenses - R.Lahti, W.Mann          | 226.30              | 9388                |
| Addressograph Multigraph Corp.                   | Machine Maintenance & Duplicating Supplies | 382.88              | 9389                |
| B & H Blueprint & Supply                         | Drafting Supplies                          | 9.00                | 9390                |
| Pitney Bowes Inc.                                | Equipment Rental                           | 42.00               | 9391                |
| Accounting Machine Sales                         | Equipment Rental                           | 95.00               | 9392                |
| General Fireproofing Co.                         | Fireproof File Cabinet                     | 338.21              | 9393                |
| Near North Guild                                 | Map Board                                  | 12.50               | 9394                |
| Werner J. Lassen, M.D.                           | Medical Exam. - J. Yohanan                 | 20.00               | 9395                |
| The Loop College                                 | Charge-Back                                | 510.00              | 9396                |
| Elgin Community College                          | Charge-Back                                | 3,696.00            | 9397                |
| Harper College Bookstore                         | Office Supplies & Professional Books       | 196.56              | 9398                |
|  |  | <u>\$ 42,013.11</u> |                     |

EDUCATIONAL FUND SUMMARY -- DECEMBER 12, 1968

|                              |        |               |
|------------------------------|--------|---------------|
| <u>Administration</u>        |        |               |
| Travel Advances              | 138.54 | \$ 791.70     |
| Inventories                  | 162.01 | 767.60        |
| Tuition Refunds              | 421.00 | 647.85        |
| Contractual Services         | 520.00 | 2,328.81      |
| General Materials & Supplies | 540.00 | 6,360.27      |
| Travel & Meetings            | 550.00 | 1,515.59      |
| Rentals                      | 570.00 | 8,986.40      |
| Charge-backs                 | 559    | 4,206.00      |
| Capital Outlay               |        | <u>416.13</u> |

\$25,720.35

|                                  |      |                 |
|----------------------------------|------|-----------------|
| <u>Instructional</u>             |      |                 |
| Contractual Services             | 520. | 1,961.70        |
| Materials & Supplies - Classroom | 530. | 8,861.48        |
| Materials & Supplies - Office    | 540. | 1,230.26        |
| Travel & Meeting Expense         | 550. | 1,787.58        |
| Rentals                          | 570. | 369.82          |
| Capital Outlay                   | 585. | <u>2,081.92</u> |

\$16,292.76

\$42,013.11

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks number 9259 to 9398 including void check number 9261 are hereby authorized for payment.

Date of Approval: December 12, 1968

Chairman

*Richard L. Johnson* Secretary  
*Joseph S. Sickle*

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

BUILDING FUND EXPENDITURES - - DECEMBER 12, 1968

| <u>PAYEE</u>                      | <u>DESCRIPTION</u>               | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-----------------------------------|----------------------------------|---------------------|---------------------|
| Commonwealth Edison Co.           | Electric Service - Oct. & Nov.   | 1149                | \$ 624.42           |
| Dulligan                          | Contractual Services - Dec.      | 1150                | 9.25                |
| Bidwell Studio Inc.               | Maps                             | 1151                | 43.49               |
| Addison Bldg. Material Co.        | Bldg. Materials                  | 1152                | 10.95               |
| Reliable Heating Co.              | Furnace Installation             | 1153                | 1,226.99            |
| Burns Electronic Security Service | Burglar Alarm Installation       | 1154                | 1,040.00            |
| Wfengee Electrical Supply         | Electric Clocks                  | 1155                | 54.54               |
| John F. Carlisch & Sons           | Grounds Keeping Supplies         | 1156                | 5.28                |
| Instrument Sales Co.              | Equipment - Level                | 1157                | 145.98              |
| General Fire Extinguisher         | Fire Extinguishers               | 1158                | 36.12               |
| Village of Arlington Heights      | Contractual Services - Security  | 1159                | 241.50              |
| Order from Horder                 | Office Supplies                  | 1160                | 6.46                |
| Fleet Air Communications          | Security Equipment               | 1161                | 77.00               |
| Woffmann Piano Service            | Piano Repair                     | 1162                | 40.00               |
| Northwest Electrical Supply       | Maintenance Supplies             | 1163                | 6.12                |
| Belly Services Inc.               | Contractual Services             | 1164                | 127.50              |
| Order from Horder                 | Office Supplies                  | 1165                | 7.47                |
| Milton J. Sneider, M.D.           | Medical Examination - W. Swanson | 1166                | 20.00               |
| Township High School District 214 | Rental of Facilities - Dec.      | 1167                | 13,000.00           |
| United Rent All                   | Saw Rental                       | 1168                | 10.80               |
| Sears Roebuck & Co.               | Humidifier - Tractors & Mowers   | 1169                | 1,369.10            |
| Robert Anderson                   | Machine Installation             | 1170                | 61.50               |
| Dymalon                           | Descolorator                     | 1171                | 97.48               |
| Advance Industrial Security       | Contractual Service - Security   | 1172                | 654.50              |
| Village of Arlington Heights      | Contractual Service - Security   | 1173                | 117.60              |
| Kale Uniforms                     | Security Uniforms                | 1174                | 65.80               |
| Arlington Park Dodge Inc.         | Auto Repair                      | 1175                | 38.07               |
| Standard Oil                      | Gasoline                         | 1176                | 12.07               |
| Avidsmeyer Bus Service            | Bus Service                      | 1177                | 210.00              |
| Attot Motor Sales Co.             | Station Wagon & Auto             | 1178                | 2,582.00            |

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

BUILDING FUND EXPENDITURES - - DECEMBER 12, 1968

PAYEE

Bell & Howell-Ditto Div.  
 Accurate Sign Co. of Palatine  
 M Business Products Sales  
 Anderson Locksmiths  
 Efengee Electrical Supply  
 Bullets Lock-N-Key Service  
 Baker Family Nursery  
 General Fireproofing Corp.  
 B. M. Corp.  
 Imprest Fund

| <u>DESCRIPTION</u>                                      | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|---------------------|---------------------|
| Equipment Repair  | 1179                | \$ 50.60            |
| Sign Painting   | 1180                | 40.00               |
| Equipment Repair  | 1181                | 34.89               |
| Key Blanks  | 1182                | 18.99               |
| Maintenance Supplies                                    | 1183                | 35.63               |
| Keys  | 1184                | 12.50               |
| Trees - Bagging & Balling                               | 1185                | 1,050.00            |
| Fire-Proof File   | 1186                | 338.21              |
| Maintenance Contract                                    | 1187                | 1,284.97            |
| To Reimburse Fund for Nov. 1<br>to Nov. 30 Expenditures | 1188                | 102.19              |
|   |                     | <u>\$ 24,909.97</u> |

TO: TREASURER  
 FROM: BOARD OF TRUSTEES

The above listed checks number 1149 to 1188 are hereby authorized for payment.

Date of Approval: December 12, 1968

Chairman: Richard Johnson

Secretary: Jesselyn M. Dicklas

BUILDING FUND SUMMARY - - DECEMBER 12, 1968

|                      |     |    |                    |
|----------------------|-----|----|--------------------|
| Contractual Services | 520 | \$ | 174.82             |
| Machine Maintenance  | 520 |    | 1,450.46           |
| Security Services    | 520 |    | 1,013.60           |
| Office Supplies      | 541 |    | 50.96              |
| Maintenance Supplies | 547 |    | 78.52              |
| Uniforms & Supplies  | 549 |    | 72.26              |
| Travel Expense       | 554 |    | 102.19             |
| Auto Repairs         | 556 |    | 12.07              |
| Examinations         | 567 |    | 20.00              |
| Fixed Charges        | 572 |    | 624.42             |
| Facilities - Rental  | 575 |    | 13,000.00          |
| Auto Rental          | 576 |    | 210.00             |
| Capital Outlay -     |     |    |                    |
| Renovation           | 584 |    | 1,248.74           |
| Trees                | 584 |    | 1,050.00           |
| Autos                | 585 |    | 2,582.00           |
| Other                | 585 |    | 3,219.93           |
|                      |     |    | <u>\$24,909.97</u> |

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

SITE & CONSTRUCTION FUND -- DECEMBER 12, 1968

| <u>PAYEE</u>                 | <u>DESCRIPTION</u>                   | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|------------------------------|--------------------------------------|-------------------------|-------------------------|
| Allied Electronics           | Electronics Equipment - Reimbursable | \$ 538.00               | 629                     |
| Hewlett Packard Co.          | Electronics Equipment - Reimbursable | 1,786.30                | 630                     |
| Pulver Machinists Supply Co. | Engineering Equipment - Reimbursable | 163.83                  | 631                     |
|                              |                                      | <u>\$2,488.13</u>       |                         |

To: Treasurer

From: Board of Trustees

The above listed checks number 629 to 631 are hereby authorized for payment.

Date of Approval: December 12, 1968

Chairman: Richard L. Johnson

Secretary: Jesselyn M. Truckler

SITE & CONSTRUCTION FUND SUMMARY

|  |                    |
|--|--------------------|
| Capital Outlay -                           |                    |
| Electronics Equipment - Reimbursable       | 586.23             |
| Mechanical Design Equipment - Reimbursable | 586.23             |
|  | \$ 2,324.30        |
|  | 163.83             |
|  | <u>\$ 2,488.43</u> |

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

AUXILIARY FUND -- DECEMBER 12, 1968

| <u>PAYEE</u>                    | <u>DESCRIPTION</u> | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|---------------------------------|--------------------|-------------------------|-------------------------|
| Dept. of Revenue                | Sales Tax October  | \$ 402.05               | 385                     |
| Bob Ehrhart                     | Officiating Fee    | 20.00                   | 386                     |
| Liz Astroth                     | Officiating Fee    | 20.00                   | 387                     |
| Chuck Balciulis                 | Officiating Fee    | 20.00                   | 388                     |
| John Katzler                    | Officiating Fee    | 20.00                   | 389                     |
| Dave Theesfeld                  | Officiating Fee    | 20.00                   | 390                     |
| Robert Koehler                  | Officiating Fee    | 20.00                   | 391                     |
| John Gelch                      | Travel Advance     | 250.00                  | 392                     |
| Allen Brothers, Inc.            | Purchases - Food   | 128.80                  | 393                     |
| O. H. Bambas Tobacco Co., Inc.  | Purchases - Food   | 31.05                   | 394                     |
| Burny Bros. Div. Beatrice Foods | Purchases - Food   | 73.11                   | 395                     |
| Burny Bros.                     | Purchases - Food   | 63.09                   | 396                     |
| Burny Bros.                     | Purchases - Food   | 52.68                   | 397                     |
| Elk Grove H. S. Cafeteria       | Purchases - Food   | 75.36                   | 398                     |
| Frito Lay, Inc.                 | Purchases - Food   | 114.00                  | 399                     |
| Kraft Foods                     | Purchases - Food   | 38.12                   | 400                     |
| Oscar Mayer & Co.               | Purchases - Food   | 123.67                  | 401                     |
| Nedlog Co.                      | Purchases - Food   | 22.68                   | 402                     |
| Ryser Bros., Inc.               | Purchases - Food   | 35.19                   | 403                     |
| John Sexton & Co.               | Purchases - Food   | 36.45                   | 404                     |
| Silvercup Bakers                | Purchases - Food   | 5.20                    | 405                     |
| B. B. Imperial, Inc.            | Cafeteria Supplies | 45.00                   | 406                     |
| American Technical Soc.         | Purchases - Books  | 309.08                  | 407                     |
| Chandlers, Inc.                 | Purchases - Books  | 239.00                  | 408                     |
| Houghton Mifflin Co.            | Purchases - Books  | 10.78                   | 409                     |
| Inland Book Dist.               | Purchases - Books  | 351.14                  | 410                     |
| Richard D. Irwin, Inc.          | Purchases - Books  | 13.02                   | 411                     |

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

AUXILIARY FUND -- DECEMBER 12, 1968

| <u>PAYEE</u>                   | <u>DESCRIPTION</u>   | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|--------------------------------|----------------------|-------------------------|-------------------------|
| McGraw Hill Book Co.           | Purchases - Books    | \$ 12.36                | 412                     |
| Mathews Book Co.               | Purchases - Books    | 95.92                   | 413                     |
| Nascorp, Inc.                  | Purchases - Books    | 11.89                   | 414                     |
| National Ed. Assoc. of USA     | Purchases - Books    | 18.90                   | 415                     |
| W. W. Norton & Co.             | Purchases - Books    | 43.26                   | 416                     |
| Penguin Books, Inc.            | Purchases - Books    | 17.26                   | 417                     |
| Pitman Publishing Corp.        | Purchases - Books    | 5.07                    | 418                     |
| Prentice Hall, Inc.            | Purchases - Books    | 230.29                  | 419                     |
| Random House, Inc.             | Purchases - Books    | 4.11                    | 420                     |
| Charles Scribners Sons         | Purchases - Books    | 60.42                   | 421                     |
| Science Research Assoc.        | Purchases - Books    | 51.74                   | 422                     |
| D Van Nostrand Co.             | Purchases - Books    | 51.27                   | 423                     |
| Frederick Post                 | Purchases - Supplies | 75.12                   | 424                     |
| Regent Products Co.            | Purchases - Supplies | 57.60                   | 425                     |
| Sterling Name Tape Co.         | Purchases - Supplies | 1.80                    | 426                     |
| Writing Sales                  | Purchases - Supplies | 386.66                  | 427                     |
| Allen Bros., Inc.              | Purchases - Food     | 72.80                   | 428                     |
| O. H. Bambas Tobacco Co., Inc. | Purchases - Food     | 120.70                  | 429                     |
| Food Marketers                 | Purchases - Food     | 172.50                  | 430                     |
| Frito Lay, Inc.                | Purchases - Food     | 21.20                   | 431                     |
| Kraft Foods                    | Purchases - Food     | 51.29                   | 432                     |
| Oscar Mayer & Co.              | Purchases - Food     | 18.15                   | 433                     |
| The Nedlog Co.                 | Purchases - Food     | 16.20                   | 434                     |
| Silvercup Bakers, Inc.         | Purchases - Food     | 64.58                   | 435                     |
| O K Papers, Inc.               | Cafeteria Supplies   | 157.17                  | 436                     |
| Allyn & Bacon, Inc.            | Purchases - Books    | 6.86                    | 437                     |
| College Seal & Crest Co.       | Purchases - Supplies | 122.98                  | 438                     |
| Collegiate Mfg. Co.            | Purchases - Supplies | 188.02                  | 439                     |

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

AUXILIARY FUND -- DECEMBER 12, 1968

| <u>PAYEE</u>                   | <u>DESCRIPTION</u>           | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|--------------------------------|------------------------------|-------------------------|-------------------------|
| Easy Travel Service, Inc.      | Travel - Klingenberg         | \$ 64.00                | 440                     |
| L. D. Caulk Litton Dental      | Purchases - Supplies         | 4,330.77                | 441                     |
| Federal Office Products        | Purchases - Supplies         | 181.04                  | 442                     |
| Follett Publishing             | Purchases - Books            | 51.43                   | 443                     |
| Harcourt Brace                 | Purchases - Books            | 24.05                   | 444                     |
| Harper & Row Publishers        | Purchases - Books            | 5.08                    | 445                     |
| Holt Rinehart & Winston, Inc.  | Purchases - Books            | 10.72                   | 446                     |
| W. D. Klingenberg - Petty Cash | Purchases - Supplies & Books | 17.19                   | 447                     |
| Cunningham Reilly, Inc.        | Athletic Supplies            | 66.00                   | 448                     |
| Golden Acres Country Club      | Greens Fees                  | 132.25                  | 449                     |
| Lattof Car Rental, Inc.        | Car Rentals                  | 192.75                  | 450                     |
| Northern Chemical Co.          | Athletic Supplies            | 44.25                   | 451                     |
| Parrish Sporting Goods         | Athletic Supplies            | 453.50                  | 452                     |
| Practical Offsett, Inc.        | Printing Posters             | 77.75                   | 453                     |
| Elk Grove Village Sports       | Athletic Supplies            | 158.00                  | 454                     |
|                                |                              | <u>\$10,484.37</u>      |                         |

To: Treasurer

From: Board of Trustees

The above listed checks number 385 to 454 are hereby authorized for payment.

DATE OF APPROVAL: DECEMBER 12, 1968

CHAIRMAN Richard L. Johnson

SECRETARY Joseph M. Lucella

|                                   |        |  |                     |
|-----------------------------------|--------|--|---------------------|
| <u>Cafeteria</u>                  |        |  |                     |
| Purchases - Food                  | 546.10 |  |                     |
| Purchases - Supplies              | 546.90 |  |                     |
|                                   |        |  | \$ 1,538.99         |
| <br>                              |        |  |                     |
| <u>Bookstore</u>                  |        |  |                     |
| Sales Tax                         | 255.00 |  |                     |
| Purchases - Books                 | 536.10 |  |                     |
| Purchases - Supplies              | 536.20 |  |                     |
| Travel                            | 554.00 |  |                     |
|                                   |        |  | 7,450.88            |
| <br>                              |        |  |                     |
| <u>Inter-Collegiate Athletics</u> |        |  |                     |
| Travel Advance                    | 138.54 |  |                     |
| Contractual Services              | 529.00 |  |                     |
| Supplies                          | 539.00 |  |                     |
| Printing & Duplicating            | 542.00 |  |                     |
| Automobile Rental                 | 576.00 |  |                     |
|                                   |        |  | 1,494.50            |
|                                   |        |  | <u>\$ 10,484.37</u> |

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

TO: TREASURER  
FROM: BOARD OF TRUSTEES  
SUBJECT: Approval of Estimated Payroll Expenditures  
December 1 to December 31, 1968

The following estimated Payrolls in the amount of \$212,400.00  
are hereby authorized for payment.

|                               |                     |
|-------------------------------|---------------------|
| <u>DECEMBER 1 - 15, 1968</u>  |                     |
| Regular Payroll               | \$ 84,400.00        |
| <u>DECEMBER 16 - 31, 1968</u> |                     |
| Regular Payroll               | <u>128,000.00</u> * |
|                               | <u>\$212,400.00</u> |

DATE OF APPROVAL: DECEMBER 12, 1968

CHAIRMAN: Richard L. Johnson SECRETARY: Judith M. Duckla

\*Includes part-time teachers payroll.

WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 NOVEMBER 1, 1968 to NOVEMBER 30, 1968

| <u>PAYEE</u>                          | <u>DESCRIPTION</u>        | <u>CHECK<br/>NUMBER</u> | <u>AMOUNT</u>   |
|---------------------------------------|---------------------------|-------------------------|-----------------|
| Martin Ryan                           | Travel Advance            | 5032                    | \$ 80.00        |
| Michael Bartos                        | Travel Advance            | 5033                    | 60.00           |
| John Haas                             | Travel Expense            | 5034                    | 25.50           |
| Nadia Andrushko                       | Registration Fee          | 5035                    | 10.00           |
| American Trial Lawyers<br>Association | Library - Subscription    | 5036                    | 5.00            |
| Gallery Shop                          | Library - Subscription    | 5037                    | 2.15            |
| Commerce Clearing House               | Publication               | 5038                    | 3.00            |
| American Council on Educ.             | Publication               | 5039                    | 3.25            |
| School Facilitics Council             | Renewal of Membership     | 5040                    | 10.00           |
| American Council on Educ.             | Subscription              | 5041                    | 70.00           |
| American Express                      | Travel Expense            | 5042                    | 116.16          |
| Frank Borelli                         | Travel Expense            | 5043                    | 22.70           |
| Donn Stansbury                        | Travel Expense            | 5044                    | 33.85           |
| Fred Vaisvil                          | Travel Expense            | 5045                    | 44.82           |
| Howard Business Review                | Publication               | 5046                    | 2.70            |
| Nation's Business                     | Subscription              | 5047                    | 8.00            |
| Supt. of Documents                    | Library Publication       | 5048                    | 21.45           |
| Illinois Dental Journal               | Subscription - Library    | 5049                    | 3.00            |
| Consumers Digest                      | Subscription              | 5050                    | 10.00           |
| University of Michigan                | Publication               | 5051                    | 6.50            |
| A. M. Bazik                           | Travel Expense            | 5052                    | 17.95           |
| R. J. Hughes                          | Travel Expense            | 5053                    | 88.24           |
| Frank Vandever                        | Travel Expense            | 5054                    | \$119.28        |
|                                       | Travel Advance            |                         | <u>(100.00)</u> |
| Postmaster, Palatine, Ill.            | Postage for Meter         | 5055                    | 250.00          |
| Postmaster, Palatine, Ill.            | Postage for Grade Reports | 5056                    | 222.00          |
| Simon & Schuster, Inc.                | Library Book              | 5057                    | 2.15            |
| R. E. Lahti                           | Travel Advance            | 5058                    | 100.00          |
| R. E. Lahti                           | Travel Advance            | 5059                    | 100.00          |
| R. J. Hughes                          | Travel Expense            | 5060                    | 8.15            |
| Supt. of Documents                    | Publication               | 5061                    | 3.00            |
| Government Printing Office            | Publication               | 5062                    | 1.00            |
| Irene Y. Sanderson                    | Travel Expense            | 5063                    | 52.06           |
| Ken Parker                            | Travel Advance            | 5064                    | 62.50           |
| Richard Schlogel                      | Travel Expense            | 5065                    | 14.50           |
| Jay Singelmann                        | Travel Expense            | 5066                    | 54.00           |
| John Birkholz                         | Travel Expense            | 5067                    | 207.37          |
|                                       | Travel Advance            |                         | <u>(200.00)</u> |
| Frank Oliver                          | Travel Expense            | 5068                    | 7.50            |
| Michael Ostrowski                     | Travel Expense            | 5069                    | 5.75            |

WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 NOVEMBER 1, 1968 to NOVEMBER 30, 1968

| <u>PAYEE</u>  | <u>DESCRIPTION</u> | <u>CHECK<br/>NUMBER</u> | <u>AMOUNT</u>   |
|---|--------------------|-------------------------|-----------------|
| Mary Ellen Rugg   | Travel Expense     | 5070                    | \$65.68         |
|   | Travel Advance     |                         | <u>(50.00)</u>  |
|   |                    |                         | \$ 15.68        |
| Robert R. Zilkowski   | Travel Expense     | 5071                    | 13.00           |
| Martha Lynn Bolt  | Travel Expense     | 5072                    | 48.00           |
| Jean Lytle  | Travel Expense     | 5073                    | 9.02            |
| Frank Vandever  | Travel Expense     | 5074                    | 6.05            |
| A. Harris Moeller   | Travel Expense     | 5075                    | 78.55           |
| Clete Hinton  | Travel Expense     | 5076                    | 33.30           |
| Joanne Heinly   | Travel Expense     | 5077                    | 15.70           |
| Gerald Stecher  | Tuition Refund     | 5078                    | 138.00          |
| Dewey Dixon   | Tuition Refund     | 5079                    | 174.73          |
| Barry Goldberg  | Tuition Refund     | 5080                    | 10.00           |
| Richard Muchola   | Tuition Refund     | 5081                    | 76.50           |
| David Mason   | Tuition Refund     | 5082                    | 5.00            |
| James A. Malinski   | Tuition Refund     | 5083                    | 129.75          |
| Void  | - - - - -          | 5084                    | - -             |
| John Kuiper   | Withdrawal         | 5085                    | 3.00            |
| Robert Nolan  | Travel Advance     | 5086                    | 100.00          |
| Roy G. Kearns   | Travel Advance     | 5087                    | 70.00           |
| Robert E. Lahti   | Travel Advance     | 5088                    | 100.00          |
| U. S. Post Office,<br>Palatine, Illinois<br>Postmaster, U. S.<br>Palatine, Illinois | Postage            | 5089                    | 35.00           |
|   | Postage for Meter  | 5090                    | 250.00          |
| Charles F. Falk   | Travel Advance     | 5091                    | 185.00          |
| John R. Birkholz  | Travel Expense     | 5092                    | 11.45           |
| Joe Bob Tillotson   | Travel Expense     | 5093                    | 30.45           |
| Donald M. Misic   | Meeting Expense    | 5094                    | 7.70            |
| Harold Cunningham   | Travel Expense     | 5095                    | 61.28           |
| John H. Thompson  | Travel Expense     | 5096                    | 17.40           |
| George H. Voegel  | Meeting Expense    | 5097                    | 22.40           |
| Darrell DeGeeter  | Travel Expense     | 5098                    | 20.63           |
| Kenneth Andeen  | Meeting Expense    | 5099                    | 101.45          |
| Void  | - - - - -          | 5100                    | - -             |
| Fred Vaisvil  | Travel Expense     | 5101                    | 189.86          |
|   | Travel Advance     |                         | <u>(131.00)</u> |
|   |                    |                         | 58.86           |
| Gordon Paulsen  | Travel Expense     | 5102                    | 5.80            |
| Michael V. Ostrowski  | Travel Advance     | 5103                    | 50.00           |
| Robert Powell   | Travel Advance     | 5104                    | 120.00          |

WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 NOVEMBER 1, 1968 to NOVEMBER 30, 1968

| <u>PAYEE</u>  | <u>DESCRIPTION</u>        | <u>CHECK<br/>NUMBER</u> | <u>AMOUNT</u> |
|---|---------------------------|-------------------------|---------------|
| Kenneth E. Jauch<br>Postmaster, U. S.<br>Palatine, Illinois | Travel Advance            | 5105                    | \$ 50.20      |
| Kenneth Parker  | Postage                   | 5106                    | 162.67        |
| Edward H. Templeton   | Travel Advance            | 5107                    | 110.00        |
| Jim Tobias  | Tuition Refund            | 5108                    | 48.00         |
| Harold C. Atwood  | Tuition Refund            | 5109                    | 25.60         |
| Russell C. Berry  | Application Fee Refund    | 5110                    | 10.00         |
| Paul Brodach  | Application Fee Refund    | 5111                    | 10.00         |
| James T. Connolly   | Application Fee Refund    | 5112                    | 10.00         |
| Raymond W. Coody  | Application Fee Refund    | 5113                    | 10.00         |
| Robin Bromunel  | Application Fee Refund    | 5114                    | 10.00         |
| Karen Cordulack   | Application Fee Refund    | 5115                    | 10.00         |
| Edward Dreksler   | Application Fee Refund    | 5116                    | 10.00         |
| Elizabeth Fitzgerald  | Application Fee Refund    | 5117                    | 10.00         |
| Albert Gibbon   | Application Fee Refund    | 5118                    | 10.00         |
| Linda Harding   | Application Fee Refund    | 5119                    | 10.00         |
| Karen Ann Hodach  | Application Fee Refund    | 5120                    | 10.00         |
| Terry Holshauser  | Application Fee Refund    | 5121                    | 10.00         |
| Blair Johanson  | Application Fee Refund    | 5122                    | 10.00         |
| Patrick Kinsella  | Application Fee Refund    | 5123                    | 10.00         |
| Ray Koontz  | Application Fee Refund    | 5124                    | 10.00         |
| Gregory Kos   | Application Fee Refund    | 5125                    | 10.00         |
| Thomas Koter  | Application Fee Refund    | 5126                    | 10.00         |
| Jeanne Kyger  | Application Fee Refund    | 5127                    | 10.00         |
| Linda Lipinski  | Application Fee Refund    | 5128                    | 10.00         |
| Jan Swanson   | Application Fee Refund    | 5129                    | 10.00         |
| R. E. Lahti   | Reimburse Petty Cash Fund | 5130                    | 80.59         |
| Robert McGowan  | Reimburse Petty Cash Fund | 5131                    | 173.03        |
| Patrick Merrick   | Application Fee Refund    | 5132                    | 10.00         |
| Roberta Palumbo   | Application Fee Refund    | 5133                    | 10.00         |
| Robert Paunding   | Application Fee Refund    | 5134                    | 10.00         |
| Robert Ravas  | Application Fee Refund    | 5135                    | 10.00         |
| Dean Rittenhouse  | Application Fee Refund    | 5136                    | 10.00         |
| Marion Rochelle   | Application Fee Refund    | 5137                    | 10.00         |
| Michael Rauh  | Application Fee Refund    | 5138                    | 10.00         |
| James Sesterhenn  | Application Fee Refund    | 5139                    | 10.00         |
| Thomas Sheets   | Application Fee Refund    | 5140                    | 10.00         |
| Shirley Vacho   | Application Fee Refund    | 5141                    | 10.00         |
| Tom Wood  | Application Fee Refund    | 5142                    | 10.00         |
| Fred Woodruff   | Application Fee Refund    | 5143                    | 10.00         |
|   |                           | 5144                    | 10.00         |

WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 NOVEMBER 1, 1968 to NOVEMBER 30, 1968

| <u>PAYEE</u>                       | <u>DESCRIPTION</u>     | <u>CHECK<br/>NUMBER</u> | <u>AMOUNT</u>     |
|------------------------------------|------------------------|-------------------------|-------------------|
| John Woodruff                      | Application Fee Refund | 5145                    | \$ 10.00          |
| Ellen Wicerz                       | Application Fee Refund | 5146                    | 10.00             |
| American Assoc. of Jr.<br>Colleges | Pre-registration       | 5147                    | 17.00             |
| Dana Friedland                     | Travel Advance         | 5148                    | 85.00             |
| Kirsch Village Florist             | Gifts                  | 1002                    | 7.00              |
| Western Concessions                | Luncheons & Coffees    | 1003                    | 72.05             |
| Void                               | - - - - -              | 1823                    | ( 9.80)           |
|                                    |                        |                         | <u>\$4,728.57</u> |

Reimbursement:

|                     |                   |
|---------------------|-------------------|
| Educational Fund    | \$4,313.65        |
| Building Fund       | 102.19            |
| Trust & Agency Fund | 312.73            |
|                     | <u>\$4,728.57</u> |

December 11, 1968

Dr. Lyman A. Glenn  
State of Illinois  
Board of Higher Education  
300 East Monroe  
104 St. George Building  
Springfield, Illinois

Dear Dr. Glenn:

I welcomed the opportunity to speak at the hearing on the proposed equalization plan for allocating Junior College operation funds in the State of Illinois. Although I did not take advantage of this opportunity, I wish to express my sentiments in writing.

First, I believe like my fellow colleagues, that the procedures utilized to date for proposing such a plan leave much to be desired. Why the rush? Why not some involvement of local communities who have a responsibility of more than a 50% share of operating costs.

Second, why not involve a committee of local Junior College representatives with your staff who could automatically help you sell such a program.

Third, if the present formula is sound, let it stand the test of soundness by projecting the elements of this proposal into a computer. Testing the effects of all variables where communities can observe what happens to them individually when certain variables are applied may remove some fear.

Fourth, I have some reservations as to how you propose to get accurate population estimates between official census periods. In the case of suburban colleges like ours, I think accurate population statistics would be difficult to calculate on a biennium basis.

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Y

Needless to say there has been some excellent work done on the present proposal. We would generally support an equalization approach if it is studied thoroughly enough that the state as a whole, and the two Board staffs and the communities fully understood its ramifications.

I think this kind of involvement and understanding will require at least another year of work.

Sincerely,

Robert E. Laska  
President

rb  
cc: Gerald Smith  
Richard Johnson  
Frank F. Fowle

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~~THE CONSTITUTION OF THE FACULTY SENATE OF~~

HARPER COLLEGE

PREAMBLE

This document shall be considered The Constitution of the Faculty Senate of Harper College. The members of the Faculty Senate will act as the official representatives of the total Harper College faculty and will present to the Administrative Faculty and to the Board of Trustees of Harper College recommendations for implementation concerning such matters as follow:

- (1). The general educational policy and general welfare of the institution.
- (2). The regulatory policies related to student conduct and student activities.
- (3). The policies concerning admissions, honors and graduation requirements.
- (4). Recommendations on the College's budget.
- (5). The policies that will govern faculty tenure, promotion appointments, dismissals and academic freedom.

ELECTION AND COMPOSITION OF THE HARPER COLLEGE FACULTY SENATE

A. Only full time Harper personnel holding academic rank shall be eligible to become or vote for members of the Faculty Senate. The Faculty Senate shall initially consist of fifteen staff members who will be elected on the basis of both divisional and "at large" representation. Each division at the time of the ratification of the Constitution will elect one representative to the Faculty Senate. Those divisions to be represented in the

initial election are as follows:

- (1). The Division of Communications.
- (2). The Division of Business and Social Science.
- (3). The Division of Fine Arts and Humanities.
- (4). The Division of Science and Mathematics.
- (5). The Division of Engineering and Related Technologies.
- (6). The Division of College Services.

The Division of College Services will encompass those eligible faculty members who are non-teaching personnel.

Nine members of the Faculty Senate will be elected from the full membership of the full time staff in an "at large" election. As new divisions are created, they will possess the automatic privilege to petition the Faculty Senate for Senate recognition and representation. Upon the recommendation of a simple majority of the members of the Faculty Senate, the division will be granted the right to elect a divisional representative. The number of divisional representatives will be correlative with the number of recognized divisions. When the total number of Faculty Senate members is an even number a single additional "at large" representative will be elected from among the total membership of the full time staff. A division created through the consolidation of two or more existing divisions will constitute a new division. The representatives of the previously existing divisions will be replaced by a duly elected representative of the new

division.

B. All elections to the Faculty Senate will be by secret ballot and will be supervised by the then current Divisional Chairmen and the Dean of Instruction. Divisional Representatives will serve a term of three years on the Faculty Senate. Those initially elected to serve will determine by lot whether they will serve a one, two or three year term. "At large" representatives will serve a term of two years on the Faculty Senate. A simple majority of Faculty Senate members will constitute a quorum and decisions will be determined by simple majority votes. All Faculty Senate Representatives will be eligible to succeed themselves by election to fill vacancies. In the event of vacancies, the Faculty Senate will call special elections and replacement members will be duly elected.

C. All full time members of the teaching staff, the Administrative faculty and the Board of Trustees will have the privilege of attending all the open sessions of the Faculty Senate and its Committees.

#### II. THE POWERS OF THE HARPER COLLEGE FACULTY SENATE

A. The Harper College Faculty Senate will be empowered to make all of its own rules of procedure, and to elect its own president, president pro tempore, who will preside in the president's absence, and its secretary. The Faculty Senate will possess the inherent authority to create, define the

jurisdictional scope, and abolish whatever standing and/or ad hoc "committees of the Faculty Senate" as in its judgment seem most suited for the best interests of Harper College. Such committees will include, but not be restricted to the following standing committees:

- a) faculty affairs,
- b) budget,
- c) student affairs,
- d) community relations,
- e) institutional aims, and
- f) resources and evaluation.

These enumerated powers, and whatever implied powers which may be reasonably interpreted, will be inherent prerogatives of the Faculty Senate.

B. The elected members of the Faculty Senate will assume by lot the responsibility of convening the established standing committees of the Faculty Senate. After the first three years of its existence, members of the Faculty Senate of Harper College will, on the basis of seniority, choose the standing committee which they wish to convene and then assume the responsibility of convening that committee. The membership of the standing and/or ad hoc committees of the Faculty Senate will be by selection by the committees' convenors subject to the approval of a majority of the Faculty Senate.

### III. SPECIAL STANDING COMMITTEES OF THE FACULTY SENATE OF HARPER COLLEGE

#### A. The Standing Committee of Faculty Tenure and Promotion.

This committee will consist of members elected on a divisional basis, one representative for each existing division.

Members of this committee will serve three year terms and cannot succeed themselves. Neither may they serve on this committee and the Faculty Senate simultaneously. The terms of the committee members will be staggered.

#### IV. IMPLIED POWERS OF THE HARPER COLLEGE FACULTY SENATE

A. The Faculty Senate will be empowered to make recommendations to the Board of Trustees and/or the administrative officers of Harper College for their implementation on all matters that can be reasonably implied from the following enumerated classifications:

1. Educational policies of Harper College
2. Regulations affecting student conduct and activities
3. Scholastic policies including requirements for admission, graduation and honors.
4. Recommendations concerning the budget of Harper College
5. Criteria for faculty tenure, appointment, promotion and dismissals
6. Matters concerning the improved operation of Harper College and recommendations regarding the institution's general welfare.

B. The president of the Faculty Senate, and whatever members of the teaching faculty or administrative staff he may desire to aid him or whom the teaching members of the Faculty Senate appoint to serve with him, will be the official representative of the faculty to the Board of Trustees and the administration of Harper College.

C. The recommendations or policies adopted by the Faculty Senate will be determined by means of a simple majority of the quorum or full membership present at an official session.

V. INITIATIVES AND AMENDMENTS

The Faculty Senate of Harper College will consider for adoption any proposed initiative and/or constitutional amendment presented to it by means of a written petition signed by at least 40% of the full time faculty. All votes on initiatives and/or proposed amendments will be by secret ballot and will be supervised by the divisional chairmen.

~~Constitution~~  
of the  
Faculty Senate  
of  
Wm Rainey Harper College  
District 512

Preamble

Recognizing that the faculty has been delegated the responsibility for the quality of education at William Rainey Harper College and desires to accept and assume this responsibility subject to the ultimate authority of the institution's board of trustees, and that the best interests of students and the public are protected by concerted effort, the faculty members hereby organize themselves in conformity with the ~~by laws~~ herein stated.

Article I

name

The name of this organization shall be "The Faculty Senate of Wm Rainey Harper College."

Article II

Definitions

In this constitution adopted in conformity herewith, unless the context otherwise requires-

"College" is Wm Rainey Harper College at Palatine, in Cook County in the State of Illinois

"Board of Trustees" is the governing body of the college, district 512.

"Faculty member" - is a person appointed by the

Board of Trustees to an academic rank in the institution.

"Administrative Faculty" - are persons appointed by the Board of Trustees who receive academic rank but who are primarily engaged in management activities in the college.

"Teaching Faculty" - are persons appointed by the Board of Trustees who receive academic rank but who are primarily engaged in the <sup>education</sup> ~~teaching~~ of students in the classroom or laboratory.

"Faculty Senate" - the official representation of the faculty.

### Article III

#### Purpose of the Organization.

The purpose of this organization shall be to:

1. Provide advice on the general educational policies and general welfare of the institution
2. To initiate and <sup>when</sup> recommend <sup>times</sup> to the Board of Trustees on the general welfare of the faculty and students.
3. To develop and regulate policies relating to student conduct and student activities.
4. To recommend policies concerning admissions, honors and graduation requirements.
5. To develop and recommend policies governing

faculty tenure, promotion, appointments, terminations and academic freedom.

6. To insure that all students receive the best possible education, regardless of race, creed, or place of national origin.

7. To provide a means whereby problems of a ~~equity~~ <sup>equity</sup> - administrative ~~faculty governing board~~ nature may be discussed by the faculty with the board of trustees and administration.

8. Provide and recommend to the board of trustees procedures for the establishment, maintenance and improvement of professional standards for members of the faculty.

9. Promote <sup>teaching</sup> educational and research and participate in activities designed and carried on to improve the general education of the community which the College represents.

10 Article IV - Section 2 - Subsection 2

Article IV

Memberships

Section 1 - Qualifications

Subsection 1. Only full time ~~of~~ <sup>at</sup> Harper College personnel holding academic rank shall be eligible as for membership in the faculty senate.

Subsection 2. - Be of ~~business~~ <sup>business</sup> unquestionable professional

and moral integrity.

Subsection 3. - Agree to abide by the policies established by the Board of Trustees.

Section 2. Suspension or Revocation of Appointment

Subsection 1. The faculty senate may at any time recommend to the Board of Trustees temporary or permanent, complete or partial suspension or revocation of the appointment of any member of the faculty. Prior to recommending any such action the faculty senate shall give the faculty member in question an opportunity to appear before it and to present to the faculty senate any facts pertinent to the action under consideration. His right to appear before the faculty senate shall not permit the attendance of anyone else, unless authorized by the President of the College.

Subsection 2. <sup>Transmit all</sup> The recommendations of the faculty senate shall be transmitted to the board of trustees through the President of the College.

Subsection 3. The board of trustees shall either accept the recommendations of the faculty senate or shall refer them back for further consideration and new recommendations before taking final action. Before accepting a recommendation of suspension or revocation the board of trustees shall give the faculty member in question an opportunity to appear before it in

closed session in order to present any facts pertinent to the action under consideration. His right to appear before the board of trustees shall not permit the attendance of anyone <sup>other than the Pres of the College</sup> unless authorized by the board of trustees.

Subsection 4. When final action has been taken by the board of trustees, the President of the College shall transmit the decision to the faculty member in question.

## Article V Organization of the Faculty Senate

### Section 1. - Classification

There shall be the following <sup>divisions:</sup> ~~departments:~~

- (1) Division of Communications
- (2) Division of Business and Social Science
- (3) Division of Fine Arts and Humanities
- (4) Division of Science and Mathematics
- (5) Division of Engineering and Related Technologies
- (6) Division of College Services

The Division of College Services shall encompass eligible faculty members who are not primarily teaching personnel.

### Section 2. - Composition

Initially the Faculty Senate shall consist of

fifteen faculty members. Each established Division at the time the Constitution is ratified is entitled to one representative in the Senate. In addition, nine members of the faculty shall serve as "at large" representatives.

### Section 3. New Divisions.

<sup>subsection 1.</sup> At the time a new division is created in the organizational structure of the College the members of the newly created division may petition the Faculty Senate for recognition and representation. At the next regularly scheduled meeting of the Faculty Senate a vote shall be taken. Upon receiving a simple majority of the votes cast the division shall be granted a seat on the Faculty Senate and requested to elect a divisional representative.

<sup>subsection 2.</sup> When the membership of the Faculty Senate is an even number one additional "at large" member seat shall be created and a representative elected from among the total membership of the faculty in a special election unless such <sup>an</sup> election shall occur fall within one month of the date of a regularly scheduled election. In such an event the special election shall not be held, but provided for as part of the regularly scheduled election.

Subsection 3. When a division is dissolved the membership of the Faculty Senate shall be reduced by one. In the event this reduction results in an even number, the number of "at large" representatives shall be reduced by one, and <sup>the reduction to four be from</sup> ~~shall be from~~ among the most recent members. If more than one is the most recent, straws shall be drawn to determine which member shall be unseated.

Subsection 4. When two or more existing divisions are consolidated into a new division the seats <sup>in</sup> ~~on~~ the Faculty Senate of the existing division shall be vacated and one "at large" seat shall <sup>also</sup> be vacated in the same manner as outlined in subsection 3. The consolidated division shall be considered a new division and subsection 1 shall apply.

#### Section 4 - OFFICERS.

Subsection 1. The officers of the Faculty Senate shall be a president, and a secretary. In the event of the absence of the president the Faculty Senate shall elect a president pro tempore from among its membership to serve as presiding officer.

Subsection 2. The president of the Faculty Senate

of the faculty to the  
Board of Trustees and administration  
of the college.

The incumbent <sup>may</sup>  
succeed himself in Office.  
~~Administrative Office of the college~~  
~~down through the level of~~  
~~and by~~

shall call and preside at all faculty senate meetings and shall be an ex officio member (without vote) of all standing and ad hoc committees of the Senate. He shall work in close conjunction with the President of the College and be concerned with coordinating the efforts of all of the committees of the Senate. ~~Adm~~ The term of office shall be for one year.

Subsection 3. The Secretary of the Faculty Senate shall keep minutes of all Faculty Senate meetings and perform such other duties as normally pertain to that office. He may serve as the ~~president of~~ representative of the President of the Faculty Senate on any of committees of which the President is an ex officio member. <sup>The term of office shall be for one year. The incumbent may not succeed himself in office.</sup>

### Section 5. Election of Officers

The procedure for nomination and election of officers of the Faculty Senate shall be as follows:

Subsection 1. The President of the Faculty Senate shall notify in writing, each faculty member <sup>eligible to vote</sup> the date set for election of officers, which shall correspond to a regularly scheduled meeting and shall request nominations for the offices of President and Secretary.

Subsection 2. - Nominations must be returned within two weeks from the date of his request for nominations.

Subsection 3. - At the next regularly scheduled meeting of the Faculty Senate a secret ballot shall be held to determine the officers for the succeeding year.

Subsection 4. - The results of the election shall be posted on appropriate bulletin boards.

Section 4. Election of members of the Faculty Senate.

Subsection 1. Divisional representatives shall be selected by secret ballot in a manner <sup>agreed upon by</sup> selected the Divisional Chairman. The term of office shall be for three years, except ~~for~~ for the ~~first~~ election conducted to form the first Senate. Following the first election the terms of office shall be 2 for one year terms, 2 for two year terms, and 2 for three years. Lots shall be drawn to determine which members serve one, two, or three year terms.

Subsection 2. Divisional representatives may succeed themselves ~~is~~ in the Senate.

Subsection 3. ~~"at large" representatives~~ The President of the Faculty Senate shall notify in writing each eligible faculty member of the date set for the

election of "at large" members, which shall correspond to a regularly scheduled meeting and shall request nominations.

Subsection 4. Nominations must be endorsed by the signature of five members of the faculty and also bear the signature of the nominee indicating his willingness to accept the nomination.

Subsection 5. Nominations must be returned to the President of the Senate within two weeks from the date of his request for nominations.

Subsection 6. Each nomination for an "at large" seat shall be posted on appropriate bulletin boards for ten days after nominations are closed, following which ballots shall be sent to all eligible faculty members eligible to vote.

Subsection 7. All ballots must be returned to the President of the Senate within one week following the ten day posting period.

Subsection 8. The procedure to be followed in counting ballots shall be determined by the President.

Subsection 9. The President of the Senate shall communicate the results of the election to the faculty.

Subsection 10. The term of office of the "at large" members shall be for two years, except for the election conducted to form the first senate.

Following the first election the "at large" members shall be <sup>divided</sup> as equally as possible into two classes half serving one year terms and the other half serving two year terms. Lots shall be drawn to determine which at large members serve one or two year terms.

Subsection 11. Administrative <sup>Faculty</sup> ~~Officers~~ with the titles of President, Vice President, or Dean are ineligible for election to as members of the Faculty Senate. (Ex officio)

### Section 5.1. Committees of the Faculty Senate.

Committees shall be either standing or ad hoc.

Subsection 1. Standing committees will include, but not restricted to the following:

- (1) Faculty affairs
- (2) Budget
- (3) Student Affairs
- (4) Community Relations
- (5) Institutional Aims
- (6) Resources and Evaluation
- ~~(7) Special Standing Committee Faculty Tenure & Promotion~~

Subsection 2. Faculty Affairs.

The Faculty Affairs Committee shall consist of \_\_\_\_\_ members. Their term of office shall be \_\_\_\_\_. The chairman of the committee shall be (appointed)(selected) by \_\_\_\_\_.

The duties shall be as follows:

(1) To \_\_\_\_\_

2

(7) To make recommendations to the Faculty Senate.

(2) To meet at least \_\_\_\_\_ and keep minutes of all such meetings.

Subsection 3. Budget

See above for format

Subsection 4. Student Affairs

See above for format

Subsection 5. Community Relations

See above for format

Subsection 6. Institutional Affairs

See above for format

Subsection 7. Resources & Evaluation

See above for format

Subsection 8. - The president of the Faculty Senate may appoint ad hoc committees as needed.

Article VI

Special Standing Committee

Committee on Faculty Tenure and Promotion:

This committee shall consist of one representative of each Division elected in the same manner as shown in Article V, Section 4, & Section 1.

Term of office shall be for three years and an incumbent may shall not succeed himself. Faculty members serving <sup>in</sup> the Faculty Senate are ineligible to serve on this committee as are members of the administrative faculty serving in the positions of President, Vice President or Dean. The terms of the committee membership shall be staggered.

The chairman of the committee shall be (appointed) (elected) by \_\_\_\_\_ spell out.

The duties ~~of the~~ ~~the~~ of the committee shall be as follows:

(1) To \_\_\_\_\_

~

(2) To make recommendations to the Faculty Senate.

(3) To meet at least \_\_\_\_\_ and keep minutes of all such meetings.

Article VII  
Meetings

Section 1. ~~Meetings~~ Regular meetings of the Faculty Senate shall be held \_\_\_\_\_ at a time and place designated by the President of the Senate.

Section 2. All faculty members and members of the Board of Trustees shall have the privilege of attending all open sessions of the Faculty Senate and its committees.

Section 3. The Senate shall be empowered to make its own rules of procedure.

Section 4. Special meetings of the Faculty Senate may be called at any time by the President of the Senate, or at the request of the Board of Trustees, of five members of the Faculty Senate, or of any 15 members of the Faculty. At any special meeting no business shall be transacted except that stated in the notice calling such meetings. Notice of any special meeting shall be posted on appropriate bulletin boards 48 hours prior to the time set for the meeting.

Section 5. - A quorum shall be of the Faculty Senate shall consist of a simple majority of its membership. Decisions shall be determined

By = simple majority votes.

Article VIII

Amendment of Constitution

On receipt by the President of the Faculty Senate of a written petition signed by at least 40% of the faculty eligible to vote the Senate shall consider for adoption any proposed initiative and/or constitutional ~~and~~ amendment. ~~After ~~consideration it must present the~~~~

On constitutional ~~and~~ amendments the proposed change or addition must be submitted to a referendum of the faculty within six months after its receipt. A two-thirds majority of votes cast is required. ~~of~~ If approved <sup>by the faculty</sup> the amendment shall be presented to the Board of Trustees who shall be required to act on the proposed amendment within sixty days.

All votes on initiatives and/or proposed amendments shall be by secret ballot under the supervision of departmental chairmen.

Article II

Adoption

This Constitution has been adopted by a two-thirds vote of the faculty eligible to vote following recommendation by the Faculty Senate. It shall become effective on approval by the Board of Trustees. They shall, when so approved, be binding on the faculty and the Board of Trustees.

Recommended by the Faculty Senate to the Board of Trustees \_\_\_\_\_ date: \_\_\_\_\_

President of Faculty Senate \_\_\_\_\_

Secretary of Faculty Senate \_\_\_\_\_

Approved by the Board of Trustees \_\_\_\_\_ date: \_\_\_\_\_

Chairman \_\_\_\_\_

Secretary \_\_\_\_\_

I. BOARD OF TRUSTEES

1.0 Legal Basis and Authority

1.0.1 Statutes

The statutory provisions applicable to junior college districts are contained, for the most part, in chapter 122 (schools) of the Illinois revised statutes.

1.0.2 Referendum

Junior College District No. 512, counties of Cook, Kane, Lake, and McHenry, and State of Illinois, was created by a referendum held on March 27, 1965, and its first Board members were subsequently elected on the first day of May, 1965, as provided by law.

1.0.3 Class I Provisions

The provisions concerning the following subject matters having to do with class I junior college districts are located in those sections of chapter 122 indicated:

- A. State Board - 101-1 to 102-18, inclusive.
- B. Class I Junior Colleges - 103-1 to 103-6, inclusive.
- C. Class I Junior College Boards and their responsibilities.
- D. Building program - 105-1 to 105-10, inclusive.
- E. Tuition, annexation, disannexation and taxation - 106-1 to 106-12, inclusive.
- F. Tort liability - 821 to 831, inclusive.
- G. Elections - 9-1 to 9-2, inclusive.
- H. Teachers - 24-1 to 24-24, inclusive.

## 1.2 Membership

### 1.2.1 Number and Terms

Seven members shall constitute the full membership of the Board for the junior college district. The duration of election for each member of the Board shall be for three (3) years, with the exception of the initial Board. The initial Board shall convene within ten (10) days after its election and at such meeting the length of term of each of the members shall be determined by lot so that two (2) shall serve for one (1) year, two (2) for two (2) years, and three (3) for three (3) years from the second Saturday in April next preceding their election.

### 1.2.2 Qualifications

Each member shall, on the date of his election, be a citizen of the United States and of the age of 21 years or over, a resident of the state and district for at least one (1) year preceding his election and shall not be a member of a common school board. Removal of residence from the unincorporated territory by any member constitutes his resignation from and creates a vacancy on the Board if his removal of residence reduces the representation of the unincorporated territory on the Board below that required by law.

### 1.2.3 Geographic Distribution

If more than 15 per cent, but less than 30 per cent, of the taxable property in any class I junior college district is located in unincorporated territory, at least one (1) member of the Board shall be a resident of such unincorporated territory; if 30 per cent or more of the taxable property in such school district is located in unincorporated territory, at least two (2) members of the Board shall be residents of such unincorporated territory.

### 1.2.4 Nominations

Nomination for members of the Board shall be made by a petition signed by at least fifty (50) voters, or 10 percent of the voters, whichever is less, residing within the district, and shall be filed with the secretary of the Board not more than forty-five (45) but at least twenty-one (21) days before the election. When petitions are in apparent conformity with the requirements of the school code section 9-10, they shall be received and filed, and the names of the

## 1.4 Meetings

### 1.4.1 Regular Meetings (9-28-67)

The regular meetings of the Board shall be held on the second and fourth Thursday of each and every month in the College Board Room of the Administrative Center located at Algonquin and Roselle Roads, Palatine, Illinois commencing at the hour of 8 p.m. (9/28/67)

### 1.4.2 Special Meetings

Special meetings may be called by the chairman of the Board or by any three (3) members of the Board, which notice shall state the time, place, and purpose of the meeting and shall be mailed forty-eight hours before the meeting, or personally delivered twenty-four hours prior thereto.

### 1.4.3 Preparation for Meetings

The president of the college shall mail to each Board member three (3) days prior to each regular meeting, or deliver to the house of each Board member, a written agenda of business to be considered. In addition, the president of the college will enclose a copy of previously unapproved minutes, a list of bills to be approved, and any supplementary reports or information for attention of the Board.

Not later than four (4) days preceding a regular meeting, any member of the Board may inform the college president of items to be included on the written agenda. Items of business which may arrive between the sending of the agenda and the meeting date may be introduced by either a Board member or the president of the college.

### 1.4.4 Parliamentary Procedures

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the State Board, Robert's Rules of Procedure as revised shall govern the procedure of all Board meetings.

### 1.4.5 Authority to Conduct Business

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

#### 1.4.6 Meetings To Be Public

All meetings of the Board shall be open to the public, provided that the Board may hold executive sessions to consider information regarding personnel matters, and provided further that such portion of a meeting where the acquisition or sale of property is being considered may be closed to the public.

#### 1.4.7 Citizen Participation

Individuals or groups who wish to be heard at a Board meeting must file such a request in writing with the chairman of the Board or the president of the college at least four (4) days prior to the meeting. The request must state the purpose and topic which the public group wishes to present. The hearing will be held in regular sequence of the Board agenda immediately following the agenda item "Communications."

#### 1.4.8 Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. A majority of those voting on an issue shall determine the outcome thereof. Less than a quorum may adjourn any meeting to a future date.

#### 1.4.9 Order of Business

At all regular meetings of the Board, the order of business shall be as follows:

- I. Call To Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Reports
- V. Communications
- VI. Unfinished Business
- VII. New Business
- VIII. President's Report
- IX. Adjournment

- E. No relative of a member of the Board shall be considered for initial appointment to any position on the teaching, administrative, or classified staff until all other sources of teaching, administrative, or classified staff have been exploited and unless no other reasonably qualified candidate is available.

### 3.0.4 Types of Appointment

#### A. Teaching Faculty

##### 1. Probationary

Probationary appointments are for one year and place no obligation on the college for renewal or to specify cause for non-renewal. These appointments are subject to renewal on a year-to-year basis for a period of three years but not to exceed seven years. Faculty serving with probationary appointments will enjoy academic freedom on an equal basis with other members of the faculty.

##### 2. Continuous

Continuous appointments are awarded to tenured faculty. Members of the full-time teaching faculty are eligible for a tenure contract after the expiration of the probationary period (but not less than three years but not more than seven years), and tenure service may be terminated only for adequate cause.

#### B. Chairmen of Departments and Divisions (3/19/68)

Members of the teaching faculty in charge of departments or divisions shall be designated as chairmen of such departments or divisions, which designations shall be in addition to their academic rank.

Chairmen of departments or divisions shall be designated and redesignated by the college president after consultation with appropriate faculty including the department or division concerned. Such designation shall be for any time period up to three years, and renewable; provided, however, that the president may relieve a designee of his duties as chairman at any time.

If the chairman of a department or division is relieved of his duties as chairman he shall retain such rights and privileges as he may have accumulated as a member of the teaching faculty.

Chairmen of departments and divisions shall, in consultation with their respective faculties, be responsible to the Dean of Instruction for the supervision of the personnel and educational program of the department or divisions for which they serve. They shall have such other powers, duties, and responsibilities as may be assigned by the Dean of Instruction and approved by the President of the College.

C. Eligibility

Individuals considered for tenure are members of the faculty who may be broadly interpreted as engaging in teaching or its equivalent (as defined in 3.0.1.D). Other administrative faculty may accumulate, on a prorated basis, credit toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period (three years but not more than seven years), faculty who have engaged in full-time teaching or its equivalent (as defined in 3.0.1.D) may be granted permanent tenure. Those having consecutive years of full-time college teaching experience or who have left a tenure-protected full-time college teaching position prior to employment by Harper College may be granted credit toward tenure.

D. Bases for Appointment

Tenure is not acquired solely because of the number of years of service. Tenure is granted only by specific administrative action. Provisions as to duration of the probationary period merely establish, for the benefit of the college and its staff members, limits beyond which such decisions and actions may not be delayed. Tenure appointments are initiated by the immediate supervisors at the lowest unit levels who recommend candidates for tenure to the faculty committee acting on tenure. Should any non-tenured faculty member feel that he has been unjustly overlooked, he may recommend himself to the faculty committee on tenure for consideration. His candidacy shall then be reviewed without prejudice by the committee. This committee reviews all candidates and recommends appointments of tenure to the college president who shall report all committee recommendations to the Board with his concurrence and/or objections.

E. Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted in writing at least three months prior to the expiration of his current period of appointment.

F. Termination Due to Retirement

Tenure shall expire automatically and without notice in the teaching year in which the faculty member attains 65 years of age. Employment after 65, if any, shall be on a year-to-year basis.

and the faculty member's response. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of all obtainable information and shall attempt to reach a decision which shall be transmitted to the president and the faculty member for final action by the Board; otherwise the hearing shall proceed. The hearing shall be in private unless the faculty member requests otherwise. If any facts are in dispute, the testimony of the witnesses and other evidence concerning the charges shall be received.

The president may attend the hearings. He may designate a representative to assist in developing the case; but the committee shall determine the order of proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence.

The faculty member shall have the option of assistance by counsel (at his own expense). Any employee of the college shall appear and testify if so requested. The faculty member shall have the aid of the committee and of the president in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the president shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally. All testimony shall be under oath administered by the chairman of the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be available to the faculty member. The hearing procedures shall not necessarily adhere to formal rules of court procedure.

f. Consideration by the Judicial Committee

On the basis of the hearing the judicial committee shall reach its decision in conference and by majority vote of the committee, giving opportunity to the faculty member or his counsel and the president's representative to summarize orally before it, and to

December 9, 1968

Report to the President

RE: Committee on Administrative/evaluation  
Mr. Misic, Mr. Upton, Mr. Thompson  
Dr. Seward, Chairman  
Dr. Harvey, ex officio

Since its inception over two months ago this committee has:

- 1) defined its purpose as representative administrative committee to recommend for the consideration of all members of the college administration a system for the evaluation of performance that is designed to promote a more effective and efficient operation of the college.
- 2) obtained and reviewed a variety of written materials pertaining to the evaluation of administrative function in education, in industry and in government (including rating forms and other procedures in current use).
- 3) obtained extensive counsel from a distinguished professor of management at the University of Illinois.
- 4) clarified and identified the traditional institutional objectives as well as those peculiar to Harper College.
- 5) ascertained particular criticisms of current evaluative systems of management.
- 6) progressed to the point of identifying a basic framework from which we can now work out specific examples based on specific job descriptions for the purpose of refining procedures.

Although our work is not yet completed and we intend to seek additional expert counsel, there is general feeling among the committee members that our progress has been steady and unencumbered by irrelevant argument. We feel that we will be well prepared to submit a workable plan to other administrators in our scheduled series of meetings immediately following Christmas vacation.

T.C. Seward



WILLIAM PAINEY HARPER COLLEGE  
DIVISION OF Science and Mathematics

A. BIRTH Mrs. Mary Lou Holleran

C. FIELD Nursing (Practical)

D. PREPARATION B. S. N. Loyola University 1951-56

(Degree, School Year Received & Semester Hours in Subject Field) 131 Semester Hours

Additional Work: North Eastern Illinois

Loyola University

E. MAJOR AREAS Nursing - Minor Philosophy

F. EMPLOYING EXPERIENCE (Dates of Positions) Niles Practical Nursing Program (2 yrs.)

G. OTHER EXPERIENCE Staff Nurse 9 years

Director of Nurses 1½ years

Present employment: Norwood Park Nursing Home

H. HONORS & DISTINCTIONS

I. PERSONAL (Age, Marital Status, Children, Address) 

J. RANK & SALARY Instructor \$5000.00 Jan 1 to June 30

K. RECOMMENDED BY *John F. Thompson* Department

*John F. Thompson* Chairman

*Rebecca Anderson* Assistant Dean

*Rebecca Anderson* Dean

L. ADDITIONAL INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Learning Resources

CANDIDATE

John Novak

FIELD

Electronic Engineer - L.R.C. Staff

PREPARATION

DeVry Tech. Institute

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

Wright Jr. College (1 yr.)

MAJOR AREAS

Not applicable

TEACHING EXPERIENCE  
(Dates of Positions)

Not applicable

OTHER EXPERIENCE

10 years Design experience in Communications, Radio,  
TV, and Electronics. Designed and engineered several

HONORS &  
DISTINCTIONS

H.S. TV studios, U. of Notre Dame Lab., & other edu-  
cational facilities.

1st class Fee License

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK & SALARY

No rank, \$12,000/yr., 12 months

RECOMMENDED BY

Department

Chairman

Assistant Dean

Dean

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.

McK E E - B E R G E R - M A N S U E T O I N C .

Construction Consultants · Engineers

300 W. WASHINGTON STREET · CHICAGO, ILLINOIS 60606 · FINANCIAL 6-7030 · CABLE COSCONSULT, CHICAGO

November 29, 1968

Mr. J. L. Mueller  
Corbetta Construction Company  
875 East Rand Road  
Des Plaines, Illinois

Subject: Harper College  
Palatine, Illinois  
11th CPM Monitor Dated November 20, 1968

Dear Mr. Mueller:

Enclosed is CPM Monitor Report No. 11 and also a summary of the job progress up to November 20, 1968.

This report indicates that "Unit A" is currently eleven (11) working days behind schedule, a loss of seven (7) days since the last computer printout. However, activity by all trades has increased measurably and we, therefore, expect the status to improve. It must be noted that the building be enclosed in order for progress to continue during the winter months.

"Unit D" is now eighteen (18) working days behind schedule. This improvement is due to the rescheduling of the network. It will be necessary to keep a routine progress report of this area in order that the new schedule is maintained.

"Unit E" should have the structural work completed this winter with the remainder of the work to be finished in the spring.

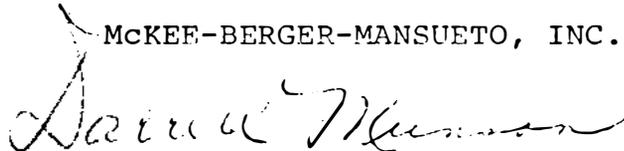
Upon our job site review after the meeting, it was evident of a slowdown in trade performances due to the weather. Buildings B, A, C, F and the west wing of D could be glazed or protection provided that would keep progress moving at the normal construction pace. However, problems in window materials have held up this phase of construction for sometime.

November 29, 1968

The Mechanical Contractors appear to be in dire need for coordination with their work forces in conjunction with equipment deliveries in order to complete all areas under their respective jurisdiction.

Very truly yours,

MCKEE-BERGER-MANSUETO, INC.



Darrell Munson

DM:eg

Enclosures

cc: Messrs. Joe Donnino, Jim Manusos, J. Brown  
Corbetta Construction Co. With Enclosures  
Mr. D. R. McNulty - I.B.A.  
Mr. M. Brickman - DHEW  
Mr. R. J. Hughes - Harper College With Enclosures  
Mr. Terry Ahearn - Comstock - Gibson Electric Co. With Encls.  
Mr. J. M. Weisenberger - Wm. Zeigler & Son, Inc. With Encls.  
Mr. Ted Cuchna - H. S. Kaiser Company With Encls.  
Mr. R. G. Sobieski - Reliable Sheet Metal With Encls.  
Messrs. R. Fridstein, A. Alfe, W. Jarvis, Ed Tymura  
Fridstein & Fitch, Architects With Enclosures



MEMORANDUM

December 11, 1968

TO: Dr. Lahti

FROM: Dr. Andeen

SUBJECT: Proposal for Division Reorganization

With an anticipated enrollment of over 5,000 students for the school year 1969-70 and with a F.T.E. faculty of well over 150, it appears that we should increase our academic divisions from five to six. Consideration had been given to having the seven divisions suggested in the Arthur D. Little Study, but we feel that for the next few years six divisions will adequately meet our needs.

At present all of the Sciences are in one division and Physical Education has been placed with Humanities and Fine Arts. We would recommend dividing the Sciences so that one division would include the Biological Sciences, the areas of Health subjects, and Physical Education. The Physical Sciences and Mathematics would be combined with Engineering and Related Technologies. With the large demand for courses in Business and Social Sciences it is recommended that each of these areas become a separate division. At present they are combined in one large division.

Enclosed is the information that clearly indicates the feasibility for forming six divisions. Humanities and Fine Arts will remain a comparatively small division but it will be covered with a part-time chairman, whereas the other divisions will each have a full-time chairman.

GKA/js  
Enclosure

*Kenneth Andeen*

HARPER COLLEGE

Information For Forming Six Divisions

|  | 1968 - 1969 |      |        | 1969 - 1970<br>(Estimates) |                        |
|--|-------------|------|--------|----------------------------|------------------------|
|  | F.T.        | P.T. | F.T.E. | FACULTY                    | STUDENTS<br>IN COURSES |
| Business                                     | 10          | 46   | 20     | 27                         | 2,450                  |
| Communications                               | 19          | 45   | 29     | 40                         | 3,250                  |
| Engineering, Math,<br>Physical Science       | 15          | 41   | 24     | 32                         | 2,400                  |
| Health, Bio. Sciences,<br>Physical Education | 20          | 14   | 23     | 31                         | 1,800                  |
| Humanities,<br>Fine Arts                     | 6           | 12   | 9      | 12                         | 1,200                  |
| Social Sciences                              | 9           | 32   | 15     | 21                         | 3,150                  |



William Rainey Harper College

December 6, 1968

To: Members of the Board

From: Office of the President

The enclosed two sheets are a summary from the meeting held Tuesday, November 25th, and are for your reference to questions that may be asked by North Central relating to the master plan of facilities.

The first sheet is a breakdown of square footage for each phase and the minimal projected cost of construction only. You may notice the local district share at 25% now stands at a figure of \$4,847,500.73.

The second sheet will break down the square footage costs and will determine the minimal projected cost in the future, as dated in the tentative priority listing on the first sheet. As explained at the meeting, these costs will probably rise.

We hope this will give you an overall view of the facilities for the future.

SUMMARY

PHASE I ACTUAL CONSTRUCTION COST  
AND MASTER PLAN PROJECTIONS

| NIT   | BUILDING                             | CRS MA. | S.F. 1st | S.F. 2nd | S.F. 3rd | FIRST      | PHASE         | PROJECTED |
|-------|--------------------------------------|---------|----------|----------|----------|------------|---------------|-----------|
|       |                                      | PLAN    | PHASE    | PHASE    | PHASE    | ACTUAL     | ACTUAL        | COST      |
| A     | College Center (1968)                | 131,430 | 131,652* | -----    | -----    | 3,444,002  | -----         | -----     |
| B     | Power Plant (1968)                   | 17,300  | 8,300    | 5,400**  | -----    | 836,772**  | -----         | -----     |
| C     | Art (1968)                           | 23,800  | 23,878   | -----    | -----    | 693,577    | -----         | -----     |
| D     | Science (1969)                       | 114,300 | 92,600   | 23,460   | -----    | 2,397,666  | 869,193.00    | -----     |
| E     | Lecture Demo Center (1968)           | 13,040  | 13,040   | -----    | -----    | 530,849    | -----         | -----     |
| F     | Learning Resources Center (1968)     | 101,970 | 101,970  | -----    | -----    | 2,373,711. | -----         | -----     |
| G     | Vocational Technical (1970)          | 115,060 | -----    | -----    | 115,060  | -----      | 4,380,334.20  | -----     |
| H     | Social sciences-Humanities<br>(1974) | 78,000  | -----    | -----    | 78,000   | -----      | 3,395,340.00  | -----     |
| I     | Business (1973)                      | 22,900  | -----    | -----    | 22,900   | -----      | 950,808.00    | -----     |
| J     | Auditorium (1975)                    | 72,500  | -----    | -----    | 72,500   | -----      | 3,299,475.00  | -----     |
| K     | Music (1969)                         | 23,000  | -----    | 26,594   | -----    | -----      | 985,307.70    | -----     |
| L     | Speech & Drama Lab (1972)            | 10,400  | -----    | -----    | 14,500   | -----      | 584,205.00    | -----     |
| M     | Physical Education (1971)            | 126,000 | -----    | -----    | 126,000  | -----      | 4,925,340.00  | -----     |
| TOTAL |                                      | 849,700 | 371,440  | 55,454   | 428,960  | 10,276,577 | 19,390,002.90 | -----     |

LOCAL DISTRICT SHARE: 847,500.73

|                            | EST. GROSS<br>S. F. COST<br>TO 5' LINE | ALL OTHER<br>COST PER<br>S. F. | NO. S. F. | 100 %<br>EST. COST | TOTAL        | LOCAL         | 25 % | STATE<br>AND<br>FED. 75 % | BUILDING                              |
|----------------------------|--|--------------------------------|-----------|--------------------|--------------|---------------|------|---------------------------|---------------------------------------|
| Dec. 1, 1968               | 34.05                                  | 3.00                           | 50,054    | 1,854,500.70       | 463,625.18   | 1,390,875.54  |      |                           | Music Wing<br>and Science<br>Addition |
| May 31, 1968               |  |                                |           |                    |              |               |      |                           |                                       |
| June 1, 1969               | 35.07                                  | 3.00                           | 115,060   | 4,380,334.20       | 1,095,083.55 | 3,285,250.65  |      |                           | Voc. Tech.                            |
| Nov. 30, 1969              |  |                                |           |                    |              |               |      |                           |                                       |
| Dec. 1, 1969               | 36.09                                  | 3.00                           | 126,000   | 4,925,340.00       | 1,231,335.00 | 3,694,005.00  |      |                           | Phy. Ed.                              |
| May 31, 1970               |  |                                |           |                    |              |               |      |                           |                                       |
| June 1, 1970               | 37.29                                  | 3.00                           | 14,500    | 584,205.00         | 146,051.25   | 438,153.75    |      |                           | Speech & Dra.                         |
| Nov. 30, 1970<br>( 76 th ) |  |                                |           |                    |              |               |      |                           |                                       |
| Dec. 1, 1970               | 38.52                                  | 3.00                           | 22,900    | 950,808.00         | 237,702.00   | 713,106.00    |      |                           | Business                              |
| May 31, 1971               |  |                                |           |                    |              |               |      |                           |                                       |
| June 1, 1971               | 40.53                                  | 3.00                           | 78,000    | 3,395,340.00       | 848,835.00   | 2,546,505.00  |      |                           | Soc. Science<br>Humanities            |
| Nov. 30, 1971              |  |                                |           |                    |              |               |      |                           |                                       |
| Dec. 1, 1971               | 42.57                                  | 3.00                           | 72,500    | 3,299,475.00       | 824,868.75   | 2,474,606.25  |      |                           | Auditorium                            |
| May 31, 1972<br>( 77th )   |  |                                |           |                    |              |               |      |                           |                                       |
| TOTALS                     |  |                                |           |                    | 4,847,500.73 | 14,542,502.19 |      |                           |                                       |
|                            |  |                                |           |                    | 479,914      | 19,390,002.90 |      |                           |                                       |