

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

AGENDA

Adjourned Meeting

April 17, 1969

- I. Call to Order
- II. Roll Call
- III. New Business (Continued):
 - A. Food Service Positions, Exhibits A-1, A-2, A-3, A-4
 - B. Furniture Bids, Exhibit B
 - C. Canvass of Election, Exhibit C
 - D. Reorganization of Board
 - E. Establishment of Regular Board Meetings--Date and Place
 - F. Other
- IV. Adjournment

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

Minutes of the Adjourned Board Meeting of Thursday, April 17, 1969

CALL TO ORDER: The adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:36 p.m., Thursday, April 17, 1969, in the absence of Chairman Johnson by Vice-Chairman Hansen, pursuant to adjournment from the regular meeting of Thursday, April 10, 1969, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine, Illinois.

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

Also present: Robert E. Lahti, Kenneth Andeen, Don Andries, John R. Birkholz, H. Cunningham, Edward Goodwin, David Groth, James Harvey, W. J. Mann, and George Voegel--Harper College; Frank M. Hines--Board Attorney; Shirley Munson--Palatine League of Women Voters; Mary Schlott--Paddock Publications; Ruth Schulman and Gary Paluch--Day Publications; Omar L. Olson and Harry Schulman.

NEW BUSINESS:
Food Service Positions
Dr. Lahti explained that Edward Goodwin, Director of Food Services, had been working on job classifications for his area and had brought these classifications to the Board for approval in order that these appointments could be made as soon as possible. Mr. Goodwin distributed a proposed organizational chart for food services, and explained that due to the dual nature of these services the people were being set up under a dual faculty and operational role. The chart showed both the academic and operational organization.

In answer to a question from Member Hamill, Mr. Birkholz explained that the college is designating these people academic personnel in the sense that a percentage of their time is spent in the instructional program for which the college is obtaining a reimbursement of some of their time. Dr. Lahti stated they are not qualified for faculty rank.

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NEW BUSINESS:
 Food Service
 Positions
 (Cont.)

Mr. Goodwin informed the Board the people he had contacted had all worked closely in a university situation. He stated the program should start in September when school started. Dr. Lahti commented that the first year might start a little light but within a year should be in full swing. Mr. Goodwin informed the Board a two-year course in management and a one-year course in cooking and baking would be offered.

After further discussion, Member Hamill moved and Member Nicklas seconded the motion that the following positions be opened:

Food Service Manager, at a salary of
 \$12,000 - \$14,000, on a 12 month basis

Instructing Baker, at a salary of
 \$11,000 - \$13,000, on a 12 month basis

Instructing Chef, at a salary of
 \$11,000 - \$13,000, on a 12 month basis

Service Supervisor, at a salary of
 \$8,000 - \$10,000, on a 12 month basis

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen and
 Nicklas

Nays: None

Furniture Bids

In a discussion on the furniture bid, Mr. Mann explained this bid covered the classroom tables which would be used throughout the campus. He stated the company had sent the college a letter giving a 100% guarantee on the tables.

Member Hamill moved and Member Haas seconded the motion that the bid for 362 classroom tables be awarded to Prairie State Equipment for a total of \$20,634.00, including delivery and installation.

Upon roll call, the vote was as follows:

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Nays: None

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NEW BUSINESS:

Canvass of
Election

Member Haas moved and Member Nicklas seconded the motion to appoint a committee to canvass the election in the presence of the Board, comprised of Mr. Hamill, Mr. Mann, and Mr. Hines. Motion unanimously carried.

The forty-three precincts of the college district were canvassed with the following results: (Original copy of official results of the canvass to be attached to the copy of minutes in the Official Board Book.)

Upon completion of the canvass, Member Haas moved and Member Nicklas seconded the motion to adopt the resolution covering the election as submitted to the Board with the respective names and totals as added. (Copy of resolution attached to copy of minutes in Official Board Book.)

Upon roll call, the vote was as follows:

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

R E S O L U T I O N

WHEREAS the regular annual election in and for the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, was held on the 12th day of April, 1969, for the purpose of electing two members of the Board of said district to serve for the full three year term, and

WHEREAS this Board has caused proper notice of said election to be given to the electors of said school district by publishing a notice thereof once in a newspaper published in said district, the date of said publication being more than ten days prior to said election, and

WHEREAS proper ballots were used at said election, and

WHEREAS the returns of said election have been submitted to this Board for canvassing thereof as provided by law,

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

Section 1. That this Board has given proper notice of and that proper ballots were used at the regular annual election for members of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, held in and for said District on Saturday, the 12th day of April, 1969.

Section 2. That the total number of votes cast at said election for members of the Board to serve for a three year term as shown on the voters' affidavits, which were used in lieu of poll books pursuant to a duly adopted resolution of this Board was 26,750.

Section 3. That the following candidates for members of the Board to serve for a three year term received the number of votes set opposite their respective names:

| | |
|--|--------|
| Richard L. Johnson | 11,463 |
| Lawrence Moats | 8,429 |
| John Kuranz | 6,783 |
| Write-in votes for miscellaneous candidates | 75 |

Section 4. That it is hereby found and determined that Richard L. Johnson (3 year term), and Lawrence Moats (3 year term) received a plurality of the votes cast and by the proceedings aforesaid have each been elected a member of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and state of Illinois, for the full term of three years.

NEW BUSINESS:
Canvass of
Election

Member Hamill requested a brief recess, and the meeting was recessed at 9:40 p.m.

The meeting was reconvened at 9:52 p.m., and called to order by Chairman Johnson.

Frank Hines, Board Attorney, administered the oath of office to Richard L. Johnson and Lawrence Moats.

The roll was called:

Present: Members Haas, Hamill, Hansen, Johnson,
Nicklas and Moats

Absent: Member Hutchings

Reorganization
of Board

Chairman Johnson reviewed the procedure for election of officers.

Member Haas moved and Member Nicklas seconded the motion for nomination of Board officers. Secret ballots were cast and tallied under the direction of the Chairman, who announced that a majority of the votes cast were in favor of:

Chairman - Richard Johnson
Vice-Chairman - Milton Hansen

The Chairman announced a tie in the vote for Secretary between Member Nicklas and Member Hamill. Another secret ballot was cast and tallied under the direction of the Chairman, who announced that a majority of the votes cast were in favor of:

Secretary - James Hamill

Thereupon, these officers were declared elected by unanimous consent of the Board Members present.

Establishment of
Regular Board
Meetings--Date
and Place

Member Haas moved and Member Hansen seconded the motion to establish the regular Board meetings on the second and fourth Thursdays of every month at 8:00 p.m., at the Board Room of the Administrative Center.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:
Other

Member Haas moved and Member Hansen seconded the motion to approve the appointment of Frank Hines as Board Attorney, to serve at the pleasure of the Board.

Upon roll call, the vote was as follows:

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

Member Haas moved and Member Nicklas seconded the motion to establish a committee composed of two members each from the Board of Trustees, the administration, the faculty, and the student body of Harper College, to study the various types of possible conflicts of interest that might arise from service on the Board of Trustees.

Upon roll call, the vote was as follows:

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

Chairman Johnson appointed Member Haas and Member Nicklas as representatives of the Board to this committee and named Member Haas as committee chairman. The Board requested that this committee be formed by April 29, 1969.

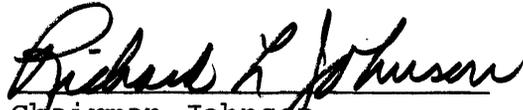
Chairman Johnson appointed Member Hamill and Member Hansen to the campus order committee, together with Dr. Harvey, Dean of Students. Chairman Johnson named Member Hamill committee chairman.

Member Haas reported on the progress of the salary committee and indicated the next meeting would be Friday, April 18, at 8:00 p.m.

Mr. Hines, Board Attorney, reported he had been requested to reply to a letter from Mr. Richard Wexler, attorney at law, Wexler, Kane, and Rosenzweig, by 9:00 a.m., Friday, April 18, 1969. In answer to questions from the Board, Mr. Hines informed them he would reply.

ADJOURNMENT:

Member Haas moved and Member Nicklas seconded the motion that the meeting be adjourned at 10:30 p.m., to the regular Board meeting of April 24, 1969, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine, Illinois. Motion carried unanimously.


Chairman Johnson


Secretary Hamill

HARPER COLLEGE
FOOD SERVICE
JOB DESCRIPTION

3/15/69

TITLE: FOOD SERVICE MANAGER

REPORTS TO: Director of Food Service

REQUIREMENTS: B.A. in food management or related field and at least three (3) years experience - must be an efficient operator and demonstrate an ability to relate to students and other operating personnel.

SALARY: \$12,000.00 - 14,000.00

CONTRACT: Twelve Months Four Weeks Vacation

RESPONSIBILITY - OPERATIONS

- A. Staffing - all personnel functions
- B. Menu planning
- C. Purchasing
- D. General Supervision of operation
- E. Must co-operate effectively with other professional staff

RESPONSIBILITY - ACADEMIC

- A. Will assist in instruction of lab sessions in service, storeroom, and controls.
- B. Will instruct one lecture course per semester

PERSONAL; Must be committed to continuing education and be willing to change with the food industry.

HARPER COLLEGE
FOOD SERVICE
JOB DESCRIPTION

TITLE: INSTRUCTING BAKER

REPORTS TO: Director of Food Service

REQUIREMENTS: Graduate of a recognized trade school and three years experience, or high school diploma and seven years experience, or extensive experience and proven ability to relate to students and operating personnel

SALARY: \$11,000.00 - 13,000.00

CONTRACT: Twelve months Three Weeks Vacation

RESPONSIBILITY: OPERATIONS

- A. All bake shop production
- B. Sanitation of production and storage areas
- C. Recommend purchases to manager
- D. Maintain excellent co-operation with the food service manager.

RESPONSIBILITY: ACADEMIC

- A. Will instruct all labs in baking
- B. Will be responsible for providing a well rounded education for certificate students.

PERSONAL: Must be committed to continuing education and be willing to change with the food industry.

HARPER COLLEGE
FOOD SERVICE
JOB DESCRIPTION

3/15/69

TITLE: INSTRUCTING CHEF

REPORTS TO: Director of Food Service

REQUIREMENTS: Graduate of a recognized trade school and three years experience or high school diploma and seven years experience or extensive experience and proven ability to relate to students and operating personnel.

SALARY: \$11,000 - 13,000

CONTRACT: Twelve Months Three Weeks Vacation

RESPONSIBILITY: OPERATIONS

- A. All main kitchen food production
- B. Sanitation of production and storage areas
- C. Recommend purchases to the manager
- D. Maintain excellent co-operation with the food service manager.

RESPONSIBILITY: ACADEMIC

- A. Will instruct all labs in food preparation in the production kitchen.
- B. Will be responsible for providing a well rounded education for certificate students
- C. Will assist in other courses when needed

PERSONAL: Must be committed to continuing education and be willing to change with the food industry.

HARPER COLLEGE
FOOD SERVICE
JOB DESCRIPTION

EXHIBIT A-4

TITLE: SERVICE SUPERVISOR

REPORTS TO: Director of Food Service

REQUIREMENTS: B.A. in food management or related field - three years experience, or ten years experience. Must be able to relate to students and other operating personnel.

SALARY: \$8,000 - 10,000

CONTRACT Twelve Months Three Week Vacation

RESPONSIBILITY: OPERATIONS
A. Faculty dining room
B. Catering
C. Possibly other service personnel
D. Will maintain excellent co-operation with the food service manager.

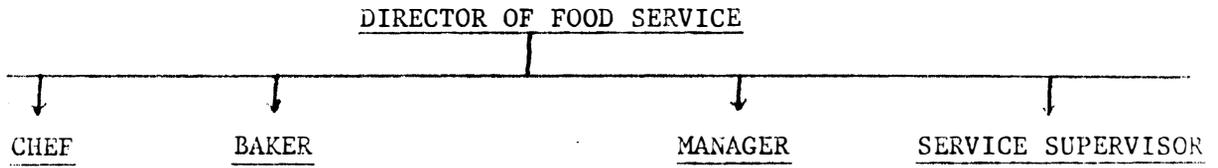
RESPONSIBILITY: ACADEMIC
A. Will instruct laboratory section in service
B. Will instruct one food service course

PERSONAL: Must be committed to continuing education and be willing to change with the food industry.

FOOD SERVICES

PROPOSED ORGANIZATIONAL CHART

ACADEMIC



OPERATIONAL

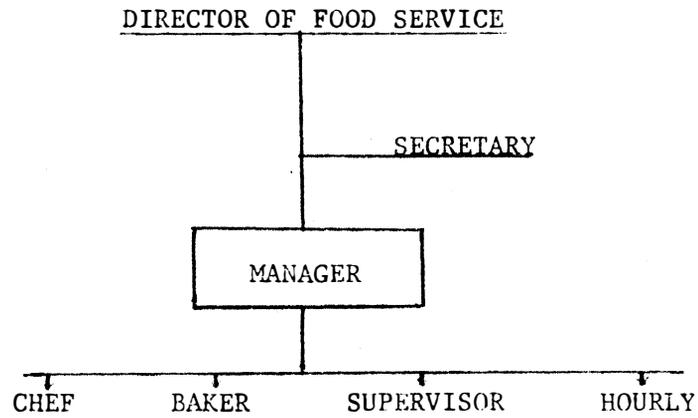


EXHIBIT B

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid for the purchase of 362 classroom tables.

II. REASON FOR CONSIDERATION BY THE BOARD:

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

III. INFORMATION:

Advertisements were placed and bid requests were sent out to seventeen companies. Five companies responded to our request and these responses are tabulated below.

| <u>COMPANIES</u> | <u>Item 2</u> | <u>Item 2A</u> | <u>Alt.</u> |
|---|-------------------------|-------------------------|-------------------------|
| American Seating | NB | NB | |
| Virco | NB | NB | |
| Prairie State School Equipment Company | NB | \$ 57.00 \$20,634.00 | \$ 46.70 \$16,905.40 |
| Bedard Morency | \$ 95.96 \$34,701.32 | \$ 78.20 \$28,308.40 | |
| Office Services | \$ 95.00 \$34,390.00 | | NB |

IV. SUMMARY:

The major difference between Item #2 and Item 2A is the design of the base. Item #2 has a "T" type leg construction on each side tied together by a six inch longitudinal panel. Item #2A has the conventional four leg construction. There is no question that Item #2 gives a more rigid table. The manufacturer, Allsteel Equipment, guarantees that although there is a certain amount of side-flex possible with their table, this in no way means that the table is not structurally strong enough for what would be considered normal school usage.

The Allsteel Equipment table bid by Prairie States Equipment is 39.7% less in cost than the Herman Miller table bid by Office Services. The total dollar difference is \$13,655.00, an amount that, in our opinion, is great enough to overshadow and offset the lower rigidity characteristic of the Allsteel table.

V. RECOMMENDATION:

The Administration recommends that the bid for the classroom tables be awarded to Prairie State Equipment for a total amount of \$20,634.00. This amount includes delivery and installation.

D. SPECIFICATIONS

| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|-------------|-----------------|--|------------------|--------------|
| 1 | 104 | SLB 226/236 work/ typing tables providing right hand or left hand optional 48x24x29 - 48x24x25 Herman Miller Mfg. Neutral laminate top Textolite 1481-N with backing sheet O/A 1¼" with neutral vinyl edge - 2" top cut-out with plate cover for electrical cord. Base column neutral baked enamel with polished aluminum floor member. Base construction to allow free leg space on user side and have integral electrical channel. Glides cushioned, non- marring, minimum 1" diameter. Stretcher 10" minimum height-full width to serve as modesty screen, with integral cord recess. | _____ | _____ |

Tag: 40 - F339, 40 - F340, 24 - A376

D. SPECIFICATIONS

| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|---------------------|-----------------|--|------------------|--------------|
| 1a (Alter- nate) | 104 | L-typing Classroom stations, Peabody #275, fifty-two (52) Right-hand, fifty-two (52) Left-hand, laminated top shall be a textured solid color. The laminated plastic shall be Textolite, #1481-N "Putty"; Formica #931, "Putty Grey"; or Micarta #91M12 "String". Finish on metal shall be manufacturer's standard baked enamel, "Black"; Polished chrome frame and legs, as manufactured by Peabody. | _____ | _____ |

Tag: 40 - F339, 40 - F340, 24 - A376

D. SPECIFICATIONS

| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|-------------|-----------------|--|------------------|--------------|
| 2 | 362 | SLB 228 classroom table 72x24x29 Herman Miller Mfg. Neutral laminate top Textolite 1481-N with backing sheet O/A 1 1/4" thick with neutral vinyl edge-2" top cut- out and plate for electric cord. Base column neutral baked enamel with polished aluminum floor support. Base construction to allow free leg space on user side, and have in- tegral electrical channel. Glides cushioned, non- marring, minimum 1" diameter. Stretcher minimum 10" height-full width to serve as modesty screen. Cord recess in- tegral. | _____ | _____ |

Tag: 18 - D104, 18 - D107, 18 - D115, 18 - D210,
18 - D211, 18 - D212, 18 - D226, 18 - D225,
18 - D227, 26 - D213, 26 - D228, 18 - F303,
18 - F306, 18 - F307, 18 - F308, 18 - F312,
18 - F313, 20 - F346, 20 - F345

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| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|------------------------|-----------------|--|------------------|--------------|
| 2a (Alter- nate) | 362 | Custom-built retangular class- room tables 72x24x29h. Overall thickness of top shall be 1 $\frac{1}{4}$ ". Top shall consist of 1/16" 1/16" laminated plas- tic facing, hardwood plywood, and a backing sheet not less than .020" thick. Laminated plastic shall be a textured solid color such as Textolite, #1481-N, "Putty"; Formica #931, "Putty Grey"; or Micarta #91M12 "String". Edge shall have a neutral vinyl molding, routed into and pinned to top for per- manent positioning. Legs to be heavy gauge tubular steel polished chrome with swivel base, rubber cushioned, non-marring, steel glides. Finish on apron shall be an approved manufacturer's standard baked enamel, color black. | | |

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| <u>ITEM</u> | <u>QUANTITY</u> | <u>DESCRIPTION</u> | <u>UNIT COST</u> | <u>TOTAL</u> |
|------------------------|-----------------|---|------------------|--------------|
| 2a (Alter- nate) | 362 | Approved manufacturers are: Virco Manufacturing Corporation, Los Angeles, California 90044; American Seating, Grand Rapids, Michigan 49502; Brunswick Corporation, Kalamazoo, Michigan; All Steel Equipment, Inc., Aurora, Illinois. | | |

Tag: 18 - D104, 18 - D107, 18 - D115, 18 - D210,
18 - D211, 18 - D212, 18 - D226, 18 - D225,
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18 - F306, 18 - F307, 18 - F308, 18 - F312,
18 - F313, 20 - F346, 20 - F345

WILLIAM RAINEY HARPER COLLEGE

April 14, 1969

To: Board of Trustees

From: Administration

Subject: Canvass of Election

For all elections a canvass must be made by the Board of Trustees. This canvass is an inspection of the returns, a totaling of the votes cast in each precinct, and a declaration, by resolution, of the election result. The appropriate authority must complete the canvass within ten days of the date of election.

When returns are properly made, each precinct's returns should include three records of the votes cast in the precinct; the total figure on the tally sheet, the number of tallies in each row, and the totals on the certificate of results. All three of these results should agree in number.

Upon completion of the canvass, the Board of Trustees will pass a resolution declaring the results of the election. Mr. Frank Hines, Board Attorney, has been instructed to prepare the necessary detailed legal resolution and to complete the legal requirements as required by the School Code.

Attached is a copy of the oath of office to be sworn to by the new Board Members following adoption of the canvassing resolution.

OATH

I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Board Member to the best of my ability.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, a Notary Public in and for the County and State aforesaid DO HEREBY CERTIFY THAT _____, personally known to me to be the same person whose name is subscribed to the foregoing oath, appeared before me this day in person and acknowledged that _____ had subscribed to and signed said oath as _____ free and voluntary act.

Given under my official hand and seal this _____ day of _____ 1969.

Notary Public

(SEAL)

Theresa

c

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

AGENDA

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

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ROLL CALL:

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

Also present: Robert E. Lahti, Kenneth Andeen, Don Andries, John R. Birkholz, H. Cunningham, Edward Goodwin, David Groth, James Harvey, W. J. Mann, and George Voegel--Harper College; Frank M. Hines--Board Attorney; Shirley Munson--Palatine League of Women Voters; Mary Schlott--Paddock Publications; Ruth Schulman and Gary Paluch--Day Publications; Omar L. Olson and Harry Schulman.

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Upon completion of the canvass, Member Haas moved and Member Nicklas seconded the motion to adopt the resolution covering the election as submitted to the Board with the respective names and totals as added. (Copy of resolution attached to copy of minutes in Official Board Book.)

Upon roll call, the vote was as follows:

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

R E S O L U T I O N

WHEREAS the regular annual election in and for the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, was held on the 12th day of April, 1969, for the purpose of electing two members of the Board of said district to serve for the full three year term, and

WHEREAS this Board has caused proper notice of said election to be given to the electors of said school district by publishing a notice thereof once in a newspaper published in said district, the date of said publication being more than ten days prior to said election, and

WHEREAS proper ballots were used at said election, and

WHEREAS the returns of said election have been submitted to this Board for canvassing thereof as provided by law,

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

Section 1. That this Board has given proper notice of and that proper ballots were used at the regular annual election for members of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, held in and for said District on Saturday, the 12th day of April, 1969.

Section 2. That the total number of votes cast at said election for members of the Board to serve for a three year term as shown on the voters' affidavits, which were used in lieu of poll books pursuant to a duly adopted resolution of this Board was 26,750.

Section 3. That the following candidates for members of the Board to serve for a three year term received the number of votes set opposite their respective names:

| | |
|--|--------|
| Richard L. Johnson | 11,463 |
| Lawrence Moats | 8,429 |
| John Kuranz | 6,783 |
| Write-in votes for miscellaneous candidates | 75 |

Section 4. That it is hereby found and determined that Richard L. Johnson (3 year term), and Lawrence Moats (3 year term) received a plurality of the votes cast and by the proceedings aforesaid have each been elected a member of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and state of Illinois, for the full term of three years.