AGENDA

June 12, 1969

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Approval of Disbursements

V. Communications

VI. Unfinished Business

VII. New Business

A. Discussion: Report of SPED Committee Activities

B. Discussion: Harper College Architectural Program

C. Recommendation: Staffing

D. Recommendation: Opening of New Positions
   1. Non-academic personnel office
   2. Director of Instructional Services

E. Recommendation: 1969-70 Organization Chart
   (to be hand carried)

F. Recommendation: Resolution - Preparation of Budget
   Exhibit F

G. Announcement of Appointments: Division Chairmen
   (to be hand carried)

H. Recommendation: Administrative and Classified Salaries
   (to be hand carried)

I. Discussion: Evaluation System, Grievance Procedure

J. Other

VIII. President's Report

IX. Adjournment
Minutes of the Regular Board Meeting of Thursday, June 12, 1969

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., Thursday, June 12, 1969, by Chairman Johnson, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members James Hamill, Milton Hansen, Richard Johnson and Lawrence Moats
Absent: Members John Haas, LeRoi Hutchings, and Jessalyn Nicklas

Also present: Kenneth Andeen, Donald Andries, Donald Collins, Anton Dolejs, Guerin Fischer, Ed Goodwin, David Groth, James Harvey, Joanne Heinly, George Makas, W.J. Mann, Donald Misic, Joan Roloff, Meyer Rudoff, Martin Ryan, Donn Stansbury, John Thompson, John Upton, Fred Vaisvil, Frank Vandever, George Voegel, and Joseph Yohannen--Harper College; Bob Ross and Barry Schade--Harper Students; Patricia Renner--Northern Illinois University; Judy Covelli--Paddock Publications; Ruth Schulman--Day Publications; and Edward M. Kalish.

Chairman Johnson stated that Dr. Lahti was giving a commencement address in one of the high schools and would be late to the Board meeting.

MINUTES: Member Hansen moved and Member Moats seconded the motion to approve the minutes of the regular Board meeting of May 22, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Bills Payable
A discussion followed on a transfer of funds received under Title I Grant in the amount of $1,936,615.00. Mr. Mann explained that this transaction was necessary because Harper College was the applicant for Title I and therefore received the check and in turn would disburse it to the Illinois Building Authority.

Member moved and Member Moats seconded the motion to approve the transfer of $1,936,615.00 received under Title I Grant to Illinois Building Authority.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Johnson and Moats
Nays: None
DISBURSEMENTS: (Cont.)

After discussion, Member Hamill moved and Member Hansen seconded the motion that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

- Corbetta Construction Co. $605,334.78
- Wm. Ziegler & Son, Inc. 33,250.50
- Reliable Sheet Metal Works, Inc. 34,906.50
- Insurance Co. of North America 104,636.00
- Comstock-Gibson Electric 110,767.25

Upon roll call, the vote was as follows:

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

Mr. Mann explained to the Board the requests for change orders. Member Hamill moved and Member Hansen seconded the motion to approve the following change orders:

- Corbetta Construction Co., C.O.#33 $2,348.00
  1. Install insulation on underside of connecting link between Units A and C.
  2. Install electric element pipe insulation on water piping in loading area of Unit A.

- Corbetta Construction Co., C.O.#34 995.00
  To furnish and install 2" roof drain on lower roof of Bldg. A, required for proper drainage of deck over entrance.

- Corbetta Construction Co., C.O.#35 693.00
  Install an additional concrete beam at the elevator shaft in Unit A.

- Corbetta Construction Co., C.O.#36 825.00
  Additional downspout and roof drain for Bldg. D at the west entrance.

- Corbetta Construction Co., C.O.#37 269.00
  Additional supports required for the front glass panels in food service area.
Minutes of the Regular Board Meeting of June 12, 1969

DISBURSEMENTS:

Change-Orders
(Cont.)

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

None

UNFINISHED BUSINESS:

Contract for Southwest Corner

Member Hamill moved and Member Hansen seconded the motion to approve the contract for the Southwest Corner (Copy attached to minutes in Official Book of Minutes).

Chairman Johnson stated the contract had been reviewed by Frank Hines, Board Attorney. In the discussion which followed, Mr. Mann pointed out that the change order on electrical work, previously approved, would be processed and brought to the Board in the very near future.

Upon roll call, the vote was as follows:

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

BUSINESS:

Award of Bid for Purchase of China for Cafeteria

Mr. Goodwin showed samples of the china which had been bid, explaining it was not the low bid but, in his judgment, would be the best china for Harper College. He stated that other bidders' merchandise was not up to quality and indicated they had not met the specifications. Chairman Johnson asked about using the college logo on the china. Mr. Goodwin indicated this would cause a six month production delay and add 15 to 20% to the cost.

Member Hansen moved and Member Hamill seconded the motion to award the contract for china to E. A. Hinriches & Co., for a total of $8,481.42.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen and Johnson
Nays: None
Abstained: Member Moats

Report of SPED Committee Activities

Dr. Andeen stated that Dr. Makas would present a report on the activities of the SPED Committee, in the absence of the committee chairman, Michael Ostrowski. Dr. Makas stated that in addition to the two proposals the commit-
NEW BUSINESS:
Report of SPED Committee Activities

(Cont.)

There were other proposals in English, Engineering, and Business. Three had been approved and two were being presented: Exhibit A-1—a reorganization in the nursing curriculum from traditional curriculum to a patient study type curriculum; and Exhibit A-2—a conference type approach to instruction for the English curriculum. Dr. Makas stated the faculty appreciated the opportunity to bring these proposals to the attention of the Board. Chairman Johnson stated the Board would wait until Miss Heinly arrived at the meeting to discuss the nursing proposal.

Mr. Powell discussed Exhibit A-2, changes in the communications division—English. He stated it was an honors tutorial program. Mr. Powell discussed the number and types of students, follow-up procedures, and rating. Both Chairman Johnson and Member Hamill expressed the Board's pleasure with the report, stating this would be an encouragement to high caliber students.

Mrs. Roloff discussed the background and qualifications of Miss Dolores Crane, in the field of Reading.

Member Moats moved and Member Hamill seconded the motion to employ Dolores Crane, in the field of Reading, rank of Instructor, at a salary of $9,500.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Mr. Powell discussed the background and qualifications of Mr. Irwin Smith, in the field of English.

Member Hansen moved and Member Moats seconded the motion to employ Irwin Smith, in the field of English, rank of Instructor, at a salary of $10,500.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

Mrs. Roloff discussed the background and qualifications of Miss Sharon Zamkovitz, in the field of Counseling—Developmental Program, and Edward Liska, in the field of Counseling.
NEW BUSINESS: Staffing (Cont.)

Member Hamill moved and Member Moats seconded the motion to employ the following:

Miss Sharon Zamkovitz, in the field of Counseling—Developmental Program, rank of Assistant Professor, at a salary of $12,000.00.

Mr. Edward Liska, field of Counseling, rank of Assistant Professor, at a salary of $12,000.00.

Upon roll call, the vote was as follows:

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

Mr. Cunningham presented the background and qualifications of Sander Friedman, in the field of Mechanical Design.

Member Moats moved and Member Hansen seconded the motion to employ Sander Friedman, in the field of Mechanical Design, rank of Assistant Professor, at a salary of $13,000.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

In reference to the positions of technician in the field of electronics and machine shop technician, Mr. Mann stated that these positions had not been cleared and should not come before the Board at this time. Chairman Johnson observed that salary structures had not yet been established for such technical positions and requested that action on these positions be deferred.

Dr. Lahti entered the meeting at 9:25 p.m. Upon being informed of the discussion concerning the technical positions, Dr. Lahti concurred with the recommendation to defer consideration of these positions.

Dr. Vandever stated he had a letter of resignation from Mrs. Wherry, who is moving to New York, and expressed his appreciation for the work she had done for the college. Dr. Vandever discussed the background and qualifications of Miss Barbara Ellen Kaufman, in the field of Dental Hygiene, who would replace Mrs. Wherry.
NEW BUSINESS:
Staffing
(Cont.)

Member Hansen moved and Member Hamill seconded the motion to employ Miss Barbara Ellen Kaufman, in the field of Dental Hygiene, rank of Instructor, at a salary of $10,300.00, for 12 months.

Upon roll call, the vote was as follows:

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

SPED Proposal

As Miss Heinly had arrived at the meeting, Chairman Johnson requested she report on the nursing proposal. Miss Heinly discussed Exhibit A-1—a reorganization in the nursing curriculum from traditional curriculum to a patient study type curriculum, including the number and types of students, follow-up procedures, ratings, etc. The Board expressed their appreciation to Miss Heinly and their pleasure with the new ideas being innovated.

Staffing
(Cont.)

Dr. Harvey introduced Dr. Guerin Fischer to the Board as the new Dean of Guidance.

Dr. Harvey discussed the background and qualifications of Mrs. Anne Rodgers, in the field of Counseling.

Member Hansen moved and Member Moats seconded the motion to employ Mrs. Anne Rodgers, in the field of Counseling, rank of Instructor, salary of $9,300.00.

Upon roll call, the vote was as follows:

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

Member Moats asked if this completed counseling staffing. Dr. Harvey stated it did. He stated this provided a 300 to 1 ratio of students to counselors on F.T.E. day student basis.

Dr. Andeen pointed out that this completed the staffing with the exception of part-time people to be hired.

Architectural Program

Mr. Joseph Yohannen, Coordinator of Architecture, introduced staff and guests, including Meyer Rudoff from Harper, Bob Ross, architectural student at Harper, Patricia Renner, architectural student from Northern Illinois University, and Don Collins, Facilities Planner.
NEW BUSINESS:

Architectural Program (cont.)

Mr. Yohannen discussed the general objectives, purposes, evaluative aspects, classroom requirements, budget, and legal considerations for the Logan Square Community Project. He reported there would be 25 students involved and they would provide their own transportation. Chairman Johnson asked about the liability of the college. Dr. Lahti observed a rider for the college's insurance liability policy would be necessary. Mr. Yohannen stated the Board Attorney had been contacted. Chairman Johnson requested clearance be obtained from the insurance company before proceeding further with the program.

Member Hamill asked about the follow-up procedures. Mr. Yohannen stated the evaluating agents would be the Deans of Architecture of I.I.T. and University of Illinois--Chicago, the A.I.A. Chicago Executive Director, and volunteers from various architectural firms. Mr. Collins stated the three priorities of the program would be: 1) zoning analysis, 2) building code analysis, and, 3) population density analysis. Mr. Collins stated this data would be correlated to, hopefully, answer questions on the cause of slums, reasons for population growth in the area, and changes in use of property. Chairman Johnson stated he would like to see computer utilization regarding comparisons between the City of Chicago records and the findings of this program.

Member Hamill expressed congratulations to the staff for the progressive ideas they presented.

Award of Bid for Drawing Tables and Files for the Architectural Department

Mr. Misic discussed the awarding of the bid for the purchase of drawing tables and files for the architectural department.

Member Moats moved and Member Hamill seconded the motion to award the bid for drawing tables and files for the architectural department as follows:

- Item 1 and 2 to Post for a total of $2,166.44
- Item 3 to Huey for a total of 13,260.00
- Item 4 to Bruning for a total of 246.00
  Total (including delivery and installation)

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Johnson and Moats
Nays: None
NEW BUSINESS: Opening of New Positions--Non-Academic Personnel Director

Mr. Mann discussed the opening of the position of Director of Personnel--Non-Academic. Chairman Johnson stated rather than university or college personnel experience, he would prefer a person with a good record and MBA with a personnel major or a BS with four to five years experience in personnel.

After further discussion, Member Hamill moved and Member Hansen seconded the motion to open the position of Director of Personnel--Non-Academic as presented in Exhibit D. Motion unanimously carried.

--Director of Instructional Services

Dr. Voegel discussed the new position of Director of Instructional Services.

After discussion, Member Hamill moved and Member Hansen seconded the motion to open the position of Director of Instructional Services as presented in Exhibit E. Motion unanimously carried.

Organization Chart

Dr. Lahti presented the organizational chart to the Board. He stated all positions on the chart were filled or open for appointment, except Assistant Director of Student Activities. This chart was proposed for the time when the college would pass 3,000 F.T.E. students, and Dr. Lahti commented that, of course, the college would be beyond this enrollment by fall registration. He pointed out that it is policy established by the Board that the organization chart be presented to them at this time and the administration had complied with this policy.

Mr. Ryan then spoke on the faculty reaction to the chart, stating there was some concern with the way the lines are drawn. He asked if all division chairmen answer to any dean on the chart. Dr. Lahti replied that because of the college's integrated program, liberal arts and career, chairmen would report to deans according to the chairmen's function.

Chairman Johnson asked how salary decisions would be made, and Dr. Lahti replied the deans would act in concert in deciding this.

Mr. Ryan asked if coordinators are appointed in lieu of department chairmen. He also pointed out that at one time it was understood when department chairmen were created at Harper, if ever, they would be elected by faculty.
NEW BUSINESS:
Organizational Chart (Cont.)

Dr. Lahti stated the coordinator role grew out of the need for planning and of technical programs at their inception. Discussion followed on the future role of the coordinator function, and agreement followed among most of the Board, the President, and Mr. Ryan, that creative cross-fertilization is Harper's primary need rather than a definite commitment to maintaining a coordinator function or creating department chairmen.

Mr. Ryan affirmed that there was faculty agreement so long as there would be faculty involvement in whatever functions were adopted in this area.

Resolution on Budget Preparation

Member Hamill moved and Member Moats seconded the following resolution:

IT IS HEREBY RESOLVED BY THE BOARD OF Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and the State of Illinois, that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1969, and ending June 30, 1970:

Member Milton Hansen, Chairman
Member Jessalyn Nicklas
Member LeRoi Hutchings

Motion unanimously carried.

OTHER:

Mr. Hines requested that the Board entertain a motion to hire Ancel, Stonesifer and Glink, attorneys, to represent Harper College in litigation. Mr. Hines explained that he was primarily a board of education attorney and that the firm he was proposing was one experienced primarily in litigation. He stated they were well qualified, both in terms of personnel and by nature of their experience.

Member Hamill moved and Member Hansen seconded the motion to adopt the following resolution:
NEW BUSINESS: Other (Cont.)

Announcement of Appointment of Division Chairmen

Dr. Lahti presented new division chairmen appointments, based on the organization chart.

Division of Business – Charles Falk
Division of Social Science – Larry King
Division of Engineering and Technology – Robert C. Smith
Division of Mathematics and Physical Science – Larew Collister

Dr. Lahti stated that the Dean of Instruction had informed him that contracts had been accepted by these people.

Evaluation System and Grievance Procedure

Chairman Johnson stated he wanted to defer discussion on the evaluation system and grievance procedure because of the lateness of the hour and also because the Board had to meet in executive session to discuss administrative and classified salaries.

Executive Session

Member Hamill moved and Member Hansen seconded the motion to adjourn to executive session at 11:25 p.m. Motion unanimously carried.

The meeting was reconvened from executive session at 12:10 a.m.

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the firm of Ancel, Stonesifer and Glink, of 111 West Washington Street, Chicago, Illinois, be and hereby is retained by the College Board and District to file the appearances and answers and to otherwise serve as Special Attorneys and Co-Counsel with the Board Attorney, for the purpose of representing all defendants named in 69 C 1056, an action filed in the United States District Court for the Northern District of Illinois, Eastern Division, by Betty J. Enbysk and Edward M. Kalish, against Junior College District No. 512, et al.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Johnson and Moats.
Nays: None
NEW BUSINESS: Administrative and Classified Salaries

Member Hamill moved and Member Hansen seconded the motion to approve administrative salary increases not to exceed $35,000.00 and to authorize this amount to be used by the President for merit increases.

Upon roll call, the vote was as follows:

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

Member Hamill moved and Member Hansen seconded the motion to approve classified salary increases not to exceed $25,000.00 and to authorize this amount to be used by the President for merit increases.

Upon roll call, the vote was as follows:

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

Member Moats moved that medical insurance cost for administrative personnel be assumed in full by the college. Motion died for lack of a second.

ADJOURNMENT:

Member Hansen moved and Member Hamill seconded the motion that the meeting be adjourned at 12:15 a.m. Motion unanimously carried.

[Signatures]

Chairman Johnson

Secretary Hamill
To: Board of Trustees  
From: Administration  
Subject: Construction Payouts and Change Orders  

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

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corbetta Construction Co.</td>
<td>$605,334.78</td>
</tr>
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<td>33,250.50</td>
</tr>
<tr>
<td>Reliable Sheet Metal Works, Inc.</td>
<td>34,906.50</td>
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<td>Insurance Co. of North America</td>
<td>104,636.00</td>
</tr>
<tr>
<td>Comstock-Gibson Electric</td>
<td>110,767.25</td>
</tr>
</tbody>
</table>

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

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<td>2. Install electric element pipe insulation on water piping in loading area of Unit A.</td>
<td></td>
</tr>
<tr>
<td>Corbetta Construction Co., C.O. #34</td>
<td>995.00</td>
</tr>
<tr>
<td>To furnish and install 2&quot; roof drain on lower roof of Bldg.A, required for proper drainage of deck over entrance</td>
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<td>269.00</td>
</tr>
<tr>
<td>Additional supports required for the front glass panels in food service area.</td>
<td></td>
</tr>
</tbody>
</table>
REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Both of these items are necessary to prevent freeze-up of piping. These items were not shown on the drawings.

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:
   - Corbetta addition. (to contract amount)
   - Comstock-Gibson addition.
   - Wm. Ziegler & Sons, Inc. addition.

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:
   See above.
REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change: [Required for proper drainage of deck over entrance.]

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: [Addition to Ziegler's contract amount.]

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:
REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Not shown on drawings and necessary for the proper installation of the elevator.

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:

Owner

Date
REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Required for proper drainage of deck over entrance.

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:

Addition to Ziegler's contract amount.

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:

Owner: ________________________  Date: ________________________
REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change: "ADDITIONAL SUPPORTS WERE REQUIRED TO STIFFEN THE GLASS PANELS IN THE FOOD SERVICE AREA."

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:
# Site and Construction Fund Expenditures -- June 12, 1969

<table>
<thead>
<tr>
<th>Payee</th>
<th>Description</th>
<th>Check Amount</th>
<th>Check Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illinois Building Authority</td>
<td>Transfer of funds received under Title I Grant</td>
<td>$1,936,615.00</td>
<td>660</td>
</tr>
</tbody>
</table>

To: Treasurer

From: Board of Trustees

The above listed check number 660 is hereby authorized for payment.

Date of Approval: June 12, 1969

Chairman: [Signature]   Secretary: [Signature]
May 6, 1969

TO: Office of the President
FROM: Michael V. Ostrowski, Chairman, S.P.E.D. Committee
RE: Re-submission of the A.D.N. Curriculum Revision Proposal as Presented by Miss Heinly

In compliance with your three conditions, as set down in your April 1, 1969 memo to Messrs. Thompson and Ostrowski, the committee now feels that all conditions have been satisfactorily complied with. The committee is thus re-submitting the revised proposal to you with its recommendation that it now be presented to the Board of Trustees with your approval.

Enclosures: Revised Proposal
Letters of Recommendation and Approval from:
1. Division Chairman & Academic Dean
2. Nursing Advisory Committee Members
3. Director of State's R. & E. Office

cc: Miss Heinly
Dr. Voegel
Dr. Andeen
Members of S.P.E.D. Committee
MEMORANDUM

May 28, 1969

TO: Dr. Lahti

FROM: Dr. Andeen K. A.

SUBJECT: Registered Nursing SPED Proposal

Careful review has been given to the proposal that Miss Heinly has presented to the SPED Committee. Work has been done in revising the original proposal and it would appear that the attached is more reasonable. If this project is to be undertaken approval should be given as soon as possible.

GKA/js
Attachment
7 May, 1969

MEMORANDUM

SUBJECT: Registered Nursing SPED Proposal

TO: Dr. Kenneth Andeen, Dean of Instruction
    Mr. Michael Ostrowski, Chairman, SPED Committee

FROM: Mr. Thompson

Miss Heinly is submitting what appears to be a very timely, pertinent, and up-to-date proposal for a pilot project to restructure the Registered Nursing Program from an anatomical, physiological, pathological orientation to one in which the patient is considered as a whole - not as a sum of parts. It appears that there is a considerable trend in nursing circles to begin thinking along such lines and Miss Heinly has letters from:

1. State Committee of Nurse Examiners, Department of Registration and Education
2. Advisory Committee Members
3. Director of Thornton Community College, Associate Degree Program
4. Broward County Junior College Nursing Coordinator

which give strong support to this change in nursing pedagogical philosophy. In this regard, she has satisfactorily replied to items #2 and #3 of Dr. Lahti's response to the SPED proposal of 1 April 1969.

Miss Heinly has been in consultation with Dr. Voegel regarding the mechanics of her proposal and has his indorsement that the goals which have been established are realistic, meaningful, and capable of being attained in the time period outlined in the proposal.

Mrs. Sakalys has considerable experience in curriculum development and she comes very well recommended. Her services as a consultant are requested for the strong leadership and direction she could give to get the project under way. The anticipated length of time to develop and implement the total program is two to three years. This proposal concerns only the restructuring of the basic nursing courses - not the supporting courses. Behavior objectives for what is expected to be accomplished this summer are being written and will accompany the proposal.

Miss Heinly and I have discussed and revised the suggested budget for the implementation of this program a number of times and feel that it is realistic for the goals to be achieved. A considerable effort was made to obtain outside funding from the Kellogg Foundation and the Health Education Welfare but none appears to be available at the present time. However, Dr. Voegel has pointed out that as this program develops and enlarges, grants from the Public Health Service of considerable magnitude might become available.

I strongly approve of this proposal and recommend it for your consideration.

cc: Miss Heinly
    Dr. Voegel
Attached are copies of the following letters of recommendation for the pilot project:

1. From the Board of Nurse Examiners, through William H. Robinson, Director of Department of Registration and Education, State of Illinois.

2. From the presently active members of the advisory committee:
   a. Brother Ferdinand, through Mr. Harlow and Miss Wooster
   b. Lee A. Malmed, M.D., Radiologist
   c. Mrs. Jeannette R. Kramer, Administrator, Plum Grove Nursing Home
   d. Mrs. Charles Toot, Housewife and Physical Therapist
   e. Miss Betty Wesseling, Associate Director of Nursing, University of Illinois at the Medical Center

3. From the Director of the ADN program, Thornton Junior College

4. From Mrs. Anne K. Roe (formerly with nursing project at Broward College)

5. From Mr. John Thompson, Division Chairman
IN REPLY REFER TO: Nurse Section

Ms. Joanne L. Heinly
Coordinator
Associate Degree Nursing Program
William Rainey Harper College
510 West Elk Grove Boulevard
Elk Grove, Illinois  60007

Dear Ms. Heinly:

Your proposal for a pilot project to reorganize the nursing courses, based on a core of patient needs and nursing functions, was reviewed by the Committee of Nurse Examiners at its April meeting.

The Committee of Nurse Examiners and this Department commend the Chairman of the Nursing Department and Harper College for their projected activities in regard to the study and re-organization of their curriculum.

The Committee would be pleased to offer any assistance which is in its province and requests that it be informed of the progress of the study from time to time.

Very truly yours,

William H. Robinson
Director

RECEIVED
APR 30 1969
Department of Nursing
April 28, 1969

Miss J. Heinly
Director, School of Nursing
William Rainey Harper College
510 W. Elk Grove Boulevard
Elk Grove Village, Illinois 60007

Re: Proposal For a Pilot Project To
Reorganize the Nursing Courses, Based
On a Core of Patient Needs and
Nursing Functions

Dear Miss Heinly:

Expansion of the role of the hospital in the community is calling
for a redefinition of the role of the nurse within the hospital setting.
Since it is the objective of nursing education to prepare the nurse
who will fulfill this redefined and expanding role it becomes necessary
to think in terms of reorganization of the existing nursing courses
within the A.D.N. curriculum. Such reorganization is costly and time
consuming.

Therefore, we would support a basic pilot project to be initiated and
charged with the task to redesign the nursing courses assisted by con-
sultants who are specialists in the area of curriculum construction.
Through this consultation service, field trips, and workshops, basic
guidelines for the nursing courses would be implemented for the next
academic year. Then substantial progress toward a total curriculum
project for the nursing program here and A.D.N. education generally
could be made.

Sincerely

Edwin Harlow, R.N.
Director of Nursing Care

Ann Wooster, R.N.
Associate Director of Nursing Care

RECEIVED
APR 30 1969
of Nursing
April 26, 1969

Miss Joanne L. Heinly
Coordinator of Nursing Program
Harper College
Algonquin & Roselle Roads
Palatine, Illinois

Dear Miss Heinly:

I have been reviewing your proposal for the pilot project to reorganize the nursing courses as described in your short outline and am pleased to state that I, not only concur with the idea, but highly endorse this approach.

As you know from our conversations our school of x-ray technology has taken a similar attitude in the manner in which we introduce the various topics of medical subjects, emphasizing at all times how the various disciplines relate to the x-ray technologist, and we have been quite gratified with the results in our school.

If I can be of any additional help, please feel free to call on me.

Good luck on your venture.

Yours truly,

Lee A. Malmed, M.D., Radiologist
April 9, 1969

Miss Elizabeth Wesseling, R.N.  
Associate Director of Nursing  
University of Illinois Hospitals

Miss Joanne L. Heinly  
510 W. Elk Grove Blvd.  
Elk Grove, Illinois 60007

Dear Miss Heinly:

I studied with great interest your proposal for reorganization and redifinition of the Associate Degree Nursing Curriculum. Your rationale for change is sound, realistic, and appropriate for our changing times.

I will be looking forward in seeing your ideas implemented in the revised curriculum and hope that your plans will be approved so that the reorganization can be accomplished by the end of August.

Sincerely,

Miss Elizabeth Wesseling, R.N.  
Associate Director of Nursing
Miss Joanne Heinly  
Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois 60067  

Dear Miss Heinly:

I have read with interest your proposal for a pilot project to reorganize the nursing courses in the Associate Degree Program at Harper College.

I would like to lend our support to your project of developing curriculum based on patient needs. This complements our philosophy at Plum Grove in which our goal is to provide total patient care—physical, emotional and social.

We look forward to working with your faculty and students.

Sincerely yours,

(Mrs.) Jeannette R. Kramer  
Administrator

bjc
Dear Miss Thibodeau,

I read the nursing curriculum proposal with great interest. In these days of ever-changing technology, it is more important than ever to obtain a proficient nurse-patient relationship. The nursing role is unique unto itself and should be mastered and maintained as such.

Your proposal accrues practical and necessary to comprehensive nursing education. Thank you for giving me the opportunity to review it.

I hope to hear from you soon regarding an Advisory Committee meeting.

Yours truly,

Mrs. Charles Tark.
April 21, 1969

Miss J. L. Heimly
Coordinator,
Associate Degree Nursing Program
Harper College
510 Elk Grove Blvd.
Elk Grove Village, Illinois 60007

Dear Miss Heimly,

Our nursing faculty has enthusiastically read your proposal for a "Pilot Project to Reorganize the Nursing Courses, Based on a Core of Patient Needs and Nursing Functions" and recognize a definite need for this type of curricula investigation in nursing. Characteristics of your pilot project which we feel have potential for contributing to Associate Degree Nursing education generally, and which we feel would be helpful to our own goals include:

1) Classification of a patient need and nursing function core which would give direction for needed definition of Associate Degree Nursing goals.

2) Potential for developing a sound basis for selecting and utilizing the most appropriate methodology in teaching and learning within ADN programs.

As you know we have been engaged for the last two years in a project grant under Title III of the Higher Education Act which has included faculty workshops and consultants for the purpose of developing and implementing auto-tutorial methodology in the ADN curriculum. We would concur with your definition of the significant problem stated in your proposal. It is apparent that you have anticipated problems basic to developing more effective, goal directed Associate Degree Nursing curricula and are clearly concerned with exploring the needed foundations for a truly nursing and patient-centered curriculum.
We would encourage your venture and would appreciate being appraised of its progress. Perhaps we might participate in your project as it is developed.

Knowing the demands of project implementation, we feel that your engagement of a consultant and faculty workshop are necessary to insure success within the time allotted. Your goals appear to be realistically attainable before the beginning of the next academic year.

Your invitation for our review of your proposal is appreciated. We shall look forward to the developments with interest.

Sincerely,

Carolyn
Director
Department of Nursing

CF:ib
Dr. George H. Voegel  
Associate Dean, Learning Resources  
William Rainey Harper College  
510 West Elk Grove Blvd  
Elk Grove Village, Illinois 60007  

April 30, 1969

Dear George:

I am really impressed with the tone and caliber of the pilot project proposal. Mary and I have read it and believe your nursing faculty is on exactly the right track.

Our writing venture is completely different from the BJC disease and systems oriented LEGs. We have left LEGs for BJC and are working on a new catchy group of initials--currently our best effort is PEG, Packaged Experience Guide. Any ideas?

We are writing the guides for about a week's work (15 per term) on Levels, covering patient needs and problems. Our first term effort (Volume I) consists of five levels, including integration of OB, Psych, and Peds for learning basic procedures and concepts. This volume will be ready in January with the audio-visual media (our deadline is July 31). The next three volumes will have two levels each covering such areas as activity, anxiety, oxygenation, etc. A teacher's guide will accompany each volume as will the appropriate audio visual media.

Your nursing program sounds so great! Do you think the nursing faculty might be interested in doing some field testing of our material or some review to see how it goes along with their thinking, and new curriculum?

Thanks so much for letting me know about this effort. Be sure to tell your nursing faculty that we believe they are definitely moving in the right direction toward identifying who an A.B. graduate really is. Needless to say, if there is anything I can do to help, please let me know.

Special note: I have resigned from BJC as of today, and am now an "author" -- a very exciting new role.

Sincerely yours,

(Mrs.) Anne K. Roe

Your campus must be great!
7 May, 1969

MEMORANDUM

SUBJECT: Registered Nursing SPED Proposal

TO : Dr. Kenneth Andeen, Dean of Instruction
     Mr. Michael Ostrowski, Chairman, SPED Committee

FROM : Mr. Thompson

Miss Heinly is submitting what appears to be a very timely, pertinent, and up-to-date proposal for a pilot project to restructure the Registered Nursing Program from an anatomical, physiological, pathological orientation to one in which the patient is considered as a whole - not as a sum of parts. It appears that there is a considerable trend in nursing circles to begin thinking along such lines and Miss Heinly has letters from:

1. State Committee of Nurse Examiners, Department of Registration and Education
2. Advisory Committee Members
3. Director of Thornton Community College, Associate Degree Program
4. Broward County Junior College Nursing Coordinator

which give strong support to this change in nursing pedagogical philosophy. In this regard, she has satisfactorily replied to items #2 and #3 of Dr. Lahti's response to the SPED proposal of 1 April 1969.

Miss Heinly has been in consultation with Dr. Voegel regarding the mechanics of her proposal and has his indorsement that the goals which have been established are realistic, meaningful, and capable of being attained in the time period outlined in the proposal.

Mrs. Sakalys has considerable experience in curriculum development and she comes very well recommended. Her services as a consultant are requested for the strong leadership and direction she could give to get the project under way. The anticipated length of time to develop and implement the total program is two to three years. This proposal concerns only the restructuring of the basic nursing courses - not the supporting courses. Behavior objectives for what is expected to be accomplished this summer are being written and will accompany the proposal.

Miss Heinly and I have discussed and revised the suggested budget for the implementation of this program a number of times and feel that it is realistic for the goals to be achieved. A considerable effort was made to obtain outside funding from the Kellogg Foundation and the Health Education Welfare but none appears to be available at the present time. However, Dr. Voegel has pointed out that as this program develops and enlarges, grants from the Public Health Service of considerable magnitude might become available.

I strongly approve of this proposal and recommend it for your consideration.

cc: Miss Heinly
    Dr. Voegel
PROPOSAL FOR A PILOT PROJECT TO REORGANIZE THE NURSING COURSES,
BASED ON A CORE OF PATIENT NEEDS AND NURSING FUNCTIONS.

Definition of the Problem

Traditionally, nursing curricula have been modeled after medical curricula, i.e., according to a "body systems" approach. In the last decade educators have viewed this as an unsatisfactory approach to reach the desired objectives of nursing education. This approach has resulted in the teaching of nursing principles in a segmented manner related to disease entities, rather than to the role of the nurse. The product has been a person who aspires to be a "practical doctor"; who has been unnecessarily dependent upon the physician's order for nursing action; who has been task-oriented and not person-oriented; who has had limitations in identifying the nurse's role as distinct from the physician's role.

In contrast, the desired product of nursing education is a person who is secure in the unique nursing role which must be complementary to, but not competitive with the physician's role; who can identify patient needs to which no one but the nurse can best minister; who appreciates and therapeutically deals with the impact of illness on the total person who is a patient.

Project Purpose

This pilot project would begin the reorganization of the existing nursing courses (NUR 101-102, 201-202) around a core of universal patient needs and the related nursing functions. Such a reorganization would ultimately result in a curriculum
which would be relevant to the goals of nursing education and characterized in terms of the desired product. Such a curriculum would

I. facilitate transfer-learning by students, enabling them to apply nursing principles in varied situations.

II. increase student motivation.

III. facilitate student identity with the unique nursing role.

IV. increase development of student sensitivity to persons who receive care.

Rationale

The nursing faculty is committed to the long term goal of curriculum development and redefinition, and has begun the groundwork for such a project in addition to their present full-time teaching load. They feel, if a basic pilot project were begun with the redesigning of the nursing courses assisted by consultants, that concentrated effort now would result in basic guidelines for the next academic year. Substantial progress toward a total curriculum project for the nursing program here and ADN education generally could be made.

To effect a pilot project which is basic to the development of grant projects would take several years, and would delay the curriculum development at Harper College. Accomplishing the pilot project prior to next fall is realistic only with the participation of presently available consultants working with all of the nursing faculty. The backgrounds and experiences of the faculty are limited in this type of nursing education program. Much energy continues to be expended in adjusting to the goals and methodology of this program, while carrying a heavy contact hour and teaching load.
Procedures

The project activities would be based on descriptive and experimental research methodology and would include:

I. Continued and more thorough investigation by the faculty of the distinct nature of the ADN program for:
   A. A clear differentiation between the ADN and baccalaureate degree preparation.
   B. The application of curriculum theory within the ADN program at Harper College.

The consultant would facilitate this investigation via questionnaires, interviews, etc., and by directing the definition of the curriculum methodology to be applied throughout the study.

II. Development of behavioral objectives for the nursing courses to include:
   A. The patient need and nursing function core.
   B. A two-year content continuum in terms of sequence and levels of cognition appropriate to the ADN program goals.
   C. An index for long-range planning.

This phase would necessitate the full participation of the consultant, learning specialists, and the faculty.

III. Selection and organization of content in the first nursing course (NUR 101), based on learning theory.
IV. Selection and engagement of a consulting group, comprised of recognized leaders in the field of nursing education, who would provide an independent evaluation of the pilot project.

Control and Evaluation

For the advisement of the consultant evaluation group, instruments would be developed to measure differences between the present and succeeding student groups, through:

I. State board results;

II. NLN Achievement Exam results;

III. "Employing agency" utilization of and satisfaction with graduates;

IV. Ability to problem solve;

V. Increased identification with nursing role;

VI. Student identification of developed skill in applying principles to nursing activity.

Project Outcomes

I. Harper College

A. Increased relevancy of the nursing courses to ADN goals including a framework for

1. more efficient utilization of faculty and clinical facilities.

2. increased student/teacher ratio.

B. Faculty growth in curriculum development and teaching methodology.

C. Groundwork for project proposals (federal and other) to pursue needed developments in ADN education.

D. Sharing project results with college faculty.
II. Community

A. Guidelines for improved utilization of ADN graduates by employing agencies.

B. Guidelines for continuing education courses for RN's.

III. ADN Movement (grant project potentials)

A. Dissemination of project reports.

B. Standards for universal objectives and curricula for ADN programs.

Estimated Project Needs (revised)

1. A consultant (Mrs. Sakalys)
   Consultation days - $75/day
   10 days - June
   10 days - July
   10 days - August
   $2,250

2. Other consultation
   Independent evaluators (3)
   1 visit (1-2 days)
   Advisement by regular correspondence
   Travel and expenses for evaluating team
   Consultation interviews, visits, for
   learning specialists and nurse
   educators
   $2,000

3. Full participation by coordinator of nursing
   9 weeks at 314/week; June - 2 weeks;
   July - 3 weeks; August - 4 weeks
   2,826

4. Two-day faculty workshop for orientation to
   implement the first course (9 faculty at 40/day)
   720

5. Four weeks of secretarial service to prepare
   reports, curriculum materials, etc.
   520

$7,816
S.P.E.D. PROPOSAL

Submitted to the S.P.E.D. Committee
Under the Provisions of the S.P.E.D. Criteria

PROJECT TITLE:

HONORS TUTORIAL PROGRAM IN THE COMMUNICATIONS DIVISION

SUBMITTED BY:

DIANE CALLIN
COMMUNICATIONS DIVISION
I. Problem:

As junior colleges grow, it is only natural and right that certain "interest groups" of students must be considered, accommodated, and provided for. Because of an "open door policy" many types and ranges of student abilities are seen in the junior college. Because of this "open door policy," the emphasis and interest in vocational training, and the reality of the academic levels of the greatest majority of students in the junior college, many courses have been devised and are in actual operation to meet most satisfactorily the needs of these students. What now remains in neglect are the honor students--those academically talented, or gifted--who, according to all research, do best in a situation which is flexible and which creates an atmosphere where the individual student may advance at his own speed and

This proposed Honors Tutorial Program will fulfill the needs of the students. By this particular special attention, which is no different than special attention given to the other interest groups, the junior college will be serving the honor students, as well as improving the image of the community college as an institution where the excellent student will receive the individual and special attention that he cannot get at a four year school.

The following Honors Tutorial Program will involve fifteen students the first year. The first semester the students will be enrolled in English 101; the second semester the students will be enrolled in English 102. Since both of the courses are required, this program will not initiate a change in curriculum per se, nor will it add another traditional educational burden upon the potential honor student. Instead, it initiates a
change in method, in approach. The faculty involved, as well as the students, will be performing in a new role, a new way. It is apparent that when proven successful, this new methodology should and could be applied in other disciplines in the college.

II. Approach to the Problem

Students will not meet in the traditional classroom situation. Instead, a student will be assigned to his particular tutor, a member of the Communications Division. The faculty member will indicate his desire to work with an honors tutorial student. He should have only one and no more than two tutorial students per semester. The assignment of tutorial students will be above and beyond his normal teaching load. The instructor will spend a minimum of one hour per week in consultation and conference with the student. This, in one week, exceeds the personal conferences the student might normally have with his instructor in one semester. This gives the student the opportunity to discuss his discoveries, his readings, his conjectures, with an interested and challenging professional. Not being tied to the traditional M-W-F class meeting with certain prescribed readings and activities, the student, with the guidance of his tutor, will learn the required basics of the course as well as have the freedom to pursue those areas which interest and excite him intellectually. The student also will be able to proceed at his own rate—a rate generally faster than that found in the traditional classroom.

OBJECTIVES

1. To provide an opportunity to determine and to evaluate the relationships between student centered freedom in study and the acquisition of as well as factual knowledge in rhetoric, literature, and the humanities.
2. To provide greater flexibility in curriculum and scheduling through tutorial methods for the benefit of each individual learner.

3. To provide an environment which fosters the creative processes of invention and discovery, and which fosters scholarly independent study and learning.

4. To provide a maximum amount of time for the teachers to meet with individual students for motivation, guidance, and evaluation.

5. To provide students with opportunities to exert self-discipline in the scheduling of their learning activities, to choose topics to be researched, to choose the methods of reporting his findings, to use his creative powers to their fullest extent.

6. To provide a climate in which cognitive risk-taking is freely encouraged, failure is regarded not as an end result but as an encouragement to try another direction to solve the problem under consideration.

7. To provide ample time for the student to make use of related fields and media.

HYPOTHESES

1. Students will become more creative in their approaches to learning.

2. Students will acquire more factual and conceptual knowledge than in the regular classroom situation.

3. Students will shift from factual learning to conceptual learning to a significant degree.

4. Students will experience attitudinal changes basic to changing from academic sponges to creative, divergent individuals. (Changes such as developing a more constant level of motivation and achievement.)

5. Students will increase their independence as a result of the program.

6. The majority of students in the program will show improvement irrespective of sex, measure of independence, personality type, ability for critical thinking, or creativity.
IDENTIFICATION OF THE HONOR STUDENT

1. ACT Scores
2. Class rank
3. Previous scores in high school English
4. Nelson-Denny given locally
5. Test Battery

Students considered for the program will be given at least three of the following classification tests:

(a) High School Personality Questionnaire
(b) Stern's Inventory of Beliefs (classifies students according to the need for outside control vs. self-control)
(c) Watson-Glaser Critical Thinking Test
(d) Rogge-Tonance Creativity Test
(e) the creativity index of the High School Personality Questionnaire
(f) Similes Preference Inventory
(g) Instrument developed by University of Chicago Laboratory High School to determine independence in the humanities

This test battery provides evidence for the selection of students and the later evaluation of the findings.*

6. Pupil desire

EVALUATION

Evaluation of the program will take place on two levels—standardized tests (a, d, and e) and semi-objective reports (b and c).

(a) Standardized Tests
Comparison of scores of some of the tests given (listed under Identification of Honor Students) before the program begins and at the conclusion of the second semester of the program.

(b) Opinionnaires completed by the students, faculty involved, and observers. (At end of first and second semesters).

(c) Written reports from participating faculty (at the end of the second semester only).

* The selection of the three will be made by the program communications chairman, and director of guidance.
Evaluation (cont.)

(d) Comparison of the fifteen honor students' test scores with fifteen others who were considered and tested but not chosen to be in the final fifteen. The honor students will be the experimental group; the other fifteen will be the control group and will be in the traditional English 101 and 102 classes.

(e) Make some comparisons and comments upon the performances of the chosen fifteen in other classes.

The study will continue for two semesters. The desire is for the program to be a regular part of the college's offering by September of 1970. (The 1969-70 year is the experimental phase.) The cost of running one honors tutorial class is the same as running one regular class of English. The funding needed is $800 per semester--September 1969 and January 1970--to cover the cost of one additional part-time faculty member to help the director of the program. Thus, $1600 is requested.

III. Competency of the Institution to Carry on the Study

It is apparent that there is more than sufficient talent on the staff to carry on this research. In addition to this talent, the University of Chicago Laboratory school, certain members of the University of Chicago Graduate School in Education, and the Independent Learning Consortium have offered to help in any problems we may encounter in the tutorial method and its evaluation. (May I point out that this help will be, graciously, gratis?)

A project director is necessary. In this case it is the initiator and submitter of this proposal. I have worked with the gifted in the classroom for seven years. I was funded by the State of Illinois, Department of the Gifted, to run an experiment in Independent Learning (Honors Individual Program) in the literature curriculum for the gifted. I was the initiator.
and director of the above program. I have also served in officer capacities for professional organizations devoted to teaching honor students on all levels of schooling. I am aware of most professional writings and experimental projects in this field. I have determined that we do have the student potential for this program, and obviously, we do have the required staff.

ADDENDUM:

Duties of the Director:

I have listed some of the duties of the director below. They are not in order of importance nor of equal weight, but they do give an idea of the position.

A. Curriculum

1. Develop broad guidelines for Honors Tutorial English 101 curriculum.

2. Develop broad guidelines for Honors Tutorial English 102 curriculum.

3. Develop a list of suggested textbooks, topics, and units for each course.

4. Develop material for tutorial reporting.

5. Develop student guidelines for each student's responsibility in this endeavor.

6. Bibliography of writing on the gifted for participating and interested faculty.

7. Develop materials for summer preparation by students.

8. Gather curricula of other tutorial programs in the state and other colleges in the country.

B. Faculty

1. Determine who interested faculty members are.

2. Assign students to interested faculty.
Addendum (cont.)

3. Hold periodic workshops during this spring and both semesters next year with participating faculty to share goals, ideas, problems, and successes.

4. Hold bi-monthly staffings during the 1969-70 school year.

5. Make progress known to other interested faculty and divisions.

6. Make faculty aware of other honors programs employing tutorial methods, their curricula, and procedures.

C. Students

1. Have tests administered (plan testing day at Harper) from test batteries referred to in Part II, "Identification of the Honor Student."

2. Interpret these test results in the light of our program.

3. Collect all data on eligible students. Each student is to have a separate file consisting of all those matters referred to in Part II, "Identification of the Honor Student."

4. Choose the fifteen honor students from the applications with the aid and approval of the Chairman of the Communications Division and the Chairman of Guidance and Counseling.

5. Assign students to their instructors by early summer in case either wishes to contact the other.

6. Set up a seminar with these students in the early part of the summer to help them prepare for the class and to allow them to meet each other.

7. Determine their total backgrounds and future plans.

8. Watch their grades and performances, etc., in other classes.

D. Evaluation

1. Choose the fifteen students to act as the control group.

2. Administer the same tests as Spring, 1969, to this group and experimental group in late Spring, 1970.

3. Analyze above data.

4. Make recommendations based on above data.

5. Be in charge of all procedures listed in the Evaluation section of the proposal.
Audendum (cont.)

2. Liaison with Other Interested Educational Bodies
   1. University of Chicago
   2. Independent Learning Consortium
   3. Department of the Gifted, State of Illinois
   4. University of Illinois

3. Public Relations
   1. Notification of proper institutions, and sending of subsequent materials concerning this program.
   2. Press releases.
   3. Announcements to the student body.
   4. Letters to eligible students.
   5. Letters to schools and parents of eligible students.
   6. Letters of congratulations to the fifteen chosen and their high schools.
   7. Letters to others not chosen, saying "Thanks," etc.

4. Miscellaneous
   1. Choose, order, and set up administration of tests for pre- and post-testing of prospective honor students.
   2. Submit list to library of possible purchases for professional library in the area of the gifted and list of works which would have great relevance to this program as well as the total list of communications.
April 28, 1969

Dr. Robert Lahti  
William Rainey Harper College  
Algonquin and Roselle Roads  
Palatine, Illinois 60067

Dear Dr. Lahti:

The general objectives, purposes, evaluative aspects, classroom requirements, budget and legal considerations are based on the following outline for the Logan Square Community Project:

OBJECTIVES:

Coordinate architectural activities of 25 students related to priorities and needs of the Logan Square Neighborhood Association. Specific skills to include interpretation of applicable zoning ordinance and building code, population density, planning, symmat programming, remodeling and comprehensive clinic services as required within the framework of the comprehensive plan of Chicago and in accord with guidelines established by the Chicago Chapter, American Institute of Architects.

PURPOSE:

A somewhat similar program was inaugurated in the spring of 1968 in the Lakeview Community utilizing the Architectural staff and students from the University of Illinois Circle Campus. This
PURPOSE CONTINUED

program did not utilize other disciplines than the Architectural Department and was related to community planning and home remodeling. Student involvement in urban environmental planning situations and exposure to broad-scope architecture will prepare the student for transfer to the University of Illinois and other Architectural schools. At the same time the potential of our computer oriented Architectural Technology program is reinforced at a practical level. The Lakeview Center Project consists of work shop activities for freshman and sophomore level students. The classroom is located in the Lincoln, Ashland and Belmont Avenue business district. The Logan Square classroom would be located in the business district.

EVALUATION TEAM AND ADVISORY GROUP:

Danforth, FAIA, Dean of School of Architecture & City IIT.
Donald Hanson, AIA, Chairman of Department of Architecture, University of Illinois, Circle Campus
Louis Rocah, AIA, Chairman of Education Committee, Chicago Chapter, American Institute of Architects
William Hasbrouck, AIA, Executive Director of AIA
Walter FAIA, Skidmore, Owings & Merrill

CLASSROOM REQUIREMENTS:

Two afternoons and two evenings per week, Tuesday and Thursday, in order to fill the students other course requirements on Monday, Wednesday, and Friday.

BUDGET:

If outside funding is available from the National Endowment for the Humanities in Washington, D.C.
BUDGET CONTINUED

One full-time faculty $16,000
Coordination & Administration 4,000
Secretary 6,000
Supplies 2,000
Space rental 3000 x $3.00/sq. ft. 9,000
Telephone 500
Heat 1,000
Electricity 500
Insurance 1,000
Remodeling Costs 5,000

$45,000

If outside funding has not been committed by August, the following financial requirements should be considered:

Director for the summer $1,700
Twenty per cent of the director's time during the academic year 3,000
Two Lecturers 4,000

$8,700

LEGAL CONSIDERATIONS:

The University of Illinois insures its students away from the campus on field trips or when they travel to the supplemental classroom in Lakeview Center. Its insurance carrier is advised, and coverage is extended accordingly.

The building owners provide the insurance for subject classroom, because the University of Illinois does not own or lease the premise. Mr. Rasche, Assistant Department Chairman of Architecture, suggested that, if we need additional information at this time, we should contact the University of Illinois lawyer, Mr. James Harmon - 663-2758.
Student awareness of the Logan Square Community Project can be handled through appropriate press releases and television arrangements.

Sincerely yours,

Joseph Yohanan, AIA
Coordinator of Architecture

cc:
Mr. Cunningham
Dr. Andeen
Mr. Mussell
Mr. Birkholz
Mr. Andries
Logan Square Group Hits New Milwaukee Av. Plan

BY GEORGIA SAUER

Plans for a new shopping plaza were announced last week by the Milwaukee-Diversey Chamber of Commerce, but the chairman of the Logan Square Citizens for Milwaukee Avenue Mall committee, the Rev. William Lesher, said "the proposal is nothing more than a smoke screen; it just doesn't have any substance."

The citizens committee has been at odds with the chamber of commerce and other business men north of Diversey avenue who don't agree with the committee's proposal to build a pedestrian mall in the 2600 and 2700 block of Milwaukee avenue.

"Our plaza would cause no disruption of the thorofares in the community," said Bernie Hoffman, president of the Milwaukee-Diversey Chamber of Commerce. "It will not be necessary to close off a street and perpetuate the dying neighborhood, as the mall would do."

Tell Boundaries

The proposed plaza will be at the corner of Logan boulevard, Milwaukee and Kedzie avenues, at the site of the present Logan Square elevated terminal. It will extend south about two blocks, Hoffman said.

The new three-story complex will be known as "Logan Mart," and will contain three large department stores and about 30 specialty shops, according to Hoffman. The center will include a restaurant with banquet rooms and lounge, he said.

Other features of the plaza will include indoor parking for 400 cars, rooftop parking for an additional 110 cars, an outdoor recreation area on 50,000 square feet of another portion of the roof, including playground equipment, picnic tables, and a band shell for neighborhood drama groups and concerts. The recreation area will also have a fountain and shrubbery.

Plan Auditorium

A 200-seat auditorium will be available for women's clubs and business men's meetings, Hoffman said.

"The area included is all privately owned land." Hoffman said. "We are meeting with the landowners now, to see if they wish to become part of the plaza or sell their land for it."

He said the businesses involved are dying since Elevated Lines will not end in the area any longer. Construction is under way now to extend the subway beyond the Logan Square area, eventually to O'Hare airport.

Get Reaction

"So far, we have received positive reactions from the businesses from the area," Hoffman said. "As soon as we find enough tenants, we can begin on the plaza."

Even if the plaza is built, plans for the Milwaukee mall will continue, said the Rev. Mr. Lesher.

"The plans for the mall are in the hands of the city," he said. "If the city and the property owners decide to go ahead on the mall, there is no doubt the plan will be carried out."

Called "Un timely"

"The shopping plaza proposal is an untimely idea," he said. "It is an inadequate way to help improve our neighborhood."

The Rev. Mr. Lesher said the community already has several offstreet shopping areas, and they haven't helped the neighborhood commercially. Also, he said, it is against the plaza because it doesn't answer the question of what will happen to the 2600 and 2700 blocks of Milwaukee avenue.

"Instead of helping the area, the plaza will create greater blight by diverting business toward it and away from the two blocks," he said.

Apart ment Complex Proposed

The chamber proposes that the 2500 and 2700 blocks be redeveloped for apartments, but the Rev. Mr. Lesher said "the proposal is remote and backward. With the new subway passing in front of our area, it should be developed commercially, not residentially."

"The plaza is just one of many proposals the chamber has made against our mall," he said. "And it is little more than a proposal."
### BOARD INFORMATION SHEET

**WILLIAM RAINNEY HARPER COLLEGE**  
**AREA:** Student Personnel

### CANDIDATE

<table>
<thead>
<tr>
<th>Sharon Zamkovitz</th>
</tr>
</thead>
</table>

### FIELD

<table>
<thead>
<tr>
<th>Counseling - Developmental Program</th>
</tr>
</thead>
</table>

### PREPARATION

<table>
<thead>
<tr>
<th>Degree, School, Semester Hours in Subject Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S. - Eastern Illinois University 1963 (Education)</td>
</tr>
<tr>
<td>M.Ed. - University of Illinois - 1966 (Counseling)</td>
</tr>
<tr>
<td>Summer Institute Western Beh. Sci. Institute, LaJolla, Calif.</td>
</tr>
</tbody>
</table>

### MAJOR AREAS

<table>
<thead>
<tr>
<th>See Above</th>
</tr>
</thead>
</table>

### TEACHING EXPERIENCE

<table>
<thead>
<tr>
<th>Dates and positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1967-Present Highland Community College - Counselor</td>
</tr>
<tr>
<td>1966-67 Lincoln Way High School (Counselor)</td>
</tr>
<tr>
<td>1965-66 Residence Hall Counselor, Univ. of Illinois</td>
</tr>
<tr>
<td>1963-65 St. Francis Academy (phy. Ed.)</td>
</tr>
</tbody>
</table>

### OTHER EXPERIENCE

### HONORS AND DISTINCTIONS

### PERSONAL

<table>
<thead>
<tr>
<th>Age, Marital Status, Children, Address</th>
</tr>
</thead>
</table>

### RANK & SALARY

<table>
<thead>
<tr>
<th>Assistant Professor - $12,000</th>
</tr>
</thead>
</table>

### RECOMMENDED BY

<table>
<thead>
<tr>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Dev. Program</td>
</tr>
<tr>
<td>Director of Counseling</td>
</tr>
<tr>
<td>Dean of Students</td>
</tr>
</tbody>
</table>

---

*FOR OTHER INFORMATION AND REMARKS USE THE REVERSE SIDE OF THIS FORM*
BOARD INFORMATION SHEET

WILLIAM RAINNEY HARPER COLLEGE

AREA: Counseling

CANDIDATE

Edward Liska

FIELD

Counseling

PREPARATION

(Degree, School, Semester Hours in Subject Field)

B.S. Education 1958 - Northern Ill. University

M.S. Educ. (Ind. Arts) 1961 = Northern Illinois University

University of Ill. Ext. 1964


MAJOR AREAS

TEACHING EXPERIENCE

(If applicable)

Dates and positions

10 Years

1961-68 Technical Drafting, Glenbard High School

1960-61 Graduate Assist. Northern Illinois


OTHER EXPERIENCE

HONORS AND DISTINCTIONS

Selected for N.D.E.A. Institute

PERSONAL

(Age, Marital Status, Children, Address)

RANK & SALARY

Assistant Professor - $12,000

RECOMMENDED BY

(Signatures)

Coordinator of Dev. Program

Dean of Students

FOR OTHER INFORMATION AND REMARKS USE THE REVERSE SIDE OF THIS FORM
WILLIAM RAINNEY HARPER COLLEGE  
DIVISION OF  Engineering  

CANDIDATE  
Harold William Neumann, Jr.  

FIELD  
Electronics Technician  

PREPARATION  
(Degree, School Year Received & Semester Hours in Subject Field)  
1962-66 Navy - Gun Fire Control Maint.  4 yrs.  
1966-67 Motorola Color TV work  1 yr.  

MAJOR AREAS  
Electronics Technician employable starting July 1, 69  

TEACHING EXPERIENCE  
(Dates of Positions)  

OTHER EXPERIENCE  

HONORS & DISTINCTIONS  

PERSONAL  
(Age, Marital Status, Children, Address)  

RANK & SALARY  
Technician  $7,200  12 months  

RECOMMENDED BY  
Department  
Chairman  
Assistant Dean  
Dean  

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.
WILLIAM RAINNEY HARPER COLLEGE
DIVISION OF Mechanical & N/C

CANDIDATE

Jack Reeves
Machine Shop Technician

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

MAJOR AREAS

Machine Shop Technician employment to begin July 1, 1969

TEACHING EXPERIENCE
(Dates of Positions)

OTHER EXPERIENCE

Machine Repairman & Preventative Maintenance-Ford Motor Co
Machinist- Shoberg Tool & Co., Ill.
General Foreman-Spotnails, Inc., Rolling Ill.
Prototype Machinist-Payne Products, Phoenix, Arizona

HONORS & DISTINCTIONS

PERSONAL
(Age, Marital Status,
Children, Address)

RANK & SALARY

Technician - 12 months

RECOMMENDED BY

Department
Chairman
Assistant Dean

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.
WILLIAM PAINEY HARPER COLLEGE
DIVISION OF

CANDIDATE

Dolores Crane

FIELD

Reading

PREPARATION

(B.A. Purdue (English) 1967

M.A. Purdue (English) 1969

MAJOR AREAS

Specialist in Developmental Reading

English Composition

TEACHING EXPERIENCE

1965-66 Substitute Teacher: Michigan City Ind.Schools
1967-68 Purdue University: Graduate Assistant
(Taught several developmental reading courses)
Jan - June 1969 Niles East High School

OTHER EXPERIENCE

Owner-Teacher: School of Dance

Professional

HONORS &

DISTINCTIONS

National Honor Society

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor of English $9500

RECOMMENDED BY

Developmental Section, English

Robert Parrish

Department (Roloff)

Chairman

Assistant Dean

Dean

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

To: Dr. K. Andeen
Fr: R. Powell
Re: Jesse J. Garrott

June 5, 1969

Jesse J. Garrott has returned his contract unsigned. He has decided to work on his Ph.D. at the University of Chicago instead of teaching reading for us next year.

We have a replacement and she will be brought before the Board at the next meeting.

RP/jo
WILLIAM RAINNEY HARPER COLLEGE
DIVISION OF Math/Science

Kaufman, Barbara Ellen

Dental Hygiene

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

R.D.H., University of Penn. School of Oral Hygiene 1962 64 hrs.
B.S. Ed., Westchester State College 1969 64 hrs. Education

MAJOR AREAS
Dental Hygiene Education

TEACHING EXPERIENCE
(Dates of Positions)

none

OTHER EXPERIENCE
Dental practice 6 years full-time

& DISTINCTIONS

PERSONAL
(Age, Marital Status, Children, Address)

RANK & SALARY
Instructor $10,300.00 for 12 months

RECOMMENDED BY

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.
WILLIAM RAINNEY HARPER COLLEGE
DIVISION OF Communications

Irwin Smith

English

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

Bismark Junior College, Bismark, N.D. A.A. (1962)
Valley State College, Valley City, N.D. (B.S. (1964)

MAJOR AREAS

TEACHING EXPERIENCE
(Dates of Positions)

Illinois (1967-68) (Instructor)
Sequoia Junior High School, Fontana, Calif. (1964-67) English
Journalism Speech

OTHER EXPERIENCE

Management Consulting (1 year)
U.S. Marine Corps (3 years)

HONORS & DISTINCTIONS

Undergraduate Honors, Phi Theta Kappa

PERSONAL
(Age, Marital Status, Children, Address)

INSTRUCTOR OF ENGLISH ($10,500) FOR 39 WEEKS

RANK & SALARY

RECOMMENDED BY

Muchmore, Bartos, Ryan (Personnel Committee)

English Department

Chairman

Assistant Dean

Dean

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.
WILLIAM RAINNEY HARPER COLLEGE
DIVISION OF Engineering

Sander Friedman

Mechanical Design

Purdue University - 1944-48 - BSME Engr.
Reg. Prof. Engineer - Illinois #19515 Dated 8/10/56
Reg. Prof. Engineer - New York #33026 Dated 12/14/56

Mechanical Engineering

Purdue University, Feb. 1948 to June 1948 - Mechanisms

Ordinance School, Aberdeen, Md. -6-49 to 12-49, Ordnance

Part-time teacher at Harper College 1968-69

Jr. Industrial Eng., American Bridge Co. Gary, Ind. from 6-48 to
Engr. Co., Norwalk, Conn. from 6-50 to 10-54; Mgr. of
Manufacturing, Universal Circuit Controls, Skokie, Ill. from 10-54 to 11-65; Project Engineer, Teletype Corp.,
Skokie, Ill. from 11-65 to 11-66; Mgr. Value Engineering
Shure Bros., Inc., Evanston, Ill. from 11-66 to present.
President, North Shore Chapter, Ill. Society of Prof.
Pres. Engineers in Industry Section, Ill. Soc.
Prof. Engrs. (4 years) Reg. Prof. Engineer.

Assistant Professor weeks.

Department Chairman
Assistant Dean

FOR OTHER INFORMATION AND RKS PLEASE USE THE REVERSE SIDE OF THIS FORM.
BOARD INFORMATION SHEET
WILLIAM RAINNEY HARPER COLLEGE
AREA: Student Personnel

FIELD

PREPARATION
(Degree, School, Semester Hours in Subject Field)

- B.S. (Journalism) - Northwestern 1957
- MA. (Counseling) - Northwestern 1968

MAJOR AREAS

See Above

TEACHING EXPERIENCE
(If applicable)

1969 - One half year part time counseling - Harper College

OTHER EXPERIENCE

1960-66 Six years experience as weekly columnist for suburban paper.

HONORS AND DISTINCTIONS

- Elected to Mortar Board - (Senior Women's Honorary)
- Shi-Ai - Junior Women's honorary

PERSONAL
(Age, Marital Status, Children, Address)

[NK & SALARY

Counselor - Instructor - $9,300

RECOMMENDED BY
(Signatures)

[Signature] Director of Counseling
[Signature] Dean of Students

FOR OTHER INFORMATION AND REMARKS USE THE REVERSE SIDE OF THIS FORM.
Function of the Job:

The Director of Personnel is responsible for the development and administration of the non-academic personnel program, stenographic pool, telephone service, and other assigned duties. He is directly accountable to the Dean of Business Affairs.

Characteristics and Duties:

See attached job description.

Minimum Acceptable Qualifications:

1. College graduation.

2. Four years of experience in personnel work, any one of which must have been in an administrative or supervisory capacity in one or more of the following areas of specialization: classification, pay administration, recruitment and placement, training, labor relations, systems and records, and pre-employment examination construction and/or analysis, and any two years of which must have been in the area of specialization as required by the attached job description.

Additional Desirable Qualifications:

1. University courses in personnel administration, business administration or education.

2. Advanced degree in personnel administration or business administration.

3. Experience gained in a community college or university.

Level:

1. Twelve month employee with 20 days annual vacation.

2. Regular fringe benefit program.

3. Salary based on experience and qualifications, $12,000 - $15,000

Position Authorized:

July 1, 1969.

June 6, 1969
The Director of Personnel is responsible for the development and administration of the non-academic personnel program and is directly accountable to the Vice-President--Business.

This officer:

A. Employs non-academic employees in cooperation with the appropriate supervisor.

B. Develops and administers a job classification system for all non-academic employees.

C. Performs a record-keeping function for academic payroll and benefit records.

D. Complies with the requirements of the Fair Labor Standards Act, Wirtz Order, and serves as the Equal Opportunity Employment officer for new construction or other federal grants.

E. Supervises recruitment, testing, reference checks, placement and orientation of non-academic employees.

F. Administers the fringe benefit program for all college employees; prepares publications to assist all employees in the understanding of fringe benefits available; conducts studies of fringe benefits and assists in bidding specifications.

G. Formulates and recommends personnel policies to be incorporated annually in the non-academic employees' handbook.

H. Recommends promotion and transfer of qualified personnel in cooperation with the appropriate supervisors.

I. Conducts appropriate in-service training programs for non-academic employees.

J. Initiates and conducts pay administration and other statistical studies as appropriate salary recommends appropriate these studies.
K. Advises and assists in disciplinary matters, supervisory problems, and formal grievance procedures for non-academic employees.

L. Advises and assists in the planning and coordination of labor negotiations.

M. Communicates regularly with the non-academic staff in order to promote employee morale, explain college policies and institutional goals, and to act as their representative.

N. Supervises the personnel office and establishes a record system compatible with data processing; establishes record retention policies; provides personnel information and statistics for appropriate administrative faculty.

O. Screens all employment contracts or notices to meet college standards for consistency, policy, and budget allocations.

P. Supervises annual and periodic college district elections.

Q. Supervises the stenographic pool and the telephone service.


S. Performs related duties, as assigned.
DIRECTOR OF INSTRUCTIONAL SERVICES

The Director of Instructional Services is responsible to the Assistant Dean, Learning Resources for performing the following services as appropriate to the Learning Resources for the college and community.

This officer will:

A. Selects, in cooperation with the instructional faculty, and recommends appropriate instructional media and equipment for effective teaching and student learning.

B. Implements procedures and processes, including in-service faculty training for instructional development designed to increase student learning through faculty effectiveness in using instructional resources.

C. Provides for effective and efficient and administrative support for the service areas of AV graphics and photo production, television production and utilization.

D. Develops the budget recommendations to meet the needs in support of student learning.

E. Assists the Circulation Librarian in the scheduling of media related instructional materials and equipment.

F. Supervises the maintenance of media equipment.

G. Cooperates with the faculty and students in encouraging the use of self-teaching devices and audio-tutorial programs as developed by the faculty.

H. Offers assistance to students and faculty in making use of appropriate learning resources.

I. Administers the instructional services to provide appropriate support to the various modes of instruction.

J. Offers assistance to students and faculty, aided by his staff, in interpreting and making available the resources of the Instructional Services area.

K. Prepares and/or makes such studies and reports as are requested of him by the Assistant Dean, Learning Resources.

L. Regularly attends appropriate administrative and committee meetings.

M. Attends, participates in, and encourages staff participation in meetings and activities of professional organizations.
Position: Director of Instructional Services

William Rainey Harper College, a new community college in the Northwest suburban area of Chicago with a growing media related instructional program, is seeking a Director of Instructional Services for its Learning Resource Center. Harper College's new 14.5 million dollar campus will open in September, 1969. The 105,000 sq. ft., 3-story L.R.C. houses classrooms, library, independent study center, and media production spaces, and will also support the regular classrooms, 3 Lecture-Demo areas (300 seats, two-125), and also 4 smaller Lecture-Demo areas (72).

Professional Qualifications:

1. and graduate degree in a teaching field with successful teaching experience. Prefer Master's plus additional hours.
2. Have demonstrated appropriate administrative ability relating to various facets of media circulation, production (TV experience desired), and in-service training, as particularly organized at the college level.

Professional

1. A strong commitment to and willingness to accept the role of the comprehensive community college in a suburban community setting.
2. Ability to coordinate and supervise the media aspects (ITV, AV production, AV circulation and utilization) of the Learning Resource Center.
3. Demonstrate ability to work cooperatively with faculty, staff, and students in promoting the effective and efficient use of instructional materials.

Job

1. Work cooperatively with Circulation Librarian to routines and patterns of circulation and utilization of media and instructional materials.
2. Supervise media production activities including photography (2 darkrooms), graphic art production, B&W small ITV studio, audio, and other activities. Assist and direct TV production when appropriate.
3. Coordinate and administer an on-going faculty development program with the emphasis on curriculum development, specified instructional objectives, task analysis, and validated instructional materials.

etc.: State pension plan, four weeks vacation, insurance, medical, and other fringe benefits - 12 months. Salary depends on experience and qualifications. Position open - 1 July 69...$13,500 to $16,000.

further details, contact: Dr. George H. Voegel, Ass't Dean, L.R.C.
Harper College
510 W. Elk Grove Blvd.
Elk Grove, Illinois 60007
Phone: 312, 437-7000 - Ext. 25
HARPER COLLEGE
ORGANIZATION
1969 - 1970
(PROPOSED)
To: Board of Trustees

From: Office of the President

Subject: Preparation of the Annual Budget

The following resolution should be adopted and made a part of the formal minutes:

IT IS HEREBY RESOLVED BY THE BOARD of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1969, and ending June 30, 1970.

Member Milton Hansen, Chairman
Member Jessalyn Nicklas
Member LeRoi Hutchings
FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid for the purchase of china for the cafeteria.

II. REASON FOR CONSIDERATION:

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

III. INFORMATION:

Five requests were sent out and four responses were received, one of which was NO BID. The bids are tabulated below.

<table>
<thead>
<tr>
<th>Company</th>
<th>Items 1-8</th>
<th>Items 1-9</th>
<th>NB</th>
<th>Items 10-16</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Donn Co.</td>
<td>$2,713.32</td>
<td>$588.36</td>
<td>$771.18</td>
<td>$6,429.16</td>
<td>$8,481.42</td>
</tr>
<tr>
<td>B &amp; B Imperial</td>
<td>5,840.80</td>
<td>8,481.42</td>
<td>$588.36</td>
<td>$6,429.16</td>
<td></td>
</tr>
<tr>
<td>E. A. Hinrickes</td>
<td>8,481.42</td>
<td>771.18</td>
<td></td>
<td></td>
<td>$8,481.42</td>
</tr>
</tbody>
</table>

IV. SUMMARY:

The specified items were bid by E. A. Hinriches, while Edward Donn offered Homer-Laughlin and B & B Imperial offered Sehnango. Attached is Mr. Ed Goodwin's evaluation of the bids and the merchandise offered and is what was used by the Administration to arrive at its recommendation.
FOR BOARD ACTION

V. RECOMMENDATION:

The Administration recommends that the Board award the contract for china to E.A. Hinriches & Company for a total of $8,481.42.
To: Don Misic  
From: Ed Goodwin  
Subject: China Bids

In evaluating the china bids I recommend that we select the bid of E.A. Henrichs Co. on Syracuse China in the amount of $8,481.42 for the following reasons:

1. In the original specifications Don Collins and I chose the "Syralite" china by the Syracuse China Company because of its styling, thinness, whiteness and chip resistance. Syralite is a new type of china which was developed to produce a thin china with more strength than the traditional heavy restaurant china. Aside from the obvious advantage of appearance and weight the syralite items utilize only 2/3 of the storage space of conventional china.

2. The Edward Don company bid Homer Laughlin on the cafeteria china only. Comparative Bids based on the first eight items are:

| Bidder          | Price  
|-----------------|--------
| Homer Laughlin  | $2,713.32
| Shenago         | 5,599.20
| Syracuse        | 7,396.44

The Homer Laughlin was bid as an equal on the basis that it has a Alumina reinforcing agent which is one of the ingredients of Syralite. An examination of a broken piece of the three items shows that the H. L. China is more porous, thicker and not as white as Syracuse and is not made by a high temperature process. On the basis of the above and the styling of the H. L. China I recommend that we reject the Ed. Don Co. bid as not equal to Syralite.

3. The Shenago China bid by B & B Imperial is an aluminum reinforced china closely resembling Syralite although our heat test indicated that is is somewhat more porous and the lip of the cup is thicker than that of Syralite. Don Collins, Carl Regehr and I all recommend that the Shenago China be rejected on the basis of styling which we do not feel would be compatible with the rest of the interior design of the campus.

4. I have personally used Syralite china over a period of four years and have found it to be an excellent value in spite of the higher initial cost. You may wish to contact some of the persons listed below regarding the acceptability and durability of the Syracuse product.

   Mr. Emil Bouchez, Food Service Director  
   Lutheran General Hospital  692-2210

   Mr. James Bremberry, Food Service Director  
   University of Chicago

   Mr. Gerry Herron, Food Service Director  
   University of Illinois Medical Center  663-7026

   Mr. Frank Gada, Food Service Director  
   Illinois Institute of Technology  225-9630
1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
3. Unsigned bids will not be considered.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100 Dz.</td>
<td>Plate #7 9&quot; main</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>100 Dz.</td>
<td>Plate #4 6 3/8&quot; salad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>100 Dz.</td>
<td>Plate #3 5 3/8&quot; Bread and Butter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>120 Dz.</td>
<td>Cup, Tea (high) 7 oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>140 Dz.</td>
<td>Saucer, Tea 5 3/16&quot; (Lexington Shape)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>36 Dz.</td>
<td>Boullion Cup unhandled 7 3/4 oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>36 Dz.</td>
<td>Grapefruit Bowl large 5 3/4&quot; 13 5/8 oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>140 Dz.</td>
<td>Fruit Dish 4 5/8&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>20 Dz.</td>
<td>Viennse Cup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>6 Dz.</td>
<td>Plate #8 9 3/4&quot; Main</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12 Dz.</td>
<td>Plate #4 6 3/8&quot; Salad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12 Dz.</td>
<td>Plate #3 5 3/8&quot; Bread and Butter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>6 Dz.</td>
<td>Fruit Dish 4 5/8&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>6 Dz.</td>
<td>Boullion Cup, Unhandled 7 3/4 oz.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>6 Dz.</td>
<td>Coffee Cup, High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>12 Dz.</td>
<td>Saucer 5 7/8&quot; American</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following items are to be furnished in "Syralite" by Syracuse China Company, Palm Beach Pattern on American shape.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
</table>

4. Give complete specifications for any substitution offered.
5. Mark envelope and mail to:
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

Date of Quotation ____________________________ Per ____________________________
Authorized Official
FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid for the purchase of drawing tables and files for the architectural department.

II. REASON FOR CONSIDERATION:

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

III. INFORMATION:

Nine requests were sent out and four responses were received. In addition two more were received after the specified bid opening time and were disqualified.

The results of the bids are tabulated below.

<table>
<thead>
<tr>
<th>CO.</th>
<th>BRUNING</th>
<th>POST</th>
<th>B &amp; H</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$285.28 ea.</td>
<td>$298.65</td>
<td>$257.80</td>
</tr>
<tr>
<td></td>
<td>1,711.68</td>
<td>1,791.90</td>
<td>*1,546.80</td>
</tr>
<tr>
<td>2</td>
<td>336.93</td>
<td>$341.10</td>
<td>$309.82</td>
</tr>
<tr>
<td></td>
<td>673.86</td>
<td>682.20</td>
<td>*619.64</td>
</tr>
<tr>
<td>3</td>
<td>*13,260.00</td>
<td>18,133.00 Alt.</td>
<td>16,015.60 Alt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12,732.40 Alt.</td>
</tr>
<tr>
<td>4</td>
<td>199.00</td>
<td>$123.00</td>
<td>$453.40</td>
</tr>
<tr>
<td></td>
<td>398.00</td>
<td>*246.00 Alt.</td>
<td>906.80</td>
</tr>
</tbody>
</table>

* Recommended Suppliers
FOR BOARD ACTION

IV. SUMMARY:

In all instances the low bidder has been recommended except for Item #3. The low bid was from Post and is $12,732.40 plus $300.00 for installation. The difference is $227.60 or $4.55 per unit ($265.20 vs $260.65.) The item offered on the low bid does not meet the specifications.

V. RECOMMENDATIONS:

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1 &amp; 2 to Post</td>
<td>$2,166.44</td>
</tr>
<tr>
<td>Item 3 to Huey</td>
<td>$13,260.00</td>
</tr>
<tr>
<td>Item 4 to Bruning</td>
<td>$ 246.00</td>
</tr>
<tr>
<td><strong>TOTAL AWARD</strong></td>
<td><strong>$15,672.44</strong></td>
</tr>
</tbody>
</table>

Note: Above costs include delivery and installation.

np: 6/12/69
REQUEST FOR QUOTATION

William Rainey Harper College
Algonquin & Roselle Roads
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
3. Unsigned bids will not be considered.
4. Give complete specifications and any substitution offered.
5. Mark envelope "QUOTATION" and mail to:
   WILLIAM RAINNEY HARPER COLLEGE
   Algonquin & Roselle Roads
   Palatine, Illinois 60067
   Attention: Mr. D. M. Music

<table>
<thead>
<tr>
<th>Quotation Request No.</th>
<th>Date</th>
<th>Your Quotation No.</th>
<th>Quotation Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q-545</td>
<td>5/22/69</td>
<td></td>
<td>6/11/69 2:00pm DST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Pric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6</td>
<td>Architectural Furniture per attached specification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>See attached specification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>50</td>
<td>Student Stations see attached specification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>See attached specification</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: All bids to include delivery and installation in Harper College Building C, first floor.

This is NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on the forms for the material to be purchased. If the destination is not specified, the settlement will be F. O. B. Chicago, and the material will be shipped to the nearest train or bus station. In case of a charge against the District Fund, the proper voucher must be attached to your bid. A Certificate of Delivery will be requested from the Contractor for each item of material delivered. A copy of the Certificate of Delivery will be required before payment will be made.
SPECIFICATIONS

DESCRIPTION

1  Provide six (6) complete Flat Storage Files with the following sub units - (charcoal grey)
   Top - 1 - 2J1 Flat Cap 49 5/16" x 39 1/4" x 3/4"
   Drawers - 2 - 2J5 5-Drawer Unit 49 5/16" x 38 1/2" x 15 3/8"
   Base 1 - 2J7 Flush base 49 5/16 x 38 1/2 x 4"
   As manufactured by Hamilton or approved equal.

2  Provide two (2) complete Flat Storage Files with the following sub units - (charcoal grey)
   Top - 1 - 3J1 Flat Cap 55 5/16" x 45 1/4" x 3/4"
   Drawers - 2 - 3J5 5-Drawer Unit 55 5/16" x 44 1/2"
   x 15 3/8"
   Base - 1 - 3J7 Flush base 55 5/16" x 44 1/2" x 4"
   As manufactured by Hamilton or approved equal.

3  Provide Radius Tension Drafting Tables that incorporate tension springs to maintain both the inclination of the drawing board and the elevation of the adjustment mechanism, single lever release. All structural components are to be heavy gauge steel and board size of 371/2" x 60" made of core construction and covered with self-healing vinyl drafting surface. Each unit is to come installed with one 48" Mayline Parallel Bar No. 7253-A and black dust cover, Hamilton No. 25J7.
   Provide eight (8) standard units No. 1011 as specified above. As manufactured by the Huey Company or approved equal.

Provide forty two (42) Space Saver Units No. 1028 as specified above. As manufactured by the Huey Company or approved equal.

Provide eight (8) T-Rear Units No. 1037 as manufactured by the Huey Company or approved equal.

Colors: Legs - Charcoal Grey
   Reference Surface - Putty Grey
   Case - Putty Grey
   Drawer Fronts - Teak Veneer
SPECIFICATIONS  Continued

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Provide two (2) light (lito) tables # VLT 42, 30&quot; x 42&quot; x 36&quot;. All metal shall be heavy gauge steel painted charcoal grey. As manufactured by Nu Arc Company or approved equal.</td>
</tr>
</tbody>
</table>

Items 1, 2, 3, 4 above are to be quoted F. O. B. delivered and installed August 15, 1969.
June 9, 1969

Dr. Robert Lahti
William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois

Dear Dr. Lahti:

Enclosed you will find the resolution which I suggest be adopted by the Board at the June 12 meeting.

Sincerely,

Frank M. Hines

FMH:cas

Encl.
RESOLUTION

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the firm of Ancel, Stonesifer and Glink of 111 West Washington Street, Chicago, Illinois, be and hereby is retained by the College Board and District to file the appearances and answers and to otherwise serve as Special Attorneys and Co-Counsel with the Board Attorney, for the purpose of representing all defendants named in 69 C 1056, an action filed in the United States District Court for the Northern District of Illinois, Eastern Division, by Betty J. Enbysk and Edward M. Kalish, against Junior College District No. 512, et al.
IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
EASTERN DIVISION

BETTY J. ENBYSK and
EDWARD M. KALISH,

Plaintiffs,

vs.

BOARD OF EDUCATION OF JUNIOR
COLLEGE DISTRICT NO. 512,
etc., et al.,

Defendants.

NO. 69 C 1056

NOTICE OF MOTION

TO: WEXLER, KANE & ROSENZWEIG
105 West Madison Street
Chicago, Illinois 60602

PLEASE TAKE NOTICE that on June 9, 1969, at the
opening of Court or as soon thereafter as counsel may be
heard, we shall appear before the Honorable Judge Abraham
L. Marovitz in the courtroom usually occupied by him in
the United States District Courthouse, 219 South Dearborn
Street, Chicago, Illinois, or before such other judge who
may be sitting in his place and stead, and then and there
move the Court to extend the time for defendants to answer
or otherwise plead to the Complaint herein from June 9,
1969, to and including July 8, 1969, at which time and place
you may appear if you so desire.

ANCEL, STONESIFER & GLINK
111 West Washington Street
Chicago, Illinois 60602

ANCEL, STONESIFER & GLINK
and FRANK M. HINES, ESQUIRE

FRANK M. HINES, ESQUIRE
31 Park Lane
Elk Grove Village, Ill.

Attorneys for Defendants

By: __________________________
STATE OF ILLINOIS  
COUNTY OF COOK

JUANITA FULLER, being first duly sworn on oath, deposes and states that she served a copy of the foregoing Notice of Motion upon attorneys WEXLER, KANE & ROSENZWEIG, 105 West Madison Street, Chicago, Illinois 60602, by mailing a true and correct copy thereof to said parties and in a properly addressed envelope bearing sufficient postage and depositing the same in the United States mail chute located at 111 West Washington Street, Chicago, Illinois, this 5th day of June, 1969.

SUBSCRIBED AND SWORN TO before me this 5th day of June, 1969.

Notary Public
United States District Court
Eastern Division
Northern District of Illinois

BETTY J. ENBYSK and EDWARD M. KALISH

vs.

BOARD OF EDUCATION OF JUNIOR COLLEGE DISTRICT NO. 512, ET AL.

No. 69 C 1056

BOARD OF EDUCATION OF JUNIOR COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS, a municipal corporation.

RICHARD L. JOHNSON, JESSALYN M. NICKLAS, JOHN A. HAAS, ROY HUTCHINGS, JOHN KURANZ, JAMES HAMILL, MILTON HANSEN, ROBERT E. JAMES, R. KENNETH ANDERSON, JOHN BIRKHOFF AND JOHN THOMPSON

WE hereby enter the appearance of as defendants in the above entitled case

LOUIS ANCEL, MARVIN J. GLINK, RONALD M. GLINK and

and that of ANCEL, STONE SIPER & GLINK and as attorneys for said defendants

FRANK M. HINES

Dated: June 2, 1969

By:

Attorney for said Defendants

c/o 111 West Washington Street
Address: Chicago, Illinois 60602

782-7606
June 11, 1969

Dr. Robert Lahti
William Rainey Harper College
1200 Algonquin Road
Palatine, Illinois

Re: Kalish and Enbysk

Dear Dr. Lahti:

As you know, after some discussion back and forth, the insurance company approved of the firm of Ancel, Stonesifer, and Glink. Thereafter, a day or so ago, I received the enclosed letter whereby coverage is being denied.

Arrangements are being made with Ancel's firm to communicate with the insurance company so as to preserve our rights under the policy (if any) and to go on record as to the fact that Ancel's firm was approved (in case this becomes material).

I had not reviewed our policy prior to this because no question of coverage had been raised.

It would seem appropriate to provide the Board Members with copies of the attached.

Sincerely,

Frank M. Hines

FMH:cas

Encl.
June 6, 1969

Mr. Frank M. Hines
Attorney at Law
31 Park Lane
Elk Grove Village, Illinois 60007

Re: Our File: 13-700530
Our Insured: Board of Junior College Dist. #512
K/A William Rainey Harper College

Dear Mr. Hines:

We are herewith returning Summons and Complaint in reference to suit filed by Betty Enbyak and Edward Kalish against William Rainey Harper College, our insured under policy No. 290-627-748.

We are compelled to return this Summons and Complaint with notice that we will not engage in the defense of this suit since said existing policy of insurance does not apply to personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the named insured. We are enclosing a photocopy of the document pertaining to this exclusion. Please see Exclusion "C."

If there are any questions or matters of discussion you have on this, please feel free to contact this writer.

Yours very truly,

George S. Nojima
Claim Examiner

GSN/ic
Encl.

cc: Marsh & McLennan
Chicago, Illinois
Attention: Mr. Arthur A. Jarris
1. COVERAGE P—PERSONAL INJURY LIABILITY

The company will pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages because of injury therein called "personal injury" sustained by any person or organization arising out of one or more of the following offenses committed in the conduct of the named insured's business:

<table>
<thead>
<tr>
<th>GROUPS OF OFFENSES</th>
<th>ADVANCE PREMIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. False Arrest, Detention or Imprisonment, or Malicious Prosecution</td>
<td>Included</td>
</tr>
<tr>
<td>B. Libel, Slander, Defamation or Violation of Right of Privacy</td>
<td>Included</td>
</tr>
<tr>
<td>C. Wrongful Entry or Evasion or Other Invasion of Right of Private Occupancy</td>
<td>Minimum Premium Included Total Advance Premium Included</td>
</tr>
</tbody>
</table>

| Insured's Participation | 0 % |

Each of the following is an insured under this insurance to the extent set forth below:

(a) If the named insured is designated in the declarations as an individual, the person so designated.
(b) If the named insured is designated in the declarations as a partnership or joint venture, the partnership or joint venture so designated and any partner or member thereof but only with respect to his liability as such.
(c) If the named insured is designated in the declarations as other than an individual, partnership or joint venture, the organization so designated and any executive officer, director or stockholder thereof while acting within the scope of his duties as such.

This insurance does not apply to personal injury arising out of the conduct of any partnership or joint venture of which the insured is a partner or member and which is not designated in this policy as a named insured.

2. LIMITS OF LIABILITY INSURED'S PARTICIPATION

Regardless of the number of (1) insureds under this policy, (2) persons or organizations who sustain personal injury, or (3) claims made or suits brought on account of personal injury, the total liability of the company for all damages because of a personal injury to which this coverage applies, sustained by any one person or organization, shall not exceed the limit of personal liability stated in the declarations as "each person aggregate".

Subject to the above provision respecting "each person aggregate", the total limit of the company's liability under this coverage for all damages shall not exceed the limit of personal liability stated in the declarations as "general aggregate".

If a participation percentage is stated in the schedule for the insured, no personal injury shall not be liable for a greater proportion of any loss than the deficit between such percentage and one hundred percent and the balance of such deficit shall be borne by the insured; provided, the company may pay the insured's claim for a loss to effect settlement of the loss, and upon notification of the amount of such loss, the named insured shall promptly reimburse the company therefor.

3. AMENDED DEFINITION

When used in reference to this insurance:

"damages" means only those damages which are payable because of personal injury arising out of an offense to which this insurance applies.

PERSONAL INJURY LIABILITY

NON-OWNED AND HIRED AUTOMOBILE LIABILITY

SECTION II

SECTION II
June 10, 1969

To: Board of Trustees

From: Office of the President

Subject: Southwest Corner Contract

Please find attached a copy of the southwest corner contract. This is actually the second time that this document has been brought to your attention. Action was withheld at the meeting at which this was originally presented, in order to clear up one technical difficulty that C.R.S. thought they wished to have corrected.

It has been corrected and reviewed by Frank Hines and should be approved and signed by the Board.
May 29, 1969

Mr. William J. Mann  
Dean of Business  
William Rainey Harper College  
1501 South Roselle Road  
Palatine, Illinois 60067  

re: William Rainey Harper College

Dear Bill:

Enclosed herewith are four copies of the Standard Form of Agreement between Owner and Contractor for the Roads, Parking Lots and Athletic Fields in the southwest corner of the College site.

As you know, we have added a section under Article 8, wherein we tie this work to the original specifications. Would you please initial page 4 at the beginning of where it states "Volume 1 and etc." and at the end where it states "for this project." And too, we need your signature on page 5 of the contract.

Please retain one copy and return three copies to this office as soon as possible and I will forward same to the contractor, Corbetta Construction Company.

Yours very truly,

Frank L. Larocca

FLL:ch

cc: Mr. Mario R. Egidi
AGREEMENT

made this Second day of January in the year of Nineteen Hundred and Sixty Nine

BETWEEN

BOARD OF JUNIOR COLLEGE DISTRICT No 512,
PALATINE, ILLINOIS

CORBETTA CONSTRUCTION COMPANY OF ILLINOIS, INCORPORATED

the Contractor.

The Owner and the Contractor agree as set forth below.
ARTICLE 1

THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda issued prior to execution of this Agreement and all Modifications issued subsequent thereto. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appears in Article 8.

ARTICLE 2

THE WORK

The Contractor shall perform all the Work required by the Contract Documents for

(Here insert the caption descriptive of the Work as used on other Contract Documents.)

Roads, Parking Lots, and Athletic Fields in southwest corner of College site.

ARTICLE 3

ARCHITECT

The Architect for this Project is CAUDILL, ROWLETT, SCOTT AND FRIDSTEIN, FITCH AND PARTNERS, INCORPORATED

ARTICLE 4

TIME OF COMMENCEMENT AND COMPLETION

The Work to be performed under this Contract shall be commenced

and completed August 1, 1969

(Here insert any special provisions for liquidated damages relating to failure to complete on time.)
ARTICLE 5

CONTRACT SUM

The Owner shall pay the Contractor for the performance of the Work, subject to additions and deductions by Change Order as provided in the Conditions of the Contract, in current funds, the Contract Sum of

(State here the lump sum amount, unit prices, or both, as desired.)

$300,500 - BASE PRICE

ALTERNATE: If parking lot is made smaller by 93 spaces, to avoid peat areas deduct $17,000

(Price does not include any additional allowance for removal of peat and replacement with suitable fill).

ARTICLE 6

PROGRESS PAYMENTS

Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided in the Conditions of the Contract as follows:

On or about the 10th day of each month 90 per cent of the proportion of the Contract Sum properly allocable to labor, materials and equipment incorporated in the Work and 90 per cent of the portion of the Contract Sum properly allocable to materials and equipment suitably stored at the site or at some other location agreed upon in writing by the parties up to the 30th day of that month, less the aggregate of previous payments in each case, and upon Substantial Completion of the entire Work, a sum sufficient to increase the total payments to 90 per cent of the Contract Sum, less such retainages as the Architect shall determine for all incomplete Work and unsettled claims.

(Here insert any provisions made for limiting or reducing the amount retained after the Work reaches a certain stage of completion.)
ARTICLE 7

FINAL PAYMENT

Final payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the Owner to the Contractor days after Substantial Completion of the Work unless otherwise stipulated in the Certificate of Substantial Completion, provided the Work has then been completed, the Contract fully performed, and a final Certificate for Payment has been issued by the Architect.

ARTICLE 8

MISCELLANEOUS PROVISIONS

8.1 Terms used in this Agreement which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

8.2 The Contract Documents, which constitute the entire agreement between the Owner and the Contractor, are listed in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated as follows:

(List below the Agreement, Conditions of the Contract (General, Supplementary, other Conditions), Drawings, Specifications, Addenda and accepted Alternates, showing page or sheet numbers in all cases and dates where applicable.)

Plans prepared by Caudill, Rowlett, Scott

Dated - November 25, 1968

Sheets - S-1, 2, 3; R-1, 2; F-1 thru F-10 incl.; P-1, 2, 3; D-1, 2, 3; DL-1.


HUD Project No. ILL 3-2774

IBA Project No. 74 - 95

Dated June 15, 1967

is a part of this contract and shall supplant the drawing sheets enumerated above, and establishes the standard of quality and performance requirement for this project.

Work includes the following:

1. All necessary grading.

2. The removal of all topsoil in the area of the roads, parking lot, tennis court and track.

3. The installation of the storm drainage lines, including the baseball field underdrain system, replacing topsoil for all of the areas requiring landscaping and the necessary seeding as called for on the drawings.

4. The flexible base and Macadam surfacing required for the roads and parking lot. No base or surface materials are included for the track and tennis court areas.
This Agreement executed the day and year first written above.

JUNIOR COLLEGE DISTRICT No. 512

by

TITLE

CO.BETTA CONSTRUCTION COMPANY OF ILLINOIS, INCORPORATED
To: Board of Trustees

From: President

Subject: 1969-70 Salary Increases

In order to distribute salary increases on a merit basis, it is recommended that the following amounts be authorized for increases for 1969-70:

Administrative Salary Increases $35,675.00.
These increases will be distributed based on the guidelines established by the Board administrative salaries.

Classified Salary Increases $25,000.00.
These increases will be distributed within the guidelines established by the Board for classified salaries.

It is also recommended that the attached salary schedules for the classified staff be approved:

1. Secretarial and clerical
2. Buildings and Grounds
3. Food Service
**WILLIAM RAINLEY HARPER COLLEGE**

**BUILDING AND GROUNDS DIVISION**

**PROPOSED SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>Job</th>
<th>Starting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating and Ventilating Supervisor</td>
<td>$8,750</td>
</tr>
<tr>
<td>Security Supervisor</td>
<td>10,000</td>
</tr>
<tr>
<td>Buildings and Grounds Supervisor</td>
<td>8,500</td>
</tr>
<tr>
<td>Lead Custodian</td>
<td>3.65, 7,621</td>
</tr>
<tr>
<td>Custodian</td>
<td>3.30, 6,890</td>
</tr>
<tr>
<td>Maintenance Mechanic</td>
<td>3.99, 8,331</td>
</tr>
<tr>
<td>Head Groundskeeper</td>
<td>3.94, 8,226</td>
</tr>
<tr>
<td>Groundsman</td>
<td>3.30, 6,890</td>
</tr>
<tr>
<td>Power Plant Operator</td>
<td>3.85, 8,038</td>
</tr>
<tr>
<td>Storekeeper</td>
<td>3.65, 7,621</td>
</tr>
<tr>
<td>Receiving Clerk</td>
<td>3.30, 6,890</td>
</tr>
<tr>
<td>Matron</td>
<td>2.25, 4,698</td>
</tr>
<tr>
<td>Security Sergeant</td>
<td>3.65, 7,621</td>
</tr>
<tr>
<td>Security Patrolman</td>
<td>3.30, 6,890</td>
</tr>
<tr>
<td>Security Cadet</td>
<td>2.00, 4,176</td>
</tr>
<tr>
<td>Laborer</td>
<td>2.75, 5,742</td>
</tr>
<tr>
<td>Security Clerk</td>
<td>2.08, 4,344</td>
</tr>
</tbody>
</table>

June 2, 1969
HARPER COLLEGE
FOOD SERVICE
PROPOSED PAY SCHEDULE 1969-1970

NON-STUDENT PERSONNEL

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>STARTING RATE</th>
<th>RATE AFTER 90 DAYS</th>
<th>LEVEL II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service Helper I</td>
<td>$2.05</td>
<td>$2.10</td>
<td>$2.20</td>
</tr>
<tr>
<td>Food Service Helper II</td>
<td>$2.15</td>
<td>$2.20</td>
<td>$2.30</td>
</tr>
<tr>
<td>Food Service Helper III</td>
<td>$2.40</td>
<td>$2.45</td>
<td>$2.55</td>
</tr>
<tr>
<td>Cook I</td>
<td>$2.25</td>
<td>$2.30</td>
<td>$2.40</td>
</tr>
<tr>
<td>Cook II</td>
<td>$2.55</td>
<td>$2.60</td>
<td>$2.70</td>
</tr>
<tr>
<td>Cook III</td>
<td>$3.50</td>
<td>$3.55</td>
<td>$3.65</td>
</tr>
<tr>
<td>Baker I</td>
<td>$2.25</td>
<td>$2.30</td>
<td>$2.40</td>
</tr>
<tr>
<td>Porter</td>
<td>$3.30</td>
<td>$3.35</td>
<td>$3.45</td>
</tr>
<tr>
<td>Group Leader</td>
<td>$2.70</td>
<td>$2.75</td>
<td>$2.85</td>
</tr>
</tbody>
</table>

5¢ Night Shift Differential for all Non-Student personnel starting after 12:00 Noon and working at least through 6:30 P.M.

UNIFORMS

Furnished for men, furnished for women. Aprons and bus coats furnished.

HOSPITALIZATION

College package over 30 days

LIFE AND WAGE CONTINUATION

College Plan

S. U. R. S.

College package over 30 hours per week

7 + 2

HOLIDAYS

1 day per month

SICK DAYS

Free for meal periods worked

MEALS

Paid by college

PHYSICAL EXAM

2 weeks 12 month full time.

VACATION

Others, proportionate
### Classified Personnel Salary Schedule

**William Rainey Harper College**

*June 20, 1969*

#### 1969-1970

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CLASSIFICATION</th>
<th>SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Punch I (Trainee)</td>
<td>2</td>
<td>$350 - 450</td>
</tr>
<tr>
<td>Clerk I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Punch II</td>
<td>4</td>
<td>375 - 500</td>
</tr>
<tr>
<td>Library Clerk I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dupl. Machine Operator I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk II</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clerk-Typist I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key Punch III</td>
<td>6</td>
<td>400 - 550</td>
</tr>
<tr>
<td>Library Clerk II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dupl. Machine Operator II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receptionist-Typist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acct. Clerk - Typist I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switchboard Operator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Operator I Unit Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clerk Typist II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerk Steno</td>
<td>8</td>
<td>425 - 600</td>
</tr>
<tr>
<td>Acct. Clerk Typist II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machine Operator II - Console</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary I</td>
<td>10</td>
<td>450 - 650</td>
</tr>
<tr>
<td><strong>Secretarial Services Supervisor</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Bookkeeper</td>
<td>11</td>
<td>475 - 700</td>
</tr>
<tr>
<td><strong>Secretary III</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Classified Personnel</td>
<td>16</td>
<td>Merit Basis</td>
</tr>
<tr>
<td>Students</td>
<td></td>
<td>1.50 - 2.50</td>
</tr>
<tr>
<td>Office Personnel</td>
<td></td>
<td>2.00 - 2.75</td>
</tr>
</tbody>
</table>
### Monthly Construction Report

**A. Project Number** 3-5-00009-0

**State Code No.** 23

**Code Action** E2

**Numeric Date:** 06/10/69

**B. Applicant**

WILLIAM RAINNEY HARPER COLLEGE

**C. Location**

1501 S. Roselle Road
Palatine, Illinois

**D. Description of Project**

BUILDINGS OF NEW JUNIOR COLLEGE CAMPUS

**E. Report No.** 20  For Month of May 1969

**F. Status of Construction by Prime Contract(s)**

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Contractor</th>
<th>Start Date (Act.)</th>
<th>Scheduled Completion</th>
<th>% Time Elapsed</th>
<th>% Work Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>74-95-01</td>
<td>Corbetta Construction Co. of Illinois</td>
<td>10/23/67</td>
<td>7/1/69</td>
<td>91%</td>
<td>81%</td>
</tr>
</tbody>
</table>

**G. Summary of Change Orders Approved Since Last Report**

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>C.O No.</th>
<th>Description</th>
<th>Contract Cost Chg.</th>
<th>New Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
H. General description of overall progress including details as to factors contributing to failure to meet construction schedule.

Site: 89%

Building A - Approximately 87% complete.
Building B - Approximately 95% complete.
Building C - Approximately 95% complete.
Building D - Approximately 76% complete.
Building E - Approximately 38% complete.
Building F - Approximately 92% complete.

I. Briefly describe corrective actions by the contractor(s) to correct discrepancies noted in your last report. If corrective action not taken, give explanation.

Heating Contractor, Wm. Rioux, commenced work on May 21, 1969.

J. Briefly describe work being performed at time of visit.

Site - Pouring exterior wall.
Roofing in D and E, complete in all other areas.
Glazing in D, complete in all others except E.
Mason progressing in D, and E almost completed, complete in all others.
Plastering in A, complete in B, C and F.
Lathing in D, complete in all others except E.
Painting in A, B, C and F.
Installing ceramic tile in A, complete in B, C and F.
Installing floor, vinyl tile in B.
Installing toilet partitions in C & F.
Installing wood paneling in C and A.
Kitchen equipment installation progressing.

6/10/69

Date

Signature of architect or architect's representative preparing report

1. This form is to be completed in original and two copies. The original and one copy shall be forwarded to the OE District Engineer.

2. Additional space is required to complete information or to furnish comments, attach additional sheets.