

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

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 Exhibit A-1, A-2
 - B. Discussion: Harper College Architectural Program Exhibit B
 - C. Recommendation: Staffing Exhibit C-1, C-2
C-3 through C-9
 - D. Recommendation: Opening of New Positions
 - 1. Non-academic personnel office Exhibit D
 - 2. Director of Instructional Services Exhibit E
 - 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

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

Minutes of the Regular Board Meeting of Thursday, 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 Hamill 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.)
Construction
Payouts

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

Change-Orders

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 under side 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.	

DISBURSEMENTS: Upon roll call, the vote was as follows:

Change-Orders
(Cont.)

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

NEW 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.)

tee was reporting on, 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.

Staffing

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. Mistic 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	<u>246.00</u>
Total (including delivery and installation)	<u>\$15,672.44</u>

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 organization 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 functions. 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.

Frank Hines, Board Attorney, entered the meeting at 11:15 p.m.

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.)

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

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.

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:

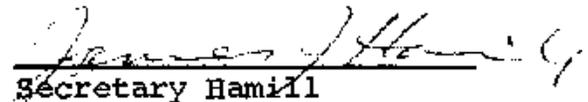
Ayes: Members Hamill, Hansen, Johnson and Moats
Nays: None

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.


Chairman Johnson


Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

June 12, 1969

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:

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

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

Corbetta Construction Co., C.O.#33	2,348.00
1. Install insulation on under side 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 the front glass panels in food service area.	

Project No. 3-5-00009-0

Contract No. 74-95

Change Order No. 33

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?
If yes, explain. Yes No

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?
If yes, will the policies be extended? Yes No No

7. Effect on operation and maintenance costs:

See above.

Owner

Date

Project No. 3-5-00009-0 Contract No. 74-95 Change Order No. 34

REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

PC # 78

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

Project No. 3-5-00009-0

Contract No. 74-95

Change Order No. 35

REQUEST AND JUSTIFICATION FOR CHANGE

PC# 96

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

Project No. 3-5-00009-0

Contract No. 74-95

Change Order No. 36

REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

PC#106

*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?
If yes, explain. Yes No

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?
If yes, will the policies be extended? Yes No No

7. Effect on operation and maintenance costs:

Owner

Date

Project No. 3-5-00009-0

Contract No. 74-95

Change Order No. 37

REQUEST AND JUSTIFICATION FOR CHANGE

PC # 110

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:

Owner

Date

WILLIAM RALPH HARPER COLLEGE
ALGONQUIN AND ROSELLE ROADS
PALATINE, ILLINOIS 60067

SITE AND CONSTRUCTION FUND EXPENDITURES -- JUNE 12, 1969

PAYEE

Illinois Building Authority

DESCRIPTION

Transfer of funds received
under Title I Grant

CHECK
AMOUNT

\$1,936,615.01

CHECK
NUMBER

660

To: Treasurer

From: Board of Trustees

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

Date of Approval: June 12, 1969

Chairman Richard L. Johnson

Secretary James J. Hamill

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. Malmel, 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

STATE OF ILLINOIS

DEPARTMENT OF
REGISTRATION AND EDUCATION

SPRINGFIELD

WILLIAM H. ROBINSON
DIRECTOR

ALLEN M. ANDREASEN
ASSISTANT DIRECTOR

IN REPLY REFER TO: Nurse Section

April 29, 1969

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

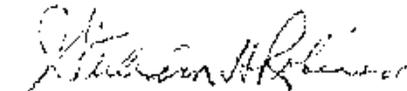
Dear Ms. Heinly:

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,



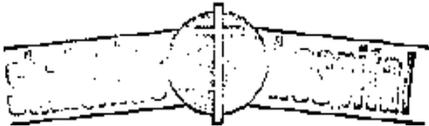
William H. Robinson
Director

ap

RECEIVED

APR 30 1969

Department of Nursing



800 WEST BIESTERFIELD ROAD • ELK GROVE VILLAGE, ILLINOIS 60007 • PHONE (312) 437-5500
DEPARTMENT OF NURSING CARE

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 consultants 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 yours,

Edwin Harlow, R.N.
Director of Nursing Care

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

fb

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APR 30 1969

Department of Nursing



NORTHWEST COMMUNITY HOSPITAL

800 WEST CENTRAL ROAD • ARLINGTON HEIGHTS, ILLINOIS 60005 • 312-259-1000

DEPARTMENT OF RADIOLOGY AND NUCLEAR MEDICINE
CONSTANTINE S. SOTER, M.D. F.A.C.R.
LEE A. MALMED, M.D.

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 please 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. Malmel, M.D., Radiologist

RECEIVED

APR 30 1969

Department of Nursing

LAM;mr

UNIVERSITY OF ILLINOIS
1855 West Taylor Street
Chicago, Illinois 60612

April 9, 1969

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

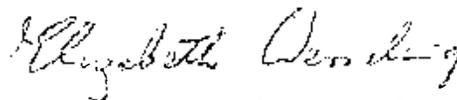
Miss Joanne L. Heinly
510 W. Elk Grove Blvd.
Elk Grove, Illinois 60007

Dear Miss Heinly:

I studied with great interest your proposal for reorganization and redefinition 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

EW/lis

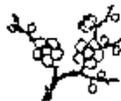
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APR 10 1969

Department of Nursing

JEANNETTE R. KRAMER *Administrator*

PLUM GROVE



Nursing Home ^{INC.}

April 29, 1969

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 re-organize 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

RECEIVED
APR 30 1969
Department of Nursing

RECEIVED

APR 28 1969

Department of Nursing

April 25 -

Dear Miss Hensley,

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

Your proposal sounds 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 Fort.

THORNTON JUNIOR COLLEGE
150TH AND BROADWAY
HARVEY, ILLINOIS 60426

TELEPHONE
331-8820

Department of Nursing

April 21, 1969

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

Dear Miss Heinly,

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.

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APR 24 1969

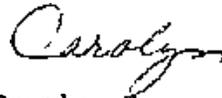
Department of Nursing

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,

A handwritten signature in cursive script that reads "Carolyn".

Carolyn Fraser, Director
Department of Nursing

CF:ib

2341 N. E. 20 Street
Fort Lauderdale, Florida
April 30, 1969

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

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.D. 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,

Handwritten signature

(Mrs.) Anne K. Roe

RECEIVED

MAY 14 1969

Department of Nursing

Your campus must be great!

RECEIVED
MAY 2 1969

LEARNING RESOURCES

RECEIVED

7 May, 1969

MAY 8 1969

Department of Nursing

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 Purposes

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

Per 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 } 200 ea. 600	
throughout	
Travel and expenses for evaluating team visit	350
Consultation interviews, visits, for learning specialists and nurse educators	<u>450</u>
	1,400
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.	<u>520</u>
	\$7,816

~~XXXXXXXXXX~~
Exhibit A2

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 comprehension.

This proposed Honors Tutorial Program will fulfill the needs of the honor 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 conceptual 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 final selection of the three will be made by the program director, 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 (Illinois Tutorial Program) in the Literature Department 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.

Addendum (cont.)

E. 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

F. 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 parents and high schools.
7. Letters to others not chosen, saying "Thanks," etc.

G. 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:

George Danforth, FAIA, Dean of School of Architecture & City Planning, 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 Netsch, 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
	<hr/>
	\$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
	<hr/>
	\$ 8,700

LEGAL CONSIDERATIONS:

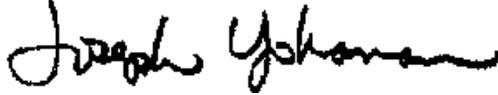
The University of Illinois insures its students away from the campus on field trips or when they travel to the supplemental classroom in Lakeview Center. Its insurance carrier is advised, and coverage is extended accordingly.

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.

Dr. Lahti
April 28, 1969
Page 4

Student awareness of the Logan Square Community Project
can be handled through appropriate press releases and
television arrangements.

Sincerely yours,

A handwritten signature in black ink that reads "Joseph Yohanan". The signature is written in a cursive style with a large, prominent initial "J".

Joseph Yohanan, AIA
Coordinator of Architecture

JY/ce

cc:
Mr. Cunningham
Dr. Andeen
Mr. Mussell
Mr. Birkholz
Mr. Andries

Chicago Tribune
Sunday, May 4, 1969

Logan Square Group Hits New Milwaukee Av. Plan

Laheta

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 Leshar, said "the proposal is nothing more than a smokescreen; 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 thoroughfares 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 also will 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. Leshar.

"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 "Untimely"

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

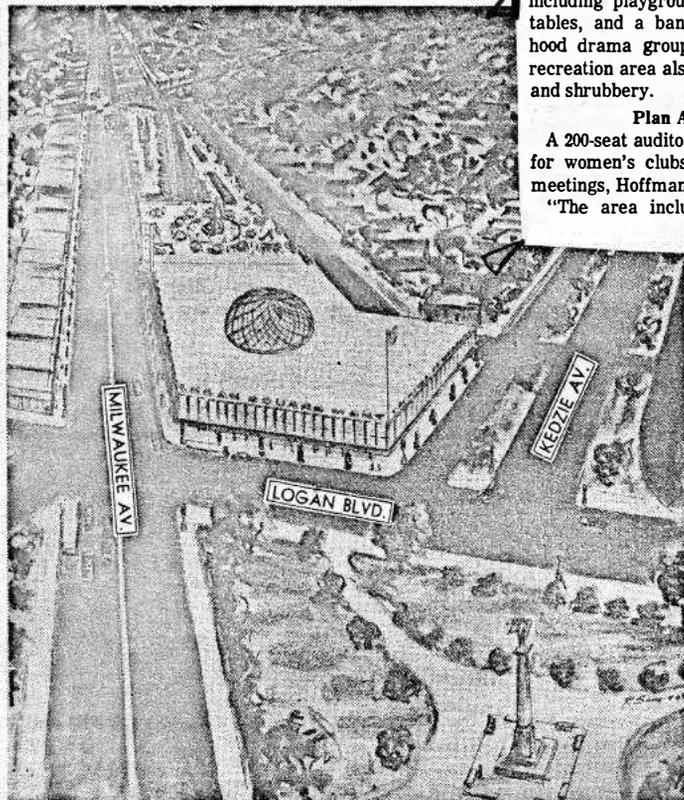
The Rev. Mr. Leshar said the community already has several offstreet shopping areas, and they haven't helped the neighborhood commercially. Also, he said, he is against the plaza because it doesn't answer the question of what will happen to the 2600 and 2700 blocks of Milwaukee avenue.

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

Apartment Complex Proposed

The chamber proposes that the 2600 and 2700 blocks be redeveloped for apartments, but the Rev. Mr. Leshar 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."



PROPOSED LOGAN SQUARE PLAZA—The Milwaukee-Diversey Cham-

BOARD INFORMATION SHEET

WILLIAM RAINEY HARPER COLLEGE

AREA: Student Personnel

CANDIDATE

Sharon Zamkovitz

FIELD

Counseling - Developmental Program

PREPARATION

(Degree, School,
Semester Hours in
Subject Field)B.S. - Eastern Illinois University 1963 (Education)M.Ed. - University of Illinois - 1966 (Counseling)Summer Institute Western Beh. Sci. Institute, LaJolla, Calif.

MAJOR AREAS

See Above

TEACHING EXPERIENCE

(If applicable)
Dates and positions1967-Present Highland Community College - Counselor1966-67 Lincoln Way High School (Counselor)1965-66 Residence Hall Counselor, Univ. of Illinois1963-65 St. Francis Academy (phy. Ed.)

OTHER EXPERIENCE

HONORS AND
DISTINCTIONS

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Assistant Professor - \$12,000RECOMMENDED BY
(Signatures)Joan G. Raloff
J. E. LemanCoordinator of Dev. Program
Director of CounselingJames Hanning

Dean of Students

WILLIAM RAINEY 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

Calif. State College, L.A. 1968-69 Candidate for M.S. in

MAJOR AREAS

Counseling August 1969

TEACHING EXPERIENCE

(If applicable)

Dates and positions

10 Years

1961-68 Technical Drafting, Glenbard High School

1960-61 Graduate Assist. Northern Illinois

OTHER EXPERIENCE

1958-60 Carl Schurz High School - Introd. Draft.

HONORS AND
DISTINCTIONS

Selected for N.D.E.A. Institute

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Assistant Professor - \$12,000

RECOMMENDED BY
(Signatures)

Joan G. Paloff
James Harry

Coordinator of Dev. Program

Dean of Students

WILLIAM RAINEY 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.

1967-69 Jupiter Press Quality Control 2 yrs.

MAJOR AREAS

Electronics Technician employable starting July 1, 69

TEACHING EXPERIENCE
(Dates of Positions)

OTHER EXPERIENCE

HONORS &
DISTINCTIONS

PERSONAL
(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Technician \$7,200 12 months

RECOMMENDED BY

<u><i>Roger A. Messelt</i></u>	Department
<u><i>Roger A. Messelt</i></u>	Chairman
<u><i>H. Krumm</i></u>	Assistant Dean
<u><i>Herbert Anderson</i></u>	Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Mechanical Design & N/C

CANDIDATE

Jack Reeves

FIELD

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 & Eng. Co., Argo, Ill.

HONORS &
DISTINCTIONS

General Foreman-Spotnails, Inc., Rolling Meadows, Ill.
Prototype Machinist-Payne Products, Phoenix, Arizona

PERSONAL
(Age, Marital Status,
Children, Address)

Maintenance Foreman-Lennor Eng. Co., Harwood Hts., Ill.

RANK & SALARY

Technician - \$10,500 12 months

RECOMMENDED BY

Nike Carroll Department
Roger A. Russell Chairman
A. Cunningham Assistant Dean
James S. ... Dean

WILLIAM PAINEY HARPER COLLEGE
 DIVISION OF Communications

CANDIDATE Dolores Crane

FIELD Reading

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

B.A. Purdue (English) 1967
M.A. Purdue (English) 1969

MAJOR AREAS
Specialist in Developmental Reading
English Composition

TEACHING EXPERIENCE
 (Dates of Positions)

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 Singer

HONORS &
 DISTINCTIONS
National Honor Society

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

RANK & SALARY
Instructor of English \$9500

RECOMMENDED BY
Developmental Section, English Department (Roloff)
Robert Powell Chairman
[Signature] Assistant Dean
[Signature] Dean

M E M O R A N D U M

To: Dr. K. Andeen

June 5, 1969

Fr: R. Powell

Re: Jesse J. Garrott

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.

R.P.

RP/jo

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Math/Science

CANDIDATE

Kaufman, Barbara Ellen

FIELD

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 hygiene practice 6 years full-time

1 year part-time

HONORS &
DISTINCTIONS

PERSONAL

(Age, Marital Status,
Children, Address)

[Redacted]

RANK & SALARY

Instructor \$10,300.00 for 12 months

RECOMMENDED BY

<u><i>M. Anderson</i></u>	Department
<u><i>John H. Thompson</i></u>	Chairman
<u><i>James Anderson</i></u>	Assistant Dean
	Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Communications

CANDIDATE

Irwin Smith

FIELD

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)

University of Redlands, Redlands, Calif. M.A.T. (English 1967)

MAJOR AREAS

Composition, American Literature

TEACHING EXPERIENCE
(Dates of Positions)

Western Illinois University (1967-68) English (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)



RANK & SALARY

Instructor of English (\$10,500) for 39 weeks

RECOMMENDED BY

Muchmore, Bartos, Ryan (Personnel Committee English Department)

Robert Powell Chairman

[Signature] Assistant Dean

[Signature] Dean

WILLIAM RAINEY HARPER COLLEGE
 DIVISION OF Engineering

CANDIDATE

Sander Friedman

FIELD

Mechanical Design

PREPARATION

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

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

MAJOR AREAS

Mechanical Engineering

TEACHING EXPERIENCE
(Dates of Positions)

Purdue University, Feb. 1948 to June 1948 - Mechanisms

Ord nance School, Aberdeen, Md. -6-49 to 12-49, Ordnance

Part-time teacher at Harper College 1968-69

OTHER EXPERIENCE

Jr. Industrial Eng., American Bridge Co. Gary, Ind.
 from 6-48 to 9-48; Process Engineering Mgr., Burndy
 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.

Eng., Pres. Engineers in Industry Section, Ill. Soc.

Prof. Engrs. (4 years) Reg. Prof. Engineer.

HONORS &
DISTINCTIONSPERSONAL
(Age, Marital Status,
Children, Address)

RANK & SALARY

Assistant Professor - \$13,000 - 39 weeks.

RECOMMENDED BY

M. W. Carroll
Robert A. Russell
A. Cunningham
Samuel L. ...

Department

Chairman

Assistant Dean

Dean

BOARD INFORMATION SHEET

WILLIAM RAINEY HARPER COLLEGE

AREA: Student Personnel

CANDIDATE

Mrs. Anne Rodgers

FIELD

Counseling

PREPARATION

B.S. (Journalism) - Northwestern 1957

(Degree, School,
Semester Hours in
Subject Field)

MA. (Counseling) - Northwestern 1968

MAJOR AREAS

See Above

TEACHING EXPERIENCE

(If applicable)

1969 - One half year part time counseling - Harper College

Dates and positions

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)

[REDACTED]
[REDACTED]

RANK & SALARY

Counselor - Instructor - \$9,300

RECOMMENDED BY
(Signatures)

J. E. Seward

Director of Counseling

James Haney

Dean of Students

WILLIAM RAINEY HARPER COLLEGE

JOB QUALIFICATION SHEET
DIRECTOR OF PERSONNEL--NON-ACADEMIC

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.

Compensation 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

DIRECTOR OF PERSONNEL
NON-ACADEMIC

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 required; recommends appropriate salary levels based upon 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.
- R. Annually revises appropriate section of the Business Office Procedure Manual.
- 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 North-west 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. **Undergraduate** 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 Strengths:

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 Description:

1. Work cooperatively with Circulation Librarian to establish 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.

Salary, 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.

For 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

FACULTY SENATE

**VICE PRESIDENT
OF
ACADEMIC AFFAIRS**

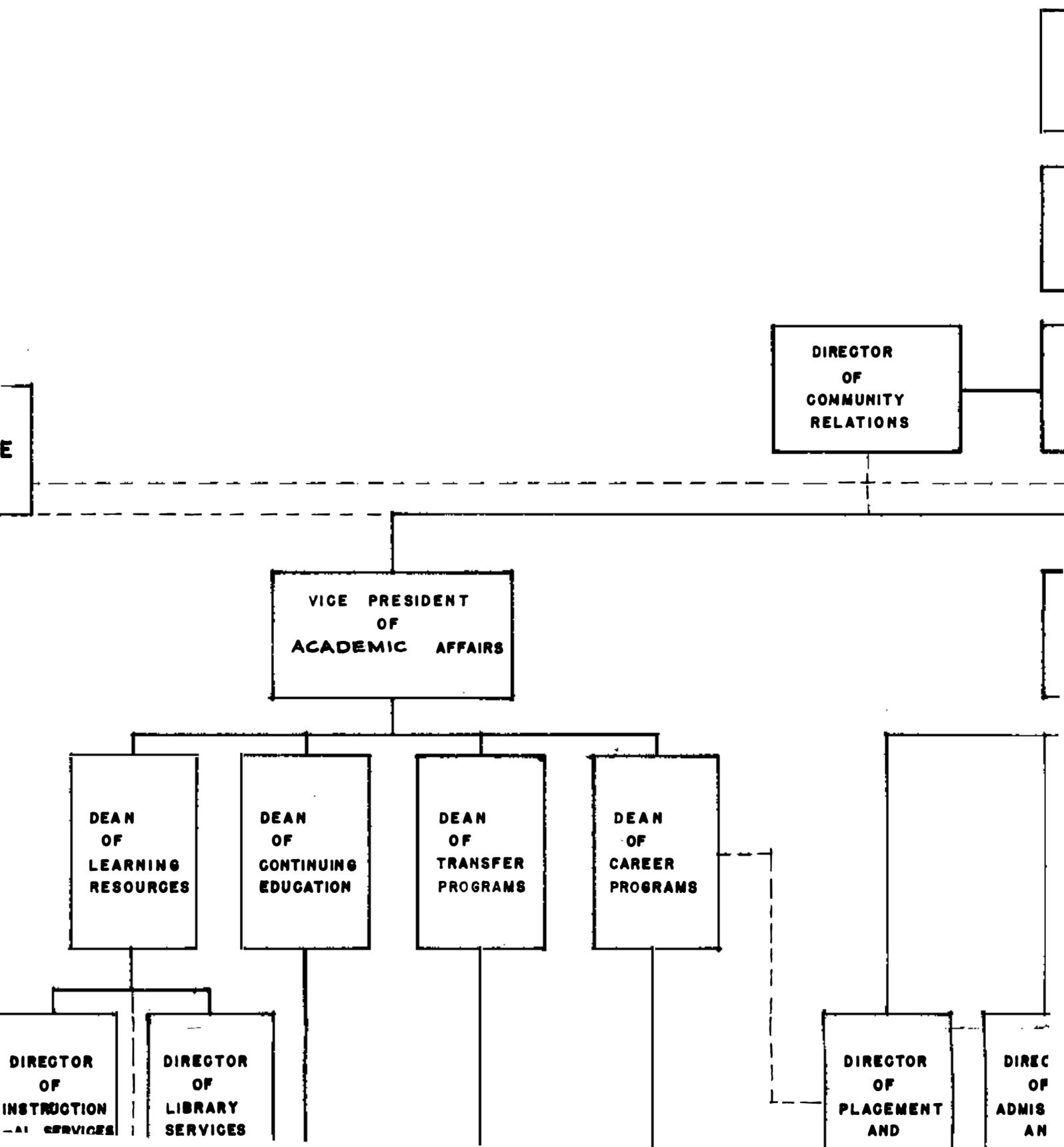
**DEAN
OF
LEARNING
RESOURCES**

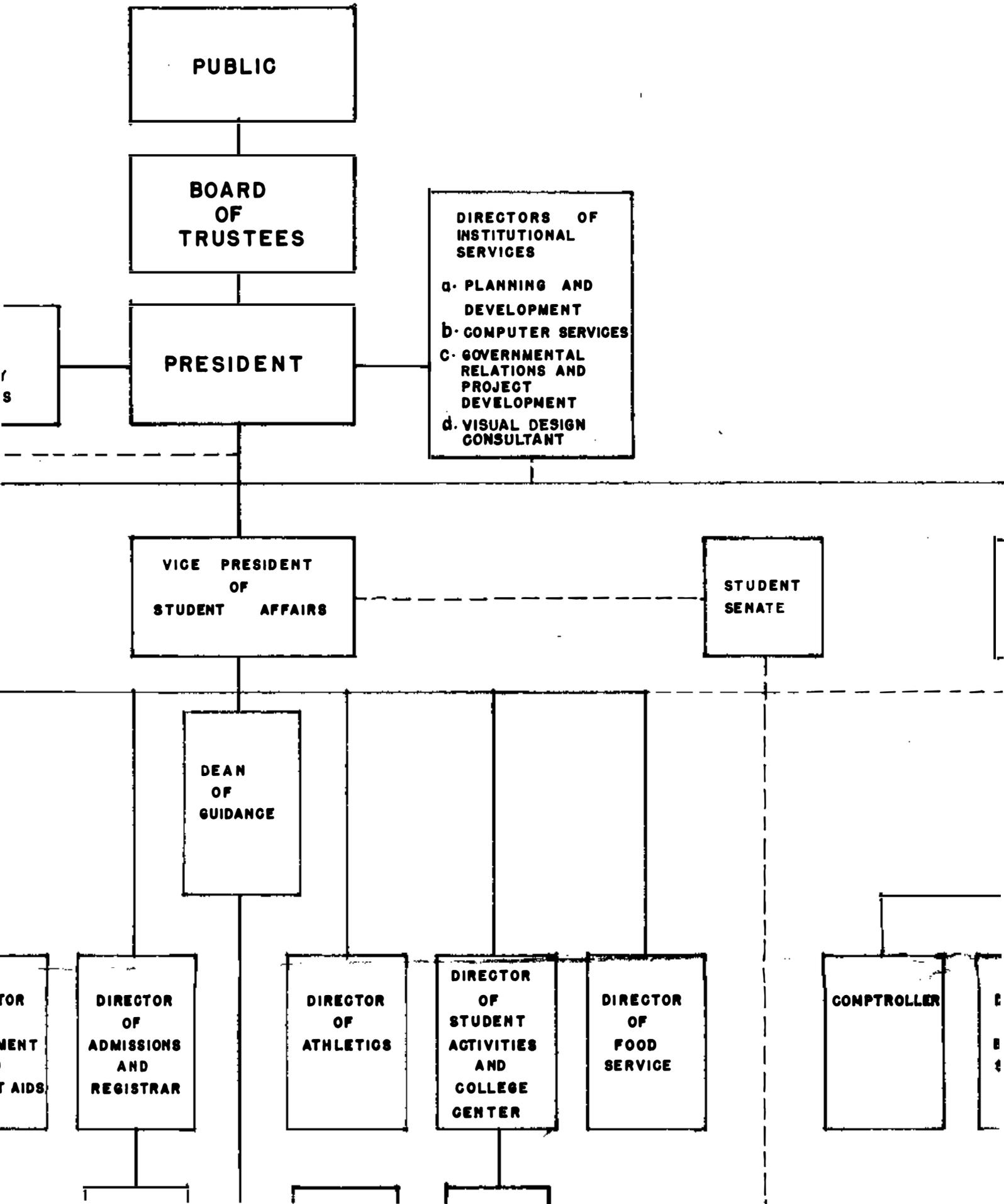
**DEAN
OF
CONTINUING
EDUCATION**

**DEAN
OF
TRANSF
PROGRA**

**DIRECTOR
OF
INSTRUCTION
-AL SERVICES**

**DIRECTOR
OF
LIBRARY
SERVICES**





**VICE PRESIDENT
OF
BUSINESS AFFAIRS**

**FACILITIES
PLANNER**

**DIRECTOR
OF
BUSINESS
SERVICES**

**DIRECTOR
OF
NON-ACADEMIC
PERSONNEL**

**DIRECTOR
OF
BUILDINGS
AND
GROUNDS**

**BOOKSTORE
MANAGER**

LEA

DIRECTOR
OF
INSTRUCTION
-AL SERVICES

DIRECTOR
OF
LIBRARY
SERVICES

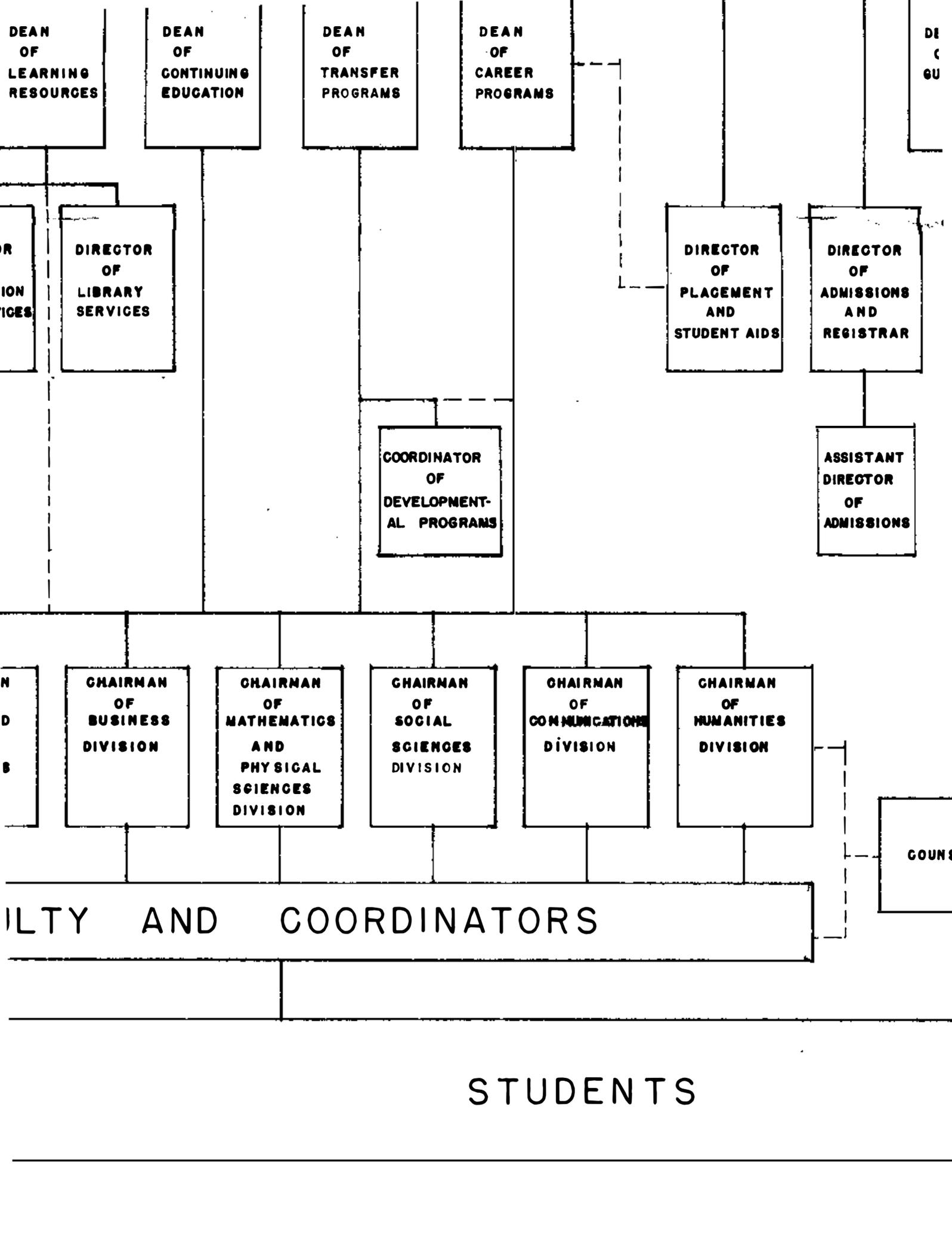
CHAIRMAN
OF
ENGINEERING
AND
TECHNOLOGY
DIVISION

CHAIRMAN
OF
LIFE AND
HEALTH
SCIENCES
DIVISION

CHAIRMAN
OF
BUSINESS
DIVISION

CHAIRMAN
OF
MATHEMATICS
AND
PHYSICAL
SCIENCES
DIVISION

FACULTY AND COOP



**DIRECTOR
OF
ADMISSIONS
AND
REGISTRAR**

**DIRECTOR
OF
ATHLETICS**

**DIRECTOR
OF
STUDENT
ACTIVITIES
AND
COLLEGE
CENTER**

**DIRECTOR
OF
FOOD
SERVICE**

COMPTROLLER

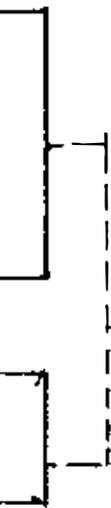
**DIRECTOR
OF
BUSINESS
SERVICE**

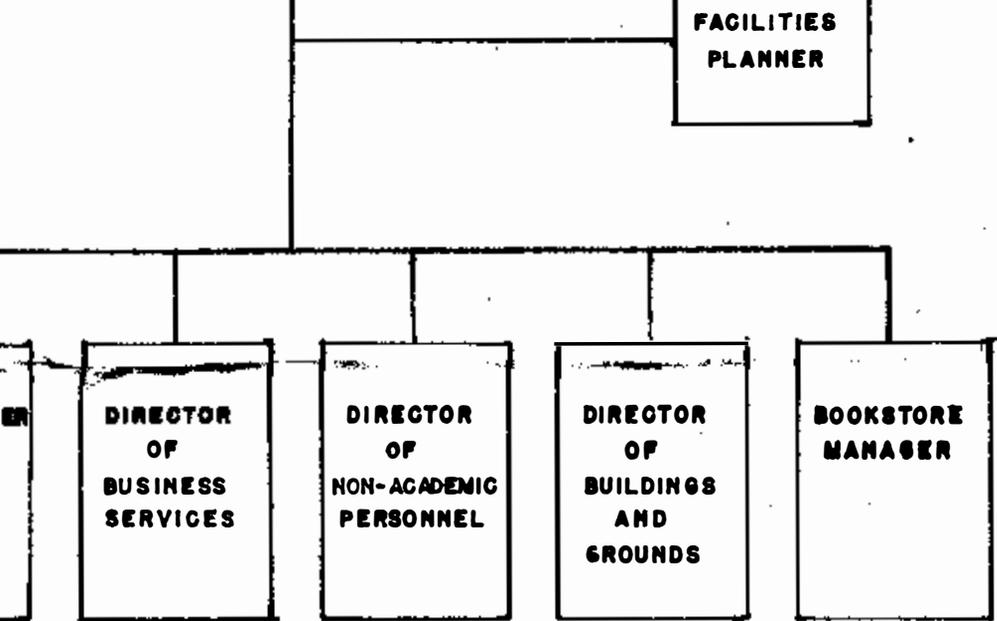
**ASSISTANT
DIRECTOR
OF
ADMISSIONS**

**COORDINATOR
OF
HEALTH
SERVICES**

**ASSISTANT
DIRECTOR
OF STUDENT
ACTIVITIES**

COUNSELORS





HARPER COLLEGE
ORGANIZATION
1969 - 1970

(PROPOSED)



WILLIAM RAINEY HARPER COLLEGE

June 6, 1969

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 ACTIONI. 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.

					<u>TOTAL</u>
Edward Donn Co.	\$2,713.32	Items 1-8	NB		
B & B Imperial	5,840.80	Items 1-9	\$588.36	Items 10-16	\$6,429.16
E. A. Hinrickes	8,481.42	Items 1-9	771.18	Items 10-16	8,481.42

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.

np:6/9/69

To: Don Mistic
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:

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 it 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. Emile Bouchez, Food Service Director
Lutheran General Hospital 692-2210

Mr. James Bremberry, Food Service Director
University of Chicago 643-0800

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

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 for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Mistic

Quotation Request No.		Date	Page 1 of 1	Your Quotation No.	Quotation Due
Q-520		4/29/69			May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
The following items are to be furnished in "Syralite" by Syracuse China Company, Cirrus Pattern on American Shape. Or equal					
1	100 Dz.	Plate #7 9" main			
2	100 Dz.	Plate #4 6 3/8" salad			
3	100 Dz.	Plate #3 5 1/2" Bread and Butter			
4	120 Dz.	Cup, Tea (high) 7 oz.			
	140 Dz.	Saucer, Tea 5 3/16" (Lexington Shape)			
5	36 Dz.	Boullion Cup unhandled 7 3/4 oz.			
7	36 Dz.	Grapefruit Bowl large 5 1/4" 13 5/8 oz.			
8	140 Dz.	Fruit Dish 4 5/8"			
9	20 Dz.	Viennse Cup			
The following items are to be furnished in "Syralite" by Syracuse China Company Palm Beach Pattern on American shape.					
10	6 Dz.	Plate #8 9 3/4" Main			
11	12 Dz.	Plate #4 6 3/8" Salad			
12	12 Dz.	Plate #3 5 1/2" Bread and Butter			
13	6 Dz.	Fruit Dish 4 5/8"			
14	6 Dz.	Boullion Cup, Unhandled 7 3/4 oz.			
15	6 Dz.	Coffee Cup, High			
16	12 Dz.	Saucer 5 7/8" American			

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 this form for the items listed above to be delivered F. O. B. destination, F. F. A.

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

Date of Quotation _____ Per _____
Authorized Official _____ Title _____

FOR BOARD ACTIONI. 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.

<u>ITEM</u>	<u>HUEY CO.</u>	<u>BRUNING</u>	<u>POST</u>	<u>B & H Blueprint</u>
1.	\$ 285.28 ea. 1,711.68	\$ 298.65 1,791.90	\$ 257.80 *1,546.80	\$ 280.80 1,684.80
2.	\$ 336.93 673.86	\$ 341.10 682.20	\$ 309.82 * 619.64	\$ 349.60 699.20
3.	*13,260.00	18,133.00 Alt.	16,015.60 Alt. 12,732.40 Alt. 14,676.30	22,909.10 Alt.
4.	\$ 199.00 398.00	\$ 123.00 * 246.00 Alt.	\$ 453.40 906.80	\$ 615.00 1,230.00 Alt.

* 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:

Item 1 & 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	<u>246.00</u>
TOTAL AWARD	\$15,672.44

Note: Above costs include delivery and installation.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads
Palatine, Illinois 60067

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3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

Quotation Request No. Q-545		Date 5/22/69	page 1 of 3	Your Quotation No.	Quotation Date 6/11/69 2:00pm DST
Item No.	Quantity	Description		Unit Price	Ext. Price
		Architectural Furniture per attached specification			
1	6	See attached specification			
2	2	See attached specification			
3	50	Student Stations see attached specification			
4	2	See attached specification			
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 this form for the use of the college to be delivered F.O.B. destination, F. T. A.

...the articles will be delivered on the service rendered as specified above and that improvements thereon will be made ... day after receipt of order, except as indicated ...

... Per ...

WILLIAM RAINEY HARPER COLLEGE

ARCHITECTURAL FURNITURE

SPECIFICATIONS

<u>ITEM</u>	<u>DESCRIPTION</u>
1	<p>Provide six (6) complete Flat Storage Files with the following sub units - (charcoal grey)</p> <p>Top - 1 - 2J1 Flat Cap 49 5/16" x 39 1/4" x 3/4"</p> <p>Drawers - 2 - 2J5 5-Drawer Unit 49 5/16" x 38 1/2" x 15 3/8"</p> <p>Base 1 - 2J7 Flush base 49 5/16 x 38 1/2 x 4"</p> <p>As manufactured by Hamilton or approved equal.</p>
2	<p>Provide two (2) complete Flat Storage Files with the following sub units - (charcoal grey)</p> <p>Top - 1 - 3J1 Flat Cap 55 5/16" x 45 1/4" x 3/4"</p> <p>Drawers - 2 - 3J5 5-Drawer Unit 55 5/16" x 44 1/2" x 15 3/8"</p> <p>Base - 1 - 3J7 Flush base 55 5/16" x 44 1/2" x 4"</p> <p>As manufactured by Hamilton or approved equal.</p>
3	<p>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 37½" 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.</p> <p>Provide eight (8) standard units No. 1011 as specified above. As manufactured by the Huey Company or approved equal.</p> <p>Provide forty two (42) Space Saver Units No. 1028 as specified above. As manufactured by the Huey Company or approved equal.</p> <p>Provide eight (8) T-Rear Units No. 1037 as manufactured by the Huey Company or approved equal.</p> <p>Colors: Legs - Charcoal Grey Reference Surface - Putty Grey Case - Putty Grey Drawer Fronts - Teak Veneer</p>

SPECIFICATIONS Continued

<u>ITEM</u>	<u>DESCRIPTION</u>
4	Provide two (2) light (lito) tables # VLT 42, 30" x 42" x 36". All metal shall be heavy gauge steel painted charcoal grey. As manufactured by Nu Arc Company or approved equal.

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

1) Board
Frank M. Hines *Attorney at Law*

RECEIVED
JUN 10 1969
Office of the President

31 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

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.



R E S O L U T I O N

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.

STATE OF ILLINOIS)
) SS
COUNTY OF C O O K)

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

Appearance

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

WE hereby enter the appearance of 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. LAHTI, G. KENNETH ANDEEN, JOHN BIRKHOLTZ AND JOHN THOMPSON

as defendant^s in the above entitled case
and that of LOUIS ANCEL, MARVIN J. GLINK, RONALD M. GLINK and ANCEL, STONESIFER & GLINK and FRANK M. HINES as attorney^s for said defendant^s.

Dated: June 2, 1969.

By: _____
Attorney^s for said Defendant^s.

c/o
Address: 111 West Washington Street
Chicago, Illinois 60602
782-7606

LC - Re Info

Frank M. Hines *Attorney at Law*

31 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

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.

The Atlantic Companies

ATLANTIC MUTUAL INSURANCE COMPANY · CENTENNIAL INSURANCE COMPANY

MARINE, FIRE AND CASUALTY INSURANCE

MIDWEST DIVISION

221 WEST JACKSON BOULEVARD, CHICAGO, ILLINOIS 60606

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

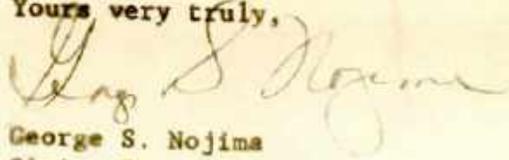
Dear Mr. Hines:

We are herewith returning Summons and Complaint in reference to suit filed by Betty Enbyk 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
Claims Examiner

GSN/ic

Encl.

cc: Marsh & McLennan
Chicago, Illinois
Attention: Mr. Arthur A. Jarris

HOME OFFICE · ATLANTIC BUILDING · 45 WALL STREET · NEW YORK, N. Y. 10005



The insurance afforded is only with respect to personal injury arising out of an offense included in such of the following groups of offenses as are indicated by specific premium charge or charges.

GROUPS OF OFFENSES		ADVANCE PREMIUM
A. False Arrest, Detention or Imprisonment, or Malicious Prosecution		\$ Included
B. Libel, Slander, Defamation or Violation of Right of Privacy		\$ Included
C. Wrongful Entry or Eviction or Other Invasion of Right of Private Occupancy		\$ Included
Insured's Participation	0 %	\$ Included
Minimum Premium		\$ Included
		Total Advance Premium

I. 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 (herein called "personal injury") sustained by any person or organization and arising out of one or more of the following offenses committed in the conduct of the named insured's business:

- Group A—false arrest, detention or imprisonment, or malicious prosecution;
- Group B—the publication or utterance of a libel or slander or of other defamatory or disparaging material, or a publication or utterance in violation of an individual's right of privacy; except publications or utterances in the course of or related to advertising, broadcasting or telecasting activities conducted by or on behalf of the named insured;
- Group C—wrongful entry or eviction, or other invasion of the right of private occupancy;

If such offense is committed during the policy period within the United States of America, its territories or possessions, or Canada, and the company shall have the right and duty to defend any suit against the insured seeking damages on account of such personal injury even if any of the allegations of the suit are groundless, false or fraudulent, and may make such investigation and settlement of any claim or suit as it deems expedient, but the company shall not be obligated to pay any claim or judgment or to defend any suit after the applicable limit of the company's liability has been exhausted by payment of judgments or settlements.

Exclusions

This insurance does not apply:

- (a) to liability assumed by the insured under any contract or agreement;
- (b) to personal injury arising out of the willful violation of a penal statute or ordinance committed by or with the knowledge or consent of any insured;
- (c) 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;
- (d) to personal injury arising out of any publication or utterance described in Group B, if the first injurious publication or utterance of the same or similar material by or on behalf of the named insured was made prior to the effective date of this insurance;

II. PERSONS INSURED

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.

III. 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 personal injury to which this coverage applies, sustained by any one person or organization, shall not exceed the limit of personal injury 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 injury liability stated in the declarations as "general aggregate".

If a participation percentage is stated in the schedule for the insured, the company shall not be liable for a greater proportion of any loss than the difference between such percentage and one hundred percent and the balance of the loss shall be borne by the insured; provided, the company may pay the insured's share of a loss to effect settlement of the loss, and, upon notification of the settlement, the named insured shall promptly reimburse the company therefor.

IV. 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.

WILLIAM RAINEY HARPER COLLEGE

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.

BOARD INFORMATION

May 29, 1969

RECEIVED
MAY 29 1969
BUSINESS OFFICE

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

re: William Rainey Harper College

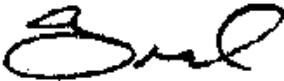
Dear Bill:

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

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A101

**Standard Form of Agreement Between
Owner and Contractor**

*where the basis of payment is a
STIPULATED SUM*

Use only with the latest Edition of AIA Document A201, General Conditions of the Contract for Construction.

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

the Owner, and

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 **at once**

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.

-- Volume 1 and 2. Specification for William Rainey Harper College, Cook County, Illinois
HUD Project No. ILL 3-2774
IBA Project No. 74 - 95
Dated June 15, 1967

is a part of this contract and shall supplement 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.

MAE

This Agreement executed the day and year first written above.

~~OWNER~~

JUNIOR COLLEGE DISTRICT No. 512

By _____

TITLE _____

CONTRACTOR

M. L. ...

CORBETTA CONSTRUCTION COMPANY OF
ILLINOIS, INCORPORATED

WILLIAM RAINEY HARPER COLLEGE

June 11, 1969

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 salary increases for 1969-70:

Administrative Salary Increases \$35,675.00 .

These increases will be distributed based on the guidelines established by the Board for 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 RAINEY HARPER COLLEGE

BUILDING AND GROUNDS DIVISION
PROPOSED SALARY SCHEDULE

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

June 2, 1969

HARPER COLLEGE
 FOOD SERVICE
 PROPOSED PAY SCHEDULE 1969-1970

NON-STUDENT PERSONNEL

CLASSIFICATION	STARTING RATE	RATE AFTER 90 DAYS	LEVEL II
Food Service Helper I	\$2.05	\$2.10	\$2.20
Food Service Helper II	\$2.15	\$2.20	\$2.30
Food Service Helper III	\$2.40	\$2.45	\$2.55
Cook I	\$2.25	\$2.30	\$2.40
Cook II	\$2.55	\$2.60	\$2.70
Cook III	\$3.50	\$3.55	\$3.65
Baker I	\$2.25	\$2.30	\$2.40
Porter	\$3.30	\$3.35	\$3.45
Group Leader	\$2.70	\$2.75	\$2.85

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. They maintain; Aprons and bus coats furnished.
HOSPITALIZATION	College package over <u>30</u> days
LIFE AND WAGE CONTINUATION	College Plan
S. U. R. S.	College package over <u>30</u> hours per week
HOLIDAYS	7 + 2
SICK DAYS	1 day per month
MEALS	Free for meal periods worked
PHYSICAL EXAM	Paid by college
VACATION	2 weeks 12 month full time. Others, proportionate

WILLIAM RAINY HARPER COLLEGE

11

June 20, 1969

CLASSIFIED PERSONNEL SALARY SCHEDULE
1969-1970

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

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education

MONTHLY CONSTRUCTION REPORT

A. Project Number 3-5-00009-0 XQ
State Code No. 23
Code Action E2
Numeric Date: 06/10/69
Mo./Day/Year
(Mo.: 01 to 12)
(Day: 01 to 31)
(Year: 68 to 99)

B. Applicant: WILLIAM RAINEY 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 (Architect completes the above box)

F. Status of Construction by Prime Contract (s)
As of Date of Visit

Contract No.	Contractor	Start Date (Act.)	Scheduled Completion	% Time Elapsed	% Work Completed
74-95-01	Corbetta Construction Co. of Illinois	10/23/67	7/1/69	91%	81%
% All Prime Contracts					81%

G. Summary of Change Orders Approved Since Last Report (Attach Copy of Each Change Order)

Contract No.	C.O No.	Description	Contract Cost Chg.	New Net Amount
		NONE		

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.