

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads
Palatine, Illinois 60067

December 18, 1969

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - November 30, 1969 to December 15, 1969
 - d. Estimated Payroll - January 15, 1970 to March 15, 1970
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Recommendation: Request for Leave of Absence Exhibit A
 - b. Recommendation: Staff Appointments Exhibit B-1
B-2
 - c. Recommendation: Resignation Exhibit C
 - d. Recommendations: Bids for Music Instruments Exhibit D
 - e. " Bids for Multi-Media Installation Exhibit E
for Learning Resources
 - f. " Bids for T.V. Studio Installation Exhibit F
(to be hand carried)
 - g. Discussion and Recommendation: Budget Committee Exhibit G
 - h. Discussion and Recommendation: Salary Committee
 - i. Other
- VIII. President's Report
- IX. Adjournment

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

December 4, 1969

MEMORANDUM

To: Board of Trustees

From: Richard L. Johnson, Chairman

Subject: Re-scheduling of Board Meeting

This is notification that the two regularly scheduled Board of Trustees meetings for Harper College scheduled for December 11, 1969, and December 25, 1969, will be canceled and a special Board of Trustees meeting will be held on December 18, 1969, at 8:00 p.m., in the Board Room at Harper College.

WILLIAM RAINEY HARPER COLLEGE
Palatine, Illinois

December 11, 1969

To: Members of Board of Trustees

From: Richard L. Johnson, Chairman

Notice is hereby given that there will be a Special Meeting of the Board of Trustees of Harper College, District No.512, at 8:00 p.m., Thursday, December 18, 1969, at the Harper College Board Room, in the Administration Building, at Algonquin and Roselle Roads, Palatine, (see attached agenda).

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

Minutes of the Special Board Meeting of Thursday, December 18, 1969

CALL TO ORDER: The special meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., December 18, 1969, by Chairman Johnson, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members John Haas, James Hamill, Milton Hansen, LeRoi Hutchings, Richard Johnson, Lawrence Moats and Jessalyn Nicklas
Absent: None

Also present: Robert E. Lahti, Donald Andries, J.H. Clouser, G. Fischer, J. Harvey, Robert Hughes, Jack Lucas, George Makas, William Mann, Donald Misic, John Novak, O.L.Olson, Robert Powell, C.H.Schauer, Roy Sedrel, Jay Singelmann, Cal Stockman, J.H.Upton, Fred Vaisvil, G. Voegel--Harper College; Frank M. Hines--Board Attorney; Keith Brown--Day Publications; Tom Wellman--Paddock Publications; Bill Shute, Ed Dietrich and H. Jay Flanders--Ampex Corporation; David Ladd--Telemation-Midwest; and Sybil Friedman--League of Women Voters.

MINUTES: Member Hansen moved and Member Hutchings seconded the motion to approve the minutes of November 25, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Mr. Mann pointed out the construction payout to Corbetta Construction Company was for work completed. He stated the change orders were still being considered, and that the retainage the college has is adequate to cover the items remaining on the punch list.

Member Haas moved and Member Hamill seconded the motion that W.J.Mann, **Vice-President** of Business Affairs, be authorized to approve the following construction payout:

Corbetta Construction Co.	\$52,690.00
---------------------------	-------------

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
(Cont.)
Bills Payable

Member Hansen moved and Member Haas seconded the motion to approve the bills payable as of December 18, 1969, for payment as follows:

Educational Fund	\$ 68,155.39
Building Fund	32,250.02
Site & Construction Fund	47,767.78
Auxiliary Fund	35,743.66
Total	<u>\$183,916.85</u>

Upon roll call, the vote was as follows:

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

Nays: None

Payrolls

Member Moats moved and Member Hamill seconded the motion to approve the payroll of November 16-30, 1969, in the amount of \$149,964.80; the payroll of December 1-15, 1969, in the amount of \$151,028.37; and the estimated payroll of December 16, 1969, to February 15, 1970, in the amount of \$664,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Copies of the Halcyon, Harper student quarterly journal, had been distributed. Chairman Johnson, on behalf of the Board, congratulated the editor, Chris Pankratz, and his staff on a fine publication.

The Board commented favorably on "The Computer and the Junior College," co-authored by Roy Sedrel and James Hill, and published by the National Advisory Committee for Computers in the Junior College, an American Association of Junior Colleges committee.

Chairman Johnson announced there would be an AGB meeting in Houston, Texas, on January 13 and 14.

Letters were received from representatives of the Michigan Association of Community College Boards thanking Harper for hosting State of Michigan legislators and association representatives on December 8.

COMMUNICATIONS:
(Cont.)

Chairman Johnson introduced Sybil Friedman, from the League of Women Voters in Arlington Heights, and Keith Brown of Day Publications.

Dr. Lahti reported on an AGB planning conference to be held on December 19, 1969, at Harper College. Dr. Zwingle, Executive Director of AGB, will meet with trustees and presidents from colleges in Missouri, Kansas, Michigan, Iowa and Illinois, to plan a conference in June on Harper's campus for representatives from five or six surrounding states.

UNFINISHED
BUSINESS:

Salary Committee

Chairman Johnson announced he would appoint the budget committee and the salary committee. He appointed Member Nicklas chairman of the salary committee, with Members Hansen and Johnson serving on this committee also.

Budget Committee

Chairman Johnson appointed Member Hamill chairman of the budget committee, with Members Moats and Hutchings serving on this committee also.

Member Haas moved and Member Nicklas 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 State of Illinois, that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1970, and ending June 30, 1971:

Chairman--Member James Hamill
Member Lawrence Moats
Member Leroi Hutchings

Motion unanimously carried.

Grievance
Committee

Member Hamill reported on the progress of committee negotiations relative to proposed faculty grievance procedure. He stated Member Hansen and he met with faculty representatives, Mr. Ryan, Mr. Carroll, and Mr. McCabe. Dr. Lahti, Mr. Mann and Dr. Upton were also in attendance. Member Hamill stated they reached a very gradual but very firm impasse. They discussed arbitration and all the ramifications and reasons for it. At

UNFINISHEDBUSINESS:

Grievance

Committee (Cont.)

the conclusion of the meeting the faculty representatives felt they should report to the Faculty Senate, and the Board committee to the Board, that they had made no progress with the plan as it now stands. Member Hamill suggested perhaps the Board should come up with an alternate proposal--that basically the Board committee needed new instructions. In further discussion, Member Hamill stated the Board committee had related the reasons the Board was against arbitration; that they felt it would be better handled with a professional educator and a professional **administrator**. The faculty representatives presented the argument that they would like someone outside the institution to give rational ~~e~~ or advice. Member Hamill explained they attempted to discuss other issues, such as the wide scope and definition of agreements. He stated they did make some progress on procedural aspects.

After a lengthy discussion, Chairman Johnson stated he felt it was essential that the Board's position be made clear; that the Board would be the final decision-maker with respect to any grievance, and that the Board desired in-put from the administrators in reference to the faculty document.

Chairman Johnson called on Mr. Ryan who discussed the faculty's viewpoint, pointing out that the faculty did not consider the Board a third party, as they felt the Board is involved, and they suggested an outside party.

Member Hamill pointed out that the committee was anxious to meet again and it was agreed that the next meeting would be on Tuesday, December 23, 1969.

Construction

Dr. Lahti reported that Dr. Schauer, Mr. Mann and he had been in Houston to meet with the architects. Dr. Lahti stated Dr. Schauer and Mr. Mann were interested in setting up a schedule for planning of future facilities. Dr. Lahti stated his main mission was to put pressure on to finish what is here. His main concern was the lighting problem, and he informed the Board he had received a schedule that morning for installation of the tree lights. Dr. Lahti reported that the architects were working on **an** interim plan for lighting in the area where future building is planned, and that a schedule for the area going to the **parking** lots would be received the next day.

NEW BUSINESS:

Request for
Leave of
Absence

Member Haas moved and Member Nicklas seconded the motion to approve a one-year maternity leave of absence for Mrs. Anna Marie Yates with the understanding that Mrs. Yates give the college sufficient advance notice of her intent to return in order that budgeting and scheduling may be planned. It is further understood that Mrs. Yates may return to the college at the same salary and job title.

After discussion, the Board requested that Dr. Lahti write Mrs. Yates a letter informing her that her leave of absence for a year was granted within the conditions outlined in the policy manual, under 3.3.5--Leaves of Absence - Long-term.

Member Haas suggested the policy under leaves of absence needed to be reworked, with some modifications of the wording, plus some definitions. Dr. Lahti agreed this would be taken care of.

Motion unanimously approved.

Staff
Appointments

Member Moats moved and Member Nicklas seconded the motion to approve the employment of Mrs. Frances Blosser Maguire for the 1969-70 second semester, as a temporary lecturer, at a salary of \$6,100.00.

Upon roll call, the vote was as follows:

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

Nays: None

A discussion followed on the suggested employment of Mr. William Nelson. Dr. Fischer and Dr. Harvey discussed his background and qualifications. Member Hamill stated he felt the board information sheet for staff members was lacking in information. He stated he felt it should show the year an applicant received his degrees, and also business experience, if any.

Member Moats moved and Member Hutchings seconded the motion to approve the employment of Mr. William Nelson for the 1969-70 second semester, rank of Assistant Professor, at a salary of \$5,750.00.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Resignation

Member Haas moved and Member Hamill seconded the motion to accept the **resignation** of Miss Elena Rutter.

Upon roll call, the vote was as follows:

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

Nays: None

Bid for Music
Instruments

Mr. Misic discussed the bid for musical instruments, pointing out that the low bid was not selected where the music department did not feel that the alternate bid was equal to the specifications. He pointed out that when Phase II-A was complete, this would be submitted to H.E.W. for reimbursement as movable equipment. Mr. Mann pointed out there is a risk involved because, although the college has followed all present H.E.W. requirements, there is no guarantee these requirements may not be changed over a period of time. Dr. Makas answered questions of Board members concerning specific items.

Member Moats moved and Member Haas seconded the motion to approve the awarding of bid on musical instruments in Exhibit D, as follows:

Items 1,2,3,and 4 to R. Bauman, for a total cost of	\$ 5,847.00
Items 5,6,7,8,12,16 and 17 to Karnes Music for a total cost of	17,552.00
Items 9,15,19,22 and 25 to Lyon & Healy for a total cost of	699.60
Items 10,11,13,14,18,20,21,23 and 24 to Mt.Prospect Music for a total cost	<u>3,817.00</u>
	<u><u>\$27,915.60</u></u>

Upon roll call, the vote was as follows:

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

Nays: None

Bid for Multi-
Media Systems

Mr. Misic explained the bid for Multi-Media Systems had been before the Board before and had been rejected. He stated it had been rebid and a better price had been obtained. He stated this equipment would be H.E.W. funded, and the documents were at the H.E.W. office at the present time for approval.

NEW BUSINESS:
Bid for Multi-
Media Systems
(Cont.)

Dr. Voegel distributed sheets listing the capabilities of the Lecture-Demo Center with this proposed equipment. He explained this system would bring the Lecture-Demo Center up to par or maybe beyond in terms of equipping it with projectors, etc., and went on to explain the function of the equipment.

Member Hamill moved and Member Nicklas seconded the motion to approve the awarding of the bid for Multi-Media Systems, as in Exhibit E, to COR-PLEX for a total amount of \$147,943.00, contingent on Harper College's receipt of approval from H.E.W.

Upon roll call, the vote was as follows:

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

Nays: None

TV Studio and
the Audio-Tutor-
ial System equip-
ment and installa-
tion Bid

Dr. Lahti informed the Board that the college would be partially reimbursed for this equipment from the Voc/Educational Grant and the remaining portion of the funds for this project would be from the site and construction fund.

Dr. Voegel distributed sheets to the Board listing the TV capabilities of this equipment, and he further discussed the functions of the system. Mr. Misic discussed the break-down of the bid award.

Member Hamill requested information on the financial background and experience of some of the companies bidding. Mr. David Ladd, from Telemation Company, who was in the audience, answered questions of the Board relative to the financial and experience background of his company.

Member Hamill stated he hoped the college would in the future establish some information, such as a Dunn and Bradstreet rating, particularly on low bidders.

Member Hutchings moved and Member Haas seconded the motion to approve the awarding of bid for TV Studio and the Audio-Tutorial System equipment and installation as in Exhibit F, as follows:

<u>NEW BUSINESS:</u>	Sections I, II (except items 2 and 3),	
Bid for TV Studio	III and IV to TELAMATION for a total of	\$165,000.00
and Audio-Tutorial		
System Equipment	Items 2 and 3 of Section II to RICH	
and Installation	ENGINEERING for a total of	4,170.00
(cont.)		
	Section V to BURGESS for a total of	12,974.95
	Total	<u>\$182,144.95</u>

Upon roll call, the vote was as follows:

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

Other

Mr. Sedrel reviewed the history of the Northwest Education Cooperative. This project was formed in 1967 with local elementary school districts, in order to share Harper's computer services with them. Mr. Sedrel discussed the growth of the project and informed the Board because of this growth that he lacked the time required to administer this project. He suggested the Northwest Education Cooperative would be an appropriate organization to assume the administration of this endeavor, and he would heartily endorse such a move.

Further discussion followed. Mr. Sedrel stated that he felt the NEC was looking for a statement of good faith, intent and philosophy of the Board.

Chairman Johnson and the Board agreed that Dr. Lahti, as President of the college, knowing the philosophy of the Board, write a letter to the NEC embodying that philosophy.

Dr. Lahti pointed out that later on the Board may wish to have an agreement, the terms of which will be spelled out at that time.

Member Hamill complimented Mr. Sedrel and his staff on the work they had done with this cooperative, stating he had heard many good reports.

PRESIDENT'S
REPORT:

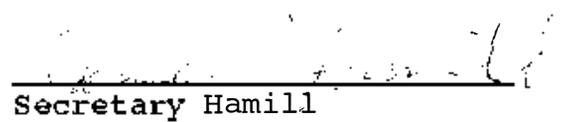
Dr. Lahti stated he had sent this information to the Board members' homes.

ADJOURNMENT:

Chairman Johnson stated the Board would go into executive session after adjournment to discuss personnel matters.

Member Hutchings moved and Member Moats seconded the motion that the meeting be adjourned at 11:05 p.m. Motion unanimously carried.


Chairman Johnson


Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

December 10, 1969

To: Board of Trustees

From: W. J. Mann, Vice-President of Business Affairs

Subject: Construction Payouts

The following construction payout has been recommended by our architect and has been reviewed by Mr. Hughes, Director of Buildings and Grounds. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following construction payout:

Corbetta Construction Co.	\$52,690.00
---------------------------	-------------

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

BILLS FOR APPROVAL

December 18, 1969

I.	BILLS PAYABLE		PAGES
	Educational Fund	\$ <u>68,155.39</u>	<u>6</u>
	Building Fund	\$ <u>32,250.02</u>	<u>2</u>
	Site & Construction Fund	\$ <u>47,767.78</u>	<u>1</u>
	Auxiliary Fund	\$ <u>35,743.66</u>	<u>3</u>
		\$ <u>183,916.85</u>	
II.	PAYROLLS		
	Payroll, <u>Nov. 16-30, 1969</u>	\$ <u>149,964.80</u>	<u>12</u>
	Payroll, <u>Dec. 1-15, 1969</u>	\$ <u>151,028.37</u>	<u>13</u>
	Estimated Payroll, <u>Dec. 16, 1969</u> <u>to February 15, 1970</u>	\$ <u>664,000.00</u>	<u>1</u>
III.	IMPREST FUND	\$ <u>7,886.83</u>	<u>5</u>

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

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Addressograph Multigraph Corp.	Office & Duplicating Supplies	11472	\$ 51.30
Allied Electronics Corp.	Audio Visual & Instructional Supplies		
American Civil Liberties Union	Film	11473	97.98
American Dental Association	Film Rental	11474	125.00
American Sociological Assoc.	Publication	11475	12.50
Aquatec	Lab. Supplies	11476	13.50
Baker & Taylor Co.	Library Books	11477	37.25
Barnes & Noble Co.	Library Books	11478	292.92
R. R. Bowker Co.	Library Books	11479	13.04
Brodhead-Garrett Co.	Library Books	11480	19.75
Brodhead-Garrett Co.	Art Supplies & Equipment	11481	1,191.70
Brunner/Mazel Inc.	Art Supplies & Equipment	11482	447.35
Canadian Intl. Encyclopedia Sales	Library Books	11483	50.01
Capitol Discount Co.	Library Books	11484	31.49
Chicago Tribune	Equipment Rental - December	11485	180.00
Dennis Uniform Mfg. Co.	Legal Notice	11486	20.28
Devon Booksellers	Uniforms	11487	190.75
Easy Travel Service	Library Books	11488	137.55
Electro Impulse Laboratory Inc.	Travel - D. Crane, J. Birkholz, K. Parker, R. Lahti, J. Upton, J. Haas	11489	200.00
Dick Ells Co.	Instructional Equipment	11490	350.00
The General Camera Co.	Art Supplies	11491	195.44
Graphic Chemical & Ink Co.	Audio Visual Supplies	11492	288.35
Order from Horder	Art Supplies	11493	34.83
International Business Machines	Office Supplies	11494	168.79
	Equipment Rental		\$10,474.60
	Machine Maintenance		247.96
	Instruct. Supplies		62.40
	Office Supplies		<u>40.85</u>
		11495	10,825.81

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
J. Kantor	Equipment Repair	11496	1,200.00
Lakeview Rubber Stamp Co.	Office Supplies	11497	21.52
--Void--		11498	---
Lindberg Hevi-Duty	Transportation	11499	6.35
L. S. Riedel	Lab. Supplies	11500	299.44
Martin Ryan	Tuition Reimbursement	11501	120.00
School Health Supply Co.	Athletic Equipment	11502	433.00
Ned Singer's Sport Supply Co.	Athletic Equipment	11503	3,063.12
Peter Smith Publisher, Inc.	Library Books	11504	13.24
Sandra Sutton	Medical Examination	11505	20.00
Veto Sales & Service	First Aid Supplies	11506	32.55
Wright College	Charge Back	11507	282.00
Acme Visible Records Inc.	Audio Visual Equipment	11508	504.50
Aidex Corporation	Electronics Supplies	11509	550.00
American Assoc. of Teachers of Spanish & Portuguese	Library Subscription	11510	8.00
American Heritage	Library Subscription	11511	12.50
American Library Assoc.	Library Books	11512	18.00
Central States-Ampex Corp.	Audio Visual Supplies	11513	7.04
Anthropological Quarterly	Library Subscription	11514	6.00
The Baker & Taylor Co.	Library Books	11515	440.25
Bellman Publishing Co.	Library Subscription	11516	20.00
Benedictine Sisters of the Sacred Heart	Athletic Equipment - Lockers	11517	425.00
Brudno Art Supply Co.	Instructional Supplies	11518	169.50
Clinical Psychology Publishing Co.	Library Subscription	11519	15.00
Nina H. DeArmas, M. D.	Med. Exam. - L. Carr	11520	12.00
John J. Donnelly M. D.	Med. Exam. - B. Basl	11521	9.00
Fairchild Publications	Library Subscriptions	11522	48.00
J. G. Ferguson Publishing Co.	Library Books	11523	21.65
First Bank & Trust Co.	Safe Deposit Box Rental	11524	22.50
H. W. Foy M. D.	Med. Exam. - D. Feinberg	11525	15.00
The French Book Guild	Instructional Supplies	11526	14.00
Gale Research Co.	Library Books	11527	77.42
General Binding Corp.	Office Supplies	11528	66.16
The Glass House	Lab. Supplies	11529	61.20

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Gynecological & Obstetric Assoc. Hertz System, Inc.	Med. Exam. - B. Wieneke Travel - R. Lahti, W. Mann, R. Sedrel, J. Upton	11530	15.00
Paul W. Huckans, Books	Library Books	11531	261.82
Institute of Applied Science	Library Subscription	11532	35.60
Iron Age	Library Subscription	11533	3.00
Karnes Music Co.	Equipment Rental; Sheet Music	11534	25.00
Kelly Services, Inc.	Contractual Office Services	11535	163.18
Keuffel & Esser Co.	Audio Visual Supplies	11536	28.00
L. J. Klemens, M. D.	Med. Exam. - D. Meyer	11537	185.00
Ken Kraft Wrestling Products	Athletic Equipment	11538	16.00
Kroch's & Brentano's	Publications	11539	4,664.00
LaPine Scientific Co.	Instructional Equipment	11540	51.15
New York University Film Library	Film Rental	11541	600.00
Library of Congress	Library Books	11542	15.00
3M Business Products Sales, Inc.	Library Supplies	11543	300.00
Midwest Visual Equipment Co.	Audio Visual Supplies	11544	594.87
George E. Milkey	Library Books	11545	54.49
Modern Machine Shop	Instructional Supplies	11546	80.10
A. C. McClurg & Co.	Library Books	11547	50.00
National Computing Industries	Equipment Rental	11548	157.58
The New Republic	Subscription	11549	663.85
Needham Book Finders	Library Books	11550	40.00
Office Electronics Inc.	Office Supplies	11551	78.30
Joseph O'Gara Bookseller	Library Books	11552	334.50
Order from Horder	Office Supplies & Equipment; Instructional Supplies	11553	14.75
Oral Research Abstracts, American Dental Assoc.	Subscription	11554	132.07
Paddock Publications	Want Ad	11555	75.00
Pan American Books	Library Books	11556	23.64
Police Research Assoc.	Library Books	11557	33.22
Frederick Post	Instructional Supplies	11558	5.00
Reynolds Printasign Co.	Audio Visual Equipment	11559	3.78
Rolling Meadows Prof. Center Lab.	Contractual Services	11560	4,845.00
		11561	270.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Sargent-Welch Scientific Co.	Lab. Supplies	11562	13.30
Schiele-Faieron Co.	Office Supplies	11563	2,522.10
Science Research Assoc.	Vocational Library Subscription	11564	3.85
Shakespeare Quarterly		11565	10.00
Trans World Airlines Inc.	Travel - R. Lahti	11566	352.00
Triton College	Charge Back	11567	435.00
Robert Tysl	Additional Tuition Reimbursement	11568	50.00
Unesco Publications Center	Publications	11569	1.25
Univ. of Southern California	Film Rental	11570	9.00
Xerox Corporation	Equipment Rental	11571	295.03
Prudential Insurance Co.	Group Insurance	11572	8,652.66
Valley Welding Supply	Installation of Equipment	11573	200.00
Addressograph Multigraph Corp.	Equipment Rental	11574	44.70
Journal of Marketing	Library Subscription	11575	12.00
American Medical Assoc.	Film Rental	11576	10.00
Ampex Corporation	Equipment Repair	11577	109.00
Arlington Heights Camera Shop	Lens	11578	33.00
B & H Blueprint & Supply	Instructional Supplies; Blueprints	11579	170.46
Billiard Congress of America	Membership Fee	11580	34.00
E. W. Boehm Co.	Instructional Supplies	11581	45.86
Brodhead-Garrett Co.	Art Equipment	11582	246.75
California Peace Officer's Assoc.	Film Rental	11583	10.00
Camera News Inc.	Film Rental	11584	60.00
Chicago Hospital Supply Co.	Health Equipment	11585	53.32
University of Chicago Press	Library Subscription	11586	15.00
Community Television of Sou. Calif.	Film Rental	11587	15.00
Contemporary Films	Film Rental	11588	230.00
Cooper Square Publishers Inc.	Library Books	11589	55.64
Coosa Valley Book Shop	Library Books	11590	30.50
Day Publications Inc.	Want Ads	11591	43.92
Demco Educational Corp.	Library Supplies	11592	16.85
William Dixon Inc.	Art Supplies & Equipment	11593	616.79
Dura-Craft Book Bindery Inc.	Binding Periodicals	11594	288.23
Easy Travel Service	Travel - F. Vaisvil, A. Aguero, J. Birkholz	11595	272.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Elk Grove Blueprint & Supply Co.	Instructional Supplies	11596	1,066.60
Encyclopedia Britannica Educ. Corp.	Film Rental	11597	28.20
Fisher Scientific Co.	Instructional Equipment	11598	182.60
Gamma Photo Labs Inc.	Film	11599	10.26
The General Camera Co.	Audio Visual Equipment	11600	141.90
Frank M. Hines	Legal Services	11601	1,052.50
Order from Horder	Office Supplies; Audio Visual Equipment	11602	59.69
International Business Machines	Machine Maintenance; Equipment Rental; Office Supplies	11603	682.13
International Film Bureau Inc.	Film Rental	11604	25.65
Kraus Periodicals Inc.	Library Books	11605	293.79
WCLR-Lake Valley Broadcasters, Inc.	Contractual Services	11606	40.00
Lakeview Rubber Stamp Co.	Office Supplies	11607	8.70
Langer Printing Co.	Office Supplies	11608	63.00
Global Van Lines	Moving Expense - O. Olson	11609	475.14
Lattof Car Rental	Contractual Services	11610	28.98
3M Business Products Sales	Office Supplies	11611	22.73
A. C. McClurg & Co.	Library Books	11612	702.95
John Makarewich	Library Books	11613	15.60
Mass Media Assoc Inc.	Film Rental	11614	11.35
The C. V. Mosby Co.	Library Subscription	11615	42.50
Financial Analysts Journal	Library Subscription	11616	12.00
National School Public Relations Assoc.	Subscription	11617	21.00
New York University Film Library	Film Rental	11618	20.00
Henk Hewenhouse Film	Film Rental	11619	30.30
Northern Illinois University	Film Rental	11620	14.45
Northwest Clean Towel Service	Contractual Services	11621	830.86
Northwest Clean Towel Service	Contractual Services	11622	37.95
Northwest Letter Service	Contractual Services	11623	145.41
C. F. Peters Corp.	Sheet Music	11624	18.30
Professional Arts	Film Rentals	11625	28.86
Reynolds Printasn Co.	Office Supplies	11626	12.70
Peter M. Robeck & Co.	Film Rental	11627	108.80
The Ronald Press Co.	Publications	11628	32.94

<u>PAYEE</u>	<u>DESCRIPTION</u>
Roundtable Films Inc.	Film Rental
Sargent-Welch Scientific Co.	Instructional Supplies; Lab. Equipment
Charles Scribner's Sons	Library Books
Servicemaster Communications Systems	Equipment Rental
University of Southern California	Film Rental
Van Nostrand Reinhold Co.	Library Books
Jeanette Larmore	Medical Examination
United Airlines Inc.	Contractual Services
Imprest Fund	Reimbursement

<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
11629	70.15
11630	41.04
11631	141.90
11632	280.00
11633	28.85
11634	1,309.95
11635	15.00
11636	1,038.50
11637	7,196.52
	<u>\$68,155.39</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 11472 to 11637 are hereby authorized for payment.

Date of Approval: December 18, 1969

Chairman Richard L. Johnson

Secretary James J. Hamel

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK AMOUNT	CHECK NUMBER
Culligan Water Conditioning	Contractual Services	9.75	1647
American Industrial Service Co.	Contractual Services	74.45	1648
Amstro Corporation	Equipment - Meter	226.70	1649
Arlington Park Dodge, Inc.	Vehicle Repair	152.99	1650
Atlas Material Handling Equipment, Inc.	Vehicle Repair	319.00	1651
L. M. Brownsey Supply Co.	Custodial Supplies	7.50	1652
Arthur Clesen	Grounds Equipment	481.50	1653
Gateway Supply Company	Building Material	641.58	1654
Northern Chemical Company	Custodial Supplies	372.50	1655
Reliable Heating Company	Building Remodeling	1,950.00	1656
The Roscoe Company	Custodial Supplies	152.80	1657
Sears Roebuck & Co.	Equipment - Grinder	46.79	1658
Stevens Chemical Co.	Custodial Equipment	531.23	1659
Aerosol Exterminators, Inc.	Contractual Services	85.00	1660
Commonwealth Edison Co.	Electricity	13,960.58	1661
Fleet Air Communications	Equipment Repair	63.00	1662
Lattof Motor Sales Co.	Vehicle Repair	199.58	1663
M-F Builders Supply, Inc.	Custodial Supplies	15.00	1664
Mid America Electric Co., Inc.	Building Remodeling	153.40	1665
Northern Chemical Co.	Custodial Supplies	160.55	1666
Paul Oberscheider, M.D.	Medical Exam., Jack Davey	10.00	1667
Village of Palatine	Water & Fuel Treatment-Contractual Svcs.	826.91	1668
Sinclair Oil Corp.	Fuel Oil	3,318.76	1669
Accurate Sign Co. Of Palatine	Signs - Site Improvement	907.00	1670
Hild-Chem	Custodial Supplies	217.25	1671
Illinois Bell Telephone Co.	Phone Services	4,220.42	1672
Ralph Kottke Landscape	Site Improvement-Landscaping	583.50	1673
National Chemsearch Corp.	Maintenance Supplies	194.12	1674

BUILDING FUND EXPENDITURES - DECEMBER 18, 1969

PAYEE

Northern Chemical Co.
 Northern Illinois Gas
 Northwest Firestone, Inc.
 Village of Palatine
 Palatine Welding & Engineering Co.
 Peabody Engineering Corporation
 Rolatape Corporation
 Schnell Sheet Metal
 Zimmer Hardware
 Imprest Fund

DESCRIPTION

Custodial Supplies
 Gas Service - October
 Vehicle Expense
 Contractual Services
 Welding - Pipes
 Equipment - Oil Gun
 Equipment - Measure Meter
 Building Material
 Maintenance Supplies
 Reimbursement

CHECK AMOUNT	CHECK NUMBER
\$ 604.25	1675
1,061.81	1676
24.81	1677
318.00	1678
20.00	1679
109.55	1680
36.46	1681
123.35	1682
28.08	1683
<u>41.85</u>	1684
<u>\$32,250.02</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 1647 to 1684 are hereby authorized for payment.

Date of Approval: December 18, 1969

Chairman Richard L. Johnson

Secretary James H. Smith

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES - DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>
W. Q. Lundmark, Inc.	Partial Payment-Universal Mill
R. K. LeBlond Machine Tool Co.	Partial Payment-Lathe
Lindberg Hevi-Duty	Quench Tank
Lukas Microscope Service, Inc.	Microscopes-Reimbursable
Benster Welding Supply Co.	Partial Payment-Welding Equipment
Brodhead Garrett Co.	Partial Payment-Welder
Gilbert A. Force	Furniture - Benches
J - F Engineering, Inc.	Reimbursable Equipment - Comparator
Labquip Corporation	Partial Payment - Testing Machine
Valley Welding Supply	Equipment-Welding Booths
Ralph Kottke Landscape	Contractual Services-Landscaping
Thomas A. Edison Industries	Instructional Equipment
Corbetta Construction Co.	Site Improvement-Southwest Corner

<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
\$10,370.00	748
4,684.00	749
355.00	750
2,520.00	751
1,280.00	752
545.00	753
2,329.00	754
27.50	755
9,020.00	756
1,344.28	757
3,030.00	758
4,188.00	759
8,075.00	750
<u>\$47,767.78</u>	

Note: Check 697 issued to D. L. Saslow Co. was issued in amount of \$94,346.54 should have been issued in amount of \$94,346.56

To: Treasurer
 From: Board of Trustees

The above listed checks number 749 to 750 are hereby authorized for payment.

Date of Approval: December 18, 1969

Chairman Richard J. Johnson Secretary James J. Stewart

WILLIAM RAINY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES - DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Allen Bros., Inc.	Purchases - Food	\$ 639.50	1249
Arlington Produce	Purchases - Food	597.85	1250
Bit o Gold Eggs	Purchases - Food	603.51	1251
Bonton Poultry, Inc.	Purchases - Food	126.59	1252
Burks Carbonic Co.	Purchases - Food	50.00	1253
Clark Prods., Inc.	Purchases - Food & Supplies	474.97	1254
Food Marketers	Purchases - Food	756.19	1255
George H. Hathaway & Co.	Purchases - Food	304.25	1256
Holleb & Co.	Purchases - Food	402.65	1257
Karp's - Karp & Sons	Purchases - Food	267.54	1258
Kraft Foods	Purchases - Food	41.86	1259
Krunchee Potato Chips	Purchases - Food	281.20	1260
Northwest Clean Towel Service	Contractual Services	209.38	1261
Nissen Corporation	Scoreboard	560.00	1262
Obee Institutional Food Service Co.	Purchases - Food, Supplies & Cafe. Equip.	696.81	1263
O K Papers, Inc.	Purchases - Supplies	328.50	1264
Olympic Resilite Products	Athletic Supplies	955.00	1265
Paddock Publications	Want Ad	36.77	1266
Pfaelzer	Purchases - Food	643.24	1267
B. A. Railton Co.	Purchases - Food	120.35	1268
Sanford Ink Co.	Purchases - Supplies	37.02	1269
Standard Brands, Inc.	Purchases - Food	99.17	1270
Silvercup Bakeries, Inc.	Purchases - Food	280.60	1271
Western Candy & Tobacco Co.	Purchases - Food	337.55	1272
Easy Travel Service, Inc.	Travel-R. Nolen & J. Macnider	132.00	1273
Goldenrod Ice Cream Co.	Purchases - Food	176.62	1274
Hoskins Motor Leasing	Vehicle Expense	280.32	1275
Ken Kraft Wrestling Products	Athletic Equipment	2,887.50	1276
Parrish Sporting Goods	Athletic Supplies & Equipment	445.95	1277

AUXILIARY FUND EXPENDITURES - DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK AMOUNT	CHECK NUMBER
School Health Supply Co.	Purchases - Supplies	668.07	1278
Shane Uniform Co.	Uniforms	245.04	1279
John Sexton & Co.	Purchases - Food	404.42	1280
Borden, Inc.	Purchases - Food	21.84	1281
Easy Travel Service, Inc.	Travel - E. Goodwin	60.00	1282
Economics Laboratory, Inc.	Purchases - Supplies	383.78	1283
Educational & Institutional Coop.Svc.Inc.	Cafeteria Equipment	87.45	1284
John Ellis	Wrestling Official	20.00	1285
Practical Offset, Inc.	Ptg. - Sports Schedule	140.00	1286
General Foods Corporation	Purchases - Food	204.00	1287
Mike Gluck	Wrestling Official	60.00	1288
Edward A. Goodwin	Travel Expense	8.37	1289
Tadaaki Hatta	Wrestling Official	30.00	1290
Hawthorn-Mellody Farms Dairy	Purchases - Food	674.41	1291
Martin Cartage Co.	Purchases - Supplies	5.75	1292
Bill O'Neill	Wrestling Official	30.00	1293
Oscar Mayer & Co.	Purchases - Food	74.78	1294
Palatine Hills Golf Course	Contractual Services	419.25	1295
Produce Terminal Cold Storage Co.	Purchases - Food	119.25	1296
A. R. Thommen	Contractual Services	281.50	1297
Chicago Terminal Clearance	Purchases - Supplies	76.73	1298
The Colad Co., Inc.	Purchases - Supplies	135.21	1299
The Elgin Paper Co.	Purchases - Supplies	181.92	1300
Federal Office Products	Purchases - Supplies	2,882.26	1301
Goldenrod Ice Cream Co.	Purchases - Food	33.98	1302
Dan Klingenberg	Dec. - Book Purchase Fund	1,000.00	1303
Dan Klingenberg	Dec. - Book Purchase Fund	1,000.00	1304
Den Klingenberg	Jan. - Book Purchase Fund	1,000.00	1305
Dan Klingenberg	Jan. - Book Purchase Fund	1,000.00	1306
Dan Klingenberg	Jan. - Book Purchase Fund	1,000.00	1307
Dan Klingenberg	Jan. - Book Purchase Fund	1,000.00	1308

AUXILIARY FUND EXPENDITURES - DECEMBER 18, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Dan Klingenberg	Jan. - Book Purchase Fund	\$ 1,000.00	1309
Dan Klingenberg	Jan. - Book Purchase Fund	2,000.00	1310
Dan Klingenberg	Jan. - Book Purchase Fund	2,000.00	1311
Dan Klingenberg	Jan. - Book Purchase Fund	2,000.00	1312
Dan Klingenberg	Jan. - Book Purchase Fund	2,000.00	1313
Lakeside Central Co.	Purchases - Supplies	82.56	1314
Obee Institutional Food Service Co.	Cafeteria Equipment	193.90	1315
Norbert Pools	Purchases - Supplies	61.99	1316
Frederick Post	Purchases - Supplies	85.81	1317
The Ohio State University	Purchases - Books	298.50	1318
		<u>\$35,743.66</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 1249 to 1318 are hereby authorized for payment.

Date of Approval: December 18, 1969

Chairman Richard Z. Johnson

Secretary James J. Hamilton

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

IMPREST FUND DISBURSEMENTS
November 21, 1969 to December 11, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dr. Samuel Postlethwait	Contractual Services	7291	300.00
Dr. Richard G. Sherman	Contractual Services	7292	200.00
Dr. Ranier Erhart	Contractual Services	7293	200.00
Dr. Terry O'Banion	Contractual Services	7294	250.00
John Upton	Travel Expense	7295	54.39
David A. Groth	Travel Advance	7296	163.00
Charles E. Jordan	Parking Lot Survey	7297	52.00
Clete Hinton	Travel Advance	7298	140.00
W. J. Mann	Travel Expense	7299	96.00
Patrick J. Grant	Application Fee Refund	7300	7.00
Fred F. Inden	Travel Expense	7301	53.34
Gregory C. Franklin	Travel Advance	7302	86.00
Charles R. Schlog	Tuition Refund	7303	9.90
Robert Thieda	Postage	7304	7.51
Mrs. Maurry Young	Medical Expenses	7305	47.60
Mrs. John G. Wilkins	Library Books	7306	10.00
Stechert-Hafner, Inc.	Library Books	7307	6.83
E Publishers, Inc.	Library Books	7308	6.95
Bedside Nurse	Library Subscription	7309	6.00
Public Management	Library Subscription	7310	6.00
Science News	Library Subscription	7311	7.50
Universities Quarterly	Library Subscription	7312	5.00
Law and Order	Library Subscription	7313	4.00
The Journal of Accountancy	Library Subscription	7314	10.00
Continental Air Transport Co.	Transportation	7315	80.00
The ADFL Bulletin	Subscription	7316	15.00
American Tech. Educ. Assoc.	Membership	7317	40.00
Donovan Wachlin	Instructional Supplies	7318	10.81
William P. Stilwell	In-Service Seminar	7319	417.38
Harper College Bookstore	Petty Cash Reimbursement	7320	33.90
I. E. E. E.	Instructional Supplies	7321	7.00
Tool Engineers Book Service	Library Book	7322	18.36
Psychiatry Journal for Study of Interpersonal Processes	Library Subscription	7323	10.00
Journal of Dentistry for Children	Library Subscription	7324	8.00
New York Public Library Bulletin	Library Subscription	7325	3.00
A. A. H. P. E. R.	Library Subscription	7326	25.00
Community Mental Health Journal	Library Subscription	7327	15.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
English Language Notes	Library Subscription	7328	6.00
Natl. Assoc. of Mental Health	Library Subscription	7329	8.00
Metro. Museum of Art Bulletin	Library Subscription	7330	7.50
Q. S. T.	Library Subscription	7331	7.50
Electronic Servicing	Library Subscription	7332	10.00
Sports Illustrated	Library Subscription	7333	7.00
Ill. State Dental Society	Library Subscription	7334	3.00
Heuristics	Library Subscription	7335	5.00
Electronics Technician/Dealer	Library Subscription	7336	10.00
Intl. Dental Journal	Library Subscription	7337	9.15
Political Science Quarterly	Library Subscription	7338	12.00
Journal of the Canadian Dental Assoc.	Library Subscription	7339	10.00
College English	Library Subscription	7340	10.00
Inst. of Cont. Legal Educ.	Voc. Library	7341	12.50
Natl. Intramural Assoc.	Institutional Membership	7342	20.00
Assoc. of College Unions-Intl.	Institutional Membership	7343	100.00
Journal of Higher Education	Subscription	7344	6.00
The Foundation Center	Subscription	7345	6.00
Thomas Mccabe	Telephone Expense	7346	14.40
Kathleen Arns	Travel Expense	7347	31.00
Kathleen Arns	Travel Advance	7348	96.00
John R. Birkholz	Travel Expense	7349	39.65
Frank L. Borelli	Travel Expense \$71.65		
	Travel Advance <u>(60.00)</u>	7350	11.65
Patricia L. Connolly	Travel Expense	7351	5.90
Dolores F. Crane	Travel Advance	7352	90.00
Mary Catherine Edwards	Travel Expense	7353	29.15
David Feinberg	Travel Expense	7354	30.05
William R. Foust	Travel Expense \$109.36		
	Travel Advance <u>(94.00)</u>	7355	15.36
Gregory C. Franklin	Travel Expense	7356	30.00
David A. Groth	Travel Expense	7357	3.75
William F. Hack	Travel Expense	7358	57.75
Robert G. Held	Travel Expense	7359	55.15
Mary Lou Holleran	Travel Expense	7360	14.30
Barbara Kaufman	Travel Expense	7361	5.90
Richard Miller	Travel Expense	7362	10.10
Joyce A. Nolen	Travel Expense	7363	33.80
Charles Norris	Travel Expense	7364	15.00
Omar L. Olson	Travel Expense	7365	39.50
William R. Punkay	Travel Expense \$110.66		
	Travel Advance <u>(105.00)</u>	7366	5.66
Irene Sanderson	Travel Expense	7367	21.40
Clarence Schauer	Travel Expense	7368	236.25
Donn B. Stansbury	Travel Expense	7369	35.50
Roy Sedrel	Travel Expense \$107.15		
	Travel Advance <u>(80.00)</u>	7370	27.15
Ronald Stewart	Travel Expense	7371	27.76

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Frank A. Vandever, Jr.	Travel Expense	7372	16.18
Betty M. Windham	Travel Expense	7373	17.17
Val Bettin	Contractual Services	7374	100.00
Robert E. Lahti	Travel Advance	7375	150.00
William J. Mann	Travel Advance	7376	90.00
Omar L. Olson	Travel Advance	7377	196.80
Omar L. Olson	Travel Advance	7378	148.00
Clarence H. Schauer	Travel Advance	7379	100.00
Robert Zilkowski	Travel Expense \$63.50		
	Travel Advance <u>(50.00)</u>	7380	13.50
John Thompson	Travel Expense	7381	46.05
Roger Doran	Tuition Refund	7382	148.56
Paul Powell, Secretary of State	License Plates	7383	2.50
Paul Powell, Secretary of State	License Plates	7384	2.50
Paul Powell, Secretary of State	License Plates	7385	2.50
Paul Powell, Secretary of State	License Plates	7386	2.50
Paul Powell, Secretary of State	License Plates	7387	2.50
Paul Powell, Secretary of State	License Plates	7388	2.50
Assoc. for Super & Curr. Develop.	Publication	7389	3.00
Joseph Yohanan	Travel Expense	7390	57.05
Meyer Rudoff	Travel Expense	7391	20.35
Meyer Rudoff	Travel Expense	7392	42.11
William Hack	Travel - Local	7393	4.60
Donald Sedik	Travel Expense	7394	29.65
Roger Mussell	Travel Expense	7395	15.80
George Makas	Travel Expense	7396	17.10
George Makas	Travel Expense	7397	13.25
Deborah Whitbeck	Tuition Refund	7398	108.00
Lis Svendsen	Tuition Refund	7399	8.00
Ronald Bessemer	Travel Advance	7400	450.00
Natl. Council of Teachers of Eng.	Publications	7401	3.50
Rose Trunk	Travel Expense	7402	16.95
Janet Liptrap	Local Travel	7403	12.45
Charles Falk	Travel Expense	7404	80.95
John Thompson	Travel Expense	7405	44.60
Roger Mussell	Travel Expense	7406	55.36
Larry King	Travel Expense	7407	5.45
Ronald Stewart	Travel Expense	7408	8.30
Betty Gialdini	Travel Expenses	7409	41.45
Jan Swanson Petty Cash Fund	Reimbursement	7410	47.70
Natl. School Public Relations Assoc.	Publications	7411	7.00
Thomas Anderson	Travel - Local	7412	11.30
John Knudsen	Travel Expense	7413	79.94
General Electric	Publication	7414	12.00
National School Public Rela. Assoc.	Publication	7415	00.50
ana K. Friedland	Travel Advance	7416	252.00
John Swalek	Wrestling Official	7417	20.00
Howard Alder	Wrestling Official	7418	30.00
Bill Meyer	Wrestling Official	7419	30.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Thomas E. Masson	Recruitment	7420	22.25
R. A. Mussell C/O Amer. Tech. Educ. Assoc.	Meeting Expense	7421	60.00
Robert Bush	Honorarium	7422	10.00
Leon Webber	Honorarium	7423	15.00
James Gibson, M. D.	Honorarium	7424	25.00
Mark Abernethy	Honorarium	7425	10.00
Edward Liska	Travel Expense \$119.06		
	Travel Advance <u>(100.00)</u>	7426	19.06
Thomas Vosnos	Travel Expense	7427	16.00
Frank A. Vandever, Jr.	Travel Expense	7428	32.95
Norman C. Allhiser	Consultant	7429	391.25
L. Hamm, Petty Cash Fund	Reimbursement	7430	31.35
Nelsons Flower & Gift Shop	Flowers	7431	17.10
Rockford Public Schools	Membership	7432	5.00
Dept. of Administration	Library Book	7433	1.20
Colonial out of print Book Service	Library Book	7434	6.18
The Christian Century Foundation	Library Subscription	7435	8.50
Athletic Journal	Library Subscription	7436	3.00
Annual Reviews	Library Book	7437	5.00
Amer. Academy of Political & Social Science	Library Book	7438	4.18
American Sociological Assoc.	Want Ad	7439	10.00
Health Publications	Library Book	7440	2.50
John Gelch	Travel Advance	7441	60.00
Wm. R. Bush, Jr.	Travel Advance	7442	120.00
Frank Borelli	Travel Expense	7443	5.00
John Gelch	Travel Expense	7444	38.10
Daniel M. Danis	Travel Expense	7445	38.58
Mrs. Sue Thompson	Travel Expense	7446	10.00
John Upton	Travel Expense	7447	26.71
Clarence Schauer	Travel Expense	7448	122.60
R. J. Hughes	Travel Expense	7449	12.45
Frank Oliver	Travel Expense \$175.50		
	Travel Advance <u>(125.00)</u>	7450	50.50
Mary C. Edwards	Travel Expense	7451	13.80
Frank Borelli Petty Cash Fund	Reimbursement	7452	42.46
Bruce Ensworth	Application Fee Refund	7453	10.00
Council on Hotel, Restaurant & Institutions Education	Registration Fee	7454	28.00
Assoc. for Institutional Research	Renewal Membership	7455	10.00
American Assoc. of Jr. Colleges	Registration	7456	32.00
Dr. Terry O'Banion	Contractual Services	7457	51.00
The Horseshoe Club	Meeting Expense	7458	58.85
American Express	Meeting Expense	7459	36.20
One Drake	Meeting Expense	7460	70.51
Ambassadors Club	Membership	7461	12.00
American Assoc. of Jr. Colleges	Subscription	7462	2.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
S. N. A. M. E.	Instructional Supplies	7463	2.00
Jon & Louise Webb	Library Book	7464	6.00
Computers & Automation	Library Subscription	7465	9.50
College Athletic Publ. Service	Publications	7466	4.00
Univ. of Mich., A-V Educ. Center	Film Rental	7467	2.34
Ramparts	Library Subscription	7468	8.50
America Herold & Sonntagpost	Library Subscription	7469	6.50
Journal of Social Issues	Library Subscription	7470	9.00
The Kenyon Review	Library Subscription	7471	6.00
Natl. Council on Family Relations	Library Subscription	7472	10.00
Oral Hygiene, Inc.	Library Subscription	7473	10.00
Dembar Educ. Research Service	Library Subscription	7474	7.50
The Drama Review	Library Subscription	7475	6.00
Editor & Publisher	Library Subscription	7476	7.00
The Shakespeare Newsletter	Library Subscription	7477	3.00
Sky Publishing Corp.	Library Subscription	7478	7.00
G. Schirmer, Inc.	Library Subscription	7479	5.40
The Sewanee Review	Library Subscription	7480	5.00
American Forestry Assoc.	Library Book	7481	5.40
Johnson Publishing Co.	Library Subscription	7482	4.00
Modern Drama	Library Subscription	7483	2.00
Journal of Retailing	Library Subscription	7484	5.00
Audiovisual Center, Univ. of Iowa	Film Rental	7485	7.16
American Dental Assoc.	Film Rental	7486	6.00
Publications Distribution Service	Library Book	7487	7.38
Purdue Univ. (Void)	Registration Fee	6976	(25.00)
			<u>\$7,886.83</u>

Reimbursement:

Educational Fund	\$7,196.52
Building Fund	41.85
Auxiliary Fund	614.39
Trust & Agency Fund	34.07
	<u>\$7,886.83</u>

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

To: Treasurer

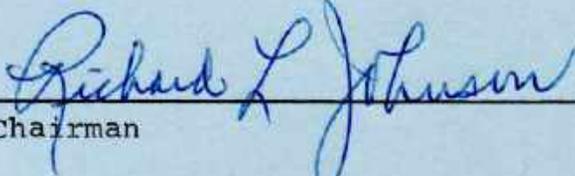
From: Board of Trustees

SUBJECT: Approval of Estimated Payroll Expenditures
December 16, 1969 to February 15, 1970

The following estimated payrolls in the amount of \$688,000.00 are hereby authorized for payment:

December 16 - 31, 1969	
Regular Payroll	\$166,000.00
January 1 - 15, 1970	
Regular Payroll	\$166,000.00
January 16 - 31, 1970	
Regular Payroll	\$166,000.00
February 1 - 15, 1970	
Regular Payroll	<u>\$166,000.00</u>
	<u>\$664,000.00</u>

Date of Approval: December 18, 1969


Chairman


Secretary

I. SUBJECT

Request for one year maternity leave.

II. REASON FOR CONSIDERATION BY BOARD

This is a request for a long term leave requiring board approval.

III. BACKGROUND INFORMATION

Dr. Anna Marie Yates has written the attached letter and forwarded it through the administrative channels for action by the board. Mrs. Yates was one of the first counselors hired by the College and she has been an excellent member of the staff. We regret that she will be leaving us but we are happy in the opportunity she has to begin counseling her own family.

IV. RECOMMENDATION

It is recommended that the board approve a maternity leave for Mrs. Anna Marie Yates.



December 8, 1969

Mr. Richard L. Johnson, Chairman
Board of Trustees
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

Dear Mr. Johnson:

At the close of the first semester of the 1969-1970 school year at Harper College, I wish to be granted a leave of absence. The leave for which I am applying is specified in the Policy Manual, 3.3.5, item I.

The past two and one-half years with the counseling department at Harper College have been the most rewarding and educationally stimulating years of my life. I am very grateful for the opportunity of being a member of the Harper College faculty.

Very sincerely yours,

Anna Marie Yates, Ph.D.
(Mrs. Douglas H. Yates)
Counselor

AMY:kh

I. SUBJECT

Counselor appointment

II. REASON FOR CONSIDERATION BY BOARD

New staff appointment

III. BACKGROUND INFORMATION

This appointment would fill the position vacated by Dr. Yates' request for a leave. Mr. William Nelson is a person of wide experience and background who has already served Harper College as a part time teacher and counselor. He has had excellent experience in the business world and he would be assigned to the business division. He has been counseling in our evening division, working closely with our counseling staff, and he is highly recommended by all who have known and worked with him. Mr. Nelson is continuing study toward the doctorate. We feel we are fortunate to secure his services on a full time basis in the middle of the year.

IV. RECOMMENDATION

It is recommended that Mr. Nelson be employed as a full time counselor for the second semester at the rank of Assistant Professor for a salary of \$5,750.

BOARD INFORMATION SHEET
WILLIAM RAINEY HARPER COLLEGE

AREA Student Affairs

CANDIDATE

William E. Nelson

FIELD

Counseling

PREPARATION

(Degree, School,
Semester Hours in
Subject Field)

B.S. Banking and Finance, University of Illinois

M.S. in Education, Northern Illinois Certification in

guidance and counseling. 51 graduate hours in guidance

and counseling.

MAJOR AREAS

TEACHING EXPERIENCE

(If applicable)

Dates and positions

Part-time lecturer Business Division, Harper College 1968-69

Two courses per semester (Bus. 111)

1969 - Part-time counselor - evenings 1st semester Harper College

OTHER EXPERIENCE

Community Service:

Member of Bd. of Education, Highland Park, Deerfield
High School District 113, 1962-68. (President 1967-68)

Member of Joint School Board Consolidation Committee 1963-68.

Member of Bd. of Ed., Dist. #109, Deerfield, Ill. 1959-62.

Chairman, Skokie Valley Dist., Boy Scouts of America 1951-56.

Member of Bd. of Directors, United Fund, Deerfield,
Bannockburn. 1954-65

HONORS AND

DISTINCTIONS

Chairman, Red Cross Fund Drive, Warren Township, 1949-50.

President, Gurnee Chamber of Commerce, 1949-51.

Member of Bd. of Directors, Lake County Chapter, American
Red Cross, 1951-54.

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Assistant Professor \$5,750 for second semester 69-70.

RECOMMENDED BY
(Signatures)

Guerrina Fischer

Dean of Guidance

James Hamway

Vice President of Student Affairs

FOR BOARD ACTION

SUBJECT:

Appointment of Mrs. Frances Blosser Maguire for the second semester 1969-70 as a temporary lecturer in English. Mrs. Maguire was on a one semester contract with Harper College for the first semester of 1969-70.

REASON FOR CONSIDERATION BY THE BOARD:

Official appointment of Mrs. Maguire to teach in the area of English due to needs in the Communications Division for her services.

BACKGROUND INFORMATION:

Mrs. Maguire has a Bachelor of Science degree from Central Missouri State College and a Master of Arts degree from the University of Missouri in English. She has six hours in English from Middlebury College and 4 hours in English at the University of Missouri which are beyond her Masters degree. She has taught 5 years at Proviso High School and has had 9 years in secondary education. She has been teaching on a part-time basis for Harper College since 1967. Mrs. Maguire lives in Palatine, Illinois.

RECOMMENDED ACTION:

That Mrs. Frances B. Maguire be appointed a temporary lecturer for the second semester of 1969-70 for the Communications Division at a salary of \$6,100.00

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Frances Blosser Maguire

FIELD (Suggested Teaching Area) English Communications
DIVISION

PREPARATION B.S. Central Missouri State College

(Degree, School, Year Received & Semester Hours in Teaching Field) M.A. University of Missouri (English), 1948

Plus 8 hours past Masters: University of Missouri

Plus 6 hours past Masters: Middlebury College

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD

MAJOR AREAS English

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.) Wichita H.S. (1948-50), Marshall, Mo. H.S. (1950-55),

Proviso H.S. (1955-59)

William Rainey Harper College (1967-69):

part time - six courses. Full time - Fall, 1969

OTHER EXPERIENCE

HONORS & DISTINCTIONS Valedictorian of high school class; 3rd in undergraduate

class; college scholarship

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

RANK & SALARY Temporary Lecturer (English) \$6,100.00 for one semester

RECOMMENDED BY Robert Powell Robert Powell DIVISION CHAIRMAN

John A. Birkhoff DEAN

[Signature] VICE PRESIDENT

[Signature] PRESIDENT

MEMORANDUM

December 9, 1969

TO: Dr. Lahti
FROM: Dr. Schauer
SUBJECT: Resignation of Mrs. Elena Rutter

Mrs. Elena Rutter wishes to resign from her position as Instructor in Data Processing effective January 23, 1970.

Mrs. Rutter's resignation resulted from the fact that she could not be given a day schedule and that she is concerned about her personal safety on campus during the evening hours due to safety, insufficient lighting, and other environmental factors on campus.

I hereby recommend that this resignation be honored.



CHS/js

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid Q-870 for the purchase of Music Instruments.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Ten bid requests were sent out with four companies responding. A tabulation of the bids is on the following pages.

III. SUMMARY:

In many instances substitutes were bid and they were evaluated in regard to cost, function and quality. Whenever possible the low bid has been recommended, but in other instances the Music Department did not feel that the substitute item bid would meet the minimum requirements and/or give Harper College the most value for each dollar spent.

IV. RECOMMENDATION:

The Administration recommends that the Board award the bid as follows on next page:

FOR BOARD ACTION

IV. RECOMMENDATIONS: (continued)

Items 1,2,3, & 4 to R. Bauman for a total cost of	\$ 5,847.00
Items 5,6,7,8,12,16 & 17 to Karnes Music for a total cost of . . .	17,552.00
Items 9,15,19,22 & 25 to Lyon & Healy for a total cost of	699.60
Items 10,11,13,14,18,20,21,23 & 24 to Mount Prospect Music for a total cost of	<u>3,817.00</u>
TOTAL OF ALL AWARDS	\$ 27,915.60

We will submit these items to HEW for reimbursement under moveable equipment for our Phase II. Reimbursement, however, will not be received until the completion of all Phase II purchases.

MUSIC INSTRUMENTS

BIDDER → ITEM ↓	Mount Prospect Music Center		Lyon & Healy	Karnes		Baldwin † (R. Bauman) †	
1.	1,835.00 Yamaha 5'8"	2,076.00 Yamaha 6'1"	3,960.00	3,196.00 Yamaha 7'5"	NB	2,796.50 Baldwin 6'3"	
	3,670.00	4,152.00	7,920.00	6,392.00		5,593.00	
2.			170.00 Alt.			Baldwin	
	125.00		225.00	NB	NB	119.00	
3.	NB		45.00	Incl'd in Item 1	NB	39.00	
4.	95.00		99.00	86.50	NB	48.00	
	190.00		198.00	173.00		96.00	
5.	NB		NB			NB	
6.	NB		NB		17,897.00 or		
				14,464.00			
7.	NB		NB		15,377.00		
8.	NB		NB				
9.	NB		132.00	155.00	NB	NB	
10.	595.00 Story & Clark	620.00 Yamaha P2C	690.00	620.00 Yamaha P2B	NB	695.00 Baldwin	594.50 Kohler & Cmpb
	1,785.00	1,860.00	2,070.00	1,860.00		2,085.00	1,783.50
11.	BRS		BRS		NB	NB	NB
	219.00		422.00	384.50			
12.	HP-2		HP-2	HP-2	NB		
	251.00		264.00	HR 272.00			
13.				Selmer			
	297.00		331.00	273.00			
14.					NB		
	410.00		460.00	429.00			
15.	Le Blanc				NB		
	639.00		471.00	479.00			

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

Quotation Request No. Q-870		Date 11/3/69	page 1 of 3	Quotation Due 2:00 p.m., CST. November 21, 1969	
Item No.	Quantity	Description		Unit Price	Extension
1.	2	L Type Steinway Pianos			
2.	1	Steinway Adjustable Bench			
3.	1	Steinway Bench			
4.	2	piano Carriers for the above			
5.	24	Wurlitzer Electric Pianos, Model 276 with Earphones, Built-in Switches and benches			
6.	1	Wurlitzer Electric Piano, Model 276 with Earphones, Built-in Switches and Bench for Teacher			
7.	1	Wurlitzer Control Console			
8.	3	Cable Assemblies			
9.	1	Strobo-Tuner (Conn)			
10.	3	Everett Ebonized Studio Pianos with Bench			
11.	1	Oboe (Linton, Model ZR6)			

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.

I 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 _____

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

Item No.	Quantity	Description	Unit Price	Extension
Quotation Request No. Q-870		Date 11/3/69	Page 2 of 3	
		Quotation Due 2:00 p.m., CST, November 21.		
12.	1	Oboe (Linton, Model HP)		
13.	1	Buffet E ^b Soprano Clarinet		
14.	1	Alto Clarinet (LeBlanc No. 420)		
15.	1	E ^b Contra-Bass Clarinet (Selmer-Bundy No. 1440)		
16.	3	Tubas (Conn 24J)		
17.	3	Tuba Cases for the above (Hard Type or Model)		
18.	1	Bass Drum (Ludwig No. 806P) 16" x 36", Silver Sparkle		
19.	1	Bass Drum Stand (Ludwig No. 792) Tilting Model for 16"		
20.	1	Orchestra Bells (Musser No. 645) Steel Bars, 2½ Octaves		
21.	1	Gong (Paiste No. 757, 30" Dia.)		
22.	1	Gong Stand, (Paiste No. 762)		

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 _____

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. Micic

Station Request No. Q-870		Date 11/3/69	page 3 of 3	Quotation Due 2:00 p.m.CST, November 21, 1969	
Item No.	Quantity	Description		Unit Price	Extension
23.	1	Gong Mallet (Ludwig No. 329)			
24.	1	Chimes (Musser No. 635)			
25.	2	Chimes Mallets for above			
		<p><u>Note 1:</u> Brand names are used, however it is to be understood that the "or equal" phrase is implied even though not specifically mentioned.</p> <p><u>Note 2:</u> Complete descriptive literature must be submitted with the bid for any substitutes offered.</p> <p><u>Note 3:</u> Harper College reserves the right to determine whether or not substitutes are acceptable equals.</p>			

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 _____

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid Q-845 for the purchase and installation of Multi-Media Systems.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Ten requests were sent out with six responses received, three of which were no bid. The tabulation of the bids is listed below.

<u>ITEM</u>	<u>ANCHA ELECTRONICS</u>	<u>COR-PLEX</u>	<u>RICH ENGINEERING</u>	<u>MILGO ELEC. TELEMATION M.W. COM-TECH</u>
I.	\$ 42,630.00	\$ 37,520.00	\$ 49,354.04	NB
IA.	- 9,980.00	- 7,609.00	- 9,186.40	↓
II.	40,300.00	39,608.00	52,738.94	
III.	66,180.00	70,835.00	84,754.48	
	<u>\$149,110.00</u>	<u>\$147,943.00</u>	<u>\$186,847.46</u>	
	\$139,130.00	\$140,334.00	\$177,661.06	Total IA, II & III

FOR BOARD ACTION

III. SUMMARY:

The alternate IA is a much less desirable approach and the slightly lower cost, percentage wise, is more than offset by the better results and functionalism of the Amphicon larger screen projection system.

A copy of Dr. Voegel recommendations is attached.

IV. RECOMMENDATION:

The Administration recommends that the bid be awarded to COR-PLEX for a total amount of \$147,943.00 contingent on Harper College's receipt of approval from HEW.

np/12/12/69

W I L L I A M R A I N E Y H A R P E R C O L L E G E

MEMORANDUM

DATE 12/11/69

TO: Mr. D. Misic *GHV*
FROM: George H. Voegel, Dean, Learning Resources
RE: Bid Recommendation for Lecture-Demo Centers

After a careful review by appropriate L.R.C. staff of the bid proposals submitted by the various companies bidding on the revised specifications for the seven Lecture-Demo Centers, it is recommended that a contract be awarded to Cor-Plex International Corp. based on the following:

1. The company has appeared to meet all the criteria of the specifications.
2. The list of equipment to be installed meets the specifications.
3. It was the lowest bid price received.

GHV/jf

cc: Mr. C. Stockman
 Mr. J. Novak

1.3.6

WILLIAM RAINIER HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

I. 300 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE \$ _____

ALT. #1 - Delete Amphicon large screen
projection systemLess \$ _____

Nine (9) 23" video monitors
installed Add \$ _____

II. 125 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE

TOTAL (2 systems) \$ _____

III. 72 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE

TOTAL (4 systems) \$ _____

TOTAL COST of System I, System II, and System III, as
specified in Section 100, pages 101 to 130 \$ _____

THIS BID FORM MUST BE SIGNED BY AN OFFICER OF THE COMPANY

Company _____

Signature _____

Title _____

*** SPECIFICATIONS FOR THE SOUND AMPLIFICATION ***
AND TELEVISION SYSTEMS, LECTURE/DEMO ROOMS

SCOPE OF WORK

The contractor shall furnish and install a complete sound and television system in each Lecture/Demo Room (total 7) with the necessary equipment, wiring, conduit, etc. required to install a system of broadcast quality in excellent working order as outlined herein and on the specification drawings.

Notwithstanding the detailed information contained in this specification, it is the responsibility of the contractor to supply a working overall system. The contractor is responsible for verifying the completeness of the drawings, parts list, the correctness of the type numbers, and the overall suitability of the equipment to meet the main purpose of the specification.

Any additional equipment needed in order to meet all requirements specified herein, even if not specifically mentioned herein or on the drawings, shall be supplied by

the contractor without claim for additional payment.

The contractor shall also be responsible for adjusting and balancing the system, demonstrating the system to the owner and his representatives, cooperating with any acceptance tests, readjusting the system as required following any acceptance tests, and guaranteeing and servicing the system as stated herein.

MATERIALS AND EQUIPMENT

All materials and equipment shall be new and shall conform with the applicable provisions of Underwriter's Laboratories and the American Standards Association.

Items of equipment specified herein by manufacturers' type numbers are to indicate the quality and functional performance required of the system and its components. Substitutions of equal equipment will be permitted only with the written permission of the owner or his representative. Each request for acceptance or substitute equipment must be accompanied with measured data proving the equivalence of the proposed substitute in quality and per-

formance. Such data may also be required before acceptance of substitute mechanical equipment. The owner or his representative shall be the final judge of the validity of the submitted data.

Material finishes, colors and the appearance of all equipment shall be subject to the approval of the owner or his representative.

CONTRACTOR SUBMITTALS

A. Bid Proposals

All bid proposals shall contain a complete and accurate list of major items of equipment, quantity, mfg. model number.

A list of similar multimedia installations shall be furnished with the bid.

B. Shop Drawings

The contractor shall prepare block diagrams indicating the proposed connections of all equipment to be furnished, detailed drawings of control facilities, and equipment and loudspeaker mounting. These drawings must be approved

by the owner or his representative before the contractor commences fabrication or installation.

PERMITS

The contractor shall without additional charge obtain all permits necessary for the performance of any work pertaining to the installation, and conform in all trades with all local by-laws and codes.

The contractor shall also without additional charge maintain insurance with a reputable insurance company to the full value of the equipment and material on site. The insurance shall cover loss from fire, vandalism and theft, and shall be carried until formal acceptance of the completed work. Additional insurance must be maintained to protect the supplier and/or the general contractor against damage claims for personal injury, including death which may arise during the performance of the work covered by this specification. Certificates of all insurance shall be filed with the owner and shall be subject to his approval as to the accuracy of protection.

INSTALLATION

The contractor shall supply all racks, wire, conduits, etc. required for the installation, and needed to provide a completed usable multimedia system to the extent that such items are not included in the existing installation or elsewhere in the building specifications.

All equipment other than portable equipment shall be firmly held in place. A safety factor of at least three times the maximum load shall be used for all supports and fasteners. All cables, receptacles, switches, and jacks shall be clearly and permanently marked before completion of the systems.

The contractor shall provide within ten working days after awarding of the contract projection equipment as indicated in the specifications (without modifications) shall be provided for temporary use by the college.

The contractor must take the necessary precautions to prevent hum in the systems, provide adequate ventilation, and to mount the equipment so as to provide reasonable safety and convenience for the operator.

All connections shall be made with rosin-core solder or with mechanical connectors approved by the owner or his representative. The wiring shall conform to standard broadcast practices and under no circumstances shall lines be spliced in conduits.

Lines shall be run in separate conduits for microphone levels (below -20dbm), line level circuits, loudspeaker circuits, and power circuits. All microphone level and line level conduits shall be mechanically and electrically connected to receptacle

boxes and electrically connected to a good earth ground.

EXECUTION OF WORK

The system installation, cabling, etc. shall be neat and completed in a workman-like manor. All boxes, covers, equipment, etc. shall be plumb and square. The contractor shall keep the same project co-ordinator and installation foreman in charge until system completion, unless circumstances arise beyond the control of the contractor. The contractor shall keep the job adequately staffed at all times and co-operate with the other trades. The contractor shall without claim for extra payment make minor moves or changes necessary to accommodate other equipment or to improve appearance.

The job site and all equipment shall be left clean and free of marks and blemishes.

FUNCTIONAL REQUIREMENTS.

System Description. - The functional requirements of the seven (7) Lecture/Demo Centers, one 300 seat, two 125 seat, and four 72 seat, are very similar so the following description of the 300 seat will apply to all the Lecture/Demo Centers with the differences shown in the system outlines and diagrams.

The dual channel sound amplification system for the 300 seat Lecture/Demo Center is shown on drawing JN-1A, using Altec professional audio equipment or drawing JN-1R, using RCA professional audio equipment or equivalent.

The amplifiers, audio tape recorder, patch panels, power supplies, etc. shall be housed in an up-right rack permanently fastened to the wall in the projection booth and hinged to provide access to the rear of the equipment.

The projection booth will be the main control point of all functions with remote control of the necessary functions from the lectern.

Provisions should be made for the control of the visual and audio devices by the following means:

1. Audio tape (included in specification).
2. Punch tape (future).
3. Computer (future).

The moveable lectern (see drawing JN-10) shall provide the instructor with controls for three (3) 35mm slide projectors, one (1) 16mm projector, one (1) video tape recorder, and one (1) audio tape recorder. The projector lamp ON/OFF switch shall be interlocked with the fan ON/OFF switch in the projection booth (see drawing JN-8).

Two (2) DC lamps and dimmer control, microphone, timer and warning lights, master level control, and house dimmer lights control shall be permanently mounted to the operating surface of the lectern. The

projector, VTR and audio tape recorder push buttons shall be miniature illuminated switches mounted to a sub-panel. The back lighted top panel, made of plastic, shall be made so it can be easily removed for lamp replacement.

The two (2) top covers and writing surface (see drawing NJ-10) shall hinge up and retract into the lectern for storage and expose the cassette tape recorder, Sony video monitor, and the future student response system controls. The Sony video monitor must be capable of being elevated to a position above the lectern, rotated 360°, and being locked in place. The cassette tape recorder will be provided by the college.

A telephone system shall be installed to provide communications from the lectern to the projection booth and all projection booths must be able to communicate with each other and central control.

The contractor shall provide two (2) EmCor II equipment racks with hinged back door and the necessary patch panels for the termination of all feed cables from the Lecture/Demo to central control in the L.R.C. building.

1. 300 SEAT LECTURE/DEMO CENTER

A. Projection booth equipment

1. Metalworks upright rack permanently mounted to the wall and hinged to provide access to the back of the equipment.
2. Viking 230 - two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-1A or JN-1R.
4. Wall or corner mounted baffles for monitor speakers.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Six (6) dual plug patch cords.
9. Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic model AF, 35mm slide projectors with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control and the necessary lenses to project a 10' wide image, installed and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).
10. Provide one (1) Bell & Howell model 614 for local operation from the projection booth.

B. Lectern - (see drawing JN-10)

1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf and hinged door.

2. Hydraulic type elevator mechanism with approx. 12" of travel for height adjustment.
3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.
4. AC receptacles in the lectern for the TV monitor, cassette recorder, and electric pointer.
5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal holder, and extension.
7. Timer and warning light indicator.
8. Master level control.
9. Three (3) sets of 35mm projector remote control push buttons, miniature illuminated.

10. One (1) set of 16mm projector remote control push buttons, miniature illuminated.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC 800 video tape recorder.
12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttons.
14. Panel for future student response meters.
15. Panel for future student response controls under writing surface.
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Turntable

Provide one (1) Fairchild model 755 stereo turntable in a model 756 cabinet. The necessary equalizers and amplifiers to provide line level output (0db to +4db) are to be mounted in the cabinet to provide a self-contained unit.

D. Television distribution

1. Two (2) video distribution amplifiers, RCA PDA-3 one (1) bridging input, four (4) output, rack mounted in projection booth.
2. Six (6) receptacle plates on side walls for video monitors and wired to distribution amplifiers.

Ceiling mounted high resolution large screen television projector (Amphicon 260) located so as to project a ten foot (10') wide image on the screen.

Control unit for large screen projector to be installed in projection booth.

ALT. #1. In lieu of the Amphicon 260 system -

Nine (9) 23" video monitor, RCA or Conrac, installed.
Six (6) monitors wall mounted, and three (3) monitors on special castered carts.

II. 125 SEAT LECTURE/DEMO CENTERS**A. Projection booth equipment**

1. Metalworks upright rack permanently mounted to the wall, and hinged to provide access to the back of the equipment.
2. Viking 230 - two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-2A or JN-2R.
4. Wall or corner mounted baffles for monitor speakers.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Six (6) dual plug patch cords.

9. Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic Model AF slide projectors with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control; and the necessary lenses to project a 6 1/2' wide image, installed, and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).

B. Lectern - (see drawing JN-10)

1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf hinged door.

2. Hydraulic type elevator mechanism with approx. 12" of travel for height adjustment.

3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.

4. AC receptacle in the top compartment for the monitor and cassette recorder.

5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal holder extension.
7. Timer and warning light indicator.
8. Master level control.
9. Three (3) sets of 35mm slide projector remote control push buttons, miniature illuminated.
10. One (1) set of 16mm projector remote control push buttons, miniature illuminated.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC800 video tape recorder.
12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttons.

14. Panel for future student response meters.
15. Panel for future student response controls under writing surface:
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Television Distribution

1. One (1) video distribution amplifier, RCA PDA-3, one (1) bridging input, four (4) output, rack mounted in projection booth.
2. Four (4) receptacle plates on side walls for video monitors.
3. Four (4) 23" video monitors, RCA or Conrac, installed on wall brackets.

III. 72 SEAT LECTURE/DEMO CENTERS

A. Projection booth equipment

1. Metalworks upright rack permanently mounted to the wall and hinged to provide access to the back of the equipment.
2. Viking 230 - Two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-3A or JN-3R.
4. Wall or corner mounted baffle for monitor speaker.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Three (3) dual plug patch cords.

Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic Model AF 35mm slide projector with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control; and the necessary lenses to project a 6 1/2' wide image, installed and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).

B. Lectern - (see drawing JN-10)

1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf and hinged door.
2. Hydraulic type, elevator mechanism with approx. 12" of travel for height adjustment.
3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.

4. AC receptacle in the top compartment for the monitor and cassette recorder.
5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal, holder, and extension.
7. Timer and warning light indicator.
8. Master level control.
9. Two (2) sets of 35mm slide projector remote control push buttons, miniature illuminated.
10. One (1) set of 16mm projector remote control push buttons, miniature illuminated.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC 800 video tape recorder.

12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttons.
14. Panel for future student response meters.
15. Panel for future student response controls under writing surface.
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Television distribution

1. One (1) video distribution amplifier, RCA PDA-3.

one (1) bridging input, four (4) output, rack mounted in projection booth.

2. Four (4) receptacle plates on side walls for video monitors.

Four (4) 23" video monitors, RCA or Conrac, installed on wall brackets.

TELEPHONE SYSTEM DESCRIPTION

Provide a common talk selective ring telephone system between the projection booths and their associated lectern, communications between projection booths, and projection booths to central control. The instructor shall be able to pick up the telephone handset and be in direct communications with the associated projection booth without having to depress any selector pushbuttons or dialing.

The projectionist shall be able to, by push button, select any projection booth or central control.

PERFORMANCE REQUIREMENTS

The sound amplification system's overall performance requirements may be checked by measurements. The system, as designed, meets the following requirements, based upon available data and manufacturers' published specifications. The contractor shall be responsible for use of the equipment specified in the manner specified, each component's conformance with its manufacturer's specifications to assure that the complete system meets the frequency response requirements stated hereinafter, and for adjusting gain of each power amplifier and setting loudspeaker transformer taps to assure that the system meets the uniformity of coverage stated hereinafter.

Measurements of the system performance shall be made using a calibrated ASA standard sound level meter set for "SLOW" meter damping and flat response at seated ear height anywhere within the seating areas. All interior finishes and furnishings shall be in place, and system gain shall be adjusted to provide levels of from 70 to 80db at the measuring locations for these tests.

Uniformity of Coverage - Sound pressure level (SPL) shall not vary more than ± 3 db over the entire seating area and employing as a test signal a 1/3 octave band of filtered white noise centered at 4000 Hz.

Frequency Response - Variation with frequency at any test location in the seating area shall not exceed ± 3 db from 63 to 200 Hz, ± 2 db from 200 to 2000 Hz, and ± 2 db from 2000 to 10000 Hz using a straight line from 2000 to 10000 Hz as a reference. Test signals shall be 1/3 octave bands of filtered white noise centered on ASA preferred frequencies and applied at any microphone input.

GUARANTEE AND SERVICE

The system and all equipment shall be guaranteed to be free of defective components (including tubes and transistors) and faulty workmanship for a period of one year from the date of final acceptance. If any materials prove to be defective within the above period, they shall be replaced by the contractor's qualified personnel within two normal working days at no expense to the owner.

The contractor must carefully instruct the owner's operating personnel in the operation, care, and maintenance of the installation before the installation can be considered complete.

The contractor shall be required to answer all service calls within twenty-four hours.

DIAGRAMS, DRAWINGS AND INSTRUCTION MANUALS

The contractor shall furnish the following for each system.

1. A simplified block diagram of the system giving the essentials of the installation and their functional relationship. The diagram shall be mounted behind glass and hung near the audio equipment rack in each Lecture-Demo projection booth.
2. A complete systems operating instruction book, including all block and schematic diagrams and equipment instruction manuals for each Lecture-Demo projection booth and a complete set for a master file.

DEMONSTRATION AND ACCEPTANCE TESTING

When the contractor has supplied all diagrams and has completed the acceptance tests, he shall notify the owner

that the system is complete and ready for demonstration.

Demonstration - The contractor or his agent shall demonstrate operation of each major component and of the complete installation using each input and the telephone line input.

Acceptance Tests - These acceptance tests will be performed by the contractor in the presence of a representative of the owner.

Listening Tests - These tests may include subjective test by observers at various positions, listening under various operating conditions. Speech intelligibility surveys may be part of this testing procedure.

Acoustical Tests - Frequency response, uniformity of coverage, and system gain may be measured.

Equipment Tests - Tests may be performed on any item of equipment or group of items to determine whether it meets the specifications.

ADJUSTMENTS

In case the need for further adjustments become evident during the demonstration and testing, the contractor's work shall continue until the system operates properly.

WILLIAM RAINEY HARPER COLLEGE

December 5, 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, 1970, and ending June 30, 1971:

Chairman - Member
- Member
- Member

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the bid Q-845 for the purchase and installation of Multi-Media Systems.

II. INFORMATION:

Advertisements were run and bids solicited for the subject material. Ten requests were sent out with six responses received, three of which were no bid. The tabulation of the bids is listed below.

<u>ITEM</u>	<u>ANCHA ELECTRONICS</u>	<u>COR-PLEX</u>	<u>RICH ENGINEERING</u>	<u>MILGO ELEC. TELEMATION M.W. COM-TECH</u>
I.	\$ 42,630.00	\$ 37,520.00	\$ 49,354.04	NB
IA.	- 9,980.00	- 7,609.00	- 9,186.40	↓
II.	40,300.00	39,608.00	52,738.94	
III.	66,180.00	70,835.00	84,754.48	
	<u>\$149,110.00</u>	<u>\$147,943.00</u>	<u>\$186,847.46</u>	
	\$139,130.00	\$140,334.00	\$177,661.06	Total IA, II & III

FOR BOARD ACTION

III. SUMMARY:

The alternate IA is a much less desirable approach and the slightly lower cost, percentage wise, is more than offset by the better results and functionalism of the Amphicon larger screen projection system.

A copy of Dr. Voegel recommendations is attached.

IV. RECOMMENDATION:

The Administration recommends that the bid be awarded to COR-PLEX for a total amount of \$147,943.00 contingent on Harper College's receipt of approval from HEW.

np/12/12/69

W I L L I A M R A I N E Y H A R P E R C O L L E G E

MEMORANDUM

DATE 12/11/69

TO: Mr. D. Misic *GHV*
FROM: George H. Voegel, Dean, Learning Resources
RE: Bid Recommendation for Lecture-Demo Centers

After a careful review by appropriate L.R.C. staff of the bid proposals submitted by the various companies bidding on the revised specifications for the seven Lecture-Demo Centers, it is recommended that a contract be awarded to Cor-Plex International Corp. based on the following:

1. The company has appeared to meet all the criteria of the specifications.
2. The list of equipment to be installed meets the specifications.
3. It was the lowest bid price received.

GHV/jf

cc: Mr. C. Stockman
 Mr. J. Novak

1.3.6

W I L L I A M R A I N E Y H A R P E R C O L L E G E

Palatine, Illinois
District 512

BID FORM

I. 300 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE \$ _____

ALT. #1 - Delete Amphicon large screen
projection systemLess \$ _____

Nine (9) 23" video monitors
installed Add \$ _____

II. 125 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE

TOTAL (2 systems) \$ _____

III. 72 SEAT LECTURE/DEMO CENTER MULTIMEDIA SYSTEM, COMPLETE

TOTAL (4 systems) \$ _____

TOTAL COST of System I, System II, and System III, as
specified in Section 100, pages 101 to 130 \$ _____

THIS BID FORM MUST BE SIGNED BY AN OFFICER OF THE COMPANY

Company _____

Signature _____

Title _____

*** SPECIFICATIONS FOR THE SOUND AMPLIFICATION ***
AND TELEVISION SYSTEMS, LECTURE/DEMO ROOMS

SCOPE OF WORK

The contractor shall furnish and install a complete sound and television system in each Lecture/Demo Room (total 7) with the necessary equipment, wiring, conduit, etc. required to install a system of broadcast quality in excellent working order as outlined herein and on the specification drawings.

Notwithstanding the detailed information contained in this specification, it is the responsibility of the contractor to supply a working overall system. The contractor is responsible for verifying the completeness of the drawings, parts list, the correctness of the type numbers, and the overall suitability of the equipment to meet the main purpose of the specification.

Any additional equipment needed in order to meet all requirements specified herein, even if not specifically mentioned herein or on the drawings, shall be supplied by

the contractor without claim for additional payment.

The contractor shall also be responsible for adjusting and balancing the system, demonstrating the system to the owner and his representatives, cooperating with any acceptance tests, readjusting the system as required following any acceptance tests, and guaranteeing and servicing the system as stated herein.

MATERIALS AND EQUIPMENT

All materials and equipment shall be new and shall conform with the applicable provisions of Underwriter's Laboratories and the American Standards Association.

Items of equipment specified herein by manufacturers' type numbers are to indicate the quality and functional performance required of the system and its components. Substitutions of equal equipment will be permitted only with the written permission of the owner or his representative. Each request for acceptance or substitute equipment must be accompanied with measured data proving the equivalence of the proposed substitute in quality and per-

formance. Such data may also be required before acceptance of substitute mechanical equipment. The owner or his representative shall be the final judge of the validity of the submitted data.

Material finishes, colors and the appearance of all equipment shall be subject to the approval of the owner or his representative.

CONTRACTOR SUBMITTALS

A. Bid Proposals

All bid proposals shall contain a complete and accurate list of major items of equipment, quantity, mfg. model number.

A list of similar multimedia installations shall be furnished with the bid.

B. Shop Drawings

The contractor shall prepare block diagrams indicating the proposed connections of all equipment to be furnished, detailed drawings of control facilities, and equipment and loudspeaker mounting. These drawings must be approved

by the owner or his representative before the contractor commences fabrication or installation.

PERMITS

The contractor shall without additional charge obtain all permits necessary for the performance of any work pertaining to the installation, and conform in all trades with all local by-laws and codes.

The contractor shall also without additional charge maintain insurance with a reputable insurance company to the full value of the equipment and material on site. The insurance shall cover loss from fire, vandalism and theft, and shall be carried until formal acceptance of the completed work. Additional insurance must be maintained to protect the supplier and/or the general contractor against damage claims for personal injury, including death which may arise during the performance of the work covered by this specification. Certificates of all insurance shall be filed with the owner and shall be subject to his approval as to the accuracy of protection.

INSTALLATION

The contractor shall supply all racks, wire, conduits, etc. required for the installation, and needed to provide a completed usable multimedia system to the extent that such items are not included in the existing installation or elsewhere in the building specifications.

All equipment other than portable equipment shall be firmly held in place. A safety factor of at least three times the maximum load shall be used for all supports and fasteners. All cables, receptacles, switches, and jacks shall be clearly and permanently marked before completion of the systems.

The contractor shall provide within ten working days after awarding of the contract projection equipment as indicated in the specifications (without modifications) shall be provided for temporary use by the college.

The contractor must take the necessary precautions to prevent hum in the systems, provide adequate ventilation, and to mount the equipment so as to provide reasonable safety and convenience for the operator.

All connections shall be made with rosin-core solder or with mechanical connectors approved by the owner or his representative. The wiring shall conform to standard broadcast practices and under no circumstances shall lines be spliced in conduits.

Lines shall be run in separate conduits for microphone levels (below -20dbm), line level circuits, loudspeaker circuits, and power circuits. All microphone level and line level conduits shall be mechanically and electrically connected to receptacle

boxes and electrically connected to a good earth ground.

EXECUTION OF WORK

The system installation, cabling, etc. shall be neat and completed in a workman-like manor. All boxes, covers, equipment, etc. shall be plumb and square. The contractor shall keep the same project co-ordinator and installation foreman in charge until system completion, unless circumstances arise beyond the control of the contractor. The contractor shall keep the job adequately staffed at all times and co-operate with the other trades. The contractor shall without claim for extra payment make minor moves or changes necessary to accommodate other equipment or to improve appearance.

The job site and all equipment shall be left clean and free of marks and blemishes.

FUNCTIONAL REQUIREMENTS.

System Description. - The functional requirements of the seven (7) Lecture/Demo Centers, one 300 seat, two 125 seat, and four 72 seat, are very similar so the following description of the 300 seat will apply to all the Lecture/Demo Centers with the differences shown in the system outlines and diagrams.

The dual channel sound amplification system for the 300 seat Lecture/Demo Center is shown on drawing JN-1A, using Altec professional audio equipment or drawing JN-1R, using RCA professional audio equipment or equivalent.

The amplifiers, audio tape recorder, patch panels, power supplies, etc. shall be housed in an up-right rack permanently fastened to the wall in the projection booth and hinged to provide access to the rear of the equipment.

The projection booth will be the main control point of all functions with remote control of the necessary functions from the lectern.

Provisions should be made for the control of the visual and audio devices by the following means:

1. Audio tape (included in specification).
2. Punch tape (future).
3. Computer (future).

The moveable lectern (see drawing JN-10) shall provide the instructor with controls for three (3) 35mm slide projectors, one (1) 16mm projector, one (1) video tape recorder, and one (1) audio tape recorder. The projector lamp ON/OFF switch shall be interlocked with the fan ON/OFF switch in the projection booth (see drawing JN-8).

Two (2) DC lamps and dimmer control, microphone, timer and warning lights, master level control, and house dimmer lights control shall be permanently mounted to the operating surface of the lectern. The

projector, VTR and audio tape recorder push buttons shall be miniature illuminated switches mounted to a sub-panel. The back lighted top panel, made of plastic, shall be made so it can be easily removed for lamp replacement.

The two (2) top covers and writing surface (see drawing NJ-10) shall hinge up and retract into the lectern for storage and expose the cassette tape recorder, Sony video monitor, and the future student response system controls. The Sony video monitor must be capable of being elevated to a position above the lectern, rotated 360°, and being locked in place. The cassette tape recorder will be provided by the college.

A telephone system shall be installed to provide communications from the lectern to the projection booth and all projection booths must be able to communicate with each other and central control.

The contractor shall provide two (2) Emcor II equipment racks with hinged back door and the necessary patch panels for the termination of all feed cables from the Lecture/Demo to central control in the L.R.C. building.

1. 300 SEAT LECTURE/DEMO CENTER

A. Projection booth equipment

1. Metalworks upright rack permanently mounted to the wall and hinged to provide access to the back of the equipment.
2. Viking 230 - two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-1A or JN-1R.
4. Wall or corner mounted baffles for monitor speakers.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Six (6) dual plug patch cords.

 9. Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic model AF, 35mm slide projectors with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control and the necessary lenses to project a 10' wide image, installed and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).

 10. Provide one (1) Bell & Howell model 614 for local operation from the projection booth.
- B. Lectern - (see drawing JN-10)
1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf and hinged door.

2. Hydraulic type elevator mechanism with approx. 12" of travel for height adjustment.
3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.
4. AC receptacles in the lectern for the TV monitor, cassette recorder, and electric pointer.
5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal holder, and extension.
7. Timer and warning light indicator.
8. Master level control.
9. Three (3) sets of 35mm projector remote control push buttons, miniature illuminated.

10. One (1) set of 16mm projector remote control push buttons, miniature illuminated.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC 800 video tape recorder.
12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttons.
14. Panel for future student response meters.
15. Panel for future student response controls under writing surface.
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Turntable

Provide one (1) Fairchild model 755 stereo turntable in a model 756 cabinet. The necessary equalizers and amplifiers to provide line level output (0db to +4db) are to be mounted in the cabinet to provide a self-contained unit.

D. Television distribution

1. Two (2) video distribution amplifiers, RCA PDA-3 one (1) bridging input, four (4) output, rack mounted in projection booth.
2. Six (6) receptacle plates on side walls for video monitors and wired to distribution amplifiers.

Ceiling mounted high resolution large screen television projector (Amphicon 260) located so as to project a ten foot (10') wide image on the screen.

Control unit for large screen projector to be installed in projection booth.

ALT. #1. In lieu of the Amphicon 260 system -

Nine (9) 23" video monitor, RCA or Conrac, installed.
Six (6) monitors wall mounted, and three (3) monitors on special castered carts.

II. 125 SEAT LECTURE/DEMO CENTERS**A. Projection booth equipment**

1. Metalworks upright rack permanently mounted to the wall, and hinged to provide access to the back of the equipment.
2. Viking 230 - two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-2A or JN-2R.
4. Wall or corner mounted baffles for monitor speakers.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Six (6) dual plug patch cords.
9. Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic Model AF slide projectors with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control; and the necessary lenses to project a 6 1/2' wide image, installed, and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).

B. Lectern - (see drawing JN-10)

1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf hinged door.
2. Hydraulic type elevator mechanism with approx. 12" of travel for height adjustment.
3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.
4. AC receptacle in the top compartment for the monitor and cassette recorder.

5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal holder extension.
7. Timer and warning light indicator.
8. Master level control.
9. Three (3) sets of 35mm slide projector remote control push buttons, miniature illuminated.
10. One (1) set of 16mm projector remote control push buttons, miniature illuminted.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC800 video tape recorder.
12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttens.

14. Panel for future student response meters.
15. Panel for future student response controls under writing surface:
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Television Distribution

1. One (1) video distribution amplifier, RCA PDA-3, one (1) bridging input, four (4) output, rack mounted in projection booth.
2. Four (4) receptacle plates on side walls for video monitors.
3. Four (4) 23" video monitors, RCA or Conrac, installed on wall brackets.

III. 72 SEAT LECTURE/DEMO CENTERS**A. Projection booth equipment**

1. Metalworks upright rack permanently mounted to the wall and hinged to provide access to the back of the equipment.
2. Viking 230 - Two (2) track stereo rack mounted audio tape recorder with automatic rewind and re-cue.
3. Audio equipment as shown in schematic diagram JN-3A or JN-3R.
4. Wall or corner mounted baffle for monitor speaker.
5. Air circulating fan in equipment rack.
6. Master Power ON/OFF switch.
7. Receptacle plates at projector locations for AC and remote control cable (see JN-8).

8. Three (3) dual plug patch cords.

Provide one (1) Bell & Howell model 614 and two (2) Kodak Ektagraphic Model AF 35mm slide projector with the Kodak Carousel Programmer model #1 and Kodak Carousel dissolve control; and the necessary lenses to project a 6 1/2' wide image, installed and capable of remote operation from the lectern or signals from the audio tape recorder (see JN-8).

B. Lectern - (see drawing JN-10)

1. Lectern constructed of wood with a formica type laminated material on the non-operating surfaces, two (2) hinged top covers, hinged writing surface, two (2) drawers, and one (1) shelf and hinged door.
2. Hydraulic type elevator mechanism with approx. 12" of travel for height adjustment.
3. Sony PVJ3040 video monitor on a spring loaded elevator column which can be rotated 360°.

4. AC receptacle in the top compartment for the monitor and cassette recorder.
5. Two (2) DC swivel lamps with dimmer control to illuminate the writing surface.
6. Turner 500 microphone or equal, holder, and extension.
7. Timer and warning light indicator.
8. Master level control.
9. Two (2) sets of 35mm slide projector remote control push buttons, miniature illuminated.
10. One (1) set of 16mm projector remote control push buttons, miniature illuminated.
11. One (1) set of remote control push buttons, miniature illuminated, for IVC 800 video tape recorder.

12. One (1) set of remote control push buttons, miniature illuminated, for Viking 230 audio tape recorder.
13. Back lighted plastic cover plate for above push buttons.
14. Panel for future student response meters.
15. Panel for future student response controls under writing surface.
16. Common talk telephone and hook switch.
17. Miscellaneous cable connectors, etc. to connect lectern to receptacle plate.
18. Receptacle plate, wall mounted (see drawing JN-9).

C. Television distribution

1. One (1) video distribution amplifier, RCA PDA-3.

one (1) bridging input, four (4) output, rack mounted in projection booth.

2. Four (4) receptacle plates on side walls for video monitors. .

Four (4) 23" video monitors, RCA or Conrac, installed on wall brackets.

TELEPHONE SYSTEM DESCRIPTION

Provide a common talk selective ring telephone system between the projection booths and their associated lectern, communications between projection booths, and projection booths to central control. The instructor shall be able to pick up the telephone handset and be in direct communications with the associated projection booth without having to depress any selector pushbuttons or dialing.

The projectionist shall be able to, by push button, select any projection booth or central control.

PERFORMANCE REQUIREMENTS

The sound amplification system's overall performance requirements may be checked by measurements. The system, as designed, meets the following requirements, based upon available data and manufacturers' published specifications. The contractor shall be responsible for use of the equipment specified in the manner specified, each component's conformance with its manufacturer's specifications to assure that the complete system meets the frequency response requirements stated hereinafter, and for adjusting gain of each power amplifier and setting loudspeaker transformer taps to assure that the system meets the uniformity of coverage stated hereinafter.

Measurements of the system performance shall be made using a calibrated ASA standard sound level meter set for "SLOW" meter damping and flat response at seated ear height anywhere within the seating areas. All interior finishes and furnishings shall be in place, and system gain shall be adjusted to provide levels of from 70 to 80db at the measuring locations for these tests.

Uniformity of Coverage - Sound pressure level (SPL) shall not vary more than ± 3 db over the entire seating area and employing as a test signal a 1/3 octave band of filtered white noise, centered at 4000 Hz.

Frequency Response - Variation with frequency at any test location in the seating area shall not exceed ± 3 db from 63 to 200 Hz, ± 2 db from 200 to 2000 Hz, and ± 2 db from 2000 to 10000 Hz using a straight line from 2000 to 10000 Hz as a reference. Test signals shall be 1/3 octave bands of filtered white noise centered on ASA preferred frequencies and applied at any microphone input.

GUARANTEE AND SERVICE

The system and all equipment shall be guaranteed to be free of defective components (including tubes and transistors) and faulty workmanship for a period of one year from the date of final acceptance. If any materials prove to be defective within the above period, they shall be replaced by the contractor's qualified personnel within two normal working days at no expense to the owner.

The contractor must carefully instruct the owner's operating personnel in the operation, care, and maintenance of the installation before the installation can be considered complete.

The contractor shall be required to answer all service calls within twenty-four hours.

DIAGRAMS, DRAWINGS AND INSTRUCTION MANUALS

The contractor shall furnish the following for each system.

1. A simplified block diagram of the system giving the essentials of the installation and their functional relationship. The diagram shall be mounted behind glass and hung near the audio equipment rack in each Lecture-Demo projection booth.
2. A complete systems operating instruction book, including all block and schematic diagrams and equipment instruction manuals for each Lecture-Demo projection booth and a complete set for a master file.

DEMONSTRATION AND ACCEPTANCE TESTING

When the contractor has supplied all diagrams and has completed the acceptance tests, he shall notify the owner

that the system is complete and ready for demonstration.

Demonstration - The contractor or his agent shall demonstrate operation of each major component and of the complete installation using each input and the telephone line input.

Acceptance Tests - These acceptance tests will be performed by the contractor in the presence of a representative of the owner.

Listening Tests - These tests may include subjective test by observers at various positions, listening under various operating conditions. Speech intelligibility surveys may be part of this testing procedure.

Acoustical Tests - Frequency response, uniformity of coverage, and system gain may be measured.

Equipment Tests - Tests may be performed on any item of equipment or group of items to determine whether it meets the specifications.

ADJUSTMENTS

In case the need for further adjustments become evident during the demonstration and testing, the contractor's work shall continue until the system operates properly.

W I L L I A M R A I N E Y H A R P E R C O L L E G E

E & D BLDGS. LECTURE-DEMO CENTER CAPABILITIES

A. Television

1. TV receivers will be installed at appropriate viewing angles and distances.
2. Receive TV programs "live" from off-the-air, or from the TV studio in L.R.C.
3. Receive TV videotaped programs from TV distribution in L.R.C.
4. Playback TV videotaped programs within lecture-demo center from either the lectern or control booth.
5. By using portable camera and tripod, record demonstrations, sessions, or presentations for immediate replay or later use.

B. Other Visuals

1. Overhead projectors instructor operated from front of room.
2. Slide projectors in control booth operated remotely by the instructor from the lectern or sequenced by sound track on tape recorder in the control booth.
3. 16mm film projector in control booth operated remotely by the instructor from the lectern.
4. Capability for future remote controlling of another projector.

C. Audio

1. Playback audio tape from deck in control booth, remotely operated at lectern.
2. Record presentation on tape deck in control booth by instructor's remote control on lectern.
3. Record, at instructor's request, at studio in L.R.C.
4. Playback audio from studio in L.R.C. to lecture-demo centers.
5. Use appropriate telephone equipment plugged into lectern for telelecture talks and discussions with outside resource personnel.
6. Record on cassette tape recorder in lectern, for instructor's copy of presentation for further improvement if needed.

D. Lectern Features

1. Control of lighting in rooms.
2. Control of sound system.
3. Remote control of slide and film projectors, and tape deck in control booth.
4. Telephone jack for both telephone "telelecture" and movable computer terminal.
5. Adjustable video set for monitoring TV presentation or monitoring TV taping of demonstration.
6. Cassette tape recorder for low quality developmental use by instructors.
7. Timer, and miniturized control buttons.
8. Panel space for possible future student response system.
9. Hydraulically adjusted lectern height.
10. Jack plate for connecting VTR and other AV equipment into the lecture-demo system.

E. Other Features - In E Bldg. Only

1. A portable record turntable for quality listening.
2. Dual channel sound system.

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of the Bid Q-902 for the TV Studio and the Audio-Tutorial System equipment and installation.

II. INFORMATION:

Advertisements were run and bids solicited for the subject project. Twenty-seven bid requests were sent out and seventeen responses were received. Of these responses, one was no bid and the remainder cover only portions, in varying degrees. The basic bids and bidders are listed on the following pages.

III. SUMMARY:

The Learning Resources staff examined the bids and their analysis and recommendations are attached.

IV. RECOMMENDATION:

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

Sections I,II (except items 2&3), III & IV to TELAMATION for a total of	\$165,000.00
Items 2 & 4 of Section II to RICH ENGINEERING for a total of	4,170.00
Section V to BURGER for a total of	<u>12,974.95</u>
Grand Total of Awards	\$182,144.95

SECTION → BIDDER ↓	Section I	Section II	Section III	Section IV	Section V		
COR-PLEX	94,194	Partial	NB	NB	NB		
TELEMATION	80,000	Partial	31,500	2,750	NB		
Inst. Systems	NB	NB	NB	NB	12,255		
Gil. Custom House	86,426	Partial	NB	NB	NB		
AMPLEX	83,350	Partial	NB	NB	NB		
Inst. Tech	NB	Partial	NB	NB	NB		
ELESOUND	NB	Partial	NB	NB	NB		
Int. Video Corp.	NB	Partial	NB	NB	NB		
WENGER	NB	Partial	NB	NB	NB		
BURGESS	NB	NB	NB	NB	12,974.95		
VISUALCRAFT	NB	Partial	NB	NB	NB		
BLOCK ELEC.	NB	NB	44,630	NB	NB		
ARIES	NB	NB	31,125	2,200	NB		
COMSTOCK- GIBSON	NB	NB	41,095	NB	NB		
RICH ENGR.	120,112.34	Partial	41,095	1,940	18,287.87		
ART DRAPERIES	NB	NB	NB	1,849	NB		

W I L L I A M R A I N E Y H A R P E R C O L L E G E

MEMORANDUM

DATE 12/18/69

TO: Don Misic *DM*
 FROM: George H. Voegel, Dean, Learning Resources
 RE: L.R.C. Recommendation on Bid No. Q-902

A detailed analysis by appropriate L.R.C. staff and myself of the various bids submitted to Harper College indicates the following:

1. (a) On Sec. I, the TV studio, Telemation was low bid and met specifications at \$ 80,000
 - (b) On Sec. II, TV and media equipment, the low bid was a composite of individual low bid items by ten companies at 40,480.77
 - (c) On Sec. III, Lighting and A.C. power, Telemation was low bid at 47,500
 - (d) On Sec. IV, TV studio drapes, Art Drapes Co. was low bid at 1,849
- TOTAL, by Sections I-IV \$169,829.77
2. (a) Telemation, if awarded the contract for the total package of Sections I, II, III, & IV, (except items noted below) based on alternate studio light fixtures which met the specifications, offered a low bid of \$165,000
 - (b) TV equipment (in Sec. II) that Telemation was unable to bid on totals 4,170
- SEC. I-IV TELEMATION plus TV EQUIPMENT \$169,170
3. Other major TV system combinations, taking the compatible low bid price per section were:
 - (a) AMPEX, Sec. I 83,350
 - Sec. II Ampex, plus non bid items 53,156.55
 - Sec. III Aries Co. 50,501
 - Sec. IV Art Drapes 1,849

TOTAL \$188,856.55

12/18/69

Re: L.R.C. Recommendation on Bid No. Q-902 - continued

-2-

3.	(b) CORPLEX, Sec. I	\$ 94,194.92
	Sec. II, low bid, mixture	40,480.77
	Sec. III, Telemation (low)	47,500
	Sec. IV, Art Drapes	1,849
		<hr/>
	TOTAL	\$194,024.69
	 (c) RICH, Sec. I	\$120,112.34
	Sec. II, low bid, mixture	40,480.77
	Sec. III, Telemation (low)	47,500
	Sec. IV, Art Drapes	1,849
		<hr/>
	TOTAL	\$209,942.11

4. A summary comparison of this Section I-IV bid is as follows:

(a) Telemation, by each section	\$169,829.77
(b) Telemation, by package price	169,170.00
(c) Ampex	188,856.55
(d) Corplex	194,024.69
(e) Rich	209,942.11

5. On Section V, the Auto-Tutorial (AT) Lab., the following bids were received:

(a) Rich	18,278.87
(b) Instructional Systems	12,255.00
(c) Burgess	12,974.95

RECOMMENDATIONS

It is our recommendation that:

1. Telemation, with a package bid price for Section I-IV of \$165,000 be awarded a contract to install the system. Not only are they approximately \$20,000 than the next bidder, but also it ~~does~~ not divide the responsibility for the work to be done in these sections.
2. Rich Engineering be given a purchase order for items #2 and #3 on the Section II bid sheet, RCA TV sets and cables, for a total cost of \$4,170.00.
3. Burgess, be awarded a contract to install an A-T system in D261 for a cost of \$12,974.95. While Burgess was not low bid, some components in the Instructional System bid did not meet our specifications.

GHV/jf

1.3.2

cc: Mr. Stockman
Mr. Novak



December 12, 1969

Re: Addendum #1 to Bid Request Q-902

Gentlemen:

A. Section I - Drawing 1813

The Altec 250T Audio Console shall contain the following inputs and amplifiers to provide a full +8DB output at each line.

<u>QUANTITY</u>	<u>MODEL</u>	<u>DESCRIPTION</u>
12	9475A	Amplifier
2	13387	Input
4	15095	Line Input Transformer
4	1579A	Equalized Phone Input

B. Clarification:

Audio cable shall be Belden Beldfort and the video cable shall be co-axial with a soft drawn center conductor.

C. Addition:

The contractor shall furnish one (1) UHF and one (1) BNC connector crimping tool with the Television Studio System.

D. Change of Page 11:

Increase quantity of Model 9471A Altec Monitor Amplifier from three (3) to four (4).

Increase quantity of Model 409B Altec Loudspeaker from seven (7) to eight (8).

Include this addendum properly signed with your bid.

ADDENDUM #1 RECEIVED _____

Signature

Yours truly,

Donald M. Misic
Director of Business Services

REQUEST FOR BID



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

1. Quotation must be made on our 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" No. Q-902 and mail to:
WILLIAM RAINNEY HARPER COLLEGE
 Algonquin & Roselle Roads
 Palatine, Illinois 60067
 Attention: Mr. D. M. Misic

Quotation Request No. Q-902	Date 12/3	Page 1 of 40	Quotation Due 2:00 P.M., CST, December 17, 196
--------------------------------	--------------	--------------	--

Item No.	Quantity	DESCRIPTION	Unit Price	Extension
		<p><u>THIS BID REQUEST COVERS FIVE SECTIONS:</u></p> <p>Section I will be awarded complete.</p> <p>Section II will be awarded by item or complete, whichever is to Harper College's advantage.</p> <p>Section III will be awarded complete.</p> <p>Section IV will be awarded complete.</p> <p>Section V will be awarded complete.</p>		

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

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

SECTION I

Furnish and install a Television Studio System
as outlined in specifications Section I and the in-
stallation of the associated studio equipment in
Section II for the total sum of:

\$ _____

This Bid Form Must Be Signed By An Officer Of The Company.

Company _____

Signature _____

Title _____

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

SECTION II

<u>Qty</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total Cost</u>
4	Portable television systems as specified in Section II	\$ _____	\$ _____
30	<u>JM-345B</u> RCA instructional television receivers	\$ _____	\$ _____
30	15' co-axial cables with connectors for above receivers	\$ _____	\$ _____
10	<u>E2216T</u> Admiral instructional television receivers	\$ _____	\$ _____
10	15' co-axial cables with connectors for above receivers	\$ _____	\$ _____
40	<u>W54SE</u> Wilson T.V. carts	\$ _____	\$ _____
6	<u>PRC</u> Pixmobile carts	\$ _____	\$ _____
1	<u>2932</u> Bell & Howell VTR with electronic editing and tone wheel color		\$ _____
2	<u>2920</u> Bell & Howell VTR with color	\$ _____	\$ _____

Qty	Description	Unit Cost	Total Cost
1	<u>7800-03</u> Ampex VTR with Remote Control Panel		\$ _____
6	<u>BK5B</u> RCA Microphone	\$ _____	\$ _____
6	Atlas Floor Stands for above microphones	\$ _____	\$ _____
6	Atlas Desk Stands for above microphones	\$ _____	\$ _____
2	<u>RE16</u> Electro Voice Microphone	\$ _____	\$ _____
2	Atlas Floor Stand for above microphones	\$ _____	\$ _____
2	Atlas Desk Stand for above microphones	\$ _____	\$ _____
6	<u>BK6</u> RCA Lavalier Microphone	\$ _____	\$ _____
1	<u>PMS10</u> RCA Video Switcher		\$ _____
2	<u>AKG</u> Microphone System as specified	\$ _____	\$ _____
2	<u>LQBS-20</u> Soft-Lite Broads with 15 ft. cord, 20 amp. twist lock (Fixed Focus)	\$ _____	\$ _____
2	<u>SHD</u> Heavy Duty Standards with Casters	\$ _____	\$ _____
2	<u>LQBM-10/TV</u> Single Broads (Fixed Focus)	\$ _____	\$ _____
2	<u>B4BM-10/E</u> Four Leaf Barndoors for Single Broad	\$ _____	\$ _____
4	<u>LQB/B</u> Back-Lite with 2-way horizontal Barndoors, upper and lower	\$ _____	\$ _____
3	<u>LQM10/WYB</u> Mini-Lite 10 with 4-way Barndoors	\$ _____	\$ _____
6	<u>LQF-10</u> Multi Beam 1000	\$ _____	\$ _____
6	<u>B4QF-5</u> 4 Leaf Barndoor for Multi Beam 1000	\$ _____	\$ _____

Qty	Description	Unit Cost	Total Cost
2	<u>LQF10-30MK11</u> Focusing 1000 <u>Mark II</u>	\$ _____	\$ _____
2	<u>DL-12</u> Diffusion Lenses and Holder	\$ _____	\$ _____
2	<u>34-001</u> Lamp Tongs	\$ _____	\$ _____
5	<u>20HSP-12/TV</u> Pantographs	\$ _____	\$ _____
19	<u>B5-32/F</u> Lamps 3200k	\$ _____	\$ _____
7	<u>B5-32</u> Lamps 3200k	\$ _____	\$ _____
12	<u>B10-32E</u> Lamps 3200k	\$ _____	\$ _____
4	<u>B510-32F/1</u> Lamps 3200k	\$ _____	\$ _____
1	<u>Model A</u> Wenger Sound Module with access plate for Audio Connections		\$ _____

This Bid Form Must Be Signed By An Officer Of The Company.

Company _____ Signature _____
 Title _____

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

SECTION III

Furnish and install a television lighting
batten system as specified complete with A.C.
wiring and circuit breaker/patch panel for the
total sum of:

\$ _____

ALT. I

Installation to include specified
12KW Dimmer and Remote Control Unit

Add \$ _____

ALT. II

Installation to include specified
24KW Dimmer and Remote Control Unit

Add \$ _____

BID FORM

SECTION III - continued

Furnish and installa custom A.C. electrical
power system as specified in Section III for the
total sum of:

\$ _____

This Bid Form Must Be Signed By An Officer Of The Company.

Company _____

Signature _____

Title _____

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

SECTION IV

Furnish and install studio drapes and drapery
rail system for the total sum of:

\$ _____

This Bid Form Must Be Signed By An Officer Of The Company.

Company _____

Signature _____

Title _____

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois
District 512

BID FORM

SECTION V

Furnish and install an Audio-tutorial system
as specified for the total sum of:

\$ _____

This Bid Form Must Be Signed By An Officer Of The Company.

Company _____

Signature _____

Title _____

SCOPE OF WORK

The contractor shall furnish the equipment or complete system installation as outlined in the following sections of the specifications.

Notwithstanding the detailed information contained in the system specifications, it is the responsibility of the contractor to supply a working overall system. The contractor is responsible for verifying the completeness of the drawings, parts list, the correctness of the type numbers, and the overall suitability of the equipment to meet the main purpose of the specification.

Any additional equipment needed in order to meet the system requirements specified herein, even if not specifically mentioned herein or on the drawings, shall be supplied by the contractor without claim for additional payment.

The contractor shall also be responsible for adjusting the system, demonstrating the system to the owner and his representatives, cooperating with any acceptance tests,

TV, MEDIA EQUIPMENT, AND A.C. POWER SPECIFICATIONS

SECTION I- TV STUDIO

SECTION II- VTR'S, AND OTHER MEDIA EQUIPMENT

SECTION III- A.C. POWER, AND TV STUDIO LIGHTING

SECTION IV- TV STUDIO DRAPES

SECTION V- A-T LAB

CONTRACTOR SUBMITTALS

A. Bid Proposals

All system bid proposals shall contain a complete and accurate list of major items of equipment, quantity, mfg. model number, and description to be used in assembling the installation.

The contractors are expected to bid all or any items on the bid form. William Rainey Harper College reserves the right to reject any or all bids or any part and to accept any part of the bid deemed most favorable to the interest of William Rainey Harper College.

All contractors bidding complete system installations must visit the installation site with a representative of William Rainey Harper College.

B. Shop Drawings

The contractor shall prepare block diagrams (where applicable) indicating the proposed connections of all equipment to be furnished, detailed drawings of

readjusting the system as required following any acceptance tests, and guaranteeing and servicing the system as stated herein.

MATERIALS AND EQUIPMENT

All materials and equipment shall be new and shall conform with the applicable provisions of Underwriter's Laboratories and the American Standards Association.

Items of equipment specified herein by manufacturers type numbers are to indicate the quality and functional performance required of the system and its components. Substitutions of equal equipment will be permitted. Substitute equipment catalog sheets must be furnished with the bids proving the equivalence of the proposed substitute in quality and performance. The owner or his representative shall be the final judge of the validity of the submitted data.

Material finishes, colors and the appearance of all equipment shall be subject to the approval of the owner or his representative.

control facilities and equipment. These drawings must be approved by the owner or his representative before the contractor commences fabrication or installation.

PERMITS

The contractor shall without additional charge obtain all permits necessary for the performance of any work pertaining to the installation, and conform in all trades with all local by-laws and codes.

The contractor shall also without additional charge maintain insurance with a reputable insurance company to the full value of the equipment and material on site. The insurance shall cover loss from fire, vandalism and theft, and shall be carried until formal acceptance of the completed work. Additional insurance must be maintained to protect the supplier and/or the general contractor against damage claims for personal injury, including death which may arise during the performance of the work covered by this specification. Certificates of all insurance shall be filed with the owner and shall be subject to his approval as to the accuracy of protection.

INSTALLATION

The contractor shall supply all racks, A.C. power wiring, conduits, etc. required for the installation, and needed to provide a completed usable system to the extent that such items are not included in the existing installation or elsewhere in the building specifications.

All equipment other than portable equipment shall be firmly held in place. A safety factor of at least three times the maximum load shall be used for all supports and fasteners. All cables, receptacles, switches, circuit breakers and jacks shall be clearly and permanently marked before completion of the systems.

The contractor must take the necessary precautions to prevent hum and noise in the systems, provide adequate ventilation, and to mount the equipment so as to provide reasonable safety and convenience for the operator.

All connections shall be made with rosin-core solder or with mechanical connectors approved by the owner or his representative. The wiring shall conform to standard

electrical wiring and broadcast practices and under no circumstances shall lines be spliced in conduits.

EXECUTION OF WORK

The system installation, cabling, etc. shall be neat and completed in a workman-like manner. All boxes, covers, equipment, etc. shall be plumb and square. The contractor shall keep the same project co-ordinator and installation foreman in charge until system completion, unless circumstances arise beyond the control of the contractor. The contractor shall keep the job adequately staffed at all times and co-operate with the other trades. The contractor shall without claim for extra payment make minor moves or changes necessary to accommodate other equipment or to improve appearance.

The job site and all equipment shall be left clean and free of marks and blemishes.

SECTION I
TV STUDIO SYSTEM DESCRIPTION

The television system shall consist of a two (2) viewfinder, two (2) film chain system with special effects, switching, monitoring and terminal equipment as outlined in the specifications and on drawings JN18A through JN-25.

The consoles, equipment racks, VTR's; and film chain locations are shown on drawing JN-25. Interconnecting cables shall run through the crawlspace below the Master Control and Studio Control room floor. All consoles and racks shall be permanently mounted to the floor.

Connectors for moveable equipment, microphones, VTR's, etc. shall be permanently mounted to the walls and wire raceways shall be installed into the crawlspace. All connectors UHF/BNC shall be the crimp type where applicable and all connection for portable equipment shall terminate at patch panels.

The television contractor shall be responsible for the connections to VTR's and into the R.F. distribution system and minor changes in the distribution patching arrangement to facilitate program distribution. See list of equipment in Section II for additional information.

The monitor speakers shall be wall mounted above the control room window with the ON/OFF switches provided in the audio control

rack. Also, one way intercom shall be installed from the studio control room into the studio with the microphone and control located on the Director's Console.

The film chains shall be permanently mounted to the concrete floor at the locations shown on drawing JN-25 with the cabling run in the crawlspace. Projector control shall be provided at the film chain and remote locations.

The following list of major items of equipment is to indicate the quality and functional performance required. It is the responsibility of the contractor to supply all of the equipment necessary to install a system in excellent working order and with the functional requirements as outlined in the specifications and drawings.

MAJOR EQUIPMENT LIST

Qty	Model	Mfg	Description
2	CC330-01	Ampex	Television viewfinder camera with separate mesh 8507A vidicon and sync/blank external EIA drive
1	AC930	Ampex	Double camera remote control unit
2	Mark X-B	Zoomar	Motorized zoom lens, 15-150mm, f2.8
2	Mark X-B	Zoomar	Remote control unit
2	CA-703	Ampex	100' camera cable with connectors
2	6475	Quick-set	Gibraltar Crab pedestal
2	6245	Quick-set	Gibraltar cradle
7	MA400	Ampex	Headset with microphone
1	AC931	Ampex	I.C. Power supply
5	RND9/2R	Conrac	Dual 9" transistorized video monitors
2	RLC14	Conrac	14" transistorized video monitor
1	CZB14/c	Conrac	14" pulse cross video monitor
1	RVC23/y	Conrac	23" transistorized video monitor
1	M-8	Conrac	Pedestal mount
1	M-3	Conrac	3 wheel dolly

Qty	Model	Mfg	Description
4	528	Tektronix	Waveform monitor
2	528	Tektronix	Dual Rack frame
1	RM529	Tektronix	WaveForm monitor
1	Mark IX	Ball Research	Rack frame
6	Mark IX	Ball Research	Pulse distribution amplifiers
3	Mark IX	Ball Research	Video distribution amplifiers with Sync add:
2	TSG2000M	TeleMation	Sync generator with CO-2000 changeover
1	6501V1	Alma	Video program switcher with VIT loc.
1	6501EG	Alma	Monochrome Special Effects generator
1	8516	Alma	12 input 6 output illuminated video switcher with audio follow
As required		Trimm	Video patch panel with self terminating and self normalling jacks
12		Trim	2' video patch cords
2	TMM-203A	TeleMation	Film chain system consisting of the following:

Qty	Model	Description
1	TMM203A	Multiplexer
1	C5019	Lens
1	31-00908	Lens extender
1	EK-650-700	Slide projector with lens and base
1	614EVMS	Bell & Howell projector with pedestal
1	RP-203	19" control module-rack mount
1	RCM-22	Multiplexer and slide control
1	RCM-64	Projector control
1	TMC-2100	Vidicon camera
1	8507	Vidicon tube
1		Camera cable
1	TMV-708	Camera control unit
1	RP7072R	Dual rack mount
(NOTE: 1 req. for 2 syst		

Qty	Model	Mfg	Description
1	250-T3	Altec	Audio console
3	9061A	Altec	Program equalizer
3	9475A	Altec	Line Amplifier
3	9471A	Altec	Monitor amplifier
3	13401	Altec	Mounting tray ass'y
1	13225	Altec	Rack Mtg ass'y
1	9476A	Altec	Cue amplifier
1	405	Altec	Dia Cone loudspeaker
1	Custom		Panel
7	409B	Altec	Loudspeaker
7			Wall speaker cabinets
3	MN-8001-03	Altec	Mixer network
1	677A	Altec	Microphone
1			Microphone holder (Gooseneck type)
1	MTA10	Bogen	10 watt amplifier
1	9550	Altec	Power supply
1	9852A	Altec	Mounting tray
1	9231	Altec	Dual 8-position key switch
3	15095	Altec	Line transformer
1	12/S	QRK	12" turntable
1	ULT-11	QRK	Stereo preamplifier
1	303-12	QRK	Tone arm
1	M44-7	Shure	Cartridge
1	230	Viking	Tape recorder - two track stereo with automatic rewind re-cue and RP-120 amplifier

Qty	Model	Mfg	Description
1		Viking	Remote control unit
1	CPR21	Gates	Cartridge tape playback unit
1	CAR21	Gates	Recording amplifier
1	RCBA	Gates	Remote control unit
8 Required	PJ418	ADC	Audio patch panel
12	PJ12	ADC	2' audio patch cord
1	S3300R	Sherwood	AM/FM tuner
1	PRO-4A	Koss	Stereo headset
5	EMCOR II	Emcor	Equipment Rock (see drawing JN-20 JN-23 - JN-24)
3	EMCOR II	Emcor	Frame Sections with formica top (See drawing JN-22)
2	EMCOR II	Emcor	Consoles (see drawing JN-19-JN-21)

SECTION II
EQUIPMENT BID SPECS

Item Qty
 1 4 Portable television system consisting of the following major items:

Qty	Model	Mfg	Description
1	HV15	Shibaden	Vidicon camera (crystal controlled Horizontal Locking)
1	21'	Shibaden	Camera cable with connectors
1	SV700U	Shibaden	Video tape recorder
1	TU-12UL	Shibaden	RF/Video monitor
1	4:1		Zoom lens F1.5 - 22.5 to 90mm
1	7601	Quickset	Tripod
	7301	"	Dolly
	7201	"	Head

Classroom Receiver/Monitors

2	30	JM-345B	RCA	Instructional television receiver
3	40	Custom		15' co-axial cables with connectors for specified receivers
4	10	E2216T	Admiral	Instructional television receiver

T.V. Carts

5	40	<u>W54 SE</u>	Wilson	T.V. Carts
6	6	PRC	Advance Prod. Company	Pixmobile Cart

Video Tape Recorders

Item	Qty	Model	Mfg	Description
7	1	2932	Bell & Howell	Video tape recorder with electronic editing and tone wheel color
8	2	2920	Bell & Howell	Video tape recorder with color
9	1	7800-03	Ampex	Video tape recorder with Remote Control Unit

MICROPHONES AND MISC. EQUIPMENT

10	6	BK5B	RCA	Microphone
11	2	RE16	Electro Voice	Microphone
12	6		Atlas	Floor stands for above microphones
13	6		Atlas	Desk stands for above microphones
14	6	BK6	RCA	Microphone
15	1	PMS-10	RCA	Video switcher

2 - AKG - Microphone Systems consisting of the following:

16	1	C451E	AKG	Preamplifier
17	1	CK-2	AKG	Microphone
18	1	N46E	AKG	Power supply
19	1	H60	AKG	Shock Mount
20	2	MC-20	AKG	Microphone cords

Item

26 Studio Lamps

Qty	Model	Description
2	LQBS-20	Soft-Lite Broads with 15 ft. cord, 20 amp. twist lock (Fixed Focus)
2	SHD	Heavy Duty Standards with casters
2	LQBM-10/TV	Single Broads (Fixed Focus)
2	B4BM-10/E	Four Leaf Barndoors for Single Broad
4	LQB/B	Back-Lite with 2-way horizontal Barndoors, upper and lower
3	LQM10/WYB	Mini-Lite 10 with 4-way Barndoors
6	LQF-10	Multi Beam 1000
6	B4QF-5	4 Leaf Barndoor for Multi Beam 1000
2	LQF10-30MK11	Focusing 1000 Mark II
2	DL-12	Diffusion Lenses and Holder
2	34-001	Lamp Tongs
5	20HSP-12/TV	Pantographs

27 Lamps 3200 K

19	B5-32/F
7	B5-32
12	B10-32E
4	B510-32F/1

28 1 Wengex Sound module, Model A, with access plate for audio connections and exhaust muffler

SECTION III
LIGHTING AND A.C. POWER SYSTEM DESCRIPTION

(see drawing JN-16)
Room 110, Bldg. "F"

Major Ultra Series batten boxes in 18' lengths are to be suspended approx. 6" below the acoustical tile and directly to the concrete beams.

Each 18' length shall contain six (6) 20 Amp. receptacles and one (1) 50 Amp. receptacle wired so that each 50 Amp. circuit is on a separate 50 Amp. circuit breaker and three (3) 20 Amp. receptacles are on one (1) 20 Amp. circuit breaker. It is understood that the current drain cannot exceed 20 Amps. total on the three (3) receptacles on any one (1) 20 Amp. circuit.

The wiring from each row of battens shall go through the concrete block wall into a wire raceway in the ceiling of the adjacent room then down at any convenient location into the crawl space and then to the patch panel/dimmer control rack located in the T.V. Studio near the control room. The remote control unit is to be located in the control room (see drawing JN-16).

The contractor must also furnish the input service to the circuit breaker panel; 400 Amp. 120V/208V 3 phase 4 wire. Power is available in the basement. Northeast corner; a step down transformer will be required.

ELECTRICAL POWER - ROOM 132 BLDG. "F"

SYSTEM DESCRIPTION (SEE DRAWING JN-17)

Electrical power is to be installed at the locations marked on drawing JN-17. A custom made finished molding with a shield shall be installed on each side of the column that A.C. is shown on, and along the walls at the north end of Room 132 Bldg. "F". The shield shall divide the molding into two separate compartments, Audio Visual & A.C., with conduit coming down the column and going into each compartment.

The molding shall have the duplex outlets mounted in the lower compartment and future A.V. wiring shall run in the upper compartment.

A.C. conduits shall run above the ceiling to both utility room power panels and each duplex outlet shall be wired to a separate 20 Amp circuit breaker in these rooms.

After completing the wiring installation, the ten (10) columns indicated in drawing JN-17 shall be paneled on all four sides as per the architect's specifications for existing paneling installation in the building.

MAJOR ITEMS

1. Major Ultra Series Batten Box
2. A.C. Power Wiring to CK'T Breaker Panel/ Patch Panel

ALT. #I

- A. ColorTran Dimmer Rack with 12 KW Dimmers
RS-12-12-1
- B. ColorTran 12 Channel Remote Control with 6 Non-dims
RCMD1-12LC/6N

ALT. #II

- A. ColorTran 24 KW Dimmer Rack and 24 Channel Remote
with 12 Non-dims

SECTION IV

TV STUDIO DRAPES & DRAPERY RAIL (See Drawing JN-25)

CYC

Furnish and install TV Cyc using M.H. Lazarus & Co., New York, New York #600 Sky Blue Duck 70"-71" w.

Size shall be approximately 60' w x 12' h. Sewn flat, vertical seams. Top shall be reinforced with 3 1/2" heavy jute webbing with #3 Brass grommets inserted in heading, 12" o.c. In each grommet furnish a "S" hood for suspending to track carrier. The side hems shall be 4", bottom hem shall be 4" with chain weight encased in a separate canvas pocket sewn into hem.

STUDIO TV TRACK

Install as per layout and shall include the following: Trackmaster hardware or approved equal; straight channel shall be #501, curve runs shall be #500, all radius shall be 18'. Carriers shall be #502 and shall provide 1 per foot of Cyc and 100 extra carriers. Each carrier shall be equipped with 4" trim chains. Splicers shall be #504, hanger clamps #503. Switches shall be #510 complete with sufficient #509 control cable to mount as directed by owner.

Shop drawings of installation and details of hanging method shall be submitted for approval before installation.

SECTION V

AUDIO TUTORIAL SYSTEM DESCRIPTION

(Bldg. "D" Room 261)

The audio tutorial system installation shall consist of thirty (30) student positions and one (1) master station.

The student table top study booths shall be in groups of four (4) study position per module, with flush mounted student recorder/ reproducer and duplex A.C. receptacle mounted on the back wall.

A three (3) wire cord shall be provided at one end of the booth at table height for connection into a wall outlet. The internal wiring shall run in on 8" space behind the backwall at each station. Three (3) 117V AC shall be provided behind the removable back panel at each station.

Each student position shall be equipped with a back-space foot control allowing the student to repeat, or to

remote pause the tape, and also a plug in dual headset. The system shall be wired to permit simultaneous recording on all student machines from the master recorder/player.

The master recorder/player shall be housed in a plastic fabric covered ventilated wooden case with a carrying handle, a removable cover with storage space for a reel of tape, rubber feet and protective metal corners, power cord storage, and access opening to the rear jack panel. The unit shall also contain an internal speaker.

A master A.C. power switch and indicator light shall be provided to control power to all booths in Room D-261.

INSTALLATION

Each module is to be connected to existing A.C. outlets and a low voltage master switch with relays must be installed to energize all outlets simultaneously. Shielded audio lines are to be installed to connect each student recorder/player to a master jack panel. The master A.C.

switch and audio jack are to be located at the desk next to the lab demonstration table. All lines are to be installed so as to present the cleanest possible appearance. The modules are to be secured to existing Sheldon lab tables in Room D-261.

EQUIPMENT SPECIFICATIONS

A. Student Table top Study Modules

- 7, A-T Systems, double ranked model 4886, or equivalent without legs
- 1, A-T Systems, single ranked model 2886, or equivalent without legs

The table top, partitions, and shelf shall be of Fiberesin grade 62-P meeting Federal Specifications L-T-0041C GSA-FSS Type III with edges shaped, sanded, stained, lacquered and finished in a medium brown simulated walnut pattern. The back-wall of each station shall be a removable panel of 1/4" painted tempered pegboard. Nominal dimensions for each student position shall be 42" wide by 20" deep with the partitions rising 24" above the table top. A 12" wide shelf shall run in the center across

the top of the partitions the length of the booths.

B. Tape Player/Recorder, Microphone, and
Record Level Tape

- 1, Master player/recorder
- 30, Student player/recorder
- 1, Microphone, unidirectional, cardioid,
dynamic, model ATS-821 or equivalent
- 1, RLT375, Recording level adjustment tape

The deck shall take all standard reels up to 7" reels and each deck shall be furnished with one (1) empty self threading tape-up reel and a pair of reel retainers.

Reel speed shall be 3 3/4 ips to give 90 minutes of play on one side of a 7" reel of 1.0 mil tape. A 7 1/2 ips speed shall be obtained by adding a bushing over the capstan.

Stop, play, record (protected with safety interlock) fast forward and rewind, pause, backspace, audio volume and tone shall be controlled by suitable function knobs and switches. A remote controlled back-

space and pause, in addition to the local control, shall be provided with each student deck. These remote functions shall be low voltage controlled with a pause lock-out to prevent tape spillage during backspace. Low noise level relays shall be used to accomplish these remote functions.

Automatic power cut-off shall be provided by a micro-switch so that the reel spindles stop turning when the tape runs off at the end of the reel and tape pressure shall be removed from the head, by a lifter, during fast forward and fast reverse.

The front deck panel shall also contain a three (3) digit counter, headphone jack and VU meter to control recording level. One (1) low level microphone input jack and two (2) high level recording network input jacks shall be provided on the rear deck jack panel.

Full solid state circuitry shall be employed in the power supply and amplifiers.

ELECTRICAL PERFORMANCE REQUIREMENTS

1. Half track monaural play/record head
2. Frequency response range 50-15000 Hz at 7 1/2 ips.
SO-10,000 Hz at 3 3/4 ips Wow and Flutter: less than 0.2% RMS at 7 1/2 ips and 0.3% at 3 3/4 ips.
Signal to noise ration: Better than 45 db.
3. Power: 110-120 Volts, 60 Hz, 35 Watts max.

Audio-tutorial Systems Model SC-1 or equal.

AUDIO RECEPTION

Audio reception shall be provided by headphones for the student units and by headphones and speaker for the master unit. Dual headphone (total 35) shall be provided, 600 ohm impedance, and a straight No. 1528 tinsel heavy duty cord with coiled P155 plug.

Audio-tutorial Systems Model LT300 or equal.

GUARANTEE AND SERVICE

All equipment shall be guaranteed to be free of defective components and faulty workmanship for a period of one year from the date of final acceptance. If any materials prove to be defective within the above period, they shall be replaced within two normal working days at no expense to the owner.

The contractor must carefully instruct the owner's operating personnel in the operation, care, and maintenance of the installation before the installation can be considered complete.

The contractor shall be required to answer all service calls within twenty-four hours.

DIAGRAMS, DRAWINGS AND INSTRUCTION MANUALS

The contractor shall furnish a complete operating instruction book, including all block and schematic diagrams and equipment instruction manuals for each system.

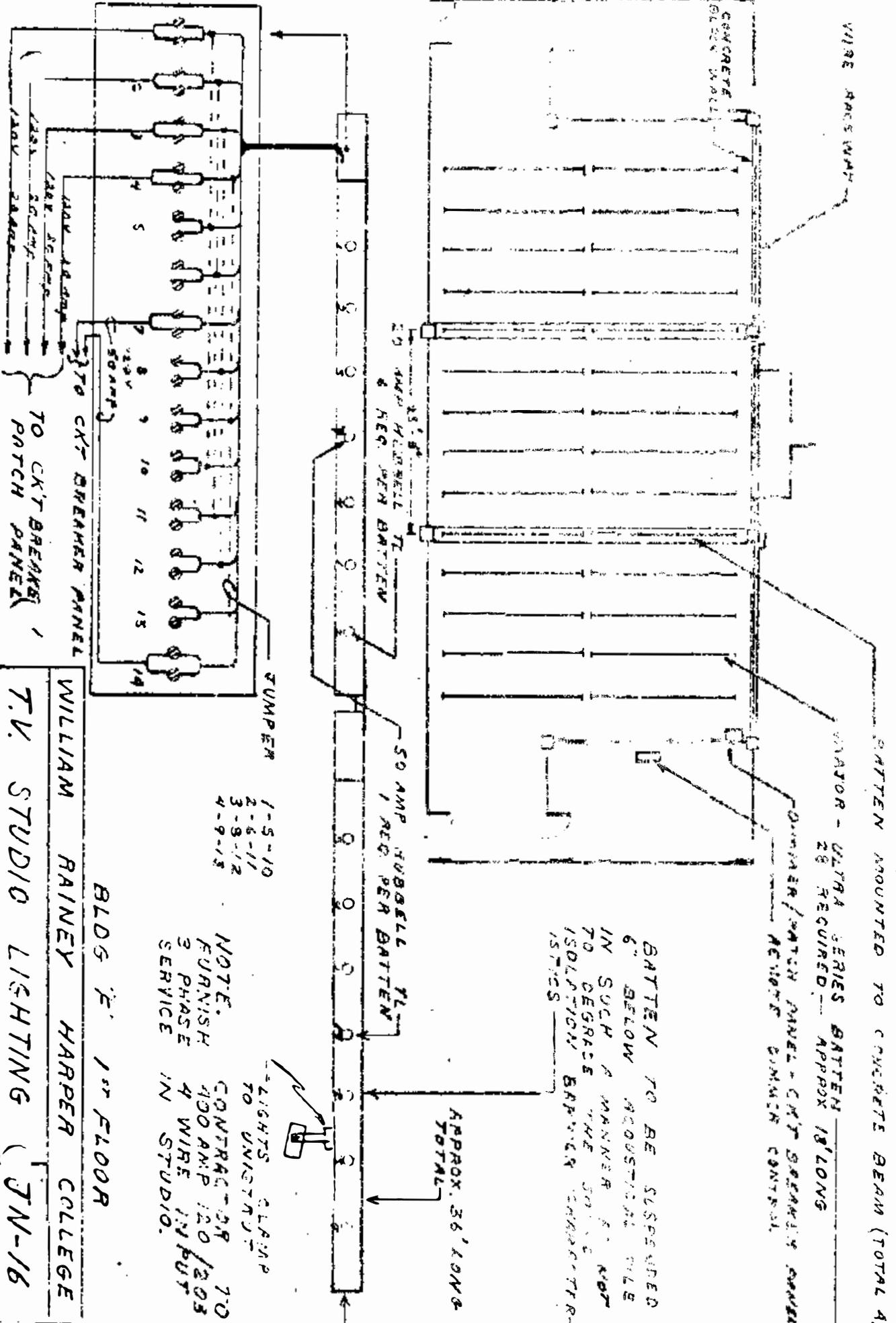
DEMONSTRATION AND ACCEPTANCE TESTING

When the contractor has supplied all diagrams and has completed the acceptance tests, he shall notify the owner that the system is complete and ready for demonstration.

Demonstration - The contractor or his representative shall demonstrate operation of each major component and of the complete installation.

Acceptance Tests - These acceptance tests will be performed by the contractor in the presence of a representative of the owner.

Equipment Tests - Tests may be performed on any item of equipment or group of items to determine whether it meets the specifications.



BATTEN MOUNTED TO CONCRETE BEAM (TOTAL 4)

INATOR - ULTRA SERIES BATTEN APPROX 18' LONG

QUINER/PATCH PANEL - CMT BREAKER PANEL
 MOVING DIMMER CONTROL

BATTEN TO BE SUSPENDED
 6" BELOW ADJUSTABLE TILES
 IN SUCH A MANNER AS NOT
 TO DEGRADE THE SOUND
 ISOLATION BARRIER CHARACTER-
 ISTICS

APPROX. 36' LONG
 TOTAL

20 AMP HUBBELL T
 4 REQ. PER BATTEN

50 AMP HUBBELL T
 1 REQ. PER BATTEN

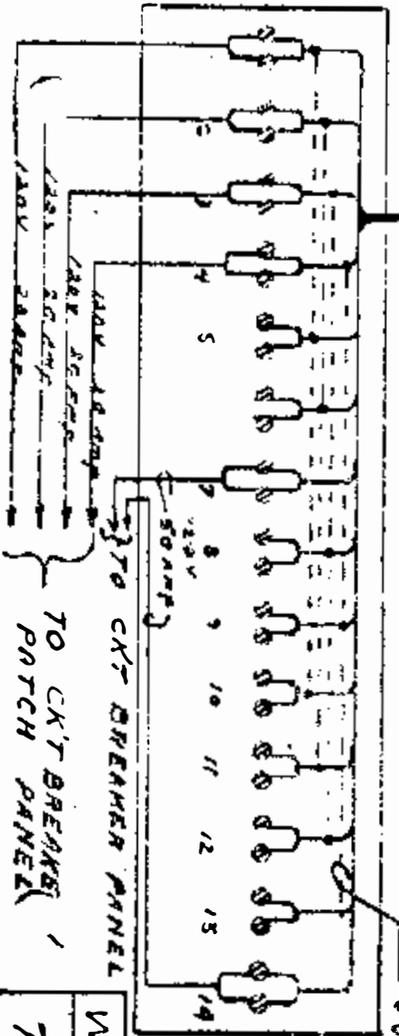
TUMPER

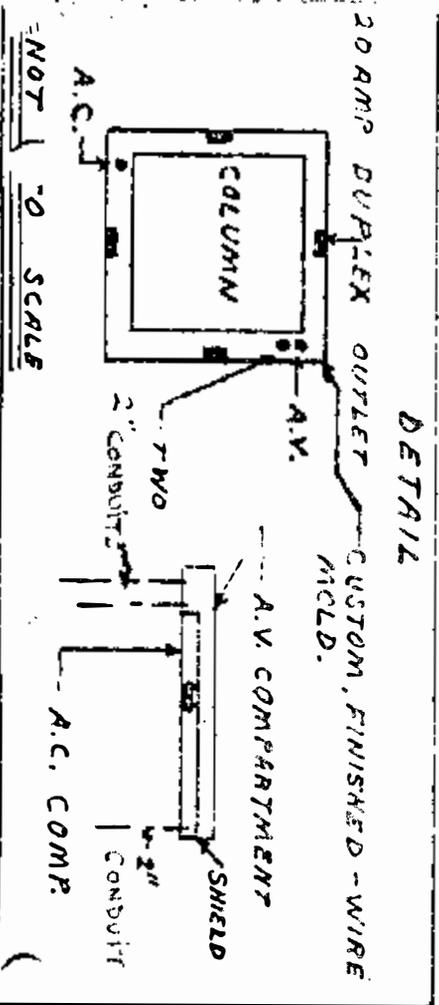
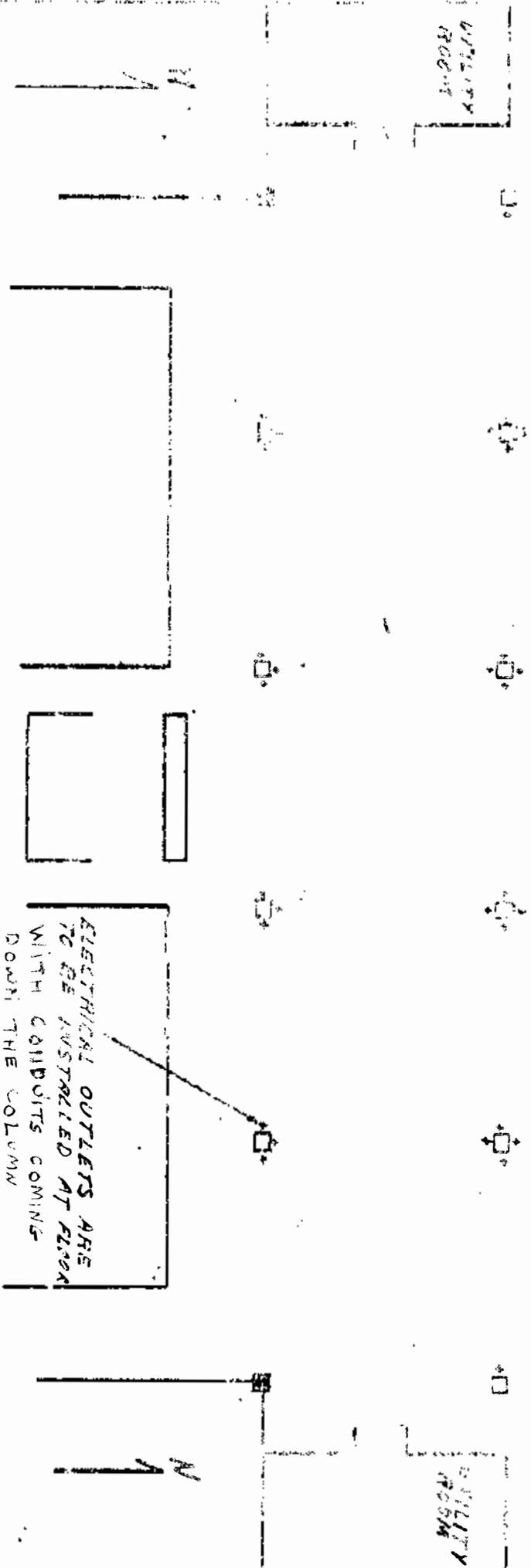
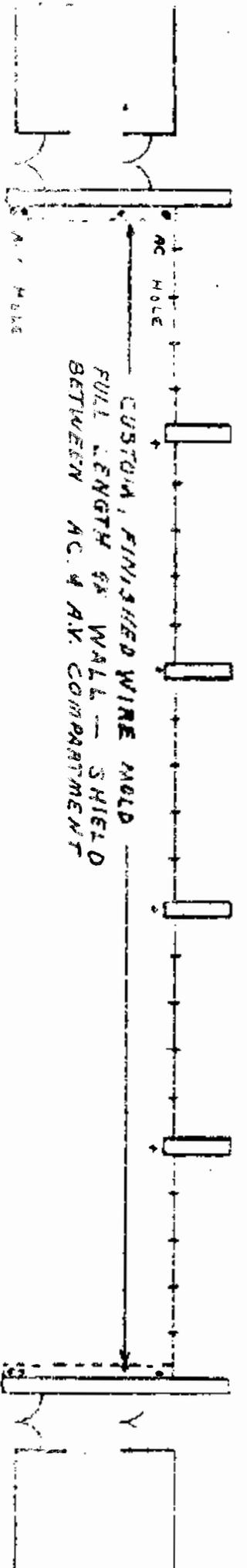
- 1-5-10
- 2-6-11
- 3-8-12
- 4-9-13

NOTE:
 CONTRACTOR TO
 FURNISH 100 AMP 120/208
 3 PHASE INPUT
 SERVICE IN STUDIO.

LIGHTS CLAMP
 TO UNISTRUT

WILLIAM RAINNEY HARPER COLLEGE
 T.V. STUDIO LIGHTING (JN-16)
 BLDG. E. 1st FLOOR

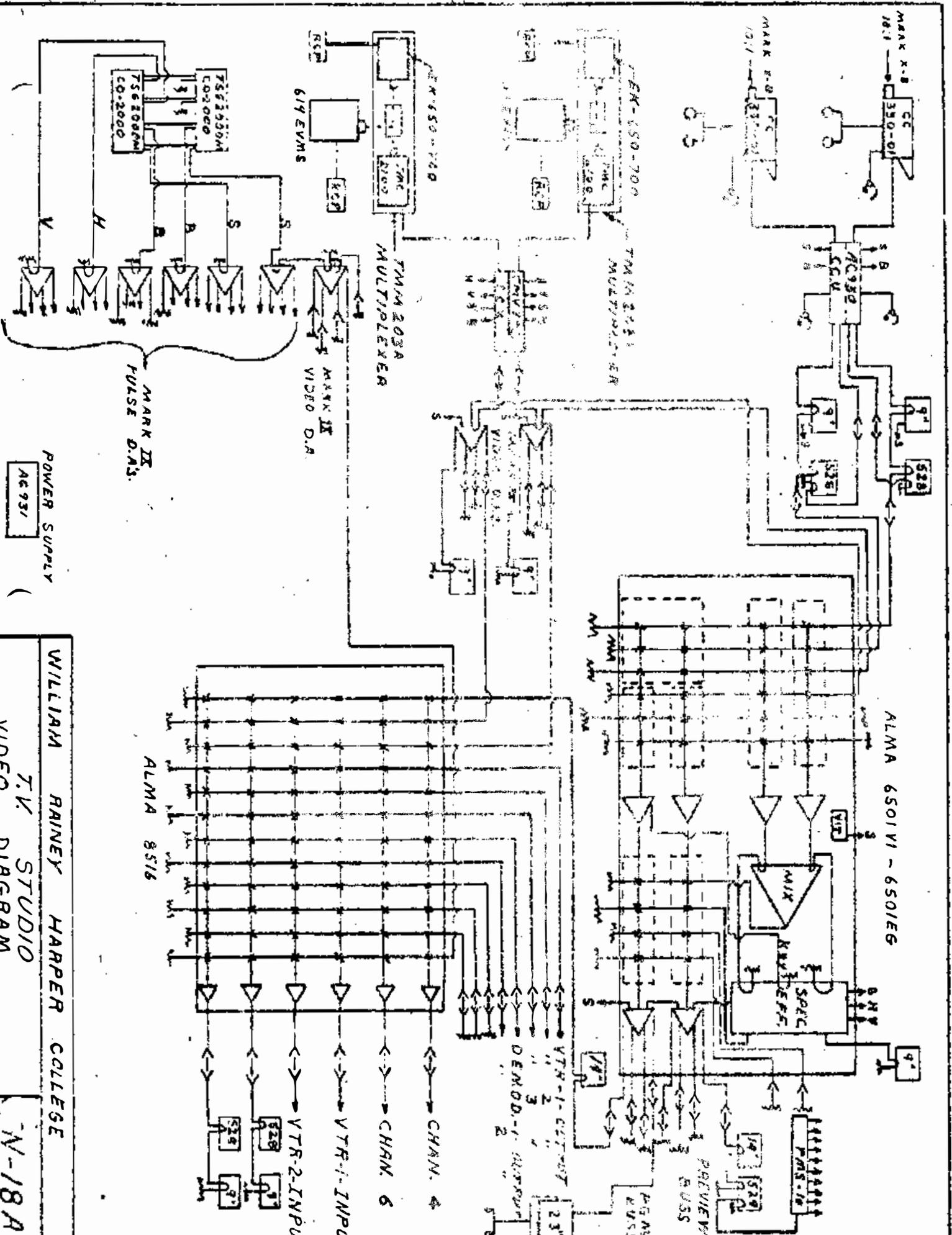




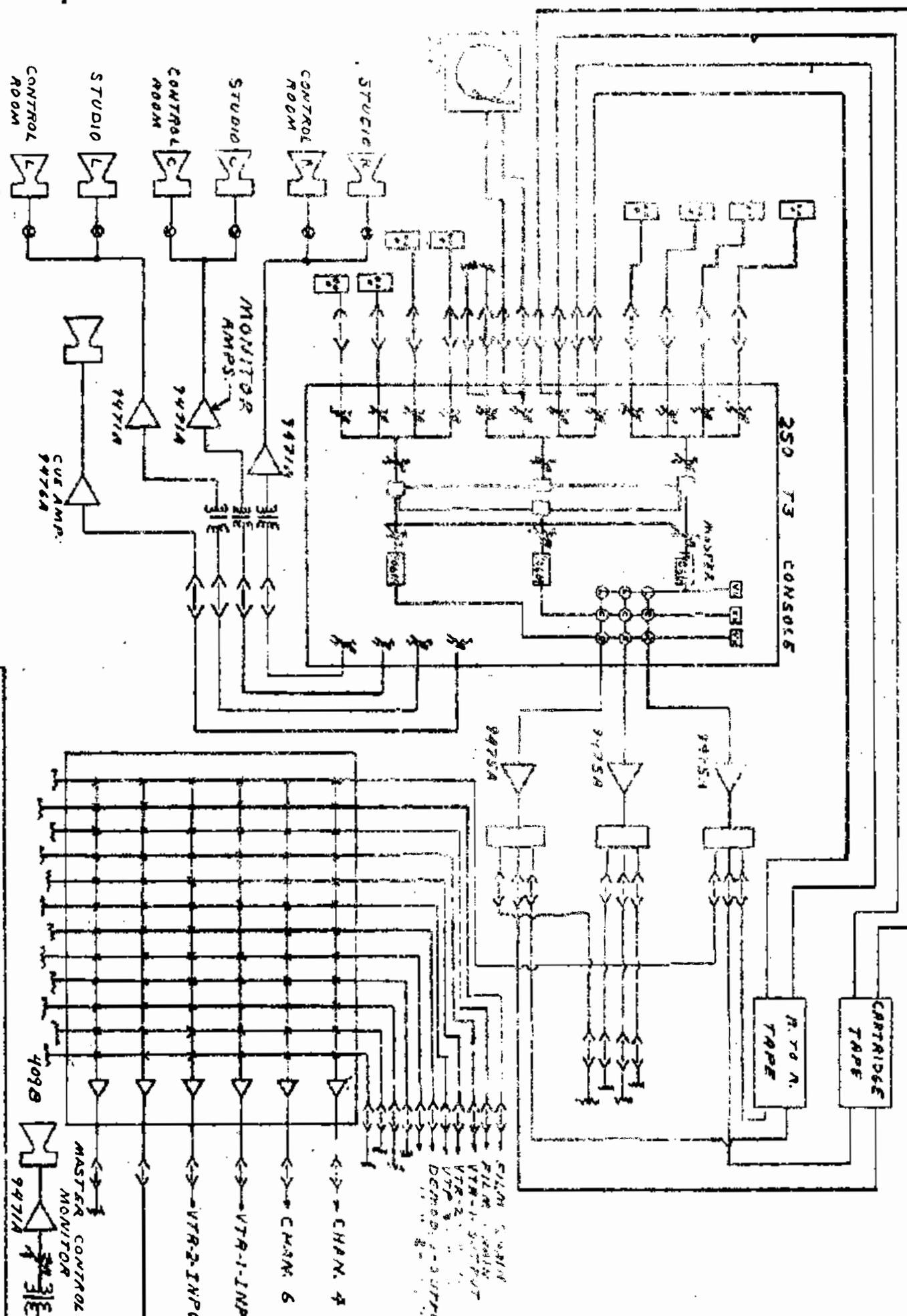
ELECTRICAL OUTLETS ARE TO BE INSTALLED AT FLOOR WITH CONDUITS COMING DOWN THE COLUMN

20 AMP DUPLEX OUTLETS
 NOTE: EACH DUPLEX OUTLET IS TO BE WIRED TO 2 1/2 IN. SKIT BREAKER - POWER PANELS ARE LOCATED IN UTILITY ROOMS - CONDUITS TO BE INSTALLED ON COLUMNS

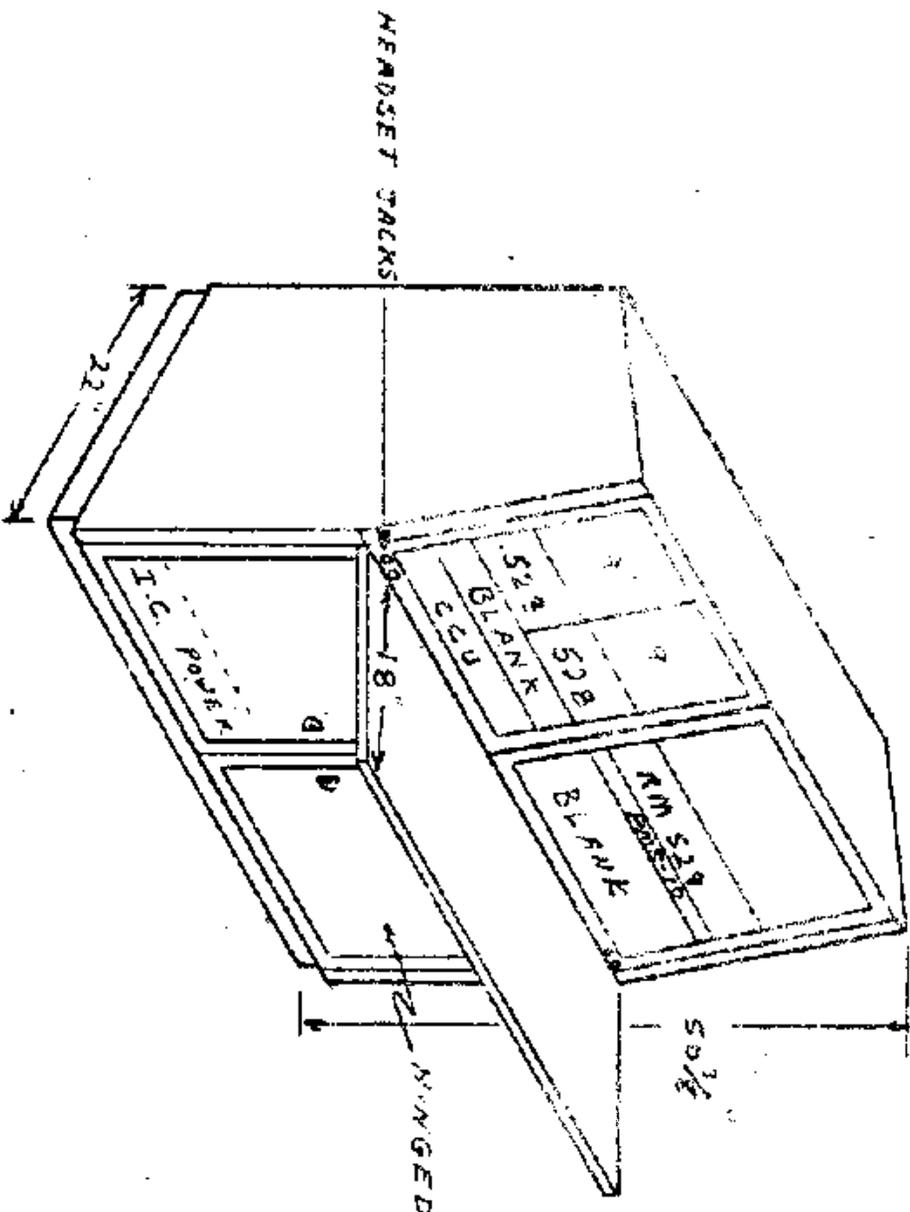
WILLIAM RAINY HARPER COLLEGE
 AC POWER ROOM 132
 TN-17



WILLIAM RAINY HARPER COLLEGE
 T.V. STUDIO
 VIDEO DIAGRAM
 N-18A

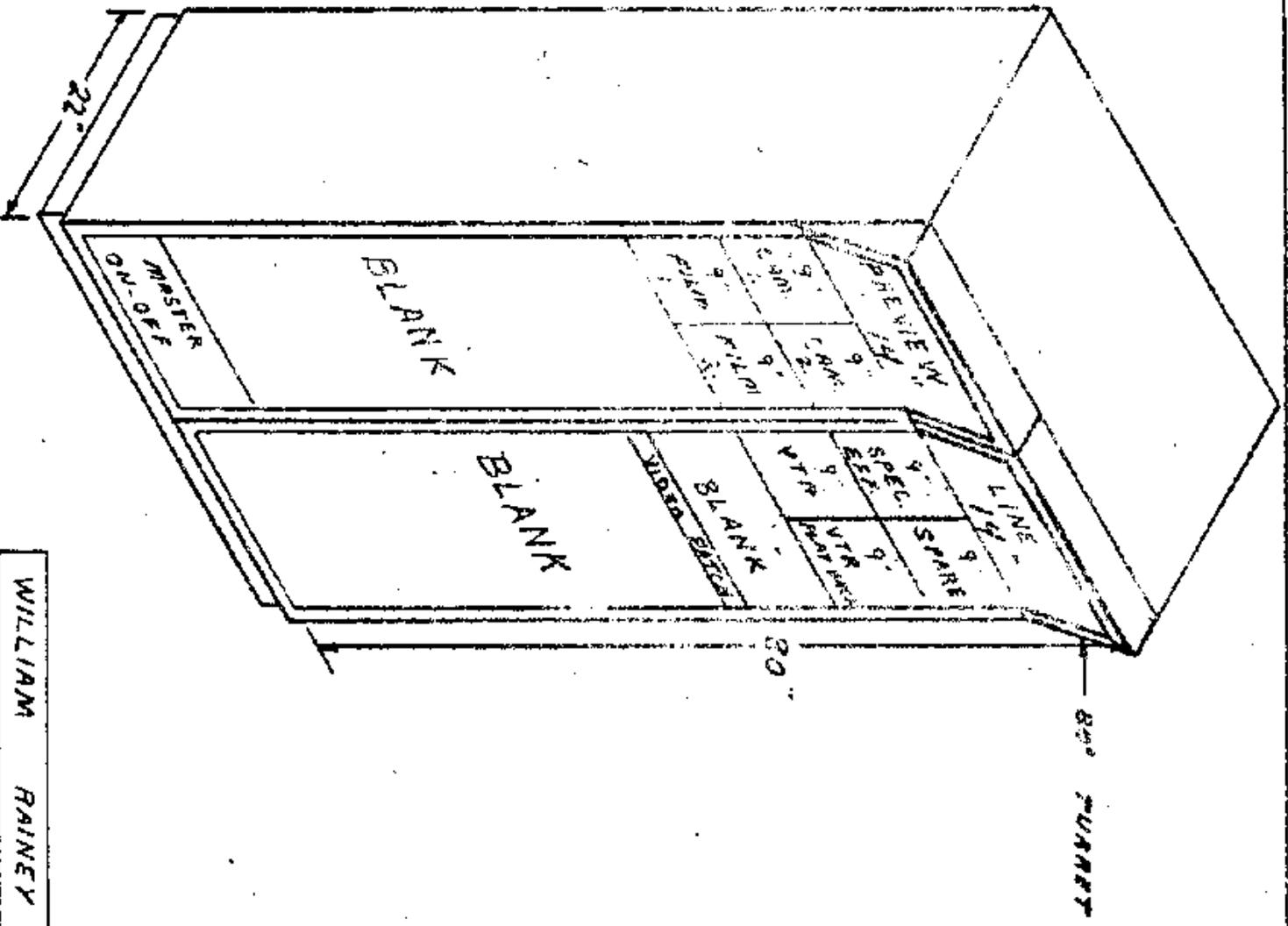


WILLIAM RAINY HARPER COLLEGE
 T.Y. STUDIO
 AUDIO DIAGRAM
 TN-18B



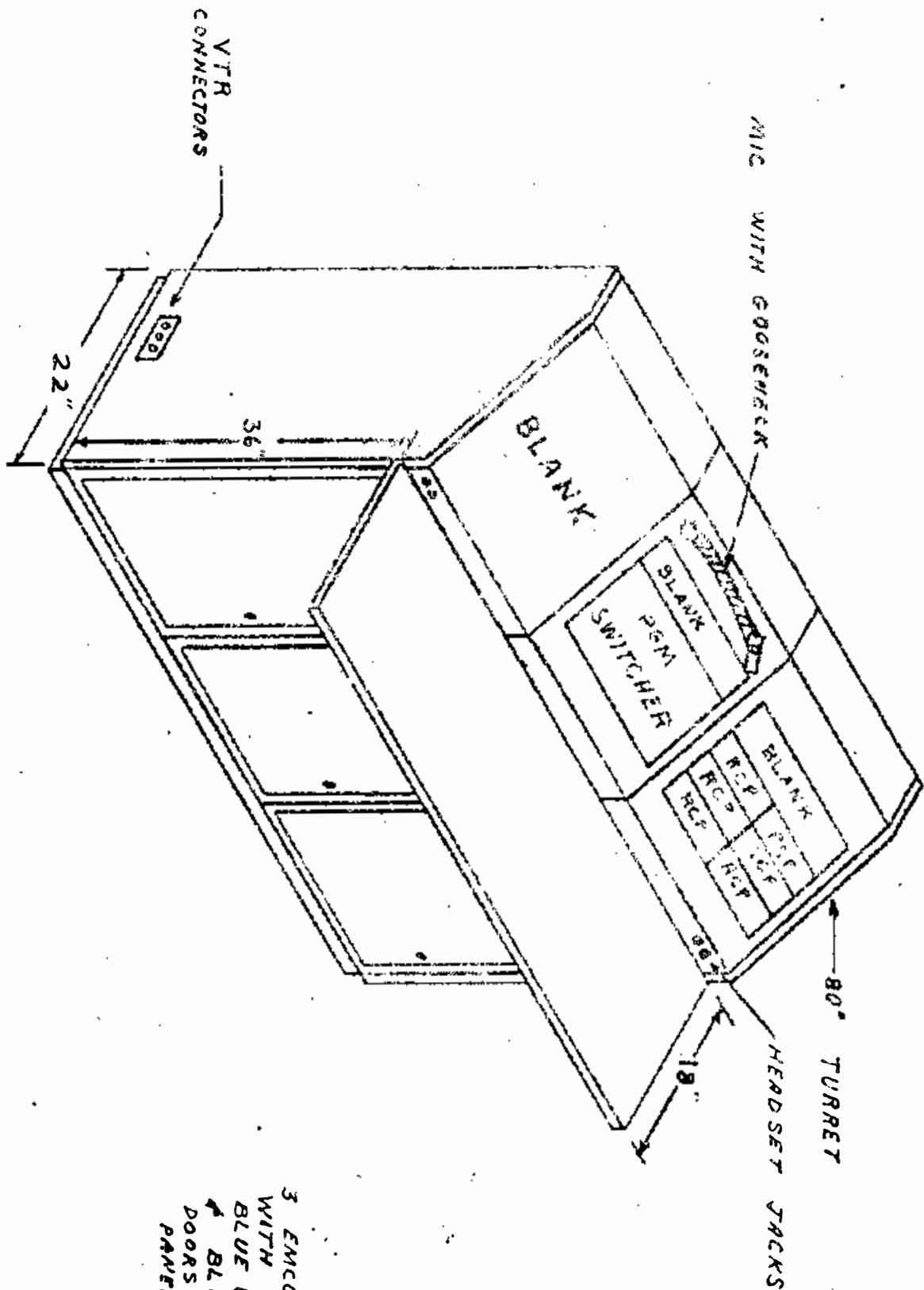
AS-247 TYPE ENCORIE
 CONSOLE WITH GRAY
 FORMICA FIN. FEET
 BLUE TOP & SIDE
 PANELS - BLUE LOUVER
 BACK PANELS - BLUE
 FLUSH DOOR & GRAY FIN.

WILLIAM RINEY HARPER COLLEGE
 VIDEO CONSOLE
 JN-19



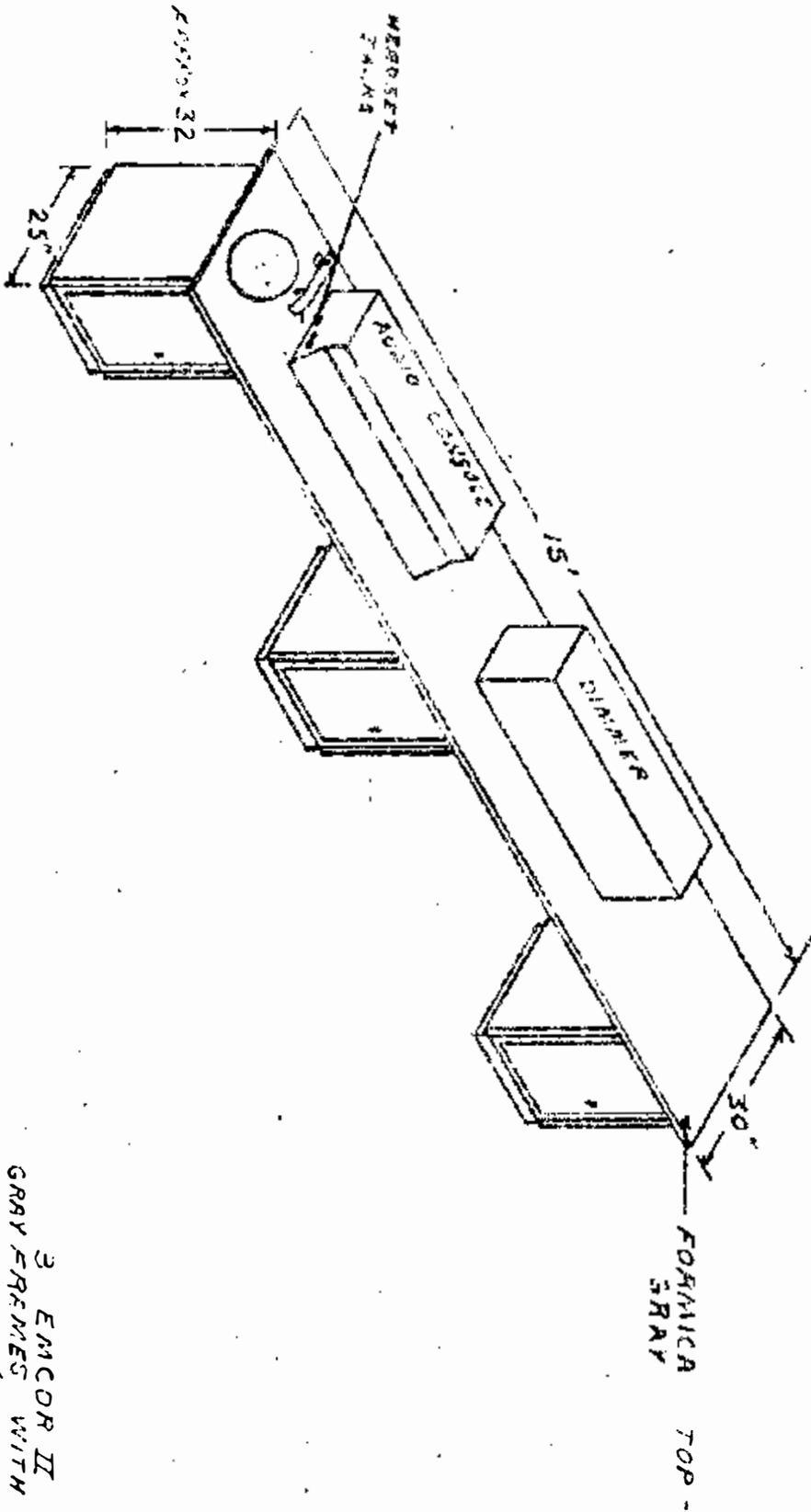
2 ENCOR II 90"x19"
 VERTICAL FRAME - GRAY IN.
 ON PUNTOON BASES.
 BLUE (#N-38U) SIDE PANEL.
 #BLUE LEFT HINGED ALL
 DOOR. - GRAY LOUVERED
 TOP PANEL

WILLIAM RAINY HARPER COLLEGE
 STUDIO CONTROL MON. BACK



3 EMCOR II GRAY FRAME
 WITH PONTON BASES.
 BLUE (EM-28U) SIDE PANEL
 & BLUE LEFT HINGED
 DOORS & BLUE REAR
 PANELS

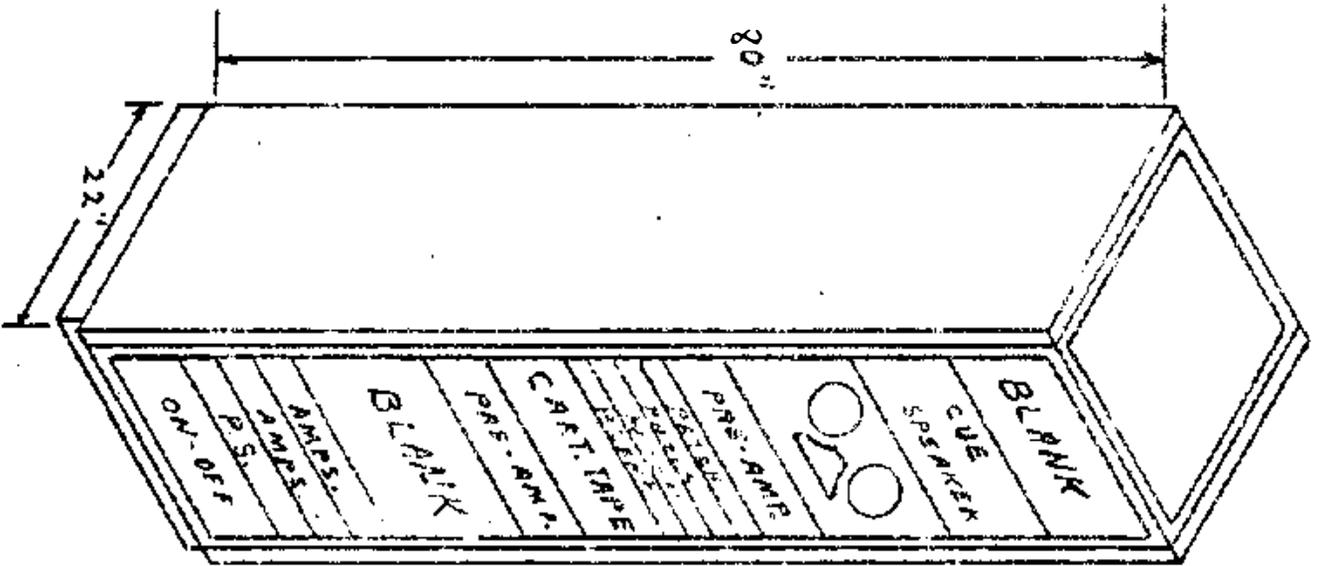
WILLIAM RAINY HARPER COLLEGE
 DIRECTOR'S CONSOLE
 JUN-21



3 EMCOR II 24 5/8 x 25
 GRAY FRAMES WITH PORTOON &
 BLUE (EMCOR) SIDE PANE
 BLUE LEFT HINGED FLUS
 DOOR

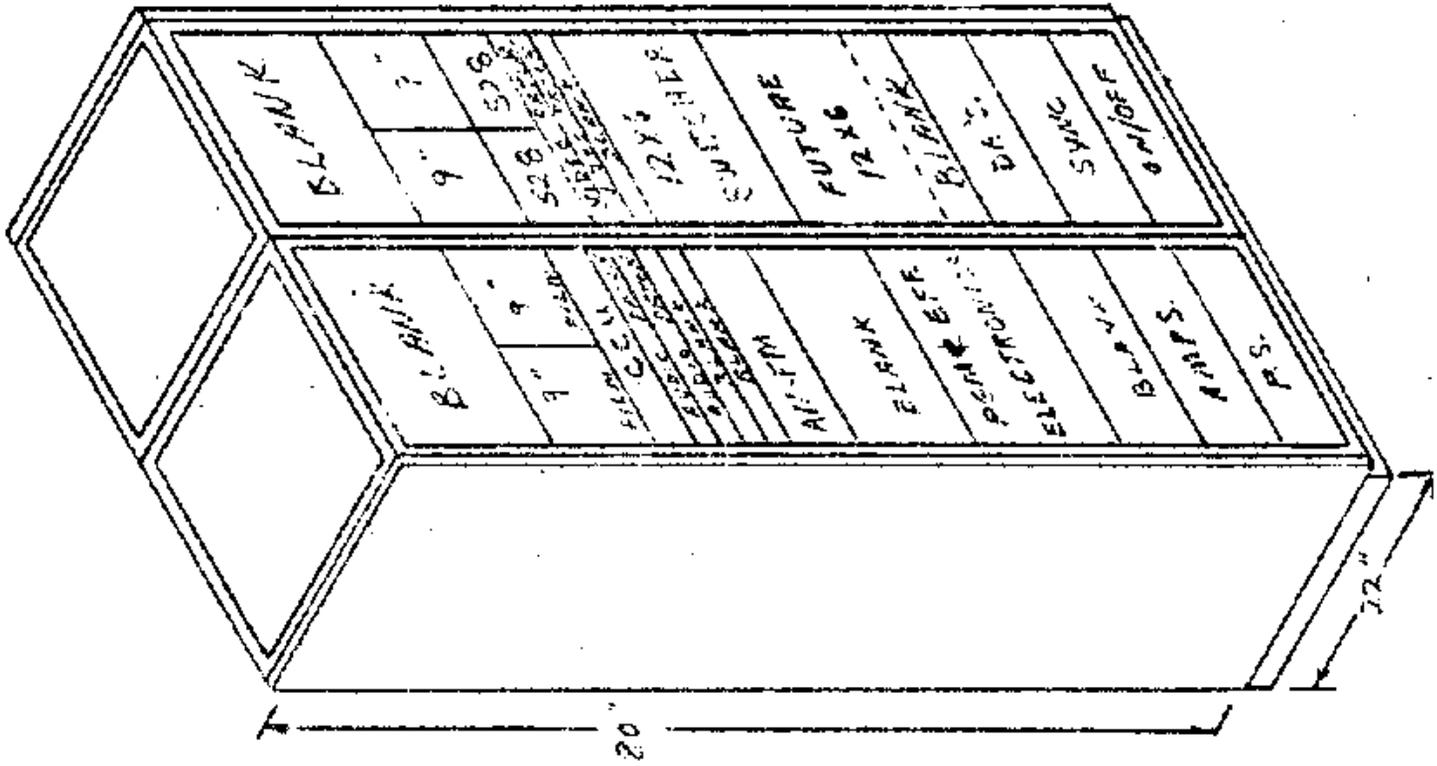
WILLIAM RAINY HARPER COLLEGE

AUDIO & LIGHTING CONSOLE JN-22



1 EMCON II BOX 19 VERTICAL
 FRAME-GRAY EN-216-ON
 PONTON BASE. BLUE (EN
 SIDE PANELS & BLUE LEFT
 HINGED FLUSH 250R
 SPRAY LOWERED TOP PAN

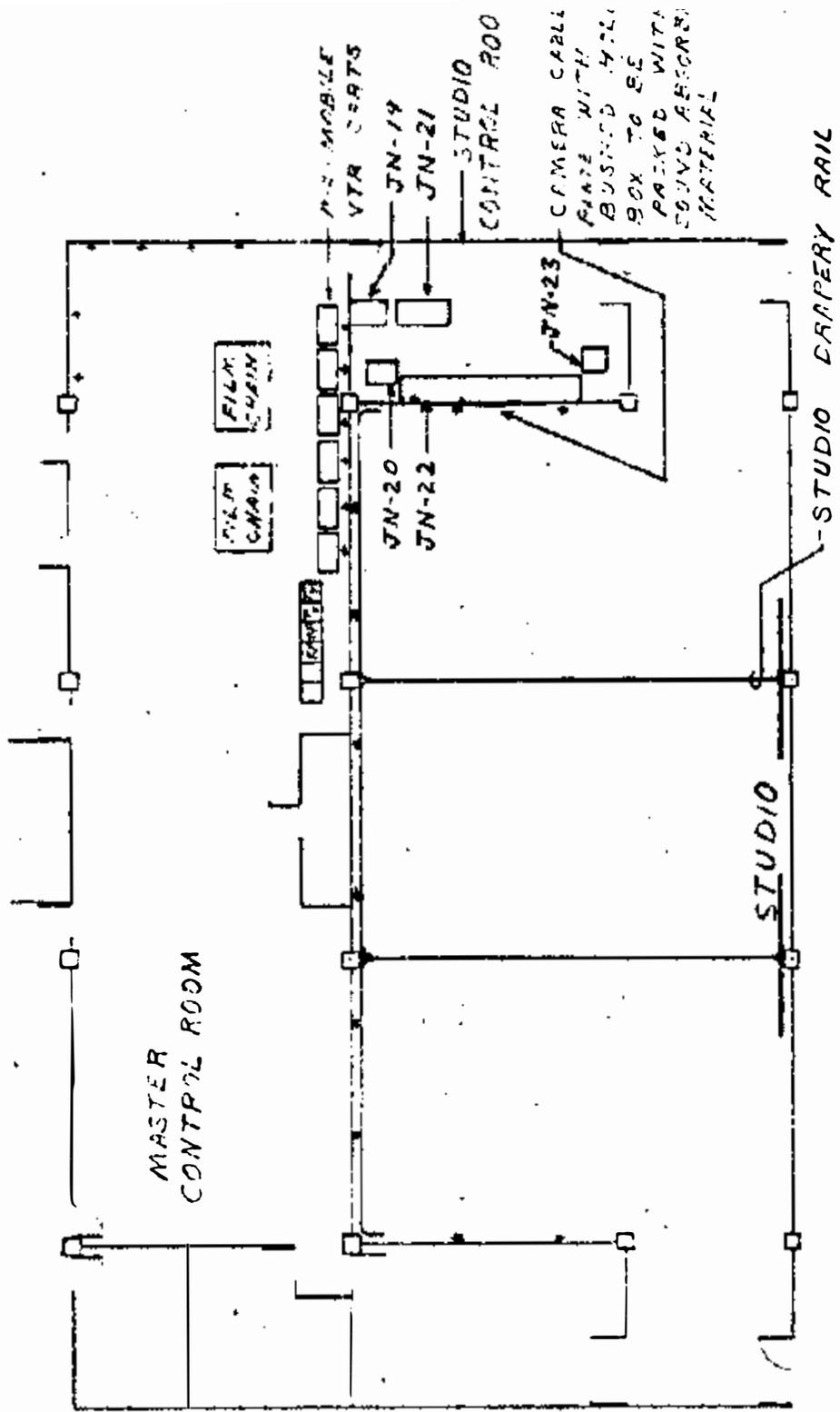
WILLIAM RAINY HARPER COLLEGE
 AUDIO CONTROL RACK (JN-23



2 EMCOR II 90" X 1
 FRAME - GRAY EN-
 PONTON BASES.
 (SM-2BU) SIDE P/
 BLUE LEFT HIA
 FLUSH DOOR.
 LOUVERED TOP

WILLIAM RAINY HARPER COLLEGE

MASTER CONTROL EQUIP RACK | JN-



WILLIAM RAINEY HARPER COLLEGE
 T.V. FLOOR PLAN
 JN-25

TV CAPABILITIES

A. Portable videotape recorders (VTR's)

1. Record and replay at any instructional location with A.C. power and "normal" lighting.
2. Record at one location, playback later in another location (Portability).
3. Record and playback for student review of their own presentations, demonstrations, and motor skill improvement.
4. Record off-the-air (Chicago area TV channels) in color, for color playback at location with color receiver. Only two VTR's have this capacity.
5. Use in TV systems where applicable.
6. Both one inch VTR's (Ampex & IVC) and 1/2" VTR's are available.

B. Camus TV Distribution System in Master Control

1. Receive and distribute all Chicago area TV channels. Black and white receivers in classrooms, but system can handle a color signal.
2. Record signals from any Chicago area TV channel in either black and white or color.
3. Distribute over channel #4 and #6, Harper produced video materials or from other sources.
4. Distribute over channel #4 or #6, 16mm film materials via either of two "film chains".
5. Distribute "live" from TV studio or lecture demo center.
6. Receive and call via intercom system lecture demo control booth from master control and vice versa.
7. System has capability for adding more distribution channels when needed.

C. TV Studio

1. Two viewfinder cameras, switching, and connections to film chains with slide projectors, and VTR's give wide choice of visual arrangements.
2. Audio units of a mixer, turntable, and tape deck provide enough flexibility to record from a number of sources at once.
3. Other equipment permits connections to the distribution system, and lecture demo centers.
4. Lighting and drapes allow for a variety of set arrangements and shading effects.

WILLIAM RAINEY HARPER COLLEGE

December 5, 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, 1970, and ending June 30, 1971:

Chairman - Member
- Member
- Member