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

AGENDA

May 28, 1970

I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Approval of Disbursements

A. Financial Report

B. Other

V. Communications

A. Letters of Resignation

VI. New Business

A. Recommendation:	Staffing - 1. Faculty Positions	Exhibit A
B. Recommendation:	Staffing - 2. Administrative (To Be Hand Carried)	Exhibit B
C. Recommendation:	Teaching Faculty to Tenured Positions	Exhibit C
D. Recommendation:	Tuition Increase	Exhibit D
E. Recommendation:	Illinois Police Training Act	Exhibit E
F. Recommendation:	Computer Equipment Upgrading	Exhibit F
G. Recommendation: Bids for -	1. College Catalogue	Exhibit G 1
	2. Control Gate	Exhibit G 2
	3. Scientific Equipment	Exhibit G 3
H. Recommendation:	Adoption of Resolution on Fire Lanes	Exhibit H
I. Recommendation:	Definition of Professional Expense	Exhibit I

(Continued) -

J. Recommendation: Promotion — Exhibit J

K. Recommendation: Non-Academic Salaries

L. Other

VII. President's Report

VIII. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, May 28, 1970

CALL TO ORDER: Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:07 p.m., on May 28, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, R.A.Adams, Donald Andries, Michael Bartos, Richard Bernstein, John Birkholz, Donald Collins, Patricia Connally, John W. Davis, Anton A. Dolejs, Mary Catherine Edwards, Charles Falk, Guerin Fischer, W. R. Foust, David Groth, Clete Hinton, Robert Hughes, Barbara Kaufman, Roy Kearns, Larry King, W. D. Klingenberg, Jack Lucas, George Makas, W. J. Mann, Donald Misic, Tom McCabe, Franklyn G. McClintock, Henry Meier, Omar L. Olson, Joan Roloff, Martin J. Ryan, Roy A. Sedrel, Jay Singelmann, Robert C. Smith, G. Tierney, Rose Trunk, John H. Upton, Frank Vandever, Wilfred Von Mayr, Lloyd Wilkes and J. Johanan--Harper College; Frank Hines--Board Attorney; Chris Pancratz, Fred Reimann, and O.Keith Wanke--Harper Students; Kathie Radtke--Day Publications; Mabel E. Lucas--Elgin Courier Daily News; Tom Wellman--Paddock Publications; Robert C. Kolk--Schiele-Faierson Co.; and Mr. and Mrs. Bandener, Thomas Bernett, Syble Doyle, Helen Cognacci, Ken Ericksen, Mary Fischer, LeRoi Hutchings, B.B.McKee, Mrs. Chester Pointer,and Hannah K. Wilson.

APPROVAL OF MINUTES: In the discussion on the minutes of May 14, 1970, Member Nicklas requested the minutes be amended on page 2, first paragraph, in the second sentence from the end of the paragraph, to read as follows:

"She stated she also regretted the implied judgment of college operations without sufficient study....."

MINUTES: (Cont.)

Chairman Hamill, referring to employment of two new directors on page 11, stated he felt the reasons for Member Morton abstaining and voting nay on these two motions should be given, otherwise it might appear that it was due to lack of qualifications. Member Morton said he had stated he felt the salary was too low, which was shown in the minutes before the motion on the employment of Mrs. Butzen but was not shown in reference to the employment of Mr. Ponczek. Chairman Hamill asked if there would be any objection to adding the statement, "Member Morton voted 'no' because he thought the salary was too low," after the roll call on the motion to employ Mr. Ponczek. Member Morton agreed to adding this statement to the minutes.

There being no further corrections, deletions or additions, Member Moats moved approval of the minutes of May 14, 1970, as amended. Motion seconded by Member Hansen and carried unanimously.

DISBURSEMENTS: Bills Payable

Mr. Mann explained to the Board that the administration was presenting one disbursement to I.B.M. for data processing equipment. Ordinarily, this would have been considered with the May listing of bills. However, an invoicing problem delayed its approval by the administration. If the Board would approve this bill, it would be doing a favor for the I.B.M. salesman, who needed to clear his outstanding invoices before the end of May.

Member Haas moved, and Member Johnson seconded the motion, to approve the following bills payable as of May 28, 1970:

Site and Construction Fund $88,125.98

Upon roll call, the vote was as follows:

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

COMMUNICATIONS: Letters of Resignation

President Lahti reported three employees were resigning: John Upton, Robert L. Smith and Loretta Szymaszek. Letters of resignation were read from Miss Szymasek and Mr. Smith. Dr. Upton, who has accepted the presidency of Rappahannock Community College in Virginia, appeared personally before the Board. Dr. Upton spoke highly of the present activities of Harper College and its

COMMUNICATIONS: Letters of Resignation (Cont.)

potential for the future. Chairman Hamill, other Board members, and Dr. Lahti conveyed their highest respect to Dr. Upton for his many services to Harper College with emphasis on the amount of extra time he has spent, "60-70 hour weeks," and the results of his efforts to consummate state and federal programs, "$4 million worth."

Member Haas moved the acceptance of the resignations of Miss Loretta Szymasek, Mr. Robert L. Smith, and Dr. John Upton, and requested a letter of thanks be directed to each person for the outstanding work they have done on behalf of Harper College. Member Moats seconded the motion and it was unanimously carried.

Other Communications

A letter was read from the North Central Association of Colleges and Secondary Schools congratulating and commending Harper College on the achievement of Phase I, the Dedication Program, and the dedication issue of the Halycon.

Member Nicklas read a letter from Joseph Clouser, Chairman of the Faculty Salary Committee, expressing appreciation to the Chairman and the other members of the Board Committee.

Chairman Hamill read a letter from Mr. Gerald Bandener requesting time to present a petition at this Board meeting. Mr. Bandener presented his petition and discussed the feelings behind it. He also referred to a petition he had submitted to the Board on May 9. Following his discussion, Mrs. Chester Pointer referred to a statement she had presented to the Board at the previous meeting, and discussed community feelings also.

Member Moats felt all persons involved acted quite responsibly under the circumstances "in a pluralistic society in which nobody dominates or knows all the truth." Member Johnson offered the suggestion that citizens' groups have channels open for them to take legal action, depending upon the circumstances.

For the record, Chairman Hamill read the petition Mr. Bandener had presented, as follows:

> "We the taxpayers of Harper College District 512 feel that the American flag should not have been lowered to half mast on the campus of our community college."

COMMUNICATIONS: (cont.)

Chairman Hamill made the distinction that this petition had nothing to say about "unlawful" lowering of the flag. The May 9 petition referred to "unlawful" lowering and he stated, "I think we have had disciplinary action on that."

After extensive discussion, Member Nicklas thanked Mr. Bandener for his presentation and reiterated, "We welcome expression from the community."

Member Johnson referred to a notice of a meeting of the Association of Governing Boards of Universities and Colleges on June 25 and 26 at Arlington Park Towers. The subjects for discussion include "Management and Collective Bargaining on Campus" and "Tenure and Teaching Effectiveness." Member Johnson commended the AGB and urged full support of this type of organization.

Dental Hygiene Audio-Visual Presentation

Chairman Hamill invited the Harper College officials to present an audio-visual program on Dental Hygiene. Dr. Schauer evaluated the presentation to be made as a method of communication to the Board and public. He stated it is also exemplary of what is being planned for the future in communications and in creating student interest. He introduced Dr. Frank Vandever who presented the audio-visual program. In addition to selectivity and accomplishment of students in the classes, the filmed presentation highlighted the services available to the community and the outstanding qualifications of the faculty. At the conclusion, Dr. Vandever thanked the Learning Resources personnel who contributed 1,500 hours in the preparation. He introduced Fred Reimann, a Harper student, who was responsible for taping and recording. The narration for the film was done by Henry Roepken. Dr. Vandever exhibited a plaque which had been presented to Harper faculty and the Dental Hygiene department by the students of the first class--1970, with their names inscribed thereon.

In response to a question from Dr. Lahti, Dr. Vandever reported that on April 23 the students took the National Dental Hygiene Certification Board's examination which includes approximately 6 hours of written examinations and 12 subject areas. The students "accomplished the exams 100%." The results will be published and distributed to all Dental Hygiene schools so a comparison can be made. The Council on Dental Education of the American Dental Association informed Harper College they have given Harper full accreditation.

COMMUNICATIONS: (Cont.)

The latest copy of the Halycon was distributed to the Board and Mr. Chris Pankratz was introduced. He thanked everyone "for the fine year we have had." He introduced O.Keith Wanke who will be the Editor of the Halycon in the coming year.

Member Haas, on behalf of the Board, expressed the Board's appreciation to Mr. Pankratz and his staff for the fine work they have done, stating "We think it is one of the best things we have seen in this field."

Dr. Lahti displayed a copy of"Point of View," the first literary publication of the college--a student publication also which represents very high quality production and content.

Chairman Hamill referred to the Awards Dinner on May 23 and reported that Chris Pankratz and O. Keith Wanke had received awards, among others. Both Chairman Hamill and Member Moats had attended the dinner and were very impressed.

Dr. Harvey introduced Mr. Roy Kearns, coach of the tennis team which won the state championship, conference championship and District 4 championship. Mr. Kearns commented, "We were lucky for the second year in a row; we have a good community to draw from."

Budget Meeting

Mr. Mann reported the Budget Committee had met on May 25 and gone through various budgets in detail and that this was a preliminary meeting. They were continuing to work on the budget and they hoped to have the budget resolved within the next two or three weeks. Mr. Mann also indicated that the Legal Budget would be placed on display beginning June 9 and the Budget Hearing would be on July 9. He stated that the Operating Budget should be completed prior to the Budget Hearing on July 9.

Grievance Committee

Chairman Hamill next referred to the Grievance Committee meeting and read a memorandum directed to him as Chairman from Dr. Clarence Schauer, as follows:

"The following is my understanding of the conclusion of the Faculty-Board Committee meeting last night (Wednesday 5/27/70).

GRIEVANCE PROCEDURE

In the meeting of the Faculty-Board Committee for Grievance Procedure on Wednesday evening, May 27, the following agreement was reached:

COMMUNICATIONS:

Grievance Committee (Cont.)

A. The faculty and board members on the committee would present the grievance procedure, as developed to date, to their respective groups as a whole as the most amenable document that can be derived and will recommend its acceptance if:

1. The evaluation system is amended to include a specific recommendation from the peer evaluation committee to the immediate supervisor regarding level 1A, 2 and 3 (retention or non-retention) outlined in Section VII of the Faculty Evaluation Procedure.

2. In case there is a disagreement between the recommendations of the peer evaluation committee and the administration regarding retention or non-retention, such disagreement is an aggrievable item.

3. In case there is no alternate route of appeal agreed upon by January 1, 1971, then point #2 (above) will remain in force for the 1970-71 academic year."

The Chairman pointed out that there would be considerable discussion and suggested that either he or Member Moats discuss the grievance procedure agreement, inasmuch as they had attended the Faculty-Board Grievance Committee meeting the night before.

In answer to a direct question of whether he heard the agreement as read and whether it was okay, Mr. Martin Ryan replied in the affirmative. The Chairman questioned whether the committee was in fact recommending this to the Board. Mr. Ryan stated, "We agreed at least a month ago to all matters, in spirit, with the exception of the one section which had to do with the non-retention of non-tenured people in the Modified Amalgamated Grievance Procedure. We met two times to try to resolve that one issue and this (Schauer memo) is the agreement to which we came last night on that one issue."

The Chairman referred to page 2, paragraph 3, of the Modified Amalgamated Grievance Procedure, which "gave us a lot of problems" and cited points of issue. He

COMMUNICATIONS: Grievance Committee (Cont.)

further stated: "We agreed with the faculty that for tenure granting this paragraph would be changed to read that any matter concerning the tenure granting process is not aggrievable but shall be reserved for the tenure granting committee." Chairman Hamill also pointed out that, up until January 1, given situations of non-retention of non-tenured faculty members will be handled as a regular grievance matter. "We preferred that it be a straight appeal and not be in the grievance (procedure) in a particular case. We could not agree with the faculty on an appeal system in this short period of time. It is a compromise. We will let it be a grievance for six months to a year and at that time we would expect to have a suitable system. If we can't work out an appeals procedure, it is an all new ball game."

Mr. Ryan stated: "We had talked about this at the meeting before last and last night the question of whether we could work out an appeals system seemed very doubtful and this (Schauer memo) was decided upon by the Faculty-Board Committee. This is what we felt would be best--to get the grievance out of limbo."

Member Moats stated, "What we were hoping to do tonight was to approve the whole agreement in spirit." Chairman Hamill stated, "You have already approved 'in spirit' everything except the one point, and basically what we are talking about tonight is whether or not the Board should adopt the recommendation that we should proceed under such a procedure as outlined here for the next year."

Member Johnson asked Chairman Hamill, as Chairman of the Grievance Committee, if this was his recommendation. The answer was in the affirmative.

Member Johnson moved and Member Hansen seconded the motion to approve the acceptance of the Modified Amalgamated Grievance Procedure document (as attached to the Minutes in the Official Book of Minutes) and the Schauer Memo.

Chairman asked Dr. Lahti to comment. Dr. Lahti stated he was not sure whether the language was perfectly clear, that he had not had a chance to study it and could not say he understood all of the ramifications. He stated

COMMUNICATIONS: Grievance Committee (Cont.)

he felt it was a very complicated, complex document, compared to those generally seen in higher education, and would eventually lead to some problems. Most grievance procedures are very simple and work best in that form. Dr. Lahti then referred to Item #2 of the Schauer memo, stating he felt there would be a lot of redundancy here. He then stated that the peer evaluation committee making a recommendation was, he felt, a significant improvement over what had been done as a standard practice.

Dr. Lahti stated, "The question before the Board now is what kind of a role you and this community want to preserve in relation to probationary teachers. That is, probationary contracts are given to instructors traditionally so you have the freedom to not reappoint them for the years that we have set, which are 3 years and could be 4. And in return, after they have passed that grace period, you guarantee them continuous employment and tenure. That is the history behind probation and tenure. The question is whether you wish to erode your position of 'probationary' and allow this to be appealed by a peer committee. I don't know what the components of that appeal will be but I can imagine there will be about three possibilities: 1) an outside appeal committee, 2) a teaching faculty-administrative committee, and, 3) it could be an all peer committee. You can think about where you might be headed there." Member Johnson asked for clarification. Dr. Lahti replied, "If I understand this, there may be a difference between the peer evaluation committee recommendation and the administration. Then there's going to be some kind of an appeal process set up and this is generally atypical--the appeals are generally over whether proper procedures have been followed, not over whether a probationary appointment will be renewed or not. Now you make that decision--which way you want to go. And, secondly, if you get into the appeal process, depending upon what you let go into the appeal process determines how much you wish to erode your probationary appointments."

Member Johnson asked if the administration, with the approval of the Board, makes the decision of non-retention of an individual and he is so notified, may they at that point decide this is an aggrievable item? Dr. Lahti interjected the following statement: "If I understand it, if a peer committee has to make an evaluation of retention or non-retention, they have to go through a lot of processes with this person so there are a lot

COMMUNICATIONS: Grievance (Cont.)

of investigations. At the same time if an administrative group has to make an evaluation, they must also have passed through a large number of considerations. I assume this would all be the result of a very sophisticated evaluation system. If the evaluation system is at all good, there should be enough information there to reach decisions." Chairman Hamill stated, "The decision is not final--it still comes from the President and the Board." He stated further, "As this committee went into negotiation, we would rather not have had the disagreement between the recommendation of the peer evaluation committee and the administration, regarding retention or non-retention of a non-tenured faculty member, as an aggrievable item (Item #2 in the Schauer memo). This is what we negotiated. This is what we recommend."

Member Johnson stated, "I want to be sure my motion is understood; I have moved that since there is a grievance procedure adopted by this Board, in spirit--." He was interrupted and informed, "There isn't any; this is it." Member Johnson responded: "My motion then is to approve this Modified Amalgamated Grievance Procedure. It is not to approve this document (Schauer memo) which I think we have to treat separately."

Mr. Ryan referred to the last Board meeting and the subsequent preparation of the additional agreement (Schauer memo). He referred to the California system pointing out that "non-retention of a non-tenured faculty member is not an aggrievable item. However, it is an appealable item through another channel. We couldn't set up all of that machinery last night so the compromise was to say, 'We will work to achieve that appeals committee. In the meantime we will include non-retention of a non-tenured faculty member as an aggrievable item, with the time limits of January 1, 1971, or at the very latest--June 30, 1971.'"

After it was agreed to separate the two items, Member Hansen withdrew his second of the original motion.

Member Johnson moved to approve the Modified Amalgamated Grievance Procedure and strike the third paragraph on page 2, beginning with "Since the tenure granting process, etc.." Member Hansen seconded the motion.

COMMUNICATIONS: Grievance Committee (Cont.)

There was comment that the Board had approved the Modified Amalgamated Grievance Procedure at a prior meeting, but the Chairman stated: "We said we had a consensus, but we did not formally approve." He said it was in order to take action.

After considerable discussion concerning the adoption of both items--voting for both together, voting separately, voting for one and not the other--Member Nicklas moved to amend Member Johnson's motion. She pointed out the pitfalls of trying to take action on the Modified Amalgamated Grievance Procedure without knowing how or whether subsequent adoption of the recommendations would affect the basic agreement. She stated, "I want to include that it does not include non-retention." Member Haas stated in order to have discussion on it, he would second the motion. Motion was then debated.

Member Nicklas insisted that "We have not discussed this at all," and emphasized the need for understanding both the Modified Amalgamated Grievance Procedure and the Schauer memorandum before finalizing judgment. Member Haas reiterated these comments and posed the situation whereby the Board would approve the MAGP and not take action on all or parts of the Schauer memorandum. Then if we "don't rescind the MAGP, we're stuck with it."

After further discussion, Member Moats called for the question.

Upon roll call, the vote was as follows:

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

Motion to amend defeated.

After more lengthy discussion, Member Hansen moved, and Member Moats seconded, that the main motion be amended to include approval of the memorandum dated May 28, 1970, from Dr. Schauer to Chairman Hamill.

Considerable discussion followed. Reference was made to the California plan, that considerable more work would be required to consummate a completely workable

COMMUNICATIONS: Grievance (Cont.)

plan or procedure, that the college policy manual is not "perfect," and there were inferences that a specific time limit on the Board's action to adopt in spirit seemed mandatory. Member Nicklas urged the Board to take the necessary time to work out a functional agreement, rather than settle for a temporary expediency. Dr. Lahti, too, felt it might be in the best interest of the parties concerned to take the necessary time to develop recommendations and policies which would have complete understanding.

Member Hansen moved to amend the original motion, as well as the first amendment, to the effect that the two documents (the Modified Amalgamated Grievance Procedure and the Schauer memorandum) be adopted in principle. Member Johnson seconded the motion.

Upon roll call, the vote was as follows:

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

The Board then voted on adoption of Member Hansen's amendment to include in the main motion the Board's approval of Dr. Schauer's memorandum to Chairman Hamill, dated May 28, 1970.

Upon roll call, the vote was as follows:

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

The Board then voted on the main motion approving the Modified Amalgamated Grievance Procedure with paragraph three, page 2, stricken, and the subsequently approved amendments.

Upon roll call, the vote was as follows:

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

Member Haas referred to the first page of Modified Amalgamated Grievance Procedure (Section C--Determination of a Grievance) and recommended that the word "only" at the end of the 5th line should be moved to the next line to follow the word "hearing."

NEW BUSINESS:
Staffing

The background and qualifications of Frank Christensen, for Developmental Counseling, were presented to the Board.

After discussion, Member Moats moved and Member Johnson seconded the motion to approve the employment of Frank Christensen, in the field of Developmental Counseling, rank of Instructor, at a salary of $11,400.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

The background and qualifications of Robert Pasen, in the field of Psychology, were presented to the Board.

After discussion, Member Moats moved and Member Hansen seconded the motion to approve the employment of Mr. Robert Pasen, in the field of Psychology, rank of Instructor, at a salary of $9,500.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

The background and qualifications of James Roll, in the field of Psychology, were presented to the Board.

After discussion, Member Hansen moved and Member Haas seconded the motion to approve the employment of Mr. James Roll, in the field of Psychology, rank of Instructor, at a salary of $10,300.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

The background and qualifications of Pauline Buss, in the field of Developmental English, were presented to the Board.

NEW BUSINESS: Staffing (Cont.)

After discussion, Member Moats moved and Member Hansen seconded the motion to approve the employment of Mrs. Pauline Buss, in the field of Developmental English, rank of Instructor, at a salary of $8,800.00 for 39 weeks, and contingent upon receipt of her Master's Degree.

Upon roll call, the vote was as follows:

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

The background and qualifications of Mrs. Chieko Nambu, in the field of Fashion Design were presented to the Board. In the discussion which followed, the Board agreed a Bachelor's Degree would be acceptable in the case of this candidate because of her exceptional experience.

Member Johnson moved and Member Nicklas seconded the motion to approve the employment of Mrs. Chieko Nambu, in the field of Fashion Design, rank of Instructor, at a salary of $9,500.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

The background and qualifications of Mrs. Gertrude Kerbis, in the field of Architectural Technology, were presented to the Board.

After discussion, Member Hansen moved and Member Moats seconded the motion to approve the employment of Mrs. Gertrude Lempp Kerbis, in the field of Architectural Technology, rank of Associate Professor, at a salary of $14,000.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Staffing
(Cont.)

The background and qualifications of Gene F. Kimmet, in the field of Economics and Business Administration, were presented to the Board.

After discussion, Member Nicklas moved and Member Morton seconded the motion to approve the employment of Mr. Gene F. Kimmet, in the field of Economics and Business Administration, rank of Assistant Professor, at a salary of $12,000.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

The background and qualifications of Mrs. Frances Maguire, in the field of English, were presented to the Board.

After discussion, Member Moats moved and Member Hansen seconded the motion to approve the employment of Mrs. Frances Blosser Maguire, in the field of English, rank of Instructor, at a salary of $13,600 for 39 weeks.

Upon roll call, the vote was as follows:

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

Mr. Rosario DePalma was presented for the position of Chairman of the Division of Life and Health Sciences. After discussion, Member Haas moved and Member Johnson seconded the motion to approve the contract, as submitted, for employment of Rosario DePalma as Chairman of the Division of Life and Health Sciences, effective July 1, 1970, rank of Associate Professor, at an annual salary of $19,000.00 for 12 months.

Upon roll call, the vote was as follows:

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

NEW BUSINESS: Staffing (Cont.)

Mr. Michael W. Bartos was presented for the position of Chairman of the Division of Communications. After discussion, Member Haas moved and Member Johnson seconded the motion to approve the contract, as submitted, for employment of Michael W. Bartos as Chairman of the Division of Communications, effective July 1, 1970, rank of Associate Professor, at an annual salary of $18,750.00 for 12 months.

Upon roll call, the vote was as follows:

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

Teaching Faculty to Tenured Positions

The Board agreed to defer action on appointment of faculty to tenured positions until later in the meeting as they wished to discuss the Tenure Agreement before this item.

Tuition Increase

Dr. Lahti explained that the question before the Board was approval of a $2.00 per semester hour increase in tuition effective for the summer session, 1970. After discussion of grants for low income families and the increase from $240 to $300, it was established there is a direct relation between this tuition increase and the loss of the referendum. The increase will not, however, make up for the loss of the additional funds which had been requested. Chairman Hamill stated if the next referendum were defeated, the tuition might have to be increased to $12.00 or $14.00. He stated he thought this would be regrettable.

Member Hansen moved and Member Nicklas seconded the motion that the tuition for Harper College be increased from $8.00 to $10.00 per semester hour for the school year 1970-1971, including the 1970 summer school.

Upon roll call, the vote was as follows:

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

Illinois Police Training Act

Mr. Mann discussed Exhibit E, dealing with the Illinois Police Training Act. He stated that basically the administration was requesting that the college begin giving

NEW BUSINESS: Illinois Police Training Act (Cont.)

all full time security people training under the Illinois Police Training Act. Five persons would be involved. The cost to the college would be released time for six weeks training.

Member Johnson moved and Member Hansen seconded the motion to approve the following resolution:

RESOLUTION TO PARTICIPATE UNDER THE PROVISIONS OF THE ILLINOIS POLICE TRAINING ACT (AS AMENDED)

WHEREAS, William Rainey Harper College, Palatine, Illinois, is desirous of electing to participate in the benefits provided for in the Illinois Police Training Act, as enacted by the 74th General Assembly of the State of Illinois, and as amended by the 75th and 76th General Assemblies; and

WHEREAS, William Rainey Harper College, of Palatine Illinois, maintains and operates a campus police department within the provisions of the Junior College Security Amendment to the Public Junior College Act, Section 3-42.1 as enacted by the Illinois State Legislature, 76th General Assembly; and

WHEREAS, in order that a state-controlled university, college, or junior college be eligible for initial or continued participation in the program, the law requires that before an individual may commence regular employment as a policeman, or as a security officer, or as a campus policeman, he must have been certified by the Illinois Local Governmental Law Enforcement Officers Training Board as having successfully completed an approved training course; and

WHEREAS, William Rainey Harper College intends to provide such required basic training for its new recruit officers at one of the training facilities already certified by the Training Board; and

WHEREAS, William Rainey Harper College, Palatine, Illinois, is a state-controlled university, college, or junior college, within the meaning of the Act:

NOW THEREFORE BE IT RESOLVED, that William Rainey Harper College, Palatine, Illinois hereby elects to participate in the program provided for in the Illinois Police Training Act, as amended.

NEW BUSINESS:
Illinois Police Training Act (Cont.)

BE IT FURTHER RESOLVED, that before an individual may commence regular employment as a security officer or campus policeman, he must have been certified by the Illinois Local Governmental Law Enforcement Officers Training Board as having successfully completed an approved training course as provided in said Act.

BE IT FURTHER RESOLVED, that such basic training must be completed by the trainee within his probationary period of six months from the date of initial employment.

Presented, Passed and Approved this 28th day of May, 1970, by the Board of Trustees, William Rainey Harper College, Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and the State of Illinois

James J. Hamill
Chairman

ATTEST:

Lawrence Moats
Secretary

Upon roll call, the vote was as follows:

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

Computer Equipment Upgrading

The recommended computer equipment upgrading was reviewed as per Exhibit F-2.

After discussion, Member Johnson moved and Member Haas seconded the motion to approve the installation of the Model 40 Computer System and the installation of the 2314 disk drives and magnetic tape units at additional cost of approximately $38,000.00 a year.

Upon roll call, the vote was as follows:

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

NEW BUSINESS: Cont.

Exhibit F-1, relating to conversion of the financial accounting system to data processing, was deferred to the next Board meeting. Dr. Lahti stated someone from Ernst and Ernst would attend that meeting.

Award of Bid-- College Catalog

Mr. Misic discussed the bid on the college catalog for 1970-71. He stated of the seven bids listed Peer Enterprises had quoted the lowest figure, $9,405.50 with exceptions. The administration recommended the approval of the next lowest bid from Schiele-Faierson Company in the amount of $10,160.00, without exceptions.

Member Johnson moved and Member Nicklas seconded the motion to approve the bid award on the 1970-71 college catalog to Schiele-Faierson Company, as per specifications without exceptions, in Exhibit G1, in the amount of $10,160.00.

Upon roll call, the vote was as follows:

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

Award of Bid-- Control Gate

Mr. Misic discussed the bid award for the installation of parking control gates on Road B, on the Roselle side of the campus. Cards which will be required to gain admission through the control gates were not included in this bid. Mr. Mann explained that the control gates will protect the entire interior of the campus

Member Moats moved and Member Johnson seconded the motion to approve the award of bid for installation of Parking Control Gates on Road B to the Picture Proof, Inc. Company in the amount of $4,969.90 to be paid in accordance with the contract documents, as per Exhibit G-2.

Upon roll call, the vote was as follows:

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

Award of Bid-- Scientific Equip.

Mr. Misic discussed the bid award for scientific and chemical equipment and supplies. He informed the Board that with 178 items in the bid request, only Schaar Scientific Company had bid on items 1 through 5, in the amount of $646.15. The administration recommended

NEW BUSINESS:
Bid Aware--
Scientific
Equipment (Cont.)

the acceptance of this bid as well as the bid of Sargent-Welch Scientific Company in the amount of $7,916.84, for items 6 through 178, with no exceptions. The latter company promised delivery within two weeks of notice.

Member Johnson moved and Member Moats seconded the motion to approve the administration's recommendation that the bid award on scientific and chemical equipment and supplies, as in Exhibit G-3, be split as follows:

> Items 1-5 to Schaar Scientific Co, in the amount of $646.15.
>
> Items 6-178 to the Sargent-Welch Scientific Company in the amount of $7,916.84 inasmuch as no exceptions were made. Delivery promised within two weeks after receipt of notice from the college.
>
> The total award to the two suppliers - $8,562.99.

Upon roll call, the vote was as follows:

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

Resolution on
Fire Lanes

A discussion followed on the resolution to define the delineation and enforcement of fire lanes on the campus. A study had been concluded to determine which roadways and parking areas should be kept unobstructed for the use of emergency vehicles. The resolution directed that a certified copy of the resolution be submitted to the authorities of the Village of Palatine requesting that the fire lanes be so designated by village ordinance and be enforced as such. Mr. Mann discussed legal and individual problems in connection with the college's attempt to enforce rules. He outlined procedures under which the college administrators can work harmoniously with the village. Mr. Hines stated, in his opinion, this would not be a loophole for the police to invade the campus but they would come when the college requested.

Member Nicklas moved and Member Haas seconded the motion to adopt the following resolution:

NEW BUSINESS:
Resolution on
Fire Lanes
(Cont.)

RESOLUTION

WHEREAS, the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, is authorized and empowered by law to adopt all necessary rules for the management and government of the college, and

WHEREAS, this Board of Trustees has caused a study to be performed for the purpose of determining those roadways and parking areas on the campus which should remain clear of vehicles and other obstructions of all kinds so as to enable fire fighting and other emergency vehicles immediate and direct access to all campus buildings, and

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

(1) That those areas which are fifteen feet (15.0') either side of the center line of the curbing designated on the attached plat (which plat is hereby made a part hereof by this reference thereto as though fully set forth herein) be and hereby are designated as fire-lanes, to be kept free and clear at all times of all vehicles and other obstacles or obstructions of any kind, so as to provide direct and immediate access to all campus buildings by fire fighting and other emergency vehicles.

(2) That a certified copy of this resolution be submitted to the corporate authorities of the Village of Palatine with the request that the fire-lanes herein designated be established as fire-lanes by ordinance, and enforced in accordance with the ordinances of said village.

(3) That this resolution be of full force and effect from and after its passage.

PASSED THIS 28th day of May, 1970.

JAMES J. HAMILL (S)
Chairman

LAWRENCE MOATS (S)
Secretary

NEW BUSINESS: Resolution on Fire Lanes (Cont.)

Upon roll call, the vote was as follows:

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

Definition of Professional Expense

Definition of Professional Expense--Exhibit I--was reviewed. Dr. Lahti commented that this definition was long overdue and came up as a result of the salary study. Mr. Mann explained it was necessary to define these expenses as indicated under allowable and not allowable.

After lengthy discussion on membership fees for professional organizations, Member Haas moved that item #1, under allowable professional expense, be amended to read:

1. Membership fees for professional organizations (as approved by the Board of Trustees) related to the teaching area.

Member Nicklas seconded the motion.

Upon roll call, the vote was as follows:

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

Considerable discussion followed concerning item #1, under not allowable expense, the typing of Master or Doctoral thesis.

Member Morton moved and Member Moats seconded the motion that item #1 under not allowable expense--Typing of Master or Doctoral thesis--be included under allowable expense as item #5.

Upon roll call, the vote was as follows:

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

Member Moats moved and Member Nicklas seconded the motion to approve the adoption of the Definition of Professional Expense, in Exhibit I, as amended.

NEW BUSINESS: Definition of Professional Expense (Cont.)

Upon roll call, the vote was as follows:

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

Promotion

Dr. Schauer asked for a reconsideration of a previous promotion denial to Mr. William Punkay and recommended that he be promoted from Instructor to Assistant Professor.

Member Moats moved and Member Johnson seconded the motion that Mr. William R. Punkay be promoted from Instructor to Assistant Professor effective with the 1970-71 contract.

Upon roll call, the vote was as follows:

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

Non-Academic Salaries

Chairman Hamill reported that Member Moats, Member Morton and he were present at a budget meeting when the non-academic salaries had been discussed.

Member Moats moved and Member Morton seconded the motion to approve the following administrative recommendations for pay increases:

Professional-Technical area	$18,000
Clerical-Secretarial area	41,000
Buildings and Grounds area	36,000
Food Services area	8,109
Total	$103,109

Mr. W. Von Mayr discussed the increased cost of living in the Chicago area, surveys in other areas, and other factors entering into the establishment of wage rates for the year 1970-71. He also discussed the improvement in fringe benefits and their relative costs to the college and proposed some changes to be incorporated into the policy manual issued to the staff. Chairman Hamill and Dr. Lahti both commended Mr. Von Mayr for the excellent work he had done.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
Other - Opening of Position

Dr. Lahti reported that inasmuch as Dr. Upton had resigned his position would be declared officially as open. It was the consensus that an authorization for the position was not necessary, as it now exists. In reviewing the job classification, the question was asked why a Master's Degree was the maximum. Dr. Upton stated he did not know a good reason, but this wording had been included in other job descriptions. It was the consensus of the Board that a Bachelor's Degree would be minimum and a Master's Degree would be desirable.

Other - Budget Hearing

Mr. Frank Hines informed the Board a resolution would be required establishing the date for advertising the Budget Hearing, in accordance with the law, to allow thirty days for public review of the budget in the Business Office. Publication date in the local paper should be prior to June 9 so the Budget Hearing could be scheduled on July 9, 1970.

Member Morton moved and Member Nicklas seconded the motion to approve the following resolution:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1970, and ending on June 30, 1971.

BE IT FURTHER RESOLVED: That William J.Mann, Vice President in Charge of Business Affairs, be and hereby is authorized, empowered, and directed to prepare a budget in tentative form for the fiscal year commencing on July 1, 1970, and ending on June 30, 1971.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1970, be set for 8:00 o'clock P.M., on Thursday, July 9th, 1970, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to July 9th, 1970, in the Elk

NEW BUSINESS:
Other -
Budget Hearing

Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mt. Prospect Herald, Prospect Heights Herald, The Herald, Cook County Herald, Palatine Herald, Wheeling Herald, Arlington Day, Mt. Prospect Day, Northwest Day, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9:00 o'clock a.m. on June 9, 1970, a tentative budget for said college district for the fiscal year beginning July 1, 1970, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock p.m. on the 9th day of July, 1970, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

Dated at Palatine, Illinois, this 28th day of May, 1970.

Board of Trustees of Junior
College District No. 512,
Counties of Cook, Kane, Lake,
and McHenry, and State of Illinois
by:
LAWRENCE MOATS
Secretary

Upon roll call, the vote was as follows:

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

Tenure Agreement

Dr. Schauer referred to the Tenure Agreement (known as Attachment B in these minutes) which he had reviewed with the Faculty Committee. The faculty members on the committee had recommended that the single sentence in

NEW BUSINESS:
Other - Tenure Agreement (cont.)

Section (1) under IT IS HEREBY AGREED should be made two sentences by adding a period after "continuous." The next sentence should then be changed to read: "The salary of" in lieu of "at the commencing annual salary of."

Dr. Schauer reported further that the faculty members on the committee also wanted to delete parts of the last sentence under Section (4) of IT IS HEREBY AGREED. The sentence was worded as follows: "Both parties shall be governed by the rules, regulations, and policies heretofore, and hereafter adopted or amended." The faculty wanted the underlined words in the sentence to be stricken.

Dr. Schauer reported that he advised the faculty members on the committee that it was not in his jurisdiction to negotiate these suggested changes since it was in the realm of Board prerogatives.

The proposed Tenure Agreement was reviewed by the Board. There was concern over why it was necessary and whether the faculty and Board were in agreement on its purpose and understood its content. It appeared the question of dismissal procedures and possible future dilution of the causes for dismissal of faculty members was not settled. Dr. Lahti conceded that the policy manual was not "perfect" and in these times there is a need for clarity. Comments were made that the Board could strike one to four sentences and also "the whole agreement." Junior College Boards, Mr. Hines reported, have more latitude of action under the laws than many other schools, and this Board should consider whether it is in effect "precluding" future action by succeeding Boards.

Reasons for non-retention of tenured faculty members, such as unprofessional conduct, willful neglect of duty, insubordination, incompetence, moral turpitude and incapacity to perform effectively were referred to generally. It was apparent the Board was in agreement that tenure should be spelled out. The intent of the last sentence in paragraph (4)--referred to by Dr. Schauer above--was not clear. Considerable discussion revolved around the purpose, clarity and finality of the document.

At the meeting of June 11, 1970, the minutes of May 28, 1970 were amended on page 26 to reflect the fact that Section 3.0.7 of the Policy Manual be written out in full in tenure agreements between the college and individual faculty members. Motion made by Member Moats and seconded by Member Morton and unanimously carried.

NEW BUSINESS:
Other - Tenure Agreement (cont.)

Member Nicklas moved and Member Haas seconded the motion to approve the adoption of the proposed Tenure Agreement with the following modifications:

First, that Section (1) would read as follows; "(1) That the college does grant the teacher employment status which shall remain continuous. The salary of", etc. This action required the insertion of a period after "continuous", the deleting of "at" and "commencing annual", with a second sentence starting with "The."

Second, the last sentence of Section (4) should be deleted in its entirety. The preceding sentence (which becomes the final sentence) should be changed to read as follows; "Said laws, rules, regulations and policies, INCLUDING SECTION 3.0.7 OF THE POLICY MANUAL, are hereby made a condition of this employment the same as if they had been expressly stated herein, INCLUDING SUB-SECTIONS A AND B-1." (The underlining indicates additions to the sentence.)

Upon roll call, the vote was as follows:

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

Section 3.0.7 of the Harper College Policy Manual (4 pages) attached following this page of the minutes in the Official Board of Trustees Book of Minutes.

Other--Faculty Members Appointments with Tenure

Chairman Hamill referred to Exhibit C--a list of faculty members recommended by the administration for appointments with tenure. Some Board members preferred to discuss each individually before taking action. The Board was informed that considerable information would need to be prepared, if each individual were to be evaluated. It was suggested the Board could meet in Executive Session the following night.

Member Johnson moved and Member Nicklas seconded the motion that each faculty member recommended for appointment with tenure be considered individually.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Johnson and Nicklas
Nays: Members Hansen, Moats and Morton
Abstaining: Member Haas
Motion did not carry.

NEW BUSINESS: Other--Faculty Members Appointments with Tenure (Cont.)

Member Moats moved the approval of the following list of faculty members recommended by the administration for appointments with tenure. Motion seconded by Member Hansen.

Bartos, Michael	Miller, William H.
Bolt, Martha	Muchmore, John
Clouser, Joseph	Mussell, Roger
Collister, Larew	Ostrowski, Michael
Davis, John	Powell, Robert
DePalma, Rosario	Punkay, William
Falk, Charles	Roepken, Henry
Foust, William	Ryan, Martin
Gelch, John	Sanderson, Irene
Heinly, Joanne	Siedband, Jordan
Hinton, Clete	Stewart, Ronald
Hylander, Raymond	Swanson, Marilyn
Kearns, Roy	Thieda, Robert
King, Larry	Thompson, John
Knudsen, John	Trunk, Rose
Makas, George	Vandever, Frank
McCabe, Thomas	Zilkowski, Robert
Meier, Henry	

Upon roll call, the vote was as follows:

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

A request from the Communications Division to address the Board was received. Chairman Hamill stated the request had just been received and it was against Board policy to consider it without prior notice.

Member Moats moved that the Board allow the Communications Division to be heard. Member Johnson seconded the motion.

Upon roll call, the vote was as follows:

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

Motion defeated.

Executive Session

Member Nicklas moved and Member Haas seconded the motion that the Board go into Executive Session to discuss the law suit and other matters. Motion unanimous and the Board went into Executive Session at approximately 1:35 a.m.

NEW BUSINESS: At 2:15 a.m. the Board meeting was reconvened from Executive Session with all Board members present. Reference was made to Exhibit C--the list of faculty members approved for tenure. Exhibit C also referred to "Special Handling" for Messrs. Donald Collins and Harold Cunningham. Mr. Jay Singlemann was listed under "Not Recommended." It was pointed out that the reasons given by the administration for not granting tenure to Messrs. Collins and Cunningham, at this time, included the fact that they have not fulfilled the requirements of the policy--they have not taught at Harper for three years and both had been administrators for part of the time. It was the consensus that they do not qualify for tenure at the present time and would remain under probationary contract.

It was stated that Mr. Jay Singelmann had not been recommended from outside the Board through the whole process (Tenure Committee, Division Chairman, Dean, Vice-President, President, to the Board). It was also affirmed that the Tenure Committee is composed of faculty peers.

Member Haas moved and Member Johnson seconded the motion that the Board not offer Mr. Jay Singelmann tenure at this time and that he be given proper notification as required by policy.

Upon roll call, the vote was as follows:

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

ADJOURNMENT: Member Johnson moved and Member Haas seconded the motion that the meeting be adjourned at 2:18 a.m. Motion unanimously carried.

Chairman Hamill Secretary Moats

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address	
1	Gertrude Smith	709 S. Patete	Palatine.
2	Fred Krzyzuda	1710 Bonita ave.	mt. Prospect, Ill
3	Jos. F. Smith	501 Brentwood St	Elk Grove Vill. Ill.
4	Michael A. Linkstrom	339 N. Morris Drive	Palatine, Illinois
5	Stephanie Krzyzuda	1710 Bonita Ave.	Mt. Prospect, Ill.
6	Carol Lindstrom	339 N. Morris	Palatine Ill.
7	C. E. Brundish	300 Hassell Rd	Hoffman Estates Ill inois
8	V. A. LaPaglia	1094 Boxworth Lane	Elk Grove Village, Illinois
9	L. Langelmeier	6 E Suffield Dr.	Arlington Heights, Illinois
10	Alyn M. Troeger	1638 S. Chesterfield Dr.	Arlington Heights, Ill
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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Name	Address
Jim Power	329 S Cedar Palatine
Don Noral	879 W. Leonard Rd. Palatine
Theodore Yoinhewing	306 E. Colfax St Palatine, Ill
Mrs Beatrice Murphy	435 N. Hicks - Palatine
Clifford Stenstrop	325 Circle Hill Dr. Arl. Hghts.
Gisela G. Schofield	325 Circle Hill Dr. Arl. Hts. Ill.
Dick Lucier	130 S. Hickory Palatine Ill
William P. Kehrer	225 W. Palatine Rd. Palatine
Fred Will	57 Robertson St. Palatine, Ill.
James R. Schwingel	165 S. Bothwell St. Palatine, Ill
Alfred M. Janson	336 S. CEDAR ST Palatine, Ill
Orville Hilpe	203 N Benton Palatine Ill
John J. Geddes	165 S. Bothwell
W. W. Jenner	4734 Astor Dr. Apt 103 R.M.
Howard Schultz	440 Chicago ave palatine
Galen E Harrison	Post 690, Palatine Ill
Edmund Koda	29 S Walnut St Palatine Ill
James Kissner	72 S. Middleton Palatine
Joseph F Wurdsen	Mt Prospect
Ken Hyde	229 PALATINE RD. PALATINE
Ralph G. Hull	345 So. Plum Grove Palatine
Sharley M. Kissner	72 S. Middleton, Palatine

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	Name	Address
1	John F. Pavlick	21 E. Stonegate Prospect Hts.
2	Al Zieman	
3	Richard Y. Dyson	6214 Rascher 317 S. Wheeling Ave. Wheeling
4	~~P. Brewer~~	~~830 Huber - Glenview Ill~~
5	F. B. Knight	550 Audrey Ct Wheeling
6	~~Martin Straley~~	~~Northbrook, Ill.~~
7	J. M. Lachowicz	1000 S. Milwaukee Ave. Wheeling, Ill
8	Robert Baas	234 Graylynn Drive Mt. Prospect
9	Lola Baas	234 Graylynn Dr. Mt. Prospect.
10	Geo. R. Hilmer	804 MAPLE PROSPECT Hts.
11	~~J. Brewer~~	~~830 Huber Lane, Glenview Ill~~
12	~~J. Holvig~~	~~1747 Tonneman Glenview Ill~~
13	Arthur J. Drake	1106 Drake Terr. Prospect Hts.
14	Mike Lobinsky	500 E Hill st Prospect Hts.
15	Earl Behrens	642 E. Clarendon Frl. Hts.
16	Sherman Bucher	95 Wolf Road. Wheeling
17	Marybeth Bucher	" " " "
18	Robert R. Carter	53 Birch Trail Wheeling
19	Roy E. Lawson Jr.	34 N. Milwaukee Ave "
20	[illegible]	16 [illegible] Jeffery Wheeling
21	Chas. McLellan	256 So. Wheeling Ave Wheeling
22	John H. Miller	298 Renee Terrace Wheeling
23	John W. Moniak	863 E. Old McHenry Rd. Wheeling
24	Harry C. Bayer	33 No First Ave Wheeling Ill
25	Theodore Gnutek	656 N. Wayne - Wheeling Ill

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Constance N. Rohloff	860 E. Old Willow Rd Wheeling Il.
2	M. Benedict	160 Wildwood Lane Wheeling
3	Pat Vlahovic	225 S. Rohlwing Rd. Palatine Ill.
4	[illegible]	3127 W. Jackson Arlington
5	Harry Ferguson	172 W. Norman Lane Wheeling, Ill.
6	Mrs. Patricia Smith	656 N Wayne Wheeling Ill.
7	J. W. Sires	842 A Colonial Wheeling Ill
8	Ed Miranda	1450 Anthony
9	James K Cushman	352 MARION CT. Wheeling
10	Rose D Thorud	250 Navajo Trail Buffalo Grove.
11	Dolores G Najlowicz	241 Navajo Trail Buffalo Grove
12	J Mansell	2621 E. Higgins Elk Grove Ill
13	~~O. Cooney~~	~~400 N Toudy Des Plaines~~
14	Lowell R Hughes	202 S Ampton Rollinging meadow
15	~~Alcus Hughes~~	~~1592 Pennsylvania ave Des Plaines~~
16	~~[illegible]~~	~~1233 Webster Lane Des Plaines~~
17	[illegible]	1116 S. WILKE ARLINGTON HGTS. IL.
18	Thomas O. Glenna	444 Blue Mount Tr Hyman Estate, Ill.
19	Karl Oberg	116 Elmhurst Mt. Prospect
20	Joseph Spathwinch	7325 E Higgins Elk Grove Village
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	Name	Address
1	Andrew J. Lachowicz	1000 So. Milwaukee Ave. Wheeling Ill.
2	Jeanille C. Lachowicz	1000 S. Milwaukee ave. Wheeling, Ill.
3	~~Robert J. Rodzik~~	~~923 Colfax Dr. Des Plaines Ill.~~
4	~~Alfred Klingeman~~	~~421 Anthony Trail Northbrook~~
5	George Conyard	Box 137 RR1 Mundelein Ill
6	Jim Rodes	Box 112 RR1 Member of USA
7	W.G. Davis	15 E. Jeffery Wheeling, Ill.
8	E.M. Davis	15 E. Jeffery Wheeling Ill
9	M. W. Merdon	422 E. Whittier Ln. Mundelein Ill
10	Bruno Mayhowing	241 Navajo Trail Buffalo Grove
11	~~Paul A. Eder~~	~~571 George Skokie, Ill.~~
12	C. Schwarz	409 Jerome Pl. Wheeling Ill.
13	Harold P. Zuroski	369 Jerome Pl. Wheeling Ill.
14	Clarence H. Brunet	397 Jerome Pl. Wheeling Ill
15	~~Donald J. Barry~~	~~1660 Holly Northbrook, Ill.~~
16	~~Margaret L. Barry~~	~~1660 Holly Northbrook, Ill.~~
17	Norman Klecka	194 Bernard Buffalo Grove
18	Kathleen Larsen	1705 Wood Lane Prospect Hts, Ill.
19	G. H. Larsen	1705 Wood Lane Prospect Hts. Ill
20	Gordon Anderson	277 Fielden Pl. Wheeling Ill
21	Patricia A. Anderson	277 Fleckenstein Wheeling Ill
22	Mrs. Jos. D Daly	412 Anita Place Wheeling Ill
23	Joseph D Daly	412 Anita Place Wheeling Ill
24	Joseph Feldick	206 Rauff Buffalo Grove
25	Ray Nelson	125 S. Roselwind Rd, Palatine, Ill.

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	C J Metts	514 S Elmhurst Mt Prospect Ill
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	Name	Address
1	Victor Herman Sr.	523 N. Elm St. Mt Prospect Ill.
2	Florence Herman	523 N. Elm Str Mt. Prospect, Illinois Ill 60056
3	Roger Durking	264 Tanglewood Dr, Elk Grove Vil,
4	Marty Mapley	508 Landmeier Rd Elk Grove Ill 60007.
5	Patrick D. Voyer	619 Merle Lane Wheeling Ill
6	Elizabeth Magoon	273 Cindy La. Wheeling. Ill
7	Albert G. Magoon	273 Cindy Lane, Wheeling Ill.
8	~~Donna Johansen~~	~~5552 W. Belmont, Chicago, Ill.~~
9	Leonard Johansen	215 E. Prospect Ave Mt. Prospect
10	Gerald R Wille	620 Grace Ln Schaumburg
11	Irene Knasp	913 S Owen Mt Prospect Ill
12	Donald Eddy	118 No Russell Mt Prospect
13	L. A. Orrell	1102 Cleven Ave Mt. Prospect, Ill.
14	E. A. Dolney	P.O. Box #3 Mt. Prospect Ill
15	Wm Schuhknecht	96 Campbell Arlington Heights.
16	Conrad Kurse	718 S Hellen Palatine Ill
17	Elmer J Hauskneelt	403 Nawata. Mt Prospect Ill
18	L. Gaffney	708 W Denyste St Mt Prospect Ill
19		
20	Ken Smolucha	508 Winden Rd. Mt. Prospect
21	Joe Moorski	1905 Connie La. Mt. Prospect
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Ruth Klos	404 Bob-O-Link Mt Prospect Ill.
2	Dave Manda	413 Bob-O-Link Mt. Prospect, Ill.
3	Anne R Auer	401 Bob. O. Link Mt Prospect Ill.
4	Jane Shaver	407 Bob-O-Link Mt Prospect Ill
5	Ben Shaver	407 Bob-O-Link Mt Prospect Ill.
6	Alexander J Bettis	819 S. Waverly Mt Prospect
7	Monica D. Bettis	819 So Waverly Ave Mt Prospect
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	Name	Address
1	George Wood	615 Rand Road Mt. Prospect,
2	Cleo Wood	615 Rand Rd. Mt. prospect
3	Margaret M. Westenberger	619 Rand Rd. Mt. Prospect, Ill. 60056
4	Raymond J. Westenberger	619 Rand Road Mt. Prospect Illinois
5	Betty Hopper	611 Rand Rd. Mt. Prospect, Ill
6	J. Hopper	611 Rand Rd Mt Prospect Ill
7	Edward James	603 Rand Rd Mt Prospect, Ill.
8	Bertha H. James	603 Rand Rd. Mt. Prospect, Ill.
9	Rita J. Chaiser	445 Rand Rd. Mt. Prospect Ill
10	Jay L. Chaiser	445 Rand Rd. Mt. Prospect Ill.
11	Robert L. Chaiser	445 Rand Rd. Mt. Prospect. Ill.
12	~~James A. Chelupnik~~	~~1785 Greenbelt Des Plaines Ill.~~
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address
1	Ronald L Masen	415 Bob-o-Link Mt Prospect
2	Mrs. Jerry Bellak	419 Bob-o-Link mt. Prospect
3	Allen A Leonard	428 Bob-o-Link mt. Prospect
4	Mrs. R. Mann	415 Bob-O-Link Mt Prospect
5	Charles Jannich	428 ORIOLE LANE MT PROSPECT
6	Carole Jannich	428 Oriole Lane Mt. Prospect
7	Agnes T Bobesky	427 Larkdale Lane, Mt. Prospect
8	Walter H Toblesky	427 Larkdale Lane, Mt Prospect.
9	Leland J. Painter	601 Oriole Lane Mt. Prospect Ill.
10	Thomas H Owens	629 ALBION LN MT PROSPECT
11	David Meyer	612 albion ln Mt Prospect.
12	Helen	400 Oriole Lane Mt Prospect.
13	Lorraine Hentz	400 Oriole Lane Maunt Prospect
14	Agnes Rollins	407 N. Forest Mt. Prospect Ill
15	Jane Brice	108 S. Emhurst Mt Prospect Ill
16	Ethel Lawson	604 Bob-o-Link Mt. Prospect
17	Muriel J. Lett	1514 N. Hickory Arl. Hts.
18	Dean W Mann	408 Kensington Mt. Prospect
19	Daniel Willis	628 Kensington Rd Mt Prospect Ill.
20	Pauline Willis	628 Kensington Mt. Prospect, Ill.
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	Name	Address
1	~~Mrs Richard Klippert~~	~~600 N. Kensington Mt. Prospect, Ill. 60056~~
2	Mr. Richard Klippert	600 W. Kensington Mt Prospect Ill
3	Judith A. Klippert	600 N. Kensington Mt. Prospect, Ill. 60056
4	Mrs Verna Zotos	628 Oriole Lane Mt prospect Ill. 60056
5	Mrs. Carolyn Catledge	624 Oriole Ln Mt. Prospect, Ill.
6	Rick S. Flagstad,	629 Oriole Ln. Mt. Prospect, Ill.
7	~~Anne Edward R. Cody~~	~~625 Oriole Ln. Mt. Prospect, Ill.~~
8	Anne J. Cody	625 Oriole Ln. Mt. Prospect, Ill.
9	Edward R. Cody	625 Oriole Ln. Mt. Prospect, Ill.
10	Warren J. Spaulding	621 Oriole Ln. Mt Prospect. Ill.
11	Irene V. Spaulding	621 Oriole Lane Mt. Prospect, Ill.
12	Richard S. Halabu	616 Oriole Mt. Prospect. Ill
13	Betty Jane Halabu	616 Oriole Mt. Prospect. Ill
14	Violet Toner	617 Oriole Ln. Mt. Prospect, Ill.
15	Josephine H. Nolan	613 Oriole Lane Mt. Prospect, Ill.
16	E A Hoeb	9N 80 Wolfe Rd A C 113 Ill
17	Robert J. Nolan	613 Oriole Ln. Mt. Pros.
18	Nancy Lee Miller	609 Oriole Lane Mt. Prospect, Ill.
19	Thomas D. Mills	609 ORIOLE LN MT. PROSPECT, ILL 60056
20	~~John Sage Jr~~	604 ORIOLE LANE MT. PROSPECT ILL 60056
21	Velma L. Sage	604 Oriole Lane Mount Prospect, Ill. 60056
22	John F. Brogni Sr.	608 Oriole Lane Mount Prospect Ill.
23	Victoria H. Brogni	608 Oriole Lane Mt. Prospect, Ill 60056
24	Marie Treece	424 Oriole Lane Mt. Prospect, Ill. 60056
25	Robert Treece	424 Oriole Lane Mt. Prospect, Ill. 60056

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address	
1	Leona M Thurst	315 N. Belmont	Arl. Hts
2	Lowell J Plant	315 N Belmont	Arl. Hts.
3	Alice M. Marsel	407 Oriole Lane	Mt. Prospect
4	Walter Kazen	420 Oriole Lane	Mt. Prospect
5	Mate S Warren	419 Oriole Lane	Mt Prospect
6	Beverly T. Warren	419 Oriole Lane	Mt. Prospect, ILL
7	F. L. McCamant	422 Larkdale Ln.	Mt. Prospect, Ill
8	Irene Gerner	423 Larkdale Ln	Mt. Prospect
9	Marg L. Irwin	415 Larkdale Ln	Mt Prospect
10	Gianfranco P. Collari	420 LARKDALE	Mt Prospect.
11	Joan McCamant	422 Larkdale	Mt. Prospect
12	Ed. Rehbein	411 Larkdale	Mt. Prospect
13	Corinne Rehbein	411 Larkdale	Mt Prospect
14	Joseph Wanner	404 Larkdale Lane	Mt. Prospect
15	Sharon B. Wanner	404 Larkdale Lane,	Mount Prospect, Illinois
16	Arthur R. Jackson	405 Larkdale Lane,	Mount Prospect, Illinois
17	Ron Wylie	408 Larkdale Ln	Mt Prospect Ill
18	Karin Hughes	408 Larkdale Ln	Mt. Prospect.
19	Sharee North	3700 So. Jay Lane	Rolling Meadows, Ill.
20	Mary Kral	605 Oriole Ln	Mt Prospect
21	Frank Kral	605 Oriole Ln.	Mt. Prospect
22	Chester Pointer	601 Oriole Ln,	Mt. Prospect, Ill
23	James R Greist	404 ORIOLE LANE	MT. PROSPECT ILLINOIS
24	Ann J. Greist	404 Oriole Lane	Mount Prospect, Illinois
25			

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address	
1	John Singh	109 S. Maple Lane	Prospect Ht. S. Ill.
2	Irene Virnich	15 E. Country Side Ln.	P.H. Ill.
3	John W. Mueller	411 Forward	Mt. Prospect
4	George Virnich	110 So. Maple Ln.	Prospect Hgts. Ill
5	Richard Gardzelewski	1210 Hemlock Ln.	Mt. Prospect, Ill
6	Charles Mueller	520 N. Elm. St.	Mt. Prospect, Ill
7	H. C. Knoop	913 So. Owen St	Mt. Prospect, Ill
8	Leslie J. Haseman	824 N. Kaspar	Arlington Heights, Ill.
9	Angeline Dryjanski	713 N. Wille St.	Mount Prospect, Illinois
10	Mary M. Cattledge	624 Oriole Lane	Mt. Prospect, Illinois
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Mrs Charles C. Roehl	508 W. Willow Prospect Hts Ill. 60070
2	Mrs. C.R. Schmidt	600 W. Willow Prospect Hts Ill 60070
3	Mrs Charles Leclerc	506 W. Willow Rd Prospect Heights Ill
4	Charles Leclerc	506 W Willow Rd Prospect Hts
5	Mrs. M. Sowinski	505 W. Willow Road. P. H.
6	Mrs J. L. Crawford	507 W. Willow Road - P. H.
7	Mrs W. Sampson	502 W. Willow Rd P. Hts
8	Mrs E. Grimm	500 W. Willow Rd. P. Hts
9	Mr. L. Grimm	500 W. Willow Rd. P. Hts
10	Mrs. A. Vivirito	417 W. Willow Rd. P. Hts
11	Mrs. E. Rampala	306 N. Lancaster Ave Prospect Hts Ill.
12	Jean Sulang	603 W. Willow Rd Prospect Hts Ill
13	K. Krajewski	603 W. Willow Rd Prospect Hts Ill
14	L. Auld	701 W. Willow Rd. Prospect Hts Ill
15	Mrs. Lucile C. Roehl	508 W. Willow Prospect Hts, Ill.
16	Herman Ludecker	508 W. Willow - Prospect Hts, Ill.
17	William Ewen	601 Willow Prospect Hts, Ill.
18	Mrs. Joseph Schaefges	400 West Clarendon P. H
19	S. L. Rasmussen	1618 No. Rand Rd Arlington Hts Ill 60004
20	Frederick Sorel,	703, W. Willow Rd, Prospect Heights,
21	Mrs. Frederick Sorel	" " " " " "
22	Mrs T. W. Kling	607 W. Willow Rd " " " " "
23	T. W. Kling	" " " " " "
24	Jean LaBandt	304 N. Lancaster " "
25	Ray W. LaBandt	" " " " "
26	Dennis R. LaBandt	" " " " " " "

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	[illegible] Wagner	616 Bob O Link Rd Mt Prospect
2	Mary R. Wagner	616 Bob-o-Link Rd. Mt. Prospect
3	Charles E Keating	412 W. Kensington Mt Prospect
4	Judith A. Reading	412 W. Kensington, Mt. Prospect
5	Jacqueline Manr	408 W Kensington Mount Prospect, Ill.
6	Helen Oslowaski	404 W. Kensington Mt. Prospect
7	Bob Repplinger	400 W Kensington Mt. Prospect
8	Violet Repplinger	400 Kensington Mt. Prospect
9	Kenneth Wetendorf	424 Kensington - Mt. Prospect.
10	Nancy Wetendorf	429 W. Kensington Rd Mt. P. Ill.
11	Howard R. Evans	427 ORIOLE LANE MT. PROSPECT, ILL
12	Margaret H. Evans	427 Oriole Lane Mt. Prospect, Ill.
13	Doris Rentschler	424 Larkdale Lane Mt. Prospect, Ill.
14	Mrs Elaine B. Johnson	416 Kensington Rd Mt Prospect Ill.
15	Howard K. Johnson	416 Kensington Rd., Mt. Prospect, Ill.
16	Victor Scaletta	620 Kensington Rd. Mt. Prospect.
17	John Michele	624 W. Kensington Rd. Mt Prospect
18	Mrs. John Michele	624 W. Kensington Rd. Mt P.
19	Anna Mae Talo	625 Bob-O-Link Mt. Prospect
20	Andrew L. Talo	625 Bob O Link Mt. Prospect
21	Edward Rodriguez	412 Oriole Lane, Mt Prospect.
22	Ruth Rodriguez	412 Oriole Lane Mt Prospect Ill.
23	Lois Kolleran	408 Oriole Ln Mt. Prospect, Ill.
24	Robert Kolleran.	406 Oriole Lane Mt Prospect, Ill.
25	Wm. F. Musel	407 Oriole Lane Mt Prospect, Ill

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	Name	Address
1	Dave Shaffo	7 So Regency E. Arlington Hts
2	Howard Halvorsen	7 So Regency E. Arlington Hts
3	Paula M. Flagstad	629 Oriole Ln. Mt. Prospect, Ill.
4	Virginia Richardson	628 Larkdale Ln. Mt. Prospect, Ill.
5	Bob Cosman	626 Larkdale Ln Mt Prospect Ill
6	Marianne Cosman	624 Larkdale Ln Mt Prospect Ill
7	Gwen Detwiler	630 Larkdale Ln, mt Prospect, Ill
8	David Detwiler	620 Larkdale Lane, Mt. Prospect Ill.
9	Royce McLeaf	617 Larkdale Ln. " " "
10	Belle McLeaf	" " " " "
11	Arthur E. Christenson	616 Larkdale Mt Prospect, Ill
12	Barbara Schlegel	605 Larkdale Mt. Prospect, Ill.
13	Otto Schlegel	605 Larkdale Mt Prospect Ill
14	Ruth Johnson	601 Albion Ln Mt. Prospect, Ill.
15	Carol Meyer	612 Albion Ln. Mt. Prospect Ill
16	Marvin Weeks	617 Albion Ln. Mt Prospect, Ill.
17	Lorraine Stekmeier	620 Albion Lane Mt. Prospect, Ill.
18	Mary A. Owen	629 Albion Ln. Mt Prospect, Ill.
19	Josephine R Waisbrot	624 Albion Ln Mt Prospect Ill
20	Kenneth H. Waisbrot	624 Albion Ln. Mt. Prospect Ill.
21	Marvin H. Johnson	601 Albion Lane Mount Prospect, Illinois
22	Harold E. Penfield	424 Larkdale Lane Mount Prospect, Illinois
23	Cleon Zotos	628 Oriole Lane Mt Prospect
24	Walter P. Ulan	612 Oriole Lane Mt Prospect
25	Eve C. Ulan	612 Oriole Lane Mt. Prospect

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	Name	Address
1	Mrs Rosalie Phillippi	440 Bob O Link Road Mount Prospect, Illinois
2	Mrs. Maybelle A. Daley	433 Bob O Link Mt Prospect Illinois
3	Mrs Peggy M Taylor	436 Bob-O Link Rd Mt Prospect, Ill.
4	Mrs. Kay Wilson	628 Bunting Lane, Mt. Prospect, Ill.
5	Mrs. Marilyn Orlowski	621 Bunting Lane. Mt. Prospect, Ill.
6	Walter Ampulski	425 Bob-o-Link Rd Mt. Prospect Ill.
7	Mrs Mary Ampulski	425 Bob-O Link Mt Prospect Ill
8	Charles Dwyer	401 Bob-o-link Mt. Prospect Ill.
9	Clifford Little	914 N. Prospect Manor, Mt. Prospect, Ill.
10	G J Mader	1418 E Sunset Tr Arlington Hts 60004
11	Earl C Fill	7044 N. Devon Cgo, Ill
12	Robert Fill	1043 S. Dean Wheeling, Ill.
13	Robert Kyska	627 N. State Rd. Arl. Hts. Ill.
14	Charles E. Jarmak	444 Bob-O Link Mt. Prospect, Ill.
15	A. E. Horvath	623 N. Wille Mt Prospect Ill
16	William F. Wittmeyer	412 N. Forest Ave. Mt. Prospect. Ill
17	Conrad D. Cairns	312 S. Albert St. Mt. Prospect, Ill
18	Jeanne M. Fill	1239 Elliott Ave. Park Ridge, Ill.
19	Charles Thompson	1612 N Ridge Arlington Hts. Ill
20	Edward L. Jarbu	362 Nelson Rd Barrington Ill
21	Kim Hawk	610 Orton Wauconda. Ill.
22	Carl L Gunlogson	6 W. Busse Mt. Prospect Ill
23	Bruce Lowicz	241 Navajo Trail Buffalo Grove Ill
24		5370885
25	Ernest J Rathay	320 Eastwood Mt Prospect Ill 1337

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address	
1	John W. Miller	101 N. FAIRVIEW	MP Prospect Ill.
2	Suzanne L. Miller	101 N. Fairview	Mt. Prospect, Ill.
3	John Judt	112 S. MAPLE LN.	Prospect Hts
4	Robert C. Gill	700 N. PINE	MT. PROSPECT
5	Ray Kirchenberg	205 Viola Ln	Prospect Hgts.
6	Charlotte Judt	112 S Maple La	Prospect Hgts
7	Victor Herman	1101 Sherwood Dr	Pros Hgts, Ill
8	Joseph J Dermitz	934 Prospect Manor	Mt. Prospect Ill
9	Frank Davidson	1004 Meadow Lane	Mt Prospect Ill
10	Charles Anthony	1004 Meadow Lane	Mt Prospect Ill
11	John Richardson	718 Wilshire Dr	Mt Prospect Ill
12	Ernst J Rathas	320 Eastwood	Mt Prospect Post
13	Donald Winkelmann	170 Burse Rd	Mt Prospect Ill and Arlene Sam
14	John J. Wiedertek	209 S. WILLIAM.	MT. PROSP. 981
15	Paul A McCann	2707 Rohlwing	Palatine Ill
16	Ronald A Zimmerman	2643 N 74th Ave	Elmwood Park Ill
17	Lorraine Jacob	218 N. Stratton	Mount Prospect, Ill.
18	Jack H Jacob	218 N. Stratton	Mount Prospect, Ill
19	Kathy Fischer	132 No. Linden	Palatine, Ill.
20	Joe Fischer	132 No. Linden	Palatine Ill.
21	N. A. Wolf	416 So Rammer Ave.	Arlington Hgts.
22	Wayne P. Bundstrom	2333 E. Hintz Rd.	Arlington Hgts.
23	Ray H Chambers	7500 N Elephant Rd	Bensenville
24	J Abs	404 Bob O'Link	Mt. Prospect
25	Dolores Taylor	616 N. Maple Ct.	Mt. Prospect

5-22-70

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	~~Ray Hlad~~	~~300 Beau Drive Des Plaines~~
2	Al Martin	1417 N. Rand Road Arlington
3	P. J. Grindstrom	320 N. Emerson st Mt Prospect
4	~~Otto E Anderson~~	~~475 Radcliffe Des Plaines~~
5	Elizabeth E. Mueller	520 North Elm Street, Mt. Prospect, Ill.
6	Richard D Taylor	616 N. MAPLE CT., MT. PROSPECT, ILL.
7	George S. Bruck	209 So. VAIL AVE ARLINGTON HTS. 14
8	Russell Herdrich	608 N Main Mt Prospect Ill
9	Clyde E House	101 W. Euclid Mt Prospect Ill
10	June L House	101 W. Euclid Mt Prospect, Ill
11	J. J. Schneider	102 W. Stratford Mt. Prospect
12	Emil Sporleder	10 N WILLE MT PROSPECT ILL
13	Nain Lynfoot	1102 Greenfield Ter Mt Prospect Ill 60056
14	~~Tom [illegible]~~	~~1375 Harling Ave Des Plaines~~
15	Ron Smith	1050 Whilling Rd Mt Prospect
16	Don Brookshier	
17	Aline Lynfoot	1102 Greenfield Ter. Mt. Prospect
18	Walter Dryfuss	713 N WILLE STREET MT PROSPECT ILLINOIS
19	Harvey Schaefer	217 N. Maple Street Mt Prospect Illinois
20	Victor B. Olson	1 West Rand Road, Mt. Prospect, Illinois
21	Frank R Reis	410 Fairview Mount Prospect Illinois
22	Caroline E. Reis	410 N. Fairview Avenue, Mount Prospect, Illinois
23	Dorothea Darling	208 N. Main Mt Prospect Ill
24	Ralph W Darling	208 N. Main Mt Prospect Ill
25	Andy Mouth	520 So. Dale Arlington Heights Ill

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	Name	Address
1	Carl F Hart	1216 W.N.W. HWY, ARL. HgHTS,
2	H.C. Kibbe	202 S. Vail Arlington Hts. Ill
3	Arthur Bracker Jr.	713 No Fairview Ave. Mt. Prospect
4	Fred Kane	612 N. Drury Lane Arl Hgts
5	R. H. Balfour	112 N. STRATFORD ARLINGTON HTS
6	Matt Brandhoefer	204 N. Reuter ave. arlington Heights.
7	Charles Callahan	490 S Beverly Lane Arlington Heights.
8	George Callahan	1014 N RIDGE ARLINGTON HEIGHTS Ill.
9	Alf E. Solari	1020 N Kasper Arlington Heights, Ill.
10	Carl M Bloom	1345 N Illinois Arlington Heights, Ill.
11	Betty Lou Bloom	1345 No. Illinois Arlington Heights, Ill.
12	William F Steffe	8 West Euclid Arlington Hgts. Ill
13	Nancy Konsbruck	1356 Rosita Dr. Palatine, Ill.
14	Mrs. Frank Dreyer	2907 Grouse, Rolling Meadows, Ill.
15	Donald F Schlegel	P.O. Box 293 Arlington Hts Ill
16	Mrs. Evelyn A. Woehle	1001 Meadow Lane, Mt Prospect, Ill.
17	Loretta Schmidgall	1440 No. yale Arlington Heights, Ill.
18	William J Green	201 B Devon Bensenville Ill
19	Oscar J Pettt	1310 N. Vail Arlington Hgt.
20	William H. Groh	912 N. Chicago ave. Arlington Hts Ill
21	Carl M Bloom Jr.	1345 N. Illinois Arlington Hts, Ill
22	David W. Knudsen	2705 Martin Lane Rolling Meadows Ill
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	Name	Address
1	Charles J. DeFaul	189 E Berkley H.E.
2	Robert E. Lewis	186 E. Berkley Lane
3	Muriel D. Lewis	" " " " " "
4	Carole Henderson	177 Berkley Lane H.E.
5	Tina I. Profita	173 Berkley Lane H.E.
6	Bill Profita	173 Berkley Lane H.E.
7	Dan L. Henderson	177 E. Berkley Lane H.E. Ill.
8	Steven S Henderson	177 " " "
9	Samuel M Perruccio	169 E. Berkley Lane Hoffman Estates, Ill
10	Ann Marie B. Perruccio	169 E. Berkley Lane Hoffman Est.
11	Gary W. Swegle	170 E. Berkly Lane Hoffman Estates Ill.
12	Gloria Swegle	170 E Berkley Lane Hoffman Estates, Ill
13	Mrs Barbara Watson	162 E. Berkley Ln. Hoffman Estates
14	John A. Watson	162 E. Berkley Ln Hoffman Est
15	Mrs Neomia Settler	134 Columbia Street, Hoffman Estate
16	Russell O. Settler	134 Columbia St., Hoffman Estates
17	Otto Settler	134 Columbia St - " "
18	Katherine Settler	134 Columbia St " "
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	Name	Address	
1	Donald F. Barta	7612 Brookside Dr.	Hanover Pk. Ill
2	Carolyn S. Barta	7612 Brookside Dr	Hanover Park Ill.
3	Kenneth Kachman	7602 Brookside Dr.	Hanover Park Ill
4	Sharon Kachman	7602 Brookside Dr	Hanover Park Ill.
5	Sadie Stabach	7609 Brookside Dr.	H P.
6	John W. Stabach	7609 Brookside Dr	Hanover Park
7	John Stencel Sr	7645 Brookside Dr	Hanover Pk
8	Donald Mackowiak	1107 Parkview Dr.	Hanover Park.
9	Nancy Mackowiak	1107 Parkview Dr.	Hanover Park.
10	Frank Dalla Valle	1550 Birch Ave	Hanover Park
11	Frank J. Beda	1087 Old Mill Lane	Hanover Park
12	J. Dowling	906 White Bridge	Hanover Pk
13	Ernest F. Oleksy	7002 Edgebrook Dr	Hanover Pk Ill.
14	Don Stencel	6833 Highland	Hanover Park
15	Richard C. Leszynski	7081 Glenwood	Hanover Park
16	Michael A. Mascione	7579 Brookside	Hanover Park
17	Harold Rudolph	7827 Pebblebrook Cir.	Hanover Pk
18	Jeanne Jakubczak	7850 Strathmore	Hanover Pk
19	Edw. C. Heimiller	7880 Pebblebrook Cl	Hanover Pk
20	Patti Mascione	7579 Brookside Dr.	Hanover Pk.
21	J. Senne	7820 Pebblebrook Cir	Hanover Pk.
22	Donald F. Tollstam	7851 Pebblebrook	Hanover Pk.
23	Sharon Tollstam	7851 Pebblebrook	Hanover Pk.
24	Mathias Schneider	7877 PEBBLEBROOK	HANOVER.
25	Frieda Schneider	7877 Pebblebrook	Hanover.

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	Name	Address
1	Chas W. Stephens	228 W. Berkley Ln Hoffman Est.
2	Eleanor Mitchell	309 Lafayette Lane H.E.
3	Donald Mitchell	309 Lafayette Lane H.E.
4	Blanche Dobrenick	441 Kingsdale Rd. H.E.
5	V M Jensen	1141 Durham Court H.E.
6	Christine Nolan	235 Hassell Rd - H.E.
7	D. Dreschke	332 Hawthorne La. H.E.
8	D. Renzulli	331 Pierce Road, H.E.
9	H Craig	1540 Walnut Ave H.P.
10	M.B. Stathis	1721 Syracuse, Schg
11	E. Gormley	209 No. Chase [redacted]
12	Florence Deltgen	709 - Salem Dr, Schaumburg
13	Bill Jensen	100 Tamworth Place Schaumburg
14	Zleta Jensen	" " " " " "
15	Eugene W. West	1281 Briarwood, H.P.
16	Bella Fogle	524 Hingham, Schaumburg
17	Mrs. D.L. Gillespie	6467 Longmeadow - H.P.
18	Bonnie Nelson	1865 Linden H.P.
19	Norris Nelson	1868 Linden H.P.
20	Mrs W.J. Dreschke	1222 Indian Hill Dr. Roselle
21	Mrs. R. Georges	6842 Valley View - Hon. Pk.
22	Robert M George	6842 Valley View - HAN. PK.
23	Mrs Robt Hurley	338 Gertrude [redacted]
24	R.A. Hurley	338 Gertrude [redacted]
25	John P. Bronkema	100 Salem Dr. Shaumburg.
	Beverly Bronkema	" " " "

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	Name	Address
1	Max Halonen	814 Sumac Streamwood Ill.
2	Dolores Malkowski	619 So Norwood Lane Schaumburg
3	Ben Fondillo	7080 Edgebrook 60172 Hanover Park
4	Betty Hegele	
5	James E Jacobson	815 Springnyssgath Schaumburg
6	Arlene Dwyer	900 Oriole Dr. Streamwood
7	Helen Haines	813 B Sharon Court Elgin
8	Dennis M. Sharkey	7902 BERKSHIRE DR. HANOVER PK, ILL.
9	Kathleen Sharkey	7902 BERKSHIRE DR. HANOVER PK, ILL.
10	John Wahle	492 Newcastle Hoffman Estates
11	Phyllis Wahle	" "
12	Marcia Frankowski	1811 Hollywood Hanover PK
13	Mrs. Robert Probst	7798 Huntington Circle Hanover Pk.
14	Robert A. Probst	" " " "
15	Bruce Bowen	106 Alpine Lane Hoffman E
16	Bill Boddy	6938 Meadowbrook Lane Hanover
17	Dolores L Daube	1900 Sycamore Hanover PK
18	John Tomson	509 Hillside Dr. Streamwood, Ill
19	Beverly Baier	6890 Magnolia Hanover Pk Ill.
20	Helen Sykes	6900 Pine Tree Hanover Pk, Ill.
21	Mrs. P. H. Bach	5N030 Wood Dale Rd. Wood Dale
22	Nick Weldon	6N360 NOVA TERR. ITASCA, Ill.
23	Lida Van Buren	1433 W Chatham Schaumburg, Ill.
24	Leo W Ventura	625 Berkshire Lane Schaumburg Ill
25	Jo Rose Ventura	625 Berkshire Ln. Schaumburg, Ill

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	Name	Address
1	Mrs Nelson	1050 Park View Dr. H.P.
2	Mr. Guertler	2000 Poplar Hanover Pk
3	Mrs Guertler	2000 Poplar Hanover Pk
4	Mrs. Robert Higgins	118 Jeffery Lane Schaumburg
5	Joseph T. Gress	121 Carlton Court, Schaumburg, Ill.
6	Karen K. Gress	121 Carlton Court, Schaumburg.
7	Joe Geerers	119 Carlton Ct. Schaumburg
8	Robert James	115 Carlton Ct Schamburg.
9	Don M. Onorato	116 Carlton Ct. Schaumburg
10	Mary C. Onorato	116 Carlton Ct. - Schaumburg " "
11	J. Feeney	938 Carlton Ln.
12	Calvin Feeney	938 Carlton Ln. Schaumburg, Ill.
13	Sylvia Ford	1122 W. Charlene Dr., Schaumburg, Ill.
14	Mrs C Fuller	1518 W Chatham St. " "
15	Mary Ellen Patton	181 Springinsguth Rd. "
16	Sue Simmons	1546 Revere Cr. "
17	Donna Jarka	1540 Revere Circle "
18	Edw. Jarka	1540 Revere Circle "
19	Roxanne England	1538 Revere Circle "
20	Karen Campbell	1532 Revere Circle "
21	Elaine Fritsche	1522 Revere Circle "
22	Leilani Wilson	1520 Revere Circle "
23	Mrs. R.B. Young	1511 Revere Cr. "
24	Grace N. Lemmon	1515 Revere Circle "
25	Mrs D. Mars	1531 Revere Circle "

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address
1	Dorothy Slazek	28 Grand Central Lane
2	Ray Slazek	" " " "
3	Maryan F Jarosinski	1019 Helene Ln
4	Carolyn E. Jarosinski	" " "
5	David R. Marach	1030 Helene Ln.
6	Carol Marach	1030 Helene Ln.
7	Nancy C. Starks	1036 Helene Ln.
8	Clyde E. Starks, Jr.	1036 Helene Ln.
9	Hilford E. Jurzykowski	1033 Helene Ln.
10	Patricia J Wehrs	110 S Lela Ln Schaumburg Ill
11	Lewis J. Maine	1601 West Winthrop Ln. Schaumburg
12	Louis M Maine	1018 Helene Ln.
13	H. E. Gendron	118 LELA LN SCHAUBURG
14	A Thekes Jr	1105 Lela Lane Schaumburg, Ill
15	Eve Villano	115 LELA LANE SCHAUMBURG, ILL
16	Mrs Betty Villano	115 Lela Lane Schaumburg, Ill.
17	Daniel Mrozinski	36 S. Grand Central Schaumburg
18	Alice Mrozinski	36 S. Grand Central Schaumburg, Ill
19	Raymond E. Saffens	467 Weidner Rd. Buffalo Grove, Ill.
20	Ronald Johnson	102 GRAND CENTRAL SCH
21	Joe Ballin	104 " " "
22	W. Grajewski	106 " "
23	W. Tucknott	116 Jeffery Lane Schaumburg, Ill
24	J. Tucknott	116 Jeffery Lane, Schaumburg, Ill
25	R. Higgins	118 Jeffery Lane Schaumburg, Ill.

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	Name	Address
1	Florence Crawford	31 C Pine Roselle
2	Genevieve Crawford	114 Forest Roselle
3	W. Culverwell	6700 Pine Tree Hanover Park
4	H. Prelunski	1501 Syracuse Schaumburg
5	J. Prelunski	1501 Syracuse - Schaumburg
6	S. Jennings	2321 Walnut H.P.
7	G. Sperry	21W130 Irving Pk. Medinah
8	P. Sivertowicz	236 S. Willesley Ct Schaumburg
9	J. Knight	1407 W Kingston Ln Schaumburg
10	Mary Farace	812 Weatherfield Way Schaumburg
11	Paul J. Card	1460 Spruce Ave. Hanover Park
12	Ruth Card	1460 Spruce Ave. Hanover Park
13	Betty Grove	1112 S. Westover Schaumburg
14	Jean Olson	1301 Nippet Dr. Streamwood
15	Zella Ganziano	R.1 - Box 99 - Roselle
16	Charles Kowalchuk	1717 Poplar Hanover Pk.
17	William A. Lindstrom	4052 Clubtree, Streamwood
18	Gal Bain	1525 Revere Circle Schaumburg Ill
19	Doris Norrie	6966 Edgebrook Hanover Park
20	Fred Norrie	6966 Edgebrook Hanover Park
21	Teresa Llamas	150 Wellington Elgin Ill.
22	Hilaria Mendoza	150 Wellington Elgin Ill.
23	Helen Stensel	1023 Cairn Tryside Dr.
24	James Ringenbach	1521 Maplewood H.P.
25	Essie Russell	613 Wicker Streamwood Ill.

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address
1	P. La Montagna	1800 Syracuse Lane Schaumburg
2	[illegible]	1124 WAKEFIELD SCHAUMBERG
3	John E. Kelly Jr	225 Perry Lane H.F.
4	[illegible]	305 Westview St. Hoffman Estates
5	[illegible]	118 MORGAN LN. Hoffman Estates
6	[illegible]	258 OSAGE Ln H.E.
7	Robert Kornowski	623 Hingham La. Schaumburg
8	D E Craig	1305 W. Weatherfield Roselle, Ill
9	M. E. Dettman	7 W. Schaumburg Rd., Schaumburg
10	[illegible]	182 Jamison Ln H.E.
11	Leonard A Walsh	287 Englewood Road Hoffman Estates
12	Patrick Court	317 Ashley Rd, Hoffman Estates
13	[illegible]	177 Fairmont Hoffman Estates Ill
14	Thomas Rapach	122 Lela Ln Schaumburg Ill
15	Richard A. Ambrosini	130 Mohawk Lane Hoffman Estates, Ill.
16	Jay P. [illegible]	432 Westover Lane Schaumburg Ill
17	Wally Barber	1220 W. Somerset Lane Schaumburg
18	R Holden	634 Verona Court, Schaumburg
19	C Holden	634 Verona Ct. Schaumburg
20	J. Murphy	224 PERRY Lane, H.E.
21	G.P. Minarcik	1335 Somerset Lane Schaumburg
22	William R Weber	R R #3 Box 240E Roselle, Ill.
23	[illegible]	1330 RAND RD. D.P. ILL.
24	JAMES E WALLACE	721 MEADOW LANE ROSELLE, ILL
25	[illegible]	261 BRASHARES DR. ADDISON, ILL
OVER 26.	S. E. Barber	301 WESTVIEW ST. HOFFMAN ESTATES, ILL

27 ~~28~~. Mrs. Clifford Hodgkins, 1807 W. Warwick, Schaw[illegible]burg

28 ~~29~~ Mr Joseph Lachlerbach 373 Washington H.E.

[redacted]

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Charles R. Ford	1122 Charlene Lane
2	Gerald R Bardener	1021 Helene Lane
3	Mrs. Gerald Bardener	1021 Helene Ln
4	Richard Kowalski	939 Evergreen Arlington Hts
5	Julia M Zentak	1811 Schaumburg Schaumburg
6	Mrs Terry Lewicki	1016 Helene Ln.
7	Arthur Fishman	305 Ridge Crdl Streamwood Ill
8	Anthony J Vukich	1705 Poplar Hanover Park
9	LaVern L Vukich	1705 Poplar, Hanover Park, Ill
10	M. Zornier	1625 Hartman Dr
11	[illegible]	426 Wortmanth Ln Roselle Ill
12	C Lockerby	134 S. Hale Bartlett
13	M. Brown	534 Summit Dr. Schaumburg
14	V. Newman	301 Mason La. Streamwood
15	C Ryan	203 S Oltendorf. Streamwood
16	[illegible]	6232 Long L. Hanover Park
17	Wm Lantagne	802 Sumac DR. Streamwood
18	Mrs Bulpin	1610 Greenwood
19	Mrs. L. Foster	23 Custwood, Streamwood
20	Mrs. M. Petolick	494 Devonshire Lane Hoffman Est, Ill
21	Don Maxwell	1411 HILLCREST HANOVER PARK
22	Mrs. Mercier	1913 Concordia Lane Schaumburg
23	Mrs. Stiba	1502 Yale Lane. Schaumburg.
24	Mr. Harry J. Baker	522 Janine Ln Schaumburg
25	Jim Casey	1118 Country Side Dr Hanover Park

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	Name	Address	
1	G Mangan	606 Stingerland	Schaumburg
2	C. Wilson	1804 Thoreau ct.	Schaumburg
3	C. + J. Madden	21 Beech Dr.	Schaumburg
4	Jos N Madden	"	"
5	R. J. Hecker	263 Newport	Hoffman
6	R. W. Schultz	3181 Norwood Cr	6 states Streamwood
7	A. G. Dwyer	900 Oriole Dr.	Streamwood
8	K. E Powers	1407 Walnut	Hanover Park
9	Dorothy Mieble	1813 Syracuse	Schaumburg
10	Connie Land	1531 Walnut	H. P.
11	Barbara Weber	6901 Longmeadow	H. P.
12	Lillian Russo	226 Orange Ln	Hoffman Est., Ill
13	Virginia Gipson	344 Princeton	" " "
14	Ken Rasmussen	1877 Redwood	H. P.
15	Robert L Buckler	366 Meadowlark	Bloomingdale Ill
16	Ed Edeb	505 Sunset Dr	Elgin
17	R. Anatra	698 Parkway	Elgin
18	Frank E. Wasiefeurski	2101 Arbor Vitae	Hanover Park
19	Mildred R Bailey	107 Seton pl.	Streamwood
20	Helen Szybinski	608 Ridge Circle	Streamwood
21	Dery LeClerc	Bartlett	
22	Patricia Picciotti	807 Norman N.	Streamwood
23	Aldo Picciotti	807 Norman N.	Streamwood
24	Doris Prindeville	1042 Ashton ct.	"
25	Mary Larsen	108 Villa Road	Streamwood

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	Name	Address
1	Luann Copeland	357 Washington Blvd., Hfm. Estates
2	Carol Ann Lentini	358 Westview Lane Hoffman Estates
3	Joyce Anderson	353 Washington Blvd. Hoffman Estates
4	Grayce Turek	106 Chandler Lane Hoffman Estates.
5	Mary Kathryn Frost	345 Washington Blvd. Hoffman Estates, Illinois
6	Dorothy Lulling	102 Ashland St Hoffman Estates, Ill
7	Henry J. Lulling	102 Ashland Hoffman Estates, Ill
8	C W Copeland	357 Washington Blvd. HFM EST - Ill.
9	Kenneth Eibel	117 Mohave St Hoffman Estates Ill
10	Lee Tempinson	1713 Vassar Ct. Schaumburg, Ill.
11	Diane Hopposen	1717 Syracuse Ln. Schaumburg Ill
12	Donald W. Rothschild	158 Cambridge Ln. H. E.
13	Kay Soffietti	410 E Blackhawk Schaumburg, Ill
14	Joe Soffietti	" " "
15	Vera Craig	166 Cambridge H. E.
16	Sam Ingurgio	1525 Syracuse Lane, Schaumburg Ill.
17	Jené Ingurgio	1525 Syracuse Lane Schaumburg Ill 60172
18	Carol Bove	1428 Syracuse, Schaumburg
19	Ronald Bove	1428 Syracuse, Schaumburg, Ill.
20	Penny Kairis	913 Springinsgrath Schaumburg, Ill
21	John Gall	1526 Syracuse Schaumburg
22	Nancy Heldt	823 Vassar Lane Schaumburg
23	Edward T. Marcoski	202 Hawthorn Hoffman Est Ill
24	Virginia Marcoski	202 Hawthorn Hoffman Est Ill.
25	Lowell Wheeler	129 Payson St., Hoffman Est., Ill.

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	Name	Address
1	Victoria P. Trudeau	1108 W. Wakefield Ln. Schaumburg Ill
2	Margaret Ochocki	7151 Edgebrook Hanover Pk
3	Len Higgins	513 W Schaumburg, Streamwood
4	Elvira M. Higgins	513 W. Schaumburg Rd. Streamwood
5	Loretta Kusch	6771 Applitree St Hanover Park Ill
6	Donald Russell	613 Wicker ave. Streamwood
7	Mrs. R. Gasboortz	1509 W. Dedham Schaumburg
8		
9	Sig Anne Monte	1511 W. Spruce Ave. Hanover Pk
10	P. J. Bond	1826 Whittier Ln. Schaumburg
11	R. Lindsey	230 S Springinguth Schaumburg
12	G. Lindsey	" " " " "
13	J. Scaper	1408 Wise Rd. Schaumburg
14	R. Napier	1829 Dover Ct. Schaumburg
15	F. C. Goodman	535 Westover Lane, Schaumburg, Ill
16	Perline Halatek	6640 Deerpath Hanover Park
17	Annette Scarza	420 Scott Ct. Roselle, Ill
18	Ruth Bitting	
19	Paul Mueller	7819 Northway Dr. Hanover Pk
20	Mrs John Massey	130 Hickory Lane Schaumburg
21	Joe Mastro	429 Neal Ct. Schaumburg
22	Rush Thorncraft	126 Evergreen Hoffman Est.
23	Gene Thorncraft	" " " " "
24	William Meier	219 Ash Rd Hoffman Est
25	Florence F. Meier	219 Ash Rd., Hoffman Est.

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	Name	Address
1	Robert L. Balmer Sr	413 Deller Rd - Wheaton Ill
2	Charles H. Soble	1836 Evergreen Hanover Park, Ill.
3	Virginia A. Soble	1836 Evergreen Hanover Park, Ill.
4	Angeline V. Balmer	413 Deller Wheaton Ill
	Lois Opyrcek	1480 Cypress Ave, Hanover Pk, Ill.
5	Owen Allison	628 Slade Elgin Ill.
6	Joseph J Sabon	511 Newberry Dr. Streamwood
7	John M. Kessel	177 Cedar Circle Streamwood
8	Archie Berg	6646 Beach Tree Hanover Park
9	Wes Burns	6661 Appletree St. Hanover Pk.
10	Gloria Brauner	6661 Appletree St. Hanover Pk.
11	Thomas Sproull	1760 Poplar St. Hanover Park Ill
12	Carol Sproull	1760 Poplar St. Hanover Park, Ill.
13	Morris L. David	6671 Appletree St. Hanover Park, Ill.
14	Cecilia David	6671 Appletree St Hanover Park. Ill.
15	Donald W Jackson	6600 Pinetree St. Hanover Park, Ill
16	Elizabeth Jackson	6600 Pinetree Hanover Park, Ill.
17	John J. Strojek	1817 Sycamore St, Hanover Park
18	Thomas Dolan	1824 Evergreen Hanover Park, Ill.
19	Matilda Dolan	1824 Evergreen Hanover Park, Ill.
20	Thomas V Moore	7010 Mulberry Hanover Park Ill
21	Eugene Trigger	138 Cedar Circle Streamwood Ill.
22	Vincent Stamelli	Box 264 Bartlett, Ill.
23	Billy B. Maroney	1900 Evergreen Hanover Park Ill
24	Mary Maroney	1900 Evergreen Hanover Park Ill.
25	Donald Jackson	6600 Pinetree Hanover Park, Ill.

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	Name	Address
1	Mrs. James H. Walker	143 Hill Drive, Hoffman Estates
2	Andrew H. Kohy	218 Bode Rd. Hoff. Est.
3	David M Brewer	356 Larchmont Rd Hoffman Estates
4	Linda M. Breper	" " " " "
5	LaVerne H. Hinrich	1425 W Arlington Schaumburg
6	Margaret Marquardt	177 Des Plaines Lane
7	W. A. Marquardt	177 Des Plaines Lane
8	H. J. Schumacher	274 W. Berkley Lane
9	Wm. R. Schumacher	" " " "
10	Heinz A. Brauner	1430 Cypress Hanover Pk.
11	Jacqueline D. Roth	135 Edgemont H.E.
12	David A. Roth	135 Edgemont H.E.
13	R. L. Franzen	305 Cedarcrest Dr. Schaumburg
14	B. C. Franzen	" " " "
15	D. A. Allen	534 Oakmont Rd Hoffman Es.
16	H. W. Dulberg	229 Oslive St. H.E.
17	Glenn Potter	607 Deerfield Dr. Streamwood
18	Walter Kraft	150 Cooper Rd H.E.
19	Rodolfo Perez	325 Baxter Lane. H.E.
20	Neal Mari	1928 Cloverdale Ct. Schaumburg
21	Helen Mari	" " " "
22	Julia Shoro	132 N. Morton H.E.
23	Mary Mari	1518 W. Hartmann Schaumburg
24	Jacob Mari	1518 Hartmann "
25	Mrs. Chas. Stephens	228 W. Berkley Hoffman Est.

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	Name	Address	
1	William M. Ahern	1001 Westchester Dr.	H.P.
2	Mrs Fred Jurisch	243 Amherst Ln.	Hoff. Est
3	Mrs Tom Vogels	7046 ORCHARD LANE	H.P
4	Gary E. Hopkins	804 - Surrey D	Strimwood
5	George T Daniels	1900 SYCAMORE	H.P.
6	Mrs. Paul Cardinal	6760 Apple Tree St	H.P.
7	M. Burnett	930 YORKSHIRE	H.P
8	D M. Figuinski	957 PRINCETON CIRCLE DR.	H.P.
9	S Malone	510 Brockton lane	Schaumburg
10	Roger Z Keany	916 Jeffery Ct	Schaumburg
11	Carol Keany	916 Jeffery Ct	Schaumburg
12	Thomas J Herlen	383 Kenwood Rd	Hoff Est
13			
14	W. C. Thiede	586 GROSVENOR LN	Elk Grove Vlg, Ill.
15	John F Baran	248 Laffayette Lane	Hoffman Estate Ill
16	William C. Semitekel	120 N. Woodlawn	Hoffman Est.
17	Mrs W. C. Semitekel	120 N Woodlawn	Hoffman Est
18	Garner L Alderman	346 Hassell Ct	Hoffman Est.
19	E. Surland	139 Bode Rd.	Hoffman Est
20	W Glass	550 S Roselle Rd.	Schaumburg
21	C. Glass	220. S. Roselle Rd	Schaumburg
22	Roger Perry	524 E. Thacker Ln	Hoffman Est
23	Joseph C. Fitak	232 Bluebonnet Lane	Hoffman Estates
24	Shirley M Reynolds	352 Newport Rd.	Hoffman Estates
25	Nancy Mickol	137 Alpine	H.E.

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	Name	Address	
1	Arlene E. Cyrier	236 Thestern St.	H.E.
2	Barbara Radous	107 N. Washington	Hoffman Est.
3	Pat Olsen	128 N. Olive	Hoffman Est
4	Elaine Eubel	117 Mohave	Hoffman Est.
5	Marian Rieth	452 Bode Apt 303	H.E.
6	Craig C. Clair	466 W. Bode Rd	
7	Edward J. Eaton	380 Bode Rd Apt #202	H.E.
8	Joseph W Eaton	386 Bode Rd #208	H.E.
9	David J. Baird	299 Alcoa Lane	H.E.
10	Mrs Danette M Baird	299 Alcoa Lane	Hoff. Ests.
11	Mrs Daniel A. Kisiel	270 Western St.	Hoff. Est.
12	Joseph W. Briant	232 Grand Canyon	H.E.
13	Donald H. Kusch	6751 Apple Tree St.	Hanover P.K.
14	Patricia Kusch	6751 Apple Tree St.	Han. Pk
15	Ellen Naughton	7782 Kensington	Han. PK
16	Ronald Wallace	1653 Redwood	Han PK
17	Donald F. Martin	301 Nottingham Ln.	H.E.
18	Eugene Mical	260 Nasan Circle	Streamwood
19	Sandy J Pruno	1515 Bates Ct	Schaumburg Ill.
20	R. H. Makowski	7052 Hawthorne Ln.	Hanover Park, Ill
21	Joan H Makowski	7052 Hawthorne Ln.	Hanover PK, Ill
22	Carl McFarland	7420 Dahlia Dr	Hanover Pk.
23	June Newcomer	503 So. Plymouth	Schaumburg, Ill.
24	[illegible]	1550 W. Irving	Hanover Pk.
25	Fredrick J. Miller	7396 Cumberland Drive	Hanover Park

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	Name	Address
1	Ruth H. Enwall	375 Shepard Rd. Hoffman Ests
2	Walter D Enwall Sr	" " " " "
3	G. H. Rynlde	352 Newport Rd Hoffman Est
4	G. Graham	703 Parkview Ln Hoffman Est
5	Roger C Thomas	126 Decatur St, Hoffman Estate, Ill.
6	W. F. Renty	158 Hillcrest Blvd H. E., Ill
7	William Hanron	514 Apricot Ct. H. E.
8	Charles R. Klankowski	101 Avondale Lane H. E.
9	Thaddeus Gomorski	133 Mohawk Lane H. E
10	Theodosia Gosnowski	133 Mohawk L. H. E.
11	Ronald Lichwa	1100 Lowell Ln.
12	Mrs C E Rogers	1525 Columbine, Palatine
13	Mrs J. M. Barrie	18 Grand Central Schaumburg
14	A W Riegel	253 Washington H. Est.
15	Eileen J. Lantaud	117 Morgan Lane H. Est.
16	Charles K Slice	140 Rosedale Lane, H. Est.
17	Sharon Lansdown	7525 Huntington Cir. So. H. P.
18	Fred Schell	1625 WEATHERSFIELD SCHAUMBURG
19	Joseph C. Conley	7289 Coventry Dr. Hanover Pk, Ill.
20	Jacquelyn Conley	7289 Coventry Dr. Hanover Pk Ill
21	Marge Turek	6971 Edgebrook Lane - Hanover Pk. Ill.
22	Fred Zientarek	1133 Old Mill Lane Hanover Pk Ill
23	Lois Kachler	P O Box 304 Roselle, Ill
24	George J. Janicki	924 Swarthmore Ct. Schaumburg Ill.
25	Tim Turek	6971 Edgebrook Lane Hanover Pk.

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	Name	Address
1	Glenn Schmidt	708 S. Warren Ave, Palatine.
2	Joann Schmidt	708 S. Warren Ave. Pal.
3	Otto G. Heimann	722 So. Warren Ave Palatine
4	LaVerne M. Heimann	722 S. Warren Ave. Palatine
5	Svend Nielsen Louise Nielsen	728 S. Warren Ave Palatine Ill
6	Grace Miller	628 S. Warren Ave Palatine Ill
7	Vincent Gerace	756 S. Warren Ave Palatine Ill
8	George T. Meyer	537 S. Warren Ave Palatine, Ill
9	Victor Locascio	805 S. Warren Ave Palatine, Ill
10	Marie A. Hanlon	761 S. Warren Ave., Palatine, Ill.
11	Helen A. Thome	735 S. Warren Ave Palatine Ill
12	Vivian J. Rogers	729 S. Warren Ave. Palatine, Ill.
13	Johannes A. K. Prenzel	703 S. Warren Ave, Palatine, Ill
14	Nancy Warren	649 S. Warren, Palatine, Ill.
15	Stewart Warren	649 S. Warren Palatine, Ill
16	Karl F. Ohrt	636 S. Warren Ave. Palatine, Ill.
17	A. N. Hiberger	637 S Warren Palatine
18	Mary Ann Hiberger	637 S Warren Palatine
19	Magdalena Nuss	623 So. Warren Palatine
20	Laila Nilsen	1546 E. Olive Palatine
21	Robt Raustis	557 S. Warren Palatine
22	LaVerne Raustis	557 S Warren "
23	Martin J Wezalis	543 S Warren "
24	Ernest J. Rochau	538 S. Warren "
25	Edward E. Wenzel	531 S. Warren "

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	Name	Address
1	Charles W. Dauer	2003 E. Sherwood Rd. Arlington Hts, Ill.
2	Lupe L. Baarts	107 N. Wilshire Ln. Arlington Hts, Ill.
3	George C. Fischer	644 N Gibbons Arlington Hts
4	James R. Norcutt	1716 E Hawthorne A.H. Ill.
5	Gilbert R. Hubert	711 N. BRAESIDE DR, A.H. ILL.
6	Josephine Fischer	644 N. Gibbons A.H. Ill.
7	Mrs C. L. Trafford	640 N. Gibbons A.H. Ill.
8	Jeff Freier	707 N. Gibbon AH., Ill
9	R.E. Woodward	711 N. GIBBONS A.H., Ill.
10	Richard Loner	737 N. Gibbons A.H. Ill.
11	W J Oliver	817 N Gibbons AH Ill
12	Catherine M Oliver	817 N Gibbons AH Ill.
13	Rachele Belluomini	821 N. Gibbons A. H
14	Sharon Nelson	911 N. Gibbons A. H.
15	Ed. Nelson	" " "
16	C. Pierce	917 N. Gibbon A.H. Ill.
17	Clifford Pierce	" " " "
18	R.J. Koenig	1604 E. Frederick A.H.
19	Mrs. P. Rizzo	1007 N. Wilshire Ln. A.H.
20	C W Hagemann	1031 N. Wilshire Lane A.H.
21	Therese A. Hagemann	1031 N. Wilshire Lane
22	K D Evenson	1011 N Wilshire A.H.
23	M.L. Piatkowski	1017 N. " "
24	Mrs F J Kreusch	906 N " "
25	H A Johnson	826 Wilshire Lane A.H.

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	Name	Address
1	Mrs. L. E. Wallace	903 No Wilshire
2	Mrs. G. Robinson	820 N. Wilshire A.H.
3	D. Wolters	821 N. Wilshire
4	Mr. L. R. Wolters	821 N. Wilshire Ln.
5	(Mrs.) L. O. Wolters	821 N. Wilshire Lane
6	William C Larson	802 N. Wilshire Lane
7	Mrs. Wm. C. Larson	802 N. Wilshire, A. H.
8	Mrs William Youngstrom	803 N. Wilshire, A.H.
9	Mrs F. A. Oldenburg	1517 N. Harvard - A. H.
10	Mrs. F. Pierson	727 N. Wilshire A. H.
11	Mrs. H. Juretschke	721 N. Wilshire A.H.
12	Walter Juretschke	721 N. Wilshire Lane A. H.
13	Christine Harris	720 N. Wilshire Lane A.H.
14	James Lenny	716 N. Wilshire Lane A.H.
15	J. M. Hughes	717 N. Wilshire Lane A.H.
16	Rosamond A Hughes	717 N. Wilshire Lane A.H.
17	G. Mauricach	710 N Wilshire Lane
18	George H Quade	711 N. Wilshire Lane A.H.
19	Marie F. Johnson	706 N. Wilshire Ln A.H.
20	Steen Johnson	706 N. Wilshire Ln. A.H.
21	Eugene Lozzo	707 N. Wilshire Ln A. H.
22	Richard T. Windsor	1704 E. Hawthorne A.H.
23	Richard S Vives	615 N Gibbons A. H.
24	Richard Forsberg	615 N. Gibbons. A. H.
25	Mrs. G. Farquhar	711 N. Stratford A.H.

To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address
1	Ms. H. Kulisch	520 S. Prindle Ave.
2	Pete U Gowan	524 S. Prindle Ave
3	Anne M. Cook	525 S Forrest
4	Gertrude J. Gowan	524 S. Prindle
5	Don Cook	525 S. Forrest
6	E. W. Zimmyg	521 S Forrest
7	Don Drews	517 So. FORREST
8	Roy Westman	520 Forrest
9	Jim Drays	516 Forrest
10	Don Stoe	513 So Forrest
11	Ray A. Oranetz	533 S. PRINDLE AVE
12	Marjorie C. Oranetz	533 So. Prindle Ave.
13	Howard M Richardson	441 So. Prindle Ave.
14	Elizabeth A. Richardson	441 S. Prindle Ave.
15	Janet K. Alvin	513 S. Phelps Ave.
16	John R. Whetstine	509 S. Phelps Ave
17	Margaret Whetstine	509 S Phelps Ave.
18	Ann J. A. Alvin	513 S Phelps Ave
19	D. McCammon	516 S Phelps
20	E McCammon	516 S Phelps
21	Betty Jenko	440 So. Prindle Ave.
22	Craig S. Thompson	508 S. PHELPS
23	Betty M. Thompson	508 So. Phelps
24	W Swaby	208 W. South St.
25	Clark Tutor	531 So Pine Ave

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	Name	Address
1	Ronald Malenke	1461 Oakwood Hanover Pk.
2	Chester Cwik	7903 Pebblebrook Circle Hanover Park
3	James A. Lyvinskis	725 RUSSET LA. STREAMWOOD.
4	Joseph P. Sullivan	421 Walnut Dr. Streamwood
5	Thomas B. Mamerois	1571 WALNUT. HANOVER Pk. Ill.
6	Robert F. Hasbach	906 Streamwood Bn. Streamwood Ill.
7	J. Sumner	2054 Essex Ct STREAMWOOD.
8	Richard Neubauer	1521 Spruce Av. Hanover Park, Ill.
9	James H Miller	2072 Essex Ct Streamwood Ill.
10	Philip W Avella	830 Brown Ct Schaumburg Ill.
11	Dick Rowbin	832 Brown Ct Schaumburg Ill.
12	Leo A. Siciliano	7338 Coventry Dr. Hanover Pk. Ill.
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	Name	Address
1	W. Bruns	717 N. Stratford
2	Mrs R. Seeger	721 N. Stratford
3	George Oakley	726 N Stratford Rd
4	Mrs. Terence Kelly	731 N. Stratford
5	Joe Koenig	736 N. Stratford
6	Dorothy Bettes	802 N Stratford
7	Jack A. Meyer	811 N. Stratford.
8	Dorothy M. Meyer	811 N. Stratford.
9	James M. Fanizza	821 N. STRATFORD.
10	Diane S. Fanizza	821 N. Stratford Rd.
11	Charlotte Elder	827 N. Stratford Rd.
12	Co. Tully	911 N. Stratford Rd.
13	Frances E. Schild	917 N. Stratford Rd.
14	Mrs R. L. Todd	920 N. Gibbons
15	Evan C Law	906 N. Gibbons.
16	M Cox	902 N. Gibbons
17	Mrs. M. Laughlin	820 N. Gibbons
18	Fred Hartman	816 N. Gibbons
19	[illegible]	703 N. Gibbons
20	Dorothy S Mitchell	703. N. Gibbons
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

We, the taxpayers, of Harper College, District #512, feel that the American Flag should not have been lowered to half mast on the campus of our community college.

	Name	Address	
1	Sharon Wheeler	129 Payson St.	Hoffman Est.
2	Mrs. C Pavone	137 Payson St.	H.E.
3	Mr. L. Pavone	137 Payson St.	H.E
4	Sophie Kolhusz	1114 Dunbury Ln.	Schaumburg Ill
5	Cecilia Reidnick	434 Schaumburg	Schaumburg Ill
6	Dorothy McClain	510 Braintree Dr.	Schaumburg Ill.
7	Kit Key	101 Peoria Dr	Hoff. Est Ill.
8	Roselyn A Parth	150 S. Morton	Hoff. Ests. Ill
9	Robert E Voorhees	298 Baxter Ln	Hoffman Estates
10	Virginia L. Voorhees	298 Baxter Lane	Hoffman Estates
11	Joyce Totten	193 Woodlawn	Hoffman Estates Ill
12	Judy Fifles	301 N. Elmwood	Palatine, Ill.
13	W.R. Borkehyn	1208 Cypress Lane	Elk Grove Ill.
14	Mrs R. Shepard	2428 Cornell,	Arlington Hts, Ill
15	Aaron H. Reiber	2701 Wilke Rd.	Rolling Meadows, Ill
16	James C. Eckstoesser	20 Seeger Rd	Arlington Hts. Ill.
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Marie Dowd	467 Cedar, Elk Grove Village
2	Thomas R. Doyle	138 Frederick Ln., Hoffman Estates
3	Sylvia Doyle	138 Frederick Ln. Hoffman Estates, Ill.
4	Janet J. Smith	239 Northview Ln. Hoffman Estates, Ill.
5	Adell & Celarier	250 Bode Rd. Hoffman Estates. Ill
6	Mrs. Dorothy Celarier	250 Bode Rd. Hoffman Estates, Ill
7	Mr. Lee M Hipple	525 Cambridge Rd Des Plaines, Ill,
8	M Sgt Ray M. Zabielski	271 Dennison Rd, Hoff Est, Ill 60172
9	Mrs. A. Gasha	283 Monticello Rd. Hoff Est, Ill. 60172
10	Grace L. Zabielski	271 Dennison Rd. Hoff Est, Ill. 60172
11	Pauline Aldreth	271 Berkley Lane Hoffman Estates Ill
12	Charles J. House	1615 Warwick Lane Schaumburg Ill.
13	Lola G. House	1615 Warwick Lane Schaumburg Ill.
14	Charles Edward House	same as above
15	Judy House	1615 Warwick Lane Schaumburg, Ill.
16	Ruth Evensen	150 Cambridge Ln. Hoffman Est. Ill.
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	Name	Address
1	Stephen G Smith	7433 Coventry Drive H.P.
2	Thomas W. Event	7423 Coventry Dr. Hanover Park
3	Mary Anne Event.	7423 Coventry Dr. H.P.
4	Dennis Painter	7377 Coventry H.P.
5	Cheryl Smith	7433 Coventry Dr. H.P.
6	Judith E. Slater	1000 Whitebridge H.P.
7	Dennis Painter	7377 Coventry H.P.
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	Name	Address
1	Judith Defauw	1723 E. Columbine, Palatine
2	M. Stan	426 Timothy SCHAUMBURG
3	Donald G. Tutt	634 S. BRAINTREE DRIVE, SCHAUMBURG
4	Gertraud Broz	1928 W. Wayland Ct. Schaumburg
5	Joanne Hanschman	33 W. Wier Schaumburg
6	Walter [illegible]	RD#1 Schaumburg Ill.
7	Richard Schneider	160 Arlington H.E.
8	Henry C Heintz	166 Berkley H.E.
9	Claire Heintz	166 Berkley H.E
10	Donald Olin	1128 PATRICIA CT. SCHAUMBURG
11	Joan L. Mueller	342 Rosedale Lane H.E.
12	Donald H. Osen	1111 SHARON LN. SCHAUM.
13	Barbara MacEachron	425 Glen Lake - H.E.
14	Marilyn H Adams	1929 W. Wayland Schaumburg
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Mike	Mike 15 w cattersfield Schaumburg
2	Jerry Taylor	1721 W Schaumburg Rd.
3	Steve Schultz	612 Cambridge Dr.
4	Jim Battgate	125 SPRINGINSGUTH
5	Glenn Taylor	1711 W. Schaumburg Rd.
6	Larry Thornmyer	1625 W SCHAUMBURG RD.
7	D Miller	415 Cole Ct. Schaumburg, Ill.
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	Name	Address
1	Mr. Gary Sour	458 S. Williams
2	Mrs. Gary Sour	458 S. Williams
3	Mr Carl Hummel	503 S Williams
4	Dorothy L Hummel	503 S Williams
5	Elizabeth Bruzas	525 S. Williams
6	James T. Bruzas	525 S. Williams
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	Name	Address	
1	Karl Allay	2005 E. Park St.	Arling Hts
2	Carolyn A Allay	2005 E Park St	Arlington Hts
3	Richard K. Burke	509 S Prindle	Arlington Hts
4	Lonci M Conway	513 S. Prindle	Arlington Hts
5	Eunice E. Conway	513 S. Prindle	Arl Hts.
6	Rosemary Burke	509 So. Prindle	Arlington Hts.
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	Name	Address
1	Mr & Mrs T. J. Patsis	6754 Pine tree Hanover Pk. Ill. Apt. 7B
2	Larry Balcar	1024 Tanglewood Hanover Pk Ill
3	Karen Fryfell	6754 Pine Tree Hanover Pk, Ill Apt. 7A
4	Gregory M Fryfell	6754 Pine tree Hanover Pk Ill Apt 7A
5	Mr & Mrs R. Holdaway	6754 Pine tree Apt 8A.
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	Name	Address
1	Marvin E. Lash	523 S. Springingpoint Rd, Schaumburg
2	D. H. Peyton	1025 Sharon Ln., Schaumburg
3	A. Calabrese	136 Austin, Carpentersville
4	M. Nicholas	1619 Warwick Ln. Schaumburg.
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	Name	Address
1	Darlene K. Pirch	1539 Revere Cr. Schaumburg.
2	Nancy J. Kirkham	133 Springinsguth Schaumburg
3	Sharon L. Terwell	123 Springinsguth, Schaumburg
4	Laura-J Holt	117 Springinsguth Rd, Schaumburg
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To the Board of Trustees, the Administration, the Faculty, and the Student Body of Harper College.

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	Name	Address
1	Mrs Susie C. Wenzel	531 S. Hassell Ave. Palatine
2	Peggy Schwind	462 S. Warren "
3	Ruth Hedberg	444 S. Warren ave Palatine
4	William H Doring	456 S. Warren ave Palatine
5	Rod Pilgrim	457 So Warren Palatine
6	Phillip M Hamer	643 S. Warren Palatine
7	Donald M. Daily	662 S. Warren Palatine
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3.0.7 Non-Retention of Tenured Appointments (2/9/67)

A. Reduction in Faculty

Termination of a continuous appointment because of financial exigency or because of cutbacks in program shall be demonstrably bona fide. If the Board increases the number of faculty or reinstates the discontinued positions within one year, tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions.

B. Dismissal or Suspension

1. Adequate Cause

A tenured faculty member may be dismissed or suspended only by the Board and only for one or more of the following reasons and after compliance with the procedures herein set forth.

a. Unprofessional conduct, including willful neglect of duty and insubordination.

b. Incompetence or incapacity, whether mental or physical.

c. Moral turpitude.

2. Procedures for Determining Adequate Cause

a. Preliminary Proceedings

When the fitness of a faculty member is under question, the appropriate administrative officer shall discuss the matter with him. If a mutually satisfactory resolution of the matter does not result, the matter shall be referred to an ad hoc hearing committee of the faculty appointed by the president of the faculty senate which shall make an informal inquiry, assist in arriving at an adjustment if possible and, if none is effected, advise the president of the college whether proceedings should be instituted toward determining adequate cause for dismissal. If the president decides, either with or without the concurrence of the committee, to begin proceedings, then he or his representative shall state in writing the specific causes for which the individual is being accused.

b. Initiation of Formal Proceedings

This statement shall then be incorporated in a letter from the president to the faculty member informing him that a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by the faculty-elected judicial committee, meeting at a specified time and place, sufficient time being allowed for the preparation of his defense, such period not to be less than 30 days. The faculty member shall be informed of procedural rights that will be accorded him, such as his right to counsel and the right to be informed of the grounds proposed for dismissal. In particular, the procedures specified in section "e" below shall be made known to him. Failure of the faculty member to appear at the hearing in person or by counsel shall constitute an admission of the charges.

c. Suspension of the Faculty Member

Suspension of a faculty member during the proceedings against him may be imposed only if in the judgment of the president it is warranted, and shall be with pay. (Such suspension shall not be considered prejudicial to the faculty member's case.)

d. Judicial Committee

The judicial committee shall be an elected standing committee of five faculty members, not to include members of the ad hoc hearing committee. The committee shall be elected by the faculty at the first regular meeting in each academic year. All nominees for the committee shall be on tenure.

The committee shall elect its own chairman.

e. Judicial Committee Proceedings

The committee shall proceed by considering the statement of grounds for dismissal and the charges of misconduct already formulated in the president's letter,

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

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

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

f. Consideration by the Judicial Committee

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

submit written briefs if the committee desires. The committee shall then arrive at explicit findings with respect to each of the grounds for dismissal and charges of misconduct presented and formulate its decision for or against removal of the faculty member within 30 days. A transcription of the hearing may be used during this decision process, if needed. The president and the faculty member shall be notified in writing of the decision. Each shall receive, as promptly as possible, and at the same time, a copy of the record of the hearing. Publicity concerning the decision may properly be withheld until consideration has been given to the case by the Board. Any release to the public shall be made through the president's office.

g. Consideration by the Board

The president shall transmit the full report of the judicial committee and its action to the Board. The Board's review shall be based on the record of the hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives. The decision of the judicial committee shall either be sustained or returned to the committee with specific objections. In the latter case the committee shall reconsider, taking account of the stated objections and receiving new evidence, if ary, framing and communicating its decision as before. Only after study of the committee's reconsideration shall the Board make a final decision.

h. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall include a statement of the judicial committee's original action.

i. Payment of Salary

If, as a result of the hearing process described herein, the college terminates an appointment, the faculty member shall receive full pay at his current salary for a period of six months or until the end of the term of appointment, whichever is shorter. This payment practice shall be observed whether or not the faculty member continues to work for the college; however, in the event that the termination results from a judicial committee finding that the faculty member has been guilty of moral turpitude, or willful neglect of duty, the Board shall determine what payments, if any, to make beyond the effective date of dismissal, taking into consideration the length and quality of service of the faculty member prior to the operative facts constituting the basis for dismissal.

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

BILLS FOR APPROVAL
May 28, 1970

I. BILLS FOR APPROVAL		PAGE
Site & Construction Fund	$88,125.98	1

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

SITE & CONSTRUCTION FUND EXPENDITURES -- MAY 28, 1970

PAYEE	DESCRIPTION	CHECK NUMBER	CHECK AMOUNT
International Business Machines	Data Processing Equip. Reimbursable	831	$88,125.98

To: Treasurer

From: Board of Trustees

The above listed check number 831 in the amount of $88,125.98 is hereby approved for payment.

Date of Approval: May 28, 1970

Chairman James J Hamill

Secretary Lawrence R Woods

WILLIAM RAINEY HARPER COLLEGE
JUNIOR COLLEGE DISTRICT 512
FINANCIAL STATEMENT
FOR THE PERIOD ENDING APRIL 30, 1970

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	B) Budget Report	3
II.	BUILDING FUND	
	A) Statement of Position	16
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III.	BOND AND INTEREST FUND	
	A) Statement of Position	22
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	A) Statement of Position	24
	B) Budget Report	25
V.	AUXILIARY FUND	
	A) Statement of Position	30
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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION-EDUCATIONAL FUND
APRIL 30, 1970

ASSETS	ACCOUNT NUMBER	BALANCE	ENCUM-BRANCES	UNENCUMBERED BALANCE
Cash				
Petty Cash	111.00	$ 630.00	$ -0-	$ 630.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	43,118.37	-0-	43,118.37
Investments				
Treasury Bills	121.00	290,455.67	-0-	290,455.67
Time Deposits	122.00	100,000.00	-0-	100,000.00
Other	124.00	-0-	-0-	-0-
Receivables				
Interfund Receivables				
Building Fund	131.02	98,775.67	-0-	98,775.67
Bond & Interest Fund	131.03	21,712.53	-0-	21,712.53
Auxiliary Fund	131.05	215,555.27	-0-	215,555.27
Trust & Agency Fund	131.06	165,749.44	-0-	165,749.44
Taxes Receivable				
Taxes - Current	132.00	1,286,641.45	-0-	1,286,641.45
Back Taxes	133.00	27,714.40	-0-	27,714.40
Governmental Claims Receivable	137.00	-0-	-0-	-0-
Other Receivables				
Accounts Rec.-Chargebacks	138.11	295,576.99	-0-	295,576.99
Accounts Rec.-Other	138.90	52,536.95	-0-	52,536.95
Accrued State Apportionment	143.00	22,780.00	-0-	22,780.00
Deferred Charges				
Inventories	162.01	2,873.39	-0-	2,873.39
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		$2,634,720.13	$ -0-	$2,634,720.13

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - APRIL 30, 1970

LIABILITIES	ACCOUNT NUMBER	APRIL BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Payroll Deductions				
Group Insurance	214.00	$ 1,195.00	$ -0-	$ 1,195.00
Other	215.00	(9.50)	-0-	(9.50)
Interfund Payables				
Building Fund	231.02	251.13	-0-	251.13
Bond & Interest Fund	231.03	-0-	-0-	-0-
Site & Construction Fund	231.04	-0-	-0-	-0-
Auxiliary Fund	231.05	2,289.09	-0-	2,289.09
Trust & Agency Fund	231.06	53,839.37	-0-	53,839.37
Accounts Payable	240.10	101,500.20	-0-	101,500.20
Reserve for Encumbrances	260.00	-0-	945,687.78	945,687.78
TOTAL LIABILITIES		$ 159,065.29	$945,687.78	$1,104,753.07
Fund Balance	300.00	$2,475,654.84	(945,687.78)	$1,529.967.06
TOTAL LIABILITIES & FUND BALANCE		$2,634,720.13	$ -0-	$2,634,720.13
SUMMARY OF FUND BALANCE				
Balance, July 1, 1969		$1,902,561.16	$ -0-	$1,902,561.16
Add: Revenue to Date		3,667,052.97	-0-	3,667,052.97
		$5,569,614.13	$ -0-	$5,569,614.13
Less: Expenditures to Date		3,093,959,29	945,687.78	4,039,647.07
BALANCE		$2,475,654.84	(945,687.78)	$1,529,967.06

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	UNENCUMBERED BALANCE
Fund Equity, July 1, 1968	300.00	$1,825,000.00	$ -0-	$1,902,561.16	$ (77,561.16)
Local Resources	410.00				
Taxes-Current-1969	411.00	$1,198,000.00	$1,297,904.00	$1,297,904.00	$ (99,904.00)
Taxes - Back	412.00	22,000.00	-0-	15,702.10	6,297.90
		$1,220,000.00	$1,297,904.00	$1,313,606.10	$ (93,606.10)
Intermediate Resources	420.00				
Tuition - Students	421.00	$ 819,000.00	$ (81.40)	$ 987,519.65	$(168,519.65)
Other Charges-Chargebacks	422.00	468,000.00	-0-	459,670.87	8,329.13
Student Fees	423.00	46,000.00	-0-	1,296.70	44,703.30
Other-Late Registration Fees	427.00	23,000.00	83.45	1,503.57	21,496.43
Seminars	429.00	-0-	100.00	2,085.00	(2,085.00)
		$1,356,000.00	$ 102.05	$1,452,075.79	$ (96,075.79)
State Resources	430.00				
State Apportionment	431.10	$1,386,800.00	$ -0-	$ 849,996.50	$ 536,803.50
State Apportionment-Sum. Sch.	431.20	65,500.00	-0-	-0-	65,500.00
Bd. of Voc. Ed. &Rehab.1969-70	432.00	182,000.00	-0-	(20,980.00)	202,980.00
Other	433.00	-0-	-0-	-0-	-0-
		$1,634,300.00	$ -0-	$ 829,016.50	$ 805,283.50
Federal Resources	440.00				
Library Grant - Title II	449.10	$ 10,155.00	$ -0-	$ 10,155.00	$ -0-
Public & Auxiliary Services					
Dental Clinic Receipts	456.10	$ -0-	$ 501.50	$ 3,552.60	$ (3,552.60)
Interest on Investments					
Treasury Bills	471.00	$ 25,000.00	$ 9,779.94	$ 46,925.15	$ (21,925.15)
Certificates of Deposit	472.00	-0-	1,875.00	1,875.00	(1,875.00)
Interest on Investments	474.00	-0-	-0-	8,150.00	(8,150.00)
		$ 25,000.00	$ 11,654.94	$ 56,950.15	$ (31,950.15)
Other Revenue	491.00	$ -0-	$ 903.00	$ 1,696.83	$ (1,696.83)
TOTAL ACCRUED REVENUE		$4,245,455.00	$1,311,065.49	$3,667,052.97	$ 578,402.03
TOTAL ACCRUED REVENUE & FUND EQUITY		$6,070,455.00	$1,311,065.49	$5,569,614.13	$ 500,840.87

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBEREI BALANCE
Instruction	110-000					
Salaries	110-510					
Administrative	110-511	$ 206,600.00	$ 15,282.34	$157,273.38	$ 187,838.06	$ 18,761.94
Professional	110-512	26,614.00	5,430.68	36,697.19	41,613.83	(14,999.83)
Instructional	110-513)	1,771,686.00	89,213.83	886,522.95	1,373.972.22)	67,442.39
Instructional-Part Time	110-514)	-0-	37,721.70	274,280.05	330,271.39)	-0-
Instructional-Substitute	110-515	5,000.00	375.00	2,640.00	2,640.00	2,360.00
Office	110-516	104,155.00	8,748.51	82,340.43	99,685.43	4,469.57
Student Employees	110-518	23,910.00	1,213.13	7,605.29	10,335.85	13,574.15
Other	110-519	-0-	414.00	676.50	1,564.50	(1,564.50)
Total Salaries		$2,137,965.00	$158,399.19	$1,448,035.79	$2,047,921.28	$ 90,043.72
Contractual Services	110 -520					
Educational	110-522	$ 16,200.00	$ (35.00)	$ 1,927.90	$ 2,052.90	$ 14,147.10
Architectural	110-523	-0-	-0-	-0-	-0-	-0-
Maintenance	110-524	33,670.00	2,119.87	5,552.98	15,522.89	18,147.11
Office Services	110-527	200.00	181.72	709.37	709.37	(509.37)
Other Services	110-529	16,735.00	1,633.17	6,058.09	8,849.73	7,885.27
Total Contractual Services		$ 66,805.00	$ 3,899.76	$ 14,248.34	$ 27,134.89	$ 39,670.11
Instr. Matls. & Supplies	110-530					
Instructional Supplies	110-531	$ 107,114.00	$ 19,429.89	$ 64,822.67	$ 79,380.40	$ 27,733.60
Library Supplies	110-534	-0-	-0-	-0-	165.00	(165.00)
Audio & Visual Matls.	110-535	-0-	-0-	-0-	-0-	-0-
Books & Binding	110-537	-0-	-0-	-0-	242.08	(242.08)
Publications	110-538	-0-	-0-	-0-	4.00	(4.00)
Total Instr.Matls.& Supplies		$ 107,114.00	$ 19,429.89	$ 64,822.67	$ 79,791.48	$ 27,322.52
General Matls. & Supplies	110-540					
Office	110-541	$ 9,900.00	$ 883.28	$ 9,181.24	$ 9,441.29	$ 458.71
Printing & Offset Dupl.	110-542	24,100.00	688.06	9,787.66	13,657.26	10,442.74
Postage	110-543	300.00	-0-	-0-	-0-	300.00
Advertising	110-544	24,147.00	588.28	10,626.59	11,132.03	13,014.97
Publications & Dues	110-545	1,300.00	60.86	534.24	556.24	743.76
Repair Materials & Suppl.	110-547	-0-	-0-	1,308.83	1,318.83	(1,318.83)
Total Gen. Matls. & Supplies		$ 59,747.00	$ 2,220.48	$ 31,438.56	$ 36,105.65	$ 23,641.35

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Travel & Meetings	110-550					
Meetings	110-551	$ 7,900.00	$ 192.15	$ 1,838.54	$ 1,858.54	$ 6,041.46
Mileage-Local	110-552	6,600.00	684.85	1,613.66	1,613.66	4,986.34
Travel	110-554	22,800.00	4,053.26	17,271.66	19,198.95	3,601.05
Vehicle Expense	110-556	400.00	-0-	170.00	170.00	230.00
Moving & Recruitment	110-557	-0-	31.50	31.50	31.50	(31.50)
Other	110-559	3,000.00	1,351.25	2,035.14	2,640.96	359.04
Total Travel & Meetings		$ 40,700.00	$ 6,313.01	$ 22,960.50	$ 25,513.61	$ 15,186.39
Fixed Charges	110-570					
Rental of Equipment	110-576	$ -0-	$ 122.00	$ 3,011.72	$ 3,704.51	$ (3,704.51)
Total Fixed Charges		$ -0-	$ 122.00	$ 3,011.72	$ 3,704.51	$ (3,704.51)
Capital Outlay	110-580					
Equipment - Office	110-585	$ 19,941.50	$ -0-	$ 10,116.69	$ 10,547.16	$ 9,394.34
Equip. Educ.-Non-Reimb.	110-586	271,259.50	5,487.69	128,823.65	155,744.10	115,515.40
Equip. Educ.-Reimb.	110-587	14,120.00	6,154.30	41,469.00	54,639.29	(40,519.29)
Total Capital Outlay		$ 305,321.00	$ 11,641.99	$180,409.34	$ 220,930.55	$ 84,390.45
TOTAL INSTRUCTION EXPENDITURES		$2,717,652.00	202,026.32	$1,764,926.92	$2,441.101.97	$276,550.03

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Learning Resource Center	120-000					
Salaries	120-510					
Administration	120-511	$ 50,000.00	$ 2,875.00	$ 28,750.00	$ 34,500.00	$ 15,500.00
Professional	120-512	81,977.00	6,010.80	57,485.19	69,506.79	12,470.21
Part Time Instructional	120-514	-0-	725.00	1,812.50	2,900.00	(2,900.00)
Office	120-516	59,310.00	6,183.46	48,001.98	60,368.90	(1,058.90)
Student Employees	120-518	26,500.00	2,263.01	12,231.24	16,649.80	9,850.20
TOTAL SALARIES		$217,787.00	$18,057.27	$148,280.91	$183,925.49	$ 33,861.51
Contractual Services	120-520					
Maintenance Service	120-524	$ -0-	$ 23.37	$ 291.85	$ 291.85	$ (291.85)
Repairs	120-529	-0-	-0-	428.80	428.80	(428.80)
TOTAL CONTRACTUAL SERVICES		$ -0-	$ 23.37	$ 720.65	$ 720.65	$ (720.65)
Instruct. Materials & Supplies	120-530					
Library	120-534	$ 5,560.00	$ 115.59	$ 1,722.20	$ 3,087.57	$ 2,472.43
Audio Visual Aids	120-535	68,550.00	3,787.40	65,009.48	74,652.12	(6,102.12)
Books & Bindings	120-537	80,000.00	7,046.43	34,619.55	70,143.42	9,856.58
Publications	120-538	20,000.00	1,497.92	10,429.91	12,262.63	7,737.37
TOTAL INSTRUCT. MATERIALS & SUPPLIES		$174,110.00	$12,447.34	$111,781.14	$160,145.74	$ 13,964.26
General Materials & Supplies	120-540					
Office	120-541	$ 3,100.00	$ 106.91	$ 1,393.13	$ 1,747.62	$ 1,352.38
Printing & Offset Dupli.	120-542	1,100.00	18.11	524.26	578.14	521.86
Postage	120-543	-0-	-0-	-0-	-0-	-0-
Advertising	120-544	100.00	-0-	-0-	-0-	100.00
Publications & Dues	120-545	5,200.00	10.25	426.34	505.96	4,694.04
Repairs	120-547	-0-	115.62	818.55	2,179.92	(2,179.92)
Other	120-549	-0-	-0-	-0-	5.47	(5.47)
TOTAL GENERAL MATERIALS & SUPPLIES		$ 9,500.00	$ 250.89	$ 3,162.28	$ 5,017.11	$ 4,482.89
Travel & Meeting Expense	120-550					
Meeting Expense	120-551	$ 250.00	$ 147.50	$ 154.50	$ 154.50	$ 95.50
Mileage - Local	120-552	300.00	-0-	38.40	38.40	261.60
Travel	120-554	2,450.00	308.66	1,636.35	1,966.35	483.65
TOTAL TRAVEL & MEETING EXPENSE		$ 3,000.00	$ 456.16	$ 1,829.25	$ 2,159.25	$ 840.75

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Fixed Charges	120-570					
Rental of Equipment	120-576	$ 2,500.00	$ 540.00	$ 1,415.00	$ 2,279.00	$ 221.00
TOTAL FIXED CHARGES		$ 2,500.00	$ 540.00	$ 1,415.00	$ 2,279.00	$ 221.00
Capital Outlay	120-580					
Equipment - Office	120-585	$ 4,080.00	$ 200.31	$ 4,300.20	$ 4,764.20	$ (684.20)
Equip.-Educ.-Non Reimb.	120-586	76,649.00	3,126.31	51,470.06	66,606.29	10,042.71
Equip.-Educ.-Reimbursable	120-587	-0-	-0-	13.32	13.32	(13.32)
TOTAL CAPITAL OUTLAY		$ 80,729.00	$ 3,326.62	$ 55,783.58	$ 71,383.81	$ 9,345.19
TOTAL LEARNING RESOURCE CENTER EXPEND.		$487,626.00	$35,101.65	$322,972.81	$425,631.05	$61,994.95

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Student Services & Aids	130-000					
Salaries	130-510					
Administration	130-511	$ 92,225.00	$ 7,685.38	$ 76,853.81	$ 92,224.57	$ .43
Professional	130-512	167,377.00	12,457.80	111,457.64	139,769.12	27,607.88
Part Time Instructors	130-514	-0-	1,437.50	9,493.75	11,650.00	(11,650.00)
Office	130-516	76,879.00	5,720.39	66,831.14	78,155.02	(1,276.02)
Student Employees	130-518	6,500.00	173.60	2,306.54	2,700.34	3,799.66
TOTAL		$342,981.00	$27,474.67	$266,942.88	$324,499.05	$18,481.95
Contractual Services	130-520					
Consultants	130-522	$ 2,500.00	$ 41.00	$ 857.00	$ 982.00	$ 1,518.00
Maintenance	130-524	-0-	-0-	17.05	17.05	(17.05)
Other	130-529	-0-	-0-	-0-	475.00	(475.00)
TOTAL		$ 2,500.00	$ 41.00	$ 874.05	$ 1,474.05	$ 1,025.95
General Materials & Supplies	130-540					
Office	130-541	$ 6,700.00	$ 267.49	$ 3,852.89	$ 3,932.45	$ 2,767.55
Printing & Offset Dupl.	130-542	8,150.00	270.40	3,701.71	4,016.71	4,133.29
Advertising	130-544	100.00	26.27	30.77	30.77	69.23
Publications & Dues	130-545	500.00	29.62	576.44	584.39	(84.39)
Medical Supplies	130-546	500.00	57.01	405.93	425.69	74.31
Vocational Library	130-549	1,000.00	34.31	831.86	870.71	129.29
TOTAL		$ 16,950.00	$ 685.10	$ 9,399.60	$ 9,860.72	$ 7,089.28
Travel & Meeting Expense	130-550					
Meetings	130-551	$ 1,050.00	$ 68.20	$ 778.68	$ 778.68	$ 271.32
Mileage - Local	130-552	400.00	48.60	218.12	218.12	181.88
Travel	130-554	5,050.00	1,962.55	5,615.13	5,715.13	(665.13)
TOTAL		$ 6,500.00	$ 2,079.35	$ 6,611.93	$ 6,711.93	$ (211.93)
Capital Outlay	130-580					
Equipment - Office	130-585	$ 2,145.00	$ 777.90	$ 2,009.78	$ 2,062.28	$ 82.72
Equip.-Educ.-Non-Reimb.	130-586	-0-	-0-	-0-	-0-	-0-
Equip.-Educ.-Reimbursable	130-587	-0-	-0-	-0-	-0-	-0-
Service Equipment	130-588	-0-	-0-	739.67	739.67	(739.67)
TOTAL		$ 2,145.00	$ 777.90	$ 2,749.45	$ 2,801.95	$ (656.95)
TOTAL STUDENT SERVICES EXPENDITURES		$371,076.00	$31,058.02	$286,577.91	$345,347.70	$25,728.30

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Data Processing Center	140-000					
Salaries	148-510					
Administration	148-511	$ 19,000.00	$ 1,583.32	$ 15,833.20	$ 18,999.84	$ .16
Professional	148-512	53,680.00	3,125.00	31,633.53	37,883.53	15,796.47
Office	148-516	39,830.00	4,659.95	46,884.29	56,196.49	(16,366.49)
Student Employees	148-518	-0-	269.46	740.67	1,219.75	(1,219.75)
Total Salaries		$112,510.00	$ 9,637.73	$ 95,091.69	$114,299.61	$ (1,789.61)
Contractual Services	148-520					
Service Bureau	148-524	$ -0-	$ -0-	$ 18.00	$ 18.00	$ (18.00)
Other	148-529	2,500.00	310.78	2,325.65	2,325.65	174.35
Total Contractual Services		$ 2,500.00	$ 310.78	$ 2,343.65	$ 2,343.65	$ 156.35
General Materials & Supp.	148-540					
Office	148-541	$ 4,200.00	$ 660.10	$ 7,492.87	$ 9,290.65	$ (5,090.65)
Printing & Offset Dupl.	148-542	350.00	-0-	345.34	345.34	4.66
Advertising	148-544	100.00	-0-	109.20	109.20	(9.20)
Publications & Dues	148-545	100.00	2.00	78.00	117.45	(17.45)
Total Gen. Matls. & Supplies		$ 4,750.00	$ 662.10	$ 8,025.41	$ 9,862.64	$ (5,112.64)
Travel & Meetings	148-550					
Meetings	148-551	$ 100.00	$ -0-	$ 156.00	$ 156.00	$ (56.00)
Mileage - Local	148-552	-0-	-0-	92.73	92.73	(92.73)
Travel	148-554	1,000.00	7.45	1,182.77	1,182.77	(182.77)
Innovation & Experimentation	148-559	-0-	-0-	75.27	75.27	(75.27)
Total Travel & Meetings		$ 1,100.00	$ 7.45	$ 1,506.77	$ 1,506.77	$ (406.77)
Fixed Charges	148-570					
Computer Rental	148-576	$129,240.00	$10,467.66	$101,252.23	$102,684.84	$ 26,555.16
Total Fixed Charges		$129,240.00	$10,467.66	$101,252.23	$102,684.84	$ 26,555.16
Capital Outlay	148-580					
Equipment - Office	148-585	$ 11,270.00	$ -0-	$ 8,565.80	$ 8,565.80	$ 2,704.20
Total Capital Outlay		$ 11,270.00	$ -0-	$ 8,565.80	$ 8,565.80	$ 2,704.20
TOTAL DATA PROCESSING EXPENDITURES		$261,370.00	$21,085.72	$216,785.55	$239,263.31	$ 22,106.69

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Institutional Research & Development	150-000					
Salaries	150-510					
Administration	150-511	$33,550.00	$3,004.16	$27,124.94	$33,133.26	$ 416.74
Professional	150-512	-0-	-0-	-0-	-0-	-0-
Office	150-516	11,100.00	887.00	7,985.74	9,759.74	1,340.26
Student Employees	150-518	5,000.00	-0-	629.15	629.15	4,370.85
Total		$49,650.00	$3,891.16	$35,739.83	$43,522.15	$6,127.85
Contractual Services	150-520					
Maintenance	150-524	$ -0-	$ -0-	$ 84.99	$ 84.99	$ (84.99)
Office Services	150-527	-0-	-0-	138.95	138.95	(138.95)
Maintenance	150-528	-0-	-0-	-0-	-0-	-0-
Other	150-529	2,000.00	61.00	576.18	576.18	1,423.82
Total		$ 2,000.00	$ 61.00	$ 800.12	$ 800.12	$1,199.88
General Matls. & Supplies	150-540					
Office	150-541	$ 1,000.00	$ 27.53	$ 609.45	$ 774.45	$ 225.55
Printing & Offset Dupl.	150-542	1,250.00	25.11	388.78	416.78	833.22
Postage	150-543	-0-	-0-	-0-	-0-	-0-
Advertising	150-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	150-545	200.00	129.55	913.15	969.15	(769.15)
Other	150-549	750.00	-0-	18.10	18.10	731.90
Total		$ 3,200.00	$ 182.19	$ 1,929.48	$ 2,178.48	$1,021.52
Travel & Meetings	150-550					
Meetings	150-551	$ 400.00	$ 2.80	$ 175.90	$ 175.90	$ 224.10
Mileage - Local	150-552	100.00	4.40	4.40	4.40	95.60
Travel	150-554	1,250.00	366.53	1,060.08	1,444.28	(194.28)
Total		$ 1,750.00	$ 373.73	$ 1,240.38	$ 1,624.58	$ 125.42
Capital Outlay	150-580					
Equipment - Office	150-585	$ 2,995.00	$ 35.21	$ 1,019.77	$ 3,005.02	$ (10.02)
Total		$ 2,995.00	$ 35.21	$ 1,019.77	$ 3,005.02	$ (10.02)
TOTAL INSTITUTIONAL RESEARCH EXPEND.		$59,595.00	$4,543.29	$40,729.58	$51,130.35	$8,464.65

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Administration	160-000					
Salaries	160-510					
Administration	160-511	$ 70,188.00	$ 6,232.58	$ 62,440.25	$ 74,905.41	$(4,717.41)
Professional	160-512	57,975.00	4,531.24	40,270.28	49,332.76	8,642.24
Office	160-516	75,984.00	7,612.10	70,223.33	84,668.05	(8,684.05)
Student Employees	160-518	4,075.00	852.42	4,232.47	5,804.67	(1,729.67)
Other	160-519	4,000.00	-0-	-0-	-0-	4,000.00
TOTAL		$212,222.00	$19,228.34	$177,166.33	$214,710.89	$(2,488.89)
Contractual Services	160-520					
Audit	160-521	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Consultants	160-522	4,500.00	-0-	313.60	313.60	4,186.40
Architect	160-523	-0-	-0-	-0-	-0-	-0-
Maintenance	160-524	-0-	-0-	390.42	390.42	(390.42)
Legal	160-527	-0-	54.34	1,779.69	1,779.69	(1,779.69)
Other	160-529	3,100.00	442.44	2,996.63	3,106.07	(6.07)
TOTAL		$ 7,600.00	$ 496.78	$ 5,480.34	$ 5,589.78	$ 2,010.22
Gen. Materials & Supplies	160-540					
Office	160-541	$ 5,100.00	$ 1,393.99	$ 6,424.90	$ 6,900.59	$(1,800.59)
Printing & Offset Dupl.	160-542	15,490.00	1,829.82	11,031.58	17,229.08	(1,739.08)
Postage	160-543	-0-	-0-	30.82	30.82	(30.82)
Advertising	160-544	2,500.00	222.71	3,177.79	3,482.04	(982.04)
Publications & Dues	160-545	2,600.00	595.27	3,653.79	4,080.74	(1,480.74)
Other	160-549	400.00	20.00	530.18	530.18	(130.18)
TOTAL		$ 26,090.00	$ 4,061.79	$ 24,849.06	$ 32,253.45	$(6,163.45)
Travel & Meetings	160-550					
Meeting Expense	160-551	$ 6,450.00	$ 600.54	$ 6,888.64	$ 6,938.64	$ (488.64)
Mileage - Local	160-552	-0-	48.60	176.16	176.16	(176.16)
Travel	160-554	9,750.00	1,254.10	9,567.18	10,229.09	(479.09)
Other	160-559	-0-	-0-	-0-	-0-	-0-
TOTAL		$ 16,200.00	$ 1,903.24	$ 16,631.98	$ 17,343.89	$(1,143.89)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Administration						
Fixed Charges						
Rental of Equipment-NCR	160-570	$ 3,000.00	$ -0-	$ -0-	$ -0-	$ 3,000.00
Rental of Equipment-IBM	160-576	6,350.00	1,035.20	6,606.06	9,291.66	(2,941.66)
TOTAL		$ 9,350.00	$ 1,035.20	$ 6,606.06	$ 9,291.66	$ 58.34
Capital Outlay	160-580					
Equipment - Office	160-585	$ 7,975.00	$ 189.56	$ 7,197.09	$ 7,604.93	$ 370.07
TOTAL		$ 7,975.00	$ 189.56	$ 7,197.09	$ 7,604.93	$ 370.07
TOTAL GENERAL ADMINISTRATION		$279,437.00	$26,914.91	$237,930.86	$286,794.60	$(7,357.60)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Fringe Benefits	170-560					
Group Medical & Life Ins.	170-561	$90,000.00	$7,939.75	$68,882.54	$68,882.54	$ 21,117.46
Travelers Accident Ins.	170-563	2,000.00	-0-	917.00	917.00	1,083.00
Workman's Compensation	170-564	5,000.00	-0-	3,457.00	3,457.00	1,543.00
Tuition Reimbursement	170-565	7,000.00	321.25	3,618.64	3,618.64	3,381.36
Remission-Employees Tuition	170-566	-0-	-0-	-0-	-0-	-0-
Medical Examinations	170-567	2,000.00	87.00	1,481.25	1,481.25	518.75
Professional Expense	170-568	10,000.00	-0-	85.58	85.58	9,914.42
Other-Voc. Ed. Retirement	170-569	30,000.00	-0-	-0-	-0-	30,000.00
TOTAL FRINGE BENEFITS		$146,000.00	$8,348.00	$78,442.01	$78,442.01	$ 67,557.99
Fixed Charges	170-570					
Fuel - Heat	170-571	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Electricity	170-572	-0-	-0-	-0-	-0-	-0-
Telephone	170-573	-0-	-0-	(1.41)	(1.41)	1.41
Water,Sewer,Refuse Removal	170-574	-0-	-0-	-0-	-0-	-0-
Rental of Facilities	170-575	-0-	-0-	-0-	-0-	-0-
Rental of Equipment	170-576	-0-	-0-	44.00	44.00	(44.00)
Interest-Tax Warrants	170-577	2,400.00	-0-	-0-	-0-	2,400.00
Gen. Ins.-Liab. & Property	170-579	3,000.00	12.00	5,711.00	5,711.00	(2,711.00)
TOTAL FIXED CHARGES		$ 5,400.00	$ 12.00	$ 5,753.59	$ 5,753.59	$ (353.59)
Capital Outlay	170-580					
Equipment & Furniture	170-585	$ 10,200.00	$1,292.22	$ 2,386.63	$ 5,514.42	$ 4,685.58
TOTAL CAPITAL OUTLAY		$ 10,200.00	$1,292.22	$ 2,386.63	$ 5,514.42	$ 4,685.58

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
General Institutional Expense	170-000					
Salaries	170-510					
Administration	170-511	$ -0-	$1,250.00	$12,500.00	$15,000.00	$(15,000.00)
Professional	170-512	15,000.00	833.34	3,070.01	4,736.69	10,263.31
Office	170-516	36,500.00	3,390.65	26,423.92	33,419.12	3,080.88
Student Employees	170-518	2,800.00	45.14	1,298.95	1,430.27	1,369.73
Other	170-519	-0-	-0-	-0-	-0-	-0-
TOTAL SALARIES		$54,300.00	$5,519.13	$43,292.88	$54,586.08	$ (286.08)
Contractual Services	170-520					
Audit	170-521	$ 4,500.00	$ -0-	$ -0-	$ 4,800.00	$ (300.00)
Consultants-In Serv. & Ins.	170-522	10,000.00	625.23	7,301.42	7,301.42	2,698.58
Architectural	170-523	-0-	-0-	-0-	-0-	-0-
Maintenance	170-524	1,500.00	127.78	718.71	2,047.32	(547.32)
Legal	170-526	16,000.00	2,610.00	17,238.30	17,238.30	(1,238.30)
Office Services	170-527	-0-	-0-	114.38	114.38	(114.38)
Other	170-529	11,000.00	1,504.20	9,881.70	11,221.70	(221.70)
TOTAL CONTRACTUAL SERVICES		$43,000.00	$4,867.21	$35,254.51	$42,723.12	$ 276.88
General Materials & Supplies	170-540					
Office	170-541	$ 7,000.00	$ 277.26	$ 1,769.24	$ 3,085.64	$ 3,914.36
Printing & Offset Dupl.	170-542	2,500.00	811.37	5,562.21	6,789.34	(4,289.34)
Postage	170-543	10,000.00	1,655.80	13,239.11	13,399.11	(3,399.11)
Advertising	170-544	-0-	-0-	122.76	122.76	(122.76)
Publications & Dues	170-545	1,700.00	-0-	3,184.50	3,184.50	(1,484.50)
Other	170-549	7,600.00	6,205.70	12,477.06	13,748.36	(6,148.36)
TOTAL GENERAL MATLS. & SUPPLIES		$28,800.00	$8,950.13	$36,354.88	$40,329.71	$(11,529.71)
Travel & Meeting Expense	170-550					
Meeting Expense-Graduation	170-551	$ 3,000.00	$ 128.40	$ 1,324.45	$ 1,802.45	$ 1,197.55
Mileage - Local	170-552	-0-	-0-	-0-	-0-	-0-
Travel	170-554	-0-	-0-	-0-	-0-	-0-
Vehicles	170-556	-0-	-0-	-0-	-0-	-0-
Moving & Recruitment	170-557	3,000.00	875.00	3,648.79	3,648.79	(648.79)
Other - Innovative	170-559	5,000.00	1,109.12	5,773.72	5,773.72	(773.72)
TOTAL TRAVEL & MEETING EXPENSE		$11,000.00	$2,112.52	$10,746.96	$11,224.96	$ (224.96)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Other	170-590					
Student Employment-C.W.S.	170-591	$ 18,000.00	$ -0-	$ 28.88	$ 28.88	$ 17,971.12
Grants Trustee Scholarships	170-592	7,500.00	-0-	680.00	680.00	6,820.00
Deb. Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	20,000.00	4,810.00	18,568.11	18,568.11	1,431.89
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
SPED Projects	170-595.2	15,000.00	-0-	1,932.38	1,932.38	13,067.62
Summer Workshop	170-595.3	-0-	-0-	-0-	-0-	-0-
Financial Chargeback	170-596	-0-	-0-	-0-	-0-	-0-
Facilities Charges	170-597	(6,000.00)	(1,691.04)	(9,405.17)	(9,405.17)	3,405.17
Clearing Account	170-598	-0-	-0-	-0-	-0-	-0-
Other-Intercollegiate Athletics	170-599	33,000.00	-0-	-0-	-0-	33,000.00
TOTAL OTHER EXPENDITURES		$112,500.00	$3,118.96	$11,804.20	$11,804.20	$100,695.80
TOTAL INSTITUTIONAL EXP. BUDGET		$411,200.00	$34,220.17	$224,035.66	$250,378.09	$160,821.91
TOTAL EDUCATIONAL FUND EXPENDITURES		$4,587,956.00	354,950.08	3093,959.29	4,039,647.07	$548,308.93

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - APRIL 30, 1970

ASSETS	ACCOUNT NUMBER	4/30/70 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Cash in Bank	113.02	$ 43,235.44	$ -0-	$ 43,235.44
Investments	121.00	-0-	-0-	-0-
Interfund Receivables				
Educational Fund	131.01	251.13	-0-	251.13
Bond & Interest Fund	131.03	991.10	-0-	991.10
Auxiliary Fund	131.05	-0-	-0-	-0-
Taxes Receivable				
Current	132.00	467,869.41	-0-	467,869.41
Back Taxes	133.00	10,070.75	-0-	10,070.75
Accounts Receivable	138.00	60.00	-0-	60.00
Deferred Charges				
Inventory	160.00	165.00	-0-	165.00
TOTAL ASSETS		$522,642.83	$ -0-	$522,642.83
LIABILITIES				
Interfund Payables				
Educational Fund	231.01	$ 66,956.51	$ -0-	$ 66,956.51
Bond & Interest Fund	231.03	(724.37)	-0-	(724,37)
Auxiliary Fund	231.05	327.73	-0-	327.73
Accounts Payable	240.10	39,825.67	-0-	39,825.67
Reserve for Encumbrances	260.00	-0-	89,393.53	89,393.53
TOTAL LIABILITIES		$106,385.54	$ 89,393.53	$195,779.07
Fund Balance	300.00	416,257.29	(89,393.53)	326,863.76
TOTAL LIABILITIES & FUND BALANCE		$522,642.83	$ -0-	$522,642.83
SUMMARY OF FUND BALANCE				
Balance, July 1, 1969		$458,436.18	$ -0-	$458,436.18
Add: Revenue to Date		516,789.52	-0-	516,789.52
		$975,225.70	$ -0-	$975,225.70
Less: Expenditures to Date		558,968.41	89,393.53	648,361.94
Balance		$416,257.29	$(89,393.53)	$326,863.76

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity, July 1, 1969	300.00	$ 440,000.00	$ -0-	$440,822.38	$ (822.38)
LOCAL RESOURCES					
Taxes - Current - 1969	411.00	$ 435,000.00	$471,965.00	$471,965.00	($36,965.00)
Taxes - Back	412.00	6,000.00	-0-	-0-	6,000.00
Intermediate Resources					
Student Fees - Parking	424.00	18,000.00	-0-	108.00	17,892.00
Other Fees - Fines	427.00	1,800.00	345.00	3,997.95	(2,197.95)
State Resources					
State Apportionment	431.00	101,200.00	-0-	50,600.00	50,600.00
Facilities					
Rentals	461.00	-0-	-0-	120.00	(120.00)
Interest on Investments					
Treasury Bills	471.00	10,000.00	-0-	7,331.18	2,668.82
Other					
Miscellaneous	491.00	-0-	18.40	251.19	(251.19)
Rental Facilities	492.00	-0-	30.00	30.00	(30.00)
TOTAL ACCRUED REVENUE		$ 572,000.00	$472,358.40	$534,403.32	$37,596.68
TOTAL ACCRUED REVENUE & FUND EQUITY		$1,012,000.00	$472,358.40	$975,225.70	$36,774.30

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Buildings & Grounds Administration						
Salaries	267-510					
Administration	267-511	$16,000.00	$1,316.66	$13,166.60	$15,895.92	$ 104.08
Office Staff	267-516	6,000.00	450.00	4,910.75	5,810.75	189.25
Service Staff	267-517	7,500.00	635.08	7,544.59	8,814.75	(1,314.75)
Student Employees	267-518	-0-	89.68	488.87	738.95	(738.95)
		$29,500.00	$2,491.42	$26,110.81	$31,260.37	$(1,760.37)
General Materials & Supplies	267-540					
Office Supplies	267-541	$ 240.00	$ 5.20	$ 286.58	$ 286.58	$ (46.58)
Printing & Offset Dupl.	267-542	350.00	23.81	228.74	228.74	121.26
Advertising	267-544	-0-	-0-	294.56	294.56	(294.56)
Publications & Dues	267-545	75.00	70.00	85.00	85.00	(10.00)
		$ 665.00	$ 99.01	$ 894.88	$ 894.88	$ (229.88)
Travel & Meeting Expense	267-550					
Meeting Expense	267-551	$ 300.00	$ -0-	$ 21.25	$ 21.25	$ 278.75
Travel Expense	267-554	375.00	134.00	366.24	366.24	8.76
		$ 675.00	$ 134.00	$ 387.49	$ 387.49	$ 287.51
Capital Outlay						
Office Equipment	267-585	$ -0-	$ -0-	$ 143.65	$ 143.65	$ (143.65)
TOTAL GENERAL BUILDINGS & GROUNDS ADMINISTRATION EXPENDITURES		$30,840.00	$2,724.43	$27,536.83	$32,686.39	$(1,846.39)
General Institutional Expense						
Fringe Benefits	271-560					
Group Medical Insurance	271-561	$18,500.00	$ -0-	$ -0-	$ -0-	$18,500.00
Workman's Compensation	271-564	3,600.00	-0-	2,743.00	2,743.00	857.00
Tuition Reimbursement	271-565	100.00	-0-	-0-	-0-	100.00
Medical Examinations	271-567	800.00	28.00	592.25	592.25	207.75
		$23,000.00	$ 28.00	$ 3,335.25	$ 3,335.25	$19,664.75

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Gen. Institutional Expense						
Fixed Charges	271-570					
Rental of Facilities	271-575	$ 20,200.00	$ -0-	$ -0-	$ -0-	$20,200.00
General Insurance	271-578	1,100.00	21.00	2,501.00	2,501.00	(1,401.00)
		$ 21,300.00	$ 21.00	$ 2,501.00	$ 2,501.00	$18,799.00
Capital Outlay	271-580					
Site Improvement	271-582	$ -0-	$ -0-	$ 702.00	$ 702.00	$ (702.00)
New Buildings & Additions	271-583	-0-	-0-	(397.39)	(397.39)	397.39
Building Remodeling	271-584	31,225.00	738.15	36,952.82	38,959.28	(7,734.28)
Equipment - Non-Reim.	271-586	-0-	-0-	(44.96)	(44.96)	44.96
Equipment - Services	271-588	-0-	-0-	175.68	175.68	(175.68)
Other	271-589	21,870.00	3,488.58	22,722.72	24,902.72	(3,032.72)
		$53,095.00	$4,226.73	$60,110.87	$64,297.33	($11,202.33)
Other	271-590					
Provision for Contingency	271-595	$20,000.00	$ -0-	$ -0-	$ -0-	$20,000.00
Clearing Account	271-598	-0-	-0-	-0-	-0-	-0-
TOTAL		$117,395.00	$4,275.73	$65,947.12	$70,133.58	$47,261.42

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Operation & Maintenance of Physical Facilities	280-000					
Salaries						
Office Staff	280-516	$ -0-	$ 1,014.21	$ 2,053.33	$ 3,921.57	$ (3,921.57)
Service Staff	280-517	250,549.00	27,576.29	248,481.51	302,482.43	(51,933.43)
Student Employees	280-518	-0-	1,923.08	9,679.31	12,520.59	(12,520.59)
Other - Overtime	280-519	3,000.00	860.89	3,071.18	5,468.34	(2,468.34)
TOTAL SALARIES		$253,549.00	$31,374.47	$263,285.33	$324,392.93	$(70,843.93)
Contractual Services	280-520					
Maintenance Service	280-524	$ 12,650.00	$ 285.58	$ 5,639.41	$ 10,622.56	$ 2,027.44
Other	280-529	6,420.00	515.75	7,002.74	7,002.74	(582.74)
TOTAL CONTRACTUAL SERVICES		$ 19,070.00	$ 801.33	$ 12,642.15	$ 17,625.30	$ 1,444.70
Gen. Materials & Supplies	280-540					
Office Supplies	280-541	$ 384.00	$ 220.24	$ 448.83	$ 540.58	$ (156.58)
Printing & Offset Dupl.	280-542	1,035.00	6.47	1,695.75	1,895.75	(860.75)
Maintenance Supplies	280-546	43,071.00	3,724.44	27,937.55	32,582.63	10,488.37
Repairs	280-547	-0-	-0-	133.87	139.81	(139.81)
Other Supplies	280-549	400.00	-0-	59.00	59.00	341.00
TOTAL GEN. MATERIALS & SUPPLIES		$ 44,890.00	$ 3,951.15	$ 30,315.00	$ 35,217.77	$ 9,672.23
Travel Expense	280-550					
Travel Expense	280-554	$ 900.00	$ .35	$ .35	$ 116.35	$ 783.65
Vehicle Expense	280-556	3,750.00	297.17	2,486.79	2,556.09	1,193.91
TOTAL TRAVEL EXPENSE		$ 4,650.00	$ 297.52	$ 2,487.14	$ 2,672.44	$ 1,977.56
Fixed Charges	280-570					
Fuel - Heating	280-571	$ 39,400.00	$ 1,849.89	$ 22,611.57	$ 23,007.32	$ 16,392.68
Electricity	280-572	35,300.00	293.73	49,694.66	55,684.69	(20,384.69)
Telephone	280-573	26,500.00	4,114.30	37,293.27	37,551.67	(11,051.67)
Water & Fuel Treatment	280-574	1,773.00	30.84	1,640.53	1,787.05	(14.05)
Rental of Equipment	280-576	3,000.00	-0-	22.00	22.00	20,978.00
General Insurance	280-578	1,500.00	-0-	1,589.25	1,589.25	(89.25)
TOTAL FIXED CHARGES		$107,473.00	$ 6,288.76	$112,851.28	$119,641.98	$(12,168.98)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #
BUILDING FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Capital Outlay	280-580					
Site Improvement	280-582	$ 4,000.00	$ -0-	$ 4,497.55	$ 5,199.55	$ (1,199.55)
Office Equipment	280-585	-0-	189.56	476.20	476.20	(476.20)
Equipment - Service	280-588	48,753.00	1,644.35	38,929.81	40,315.80	8,437.20
TOTAL CAPITAL OUTLAY		$ 52,753.00	$ 1,833.91	$ 43,903.56	$ 45,991.55	$ 6,761.45
TOTAL OPERATION & MAINTENANCE		$482,385.00	$44,547.14	$465,484.46	$545,541.97	$(63,156.97)
TOTAL BUILDINGS & GROUNDS EXPENDITURES		$630,620.00	$51,547.30	$558,968.41	$648,361.94	$(17,741.94)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
BOND & INTEREST FUND, APRIL 30, 1970

	ACCOUNT NUMBER	BALANCE	ENCUM-BRANCES	UNENCUMBERED BALANCE
ASSETS				
Cash in Bank	113.00	$ 39,444.71	$ -0-	$ 39,444.71
Investments Treasury Bills	121.00	98,564.13	-0-	98,564.13
Investments - Other	124.00	-0-	-0-	-0-
Interfund Rec.-Education Fund	131.01	-0-	-0-	-0-
Interfund Rec.-Building Fund	131.02	266.73	-0-	266.73
Taxes Receivable-Current	132.00	655,016.43	-0-	655,016.43
Taxes Receivable-Back	133.00	32,007.72	-0-	32,007.72
TOTAL ASSETS		$825,299.72	$ -0-	$825,299.72
LIABILITIES				
Interfund Payable-Education	231.01			
Interfund Payable-Building	231.02	$ 724.37	$ -0-	$ 724.37
Accounts Payable	240.10	159,997.39	-0-	159,997.39
Reserve for Encumbrances	260.00	-0-	-0-	-0-
Fund Equity	300.00	664,577.96	-0-	664,577.96
TOTAL LIABILITIES & FUND EQUITY		$825,299.72	$ -0-	$825,299.72
SUMMARY OF FUND BALANCE				
Balance, July 1, 1969		$539,068.29	$ -0-	$539,068.29
Add: Revenue to Date		734,246.55	-0-	734,246.55
		$1,273,314.84	$ -0-	$1,273,314.84
Less: Expenditures to Date		608,736.88	-0-	608,736.88
Balance		$664,577.96	$ -0-	$664,577.96

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BOND & INTEREST FUND - BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	REVENUE BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity, July 1, 1969	300.00	$(21,594.00	$ -0-	$604,259.11	$625,853.11
Local Resources					
Taxes - Current-1969	411.00	$605,700.00	$660,750.00	$ 660,750.00	$(55,050.00)
Taxes - Back	412.00	-0-	-0-	-0-	-0-
Interest on Investments	470.00				
Treasury Bills	471.00	2,000.00	-0-	3,609.90	(1,609.90)
Certificate of Deposit	472.00	7,000.00	-0-	-0-	7,000.00
Other	474.00	-0-	-0-	4,695.83	(4,695.83)
TOTAL REVENUE		$614,700.00	$660,750.00	$ 669,055.73	$(54,355.73)
Total Revenue & Beginning Fund Balance		$593,106.00	$660,750.00	$1,273,314.84	$(680,208.84)

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Institutional Exp.						
Fixed Charges	570.00					
Interest - Bonds	577.00	$283,258.00	$137,847.50	$ 283,257.50	$283,257.50	$ .50
Other						
Bond Principal	593.00	325,000.00	-0-	325,000.00	325,000.00	-0-
Financial Charges	596.00	487.00	170.63	479.38	479.38	7.62
		$325,487.00	$ 170.63	$ 325,479.38	$325,479.38	$ 7.62
Total Bond & Interest Exp.		$608,745.00	$138,018.13	$ 608,736.88	$608,736.88	$ 8.12

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION
SITE & CONSTRUCTION FUND, APRIL 30, 1970

	ACCOUNT NUMBER	4/30/70 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
ASSETS				
Cash in Bank	113.02	$ 36,551.12	$ -0-	$ 36,551.1
Investments	121.00	2,209,437.51	-0-	2,209,437.5
Other Rec.-Long Term				
Long Term	138.91	25,447.74	-0-	25,447.7
Vocational Education	138.92	1,100.22	-0-	1,100.2
Accrued Revenue				
Sale of Relocatable Bldgs.	144.00	40,000.00	-0-	40,000.0
TOTAL ASSETS		$2,312,536.59	$ -0-	$2,312,536.5
LIABILITIES				
Accounts Payable	240.10	$ 42,255.49	$ -0-	$ 42,255.4
Reserve for Encum.	260.00	-0-	485,397.22	485,397.2
Fund Equity	300.00	2,270,281.10	(485,397.22)	1,784,883.8
TOTAL LIABILITIES & FUND EQUITY		$2,312,536.59	$ -0-	$2,312,536.5
SUMMARY OF FUND BALANCE				
Balance, September 1, 1966		$ -0-	$ -0-	$ -0-
Add: Revenue to Date		9,186,588.91	-0-	9,186,588.9
		$9,186,588.91	$ -0-	$9,186,588.9
Less: Expenditures to Date		6,916,307.81	485,397.22	7,401,705.0
BALANCE, April 30, 1970		$2,270,281.10	($485,397.22)	$1,784,883.8

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Intermediate Resources					
Sale of Bonds	425.00				
Sept. 1, 1966 Bond Issue		$3,375,000.00	$ -0-	$3,375,000.00	$ -0-
Dec. 1, 1966 Bond Issue		4,000,000.00	-0-	4,000,000.00	-0-
		$7,375,000.00	$ -0-	$7,375,000.00	-0-
Premium on Bonds Sold		$ 360.00	$ -0-	$ 360.13	$ (.13)
Accrued Interest		53,094.00	-0-	53,094.42	(.42)
State Resources					
Vocational Education Account	432.00	$ 750,000.00	$ -0-	$ 429,338.22	$320,661.78
Federal Resources					
Title VI 1967-68	443.00	$ 61,091.00	$ -0-	$ 61,091.00	$ -0-
DHEW Grant	446.00	-0-	-0-	-0-	-0-
Moveable Equip. Phase I	446.10	242,282.00	-0-	242,282.00	-0-
Fixed Equip. Phase I	446.20	430,000.00	-0-	430,501.00	(501.00)
Moveable Equip. Phase II	446.30	70,000.00	-0-	-0-	70,000.00
		$ 803,373.00	$ -0-	$ 733,874.00	$ 69,499.00
Facilities					
Sale of Well Site	464.00	$ 4,000.00	$ -0-	$ 4,000.00	$ -0-
Sale of Portable Classrooms	465.00	80,000.00	-0-	80,000.00	-0-
		$ 84,000.00	$ -0-	$ 84,000.00	$ -0-
Interest on Investments					
Treasury Bills	471.00	$ 90,000.00	$1,806.80	$ 35,541.06	$ 54,458.94
Certificates of Deposit	472.00	360,000.00	-0-	419,221.22	(59,221.22)
Other Investments	473.00	20,000.00	7,937.50	55,529.51	(35,529.51)
		$ 470,000.00	$9,744.30	$ 510,291.79	$(40,291.79)
Other					
Miscellaneous	491.00	$ 630.00	-0-	$ 630.35	$ (.35)
TOTAL SITE & CONSTRUCTION REVENUE		$9,536,457.00	$9,744.30	$9,186,588.91	$349,868.09

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Phase I						
Contractual Services						
Financial Consultants	521.00	$ 2,600.00	$ -0-	$ 2,583.46	$ 2,583.46	$ 16.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
Architectural & Engineering						
Design Dev. Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	20,707.00	-0-	20,706.60	20,706.60	.40
Interiors	523.40	14,746.00	-0-	14,745.63	14,745.63	.37
Plans	523.50	20,244.00	-0-	19,338.93	19,338.93	905.07
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	116.00	-0-	115.80	115.80	.20
Legal Counsel	527.00	20,215.00	-0-	20,214.50	20,214.50	.50
		$ 705,000.00	$ -0-	$ 703,587.09	$ 703,587.09	$1,412.91
Fixed Charges						
Treasurer's Bond	579.10	$ 3,040.00	$ -0-	$ 3,037.00	$ 3,037.00	$ 3.00
Other	579.90	10.00	-0-	4.57	4.57	5.43
		$ 3,050.00	$ -0-	$ 3,041.57	$ 3,041.57	$ 8.43
Capital Outlay						
Site Acquisition						
Land Cost	581.10	$1,439,146.00	$ -0-	$1,439,146.42	$1,439,146.42	(.42)
Real Estate Taxes	581.20	14,025.00	-0-	14,009.49	14,009.49	15.51
Revenue Stamps & Title Pol.	581.30	7,000.00	-0-	6,968.55	6,968.55	31.45
Appraisals	581.40	6,829.00	-0-	6,746.25	6,746.25	82.75
		$1,467,000.00	$ -0-	$1,466,870.71	$1,466,870.71	$ 129.29

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Capital Outlay						
Site Improvements						
Minor Improvements	582.10	$ 100.00	$ -0-	$ 3,816.39	$ 42,031.39	$(41,931.39)
Water Connection	582.20	4,000.00	-0-	4,000.00	4,000.00	-0-
		$ 4,100.00	-0-	$ 7,816.39	$ 46,031.39	$(41,931.39)
New Buildings						
Relocatable Buildings	583.10	$ 171,605.00	-0-	$ 171,605.10	$ 171,605.10	$ (.10)
Constr. Payout to I.B.A.	583.20	2,557,470.00	-0-	2,557,469.43	2,557,469.43	.57
		$2,729,075.00	$ -0-	$2,729,074.53	$2,729,074.53	$ .47

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUM. BALANCE
Equipment						
Initial Equipment	585.10	$ 75,890.00	$ -0-	$ 75,888.04	$ 75,888.04	$ 1.96
Educational Non-Reimbursable	586.10	$350,000.00	$ 6,158.00	$237,927.71	$259,781.51	$90,218.49
Educational Non-Reimbursable A-V	586.20	-0-	-0-	-0-	63,095.00	(63,095.00)
		$350,000.00	$ 6,158.00	$237,927.71	$322,876.51	$27,123.49
Educational Reimbursable						
Title IV	587.10	$ 61,091.00	$ -0-	$ 60,422.56	$ 60,422.56	$ 668.44
Voc/Tech	587.20					
Business	110-587.21	$ 38,089.00	$ -0-	$ 40,107.00	$ 40,383.00	$(2,294.00)
Data Processing	116-587.21	63,411.00	-0-	70,295.11	70,295.11	(6,884.11)
Chemical Technology	217-586.26	-0-	-0-	-0-	-0-	-0-
Law Enforcement	418-587.24	5,500.00	-0-	1,481.65	4,981.15	518.85
Architecture	311-587.23	20,000.00	-0-	-0-	-0-	20,000.00
Electronics	312-587.23	170,000.00	-0-	186,826.31	186,826.31	(16,826.31)
Mechanical Design	314-587.23	140,000.00	13,891.85	99,767.53	142,570.70	(2,570.70)
Numerical Control	315-587.23	163,000.00	-0-	167,033.00	167,033.00	(4,033.00)
Fashion Design	517-587.25	-0-	35.74	5,105.76	5,105.76	(5,105.76)
Nursing	713-587.27	2,000.00	-0-	1,929.57	1,929.57	70.43
Practical Nursing	714-587.27	-0-	-0-	1,938.46	1,938.46	(1,938.46)
Dental Hygiene	716-587.27	148,000.00	120.70	99,942.13	99,942.13	48,057.87
		$750,000.00	$14,048.29	$674,426.52	$721,005.19	$28,994.81
DHEW Moveable	587.30	$242,282.00	$ -0-	$262,784.44	$262,784.44	$(20,502.44)
DHEW Fixed	587.40	$430,000.00	$32,796.00	$198,048.45	$410,360.35	$19,639.65
DHEW Reimbursable A-V	587.50	$ -0-	$ -0-	$ 38,310.00	$106,879.00	(106,879.00)
DHEW Reimbursable Art Work	587.60	$ -0-	$ 500.00	$ 500.00	$ 1,500.00	$(1,500.00)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP.&ENCUM. TO DATE	UNENCUMBERED BALANCE
Phase II						
Contractual Services						
Architectural	523.00	$ 756,058.00	$(7,187.05)	$ 120,468.05	$ 120,468.05	$ 635,589.95
Capital Outlay						
Site Improvement-S.W.Corner	582.00	$ 343,000.00	$ 9,475.80	$ 327,604.75	$ 343,000.00	$ -0-
New Buildings						
Science & Music Wings	583.00	$ 500,000.00	$(2,288.75)	$ -0-	$ -0-	$ 500,000.00
Balance of Phase II Bldgs.		899,911.00	-0-	-0-	-0-	899,911.00
		$1,399,911.00	$(2,288.75)	$ -0-	$ -0-	$1,399,911.00
Equipment	587.00					
DHEW Moveable	587.30	$ 70,000.00	$ 3,690.00	$ 9,537.00	$ 27,915.60	$ 42,084.40
Other Phase II Moveable	587.50	150,000.00	-0-	-0-	-0-	150,000.00
		$ 220,000.00	$ 3,690.00	$ 9,537.00	$ 27,915.60	$ 192,084.40
TOTAL PROJECT BUDGET		$9,536,457.00	$57,192.29	$6,916,307.81	$7,401,705.03	$2,134,751.97

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
AUXILIARY FUND - APRIL 30, 1970

ASSETS	ACCOUNT NUMBER	4/30/70 BALANCE	ENCUM-BRANCES	UNENCUMBERED BALANCE
Petty Cash	111.00	$ 150.00	$ -0-	$ 150.00
Cash in Bank	113.04	58,875.04	-0-	58,875.04
Charge Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	331.93	-0-	331.93
Interfund Receivables				
Educational Fund	131.01	34,871.02	-0-	34,871.02
Building Fund	131.02	327.73	-0-	327.73
Trust & Agency Fund	131.06	888.54	-0-	888.54
Intrafund Receivables	131.51	18.48	-0-	18.48
Misc. Receivables	138.00	17,274.49	-0-	17,274.49
Inventory	162.00	103,141.57	-0-	103,141.57
TOTAL ASSETS		$216,878.80	$ -0-	$216,878.80
LIABILITIES				
Interfund Payables				
Educational Fund	231.01	$215,406.16	$ -0-	$215,406.16
Building Fund	231.02	(308.93)	-0-	(308.93)
Auxiliary Fund	231.05	149.11	-0-	149.11
Trust & Agency	231.06	4,280.76	-0-	4,280.76
Intra Fund Payable to Bookstore	231.52	171.27	-0-	171.27
Accounts Payable	240.10	23,020.82	-0-	23,020.82
Retailers Occupation Tax	255.00	962.51	-0-	962.51
Reserve for Encumbrances	260.00	-0-	19,330.95	19,330.95
TOTAL LIABILITIES		$243,681.70	$ 19,330.95	$263,012.65
Fund Balance		$(26,802.90)	$(19,330.95)	$(46,133.85)
TOTAL LIABILITIES & FUND BALANCE		$216,878.80	$ -0-	$216,878.80
Fund Balance, July 1, 1969	300.00	$ 27,509.10	$ -0-	$ 27,509.10
Add: Revenue to Date		494,764.34	-0-	494,764.34
Less: Expenditures to Date		549,076.34	19,330.95	568,407.29
FUND BALANCE		$(26,802.90)	$(19,330.95)	$(46,133.85)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Materials & Supplies						
Office Supplies	541.00	$ 1,280.00	$ 19.75	$ 1,088.78	$ 1,368.78	$ (88.78)
Printing & Offset Dupl.	542.00	2,100.00	450.75	796.30	796.30	1,303.70
Advertising	544.00	1,450.00	190.00	586.26	586.26	863.74
Publications & Dues	545.00	225.00	-0-	16.95	16.95	208.05
Service Supplies	546.00	-0-	4.98	25.78	25.78	(25.78)
Repairs & Maintenance	547.00	-0-	-0-	129.05	129.05	(129.05)
Total Gen. Matls. & Supplies		$ 5,055.00	$ 665.48	$ 2,643.12	$ 2,923.12	$ 2,131.88
Travel & Meeting Expense	554.00	$ 600.00	$ 346.75	$ 346.75	$ 346.75	$ 253.25
Fringe Benefits	560.00	$ 1,500.00	$ -0-	$ 59.00	$ 59.00	$ 1,441.00
Fixed Charges						
Telephone	573.00	$ -0-	$ -0-	$ 26.89	$ 26.89	$ (26.89)
Rental of Equipment	576.00	-0-	-0-	40.00	40.00	(40.00)
Total Fixed Charges		$ -0-	$ -0-	$ 66.89	$ 66.89	$ (66.89)
Capital Outlay						
Equipment - Office	585.00	$ -0-	$ 1,062.23	$ 5,902.15	$ 6,112.15	$ (6,112.15)
Equipment - Misc.	588.00	-0-	-0-	31.76	31.76	(31.76)
Equipment - Service	589.00	8,000.00	-0-	-0-	-0-	8,000.00
Total Capital Outlay		$ 8,000.00	$ 1,062.23	$ 5,933.91	$ 6,143.91	$ 1,856.09
Other						
Provision for Contingency	595.00	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Financial Charges & Adjusts.	596.00	250.00	7.07	215.60	215.60	34.40
Facilities Charges	597.00	1,000.00	-0-	-0-	-0-	1,000.00
Total Other		$ 1,250.00	$ 7.07	$ 215.60	$ 215.60	$ 1,034.40
TOTAL BOOKSTORE EXPENDITURES		$326,405.00	$14,485.11	$292,606.66	$305,700.62	$ 20,704.38

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ (1,000.00)	$ -0-	$ 30,133.86	$(31,133.86)
Public & Auxiliary Service					
Sales Comm.on News & Magazines	452.70	$ -0-	$ 7.90	$ 96.32	$ (96.32)
Central Stores Transfers	452.90	-0-	(1,372.02)	11,665.29	(11,665.29)
Sales - Books	452.10	285,000.00	3,200.14	270,146.94	14,853.06
Sales - Supplies	452.20	40,000.00	2,406.43	47,725.64	(7,725.64)
Total Revenue		$325,000.00	$ 4,242.45	$329,634.19	$ (4,634.19)
TOTAL REVENUE & FUND EQUITY		$324,000.00	$ 4,242.45	$359,768.05	$(35,768.05)

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Salaries						
Professional	512.00	$ 12,300.00	$ 1,025.00	$ 10,250.00	$ 10,250.00	$ 2,050.00
Instructional Substitutes	515.00	-0-	-0-	127.00	127.00	(127.00)
Office	516.00	33,700.00	2,164.35	22,484.73	22,484.73	11,215.27
Student Employees	518.00	-0-	204.50	2,457.13	2,457.13	(2,457.13)
Total Salaries		$ 46,000.00	$ 3,393.85	$ 35,318.86	$ 35,318.86	$ 10,681.14
Contractual Services						
Maintenance	524.00	$ -0-	$ -0-	$ (100.00)	$ (100.00)	$ 100.00
Other	529.00	-0-	-0-	13.00	13.00	(13.00)
Total Contractual Services		$ -0-	$ -0-	$ (87.00)	$ (87.00)	$ 87.00
Instr. Materials & Supplies						
Purchases-Books-For Resale	536.1	$237,000.00	$ 1,842.63	$242,496.34	$248,427.95	$(11,427.95)
Beginning Inventory-Books	536.2	22,000.00	-0-	20,760.08	20,760.08	1,239.92
Ending Inventory-Books	536.3	(24,000.00)	1,141.67	(56,106.59)	(56,106.59)	32,106.59
Purchases-Supplies-For Resale	536.4	30,000.00	6,643.42	59,340.65	66,013.00	(36,013.00)
Beginning Inventory-Supplies	536.5	17,400.00	-0-	17,713.86	17,713.86	(313.86)
Ending Inventory-Supplies	536.6	(18,400.00)	(617.99)	(36,094.81)	(36,094.81)	17,694.81
Total Instruc.Matls.& Supplies		$264,000.00	$ 9,009.73	$248,109.53	$260,713.49	$ 3,286.51

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (CAFETERIA) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ (2,000.00)	$ -0-	$(3,442.29)	$ 1,442.29
Sales - Food Catering	451.20	-0-	916.96	6,379.11	(6,379.11)
Sales - Food	451.00	242,150.00	17,413.24	143,157.52	98,992.48
Total Revenue		$242,150.00	$18,330.20	$149,536.63	$92,613.37
Total Revenue & Beginning Fund Equity		$240,150.00	$18,330.20	$146,094.34	$94,055.66

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Public & Auxiliary Service						
Salaries						
Administrative	511.00	$ 15,000.00	$ 708.34	$ 7,083.33	$ 7,083.33	$ 7,916.67
Professional	512.00	15,500.00	1,875.00	17,791.60	17,791.60	(2,291.60)
Office	516.00	9,000.00	425.00	3,724.74	3,724.74	5,275.26
Service Staff	517.00	45,000.00	6,473.11	51,926.33	51,926.33	(6,926.33)
Student Employees	518.00	22,000.00	504.14	3,759.26	3,759.26	18,240.74
Total Salaries		$106,500.00	$ 9,985.59	$84,285.26	$84,285.26	$22,214.74
Contractual Services	520.00	$ -0-	$ -0-	$ 264.96	$ 308.16	$ (308.16)
Other (Laundry, etc.)	529.00	7,265.00	120.28	1,650.04	1,650.04	5,614.96
Total Contractual Services		$ 7,265.00	$ 120.28	$ 1,915.00	$ 1,958.20	$ 5,306.80
Instr. Materials & Supplies						
Purchases	536.10	$101,860.00	$ 7,240.33	$69,525.17	$69,525.17	$32,334.83
Beginning Inventory	536.20	-0-	-0-	216.85	216.85	(216.85)
Ending Inventory	536.30	(5,000.00)	961.51	(8,727.57)	(8,727.57)	3,727.57
Total Instructional Materials & Supplies		$ 96,860.00	$ 8,201.84	$61,014.45	$61,014.45	$35,845.55

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (CAFETERIA) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
General Materials & Supplies						
Office Supplies	541.00	$ 350.00	$ 13.29	$ 278.41	$ 278.41	$ 71.59
Printing & Offset Dupl.	542.00	350.00	.36	51.21	51.21	298.79
Advertising	544.00	-0-	-0-	60.00	60.00	(60.00)
Publications & Dues	545.00	200.00	-0-	62.50	62.50	137.50
Closing Inventory Supplies	546.60	-0-	(112.69)	(2,212.60)	(2,212.60)	2,212.60
Service Supplies	546.00	9,686.00	555.81	11,096.88	11,123.61	(1,437.61)
Repairs & Maintenance	547.00	-0-	2.15	76.41	76.41	(76.41)
Total Gen.Materials & Supplies		$ 10,586.00	$ 458.92	$ 9,412.81	$ 9,439.54	$ 1,146.46
Travel & Meeting Expense						
Travel - Local	552.00	$ 200.00	$ -0-	$ 67.10	$ 67.10	$ 132.90
Travel - Expense	554.00	900.00	9.60	496.22	536.22	363.78
Total Travel & Meeting Exp.		$ 1,100.00	$ 9.60	$ 563.32	$ 603.32	$ 496.68
Fringe Benefits	560.00	$ 10,838.00	$ -0-	$ 672.00	$ 672.00	$10,166.00
Fixed Charges						
Telephone	573.00	$ 500.00	$ 38.42	$ 38.42	$ 38.42	$ 461.58
Rental of Facilities	575.00	-0-	-0-	-0-	-0-	-0-
Equipment Rental	576.00	-0-	-0-	30.00	30.00	(30.00)
Interest	577.00	2,400.00	-0-	-0-	-0-	2,400.00
Total Fixed Charges		$ 2,900.00	$ 38.42	$ 68.42	$ 68.42	$ 2,831.58
Capital Outlay						
Equipment Office	585.00	$ 2,000.00	$ -0-	$ 1,353.50	$ 1,353.50	$ 646.50
Equipment Miscellaneous	588.00	15,000.00	250.45	24,605.73	24,696.21	(9,696.21)
Total Capital Outlay		$ 17,000.00	$ 250.45	$ 25,959.23	$ 26,049.71	$(9,049.71)
Other Expenses						
Provision for Contingency	595.00	$ 1,200.00	$ -0-	$ -0-	$ -0-	$ 1,200.00
Financial Charges & Adjusts	596.00	-0-	(3.64)	197.55	197.55	(197.55)
Facilities Charges	597.00	600.00	-0-	-0-	-0-	600.00
Total		$ 1,800.00	$ (3.64)	$ 197.55	$ 197.55	$ 1,602.45
TOTAL CAFETERIA EXPENDITURES		$254,849.00	$19,061.46	$184,088.04	$184,288.45	$70,560.55

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE APRIL	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ -0-	$ -0-	$ 602.53	$ (602.53)
Public & Auxiliary Services					
Gate Receipts	455.00	$ 400.00	$ -0-	$ 172.25	$ 227.75
Total Receipts		$ 400.00	$ -0-	$ 172.25	$ 227.75
Transfers In					
Transfers in From Educ. Fund	489.10	$33,083.00	-0-	-0-	33,083.00
Transfers In From Student Activity Fund	489.60	6,000.00	-0-	-0-	6,000.00
Total Transfers In		$39,083.00	$ -0-	$ -0-	$39,083.00
Total Revenue		$39,483.00	$ -0-	$ 172.25	$39,310.75
Total Revenue & Begin. Fund Equity		$39,483.00	$ -0-	$ 774.78	$38,708.22

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Salaries						
Professional	512.00	$ 8,700.00	$ -0-	$ -0-	$ -0-	$ 8,700.00
Office	515.00	-0-	-0-	-0-	-0-	-0-
Student Employees	518.00	-0-	-0-	-0-	-0-	-0-
Total Salaries		$ 8,700.00	$ -0-	$ -0-	$ -0-	$ 8,700.00
Contractual Services						
Other	529.00	$ 3,068.00	$156.86	$2,207.21	$2,535.21	$ 532.79
Total Contractual Services		$ 3,068.00	$156.86	$2,207.21	$2,535.21	$ 532.79
Instruc. Materials & Supplies						
Athletics	531.00	$ 9,600.00	$288.55	$6,927.08	$8,613.88	$ 986.12
Audio Visual Aids	535.00	-0-	-0-	-0-	-0-	-0-
Publications	538.00	-0-	5.15	55.15	55.15	(55.15)
Total Instr. Matls. & Supplies		$ 9,600.00	$293.70	$6,982.23	$8,669.03	$ 930.97

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES APRIL	EXPENDITURES TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Gen. Materials & Supplies						
Office	541.00	$ 170.00	$ -0-	$ 134.83	$ 134.83	$ 35.17
Printing & Offset Dupl.	542.00	700.00	4.18	736.02	1,251.02	(551.02)
Postage	543.00	-0-	-0-	-0-	-0-	-0-
Advertising	544.00	-0-	-0-	-0-	-0-	-0-
Publications & Dues	545.00	500.00	30.00	470.30	470.30	29.70
Total Gen. Materials & Supplies		$ 1,370.00	$ 34.18	$ 1,341.15	$ 1,856.15	$ (486.15)
Travel & Meetings						
Meeting Expense	551.00	$ -0-	$ -0-	$ 5.00	$ 5.00	$ (5.00)
Mileage-Local	552.00	-0-	-0-	-0-	-0-	-0-
Travel Expense	554.00	3,300.00	670.91	2,796.69	4,489.69	(1,189.69)
Vehicle Expense	556.00	3,500.00	222.80	1,747.72	2,828.72	671.28
Total Meeting & Travel		$ 6,800.00	$ 893.71	$ 4,549.41	$ 7,323.41	$ (523.41)
Fringe Benefits						
Insurance	566.00	$ -0-	$ -0-	$ 72.00	$ 72.00	$ (72.00)
Other	569.00	-0-	-0-	90.00	90.00	(90.00)
Total Fringe Benefits		$ -0-	$ -0-	$ 162.00	$ 162.00	$ (162.00)
Fixed Charges						
Rental Facilities	575.00	$ 1,700.00	$ -0-	$ 600.00	$ 600.00	$ 1,100.00
General Insurance	578.00	800.00	211.50	319.50	319.50	480.50
Total Fixed Charges		$ 2,500.00	$ 211.50	$ 919.50	$ 919.50	$ 1,580.50
Capital Outlay						
Office	585.00	$ 120.00	$ -0-	$ -0-	$ 90.00	$ 30.00
Educational	586.00	7,325.00	1,559.19	7,031.10	7,381.10	(56.10)
Total Capital Outlay		$ 7,445.00	$1,559.19	$ 7,031.10	$ 7,471.10	$ (26.10)
TOTAL INTER-COLLEGIATE EXPENDITURES		$39,483.00	$3,149.14	$23,192.60	$28,936.40	$10,546.60

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

		REVENUE			
REVENUE	ACCOUNT NUMBER	BUDGET	APRIL	TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ -0-	$ -0-	$ -0-	$ -0-
Public & Auxiliary Services					
Other	459.00	$15,000.00	$ -0-	$4,657.49	$10,342.51
TOTAL REVENUE		$15,000.00	$ -0-	$4,657.49	$10,342.51

		EXPENDITURES			EXP. & ENCUMB.	
EXPENDITURES	ACCOUNT NUMBER	BUDGET	APRIL	TO DATE	TO DATE	UNENCUMBERED BALANCE
Salaries	510.00	$ 4,000.00	$ -0-	$ 59.85	$ 59.85	$ 3,940.15
Gen. Materials & Supplies	540.00	1,000.00	-0-	61.45	61.45	938.55
Fixed Charges-Rental of Equip.	570.00	8,000.00	-0-	3,528.50	3,528.50	4,471.50
Facilities Charges	597.00	2,000.00	-0-	-0-	-0-	2,000.00
TOTAL EXPENDITURES		$15,000.00	$ -0-	$3,649.80	$3,649.80	$11,350.20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
FOR THE TEN MONTHS ENDED APRIL 30, 1970

REVENUE	ACCOUNT NUMBER	REVENUE BUDGET	APRIL	TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ -0-	$ -0-	$ -0-	$ -0-
Public & Auxiliary Services	450.00	$ -0-	$ -0-	$ 34.66	$ (34.66)
Game Room Receipts	459.00	6,000.00	666.75	7,729.53	(1,729.53)
Vending Machine Receipts	459.10	2,500.00	640.21	2,775.56	(275.56)
Total Revenue		$8,500.00	$1,306.96	$10,539.75	($2,039.75)

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES BUDGET	APRIL	TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Salaries						
Service Staff	517.00	$6,000.00)	$ 159.75	$ 1,154.22	$1,154.22	$2,950.99)
Student Employees	518.00	)	195.74	1,894.79	1,894.79	)
Total Salaries		$6,000.00	$ 355.49	$ 3,049.01	$3,049.01	$2,950.99
Gen. Materials & Supplies	540.00	$ 500.00	$ -0-	$ 260.14	$ 442.92	$ 57.08
Total Gen. Materials & Supplies		$ 500.00	$ -0-	$ 260.14	$ 442.92	$ 57.08
Capital Outlay						
Office Equipment	585.00	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-
Service Equipment	588.00	-0-	-0-	35.00	35.00	(35.00)
Total Capital Outlay		$ -0-	$ -0-	$ 35.00	$ 35.00	$ (35.00)
Other Expenses						
Facilities Charges	597.00	$ 500.00	$ -0-	$ 1,650.95	$1,650.95	($1,150.95)
Total Facilities Charges		$ 500.00	$ -0-	$ 1,650.95	$1,650.95	($1,150.95)
TOTAL EXPENDITURES		$7,000.00	$ 355.49	$4,995.10	$5,177.88	$1,822.12

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (PUBLICATIONS)

REVENUE	ACCOUNT NUMBER	REVENUE BUDGET	APRIL	TO DATE	UNENCUMBERED BALANCE
Publications	459.00	$ -0-	$125.00	$ 224.03	$ (224.03)
TOTAL REVENUE		$ -0-	$125.00	$ 224.03	$ (224.03)

AUXILIARY FUND - (EQUIPMENT LEASING)

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES BUDGET	APRIL	TO DATE	EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
Capital Outlay						
Service Equipment	598-000-588	$ -0-	$ -0-	$ 348.84	$ 458.84	$ (458.84)
Cafeteria Service Equip.	598-100-588	-0-	-0-	14,094.74	14,094.74	(14,094.74)
Bookstore Service Equip.	598-200-588	-0-	-0-	26,100.56	26,100.56	(26.100.56)
TOTAL EXPENDITURES		$ -0-	$ -0-	$40,544.14	$40,654.14	$(40,654.14)

AUXILIARY FUND (OTHER ACTIVITIES)

REVENUE	ACCOUNT NUMBER	REVENUE BUDGET	APRIL	TO DATE	UNENCUMBERED BALANCE
Fund Equity	300.00	$ -0-	$ -0-	$ 215.00	$ (215.00)

Bd Communication file

William Rainey Harper College
359-4200 Algonquin & Roselle Roads Palatine, Illinois 60067

RECEIVED
MAY 27 1970
OFFICE OF THE PRESIDENT

May 27, 1970

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

Dear Dr. Lahti:

With a large measure of regret I must report that I am not again seeking reappointment here at Harper. A new community college district in the Virginia system of higher education has offered me the challenge of beginning an institution there and I have accepted, effective at the completion of my current contract.

The extraordinary experiences I have accumulated assisting in the early development of Harper College have been invaluable. You have set the kind of leadership mark and personal performance objectives that will keep me challenged for many years to come.

Mrs. Upton and I would like to extend to you, the Board, and the entire staff of Harper College, our gratitude for the many associations we have enjoyed over these past four years. I deeply respect the quality and potential of the Harper community and will continue to follow its progress with the highest of expectations.

Sincerely yours,

John H. Upton

John H. Upton, Director
Governmental Relations and
Project Development

JHU:mb

DIRECTOR OF GOVERNMENTAL RELATIONS AND PROJECT DEVELOPMENT

I. Educational and Experience Qualifications

A. Maximum of a Master's degree.

B. Three to five years of administrative experience developing and administering educational projects funded federally or through foundations.

II. Personal Characteristics

A. Demonstrated ability to plan and organize.

B. Exceptional ability to communicate verbally and in writing.

C. Above average energy level and capacity for work.

D. Ability to work supportively with others. Ability to evaluate ideas and develop them into sound project proposals.

III. Responsibilities

A. To gather, organize and publicize data on federal and state funding programs and on foundations offering assistance to community colleges, recommending Harper's participation where appropriate.

B. To encourage and help in the development of project proposals, preparing final applications and assuring that all activities under funded projects conform to applicable regulations.

C. To review and analyze state legislative bills and actions, bringing them to the attention of the president and Board issues of potential concern to them.

D. To coordinate and assist in the completion of reports, surveys and other requests for information about the college as received from federal, state and other outside agencies.

IV. Authorities

A. To make recommendations to the President's office.

B. To work cooperatively with the other key officials of the college.

V. Accountability

A. This position is directly accountable to the President of the college.

VI. Employment Date - Salary Range

A. As soon as possible.

B. Salary Range $15,000 - $18,000.

VII. Contact

Mr. Wilfred Von Mayr, Director of Personnel
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

William Rainey Harper College
359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

N E W S

Contact: Don Andries, Director
Community Relations

FOR IMMEDIATE RELEASE

HARPER COLLEGE ADMINISTRATOR NAMED PRESIDENT OF NEW VIRGINIA COLLEGE

John Upton of Arlington Heights, director of governmental relations and project development, leaves Harper July 1 to head multi-campus community college in Dominion State

John H. Upton of Arlington Heights, Harper College director of governmental relations and project development, has been named president of the State of Virginia Region 17 community college which will have two campuses serving 13 counties bordering Chesapeake Bay.

Dr. Upton, who received his Ph. D. in higher education administration from the University of Michigan in 1969, has been associated with Harper College since 1966. While at Harper, he has served in several posts on the president's staff.

From 1966 until spring of 1969, Dr. Upton was Harper's director of institutional development and community relations. His present position was created last year to fill a need for identifying and securing outside grant funding of special educational projects.

Dr. Upton has taken on varied assignments while at Harper, including representation of the president's office on committees of the College Board. Most recently he chaired a faculty-student committee charged with the planning

(more)

and coordination of Harper's dedication which was held May 3.

In addition to his association with Harper, Dr. Upton is a member of the board of trustees at Clearbrook Center for the Retarded in Rolling Meadows. He was appointed to the Clearbrook board in 1967 and is currently serving as vice president.

In announcing his acceptance of the Virginia post, Dr. Upton said, "It has been a challenge and a rewarding experience to have been associated with an institution of Harper's calibre. Harper has potential for excellence within its faculty, administration and board that is rare, if not unique. This college has provided me with an invaluable background with which to undertake my new responsibilities in Virginia."

Harper's president, Dr. Robert E. Lahti, commenting upon Dr. Upton's new appointment, stated "He has been a major contributor to Harper's growth and development. I have personally valued his counsel on many matters. When I say we shall miss him, I know I speak for all those within the institution, on the Board and in the community, who have had contact with him. The college also feels a certain pride that John Upton's performance here has merited, through his new appointment, a recognition of his leadership qualities."

Dr. Upton's doctoral dissertation, completed in 1969, was entitled "Role Expectations of Faculty and Trustee Groups for the Community Junior College President." The basis for his thesis was a study he conducted among 20 community colleges representing eight states under the jurisdiction of the North Central Association of Secondary Schools and Colleges.

(more)

Before joining the Harper College staff, Dr. Upton was a professor of business at Arizona Western Community College in Yuma. He received both his bachelor's and master's degrees from the University of Michigan. His early professional experience included production control and personnel work in the manufacturing and engineering fields.

From 1955 to 1959, he was an officer in the U. S. Naval Reserve assigned to training and aviation command posts both in the continental United States and Hawaii.

Dr. Upton is a member of the American Association of Higher Education, the Society of College and University Planners, the American College Public Relations Association, and the American Institute of Planners.

He is married to the former Kathleen Mooney of Cleveland, Ohio. The Uptons have two sons, ages nine and three, and a daughter, seven.

###

May 27, 1970

May 13, 1970

Dear Dr. Fischer:

This is to inform you that I am resigning from my position as College Nurse as of June 30, 1970.

I have taken a teaching position at Lutheran General School of Nursing located in Park Ridge, Illinois.

I also feel I must thank you for a very profitable year at Harper and I want you to know that I have enjoyed being a part of Harper College very much.

Respectfully,

Loretta Szymaszek

Loretta Szymaszek
College Nurse

LS/mr

April 29, 1970

Board of Trustees
William Rainey Harper College
Palatine, Illinois

Dear Members of the Board:

I would like to submit my resignation as a faculty member within the counseling center at William Rainey Harper College. The reason for my resignation is to complete my doctoral studies at the University of Michigan beginning in the Fall of 1970.

Besides stating my resignation, I would also like to take this opportunity to thank the Board of Trustees, the President, the Vice President of Student Affairs, and the Dean of Guidance for making the past two years enjoyable and allowing me to partake in the growth of Harper College. It has been rewarding for me to make a small contribution to one of the outstanding community colleges in the nation.

It is with a certain amount of regret that I leave in the midst of the present growth rate of the college. But I would hope to make further contributions in my area upon completion of my graduate work and would like serious consideration in returning to Harper College. Thank you.

Sincerely,

Robert L. Smith

Robert L. Smith

JOHN S. KEMP
ASSOCIATE CHAIRMAN,
SECONDARY SCHOOLS

cc: All committee 3rd

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

THOMAS A. SIMS
ASSOCIATE CHAIRMAN
JUNIOR HIGH SCHOOLS

COMMISSION ON SECONDARY SCHOOLS

ILLINOIS STATE COMMITTEE
ROOM 338, 409 E. CHALMERS
UNIVERSITY OF ILLINOIS
CHAMPAIGN, ILLINOIS 61820
TELEPHONE 217-333-1120
LOWELL B. FISHER
CHAIRMAN

May 14, 1970

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

Dear Bob:

Congratulations to you, the Board, the faculty and the students and the community upon your achievement of Phase I of the campus plan, the excellent Dedication Program, and the most appropriate and attractive special dedication issue of the "Halcyon". Thank you for sending me a copy of the special dedication issue.

Harper has indeed, in many ways, been the "leader" community college in Illinois. With the aura of the dedicated and creative life of William Rainey Harper, the college has challenged itself to be an outstanding institution of higher learning.

RECEIVED
MAY 25 1970
OFFICE OF THE PRESIDENT

May I commend you sincerely and enthusiastically upon the leadership which you personally have and are providing.

I hope to visit your campus in the near future.

Sincerely,

Chairman

LBF/bs

cc: Mr. James J. Hamill

ASSOCIATION OF GOVERNING BOARDS
OF UNIVERSITIES AND COLLEGES
One Dupont Circle, N.W., Suite 720 • Washington, D.C. 20036 • 202—296-8400
J. L. Zwingle, *Executive Vice President*

May 8, 1970

Mr. Richard L. Johnson
425 South Belmont
Arlington Heights, Illinois 60004

Dear Mr. Johnson:

At the urging of a group of presidents and trustees, this Association is planning a regional conference to be held June 25-26 at the Arlington Park Towers Hotel, Arlington Heights, Illinois. A preliminary statement of program is enclosed.

As part of the expanding program of A G B, other regional conferences are being planned. Institutions unable to be represented at one meeting are thereby provided additional opportunities.

I hope we may count on representation from your board and administration. A prompt reply will assist in completing the plans for this conference.

Sincerely yours,

Eugene Power

Eugene Power
Chairman

Enclosure

ASSOCIATION OF GOVERNING BOARDS
of Universities and Colleges
One Dupont Circle, N.W. Washington, D.C. 20036

Midwest Regional Conference

June 25-26, 1970

Arlington Park Towers*
Arlington Heights, Ill.

Preliminary Program Information

T O P I C S

"Management and Collective Bargaining on the Campus"

"Tenure and Teacher Effectiveness"

The program is designed for discussions of these topics as they affect all types of institutions--the university, the 4-year college and the two-year college.

Spokesmen and discussion leaders from each type of institution will participate. Further details about the program will be announced soon.

Registration and
Reservation cards
Enclosed

Opening session:
10 A.M. June 25
Closing after
Luncheon session
June 26

*Limousine service from O'Hare Airport

Dear, Dr Lahti and Mr Hammil

I respectfully request time to present a petition from the people of the communities on May 28, 1970 at the Board meeting at Harper College

Sincerely Yours,

Gerald Bandenee

RECEIVED
[illegible] 1970
OFFICE OF THE PRESIDENT

Attachment A

MEMORANDUM May 28, 1970

TO: Mr. James Hamill

FROM: C. H. Schauer

The following is my understanding of the conclusion of the Faculty-Board Committee meeting last night (Wednesday 5/27/70).

GRIEVANCE PROCEDURE

In the meeting of the Faculty-Board Committee for Grievance Procedure on Wednesday evening, May 27, the following agreement was reached:

A. The faculty and board members on the committee would present the grievance procedure, as developed to date, to their respective groups as a whole as the most amenable document that can be derived and will recommend its acceptance if:

1. The evaluation system is amended to include a specific recommendation from the peer evaluation committee to the immediate supervisor regarding level 1A, 2 and 3 (retention or non-retention) outlined in Section VII of the Faculty Evaluation Procedure.

2. In case there is a disagreement between the recommendations of the peer evaluation committee and the administration regarding retention or non-retention, such disagreement is an aggrievable item.

3. In case there is no alternate route of appeal agreed upon by January 1, 1971, then point #2 (above) will remain in force for the 1970-71 academic year.

CHS/js

MODIFIED AMALGAMATED GRIEVANCE PROCEDURE

Introduction:

Prior to filing a grievance, every effort should be made to resolve problems by informal means using the procedures for resolution of problems.

A. Definition of a Grievance:

A grievance is an allegation by an individual faculty member, or a group of faculty members with a common grievance arising out of a specific transaction or event, that a misinterpretation, or misapplication of college policies or procedures, or other acts which the individual considers detrimental to his welfare has occurred.

B. Composition of Grievance Committee:

The grievance committee shall consist of five (5) people, plus a non-voting secretary, elected at large from those faculty holding academic rank. Elections shall be held in March of each year, beginning in March, 1970. The initial committee shall be established, in this same manner, within two (2) weeks after the approval and adoption of the procedure by the Board of Trustees, and become operational immediately thereafter. Vacancies shall be filled by appointment by the president of the senate, with the consent of the senate. No two individuals from the same division (as defined by representation in the faculty senate) shall serve on the grievance committee. Members shall serve staggered terms of two (2) years, with three (3) members of the first committee to serve one (1) year, as selected by lot. The secretary shall serve for two (2) years.

C. Determination of a Grievance:

A written statement of grievance will be filed with the secretary of the grievance committee with a copy to the appropriate vice president. Such a statement will allege facts which he asserts entitles him to a remedy. Any such statement may be amended or supplemented, but unless all parties consent, such amendment or supplement can only be filed after notice of hearing if opposing parties have already responded to the original statement.

The party, or parties complained of, within ten (10) school days of the delivery of the copy of the statement of grievance to the secretary of the grievance committee, shall file a reply or replies in writing

with the aggrieved party and the secretary, admitting or denying the facts alleged in the statement. Such reply may set forth facts constituting any affirmative defense he or they may assert.

The grievance shall be said to be at issue with the filing of the reply, or at the elapse of ten (10) school days from the time of filing of the grievance, which ever occurs first, and the secretary will so notify the chairman.

Since the tenure granting process is a separate entity within the college, the only normal base of appeals to grievance, in this area, will include: (1) Failure to follow established procedures. (2) Unprofessional conduct on the part of an individual(s) or agencies involved in making a decision or recommendation. (3) Disagreement regarding interpretation and implementation of policies and/or procedures.

Procedures for Hearing:

When the grievance is said to be at issue, the grievance committee will initiate a formal hearing within five (5) school days. The hearing may be public or private, at the decision of the committee after consultation with the aggrieved.

The grievance committee will maintain the confidentiality of all records reviewed during the hearing.

All grievance hearings shall be open only to participants, their representatives, and to persons that have been requested to present evidence or answer questions relating to the grievance.

The following rules will be used for submitting evidence. (1) The secretary shall, at the request of any party to the matter, supported by a declaration under penalty of perjury, stating materiality and necessity for his case of a specific document, and the grounds for his belief in its necessity and materiality, prepare an instrument, "Request for the Production of Documents" at time of hearing. (2) The secretary shall deliver this document to the chairman of the grievance committee, who shall read the declaration in support of the request and shall sign and issue the request or refuse to do so. In the event of the refusal of the chairman, the declarant may instruct the secretary to forward the request and supporting declaration to the president of the college who shall sign and issue it or refuse to do so. The president's decision shall be final. (3) The secretary

shall also, at the request of any party, stating the materiality and necessity for the party's case of a specific witness who is also a member of the general faculty of the college and the grounds for the party's belief in the necessity and materiality of his testimony, prepare a "Request for Appearance," and shall deliver it, together with the supporting declaration, to the chairman of the grievance committee, who shall sign and issue it or refuse to do so. In the event of the refusal of the chairman, the declarant may instruct the secretary to forward the request and supporting declaration to the president of the college, who shall sign and issue it or refuse to do so. The president's decision shall be final. (4) Any person so served with a request for the production of documents or a request for appearance who objects, may direct the secretary to forward his written grounds for objection to the president of the college. The president shall review the request, and the president shall either order the request to be complied with or shall deny the request giving reasons for so doing. The president's decision shall be final. (5) A willful failure to conform with such a request issued by the president of the college, or issued by the chairman of the grievance committee, when no objections to such request has been filed with the president of the college, shall be deemed insubordination on the part of the employee of the college.

The grievance committee may make further rules for its operational conduct which may include the extensions of time limitations specified within this section.

E. Procedures Following Conclusion of Hearing:

If the grievance committee finds in favor of the aggrieved, the grievance committee will give its written recommendations to the president. The recommendations will include a statement of its findings of fact, a statement of its recommendations for action or other disposition of the case, a statement of reasons for its findings, conclusions and recommendations.

Within ten (10) school days, the president shall give his decision in writing to the chairman of the grievance committee and send a copy to the aggrieved. The president may hold a meeting with the grievance committee and the aggrieved prior to giving his decision.

F. Appeals:

The aggrieved faculty member may appeal the decision. He must inform the president of the college and the president of the faculty

senate in writing of his wish to appeal. A grievance appeals committee will be established within five (5) school days after receipt of this notice. The committee is composed of five (5) members; two (2) of which are appointed by the president of the college and three (3) appointed by the president of the faculty senate.

The president of the college will promptly refer the appeal to the grievance appeals committee which shall convene within five (5) school days after establishment of the committee. The grievance appeals committee shall review the case and arrive at a recommendation based on a majority vote in behalf of the recommendation that will be presented in writing to the president of the college. The statement will include findings of fact, recommendations for action or other disposition of the case and reasons for findings, recommendations and conclusions.

G. Decision:

The president of the college shall forward promptly the written recommendation of the grievance committee, his own and the grievance appeals committee to the board of trustees for prompt and final action. All decisions of the board of trustees shall be final.

FACULTY EVALUATION*

Harper College is committed to the development of a superior faculty aspiring to high levels of excellence in instruction and service to their profession, the students, the college and the community. Harper College should continuously and systematically seek evidence of its effectiveness in attaining these aspirations. In order to encourage such excellence, a functioning evaluative process is essential.

All members of the faculty** will be evaluated annually. Students, teaching faculty and academic administrators will be involved in the procedure. Appropriate evaluative instruments will be utilized.

The primary area to be evaluated is the effectiveness of instruction and/or professional services. This process will involve evaluation by peers, self, students and administrative faculty.

Other areas to be evaluated are: Personal and Professional attributes; Professional Contributions; Institutional Service; and Community Service.

The areas evaluated via Forms A(peer), B(self), and C(division chairmen); a report on the classroom observation; an acknowledgment and discussion of the areas of special strengths, areas in need of improvement and comments relating to an individual and his professional services; and other specialized supportive material designed by the Division and its faculty suitable to the discipline should serve as the base for evaluation of instruction, or appropriate professional services.

The documentation of professional improvement will serve as an indication of the improvement made as an individual effort. This improvement could be a necessity for minimum qualifications to promotion in rank in specific cases.

The listing of professional contributions, institutional service and community service would serve as an indicator, in behalf of the faculty member, of services which could be above and beyond that of an average effort.

The student evaluation should serve as a constructive criticism to the faculty member only, of his performance with students. The faculty member should use it for improvement in the student-learning process.

Therefore, all documentation, in addition to Forms A, B, C, a report on classroom observation, comments relating to a faculty member and other supportive material, will serve as additional positive support of the faculty member in the process of recommendations for the individual's welfare.

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* This faculty evaluation system will not be implemented until the Grievance Procedure is adopted and the individual faculty member is assured of the rights and privileges related thereto.

** Teaching, faculty, counselors, learning resource personnel.

The general process of the evaluative procedure will be:

I. The appropriate vice president will be responsible for initiating the evaluative process at the designated time. He will issue the appropriate evaluation instruments to the division chairmen, or appropriate supervisor, who will have the responsibility of distributing the forms to the evaluators and evaluee.

An evaluation committee of peers (a colleague in the same or allied discipline or professional service area) will be selected jointly by the immediate supervisor and the evaluee. The selection will be made by October 1 for faculty being evaluated in their second, third or more years of service and by January 1 for the faculty in their first year of service.

The committee shall be composed of not less than three (3) nor more than six (6) peer members. The immediate supervisor will suggest the possible appointees and the evaluee will have the opportunity to reject as many as 2 (in a committee of 3) and a maximum of 3 (in a committee of 6) of the suggested appointees and select the same number of peers that he feels more desirable.

Upon resolution of the committee membership, the immediate supervisor will advise the appointees of their appointment and responsibilities and will initiate their activities. The individual evaluators will present their evaluation to the immediate supervisor on or before October 15. The immediate supervisor will summarize these evaluations and enter a composite in the appropriate column of Form D (Faculty Evaluation Summary).

After the evaluation of an individual is completed, the immediate supervisor will dissolve the committee.

II. The division chairmen or appropriate supervisor will be responsible for arranging mutually agreed upon classroom, or other observational techniques within his division. He will summarize his own self and composite peer evaluation instruments and forward this summary (Form D), together with his recommendation and Form F(Academic Staff Professional Improvement), Form G(Professional Contributions), and Form H(Institutional Service) in the form of a dossier, to the appropriate dean or supervisor.

Professional ethics would dictate that each appointee be notified when reports are entered in the folder. Further, unfavorable entries should be seen by the candidate and a reply be entered by him if he desires to explain his position.

III. The dean will review the evaluative material, add his summary and recommendation, and forward the dossier to the appropriate vice president.

IV. The Vice President's recommendation and the dossier is forwarded to the President.

V. The President will forward these recommendations and his own to the Board of Trustees for action.

VI. Review of System

Each year, in March, an ad hoc committee of faculty members will be appointed jointly by the President of the Faculty Senate and the Vice President of Academic Affairs to review and suggest revision or replacement of this evaluative system. The committee recommendation will be presented to the faculty and administration for their adoption.

VII. Classification of Evaluations and Assigning to Categories

As a result of the evaluation process, each division chairman or appropriate supervisor, will assign his professional personnel to one of the following categories for salary purposes.

Level #1 - Does not fit Harper divisional educational pattern.*

A - No recommendation for re-appointment.

B - Re-appointment with no increase in salary. A person could remain in this category for only one year. This must be understood as an extension of the probationary period.

Level #2 - Fits Harper divisional educational pattern without qualification. Is a good educator in every sense of the word. Is entitled to base raise as negotiated by salary committee in annual negotiations.

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* The division chairman or appropriate supervisor and the members of the division or instructional unit will define the terms on the evaluation sheets with respect to the demands of the particular discipline under consideration. In this manner, that particular division will arrive at definition of the term Harper divisional educational pattern consistent with the demands of that area.

VII. Classification of Evaluations and Assigning to Categories (continued)

Level #3 - Outstanding. Has made an outstanding contribution during the year in terms of curriculum, subject matter, educational techniques or institutional reform. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional three (3) percentage increment higher than level 2. It should be understood that this category would rarely exceed 5% of the faculty of any given division.

The faculty reserves the right to discontinue the assignment of evaluees to categories for salary purposes.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

This is based on the idea that money is not the only consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.

EVALUATION DEADLINES

Level I, Level II, and Level III Ratings

For faculty in their first year at Harper College, all evaluations must be completed by February 15th. For all others, the deadline will be December 1st.

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM A

Faculty Member Being Evaluated _____

Procedure:

The form is graduated from 5 - 1 as follows:

5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

Complete the form with the number (from 5 - 1) which you think is most appropriate for your peer. Please include further comments in the space provided.

	Peer
PERSONAL & PROFESSIONAL ATTRIBUTES:	
Dependability (Educational Duties)	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
Enthusiasm (Professional Duties)	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Peer
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date_____ Signature_____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM B

Procedure:

The form is graduated from 5 - 1 as follows:

5 - Exceptional; 4 - Above Average; 3 - Average; 2 - Below Average;
1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self
PERSONAL & PROFESSIONAL ATTRIBUTES:	
Dependability (Educational Duties)	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
Enthusiasm (Professional Duties)	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Self
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date_____ Signature_____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM C

Procedure:

The form is graduate from 5 - 1 as follows:

5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Div. Chr. or Appr. Supv.
PERSONAL & PROFESSIONAL ATTRIBUTES:	
Dependability (Educational Duties)	
Attitude toward W.R.H.C.	
Rapport with students	
Rapport with colleagues	
Enthusiasm (Professional Duties)	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Division Chairmen
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date_____ Signature_____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION SUMMARY

FORM D

Proceudre:

The form is graduated from 5 - 1 as follows:

5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self	Peer	Div. Chr. or Appr. Supv.
PERSONAL & PROFESSIONAL ATTRIBUTES:			
Dependability (Educational Duties)			
Attitude toward W.R.H.C.			
Rapport with students			
Rapport with colleagues			
Enthusiasm (Professional Duties			
Understands how his particular area of expertise contributes to the total educational needs of the student			
Shows evidence of planning for educational activities			
Effectively evaluates student performance			
Willingly changes plans when conditions suggest a change			
Is concerned about helping students attain optimum achievement			
Recognizes individual difference in students			

FACULTY EVALUATION SUMMARY

	Self	Peer	Div. Chr. or Appr. Supv.
Welcomes suggestions from students			
Is well informed and up-to-date in subject area			
Participates in professional meetings to advance his knowledge and skills in subject area			
Willingness to explore, utilize and assist in the further developing of innovative approaches			

Comments:

Date_____ Signature_____ Faculty Member

Date_____ Signature_____ Div. Chr. or Appr. Supervisor

WILLIAM RAINEY HARPER COLLEGE

EVALUATION OF FACULTY AND STAFF MEMBERS

FORM D

Academic Year 19__ - 19__

FACULTY MEMBER:_____ Present Rank_____

and/or Position_____

A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Professional Improvement: (Classes taken, workshops attended, etc.)

Should this employee be reassigned in the same capacity? Yes___ No___

Should this employee be considered in a different capacity: Yes___ No___

Specify Capacity: _____

Specify Time: Next year_____ Future year _____

Date_____ _____

Division Chairman or Appropriate Supervisor's Signature

Date_____ _____

Faculty Member's Signature

WILLIAM RAINEY HARPER COLLEGE

FORM E

STUDENT EVALUATION OF FACULTY MEMBERS

PROFESSOR _____ COURSE NO. _____

KNOWLEDGE OF SUBJECT MATTER
- ____ Exceedingly well informed
- ____ Adequately informed
- ____ Not well informed
- ____ Very poorly informed

ATTITUDE TOWARD STUDENTS
- ____ Sympathetic, helpful, concerned
- ____ Usually helpful and sympathetic
- ____ Avoids individual contact
- ____ Distant, cold, aloof

ATTITUDE TOWARD SUBJECT
- ____ Enthusiastic, enjoys teaching
- ____ Rather interested
- ____ Only routine interest displayed
- ____ Uninterested

PERSONALITY
- ____ Attractive personality
- ____ Satisfactory personality
- ____ Not an outgoing personality
- ____ Personality conflict

ABILITY TO EXPLAIN
- ____ Explanations clear and concise
- ____ Explanations usually adequate
- ____ Explanations often adequate
- ____ Explanations absent or inadequate

TOLERANCE AND DISAGREEMENT
- ____ Encourages reasonable disagreement
- ____ Accepts disagreement fairly well
- ____ Discourages disagreement
- ____ Dogmatic, intolerant of disagreement

SPEAKING ABILITY
- ____ Voice and demeanor excellent
- ____ Adequate or average
- ____ Distracting
- ____ A serious handicap

RATING OF TEACHER
- ____ Outstanding
- ____ Better than average
- ____ Average
- ____ Poor

STUDENT EVALUATION OF COURSE

ORGANIZATION OF THE COURSE
- ____ Well organized
- ____ Adequate, but could be better
- ____ Inadequate, organization detracts
- ____ Confused and unsystematic

OPPORTUNITY FOR QUESTIONS AND DISCUSSION
- ____ Ample opportunity
- ____ Occasional opportunity
- ____ Rare opportunity
- ____ Never

ORGANIZATION OF DAILY CLASS WORK
- ____ Well organized in meaningful sequence
- ____ Usually organized
- ____ Organization not too apparent
- ____ Little or no organization

ASSIGNMENTS
- ____ Assignments clear and reasonable
- ____ Clear but too long
- ____ Unclear
- ____ Always unclear and unreasonable

TESTING
- ____ Appropriate, covers material
- ____ Sometimes appropriate
- ____ Rarely appropriate
- ____ Unfair evaluation of student effort

WORK RELATED TO CLASS LEVEL
- ____ Work suited to class level
- ____ Attempt made to suit class level
- ____ Work completely above class level
- ____ Work completely below class level

GRADING
- ____ Absolutely fair and equitable
- ____ Generally fair
- ____ Unfair to some students
- ____ Usually unfair

RATING OF COURSE
- ____ Very inspiring
- ____ Usually interesting
- ____ Uninteresting
- ____ Discourages interest

DO NOT SIGN NAME. Please indicate class standing _____.
Major Subject _____ Approx. accumulative average _____.
(If here first semester, give high school rank in class.) _____.

WILLIAM RAINEY HARPER COLLEGE

ACADEMIC STAFF PROFESSIONAL IMPROVEMENT FORM

FORM F

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual).

Name_____ Rank_____

Address_____ Date_____

_____

I. GRADUATE SCHOOL COURSES TAKEN (Submit transcript by March 1 of each year).

Course	Hrs.	College or University

II. CONFERENCES, SEMINARS, WORKSHOPS, AND PROFESSIONAL MEETINGS ATTENDED:

Location	Sponsor

III. SIGNIFICANT BUSINESS, PROFESSIONAL OR INDUSTRIAL EXPERIENCE SINCE LAST REPORT:

_____

_____

IV. INSERVICE WORK

_____

_____

V. VISITATIONS TO OTHER INSTITUTIONS OR ORGANIZATIONS TO GAIN INFORMATION, OR EXPERIENCES, BENEFITING THE COLLEGE AND/OR ITS STUDENTS:

_____

_____

WILLIAM RAINEY HARPER COLLEGE

PROFESSIONAL CONTRIBUTIONS

FORM G

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name _____ Rank _____

Address _____ Date _____

I. Publications. (List all books, manuals, articles or other related materials which have been published, copyrighted, or syndicated. Include title, date of publication, publisher and date of copyright or syndication.)

II. Presentations to professional or other learned societies. (Include unpublished papers, artistic or other professional works.)

III. Innovations in instructional methods. (Briefly describe your work and/or contributions to this area.)

(Attach additional sheets if additional space is required.)

IV. Activities in professional organizations. (Name of organizations, offices held, specialized activities, etc.)

V. Other special professional contributions. (List professional contributions made to organizations outside your professional affiliation.)

VI. Other: (Special recognition, awards, etc.)

WILLIAM RAINEY HARPER COLLEGE

INSTITUTIONAL SERVICE

FORM II

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name_____ Rank_____

Address_____ Date_____

I. College-related activities - Include services rendered the college individually or through participation on institutional committees. (Describe the nature of involvement or contributions including date, location, project, etc.)

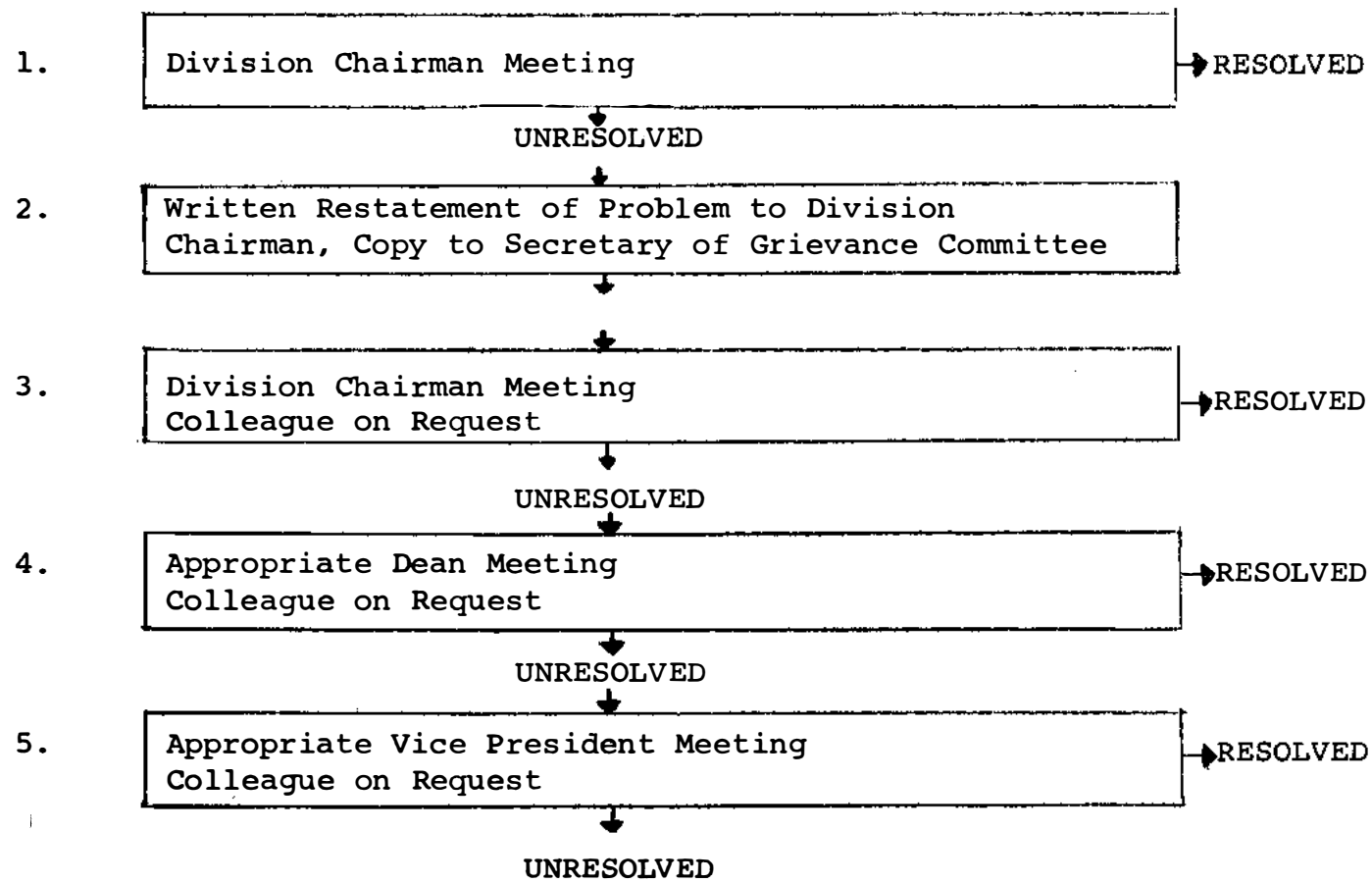
II. Student-related activities - Include advisory services to students individually or student groups, the number of students involved, and approximate number of hours per week.

COMMUNITY SERVICE

I. Involvement in and contributions to community projects which directly relate to education and the College. (Describe the nature of involvement or contributions including date, location, project, etc.)

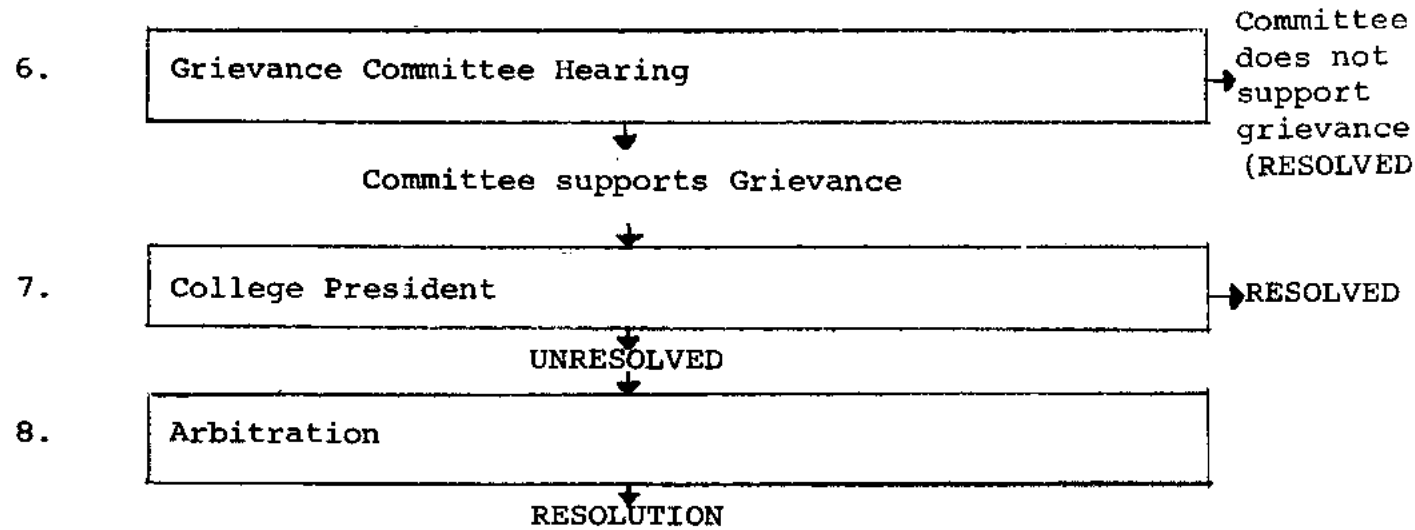
II. Presentations to interested community group in behalf of the faculty member's profession and/or the College. (Describe the presentations, including date, location, name of group, purpose of the presentation, etc.)

PROCEDURES FOR RESOLUTION OF PROBLEM



GRIEVANCE PROCEDURE

Aggrieved Faculty Member files written grievance to Grievance Committee Chairman.



WILLIAM RAINEY HARPER COLLEGE

PROCEDURES FOR RESOLUTION OF PROBLEMS

A. Problem:

A problem occurs when an individual faculty member, group of faculty, or the faculty senate with the concurrence of a majority of the faculty senate, feel that there has been a violation, misinterpretation, or misapplication of any of the following: a statement in a college policy manual, procedure manual, faculty handbook, written contract, or traditionally and commonly accepted college management and personnel practices.

B. Procedure for resolution of problems:

(A schematic drawing of the procedure is attached.)

1. The first parties of interest in most problems will be a faculty member and his immediate supervisor, e.g. the division chairman. The following narrative assumes that the problem has started at the division level, but it may begin at an intermediate level if the faculty member involved is himself an official of a higher level. A problem submitted for resolution by the senate or committee thereof will begin at the level of the appropriate vice president.*

   (a) If a problem cannot be settled through discussion between the faculty member and the division chairman, the faculty member restates his problem in writing, gives it to the division chairman and sends a copy of it to the secretary of the grievance committee.

   (b) Within five (5) school days, the division chairman must hold a meeting with the faculty member involved. Both the division chairman and the faculty member involved may request the presence of a colleague at this meeting.

   (c) Within five (5) days thereafter, the division chairman must give a decision in writing to the faculty member involved.

*In such a case, however, the vice president will have a maximum of 30 days, if necessary, to resolve the problem.

(d) If a mutually acceptable solution to the problem is agreed upon, this solution will be stated in writing and will be signed by both parties involved. Both the division chairman and the faculty member will keep a copy of this signed agreement.

2. If the matter has not then been resolved, the faculty member may appeal to the appropriate dean level, in the same way with the same rules and deadlines applying.

3. If the matter is not resolved at the level of the dean, the faculty member may appeal to the appropriate vice president, in the same way and with the same deadlines applying.

Thus, within thirty (30) days after the procedure for resolving a problem was initiated, the faculty member shall have, in writing, a decision by the appropriate vice president.

4. If the matter has not been resolved during the above-mentioned informal proceedings, or if deadlines have not been met, the faculty member may, if he chooses, file a grievance in writing with the grievance committee.

Exhibit A

FOR BOARD ACTION

SUBJECT:

Employment of a Developmental Counselor, 2 Instructors of Psychology, an Instructor of Developmental English, an Instructor of Fashion Design, an Associate Professor of Architectural Technology, an Assistant Professor of Economics and Business Administration, and an Instructor of English.

REASON FOR CONSIDERATION BY THE BOARD:

To fill the vacancies in these instructional areas which are necessary to Harper's educational program.

BACKGROUND INFORMATION:

The Developmental Counseling position is a new position. One Psychology position is a replacement and the other is a new position. The Developmental English, Fashion Design, Architectural Technology, Economics/Business Administration, and English positions are new.

RECOMMENDED ACTION:

Employment of:

1. Frank Christensen as Developmental Counselor with the Academic Rank of Instructor at $11,400 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

2. Robert Pasen as Instructor of Psychology at $9,500 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

3. James Roll as Instructor of Psychology at $10,300 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

4. Pauline A. Buss as Instructor of Developmental English for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970, contingent upon receipt of Master's Degree before July 1, 1970, at the salary of $8,800.

RECOMMENDED ACTION:

5. Chieko Nambu as Instructor of Fashion Design at $9,500 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

6. Gertrude Lempp Kerbis as Associate Professor of Architectural Technology at $14,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

7. Gene F. Kimmet as Assistant Professor of Economics & Business Administration at $12,000 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

8. Frances Blosser Maguire as Instructor of English at $13,600 for the 1970-71 Academic Year - 39 weeks, effective September 8, 1970.

EXHIBIT A-1

BOARD INFORMATION SHEET
WILLIAM RAINEY HARPER COLLEGE

AREA Counseling

CANDIDATE	Frank Christensen
FIELD	Developmental Counseling
PREPARATION (Degree, School, Semester Hours in Subject Field)	B.S. Morningside College Psychology-Sociology 46
	M.S. Kansas State College Counseling & Higher Ed. 30
	Additional study Univ. of Chicago Psychology 9
MAJOR AREAS	
TEACHING EXPERIENCE (If applicable) Dates and positions	1963-1966 Admissions Counseling Takio State, Takio, Mo.
	1966-1970 Director of Counseling, Placement & Health Services Park College, Kansas City, Missouri
	1967 Director of Developmental Program, Park College
OTHER EXPERIENCE	1967 Organized and Directed Park Academic Probation and Experimental Life Program, Park College
HONORS AND DISTINCTIONS	A.P.G.A., A.C.P.A.
	Published College Adjustment and Study Skills Inventory
	Personal Growth Press
PERSONAL (Age, Marital Status, Children, Address)	[redacted]
	Kansas City, Missouri 64152
RANK & SALARY	Instructor $11,400
RECOMMENDED BY (Signatures)	Guerin A Fischer
	Joan Roloff
	J. Harvey

For other information and remarks use the reverse side of this form

EXHIBIT A-2

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: Robert Pasen

FIELD (Suggested Teaching Area): Psychology — DIVISION: Social Science

PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field):
B. A., Rutgers University, 1967 — 57 hours
M. A. + 40 Bowling Green University 1970 - 70 hrs.

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD: 40

MAJOR AREAS: Psychology

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.):
1968-70 Bowling Green University Teaching Asst.
1966-67 Rutgers University Psychological Research

OTHER EXPERIENCE:
Consultant-Project Pupil-Ohio
Consultant-Govt.-Race Relations, Newark, N. J.
Psychometric Clerkship - Bowling Green State Univ.

HONORS & DISTINCTIONS:
Benton & Bowles Research Fellow
Deans List

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

RANK & SALARY: Instructor - $9,500.00

RECOMMENDED BY:
Larry S. King — DIVISION CHAIRMAN
John R. Burkhart — DEAN
[illegible] — VICE PRESIDENT
_____ — PRESIDENT

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

EXHIBIT A-3

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE	James Roll
FIELD (Suggested Teaching Area)	Psychology — Social Science (DIVISION)
PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)	B.A. Psychology, DePauw University, 1964 - 37 hrs. M.A. Psychology, Roosevelt U., 1968 - 36 hrs.
HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD	Six
MAJOR AREAS	Psychology
EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)	1969-70 Waubonsee College-Lecturer P.T.
OTHER EXPERIENCE	Clinical Psychologist-Elgin State Hosp. 1966-70 Transitional Care-A Social & Vocational Rehab. Program Responsible for therapy testing supervision of Psych. interns as well as psychologist at Transitional care.
HONORS & DISTINCTIONS	
PERSONAL (Age, Marital Status, Children, Address. Etc.)	[redacted]
RANK & SALARY	Instructor, Psychology $10,300.
RECOMMENDED BY	[signature] DIVISION CHAIRMAN John R. Birkholz DEAN [signature] VICE PRESIDENT PRESIDENT

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

EXHIBIT A-4

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Pauline Buss

FIELD (Suggested Teaching Area) English (Developmental) — Communications (DIVISION)

PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)
1959 B.F.A. Mundelein College
1966-68 Marquette University -- Graduate English (21 hours)
1970 M.A. (English), Northwestern University (24 hours)

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD
The applicant will complete the entire 24 semester hour graduate English program at Northwestern. Her 21 strong graduate English hours at Marquette have not been counted toward that degree.

MAJOR AREAS
English (16 undergraduate, 45 graduate hours)
Art (61 undergraduate hours)

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)
Harper College, 1968-1970 -- Teacher Aide (Assistant Instructor; 11 sections of Developmental Composition)

OTHER EXPERIENCE
Clerical, Fabric Buyer, Sunday School Teacher

HONORS & DISTINCTIONS

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

RANK & SALARY
Instructor, $8800.00 (Contingent upon receipt of M.A. in June, 1970)

RECOMMENDED BY
Robert Pierce — DIVISION CHAIRMAN
John R. Birkholz — DEAN
O. A. Clausen — VICE PRESIDENT
PRESIDENT

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

EXHIBIT A-5

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Chieko Nambu

FIELD (Suggested Teaching Area) Fashion Design — Humanities (DIVISION)

PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field)
Kobe College - Nishinomiya 1940-1942
Tokokai Art Club - Osaka, 1935-1941
Fashion Design Institute - Osaka, 1943-1944
School of the Art Institute - Chicago, 1963-1969, B.A.
Fashion Design - 76 hours

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD 0

MAJOR AREAS Fashion Design - Basic Design - Fabric Weaving

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)
Tutoring - Toyonaka, Japan, 1942-1945
Harper College, 1969-1970, Fashion Design, Part-Time

OTHER EXPERIENCE
Custom Design, 1960-1970, Free Lance
Dorothy Fuller - Boutique Designs - Tatsuko Fujita

HONORS & DISTINCTIONS
Graduated with honor from grade school, Kobe College and the School of the Art Institute. Won 1st prize for the contest of fashion design among the high school students in Japan. Awards from Famous Features, Fishman Fabric, Aronson Bros., Manford, Inc., for good design.

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

RANK & SALARY Instructor - $9,500.00

RECOMMENDED BY

G. P. Makas — DIVISION CHAIRMAN

John R Birkholz — DEAN

C W Delaney — VICE PRESIDENT

_____ — PRESIDENT

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

EXHIBIT A-6

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: GERTRUDE LEMPP KERBIS

FIELD (Suggested Teaching Area): ARCHITECTURAL TECHNOLOGY — ENGR & REL TECH (DIVISION)

PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field):
B.S.Arch.Engr.,Univ of Illinois, 1948, 60 hours
M.A.Arch, Ill.Inst.Tech., 1955, 40 hours

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD: none

MAJOR AREAS: Architecture, Architectural Engineering

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.):
Part time instructor, 1969-70, Harper College
Arch Tech Program

OTHER EXPERIENCE:
Goldberg,Schlossman&Bennett, Architects, 1950-51
Skidmore,Owings,&Merrill 1954-59,C.F.Murphy 1960-62,65-67
Self Employed 1962-65, 1967- present

HONORS & DISTINCTIONS:
Elected to the Am. Inst. of Architects College of Fellows, 1970, "For Outstanding Contributions"

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

RANK & SALARY: Associate Professor, $14,000 Academic Year

RECOMMENDED BY:
Robert C. Smith — DIVISION CHAIRMAN
John R. Birkholz — DEAN
C. A. Lohmann — VICE PRESIDENT
— PRESIDENT

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

EXHIBIT A-7

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: KIMMET, GENE F.

FIELD (Suggested Teaching Area): Economics & Business Administration - Business Division
DIVISION

PREPARATION
(Degree, School, Year Received & Semester Hours in Teaching Field):
B. A. In Bus. Admin.: Ohio Northern University, 6-2-63
(14 S.H. in Econ.; 20 S. H. in Bus. Admin.)
M. A. (Economics): Case-Western Reserve University, 9-4-68
(30 S.H. in Econ.)
Additional Graduate Work: Indiana University, 15 S.H. in Business Administration.

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD:

MAJOR AREAS: Economics and Business Administration (Management)

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.):
9/67 to Present: Lorain County Community College-Instructor
1966: Cleveland State University-Part-time Instructor (1 Sem.)
9/63-6/64: Indiana University - Teaching Graduate Assistant

OTHER EXPERIENCE: Approximately 20 years of business experience, mostly in sales, marketing, and sales management.

HONORS & DISTINCTIONS: Awarded Graduate Assistantship, Indiana University, 1964

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

RANK & SALARY: Assistant Professor; $12,000 for academic year.

RECOMMENDED BY:
Charles F. Falk — DIVISION CHAIRMAN
John R. Burkholz — DEAN
[illegible] — VICE PRESIDENT
_____ PRESIDENT

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

EXHIBIT A-8

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 (Degree, School, Year Received & Semester Hours in Teaching Field):
B.S. Central Missouri State College
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 High School (1948-50), Marshall, Mo. High School (1950-1955)
Proviso High School (1955-59)
William Rainey Harper College (1967-69):
part time - six courses. Full time - Fall, 1969 Spring, 1970

OTHER EXPERIENCE:

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

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

RANK & SALARY: Instructor of English $13,600.00

RECOMMENDED BY:
Robert Powell — DIVISION CHAIRMAN
John R Burkholz — DEAN
[illegible] — VICE PRESIDENT
— PRESIDENT

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

FOR BOARD ACTION

SUBJECT:

Employment of Chairman of the Division of Life & Health Sciences.

REASON FOR CONSIDERATION BY THE BOARD:

Position of Chairman of the Division of Life & Health Sciences is a necessity to Harper College in its endeavors to meet the educational needs of the Community.

BACKGROUND INFORMATION:

After a search and review of candidates Mr. Rosario L. DePalma is recommended to be employed as a replacement in this position.

RECOMMENDED ACTION:

Employment of Mr. Rosario L. DePalma as Chairman of the Division of Life & Health Sciences effective July 1, 1970, for 12 months (through June 30, 1971) with the Academic Rank of Associate Professor at an annual salary of $19,000.

EXHIBIT B-1

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE: Rosario Louis DePalma

FIELD (Suggested Teaching Area): Chairman — Life & Health Sciences (DIVISION)

PREPARATION (Degree, School, Year Received & Semester Hours in Teaching Field):
B.S. Rocky Mountain College, Billings, Montana, 1949
M.S. Northwestern University, 1952

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD: 40 hours

MAJOR AREAS: Biological Sciences, Anatomy and Physiology

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.):
Oak Park School of Nursing — 6 years
Loyola University — 2 years
Maine Township H.S. District 214 — 9 years

OTHER EXPERIENCE:
Naturalist (1 year) Cook County Forest Preserve District
Air Force 2-1/2 years

HONORS & DISTINCTIONS:
Sigma Phi (Science Honor Society) Rocky Mountain College
B.S. Degree graduated cum laude
2 Summer Study Institutes, sponsored by National Science Foundation and Atomic Energy Commission

PERSONAL (Age, Marital Status, Children, Address. Etc.)
Member Board of Directors, Rolling Meadows Public Library
Co-author of Biology Laboratory Guide and Instructional Audio Tapes
[redacted]

RANK & SALARY: Associate Professor $19,000. (12 months)

RECOMMENDED BY

_____ DIVISION CHAIRMAN

_____ DEAN

_____ VICE PRESIDENT

_____ PRESIDENT

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

FOR BOARD ACTION

SUBJECT:

Employment of Chairman of the Division of Communications

REASON FOR CONSIDERATION BY THE BOARD:

Position of Chairman of the Division of Communications is a necessity to Harper College in its endeavors to meet the educational needs of the Community.

BACKGROUND INFORMATION:

After a search and review of candidates Mr. Michael W. Bartos is recommended to be employed as a replacement in this position.

RECOMMENDED ACTION:

Employment of Mr. Michael W. Bartos as Chairman of the Division of Communications effective July 1, 1970, for 12 months (through June 30, 1971) with the Academic Rank of Associate Professor at an annual salary of $18,750.

EXHIBIT B-2

WILLIAM RAINEY HARPER COLLEGE

PERSONNEL DATA FORM FOR RECOMMENDATION TO BOARD OF TRUSTEES

CANDIDATE Michael Bartos

FIELD (Suggested Teaching Area) Chairman, Communications Division

DIVISION

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

Ph.B. DePaul University, 1955
M.Ed. DePaul University, 1959
M. A. Northwestern University, 1963
Attended various summer sessions at U. of Chicago, Northern Ill. Teachers College and Loyola University.

HOURS BEYOND HIGHEST DEGREE IN TEACHING FIELD

18 sem. hrs. in English
9-2/3 sem. hrs. in related courses in English

MAJOR AREAS English

EXPERIENCE IN EDUCATION (Dates, Locations, Positions, etc.)

1956-58 Notre Dame H.S., Niles - English Teacher
1958-67 Leyden H.S., Franklin Park - English Teacher
1967-present Harper College - English Instructor

OTHER EXPERIENCE

Mr. Bartos has been the Chairman of the Curriculum Committee at Harper and has made outstanding contributions to the college.

HONORS & DISTINCTIONS

Scholarship for M.A. program at Northwestern. N.D.E.A. Institute, Illinois Teachers College, Linguistics.

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

[redacted]

RANK & SALARY Associate Professor $18,750.00 (12 months)

RECOMMENDED BY

_____ DIVISION CHAIRMAN

John R. Birkholz DEAN

E. H. Adams VICE PRESIDENT

_____ PRESIDENT

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

Exhibit C

THE FOLLOWING LIST OF FACULTY MEMBERS ARE RECOMMENDED

FOR APPOINTMENTS WITH TENURE

Bartos, Michael
Bolt, Martha
Clouser, Joseph
Collister, Larew
Davis, John
DePalma, Rosario
Falk, Charles
Foust, William
Gelch, John
Heinly, Joanne
Hinton, Clete
Hylander, Raymond
Kearns, Roy
King, Larry
Knudsen, John
Makas, George
McCabe, Thomas
Meier, Henry
Miller, William H.
Muchmore, John
Mussell, Roger
Ostrowski, Michael
Powell, Robert
Punkay, William
Roepken, Henry
Ryan, Martin
Sanderson, Irene
Siedband, Jordan
Stewart, Ronald
Swanson, Marilyn
Thieda, Robert
Thompson, John
Trunk, Rose
Vandever, Frank
Zilkowski, Robert

SPECIAL HANDLING

Collins, Donald - See attachment "A"
Cunningham, Harold " " "B"

NOT RECOMMENDED

Singlemann, Jay

April 30, 1970

Mr. Harold C. Cunningham
760 Dempster Street
Mt. Prospect, Illinois 60056

Dear Mr. Cunningham:

Because of the discussions and arrangements which have been made between you and Dr. Schauer of which I am aware, your name will not be recommended for tenure for 1970-71.

However it is my understanding that you will be eligible for consideration during the 1970-71 academic year for the 1971-72 contract.

Sincerely,

Robert E. Lahti
President

rb

April 30, 1970

Mr. Donald Collins
1304 N. Dunton
Arlington Heights, Illinois 60004

Dear Don:

This is to advise you that your name has been submitted for consideration of tenure at Harper College. Because of the unusual circumstances of your acceptance of a full time facilities coordinator's position during 1968-69, I feel I will have to review the details of your case with the Board prior to asking them for a decision. The reason being, as I interpret the Board policy, they would have to make an exception to policy to give tenure to you at this time. Since this is power only the Board has, I feel I cannot recommend an exception to policy without first discussing fully the details of the case.

I shall take your file to the May meeting where your case will be presented. I hope that you can be present to hear the discussion and participate, if called upon to do so.

I believe this agreement is in accord with the discussion in my office on April 28 with Messrs. Schauer and Mann in attendance.

Should you have any questions or misunderstandings, please call on me.

Sincerely,

Robert E. Lahti
President

EXHIBIT D

WILLIAM RAINEY HARPER COLLEGE

May 6, 1970

To: Dr. Robert E. Lahti, President

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

Subject: Tuition Increase

Please find attached a revised five-year revenue and expenditure statement. This statement shows a recommended increase (25%) from $8.00 to $10.00 per semester hour for 1970-71, including the 1970 summer school.

It is significant to note that the five-year plan dated August, 1969, anticipated an increase in tuition. This August projection served as the basis for the March, 1970, proposed tax rate increase. The following table shows the August, 1969, tuition increases as compared to the current May, 1970, recommendation.

Fiscal Year	August, 1969 Recommendation	May, 1970 Recommendation
1969-70	$ 8.00	--
1970-71	8.00	$10.00
1971-72	10.00	10.00
1972-73	10.00	12.00
1973-74	11.00	12.00
1974-75	12.00	12.00

Since a $1.00 increase in tuition develops about $92,000 in revenue, it can be seen that by adopting the May, 1970, recommendation for an increase our financial picture will not be substantially changed. The 1971-72 deficit builds from $800,000 to $5,700,000 by 1974-75.

If the May, 1970, recommendation is adopted, we will increase revenue by $500,000 over the next five years. While this increase in revenue will be welcomed, it will not substantially change our needs for additional funds.

It is recommended that the following tuition increase schedule be adopted:

*1970-71	$10.00
1971-72	10.00
1972-73	12.00
1973-74	12.00
1974-75	12.00

*This recommendation includes summer school 1970.

4/22/70

EDUCATIONAL FUND
Estimated Revenue and Expenditures--Cash Basis
1967-1975

	1967-68	1968-69	1969-70	1970-71 (10%)	1971-72	1972-73 (12%)	1973-74	1974-75
Taxes	962,000	883,000	1,257,000	1,330,000	1,463,000	1,610,000	1,771,000	1,975,000
State Apportionment	358,000	774,000	1,545,000	1,818,000	2,152,000	2,572,000	3,123,000	3,798,000
Less Bldg.Fund Deficit	--	--	(100,000)	(353,000)	(357,000)	(359,000)	(412,000)	(384,000)
Voc. Tech. Aid								
Per Credit Hour	--	102,000	225,000	230,000	200,000	200,000	200,000	200,000
Computer Rental	--	--	27,000	--	--	--	--	--
Federal Aid	--	8,000	9,000	10,000	15,000	20,000	25,000	30,000
Tuition								
Students	245,000	602,000	900,000	1,186,000	1,252,000	1,774,000	2,029,000	2,363,000
Charge-backs	232,000	655,000	859,000	340,000	64,000	30,000	27,000	27,000
Student Fees								
Registration Fees	--	--	--	20,000	21,000	22,000	27,000	30,000
Other	8,000	19,000	69,000	49,000	50,000	52,000	54,000	56,000
Interest	14,000	43,000	40,000	20,000	15,000	10,000	5,500	6,000
Total Current Year Revenue	1,819,000	3,086,000	4,831,000	4,650,000	4,875,000	5,931,000	6,849,500	8,101,000
Add: Fund Balance, Beg.	60,000	530,000	857,000	1,100,000	494,600	(413,000)	(1,690,700)	(3,383,600)
Less: Current Yr.Expend.	1,349,000	2,759,000	4,588,000	5,255,400	5,782,600	7,208,700	8,542,400	10,430,225
Constr. Fund Payment	--	--	--	--	--	--	--	--
Fund Balance Ending	530,000	857,000	1,100,000	494,600	(413,000)	(1,690,700)	(3,383,600)	(5,712,825)
	8	8	8	10	10	12	12	12
				8	10	10	11	12

EXHIBIT E

WILLIAM RAINEY HARPER COLLEGE

May 21, 1970

To: Dr. Robert E. Lahti, President

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

Subject: Illinois Police Training Act

We have explored our legal statutes under the subject act and find we qualify to participate. The cost for attending the training sessions will be provided under the act. It would be our responsibility to pay the salary of our men during the six week training period. This resolution will also qualify us to participate on a 60-40% basis for radio equipment and a patrol car.

I want to emphasize that while this act refers to a campus police department, Harper will continue to emphasize safety and security as our major thrust rather than the traditional police role.

I recommend the adoption of the attached resolution.

M E M O R A N D U M

May 20, 1970

TO: Mr. William J. Mann

FROM: Robert J. Hughes

RE: Adoption of Resolution to Participate in the Illinois Police Training Act

Rationale:

To provide the William Rainey Harper College Community with efficient Campus Safety and Security services.

Purpose:

It is proposed to qualify all full-time Safety/Security employees as recommended by the Illinois Local Governmental Law Enforcement Officers Training Board. Recent unrest in the nation's college and university communities point out the need for highly qualified campus security personnel. Evaluation of our present department reveals a serious need for professional training.

Recommendation:

In order to provide a Safety/Security Department fully qualified to meet the contingencies of our campus, the following recommendations should be implemented:

1. Present the Resolution to Participate in the Illinois Police Training Act to the Administration for consideration by the Board of Trustees;

2. If the Board approves the Resolution, Safety/Security Department personnel will enter the first class available to qualify, as outlined by the Training Act;

3. As manpower and time permit, all professional Safety/Security employees will complete the basic course and selected personnel will be sent to advanced course training to provide expertise in special areas relative to our campus operation.

RJH/ss

RESOLUTION TO PARTICIPATE UNDER THE PROVISIONS OF
THE ILLINOIS POLICE TRAINING ACT (AS AMENDED)

WHEREAS, William Rainey Harper College, Palatine, Illinois, is desirous of electing to participate in the benefits provided for in the Illinois Police Training Act, as enacted by the 74th General Assembly of the State of Illinois, and as amended by the 75th and 76th General Assemblies; and

WHEREAS, William Rainey Harper College of Palatine, Illinois, maintains and operates a campus police department within the provisions of the Junior College Security Amendment to the Public Junior College Act, Section 3-42.1 as enacted by the Illinois State Legislature, 76th General Assembly; and

WHEREAS, in order that a State-controlled university, college, or junior college be eligible for initial or continued participation in the program, the law requires that before an individual may commence regular employment as a policeman, or as a security officer, or as a campus policeman, he must have been certified by the Illinois Local Governmental Law Enforcement Officers Training Board as having successfully completed an approved training course; and

WHEREAS, William Rainey Harper College intends to provide such required basic training for its new recruit officers at one of the training facilities already certified by the Training Board; and

WHEREAS, William Rainey Harper College, Palatine, Illinois, is a State-controlled university, college, or junior college, within the meaning of the Act:

NOW, THEREFORE, BE IT RESOLVED, that William Rainey Harper College,

Palatine, Illinois, hereby elects to participate in the program provided for in the Illinois Police Training Act, as amended.

BE IT FURTHER RESOLVED, that before an individual may commence regular employment as a security officer or campus policeman, he must have been certified by the Illinois Local Governmental Law Enforcement Officers Training Board as having successfully completed an approved training course as provided in said Act.

BE IT FURTHER RESOLVED, that such basic training must be completed by the trainee within his probationary period of six months, or within six months from the date of initial employment.

Presented, Passed and Approved this _____day of _____, 19__ by The Board of Trustees, William Rainey Harper College, Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and the State of Illinois.

_____
James J. Hamill
Chairman

ATTEST:

_____
Lawrence Moats
Secretary

MEMORANDUM

TO: Board of Trustees

FROM: Office of the President

DATE: May 22, 1970

SUBJECT: Computer Equipment Upgrading and Implementation of a Comprehensive Financial Management System

You will note on Exhibit F-1 as proposed by Ernst & Ernst of Chicago, that two recommendations are made. The first being that we upgrade our computer model 30 to a model 40. The second part of the E &E proposal suggesting that we obtain outside professional help on the development of a financial management system needs discussion and clarification on another date.

It is the recommendation of the administration that the Board act affirmatively on the matter of upgrading the computer equipment only. The administration is investigating and soliciting proposals for the evaluation of the second part of the Ernst & Ernst proposal. After we have had the opportunity to evaluate and discuss, we will present our recommendations to the Board at the June 11 meeting.

EXHIBIT F - 1

ERNST & ERNST
231 SOUTH LA SALLE STREET
CHICAGO, ILL. 60604

April 17, 1970

Dr. Robert E. Lahti, President
William Rainey Harper College
Junior College District No. 512
Palatine, Illinois

Dear Dr. Lahti:

As you requested, we have reviewed the long-range plans for the Harper College Computer Center, developed by Mr. Roy Sedrel, Director of the Center. These long-range plans, covering the periods 1967-1972 call for a proposed increase in computing equipment capacity at the College's Computer Center at this time. This review was performed by Mr. Clarence Quinlan, Senior Data Processing Consultant on our Management Consulting Services staff. It included:

- An interview with Mr. Roy Sedrel, Director of the Computer Center and Mr. Kenneth Parker, Manager of Systems and Operations. Mr. Thomas Conroy, Supervisor on our Audit staff was also present. During this interview, the College's present and proposed utilization of computer equipment was reviewed in detail.

- A discussion with Mr. Anton Dolejs, Controller and Mr. Thomas Conroy. This discussion was about the College's proposed utilization of computer equipment for financial management purposes, including the accounts payable system currently being designed.

- A review of the following two documents which had been prepared by Computer Center personnel:

  Analysis of Need for Model 40 Computer System.

  The Computer Center's Five-Year Plan.

During January, 1970, a peak work load month for the Computer Center, it was necessary to operate the computer equipment for over six hundred hours. Increases in work load resulting from growth of the College alone will soon require either an increase in the capacity of the present computer equipment or a reduction in the level of services currently provided by the Computer Center. These services include:

- Processing computer programs written by students in Business Data Processing, Electronics Technology, Mechanical Design, Architectural Technology, Numerical Control Technology and Mathematics. Programs submitted at the Computer Center by Students are usually processed within four hours.

- On-line processing of student registrations and on-line cathode ray tube (CRT) inquiry terminals. The CRT terminals are used by Counselors to retrieve student demographic and scholastic information when counseling students.

- College payroll production.

- Test scoring and analysis.

- Mailing label production.

- Processing computer programs written by faculty members.

In addition, approximately one hundred hours per month are currently required for the Area Cooperative project. This community service activity includes:

- Pupil enrollment and attendance reporting for five elementary school districts.

- Payroll accounting for four elementary school districts.

- Junior high school scheduling.

- Program development and testing.

The modularity characteristics of modern computer equipment allow incremental increases in capacity without necessitating extensive revisions in existing computer programs. The Computer Center's Five-Year Plan proposes a number of such incremental increases, as the growth of the College and implementation of new applications make them necessary. In our opinion, when compared to present and planned utilization of computer equipment at other institutions of higher education, this five-year plan is comprehensive and realistic. However, it is to be expected that, due to new developments in computer technology and changing needs of the College, occasional revisions of this plan will be necessary.

The currently proposed increase in computer equipment capacity is one of the planned incremental increases. It consists of:

- Increasing the capacity of the computer memory from 65,000 to 131,000 bytes. (A byte can contain either one alphanumeric character or two numeric digits.) This necessitates replacing the present IBM 360 Model 30 central processing unit with a Model 40, a somewhat faster unit. (The maximum memory a Model 30 can support is 65,000 bytes.) This change will result in an increase in computer rental charges of approximately $2,200 per month.

- Increasing the on-line disk storage capacity from 30 million to 117 million bytes. This will result in an additional increase in computer rental charges of approximately $300 per month.

- The addition of two magnetic tape drives, at a cost of an additional $725 total per month in rental.

Consideration was also given to installing a faster printer. However, it was concluded that it may be a year or more before it is actually required. Consequently, it has been eliminated from the present proposal.

The proposed increase in computer memory will, in effect, allow the computer system to do three things at the same time. For example, at any one time, the following services could be provided:

- On-line service for the remote CRT terminal registration and student information retrieval system.

- On-line service for four other remote terminals for use in processing student and faculty programs. These typewriter type terminals were purchased with HEW funds but, due to the capacity limitations of the present computer equipment, cannot now be effectively utilized.

- Processing of other computer programs (administrative, student, faculty, etc.) at the Computer Center.

The change from the present IBM 360 Model 30 to a Model 40 and the addition of two tape drives is required to utilize the IBM Coursewriter System software. This software consists of computer programs provided by IBM which can be utilized by the faculty to develop computer assisted instruction (CAI) applications. The tape drives will also provide a more economical means of creating backup files, which are especially necessary in financial management systems.

The proposed increase in on-line disk storage capacity is required for the following:

- To support the proposed multi-programming (three programs running simultaneously) mode of operation.

- To provide file capacity required for the recently-designed library acquisition system (which includes order processing and cataloging).

- To provide file capacity for the proposed financial management applications.

In our opinion, the applications described above are essential for effective and efficient operation of a modern institution of higher education. We also believe that, with one exception, the Computer Center staff have proven that they have the capability to effectively operate the Computer Center as a service to the other divisions and departments of the College. The exception is in the development of a financial management system, where little progress has been made.

The presently operational payroll program is inefficient, since the computer programs were originally developed for second generation hardware by Morton High School and have not been modified. An accounts payable application is currently being designed without reference to a planned comprehensive financial management system, a deficiency which has been recognized by the office of Business Affairs. In order to obtain all possible benefits available through utilization of modern data processing equipment, we recommend that the development of such a comprehensive system, which will provide efficient processing of financial data and effective budgetary control of available funds, be undertaken.

We concur with the proposed increases in capacity of the College's computer equipment. We urge that this capacity increase not be deferred beyond July 1, 1970, since the computer manufacturer's educational allowance on future orders has been reduced from twenty to ten percent. Computer Center personnel have estimated the cost over the next five years of losing the current discount to be $65,650.

In order to obtain maximum benefits from this increase in capacity, we recommend that the College obtain competent, outside assistance in the development and implementation of a comprehensive financial management system.

We appreciate having the opportunity to review this proposal, and are looking forward to future occasions when we may be of service to the College.

Very truly yours,

Ernst & Ernst

Analysis of Need for Model 40 Computer System

I. Current Applications:

The current utilization of Computer Center facilities covers a variety of applications. The following is a list of applications being processed on the Model 30 Computer.

- Student Problem Programs
  - Business Data Processing
  - Electronics Technology
  - Mechanical Design
  - Architectural Technology
  - Numerical Control Technology
  - Mathematics
- Student Registration and Information Retrieval
- Student Information System Reporting
- College Payroll Production
- Curriculum Information System Reporting
- Teacher Test Scoring & Analysis
- Mailing Label Production
- Special Reporting
- New Program Development & Testing
- Faculty Utilization
- Area Cooperative - Pupil Enrollment & Attendance Reporting
- Area Cooperative - Payroll Accounting
- Area Cooperative - Junior High Scheduling
- Area Cooperative - Program Development & Testing

II. New System Development:

New systems development and application are important elements in the operation of the Computer Center and utilization of our present Model 30. The first phase of the Financial Accounting System is now under development and should enter the programming stage during the next 15 days. Our target date for parallel implementation of that system is July 1, 1970.

The Library Acquisitions System (including order processing and cataloging) is also under development and is now in the programming stage. Target date for implementation of the library acquisitions system is August 1, 1970.

Both of these systems have been designed around the utilization of the larger capacity 2314 disk storage drives as well as magnetic tape storage planned for the Model 40 computer system.

III. Projected New Systems Development:

The following information systems development activities are planned for the period July 1, 1970 - June 30, 1971:

Phase II Financial Accounting System
Facilities Accounting System including equipment inventory
Staff Accounting System

In addition, it is planned the remote computing and remote job entry capabilities for the instructional programs would be implemented during the same time period. These applications would make use of the 1050 terminal system purchased in the fall of 1969 (with HEW funds).

The Model 40 will accommodate the IBM Coursewriter System for CAI (Computer Assisted Instruction). It is planned that during the 1970-71 year, this System will be implemented on a time scheduled basis for instructor work in developing CAI applications.

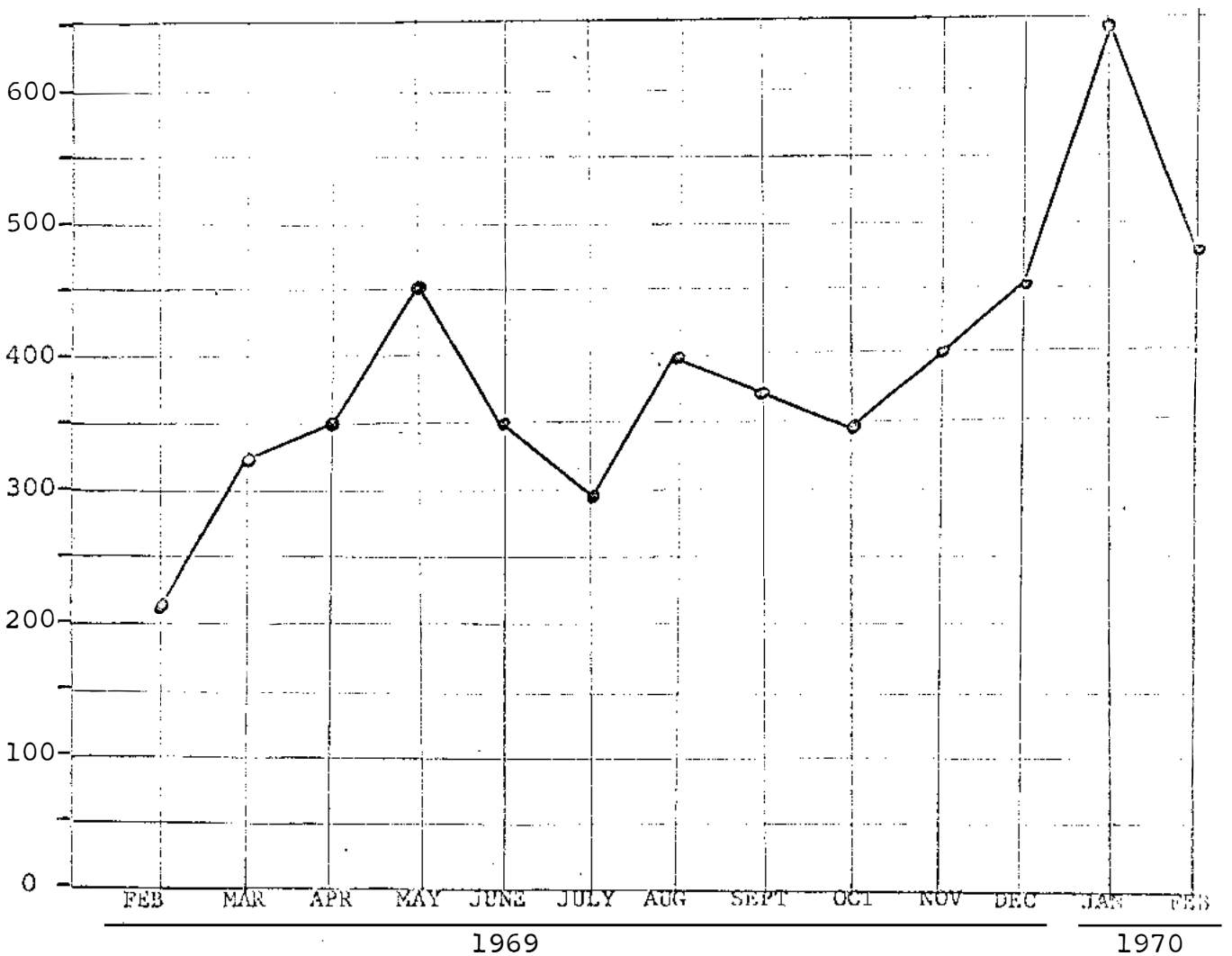
In addition to college expansion in system development are educational program uses planned for 1970-71, the Area Cooperative Service project plans expansion to include two more elementary school districts.

IV. Present Equipment Utilization:

The following chart shows peak monthly utilization of the present Model 30 computer:

APPLICATION	Background Partition	Foreground Partition
Student Problem Programs	145 hrs.	
Student Information-Registration System		70 hrs.
Student Information System Reporting	185 hrs.	
Curriculum Information System Reporting		
Payroll Production	38 hrs.	
Test Scoring	50 hrs.	
Mailing Labels	10 hrs.	
Special Reports	15 hrs.	
Faculty Utilization	15 hrs.	
New Program Development	68 hrs.	
Area Cooperative Production	67 hrs.	
Area Cooperative Testing	8 hrs.	
Preventive Maintenance & Down Time	16 hrs.	16 hrs.
Totals	621 hrs.	86 hrs.

The above shows the utilization of our system during the peak month. However, one must keep in mind that it is these peak months which produce all the problems for the Center in terms of meeting essential requirements of various uses. The following graph shows the general trend in equipment utilization during the period February 1969-February 1970.


600
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FEB
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DEC
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FEB
1969
1970

V. Projected Equipment Needs:

The chart below presents projected equipment utilization by January 1971. This projection is based upon the following applications either presently operational or planned for implementation during the forthcoming six months:

Application	Hours Per Month
Student Problem Programs	200
CAI (Coursewriter)	40
Student Information-Registration System	233
Student-Curriculum Information System Reporting	170
Financial Accounting System - Phase I	24
Payroll Reporting	35
Library Acquisitions	12
Test Scoring	52
New Program Development	65
Mailing Labels	12
Faculty Use	20
Special Reports	15
On-line Computing for Student (Using 1050 terminals)	88
Area Cooperative Production	75
Area Cooperative New Program Development	30
Preventative Maintenance & Down Time	21
Total Hours/Mo.	1092

The total 1092 hours of utilization must be accomplished in a multiprogrammed environment using three partitions on the Model 40 CPU and, operating the system three shifts. The following breakdown shows the number of hours per shift per month projected for each partition on the system:

	PARTITION		
SHIFT	1	2	3
8:00 A.M. - 4:00 P.M.	165 hrs.	160 hrs.	168 hrs.
4:00 P.M. - 12:00 Midnight	163 hrs.	167 hrs.	135 hrs.
12:00 Midnight - 8:00 A.M.	160 hrs.	-0-	-0-

In order to operate in a multiprogrammed environment it is essential that we have the larger Model 40 CPU. The projected utilization of the Model 40 also includes full, on-line operation of our Student Information Retrieval System for the Guidance function -- a task which we cannot accomplish on the present Model 30.

VI. Cost Comparison:

The following chart depicts cost and performance comparison for the present Model 30 computer and the Model 40 computer. The cost data shown includes all educational discounts available.

	Model 30	Model 40
Central Processing Unit	$4,007	$6,174
Printer and Card Reader	1,968	1,968
Test Scoring Machine	392	392
Disk Storage Drives (4)	2,272	2,580
2260 Video Terminals	1,020	1,020
2501 Card Reader	234	234
1443 Printer	-0-	-0-
Magnetic Tape Drives (2)	-0-	724
Total Monthly Rental	$9,893	$13,092
Central Processing Storage	65,000	128,000
Disk Storage	30 Million	117 Million
Central Processor Speed	1.5 micro seconds per byte	2.5 microseconds Per 2 Bytes
Effective Card Read Capacity	1000 CPM	1600 CPM
Effective Print Capacity	650 LPM	890 LPM

Alternative:

The following alternatives are available for consideration:

A. Alternative: Retain present Model 30 Computer System for one year

Results:

1. Eliminate On-line Student Information Retrieval for Counseling.
2. Restrict Admissions Office On-line file update and maintenance to two (2) hours per day.
3. Eliminate On-line Student Programming using the 1050 System (Place System in Storage for one (1) year)
4. Eliminate potential use of Coursewriter for CAI.
5. Eliminate Area Cooperative Project completely
6. Curtail new system development activity to 50 per cent to reduce program test time
7. Re-design portions of both the accounting system and the library acquisitions systems as these were designed around the larger 2314 disk storage units.
8. Cost savings $38,388 per year. This however, does not place any value on benefits lost from curtailing developmental activities. Also, this does not take into consideration lost production from having to re-design protions of the Accounting and the Library Acquisition systems.

B. Alternative: Retain present Model 30 CPU but add the 2314 Disk Storage Unit and two 2415 Tape Drives.

Results:
1. Same effects as in 1-6 above. Would not be necessary to re-design portions of accounting and library acquisitions systems.
2. Cost savings $26,004 per year.

C. Alternative: Defer delivery of Model 40 System for 89 days.

Results:
1. Eliminate On-line Student Information Retrieval for Counseling for 89 days.
2. Restrict Admissions Office on-line file update and maintenance to two hours per day for the 89 day period.
3. Eliminate On-line Student Programming using 1050 System for 89 days.
4. Curtail new system development for 89 days.
5. Delay implementation of Accounting and Library Acquisitions System for 89 days.
6. Hold Area Cooperative Services at current level thereby nullifying the NEC Proposal for Area Cooperative Data Services.
7. Cost Savings $9,597.

D. Alternative: Upgrade present Model 30 system to Model 40 as originally planned.

Results:
1. Will be able to meet all computing needs of institution with no curtailment of services to any user.
2. Will eliminate need for second operator by having two printers in Computer Room.
3. Increase in cost over present system $38,388.

VIII. Other Considerations:

Other factors which must be considered in any decision to defer the installation of the Model 40 are listed below:

A. If the Model 40 is cancelled at this point, we will lose our 20% educational allowance on future order of the system as present discount rates are 10%. The cost of losing this discount over the next five (5) years is $65,650. This would not occur if we defer delivery of the system for 89 days (October 1, 1970) Alternative C.

B. Elimination of Area Cooperative Services Project could have severe public relations repercussions for the institution. Even deferring delivery of the Model 40 would necessitate eliminating any new schools in the project. This in effect destroys the NEC proposal which would also have public relations repercussions.

C. Many direct student benefits will be eliminated or severely restricted. With the Model 40, we plan to implement remote student program capabilities using the 1050 terminal system purchased this year with HEW funds. Also, we plan to begin working with faculty in developing CAI (Computer Assisted Instruction) applications, using the 1050 terminal system. The ultimate objective of CAI is to provide a more meaningful learning experience for students through individualization of instruction via computer controlled terminals. Much faculty effort must be devoted to the development and testing of material before CAI is available to the student. The developmental and testing effort can only be accomplished if equipment resources are available.

In addition, we are attempting to provide our students minimum "turn-around" time for their problem programs. The desired level of time is two to three hours. We are not able to achieve this level at the present time, and as our student body increases the load will become even greater. Without the additional speed and through-put capabilities of the Model 40, turn-around time will be at an undesirable level in the fall of 1970.

During the past year we have had to restrict the number of problem programs students in the Electronics courses could submit as time was not available to process the time consuming ECAP problems. With the Model 40, we will be able to serve the needs of these students and provide a more effective experience for them.

D. The present system capabilities does not permit us to meet the objectives of our on-line student information retrieval system as an integral support function in our de-centralized guidance and counseling operation. The Model 40 will give us the capability to provide guidance counselors, division chairmen and faculty members on-line access to essential student data, thereby enabling them to be more effective in working with individual students.

IX. Recommendation:

It is recommended that the College continue with its plan to install the Model 40 Computer System presently scheduled for delivery July 1, 1971.

EXHIBIT G1

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1065 for the Harper College 1970/71 catalog.

II. INFORMATION:

Advertisements were run and bids solicited for the subject catalog. Ten bid requests were sent out and seven responses were received.

III. SUMMARY:

The bid tabulation shows that of the seven active respondents, Peer Enterprises quoted the lowest figure, namely $9,405.50. However, this bid was based on exceptions to the specifications stated in the request for quote. The next lowest bidder in the amount of $10,160.00 was the Schiele-Faierson Company, agreeing to start work at once on notification from the College and to deliver as close to July 1st as possible.

The actual bids were:

1.	Practical Offset	$10,388.75
2.	Wallace Press	10,816 w/exceptions
3.	Peer Enterprises	9,405.50 w/exceptions
4.	Diversey Printing	12,371.00
5.	Schiele-Faierson Company	10,160.00
6.	Busch & Schmitt	NO BID
7.	Printing Specialists	12,371.00

IV. RECOMMENDATION:

The Administration recommends that the Board award the bid on the basis of the lowest bid as per specifications without exceptions, to the Schiele-Faierson Company. This quotation is $10,160.00; this amount to be paid in accord with the provisions of the contract documents.

np/5/21/70

William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

REQUEST FOR QUOTATION

1. Quotation must be made on this form.
2. Unsigned bids will not be considered.
3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q-1065 and mail to:
   WILLIAM RAINEY HARPER COLLEGE
   Algonquin & Roselle Roads
   Palatine, Illinois 60067
   Attention: Mr. D. M. Misic

QUOTATION REQUEST NO. Q-1065	DATE 5/6/70	PAGE 1 OF 2	QUOTATION DUE: 2:00 p.m., DST, Tuesday, May 19, 1970

Item No.	Quantity	Description	Unit Price	Extensio
1.	15,000	1970/71 College Catalogs, 144 pages plus three inserts and cover, trim size 6"x9" COVER: 80 lb. Grandee Cover INSERT: 80 lb. Grandee Text BODY: 70 lb. White Hamilton Vellum Offset. You to furnish composition and artwork. You to furnish plates and negatives half-tones and silverprint proof. You to print cover and inserts one color on one side; body one color on two sides. You to fold, gather and perfect bind 144 pages, 3 inserts and cover to 6" x 9". You to carton and deliver to Harper College - Building "B".		
2.	15,000	Erratta Sheets for Catalog, 9" x 12" on 70 lb. White Hamilton Offset, Vellum finish, one color, Black ink printed on two sides. You to furnish composition and artwork based on catalog pages.		

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_____PE

Authorized Official Title

William Rainey Harper College
359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

REQUEST FOR QUOTATION

:
:
:
:

1. Quotation must be made on this form.
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WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

QUOTATION REQUEST NO. Q-1065	DATE 5/6/70	PAGE 2 OF 2	QUOTATION DUE: 2:00 p.m., DST, Tuesday, May 19, 1970

Item No.	Quantity	Description	Unit Price	Extensio
2.	(continued)	You to furnish plates and negatives and silverprint proof. You to trim to 9" x 12" and fold to 6" x 9". You to wrap and deliver to Harper College Building "B"		
3.	5,000	Envelopes for above catalog, 7½" x 10" on 32 lb. White Kraft printed one color, one side. You to furnish composition and artwork. You to furnish plates and negatives and silverprint proof. You to wrap and deliver to Harper College, Building "B".		

THIS IS NOT AN ORDER

The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F.O.B. Destination, F.F.A

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

DATE OF QUOTATION _____ PER _____
Authorized Official Title

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1035 for the Installation of Parking Control Gate on Road B.

II. INFORMATION:

Advertisements were run and bids solicited for the subject equipment. Seven bid requests were sent out and four responses were received.

III. SUMMARY:

The bid tabulation shows that of the four active respondants Picture Proof Inc. quoted the lowest figure, namely $4,969.90 agreeing to start installation no later than 30 days after written notice to proceed. Actual bids were:

1. Picture Proof Inc. .....$ 4,969.90
2. Keene Coin Handling Division..... 7,513.00
3. Cincinnati Time Recorder Co. 6,787.00
4. Bell & Gustis Inc. 8,292.00

IV. RECOMMENDATION:

The administration recommends that the Board award the bid to the Picture proof Incorporated Company on the basis of the lowest quotation. This quotation is $ 4,969.90 to be paid in accord with the contract documents.

5/21/70 ep

May 8, 1970

RE: Addenda to Specification No. 69-25 - Invitation to Bid Q-1035
Installation of Traffic Control Gates, Road B

Gentlemen:

We are attaching Addenda I, Changes 1 and 2, to our Project 69-25. This addenda, as issued, shall become a part of contract documents.

Your interest in Harper College is appreciated.

Very truly yours,

WILLIAM RAINEY HARPER COLLEGE

Robert J. Hughes, Director
Physical Plant

RJH/ss
Attachment: Addenda to Specification 69-25

WILLIAM RAINEY HARPER COLLEGE
Physical Plant Division
Palatine, Illinois

ADDENDA I TO SPECIFICATION NO. 69-25

Change No. 1

The minimum entry clearance to the controlled area shall be 11'0". This clearance must be maintained through the control structure to accommodate the entrance of fire-fighting vehicles.

Change No. 2

Protection Structure.

The contractor shall provide, as part of this contract, a structure on the entry and exit drives to protect the gate operating mechanisms, card device, and other control apparatus from vehicular damage. This structure shall be of sufficient strength to withstand a heavy impact. It shall be pleasing to the eye and shall be constructed of reinforced concrete and/or steel.

April 15, 1970

File: Bid No. 1035

RE: Invitation to Bid - Project 69-25
Installation of Traffic Control Gates, Road "B"

Gentlemen:

William Rainey Harper College, Palatine, Illinois, desires to install automatic entry-exit traffic control gates to allow metered control of automotive traffic on Road "B" from the connecting campus roads.

We are attaching plans and specifications for your examination. The College desires this work to be completed 30 days from the date of receipt of notice to proceed. Proposals will be received in the Office of the Director of Physical Plant, Harper College, Palatine, Illinois, until noon, Friday, May 15, 1970. Bids received after this time will be considered non-responsive and returned unopened.

Bids will be opened at 1:30 p.m., Friday, May 15, 1970, in the Business Office Conference Room, second floor, College Center. Award of contract will be made after bids have been evaluated.

Please submit your proposal in a sealed envelope, on the attached proposal sheet, and mark on the face of the envelope Construction Bid No. Q-1035, Project 69-25.

Very truly yours,

WILLIAM RAINEY HARPER COLLEGE

Robert J. Hughes, Director
Physical Plant
RJH/ss
Attachments: Specifications, Drawing No.69-25, Proposal Sheet

William Rainey Harper College
359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

REQUEST FOR QUOTATION

OVER

1. Quotation must be made on this form.
2. Unsigned bids will not be considered.
3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q- 1035 and mail to:
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

QUOTATION REQUEST NO. 1035	DATE 4-15-70	PAGE OF	QUOTATION DUE: Before 12:00 noo May 15, 1970

Item No.	Quantity	Description	Unit Price	Extensio
		Project No. 69-25 - Installation of Control Gates - Road B		

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

P R O P O S A L S H E E T

Mr. Robert J. Hughes
Director - Physical Plant
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

RE: Project No. 69-25 - Installation of Traffic Control Gate
Road B Bid No. Q-1035

Dear Sir:

We have examined the work site, drawing, and specifications for Project No. 69-25. We are pleased to submit the following proposal.

We/I will complete all work as outlined on the drawing and specifications, furnish all materials, and accept the guarantee provisions as set forth relating to Project No. 69-25 for the lump sum of $_____ to be paid in accord with provisions of the contract documents and we/I will start work no later than _____ days after written notice to proceed.

Very truly yours,

_____
Company Name
Seal

_____ Date _____
Signature of Contracting Officer
or Partner

_____
Address

_____ _____
City Telephone No.

WILLIAM RAINEY HARPER COLLEGE
Physical Plant Division
Palatine, Illinois

SPECIFICATION NO. 69-25

Project No. 69-25
Specifications for Traffic Control Gates, Road B

Guarantee of Work

The contractor and all sub-contractors shall guarantee materials and workmanship for a period of one year from the date of acceptance by the College. All equipment warrantees shall be submitted to the Director of Physical Plant for Review and notation.

Drawings and Specifications

Drawings and specifications are designed to complement each other. If a conflict arises between drawing and specification, the contractor is required to advise the Director of Physical Plant for clarification on intention before proceeding with the work.

Building Permits and Fees

Building permits, fees and taxes required by state or local authority will be provided by the contractor.

Insurance

Contractor's risk, liability and workmen's compensation required by law shall be in effect during the period of work. The contractor shall furnish the College with a certificate of insurance coverage prior to the start of work.

Errors or Omissions

The contractor or his authorized representative shall inform the Director of Physical Plant of any error in plans, specifications, or work procedures which appear to be in conflict with accepted building practice, in violation of building codes.

Delays

The contractor shall notify the Director of Physical Plant in writing of any delay in the completion of the work as soon as it is known.

Job Cleanliness

The contractor shall maintain a neat, clean work area at all times. The work area shall be cleaned, scrap removed,

Job Cleanliness (Cont.)

and material neatly and safely stored at the end of each working day. The contractor is required to provide safety equipment for his employees while they are engaged in hazardous work.

Description of Work

The College desires to install an automatic electric parking gate system on Campus Road "B" to control the flow of automotive traffic to faculty and staff reserved parking areas. This work shall include all concrete barriers, electrical service, communication system, control override equipment, installation of gates and shall be in designed operating condition when released to the College. The contractor shall execute his work in a manner which will least effect normal College traffic in the area of Road "B".

Operation

The opening of the gate shall be initiated by the insertion of a card key and a metallic sensitive underground detector. The gate shall be closed automatically by a vehicle operated metallic sensitive underground detector.

The gate shall have the ability to instantly reverse while in a down cycle when a second vehicle operates the "open" function. The use of pressure sensitive switches arranged to operate upon striking a vehicle shall not be allowed.

The gate installed in the "out" direction shall operate on a "free" basis and shall be controlled by an underground metallic sensitive detector to open and close the "out" gate.

The electronic vehicle detector shall detect the presence of a vehicle when it moves into an area which is defined by a loop of insulated wire installed beneath the roadway surface. The detector shall have the ability to tune out metallic objects such as reinforcing rods and pipes beneath and around the loop area. The loops shall be of such size that a ten-foot driveway is controlled to the extent that a vehicle must pass over the loop to enter or leave the controlled roadway. Pedestrians walking over the loop area shall not be detected.

Remote Control Card Mechanism

The remote control housing shall be internally heated by an electric heater of sufficient heating capacity to insure efficient operation during cold or moist weather conditions. The remote control housing shall be equipped with a communication system which will allow a driver to electronically communicate with the Safety Office located in the Power Plant Office. This system shall allow the Safety Office to communicate with the driver at the remote control location. The contractor shall provide a push-button switch installed near the communication device which will, when activated, override the remote control device and allow one vehicle "free" entrance.

The housing controlling the remote control operating mechanism and communicator shall be of weatherproof construction, and shall be equipped with an over-ride key, which will cancel remote card opening and loop detector closing when inserted in the control housing.

All exposed hinges, bolt heads, rivets or nuts which may be chiseled off, will not be allowed. The card-key shall have a hidden code inside of a flat laminated plastic card. No raised surfaces or holes which lends to ease of duplication shall be allowed.

The contractor shall furnish and install an overhead flood light which will illuminate the gate area and shall be controlled by a photoelectric switch which will automatically turn on the flood lamps during darkness and turn off the flood lamps during daylight hours.

Operating Mechanism

Gate operating power shall be accomplished by a single phase electric motor of sufficient size to efficiently operate the gates under all operating conditions, the motor shall have sealed ball bearings and shall be ventilated.

The design of the mechanism shall provide trouble-free operation. Use of exposed gears or exposed mechanical stops is not allowed. Provision shall be made to allow for changing or adding gear oil to reduction gears. Gate arm mechanism shall be designed to adequately support the gate arm. The complete gate arm mechanism shall be constructed so that it

Operating Mechanism (Cont.)

may be serviced with a minimum of effort, and shall be so designed as to withstand the forces involved in moving the gate arm. The gate arm shall be contructed of wood and painted with diagonal stripes of orange and black. The gate arm shall be approximately ten (10) feet in length, and shall be approximately 33 inches from the gate base when the gate is in the horizontal position. The gate shall be designed to fracture when abnormal stress is applied to its end and shall be easily removed for replacement. The use of steel or pipe arms is not allowed.

An immersion type heater shall be installed in all gear boxes to provide adequate lubricity for gears, the thermostat shall make contact and heat the lubricating oil at $40^{o}F \pm 5^{o}F$.

Painting

All metal parts shall be painted yellow or orange and shall be bonderized.

Electrical Controls

All electrical controls shall be installed on one removable panel.

Control relays, power circuits and all electrical work shall be in accord with provisions of the National Electrical Code, 1970.

Parking Regulations

The contractor agrees to comply with all parking and traffic regulations established by the College for the orderly movement of traffic on the campus.

Supervision

The contractor shall furnish the services of a full-time qualified supervisor to oversee and control the work. This supervisor is responsible for maintaining working schedules and planning work so that there is a minimum of interruption to College classes and College personnel.

Inspection of the Site

The contractor is required to visit the site of the work to familiarize himself with any and all conditions which will affect his performance of this specification.

Payment

Payment for work described in this specification will be made to the contractor when the work is completed and accepted by the Director of Buildings and Grounds and the bill is approved by the College Board of Trustees.

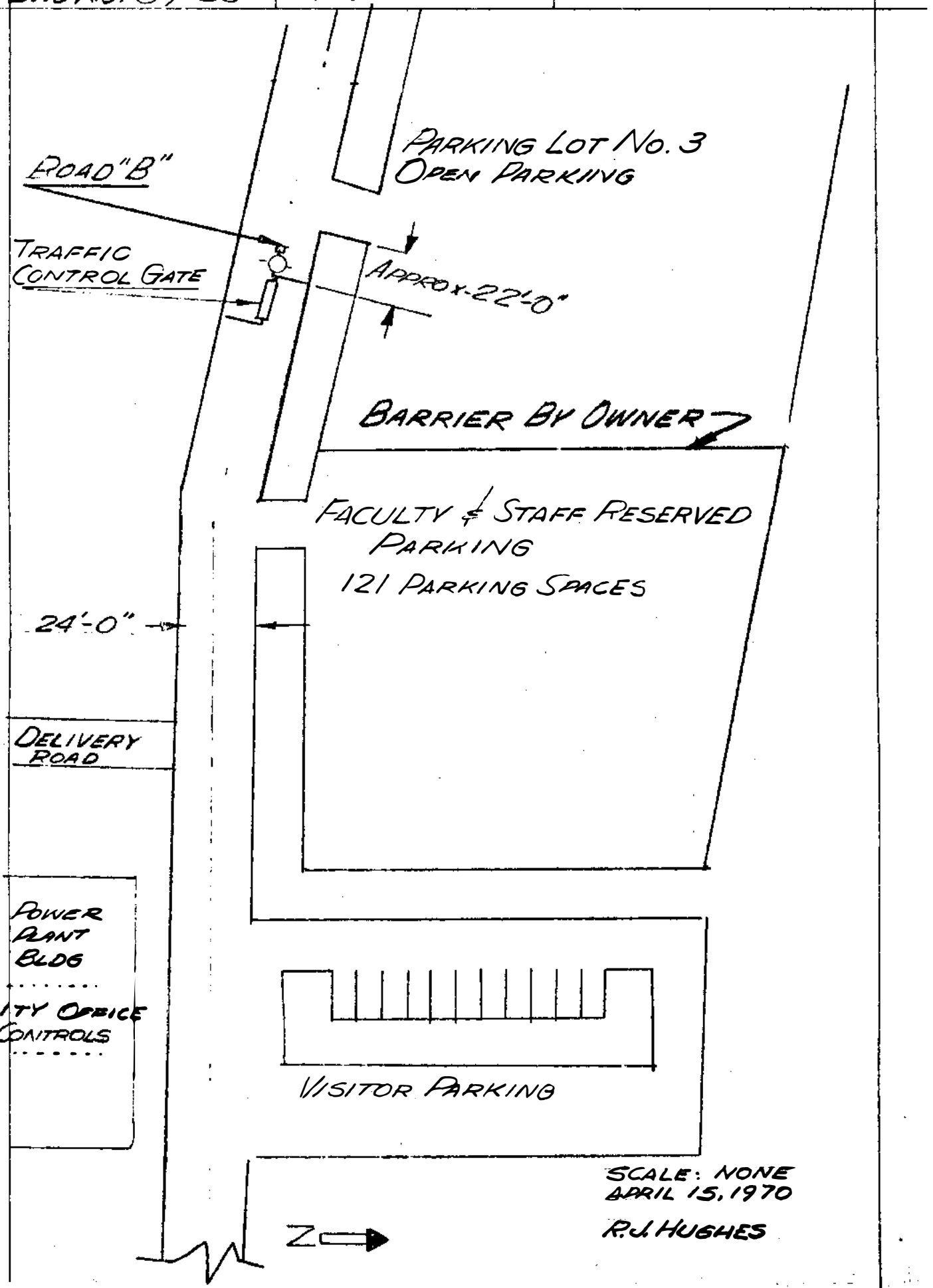
Rejection

The College reserves the right to reject or declare any or all bids nonresponsive.

PROJECT 69-25
DWG NO. 69-25

CONTROL GATES
ROAD "B"

PHYSICAL PLANT DIV.
HARPER COLLEGE



SCALE: NONE
APRIL 15, 1970

R.J. HUGHES

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1052 for Scientific & Chemical Equipment and Supplies.

II. INFORMATION:

Advertisements were run and bids were solicited for the subject equipment. Seven bid requests were sent out and six responses were received.

III. SUMMARY:

The bid tabulation shows that the Schaar Scientific Co. was the only respondent on items one thru five.

On items 6 thru 178 the lowest bidder was the Sargent-Welch Scientific Company complete with no exceptions.

Actural Bids were:

1. Sargent-Welch (Items 6-178)	$ 7,916.84
2. Schaar Scientific Co. (Items 1-5).....	646.15
(Items 37-178)..... (with 45 items no bid)	3,978.16
3. Scientific Glass Co. (Items 6-178)..... (with 22 items no bid)	7,168.60
4. Fischer Sceintific	NO BID
5. Taylor Mfg. Co.	NO BID
6. Central Scientific	NO BID

FOR BOARD ACTION:

IV. RECOMMENDATION:

The administration recommends that the board split the award as follows:

Items 1-5 to Schaar Scientific Co. in the amount of $ 646.15.

Items 6-178 to the Sargent-Welch Scientific Co. in the amount of $ 7,916.84 in as much as no exceptions were made. Delivery is promised within two weeks after receipt of notice from the college.

The total award to the two suppliers is $ 8,562.99.

William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

REQUEST FOR QUOTATION

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

QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 1 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14,1970

Item No.	Quantity	Description	Unit Price	Extension
1.	1	J0965 Frigid-Cab		
2.	2	61-620 Spectrum tube power supply & stand		
3.	3	61-635-6 Spectrum tube, hydrogen		
4.	4	65-985 Cambosco Workbench outfit		
5.	1	Revco Automatic Ice Maker (ice flakes)		
		ABOVE NUMBERS ARE SCHAAR SCIENTIFIC		
6.	1	25WS220 B & L Model LS-2 Dynoptic Polarizing Microscope		
7.	1	25W1215 Starlight Illuminator		
		ABOVE NUMBERS ARE WARDS NATURAL SCIENCE		
8.	1	4883 ChemAnal systen		
9.	1	4880 Fluorescence Unit		
10.	2	5023 Electrophoresis Apparatus		
11.	1	1078 Boyle's law apparatus		
12.	1	3680 Universal light source		

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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 2 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14,1970

Item No.	Quantity	Description	Unit Price	Extension
13.	3	S-41084 Heavy Duty hot plate, Size F		
14.	1	S-61450 Ball Mill		
15.	3	S-61453 Jars, Ball Mill, size B		
16.	2	S-61505 Balls, Porcelain, size B		
17.	1	S-84445 Water Bath, size B		
18.	1	S-84860 Water Bath, thermostatic		
19.	6	S-77495 Stopwatch, electric		
20.	8	5272B PH meter		
21.	1	0129 Liter Block, Dissectible		
22.	1	1044W Hydraulic Press w/Guage		
23.	3	0576A Coated Recording Paper		
24.	3	5908-10 1/4" Brass Rod		
25.	3	5908-20 1/2" Brass Rod		
26.	3	5900-05 1/4" Aluminum Rod		

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Item No.	Quantity	Description	Unit Price	Extension
27.	3	5900-11 1/2" Aluminum Rod		
28	3	5900-20 1" Aluminum Rod		
29.	3	5924-05 1/4" Iron Rod		
30.	3	5924-11 3/8 Iron Rod		
31.	2	3591 Candles		
32.	12	0872 Pulley Cords		
33.	1	5890-06 German Silver B&S #16		
34.	1	5890-11 German Silver B&S # 18		
35.	1	5890-16 German Silver B&S # 20		
36.	24	4693 Counter Brush		
		ABOVE ARE SARGENT WELCH NOS.		

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Item No.	Quantity	Description	Unit Price	Extension
37.	1 case	S-35350 Funnels- short stem Size D		
38.	5 cases	S-9487 Bottles-polyethylene Size B		
39.	2 case	S-34816 Flasks-Volumetric-Kimax Size M		
40.	1 case	S-34816 Flasks-Volumetric-Kimax Size G		
41.	1 case	S-34816 Flasks Volumetric-Kimax Size J		
42.	24	S-33680 Splash Eliminator		
43.	12 doz.	S-9995 Brush-test-tube-medium		
44.	6	S-9785 Brush flat Size B		
45.	2 doz.	S-9815 Bursh-Beaker		
46.	12 doz.	S-10007 Brush-test Tube sémi micro		
47.	2 doz.	S-9885 Brush Burette Size A		
48.	1 doz.	S-9895 Brush- pipette		
49.	2	S-75245 Spatula - size E		
50.	6 doz.	S-75267 Spatula-semi micro		
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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 5 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14,1970

Item No.	Quantity	Description	Unit Price	Extension
51.	6 rolls	S-44187-20 Label tape - type D		
52.	6 rolls	S-44187-30 Label tape - type D		
53.	1 case	S-69521 Pipette - Vol. transfer-Kimax Size F		
54.	1 case	S-28817 Drying tubes- Kimax Size C		
55.	1 pkg.	S-40273 Gloves-disposable Size B		
56.	2 pair	S-40295 Gloves- rubber size D		
57.	1 cylinder	S-37265 Gas cylinder - Chlorine		
58.	6 box	S-44101 Labels" Kum-Kleen" Size B		
59.	1 case	S-44125 Lables- Size A		
60.	6 books	S-44155 Label Book		
61.	1 case	S-83246 Vials- with screwcap size E		
62.	1 case	S-19812 Cloths-Kimwipes Size A		
63.	5 yds.	S-19805 Cloth		
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Item No.	Quantity	Description	Unit Price	Extension
64.	2	S-985 Coats-short form Size C		
65.	2	S-995 Coats-LOng form size C		
66.	120	S-9501 Bottles, weighing-polypropylene		
67.	6 doz.	S-8420 Bottles-polyethylene Size E		
68.	3 doz.	S-8420-40 Bottles-polypropylene size F		
69.	1 case	S-8457 Bottle-Serum Size B Kimax		
70.	1 case	S-8457 Bottle-Serum Size A Kimax		
71.	6	S-8482 Bottle-polyethylene Size D		
72.	24	S-9965 Brushes-flask Size A		
73.	6x6 lb.	SC12702 Hydrochloric acid, reagent		
74.	6 x 7 lb.	SC 13766 Nitric acid		
75.	12 x 4 lb.	SC10592 Ammonium Hydroxide		
76.	12 doz.	S-8750 Bottles hopping size C		
77.	3 doz.	S-8754 Bottle trays size B		

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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 7 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14.1970

Item No.	Quantity	Description	Unit Price	Extension
78.	2 cases	S-34105-25 Cap-rubber size D		
79.	2 cases	S-34105-25 Cap rubber size E		
80.	2 cases	S-34105-25 Cap rubber size F		
81.	1 lb.	S-85135 Wire, copper size B		
82.	2 lb.	S-85135 Wire, copper size D		
83.	2 lb.	S-85135 Wire, copper size C		
84.	1 lb.	S-85135 Wire, copper size E		
85.	25 pkgs.	S-32915-E Filter Paper Size E		
86.	1 case	S-19650 Cleaning compound-alconox		
87.	3	S-23155 Cork knife		
88.	5 case	S-23685-E Crucibles Size E		
89.	5 case	S-23720-F Crucible Cover Size F		
90.	5 case	S-14725-B Casserole Size B		
91.	1 pkg.	S-14970 Cement		

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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 8 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14,1970

Item No.	Quantity	Description	Unit Price	Extension
92.	2 cases	S-79522 Test Tubes Size A		
93.	10 cases	S-24674 Cylinders-graduated Kimax Size B		
94.	1 case	S-24674 Cylinders-graduated Kimax Size H		
95.	72	S-18978 Clamp- Burette, asbestos jaw		
96.	4 cases	S-8405-C Bottles-wide mouth size C		
97.	4 case	S-8405-D Bottles wide mouth size D		
98.	4 case	S-8405-E Bottles wide mouth size E		
99.	4 case	S-8335 Bottles-narrow mouth size E		
100.	8 case	S-8335 Bottles-narrow mouth size F		
101	12 doz.	S-8747 Bottles-dropping with pipette size F		
102.	6 doz.	S-8747 Bottles-dropping with pipette size E		
103.	1 case	S-69521 Pipette size E		
104	2 pts.	S-30143-10 Buffer concentrate		
105.	1 vial	S-30140 Buffer type C		

Above numbers SARGENT WELCH

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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 9 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14, 1970

Item No.	Quantity	Description	Unit Price	Extension
106.	1 vial	S-30140 Buffer Type J		
107.	6 pkgs.	S-44605 Matches		
108.	6	S-35385 Funnel-ribbed Size E		
109.	12	S-80005F Thermoneter, -10 to 360		
110.	3 doz.	S-1225 Asbestoa Mat, circular		
111.	2 doz.	S-8754-B Bottle Trays size B		
112.	6	S-9875 Brush, counter		
113.	1 case	S-40080-C Glassrod size C		
114.	1 case	S-40080-D Glassrod size D		
115.	1 case	S-40140-E Glass tubing size E		
116.	1 case	S-40140-C Glass tubing size C		
117.	1	S-73755 Rubber tubing expander		
118.	4 doz.	S-75945-A Sponges size A		
119.	3 doz.	S-79110 Support test tube- polyethylene		
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Item No.	Quantity	Description	Unit Price	Extension
120.	10 pkg.	S-33340 Filter Paper Size E		
121.	1 pkg.	S-23025 Corks XXXX, No. oo		
122.	1 pkg.	S-23025 Corks XXXX, No. O		
123.	1 pkg.	S-23025 Corks XXXX, No. 5		
125.	1 pkg.	S-23025 Corks XXXX, No. 6		
126.	1 pkg.	S-23025 Corks XXXX, No. 7		
127.	1 pkg.	S-23025 Corks XXXX, No. 11		
128.	5 lb.	S-733305 Rubber stoppers-solid, size OO		
129.	5 lb.	S-73305 B Rubber stoppers solid, Size O		
130.	5 lb.	S-733305C Rubber stoppers solid, Size 1		
131.	5 lb.	S-733305 D Rubber stoppers solid, size 2		
132.	5 lb.	S-73305 E Rubber stoppers solid, size 3		
133.	5 lb.	S-733305F Rubber stoppers solid, size 4		
134.	10 lb.	S-733305 G Rubber stoppers solid, size 5		
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QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 11 OF 14	QUOTATION DUE: 2:00 p.m. DST May 14,1970

Item No.	Quantity	Description	Unit Price	Extensio
135.	10 lb.	S-73305J Rubber stoppers-solid, size 6		
136.	20 lb.	S-733305 L Rubber stoppers-solid, Size 7		
137.	20 lb.	S-73305M Rubber stoppers-solid, Size 8		
138.	20 lb.	S-733305 N Rubber stoppers-solid Size 9		
139.	20 lb.	S-73305 P Rubber stoppers-solid, size 10		
140.	20 lb.	S-73304 T Rubber stoppers, solid,size 12		
141.	20 lb.	S-73305 V Rubber stoppers-solid, size 13		
142.	5 lb.	S-73315 A Rubber stoppers-one hole,Size 00		
143.	5 lb.	S-73315B Rubber stoppers-one hole, Size 0		
144.	5 lb.	S-73315C Rubber stoppers-onehole, size 1		
145.	5 lb.	S-73315 D Rubber stoppers-onehole, Size 2		
146.	5 lb.	S-73315E Rubber stoppers,one hole,size 3		
147.	5 lb.	S-73315 F Rubber stoppers,one hole,size 4		
148.	10. lb.	S-73315 G Rubber stoppers,one hole,size 5		
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Item No.	Quantity	Description	Unit Price	Extension
149.	10 lb.	S-73315 J rubber stoppers, one hole, size 6		
150.	20 lb.	S-73315 L rubber stoppers, one hole, size 7		
151.	20 lb.	S-73315 M rubber stoppers, one hole, size 8		
152.	20 lb.	S-73315N rubber stoppers, one hole, size 9		
153.	20 lb.	S-73315 P rubber stoppers, one hole, size 10		
154.	5 lb.	S-73325 C rubber stoppers, two hole, size 1		
155.	5 lb.	S-73325 D rubber stoppers, two hole Size 2		
156.	5 lb.	S-73325 E rubber stoppers, twohole, size 3		
157.	5 lb.	S-733325 F rubber stoppers, two hole, size 4		
158.	10 lb.	S-73325 G rubber stoppers, two hole, size 5		
159.	10 lb.	S-733325J Rubber stoppers, two, hole size 6		
160.	20 lb.	S-73325 L rubber stoppers, two hole size 7		
161.	20 lb.	S-73325M rubber stoppers, two hole size 8		
162.	20 lb.	S-73325 N rubber stoppers, two hole size 9		

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Item No.	Quantity	Description	Unit Price	Extension
163.	20 lb.	S-733325 P rubberstopper, two hole, size 10		
164.	100 ft.	S-73575 Rubber tubing, size C		
165.	200 ft.	S-73575 Rubber tubing, Size D		
166.	200 ft.	S-73575 Rubber tubing, size E		
167.	200 ft.	S-73575 rubber tubing, size F		
168.	200 ft.	S-73585 rubber tubing, size G		
169.	100 ft.	S-73590 D tubing vacuum size D		
170.	50 ft.	S-73555 Rubber tubing nitrometer, size C		
171.	48 ft.	S-73571 rubber tubing latex, size A		
172.	1 bx.	S-73571 rubber tubing latex, size D		
173.	1 bx.	S-73571 rubber tubing latex, size F		
174.	100 ft.	S-73651 Plastic tubing, size A		
175.	100 ft.	S-73651 Plastic tubing, size D		
176.	50 ft.	S-73651 Rubber tubing, size F		

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
359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

REQUEST FOR QUOTATION

1. Quotation must be made on this form.
2. Unsigned bids will not be considered.
3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q- 1052 and mail to:
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. D. M. Misic

QUOTATION REQUEST NO. Q-1052	DATE 4/29/70	PAGE 14 OF 14	QUOTATION DUE: May 14,1970 2:00 p./m DST

Item No.	Quantity	Description	Unit Price	Extension
177.	2	S-73555 Rubber tubing expander		
178.	10 lb.	S-73445-10 Rubber stoppers-Neoprene, solid, A Asst.		
		ABOVE NUMBERS SARGENT WELCH		

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

EXHIBIT H

WILLIAM RAINEY HARPER COLLEGE

May 21, 1970

To: Dr. Robert E. Lahti, President

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

Subject: Illinois Police Training Act

As you know we have experienced some difficulty in determining our legal basis for issuing and collecting fines for parking violations. A recent incident has focused our attention on this matter and caused us to explore this problem area in detail.

It appears that based upon the presiding judge's opinion, and Frank Hines' opinion, we must work through the Palatine Police Department in order to qualify for enforcement through the courts. Detailed information supporting this is attached.

Basically, this means we will establish fire lanes and the Palatine police will issue tickets to offenders.

I would recommend that we adopt the attached resolution.

M E M O R A N D U M

May 21, 1970

TO: Mr. W. J. Mann

FROM: R. J. Hughes

RE: Adoption of Resolution to Define the Delineation and Enforcement of Fire Lanes

Rationale:

To provide access to all campus facilities for Palatine Fire Department equipment and to meet the legal requirements of the Cook County Circuit Court.

Purpose:

In order to meet the legal requirements of the circuit court as outlined to Mr. Frank Hines in an opinion letter from Judge Anton A. Smigiel, Presiding Judge of the Third Municipal District, dated February 20, 1970, and in accord with the opinion of Mr. Burton Braun, Village Manager of Palatine, Illinois; we have been requested to present an approved resolution by our Board of Trustees to the Village of Palatine Board of Trustees for enactment into Palatine Village Municipal Code. After enactment as a fire lane ordinance, enforcement will be executed according to Palatine Village Ordinances.

Recommendation:

It is recommended that the resolution, as drawn by Mr. Frank Hines, and the plat delineating the fire lanes be presented to the Administration for consideration by the Board of Trustees.

RJH/ss

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

Dear Mr. Hines:

In answer to your letter of February 2nd, I most assuredly will be available to you at any time for advice or suggestions in connection with the implementation of H. B. 112. However, as I had previously pointed out to you, the Court's policy is that Security Police of colleges handle their complaints and work with the municipality in which the educational institution is located. In fact, all campus complaints --whether traffic or criminal -- would have to be handled through the Court calls of the municipality in which the college is located. Complaining witness on the complaints to be the college Security Officer in those cases. Also, apportionment of any fines collected would have to be strictly a matter of arrangement between the college and the municipality. This, then, answers the questions you raised as to the issuance of traffic citation forms or complaint forms for the use of the colleges.

There is a question as to the validity of the issuance of the citation by colleges under the Motor Vehicle Code in view of the fact that the Court requires that violations occur on a public highway or a public street. If the violations occur on other than a public highway or a public street, the college would have to be the complaining witness and the matter would be filed with the municipality in similar fashion to the manner in which violations are handled by a municipality where a citizen files a complaint against another individual. I am sure that the suggested procedure will in no way hamper or handicap the handling of the violations which the college may consider sufficiently serious.

Even though the results of a conviction ordinarily are accomplished by a punishment with a fine, I am sure you will convince the college authorities that the main motivation for the filing of complaints

Copy to Mr. Nordstrom -

particularly in traffic matters, will not be the collection of fines for the purpose of subsidizing security staff costs. In all of our Court policies we frown on the revenue-raising purposes which frequently arise in connection with the issuance of traffic citations.

With kindest personal regards, I remain,

Yours truly,

Anton A. Smigiel

ANTON A. SMIGIEL
Presiding Judge

AAS:f

Harper College
B & C
Direc
Maint. Supv.
R & G Supv.
Cust. Supv.
Safety Supv.
H & V Supv.
Storekeeper
File
Follow up

RESOLUTION TO DEFINE THE DELINEATION AND ENFORCEMENT OF FIRE LANES

WHEREAS, the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, is authorized and empowered by law to adopt all necessary rules for the management and government of the college, and

WHEREAS, this Board of Trustees has caused a study to be performed for the purpose of determining those roadways and parking areas on the campus which should remain clear of vehicles and other obstructions of all kinds so as to enable fire fighting and other emergency vehicles immediate and direct access to all campus buildings,

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

(1) That those areas which are fifteen feet (15.0') either side of the center line of the curbing designated on the attached plat (which plat is hereby made a part hereof by this reference thereto as though fully set forth herein) be and hereby are designated as fire lanes, to be kept free and clear at all times of all vehicles and other obstacles or obstructions of any kind, so as to provide direct and immediate access to all campus buildings by fire fighting and other emergency vehicles.

(2) That a certified copy of this resolution be submitted to the corporate authorities of the Village of Palatine with the request that the fire lanes herein designated be established as fire lanes

by ordinance, and enforced in accordance with the ordinances of said village.

(3) That this resolution be of full force and effect from and after its passage.

PASSED THIS 28th day of May, 1970, by The Board of Trustees, William Rainey Harper College, Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and the State of Illinois.

James J. Hamill
Chairman

ATTEST:

Lawrence Moats
Secretary

WILLIAM RAINEY HARPER COLLEGE

Exhibit I

May 14, 1970

To: Board of Trustees

From: Office of the President

Subject: Definition of Professional Expense

PROFESSIONAL EXPENSE ACCOUNTS

Each full-time faculty member will be allowed a professional expense account not to exceed $100.00 per year. Up to one-half of the allowance will be paid for all approved vouchers submitted to the Business Office by January 31st. Any amount due not paid at this time will be paid on the basis of approved vouchers submitted to the Business Office by May 31st.

The following are allowable professional expense items:

1. Membership fees for professional organizations related to the teaching area.

2. Subscriptions to professional journals, books and periodicals related to teaching area.

3. Incidental teaching supplies purchased by faculty member.

4. Rental of academic attire for formal academic functions of the college.

The following are not allowable professional expense items:

1. Typing of Master's or Doctoral thesis.

2. Magazines, newspapers, and other subscriptions not of a professional nature or not applicable to the faculty member's discipline.

3. Field trip expense.

4. Uniform expense.

5. Books and publications in excess of $50.00 per year.

6. Any items normally furnished by the college.

Note:

1. All disbursements for professional expense must be supported by a receipt or evidence of payment.

2. All requests for reimbursement must be approved by the staff member's immediate supervisor.

3. Professional expenses incurred during June may be charged to the following year.

FOR BOARD ACTION

SUBJECT:

A reconsideration of a promotion denial to Mr. William R. Punkay.

REASON FOR CONSIDERATION BY THE BOARD:

That the Board consider the recommendation that Mr. Punkay be promoted from Instructor to Assistant Professor.

BACKGROUND INFORMATION:

In the original translation of the Board Policy Manual regarding the minimum qualifications for the assistant professorship Mr. Punkay was considered not to be eligible for promotion to the assistant professorship. After further review of the policy it is suggested that Mr. Punkay be considered for this promotion.

RECOMMENDED ACTION:

That Mr. William R. Punkay be promoted from Instructor to Assistant Professor effective with the 1970-71 contract.

EXHIBIT J

MEMORANDUM

May 6, 1970

TO: Dr. Lahti

FROM: Dr. Schauer

SUBJECT: Promotion - William R. Punkay

In again reviewing the request for promotion of Mr. William R. Punkay and interpreting the Policy Manual Section 3.2.2 to include instructors in technology in the minimal requirements for the assistant professorship as a master's degree plus 15 hours and 5 years professional experience I wish to recommend a reconsideration of the denial for Mr. Punkay for his promotion to the assistant professorship. The reasons for this recommended reconsideration include:

1. If the teachers of career programs may qualify under the aforementioned part of each statement within this policy regarding respective ranks then Mr. Punkay could technically qualify. He does have the equivalent of 3-3/4 years of experience outside education and 6 years teaching experience in community colleges and high school.

2. If the abovementioned interpretation is given the consideration of Mr. Punkay's master's degree which is a Master's of Education with a concentration of 12 semester hours in general engineering and vocational technical (industrial) education with the remainder in education and an additional earned 22 semester hours in civil engineering, engineering mechanics, general engineering, mechanical engineering, and vocational technical education, he would be eligible for consideration of an assistant professorship.

3. Mr. Punkay has served Harper College on an extraordinary basis since becoming affiliated with us in terms of committee work, advisory committees, curriculum, professional conferences contributions to the profession and professional organizations.

It would, therefore, be my considered opinion that Mr. Punkay should be reconsidered for promotion in view of the above if the interpretation of the Policy Manual is justified. I most appreciate your consideration, and any questions that you may have regarding this matter please advise.

CHS/js

CONFIDENTIAL MEMORANDUM

TO: Board of Trustees May 28, 1970

FROM: Robert E. Lahti

SUBJECT: Salary Recommendations for 1970-1971

We recommend the inclusion of the following amounts in the 1970-1971 budget, to cover proposed increases in salaries.

Professional-Technical

We recommend the inclusion of $18,000 in the budget for increases to technical and professional salaries.

Clerical-Secretarial

We recommend the inclusion of $41,000 in the budget for increases for secretarial and clerical personnel in accordance with the proposed salary schedule and scale assignments attached.

Buildings and Grounds

We recommend the inclusion of $36,000 in the budget to be applied to increases to Buildings and Grounds staff in accordance with the following schedule.

Classification	Hiring Rate	Job Rate	Merit Rate
Custodian	3.55	3.65	3.80
Receiving Clerk	3.55	3.65	3.80
Storekeeper	4.00	4.10	4.30
Matron	2.50	2.65	2.80
Maintenance Mechanic	4.30	4.40	4.65
Mechanic Helper	3.55	3.65	.80
Groundsman	3.55	3.65	3.80
Power Plant Operator	4.15	4.25	4.45
Security Guard	3.55	3.65	3.80
Laborer	2.95	3.05	3.20
Cadet I	2.15 flat rate		
Cadet II	2.30 flat rate		

Classification	Hiring Rate	Job Rate	Merit Rate
Foremen:			
Custodial	4.00	4.10	4.30
Maintenance	4.85	5.00	5.20
Grounds	4.00	4.10	4.30
Utilities	4.70	4.85	5.05
Safety	4.00	4.10	4.30

Food Service

We recommend the inclusion of $8,109 in the budget to provide increases for Food Service employees according to the following schedule.

Classification	Hiring Rate	Job Rate	Merit Rate
Food Service Helper I	2.20	2.25	2.35
Food Service Helper II	2.30	2.35	2.45
Food Service Helper III	2.55	2.60	2.75
Cook I	2.40	2.45	2.60
Cook II	2.70	2.75	2.90
Cook III	3.75	3.85	4.05
Baker I	2.40	2.45	2.58
Porter	3.55	3.65	3.90
Group Leader	2.90	3.00	3.10

PROPOSED SALARY SCHEDULE

- 5% steps - 7% base increases

		Min	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
2.	M	400	420	440	460	480	500	520
	W	94.60	96.92	101.53	106.15	110.76	115.38	120.00
	Y	4,800	5,040	5,280	5,520	5,760	6,000	6,240
3.	M	430	451	473	495	516	538	559
	W	99.20	104.07	109.15	114.23	119.07	124.15	129.00
	Y	5,160	5,412	5,676	5,940	6,192	6,456	6,708
4.	M	455	478	500	523	546	569	592
	W	105.00	110.30	115.38	120.69	126.00	131.34	131.61
	Y	5,460	5,736	6,000	6,276	6,552	6,830	7,104
5.	M	480	504	528	552	576	600	624
	W	113.07	116.30	121.84	127.38	132.92	138.46	144.00
	Y	5,880	6,048	6,336	6,624	6,912	7,200	7,488
6.	M	510	535	561	587	612	638	663
	W	117.96	123.46	129.46	135.46	141.23	147.23	153.00
	Y	6,120	6,420	6,732	7,044	7,344	7,656	7,956
7.	M	550	578	605	633	660	688	715
	W	126.92	133.38	139.61	145.84	152.30	158.76	165.00
	Y	6,600	6,936	7,260	7,584	7,920	8,256	8,580
8.	M	610	640	671	701	732	763	793
	W	140.76	147.69	154.84	161.76	168.92	176.07	183.00
	Y	7,320	7,680	8,052	8,412	8,784	9,156	9,516
9.	M	670	704	737	770	804	838	871
	W	154.61	162.46	170.07	177.60	185.53	193.38	201.00
	Y	8,040	8,448	8,844	9,240	9,648	10,056	10,452
10.	M	735	772	808	845	882	919	955
	W	169.60	178.18	186.46	195.00	203.53	212.07	223.84
	Y	8,820	9,264	9,696	10,140	10,584	11,028	11,460
11.	M	800	840	880	920	960	1,000	1,040
	W	184.61	193,84	203.07	212.30	221.53	230.76	240.00
	Y	9,600	10,080	10,560	11,040	11,520	12,000	12,480

POSSIBLE SALARY ASSIGNMENTS - (According to NWIC)

Salary Scale 2	Mail Clerk; Clerk I; Keypunch Operator Trainee
Salary Scale 3	Clerk Typist I; Library Clerk I; Duplicating Machine Operator; Transcribing Machine Operator; Keypunch Operator I
Salary Scale 4	Clerk Typist II; Switchboard Operator; Stenographer; Cashier; Facilities Planner; Accounting Clerk I; Library Clerk II
Salary Scale 5	Accounting Clerk II; Keypunch Operator II; Secretary I
Salary Scale 6	Secretary II; Payroll Clerk; Bookkeeping Machine Operator
Salary Scale 7	Secretarial Service Supervisor; Chief Bookkeeper; Audio-Visual Technician
Salary Scale 8	Computer Operator; Nurse; Secretary III
Salary Scale 9	Administrative Secretary; Programmer Trainee
Salary Scale 10	Personnel Assistant; Programmer
Salary Scale 11	Senior Programmer; Accountant; Auditor; Programmer-Analyst; Buyer; Supervisor, Campus Services

WILLIAM RAINEY HARPER COLLEGE

May 26, 1970

TO: Board of Trustees

FROM: President

SUBJECT: Non academic Salaries

The attached proposal covering non academic salary increases for 1970-71 was reviewed, discussed and approved by the budget committee on May 26.

The total cost of the proposal would be $85,109.00 and is based upon a cost of living increase, the local labor market, and evaluation of existing job classifications.

Please review the proposal for the May 28th Board meeting.

It is recommended that the attached salary proposal be adopted by the Board of Trustees.

INTEROFFICE MEMORANDUM

TO: William Mann May 20, 1970

FROM: Wilfred Von Mayr WVM

SUBJECT: Recommendations for 1970-71 Academic Year Salaries

Enclosed please find the recommendations which I have prepared for the Board of Trustees in accordance with the policy manual.

As you know, I am also preparing a revision of the staff policy manual, and will submit it for your recommendation and the Board's approval shortly.

WVM:cbs

I. Salary Recommendations

Sound salary administration must take into account three factors:

(1) Internal relationships of salaries, to maintain equity among employees of the College.

(2) Competitiveness vis-a-vis other employees in the same labor market.

(3) General cost-of-living increase since last adjustment.

Let us examine these three factors, as they apply to HARPER COLLEGE.

Figures released by the Bureau of Labor Statistics show an increase of 6.9% in the cost-of-living index for the Chicago area from March 19, 1969 to March 19, 1970.

We relied heavily on the information supplied by the Northwest Industrial Council survey, completed in January 1970. The levels indicated by this survey will have lost an average of 3% in purchasing power at the present rate of inflation. But they represent the broadest cross-section of employers in the labor market where we compete locally. The survey covered 84 companies and 14,997 employees. It indicates increases in weighted average salaries for clerical personnel ranging from 3.2% for Computer Operators to 12.7% for Steno I. Among the hourly wage group, increases ranged from 7.96% for Janitress to 18.7% for Guard. The weighted (composite) average for the clerical group, covering 3,943 employees, was 6.9%. For the hourly-paid group, the average was 13.03% for 1,074 employees. This certainly lends support to the Bureau of Labor Standards index. The minimum salary recommendations for HARPER COLLEGE employees should reflect this increase. To do less would, in effect, result in a pay cut for the employees involved.

The survey provides the most widely used bench-mark positions needed to arrive at an equitable salary plan. Bench-mark positions are chosen in such a way as to provide a frame of reference for the whole array of positions represented at HARPER COLLEGE. For this purpose, the selection must allow the broadest comparison possible with similar positions in other organizations. Usually then, we are speaking of entry-level, or journeyman level positions, which are readily comparable from organization to organization.

The Personnel Office conducted a further survey for the purpose of determining immediate local salaries and wage levels for junior colleges and school districts. Although the responses to this survey have proven to be spotty, and reflect July 1969 levels, they have at least the advantage of providing a floor, which allows comparison with HARPER COLLEGE'S levels set at the same point in time.

These surveys of the local labor market have shown that HARPER COLLEGE is no longer competitive, compared to other employers, in some classifications. These employers compete directly with HARPER COLLEGE for the limited number of candidates available in those categories. We suggest that salaries for selected classifications be brought up to a minimum starting point that would allow the weighted average of all employees in that category to remain below the mid-range of the HARPER COLLEGE range. By using this approach, we strike an acceptable bargain:

(a) We realize that the average includes employees who are up the scale due to longevity and merit;

(b) We allow HARPER COLLEGE to competitively price a starting salary commensurate with an individual's experience and ability by going up the range for experience above the minimum requirement. The recruitment of qualified candidates has become increasingly difficult with our present ranges, and, in almost every instance, the starting salary represents a level above the minimum of the scale.

Cost-of-living increases and market adjustment provide two legs of a sound salary adjustment plan.

Finally, recognition has to be given relative standing in the salary range achieved by the individual employee. Where a step above the minimum has been attained, we feel it would depreciate service at HARPER COLLEGE if the employee were dropped back to the minimum of the scale as a result of the adjustment.

The above represents the administration's proposal regarding increases in the cash compensation paid to HARPER COLLEGE employees.

Total cost $85,109.00 % 9.56

II. Fringe Benefits

We recommend that two fringe benefits provided by HARPER COLLEGE

be increased in scope during the coming year.

(1) The number of legal holidays per year be increased by an average of two, in anticipation of the Federal Statute effective January 1, 1971. As a result, Columbus Day would be observed on the second Monday in October, 1970; Veteran's Day on the fourth Monday in October, 1970; and Lincoln's Birthday on the first Monday in February, 1971. Columbus Day is an addition. The other two were special holidays, neither observed nor compensated if they fell on a day during which school was open.

(2) The increase in the cost of the medical coverage for employees, as well as dependents insured under the program, should be absorbed by HARPER COLLEGE.

For an employee paid $6,500.00 per year, for example, the extra paid holidays would amount to an increase of $52.00. The increase in the cost of major medical insurance for this employee would be approximately 15% of $85.68, or $12.85 per annum. If dependents are insured, the College's share will rise from $103.56 to $119.09 per annum. This will increase the percentage paid by the College from 52% to 55.3%, on the average, and the total cost per employee with dependents by $28.38 per annum. The total net increase in these two fringe benefits alone would be $80.38 per annum, or 1.23% of the after-tax annual salary. This represents an average increase of 2% in gross pay.

Total cost $19,428.00 % 2

III. Policy Changes

We would like to present some modifications of employment conditions for your consideration:

(1) Our first recommendation is that the policy manual be amended to read as follows: "A salary review will take place annually, on the anniversary date of employment." A person employed by HARPER COLLEGE on January 1 of a given year has to wait 18 months for a salary review under the present policy. A person employed on December 31 has to wait 6 months and 1 day. Salary review dates fail to achieve complete fairness unless they are tied directly to the anniversary date of the employee. Budgeting for this type of review is easily done, either by providing a full year's increment, if the review is to take place between July 1 and December 31, and one-half increment, if it takes place between January 1 and June 30.

Alternately, fixed review dates, January 1 and July 1 could be established. A person would have to serve a minimum of six months before the review date to be eligible. The advantages of this method are: ease of administration, ease of budgeting; its disadvantages: basic unfairness of an arbitrary cut-off point. We recommend the anniversary date approach as being most equitable.

(2) We propose that a 3-step rate be established for hourly paid employees, to provide the following progression: Hiring rate or entrance rate; - Job rate, 102.5% of hiring rate, upon satisfactory completion of probation; - Merit step, 107.5% of hiring rate, to be given not less than one year after attaining job rate, based on Performance Evaluation.

Hourly employees are now paid on a single rate basis which does not allow for increases due to merit or longevity of employees. In view of the recent addition of these classes to our staff, no problem has yet been encountered. But, as longevity is accumulated, as merit ratings indicate superior performance, a means of rewarding employees will become necessary.

(3) We propose that hourly-rated employees be paid for hours actually worked, rather than on a flat rate, which anticipates them. Wages are based on a 40-hour week, rather than 37½ hours; overtime premiums differ.

Certain changes are necessary to take into account a 7-day, 24-hour operation, which creates several problems, one of the most nagging being the number of holidays. School policy is to pay a double-time premium for holiday work. If a person is regularly scheduled to work on holidays, it is unfair to fellow employees that he should be paid premium time for regularly assigned work days. If no compensation is made, the employee is not treated fairly, since he would have received straight pay for not working. We propose that all employees who work a 7-day week be guaranteed a certain number of days off, chargeable to holiday leave, and to be taken at the discretion of the employee, but no more than one day in any month. Alternatively, schedules could be arranged to allow equitable sharing of holiday premium pay among all eligible employees. A time-off policy is cheaper in cost. Premium pay is usually more satisfying to the employee, but where possible, he should be given a choice.

(4) Three administrative changes are requested for the Policy Manual in the area of Vacation Leave, to read as follows:

(a) "Leave will accumulate at the rate of .83 days a

month for the first through the fifth year of service; and at the rate of 1.25 days a month from the sixth year of service."

(b) "Leave will be earned during the probationary period, but will not be paid if probation is not completed."

(c) "For record-keeping purposes, leave will be calculated from January 1 to December 31."

These changes are proposed to provide a firm basis for calculation of leave earned, and taken. The accrued period is more realistic than using July 1 as a cut-off, since it does not allow enough carry-over for Vacation Leave. An employee is more likely to have taken his annual vacation leave by December 31 than by July 1.

The cost of these items, difficult to ascertain, should be negligible.

PROFESSIONAL AND TECHNICAL SALARIES

Professional and technical salaries take into consideration, to a great extent, merit increases as well as a flat cost of living increase. We propose to provide $17,570.00 for increases to such personnel. The names of the personnel involved are contained on pages 1 and 2, Professional Personnel Salary History. The proposal is to distribute this amount by providing a flat 7% for satisfactory performance, and to scale upward on an individual basis.

PROPOSED SALARIES FOR FOOD SERVICE WORKERS

This proposal incorporates establishment of the following criteria for salary scale. The hiring rate, or minimum, 7% above the minimum set for 1969-1970. A job rate, or a rate obtained after successful completion of probation (usually after 90 days), set at 2.5% of the hiring rate. A merit rate, set at 107.5% of the hiring rate, should be reached no earlier than one full year after attainment of the job rate.

Using these criteria, we have the following figures as a proposal for the coming academic year:

Classification	Hiring Rate	Job Rate	Merit Rate
Food Service Helper I	2.20	2.25	2.35
Food Service Helper II	2.30	2.35	2.45
Food Service Helper III	2.55	2.60	2.75
Cook I	2.40	2.45	2.60
Cook II	2.70	2.75	2.90
Cook III	3.75	3.85	4.05
Baker I	2.40	2.45	2.58
Porter	3.55	3.65	3.90
Group Leader	2.90	3.00	3.10

In addition, a 5¢ night shift differential for all non-student personnel starting after 12:00 noon and working at least through 6:30 p.m. This represents no change from the year 1969-1970.

SALARY RECOMMENDATIONS FOR BUILDINGS AND GROUNDS PERSONNEL

This proposal incorporates establishment of the following criteria for salary scale. The hiring rate, or minimum, 7% above the minimum set for 1969-1970. A job rate, or a rate obtained after successful completion of probation (usually after 90 days), set at 102.5% of the hiring rate. A merit rate, set at 107.5% of the hiring rate, should be reached no earlier than one full year after attainment of the job rate.

Using these criteria, we have the following figures as a proposal for the coming academic year:

Classification	Hiring Rate	Job Rate	Merit Rate
Custodian	3.55	3.65	3.80
Receiving Clerk	3.55	3.65	3.80
Storekeeper	4.00	4.10	4.30
Matron	2.50	2.65	2.80
Maintenance Mechanic	4.30	4.40	4.65
Mechanic Helper	3.55	3.65	3.80
Groundsman	3.55	3.65	3.80
Power Plant Operator	4.15	4.25	4.45
Security Guard	3.55	3.65	3.80
Laborer	2.95	3.05	3.20
Cadet I	2.15 flat rate		
Cadet II	2.30 flat rate		
Foremen:			
Custodial	4.00	4.10	4.30
Maintenance	4.85	5.00	5.20
Grounds	4.00	4.10	4.30
Utilities	4.70	4.85	5.05
Safety	4.00	4.10	4.30

In addition, the following recommendations are made for supervisory positions in the Buildings and Grounds section.

Superintendent of Operations - $13,800 (vacant)
Chief Custodian - $10,400
Maintenance - $10,400
Roads and Grounds - $10,400
Utilities - $10,800
Security - $11,500

The above, while they represent an average increase of approximately 19% in individual salaries, reflect a decision to pursue two goals: First, to eliminate the payment of overtime to all supervisory positions. If overtime is counted, at this time each one of these supervisors is receiving at least the same rate as is proposed for 1970-1971.

The second intention here is to be able to exempt these positions from the provisions of the Fair Labor Standards Act, which requires a minimum salary of $200.00 a week, or $10,400.00 a year as of February 1, 1971.

If these two points are taken in conjunction, it will be seen that we will in effect recognize a supervisory status of these individuals and pay them accordingly.

24. Consumer Price Index—general summary and U.S. average for groups, subgroups, and selected items

[The official name of the index is, "Consumer Price Index for Urban Wage Earners and Clerical Workers." It measures the average change in prices of goods and services purchased by families and single workers. The indexes shown below represent the average of price changes in 56 metropolitan areas, selected to represent all U.S. urban places having populations of more than 2500.]

[1957–59=100 unless otherwise specified]

Item and group	General summary													
	1970	1969												Annual average 1969
	Feb.	Jan.	Dec.	Nov.	Oct.	Sept.	Aug.	July	June	May	Apr.	Mar.	Feb.	
All items	132.5	131.8	131.3	130.5	129.8	129.3	128.7	128.2	127.6	126.8	126.4	125.6	124.6	127.7
All items (1947–49=100)	162.5	161.7	161.1	160.1	159.3	158.6	157.9	157.3	156.6	155.6	155.0	154.1	152.9	156.7
Food	131.5	130.7	129.9	128.1	127.2	127.5	127.4	126.7	125.5	123.7	123.2	122.4	121.9	125.5
Food at home	127.4	126.6	125.8	123.8	122.9	123.6	123.6	123.0	121.8	119.8	119.3	118.5	118.1	121.5
Food away from home	151.5	150.6	149.9	149.0	148.1	146.7	145.8	144.8	143.7	142.8	142.2	141.3	140.7	144.6
Housing	132.2	131.1	130.5	129.8	129.2	128.6	127.8	127.0	126.3	125.8	125.3	124.4	123.3	126.7
Rent	121.8	121.3	121.0	120.5	120.1	119.7	119.3	118.8	118.5	118.1	117.8	117.5	117.2	118.8
Homeownership	148.5	146.8	145.4	144.5	143.6	142.6	141.3	140.0	138.7	138.0	137.1	135.7	133.6	139.4
Apparel and upkeep	130.0	129.3	130.8	130.7	129.8	128.7	126.6	126.8	127.0	126.6	125.6	124.9	123.9	127.1
Transportation	127.3	127.3	126.4	125.6	125.7	123.6	124.2	124.3	124.6	124.0	124.6	124.3	122.0	124.2
Health and recreation	140.7	140.1	139.6	139.1	138.6	138.4	137.7	137.0	136.3	135.7	135.1	134.3	133.7	136.6
Medical care	160.1	159.0	158.1	157.4	156.9	157.6	156.8	155.9	155.2	154.5	153.6	152.5	151.3	155.0
Special groups:														
All items less shelter	130.3	129.8	129.5	128.6	128.1	127.6	127.1	126.7	126.3	125.4	125.0	124.4	123.5	126.3
All items less food	133.0	132.3	131.9	131.4	130.8	130.0	129.3	128.8	128.4	127.9	127.5	126.8	125.6	128.6
All items less medical care	130.8	130.1	129.7	128.9	128.2	127.6	127.0	126.5	126.0	125.2	124.7	124.0	123.0	126.1
Commodities	124.2	123.7	123.6	122.9	122.4	121.7	121.4	121.0	120.5	119.6	119.3	118.7	117.8	120.5
Nondurables	128.4	127.8	127.7	126.7	126.1	125.8	125.2	124.7	124.1	123.0	122.5	121.8	121.1	124.1
Durables	113.7	113.7	113.6	113.5	113.2	111.6	111.9	111.9	111.7	111.3	111.4	111.1	109.7	111.6
Services	150.7	149.6	148.3	147.2	146.5	146.0	145.0	144.0	143.3	142.7	142.0	140.9	139.7	143.7
Commodities less food	120.4	120.1	120.3	120.2	119.8	118.7	118.2	118.1	118.0	117.5	117.2	116.8	115.7	118.0
Nondurables less food	125.8	125.2	125.7	125.5	125.1	124.4	123.3	123.1	123.0	122.4	121.9	121.4	120.5	123.0
Apparel commodities	129.3	128.6	130.3	130.4	129.3	128.1	125.9	126.2	126.4	126.0	124.9	124.3	123.1	126.5
Apparel commodities less footwear	126.2	125.5	127.5	127.7	126.6	125.3	122.8	123.5	123.7	123.4	122.2	121.6	120.5	123.7
Nondurables less food and apparel	123.7	123.2	123.0	122.6	122.6	122.2	121.7	121.3	121.0	120.3	120.2	119.7	118.9	121.0
Household durables	106.9	106.6	106.5	106.5	106.4	106.2	106.0	106.0	105.8	105.6	105.0	104.4	103.7	105.5
Housefurnishings	111.1	110.5	110.6	110.4	110.2	109.9	109.4	109.3	109.0	108.8	108.3	107.8	107.1	109.0
Services less rent	157.1	155.8	154.3	153.1	152.3	151.7	150.7	149.6	148.8	148.1	147.4	146.1	144.6	149.2
Household services less rent	155.0	153.2	152.4	151.4	150.4	149.5	148.2	146.9	145.7	145.0	144.2	142.5	140.6	146.4
Transportation services	154.1	152.9	148.4	145.8	145.1	144.0	143.1	142.5	142.3	141.8	141.4	140.9	139.8	142.9
Medical care services	175.2	173.8	172.8	171.8	171.2	172.2	171.1	170.1	169.1	168.2	167.2	165.8	164.3	168.9
Other services	149.8	149.4	148.9	148.2	147.6	147.2	146.5	145.7	145.2	144.7	144.2	143.2	142.7	145.5

Item and group	Other index bases	U.S. average for groups, subgroups, and selected items												
Food		131.5	130.7	129.9	128.1	127.2	127.5	127.4	126.7	125.5	123.7	123.2	122.4	121.9	125.5
Food away from home		151.5	150.6	149.9	149.0	148.1	146.7	145.8	144.8	143.7	142.8	142.2	141.3	140.7	144.6
Restaurant meals		151.6	150.7	150.2	149.3	148.3	147.2	146.2	145.1	144.0	143.0	142.3	141.4	140.8	144.9
Lunches	Dec. 63	132.0	131.4	129.9	129.2	128.8	126.2	125.6	125.1	124.4	124.1	123.7	123.0	122.4	125.4
Food at home		127.4	126.6	125.8	123.8	122.9	123.6	123.6	123.0	121.8	119.8	119.3	118.5	118.1	121.5
Cereals and bakery products		126.3	125.5	124.9	124.1	123.7	123.0	122.6	122.6	122.0	121.6	121.3	121.2	120.8	122.4
Flour		112.1	111.9	110.9	111.2	111.6	111.2	111.4	111.6	112.1	112.2	111.7	111.5	111.7	111.5
Crackers, bread	Dec. 63	130.2	127.8	127.9	127.2	126.9	125.8	124.7	123.3	122.1	119.3	117.9	117.8	117.6	122.3
Corn flakes		130.2	130.2	130.0	129.7	129.6	129.4	129.4	129.0	129.0	127.9	128.4	129.3	129.4	129.2
Rice		114.2	113.8	113.4	113.0	113.0	112.9	112.6	112.3	112.1	112.0	111.7	111.6	111.6	112.3
Bread, white		132.6	132.2	131.1	129.7	129.1	128.8	128.1	128.2	127.2	127.1	127.2	127.4	126.8	128.1
Bread, white wheat	Dec. 63	125.5	124.4	124.1	123.4	122.5	121.6	120.3	120.9	119.6	119.6	119.5	119.2	118.5	120.5
Cookies		101.7	101.3	100.9	99.8	99.8	101.0	100.9	100.9	100.1	100.9	101.1	100.8	99.5	100.6
Layer cake	Dec. 63	119.9	118.1	118.0	117.1	115.4	113.2	113.8	113.6	114.1	113.9	112.3	111.1	111.3	113.7
Cinnamon rolls	Dec. 63	116.7	116.3	115.8	115.1	115.2	113.2	112.8	113.4	113.2	111.9	112.1	111.8	111.5	113.1
Meats, poultry, and fish		129.7	128.8	127.2	127.2	127.6	129.0	127.9	127.6	125.3	119.9	118.4	116.5	116.2	123.2
Meats		133.9	132.9	131.3	131.1	132.0	133.1	131.9	131.7	129.5	123.4	121.2	119.1	119.0	126.8
Beef and veal		133.0	132.2	130.6	131.5	132.9	135.0	135.4	136.8	134.6	127.9	125.1	121.4	121.3	129.5
Steak, round		126.4	126.2	123.2	125.2	126.8	128.1	129.9	132.5	131.0	124.1	121.4	116.8	117.0	124.4
Steak, sirloin	Apr. 60	120.4	121.4	119.0	121.1	123.4	128.3	127.4	131.1	129.6	120.7	117.2	113.5	113.8	121.7
Steak, porterhouse	Dec. 63	126.4	126.6	123.9	125.9	129.0	132.9	132.7	135.5	133.0	125.2	121.6	118.5	118.6	126.4
Rump roast	Dec. 63	120.1	120.7	118.8	119.5	121.1	122.1	123.4	125.0	123.0	117.2	115.4	112.3	111.9	118.4
Rib roast		141.8	141.6	140.5	140.9	140.8	145.9	146.5	150.1	147.1	138.1	133.6	129.3	130.8	139.7
Chuck roast		126.7	122.1	123.2	122.7	125.3	127.2	128.7	131.0	127.9	121.5	119.2	114.3	114.0	122.3
Hamburger		140.5	138.7	137.8	138.4	139.1	140.9	140.5	140.0	137.9	131.4	128.3	125.0	124.4	134.0
Beef liver	Dec. 63	119.9	118.7	118.6	117.9	117.8	117.8	117.8	115.4	112.1	109.6	101.1	107.7	108.1	113.2
Veal cutlets		166.0	164.0	162.0	162.1	162.8	162.8	162.1	161.1	159.8	154.2	150.6	147.7	146.1	156.4

CONSUMER PRICES

(1957–59=100)

Period	All items	Food	Housing						Apparel and upkeep	Transportation	Health and recreation				
			Total	Rent	Homeownership	Fuel oil and coal	Gas and electricity	Furnishings and operation			Total	Medical care	Personal care	Reading and recreation	Other goods and services
1929	59.7	55.6	.....	85.4	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
1933	45.1	35.3	.....	60.8	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
1941	51.3	44.2	61.4	64.3	.....	45.2	88.3	.....	.....	51.2	.....	50.6	47.6	57.3	58.2
1945	62.7	58.4	67.5	66.1	.....	53.6	86.4	.....	.....	55.4	.....	57.5	63.6	75.0	67.3
1960	103.1	101.4	103.1	103.1	103.7	99.5	107.0	101.5	102.2	103.8	105.4	108.1	104.1	104.9	103.8
1961	104.2	102.6	103.9	104.4	104.4	101.6	107.9	101.4	103.0	105.0	107.3	111.3	104.6	107.2	104.6
1962	105.4	103.6	104.8	105.7	105.6	102.1	107.9	101.5	103.6	107.2	109.4	114.2	106.5	109.6	105.3
1963	106.7	105.1	106.0	106.8	107.0	104.0	107.8	102.4	104.8	107.8	111.4	117.0	107.9	111.5	107.1
1964	108.1	106.4	107.2	107.8	109.1	103.5	107.9	102.8	105.7	109.3	113.6	119.4	109.2	114.1	108.8
1965	109.9	108.8	108.5	108.9	111.4	105.6	107.8	103.1	106.8	111.1	115.6	122.3	109.9	115.2	111.4
1966	113.1	114.2	111.1	110.4	115.7	108.3	108.1	105.0	109.6	112.7	119.0	127.7	112.2	117.1	114.9
1967	116.3	115.2	114.3	112.4	120.2	111.6	108.5	108.4	114.0	115.9	123.8	136.7	115.5	120.1	118.2
1968	121.2	119.3	119.1	115.1	127.0	115.1	109.5	113.0	120.1	119.6	130.0	145.0	120.3	125.7	123.6
1969	127.7	125.5	126.7	118.8	139.4	117.7	111.5	117.9	127.1	124.2	136.6	155.0	126.2	130.5	129.0
1969—Feb.	124.6	121.9	123.3	117.2	133.6	116.9	110.2	115.8	123.9	122.0	133.7	151.3	124.1	128.4	125.8
Mar.	125.6	122.4	124.4	117.5	135.7	117.2	110.6	116.4	124.9	124.3	134.3	152.5	124.8	128.7	126.1
Apr.	126.4	123.2	125.3	117.8	137.1	117.4	111.2	116.9	125.6	124.6	135.1	153.6	125.5	129.6	126.6
May	126.8	123.7	125.8	118.1	138.0	117.5	111.2	117.4	126.6	124.0	135.7	154.5	125.8	130.2	126.9
June	127.6	125.5	126.3	118.5	138.7	117.5	111.3	117.9	127.0	124.6	136.3	155.2	126.2	130.4	127.9
July	128.2	126.7	127.0	118.8	140.0	117.4	110.9	118.2	126.8	124.3	137.0	155.9	126.6	130.7	129.1
Aug.	128.7	127.4	127.8	119.3	141.3	117.7	111.5	118.5	126.6	124.2	137.7	156.8	126.8	131.2	130.1
Sept.	129.3	127.5	128.6	119.7	142.6	118.1	112.0	119.0	128.7	123.6	138.4	157.6	127.3	131.6	131.3
Oct.	129.8	127.2	129.2	120.1	143.6	118.4	112.2	119.3	129.8	125.7	138.6	156.9	127.3	132.0	132.2
Nov.	130.5	128.1	129.8	120.5	144.5	118.9	113.2	119.6	130.7	125.6	139.1	157.4	127.8	132.3	133.1
Dec.	131.3	129.9	130.5	121.0	145.4	119.2	113.7	120.0	130.8	126.4	139.6	158.1	128.1	132.7	133.5
1970—Jan.	131.8	130.7	131.1	121.3	146.8	119.7	114.1	120.1	129.3	127.3	140.1	159.0	128.5	133.1	133.9
Feb.	132.5	131.5	132.2	121.8	148.5	120.6	114.6	120.8	130.0	127.3	140.7	160.1	129.0	133.2	134.3

NOTE.—Bureau of Labor Statistics index for city wage-earners and clerical workers.

WHOLESALE PRICES: SUMMARY

(1957–59=100)

Period	All commodities	Farm products	Processed foods and feeds	Industrial commodities													
				Total	Textiles, etc.	Hides, etc.	Fuel, etc.	Chemicals, etc.	Rubber, etc.	Lumber, etc.	Paper, etc.	Metals, etc.	Machinery and equipment	Furniture, etc.	Nonmetallic minerals	Transportation equipment[1]	Miscellaneous
1960	100.7	96.9	100.0	101.3	101.5	105.2	99.6	100.2	99.9	100.4	101.8	101.3	102.9	100.1	101.4	n.a.	101.7
1961	100.3	96.0	101.6	100.8	99.7	106.2	100.7	99.1	96.1	95.9	98.8	100.7	102.9	99.5	101.8	n.a.	102.0
1962	100.6	97.7	102.7	100.8	100.6	107.4	100.2	97.5	93.3	96.5	100.0	100.0	102.9	98.8	101.8	n.a.	102.4
1963	100.3	95.7	103.3	100.7	100.5	104.2	99.8	96.3	93.8	98.6	99.2	100.1	103.1	98.1	101.3	n.a.	103.3
1964	100.5	94.3	103.1	101.2	101.2	104.6	97.1	96.7	92.5	100.6	99.0	102.8	103.8	98.5	101.5	n.a.	104.1
1965	102.5	98.4	106.7	102.5	101.8	109.2	98.9	97.4	92.9	101.1	99.9	105.7	105.0	98.0	101.7	n.a.	104.8
1966	105.9	105.6	113.0	104.7	102.1	119.7	101.3	97.8	94.8	105.6	102.6	108.3	108.2	99.1	102.6	n.a.	106.8
1967	106.1	99.7	111.7	106.3	102.1	115.8	103.6	98.4	97.0	105.4	104.0	109.5	111.8	101.0	104.3	n.a.	109.2
1968	108.7	102.2	114.1	109.0	105.7	119.5	102.4	98.2	100.3	119.3	105.2	112.4	115.2	104.0	108.1	n.a.	111.8
1969	113.0	108.5	119.8	112.7	108.0	125.8	104.6	98.3	102.1	132.0	108.2	118.9	119.0	106.1	112.8	100.7	114.7
1969—Feb.	111.1	105.0	116.3	111.4	107.2	123.4	102.7	97.8	100.5	144.5	106.8	115.2	117.3	105.4	111.2	100.1	112.5
Mar.	111.7	106.5	116.4	112.0	107.1	123.4	104.2	98.0	100.9	149.5	107.4	115.8	117.8	105.7	111.9	100.0	112.5
Apr.	111.9	105.6	117.3	112.1	107.1	126.0	104.5	97.9	101.2	143.3	108.0	116.5	118.0	105.8	112.3	100.1	112.7
May	112.8	110.5	119.4	112.2	106.9	126.1	104.5	98.1	101.1	138.0	108.1	117.5	118.3	105.9	112.6	100.2	112.8
June	113.2	111.2	121.4	112.2	107.2	125.7	105.0	98.3	101.2	129.8	108.3	117.9	118.6	105.9	112.8	100.3	115.1
July	113.3	110.5	122.0	112.4	107.7	126.4	105.0	98.2	102.5	125.3	108.4	118.7	119.0	106.1	113.0	100.4	115.5
Aug.	113.4	108.9	121.5	112.8	108.7	126.4	104.7	98.7	103.0	124.0	108.7	120.4	119.1	106.2	113.0	99.9	115.9
Sept.	113.6	108.4	121.3	113.2	109.0	128.2	104.7	98.9	102.7	123.2	108.8	121.7	119.9	106.4	113.5	100.0	116.4
Oct.	114.0	107.9	121.6	113.8	109.1	127.4	105.4	98.6	103.5	122.6	109.0	122.4	120.5	106.5	113.8	102.3	116.7
Nov.	114.7	111.1	121.8	114.2	109.2	126.8	105.5	98.9	104.4	123.9	109.3	122.9	121.0	106.9	113.9	102.7	117.0
Dec.	115.1	111.7	122.6	114.6	109.2	126.5	106.1	98.8	104.5	122.5	109.5	123.8	121.9	107.2	114.5	102.7	117.0
1970—Jan.	116.0	112.5	125.1	115.1	109.5	126.6	105.6	99.1	104.7	121.6	111.1	124.9	122.5	107.5	116.5	102.9	117.4
Feb.	116.4	113.7	125.2	115.5	109.4	126.7	106.4	99.5	104.6	120.2	111.8	126.1	122.8	107.9	116.9	102.9	117.5

[1] For transportation equipment, Dec. 1968=100.

25. Consumer Price Index[1]—U.S. city average, and selected areas

[1957–59=100 unless otherwise specified]

Area[2]	1970		1969											Annual avg.
	Feb.	Jan.	Dec.	Nov.	Oct.	Sept.	Aug.	July	June	May	Apr.	Mar.	Feb.	1969
All items														
U.S. city average[3]	132.5	131.8	131.3	130.5	129.8	129.3	128.7	128.2	127.6	126.8	126.4	125.6	124.6	127.7
Atlanta, Ga.	(4)	(4)	129.9	(4)	(4)	128.6	(4)	(4)	126.1	(4)	(4)	124.9	(4)	126.7
Baltimore, Md.	(4)	(4)	131.9	(4)	(4)	130.4	(4)	(4)	127.9	(4)	(4)	125.7	(4)	128.3
Boston, Mass.	(4)	136.1	(4)	(4)	134.7	(4)	(4)	132.1	(4)	(4)	129.8	(4)	(4)	131.8
Buffalo, N.Y. (Nov. 1963=100)	125.3	(4)	(4)	123.2	(4)	(4)	121.2	(4)	(4)	120.2	(4)	(4)	117.3	120.5
Chicago, Ill.–Northwestern Ind.	129.3	129.1	128.3	127.7	126.9	127.2	126.1	125.3	124.6	123.6	123.2	122.9	121.9	124.9
Cincinnati, Ohio–Kentucky	(4)	(4)	127.7	(4)	(4)	125.5	(4)	(4)	124.6	(4)	(4)	122.7	(4)	124.6
Cleveland, Ohio	132.3	(4)	(4)	129.5	(4)	(4)	127.3	(4)	(4)	125.3	(4)	(4)	123.1	126.3
Dallas, Tex. (Nov. 1963=100)	125.6	(4)	(4)	123.7	(4)	(4)	121.2	(4)	(4)	119.4	(4)	(4)	116.8	120.3
Detroit, Mich.	132.2	131.1	130.8	129.8	129.2	128.6	128.5	127.6	127.3	126.4	125.7	125.1	123.4	127.1
Honolulu, Hawaii (Dec. 1963=100)	(4)	(4)	119.7	(4)	(4)	118.1	(4)	(4)	116.6	(4)	(4)	115.6	(4)	117.0
Houston, Tex.	(4)	130.9	(4)	(4)	129.8	(4)	(4)	127.0	(4)	(4)	125.5	(4)	(4)	127.0
Kansas City, Mo.–Kansas	(4)	(4)	133.2	(4)	(4)	131.4	(4)	(4)	130.4	(4)	(4)	128.1	(4)	130.1
Los Angeles–Long Beach, Calif.	131.6	131.2	131.1	130.0	130.1	129.6	128.9	128.6	127.9	126.9	126.9	126.6	125.2	128.0
Milwaukee, Wis.	128.5	(4)	(4)	127.0	(4)	(4)	123.9	(4)	(4)	122.8	(4)	(4)	120.8	123.6
Minneapolis–St. Paul, Minn.	(4)	132.8	(4)	(4)	130.3	(4)	(4)	128.0	(4)	(4)	125.1	(4)	(4)	127.4
New York, N.Y.–Northeastern N.J.	138.1	137.0	136.0	134.6	134.1	133.5	132.5	132.1	131.6	130.8	130.5	129.6	128.3	131.8
Philadelphia, Pa.–N.J.	134.1	132.9	132.2	131.7	131.2	131.0	130.2	129.2	128.2	127.5	127.6	127.0	126.0	128.9
Pittsburgh, Pa.	(4)	129.4	(4)	(4)	128.5	(4)	(4)	127.7	(4)	(4)	126.0	(4)	(4)	127.0
Portland, Oreg.–Wash.[5]	(4)	130.7	(4)	(4)	130.1	(4)	(4)	128.4	(4)	(4)	127.9	(4)	(4)	128.4
St. Louis, Mo.–Ill.	(4)	(4)	130.7	(4)	(4)	129.2	(4)	(4)	127.0	(4)	(4)	125.4	(4)	127.5
San Diego, Calif. (Feb. 1965=100)	118.6	(4)	(4)	117.0	(4)	(4)	116.0	(4)	(4)	114.4	(4)	(4)	112.8	115.1
San Francisco–Oakland, Calif.	(4)	(4)	134.5	(4)	(4)	132.8	(4)	(4)	130.8	(4)	(4)	128.9	(4)	131.1
Scranton, Pa.[5]	134.4	(4)	(4)	127.3	(4)	(4)	130.5	(4)	(4)	128.1	(4)	(4)	126.2	129.2
Seattle, Wash.	132.2	(4)	(4)	130.0	(4)	(4)	129.5	(4)	(4)	127.6	(4)	(4)	125.9	128.3
Washington, D.C.–Md.–Va.	134.6	(4)	(4)	132.0	(4)	(4)	130.8	(4)	(4)	128.8	(4)	(4)	126.3	129.5
Food														
U.S. city average[3]	131.5	130.7	129.9	128.1	127.2	127.5	127.4	126.7	125.5	123.7	123.2	122.4	121.9	125.5
Atlanta, Ga.	130.7	129.0	128.4	126.9	126.5	126.7	126.3	124.4	122.8	121.2	121.8	120.7	120.0	123.8
Baltimore, Md.	135.4	134.9	134.1	132.3	131.5	131.8	130.8	130.1	127.9	126.2	126.3	125.3	124.1	128.8
Boston, Mass.	135.0	134.3	133.1	131.6	131.2	131.4	131.8	130.2	129.5	127.8	127.5	126.3	126.0	129.3
Buffalo, N.Y. (Nov. 1963=100)	127.0	125.4	125.1	122.8	121.9	121.8	122.5	122.4	121.2	118.9	118.2	117.4	117.2	120.6
Chicago, Ill.–Northwestern Ind.	133.2	132.8	131.3	129.4	128.3	130.2	130.5	129.0	127.5	125.3	124.4	123.9	123.0	127.2
Cincinnati, Ohio–Kentucky	127.8	127.2	126.6	125.1	124.1	123.6	123.2	123.3	121.9	120.7	120.2	119.1	118.8	122.1
Cleveland, Ohio	128.4	129.0	128.5	125.7	125.0	125.1	125.2	123.3	123.2	122.3	120.1	119.6	120.0	123.2
Dallas, Tex. (Nov. 1963=100)	125.9	125.0	124.2	122.8	121.7	122.0	121.9	120.6	120.1	118.2	116.9	116.5	116.2	119.8
Detroit, Mich.	130.2	129.8	129.3	126.8	126.1	126.5	127.3	126.5	124.5	122.7	121.9	120.8	119.9	124.3
Honolulu, Hawaii (Dec. 1963=100)	122.9	123.0	120.8	119.5	119.7	119.1	118.0	116.9	116.3	116.1	115.8	115.7	115.7	117.4
Houston, Tex.	133.3	132.3	131.2	129.2	128.7	129.2	129.0	127.7	126.8	125.2	124.3	124.3	123.8	126.9
Kansas City, Mo.–Kansas	135.8	135.1	134.4	132.9	131.2	131.9	131.3	130.7	129.8	127.5	126.6	125.6	125.5	129.4
Los Angeles–Long Beach, Calif.	127.2	126.2	125.8	124.7	124.0	124.0	123.9	124.0	123.0	121.6	121.2	120.3	119.6	122.6
Milwaukee, Wis.	130.1	129.5	128.4	127.8	127.6	127.9	127.6	126.5	125.1	123.3	122.9	122.0	121.4	125.2
Minneapolis–St. Paul, Minn.	130.6	129.5	128.2	127.2	126.5	125.9	126.4	125.4	122.8	121.3	120.7	120.2	119.3	123.7
New York, N.Y.–Northeastern N.J.	134.7	133.8	132.9	130.6	129.6	129.1	128.7	128.1	126.6	124.9	124.7	123.6	123.1	127.1
Philadelphia, Pa.–N.J.	132.0	130.7	129.7	128.0	127.0	127.2	127.2	126.0	124.5	123.1	124.3	123.2	122.9	125.5
Pittsburgh, Pa.	128.0	127.5	127.1	125.7	123.3	123.2	123.9	124.2	123.2	120.9	119.6	119.2	118.7	122.4
Portland, Oreg.–Wash.[5]	.....	126.7	.....	.....	124.4	.....	.....	125.2	.....	.....	122.7	.....	.....	124.0
St. Louis, Mo.–Ill.	137.4	136.6	135.5	133.5	132.4	132.6	131.2	129.8	128.6	126.9	126.4	125.8	125.2	129.5
San Diego, Calif. (Feb. 1965=100)	121.3	120.6	120.0	119.1	117.8	118.3	118.6	118.7	118.1	116.4	115.3	114.5	113.8	117.0
San Francisco–Oakland, Calif.	128.7	128.2	127.2	126.2	125.6	124.9	124.9	125.9	124.3	122.7	122.3	121.4	120.2	123.8
Scranton, Pa.	131.3	.....	.....	131.9	.....	.....	127.5	.....	.....	123.4	.....	.....	121.6	125.0
Seattle, Wash.	129.2	127.8	127.6	126.2	125.2	125.9	126.2	125.8	125.0	123.6	123.2	122.3	121.5	124.5
Washington, D.C.–Md.–Va.	136.2	134.8	133.5	131.2	130.5	131.6	132.5	131.3	129.1	128.3	127.6	126.3	126.0	129.5

[1] See table 23. Indexes measure time-to-time changes in prices. They do not indicate whether it costs more to live in one area than in another.

[2] The areas listed include not only the central city but the entire urban portion of the Standard Metropolitan Statistical Area, as defined for the 1960 Census of Population; except that the Standard Consolidated Area is used for New York and Chicago.

[3] Average of 56 "cities" (metropolitan areas and nonmetropolitan urban places beginning January 1966).

[4] All items indexes are computed monthly for 5 areas and once every 3 months on a rotating cycle for other areas.

[5] Old series.

Large establishments

Establishments employing 2,500 persons or more accounted for almost two-fifths of the total white-collar employment within scope of the survey, and approximately the same proportion of total employment in the selected occupations studied. As shown in the following tabulation of 62 job categories which could be compared, pay levels in large establishments (expressed as a percent of the all-survey average) tended to be higher than the all-survey average:

	Professional and administrative	*Technical support*	*Clerical*
All levels	42	9	31
90-99	4		
100-104	22	6	2
105-109	10	3	11
110 and over	6		8

Percent salary differences were generally greater for clerical than for nonclerical jobs. Median pay

Table 1. Employment and average salaries for selected professional, administrative, technical, and clerical occupations,[1] June 1969, and percent increase in mean salaries during the year[2]

Occupation and work level	Number of employees	Monthly salaries[3]			Percent increase in mean salary[4]
		Mean	Median	Middle range[3]	
Accountants and auditors					
Accountants I	5,579	$667	$668	$617- $717	7.4
Accountants II	11,138	751	750	683- 820	8.9
Accountants III	24,550	836	825	750- 910	7.1
Accountants IV	16,629	997	990	900-1,083	6.2
Accountants V	6,451	1,198	1,187	1,065-1,311	6.2
Auditors I	719	697	673	625- 778	9.4
Auditors II	1,848	774	750	691- 850	6.7
Auditors III	4,195	894	875	793- 976	7.5
Auditors IV	2,295	1,094	1,083	982-1,200	6.7
Chief accountants I	731	1,101	1,052	958-1,250	7.5
Chief accountants II	1,288	1,220	1,208	1,085-1,333	3.6
Chief accountants III	756	1,476	1,465	1,300-1,625	6.9
Chief accountants IV	325	1,716	1,740	1,500-1,848	8.1
Attorneys					
Attorneys I	568	918	875	824- 999	(5)
Attorneys II	1,316	1,065	1,050	916-1,195	(5)
Attorneys III	1,640	1,323	1,309	1,150-1,458	(5)
Attorneys IV	1,626	1,597	1,570	1,337-1,749	(5)
Attorneys V	655	1,974	1,920	1,749-2,166	(5)
Attorneys VI	469	2,452	2,395	2,042-2,750	(5)
Buyers					
Buyers I	2,708	656	650	583- 715	7.3
Buyers II	9,884	772	760	685- 842	7.0
Buyers III	13,809	912	902	817-1,000	6.6
Buyers IV	4,909	1,096	1,080	978-1,208	5.8
Buyers V	234	1,306	1,250	1,181-1,404	(6)
Personnel management					
Job analysts I	129	678	683	600- 760	(6)
Job analysts II	319	757	750	695- 835	3.0
Job analysts III	648	883	890	800- 963	1.9
Job analysts IV	573	1,069	1,077	963-1,165	2.0
Directors of personnel I	1,101	987	980	850-1,077	7.4
Directors of personnel II	2,105	1,160	1,125	1,020-1,250	5.4
Directors of personnel III	1,142	1,395	1,355	1,211-1,575	4.6
Directors of personnel IV	409	1,715	1,666	1,491-1,925	4.4
Chemists and engineers					
Chemists I	1,949	$728	$735	$660- $785	8.4
Chemists II	4,577	802	800	733- 860	7.8
Chemists III	9,084	922	900	833-1,000	8.6
Chemists IV	11,059	1,113	1,095	990-1,235	4.8
Chemists V	8,797	1,340	1,333	1,208-1,470	5.4
Chemists VI	4,486	1,544	1,540	1,399-1,683	7.0
Chemists VII	1,848	1,873	1,805	1,627-2,083	9.3
Chemists VIII	534	2,258	2,118	1,916-2,616	6.6
Engineers I	13,848	805	808	773- 845	7.1
Engineers II	34,224	871	869	824- 919	7.0
Engineers III	88,587	975	975	900-1,045	6.7
Engineers IV	121,882	1,158	1,150	1,054-1,251	6.1
Engineers V	79,139	1,342	1,330	1,216-1,451	5.8
Engineers VI	41,032	1,548	1,540	1,400-1,680	7.0
Engineers VII	14,953	1,767	1,755	1,586-1,926	4.9
Engineers VIII	3,466	2,002	1,950	1,761-2,173	3.2
Engineering technicians					
Engineering technicians I	6,100	495	498	443- 547	6.4
Engineering technicians II	15,752	584	582	526- 633	5.3
Engineering technicians III	28,185	670	665	608- 726	5.8
Engineering technicians IV	32,337	775	765	704- 840	6.1
Engineering technicians V	16,908	860	850	791- 925	5.4
Draftsmen					
Draftsmen-tracers	5,818	442	428	382- 491	7.1
Draftsmen I	21,501	538	530	466- 598	5.6
Draftsmen II	34,292	666	659	591- 735	5.8
Draftsmen III	28,689	813	795	723- 878	5.7
Clerical					
Clerks, accounting I	89,004	412	395	350- 453	4.9
Clerks, accounting II	57,324	537	525	458- 607	4.4
Clerks, file I	31,134	324	313	293- 345	5.7
Clerks, file II	29,488	361	348	317- 388	5.3
Clerks, file III	8,978	443	430	374- 500	5.2
Keypunch operators I	62,838	400	387	348- 435	5.1
Keypunch operators II	45,568	457	450	403- 504	5.6
Office boys or girls	28,066	357	343	313- 384	6.7
Secretaries I	87,275	489	483	433- 543	5.5
Secretaries II	82,602	549	543	482- 614	5.0
Secretaries III	48,037	586	584	505- 655	5.1
Secretaries IV	15,051	641	630	551- 725	5.9
Stenographers, general	71,379	433	424	374- 481	6.8
Stenographers, senior	56,212	490	480	425- 553	4.8
Switchboard operators I	14,035	402	391	346- 452	5.1
Switchboard operators II	10,826	474	469	416- 528	4.5
Tabulating-machine operators I	5,297	418	402	360- 465	6.8
Tabulating-machine operators II	10,130	505	494	435- 565	4.9
Tabulating-machine operators III	5,058	614	604	546- 673	5.2
Typists I	85,292	371	361	326- 400	5.8
Typists II	45,409	430	417	378- 470	5.4

[1] The study relates to establishments in the United States except Alaska and Hawaii. Industry coverage includes establishments with 250 workers or more in manufacturing and retail trade; 100 or more in transportation, communications, electric, gas, and sanitary services, wholesale trade, engineering and architectural services, and research, development, and testing laboratories operated on a commercial basis; and 50 or more in the finance, insurance, and real estate industry division. The definitions used in classifying employees by occupation and level appear in appendix C, BLS Bulletin 1654.

[2] Salaries relate to the standard salaries that were paid for standard work schedules—i.e., to the straight-time salary corresponding to the employees' normal work schedule excluding overtime hours. Nonproduction bonuses are excluded, but cost-of-living payments and incentive earnings are included.

[3] The middle (interquartile) range is the central part of the array of employees by salary, excluding the upper and lower fourths.

[4] Annual salaries were used to compute percent increases.

[5] Because of changes in the number and definitions of levels between surveys year-to-year comparisons for attorneys could not be presented.

[6] Not included in 1968.

NWIC SURVEY

Position	Weighted Average	Actual Range	Harper	
Accounting Clerk A	128.00	130-139	98-139	110.00
Bookkeeping Machine Operator A	126.36	115-122		
Clerk Typist	104.91	95-108		
Computer Operator	152.28	140-155	141-160	153.20
Keypunch Operator A	123.14	112-121	92-127	105.50
Keypunch Operator B	102.93	96-106	87-115	99.00
Mail Clerk	90.51	88-94	81-104	81.00
Nurse	153.39	149-152		192.00
Payroll Clerk	132.18	116-121	98-139	115.00
Programmer	186.86	178-204		206.00
Reproduction Equipment Operator	110.77	103-109	92-127	95.00
Secretary, Executive (Sec'y. III)	148.07	140-153	104-150	132.22
Secretary II	134.39	114-134	98-139	108.48
Steno I (Sec'y. I)	120.66	106-124		
Switchboard Operator	111.13	107-112	92-127	116.00
Transcribing Machine Operator	101.27	99-108		
Typist II	101.41	92-102	92-127	101.00
Hourly Paid				
Guard	3.48	2.98-3.15		3.30
Janitor	3.05	2.68-2.92		2.25
Janitress	2.71	2.62-2.69		3.30
Laborer	2.89	2.74-2.98		2.75
Maintenance Man A	4.43	4.05-4.27		3.99
Receiving Clerk	3.31	3.05-3.18		3.65

POSSIBLE ASSIGNMENT OF WAGE RANGES
(NWIC)

Position	Harper 69-70	NWIC	Rock Valley 70-71	Dist.214 69-70	Triton	Elgin	Du Page 69-70	Dist. 211	N.W. Comm. Hosp.	Dist. 15
Lead Custodian	3.65	-		4.08	5.61	-	4.32-5.96	4.00-5.29	2.48-3.03	3.51-3.94
Custodian	3.30	3.05		3.25	3.05	2.65	3.30-3.71	2.94-3.59	2.32-2.56	2.89-3.46
Matron	2.25	2.71		2.25	-	-	2.44-2.93	2.35-2.64	2.32-2.56	-
Maintenance Mechanic	3.99	3.73-4.43		4.59	3.74	-	-	2.94-3.97	-	-
Head Groundskeeper	4.16	-		-	-	-	-	-	-	-
Groundsman	3.30	-		3.84	-	-	-	-	3.12-3.82	-
Power Plant Operator	3.85	-		-	3.98	-	-	-	-	-
Storekeeper	3.65	-		-	-	-	4.07-5.50	-	2.79-3.41	-
Receiving Clerk	3.30	3.21		-	-	-	-	-	2.79-3.41	-
Security Sergeant	3.65	-		-	-	-	-	-	-	-
Security Guard	3.30	3.48		-	-	-	3.67-4.79	-	2.48-3.03	-
Security Cadet	2.00	-		-	-	-	-	-	-	-
Laborer	2.75	2.89		-	-	-	-	-	-	-
Security Clerk	2.31	2.63	2.04-2.87	-	-	-	2.24-2.71	-	-	-
Head Custodian		-		-	-	-		-	-	-
Power Plant Leadman		-		-	-	-		-	-	-
Clerk I	375-457	385-407					381-462	380-475	-	-
Clerk-Typist	400-486	411-468	347-488		402-595	372-416	416-499	380-475	-	333-417
Secretary I	450-547	459-537	390-530			399-468	485-593	475-625	455-555	400-508
Secretary II	475-578	494-580	467-593	467-680	538-765	450-563	520-632	500-625	-	416-595
Bookkeeper (Chief)	500-608	563-606	390-530	425-629		583	535-695	500-625	-	400-508
Duplicating Mach.Oper.	425-516	446-472	325-467					-	-	-
Switchboard Operator	425-516	463-485		390-578	402-551	372-416	381-462	380-475	430-525	400-508

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
121	7	37.5			96.00	104.00	100.86
237	1		99.00	134.00	101.50	101.50	101.50
221	4	37.5	90.00	130.00	98.08	103.85	101.54
172	3	37.5	98.00	110.00	90.80	110.40	102.00
192	2	35.0	87.90	115.38	93.46	111.92	102.69
116	9		92.40	116.40	95.20	109.60	103.69
141	3		90.07	122.00	100.38	117.69	106.15
224	5		95.00	127.00	98.00	117.00	107.00
115	8		75.10	112.00	98.00	121.00	107.25
176	2		94.23	141.34	100.00	115.00	107.50
199	1	37.5	98.00	139.00	110.00	110.00	110.00
153	12		90.00	135.00	97.00	125.00	113.08
204	2		104.00	140.00	110.00	118.00	114.00
160	1	38.75	103.00	136.00	115.00	115.00	115.00
156	2		110.00	135.00	115.00	115.00	115.00
228	6		94.00	130.00	106.00	123.00	116.33
220	1		101.00	127.00	116.54	116.54	116.54
132	8		100.00	131.20	100.00	131.20	118.18
150	3		100.00	124.00	110.00	130.00	118.27
148	15		106.00	124.00	106.00	124.00	119.65
225	37	37.5	115.38	151.15	107.30	144.24	121.06
122	3		92.00	148.00	112.00	128.00	122.67
208	1	37.5	106.15	159.23	123.50	123.50	123.50
162	1		111.60	136.40	124.00	124.00	124.00
198	3	37.5	110.77	144.23	121.15	129.23	124.23
174	6		94.00	127.25	120.50	127.25	126.13
170	1	35.0	85.00		128.08	128.08	128.08
202	1		100.00	150.00	130.00	130.00	130.00
119	1		100.00	140.00	130.00	130.00	130.00
229	1				130.00	130.00	130.00
196	2		115.00	135.00	130.00	135.00	132.50
177	1				135.00	135.00	135.00
236	1	37.5			135.00	135.00	135.00
155	1		100.00	150.00	136.00	136.00	136.00
206	1	38.75	110.00	140.00	140.00	140.00	140.00
146	1				140.00	140.00	140.00
106	1		125.00	175.00	142.50	142.50	142.50
161	36		112.00	150.00	123.00	150.00	144.94
159	18	37.5	132.64	168.51	135.40	167.59	147.84
126	1	38.75	118.28	165.59	149.33	149.33	149.33
199	1				150.00	150.00	150.00
145	1	37.5	130.00	150.00	150.00	150.00	150.00
144	1		120.00	165.00	150.00	150.00	150.00

CONT'D

001 ACCOUNTING CLERK A

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
213	5	35.0	114.50	214.00	138.00	175.00	152.20	
210	3	37.5	125.00	186.00	142.50	167.00	153.17	
113	1	38.75	145.00	153.84	153.84	153.84	153.84	
151	2		140.77	196.15	150.00	160.00	155.00	
227	1		140.00	187.00	155.00	155.00	155.00	
231	1		120.00	170.00	156.00	156.00	156.00	
110	1		105.00	162.50	157.50	157.50	157.50	
120	1		130.00	152.00	160.00	160.00	160.00	
212	1				163.47	163.47	163.47	
226	2		130.00	195.00	145.00	195.00	170.00	
157	1		128.00	191.54	173.08	173.08	173.08	
168	1		140.00	175.00	175.00	175.00	175.00	
114	1		169.23	213.46	190.00	190.00	190.00	
137	1		115.00	200.00	190.00	190.00	190.00	
209	1				200.00	200.00	200.00	
TOTAL	TOTAL	AVERAGE						
58	239	1970	110.16	150.64	130.16	139.06	128.00	+ ~~8.27~~ %
45	192	1969	102.78	142.17	117.42	130.10	118.63	7.73%

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
240	1			90.00		90.00	90.00	90.00	
155	1			90.00	110.00	104.00	104.00	104.00	
179	1			101.92	136.54	115.38	115.38	115.38	
206	2		38.75	115.00	124.00	115.00	124.00	119.50	
132	2			100.00	131.20	114.00	127.50	120.75	
162	1			111.60	136.40	124.00	124.00	124.00	
203	1		37.75	110.00	130.00	125.00	125.00	125.00	
172	4		37.5	122.00	150.00	130.00	142.00	136.00	
161	5			112.00	150.00	115.00	145.38	138.32	
TOTAL	TOTAL	AVERAGE							
9	18	1970		105.84	133.52	114.71	121.92	126.36	+~~15.9~~%
9	18	1969		98.68	131.02	115.92	117.21	117.07	+ 7.9%

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
172	1	37.5	136.00	164.00	162.00	162.00	162.00
110	2		140.00	237.50	140.00	185.00	162.50
231	1		150.00	200.00	170.00	170.00	170.00
168	2		170.00	175.00	170.00	175.00	172.50
156	1		150.00	185.00	175.00	175.00	175.00
106	1		150.00	200.00	175.00	175.00	175.00
179	2		178.85	240.00	162.50	194.23	178.37
197	1	38.75			180.00	180.00	180.00
151	1		158.00	220.00	184.62	184.62	184.62
177	1				185.00	185.00	185.00
229	1				185.00	185.00	185.00
228	2		145.00	200.00	171.00	209.00	190.00
176	2		175.00	261.00	180.00	200.00	190.00
199	1	37.5	173.00	230.00	192.00	192.00	192.00
175	4		168.00	237.00	175.00	215.00	192.50
129	7		160.38	225.00	161.54	207.69	193.62
139	2		144.40	217.60	196.40	196.40	196.40
159	1	37.5	174.02	222.76	201.61	201.61	201.61
161	2		203.00	296.00	203.00	207.69	205.35
132	6		200.00	288.46	186.53	252.88	210.89
148	1		186.00	269.00	212.00	212.00	212.00
186	2	38.75	165.38	234.61	208.00	222.00	215.00
226	2		175.00	275.00	203.00	256.00	229.50
146	1				250.00	250.00	250.00
227	1		253.00	342.00	265.00	265.00	265.00
157	2		182.69	288.46	265.62	277.00	271.31
225	5	37.5	228.48	313.87	250.40	297.71	273.48
122	1		270.00	280.00	279.00	279.00	279.00
TOTAL	TOTAL	AVERAGE					
28	56	1970	176.51	241.76	196.04	211.14	207.07
24	58	1969	160.85	230.81	186.29	198.26	199.58

011

GENERAL CLERK - CLERK TYPIST

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

EMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
208	3	37.5	100.38	151.00	106.15	108.46	107.69	
127	3	38.75	100.80	114.40	100.80	114.40	109.87	
113	1	38.75	100.00	110.00	110.00	110.00	110.00	
226	1		95.00	120.00	110.00	110.00	110.00	
133	10		97.00	121.50	105.00	120.50	110.70	
212	13				104.00	132.00	111.85	
139	10		112.40	128.80	101.60	120.40	113.16	
236	7	37.5			105.00	116.75	113.46	
201	2		100.00	150.00	115.00	115.00	115.00	
137	1		90.00	125.00	115.00	115.00	115.00	
150	1		92.00	114.80	120.00	120.00	120.00	
229	1				120.00	120.00	120.00	
164	1				120.00	120.00	120.00	
120	1		98.00	114.00	126.00	126.00	126.00	
145	1	37.5	100.00	130.00	130.00	130.00	130.00	
161	176		112.00	150.00	112.00	150.00	130.70	
TOTAL 59	TOTAL 880	AVERAGE 1970	88.75	116.44	95.18	108.60	104.91	+3.1%
54	681	1969	84.46	112.15	89.80	100.92	101.67	

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
113	1	38.75	105.00	115.38	115.38	115.38	115.38	
205	3		85.00	119.00	119.00	119.00	119.00	
133	3		115.00	156.00	121.00	128.00	123.50	
122	1		110.00	140.00	125.00	125.00	125.00	
153	2		105.00	160.00	131.00	132.00	131.50	
204	1		111.00	150.00	135.00	135.00	135.00	
172	1	37.5	122.00	150.00	140.00	140.00	140.00	
174	5		100.75	166.25	130.25	147.50	141.25	
159	6	37.5	132.64	168.51	133.10	146.44	141.53	
129	1		120.00	163.84	142.00	142.00	142.00	
228	4		110.00	170.00	125.00	166.00	142.75	
198	2	37.5	126.92	167.31	135.00	154.62	144.81	
110	2		105.00	162.50	130.00	160.00	145.00	
196	2		130.00	155.00	146.00	150.00	148.00	
225	16	37.5	121.16	192.70	121.16	178.85	149.21	
210	3	37.5	125.00	186.00	127.00	182.00	149.67	
221	1	37.5	120.00	175.00	150.00	150.00	150.00	
146	1				150.00	150.00	150.00	
150	2		120.00	195.60	131.20	170.80	151.00	
115	2		101.54	167.31	138.00	164.00	151.00	
224	3		124.00	168.00	149.00	162.00	155.33	
160	1	38.75	133.00	184.00	157.00	157.00	157.00	
139	2		176.80	213.60	159.60	159.60	159.60	
148	4		136.00	187.00	150.00	177.00	161.75	
161	26		135.00	190.00	141.00	181.00	168.69	
168	2		165.00	175.00	165.00	175.00	170.00	
175	1		134.00	181.00	170.00	170.00	170.00	
141	1		134.62	230.77	173.08	173.08	173.08	
179	1		146.15	198.08	179.00	179.00	179.00	
TOTAL	TOTAL	AVERAGE						
29	100	1970	123.24	170.99	140.99	154.84	152.28	+3.22%
23	125	1969	120.00	169.09	134.90	149.01	147.52	+3.22%

021

KEYPUNCH OPERATOR A

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
204	7		80.00	108.00	87.50	100.00	94.29
221	3	37.5	90.00	130.00	91.15	113.07	101.92
198	1	37.5	98.08	124.62	103.85	103.85	103.85
168	1			105.00	105.00	105.00	105.00
132	1		100.00	131.20	105.40	105.40	105.40
199	2	37.5	92.00	127.00	104.00	107.00	105.50
121	5	37.5			93.75	116.00	105.60
224	3		95.00	127.00	106.00	110.00	108.00
113	1	38.75	100.00	110.00	110.00	110.00	110.00
129	4		98.07	130.38	103.85	115.38	110.77
228	7		89.00	120.00	104.00	121.00	111.86
174	1		94.00	127.25	112.50	112.50	112.50
210	5	37.5	87.00	120.00	107.00	120.00	113.15
225	13	37.5	108.46	133.85	103.85	130.39	114.50
196	1		105.00	125.00	115.00	115.00	115.00
159	76	37.5	108.97	137.24	108.97	123.91	115.14
150	7		100.00	124.00	110.00	126.00	116.51
213	3		98.50	153.50	115.00	120.00	116.67
141	5		90.00	122.00	115.20	120.00	116.93
179	2		90.38	123.08	110.00	125.00	117.50
172	1	37.5	104.00	124.00	118.00	118.00	118.00
153	7		90.00	135.00	103.00	130.00	118.00
175	3		110.00	140.00	115.00	125.00	118.33
133	5		110.00	142.50	111.00	129.00	119.30
148	4		106.00	124.00	117.60	123.20	119.90
127	2	38.75	114.40	135.00	119.20	124.62	121.91
236	1	37.5			123.00	123.00	123.00
160	1	38.75	94.00	123.00	123.00	123.00	123.00
115	3		84.23	129.00	119.00	129.00	124.00
139	6		122.80	142.80	122.80	127.60	124.40
146	1				130.00	130.00	130.00
161	182		112.00	150.00	112.00	150.00	131.73
122	2		100.00	148.00	126.00	140.00	133.00
195	1				140.00	140.00	140.00
TOTAL	TOTAL	AVERAGE					
34	367	1970	99.03	129.38	111.52	120.94	123.14 +$$$
36	411	1969	91.51	121.55	104.30	112.14	112.74 +9.22%

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
204	2		76.00	103.00	80.00	80.00	80.00
221	3	37.5	80.00	110.00	85.38	85.38	85.38
121	1	37.5			88.00	88.00	88.00
196	4		85.00	100.00	85.00	95.00	90.00
153	9		85.00	120.00	80.00	105.00	90.67
115	2		71.20	121.15	89.00	98.00	93.50
205	16		85.00	114.00	85.00	114.00	94.50
113	1	38.75	90.00	95.00	95.00	95.00	95.00
198	2	37.5	85.38	108.46	92.31	98.08	95.20
176	2		84.62	126.92	88.00	106.00	97.00
237	1		93.00	125.50	98.00	98.00	98.00
199	3	37.5	87.00	115.00	98.00	100.00	99.00
110	2		85.00	132.50	88.00	110.00	99.00
168	2				100.00	100.00	100.00
159	9	37.5	97.47	121.38	97.47	105.52	101.69
160	1	38.75	86.00	111.00	102.00	102.00	102.00
172	2	37.5	98.00	110.00	98.00	106.80	102.40
116	31		94.40	116.80	100.00	105.60	102.86
174	8		84.00	113.50	84.00	113.50	103.16
225	28	37.5	96.93	117.70	96.93	115.39	103.60
175	6		96.00	123.00	95.00	115.00	104.17
133	12		97.00	121.50	98.00	112.00	104.25
150	3		92.00	114.80	98.00	115.20	104.40
139	9		101.60	114.80	101.60	110.00	105.24
161	88		95.00	126.00	95.00	121.00	106.20
195	3				104.00	110.00	106.27
132	3		92.35	122.80	104.80	110.20	106.60
148	4		99.60	114.00	100.00	114.00	107.00
142	1		84.50	112.10	107.31	107.31	107.31
127	11	38.75	105.20	119.20	105.20	114.40	109.69
145	1	37.5	95.00	110.00	110.00	110.00	110.00
119	1		85.00	120.00	110.00	110.00	110.00
146	2				105.00	123.00	114.00
TOTAL	TOTAL	AVERAGE					
35	273	1970	89.91	115.34	95.88	105.86	102.93 +6.63
29	190	1969	83.53	109.61	90.94	100.24	96.48

023

MAIL CLERK

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
170	1	35.0	56.00		59.50	59.50	59.50
240	1		70.00		70.00	70.00	70.00
204	7		70.00	90.00	70.00	84.00	74.86
210	3	37.5	76.00	94.00	78.00	84.00	80.00
116	9		74.80	86.00	77.60	85.60	80.13
174	4		80.50	108.75	80.50	80.50	80.50
192	1	37.5	74.07	96.08	80.77	80.77	80.77
224	2		72.00	93.00	81.00	81.00	81.00
199	2	37.5	81.00	104.00	81.00	81.00	81.00
198	2	37.5	80.77	101.54	80.77	86.54	83.66
221	1	37.5	70.00	100.00	85.00	85.00	85.00
213	2		76.50	126.00	80.00	90.00	85.00
205	1		85.00	114.00	85.00	85.00	85.00
141	4		74.50	95.50	84.23	86.54	85.96
160	1	38.75	86.00	111.00	86.00	86.00	86.00
115	1		69.23	99.23	86.00	86.00	86.00
148	1		80.00	92.80	86.40	86.40	86.40
186	3	38.75	78.68	106.22	85.00	95.40	88.47
156	1		77.50	95.00	90.00	90.00	90.00
236	1	37.5			90.00	90.00	90.00
121	2	37.5			90.00	93.00	91.50
212	2				86.00	98.00	92.00
228	2		74.00	96.00	91.00	94.00	92.50
225	6	37.5	85.39	105.00	85.39	103.85	93.85
139	4		92.40	104.00	96.00	96.00	96.00
127	1	38.75	92.80	105.20	96.80	96.80	96.80
172	3	37.5	90.80	110.00	90.80	104.80	96.93
168	2		90.00	107.50	90.00	107.50	98.75
150	7		92.00	114.80	92.00	122.80	99.83
196	1		85.00	100.00	100.00	100.00	100.00
105	3				98.00	105.80	100.53
159	7	37.5	97.47	121.38	97.47	105.52	100.59
132	4		92.35	122.80	97.75	110.20	102.69
153	3		90.00	135.00	100.00	110.00	104.67
175	2		96.00	123.00	100.00	110.00	105.00
208	1	37.5	96.92	144.23	110.77	110.77	110.77
113	1	38.75	125.00	135.00	130.00	130.00	130.00
TOTAL	TOTAL	AVERAGE					
37	99	1970	82.81	107.65	88.34	93.84	90.51 +5.0%
31	86	1969	79.03	102.53	83.17	88.08	86.11 +5.1%

NURSE - INDUSTRIAL

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
196	1		125.00	145.00	130.00	130.00	130.00	
224	1		108.00	141.00	133.00	133.00	133.00	
212	1				136.00	136.00	136.00	
148	2		126.00	141.00	132.00	146.00	139.00	
228	2		110.00	150.00	135.00	144.00	139.50	
204	1		126.00	170.00	140.00	140.00	140.00	
151	1		129.23	166.15	143.08	143.08	143.08	
132	3		126.00	171.20	140.00	146.40	143.80	
186	1	38.75	128.30	180.90	150.00	150.00	150.00	
208	1	37.5	116.54	174.00	150.00	150.00	150.00	
236	1	37.5			152.00	152.00	152.00	
175	1		120.00	162.00	155.00	155.00	155.00	
227	1		110.00	155.00	155.00	155.00	155.00	
150	1		132.00	172.00	167.20	167.20	167.20	
216	1		149.60	169.60	169.60	169.60	169.60	
161	4		185.00	190.00	165.00	179.35	175.76	
139	2		153.60	185.20	174.40	188.00	181.20	
TOTAL	TOTAL	AVERAGE						
17	25	1970	129.68	164.87	148.66	152.04	153.39	+9~~.~~%
17	34	1969	116.11	154.43	138.54	145.22	142.16	7.8%

PAYROLL CLERK

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
186	1		38.75	92.22	126.34	95.00	95.00	95.00
172	1		37.5	98.00	110.00	97.20	97.20	97.20
155	2			90.00	110.00	100.00	100.00	100.00
142	1		37.5	75.00	100.00	100.00	100.00	100.00
127	1		38.75	100.80	114.40	100.80	100.80	100.80
224	1			95.00	127.00	104.00	104.00	104.00
136	1			105.50	137.75	105.50	105.50	105.50
168	1				110.00	110.00	110.00	110.00
119	1			85.00	120.00	110.00	110.00	110.00
196	2			100.00	120.00	105.00	115.00	110.00
240	1			110.00		110.00	110.00	110.00
236	1		37.5			110.00	110.00	110.00
178	1			95.00	124.00	112.00	112.00	112.00
212	2					104.00	122.00	113.00
153	3			90.00	135.00	108.00	116.00	113.33
141	1			95.77	132.00	114.23	114.23	114.23
199	1		37.5	98.00	139.00	115.00	115.00	115.00
179	1			101.92	136.54	115.00	115.00	115.00
213	1			105.00	168.50	115.00	115.00	115.00
144	1			90.00	120.00	115.00	115.00	115.00
156	1			110.00	135.00	115.00	115.00	115.00
231	1			90.00	120.00	115.20	115.20	115.20
203	1		37.75	100.00	120.00	120.00	120.00	120.00
228	4			88.00	121.00	110.00	127.00	121.50
115	2			84.23	132.69	122.00	126.00	124.00
122	2			110.00	160.00	110.00	142.00	126.00
174	1			94.00	127.25	127.25	127.25	127.25
159	27		37.5	132.64	168.51	121.61	148.28	128.92
137	1			95.00	135.00	130.00	130.00	130.00
139	4			122.80	142.80	127.60	142.80	132.60
157	1			90.00	135.00	132.69	132.69	132.69
129	1			106.15	144.23	132.69	132.69	132.69
195	1					140.80	140.80	140.80
206	1		38.75	126.00	146.00	146.00	146.00	146.00
161	31			119.00	161.00	130.00	161.00	156.28
150	1			120.00	156.40	162.80	162.80	162.80
TOTAL 36	TOTAL 105	AVERAGE	1970	100.47	132.36	116.37	120.87	132.18 +8.8%
38	103		1969	92.85	123.57	105.74	112.25	121.47

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
174	2		139.50	188.75	145.50	157.50	151.50	
196	1		145.00	160.00	155.00	155.00	155.00	
225	6	37.5	150.00	196.16	138.47	182.32	160.20	
153	2		150.00	231.00	140.00	195.00	167.50	
150	6		145.20	216.00	153.20	195.60	167.53	
226	3		127.00	173.00	160.00	187.00	171.33	
122	2		150.00	225.00	154.00	220.00	187.00	
161	61		154.00	245.00	154.00	222.00	187.31	
132	2		171.20	242.00	185.00	193.00	189.00	
237	2		160.00	239.00	185.00	195.00	190.00	
221	1	37.5	130.00	210.00	190.38	190.38	190.38	
139	8		161.60	242.40	174.00	215.60	191.60	
172	1	37.5	173.00	208.00	193.00	193.00	193.00	
148	8		155.00	269.00	171.50	238.00	197.13	
115	3		173.08	242.31	196.15	219.23	203.84	
141	1		201.92	355.00	213.46	213.46	213.46	
179	1		190.38	271.15	221.00	221.00	221.00	
146	1				230.77	230.77	230.77	
168	3		220.00	250.00	220.00	250.00	233.67	
OTAL	TOTAL	AVERAGE						
19	114	1970	160.94	231.32	177.92	203.89	186.86	+8.60%
21	106	1969	145.36	223.12	155.89	181.31	172.08	

031

REPRODUCTION EQUIPMENT OPERATOR

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
136	1			79.38	102.50	85.38	85.38	85.38
127	1		38.75	92.80	105.20	92.80	92.80	92.80
176	1			78.85	117.31	94.00	94.00	94.00
199	1		37.5	92.00	127.00	95.00	95.00	95.00
150	5			84.00	114.80	88.00	101.20	95.20
206	1		38.75	95.00	98.00	98.00	98.00	98.00
162	1			99.20	121.20	99.00	99.00	99.00
186	1		38.75	85.48	116.25	102.00	102.00	102.00
228	2			76.00	104.00	97.00	107.00	102.00
115	2			76.15	109.62	103.00	103.00	103.00
146	1					105.00	105.00	105.00
132	2			92.35	122.80	101.20	110.40	105.80
195	4					96.00	114.00	107.10
157	1			75.00	110.77	108.00	108.00	108.00
139	3			101.60	114.80	105.60	111.20	109.03
129	1			86.53	115.38	111.92	111.92	111.92
236	1		37.5			113.00	113.00	113.00
221	1		37.5	90.00	120.00	113.07	113.07	113.07
208	1		37.5	106.15	159.23	114.23	114.23	114.23
159	12		37.5	108.97	137.24	108.97	123.91	114.62
161	10			102.00	161.00	104.00	161.54	129.22
122	1			110.00	140.00	130.00	130.00	130.00
TOTAL	TOTAL	AVERAGE						
22	54	1970		91.13	120.90	102.96	108.80	110.77 +9.78%
15	48	1969		88.64	120.68	101.64	107.51	100.90

SECRETARY - EXECUTIVE

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
136	1			105.50	137.75	117.69	117.69	117.69
204	3			104.00	140.00	118.00	120.00	119.33
114	1			121.50	178.50	120.00	120.00	120.00
196	1			115.00	140.00	125.00	125.00	125.00
160	4		38.75	112.00	150.00	123.00	132.00	126.75
168	2			110.00	145.00	110.00	145.00	127.50
110	1			112.50	175.00	127.50	127.50	127.50
234	3		37.5	110.00	160.00	120.00	140.00	128.33
127	1		38.75	119.20	140.00	129.60	129.60	129.60
121	1		37.5			132.00	132.00	132.00
199	9		37.5	104.00	150.00	110.00	165.00	132.22
172	6		37.5	122.00	150.00	123.00	142.00	132.67
220	2			120.00	152.00	130.50	136.15	133.33
106	1			100.00	175.00	133.75	133.75	133.75
192	1		35.0	108.00	150.00	133.85	133.85	133.85
113	1		38.75	110.00	135.00	135.00	135.00	135.00
240	3			125.00	145.00	125.00	145.00	135.00
101	1			115.00	150.00	135.00	135.00	135.00
237	1			129.50	175.00	136.00	136.00	136.00
217	2			113.00	157.00	124.41	148.84	136.63
148	11			126.00	171.00	126.00	150.00	136.64
176	3			111.54	165.38	133.00	141.00	137.67
120	2			122.00	142.00	136.00	140.00	138.00
T 203	1		37.75	120.00	140.00	138.00	138.00	138.00
146	3					130.00	150.00	139.33
225	15		37.5	115.39	170.78	118.85	166.16	139.39
212	1					140.00	140.00	140.00
128	4			125.60	153.50	130.00	145.00	140.00
179	2			123.08	165.38	135.00	146.50	140.75
186	5		38.75	128.30	180.90	117.00	155.00	140.80
156	2			120.00	150.00	132.50	150.00	141.25
151	1			129.23	166.15	142.00	142.00	142.00
228	5			110.00	150.00	135.00	155.00	145.20
236	1		37.5			147.00	147.00	147.00
175	6			120.00	162.00	140.00	155.00	147.50
162	2			132.40	162.00	145.00	150.00	147.50
224	6			124.00	168.00	130.00	167.00	148.00
132	3			116.80	156.80	142.00	156.80	149.07
231	1			100.00	150.00	150.00	150.00	150.00
108	1			137.20	160.40	150.00	150.00	150.00
145	1		37.5	130.00	150.00	150.00	150.00	150.00
214	4		37.5	110.00	154.00	147.00	154.00	150.50
207	2		37.5	124.61	156.92	145.15	156.92	151.04

CONT'D

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
133	6		134.00	181.00	140.00	170.50	152.75	
208	1	37.5	124.62	186.92	153.00	153.00	153.00	
153	8		129.00	199.00	140.00	168.00	154.75	
201	1		150.00	200.00	155.00	155.00	155.00	
213	2	35.0	129.50	215.00	153.00	160.00	156.50	
142	2	37.5	120.00	160.00	155.00	160.00	157.50	
221	2	37.5	130.00	175.00	144.20	173.00	158.60	
197	1	38.75			160.00	160.00	160.00	
177	1				160.00	160.00	160.00	
229	1				160.00	160.00	160.00	
141	11		115.38	192.31	138.46	215.00	160.28	
129	1		120.00	163.84	163.84	163.84	163.84	
159	5		153.60	185.20	155.60	185.20	167.68	
157	2		120.00	178.85	163.00	178.85	170.93	
169	3	37.5	144.83	183.91	166.67	176.55	172.26	
216	1		167.60	180.00	180.00	180.00	180.00	
150	3		145.20	195.60	155.60	198.40	181.20	
122	1		160.00	190.00	183.00	183.00	183.00	
161	11		135.00	209.00	189.23	209.00	196.45	
TAL	TOTAL	AVERAGE						
62	190	1970	122.93	165.02	140.07	152.71	148.07	+1.90%
15	265	1969	114.30	155.72	130.75	144.07	145.22	

034

SECRETARY - II

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
240	1		94.00		94.00	94.00	94.00
168	2		87.50	105.00	87.50	105.00	96.25
221	4	37.5	90.00	130.00	92.31	109.62	98.66
146	2				90.00	110.00	100.00
192	1	35.0	95.77	127.15	103.85	103.85	103.85
199	27	37.5	98.00	139.00	98.00	122.00	108.40
206	3	38.75	104.00	113.00	104.00	113.00	109.00
121	2	37.5			108.00	111.00	109.50
176	6		94.23	141.34	103.00	120.00	109.67
156	2		110.00	135.00	105.00	115.00	110.00
114	1		121.50	131.54	110.00	110.00	110.00
203	1	37.75	100.00	120.00	110.00	110.00	110.00
204	7		97.00	131.00	98.00	125.00	111.50
196	5		105.00	125.00	110.00	118.00	113.60
170	1	35.0	80.00		115.38	115.38	115.38
127	4	38.75	109.62	124.62	109.60	119.20	115.65
160	7	38.75	103.00	136.00	109.00	122.00	117.00
106	1		100.00	160.00	117.50	117.50	117.50
172	9	37.5	112.00	132.40	110.40	123.00	117.73
128	4		103.50	126.50	115.00	125.00	118.00
210	13	37.5	95.00	133.00	110.00	133.00	118.53
175	47		110.00	149.00	110.00	140.00	118.94
228	6		103.00	140.00	110.00	131.00	119.17
213	19	35.0	114.50	188.50	90.00	165.00	119.53
141	13		102.00	143.18	110.77	132.69	119.75
119	2		95.00	130.00	115.00	125.00	120.00
224	7		103.00	136.00	106.00	133.00	120.57
113	7	38.75	115.00	130.00	115.00	130.00	121.43
220	10		110.00	139.00	110.00	139.00	123.08
237	6		111.00	150.00	112.00	136.00	123.17
150	35		109.20	142.00	109.60	155.60	123.90
151	8		110.80	143.08	115.38	132.69	124.93
144	1		110.00	135.00	125.00	125.00	125.00
226	2		110.00	140.00	125.00	125.00	125.00
212	3				114.00	132.00	125.33
129	4		106.15	144.23	121.15	133.85	126.04
225	37	37.5	109.62	151.16	107.31	151.16	126.21
179	6		111.54	150.00	111.54	141.00	128.04
186	10	38.75	109.07	151.61	116.00	150.00	129.38
174	10		100.75	136.00	106.50	136.00	129.55
198	6	37.5	120.00	155.77	122.31	140.77	130.11
102	1		112.38	145.85	131.12	131.12	131.12
208	3	37.5	110.77	166.15	122.31	138.46	131.13

CONT'D

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
110	2		100.00	155.00	125.00	137.50	131.25	
133	18		115.00	156.00	115.00	151.00	132.44	
153	5		111.00	171.00	115.00	154.00	133.00	
132	16		108.00	142.00	125.00	142.00	133.04	
118	10		97.61	147.69	107.54	147.69	133.11	
148	23		114.40	132.40	118.00	192.60	133.52	
115	8		101.54	150.00	129.00	150.00	139.25	
162	1		124.80	152.80	140.00	140.00	140.00	
122	11		110.00	160.00	126.00	156.00	140.18	
205	7			154.14	128.50	154.14	143.18	
157	1		111.92	167.31	145.38	145.38	145.38	
139	9		132.80	156.00	138.00	156.00	147.56	
159	10	37.5	132.64	168.51	134.25	163.68	150.16	
161	168		119.00	178.00	130.00	178.00	161.55	
216	4		160.00	169.60	160.00	169.60	165.50	
TOTAL	TOTAL	AVERAGE						
58	639	1970	107.83	144.10	114.54	134.20	134.39	+9.1%
47	618	1969	101.93	137.70	109.62	127.05	123.13	

035

COMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
				STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY				
204	11			85.00	115.00	92.50	105.00	99.41
172	4		37.5	98.00	110.00	95.00	106.80	102.66
150	4			100.00	124.00	100.00	108.00	103.30
196	3			100.00	120.00	100.00	108.00	104.33
228	6			87.00	119.00	92.00	115.00	104.33
115	8			92.00	132.69	95.00	121.00	104.50
128	2			93.20	113.90	100.00	110.00	105.00
225	29		37.5	96.93	117.70	98.08	115.39	105.52
186	1		38.75	92.22	126.34	106.00	106.00	106.00
127	2		38.75	100.80	114.40	105.20	109.60	107.40
175	4			100.00	135.00	100.00	115.00	107.50
151	4			94.62	122.31	103.85	115.38	109.91
224	17			95.00	127.00	98.00	127.00	110.18
141	16			95.77	132.00	101.54	124.62	112.07
153	10			90.00	135.00	94.00	135.00	112.20
168	2			95.00	130.00	95.00	130.00	112.50
110	6			90.00	140.00	102.50	125.00	112.92
220	5			101.00	127.00	110.00	120.00	114.46
148	23			106.00	124.00	110.00	124.00	117.57
122	44			92.00	148.00	100.00	148.00	117.91
130	18			112.40	128.80	112.40	128.80	118.87
208	7		37.0	106.15	159.23	111.92	126.92	119.17
132	39			100.00	131.20	105.00	134.60	119.77
133	5			110.00	142.50	117.00	128.00	121.80
157	3			97.85	145.00	118.85	124.62	122.32
158	1			90.00	125.00	124.00	124.00	124.00
159	18		37.5	120.46	150.57	120.46	146.21	130.03
162	1			111.60	136.40	134.00	134.00	134.00
161	120			102.00	150.00	111.92	152.31	135.26
216	4			135.60	144.80	135.60	144.80	138.80
TOTAL	TOTAL	AVERAGE						
30	417	1970		99.69	130.89	106.33	123.77	120.66 +12.7
29	216	1969		91.45	121.17	99.29	111.47	106.99

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

EMP CODE NO	NO OF EMPL	INCV	STD HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
213	1		35.0	76.50	125.00	85.00	85.00	85.00
136	1			82.60	107.55	87.25	87.25	87.25
141	1			79.50	103.20	90.00	90.00	90.00
155	1			85.00	95.00	90.00	90.00	90.00
156	1			95.00	120.00	90.00	90.00	90.00
240	2			90.00		90.00	90.00	90.00
178	1			87.00	107.00	91.00	91.00	91.00
237	1			93.00	125.50	93.00	93.00	93.00
121	1		37.5			98.00	98.00	98.00
207	1		37.5	93.92	118.38	98.31	98.31	98.31
115	2			84.23	121.15	94.00	104.00	99.00
236	1		37.5			100.00	100.00	100.00
162	10			99.20	121.20	99.00	110.00	100.70
160	1		38.75	94.00	123.00	103.00	103.00	103.00
116	2			88.80	111.20	102.40	104.00	103.20
225	4		37.5	93.46	117.70	96.93	107.31	103.27
198	1		37.5	98.08	124.62	103.85	103.85	103.85
228	6			82.00	108.00	94.00	116.00	104.17
144	1			85.00	115.00	105.00	105.00	105.00
203	1		37.75	100.00	120.00	105.00	105.00	105.00
172	1		37.5	104.00	124.00	105.20	105.20	105.20
152	6			100.00	131.20	100.00	116.00	105.33
206	1		38.75	95.00	106.50	106.50	106.50	106.50
204	1			80.00	108.00	107.00	107.00	107.00
175	11			100.00	135.00	100.00	125.00	107.73
150	6			100.00	124.00	100.00	118.00	108.93
195	4					96.00	122.00	109.30
227	1			105.00	150.00	110.00	110.00	110.00
197	1		38.75			110.00	110.00	110.00
128	1			93.20	113.90	110.00	110.00	110.00
179	1			90.38	123.08	110.00	110.00	110.00
129	4			98.07	130.38	105.00	118.85	110.77
176	3			84.62	126.92	105.00	115.00	111.67
224	1			95.00	127.00	112.00	112.00	112.00
210	1		37.5	87.00	120.00	112.00	112.00	112.00
148	2			99.60	114.00	114.00	114.00	114.00
127	1		38.75	100.80	114.40	114.40	114.40	114.40
120	1			94.00	114.00	115.00	115.00	115.00
[illegible]	1		37.5	92.00	127.00	116.00	116.00	116.00
220	1			92.00	117.00	117.00	117.00	117.00
139	3			112.40	128.80	112.40	124.40	119.07
186	2		38.75	92.22	126.34	121.00	121.73	121.37
122	6			92.00	136.00	100.00	132.00	122.67

CONT'D

040 · TELEPHONE SWITCHBOARD OPERATOR

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE
208	1	37.5	106.15	159.23	123.50	123.50	123.50
159	2	37.5	108.97	137.24	123.91	123.91	123.91
196	1		100.00	125.00	125.00	125.00	125.00
168	1			125.00	125.00	125.00	125.00
212	1				128.00	128.00	128.00
216	4		125.20	134.80	127.80	134.80	131.45
174	1		100.75	136.00	136.00	136.00	136.00
161	9		118.00	150.00	120.00	150.00	136.87
153	1		95.00	145.00	140.00	140.00	140.00
TOTAL 52	TOTAL 121	AVERAGE 1970	94.97	123.33	106.99	111.71	111.13 +9.7
49	92	1969	87.59	117.11	98.25	102.59	101.29

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
121	1	37.5			88.00	88.00	88.00	
116	6		80.40	98.00	89.20	97.60	90.93	
210	3	37.5	80.00	104.00	90.00	100.00	94.17	
225	12	37.5	87.69	117.70	87.69	113.08	97.31	
186	2	38.75	85.48	116.25	95.40	103.54	99.47	
196	2		100.00	120.00	100.00	110.00	105.00	
236	2	37.5			105.00	110.00	107.50	
195	2				105.60	110.00	107.80	
150	1		92.00	114.80	111.20	111.20	111.20	
162	4		111.60	136.40	120.00	138.00	127.50	
TOTAL	TOTAL	AVERAGE						
70	35	1970	91.02	115.31	99.21	108.14	101.27	+8.2%
70	36	1969	84.29	111.88	92.50	103.02	93.59	

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	STD INCV HRS	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE WEEKLY RATE	
204	1		76.00	103.00	80.50	80.50	80.50	
142	1	37.5	75.00	95.00	82.50	82.50	82.50	
136	1		79.38	102.50	82.60	82.60	82.60	
160	1	38.75	86.00	111.00	86.00	86.00	86.00	
221	4	37.5	80.00	110.00	84.00	88.85	86.48	
213	6		75.00	95.00	85.00	90.00	89.17	
144	1		90.00	115.00	90.00	90.00	90.00	
228	8		78.00	107.00	85.00	100.00	91.38	
170	2	35.0	80.00		90.92	95.76	93.34	
132	66		86.85	114.40	86.85	114.00	94.18	
196	1		90.00	110.00	95.00	95.00	95.00	
186	5	38.75	85.48	116.25	85.00	106.00	95.20	
224	2		85.00	112.00	90.00	102.00	96.00	
139	1		92.40	104.00	96.80	96.80	96.80	
127	6	38.75	92.80	105.20	92.80	105.20	96.87	
195	4				88.00	111.20	97.80	
168	3				92.50	110.00	98.33	
162	1		99.20	121.20	99.00	99.00	99.00	
177	1				100.00	100.00	100.00	
120	1		94.00	110.00	100.00	100.00	100.00	
?	1	37.5	75.00	96.92	100.39	100.39	100.39	
174	6		84.00	113.50	90.00	113.50	100.75	
199	4	37.5	92.00	127.00	92.00	110.00	101.00	
129	15		86.53	115.38	92.31	110.77	101.69	
178	2		87.00	113.00	99.00	107.00	103.00	
212	4				90.00	110.00	104.00	
159	12	37.5	108.97	137.24	108.97	124.14	113.10	
161	49		102.00	136.00	102.00	136.00	116.02	
150	2		92.00	114.80	114.00	122.00	118.00	
TOTAL	TOTAL	AVERAGE						
29	211	1970	86.90	111.89	92.45	102.39	101.41	+3.5%
27	258	1969	84.69	110.36	90.52	101.75	97.95	

GUARD

• STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE
212	1		2.50	3.00	2.50	2.50	2.50
186	2		2.58	2.81	2.81	2.81	2.81
204	7		2.67	3.00	2.77	3.00	2.95
216	4		2.94	3.14	3.14	3.14	3.14
132	15		2.70	3.55	2.80	3.55	3.28
161	26		3.56	4.11	3.88	3.92	3.89
TOTAL	TOTAL	AVERAGE					
6	55	1970	2.83	3.27	2.98	3.15	3.40 +18.7
6	53	1969	2.43	2.99	2.66	2.95	2.93

070

JANITOR

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE
101	2		2.87	3.20	3.15	3.20	3.18
157	1		2.35	3.00	3.20	3.20	3.20
193	2		2.88	3.21	3.21	3.21	3.21
199	27		3.30	3.30	3.30	3.30	3.30
161	97		3.40	3.68	3.47	3.57	3.51
122	84		3.25	3.60	3.25	3.60	3.53
TOTAL 49	TOTAL 494	AVERAGE 1970	2.54	2.98	2.68	2.92	3.05 +10.1%
46	426	1969	2.33	2.74	2.48	2.63	2.77

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE	
199	2		2.25	2.25	2.25	2.25	2.25	
228	1	I	2.18	2.43	2.31	2.31	2.31	
162	14		2.32	2.56	2.32	2.42	2.33	
204	1		2.10	2.35	2.35	2.35	2.35	
166	2		2.30	2.48	2.48	2.48	2.48	
148	1		2.28	2.52	2.52	2.52	2.52	
139	7		2.42	2.72	2.42	2.72	2.58	
132	7		2.38	2.70	2.48	2.70	2.58	
151	1		2.37	3.06	2.59	2.59	2.59	
172	1		2.21	2.60	2.60	2.60	2.60	
110	1		2.35	2.60	2.60	2.60	2.60	
122	6		2.25	2.70	2.43	2.70	2.61	
225	8		2.41	2.71	2.41	2.71	2.61	
224	1		2.57	2.67	2.67	2.67	2.67	
212	2		2.15	3.00	2.65	2.85	2.75	
195	1				2.77	2.77	2.77	
176	2		2.63	2.89	2.69	2.89	2.79	
129	2		2.66	2.81	2.81	2.81	2.81	
174	1		2.85	3.15	2.85	2.85	2.85	
141	18		3.14	3.40	3.23	3.30	3.25	
6	1		2.50	3.50	3.50	3.50	3.50	
TOTAL	TOTAL	AVERAGE						
21	80	1970	2.42	2.76	2.62	2.69	2.71	+7.96%
14	56	1969	2.26	2.65	2.44	2.56	2.51	

LABORER

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE
142	15		1.65	2.00	1.65	1.95	1.79
206	2		2.25	2.75	2.45	2.75	2.60
196	5		2.40	2.68	2.61	2.68	2.65
168	8		2.25	2.77	2.25	2.77	2.65
224	6		2.67	2.77	2.67	2.67	2.67
110	24		2.75	3.25	2.75	3.20	2.99
193	10		2.78	3.13	2.78	3.13	3.03
115	7		2.78	3.14	2.98	3.14	3.03
179	3		2.85	3.73	2.95	3.19	3.07
101	8		2.92	3.30	2.92	3.30	3.09
120	1		2.65	3.20	3.20	3.20	3.20
146	1				3.30	3.30	3.30
204	25		3.14	3.50	3.14	3.50	3.45
TOTAL	TOTAL	AVERAGE					
13	115	1970	2.59	3.02	2.74	2.98	2.89 +14.2
13	157	1969	2.29	2.60	2.47	2.61	2.53

081

MAINTENANCE MAN A

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PA

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX		WEIGHTED AVERAGE HOURLY RATE
231	1		4.00	5.25	5.00	5.00		5.00
216	33		4.85	5.08	4.90	5.08		5.05
168	1			5.19	5.19	5.19		5.19
TOTAL 46	TOTAL 275	AVERAGE 1970	3.70	4.47	4.05	4.27	+18.4%	4.40
34	150	1969	3.35	4.00	3.71	3.85		3.74

101 RECEIVING CLERK

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE
168	2		1.87	2.12	1.87	2.12	2.00
228	3	I	2.35	2.63	2.63	2.63	2.63
208	2		2.51	3.78	2.65	2.65	2.65
144	1		2.50	3.15	2.70	2.70	2.70
162	1		2.79	3.41	2.79	2.79	2.79
186	2		2.38	3.26	2.45	3.17	2.81
132	6		2.52	3.03	2.71	3.03	2.84
209	1		2.50	3.15	2.85	2.85	2.85
212	1		2.00	2.90	2.85	2.85	2.85
172	3		2.50	3.29	2.64	3.20	2.87
120	4		2.83	2.98	2.98	2.98	2.98
102	2		2.85	3.35	3.00	3.00	3.00
136	1		2.65	3.09	3.00	3.00	3.00
178	1		2.60	3.05	3.05	3.05	3.05
236	1		2.80	3.10	3.10	3.10	3.10
155	1		3.03	3.25	3.25	3.25	3.25
122	1		3.25	3.60	3.25	3.25	3.25
105	2				3.06	3.68	3.37
175	8		3.15	3.65	3.22	3.65	3.50
109	1		3.65	3.65	3.65	3.65	3.65
170	1		2.86	3.81	3.73	3.73	3.73
101	1		3.39	3.75	3.75	3.75	3.75
137	1		2.25	4.00	4.00	4.00	4.00
216	8		4.01	4.24	4.04	4.24	4.17
TOTAL 24	TOTAL 55	AVERAGE 1970	2.75	3.31	3.05	3.18	3.21 +11.8%
35	66	1969	2.51	3.11	2.88	3.00	2.87

STRAIGHT TIME PAY-EXCLUDING OVERTIME OR BONUS PAY

COMP CODE NO	NO OF EMPL	INCV	SCHEDULED RATE RANGE MIN	SCHEDULED RATE RANGE MAX	ACTUAL RATES BEING PAID MIN	ACTUAL RATES BEING PAID MAX	WEIGHTED AVERAGE HOURLY RATE
119	7		2.35	3.30	2.55	3.30	2.89
227	9	I	2.62	3.64	2.62	3.64	3.11
196	13		2.94	3.46	2.94	3.46	3.24
110	3		3.10	3.45	3.20	3.45	3.35
196	4		3.25	3.74	3.09	3.74	3.47
224	25		3.37	3.49	3.49	3.49	3.49
186	3		3.05	4.27	3.48	3.61	3.54
172	4		3.10	4.22	3.38	4.31	3.67
226	5		3.65	4.15	3.50	4.10	3.75
212	10		2.90	4.20	3.15	4.15	3.76
146	4				3.72	4.30	4.05
197	2		3.60	4.24	3.92	4.24	4.08
229	3				4.25	4.25	4.25
120	2		4.25	4.60	4.35	4.60	4.48
236	1	I			4.59	4.59	4.59
TOTAL	TOTAL	AVERAGE					
15	95	1970	3.18	3.90	3.48	3.95	3.51

POSSIBLE SALARY ASSIGNMENTS - (According to NWIC)

Salary Scale 2	Mail Clerk; Clerk I; Keypunch Operator Trainee
Salary Scale 3	Clerk Typist I; Library Clerk I; Duplicating Machine Operator; Transcribing Machine Operator; Keypunch Operator I
Salary Scale 4	Clerk Typist II; Switchboard Operator; Stenographer; Cashier; Facilities Planner; Accounting Clerk I; Library Clerk II
Salary Scale 5	Accounting Clerk II; Keypunch Operator II; Secretary I
Salary Scale 6	Secretary II; Payroll Clerk; Bookkeeping Machine Operator
Salary Scale 7	Secretarial Service Supervisor; Chief Bookkeeper; Audio-Visual Technician
Salary Scale 8	Computer Operator; Nurse; Secretary III
Salary Scale 9	Administrative Secretary; Programmer Trainee
Salary Scale 10	Personnel Assistant; Programmer
Salary Scale 11	Senior Programmer; Accountant; Auditor; Programmer-Analyst; Buyer; Supervisor, Campus Services

Scale 2

PROPOSED SALARY SCHEDULE

- 5% steps - 7% base increases

		Min	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
2.	M	400	420	440	460	480	500	520
	W	94,60	96.92	101.53	106.15	110.76	115.38	120.00
	Y	4,800	5,040	5,280	5,520	5,760	6,000	6,240
3.	M	430	451	473	495	516	538	559
	W	99.20	104.07	109.15	114.23	119.07	124.15	129.00
	Y	5,160	5,412	5,676	5,940	6,192	6,456	6,708
4.	M	455	478	500	523	546	569	592
	W	105.00	110.30	115.38	120.69	126.00	131.34	131.61
	Y	5,460	5,736	6,000	6,276	6,552	6,830	7,104
5.	M	480	504	528	552	576	600	624
	W	113.07	116.30	121.84	127.38	132.92	138.46	144.00
	Y	5,880	6,048	6,336	6,624	6,912	7,200	7,488
6.	M	510	535	561	587	612	638	663
	W	117.96	123.46	129.46	135.46	141.23	147.23	153.00
	Y	6,120	6,420	6,732	7,044	7,344	7,656	7,956
7.	M	550	578	605	633	660	688	715
	W	126.92	133.38	139.61	145.84	152.30	158.76	165.00
	Y	6,600	6,936	7,260	7,584	7,920	8,256	8,580
8.	M	610	640	671	701	732	763	793
	W	140.76	147.69	154.84	161.76	168.92	176.07	183.00
	Y	7,320	7,680	8,052	8,412	8,784	9,156	9,516
9.	M	670	704	737	770	804	838	871
	W	154.61	162.46	170.07	177.60	185.53	193.38	201.00
	Y	8,040	8,448	8,844	9,240	9,648	10,056	10,452
10.	M	735	772	808	845	882	919	955
	W	169.60	178.18	186.46	195.00	203.53	212.07	223.84
	Y	8,820	9,264	9,696	10,140	10,584	11,028	11,460
11.	M	800	840	880	920	960	1,000	1,040
	W	184.61	193,84	203.07	212.30	221.53	230.76	240.00
	Y	9,600	10,080	10,560	11,040	11,520	12,000	12,480

R E S O L U T I O N

BE IT RESOLVED: That the fiscal year for Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1970, and ending on June 30, 1971.

BE IT FURTHER RESOLVED: That William J. Mann, Vice President in Charge of Business Affairs, be and hereby is authorized, empowered, and directed to prepare a budget in tentative form for the fiscal year commencing on July 1, 1970, and ending on June 30, 1971.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1970, be set for 8:00 o'clock P.M., on Thursday, July 9th, 1970, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to July 9th, 1970, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mt. Prospect Herald, Prospect Heights Herald, The Herald, Cook County Herald, Palatine Herald, Wheeling Herald, Arlington Day, Mt. Prospect Day, Northwest Day, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9:00 o'clock A.M. on June 9, 1970, a tentative budget for said college district for the fiscal year beginning July 1, 1970, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M. on the 9th day of July, 1970, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

Dated at Palatine, Illinois, this 28th day of May , 1970.

Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois
By:
LAWRENCE MOATS
Secretary

BOARD INFORMATION

I. SUBJECT

This report covers chargeback paid to Harper College and chargeback paid by Harper for the Spring Semester 1970.

II. REASON FOR CONSIDERATION BY BOARD

In the past the board has requested this information to be submitted each semester for their review. Consideration should be given to the programs for which we are paying chargeback when additional two year programs are considered. Revenue received by Harper from other districts is for board information.

III. BACKGROUND INFORMATION

The information presented has been developed by Mr. Stansbury and Dr. Harvey. This information will supplement a chargeback report previously presented to the board.

CHARGE BACK FROM HARPER

SPRING 1970

Name of College	Curriculum	Number of Charge Backs
Danville Jr. College	Totals	6
	*Food Service Mgt.	1
	Library Science	2
	Air Conditioning	2
	Long Term Care Admin.	1
Elgin Community	Totals	9
	*Nursing	2
	Dental Assistant	1
	Plastic Technology	1
	*Business	1
	*Drafting & Design Tech.	1
	Pilot	1
	Machine Shop Practice	1
	Education (Children's Lit.)	1
McHenry	Totals	4
	Ornamental Horticulture	1
	Machine Apprentice	3
College of Lake County	Totals	5
	Library Science	3
	Waste Water Treatment	2
Illinois Central	Totals	1
	Continuing Education	1
Triton	Totals	16
	Court Reporting	2
	Transportation Management	1
	*Business	1
	Surveying	1
	Basic Electricity	1
	*Nursing	1
	X-Ray Tech.	1
	*Accounting	1
	Inhalation Therapy	2
	*Engineering	1
	Supervision	2
	Air Cond. & Refrigeration	1
	Auto Technology	1

CHARGE BACK FROM HARPER

SPRING 1970

Name of College	Curriculum	Number of Charge Backs
Wright Junior College	Totals	1
	*Business Administration	1
The Loop College	Totals	1
	Child Development	1
Kennedy-King	Totals	2
	Postal Operations Code	1
	Pre-School Child Develop.	1
Amundsen-Mayfair	Totals	1
	Sheet Metal Drafting	1
Moraine Valley Community	Totals	1
	Parliamentary Procedure	1

*Charge-Back was extended to these students for the following reasons: (1) Student had started program and would lose hours by transfering to Harper, (2) We were unable to accomodate as our programs were filled to capacity.

NUMBER OF CHARGE BACKS PAID TO HARPER COLLEGE FROM ILLINOIS HIGH SCHOOLS AND JUNIOR COLLEGE DISTRICTS FOR THE SPRING SEMESTER 1970.

DISTRICT	NUMBER	AMOUNT
Streator School District #40 Streator, Illinois	1	272.36
District #87 Bloomington, Illinois	1	237.70
Township High School District #113 Highland Park, Illinois	81	18,634.40
Lake Forest Community #115 Lake Forest, Illinois	10	1,723.30
Adlai Stevenson High School #125 Prairie View, Illinois	30	8,386.21
Huntley Consolidated District #158 Huntley, Illinois	1	198.08
Consolidated High School District #200 Oak Park, Illinois	1	331.78
Evanston Township High School #202 Evanston, Illinois	14	4,033.40
New Trier Township #203 Winnetka, Illinois	31	8,534.78
Northfield Township #225 Glenview, Illinois	196	54,390.00
Ridgewood Community High School #234 Norridge, Illinois	1	227.79
Central Community #301 Burlington-Plato, Illinois	2	817.08
College of DuPage #502 Glen Ellyn, Illinois	6	2,263.06
Triton College #504 Northlake, Illinois	4	1,262.76
Chicago City College Chicago, Illinois	12	4,011.12

DISTRICT	NUMBER	AMOUNT
Elgin Community College #509 Elgin, Illinois	8	1,795.10
Moraine Valley #524 Palos Hills, Illinois	1	222.84
Mc Henry County College #528 Crystal Lake, Illinois	8	1,936.23
College of Lake County #532 Grayslake, Illinois	15	3,392.12
Oakton Community College #535 Morton Grove, Illinois	947	259,083.74
TOTAL	1370	371,753.75