

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

AGENDA

September 10, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Construction Payouts
 - B. Bills Payable
 - C. Payroll - August 1-15 and August 16-30, 1970
 - D. Estimated Payroll - September 1 to October 31, 1970
 - E. Other
- V. Communications
- VI. New Business
 - A. Discussion-Recommendation: Phase II_p Design Development Authorization Exhibit A
 - B. Discussion-Recommendation: Adoption of Staff Manual (distributed at last Board meeting)
 - C. Discussion: Review of Parking Regulations Exhibit C
 - D. Discussion: Change of Basic Fuel for Institution Exhibit D
 - E. Other
- VII. President's Report
- IX. 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, September 10, 1970

CALL TO ORDER:

Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:17 p.m., on September 10, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Moats, Member Hansen nominated Member Johnson as Secretary Pro Tempore. Member Haas moved the nominations be closed. Motion unanimous.

ROLL CALL:

Present: Members Haas, Hamill, Hansen, Johnson
and Morton

Absent: Members Moats and Nicklas

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Robert Cormack, Guerin Fischer, John Gelch, David Groth, James Harvey, Robert Hughes, R. Kearns, Jack Lucas, W. J. Mann, Donald Misic, O. Olson, Martin Ryan, C.H.Schauer, G.Voegel, W.E.Von Mayr, and Lloyd Wilkes--Harper College; Frank Hines--Board Attorney; and M. Ferroli--Paddock Publications

MINUTES:

Member Haas moved and Member Hansen seconded the motion to approve the minutes of the regular Board meeting of August 27, 1970, as distributed. Motion unanimous.

DISBURSEMENTS:

Construction
Payouts and
Change Order

A discussion ensued on the various construction payouts and change order being presented for approval. The Board questioned the meaning of remedial work. Mr. Mann explained that remedial work covered certain design problems that could not be anticipated in advance of the main contract. He used as an example the impervious soil developed under the tree wells which caused improper drainage. Consequently, the trees died, were replaced, and the design was changed on tree wells. He stated this was one of about 25 or 30 items.

Mr. Mann discussed Change Order No. 72 to Corbetta Construction Company for \$30,576.00. He stated this had been presented to the Board on July 9, 1970, and he was presenting it again for official approval. For the record, Mr. Mann re-stated the explanation that

(DISBURSEMENTS:
Construction
Payouts and
Change Order

this was for remedial work, and Harper had agreed to pay \$18,700.00 and C.R.S. agreed to pay \$11,876.00. The split was based upon Harper receiving additional value that would have been included in the original contract documents had the difference been anticipated. He stated C.R.S. had requested this be taken as a credit against their fees.

Member Johnson moved and Member Haas seconded the motion to authorize W.J.Mann, Vice-President of Business, to approve the payouts as outlined in the memorandum.

Member Moats entered the meeting at 8:17 and assumed the duties of the Secretary.

Dr. Lahti questioned whether there were sufficient funds being retained to cover the remaining work and stated he felt this action should be postponed until after the walk through the facilities on September 24 for final inspection and acceptance. Member Haas stated he felt the architects were better able to tell whether there was a sufficient amount being retained. Chairman Hamill stated he personally would rather delay the payment until after the 24th of September and pointed out there would be a Board meeting on the 24th. Member Johnson stated he had asked this question of Mr. Mann and Mr. Mann has stated that, according to the information given him by the architect, there was enough money being retained. Member Johnson stated he did not feel all this money should be held up. Dr. Lahti stated he wanted to make it very clear that the supervision of this contract had not been to his satisfaction.

Member Johnson withdrew his motion and Member Haas withdrew his second of the motion.

Mr. Mann explained that, in terms of Reliable Sheet Metal and Ziegler Plumbing, these companies had nothing to complete and also stated there was no reason to retain money on the Southwest Corner Contract. He pointed out that as far as Comstock-Gibson, the retainage would more than cover the punch list items in the architect's estimation; that essentially the architect's recommendations are based upon the punch list, and in terms of plans and specs, he was forced to go on their recommendations. Mr. Mann pointed out if the Board wished to retain more monies, Corbetta Construction, on the main contract, would be the one to retain. Dr.

(DISBURSEMENTS:
Construction
Payouts and
Change Order
(cont.)

Lahti agreed on payment of the sub-contractors, but reiterated he did not think it was business-like of Corbetta to want immediate payment on the main contract before the walk-through.

Member Johnson moved and Member Morton seconded the motion to authorize W. J. Mann, Vice-President of Business Affairs, to approve the following construction payouts and change order:

I.B.A. Payout Authorization (Certificate Voucher)

| | |
|---------------------------------------|-----------------|
| Comstock-Gibson on Main Contract | \$30,000.00 |
| Reliable Sheet Metal on Main Contract | 31,111.75 |
| | (Final Payment) |
| Ziegler Plumbing on Main Contract | 9,220.00 |
| | (Final Payment) |

Harper College Funds - Site & Construction Fund Check

| | |
|------------------------------|-----------------|
| Corbetta on Southwest Corner | 15,000.00 |
| | (Final Payment) |
| Corbetta on Remedial Work | 26,776.00 |

Change Order

| | |
|--------------------------------|-----------|
| C.O.#72 to Corbetta Constr.Co. | 30,576.00 |
|--------------------------------|-----------|

Upon roll call, the vote was as follows:

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

Bills Payable

Member Moats moved and Member Johnson seconded the motion that the bills payable of September 10, 1970, be approved as follows:

| | |
|--------------------------|---------------------|
| Educational Fund | \$106,662.03 |
| Building Fund | 87,314.55 |
| Site & Construction Fund | 171,735.79 |
| Auxiliary Fund | 122,734.63 |
| Bond & Interest Fund | 2,897.48 |
| Total | <u>\$491,344.48</u> |

Upon roll call, the vote was as follows:

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

DISBURSEMENTS
Payrolls

Member Hansen moved and Member Haas seconded the motion to approve the payroll of August 15, 1970, in the amount of \$190,155.79; the payroll of August 31, 1970, in the amount of \$155,880.17; and the estimated payroll of September 1 to October 31, 1970, in the amount of \$820,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Chairman Hamill stated a letter had been received from the District 211 Board asking whether the Board of Trustees would want to hold a joint meeting with their Board, with an agenda developed by the presidents of Harper and District 211. Chairman Hamill stated the Board of Trustees had agreed and the meeting was being planned.

NEW BUSINESS:

Phase IIb Design
Development
Authorization

Dr. Lahti informed the Board that Exhibit A--Financial Plan A, Long Range Construction, was the result of discussion and recommendation from Dr. Schauer, Mr. Mann and the administrative staff. He stated the college has ready for construction now the Music and Science Wings. Dr. Lahti pointed out the administration is expecting to move a little faster than anticipated because of communications from Springfield that the college could be in line for more aid money earlier than anticipated and stated they wanted to be in position to accept any money by immediately going into bid. Consequently, the administration was recommending that Design Development be authorized for Phase IIb.

Chairman Hamill stated he was glad to see this document and that the Board would want to go on record that they agree with the proposed plan and understand the amount of deficit that will need to be funded in order to finish the campus. The Board members agreed it would be a good time to go over the document.

Mr. Mann discussed the plan which was an estimate of the costs for the construction and equipping of the remaining buildings of the Master Plan, beyond the Music Wing and Science Wing Additions. He stated most

NEW BUSINESS:
Phase IIb Design
Development
Authorization
(cont.)

of the buildings had been carried through the Schematic Design stage and the timetable for further architectural development will be governed by the availability of state funds. Mr. Mann went over the following sections of the plan: I. Financial Plan; II. The proposed buildings with square footage and estimated building costs; III. Estimated total costs of buildings including site development, equipment, fees, etc.; IV. Recommendation for the next stage of architectural development; and, V. Architectural fee determinations. He displayed a chart of the campus and stated this chart was essentially Harper's Master Plan. Dr. Lahti explained that the Illinois Junior College Board had lost Harper's original Master Plan, and the college was therefore in a position to submit another one. Mr. Mann stated there were no Schematic Designs for the Little Theatre, Auditorium and Service Facilities. He stated Dr. Schauer and his staff had established a system of priorities which had been scheduled out in anticipation of obtaining funds.

A lengthy discussion followed. The need for development of cultural facilities for the adult community was discussed. It was pointed out that, with the shortage of classrooms over the entire state, there was not much hope of obtaining funds for an auditorium. Mr. Mann stated the college was in competition with the entire state on a priority point system. Various suggestions were analyzed on solving the problem of obtaining cultural facilities. The Board members came to the conclusion the first step would be to invite Mr. Fred L. Wellman, Executive Secretary of the Illinois Junior College Board, to a dinner meeting with the Board members in order to discuss informally with him the cultural needs of the community colleges and the long-term plans of the Illinois Junior College Board. Chairman Hamill also suggested that Member Nicklas could bring this subject up at the Illinois Association meetings.

Dr. Schauer discussed with Board members the rationale behind the priorities outlined in Exhibit A, pointing out the college could not expand Voc/Tech programs without facilities.

After further discussion, Mr. Mann stated the administration was recommending authorization for the architect

NEW BUSINESS:
Phase IIB Design
Development
Authorization
(cont.)

to proceed with the Design Development Phase for Voc/
Tech Labs, Lecture Hall, Voc/Tech Shop, and P.E.

Member Johnson moved and Member Morton seconded the
motion to approve the administration's recommendation
to authorize the architect to proceed with the Design
Development Phase for the following buildings:

H--Voc/Tech Labs
H¹--Lecture Hall (72 seat)
G--Voc/Tech Shop
M--P.E. (lockers, showers, and M.P.rooms)

Upon roll call, the vote was as follows:

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

Dr. Lahti asked Mr. Misic to inform the Board about
the bids on the tennis courts and track area. Mr.
Misic stated the companies asked to bid had informed
his office they were so swamped with work that they
would like an extension of time. Mr. Misic stated an
extension of 10 days had been granted. Dr. Lahti
informed the Board that because of the time element
the administration might request the Board hold a
special meeting to go over the bids.

Adoption of Staff
Policy and Pro-
cedure Manual

Mr. Mann pointed out the Staff Policy and Procedure
Manual had been distributed prior to the last Board
meeting in order to give Board members time to review
the manual and hold a discussion at this meeting.

Member Hansen moved and Member Haas seconded the
motion to approve the Staff Policy and Procedure Manual
as distributed.

A short discussion followed, in which Mr. Von Mayr
re-stated each employee had received a copy of the
manual prior to distribution to the Board. Mr. Mann
pointed out that Mr. Von Mayr had met with the
employees in groups and gone over the manual with them.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:

Review of
Parking
Regulations

Mr. Mann reviewed the discussion on parking regulations which had taken place at the last Board meeting. He agreed the point on the definition of "authorized and unauthorized parking" had been a good one, and he pointed out that on page 2 of Exhibit C these words had been deleted and more specific definitions had been included.

Member Johnson moved adoption of the Parking Regulations, effective September 1, 1970, as outlined in Exhibit C. Member Moats seconded the motion.

Upon roll call, the vote was as follows:

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

Nays: None

For their information, Dr. Lahti distributed a memorandum on Campus Security to Board members which included the campus operating hours, visitors' "drive-around" period, campus closed procedure and field house procedure. Also included with this memorandum was a map showing the drive around plan, which he stated is effective from 12:00 noon to 6:00 p.m. on Saturdays and Sundays. Dr. Lahti stated he had some concern about winter days when it becomes dark before 6:00 p.m. He stated this was merely a problem of trying to protect the investment in landscaping, facilities, etc. Member Haas stated he agreed the administration might want to shorten these hours in the winter months and, by the same token, study these hours for the summer months.

The question of opening the library to students over the week-ends came up. Dr. Lahti agreed this would be done if enough students requested it. Chairman Hamill suggested this was something the Student Provost could investigate.

Dr. Lahti informed the Board he would like to see another Open House held for the public this fall.

Change of Basic
Fuel Oil

Mr. Mann discussed the recommendation to purchase the basic heating fuel for the 1970-71 heating season from the Northern Illinois Gas Company. He stated the college had the option of using gas or fuel oil in the

(NEW BUSINESS:
Change of Basic
Fuel Oil
(cont.)

heating system and because of the severe shortage of heavy residual fuel and the inability to gain a competitive firm price quotation, the administration was recommending the use of natural gas. Mr. Hughes discussed a fuel contract with Northern Illinois Gas Company.

After discussion, Member Moats moved and Member Haas seconded the motion to approve the administration's recommendation to renegotiate the fuel contract with the Northern Illinois Gas Company for year-around natural gas fuel as established in the Rate 14 contract.

Upon roll call, the vote was as follows:

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

Nays: None

OTHER:
Educational Fund
Budget Transfers

Member Johnson moved and Member Hansen seconded the motion to approve Budget Transfer #1, 1970-71 Educational Fund Budget, as outlined in the memorandum dated September 10, 1970.

Upon roll call, the vote was as follows:

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

Nays: None

Resignation

Dr. Lahti recommended the acceptance of the resignation of Mrs. Cynthia Given employed in the Nursing Program as an Instructor. He explained that a death in the family of Mrs. Given had made it impossible for her to continue working.

Member Haas moved and Member Moats seconded the motion to approve the acceptance of the resignation of Mrs. Cynthia Given. Motion unanimous.

Dr. Lahti distributed to the Board members a calendar of coming events on the campus.

Dr. Lahti also distributed a memorandum on the efforts by Harper College and the Center for Urban Studies, University of Illinois at Chicago Circle, to cooperate with the Northwest Municipal Conference and conduct a transportation development study for the member municipi-

OTHER:
(cont.)

palties of the conference. Dr. Lahti stated the administration felt this could possibly be the beginning of many other type cooperative projects. He pointed out the project would be based at Harper College. Member Johnson stressed the importance of meeting deadlines if Harper becomes a contract participant in this type of project. Dr. Olson stated the project had not reached the point where it is definitive. He stated the important point is that at points along the way the Northwest Municipal Conference can decide that this is as far as they want to go.

Executive
Session

Dr. Lahti informed the Board there was a personnel matter which needed to be discussed in executive session and stated there would probably be a need to reconvene the meeting to take action.

Member Hansen moved and Member Haas seconded the motion to recess to executive session at 10:37 p.m.

The meeting was reconvened from executive session at 11:45 p.m. Present were Members Haas, Hamill, Hansen, Johnson, Morton and Moats.

Leave of
Absence

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

BE IT RESOLVED that a leave be granted to Michael Carroll (hereinafter referred to as the employee) under and subject to the following terms and conditions, if accepted by him in writing.

1. The period covered by said leave shall not accrue as a credit towards tenure, advancement on the salary schedule, nor for any other purpose.
2. No salary or other payment shall be made by the college to or in behalf of the employee during the term of the leave.
3. The leave shall commence on September 14, 1970, and expire on the first day of the 1971-72 academic year and the employee shall have indicated his intention to be reemployed by the college by executing an employment contract offered to him at such time that contracts are offered to all returning staff.

OTHER:
Leave of
Absence

- 4. The employee's right to reemployment shall exist only if there is a vacancy in a position which he is qualified to teach, and the college shall not be obliged to create an opening for him.
- 5. Subject to the approval of the insurance carrier, the employee may, during the term of the leave, by paying the entire cost thereof, continue the insurance coverage currently provided by Harper College.
- 6. No rights shall accrue to the employee other than those expressly set forth herein.

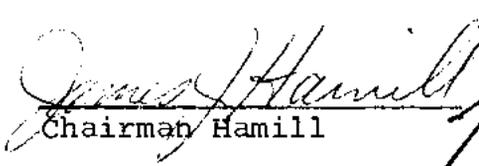
A short discussion ensued concerning the resolution during which Martin Ryan asked several questions concerning the resolution noting that since this was the first time a faculty member had requested a long term leave of absence, he felt it was of general interest to the faculty. After asking several questions, he concluded that he felt the Board had been more than fair in the passing of the resolution concerning Mr. Carroll's request for consideration of a long term leave of absence.

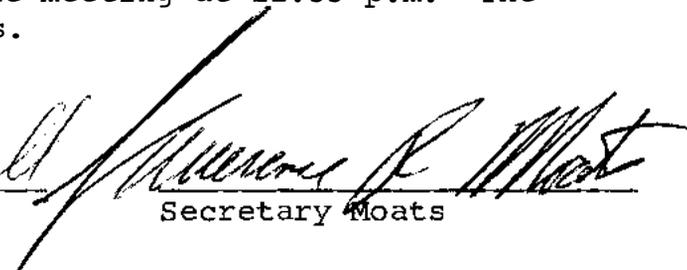
Upon roll call, the vote was as follows:

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

Nays: None

Member Johnson moved and Member Hansen seconded the motion to adjourn the meeting at 11:55 p.m. The motion was unanimous.


Chairman Hamill


Secretary Moats

Be it resolved that a leave be granted to Michael Carroll (hereinafter referred to as the employee) under and subject to the following terms and conditions, if accepted by him in writing:

1. The period covered by said leave shall not accrue as a credit towards tenure, advancement on the salary schedule, nor for any other purpose.
2. No salary or other payment shall be made by the college to or in behalf of the employee during the term of the leave.
3. The leave shall commence on September 14, 1970, and expire on the first day of the 1971-72 academic year and the employee shall have indicated his intention to be reemployed by the college by executing an employment contract offered to him at such time that contracts are offered to all returning staff.
4. The employee's right to reemployment shall exist only if there is a vacancy in a position which he is qualified to teach, and the college shall not be obliged to create an opening for him.
5. Subject to the approval of the insurance carrier, the employee may, during the term of the leave, by paying the entire cost thereof, continue the insurance coverage currently provided by Harper College.
6. No rights shall accrue to the employee other than those expressly set forth herein.

WILLIAM RAINEY HARPER COLLEGE

September 10, 1970
(Revised)

To: Board of Trustees

From: Office of the President

Subject: Construction Payouts and Change Order No.72

The following construction payouts and change order #72 have been recommended by our architect and reviewed by the administration. The administration recommends that W.J.Mann, Vice-President of Business Affairs, be authorized to approve the following:

I.B.A. Payout Authorization (Certificate Voucher)

| <u>Payments for September</u> | <u>Payment</u> | <u>Balance Due</u> |
|---------------------------------------|------------------------------|--------------------|
| Corbetta on Main Contract | \$11,000.00 | \$14,000.00 |
| Comstock-Gibson on Main Contract | 30,000.00 | 12,636.63 |
| Reliable Sheet Metal on Main Contract | 31,111.75 (Final Payment) | 0 |
| Ziegler Plumbing on Main Contract | 9,220.00 (Final Payment) | 0 |

Harper College Funds - Site & Construction Fund Check

| | | |
|------------------------------|------------------------------|----------|
| Corbetta on Southwest Corner | 15,000.00 (Final Payment) | 0 |
| Corbetta on Remedial Work | 26,776.00 | 3,800.00 |

Change Order

| | | |
|---------------------|--|-----------|
| Change Order No. 72 | | 30,576.00 |
|---------------------|--|-----------|

This amount was previously approved by the Board on July 9, 1970, for remedial work. Harper paid for \$18,700.00 and C.R.S. \$11,876.00. The split was based upon Harper receiving additional value that would have been included in the original contract documents had the difference been anticipated. C.R.S. will give us credit against their architectural fee in order to pay for their share. Harper will create an accounts receivable for \$11,876.00 against C.R.S. to be credited to their fees.

September 8, 1970

FLCJ 5155
IBA 75-94

Mr. William Mann, Dean of Business
William Rainey Harper College
District 512
1501 South Roselle Road
Palatine, Illinois 60067

Re: William Rainey Harper College I, Palatine, Illinois

Dear Bill:

Enclosed herewith are Certificates for Payment -Vouchers for the following contractors on the above project with the amounts indicated.

- | | |
|---|---------------|
| 1. Corbetta Construction Co. (Main Contract) | \$ 11,000.00 |
| 2. Reliable Sheet Metal Works, Inc. | \$ 31,111.75* |
| 3. Wm. Ziegler & Son, Inc. | \$ 9,220.00* |
| 4. Comstock-Gibson Electric Co. | \$ 30,000.00 |
| 5. Corbetta Construction Co. (Athletic Field) | \$ 15,000.00* |
| 6. Corbetta Construction Co. (Remedial Work) | \$ 26,776.00 |

We hereby recommend payment of the above amounts to the Contractors indicated.

The amounts and contractors indicated by the single asterisk (*) represent final payment and we hereby certify that the Work has been performed in accordance with the Contract documents and the contractor is entitled to his final payment.

Item #6, the remedial work, has been added to Corbetta's main Contract under Change Order #72 and the payment therefore will be a combination of items #1 and #6. Please sign the enclosed Change Order and return our copy to us.

With regards to the "walk-thru " I will alert the IBA, HEW, and CRS to the time and date which you and I discussed of 1:00 P. M., Thursday, September 24, 1970.

Yours very truly,



Frank L. Larocca
FLL/C

cc: W. C. Bonvillain, CRS, Charles Martini, IBA, Morley Brickman, HEW
Attachment

Certificate-Voucher

| | | | IBA OFFICE USE ONLY | | |
|--|----------------------------------|--|---------------------|--|-------------|
| Date of Issuance September 8, 1970 | | User and Location William Rainey Harper college | | Voucher Date | Voucher No. |
| Certificate No. 30 | | Project Description Roselle & Algonquin Rd. Palatine | | Appropriation Title CONSTRUCTION | |
| Application No. 30 | | Social Security Identification Number: 36-2526485 | | Fund and Organization Unit Code 409-9090-153 | |
| For Period from 7/13 to 9/8/70 | | Name Corbetta Const. Co. of Ill. Inc. | | Expenditure Object | |
| Contract No. IBA 74-95 | Contract Date 12/25/67 | Number 875 E. Rand Road | Street | Code | Amount |
| Type of Work General Construction | | City DesPlaines, Ill. | State | Zip Code 60016 | |

The present status of the account for the subject contract is as follows:

| | | | |
|------------------------------|-----------------|--|-----------------|
| Original Contract Sum..... | \$ 8,347,258.00 | Materials Stored | \$ |
| Change Orders | | Total Completed and Stored..... | \$ 8,673,925.20 |
| Total Additions | \$ 329,373.20 | Less _____% Retainage..... | \$ 14,000.00 |
| Sub Total | \$ 8,676,631.20 | Less Previous Payments..... | \$ 8,648,925.20 |
| Total Deductions | \$ 2,706.00 | THIS CERTIFICATE | \$ 11,000.00 |
| Total Contract to Date..... | \$ 8,673,925.20 | I hereby certify: (1) that all items are paid for which previous certificates were issued and payments received; (2) that the goods, merchandise, wares, or services have met all the required standards set forth in the purchasing contract and are proper charges against the Illinois Building Authority and that payment has not been received. | |
| Balance to Finish..... | \$ none | By: <i>J. S. Mueller</i> | Contractor |
| Total Completed to Date..... | \$ 8,673,925.20 | | |

In accordance with the subject contract and the attached Application for Payment the named contractor is entitled to payment as stipulated above in the amount of ELEVEN THOUSAND AND NO/100 Dollars (\$ 11,000.00).

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are without prejudice to any rights of the Illinois Building Authority or contractor under their contract.

Architectural and/or Engineering Firm: FITCH LARocca CARINGTON JONES
 By: *[Signature]* Registration No.: 01-5529 Date: 9/9/70
Registered Architect or Engineer

Approved: WILLIAM RAINEY HARPER COLLEGE
User

By: _____ Date: _____

Approved: ILLINOIS BUILDING AUTHORITY

By: _____ Date: _____

It is hereby certified that the services or material represented in this voucher were received or authorized, that the amount is correct and hereby approved for payment.

Certificate-Voucher

| | | IBA OFFICE USE ONLY | |
|---|---------------------------------|---|--------------------------|
| Date of Issuance June 25, 1970 | | User and Location Wm. Rainey Harper College - Palatine, Ill. | |
| Certificate No. 22 | | Project Description New Junior College | |
| Application No. 22 | | Social Security Identification Number: 36-104-1400 36-223-6781 | |
| For Period from 1/1/70 to 6/25/70 | | Name K. Comstock - Gibson Electric Co., Inc. | |
| Contract No. IBA 74-95 | Contract Date 6/15/67 | Number 1501 South Roselle Road | Street |
| Type of Work Electrical | | City Palatine, | State Illinois |
| | | Zip Code 60067 | |
| | | Voucher Date | Voucher No. |
| | | Appropriation Title CONSTRUCTION | |
| | | Fund and Organization Unit Code 409-9090-153 | |
| | | Expenditure Object | |
| | | Code | Amount |

The present status of the account for this subject contract is as follows:

Original Contract Sum..... \$ 1,678,603.00

Change Orders
Total Additions \$ 26,862.00

Sub Total \$ 1,705,465.00

Total Deductions \$ _____

Total Contract to Date..... \$ 1,705,465.00

Balance to Finish..... \$ -0-

Total Completed to Date..... \$ 1,705,465.00

Materials Stored \$ -0-

Total Completed and Stored..... \$ 1,705,465.00

Less _____ % Retainage..... \$ 12,636.63

Less Previous Payments..... \$ 1,662,828.37

THIS CERTIFICATE \$ 30,000.00

I hereby certify: (1) that all items are paid for which previous certificates were issued and payments received; (2) that the goods, merchandise, wares, or services have met all the required standards set forth in the purchasing contract and are proper charges against the Illinois Building Authority and that payment has not been received.

By: *[Signature]*
Contractor

[Signature]
In accordance with the subject contract and the attached Application for Payment the named contractor is entitled to payment as stipulated above in the amount of THIRTY THOUSAND AND NO/100 Dollars (\$ 30,000.00).

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are without prejudice to any rights of the Illinois Building Authority or contractor under their contract.

FITCH LARocca CARINGTON JONES

Architectural and/or Engineering Firm: _____

By: *[Signature]* Registration No.: 01-5529 Date: 9/9/70
Registered Architect or Engineer

Approved: **WILLIAM RAINEY HARPER COLLEGE**
User

By: _____ Date: _____

Approved: **ILLINOIS BUILDING AUTHORITY**

By: _____ Date: _____

It is hereby certified that the services or material represented in this voucher were received or authorized, that the amount is correct and hereby approved for payment.

Certificate-Voucher

| | | | IBA OFFICE USE ONLY | | |
|---------------------------------------|---------------------------|--|------------------------|---|-------------|
| Date of Issuance August 31, 1970 | | User and Location Wm. Rainey Harper College, Palatine, Ill. | | Voucher Date | Voucher No. |
| Certificate No. 22 | | Project Description Roselle & Algonquin Rd., Palatine, Ill. | | Appropriation Title CONSTRUCTION | |
| Application No. 22 | | Social Security Identification Number: 36-2107886 | | Fund and Organization Unit Code 409-9090-153 | |
| For Period from 2/29/68 to 8/31/70 | | Name Reliable Sheet Metal Works, Inc. | | Expenditure Object | |
| Contract No. IBA 74-95-04 | Contract Date 11-13-67 | Number 550 | Street Bennett Road | Code | Amount |
| Type of Work Ventilation | | City Elk Grove Village, Illinois | State Illinois | Zip Code 60007 | |

The present status of the account for this subject contract is as follows:

| | | | |
|------------------------------|---------------|--|---------------|
| Original Contract Sum..... | \$ 622,235.00 | Materials Stored | \$ NONE |
| Change Orders | | Total Completed and Stored..... | \$ 627,410.00 |
| Total Additions | \$ 6,175.00 | Less % Retainage | \$ NONE |
| Sub Total | \$ 628,410.00 | Less Previous Payments..... | \$ 596,298.25 |
| Total Deductions | \$ 1,000.00 | THIS CERTIFICATE | \$ 31,111.75 |
| Total Contract to Date..... | \$ 627,410.00 | I hereby certify: (1) that all items are paid for which previous certificates were issued and payments received; (2) that the goods, merchandise, wares, or services have met all the required standards set forth in the purchasing contract and are proper charges against the Illinois Building Authority and that payment has not been received. | |
| Balance to Finish..... | \$ ----- | RELIABLE SHEET METAL WORKS, INC. | |
| Total Completed to Date..... | \$ 627,410.00 | By: <i>Andrew Danney</i> Contractor Vice President | |

In accordance with the subject contract and the attached Application for Payment the named contractor is entitled to payment as stipulated above in the amount of THIRTY ONE THOUSAND ONE HUNDRED ELEVEN AND 75/100 Dollars (\$31,111.75-----). DOLLARS

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are without prejudice to any rights of the Illinois Building Authority or contractor under their contract.

Architectural and/or Engineering Firm: FITCH LARocca CARINGTON JONES

By: *[Signature]* Registration No.: 01-5529 Date: 9/9/70
Registered Architect or Engineer

[Signature] VP. CCC 9-8-70

Approved: WILLIAM RAINEY HARPER COLLEGE
User

By: _____ Date: _____

Approved: ILLINOIS BUILDING AUTHORITY

By: _____ Date: _____

It is hereby certified that the services or material represented in this voucher were received or authorized, that the amount is correct and hereby approved for payment.

Certificate-Voucher

| | | IBA OFFICE USE ONLY | |
|--|---|--|--------------------------|
| Date of Issuance April 27, 1970 | Wm. Rainey Harper College Palatine, Illinois | Voucher Date | Voucher No. |
| Certificate No. 21 FINAL | Project Description Outside Bldg. A.B.C.D.E. & F. & Utilities | Appropriation Title CONSTRUCTION | |
| Application No. 21 FINAL | Social Security Identification Number: 36-2227864 | Fund and Organization Unit Code 409-9090-153 | |
| For Period from 3-1-70 to 4-27-70 | Name Wm. Zeigler & Son, Inc. | Expenditure Object | |
| Contract No. IBA 74-95-02 | Contract Date 11-13-67 | Code | Amount |
| Type of Work Plumbing | Number P.O. B x 250 | | |
| | City Round Lake, Illinois | State Illinois | Zip Code 60073 |

The present status of the account for the subject contract is as follows:

| | | | |
|---|----------------------|--|----------------------|
| Original Contract Sum..... | \$ <u>491,950.00</u> | Materials Stored | \$ <u>-0-</u> |
| Change Orders | <i>20 461.31</i> | Total Completed and Stored..... | \$ <u>513,191.31</u> |
| Total Additions | \$ <u>21,241.31</u> | Less <u>0</u> % Retainage..... | \$ <u>-0-</u> |
| Sub Total | \$ <u>513,191.31</u> | Less Previous Payments..... | \$ <u>503,191.31</u> |
| Total Deductions | \$ <u>-0-</u> | THIS CERTIFICATE | \$ <u>9,220.00</u> |
| Total Contract to Date..... | \$ <u>513,191.31</u> | | |
| Balance to Finish..... | \$ <u>-0-</u> | I hereby certify: (1) that all items are paid for which previous certificates were issued and payments received; (2) that the goods, merchandise, wares, or services have met all the required standards set forth in the purchasing contract and are proper charges against the Illinois Building Authority and that payment has not been received. | |
| Total Completed to Date..... | \$ <u>513,191.31</u> | By: <u>William J. Zeigler</u> Contractor President | |
| Corbetta Construction Company of Illinois, Inc. | | | |

Mario R. Egidi Mario R. Egidi, President

In accordance with the subject contract and the attached Application for Payment the named contractor is entitled to payment as stipulated above in the amount of NINE THOUSAND TWO HUNDRED TWENTY AND NO/100 Dollars (\$ 9,220.00).

This certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment, and acceptance are without prejudice to any rights of the Illinois Building Authority or contractor under their contract.

Architectural and/or Engineering Firm: FITCH LAROCCA CARINGTON JONES

By: *[Signature]* Registration No.: 01-5529 Date: 9/9/70
Registered Architect or Engineer

Approved: WILLIAM RAINEY HARPER COLLEGE
User

By: _____ Date: _____

Approved: ILLINOIS BUILDING AUTHORITY

By: _____ Date: _____

It is hereby certified that the services or material represented in this voucher were received or authorized, that the amount is correct and hereby approved for payment.

certificate for payment

owner
 contractor
 architect

owner William Rainey Harper College

date 9/9/70

project Harper Athletic Field

project no. 8127

contractor Corbetta Construction Company

payment no. 8-Final

work General Construction

contract date

the present status of the account for the subject contract is as follows:

| | |
|------------------------------------|----------------------|
| total original contract sum | \$ <u>300,500.00</u> |
| change orders | \$ <u>42,500.00</u> |
| total contract sum to date | \$ <u>343,000.00</u> |
| total completed to date | \$ <u>343,000.00</u> |
| less % retained | |
| less prior payments | \$ <u>328,000.00</u> |
| payment due this certificate | \$ <u>15,000.00</u> |

this certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the owner or contractor under their contract.

this is to certify that all items are paid for which certificates were issued and payments received.

Contractor Corbetta Const. Company

by J. L. Mueller date 9/9/70

in accordance with the subject contract this contractor is entitled to payment in the amount stipulated.

Architect Fitch Larocca Carington Jones
 FRIDSTEIN FITCH AND PARTNERS

by [Signature] date 9/9/70

approved for payment

Owner by date

certificate for payment

owner
contractor
architect

| | | | |
|------------|--|---------------|--------|
| owner | William Rainey Harper College | date | 9/9/70 |
| project | William Rainey Harper College (C.O. #72) | project no. | 5155 |
| contractor | Corbetta Construction Company | payment no. | 1 |
| work | General Construction | contract date | |

the present status of the account for the subject contract is as follows:

| | | | |
|------------------------------|-------|----|-----------|
| total original contract sum | | \$ | 30,576.00 |
| change orders | | \$ | |
| total contract sum to date | | \$ | 30,576.00 |
| total completed to date | | \$ | 26,776.00 |
| less % retained | | | |
| less prior payments | | \$ | |
| payment due this certificate | | \$ | 26,776.00 |

this certificate is not negotiable, it is payable only to the payee named herein and its issuance, payment and acceptance are without prejudice to any rights of the owner or contractor under their contract.

this is to certify that all items are paid for which certificates were issued and payments received.

Contractor Corbetta Const. Co. by *J. L. Mueller* date _____

Architect FRIDSTEIN FITCH AND PARTNERS Fitch Larocca Carington Jones by *F. Larocca* date 8/9/70

approved for payment
Owner _____ by _____ date _____

Harper 1

Change Order

TO: Corbetta Construction Company
875 East Rand Road
Desplaines, Illinois

Change Order No. 72
Date September 8, 1970
Proposal No. Letters of 7-10-70 & 7-22-70
Date July 22, 1970

REFERENCE: CONTRACT IBA 74-95 DATED _____
USER William Rainey Harper College
LOCATION Palatine, Illinois
PROJECT DESCRIPTION New Junior College
TYPE OF WORK General Construction

You Are Authorized to Make the Following Changes in the Subject Contract:

Remedial Work as outlined in letter from Caudill Rowlett Scott dated July 22, 1970 (Attached Herewith) and authorization as given in letter from Harper College dated July 10, 1970.

The above Work for an increase in the Contract Price of \$30,576.00

The Amount to the Contract Will Be (Unchanged) (Increased) (Decreased) by the Sum of:
Thirty Thousand Five Hundred Seventy Six and no/100 _____ Dollars (\$30,576.00)
Contract Total Including This Change Order Will Be: \$8,704,501.00

The time provided for completion in the contract due to this change order is (unchanged) (increased) (decreased) by _____ calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

APPROVED: Fitch Larocca Carington Jones, Inc. BY: [Signature] 9/8/70
Architect Date
ACCEPTED: Corbetta Construction Company BY: [Signature] 9/8/70
Contractor Date
APPROVED: William Rainey Harper College BY: _____ Date
User
APPROVED: ILLINOIS BUILDING AUTHORITY BY: N.A. Date

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

BILLS FOR APPROVAL
SEPTEMBER 10, 1970

| I. | BILLS PAYABLE | | PAGES |
|------|---|---------------------|-----------|
| | Educational Fund | <u>\$106,662.03</u> | <u>7</u> |
| | Building Fund | <u>\$ 87,314.55</u> | <u>4</u> |
| | Site & Construction Fund | <u>\$171,735.79</u> | <u>1</u> |
| | Auxiliary Fund | <u>\$122,734.63</u> | <u>4</u> |
| | Bond & Interest | <u>\$ 2,897.48</u> | <u>1</u> |
| | | <u>\$491,344.48</u> | |
| II. | PAYROLLS | | |
| | Payroll, August 15, 1970 | <u>\$190,155.79</u> | <u>10</u> |
| | Payroll, August 31, 1970 | <u>\$155,880.17</u> | <u>9</u> |
| | Estimated Payroll, <u>September 1</u> <u>to October 31, 1970</u> | <u>\$820,000.00</u> | <u>1</u> |
| III. | IMPREST FUND (approved by Board as part of I above) | <u>\$ 7,973.57</u> | <u>4</u> |

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

EDUCATIONAL FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|---------------------------------|---------------------|---------------------|
| Addressograph Multigraph | Office Supplies | 13767 | \$ 362.03 |
| Allied Electronics Corp. | Repair Materials | 13768 | 78.34 |
| American Bibliographic Service | Library Subscription | 13769 | 5.00 |
| American Management Assoc. | Library Subscription | 13770 | 29.00 |
| Ampex Service Co. | Equipment Repairs | 13771 | 94.90 |
| Art Drapery Studios Inc. | Office Equipment | 13772 | 1,051.70 |
| AMS Press Inc. | Library Books | 13773 | 72.90 |
| Baker & Taylor Co. | Library Books | 13774 | 320.52 |
| Baker & Taylor Co. | Library Books | 13775 | 5,267.15 |
| Baker & Taylor Co. | Library Books | 13776 | 1,751.74 |
| Bostitch | Office Equipment | 13777 | 38.17 |
| Bro-Dart Industries Inc. | Library Books | 13778 | 35.00 |
| Business Press International | Publications | 13779 | 6.00 |
| Cambridge University Press | Library Books | 13780 | 7.89 |
| Campbell & Hall Inc. | Library Books | 13781 | 387.17 |
| Chicago Tribune | Advertising | 13782 | 82.92 |
| Continental Dataforms | Office Supplies | 13783 | 492.68 |
| Continental H ₂ O Services | Equipment Maintenance | 13784 | 198.00 |
| Contemporary Films | Film Rentals | 13785 | 123.00 |
| Coosa Valley Book Shop | Library Books | 13786 | 22.50 |
| Curtis 1000 Inc. | Office Supplies | 13787 | 62.82 |
| Davis Correspondence School | Library Book | 13788 | 5.50 |
| Demco | Library Supplies | 13789 | 212.85 |
| Di-Acro Division | Equipment-Micrometer Gauge | 13790 | 96.45 |
| A. B. Dick Co. | Instructional Equipment, Office | 13791 | 3,666.75 |
| Editions | Supplies, Equipment Maintenance | 13792 | 10.36 |
| Efengee Electrical Supply Co. | Library Books | 13793 | 776.93 |
| European Publishers Represent. | Repair Materials | 13794 | 20.00 |
| | Instructional Supplies | | |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|-----------------------------|---------------------|---------------------|
| Fortress Press | Library Books | 13795 | 4.98 |
| Gamma Photo Labs Inc. | Contractual Services | 13796 | 32.44 |
| Garment Equipment Corp. | Instructional Supplies | 13797 | 129.00 |
| General Binding Corp. | Office Supplies | 13798 | 64.26 |
| Gibson Electric Co. | Building Remodeling | 13799 | 430.00 |
| Graphic Chemical & Ink Co. | Instructional Supplies | 13800 | 158.87 |
| Graybar Electric Co. | Office Supplies | 13801 | 50.67 |
| The Gryphon Press | Voc. Library | 13802 | 43.84 |
| Order from Horder | Office Supplies & Equipment | 13803 | 156.73 |
| Imperial Woodworking Co. | Instructional Equipment | 13804 | 2,001.20 |
| Institute of Environmental Science | Library Subscription | 13805 | 10.00 |
| International Business Machines Corp. | Equipment Maintenance | | \$ 235.22 |
| | Instructional Equipment | | 1,393.16 |
| | Equipment Rental | | <u>14,092.20</u> |
| John H. Isaacs M. D. | Med. Exam. - J. Koehler | 13806 | 15,720.58 |
| Keuffel & Esser Co. | Audio Visual Materials | 13807 | 20.00 |
| Lakeview Rubber Stamp Co. | Office Supplies | 13808 | 249.70 |
| Larson Equipment & Furniture Co. | Office Equipment | 13809 | 14.82 |
| The Franklin-Lee Co. | Instructional Equipment | 13810 | 804.00 |
| L'Officiel De La Couture | Subscription | 13811 | 20.61 |
| McGraw Hill Book Co. | Film Purchase | 13812 | 27.00 |
| McMaster Carr Supply Co. | Instructional Supplies | 13813 | 1,455.58 |
| Manufacturer Supply Co. | Instructional Supplies | 13814 | 348.97 |
| Mass Media Assoc. | Film Rental | 13815 | 153.30 |
| Mary Ann Mickina | Medical Examination | 13816 | 32.80 |
| Midwest Visual Equipment Co. | Equipment Repair | 13817 | 7.00 |
| Nationwide Business Forms | Office Supplies | 13818 | 17.94 |
| Midwest Newsclip Inc. | Contractual Services | 13819 | 100.04 |
| Martha Lynn Bolt | Tuition Reimbursement | 13820 | 112.60 |
| Northern Illinois University | Film Rental | 13821 | 70.00 |
| Northwest Clean Towel Service | Instructional Supplies | 13822 | 31.85 |
| Northwest Electrical Supply | Audio Visual Materials | 13823 | 96.58 |
| | | 13824 | 99.84 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|------------------------------|------------------------------------|---------------------|---------------------|
| V & G Printers Inc. | Office Supplies | 13825 | 90.20 |
| Pioneer Press | Advertising-Summer Schedule | 13826 | 722.40 |
| Polk Bros., Inc. | Instructional Equipment | 13827 | 48.90 |
| Prairie State College | Charge Back | 13828 | 568.10 |
| Practical Offset Inc. | Printing-Brochures & Forms | 13829 | 843.34 |
| Prentice-Hall Inc. | Subscription | 13830 | 42.00 |
| Ramparts | Library Subscription | 13831 | 12.75 |
| Reprographic Supply Co. | Office Supplies | 13832 | 150.00 |
| Riverside Mail Service | Library Books | 13833 | 6.18 |
| Mary S. Rosenberg | Library Book | 13834 | 12.75 |
| Sargent-Welch Scientific Co. | Instructional Supplies & Equipment | 13835 | 4,485.58 |
| Sargent-Welch Scientific Co. | Instructional Supplies & Equipment | 13836 | 4,864.00 |
| School Health Supply Co. | Medical Supplies | 13837 | 15.76 |
| Sculpture House Inc. | Instructional Supplies | 13838 | 373.90 |
| Search & Seizure Bulletin | Library Subscription | 13839 | 21.25 |
| Sears Roebuck & Co. | Instructional Supplies | 13840 | 59.12 |
| Silver Burdett Co. | Instructional Supplies | 13841 | 39.74 |
| Simon & Schuster Inc. | Library Subscription | 13842 | 7.95 |
| Singer | Instructional Equipment | 13843 | 1,714.60 |
| Singer-Friden Division | Office Equipment | 13844 | 889.42 |
| Strand Book Store Inc. | Library Books | 13845 | 19.50 |
| Teaching Research | Publications | 13846 | 19.03 |
| Tele-Sound | Repair Materials | 13847 | 148.26 |
| Teledyne Frederick Post | Instructional Equipment | 13848 | 485.58 |
| U. S. Book Exchange Inc. | Library Books | 13849 | 25.54 |
| United Visual Aids | Instructional Equipment | 13850 | 456.00 |
| Universal Stationers Inc. | Office Supplies & Equipment | 13851 | 76.25 |
| University of Iowa | Film Rental | 13852 | 6.58 |
| University of Michigan | Travel Expense | 13853 | 25.00 |
| University of Nebraska | Professional Books | 13854 | 15.00 |
| Univ. of Wisconsin Press | Library Subscription | 13855 | 8.00 |
| Valley Welding Supply | Welding Supplies | 13856 | 12.00 |
| A. L. Van Gendt & Co. | Library Books | 13857 | 86.00 |

EDUCATIONAL FUND EXPENDITURES -- SEPTEMBER 10, 1953

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-------------------------------|---|---------------------|---------------------|
| Village Green of Barrington | Graduation Expense | 13858 | 29.00 |
| Wards Natural Science Estab. | Instructional Supplies | 13859 | 198.93 |
| Xerox Corporation | Equipment Rental | 13860 | 383.13 |
| The Associated Press | Wire Service | 13861 | 152.50 |
| American Dental Assoc. | Library Subscriptions | 13862 | 56.50 |
| Andrews Bartlett & Assoc. | Travel-Natl. Restaurant Convention | 13863 | 27.00 |
| Artistic Typing Headquarters | Instructional Supplies | 13864 | 35.05 |
| Assoc. for Systems Management | Library Subscription | 13865 | 15.00 |
| BBL Div. of Bioquest | Instructional Supplies | 13866 | 22.10 |
| Baker & Taylor Co. | Library Books | 13867 | 1,285.43 |
| Baker & Taylor Co. | Library Books | 13868 | 29.21 |
| Bank & Trust Co. of A. H. | Travel Expense | 13869 | 88.00 |
| Billboard Publications | Library Subscription | 13870 | 12.00 |
| Brunner/Mazel | Library Books | 13871 | 22.25 |
| Cambridge Book Co. | Voc. Library | 13872 | 29.28 |
| Capital Leasing Co. | Equip Rental - July & August | 13873 | 360.00 |
| Cardmaster Co. | Office Supplies | 13874 | 58.55 |
| W. A. Charnstrom Co. | Office Equipment | 13875 | 75.48 |
| Clothes | Library Subscription | 13876 | 12.00 |
| Colonial Book Service | Library Books | 13877 | 948.32 |
| Community Camera | Audio Visual Supplies & Equipment | 13878 | 347.00 |
| D. A. T. A. Inc. | Library Subscription | 13879 | 17.50 |
| Denoyer-Geppert | Instructional Supplies | 13880 | 65.22 |
| Easy Travel Service | Travel - J. Harvey, D. Mistic, W. Von Mayr | 13881 | 413.00 |
| Electronic Design | Library Subscription | 13882 | 15.00 |
| Elgin Courier News | Want Ads | 13883 | 24.88 |
| Elgin Paper Co. | Office Supplies | 13884 | 22.70 |
| Fashion Week Inc. | Subscription | 13885 | 5.00 |
| Fisher Scientific Co. | Instructional Supplies | 13886 | 18.94 |
| Forest Atwood Paper Co. | Office Supplies | 13887 | 139.50 |
| Gaylord Library Supplies | Office Supplies | 13888 | 13.88 |

| <u>FAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------------|--|---------------------|---------------------|
| CCM:General Biological Inc. | Instructional Supplies | 13889 | 99.50 |
| The General Camera Co. | Audio Visual Equipment | 13890 | 16.00 |
| Great Expectations | Library Books | 13891 | 27.98 |
| Hertz System Inc. | Travel - R. Lahti | 13892 | 60.17 |
| Hinsdale Camera Center | Audio Visual Equipment | 13893 | 349.00 |
| Clete Hinton | Tuition Reimbursement | 13894 | 49.00 |
| Holt Rinehart & Winston | Instructional Supplies | 13895 | 32.16 |
| Industrial Press Inc. | Library Subscription | 13896 | 13.00 |
| International Business Machines | Machine Maintenance, Office Supplies, Transportation | 13897 | 598.50 |
| Kraus Periodicals Inc. | Library Subscriptions | 13898 | 24.31 |
| LaSalle Messinger Paper Co. | Office Supplies | 13899 | 70.20 |
| Library of Congress | Library Books | 13900 | 500.00 |
| Edward Liska | Tuition Reimbursement | 13901 | 80.25 |
| Litton Educational Publ. Inc. | Library Books | 13902 | 16.00 |
| M-F Builders Supply Inc. | Medical Supplies | 13903 | 8.20 |
| Magna Visual Inc. | Audio Visual Materials | 13904 | 73.01 |
| Man & Manager Inc. | Library Subscription | 13905 | 42.00 |
| Donald M. Misic | Tuition Reimbursement | 13906 | 45.00 |
| C. V. Mosby Co. | Library Subscription | 13907 | 53.20 |
| Newark Electronics Corp. | Instructional Supplies | 13908 | 436.30 |
| The New York Times | Library Books | 13909 | 45.30 |
| Northwest Letter Service | Contractual Services | 13910 | 777.02 |
| Northwest Office Machines | Maintenance Services | 13911 | 13.50 |
| Office Electronics Inc. | Office Supplies | 13912 | 403.50 |
| Paddock Publications | Want Ads | 13913 | 162.36 |
| Postmaster, U.S., Palatine, Ill. | Postage for Meter | 13914 | 1,000.00 |
| Postmaster, U. S., Palatine | Postage for Meter | 13915 | 1,000.00 |
| Prentice Hall Inc. | Instructional Supplies | 13916 | 26.90 |
| Prompt Printing Service | Printing | 13917 | 4,394.00 |
| The Psychological Corp. | Voc. Library | 13918 | 42.10 |
| Psychological Test Specialists | Voc. Library | 13919 | 8.24 |
| Reynolds Printasign | Audio Visual Aids | 13920 | 34.50 |

| <u>FAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--------------------------------|--------------------------------|---------------------|---------------------|
| Sax Arts & Crafts | Instructional Supplies | 13921 | 252.90 |
| Scientific Products | Instructional Supplies | 13922 | 28.15 |
| Semiconductor Specialists Inc. | Instructional Supplies | 13923 | 138.00 |
| Friden Div., The Singer Co. | Equipment Maintenance | 13924 | 590.00 |
| Peter Smith Publisher | Library Books | 13925 | 12.80 |
| Speech Assoc. of America | Library Subscriptions | 13926 | 45.00 |
| Stivers Lifesavers | Contractual Office Services | 13927 | 150.50 |
| Suburban Thoracic Surgery Ltd. | Contractual Services-August | 13928 | 225.00 |
| Tandy Leather Co. | Instructional Supplies | 13929 | 62.14 |
| Charles C. Thomas Publisher | Voc. Library | 13930 | 14.01 |
| The Travelers Insurance Co. | Travel Accident Insurance | 13931 | 1,028.00 |
| Triangle Camera Inc. | Instructional Equipment | 13932 | 400.80 |
| Trans World Airlines Inc. | Travel - R. Lahti | 13933 | 60.90 |
| Triton Community College | Charge Back | 13934 | 621.50 |
| Rose Trunk | Tuition Reimbursement | 13935 | 45.00 |
| Vans Paint & Art Supplies | Audio Visual Materials | 13936 | 27.00 |
| Variety Inc. | Library Subscription | 13937 | 22.90 |
| Varietyper Corp. | Audio Visual Material | 13938 | 19.00 |
| John Wiley & Sons Inc. | Voc. Library | 13939 | 9.49 |
| Wille Lumber Co. | Instructional Supplies | 13940 | 46.71 |
| Zimmer Hardware | Instructional Supplies | 13941 | 10.17 |
| Prudential Insurance Co. | Group Medical & Life Insurance | 13942 | 10,573.17 |
| Harper College Building Fund | Interfund Payable | 13943 | 16,051.48 |
| Imprest Fund | Reimbursement | 13944 | 6,709.71 |
| | | | <u>\$106,662.03</u> |

EDUCATIONAL FUND EXPENDITURES -- SEPTEMBER 10, 1970

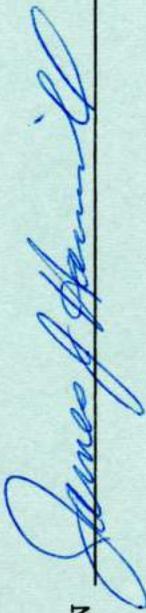
TO: TREASURER

FROM: BOARD OF TRUSTEES

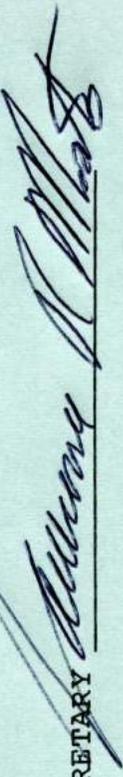
The above listed checks number 13767 to 13944 are hereby approved for payment.

Date of Approval: September 10, 1970

CHAIRMAN



SECRETARY



WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|----------------------------------|--------------------------------------|-------------------------|-------------------------|
| Ability Glass & Mirror | Maintenance Supplies | \$ 207.66 | 2088 |
| Airkem North East Illinois, Inc. | Custodial Supplies | 1,730.30 | 2089 |
| Alvin & Co. | Safety Supplies | 7.89 | 2090 |
| Andrews Decal Co. | Printing Parking Stickers | 758.00 | 2091 |
| Atlas Material Handling Equip. | Vehicle Expense | 105.10 | 2092 |
| B & H Blueprint & Supply | Building Remodeling | 5.53 | 2093 |
| Barrington Trucking Co. | Contractual Services | 210.00 | 2094 |
| L. M. Brownsey Supply Co. | Custodial Supplies & Equip. | 3,457.38 | 2095 |
| Browns Industrial Uniforms | Custodial Supplies | 123.51 | 2096 |
| Commonwealth Edison Co. | Electricity | 7,863.21 | 2097 |
| George A. Davis Inc. | Roads & Grounds Supplies & Equip. | 2,736.50 | 2098 |
| Alex Di Pietropalol | Security Supplies | 649.00 | 2099 |
| Easy Travel Service | Travel - H. Kurowski | 96.00 | 2100 |
| Fahey Medical Center | Med. Exam. - John Weigel | 13.00 | 2101 |
| Gaare Oil Co. | Gasoline | 279.66 | 2102 |
| Gateway Supply Co. | Maintenance Supplies | 43.62 | 2103 |
| Gooding Rubber Co. | Maintenance Equipment | 74.60 | 2104 |
| Hild Chem. Division | Maintenance Supplies | 560.60 | 2105 |
| Hillyard Sales Co. | Custodial Equipment | 198.00 | 2106 |
| Huntington Laboratories, Inc. | Custodial Supplies | 151.25 | 2107 |
| Illinois Bell Telephone Co. | Phone Services | 502.09 | 2108 |
| Illinois Bell Telephone Co. | Phone Services | 5,598.51 | 2109 |
| Ingstrup Pavement Striping | Contractual Services-Roads & Grounds | 1,723.50 | 2110 |
| Lawn Equipment Distributors | Roads & Grounds Supplies | 26.64 | 2111 |
| George Lauterer Corp. | Custodial Supplies | 87.29 | 2112 |
| Lorberg Industries | Maintenance Supplies | 94.25 | 2113 |
| McMaster Carr Supply Co. | Utility Plant Supplies | 45.76 | 2114 |

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--|--------------------------------------|-------------------------|-------------------------|
| M-F Builders Supply, Inc. | Security Supplies | \$ 33.25 | 2115 |
| Northern Chemical Co. | Roads & Grounds Equipment | 1,216.42 | 2116 |
| Northern Illinois Gas Co. | Fuel - Heating | 704.20 | 2117 |
| Northwest Electrical Supply Co. | Building Remodeling | 282.06 | 2118 |
| P & W Farm Machinery Co. | Roads & Grounds Equipment | 655.04 | 2119 |
| Village of Palatine | Water & Sewer | 901.86 | 2120 |
| Portable Tool Sales & Service, Inc. | Utility Plant Supplies | 17.25 | 2121 |
| Sears Roebuck & Co. | Roads & Grounds Supplies & Equip. | 184.55 | 2122 |
| Times Co. of Illinois, Inc. | Building Remodeling | 349.53 | 2123 |
| Tucker Mfg. Co. | Custodial Equipment | 257.30 | 2124 |
| Zep Mfg. Co. | Custodial Supplies | 157.50 | 2125 |
| Zimmer Hardware | Maintenance Supplies | 81.34 | 2126 |
| A-C Supply Co. | Maintenance Supplies | 65.00 | 2127 |
| American Industrial Svc. Co. | Contractual Services | 59.30 | 2128 |
| Arlington Oil Co. | Utility Plant Supplies | 22.20 | 2129 |
| Beer Motors | Equipment Rental | 367.50 | 2130 |
| Carbit Paint Co. | Roads & Grounds Supplies | 413.33 | 2131 |
| Arthur Clesen, Inc. | Roads & Grounds Maintenance Services | 25.00 | 2132 |
| Culligan Water Conditioning | Contractual Services | 9.75 | 2133 |
| Educational & Institutional Co- operative Service, Inc. | Maintenance Supplies | 16.87 | 2134 |
| Elgin Paper Co. | Custodial Supplies | 1,023.00 | 2135 |
| Fox Valley Fire Equip. Co. | Maintenance Services | 69.00 | 2136 |
| Gallaher & Speck | Maintenance - Elevator | 372.00 | 2137 |
| Gibson Electric Co. | Building Remodeling | 89.71 | 2138 |
| Great Lakes Fire & Safety Equip. Co. | Contractual Services | 108.90 | 2139 |
| H-O-H Chemicals Inc. | Utility Plant Supplies | 424.00 | 2140 |

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--------------------------------|--------------------------------|-------------------------|-------------------------|
| J. J. Hohner, M. D. | Med. Exam. - J. Cupuro | \$ 20.00 | 2141 |
| Order From Horder | Office Supplies | 20.22 | 2142 |
| IWM Corporation | Utility Plant Supplies | 170.53 | 2143 |
| LaSalle Messinger Paper Co. | Office Supplies | 55.20 | 2144 |
| Lien Chemical Co. | Custodial Supplies | 237.60 | 2145 |
| McHenry Medical Group | Med. Exam. - Gary Rosentretter | 10.00 | 2146 |
| Northwest Firestone, Inc. | Vehicle Expense | 25.00 | 2147 |
| Nelson R. Polk | Medical Examination | 11.00 | 2148 |
| Pulver Industrial Co. | Custodial Equipment | 503.02 | 2149 |
| Union Oil Co. of California | Gasoline | 2.00 | 2150 |
| Redmon & Sons | Vehicle Expense | 23.76 | 2151 |
| Reliable Heating Co. | Plant Maintenance Services | 83.50 | 2152 |
| Repro-graphics, Inc. | Printing | 65.00 | 2153 |
| Republic Company | Custodial Supplies | 151.68 | 2154 |
| Rolling Meadows Shell Svc. | Vehicle Expense | 85.55 | 2155 |
| Roselle Dodge | Vehicle Expense | 34.25 | 2156 |
| Standard Oil Co. | Gasoline & Repairs | 19.91 | 2157 |
| Thomas Stefiniw | Medical Examination | 20.00 | 2158 |
| Tri County Distributors, Inc. | Roads & Grounds Supplies | 31.54 | 2159 |
| W & W Wrecking Exc. & Trucking | Elk Grove Demolition | 450.00 | 2160 |

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|-------------------------|----------------------------|-------------------------|-------------------------|
| Harper Educational Fund | Interfund Payables 6/30/70 | \$49,403.21 | 2161 |
| Harper Auxiliary Fund | Interfund Payables 6/30/70 | 385.60 | 2162 |
| Imprest Fund | Reimbursement | 251.27 | 2163 |
| | | <u>\$87,314.55</u> | |

To: Treasurer

From: Board of Trustees

The above listed checks number 2088 to 2163 are hereby approved for payment.

Date of Approval: September 10, 1970

Chairman

James G. Randall

Secretary

James G. Randall

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-----------------------------|---------------------------------|---------------------|---------------------|
| Complex International Corp. | A V Materials | 868 | \$60,412.00 |
| Telemation Midwest Inc. | A V Equipment | 869 | 70,638.60 |
| Veto Sales & Service | Law Enforcement Equip. | 870 | 189.50 |
| Westerberg Engineering Inc. | Contractual Svcs.-Architect | 871 | 400.00 |
| Beer Motors | Tractor Rental | 872 | 445.00 |
| Beverly Gravel Co. | Site Improvements Gravel | 873 | 681.31 |
| Jack Gaughron Sod Co. | Site Improvement Football Field | 874 | 10,859.00 |
| John Henricks Inc. | Site Improvements Straw | 875 | 285.60 |
| Hill Behan Lumber Co. | Site Improvements Lumber | 876 | 100.00 |
| Karnes Music Co. | Music Equipment Tuba Cases | 877 | 252.00 |
| Ralph Kottke Landscape | Site Improvements Sodding | 878 | 650.55 |
| Charles E. Slatkin Inc. | DHEW Art Work | 879 | 2,258.88 |
| United Rent All | Equip. Rental | 880 | 12.50 |
| Vulcan Materials Co. | Site Improvements Cement | 881 | 1,815.85 |
| Wigdahl Electric Co. | Site Improvements | 882 | 22,000.00 |
| Imprest Fund | Reimbursement | 883 | 735.00 |
| | | | <u>\$171,735.79</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 868 to 883 are hereby approved for payment.

Date of Approval: September 10, 1970

Chairman James J. Harwell

Secretary William K. Meert

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--------------------------------|-----------------------------|---------------------|---------------------|
| Amberg File & Index Co. | Purchases Supplies | 2100 | \$ 30.22 |
| American Stencil Mfg. Co. | Purchases Supplies | 2101 | 70.07 |
| L. G. Balfour Co. | Purchases Supplies | 2102 | 208.16 |
| Barnes & Noble Inc. | Purchases Books | 2103 | 5.56 |
| Be Mac Transport Co. | Freight on Books | 2104 | 7.20 |
| Bostitch | Purchases Supplies | 2105 | 593.35 |
| Burks Carbonic Co. | Purchases Food | 2106 | 18.00 |
| Champion Products Inc. | Purchases Supplies | 2107 | 1,933.17 |
| Chandlers Inc. | Purchases Books | 2108 | 1,303.03 |
| Clark Products Inc. | Cafeteria Supplies | 2109 | 314.55 |
| Collegiate Mfg. Co. | Purchases Supplies | 2110 | 14.07 |
| Eugene Dietzgen Co. | Purchases Supplies | 2111 | 545.16 |
| Dover Corp. | Purchases Supplies | 2112 | 43.60 |
| Federal Office Products | Purchases Supplies | 2113 | 1,377.29 |
| Food Marketers | Purchases Food | 2114 | 505.73 |
| Garrison Distributor | Purchases Supplies | 2115 | 17.50 |
| Goldenrod Ice Cream Co. | Purchases Food | 2116 | 35.54 |
| Gumprecht Trucking Co. | Freight on Books & Supplies | 2117 | 20.70 |
| Hamilton Bell Co. | Purchases Supplies | 2118 | 608.73 |
| George H. Hathaway & Co. | Purchases Food | 2119 | 126.72 |
| Hawthorn Mellody Farms Dairy | Purchases Food | 2120 | 90.58 |
| Keuffel & Esser Co. | Purchases Supplies | 2121 | 154.98 |
| Kraft Foods | Purchases Food | 2122 | 215.44 |
| Krunchee Sunshine Potato Chips | Purchases Food | 2123 | 91.50 |
| Lakeside Central Co. | Purchases Supplies | 2124 | 98.55 |

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------------|-------------------------|---------------------|---------------------|
| Marano Bros. | Purchases Food | 2125 | \$ 653.03 |
| Melrose Farms Co. | Purchases Food | 2126 | 43.20 |
| National Blank Book Co. | Purchases Supplies | 2127 | 1,609.43 |
| Navajo Freight Lines | Freight on Books | 2128 | 33.80 |
| Nebraska Book Co. | Purchases Books | 2129 | 2,477.37 |
| Niedert Motor Service Inc. | Freight on Supplies | 2130 | 29.75 |
| National Billiard Mfg. Co. | Game Room Equipment | 2131 | 1,727.96 |
| Northwest Clean Towel Service | Supplies | 2132 | 96.85 |
| Obee Institutional Food Service | Purchases Food Supplies | 2133 | 160.11 |
| Dick O'Brien Studio | Purchases Supplies | 2134 | 27.00 |
| Oscar Mayer & Co. | Purchases Food | 2135 | 98.49 |
| Parker Pen Co. | Purchases Supplies | 2136 | 214.35 |
| Remington Rand Office Mach. Div. | Typewriter Repair | 2137 | 15.90 |
| Roberts Packing Co. | Purchases Food | 2138 | 698.91 |
| Sanford Ink Co. | Purchases Supplies | 2139 | 243.12 |
| John Sexton & Co. | Purchases Food | 2140 | 408.25 |
| Silvercup Bakeries Inc. | Purchases Food | 2141 | 69.82 |
| Teledyne Frederick Post | Purchases Supplies | 2142 | 380.71 |
| Trussell Mfg. Co. | Purchases Supplies | 2143 | 1,121.83 |
| Vanderbilt | Purchases Food | 2144 | 336.39 |
| Western Candy & Tobacco Co. | Purchases Food | 2145 | 339.20 |
| Writing Sales | Purchases Supplies | 2146 | 838.99 |
| Wyandotte Tablet Co. | Purchases Supplies | 2147 | 416.97 |
| Addison Wesley Publ. Co. | Purchases Books | 2148 | 764.46 |
| Affiliated Book Distributors | Purchases Books | 2149 | 345.55 |

WILLIAM RAINY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|---------------------|---------------------|---------------------|
| American Dental Assoc. | Purchases Books | 2150 | \$ 158.40 |
| American Technical Society | Purchases Books | 2151 | 910.66 |
| Amsco School Publications | Purchases Books | 2152 | 6.51 |
| Appleton Century Crofts | Purchases Books | 2153 | 634.07 |
| The Avi Publishing Co. | Purchases Books | 2154 | 61.34 |
| Aviva Enterprises Inc. | Purchases Supplies | 2155 | 54.31 |
| Be Mac Transport Co. | Freight on Books | 2156 | 7.20 |
| Beckett Harcum | Purchases Books | 2157 | 27.34 |
| Broadman Press | Purchases Books | 2158 | 29.94 |
| Broadview Motor Express | Freight on Supplies | 2159 | 32.21 |
| Wm. C. Brown Co. Publishers | Purchases Books | 2160 | 7,263.92 |
| Burren Transfer Co. | Freight on Books | 2161 | 9.39 |
| Celestial Arts | Purchases Supplies | 2162 | 69.34 |
| The Chemical Rubber Co. | Purchases Books | 2163 | 257.25 |
| Cliffs Notes Inc. | Purchases Books | 2164 | 128.43 |
| Concept Research | Purchases Supplies | 2165 | 48.78 |
| Council on Hotel Restaurant and Institutional Education | Dues | 2166 | 50.00 |
| Crown Publishers Inc. | Purchases Books | 2167 | 8.93 |
| A. B. Dick Co. | Purchases Supplies | 2168 | 720.00 |
| Doubleday & Co. | Purchases Books | 2169 | 105.16 |
| Educational & Institutional Co-operative Service Inc. | Office Equipment | 2170 | 89.10 |
| Foster Grant Co. | Purchases Supplies | 2171 | 288.00 |
| Gibson Electric Co. | Building Remodeling | 2172 | 242.10 |
| Ginn & Company | Purchases Books | 2173 | 283.16 |
| Illinois Bell Telephone Co. | Phone Service | 2174 | 28.33 |

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 10, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------|----------------------------|---------------------|---------------------|
| Johnsen Industries Inc. | Office Supplies | 2175 | \$ 41.97 |
| Karolton Envelope Division | Purchases Supplies | 2176 | 522.35 |
| W. D. Klingenberg | Book Buy Back Fund | 2177 | 1,000.00 |
| W. D. Klingenberg | Book Buy Back Fund | 2178 | 1,000.00 |
| M-F Athletic Co., Inc. | Athletic Supplies | 2179 | 74.03 |
| Martin Cartage Co. | Freight on Supplies | 2180 | 6.50 |
| Medalist Publications | Purchases Books | 2181 | 111.00 |
| Morgans | Purchases Supplies | 2182 | 431.20 |
| Portal Publications Ltd. | Purchases Supplies | 2183 | 47.90 |
| Poster Prints | Purchases Supplies | 2184 | 39.43 |
| Printing Specialties | Purchases Supplies | 2185 | 870.00 |
| The Smead Mfg. Co. | Purchases Supplies | 2186 | 235.06 |
| Velva Sheen | Purchases Supplies | 2187 | 591.45 |
| Westab Inc. | Purchases Supplies | 2188 | 138.44 |
| Western Transportation Co. | Freight on Supplies | 2189 | 9.13 |
| Harper Trust & Agency Fund | Interfund Payables 6/30/70 | 2190 | 44.40 |
| Harper Educational Fund | Interfund Payables | 2191 | 84,021.01 |
| Imprest Fund | Reimbursement | 2192 | 277.59 |
| Ill. Dept. of Revenue | Sales Tax | 2193 | 178.46 |
| | | | <u>\$122,734.63</u> |

To: Treasurer

From: Board of Trustees

The above listed checks number 2100 to 2193 are hereby approved for payment.

Date of Approval: September 10, 1970

Chairman James J. Hamrill

Secretary Barbara A. Moss

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

BOND & INTEREST FUND EXPENDITURES -- SEPTEMBER 10, 1970

PAYEE

DESCRIPTION

CHECK
NUMBER

CHECK
AMOUNT

Harper Building Fund

Interfund Payable 6/30/70

114
\$2,897.48

To: Treasurer

From: Board of Trustees

The above listed check 114 is hereby approved for payment

Date of Approval: September 10, 1970

Chairman James J. Hamill

Secretary Raymond R. Matz

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
PALATINE, ILLINOIS 60067
IMPREST FUND DISBURSEMENTS
August 5, 1970 to September 2, 1970

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------|--------------------------|-------------------------|-------------------------|
| Victor Golubski | Salary Advance | 9341 | \$ 60.00 |
| Ann Schimerling | Salary Advance | 9342 | 185.00 |
| Dr. R. Moriarty | Salary Advance | 9343 | 300.00 |
| Maxine Kanter | Salary Advance | 9344 | 200.00 |
| Inst. of Cont. Legal Ed. | Travel Expense | 9345 | 50.00 |
| Mr. Moses Otuuga | Consultant | 9346 | 20.00 |
| V. Kamkin Bookstore | Library Subscription | 9347 | 2.88 |
| --Void-- | ----- | 9348 | --- |
| John Doyle | Salary Advance | 9349 | 80.00 |
| Joyce M. Jamnik | Tuition Refund | 9350 | 14.00 |
| Susan M. Fortman | Tuition Refund | 9351 | 14.00 |
| Lawrence J. Speh | Tuition Refund | 9352 | 3.00 |
| Jacob Turban | Salary Advance | 9353 | 200.00 |
| John Nugent | Salary Advance | 9354 | 175.00 |
| Victor Golubski | Salary Advance | 9355 | 167.00 |
| Music Library Assoc. | Library Subscription | 9356 | 15.00 |
| Dr. R. B. Cormack | Local Travel | 9357 | 11.10 |
| Ellen Greenfield | Tuition Refund | 9358 | 10.00 |
| Rebecca McLoughlin | Travel Expense 192.25 | | |
| | Travel Advance (164.50) | 9359 | 27.75 |
| ILLAEDS | Dues | 9360 | 5.00 |
| Robert E. Lahti | Travel Advance | 9361 | 100.00 |
| Univ. of Oregon Publ. | Library Subscription | 9362 | 9.00 |
| Time-Life Books | Library Books | 9363 | 7.68 |
| Natl. Wildlife Federation | Library Subscription | 9364 | 7.50 |
| National Lampoon | Library Subscription | 9365 | 5.95 |
| Natl. Geographic Society | Library Books | 9366 | 3.50 |
| Joseph Mandarino | Travel Advance | 9367 | 86.00 |
| Frank Borelli | Travel Advance | 9368 | 106.00 |
| Amer. Psychological Assoc. | Library Subscription | 9369 | 3.00 |
| Administrative Management | Publications | 9370 | 6.00 |
| W. D. Klingenberg | Petty Cash Reimbursement | 9371 | 48.22 |
| Chronicle of High. Educ. | Publication | 9372 | 14.00 |
| The New Yorker Magazine | Publication | 9373 | 10.00 |
| Henry Roepken | Travel Advance | 9374 | 150.00 |
| David A. Groth | Meeting Expense | 9375 | 8.10 |
| Nancy Mallow | Tuition Refund | 9376 | 10.00 |
| Gail O'Neal | Tuition Refund | 9377 | 7.00 |
| Jacqueline Lindsay | Salary Advance | 9378 | 350.00 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|----------------------------|-------------------------|-------------------------|
| Nick Lynch | Salary Advance | 9379 | 225.00 |
| F. F. Inden Jr. | Salary Advance | 9380 | 75.00 |
| Carl Regehr | Contractual Services | 9381 | 275.00 |
| Carl Regehr | Contractual Services | 9382 | 460.00 |
| James Pellegrino | Salary Advance | 9383 | 105.00 |
| Karen Liska | Tuition Refund | 9384 | 21.00 |
| Kathleen Jurjovec | Tuition Refund | 9385 | 7.00 |
| Blair Johanson | Tuition Refund | 9386 | 20.65 |
| Amer. School & Univ. Government Bookstore | Publications | 9387 | 15.00 |
| Postmaster,U.S.,Palatine | Purchases-Books | 9388 | 21.37 |
| Ray Blum & Assoc. | Grade Mailing | 9389 | 123.74 |
| Lee Frederickson | Athletic Insurance Premium | 9390 | 4.50 |
| Roy Sedrel | Travel Expense | 9391 | 76.78 |
| W. E. Von Mayr | Travel Expense | 9392 | 15.80 |
| David Groth | Travel Expense | 9393 | 150.33 |
| Kinsch Village Florist | Local Travel | 9394 | 4.90 |
| Ed. Tech. Publ. Inc. | Flower Arrangement | 9395 | 10.00 |
| The Graphic Press | Publications | 9396 | 18.00 |
| College Entrance Exam. Bd. | Subscription | 9397 | 22.00 |
| Dr. Raymond Schultz | Publications | 9398 | 10.00 |
| Chronicle of High. Educ. | Consultant Fee | 9399 | 250.00 |
| McGraw Hill Book Co. | Subscription | 9400 | 14.00 |
| Natl. Assoc. for Humanities Educ. | Professional Books | 9401 | 15.36 |
| Foreign Affairs | Travel Expense | 9402 | 22.00 |
| Sight & Sound | Library Subscription | 9403 | 8.00 |
| Intl. Assoc. of College & Univ. Sec. Directors | Library Subscription | 9404 | 4.00 |
| Pat Trznadel | Membership Dues | 9405 | 35.00 |
| Postmaster,U.S.,Palatine | Salary Advance | 9406 | 150.00 |
| Kroch's & Brentanos | Mailing | 9407 | 3.76 |
| Suburban Thoracic Surgery Inc. | Professional Books | 9408 | 100.24 |
| John Lentz | Consultants | 9409 | 225.00 |
| Postmaster,U.S.,Palatine | Salary Advance | 9410 | 75.00 |
| Daniel Abraham | Mailing | 9411 | 200.00 |
| Thomas Batalon | Tuition Refund | 9412 | 5.00 |
| Edward Besterfeldt | Tuition Refund | 9413 | 5.00 |
| Gerald Boeckenhauer | Tuition Refund | 9414 | 5.00 |
| Bary Bogenberger | Tuition Refund | 9415 | 5.00 |
| Gary Burlette | Tuition Refund | 9416 | 5.00 |
| Earl Bush | Tuition Refund | 9417 | 5.00 |
| Barry Caponi | Tuition Refund | 9418 | 5.00 |
| Bruno Castellano | Tuition Refund | 9419 | 5.00 |
| Gail Conway | Tuition Refund | 9420 | 5.00 |
| | Tuition Refund | 9421 | 5.00 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--------------------|--------------------|-------------------------|-------------------------|
| Scott Crockett | Tuition Refund | 9422 | 5.00 |
| Thomas Cunningham | Tuition Refund | 9423 | 5.00 |
| Robert DeCarlo | Tuition Refund | 9424 | 5.00 |
| Kathleen Donahue | Tuition Refund | 9425 | 5.00 |
| Barry Draft | Tuition Refund | 9426 | 5.00 |
| Jack Foss | Tuition Refund | 9427 | 5.00 |
| William Harper | Tuition Refund | 9428 | 5.00 |
| Sally Hatton | Tuition Refund | 9429 | 5.00 |
| William Hunter | Tuition Refund | 9430 | 5.00 |
| Lynn Kolar | Tuition Refund | 9431 | 5.00 |
| Nancy Kroschel | Tuition Refund | 9432 | 5.00 |
| Nancy Kuzmiak | Tuition Refund | 9433 | 5.00 |
| Charles McClure | Tuition Refund | 9434 | 5.00 |
| William McGloon | Tuition Refund | 9435 | 5.00 |
| John Mosman | Tuition Refund | 9436 | 5.00 |
| Paul Mueller | Tuition Refund | 9437 | 5.00 |
| John Nader | Tuition Refund | 9438 | 5.00 |
| Roger Nelson | Tuition Refund | 9439 | 5.00 |
| Martin Paterson | Tuition Refund | 9440 | 5.00 |
| Marter Peterson | Tuition Refund | 9441 | 5.00 |
| Dawn Preisler | Tuition Refund | 9442 | 5.00 |
| James Quegman | Tuition Refund | 9443 | 5.00 |
| Robert C. Reno | Tuition Refund | 9444 | 5.00 |
| Virginia Rizzo | Tuition Refund | 9445 | 5.00 |
| Daniel Schnitts | Tuition Refund | 9446 | 5.00 |
| Terrance Schultz | Tuition Refund | 9447 | 5.00 |
| Dennis Sheehan | Tuition Refund | 9448 | 5.00 |
| Robert Siel | Tuition Refund | 9449 | 5.00 |
| Cheryl Skaja | Tuition Refund | 9450 | 5.00 |
| Thomas Smith | Tuition Refund | 9451 | 5.00 |
| Dolores Specht | Tuition Refund | 9452 | 5.00 |
| Deborah Speer | Tuition Refund | 9453 | 5.00 |
| Patrick Tenner | Tuition Refund | 9454 | 5.00 |
| Philip Thomas | Tuition Refund | 9455 | 5.00 |
| Ronald Vanocara | Tuition Refund | 9456 | 5.00 |
| William Warilewski | Tuition Refund | 9457 | 5.00 |
| Paul Webster | Tuition Refund | 9458 | 5.00 |
| Donald Wilkes | Tuition Refund | 9459 | 5.00 |
| Larry Willis | Tuition Refund | 9460 | 5.00 |
| --Void-- | ----- | 9461 | -- |
| David Wollerman | Tuition Refund | 9462 | 5.00 |
| Richard Below | Tuition Refund | 9463 | 5.00 |
| Roy Dancy | Tuition Refund | 9464 | 5.00 |
| --Void-- | ----- | 9465 | -- |
| Cathy Earnest | Tuition Refund | 9466 | 5.00 |

IMPREST FUND DISBURSEMENTS

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|-------------------------|-------------------------|-------------------------|
| James Gleason | Tuition Refund | 9467 | 5.00 |
| James Gong | Tuition Refund | 9468 | 5.00 |
| Raymond Paez | Tuition Refund | 9469 | 5.00 |
| Loretta Gregory | Tuition Refund | 9470 | 5.00 |
| William Hahn | Tuition Refund | 9471 | 5.00 |
| Carol Handelsman | Tuition Refund | 9472 | 5.00 |
| Wayne Hedstrom | Tuition Refund | 9473 | 5.00 |
| Frederick Olson | Tuition Refund | 9474 | 5.00 |
| Margery Schick | Tuition Refund | 9475 | 5.00 |
| Delena Taylor | Tuition Refund | 9476 | 5.00 |
| James Wedyck | Tuition Refund | 9477 | 5.00 |
| Ronald Jakubowski | Tuition Refund | 9478 | 5.00 |
| Philosophical Library Inc. | Professional Books | 9479 | 6.00 |
| R. E. Lahti Petty Cash | Reimbursement | 9480 | 185.65 |
| Guerin A. Fischer | Travel Advance | 9481 | 200.00 |
| Fred A. Vaisvil | Travel Expense | 9482 | 43.85 |
| James Harvey | Travel Expense | 9483 | 45.25 |
| James Millay | Tuition Refund | 9484 | 14.00 |
| Postmaster,U.S.,Palatine | Post Cards | 9485 | 25.00 |
| Amer. Assoc. of Univ. Prof. | Professional Books | 9486 | 4.50 |
| University Book Store | Professional Books | 9487 | 4.50 |
| Paul Moore | Recruitment | 9488 | 158.00 |
| Joan Humphrys | Salary Advance | 9489 | 100.00 |
| R. E. Lahti | Travel Expense | 9490 | 47.50 |
| Mary Lou Holleran | Travel Expense | 9491 | 28.20 |
| W. J. Mann | Travel Expense 239.21 | | |
| | Travel Advance (207.00) | 9492 | 32.21 |
| Gregory C. Franklin | Travel Expense 300.00 | | |
| | Travel Advance (250.00) | 9493 | 50.00 |
| James M. Glynn | Tuition Refund | 9494 | 12.00 |
| Postmaster,U.S.,Palatine | Post Cards | 9495 | 12.50 |
| Scott Siegfort | Tuition Refund | 9496 | 273.12 |
| James B. Dickinson | Tuition Refund | 9497 | 98.28 |
| Guerin Fischer | Local Travel | 9498 | 18.80 |
| Government Bookstore | Purchases - Books | 9499 | 146.25 |
| Janet L. Shields | Travel Expense | 9500 | 30.50 |
| Carol Zack Petty Cash | Reimbursement | 9501 | 188.10 |
| W. D. Klingenberg | Travel Expense | 9502 | 57.25 |
| Dorothy Frost | Salary Advance | 9503 | 40.00 |
| Dennis Brokke | Salary Advance | 9504 | 300.00 |
| Council of North Central Junior Colleges | Travel Expense | 9505 | 59.00 |
| Richard Finstad | Tuition Refund | 9506 | 133.00 |
| George M. Kanavoutris | Salary Advance | 9507 | 100.00 |
| | | | <u>\$7,973.57</u> |

IMPREST FUND DISBURSEMENTS

| | | |
|----------------|---------------------|-------------------|
| Reimbursement: | Educational Fund | \$6,709.71 |
| | Building Fund | 251.27 |
| | Auxiliary Fund | 277.59 |
| | Site & Construction | <u>735.00</u> |
| | | <u>\$7,973.57</u> |

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

To: Treasurer

From: Board of Trustees

Subject: Approval of Estimated Payroll Expenditures
September 1, 1970 to October 31, 1970

The following estimated payrolls in the amount of \$820,000.00 are hereby authorized for payment:

| | | |
|---|---------------------|-----|
| September 1 to 15, 1970 Regular Payroll | \$170,000.00 | |
| September 16 to 30, 1970 Regular Payroll | \$210,000.00 | (1) |
| October 1 to 15, 1970 Regular Payroll | \$220,000.00 | (2) |
| October 16 to 31, 1970 Regular Payroll | <u>\$220,000.00</u> | (2) |
| | <u>\$820,000.00</u> | |

Date of Approval: September 10, 1970

- (1) Includes new contracts
- (2) Includes part-time teachers

FINANCIAL PLAN A - LONG RANGE CONSTRUCTION

The following is an estimate of the costs for the construction and equipping of the remaining building of the master plan, beyond the Music Wing and Science Wing additions.

Most of the buildings have been carried through the Schematic Design stage and the time table for further architectural development will be governed by the availability of State Funds (see Section IV)

This exhibit consists of the following:

| | <u>DESCRIPTION</u> | <u>PAGE</u> |
|-----|--|-------------|
| I | Financial Plan | 2 |
| II | Proposed Buildings with square footage and estimated building costs | 3 |
| III | Estimated total costs of buildings including site development, equipment, fees, etc. | 4 |
| IV | Recommendation for the next stage of Architectural Development | Attachment |
| V | Architectural Fee Determination | Attachment |

SITE AND CONSTRUCTION FUND
1970 - 71
ESTIMATED SOURCES OF FUNDING

| | |
|---|--------------------|
| Non-Cash Items to be Submitted to I.B.A. | |
| * Transfer of land, 126 acres @ \$10,000/acre | \$1,260,000 |
| Architects Fees - Interiors | 14,745 |
| 50% of Consultants fees deferred from Phase I | <u>35,537</u> |
| TOTAL | \$1,310,282 |
| Construction Payout and Architectural Fees Phase IIB | \$2,168,587 |
| Total Estimated Funding Phase IIB | <u>\$3,478,869</u> |
| I.B.A. Funding 3 x 3,478,869 | \$10,436,607 |
| Total Estimated Funding Phase IIB | \$13,915,476 |
| Phase IIB Estimated Total Costs | \$22,847,927 |
| Less Cost of Moveable Equipment (100% local funds) | <u>1,986,776</u> |
| Phase IIB Costs under I.B. A. Participation | \$20,861,151 |
| Total Estimated Funding Phase IIB | <u>13,915,476</u> |
| Deficit | \$ 6,945,675 |
| Local Share of Deficit \$6,945,675 ÷ 4 | 1,736,919 |
| Estimated Cost of Moveable Equipment | <u>1,986,776</u> |
| Total Estimated Additional Funds Needed For Phase IIB | \$ 3,723,695 |

*Assuming \$10,000 per acre appraised value.

September 1970

| UNIV. DESCRIPTION | PHASE I GROSS SQ. FT. | PHASE II GROSS SQ. FT. | *FUTURE PHASES GROSS SQ. FT. | EST. COST BLDG. ONLY \$36/SQ. FT. JULY 1971 | EST. COST BLDG. ONLY \$38/SQ. FT. JULY 1972 | EST. COST BLDG. ONLY \$40/SQ. FT. JULY 1974 | EST. COST BLDG. ONLY \$43/SQ. FT. JULY 1976 |
|---|--------------------------|---------------------------|---------------------------------|--|--|--|--|
| A STUDENT CENTER | 131, 652 | ----- | ----- | ----- | ----- | ----- | ----- |
| B POWER PLANT | 8, 300 | 5, 400 | ----- | ----- | ----- | ----- | ----- |
| C ART | 23, 878 | ----- | ----- | ----- | ----- | ----- | ----- |
| D SCIENCE | 92, 600 | 23, 460 | ----- | ----- | ----- | ----- | ----- |
| E LECTURE DEMO CENTER | 13, 040 | ----- | ----- | ----- | ----- | ----- | ----- |
| F LEARNING RESOURCES | 101, 970 | ----- | ----- | ----- | ----- | ----- | ----- |
| G VOC. TECH. SHOP | ----- | ----- | 25, 729 | \$ 926, 244 | ----- | ----- | ----- |
| H VOC. TECH. LABS | ----- | ----- | 51, 708 | 1, 861, 488 | ----- | ----- | ----- |
| HI LECTURE HALL (72) | ----- | ----- | 2, 472 | 88, 992 | ----- | ----- | ----- |
| I BUS. & SOC. SCIENCES | ----- | ----- | 36, 324 | ----- | ----- | \$1, 452, 960 | ----- |
| J BUS. & SOC. SCIENCES | ----- | ----- | 42, 607 | ----- | ----- | 1, 704, 280 | ----- |
| JL LECTURE CENTER | ----- | ----- | 14, 000 | ----- | ----- | 560, 000 | ----- |
| K HUMANITIES & COMMUNICATIONS | ----- | ----- | 42, 624 | ----- | ----- | 1, 704, 960 | ----- |
| L COMMUNICATIONS | ----- | ----- | 38, 160 | ----- | ----- | ----- | \$1, 640, 880 |
| M P. E. (Lockers, Showers & M. P. Rooms) | ----- | ----- | 49, 168 | ----- | \$1, 868, 384 | ----- | ----- |
| N P. E. (Pool) | ----- | ----- | 12, 454 | ----- | ----- | 498, 160 | ----- |
| O P. E. (Gym) | ----- | ----- | 23, 526 | ----- | ----- | ----- | 1, 011, 618 |
| P MUSIC | ----- | 26, 594 | ----- | ----- | ----- | ----- | ----- |
| LITTLE THEATRE, AUDITORIUM & SERVICES FACILITIES | ----- | ----- | 75, 314 | ----- | ----- | ----- | 3, 238, 502 |
| TOTAL | 371, 440 SQ. FT. | 55, 454 SQ. FT. | 415, 086 SQ. FT. | \$2, 876, 724 | \$1, 868, 384 | \$5, 920, 360 | \$5, 891, 000 |

| | EST. COST OF PHASE IIB AT ACCELERATED COSTS | EST. COST OF BLDGS. G, H & HI JULY 1971 COSTS | EST. COST OF BLDG M JULY 1972 COSTS | EST. COST OF BLDGS. I, J, K & N JULY 1974 COSTS | EST. COST OF BLDGS. L, D, Q, R & BI |
|--|---|---|---|---|--|
| Estimated Cost of Buildings Only | \$ 16, 556, 468 | \$ 2, 876, 724 | \$ 1, 868, 384 | \$ 5, 920, 360 | \$ 5, 891, 000 |
| Site Development (10% of Bldg. Cost) | 1, 655, 647 | 287, 672 | 186, 838 | 592, 036 | 589, 100 |
| Est. Cost Fixed Equip. (5% of Bldg. Cost) | 827, 824 | 143, 836 | 93, 419 | 296, 018 | 294, 550 |
| Est. Cost Moveable Equip. (12% of Bldg.) | 1, 986, 776 | 345, 207 | 224, 206 | 710, 443 | 706, 920 |
| IBA Contingency (5% of Bldg. Cost) | 827, 824 | 143, 836 | 93, 419 | 296, 018 | 294, 550 |
| Architectural Fees (6% of Bldg., Site) and Fixed Equipment Cost | 993, 388 | 172, 604 | 112, 103 | 355, 222 | 353, 460 |
| TOTALS | \$ 22, 847, 927 | \$ 3, 969, 879 | \$ 2, 578, 369 | \$ 8, 170, 097 | \$ 8, 129, 580 |
| BIENNIUM & YEAR | | 77th (7/71 - 6/73) | 78th (7/73 - 6/75) | 79th (7/75 - 6/77) | 80th (7/77 - 6/79) |

MEMORANDUM

TO: Mr. William Mann, Vice President Business Affairs

FROM: Mr. Don Misic, Director Business Services

DATE: August 27, 1970

SUBJECT: Recommendation for the Next Stage of Architectural Development

Attached is a copy of our new Projection of Capital Funds Needs which covers the scheduling of buildings through the final phase of our project.

The IJCB will process requests for the 77th Biennium only and, therefore, it is this particular phase of our building schedule that requires consideration for further architectural development.

I recommend that we authorize our architect to proceed with the Design Development Phase for the following buildings:

H - Voc/Tech Labs

H¹ - Lecture Hall (72 seat)

G - Voc/Tech Shop

M - P.E. (Lockers, Showers and M.P. rooms)

ILLINOIS JUNIOR COLLEGE BOARD
544 Iles Park Place
Springfield, Illinois 62706

PROJECTION OF CAPITAL FUND NEEDS

1. Legal Name: The Board of Junior College District Number 512
County(ies) of Cook, Kane, Lake, and McHenry
and State of Illinois
2. Name of Campus or Branch thereof where Facilities will be/are located:
William Rainey Harper College
3. Address where Facilities will be/are located:
Street and Number Algonquin and Roselle Roads
City Palatine County Cook Zip Code 60067
4. Projected population of district -- 1974 435,000

Part E. Exhibit I of L

OTHER OCCUPATIONAL ORIENTED PROGRAMS

| PROGRAMS | 140 Sq.Ft. | 90-110 Sq.Ft. |
|-----------------------------|------------|---------------|
| | 1974 | 1974 |
| | FTE Day | FTE Day |
| Accounting Aids | | 60 |
| Audio Visual Tech. | 20 | |
| Building Management | | 25 |
| Care & Guidance of Children | 80 | |
| Child Development | 25 | |
| Custodial Service | 25 | |
| Dental Hygiene | 80 | |
| Finance and Credit | | 35 |
| Fire Science | 35 | |
| Foremanship | | 40 |
| Hotel and Lodging | 15 | |
| Inhalation Therapy | 15 | |
| Insurance | | 30 |
| Interior Design | 75 | |
| Journalism | 30 | |
| Law Enforcement | 60 | |
| Legal Secretary | | 20 |
| Library Aide | | 15 |
| Library Science Technology | | 15 |
| Marketing Management | 45 | |
| Medical Secretary | | 20 |
| Nursing (ADN) | 160 | |
| Office Practices | 150 | |
| Operating Room Technology | 20 | |
| Personnel Assistant | | 25 |
| Real Estate | | 40 |
| Recreation Leadership | | 15 |
| Sales and Advertising | | 25 |
| Small Business Management | | 25 |
| Teacher Aide | | 15 |
| Urban Planner | | 15 |
| Automotive Tech. | 75 | |
| Environmental Tech. | 50 | |
| Supervisory Management | | <u>50</u> |
| Total | <u>960</u> | <u>470</u> |

| | 1969 | 1972 | 1974 | 1978 |
|--|--------------|--------------|--------------|---------------|
| Head Count (Total) | <u>5,358</u> | <u>7,395</u> | <u>9,527</u> | <u>14,738</u> |
| (a) Baccalaureate Oriented | <u>3,960</u> | <u>4,854</u> | <u>5,367</u> | <u>8,485</u> |
| (b) Occupation Oriented | <u>1,148</u> | <u>1,849</u> | <u>3,334</u> | <u>5,158</u> |
| (c) Adult and Cont. Educ. | <u>250</u> | <u>692</u> | <u>826</u> | <u>1,095</u> |
| Full-Time Equivalent Enrollment (Total) | <u>3,673</u> | <u>5,118</u> | <u>6,526</u> | <u>10,011</u> |
| (a) Baccalaureate Oriented | <u>3,074</u> | <u>3,627</u> | <u>3,990</u> | <u>6,173</u> |
| (b) Occupation Oriented | <u>574</u> | <u>1,280</u> | <u>2,284</u> | <u>3,504</u> |
| (c) Adult and Cont. Educ. | <u>25</u> | <u>211</u> | <u>252</u> | <u>334</u> |
| Full-Time Equivalent Evening Enrollment (Total) | <u>1,016</u> | <u>1,350</u> | <u>1,722</u> | <u>2,603</u> |
| (a) Baccalaureate Oriented | <u>765</u> | <u>822</u> | <u>892</u> | <u>1,391</u> |
| (b) Occupation Oriented | <u>229</u> | <u>338</u> | <u>603</u> | <u>911</u> |
| (c) Adult and Cont. Educ. | <u>22</u> | <u>190</u> | <u>227</u> | <u>301</u> |
| Full-Time Equivalent Day Enrollment (Total) | <u>2,955</u> | <u>3,768</u> | <u>4,804</u> | <u>7,408</u> |
| (a) Baccalaureate Oriented | <u>2,409</u> | <u>2,805</u> | <u>3,098</u> | <u>4,782</u> |
| (b) Occupation Oriented | <u>345</u> | <u>942</u> | <u>1,681</u> | <u>2,593</u> |
| (c) Adult and Cont. Educ. | <u>3</u> | <u>21</u> | <u>25</u> | <u>33</u> |

Projected enrollment in eligible occupational oriented programs
(FTE day students -- 1974)

| | | | |
|---|------------|---------------------------------------|-------------|
| A. AGRICULTURE | | E. GRAPHIC ARTS TECHNOLOGIES | |
| Agricultural Mechanics | _____ | Commercial Art- | |
| Agricultural Production | _____ | Advertising Design | <u>50</u> |
| Horticulture-Floriculture | <u>20</u> | Photography | _____ |
| (Farm buildings and field | | Printing | <u>50</u> |
| facilities excluded from | | F. TRANSPORTATION TECHNOLOGIES | |
| space allocation) | | Automotive | <u>75</u> |
| B. CONSTRUCTION TECHNOLOGIES | | Aviation | <u>25</u> |
| Air Conditioning | _____ | Heavy Truck | _____ |
| Heating | <u>15</u> | G. TEXTILE TECHNOLOGIES | |
| Refrigeration | _____ | Textile Production and | |
| Cabinet Making | _____ | Fabrication | _____ |
| Sheet Metals | _____ | Dressmaking | _____ |
| Construction Trades | <u>30</u> | Tailoring | _____ |
| C. DATA PROCESSING Technology | <u>100</u> | Textile Design | _____ |
| Key Punching | <u>25</u> | Upholstering | _____ |
| Machine Operation | <u>25</u> | Fashion Design | <u>75</u> |
| Computer Operation | <u>25</u> | H. WELDING | |
| D. ENGINEERING AND INDUSTRIAL TECHNOLOGIES | | I. HEALTH OCCUPATIONS | |
| Architectural | <u>50</u> | Practical Nursing | <u>60</u> |
| Ceramic | _____ | Technical Lab. Asst. | <u>20</u> |
| Chemical | <u>20</u> | X-Ray Assistant | <u>15</u> |
| Civil | <u>25</u> | Occupational Therapy | <u>15</u> |
| Drafting and Desig. | <u>30</u> | Physical Therapy | _____ |
| Electrical | _____ | Dental Assistant | <u>100</u> |
| Electro-Mechanical | <u>20</u> | Dental Lab. Asst. | <u>15</u> |
| Electronic | <u>60</u> | J. COSMETOLOGY | |
| Industrial | <u>20</u> | K. FOOD SERVICES | <u>75</u> |
| Instrumentation | <u>25</u> | L. OTHERS (Exhibit) I. | <u>940</u> |
| Mechanical | <u>30</u> | | |
| Petroleum | _____ | | |
| | | Total | <u>2035</u> |

6. Determination of Need

1973 Full-Time Equivalent Enrollment (Day Students) 7408

Total Gross Square Feet as per Guidelines

| | | | |
|---|----------------------------|----------------|-------------|
| <u>2593</u> | students @ 140 square feet | <u>363,020</u> | square feet |
| <u>1500</u> | students @ 110 square feet | <u>165,000</u> | square feet |
| <u>1500</u> | students @ 100 square feet | <u>150,000</u> | square feet |
| <u>1815</u> | students @ 90 square feet | <u>163,350</u> | square feet |
| Total Allowable Square feet (Master Plan) | | <u>841,370</u> | |

7. Phasing

A. 74th, 75th Biennia and Fiscal Year 1970 - Projects certified to the Illinois Building Authority

Total Gross Square Feet 371,440

Specify as to function that portion of the educational program at your college to be performed in the facilities comprising the square feet enumerated above. (To the extent that names of buildings will clarify above, please list the name.)

- | | |
|--|--|
| <u>College Center & Gen.Admin.Bldg.A</u> | <u>Learning Resources Center, Bldg.F</u> |
| <u>Central Utility, Bldg.B</u> | _____ |
| <u>Lecture Demonstration Center Bldg.E</u> | _____ |
| <u>Science & Health Complex, Bldg.D</u> | _____ |
| <u>Fine & Applied Arts Wing, Bldg.C</u> | _____ |

B. Fiscal Year 1970 - Projects to be certified to the Illinois Building Authority prior to June 30, 1970

Total Gross Square Feet 55,454

Specify as to function that portion of the educational program at your college to be performed in the facilities comprising the square feet enumerated above. (To the extent that names of buildings will clarify above, please list the name.)

- | | |
|---|-------|
| <u>Music Wing, Bldg. P</u> | _____ |
| <u>Science/Health Addition, Bldg. D</u> | _____ |
| <u>Bldg.B addition for temporary Voc/Tech</u> | _____ |
| _____ | _____ |
| _____ | _____ |

77th Biennium - July 1, 1971 to June 30, 1973

Fiscal Year 1972 (Note: Fiscal Year 1973 on separate exhibit)

1973 Full-Time Equivalent Enrollment (Day Students) 4426

Total Gross Square Feet as per Guidelines

1272 students @140 square feet 178,080 square feet

1500 students @110 square feet 165,000 square feet

1500 students @100 square feet 150,000 square feet

154 students @ 90 square feet 13,860 square feet

Total Allowable Square Feet 506,940

C. 77th Biennium - July 1, 1971 to June 30, 1972

1974 Full-Time Equivalent Enrollment (Day Students) 4804

Total Gross Square Feet as per Guidelines

| | | | |
|---|----------------------------|----------------|-------------|
| <u>1681</u> | students @ 140 square feet | <u>235,340</u> | square feet |
| <u>1500</u> | students @ 110 square feet | <u>165,000</u> | square feet |
| <u>1500</u> | students @ 100 square feet | <u>150,000</u> | square feet |
| <u>123</u> | students @ 90 square feet | <u>11,070</u> | square feet |
| Total Allowable Square Feet (Project _____) | | <u>561,410</u> | |

Specify as to function that portion of the educational program at your college to be performed in the facilities comprising the square feet enumerated above. (To the extent that names of buildings will clarify above, please list the name.)

| | |
|--|--|
| <u>College Center & Gen.Admin.Bldg.A</u> | <u>Learning Resources Center, Bldg.F</u> |
| <u>Central Utility, Bldg.B</u> | <u>Music Wing, Bldg. P</u> |
| <u>Lecture-Demonstration Center, Bldg.E</u> | <u>Voc-Tech Shop, Bldg. G</u> |
| <u>Science & Health Complex, Bldg. D</u> | <u>Voc-Tech Labs, Bldg. H</u> |
| <u>Fine & Applied Arts Wing, Bldg. C</u> | <u>Physical Ed. Classrooms, Bldg. M</u> |

D. 78th Biennium - July 1, 1973 to June 30, 1975

1976 Full-Time Equivalent Enrollment (Day Students) 6192

Total Gross Square Feet as per Guidelines

| | | | |
|---|----------------------------|----------------|-------------|
| <u>2167</u> | students @ 140 square feet | <u>303,380</u> | square feet |
| <u>1500</u> | students @ 110 square feet | <u>165,000</u> | square feet |
| <u>1500</u> | students @ 100 square feet | <u>150,000</u> | square feet |
| <u>1025</u> | students @ 90 square feet | <u>92,250</u> | square feet |
| Total Allowable Square Feet (Project _____) | | <u>710,630</u> | |

Specify as to function that portion of the educational program at your college to be performed in the facilities comprising the square feet enumerated above. (To the extent that names of buildings will clarify above, please list the name.)

| | |
|--|---|
| <u>College Center & Gen.Admin., Bldg.A</u> | <u>Learning Resources Center, Bldg.F</u> |
| <u>Central Utility, Bldg. B</u> | <u>Music Wing, Bldg.P</u> |
| <u>Lecture-Demonstration Center, Bldg.E</u> | <u>Voc-Tech Shop, Bldg.G</u> |
| <u>Science & Health Complex, Bldg.D</u> | <u>Voc-Tech Labs, Bldg. H</u> |
| <u>Fine & Applied Arts Wing, Bldg.C</u> | <u>Business & Social Sciences, Bldg.I & J</u> |
| | <u>Pool, Bldg. N</u> |
| | <u>Physical Ed. Classrooms, Bldg. M</u> |
| | <u>Communications-Humanities, Bldg.K</u> |
| | <u>Lecture-Demo.Center, Bldg. J</u> |

E. 79th Biennium - July 1, 1975 to June 30, 1977

1978 Full-Time Equivalent Enrollment (Day Students) 7408

Total Gross Square Feet as per Guidelines

| | | | |
|---|----------------------------|----------------|-------------|
| <u>2593</u> | students @ 140 square feet | <u>363,020</u> | square feet |
| <u>1500</u> | students @ 110 square feet | <u>165,000</u> | square feet |
| <u>1500</u> | students @ 100 square feet | <u>150,000</u> | square feet |
| <u>1815</u> | students @ 90 square feet | <u>163,350</u> | square feet |
| Total Allowable Square Feet (Project _____) | | <u>841,370</u> | |

Specify as to function that portion of the educational program at your college to be performed in the facilities comprising the square feet enumerated above. (To the extent that names of buildings will clarify above, please list the name.)

| | |
|--|--|
| <u>College Center & Gen.Admin, Bldg. A</u> | <u>Learning Resources Center, Bldg. F</u> |
| <u>Central Utility, Bldg. B</u> | <u>Little Theatre, Bldg. G</u> |
| <u>Lecture-Demonstration Center, Bldg. E</u> | <u>Music Wing, Bldg. P</u> |
| <u>Science & Health Complex, Bldg. D</u> | <u>Voc-Tech Shop, Bldg. G</u> |
| <u>Fine & Applied Arts Wing, Bldg. C</u> | <u>Voc-Tech Labs, Bldg. H</u> |
| | <u>Auditorium, Bldg. R</u> |
| | <u>Business/Social Science, Bldgs. I & J</u> |
| | <u>Lecture-Demo., Bldg. J</u> |
| | <u>P.E. Classrooms, Pool & Gym, Bldgs. M, N, O</u> |
| | <u>Communications-Humanities, Bldg. K</u> |

8. Total Estimated Cost by Fiscal Year - (Complete only lines for those years from which you plan to use appropriated building funds.)

| Year | No. of Sq. Ft. | Cost per Sq. Ft. | Total Est. Cost | 25% | 75% |
|----------------------|----------------|------------------|---------------------|--------------------|---------------------|
| <u>77th Biennium</u> | | | | | |
| 72nd | <u>80,000</u> | <u>\$36.00</u> | <u>2,880,000</u> | <u>720,000</u> | <u>2,160,000</u> |
| 73rd | <u>50,000</u> | <u>38.00</u> | <u>1,900,000</u> | <u>475,000</u> | <u>1,425,000</u> |
| <u>78th Biennium</u> | | | | | |
| 74th | <u>148,000</u> | <u>39.00</u> | <u>5,772,000</u> | <u>1,443,000</u> | <u>4,329,000</u> |
| 75th | _____ | _____ | _____ | _____ | _____ |
| <u>79th Biennium</u> | | | | | |
| 76th | <u>137,000</u> | <u>43.00</u> | <u>5,891,000</u> | <u>1,472,750</u> | <u>4,418,250</u> |
| 77th | _____ | _____ | _____ | _____ | _____ |
| TOTALS | <u>415,000</u> | <u>\$39.62</u> | <u>\$16,443,000</u> | <u>\$4,110,750</u> | <u>\$12,332,250</u> |

9. Authentication

IN WITNESS THEREOF, THE COLLEGE HAS CAUSED THIS PROJECTION OF CAPITAL FUND NEEDS TO BE DULY EXECUTED IN ITS NAME ON THE DATE SHOWN BELOW:

LEGAL NAME (Must agree exactly with legal name as indicated in title opinion, legal opinion and authorizing resolution)

The Board of Junior College District Number 512, County(ies) of Cook, Kane, Lake and McHenry

and State of Illinois

MAILING ADDRESS OF JUNIOR COLLEGE DISTRICT

Number and Street Algonquin and Roselle Roads

County Cook City Palatine Zip Code 60067

Telephone Number (include area code) 312-359-4200

SIGNATURES:

| | |
|--|---------------------------------|
| _____ CHAIRMAN, DISTRICT JUNIOR COLLEGE BOARD | _____ Date |
| _____ SECRETARY, DISTRICT JUNIOR COLLEGE BOARD | _____ Date |
| <u>W J Mann</u> _____ TREASURER, DISTRICT JUNIOR COLLEGE BOARD | <u>8-20-70</u> _____ Date |
| <u>R Sabatini</u> _____ PRESIDENT, DISTRICT JUNIOR COLLEGE | <u>8-20-70</u> _____ Date |

PART I PROJECTIONS OF MIDTERN ENROLLMENTS TO 1995

| | <u>1969</u> | <u>1970</u> | <u>1971</u> | <u>1972</u> | <u>1973</u> | <u>1974</u> | <u>1975</u> | <u>1980</u> | <u>1985</u> | <u>1990</u> | <u>1995</u> |
|--|-------------|-------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| High School Seniors 1 year before ^a | 4909 | 5509 | 5991 | 6807 | 7125 | 7532 | 8082 | 10,202 | 10,915 | 11,746 | 12,131 |
| Percent Attending Harper | 23.4 | 23.6 | 26.9 | 32.5 | 34.7 | 37.2 | 39.8 | 49.0 | 50.7 | 52.4 | 53.1 |
| No. F-T New Students | 1147 | 1300 | 1610 | 2210 | 2470 | 2800 | 3220 | 5000 | 5530 | 6150 | 6440 |
| Percent returning | 61.5 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 | 75.0 |
| No. F-T Returnees | 705 | 975 | 1208 | 1658 | 1853 | 2100 | 2415 | 3750 | 4148 | 4613 | 4830 |
| Non-Adults P-T per high school senior | .151 | .165 | .165 | .165 | .165 | .165 | .165 | .165 | .165 | .165 | .165 |
| Ratio-Non-Adult P-T per F-T | .4 | .4 | .35 | .29 | .27 | .25 | .24 | .19 | .19 | .18 | .18 |
| Number Non-Adult P-T | 741 | 910 | 986 | 1122 | 1176 | 1243 | 1334 | 1683 | 1801 | 1938 | 2002 |
| Units of Adult Course Interest ^b | 123,891 | 132,376 | 140,861 | 149,345 | 157,830 | 166,315 | 174,800 | 206,940 | 230,425 | 243,674 | 248,900 |
| Adult FTE Attending | 345 | 455 | 576 | 709 | 854 | 1008 | 1175 | 2069 | 2304 | 2437 | 2489 |
| (Assuming reach 1/20 in 1980 of interest) | | | | | | | | | | | |
| No. of Adults Attending (3.279 Heads per FTE) | 1131 | 1493 | 1889 | 2326 | 2800 | 3305 | 3852 | 6784 | 7554 | 7990 | 8161 |
| Total Ratio P-T/F-T | 1.01 | 1.06 | 1.02 | .89 | .92 | .93 | .92 | .97 | .97 | .92 | .90 |
| Total in District | 3718 | 4678 | 5693 | 7316 | 8299 | 9448 | 10,821 | 17,217 | 19,033 | 20,691 | 21,433 |
| Total Out-of-District ^c | 1504 | 1192 ^d | 581 ^e | 79 | 79 | 79 | 79 | 79 | 79 | 79 | 79 |
| Total Head Count | 5222 | 5870 | 6274 | 7395 | 8378 | 9527 | 10,900 | 17,296 | 19,112 | 20,770 | 21,512 |
| In-District FTE | 2358 | 3118 | 3827 | 5059 | 5695 | 6467 | 7411 | 11,646 | 12,867 | 14,043 | 14,666 |
| Out-of-District FTE | 1146 | 908 ^d | 443 ^e | 59 | 59 | 59 | 59 | 59 | 59 | 59 | 59 |
| Total FTE | 3504 | 4026 | 4270 | 5118 | 5754 | 6526 | 7470 | 11,705 | 12,926 | 14,102 | 14,725 |

FTE Day (State definition total students semester hours offered between 7 AM - 5 PM divided by 15)

- a. High school projections shown in Appendix A
- b. Units of adult course interest determined from Adult Education Survey shown in Appendix B
- c. Out-of-district projection assumes that enrollment from the Niles-Maine will drop to near zero and that almost all students in non-junior college district will choose Niles-Maine rather than Harper because of its proximity
- d. Niles-Maine will open with enrollment of 500 FTE in fall of 1970
- e. Niles-Maine will allow those who started at Harper to finish at Harper

ANALYSIS OF REVISED ENROLLMENT PROJECTIONS FOR 1974
AS OF JULY 1970

RECEIVED
AUG 19 1970
V. P. BUSINESS

| | <u>OLD PROJECTION FTE DAY</u> | <u>NEW PROJECTION FTE DAY</u> | <u>REASON FOR CHANGE</u> |
|---|---------------------------------------|---------------------------------------|--|
| <u>In District:</u> | | | |
| Number of F-T new students | 1940 | 1954 | Early registration showed slight increase over projections in this category |
| Percent of F-T returning students of F-T new students | 61.5 | .75.0 | Many colleges including Northern Illinois have restricted transfers from junior colleges with less than 45 hours |
| Number of F-T returning students | 1193 | 1466 | |
| Number of P-T students | 1225 | 1338 | same as above |
| <u>Out of District</u> | <u>46</u> | <u>46</u> | |
| TOTAL | 4404 | 4804 | |

WILLIAM RAINEY HARPER COLLEGE

August 20, 1970

CAPITAL EXPENDITURE PROJECTION - SUMMARY SHEET

| Year | Biennium | Projected Day FTE | GSF State Formula | Sq. Ft. Completed | Add'l. Sq.Ft. Needed | Total Sq.Ft. Completed and Needed | Construction Project Certified to I.B.A. |
|------------|----------|-------------------|-------------------|-------------------|----------------------|-----------------------------------|--|
| Sept. 1970 | 76th | 2955 | 329,420 | 371,440 | | | 1970 for 55,454 sq.ft |
| Sept. 1971 | 77th | 3141 | 354,220 | 371,440 | | | 1971 for 80,000 sq.ft. |
| Sept. 1972 | 77th | 3768 | 429,480 | 371,440 | 55,454 | 426,894 | 1972 for 50,000 sq.ft. |
| Sept. 1973 | 78th | 4237 | 489,540 | | 80,000 | 506,000 | |
| Sept. 1974 | 78th | 4804 | 561,410 | | 50,000 | 556,894 | 1974 for 148,000 sq.ft. |
| Sept. 1975 | 79th | 5493 | 635,520 | | | | |
| Sept. 1976 | 79th | 6192 | 710,630 | | 148,000 | 704,894 | 1976 for 137,000 sq.ft. |
| Sept. 1977 | 80th | 6707 | 765,980 | | | | |
| Sept. 1978 | 80th | 7408 | 841,370 | | 137,000 | 841,894 | |

OUTLINE OF PHASES - SQUARE FOOTAGES AND BUILDINGS

| | | |
|--|-----------------|--|
| Phase IA-1B | 371,440 sq.ft. | |
| Phase IIA | <u>55,454</u> | |
| | 426,894 sq.ft. | |
| Phase IIB (G-H-H'-M) | <u>129,077</u> | |
| | 555,971 sq. ft. | |
| Phase IIC (I,J,J',K&N) | <u>148,009</u> | |
| | 703,980 sq.ft. | |
| Phase IID (L,O, Little theatre, Auditorium, etc.) | <u>137,000</u> | |
| | 840,980 | |

PHASE II B

| | |
|------|-----------------|
| H - | 51,708 Sq. Ft. |
| G - | 25,729 |
| M - | 49,168 |
| H' - | <u>2,472</u> |
| | 129,007 Sq. Ft. |

PHASE II C

| | |
|------|-----------------|
| I - | 36,324 sq. Ft. |
| J - | 42,607 |
| J' - | 14,000 |
| K - | 42,624 |
| N - | <u>12,454</u> |
| | 148,009 sq. Ft. |

PHASE II D

| | |
|--------------------|------------------------|
| L - | 38,160 sq. ft. |
| O - | 23,526 |
| Little Theater | ? |
| Auditorium | ? |
| Service Facilities | ? |
| | <u>137,000</u> sq. ft. |

WILLIAM RAINEY HARPER COLLEGE
SCHEMATIC DESIGN AREA TAKEOFF

4 JUNE 70

| <u>UNIT</u> | <u>NAME</u> | <u>FIRST FLOOR</u> | <u>SECOND FLOOR</u> | <u>TOTAL</u> |
|-----------------|---------------|--------------------|---------------------|--------------|
| H | Engr/arch | 25,134 | 26,574 | 51,708 |
| H ¹ | Lecture (72) | 2,076 | 396 | 2,472 |
| G | Voc/Tech | 23,514 | 2,215 | 25,729 |
| I | Soc. Sci/Bus. | 18,344 | 17,980 | 36,324 |
| J | Soc. Sci/Bus. | 20,671 | 21,936 | 42,607 |
| J ¹ | Lecture 360 | 7,150 | | 7,150 |
| | 120 | | | |
| J ¹¹ | Lecture (72) | 3,893 | | 3,893 |
| K | Hum/Comm | 22,094 | 20,530 | 42,624 |
| L | Comm/Comm | 18,870 | 19,290 | 38,160 |
| L ¹ | Lecture (120) | 2,524 | 340 | 2,864 |
| M | Locker/M.P. | 25,284 | 23,884 | 49,168 |
| N | Pool | 12,454 | | 12,454 |
| O | Gymnasium | 23,526 | | 23,526 |
| | | | | Actual Gross |
| | | | | 338,679 |

ARCHITECTURAL FEE DETERMINATION

In order to be in a position that would enable us to be considered, on short notice, for state approved construction funds, it is necessary to keep the time span between the availability of funds and readiness of construction documents to a minimum.

How far an organization wants to progress towards the completed construction documents, of course, is dependent on how great a financial commitment they are willing and able to make. As an aid in determining the costs involved for documents developed to various levels and for various size projects, a chart, Figure 2, has been prepared. In addition, we have listed below, Figure 1, the breakdown of the 6% Architectural Fee, as it applies to each stage.

| <u>PROJECT LEVEL</u> | <u>% of 6% FEE</u> | <u>% of COST OF PROJECT</u> | <u>TIME for PREPARATION</u> |
|------------------------|--------------------|-----------------------------|-----------------------------|
| Schematic Design | 15 | .9 | 4 months |
| Design Development | 20 | 1.2 | 4 months |
| Construction Documents | 40 | 2.4 | 5 months |
| Bid | 5 | .3 | (approx. (20 months |
| Construction | <u>20</u> | <u>1.2</u> | (|
| | 100 | 6 | |

Figure 1

ARCHITECTURAL FEES
For Various Construction Costs

| PROJECT Level | \$1, MM | \$2, MM | \$3, MM | \$4, MM | \$5, MM | \$6, MM | \$7, MM | \$8, MM | \$9, MM | \$10, MM |
|------------------------|---------------|---------------|---------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|
| Schematic Design | \$ 9M | \$ 18M | \$ 27M | \$ 36M | \$ 45M | \$ 54M | \$ 63M | \$ 72M | \$ 81M | \$ 90M |
| Design Development | 12M | 24M | 36M | 48M | 60M | 72M | 84M | 96M | 103M | 120M |
| Construction Documents | 24M | 48M | 72M | 96M | 120M | 144M | 168M | 192M | 210M | 240M |
| Bid | 3M | 6M | 9M | 12M | 15M | 18M | 21M | 24M | 27M | 30M |
| Construction | 12M | 24M | 36M | 48M | 60M | 72M | 84M | 96M | 108M | 120M |
| TOTAL | \$ 60M | \$120M | \$180M | \$ 240M | \$ 300M | \$360M | \$420M | \$480M | \$540M | \$ 600M |

FIGURE 2

Using the information in Figure 1 and Figure 2, it is easy to determine what the cost will be for the necessary documentation to reduce the time period between the date of notification of the availability of state funds and, for instance, the readiness of bid documents. An example is given below.

Example:

Three possible projects - A, B, and C, each costing three million, four million and six million, respectively.

To reduce the time from thirteen months to nine months, all three projects could be taken through Schematic Design. The Architectural Fee would be (A=\$27M, B=\$36M, and C=\$54M) - \$117,000.

If an additional four months reduction in time was deemed necessary all projects could be carried through the Design Development stage. The additional fee would be (A=\$36M, B=\$48M and C=\$72M) - \$156,000. The total fee would be \$117,000 plus \$156,000, which is \$273,000.

The above example shows how simply one can determine what Architectural Fees would be incurred for different size projects carried to various levels of documentation.

D. M. Misic

STAFF POLICY AND PROCEDURE
MANUAL

EXHIBIT E

August 27, 1970

INTRODUCTION

Every college needs a definitive statement of personnel policies in order to provide practices and procedures that are commonly applied and understood by all staff members.

The primary function of the staff policy manual is to convey policy information to the staff.

Some of the guiding concepts in the development of this manual are:

1. The need to develop a classification of positions by common descriptive titles that will allow salaries to be equitably applied and aid in the recruitment of new staff members.
2. The need for a standard pay plan that provides for equitable salaries based on satisfactory performance.
3. The need for an effective evaluation program that measures job performance as a partial basis for salary increases, as a method for awarding promotions, as a method for improving employee performance, and as a method for testing the effectiveness of the recruitment process.
4. The need to be sensitive to the concerns of the staff by forming an elected committee to act in an advisory capacity to the Director of Personnel.
5. The need for a specific statement of fringe benefits and conditions related to employment that describes the responsibility and rewards of employment at HARPER COLLEGE.

This manual has been compiled based on information gathered from community colleges, a recent survey of college and university personnel practices, several research studies on personnel practices, and in consultation with the staff.

In the future this manual will be amended to meet the needs of the staff and HARPER COLLEGE.

Wilfred Von Mayr
Director of Personnel

EMPLOYMENT POLICIES AND PROCEDURES

I. RECRUITMENT

A. General Qualifications

A prospective employee must meet the minimum standards of knowledge and skill specified for a particular job classification.

B. Initial Interview and Screening

Employment will be gained through an interview with the Director of Personnel or one of his staff. Employment tests may be administered for initial placement in a job classification. Applicants are evaluated on the basis of the initial interview, experience, recommendations from past employers, performance on employment tests, and requirements of the work to be performed.

C. Final Placement

After preliminary screening is completed, qualified applicants are referred with appropriate salary recommendations to the area in which a position is available. Final employment is based on the immediate supervisor's selection among the applicants available for the position. The Director of Personnel will finalize the decision by offering employment at the appropriate salary level and classification. Pre-employment procedures as set forth in this manual will be initiated at this time and must be completed on the first day of employment.

D. Non-discrimination

No person shall be subject to discrimination of any kind by the college district on the basis of race, sex, color, or national origin.

E. Employment of Relatives

Employees from the same immediate family will not be employed to work in the College, except in unusual situations as approved by the Director of Personnel.

I. RECRUITMENT (Continued)

F. Definitions

1. Staff members are defined as all employees who serve in a non-academic capacity. They carry two of the following four designations:

a. Full-time - The employee works the weekly number of hours regularly assigned to his classification, as specified in his notice of appointment.

OR

b. Part-time - The employee works less than the weekly number of hours regularly assigned to his classification.

c. Permanent - The position which the employee occupies is established for a period longer than six months,, and he has successfully completed his probationary period.

OR

d. Temporary - The position which the employee occupies is established for a period of less than six months.

2. Work Year

a. Full-time Calendar Year Employees - Employed for the normal work week of the classification to which assigned on a twelve month basis. Full-time calendar year employees are eligible for all employee fringe benefits.

b. Full-time Academic Year Employees - Employed for the academic school year, working the normal work week of the classification to which assigned. These employees are eligible for employee fringe benefits (insurance, vacation, and sick leave) on a pro-rated basis for time worked.

3. Immediate Family

a. Throughout this manual "immediate family" shall be defined as: husband, wife, children, mother, father, sister, sister-in-law, brother, brother-in-law, foster parents, or any relative living in the immediate household.

II. EMPLOYMENT

A. Personal Reference Checks

References given by an applicant will be thoroughly checked after he is appointed to the staff. They may be checked in advance of appointment, but only with the permission of the applicant. Should any information be discovered through these reference checks that is contrary to the conditions and/or personal qualifications represented by the applicant, the appointment may be immediately revoked and the employee dismissed.

B. Probationary Period

A probationary period of 90 calendar days must be served by all new staff employed in a permanent position. The College reserves the right to terminate a probationary employee before the end of 90 days, if his services prove to be unsatisfactory. In this event, no benefits accrue, except a refund of employee contributions to the State Universities Retirement System. Health or accident insurance claims filed during this period will be valid.

C. Probationary Increase

A probationary increase of 2.5% will be given for the successful completion of the probationary period, if the hiring rate was at the minimum of the range assigned to the employee's classification.

D. Permanent Employee Classification

If, at the end of 90 days, the employee's service is satisfactory, he shall be classified as a permanent employee, eligible for promotion.

E. Temporary Employment Notices

Notices of appointment for temporary employees will be issued for specific periods of time, not to exceed six months. An hourly rate of pay based on the classification of the position will be indicated. Pay will be for hours worked only.

F. Employment Notice

Positions shall be renewed annually. An employment notice,

II. EMPLOYMENT (Continued)

F. Employment Notice (continued)

setting forth salary and classification, will be issued to each employee no later than June 1 of each year for the period of July 1 to June 30. The duplicate copy of the employment notice must be signed and returned by June 15. This notice is for informational purposes only and should not be considered a contract.

G. Physical Examination

In accordance with the Illinois Public Junior College Act, new employees shall be required to have a physical examination before beginning work. The form is supplied by the College and must be completed by a doctor licensed to practice medicine in the State of Illinois. The initial physical and laboratory fees will be paid for by the College up to a limit of \$20.00. (X-rays are not included in this amount. Mobile x-ray units visit local communities on a monthly basis and provide this service free of charge.) The College may request a physical examination at any time during employment, at its expense.

H. Work Week

The work week varies depending upon the employee's classification, and will be specifically defined in the initial notice of appointment or the annual employment notice.

In certain positions, time demands are associated with the job and are accepted with initial employment as a necessary working schedule. Such work arrangements may include assignments in the evenings, weekends, or combinations thereof. Because of the nature of registration, all HARPER COLLEGE employees should plan to work extra hours during each registration period.

In order to take advantage of the increased daylight hours during the summer months from June 15 through September 15, the work schedule will be modified to allow the normal work day of 7½ hours to end at 4:00 p.m.

III. PROMOTION, TRANSFER, SALARY INCREASES

A. General Qualifications

Promotion, or transfer, from one position to another shall be based on performance, ability, and seniority.

B. Seniority

If applicants are equally qualified except in seniority, the employee having the earliest date of employment will be appointed.

C. Transfer

If an employee desires a transfer from his present position to a position of like pay, he should communicate such a desire in writing to the Director of Personnel.

Transfers will be arranged if the common goal of the employee and the College are served. Transfer requires the approval of the present supervisor, the potential supervisor, and the Director of Personnel.

D. Promotion of College Employees

Every effort will be made to advance qualified employees to higher job classifications, giving them preference over applicants not currently employed by HARPER COLLEGE. Vacancies will be announced to the staff by the Personnel Office, who will post them for five working days.

E. Promotion Procedure

Should an employee wish to apply for promotion, such desire should be communicated in writing to the Director of Personnel.

Applications for promotion to a particular vacancy will be reviewed by the Director of Personnel to determine eligibility of applicants according to established requirements of the position. Testing may be required to determine technical qualifications. An interview with the supervisor and/or the Director of Personnel will be arranged for candidates meeting the requirements.

III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

E. Promotion Procedure (Continued)

Selection will be made from those interviews.

An employee selected for promotion to a classification with a higher pay range will receive a suitable salary increase immediately upon promotion.

A probationary period of 60 days must be served by the promoted employee. A person failing probation will not be eligible to re-apply for six months, and will be reduced to his salary prior to promotion.

F. Demotion

Demotion is the movement from a position of higher pay to a position of lower pay.

A demotion may be voluntary or involuntary.

1. Voluntary Demotion

An employee requests to be reduced to a lower paying position, either in the same department, or in another department. If the supervisor, or supervisors, involved agree, the employee will be reclassified. Such reclassification will result in a reduction in pay, either to the like step in the lower classification pay range, or to the minimum of that range, whichever is higher.

2. Involuntary Demotion

This usually results from failure to complete a promotional probation, or for severe disciplinary reasons.

Failure to complete probation will result in re-instatement to previous position, with no loss of seniority or rate of pay.

Disciplinary demotion will be handled in the same fashion as voluntary demotion.

G. Evaluation

III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

G. Evaluation (continued)

The following procedures will be followed for rating an employee's performance.

1. In the case of new employees, the immediate supervisor shall complete an Employee Performance Report at the end of the 90 day probationary period for submission to the Director of Personnel.
2. For a promotional employee, an Employee Performance Report shall be submitted prior to the expiration of the 60 day promotional probation.
3. Each year by March 15, supervisors should schedule a conference with each employee in their department to discuss job performance evaluations. The Employee Performance Report, which will be filed with the Director of Personnel at this time, is considered confidential information by the administration and will be released only to the supervisor and the employee.

H. Annual Compensation

Staff salaries will be reviewed effective July 1 of each year for all employees hired prior to April 1 of that year. Salaries will be reviewed based on the annual Employee Performance Report and recommendations from the appropriate supervisor and Vice-President to the Director of Personnel. The Director of Personnel will prepare recommendations to the Vice-President for Business Affairs, based on the over-all welfare of the College and prevailing salaries of other colleges and the local area of employment.

Revisions in the existing salary program, if required, will be recommended to the President of the College and the Board of Trustees by the Vice-President of Business Affairs. If appropriate, the President will recommend a revised salary program to the Board of Trustees for adoption. If accepted, it will become Board policy.

I. Reclassification

An employee who feels his duties and responsibilities have changed should discuss reclassification with his supervisor. If his immediate supervisor decides that a reclassification is warranted, and has the approval of the ap-

III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

I. Reclassification (continued)

appropriate Vice-President, a description of the duties of the position should be submitted to the Director of Personnel. The Director of Personnel will consider the reclassification in accordance with established job class specifications. The supervisor will be notified in writing of the approval, or the reasons for disapproval, of the request.

Reclassification of a position will result in a promotional salary increase to the incumbent. No probation will have to be served as a result of reclassification.

IV. INSURANCE PROGRAM

A. Cost

Because the Board of Trustees recognizes the need to protect all employees from the financial effect of serious sickness or accident, a comprehensive insurance program has been provided at no cost to the employee. (A part of the cost for dependents' coverage must be borne by the employee.)

B. Life Insurance

For employees earning less than \$7,800 per year, the coverage is \$5,000. For those earning in excess of \$7,800, the coverage equals the annual salary to the next highest \$1,000 up to a maximum of \$20,000 per year.

C. Health and Accident Insurance

Employees are covered by the College's Major Medical plan 30 days after employment. An employee's wife (husband) and any unmarried children under 19 years of age may be covered by arranging for the necessary payroll deductions. A handbook explaining the coverage in detail is available from the Personnel office. Questions concerning coverage should be referred to the Personnel office.

IV. INSURANCE PROGRAM (Continued)

D. Income Protection Plan

After the 30 day waiting period, employees are covered from the first day of an accident and from the eighth day for illness. Payments are 60% of the normal weekly salary up to \$140.00 with the benefit period extending for a maximum of 26 weeks. Appropriate medical certifications will be required by the insurance carrier.

E. Workmen's Compensation Act

HARPER COLLEGE operates under, and is subject to, the provisions of the Workmen's Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees shall receive full pay for work absence arising from injury incurred while in the course of employment without deduction from accumulated sick leave, for the first ninety days of such absence. The amount paid by the College shall be the difference between the sums paid to the employee under the College Income Protection Plan, S.U.R.S. benefits, or Workmen's Compensation disability payments and the employee's full wages. An employee must secure a letter from his physician after five days stating that he is unable to perform his normal duties. Depending on the length of disability, further written statements may be requested.

Employees who are injured during working hours at HARPER COLLEGE must immediately report the accident to their supervisor. Supervisors will take steps to see that approved medical attention is secured and will obtain the necessary report forms. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention.

If complications do ensue from the injury at a later time, coverage may be available. Questions concerning coverage should be referred to the Personnel office.

PAYROLL PRACTICES AND PROCEDURES

I. PAYDAYS

Checks are distributed to the staff on the 15th and last day of each month. If that day falls on a holiday or weekend, distribution will take place the nearest preceding work day.

II. PAYROLL DEDUCTIONS

A. Withholding Tax

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should exemption status change, another W-4 form should be submitted to the Accounting department.

B. State University Retirement System

Full-time permanent employees are required to participate in the State University Retirement System immediately upon employment. (HARPER COLLEGE will determine whether employment is full-time permanent.)

A student who is enrolled and is regularly attending classes is not eligible to participate, unless he is employed on a permanent or full-time basis.

Normal retirement contributions of six and one half percent of full salary are deducted from the earnings of each employee. One percent is deducted for survivors' insurance protection. One half of one percent is deducted for automatic increases in retirement benefits, for a total of 8%.

If an employee terminates his employment before age fifty-five, or before he can qualify for a monthly retirement annuity of at least \$30.00, he may elect to receive a lump sum refund of all of his normal and survivor's insurance contributions, including interest credits to the date of termination.

Further information is available in the Handbook of Information of the State Universities Retirement System, copies of which are available in the Personnel Office. Questions concerning coverage should be referred to the Personnel office.

II. PAYROLL DEDUCTIONS (Continued)

C. Wage Assignments

Wage assignments will be recognized by the Accounting department at the employee's request.

D. Garnishee of Wages

Garnishee of wages will not be recognized by the Accounting department, in accordance with the laws governing this procedure. Repeated requests for garnishees may lead to disciplinary action.

E. Tax-free Annuity Program

A Tax Sheltered Annuity Program is available to all employees of the College. Participants in this program may, on a salary amendment basis, have a portion (up to 20% of gross salary) of their salary set aside and paid into the annuity program. The annuity will return the employee's investment, plus interest and dividends, on a monthly basis at the end of the determined program (20, 25, 30 years, etc.). The advantage of this particular plan is that the amount invested in the annuity is deducted from the gross salary and the employee does not have the current federal income taxes deducted on this amount. Questions concerning this program should be referred to the College annuity representative, David Regner, at 392-8850.

III. PAYROLL ADJUSTMENTS

Changes affecting an employee's payroll check will be recognized by the Accounting department if the information is provided and received in writing at least ten days prior to payday.

IV. SUMMER OR VACATION PAYROLL CHECKS

If an employee provides self-addressed, stamped envelopes to the Accounting department a minimum of two working days prior to payday, payroll checks will be mailed the day before payday.

V. WITHHOLDING OF PAYROLL CHECKS

Payroll checks will be withheld if an employee has not supplied all necessary documents for employment, or completed termination procedures.

VI. PAYROLL REPORTS

The payroll time report must be completed upon receipt of each payroll check and submitted to the Accounting department. This report must be submitted within three working days after the end of the previous payroll period, or the next payroll check will be withheld.

VII. OVERTIME POLICY

- A. It is the general policy of HARPER COLLEGE to staff at a level sufficient to minimize the need for overtime.
- B. In accordance with the Federal Fair Labor Standards Act, the overtime pay rate will be one and one-half times the regular rate of pay after a forty hour work week. The work week is Monday through Sunday, including holidays as listed in this manual. In order to qualify for the overtime rate, an employee must work his regularly assigned hours during the work week. Time lost due to illness, personal business, leave without pay will not apply to the 40 hour work week.
- C. Because of the extended overtime hours required during the registration period, the overtime pay rate will be one and one-half times the regular rate of pay after a 37½ hour work week for office and clerical personnel involved.
- D. Overtime for staff employees, if required, must be approved in advance by the appropriate supervisor and Vice-President. No exception to this rule may be sought except in emergencies, approved as such by the Director of Personnel. Overtime for Buildings and Grounds personnel, if required, must be approved in advance by the Director of Buildings and Grounds, who will certify bona fide cases of emergency. Failure to comply with this regulation will result in the loss of overtime pay.

VII. OVERTIME POLICY (Continued)

E. Overtime between 37½ hours and 40 hours, at the option of the employee, will either be paid in cash at the regular rate of pay or time off within a month.

VIII. CALL-BACK PAY

A minimum of two hours shall be paid at the overtime rate to an employee requested to return to work for emergency or special problems.

IX. SUNDAY PAY

Two times the regular rate of pay will be paid for work performed on Sunday. No overtime pay will be given in addition to Sunday premium.

Sunday premium pay will be given only if a person worked at least one-half day on the Saturday immediately preceding; otherwise, payment will be at 1½ times the regular rate of pay.

ABSENCE PRACTICES AND PROCEDURES

I. HOLIDAYS

A. Each employee shall be granted the following holidays with pay.

1. New Year's Day (January 1)
2. Lincoln's Birthday (1st Monday in February)
3. Good Friday
4. Memorial Day (last Monday in ^{May} February)
5. Independence Day (July 4)
6. Labor Day (1st Monday in September)
7. Columbus Day (2nd Monday in October)
8. Veteran's Day (4th Monday in October)
9. Thanksgiving Day (4th Thursday in November)
10. Christmas Day (December 25)

NOTE: A holiday falling on a Saturday will be observed on the preceding workday. Should it fall on a Sunday, the following workday will be celebrated.

- B. A paid holiday occurring during an employee's scheduled vacation will not be charged to Vacation Leave.
- C. Employees required to work overtime on holidays will be paid $2\frac{1}{2}$ times their regular rate of pay for all hours worked.

Employees required to work on holidays because of the nature of their duties will be given a day and a half off within seven days, or paid $2\frac{1}{2}$ times their regular rate of pay for the hours worked. Overtime pay will not be given for work on holidays in addition to the holiday premium.

- D. Employees working less than the fiscal year will be entitled to holidays that fall within their work year, if they are regularly scheduled to work on that day.
- E. Employees must work, or be officially excused, on both the day before and the day after a holiday in order to be paid.

II. VACATION LEAVE

A. Rate of Earning

Permanent full-time employees, or permanent part-time employees working more than 4 hours per day, will receive the following vacation leave allowance:

1. 1 to 5 years continuous service: 2 weeks per year
2. From the 6th year of continuous service: 3 weeks a year.

II. VACATION LEAVE (Continued)

B. Rate of Accumulation

Vacation Leave will be accumulated on the following basis:

1st through 5th year of continuous service: .83 days
a month.

Beginning with
~~From~~ the 6th year of continuous service: 1.25 days
a month.

Vacation Leave will be accumulated in any month in which:

1. The employee started on or before the 14th of the month.
2. The employee terminated after the 15th day of the month.

Total vacation accumulation cannot exceed five days in addition to the amount earned for the calendar year. Any excess leave will be forfeited on January 1 of each year. For record-keeping purposes, leave will be calculated from January 1 to December 31.

Vacation will be pro-rated for employees on less than twelve months' appointment.

- C. Permanent part-time employees will accumulate vacation time in the same proportion as their normal time worked bears to the normal full-time schedule.
- D. Probationary new employees will accumulate vacation leave during the 90 day probationary period, but will not be paid for it if they fail to complete their probation.
- E. Temporary employees will not accumulate vacation leave.
- F. Use of Vacation

Employees are encouraged to use vacation leave during the summer. A minimum of five consecutive working days must be taken each year. Vacations will be staggered to insure a reasonable staff level.

- G. Vacation leave can only be taken to the extent it is

II. VACATION LEAVE (Continued)

- G. actually earned.
- H. Vacation leave will be charged on a working day basis.
- I. Requests for additional leave without pay must be submitted, in writing, and approved by the immediate supervisor and the appropriate Vice-President. Approved requests are to be forwarded to the Director of Personnel.
- J. Vacation leave must be taken in half-day increments or more.
- K. Vacation leave must be recorded on the employee's payroll report.
- L. Vacation Leave at Termination

Upon termination of employment, vacation time earned but not used, to a maximum of ten days, will be paid at the employee's salary rate, if a two week written termination notice has been submitted to the Director of Personnel. Vacation leave will be pro-rated to the nearest full day for mid-year terminations.

M. Vacation Leave Schedule

Vacation leave must be approved by the immediate supervisor and the appropriate Vice-President. The vacation leave schedule for the ensuing summer should be completed by April 1. Time preference will be based on seniority if the vacation request is submitted before schedule is established. During vacation periods, work assignments will be shared by the staff, where possible.

III. LEAVE DAYS

A. Sick Leave

Permanent full-time employees or permanent part-time employees are entitled to sick leave earned at the rate of one day per month, cumulative to ninety days. Sick leave

III. LEAVE DAYS (Continued)

A. Sick Leave (continued)

1. may be granted in advance up to eight days during the first year of employment, but in no case can the total be more than could be earned during the accrued year. Should an employee terminate before his earned sick days equal his accrued sick days, the unearned sick days will be deducted from his final paycheck. Because the Board of Trustees provides income protection at no charge to the employee, sick leave payments in excess of eight consecutive days will be coordinated with payments received under the income protection plan.
2. Except as noted in paragraph 1, sick leave can be taken only to the extent it is actually earned.
3. A certificate from an employee's doctor may be requested to verify an illness or to insure that the employee has sufficiently recovered to return to work.
4. Sick leave cannot be used for any purpose other than personal illness, quarantine, or illness in the immediate family. Appointments with doctors or dentists should be scheduled on Saturdays or during the first or last hour of the work day, if possible, and such time off must be compensated for by overtime on another day in the same work week.
5. The employee must call his supervisor promptly on the first day of illness and every day thereafter unless he is in the hospital or convalescing at home from a period of sickness or accident. In the latter case, he must report to the appropriate supervisor either in person, by telephone, or by letter at least once a week during convalescence. The College reserves the right to seek the advice and consent of a physician of their choice in order to determine whether an individual may be entitled to benefits.
6. Sick leave must be recorded on the employee's payroll report.

III. LEAVE DAYS (Continued)

A. Sick Leave (continued)

7. In the case of extended illness, earned vacation time may, at the employee's option, be added to sick leave.
8. In the case of disability, income protection insurance or State University Retirement System benefits may be available. Questions regarding benefits should be referred to the Personnel Office.
9. An employee arriving at work or leaving work two hours before or after his normal starting time due to illness shall be charged for one-half day of sick leave. Overtime may be substituted at the employee's option, within the next work week.
10. During the time an employee is authorized to be absent from work and is on full pay status, all fringe benefits continue to accrue and are in full force.
11. Unused accumulated sick leave will not be paid upon termination.

B. Personal Business

1. Two days of accrued sick leave may be used each year for special occasions when permanent full-time employees cannot attend to personal business on their own time. Personal leave is given to the employee, who therewith states, and the College tacitly agrees, that the business to be transacted is more important than the employee's work to be performed. Personal Business leave does not require an explanation except:
 - a) the first week of a new semester
 - b) registration week.
2. Employees wishing to be excused for personal business must submit a request in writing to their supervisor and appropriate Vice-President for approval.

III. LEAVE DAYS (Continued)

B. Personal Business (continued)

3. Unless unusual conditions exist, personal business leave will not be allowed the day before or after a holiday or a vacation.

C. Bereavement Leave

A leave with pay up to three days will be granted in the event of a death in the immediate family.

D. Jury Duty

An employee called for jury duty, or who has been subpoenaed as a witness, may be granted special leave to fulfill such duty. The College shall, upon full disclosure by the employee, compensate the employee for the difference in pay received during such a period of leave. Reimbursement received for out-of-pocket expenses during jury duty shall not be considered as pay.

E. Reserve Duty

An employee who is a member of an Armed Service Reserve or National Guard unit, when called for summer camp, will be granted leave up to fifteen days to fulfill such duty. If the unit is called for special duty, up to thirty days leave will be granted. The College shall, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such a period of leave.

F. Time Off for Voting

For general elections, an employee will be guaranteed three consecutive hours to vote. This period will be either immediately following the opening of the polls, or immediately prior to the closing of the polls, and must be approved by the supervisor.

G. Leaves of Absence Without Pay

1. General

Leave of absence without pay may be granted for an aggregate period not to exceed thirty days for each three years continuous employment. Leave of absence

III. LEAVE DAYS (Cont.)

G. Leaves of Absence Without Pay (Cont.)

1. without pay does not result in loss of seniority, status, appointment, or accrued sick leave. Accrued vacation leave will be paid prior to leave of absence.

Requests for leave of absence without pay must be approved by the immediate supervisor, the appropriate Vice-President and the Director of Personnel. Reasonable cause for the request must be shown, and individual cases will be decided on their merit.

2. Maternity

Maternity leaves shall extend for a minimum period of five months and a maximum of twelve months. The effective date shall be at least three months before the birth of the child and shall extend to two months after the birth of the child. An employee must request maternity leave by writing to the Director of Personnel a minimum of six months prior to the expected birth of the child. An employee on maternity leave must declare her intention to return in writing to the Director of Personnel a minimum of thirty days prior to such date. The employee shall be reinstated at the salary step in the range most comparable to the position held before the leave was taken, and shall be reinstated in the same or like position, when such position is available.

3. Military Service

An employee shall be granted a leave of absence for the duration of his service upon submission of evidence that he has been drafted into the armed forces. One day with pay will be granted upon submission of orders for taking an induction physical examination. A person on military leave shall declare his intentions to return in writing to the Director of Personnel a minimum of thirty days prior to the expiration of leave. All provisions of Public Law 87-291, Reemployment Rights, Paragraph 226, shall apply.

IV. UNAUTHORIZED ABSENCE

Unauthorized absence may result in loss of pay, demotion, or dismissal.

TERMINATION PRACTICES AND PROCEDURES

I. COMPULSORY RETIREMENT

An employee shall retire no later than the end of the fiscal year during which he attains age 65.

II. EMPLOYEE RESIGNATION

A. Notice of Resignation

Should an employee elect to resign from the College, he must submit a notice, in writing, to his supervisor with a copy to the Director of Personnel.

B. Unreasonable Notice

Failure to submit written notice at least two weeks before termination will be so noted in the employee's personnel file, and future references issued by the College will contain this information.

C. Abandonment of Position

If an employee is absent without a leave authorized by his supervisor, or fails to report to work, or fails to return from an approved leave with pay without notifying his supervisor, for a period of three regularly scheduled working days, he will be considered to have resigned without notice. Such resignation will result in immediate termination, and will render the employee ineligible for rehire by the College.

D. Termination Conference

The Director of Personnel will schedule a termination conference with the employee after receiving the written notice of resignation.

E. Termination Procedures

All termination procedures must be completed before the final paycheck will be issued.

III. EMPLOYEE DISMISSAL

A. Dismissal

Any employee may be dismissed by the Director of Personnel upon recommendation of the employee's immediate supervisor and the appropriate Vice-President. Such recommendation must be submitted in writing, substantiating the reason for such action.

B. Dismissal Policy

Dismissal shall result from any circumstances that prove to be detrimental to the general welfare of HARPER COLLEGE, including, but not limited to:

1. excessive tardiness and absence
2. wilful damage to College property or equipment
3. falsification of a time sheet or any employee record
4. immoral, indecent, or disorderly conduct
5. intoxication on the job, or drinking of intoxicating beverages on College premises
6. theft or dishonesty

C. Dismissal Notice

Normally two weeks notice of dismissal will be given. However, the Director of Personnel, in conjunction with the appropriate supervisor and Vice-President reserves the right to terminate employment immediately, without severance pay, if the employee's continued presence interferes with the normal operation of the College.

D. Termination Conference

Except when detrimental to the general welfare of HARPER COLLEGE, the supervisor must schedule at least one conference with the employee prior to recommending dismissal, at which time failings shall be discussed. Normally, several attempts should be made by the supervisor to correct failings.

III. EMPLOYEE DISMISSAL (Continued)

E. Dismissal Subject to Grievance Procedure

All cases of dismissal are subject to the regular grievance procedure, except for termination of probation.

IV. DISCIPLINARY PROCEDURES

- A. Due to an employee's failings, it may become necessary to institute disciplinary action.
- B. There are several degrees of severity of offenses which require different disciplinary measures. In all instances, disciplinary action should be taken only after a conference between the supervisor and the employee, and with the advice and consent of the Director of Personnel.
- C. The usual disciplinary sequence would be:
1. verbal warning, during conference
 2. written warning, with copy to employee's folder
 3. three day suspension without pay
 4. five day suspension without pay
 5. dismissal
- D. For certain more serious offenses, suspension may be the first step, with the approval of the Director of Personnel upon recommendation of the supervisor.
- E. Any disciplinary action is appealable through the established grievance procedure.

V. GRIEVANCE PROCEDURE

In the course of day-to-day operation, certain disagreements may arise. Formal decisions may be obtained only by following the steps outlined below. If any of the steps have been bypassed, the administration will request that the procedure be followed in order to secure definite solutions to the problems.

It is with this end in mind that the following grievance procedure is established.

A. First Step

Within three working days after the subject of the grievance becomes known, the employee must discuss it with his immediate supervisor. If the employee does not receive an answer within two working days of the conference, or if he is not satisfied with the answer, he may proceed to the second step.

B. Second Step

The employee must submit the grievance in writing to the appropriate Division Chairman or Director. This must be done within four working days of the initial conference, and in any event, no later than seven working days after the subject of the grievance becomes known. The appropriate Director or Division Chairman will schedule a conference with the aggrieved employee within two working days of the receipt of the written grievance. If the employee receives no answer within three working days of such a conference, or the answer is not satisfactory, he may proceed to the third step.

C. Third Step

The employee should refer the grievance in writing to the Vice-President for Business Affairs within five working days of the date of the conference in the second step. The Vice-President for Business Affairs will arrange a meeting of the Employee Council, as elected, no later than five working days after the receipt of the request from the employee.

The Employee Council will hold a hearing, determine the

V. GRIEVANCE PROCEDURE (cont.)

C. Third Step (cont.)

facts of the case, and make a recommendation in writing, to the Vice-President for Business Affairs for the disposition of the grievance.

The Vice-President for Business Affairs may elect one of three courses: He may endorse the recommendation of the Employee Council, he may reject it, or he may modify it. The determination of the Vice-President for Business Affairs will be binding in all matters involving interpretation of procedure and/or policy.

D. Fourth Step

In unusual circumstances the President of the college may be requested to be involved. Appeals to the President or his designee must be made in writing. The President will review the case and determine whether an additional hearing or additional information are needed. If a solution cannot be reached, the grievance may be presented to the Board of Trustees for final disposition.

VI. TRAINING

The employees may be required to attend training sessions from time to time to learn more about their work. Such training sessions shall be held on paid time or compensated for, if after regular working hours. The college shall assume responsibility for any unusual expenses in connection with these training sessions.

VII . HEALTH AND SAFETY

There shall be maintained such health, safety, and sanitary methods as necessary to protect and preserve the welfare of the employees. Adequate lunchroom. washroom and toilet facilities shall be maintained wherever necessary. Adequate first aid protection shall be made available to all employees during working hours.

VIII. EMPLOYEE'S RECORDS

Employees shall have access to records concerning payment of their salary and deductions therefrom.

IX. USE OF TELEPHONES

Telephones are to be used for College purposes only. Personal calls should be made only in cases of emergency. If a personal toll call is necessary, the College must be reimbursed. If the cost is not known, the Accounting department will furnish the cost when the bill is received.

FOR BOARD ACTION

I. Subject

Approval of campus traffic and parking regulation.

II. Information

Each academic year the traffic and parking regulations pertaining to our campus are reviewed in the light of physical changes to the campus and the experience of the previous academic year. Mr. Frank Hines, attorney for the Board of Trustees, has reviewed the attached parking regulations and has recommended their approval.

III. Summary

The basic changes to the traffic and parking regulations are the addition of the Palatine Police Department's joint sharing in the enforcement of Village of Palatine Fire Lane Code Regulations as approved by the Board, tow risk regulations pertaining to improperly parked cars as approved by the Board; and the third change to the parking regulations is the addition of faculty and staff reserved parking for which a \$3.00 per year charge is made for the purchase of an automobile traffic control gate key. The charge for a second parking permit has been reduced from \$2.00 to \$1.00.

IV. Recommendation

The administration recommends that the parking regulations, effective September 1, 1970, attached hereto, be approved by the Board of Trustees.

V. Related Information

1. 1970 Parking Regulations
2. Letter of August 14, 1970 from Board Attorney
3. 1969-70 Parking Regulations

PARKING REGULATIONS

RESPONSIBILITY FOR CARE AND SAFETY

In extending the privilege of parking and driving on campus roads, the College assumes no risk or responsibility for theft or damage to vehicles brought onto campus. Driving and parking privileges of any driver may be suspended or revoked at the discretion of the College. In accepting parking privileges, all drivers are held to accept responsibility for compliance with campus vehicle regulations, to comply with requirements for order and safety, and to respect the rights and safety of others using the campus.

The drivers of vehicles on College roads and parking lots will be held to compliance with the traffic laws of Illinois and local authorities.

SPEED LIMITATIONS

On belt roads traversing the perimeter of the campus, the maximum speed will be 30 mph. In parking lots, the maximum speed is 15 mph. During adverse weather conditions or other instances where special care is required, speed will be reduced to limits that are reasonable and proper for existing conditions.

PARKING

General parking areas have been provided for students, contractors, and daily users of the campus. These areas may be used by any person who has registered his vehicle with the Department of Campus Safety and is lawfully upon campus. Vehicles may remain on campus after closing hours during special college functions as posted on the College Weekly Activity Schedule. Faculty or Staff may park after campus closing hours by registering at the Safety Department office. Certain areas have been restricted to Administrative Reserved and Faculty and Staff parking in order to facilitate the orderly and expedient entrance and egress of college employees. Persons who are not registered for these areas by specific permission of the administration will not be permitted to park in them.

Visitor parking has been provided at various safety islands about the campus; registered parkers will not be permitted to use visitors' spaces. Dental clinic visitors will be provided with parking space.

The Campus Safety Department will provide emergency assistance for all users of campus facilities.

Closing Hours - The campus will be closed as follows:

| | |
|--------------------|-----------------------------|
| Monday thru Friday | Midnight to 7:00 a.m. |
| Saturday | Noon thru Sunday |
| Sunday | All Day to 7:00 a.m. Monday |

Fire lanes are established and signed, such lanes are for the protection of the college community. State and local laws, as well as college regulation, prohibits parking in fire lanes. Access aisles are established to facilitate the flow of traffic in parking areas; parking will not be permitted in access aisles.

In the event that a snow emergency is declared, all parking privileges are suspended until further notice.

Parking is not permitted on roadways, shoulders, lawns, or curbing. Curbs painted yellow denote No Parking area.

ENFORCEMENT

The Campus Safety Department and the Palatine Police Department jointly share in the enforcement of traffic regulations, either department may issue citations or complaints. Fines have been established by Municipal Code and will be paid to the Cook County Circuit Court, District 2, Palatine, Illinois.

TOW RISK

Certain areas of the campus are posted with Tow Risk signs. Vehicles improperly parked may be towed at the owner's expense. The tow fee is \$15.00 in addition to the citation for illegal parking.

Students who ignore direction from, or refuse to follow lawful direction of, Campus Safety Officers may be required to appear before the Student Conduct Committee.

PARKING PERMIT FEES

Parking permits must be displayed on automobiles using campus parking facilities as follows:

| | |
|-----------------|-------------------------------|
| Sedans: | Rear window - left side |
| Station Wagons: | Left rear side window |
| Convertibles: | Lower right side - windshield |

Failure to display parking permit may result in towing or cancellation of parking privileges.

Schedule

| | |
|--|---------------------|
| Faculty and Staff - Annual purchase of gate card key, reserved parking* | \$3.00 |
| Students | \$3.00 |
| Spring Semester | \$1.50 |
| Summer Session | \$1.00 |
| Seminars and Short Courses | |
| 4 weeks or more | \$1.00 |
| 4 weeks or less | N.C. Special Permit |
| *Optional | |

In all cases, members of the college community desiring to register additional vehicles may do so at the additional charge of \$1.00 per vehicle.

EFFECTIVE SEPTEMBER 1, 1970

Frank M. Hines, Ltd. *Attorney at Law*

31 PARK LANE
AT HIGGINS & ARLINGTON HEIGHTS ROAD
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

August 14, 1970

| Harper College B & G Division | |
|----------------------------------|--------------|
| | Director |
| | Maint. Supv. |
| | R & G Supv. |
| | Cust. Supv. |
| | Safety Supv. |
| | H & V Supv. |
| | Storekeeper |
| | File |
| | Follow up |

Mr. Robert Hughes
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois

Dear Mr. Hughes:

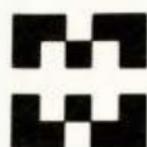
I have reviewed the parking regulations, and it is my opinion that they are sufficiently succinct and detailed, but they must, of course, be approved by the Board of Trustees at a meeting thereof.

Best regards,

Frank M. Hines

FMH:cas

William Rainey Harper College



Parking Regulations



Roselle Road

Perimeter Road

Algonquin Road

Parking Lot 4

Parking Lot 3

Campus Buildings

A, College Center

B, Power Plant

C, Art & Architecture

D, Mathematics & Science

E, Lecture-Demonstration Center

F, Learning Resources Center

FH, Field House

Executive Staff

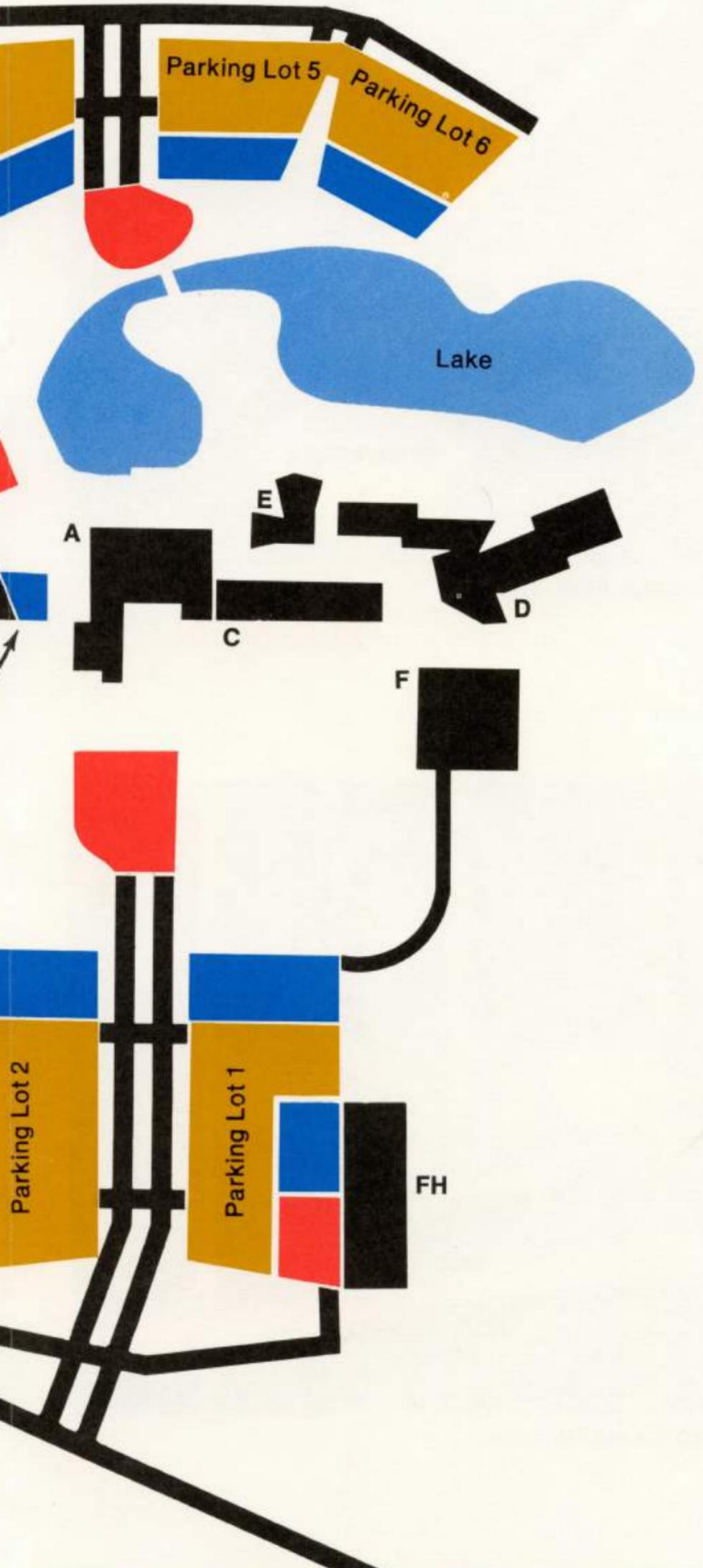


Faculty

Visitor's

Student





Dental clinic visitors will be provided with parking space in the visitors area.

Fire lanes are established in all lots, and such lanes are for the protection of the College community. State and local laws, as well as college regulation, prohibits parking in fire lanes. Access aisles are established to facilitate the flow of traffic in parking areas; parking will not be permitted in access aisles.

In the event that a snow emergency is declared, all parking privileges are suspended until further notice. Parking is not permitted on roadways, shoulders, lawns or grass of the College.

Enforcement: The Public Safety Department of the College is responsible for enforcing driving and parking regulations. The Department may initiate citations or complaints. The Department will provide for direct control of traffic when it is deemed necessary. Fines have been established, and shall apply to violations of parking and driving regulations of the College community.

| | |
|-------------|----------------------|
| 1st offense | \$ 3.00 |
| 2nd offense | \$ 5.00 |
| 3rd offense | \$ 7.00 |
| 4th offense | \$10.00 |
| 5th offense | \$15.00 |
| 6th offense | Disciplinary Hearing |

A list of persons with delinquent violation notices will be furnished to the registrar at the close of each semester, and such persons will be precluded from re-registering or from obtaining a transcript until such obligation has been satisfied. Persons who have been cited for a vehicle violation and wish to appeal the matter may do so after paying the fine.

Parking Permit Fees: A parking fee of \$3.00 per school year is to be paid at registration. If you wish to register a second car, an additional fee of \$3.00 must be paid for the second parking permit.

Responsibility for Care and Safety: In extending the privilege of parking and driving on campus roads, the College assumes no risk or responsibility for theft or damage to vehicles brought onto campus. Driving and parking privileges of any driver may be suspended or revoked at the discretion of the College. In accepting parking privileges, all drivers are held to accept responsibility for compliance with campus vehicle regulations, to comply with requirements for order and safety, and to respect the rights and safety of others using the campus.

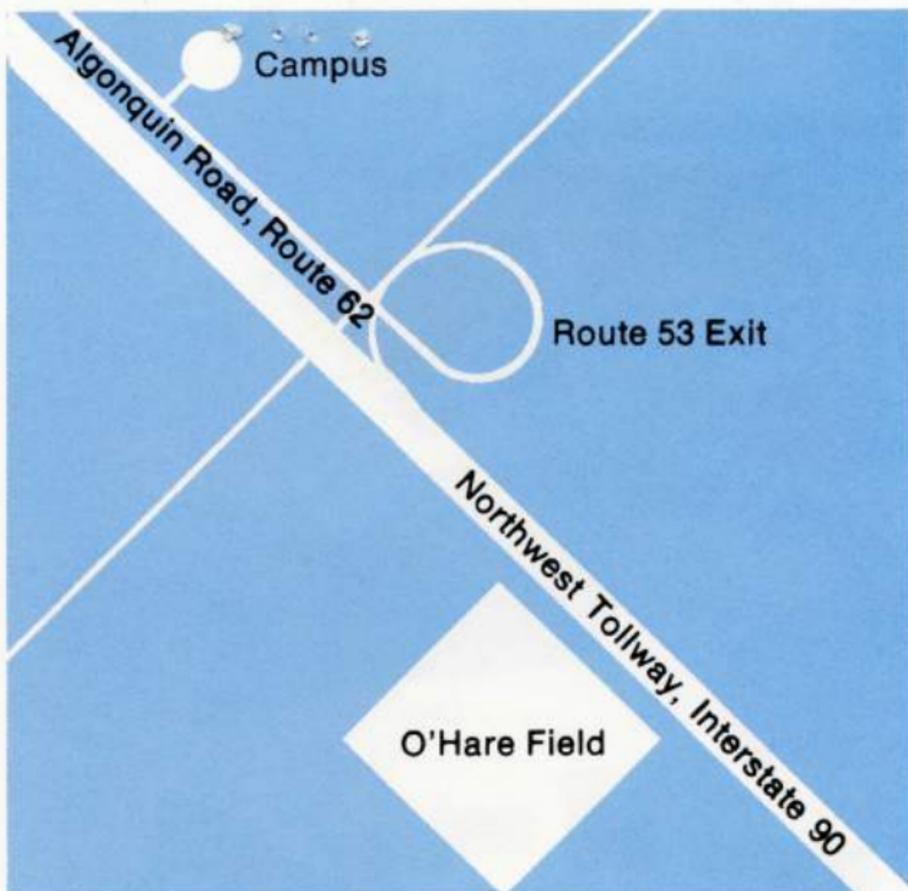
The drivers of vehicles on College roads and parking lots will be held to compliance with the traffic laws of Illinois and local authorities.

Speed Limitations: On belt roads traversing the perimeter of the campus, the maximum speed will be 30 mph. In parking lots, the maximum speed is 15 mph. During adverse weather conditions or other instances where special care is required, speed will be limited below the normal limit to speeds that are reasonable and proper.

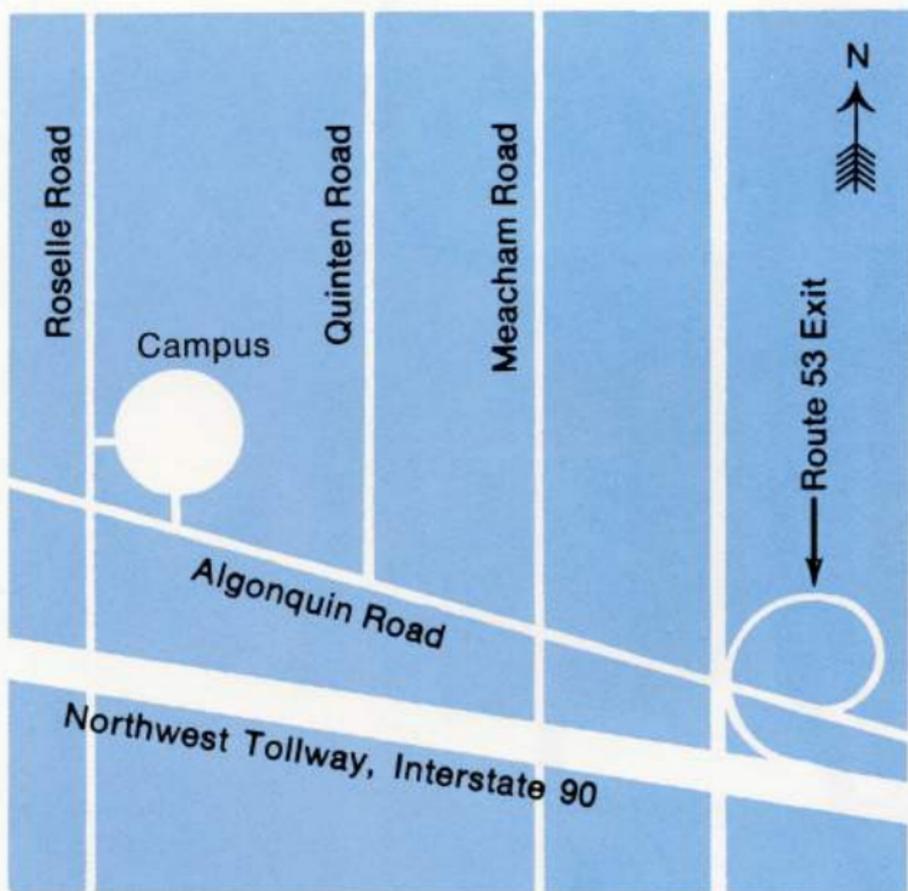
Parking: General Parking Areas have been provided for students, contractors, and daily users of the campus. These areas may be used by any person who has registered his vehicle with the Department of Public Safety and is lawfully upon campus. Unauthorized parking will not be permitted, whether registered or other, after campus hours.

Certain areas have been restricted to faculty and staff parking in order to facilitate the orderly and expedient entrance and egress of College employees. Persons who are not registered for these areas by specific permission of the administration will not be permitted to park in them.

Visitor parking has been provided at various safety islands about the campus; registered parkers will not be permitted to use visitors' spaces.



Chicago Area Location



Local Area Location

FOR BOARD ACTION

I. Subject

Change of Basic Fuel for Winter Heating

II. Information

Because of the severe shortage of heavy residual fuel and the inability to gain a competitive firm price quotation, the problem of selecting an alternate heating fuel has been reviewed by the administration.

III. Recommendation

The administration recommends that the basic heating fuel for the 1970-71 heating season be purchased from the Northern Illinois Gas Company.

IV. Related Information

1. Heating Fuel Recommendation dated August 31, 1970
2. Rate 4

M E M O R A N D U M

August 31, 1970

TO: Mr. W. J. Mann
FROM: Robert J. Hughes
RE: Heating Fuel Recommendation

We sent out the annual invitation to bid on our 1970-71 No. 6 Fuel Oil requirements. Ten vendors were invited to submit quotations for approximately 400,000 gallons. Much to our dismay, not one of the vendors submitted a quote on the heavy residual fuel. Atlantic-Richfield, our last-year supplier, did submit an alternate bid to supply No. 5 fuel oil at posted tank wagon price of \$.119 per gallon, which is a \$.0518 increase over last-year's price; and according to their proposal, they will not submit a firm price quotation.

Since we did not receive a response from any vendor, we readvertised the bid; this time asking for quotations on the No. 5 fuel oil, restricting the water, sediment and sulfur content to a maximum of 1.0% by volume. Several vendors have indicated that they must take exception to this provision of the specification. They have stated that no No. 5 fuel oil is available in this area that will meet the 1% sulfur and water sediment specification.

STATEMENT OF THE PROBLEM

What is the most economical fuel to use in the power plant, considering an increase in fuel oil cost of 53.5% .

- A. Present operating cost per hour using No. 6 fuel oil - \$7.20
- B. Projected operating fuel cost per hour using No. 5 fuel oil at the delivered cost of \$.119 per gallon - \$11.02
- C. Estimated cost of producing steam at the Rate 14, natural gas' cost per hour \$10.44

ALTERNATE SOLUTIONS

1. Continue to burn the available No. 5 fuel oil
2. Sign 12-month contract with the Northern Illinois Gas Company

SOLUTION

Sign 12-month contract with the Northern Illinois Gas Company and burn natural gas as base fuel, using residual oil as standby fuel, considering that use of natural gas fuel will increase heating utility costs by 30% or approximately \$8,000.00

ADVANTAGES

1. Reduction of soot and unburned carbon particles in the environment due to operating boilers at capacities far below designed capacity.
2. Reduction of air pollution of the campus environs to bare minimum, which should keep air filter replacement to a minimum and almost eliminate building soil due to "walked-in" dirt.
3. Soot blowing of the boiler tubes can be reduced by 80%, conserving steam and increasing the life of the water and steam circulating tubes in the boiler.
4. Reduction of \$0.58 per hour in the fuel cost, at the quoted delivery price of \$.119 per gallon for No. 5 fuel oil.

RECOMMENDATION OF DESIGNING ARCHITECT

Mr. Joe B. Thomas, Associate Partner, CRS, recommends in his letter of November 21, 1967, "The College should have dual fuel capability and also the option to utilize either gas or oil at its option, should later rates favor one fuel over the other."

RECOMMENDATION

It is recommended that we renegotiate our fuel contract with the Northern Illinois Gas Company for year-around natural gas fuel as established in the Rate 14 contract. We have 30,000 gallons of No.6 fuel oil in storage, which will provide the standby fuel. State law provides that the serving utility cannot curtail service to a tax supported educational institution.

RJH/ss

Attachment - Rate 4

(Rate 14 is Rate 4 with
Space Heating)

The following provisions of Rate 4 and Rider 6 are on file with the Illinois Commerce Commission and in effect on the date shown below. These provisions are subject to change under authority of the Commission:

***RATE 4. GENERAL GAS SERVICE**

Availability.

This rate is available to any customer using the Company's gas service for general purposes.

Charges.

| <u>Net</u> | | <u>Therms Supplied in the Month</u> |
|------------|------------------------------|---|
| 19.00¢ | per therm for the first..... | 10 |
| 12.00¢ | per therm for the next..... | 30 |
| 9.50¢ | per therm for the next..... | 110 |
| 6.45¢ | per therm for the next..... | 9,850 |
| 6.00¢ | per therm for the next..... | 10,000 |
| 5.50¢ | per therm for all over..... | 20,000 |

The net charge for each therm supplied in any billing period is subject to adjustment in accordance with the provisions of the Company's "Adjustment for Cost of Purchased Gas" Rider 6.

The gross bill is eight percent more than the above net charges for the first \$10.00 or less per month of billing after adjustment for "Cost of Purchased Gas." For larger consumptions, the gross bill is three percent more than the net charge after adjustment for "Cost of Purchased Gas," but not less than 80¢ nor more than \$200.00 in excess of such net charge for gas supplied in the month.

Minimum Charge.

The minimum monthly bill shall be \$1.50 net, \$1.62 gross.

Term of Contract.

The initial term of contract hereunder shall be one year for loads of less than 30,000 therms per day. Any larger load shall be subject to the provisions of the Company's Standard Rider 14, Large Volume Gas Supply, in lieu of the foregoing initial term of contract and following additional term of contract provisions:

The initial term shall commence when the Company begins to supply gas hereunder and, after the expiration of such initial term, the contract shall be automatically renewed each year for a period of one year. The Customer shall have the right to terminate service under the contract at the end of any month on 30 days' written notice to the Company; provided, however, that in the event of termination, all amounts due the Company shall forthwith be paid, and provided, further, that temporary or seasonal service shall be subject to the provisions of the Company's Temporary Gas Service rider.

Substitution of Rate.

The Customer may elect to transfer to another rate at any time after any period of 12 months or more of continuous service hereunder. Each transfer shall be effective with the first regular meter-reading date following the request for transfer.

Restrictions on Use of Gas.

Gas will not be supplied hereunder for auxiliary, reserve or supplemental space heating except in conjunction with Rate 11, Gas Energy Service.

Interfering Equipment.

Whenever any of the Customer's utilization equipment, such as compressors and furnaces, has characteristics which will cause interference with service to any other customer or interfere with proper metering, suitable facilities shall be provided at the Customer's expense to preclude such interference.

General.

The Schedule of which this rate is a part includes certain general Terms and Conditions and Standard Riders. Service hereunder is subject to these Terms and Conditions and the Standard Riders which are listed as applicable to this rate.

(See Reverse Side)

Effective December 21, 1969

* Other Rate Designations on Bills: Rate 14 is Rate 4 with Space Heating.
Rate 15 is Rate 4 with Space Heating and Rider 9.
Rate 16 is Rate 4 with Rider 9.

(Continued from Other Side)

STANDARD RIDER 6 ADJUSTMENT FOR COST OF PURCHASED GAS

Applicable to All Rates except Rate 12

The charges to customers for all therms of gas supplied in the period covered by any bill shall be increased or decreased in accordance with the provisions set forth below. All calculations of average cost of purchased gas and refunds hereunder shall exclude amounts applicable to gas supplied to customers under Rate 12.

Base Cost of Purchased Gas.

The base cost of purchased gas is 2.9¢ per therm.

Amount of Adjustment.

If any rate applicable to natural gas purchased from a pipeline company or companies on a firm supply basis, or if any rate applicable to the transportation of natural gas, is increased or decreased on or after December 31, 1953, or if any rate becomes applicable in connection with a new or additional supply of natural gas purchased on a firm supply basis after August 14, 1959, under the jurisdiction of a duly constituted regulatory body, and such increase or decrease in rate or effectiveness of a rate applicable to a new or additional supply (whether or not charged for under bond) results in an average unit cost of purchased natural gas in excess of or less than the base cost, the charge per therm for gas supplied in each subsequent billing period (beginning not earlier than the effective date of such increase or decrease or the commencement of delivery of gas from a new or additional supply) shall be increased or decreased, accordingly, by the amount by which such unit cost exceeds or is less than the base cost, as the case may be; provided, however, that in applying the amount of increase or decrease in such charge per therm for gas supplied, as so computed, any fraction of 0.01¢ shall be dropped if less than 0.005¢ or, if 0.005¢ or more, the fraction shall be rounded to a full 0.01¢.

Average Cost of Purchased Gas.

For the purposes hereof where there is an increase or decrease in any rate applicable to existing supplies of natural gas, the average unit cost of purchased natural gas shall be computed (1) by applying (a) the rates applicable to natural gas purchased from a pipeline company or companies on a firm supply basis, and to transportation of natural gas, reflecting therein any such increase or decrease, to (b) the respective quantities of natural gas so purchased during the first 12 of the 13 calendar months immediately preceding the effective date of such increase or decrease, and (2) by dividing the total cost of such natural gas so computed by the aggregate quantity of gas so purchased, during such 12 month period.

For the purposes hereof where the Company contracts for a new or additional supply or supplies of natural gas on a firm supply basis and a rate becomes effective for deliveries of such natural gas, the average unit cost of purchased natural gas shall be computed (1) by applying (a) the rates applicable to the existing supplies of natural gas purchased from a pipeline company or companies on a firm supply basis, and to transportation of natural gas, to (b) the respective quantities of natural gas so purchased during the first 12 of the 13 calendar months immediately preceding the commencement of deliveries of natural gas in connection with the new or additional supply, and (2) by applying the rate applicable to the new or additional supply to the total quantity of such gas estimated to be purchased during the first 12 months of deliveries at the same load factor as the purchases of natural gas on a firm supply basis by the Company during the first 12 of the 13 immediately preceding calendar months, and (3) by adding the amounts calculated in (1) and (2) above and dividing the total cost of such natural gas so computed by the aggregate quantity of natural gas purchases so determined. One year after the commencement of deliveries of the new or additional supply the average unit cost of purchased natural gas shall be recomputed on the basis of the actual quantity of natural gas purchased during the first 12 months of operation and the rates effective on the date of recomputation; the average unit cost of purchased natural gas so determined shall establish the cost of purchased gas adjustment applicable hereunder to bills rendered in each subsequent billing period, beginning not later than 13 months after the commencement of deliveries of the new or additional supply and continuing until a change in the average unit cost of purchased natural gas shall again occur as provided for herein.

Refund Provision.

For the purposes hereof, unless the Illinois Commerce Commission shall otherwise order, the amount of any refund received by the Company of charges applicable to natural gas purchased after February 1, 1954, from a pipeline company or companies on a firm supply basis or applicable to the transportation of natural gas after February 1, 1954, shall be treated as a decrease in rate applicable thereto, but effective only for the 12 month period beginning with the month next following that in which such refund is received, by crediting the total cost of purchased natural gas otherwise determined under the "Average Cost of Purchased Gas" provision with the amount of such refund.

Changes in the Adjustment.

Any change in the adjustment of charges to customers, pursuant to the automatic adjustment provisions set forth above, shall not, unless otherwise ordered by the Commission, be made until 25 days after the Company submits to the Commission for verification a sheet supplemental to this rate schedule specifying the changed amount of increase or decrease in charges under the provisions hereof, together with a statement showing details and data in explanation thereof. Such change in the adjustment of charges shall become effective without further notice upon completion of the above 25-day verification period.

General.

Except as specified above, all other provisions of the rate shall apply.

M E M O R A N D U M

September 10, 1970

TO: Mr. W. J. Mann
FROM: Robert J. Hughes
RE: Campus Security

In order to provide maximum security for the institution during nonoperating hours and to provide accessibility to students and patrons, we propose to provide a "Drive-Around" access to the public on Saturday and Sunday from 12:00 noon to 6:00 p.m.

Operating Hours - All Roads and Lots Open

| | |
|--------------------|-----------------------------|
| Monday thru Friday | 7:00 a.m. to 12:00 Midnight |
| Saturday | 7:00 a.m. to 12:00 Noon |
| Sunday | Buildings Closed |

Visitors' "Drive-Around" Period

| | |
|----------|-------------------------|
| Saturday | 12:00 noon to 6:00 p.m. |
| Sunday | 12:00 noon to 6:00 p.m. |

Algonquin Road Entrance open, Road "A" chained off, Parking Lot No. 2, West Exit chained off. Perimeter Road open to Road "B" and to the barricade at the end of the road. The traffic gate will control traffic into the inner campus area.

Campus Closed

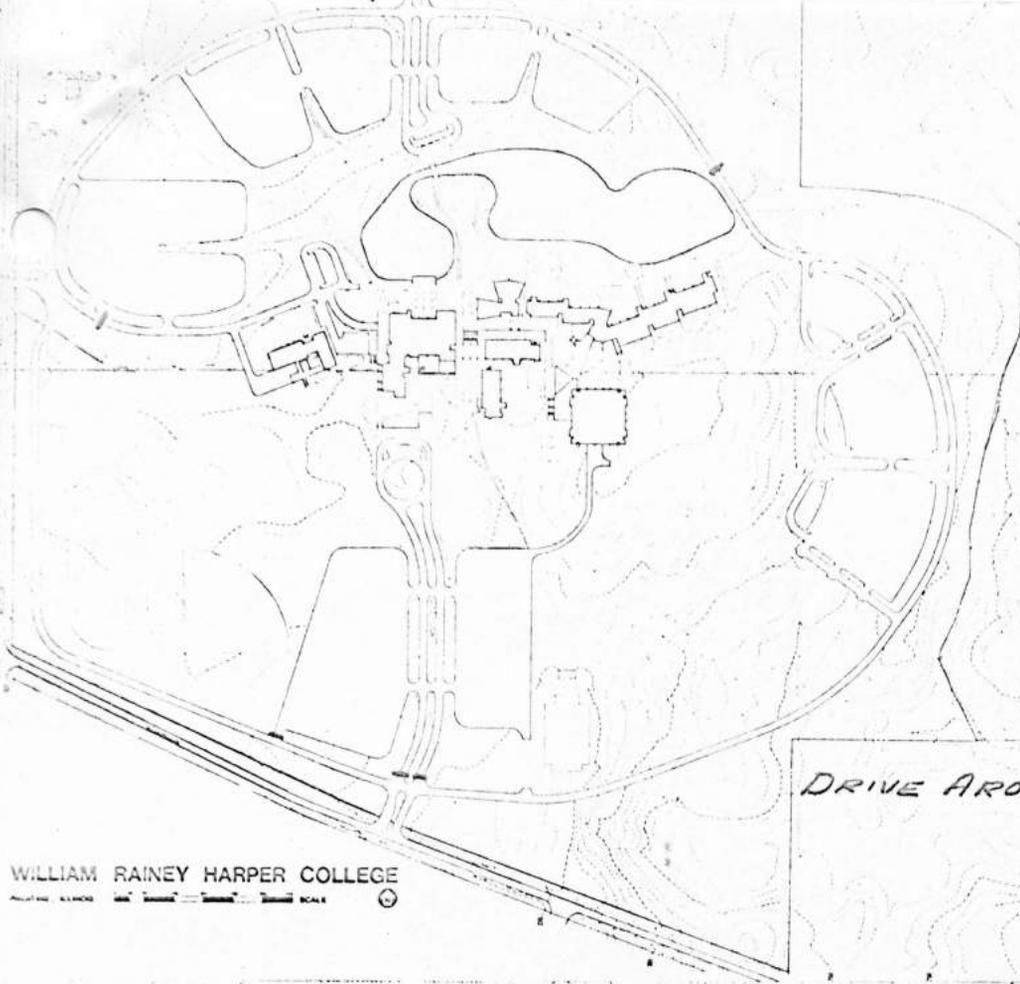
Algonquin entrance chained off. Perimeter road south from Road "B" chained off. West entrance to Parking Lot No.3 chained off. Perimeter road north of Road "B" chained off.

Fieldhouse

Electronic sonic burglar alarm will be activated by the Safety Department during all nonoperating periods.

Interim Measures - Until the campus Roads and Grounds Department can install additional poles and chains, blockades will be placed in position to provide for the "Drive-Around" and "Closed" procedures. This practice will continue until the poles and chains can be installed. We are attaching a plan showing the two plans for your approval.

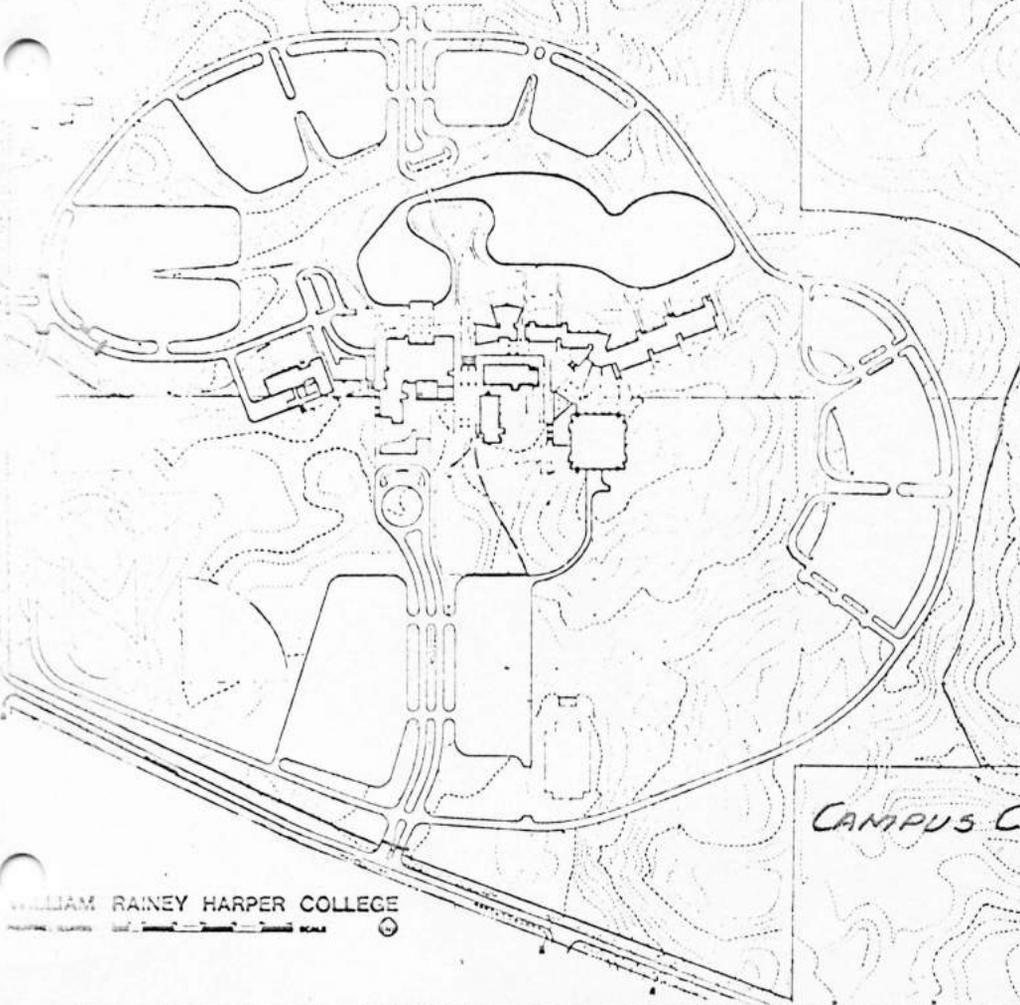
cc: All Physical Plant Supervisors



WILLIAM RAINEY HARPER COLLEGE

ASHTON BLVD 100' 200' 300' 400' 500' SCALE

DRIVE AROUND PLAN.



WILLIAM RAINEY HARPER COLLEGE

ASHTON BLVD 100' 200' 300' 400' 500' SCALE

CAMPUS CLOSED PLAN

FOR BOARD ACTION

I. Subject

Change of Basic Fuel for Winter Heating

II. Information

Because of the severe shortage of heavy residual fuel and the inability to gain a competitive firm price quotation, the problem of selecting an alternate heating fuel has been reviewed by the administration.

III. Recommendation

The administration recommends that the basic heating fuel for the 1970-71 heating season be purchased from the Northern Illinois Gas Company.

IV. Related Information

1. Heating Fuel Recommendation dated August 31, 1970
2. Rate 4

M E M O R A N D U M

August 31, 1970

TO: Mr. W. J. Mann
FROM: Robert J. Hughes
RE: Heating Fuel Recommendation

We sent out the annual invitation to bid on our 1970-71 No. 6 Fuel Oil requirements. Ten vendors were invited to submit quotations for approximately 400,000 gallons. Much to our dismay, not one of the vendors submitted a quote on the heavy residual fuel. Atlantic-Richfield, our last-year supplier, did submit an alternate bid to supply No. 5 fuel oil at posted tank wagon price of \$.119 per gallon, which is a \$.0518 increase over last-year's price; and according to their proposal, they will not submit a firm price quotation.

Since we did not receive a response from any vendor, we readvertised the bid; this time asking for quotations on the No. 5 fuel oil, restricting the water, sediment and sulfur content to a maximum of 1.0% by volume. Several vendors have indicated that they must take exception to this provision of the specification. They have stated that no No. 5 fuel oil is available in this area that will meet the 1% sulfur and water sediment specification.

STATEMENT OF THE PROBLEM

What is the most economical fuel to use in the power plant, considering an increase in fuel oil cost of 53.5% .

- A. Present operating cost per hour using No. 6 fuel oil - \$7.20
- B. Projected operating fuel cost per hour using No. 5 fuel oil at the delivered cost of \$.119 per gallon - \$11.02
- C. Estimated cost of producing steam at the Rate 14, natural gas' cost per hour \$10.44

ALTERNATE SOLUTIONS

1. Continue to burn the available No. 5 fuel oil
2. Sign 12-month contract with the Northern Illinois Gas Company

SOLUTION

Sign 12-month contract with the Northern Illinois Gas Company and burn natural gas as base fuel, using residual oil as standby fuel, considering that use of natural gas fuel will increase heating utility costs by 30% or approximately \$8,000.00

ADVANTAGES

1. Reduction of soot and unburned carbon particles in the environment due to operating boilers at capacities far below designed capacity.
2. Reduction of air pollution of the campus environs to bare minimum, which should keep air filter replacement to a minimum and almost eliminate building soil due to "walked-in" dirt.
3. Soot blowing of the boiler tubes can be reduced by 80%, conserving steam and increasing the life of the water and steam circulating tubes in the boiler.
4. Reduction of \$0.58 per hour in the fuel cost, at the quoted delivery price of \$.119 per gallon for No. 5 fuel oil.

RECOMMENDATION OF DESIGNING ARCHITECT

Mr. Joe B. Thomas, Associate Partner, CRS, recommends in his letter of November 21, 1967, "The College should have dual fuel capability and also the option to utilize either gas or oil at its option, should later rates favor one fuel over the other."

RECOMMENDATION

It is recommended that we renegotiate our fuel contract with the Northern Illinois Gas Company for year-around natural gas fuel as established in the Rate 14 contract. We have 30,000 gallons of No.6 fuel oil in storage, which will provide the standby fuel. State law provides that the serving utility cannot curtail service to a tax supported educational institution.

RJH/ss

Attachment - Rate 4

(Rate 14 is Rate 4 with
Space Heating)

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*RATE 4. GENERAL GAS SERVICE

Availability.

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The gross bill is eight percent more than the above net charges for the first \$10.00 or less per month of billing after adjustment for "Cost of Purchased Gas." For larger consumptions, the gross bill is three percent more than the net charge after adjustment for "Cost of Purchased Gas," but not less than 80¢ nor more than \$200.00 in excess of such net charge for gas supplied in the month.

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Substitution of Rate.

The Customer may elect to transfer to another rate at any time after any period of 12 months or more of continuous service hereunder. Each transfer shall be effective with the first regular meter-reading date following the request for transfer.

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Interfering Equipment.

Whenever any of the Customer's utilization equipment, such as compressors and furnaces, has characteristics which will cause interference with service to any other customer or interfere with proper metering, suitable facilities shall be provided at the Customer's expense to preclude such interference.

General.

The Schedule of which this rate is a part includes certain general Terms and Conditions and Standard Riders. Service hereunder is subject to these Terms and Conditions and the Standard Riders which are listed as applicable to this rate.

(See Reverse Side)

Effective December 21, 1969

* Other Rate Designations on Bills: Rate 14 is Rate 4 with Space Heating.
Rate 15 is Rate 4 with Space Heating and Rider 9.
Rate 16 is Rate 4 with Rider 9.

STANDARD RIDER 6 ADJUSTMENT FOR COST OF PURCHASED GAS

Applicable to All Rates except Rate 12

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Average Cost of Purchased Gas.

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For the purposes hereof where the Company contracts for a new or additional supply or supplies of natural gas on a firm supply basis and a rate becomes effective for deliveries of such natural gas, the average unit cost of purchased natural gas shall be computed (1) by applying (a) the rates applicable to the existing supplies of natural gas purchased from a pipeline company or companies on a firm supply basis, and to transportation of natural gas, to (b) the respective quantities of natural gas so purchased during the first 12 of the 13 calendar months immediately preceding the commencement of deliveries of natural gas in connection with the new or additional supply, and (2) by applying the rate applicable to the new or additional supply to the total quantity of such gas estimated to be purchased during the first 12 months of deliveries at the same load factor as the purchases of natural gas on a firm supply basis by the Company during the first 12 of the 13 immediately preceding calendar months, and (3) by adding the amounts calculated in (1) and (2) above and dividing the total cost of such natural gas so computed by the aggregate quantity of natural gas purchases so determined. One year after the commencement of deliveries of the new or additional supply the average unit cost of purchased natural gas shall be recomputed on the basis of the actual quantity of natural gas purchased during the first 12 months of operation and the rates effective on the date of recomputation; the average unit cost of purchased natural gas so determined shall establish the cost of purchased gas adjustment applicable hereunder to bills rendered in each subsequent billing period, beginning not later than 13 months after the commencement of deliveries of the new or additional supply and continuing until a change in the average unit cost of purchased natural gas shall again occur as provided for herein.

Refund Provision.

For the purposes hereof, unless the Illinois Commerce Commission shall otherwise order, the amount of any refund received by the Company of charges applicable to natural gas purchased after February 1, 1954, from a pipeline company or companies on a firm supply basis or applicable to the transportation of natural gas after February 1, 1954, shall be treated as a decrease in rate applicable thereto, but effective only for the 12 month period beginning with the month next following that in which such refund is received, by crediting the total cost of purchased natural gas otherwise determined under the "Average Cost of Purchased Gas" provision with the amount of such refund.

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General.

Except as specified above, all other provisions of the rate shall apply.

FOR BOARD ACTION

I. SUBJECT:

Educational Fund Budget Transfers.

II. INFORMATION:

Budget transfers have been requested by various budget areas of the college.

III. AUTHORITY:

Article VII, Section 107-15 of the Illinois Public Junior College Act authorizes the Board of Trustees to make budget transfers within any fund by a vote of 2/3 of all its members.

IV. RECOMMENDATION:

The administration recommends the Board of Trustees approve the attached budget transfers.

September 10, 1970

WILLIAM RAINEY HARPER COLLEGE
 BUDGET TRANSFER #1, 1970-71 EDUCATIONAL FUND BUDGET

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>INCREASE</u> | <u>DECREASE</u> |
|-----------------------|--|-------------------|-------------------|
| 133-000-529 | <u>Vice President - Student Affairs</u> | | |
| 133-000-513 | Contractual Services - Other Counseling Staff | \$2,700.00 | \$2,700.00 |
| 151-000-516 | <u>Planning and Development</u> | | |
| 151-000-549 | Salaries - Office | 2,500.00 | |
| 151-000-518 | General Material - Other | 200.00 | |
| 151-000-559 | Salaries - Students | | 2,500.00 |
| | Other Travel - L.R.P.C. | | 200.00 |
| | | <u>\$5,400.00</u> | <u>\$5,400.00</u> |

WILLIAM RAINEY HARPER COLLEGE
 BUDGET TRANSFER #1, 1970-71 AUXILIARY FUND BUDGET

| <u>ACCOUNT NUMBER</u> | <u>DESCRIPTION</u> | <u>INCREASE</u> | <u>DECREASE</u> |
|-----------------------|--|-------------------|-------------------|
| 595-000-518 | <u>College Center</u> | | |
| 595-000-516 | Salaries - Students Salaries - Office | \$3,500.00 | \$3,500.00 |
| | | <u>\$3,500.00</u> | <u>\$3,500.00</u> |

September 10, 1970

COMING EVENTS

| | | | |
|----------|---|----------------|---------|
| 9/15/70 | Palatine Jr. Woman's Club | Dinner | 120-130 |
| 9/23/70 | Harper's Faculty Wives' Tea and Tour | | 35-50 |
| 10/3/70 | Harper College Nurses Conference - Lunch and Style Show | | 150-200 |
| 10/4/70 | Harper's Open House | | |
| 10/11/70 | Harper's Open House | | |
| 10/13/70 | Woman's Architectural League | Lunch & Tour | 30-35 |
| 10/15/70 | N. Ill. Social Science Conference | Lunch & Tour | 100-120 |
| 10/15/70 | Harper Nurses' Alumni Seminar and Tea | | 100-120 |
| 10/16/70 | N. Ill. Social Science Conference | Lunch and Tour | 100-120 |
| 10/17/70 | Harper's Woman's Advisory Committee Seminar - Lunch | | 100-150 |
| 10/18/70 | Harper's Open House | | |
| 10/22/70 | Faculty Wives' Luncheon | | 25-35 |
| 10/22/70 | Jr. College Librarian's Luncheon and Tour | | 70-80 |
| 10/23/70 | League of Women Voters | Dinner | 100-140 |
| 11/2/70 | Inverness Woman's Club | Lunch & Tour | 50-60 |
| 11/14/70 | GT-70 Innovation Institute Luncheon | | 60-80 |
| 11/19/70 | Countryside Y.M.C.A. Distaff | Lunch & Tour | 35-40 |
| 12/2/70 | Faculty Wives' Club Bazaar | | |
| 12/5/70 | N.W. Covennant Church's Adult Class | Dinner & Tour | 60-70 |

Jacque Landry, Facilities Coordinator

September 9, 1970

9/10/70

PURPOSE

To inform the Harper College Board of Trustees of efforts by Harper College and the Center for Urban Studies, University of Illinois at Chicago Circle to cooperate with the Northwest Municipal Conference and conduct a transportation development study for the member municipalities of the conference.

BACKGROUND

For over two years the Northwest Municipal Conference has been interested in conducting a study of transportation needs. Last Spring the conference adopted a resolution and the sense of a report presented by Mr. Jack Pahl, Mayor of Elk Grove Village, for a transportation needs study. In addition, the municipalities were urged to indicate their support of the concept by providing 10 cents per capita (as of the last special census of 1969) to fund the project. As of last week, all but three of the municipalities had acted favorably on the proposal.

Harper College working with Mr. Pahl contacted the Center for Urban Studies, University of Illinois at Chicago Circle, and began to develop the framework for a three-way cooperative relationship to accomplish NWMC's transportation study goals. After a series of meetings with staff from the two institutions of higher education and the officers of the NWMC, a prospectus for a Transportation Development Project was developed.

NORTHWEST MUNICIPAL CONFERENCE GOAL

The ultimate goal as adopted by Northwest Municipal Conference Resolution is:

"To provide a coordinated transportation network throughout the entire Conference area which (a) combines streets, highways, mass transit, terminals and parking facilities (b) is coordinated with land development and (c) provides for the movement of people and goods to, from, within and through the area with the maximum of ease, comfort and safety."

THE PROJECT

The project would involve staff, students and resources from both Harper College and the Center for Urban Studies. The Director of the Center for Urban Studies would be director of the project which would be based at Harper College.

REMAINING STEPS

The NWMC at its next meeting will consider the prospectus and the transportation goals and be urged to approve the project. If the Conference approves the project, then final arrangements will be made to implement the study.