

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE RD. • PALATINE, ILLINOIS 60067 • AREA CODE 312 358-9100

AGENDA

December 14, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Monthly Disbursements
 - A. Bills Payable
 - B. Payroll, November 16 - 30
 - C. Estimated Payroll, December 1 - 15
- V. Communications
- VI. Unfinished Business
 - A. T.I.A.A. Report
- VII. New Business
 - A. Recommendation - Opening of Student Personnel Positions (Exhibits A & B)
 - B. Contract Renewal - Assistant Librarian (Exhibit C)
 - C. November Construction Report (Exhibit D)
 - D. Educational Presentation - Art, Music and Physical Education Departments
 - E. Other
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE RD. • PALATINE, ILLINOIS 60067 • AREA CODE 312 358-9100

December 14, 1967

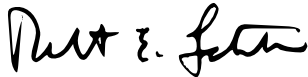
BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the Board meeting to be held on Thursday, December 14, 1967, at the DATA PROCESSING CENTER, 1200 West Algonquin Road in Palatine.

We shall look forward to seeing you at eight o'clock in the evening.

Sincerely,



Robert E. Lahti
President

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

Minutes of the Regular Board Meeting of Thursday, December 14, 1967

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., December 14, 1967, at the Harper College Data Processing Center, 1200 W. Algonquin Road, Palatine, Illinois, by Vice-Chairman Johnson in the absence of Chairman Haas.

In the absence of Secretary Nicklas, Member O'Dea moved and Member Hamill seconded the motion that Member Hansen be nominated as Secretary Pro Tempore. The motion was carried unanimously.

ROLL CALL: Present: James Hamill, Milton Hansen, Roy Hutchings, Richard Johnson and Paul O'Dea

Absent: John Haas and Jessayln Nicklas

Also present: Dr. Robert E. Lahti, Kenneth Andeen, Martha Bolt, J. Clouser, Anton Dolejs, William Foust, James Harvey, Robert Hughes, Roy Kearns, George Makas, William Mann, H. R. Pankratz, John Upton, Frank Vandever, Harper College; Ralph Klatt, Des Plaines Suburban Times; Kathy Gosnell, Paddock Publications; E. Alanne, Prospect and Arlington Day.

NEW BUSINESS: Because of a delay in delivery of the Board members' books to the meeting, Chairman Pro Tempore Johnson moved to the educational presentation--Art, presentation on the agenda.

Educational
Presentation--Art, Music and Physical Education
Dr. Andeen informed the Board that the Departments of Art, Music, and Physical Education, with six full-time teachers and six part-time teachers, were combined because of their size. He introduced Miss Martha Bolt from the Women's Physical Education Department.

Miss Bolt reviewed the qualifications and experience of the women physical education teachers. She stated that the courses offered at Harper correlate with the four-year institutions for transfer students. Ten different courses are offered--basic body movements, basketball, volleyball, soccer, dancing and bowling. The present enrollment in these classes is 155 students. She went on to say that classes in first-aid, tennis, archery, folk dancing and gymnastics will be offered in the second semester. According to the offerings in the catalog, all courses except golf will be available.

In reference to plans for the 1968-69 school year, Miss Bolt stated the P.E. department would like: to add a class in modern dance; to have the facilities to offer golf; to offer a course in theory and officiating for majors in P.E.; to form a Women's Athletic Association so the college could compete or go to other schools for participation; and would like to have a Major's Club.

Instructional materials in the P.E. department include record players, overhead projectors, tape recorders and films. In answer to a question on grading, Miss Bolt discussed the system on which grades are based in her department.

NEW BUSINESS:Educational

Presentation (Cont.)

Member Hamill questioned the college's insurance coverage in reference to P.E. students. Mr. Mann stated the college is covered according to the liability requirements set up by the School Code, which the administration feels is adequate.

Miss Bolt informed the Board that one full-time teacher will need to be added to the staff in the area of dance for the 1968-69 school year. She stated that the high school has been more than willing to share equipment and provide storage space. Miss Bolt, in summarizing, mentioned that the college could offer more in curriculum, could possibly branch out as far as intramurals are concerned, and should provide outdoor games for majors in P.E. Innovations in the P.E. classes include the basic movements class, power volleyball, and a series of exercises with the use of the overhead projector has been introduced.

Dr. Andeen introduced Roy Kearns, Acting Director of the Intramural Program. Mr. Kearns expressed his feelings concerning the beginning growth of school spirit at Harper, evidenced in the way the students are working together. He informed the Board of his background and experience. He stated the college is working with about 16 sections covering volleyball, basketball, conditioning, bowling, golf, gymnastics, wrestling and track. In the second semester courses in life-saving, first aid, and theory will be added. Mr. Kearns mentioned the excellent backgrounds of many of the students from the high schools in the college district. He pointed out that the exceptionally proficient students are used to help with the less proficient students. Mr. Kearns pointed out that the Physical Education Department is correlating with the four-year institutions, who would like the junior college graduates to enter their schools with their P.E. requirements met. He stated that physical education is mandatory at Harper for one year. Member Hutchings stated he is against students being forced to take P.E. and, particularly, against the practice of grading and then averaging their grades in with their other grades. Member Hutchings stated he feels the P. E. program should be interesting enough to attract students.

Mr. Kearns pointed out that the 1968-69 enrollment projections show approximately 700 students needing and wanting P.E. Twenty-eight sections will be needed to cover this enrollment. He stated the college would like to offer three theory classes to balance out the catalog offerings. Three full-time teachers will probably be needed. In reference to future planning Mr. Kearns stated that the nursing course will need P.E. requirements, the college is thinking in terms of a need for recreational specialists--as in park districts, and, although the law enforcement group now provides their own physical training, this could come under the P.E. program. Mr. Kearns informed the Board there are 13 or 14 young men majoring in P.E. at the present time. The Board discussed the problems which will no doubt arise in the future due to more leisure time for most people and the responsibility of the P.E. department in working in this area.

NEW BUSINESS:
Educational
Presentation
(Cont.)

Dr. Andeen introduced Dr. George Makas of the Department of Music. Dr. Makas distributed a list of the faculty members in the music department, along with a sheet listing the requirements in the Music Transfer Program. He pointed out that the faculty reimbursement is from the students who take private lessons from these individuals at \$5.00 a lesson. He stated that he is the only member of the staff paid by the college. He discussed the qualifications and experience of the staff. Dr. Makas spoke on the requirements for transfer students and the responsibility of the college in preparing them to go on in music.

Dr. Makas discussed the possibility of encouraging a community band to meet in the college facility so the students would have a related climate in which to work. In reference to a community chorus, he stated he would like to see a broad basis of community participation, and pointed out that there are many already established village and sub-group organizations in this area. Performing groups, organized as non-profit organizations, do not want to lose their identity. This makes it difficult to find groups willing to work with the college.

Dr. Makas informed the Board the college is short of space for storage of students' equipment. Groups of students are playing together in their free period and storage of their equipment poses a problem. Dr. Makas expressed concern on establishing a strong in-college program in instruments; with the need for a good staff; on establishing a music scholarship program, pointing out that music scholarships are available through foundations but the largest source is usually from local organizations.

The Board discussed with Dr. Makas the possibility of offering a series of concerts to the community, thereby fulfilling an obligation on the part of the college to the community. Dr. Makas informed the Board the possibility of outdoor concerts on the future campus is also under consideration.

Dr. Andeen introduced John Knudsen of the Art Department. Mr. Knudsen presented the qualifications and experience of the faculty in the Art Department. There are two full-time staff members and three part-time members in the Art Department. Mr. Knudsen discussed the courses offered, such as drawing, design, sculpture, the history of art, and art appreciation. He pointed out the need for better facilities. There is a definite lack of storage space, the rooms are small and crowded, and he stated the facilities are less than minimum as far as a college art program is concerned. He stated the college is planning on holding some art classes at Forest View High School, which has a very well planned facility for a high school art program but will still be a minimum facility for a college program. Mr. Knudsen spoke on the necessity for correcting the original plan for art facilities, stating that by enlarging and improving the facilities the college would be able to advance the techniques now provided by the high schools. Mr. Knudsen informed the Board that presently there are 192 students enrolled in the art program. The projected need for staff next year would be two and perhaps three full-time staff members with a probable need for one part-time person.

NEW BUSINESS:
Educational
Presentation
 (Cont.)

Mr. Knudsen informed the Board the college will have a small gallery in the library corridor at the Harper-Grove Campus for exhibits. A student show will be held at Forest View High School in January. Mr. Knudsen pointed out that the college is trying to create transfer programs and trying to develop programs for students going into professional schools. The Board asked Mr. Knudsen about the difference between the art programs offered in the high schools and the junior college. Mr. Knudsen explained the Harper program is college level work, and the students are exposed to more teaching and learning experiences in the adult education classes.

In discussing the facilities for the Art Department, Dr. Lahti explained that the changes requested by the staff will be incorporated in change orders, provided they are financially possible.

Dr. Andeen, on behalf of the faculty, expressed appreciation for the opportunity of appearing before the Board. He went on to say the college is proud of the personnel and the program.

President Pro Tempore Johnson expressed the appreciation of the Board for the fine presentation made by the staff.

At this time, the Board reverted to the original order of the agenda.

MINUTES:

Member O'Dea moved and Member Hutchings seconded the motion to approve the minutes of the Regular Board meeting of November 28, 1967. Motion unanimously carried.

APPROVAL OF
MONTHLY
DISBURSEMENTS:

Member Hansen moved and Member Hutchings seconded the motion to approve for payment: the Bills Payable as of December 14, 1967, as follows:

| | |
|--------------------------|------------------|
| Educational Fund | \$45,902.36 |
| Building Fund | 11,676.61 |
| Site & Construction Fund | <u>64,447.07</u> |
| | \$122,026.04 |

and the Payroll for November 16-30, 1967, in the amount of \$43,012.47; the Part-time Teachers' Payroll for November 1-30, 1967, in the amount of \$14,600.00; and the Estimated Payroll for December 1-15, 1967, in the amount of \$47,300.00.

Upon roll call, the vote was

Ayes: Hamill, Hansen, Hutchings, Johnson and O'Dea
 Nays: None

A discussion followed concerning the advisability of Mr. Frank Hines, Board Attorney, attending Board meetings. The Board agreed Mr. Hines would be asked to attend meetings where legal ramifications merited it.

Dr. Lahti explained the first billing had been received from Corbetta Construction Company for work completed through Nov. 25, 1967. The architect reviewed this, found it in order, and the college needs authorization for Bill Mann to sign this document proving the work has been completed satisfactorily. This ceremony will be repeated each time the contractor bills.

Member Hamill moved and Member O'Dea seconded the motion to authorize the Treasurer to authorize I.B.A. to pay Corbetta Construction Company in the amount of \$410,986.80.

Upon roll call, the vote was

Ayes: Hamill, Hansen, Hutchings, Johnson and O'Dea
Nays: None

COMMUNICATIONS:

Chairman Pro-Tempore Johnson asked Member O'Dea to discuss a letter Member O'Dea had just given him. Member O'Dea stated he had presented Chairman Haas with a letter presenting his resignation as of December 31, 1967, from the Board. Member O'Dea informed the Board his resignation was necessitated by a change in position requiring a move to New York. He stated he had thought his retirement was to be announced at this meeting, and that his letter dealt with his concerns about the future of the college and his really sincere regret at leaving the group.

Chairman Pro Tempore Johnson stated the Board would prefer not to take action on Member O'Dea's resignation at this time in order to give the Board and Dr. Lahti the opportunity to consult with Mr. Hines, Board Attorney. Member O'Dea agreed.

Dr. Lahti stated that Chairman Haas had been ill for a number of days and that he was sure this was the reason the communication had not reached the administration.

Chairman Pro Tempore Johnson expressed the appreciation of the community and others who have worked with Member O'Dea for the work he has done for the junior college, and also expressed their best wishes.

Dr. Lahti pointed out the strength added to the Board by Member O'Dea, as an educator, has been evident since the institution was started. Dr. Lahti expressed his personal regrets at Member O'Dea's resignation and also his happiness for Member O'Dea in this opportunity.

Member O'Dea asked that he be notified of the college dedication.

UNFINISHED

BUSINESS:

T.I.A.A. Report

In reference to the T.I.A.A. report, Dr. Lahti stated that individual faculty members who wish to participate in this program will have the mechanics to do so. The Board discussed the possibility of schools in Illinois working together towards changes in the state retirement program. Dr. Lahti expressed the opinion that many faculty members would be working toward this.

NEW BUSINESS:

Opening of
Student Personnel
Position

Member Hamill stated an overall view of the number of people needed in the administrative structure of the college should be presented to the Board. He went on to say he felt there should be a set policy clarifying positions to be approved by the Board, and that, in the case of personnel being considered for approval by the Board, more information than a "press release" should be distributed to Board members.

NEW BUSINESS:
Opening of
Student Person-
nel Positions
(Cont.)

Dr. Lahti informed the Board that he had scheduled a review of the overall administrative structure for the next Board meeting. He stated that any position which is administrative in nature would always come before the Board; any classified position which has been budgeted, such as a secretary, has not been brought before the Board. He further stated there is no written policy of this nature. Dr. Lahti stated he felt these two positions were almost mandatory.

Dr. Harvey discussed the position of Director of Student Activities. This position was programmed in the A.D.L. study. This person will be working with student groups, taking care of the intramural program and being responsible for the student newspaper and year-book. Dr. Harvey also discussed the position of Assistant Director of Admissions and Registrar. In the A.D.L. study there were two separate positions--Admissions and Registrar. He stated the college hopes to bring in a young person to work under the Director and later split these positions.

Member Hansen stated the administration should avoid hiring people until they are definitely needed, keeping in mind that the use of high school facilities will definitely inhibit the growth of the college. Dr. Lahti stated the college has tried to be conscious of this but some positions should not be delayed. Member Hutchings stated the college should start looking six months in advance in order to obtain qualified staff members.

Member Hamill moved and Member Hutchings seconded the motion to authorize the opening of the position of Assistant Director of Admissions and Registrar at a starting salary of \$11,000-\$13,000, and the position of Director of Student Activities at a starting salary of \$13,000-\$15,000.

Upon roll call, the vote was

Ayes: Hamill, Hansen, Hutchings, Johnson and O'Dea
Nays: None

Contract Renewal: Dr. Lahti informed the Board that Robert Thieda, Assistant Librarian, is not on a fiscal year. Supporting information had been distributed to the Board comparing his salary with others in junior colleges. Dr. Pankratz outlined Mr. Thieda's qualifications and duties, which include being in charge of the A.V. program, working at the circulation desk and in the reference area, being in charge of student assistants, and mentioned that the faculty finds Mr. Thieda very accommodating.

Member O'Dea moved and Member Hamill seconded the motion to approve the contract renewal for Robert W. Thieda, Assistant Librarian, for a period of 6-1/3 months, commencing on the 19th day of December for the sum of \$5,625.00.

Upon roll call, the vote was

Ayes: Hamill, Hansen, Hutchings, Johnson and O'Dea
Nays: None

NEW BUSINESS:
(Cont.)
November Construction Report

A monthly construction report had been distributed to the Board. Dr. Lahti informed the Board the official CPM report should be available by the next Board meeting. Mr. Hughes discussed the Critical Path Network developed by MBM.

Member Hamill asked about the peat problem. Dr. Lahti stated he had talked with Mr. Robert Fridstein. It is impossible to give the Board a report until all information is in, but all indications are encouraging as it seems this is not going to be a very large item.

Other

Dr. Lahti introduced Thomas McCabe and Joseph Clouser members of the Salary Committee. Dr. Lahti informed the Board this committee of the faculty was more than a salary committee, inasmuch as they had been asked to consider other items of policy too. They have been at work for 60 days or more and have presented and discussed their report with Dr. Lahti. Dr. Lahti, in turn, apprised Chairman Haas, and asked him how the Board might proceed. Chairman Haas asked that Mr. Mann do a complete analysis of this study. The faculty study, with the analysis attached, should then be brought to the Board for their decision on procedure. Dr. Lahti informed the Board this material would be presented on December 28. The Board asked that an administrative recommendation be included with the study and analysis. Dr. Lahti pointed out that the faculty committee should have the opportunity to meet with the Board or a committee of the Board. This should be taken care of as soon as possible after the first of the year, as any changes in the salary schedule would be reflected in the budget. Mr. Mann pointed out that the allotted time on receiving equipment and materials is six months.

After discussion, the Board agreed that this meeting should be a committee of the Board as a whole, to take place sometime in the first part of January, with the meeting date announced at the next Board meeting.

PRESIDENT'S REPORT:

Dr. Lahti announced that the North Central report will be presented to the Board at the next Board meeting.

Dr. Lahti informed the Board that Mr. Jayne has almost completely evacuated the premises, and that the college is now almost sole tenant of the property.

Dr. Lahti reported that seventy-four new junior colleges began operation this fall, with a 16% increase in attendance in one year. In the next year, junior colleges will be built at the rate of one and a half per week.

ADJOURNMENT:

Member Hutchings moved and Member Hansen seconded the motion that the meeting be adjourned at 12:00 midnight. Motion unanimously carried.

December 14, 1967

TO: Board of Trustees

SUBJECT: Approval of Disbursements

A. Bills Payable

| | |
|--------------------------|------------------|
| Educational Fund | \$ 45,902.36 |
| Building Fund | 11,676.61 |
| Site & Construction Fund | <u>64,447.07</u> |
| | \$ 122,026.04 |

B. Payroll, November 16 - 30, 1967 \$ 43,012.47

Part-time Teachers Payroll,
November 1 - November 30, 1967 14,600.00

C. Estimated Payroll, December 1 - 15, 1967 \$ 47,300.00

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|-------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| E. W. Boehm Co. | Copying Supplies | 1-108.33 | \$ 492.60 | 6687 | \$ 492.60 |
| Gestetner Corporation | Copying Supplies | 1-108.33 | 60.00 | 6688 | 60.00 |
| Graver-Dearborn Corporation | Office Supplies | 1-108.33 | 162.32 | 6689 | 162.32 |
| Langer Printing Co. | Printing - Letterheads | 1-108.33 | 68.25 | 6690 | 68.25 |
| Universal Stationers, Inc. | Office Supplies | 1-108.33 | 8.00 | | |
| Universal Stationers, Inc. | Office Supplies | 1-1-501.31 | 25.74 | | |
| Universal Stationers, Inc. | Office Supplies | 1-2-501.31 | 23.42 | | |
| Universal Stationers, Inc. | Office Supplies | 1-3-501.31 | 29.84 | | |
| Universal Stationers, Inc. | Office Supplies | 1-4-501.39 | 54.75 | | |
| Universal Stationers, Inc. | Office Supplies | 1-5-502.31 | 112.23 | | |
| Universal Stationers, Inc. | Office Supplies | 1-6-502.31 | 100.73 | | |
| Universal Stationers, Inc. | Office Supplies | 1-7-502.31 | 7.60 | | |
| Universal Stationers, Inc. | Office Supplies | 1-50-502.31 | 24.40 | | |
| Universal Stationers, Inc. | Office Supplies | 1-40-501.31 | 4.56 | | |
| Universal Stationers, Inc. | Office Supplies | 1-50-502.31 | .63 | | |
| Universal Stationers, Inc. | Office Supplies | 1-51-502.39 | 5.30 | | |
| Universal Stationers, Inc. | Office Supplies | 1-57-502.39 | 10.55 | | |
| Universal Stationers, Inc. | Office Supplies | 1-30-501.31 | 9.14 | | |
| Universal Stationers, Inc. | Office Supplies | 1-30-501.39 | 14.31 | | |
| Universal Stationers, Inc. | Office Supplies | 1-59-502.37 | 61.67 | 6691 | 492.87 |
| American Heritage | Library Books | 1-210.90 | 24.80 | 6692 | 24.80 |
| R. R. Bowker Co. | Library Books | 1-210.90 | 100.00 | | |
| R. R. Bowker Co. | Library Books | 1-59-502.37 | 34.95 | | |
| R. R. Bowker Co. | Bookstore Stock-Books | 1-64-514.90 | 19.85 | | |
| Bro-Dart Industries, Inc. | Library Books | 1-210.90 | 10,495.91 | 6693 | 154.80 |
| Stacey's Scientific & Prof. Book Center | Library Books | 1-210.90 | 6.25 | 6694 | 10,495.91 |
| North Central Assoc. of Colleges | Consultant Visit - Charles R. Hicks | 1-1-501.25 | 300.00 | 6695 | 6.25 |
| Official Airline Guide | Subscription | 1-1-501.91 | 30.00 | 6696 | 300.00 |
| Holiday Inn of Rolling Meadows | Meeting Expense - Bousma | 1-1-501.95 | 63.66 | 6697 | 30.00 |
| Western Concessions, Inc. | Meeting Expense | 1-1-501.95 | 7.20 | 6698 | 63.66 |
| Western Concessions, Inc. | Meeting Expense | 1-53-502.93 | 33.95 | 6699 | 41.15 |
| Lattof Motors, Inc. | Rental of Car | 1-1-508.61 | 124.32 | | |
| Lattof Motors, Inc. | Rental of Station Wagon | 1-6-508.61 | 120.95 | 6700 | 245.27 |

EDUCATION FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|--|-----------------------|-----------------------|---------------------|---------------------|
| Ray White | Photographic Services | 1-2-501.29 | \$ 16.40 | 6701 | \$ 16.40 |
| Robert L. Kocher | Consultants Fees, including Groundbreaking | 1-2-501.29 | 268.72 | 6702 | 268.72 |
| Photomatic Corporation | Photographic Services | 1-20-501.29 | 10.65 | 6703 | 10.65 |
| Gamma Photo Labs., Inc. | Photographic Services | 1-20-501.33 | 59.68 | 6704 | 59.68 |
| Northwest Letter Service | Printing - Newsletter | 1-2-501.33 | 83.36 | 6705 | 83.36 |
| Schiele-Faierson Co. | Printing - Northwest Brochures | 1-2-501.33 | 982.58 | 6706 | 982.58 |
| Public Affairs Press | Instructional Books | 1-20-501.38 | .90 | 6707 | .90 |
| Edward Hines Lumber Co. | Supplies-Groundbreaking | 1-2-501.39 | 22.21 | 6708 | 22.21 |
| Frank M. Hines | Legal Services | 1-3-501.22 | 582.50 | 6709 | 582.50 |
| Prospect Availability | Temporary Office Help | 1-3-501.26 | 240.00 | 6710 | 240.00 |
| Elk Grove Blueprint & Supply Co. | Drafting Supplies | 1-3-501.31 | 12.90 | | |
| Elk Grove Blueprint & Supply Co. | Drafting Supplies | 1-3-501.31 | 20.55 | 6711 | 33.45 |
| Frederick Post Co. | Drafting Supplies | 1-3-501.31 | 6.56 | 6712 | 6.56 |
| Universal Stationers, Inc. | Office Supplies | 1-3-501.31 | 7.68 | 6713 | 7.68 |
| Donald Collins | Travel Expense | 1-3-501.72 | 16.00 | 6714 | 16.00 |
| F. Scammon Barry | Employee Examination - J. Harris | 1-3-501.99 | 16.50 | 6715 | 16.50 |
| Chicago Tribune | Legal Notices | 1-3-501.93 | 27.55 | 6716 | 27.55 |
| Paddock Publications, Inc. | Legal Notices | 1-3-501.93 | 10.00 | | |
| Paddock Publications, Inc. | Want Ad | 1-65-515.39 | 5.60 | 6717 | 15.60 |
| Xerox Corporation | Equipment Rental | 1-3-508.62 | 315.03 | | |
| Xerox Corporation | Equipment Rental | 1-5-508.62 | 147.74 | | |
| Xerox Corporation | Copying Supplies | 1-30-501.32 | 58.00 | 6718 | 520.77 |
| Triton Community College | Specifications | 1-30-501.39 | 25.00 | 6719 | 25.00 |
| Pitney-Bowes, Inc. | Equipment Rental | 1-3-501.29 | 42.00 | | |
| Pitney-Bowes, Inc. | Copying Supplies | 1-30-501.31 | 1.65 | | |
| Pitney-Bowes, Inc. | Copying Supplies | 1-6-502.32 | 86.10 | 6720 | 129.75 |
| LaSalle Messenger Paper Co. | Office Supplies | 1-4-501.32 | 46.42 | 6721 | 46.42 |
| Data Processing Management Assoc. | Book - Data Processing | 1-40-501.38 | 3.00 | 6722 | 3.00 |
| International Business Machines Corp. | Data Processing Supplies | 1-4-501.39 | 19.80 | 6723 | 19.80 |
| Northwest Office Machines, Inc. | Typewriter Repair | 1-4-501.39 | 9.50 | 6724 | 9.50 |
| Rita D'Agostino | Travel Expense | 1-4-501.72 | 14.00 | 6725 | 14.00 |
| Ken Parker | Travel Expense | 1-4-501.72 | 21.56 | 6726 | 21.56 |
| Roy Sedrel | Travel Expense | 1-4-501.72 | 43.01 | 6727 | 43.01 |
| Educational News Service | Subscription | 1-4-501.91 | 10.00 | 6728 | 10.00 |
| Educational & Institutional Coop. Service | Office Supplies | 1-5-502.31 | 20.58 | 6729 | 20.58 |
| International Business Machines Corp. | Office Supplies | 1-5-502.31 | 108.83 | 6730 | 108.83 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|--------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Prentice-Hall, Inc. | Book | 1-5-502.31 | \$ 4.87 | 6731 | \$ 4.87 |
| Ditto Division | Copying Supplies | 1-5-502.32 | 59.20 | | |
| Ditto Division | Copying Supplies | 1-6-502.32 | 41.50 | | |
| Ditto Division | Copying Supplies | 1-6-502.32 | 1.25 | | |
| Ditto Division | Copying Supplies | 1-108.33 | 56.00 | | |
| Ditto Division | Copying Supplies | 1-50-502.32 | 74.50 | | |
| Ditto Division | Copying Supplies | 1-60-502.32 | 59.20 | 6732 | 291.65 |
| Hertz System, Inc. | Travel Expense | 1-5-502.72 | 48.49 | 6733 | 48.49 |
| Herbert R. Pankratz | Travel Expense | 1-50-502.72 | 91.58 | 6734 | 91.58 |
| Elgin Community College | Charge-Back | 1-5-502.80 | 5,565.00 | 6735 | 5,565.00 |
| The Loop College | Charge-Back | 1-5-502.80 | 799.20 | 6736 | 799.20 |
| Joliet Junior College | Charge-Back | 1-5-502.80 | 127.50 | 6737 | 127.50 |
| Schiele-Faterson Co. | Printing-College Catalog | 1-50-502.33 | 1,212.40 | 6738 | 1,212.40 |
| C. P. Lesh Paper Co. | Office Supplies | 1-50-502.39 | 52.76 | 6739 | 52.76 |
| Elk Grove High School Cafeteria | Cafeteria Services - Meeting | 1-50-502.95 | 8.19 | | |
| Elk Grove High School Cafeteria | Cafeteria Services - Meeting | 1-63-502.95 | 8.19 | 6740 | 16.38 |
| Allen Wales Adding Machine Agency | Office Machine Repairs | 1-3-501.29 | 13.50 | 6741 | 13.50 |
| Eugene Dietzgen Co. | Drafting Supplies | 1-3-501.31 | 26.77 | 6742 | 26.77 |
| Hansen Hardware | Office Supplies | 1-3-501.31 | 9.00 | 6743 | 9.00 |
| E. F. Wonderlic & Associates, Inc. | Employee Tests | 1-3-501.31 | 10.00 | 6744 | 10.00 |
| John J. Donnelly, M. D. | Employee Examination - Barbara May | 1-3-501.99 | 7.00 | 6745 | 7.00 |
| J. C. Schmidtke, M. D. | Employee Examination - J. McDonald | 1-3-501.99 | 20.00 | 6746 | 20.00 |
| Guillermo Lara, M. D. | Employee Examination - Emily Petty | 1-3-501.99 | 17.00 | 6747 | 17.00 |
| Western Concessions, Inc. | Meeting Expense - Orientation | 1-5-502.95 | 141.60 | 6748 | 141.60 |
| Eduardo R. Bermudez, M. D. | Employee Examination - Mary Grimes | 1-5-502.99 | 10.00 | 6749 | 10.00 |
| Suelyn Collins | Employee Examination | 1-5-502.99 | 20.00 | 6750 | 20.00 |
| E. S. Stephenson, M. D. | Employee Examination - Mary Morgan | 1-5-502.99 | 20.00 | 6751 | 20.00 |
| Rolling Meadows Professional Center Lab. | Employee Examination - Mary Grimes | 1-5-502.99 | 3.00 | 6752 | 3.00 |
| Harry T. Haver, M. D. | Employee Examination - Kathie Dulski | 1-5-502.99 | 20.00 | 6753 | 20.00 |
| Clete Hinton | Travel Expense | 1-61-502.72 | 86.66 | 6754 | 86.66 |
| Guillermo Lara, M. D. | Employee Examination - Iris Hipple | 1-63-502.99 | 12.00 | 6755 | 12.00 |
| Fred A. Vaisvil | Travel Expense | 1-62-502.72 | 18.84 | 6756 | 18.84 |
| Akron-Chicago, Inc. | Bookstore Stock - Freight | 1-64-514.30 | 6.56 | 6757 | 6.56 |
| Americana Art China Co. | Bookstore Stock - Supplies | 1-64-514.30 | 96.13 | 6758 | 96.13 |

CHECK
AMOUNT

CHECK
NUMBER

ACCOUNT
AMOUNT

ACCOUNT
NUMBER

DESCRIPTION

PAYEE

| DESCRIPTION | PAYEE | ACCOUNT NUMBER | ACCOUNT AMOUNT | CHECK NUMBER | CHECK AMOUNT |
|----------------------------|---------------------------------------|----------------|----------------|--------------|--------------|
| Bookstore Stock - Supplies | American Pad & Paper Co. | 1-64-514.30 | \$ 149.84 | 6759 | \$ 149.84 |
| Bookstore Stock - Supplies | Angelus Pacific Co. | 1-64-514.30 | 63.32 | 6760 | 63.32 |
| Bookstore Stock - Supplies | Champion Knitwear Co. | 1-64-514.30 | 1,695.57 | 6761 | 1,695.57 |
| Bookstore Stock - Supplies | Collegiate Manufacturing Co. | 1-64-514.30 | 138.99 | 6762 | 138.99 |
| Unearned Discount | Eagle Pencil Co. | 1-64-514.30 | 10.09 | 6763 | 10.09 |
| Bookstore Stock - Supplies | The Chas. H. Elliott Co. | 1-64-514.30 | 133.87 | 6764 | 133.87 |
| Bookstore Stock - Supplies | Federal Wholesale Stationery | 1-64-514.30 | 109.66 | 6765 | 109.66 |
| Bookstore Stock - Supplies | Keep 'n Touch Greeting Cards, Inc. | 1-64-514.30 | 33.52 | 6766 | 33.52 |
| Bookstore Stock - Supplies | C. P. Lesh Paper Co. | 1-64-514.30 | 53.80 | 6767 | 53.80 |
| Bookstore Stock - Supplies | National Blank Book Co. | 1-64-514.30 | 296.34 | 6768 | 296.34 |
| Bookstore Stock - Supplies | Printwear | 1-64-514.30 | 116.75 | 6769 | 116.75 |
| Bookstore Stock - Supplies | Regent Products Co. | 1-64-514.30 | 114.20 | 6770 | 114.20 |
| Bookstore Stock - Supplies | Sanford Ink Co. | 1-64-514.30 | 86.44 | 6771 | 86.44 |
| Bookstore Stock - Books | Affiliated Book Distributors, Inc. | 1-64-514.40 | 111.80 | 6772 | 111.80 |
| Bookstore Stock - Books | American Journal of Nursing | 1-64-514.40 | 16.80 | 6773 | 16.80 |
| Bookstore Stock - Books | Atherton Press | 1-64-514.40 | 6.40 | 6774 | 6.40 |
| Bookstore Stock - Books | Chandler's Inc. | 1-64-514.40 | 5.66 | 6775 | 5.66 |
| Bookstore Stock - Books | Grove Press, Inc. | 1-64-514.40 | 31.75 | 6776 | 31.75 |
| Bookstore Stock - Books | International Business Machines Corp. | 1-64-514.40 | 117.44 | 6777 | 117.44 |
| Bookstore Stock - Books | J. B. Lippincott Co. | 1-64-514.40 | 3.11 | 6778 | 3.11 |
| Bookstore Stock - Books | Littlefield, Adams & Co. | 1-64-514.40 | 102.25 | 6779 | 102.25 |
| Bookstore Stock - Books | Collier-MacMillan Distribution Center | 1-64-514.40 | 20.04 | 6780 | 20.04 |
| Bookstore Stock - Books | Mathews Book Co. | 1-64-514.40 | 8.85 | 6781 | 8.85 |
| Bookstore Stock - Books | G. & C. Merriam Co. | 1-64-514.40 | 302.68 | 6782 | 302.68 |
| Bookstore Stock - Books | Modern Language Assoc. of America | 1-64-514.40 | 16.59 | 6783 | 16.59 |
| Bookstore Stock - Books | Nacscorp., Inc. | 1-64-514.40 | 42.71 | 6784 | 42.71 |
| Bookstore Stock - Books | Penguin Books, Inc. | 1-64-514.40 | 15.94 | 6785 | 15.94 |
| Unearned Discount | Random House, Inc. | 1-64-514.40 | 9.52 | 6786 | 9.52 |
| Bookstore Stock - Books | St. Martin's Press, Inc. | 1-64-514.40 | 19.15 | 6787 | 19.15 |
| Bookstore Stock - Books | South-Western Publishing Co. | 1-64-514.40 | 43.05 | 6788 | 43.05 |
| Bookstore Stock - Books | University College Tutors, Inc. | 1-64-514.40 | 131.90 | 6789 | 131.90 |
| Bookstore Supplies | National Assoc. of College Stores | 1-64-514.90 | 3.30 | 6790 | 3.30 |
| Cafeteria - Food | Allen Brothers, Inc. | 1-65-515.31 | 140.40 | 6791 | 140.40 |
| Cafeteria - Food | O. H. Bambas Tobacco Co. | 1-65-515.31 | 158.90 | 6792 | 158.90 |
| Cafeteria - Food | Burny Bros., Inc. | 1-65-515.31 | 71.21 | 6793 | 71.21 |
| Cafeteria - Food | Frito-Lay, Inc. | 1-65-515.31 | 124.00 | 6794 | 124.00 |
| Cafeteria - Food | Jewel Food Marketer | 1-65-515.31 | 165.71 | 6795 | 165.71 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---------------------------------------|---|-----------------------|-----------------------|---------------------|---------------------|
| Kraft Foods | Cafeteria - Food | 1-65-515.31 | \$ 122.97 | 6796 | \$ 122.97 |
| Oscar Mayer & Co. | Cafeteria - Food | 1-65-515.31 | 78.86 | 6797 | 78.86 |
| The Nedlog Co. | Cafeteria - Food | 1-65-515.31 | 72.28 | 6798 | 72.28 |
| B. A. Railton Co. | Cafeteria - Food | 1-65-515.31 | 68.95 | 6799 | 68.95 |
| S & S Dairy Service | Cafeteria - Food | 1-65-515.31 | 378.37 | 6800 | 378.37 |
| John Sexton & Co. | Cafeteria - Food | 1-65-515.31 | 79.28 | 6801 | 79.28 |
| Silvercup Bakers, Inc. | Cafeteria - Food | 1-65-515.31 | 46.50 | 6802 | 46.50 |
| OK Papers, Inc. | Cafeteria - Supplies | 1-65-515.90 | 163.12 | 6803 | 163.12 |
| St. Alexius Hospital | Employee Examination - Betty Lewis | 1-65-515.90 | 8.50 | 6804 | 8.50 |
| Stearnes-Imperial, Inc. | Cafeteria - Supplies | 1-65-515.90 | 36.60 | 6805 | 36.60 |
| Harold Cunningham | Travel Expense | 1-501-502.72 | 22.87 | 6806 | 22.87 |
| Dictation Disc Co. | Instructional Supplies - Dictation Disk | 1-513-502.39 | 25.86 | 6807 | 25.86 |
| Midwest Visual Equipment Co. | Instructional Supplies-Recording Tape | 1-524-502.39 | 11.72 | 6808 | 11.72 |
| Henry T. Roepken | Travel Expense | 1-524-502.72 | 83.15 | 6809 | 83.15 |
| International Business Machines Corp. | Data Processing Supplies | 1-532-502.39 | 70.30 | 6810 | 70.30 |
| University of Illinois | Instructional Books | 1-533-502.39 | 37.50 | 6811 | 37.50 |
| Pomona Electronics Co. | Instructional Supplies - Electronics Equip. | 1-533-502.39 | 138.95 | 6812 | 138.95 |
| Roger A. Mussell | Travel Expense | 1-533-502.72 | 41.80 | | |
| Roger A. Mussell | Travel Expense - Innovative | 1-533-502.721 | 13.75 | 6813 | 55.55 |
| Runge Paper Co. | Instructional Supplies - Projection Transp. | 1-534-502.39 | 21.05 | 6814 | 21.05 |
| William R. Punkay | Travel Expense | 1-534-502.72 | 17.50 | 6815 | 17.50 |
| The Lemberger Co. | Instructional Supplies - Live Frogs | 1-541-502.39 | 43.95 | 6816 | 43.95 |
| General Biological Supply House | Instructional Supplies | 1-541-502.39 | 148.45 | 6817 | 148.45 |
| Scientific Glass Apparatus, Inc. | Instructional Supplies - Probes | 1-541-502.39 | 9.12 | 6818 | 9.12 |
| American Dental Hygienists' Assoc. | Instructional Books | 1-546-502.39 | 40.00 | 6819 | 40.00 |
| The Akron Engraving Co. | Instructional Book | 1-547-502.39 | 5.00 | 6820 | 5.00 |
| The Athletic Institute | Instructional Books | 1-547-502.39 | 8.50 | 6821 | 8.50 |
| Lyon Healy | Instructional Supplies - Records | 1-547-502.39 | 21.50 | 6822 | 21.50 |
| National School Towels | Contractual Services - Towels | 1-547-502.39 | 208.00 | 6823 | 208.00 |
| Pro Sport Center | Instructional Equip. -Wrestling Headgear | 1-547-502.39 | 48.35 | 6824 | 48.35 |
| Parrish Sporting Goods | Instructional Supplies-Physical Education | 1-547-502.39 | 140.40 | 6825 | 140.40 |
| John Gelch | Travel Expense | 1-547-502.72 | 28.50 | 6826 | 28.50 |
| Roy Kearns | Travel Expense | 1-547-502.72 | 20.50 | 6827 | 20.50 |
| William Dixon, Inc. | Instructional Supplies - Tinnners Shears | 1-551-502.39 | 4.25 | 6828 | 4.25 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|---|-----------------------|-----------------------|---------------------|---------------------|
| Karnes Music Co. | Instructional Supplies - Sheet Music | 1-557-502.39 | \$ 456.44 | 6829 | \$ 456.44 |
| Thomas R. McCabe | Travel Expense | 1-561-502.72 | 51.99 | 6830 | 51.99 |
| E. H. Sargent & Co. | Instructional Supplies - Thermometers, Cheesecloth, Dishes, Burettes | 1-562-502.39 | 27.72 | 6831 | 27.72 |
| Scientific Glass Apparatus Co. | Instructional Supplies | 1-562-502.39 | 3.32 | 6832 | 3.32 |
| Betty J. Enbysk | Employee Examination | 1-563-502.99 | 10.00 | 6833 | 10.00 |
| Betty J. Enbysk | Instructional Supplies - Geology | 1-563-502.39 | 13.39 | 6834 | 13.39 |
| Illinois State Geological Survey | Instructional Supplies - Maps | 1-563-502.39 | 26.35 | 6835 | 26.35 |
| Betty J. Enbysk | Travel Expense | 1-563-502.72 | 129.68 | 6836 | 129.68 |
| Henry C. Meier | Travel Expense | 1-526-502.791 | 28.07 | 6837 | 28.07 |
| John R. Birkholz | Travel Expense | 1-511-502.791 | 34.00 | 6838 | 34.00 |
| William R. Punkay | Travel Expense | 1-511-502.791 | 54.34 | 6839 | 54.34 |
| George Makas | Travel Expense | 1-557-502.791 | 134.39 | 6840 | 134.39 |
| Charles F. Falk | Travel Expense | 1-511-502.791 | 10.90 | 6841 | 10.90 |
| Charles F. Falk | Travel Expense | 1-511-502.72 | 35.35 | 6842 | 35.35 |
| Gestetner Corporation | Copying Supplies | 1-5-502.32 | 33.60 | 6843 | 33.60 |
| Marjorie June Stevens | Travel Expense | 1-521-502.72 | 15.00 | 6844 | 15.00 |
| Irene Sanderson | Travel Expense | 1-525-502.72 | 19.70 | 6845 | 19.70 |
| General Electric Co. | Instructional Book | 1-533-502.39 | 20.00 | 6846 | 20.00 |
| Lakeview Rubber Stamp Co. | Office Supplies | 1-5-502.31 | 2.73 | 6847 | 2.73 |
| Master Plan Service, Inc. | Instructional Supplies - Books | 1-534-502.39 | 9.00 | 6848 | 9.00 |
| Midwest Visual Equipment Co. | Office Supplies - Tape | 1-53-502.39 | 25.99 | 6849 | 25.99 |
| William R. Punkay | Travel Expense | 1-534-502.72 | 33.76 | 6850 | 33.76 |
| Sears, Roebuck & Co. | Instructional Supplies - Tools | 1-533-502.39 | 96.85 | 6851 | 96.85 |
| American Dental Hygienists' Assoc. | Film Print | 1-59-502.37 | 100.00 | 6852 | 100.00 |
| ENA Incorporated | Film Rental | 1-59-502.37 | 25.00 | 6853 | 25.00 |
| Encyclopedia Britannica Educational Corp. | Film Rental | 1-59-502.37 | 54.30 | 6854 | 54.30 |
| EMC Corporation | Language Records | 1-59-502.37 | 24.65 | 6855 | 24.65 |
| Gale Research Co. | Library Books | 1-59-563.00 | 39.50 | 6856 | 39.50 |
| H. R. Hunting Co. | Library Supplies - Cutter Table | 1-59-502.37 | 5.10 | 6857 | 5.10 |
| University of Illinois | Film Rental | 1-59-502.37 | 39.85 | 6858 | 39.85 |
| International Film Bureau, Inc. | Film Rental | 1-59-502.37 | 5.60 | 6859 | 5.60 |
| Midwest Visual Equipment Co. | Projector Supplies | 1-59-502.37 | 77.01 | 6860 | 77.01 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--|--------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Newark Electronics Corp. | Audio Visual Supplies | 1-59-502.37 | \$ 13.97 | 6861 | \$ 13.97 |
| Northern Illinois University | Film Rental | 1-59-502.37 | 3.40 | 6862 | 3.40 |
| Roundtable Films, Inc. | Film Rentals | 1-59-502.37 | 52.00 | 6863 | 52.00 |
| American Institute of Steel Construction | Library Books | 1-59-563.00 | 12.75 | 6864 | 12.75 |
| American Library Association | Subscription | 1-59-563.00 | 20.00 | 6865 | 20.00 |
| American Welding Society, Inc. | Library Books | 1-59-563.00 | 40.00 | 6866 | 40.00 |
| Baker & Taylor Co. | Library Books | 1-59-563.00 | 60.54 | 6867 | 60.54 |
| British Information Services | Library Books | 1-59-563.00 | 2.40 | 6868 | 2.40 |
| Chemical Rubber Co. | Library Books | 1-59-563.00 | 128.00 | 6869 | 128.00 |
| Chronicle Guidance Publications | Library Books | 1-59-563.00 | 53.15 | 6870 | 53.15 |
| Colonial "Out-of-Print" Book Service | Library Books | 1-59-563.00 | 361.65 | 6871 | 361.65 |
| Educational Directories, Inc. | Subscription | 1-59-563.00 | 42.69 | 6872 | 42.69 |
| Indiana University Audio Visual Center | Film Rental | 1-59-502.37 | 19.35 | 6873 | 19.35 |
| International Assoc. of Chiefs of Police | Library Books | 1-59-563.00 | 3.50 | 6874 | 3.50 |
| Marquis-Who's Who, Inc. | Library Books | 1-59-563.00 | 24.90 | 6875 | 24.90 |
| Michigan State University | Library Books | 1-59-502.37 | 3.04 | 6876 | 3.04 |
| A. C. McClurg & Co. | Film Index | 1-59-563.00 | 19.97 | 6877 | 19.97 |
| Public Affairs Committee, Inc. | Library Books | 1-59-563.00 | 7.00 | 6878 | 7.00 |
| Scholastic Book Services | Library Books | 1-59-563.00 | 27.00 | 6879 | 27.00 |
| Burdette Smith Co. | Library Books | 1-59-563.00 | 80.00 | 6880 | 80.00 |
| Phillip Thompson, Publisher | Library Books | 1-59-563.00 | 27.75 | 6881 | 27.75 |
| Thompson Book Co. | Library Books | 1-59-563.00 | 32.10 | 6882 | 32.10 |
| U. S. A. Standards Institute | Library Books | 1-59-563.00 | 27.60 | 6883 | 27.60 |
| H. W. Wilson Co. | Library Books | 1-59-563.00 | 2,965.10 | 6884 | 2,965.10 |
| Maitre D' Restaurant | Meeting Expense | 1-59-502.95 | 12.68 | 6885 | 12.68 |
| Demco | Supplies - Files | 1-6-502.31 | 11.40 | 6886 | 11.40 |
| Moore Business Forms, Inc. | Data Processing Supplies | 1-6-502.33 | 411.48 | 6887 | 411.48 |
| Addison-Wesley Publishing Co. | Books - Counseling | 1-6-502.99 | 11.42 | 6888 | 11.42 |
| American Council on Education | Books - Counseling | 1-6-502.97 | 19.00 | 6889 | 19.00 |
| Barron's Educational Series, Inc. | Books - Counseling | 1-6-502.97 | 34.83 | 6890 | 34.83 |
| California Test Bureau | Tests - Counseling | 1-6-502.97 | 33.45 | 6891 | 33.45 |
| College Entrance Examination Board | Books - Counseling | 1-6-502.97 | 33.00 | 6892 | 33.00 |
| Columbia Books | Books - Counseling | 1-6-502.97 | 11.00 | 6893 | 11.00 |
| Consulting Psychologists Press, Inc. | Tests - Counseling | 1-6-502.97 | 19.05 | 6894 | 19.05 |
| Continuing Education Institute | Subscription | 1-6-502.97 | 17.50 | 6895 | 17.50 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|----------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Harcourt, Brace & World, Inc. | Tests - Counseling | 1-6-502.97 | \$ 15.44 | | |
| Harcourt, Brace & World, Inc. | Bookstore Stock - Books | 1-64-514.40 | 242.97 | 6896 | \$ 258.41 |
| Guidance Associates of Pleasantville, N. Y. | Filmstrips - Counseling | 1-6-502.97 | 429.30 | 6897 | 429.30 |
| Grosset & Dunlap, Inc. | Book - Counseling | 1-6-502.97 | 1.50 | 6898 | 1.50 |
| Houghton Mifflin Co. | Books - Counseling | 1-6-502.97 | 40.66 | 6899 | 40.66 |
| International Universities Press, Inc. | Book - Counseling | 1-6-502.97 | 10.15 | 6900 | 10.15 |
| Lovejoy's College Guide | Books - Counseling | 1-6-502.97 | 13.50 | 6901 | 13.50 |
| New York Association for the Blind | Books - Counseling | 1-6-502.97 | 4.00 | 6902 | 4.00 |
| Penguin Books, Inc. | Books - Counseling | 1-6-502.97 | 3.70 | 6903 | 3.70 |
| The Psychological Corporation | Books & Tests - Counseling | 1-6-502.97 | 275.90 | 6904 | 275.90 |
| Random House, Inc. | Book - Counseling | 1-6-502.97 | 3.27 | 6905 | 3.27 |
| Science Research Associates, Inc. | Tests - Counseling | 1-6-502.97 | 32.28 | 6906 | 32.28 |
| Western Psychological Services | Stop Watch, Timer, Book | 1-6-502.97 | 52.50 | 6907 | 52.50 |
| John Wiley & Sons, Inc. | Books - Counseling | 1-6-502.97 | 7.34 | 6908 | 7.34 |
| H. W. Wilson Co. | Books - Counseling | 1-6-502.97 | 17.00 | 6909 | 17.00 |
| Illinois Assoc. of Collegiate Registrars | Membership | 1-6-502.99 | 12.00 | 6910 | 12.00 |
| Standard Oil Co. | Gasoline | 1-1-501.72 | 24.20 | | |
| Standard Oil Co. | Gasoline | 1-2-501.72 | 6.81 | | |
| Standard Oil Co. | Gasoline | 1-533-502.72 | 4.55 | | |
| Standard Oil Co. | Gasoline | 1-63-502.72 | 4.34 | 6911 | 39.90 |
| Carousel Travel & Tours, Barrington | Travel Expense | 1- -50 .72 | 521.60 | 6912 | 521.60 |
| Carousel Travel & Tours, Arlington | Travel Expense | 1- -50 .72 | 389.14 | 6913 | 389.14 |
| Horders | Office Supplies | 1-108.33 | 38.79 | | |
| Horders | Office Supplies - Credit Memo. | 1-1-501.31 | (2.88) | | |
| Horders | Office Supplies | 1-4-501.31 | 4.52 | | |
| Horders | Office Supplies | 1-5-502.31 | 120.66 | | |
| Horders | Office Supplies | 1-5-502.32 | 64.95 | | |
| Horders | Office Supplies | 1-6-502.31 | 7.95 | 6914 | 233.99 |
| Cenco Instruments Corp. | Instructional Supplies | 1-564-502.39 | 5.80 | 6915 | 5.80 |
| McGraw-Hill Book Co. | Bookstore Stock - Books | 1-64-514.40 | 259.60 | 6916 | 259.60 |
| Joanne L. Heinly | Travel Expense | 1-545-502.72 | 34.74 | 6917 | 34.74 |
| Brodhead-Garrett Co. | Instructional Supplies - Tools | 1-533-502.39 | 306.29 | | |
| Brodhead-Garrett Co. | Instructional Supplies - Tools | 1-551-502.39 | 71.50 | 6918 | 377.79 |
| Harris Hospital Supply Co. | Instructional Supplies - Nursing | 1-545-502.39 | 155.06 | 6919 | 155.06 |
| 3M Business Products Sales, Inc. | Copying Supplies | 1-40-501.32 | 49.06 | | |
| 3M Business Products Sales, Inc. | Copying Supplies | 1-57-502.39 | 116.65 | | |
| 3M Business Products Sales, Inc. | Copying Supplies | 1-59-502.37 | 98.85 | | |
| 3M Business Products Sales, Inc. | Copying Supplies | 1-511-502.39 | 7.80 | 6920 | 272.36 |

EDUCATION FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--------------------------|---|-----------------------|-----------------------|---------------------|---------------------|
| Allied Electronics Corp. | Instructional Supplies - Recording Tape | 1-59-502.37 | \$ 11.02 | 6921 | \$ 857.65 |
| Allied Electronics Corp. | Instructional Supplies - Electronics | 1-533-502.39 | 846.63 | 6922 | 3,620.69 |
| Imprest Fund | Reimbursement | | 3,620.69 | 6923 | |
| | | | | | <u>3,620.69</u> |
| | | | | | <u>\$45,902.36</u> |

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks Number 6687 to 6922 are hereby authorized for payment.
 Note: Check #6923 issued to replace voided check #6660 dated November 9, 1967

Date of Approval: December 14, 1967

President Joseph W. Davis

Secretary Joseph M. Trubla

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

BUILDING FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|-----------------------------------|---------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Shamrock Best Maintenance Service | Maintenance Service - October | 2-3-506.30 | \$ 95.00 | 1093 | \$ 95.00 |
| Hansen Hardware | Maintenance Supplies | 2-3-506.30 | 8.88 | | |
| Hansen Hardware | Maintenance Supplies | 2-4-506.30 | 2.00 | | |
| Hansen Hardware | Maintenance Supplies | 2-5-506.30 | 8.90 | 1094 | 19.78 |
| Illinois Bell Telephone Co. | Telephone Service - Palatine Office | 2-3-506.54 | 604.76 | | |
| Illinois Bell Telephone Co. | Telephone Service - Harper Grove | 2-5-506.54 | 1,031.72 | | |
| Illinois Bell Telephone Co. | Telephone Service - Data Center | 2-4-506.54 | 109.67 | 1095 | 1,746.15 |
| Western Union | Telegraph Service | 2-3-506.54 | 4.96 | 1096 | 4.96 |
| Roy La Londe | Rent - Palatine Office | 2-3-508.65 | 1,018.33 | 1097 | 1,018.33 |
| Efengee Electrical Supply Co. | Office Equipment - Clocks | 2-3-563.00 | 8.90 | | |
| Efengee Electrical Supply Co. | Office Equipment - Clocks | 2-4-563.00 | 17.90 | | |
| Efengee Electrical Supply Co. | Office Equipment - Clocks | 2-5-563.00 | 80.10 | 1098 | 106.90 |
| Active Heating Service | Repairs to Heating System-Data Center | 2-4-506.20 | 388.30 | 1099 | 388.30 |
| Culligan Water Conditioning | Contractual Services - Data Center | 2-4-506.20 | 18.50 | 2000 | 18.50 |
| Brulin & Co., Inc. | Maintenance Supplies | 2-4-506.30 | 35.25 | 2001 | 35.25 |
| Gullett's Loc-N-Key Service | Supplies - Keys & Locks | 2-4-506.30 | 25.40 | | |
| Gullett's Loc-N-Key Service | Supplies - Keys | 2-32-506.30 | .80 | 2002 | 26.20 |

BUILDING FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|--|-----------------------|-----------------------|---------------------|---------------------|
| Sears, Roebuck & Co. | Drapes for Data Center | 2-4-506.30 | \$ 41.70 | 2003 | \$ 41.70 |
| Arlington Oil Co. | Fuel Oil | 2-4-506.40 | 40.25 | 2004 | 40.25 |
| Commonwealth Edison Co. | Electricity - Data Center | 2-4-506.52 | 116.96 | | |
| Commonwealth Edison Co. | Electricity - Harper Grove | 2-5-506.52 | 271.03 | 2005 | 387.99 |
| Marsh & McLennan Insurance | Insurance for Harper Grove Sign | 2-5-508.59 | 10.00 | 2006 | 10.00 |
| Township High School District 214 | Rental of Harper Grove Facilities | 2-5-508.65 | 5,600.00 | 2007 | 5,600.00 |
| Sears, Roebuck & Co. | Maintenance Equipment - Ladder, Hand Truck | 2-5-563.00 | 22.17 | 2008 | 22.17 |
| Arlington Park Dodge, Inc. | Repairs to College Truck | 2-32-506.20 | 4.50 | 2009 | 4.50 |
| Educational & Institutional Coop. Service | Supplies - Key Markers | 2-32-506.30 | 52.66 | 2010 | 52.66 |
| Elk Grove Blue Print & Supply Co. | Drafting Supplies | 2-32-506.30 | 4.22 | 2011 | 4.22 |
| Frederick Post Co. | Supplies - Drafting Paper | 2-32-506.30 | 12.00 | 2012 | 12.00 |
| Route 12 Rental Co. | Rental of Vacuum Cleaner | 2-32-506.20 | 27.00 | 2013 | 27.00 |
| Robert J. Hughes | Travel Expenses | 2-32-506.72 | 67.90 | 2014 | 67.90 |
| International Business Machines Corp. | Unit Record Equipment Rental | 2-32-508.60 | 531.30 | | |
| International Business Machines Corp. | Freight - Data Processing Equipment | 2-532-563.00 | 793.15 | 2015 | 1,324.45 |
| Universal Stationers, Inc. | Office Supplies | 2-32-506.30 | 35.28 | 2016 | 35.28 |
| Standard Oil Co. | Gasoline | 2-32-506.72 | 67.92 | 2017 | 67.92 |
| Imprest Fund | Reimbursement | | 519.20 | 2018 | 519.20 |
| | | | | | <u>\$11,876.61</u> |

BUILDING FUND EXPENDITURES -- DECEMBER 14, 1967

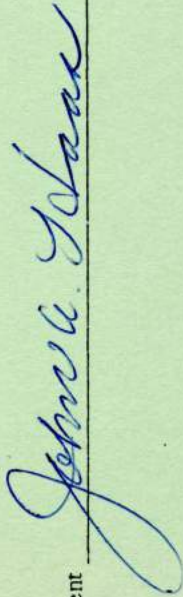
TO: TREASURER

FROM: BOARD OF TRUSTEES

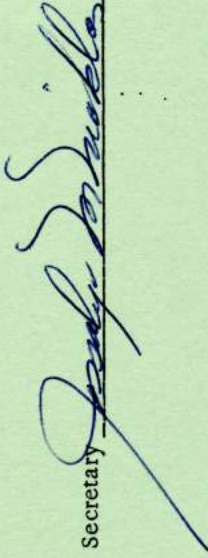
The above listed checks Number 1093 to 2018 are hereby authorized for payment.

Date of Approval: December 14, 1967

President

A handwritten signature in blue ink, appearing to read "John A. Sloan", written over a horizontal line.

Secretary

A handwritten signature in blue ink, appearing to read "Judy M. Smith", written over a horizontal line.

WILLIAM RAINY HAYR COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|---|-------------------------|-----------------------|---------------------|----------------------|
| Universal Stationers, Inc. | Office Equipment - Mail Racks | 6-5-563.00 | \$ 104.88 | | |
| Universal Stationers, Inc. | Office Equipment - Cabinets | 6-547-563.00 | 115.20 | 316 | \$ 220.08 |
| Central Typewriter Exchange | Office Equipment - Typewriter | 6-5-563.00 | 185.00 | 317 | 185.00 |
| Felix R. Helms & Co. | Instructional Equipment - Library Book Carts | 6-59-563.00 | 180.00 | 318 | 180.00 |
| 3M Business Products Sales, Inc. | Copying Equipment | 6-59-563.10 | 389.00 | 319 | 389.00 |
| Newark Electronics Corp. | Instructional Equipment - Bulk Tape Eraser | 6-59-563.10 | 28.33 | | |
| Newark Electronics Corp. | Instructional Equipment - Demagnetizer | 6-59-563.10 | 6.59 | 320 | 34.92 |
| Encyclopedia Britannica Educational Co. | Instructional Films | 6-59-563.20 | 3,891.30 | 321 | 3,891.30 |
| Sam Goody, Inc. | Phonograph Records | 6-59-563.30 | 863.47 | 322 | 863.47 |
| Shelving, Inc. | Equipment - Bookstore Shelves | 6-64-563.00 | 230.34 | 323 | 230.34 |
| Allen Wales Adding Machine Agency | Printing Multiplier - Bookstore | 6-64-563.00 | 399.50 | 324 | 399.50 |
| Henricksen & Co. | Instructional Furniture - Folding Tables | 6-532-563.00 | 201.85 | 325 | 201.85 |
| International Business Machine Corp. | Unit Record Equipment - 100% Reimbursable | 6-532-563.00 | 46,242.00 | 326 | 46,242.00 |
| Carter Electronics, Inc. | Instructional Equipment - Multimeters | 6-533-563.00 | 1,390.00 | 327 | 1,390.00 |
| Fairchild Instrumentation | Instructional Equipment - Scopes, Carts Camera, Probes | 6-533-563.00 | 553.00 | 328 | 553.00 |
| General Radio Company | Instructional Equipment - Wave Analyzer, Standard Inductors, Decade Capacitors | 6-533-563.00 | 4,481.62 | 329 | 4,481.62 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|--------------------------------|--|-----------------------|-----------------------|---------------------|---------------------|
| Hewlett Packard | Instructional Equipment - Sweep Drive, Signal Generator, Wave Analyzer | 6-533-563.00 | \$ 17,763.29 | 330 | \$ 17,763.29 |
| Interior Steel Products Co. | Instructional Equipment - Shelving Units | 6-533-563.00 | 792.00 | 331 | 792.00 |
| Meter-Makers, Inc. | Instructional Equipment - Wattmeters | 6-533-563.00 | 485.10 | 332 | 485.10 |
| Sears, Roebuck & Co. | Instructional Equipment - Drills, Water Boilers, Cases | 6-533-563.00 | 196.00 | 333 | 196.00 |
| Tektronix, Inc. | Instructional Equipment - Oscilloscopes, Amplifiers, Curve Tracers, Time Base Units, Plug-in Units, Carts, Cameras, Spectrum Analyzers | 6-533-563.00 | 18,732.76 | 334 | 18,732.76 |
| Denoyer-Geppert Co. | Instructional Equipment - Disarticulated Skeleton, Urinary Apparatus Model, Larynx Model | 6-541-563.00 | 390.00 | 335 | 390.00 |
| Scientific Glass Apparatus Co. | Instructional Equipment - Illuminators | 6-541-563.00 | 517.44 | 336 | 517.44 |
| Wenger Corporation | Instructional Equipment - Percussion Center & Podium | 6-557-563.00 | 382.26 | 337 | 382.26 |
| Frank M. Hines | Legal Services | 6-562.22 | 582.50 | 338 | 582.50 |
| E. H. Sargent & Co. | Instructional Equipment - Draining Support | 6-562-563.00 | 68.85 | 339 | 68.85 |
| Scientific Glass Apparatus Co. | Instructional Equipment - Vacuum Gauges | 6-562-563.00 | 150.00 | 340 | 150.00 |
| Cenco Instruments Corp. | Instructional Physical Science Equipment | 6-565-563.00 | 309.20 | 341 | 309.20 |

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|--|-----------------------|-----------------------|---------------------|---------------------|
| The Denominator Co. | Instructional Equipment - Mechanical Counter | 6-565-563.00 | \$ 91.65 | 342 | \$ 91.65 |
| Welch Scientific Co. | Instructional Equipment - Spherometer, Torsion Apparatus, Acceleration Apparatus, Current Balance, Lamp Socket, Impact Apparatus, Resonance Tube | 6-564-563.00 | 474.40 | 343 | 474.40 |
| Brodhead-Garrett Co. | Instructional Equipment - Tools, Meter, Drill Press, Vacuum Cleaner, Rockwell 1 H. P. Motor, Volt-Ohmmeters, Vise | 6-533-563.00 | 2,062.15 | | |
| Brodhead-Garrett Co. | Instructional Equipment - Hot Plate | 6-551-563.00 | 106.00 | 344 | 2,168.15 |
| Keuffel & Esser Co. | Instructional Equipment - Templates | 6-534-563.00 | 166.15 | 345 | 166.15 |
| Frederick Post Co. | Instructional Equipment - Drawing Cases, Caps, Bases | 6-534-563.00 | 259.35 | 346 | 259.35 |
| Welch Scientific Co. | Instructional Equipment - Specimens, Needles, Batteries, Rotating Platforms, Sodium Arcs | 6-565-563.00 | 417.05 | 347 | 417.05 |
| Eugene Dietzgen Co. | Instructional Equipment - Drafting Supplies | 6-3-563.00 | 26.85 | 348 | 26.85 |
| Educational & Institutional Coop. Service | Office Furniture | 6-3-563.00 | 496.39 | | |
| Educational & Institutional Coop. Service | Office Furniture | 6-4-563.00 | 102.07 | | |
| Educational & Institutional Coop. Service | Office Furniture | 6-532-563.00 | 60.53 | | |
| Educational & Institutional Coop. Service | Office Furniture | 6-5-563.00 | 1,802.09 | | |

SITE & CONSTRUCTION FUND EXPENDITURES -- DECEMBER 14, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|---|---------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Educational & Institutional Coop. Service | Office Furniture | 6-6-563.00 | \$ 2,713.13 | | |
| Educational & Institutional Coop. Service | Office Furniture | 6-64-563.00 | 504.20 | | |
| Educational & Institutional Coop. Service | Office Furniture | 6-532-563.00 | 915.39 | 349 | \$ 6,593.80 |
| Allied Electronics Corp. | Tape Recorder | 6-59-563.10 | 135.00 | | |
| Allied Electronics Corp. | Instructional Equipment - Electronics | 6-533-563.00 | 65.83 | 350 | 200.83 |
| Harris Hospital Supply, Inc. | Instructional Equipment - Nursing | 6-545-502.39 | 62.00 | | |
| Harris Hospital Supply, Inc. | Instructional Equipment - Nursing | 6-545-563.00 | 313.50 | 351 | 375.50 |
| Karnes Music Co. | Instructional Equipment | 6-557-563.00 | 43.00 | 352 | 43.00 |
| Guidance Associates of Pleasantville, N. Y. | TV Monitor Console - Counseling | 6-6-563.00 | 240.86 | 353 | 240.86 |
| | | | | | <u>\$ 64,447.07</u> |

TO: TREASURER

From: BOARD OF TRUSTEES

The above listed checks Number 316 to 325 and 327 to 353 are hereby authorized for payment.

Date of Approval: December 14, 1967

President *John W. Haas*

Secretary *Joseph M. Scibla*

IMPREST FUND DISBURSEMENTS
NOVEMBER 1, 1967, to NOVEMBER 30, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>CHECK AMOUNT</u> |
|----------------------------------|------------------------------|-------------------------|-------------------------|
| Jose Gonzales | Security Guard | 844 | \$ 10.50 |
| William Cox | Security Guard | 845 | 84.00 |
| ----- | ----- | 846 | VOID |
| Donald Jones | Security Guard | 847 | 24.50 |
| Gerald Walsh | Security Guard | 848 | 31.50 |
| Melvin Mack | Security Guard | 849 | 42.00 |
| Sigurd Rislov | Jr. College Board | 850 | 210.26 |
| Ill. Association of S.B.O | Membership | 851 | 5.00 |
| A. E. A. of U. S. A. | Advance Registration | 852 | 29.00 |
| Dan Klingenberg | Add'l. Change Fund-Bookstore | 853 | 100.00 |
| Prof. J. P. Lesack | Publication | 854 | 2.50 |
| American Dental Hygienists | Publication | 855 | 6.80 |
| Supt. of Documents | Govt. Publications | 856 | 22.15 |
| Dr. Franklin Bouwsma | Consultant | 858 | 361.12 |
| A. A. J. C. | Registration | 859 | 37.00 |
| CW Transport, Inc. | Freight-Bookstore Books | 860 | 10.70 |
| Leathersmith of London | Office Supplies | 861 | 5.65 |
| Elgin Motor Service | Freight on Carpeting | 862 | 4.70 |
| Supt. of Documents | Counseling Publication | 863 | 19.30 |
| Henry Roepken | Travel Advance | 864 | 67.00 |
| Robert Wintz | Travel Advance | 865 | 54.00 |
| Dr. James Harvey | Travel Advance | 866 | 31.00 |
| Don B. Stansbury | Travel Advance | 867 | 36.00 |
| William R. Punkay | Travel Advance | 868 | 12.50 |
| The Associated Designers | Advance Registration | 869 | 50.00 |
| Sherwin L. King | Travel Advance | 870 | 25.00 |
| Thomas C. Seward | Travel Advance | 871 | 31.00 |
| Clete Hinton | Travel Advance | 872 | 31.00 |
| Editorial Proj. for Ed. | Subscription | 873 | 10.00 |
| Science Research Assn. | Counseling Tests | 874 | 4.80 |
| Northwest Industrial Counsel | Membership Dues | 875 | 25.00 |
| Micar Mailing | Publication | 876 | 3.00 |
| U. S. Department of Labor | Publication | 877 | 4.80 |
| Eleanor Williams | Travel Expense | 878 | 4.20 |
| Music Ed. Natl. Conference | Publication | 879 | 2.00 |
| U. S. Dept. of Labor | Subscription | 880 | 2.50 |
| John H. Upton | Travel Advance | 881 | 85.00 |
| Melvin Mack | Security Guard | 882 | 38.50 |
| Jose Gonzales | Security Guard | 883 | 94.50 |
| William Cox | Security Guard | 884 | 45.50 |
| Music Library Association | Membership | 885 | 9.00 |
| Natl. Ed. Assn. of U. S. | Subscription | 886 | 18.00 |
| Midwest Comm. College Leadership | Publication | 887 | 1.75 |
| Natl. Ed. Assn. of U. S. | Membership | 888 | 3.00 |
| Boyer, U. of Chicago | Transcripts | 889 | 2.00 |
| Long Island University | Library Periodicals | 890 | 5.00 |

IMPREST FUND DISBURSEMENTS
NOVEMBER 1, 1967, to NOVEMBER 30, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>AMOUNT</u> |
|--|------------------------|-------------------------|---------------|
| University of Minnesota | Map | 891 | \$ 1.90 |
| Michael V. Ostrowski | Travel Expense | 892 | 5.00 |
| Consumer Research, Inc. | Subscription | 893 | 18.00 |
| DeLux Check Printers | Earnings Record Cards | 894 | 3.68 |
| John H. Upton | Travel | 895 | 4.30 |
| Eleanor Williams | Travel Expense | 896 | 6.90 |
| Alice F. Phillips | Travel Expense | 897 | 2.75 |
| Northern Illinois Gas | Film Rental | 898 | 2.45 |
| N.Y. State School of Ind. Labor Relations | Publication | 899 | 1.35 |
| A.C. McClurg & Company | Book | 900 | 2.61 |
| Mental Health Assn. of Greater Chicago | Books | 901 | 3.25 |
| Educ. News Service | Subscription | 902 | 10.00 |
| G. Kenneth Andeen | Travel Advance | 903 | 58.00 |
| American Nurses Assn. | Publication | 904 | 2.00 |
| Robert E. Lahti | Travel Advance | 905 | 200.00 |
| Roy A. Sedrel | Travel Advance | 906 | 91.00 |
| William J. Mann | Travel Advance | 907 | 69.00 |
| New Amer. Library, Inc. | Counseling Publication | 908 | 6.78 |
| Educational Opportunities | Counseling Publication | 909 | 3.00 |
| American Pers. & Guid. Assn. | Counseling Publication | 910 | 2.00 |
| Robert A. Mussell | Travel Advance | 911 | 129.00 |
| Bell & Howell Company | Equipment Rental | 912 | 105.00 |
| Robert E. Lahti | Travel Advance | 913 | 175.00 |
| Jose Gonzales | Security Guard | 914 | 73.50 |
| William Cox | Security Guard | 915 | 56.00 |
| Melvin Mack | Security Guard | 916 | 14.00 |
| Clarence Adams | Tuition Refund | 917 | 2.00 |
| Lorraine Berg | Tuition Refund | 918 | 2.00 |
| Dorothy Bienhoff | Tuition Refund | 919 | 2.00 |
| Phyllis Bruns | Tuition Refund | 920 | 2.00 |
| Joe Elders | Tuition Refund | 921 | 2.00 |
| Mary Elders | Tuition Refund | 922 | 2.00 |
| June Foy | Tuition Refund | 923 | 2.00 |
| John Hursh | Tuition Refund | 924 | 2.00 |
| Jackie Hurt | Tuition Refund | 925 | 2.00 |
| Don Kohlhase | Tuition Refund | 926 | 2.00 |
| Arlene LaBrasca | Tuition Refund | 927 | 2.00 |
| Naomi Listhartke | Tuition Refund | 928 | 2.00 |
| Carol Reiter | Tuition Refund | 929 | 2.00 |
| Gloria Sahr | Tuition Refund | 930 | 2.00 |
| Cecilia Schneider | Tuition Refund | 931 | 2.00 |
| Toni Schuchardt | Tuition Refund | 932 | 2.00 |
| Christine Schwantner | Tuition Refund | 933 | 2.00 |
| Dorores Soule | Tuition Refund | 934 | 2.00 |
| Judy Stirsman | Tuition Refund | 935 | 2.00 |
| Janet Torrenza | Tuition Refund | 936 | 2.00 |

IMPREST FUND DISBURSEMENTS
NOVEMBER 1, 1967, to NOVEMBER 30, 1967

| <u>PAYEE</u> | <u>DESCRIPTION</u> | <u>CHECK NUMBER</u> | <u>AMOUNT</u> |
|--|--------------------------------|-------------------------|-------------------|
| Department of Revenue | Bookstore Sales Tax | 937 | \$ 172.44 |
| Donn B. Stansbury | Travel Expense | 938 | 6.60 |
| Roger A. Mussell | Travel Advance | 939 | 195.00 |
| SPCK Holy Trinity Church | Publication | 940 | 2.65 |
| Scientific Manpower Comm. | Publications | 941 | 3.00 |
| Texas A & M | Publication | 942 | 2.00 |
| College-Rater, Inc. | Publication | 943 | 2.00 |
| Eng. Manpower Comm. of Eng. | Publication | 944 | 2.00 |
| Palms Motel | Reservation | 945 | 11.50 |
| The Nelsons' | Flowers | 946 | 43.66 |
| C. W. Transport, Inc. | Freight, Bookstore | 947 | 5.78 |
| Arlington School Board Assn. | Reservations 1 | 948 | 36.00 |
| William J. Mann | Travel Expense | 949 | 23.00 |
| G. Kenneth Andeen | Moving Expenses | 950 | 62.40 |
| Assn. of College Admission Counselors | Counseling Books | 951 | 17.00 |
| Postmaster, Palatine | Postage for Meter | 952 | 250.00 |
| Jack W. Reed | Tuition Refund | 953 | 22.40 |
| Dee Kriadis | Tuition Refund | 954 | 16.00 |
| Richard A. Bellivis | Tuition Refund | 955 | 6.40 |
| Wm. Rainey Harper College | Tuition Refund | 956 | 16.00 |
| Clarence Foret | Tuition Refund | 957 | 4.80 |
| Joe C. Oldaker | Tuition Refund | 958 | 4.80 |
| Kenneth G. Butcher | Tuition Refund | 959 | 24.00 |
| Marilyn Kriese | Tuition Refund | 960 | 12.80 |
| ----- | ----- | 961 | VOID |
| Allegretha Harrelson | Tuition Refund | 962 | 213.00 |
| Laura Accomando | Refund Registration Fee | 963 | 10.00 |
| ----- | ----- | 964 | VOID |
| Alice F. Phillips | Travel Advance | 965 | 25.00 |
| Charles F. Falk | Travel Advance | 966 | 25.00 |
| Karen A. Hodach | Tuition Refund | 967 | 4.80 |
| John Gelch | Travel Advance | 968 | 60.00 |
| Donald M. Misic | Travel Expense | 969 | 7.14 |
| John Haas | Travel Expense | 970 | 41.10 |
| William J. Mann | Travel Advance | 971 | 86.00 |
| John H. Upton | Travel Advance | 972 | 64.00 |
| Janet Swanson | Petty Cash Reimbursement | 973 | 71.85 |
| Jacqueline Harris | Petty Cash Reimbursement | 974 | 26.13 |
| Robert E. Lahti | Petty Cash Reimbursement | 975 | 120.54 |
| Palatine National Bank | Bank Debit - Check Books | - | 3.90 |
| Golden Rule | Faculty Wives Luncheon Expense | | 10.00 |
| Joseph Carol | Repayment of Salary Adv. | | (115.00) |
| Mike Rios | Repayment of Salary Adv. | | (115.00) |
| Gary Glaser | Repayment of Salary Adv. | | (115.00) |
| John Birkholz | Return of Cash Advance | | (15.00) |
| Total Imprest Fund Disbursements, November 1-30, 1967: | | | <u>\$4,139.89</u> |

WILLIAM RAINEY HARPER COLLEGE
 SUMMARY OF EDUCATIONAL FUND EXPENDITURES
 DECEMBER 14, 1967

| | | |
|-------------------------------|--------|--------------------|
| Bookstore Change Fund | 101.50 | 100.00 |
| Employee Advances Repaid | 101.91 | (345.00) |
| Travel Advances | 101.92 | 1,123.30 |
| Rec. from Building Fund | 103.20 | 3.50 |
| Rec. from Trust & Agency Fund | 103.40 | 3.99 |
| Supply Inventory | 108.33 | 885.96 |
| | | |
| Res. for Ret. Occup. Tax | 209.14 | 172.44 |
| Res. for Encumbrances | 210.90 | 6,444.82 |
| Tuition Refunds | 406.09 | 375.00 |
| | | |
| <u>Administration:</u> | | |
| Contractual Services | 501.20 | 1,431.77 |
| Supplies | 501.30 | 1,885.72 |
| Travel | 501.72 | 914.71 |
| Miscellaneous | 501.90 | 461.27 |
| | | |
| <u>Instruction:</u> | | |
| Contractual Services | 502.20 | 571.38 |
| Supplies | 502.30 | 6,549.33 |
| Travel | 502.70 | 1,939.15 |
| Tuition | 502.80 | 6,491.70 |
| Miscellaneous | 502.90 | 1,478.51 |
| | | |
| <u>Fixed Charges:</u> | | |
| Equipment Rental | 508.62 | 855.04 |
| | | |
| Bookstore Purchases | 514.00 | 4,652.92 |
| Cafeteria Purchases | 515.00 | 1,721.25 |
| | | |
| Capital Outlay - Books | 563.00 | 8,185.60 |
| | | <u>\$45,902.36</u> |

WILLIAM RAINEY HARPER COLLEGE
SUMMARY OF BUILDING FUND EXPENDITURES
DECEMBER 14, 1967

OPERATION:

| | | |
|----------------------|--------|-----------|
| Contractual Services | 506.20 | \$ 952.80 |
| Supplies | 506.30 | 326.79 |
| Heating | 506.40 | 40.25 |
| <u>Utilities</u> | | |
| Electricity | 506.52 | 387.99 |
| Telephone | 506.54 | 1,751.11 |
| Travel | 506.72 | 135.82 |

FIXED CHARGES:

| | | |
|----------------------|--------|----------|
| Other Insurance | 508.59 | 10.00 |
| Equipment Rental | 508.64 | 531.30 |
| Rental of Facilities | 508.65 | 6,618.33 |

CAPITAL OUTLAY

| | |
|--------|--------------------|
| 563.00 | 922.22 |
| | <u>\$11,676.61</u> |

WILLIAM RAINEY HARPER COLLEGE
SUMMARY OF SITE & CONSTRUCTION FUND EXPENDITURES
DECEMBER 14, 1967

LEGAL EXPENSES

\$ 582.50

Additional Equipment

| | |
|------------------|-----------------|
| Administrative | \$ 625.31 |
| Instructional | 53,657.54 |
| Library | 5,493.60 |
| Student Services | <u>4,088.03</u> |

\$63,864.57

\$64,447.07

Board

cc: Board
12-7-67
md

TEACHERS INSURANCE AND ANNUITY ASSOCIATION OF AMERICA
COLLEGE RETIREMENT EQUITIES FUND

730 THIRD AVENUE, NEW YORK, N. Y. 10017

212 OXford 7-7600

DAVID W. CARTER, C.L.U.
Advisory Officer

October 27, 1967

Mr. John R. Birkholz, Chairman
Division of Business & Social Science
William Rainey Harper College
510 West Elk Grove Boulevard
Elk Grove, Illinois 60007

Dear Mr. Birkholz:

Thank you for your letter of October 21. It was a pleasure to learn of your interest in TIAA. To help familiarize you with our organization and our annuity contracts, I have enclosed the following descriptive materials:

- 1966 TIAA-CREF Annual Report
- Your Retirement Annuity
- CREF Units At Work
- The Role of TIAA-CREF In Higher Education
- Planning A Retirement Program

The booklet, Planning A Retirement Program, is designed to aid administrators or committees in deciding on the provisions of an appropriate retirement program. The Annual Report offers an outline of our operations in 1966, a capsule review of the plans we offer, and an alphabetical listing of more than 1,600 of our participating institutions. The Role Of TIAA-CREF In Higher Education presents additional background information. Your Retirement Annuity and CREF Units At Work thoroughly discuss our annuity contracts and answer the questions frequently asked by participants.

I have also enclosed booklets describing TIAA Major Medical, Total Disability, and Group Life insurance plans. Although you have not mentioned such programs in your letter, I thought the materials would be of interest to you.

Since you are a Community College presumably receiving assistance from the State, we are uncertain as to whether or not staff members are required to participate in one of the Illinois State Retirement Systems. If participation in a State System is required, it would probably not be

possible for the College to establish a TIAA-CREF retirement program. However, employees of the College may purchase TIAA-CREF annuities "on their own" if they wish.

I'm quite sure that you will find the enclosed material self-explanatory. However, should you have any questions or if it appears that we may be of assistance in some way, please let me know.

Sincerely yours,

David W. Carter
Advisory Officer

DWC:sc
Enclosures

I. SUBJECT

The opening of a new administrative position.

II. POSITION

Assistant Director of Admissions and Registrar

III. RESPONSIBILITIES

Is responsible to the Director of Admissions and Registrar for the following duties:

Pre-admissions counseling, attendance at assigned college nights, assistance in the evaluation and processing of applications for admissions, development and administration of registration procedures, assistance in the maintenance of student records, and assistance in the preparation of reports for governmental agencies and college officials.

IV. MINIMUM QUALIFICATIONS

A masters degree plus five years experience in teaching or educational administration.

V. STARTING SALARY RANGE

\$ 11,000 - \$ 13,000 (12 months)

VI. STARTING DATE

July 1, 1968

I. SUBJECT

The opening of a new administrative position.

II. POSITION

Director of Student Activities

III. RESPONSIBILITIES

Is responsible to the Dean of Students for the following duties:

Organization, development and supervision of a program of student activities including student government, student clubs and organizations, intramurals, college lecture-concert series, and college social program. Supervision of the handling of student disciplinary cases, administration of the college center, the college social calendar, and the student activity fee fund. In addition, this person will counsel or teach part time if deemed advisable by the Dean of Students.

IV. MINIMUM QUALIFICATIONS

A masters degree in guidance and counseling, or college student personnel work, plus satisfactory experience in working with student groups.

V. STARTING SALARY RANGE

\$ 13,000 - \$ 15,000 (12 months)

VI. STARTING DATE

July 1, 1968

INTER-OFFICE MEMORANDUM

December 8, 1967

TO: Dr. Lahti
FROM: Dr. Pankratz

I recommend contract renewal for Robert W. Thieda, Assistant Librarian, for a period of 6 1/3 months, commencing on the 19th day of December for the sum of \$5,625.00 (a pro-rata figure based on \$10,500.00 per year).

The purpose of this brief contract would be to bring his anniversary date to July 1, in accord with most annual contracts now in force. At that time a new yearly contract, at a sum to be negotiated at that time, would be in order.

Enclosed please find supporting data for substantially increasing the salary of Mr. Thieda at this time.

HRP/js

JR Pankratz

December 7, 1967

TO: Dean Pankratz

SUBJECT: Robert Thieda

Robert Thieda's contract is up for renewal shortly. This letter is to suggest that he is presently much underpaid and to request that his salary be made more equitable with his new contract.

His present salary level for a twelve month contract is \$8,400. In a recent faculty meeting, the figure of about \$11,000 was given as an average Harper College Salary. If consideration is given to the fact that most faculty are on a nine month contract, and that Thieda's education and professional qualifications are comparable to other faculty, his salary is greatly out of line with his colleagues.

I called five junior colleges in this area to find out what a person with his qualifications would receive on that school's library staff with the following results:

One reported:

no set scale, but of three staff members salaries ranged from \$9,600 - \$13,000.

One reported:

\$11,165 for ten months plus \$600.00 for administrative responsibilities.

One reported:

\$1,000.00 to \$1,100.00 per month.

One reported:


\$10,700 - \$11,500

One reported:

\$11,844 - \$16,404

at this school the lowest salary was \$8,724.

Since Thieda is performing satisfactorily, I believe a substantial increase in salary is justified and should be requested for him.


Ambrose Easterly
Director of Library Services

MONTHLY CONSTRUCTION REPORT

WILLIAM RAINEY HARPER COLLEGE

MONTH: November, 1967
CONTRACT COMPLETION DATE: July 1, 1969
APPROVED EXTENSION: _____
ADJUSTED COMPLETION DATE: _____
ANTICIPATED COMPLETION DATE: _____
WEEKS BEHIND SCHEDULE: _____

WORK COMPLETED TO DATE: 3.5 %
COMPLETED DURING MONTH: 2.7 %

PROJECT STATUS:

Box Culvert - 50%
Plumbing Sanitary Sewer - 2%
SITE: Excavation & Site Work - 65%
Storm Sewers - 50% Service Road "B" - Gravel Base

BLDG: A - 50% column footings poured
B - 60% of footings and grade beams poured
C - 90% cut to sub grade
D - 10% cut to sub grade
E - 10% cut to sub grade
F - 50% cut to sub grade

WEATHER: Very wet - working 6 days/week - 10 lost days due to wet conditions.

CHANGE ORDERS DURING MONTH:

CHANGE ORDERS PENDING: C. O. #1 - Installation of culvert.
C.O. for unsuitable and excess fill still to be determined.

GENERAL COMMENTS: All contractors will be on site with Field Offices during December.

ART DEPARTMENT
William Foust and John Knudsen

I. Overview

A. Teachers

1. Number of full time and part time
2. Background and professional work

B. Classes offered

1. Foundation course for transfer
2. Advanced level (transfer and community)

C. Facilities

1. Limitations as to students - courses offered
2. Plans for future locations
 - a. Phase #1 - actual buildings
 - b. Phase #2 - advanced studio area

D. Projections for staff and students 68-69

1. Objectives
2. Teachers
3. Qualification of teachers
4. Divisional structure
 - a. Art
 - b. Humanities

E. Summary

1. Facilities
2. Faculty
3. Questions

DEPARTMENT OF MUSIC (George Makas)

- A. Applied Music teachers
 - 1. Preparation
 - 2. Loads and fees
 - 3. Concurrent professional assignment
- B. Offerings
 - 1. Current enrollments in classes
 - 2. Transfer program
 - 3. Articulation
 - 4. Are there any career programs for the music field?
- C. Adult Education
 - 1. Community Band
 - 2. Community Chorus
- D. Instructional materials
 - 1. For performance groups
 - 2. For music literature courses
 - 3. For theory courses
 - 4. Listening center in the Library
- E. An overview of equipment
- F. Space for extra curricular activities

MEN AND WOMEN'S PHYSICAL EDUCATION
Presented by Mr. Kearns and Miss Bolt

- I. Overview of Area
 - A. Teachers - identification of P.E. - Athletics - Intramurals
 - B. Staff and Students 1968-69
 - 1. Number of sections
 - 2. Number of teachers
 - 3. Department or Divisional structure
 - C. Program Offerings
 - 1. Transfer program
 - a. Transfer of subjects
 - b. Correlation with four year schools
 - 2. Programs
 - a. Present program first semester
 - b. Program for second semester
 - c. Program for 1968-69
 - D. Future projections of the program
- II. Summary - a) Building plans
 b) Community needs
 - A. Innovative trip
 - B. Recruitment for 1968-69
 - C. Questions