

Dec 28, 1968

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Monthly Disbursements
  - A. Bills Payable
  - B. Payroll, December 1-15
  - C. Estimated Payroll, December 16-31
  - D. Estimated Part-time Faculty Payroll, December 1-31.
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Review of Administrative Structure (Exhibits A & A-1)
  - B. Recommendation - Policy on Hiring (Exhibit B)
  - C. Review of Accounting Manual - Budgeting Procedures (Exhibit C)
  - D. Board Action - O'Dea Resignation
  - E. Review of Advisory Committees - Approval of New Committees (Exhibit D)
  - F. Proposal - Bookstore discount for faculty, staff and dependents (Exhibit E)
  - G. Recommendation - Purchase of Equipment:
    1. Microscopes (Exhibit F)
    2. Offset Printer (Exhibit G)
  - H. Other
- VIII. President's Report
- IV. Adjournment



December 28, 1967

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the Board meeting to be held on Thursday, December 28, 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,

A handwritten signature in cursive script that reads "Robert E. Lahti".

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 28, 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 28, 1967, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Haas.

ROLL CALL: Present: John Haas, James Hamill, Milton Hansen, Roy Hutchings, Richard Johnson and Jessalyn Nicklas.

Absent: Paul O'Dea.

Also present: John Birkholz, Joseph Clouser, Donald Collins, H. Cunningham, Anton Dolejs, James Harvey, Larry King, William Mann, Roger Mussell, William Punkay, Roy Sedrel, John Upton, and Frank Vandever, Harper College; Frank Hines, Board Attorney; Charlene Baron, League of Women Voters; Ralph P. Klatt, Des Plaines Suburban Times; Dianne Alrihan, Prospect Day; Don Michard, Paddock Publications.

MINUTES: The Board requested that the minutes of December 14, 1967 be corrected under Communications, page 5, paragraph 4, to read Member O'Dea instead of Member Johnson.

Member Hutchings moved and Chairman Haas seconded the motion to approve the minutes of the Regular Board Meeting of December 14, 1967, as corrected. Motion unanimously carried.

APPROVAL OF MONTHLY DISBURSEMENTS: Member Johnson moved and Member Hamill seconded the motion to approve for payment the Payroll for December 1-15, 1967, in the amount of \$42,204.68; the Estimated Payroll for December 16-31, 1967, in the amount of \$46,425.14; and the estimated Part-Time Teachers' Payroll for December 1-31, 1967, in the amount of \$16,000.00.

Upon roll call the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Johnson and Nicklas.

Nays: None

APPROVAL OF  
MONTHLY  
DISBURSEMENTS:  
(Continued)

Member Hamill moved and Member Johnson seconded the motion to approve for payment the Bills Payable as of December 28, 1967, as follows:

Educational Fund . . . . .	\$12,891.55
Building Fund. . . . .	3,193.82
Site & Construction Fund . . . . .	9,097.41
Site & Construction Fund-Supplemental.	26,213.02
Bond & Interest Fund . . . . .	<u>3,335.62</u>
	\$54,731.42

Upon roll call, the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Johnson  
and Nicklas.

Nays: None

COMMUNICATIONS:

Member O'Dea entered the meeting at 8:25 p.m.

Chairman Haas reviewed for the Board, a letter submitted by Member O'Dea presenting his resignation from the Board as of December 31, 1967, due to his acceptance of a position in New York, In this letter Member O'Dea expressed his concern with the junior college system in the State of Illinois. Chairman Haas stated he had consulted with Mr. Hines, Board Attorney, on the procedure which the Board is required to follow upon a Board member's resignation. Mr. Hines advised that it is necessary for the Board to make an appointment within thirty days after acceptance of a member's resignation to fill the vacancy until the next election.

In the discussion which followed, Chairman Haas pointed out that the college has available information on the qualified candidates who had applied for the previous vacancy on the Board and suggested this data be reviewed. The Board requested the administration direct a letter to these individuals informing them of the forthcoming vacancy and inquiring if they are interested candidates or if they know of other persons interested in applying for this vacancy. The Board agreed this letter should point out that candidates previously interviewed would not need to be interviewed again and, also, that this appointment would only be until the election in April.

The Board deferred acceptance of Member O'Dea's resignation until the first meeting in January, 1968.

COMMUNICATIONS:  
(Continued)

Member Johnson discussed a letter received by the Board, from superintendents of surrounding high school and elementary districts in reference to a dinner meeting in January concerning consolidation of districts in the area. The administration was requested to send Board members a notice with the date of the meeting and reminding the board to inform Dr. Lahti's office if they are planning to attend this meeting.

Chairman Haas asked Member Nicklas to report on the special meeting of the State Junior College Board which she attended on December 27, 1967. Member Nicklas reported on the discussion of the use of excess funds, stating many questions were raised by both the state and junior colleges. She pointed out that the state is only interested in following the law and, as the law is not too clear, this then becomes a question of interpretation. Member Nicklas expressed deep concern with the state's lack of knowledge concerning the problems of the junior colleges. After discussion, the board agreed that meeting with state senators and representatives is a procedure to effectively work out these problems with the State Junior College Board.

UNFINISHED  
BUSINESS:

None

NEW BUSINESS:  
Review of Administrative Structure and Policy on Hiring

Member Hamill suggested that the Review of Administrative Structure and the Policy on Hiring be deferred inasmuch as Dr. Lahti was absent and could not present them. The Board concurred with Member Hamill's suggestion and these presentations were deferred.

Review of Accounting Manual

Mr. Mann informed the Board that the college is faced with the problem of taking the existing accounting system and developing a complete budgeting system with definition of terms and forms to go out to the various divisions. Mr. Mann reported that at this point the state committee, of which he is a member, has a basic manual of about four pages. The Board questioned the slow progress of this committee, and Mr. Mann stated he felt it was due to the need of a consultant and the difficulty in convincing the committee of this need. Because the state manual will not be completed in time for the preparation of next year's budget, the administration asked for approval of the presented accounting manual, and Mr. Mann stated that, hopefully, this manual would conform fairly well with the state manual and few changes would need to be made.

NEW BUSINESS:  
Review of  
Accounting  
Manual (Contd.)

Member Hamill moved and Member Nicklas seconded the motion to approve the use of the accounting manual as presented in the preparation of the budget for the year 1967-68. Motion unanimously carried.

Review of  
Advisory  
Committees and  
Approval of New  
COmmittees

Chairman Haas informed the Board that the subject of Advisory Committees would be treated at the February meeting. Mr. Cunningham stated, therefore, that the presentation at this meeting would be brief. He distributed lists of the career curricula offered by Harper College, additional programs to be offered in September, 1968, future program possibilities, and information on each committee with names of committee members, their present positions and names of the companies by whom they are employed. He informed the Board that the main functions of an advisory committee are to advise the college on curriculum, to keep the college informed on developments and needs in industry, to recommend equipment, and to advise the college as to the qualifications of teachers required to teach within the curriculum. These committees help support the college in recommendations to the State Board of Vocation.

Member Hutchings commented on the impressive list of individuals on the committees.

Using the Electronics Technology Advisory Committee as an example, Mr. Mussell explained the formation of an advisory committee. He discussed the visits to industry, the meetings involved, and the recommendations and actions which developed from these meetings. Mr. Mussell stated that he could not overemphasize the cooperation which the college needs to maintain with industry in these technical programs.

Dr. Vandever discussed briefly the way in which the need for a Child Care Committee had been determined and how this Advisory Committee was established. In the discussion which followed, he pointed out that this program could develop individuals trained to work with pre-school children, with O.E.O., with agencies such as Little City, etc. Member Johnson suggested that contacts with judges in domestic courts and agencies for alcoholics could possibly determine needs for workers in these areas.

NEW BUSINESS:  
Review of  
Advisory  
Committees and  
Approval of New  
(Continued)

Mr. Cunningham discussed the consideration of a group dinner meeting of the Advisory Committees hosted by the college at a cost of about \$12.00 per person; the purpose of this meeting would be to express the thanks of the college to the committees for their help during the preceding year. It was suggested a certificate might be given by the college to each committee member as a token of appreciation.

Member O'Dea suggested that attendance at Advisory Committee meetings be indicated in the summaries of these meetings.

Chairman Haas thanked Mr. Cunningham and his staff on behalf of the Board for their presentation.

Member Johnson moved and Member Hamill seconded the motion for approval of the Advisory Committees and the Advisory Committee members formed in the Career Programs area as presented. Motion unanimously carried.

Bookstore  
Discount for  
Faculty, Staff,  
and Dependents

A discussion followed on the action taken by the Temporary Faculty Senate to provide a 10% discount for college personnel on Bookstore purchases.

Member Johnson moved and Member Hamill seconded the motion to approve a Bookstore Discount Policy of 10% on all purchases by administrators, the faculty, full-time classified employees, and immediate families, on all items currently stocked by the Bookstore.

Upon roll call, the vote was

Ayes: Haas, Hamill, Hutchings, Johnson, and Nicklas.  
Nays: Hansen and O'Dea.

Motion Carried.

Purchase of  
Equipment

Member Hamill moved and Member Johnson seconded the motion to approve the total award of \$16,810.00, microscope bid, to Lukas Microscope Service, which includes the cost of a microscope disc and installation.

Upon roll call, the vote was

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

NEW BUSINESS:  
Purchase of  
Equipment  
(Continued)

Member Johnson moved and Member Hamill seconded the motion to award the contract for the purchase of an A-M 2650 Offset Duplicator and an A-M 2000 Copier to the A-M Corporation at a total cost of \$12,415.00.

Upon roll call, the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Johnson,  
Nicklas, and O'Dea.

Nays: None

Other

Chairman Haas informed the Board they will receive from the administration, in a day or two, the analysis of the information submitted by the Faculty Committee. Chairman Haas went on to say that he did not agree with the decision of the Board at the last meeting to meet with the Faculty Committee as a committee of the whole. He explained he felt a committee of the Board would be better able to discuss this matter with the Faculty Committee informally and asked the Board to reconsider their decision.

Member Hamill pointed out that he felt basically this discussion would be an educational experience for the Board and that it was difficult to obtain 100% attendance at a committee meeting.

In the discussion which followed, the Chairman was advised that members of the Faculty Committee were present. Upon being asked their opinion on this decision, they commented that they would prefer to meet with a smaller committee on a less formal basis.

Member Nicklas moved and Member Johnson seconded the motion that in view of the Faculty Committee's comments the Board form a committee of three to meet with the Faculty Committee. In the vote which followed, Member Hamill voted Nay and the other members of the Board voted Aye. The motion carried.

Chairman Haas appointed a committee of three, members Johnson, Nicklas, and Hansen, with Member Johnson serving as chairman of the committee. Chairman Haas reminded the Board that any Board member is free to attend a meeting of a committee of the Board. The meeting of this committee with the Faculty Committee, will be held on Wednesday, January 3, 1968, at 8:00 p.m., at the Processing Center, and Chairman Haas expressed the hope that all Board members would attend. The administration was asked to send copies of the analysis to the Faculty Committee.



PRESIDENT'S  
REPORT:

In the absence of Dr. Lahti, Mr. Mann reported that the CPM the administration had promised was not ready, but will be ready at the next meeting.

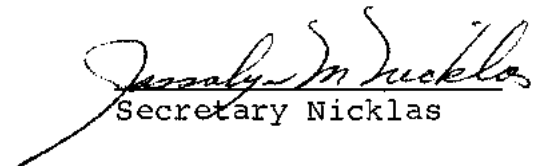
Mr. Mann advised the Board that the construction contracts have all been signed.

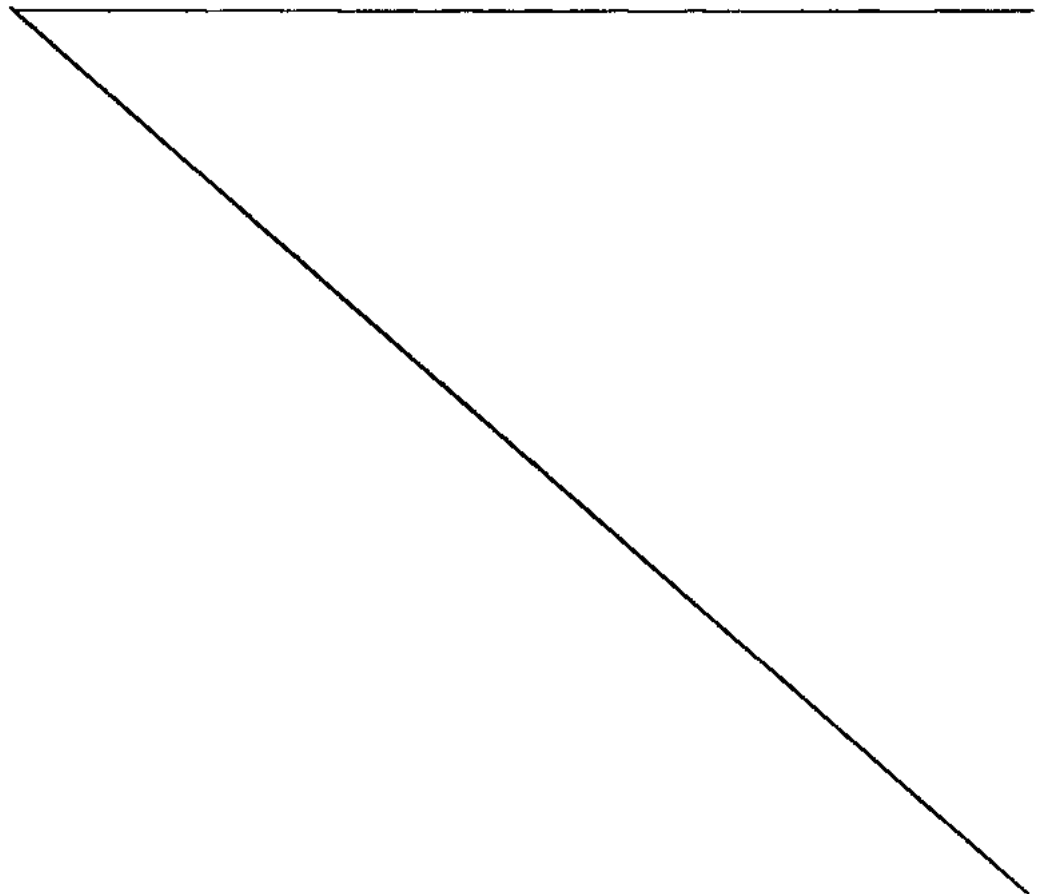
Member Hamill asked the administration if further comments will be made concerning the report from North Central which was presented at the previous meeting.

ADJOURNMENT:

Member Nicklas moved and Member Hansen seconded the motion that the meeting be adjourned at 11:20 p.m. Motion carried unanimously.

  
Chairman Haas

  
Secretary Nicklas



WILLIAM RAINEY HARPER COLLEGE  
District No. 512

BILLS FOR APPROVAL

December 28, 1967

		<u>Pages</u>
I. Bills Payable		
Educational Fund	\$12,891.55	3
Building Fund	3,193.82	1
Site & Construction Fund	9,097.41	2
"   "   "           " - Supplemental	26,213.02	1
Bond & Interest Fund	<u>3,335.62</u>	1
	<u>\$54,731.42</u>	
II. Payroll, December 1 - 15, 1967	42,204.68	6
Estimated Payroll		
December 16-31, 1967	46,425.14	
Estimated Part-time Teachers		
Payroll December 1-31, 1967	16,000.00	3

EDUCATIONAL FUND EXPENDITURES -- DECEMBER 28, 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	\$ 160.00	6925	\$ 160.00
Holder's	Office Supplies	1-108.33	77.16		
Holder's	Office Supplies	1-108.33	26.30	6926	103.46
Elaine Revell, Inc.	Temporary Office Help	1-1-501.25	64.69	6927	64.69
Langer Printing Co.	Printing - Letterheads	1-1-501.33	280.50	6928	280.50
Robert L. Kocher	Consultants Fees	1-2-501.29	264.05	6929	264.05
Arlington Heights' Camera Shop	Photographic Services	1-20-501.29	7.35	6930	7.35
Gamma Photo Labs., Inc.	Photographic Services	1-20-501.29	2.17	6931	2.17
James Marchael Photography	Photographic Services	1-20-501.29	313.75	6932	313.75
Ray White, Photojournalism	Photographic Services	1-20-501.29	18.00	6933	18.00
Palatine Paint & Glass Co.	Photographic Services	1-20-501.29	45.20	6934	45.20
Bertsch & Cooper Typographers	Picture Frames	1-20-501.31	94.25	6935	94.25
Northwest Letter Service	Printing - Electronics Brochure	1-20-501.33	95.96	6936	95.96
Langer Printing Co.	Printing - Newsletter	1-20-501.33	37.75	6937	37.75
Prospect Availability	Printing - Groundbreaking Sheets	1-20-501.39	22.50	6938	22.50
National Education Assoc. of U. S.	Temporary Office Help	1-3-501.26	4.90	6939	4.90
Chicago Tribune	Instructional Book	1-3-501.38	13.05	6940	13.05
Paddock Publications, Inc.	Legal Notice	1-3-501.93	18.38	6941	18.38
Pioneer Newspapers, Inc.	Want Ad	1-3-501.93	14.04	6942	14.04
Universal Stationers, Inc.	Want Ad	1-3-501.93	9.30		
Universal Stationers, Inc.	Office Supplies	1-4-501.31	9.82		
Universal Stationers, Inc.	Office Supplies	1-5-502.31	26.44		
Universal Stationers, Inc.	Office Supplies	1-30-501.31	16.21		
Universal Stationers, Inc.	Office Supplies	1-59-502.37	6.20		
Universal Stationers, Inc.	Office Supplies	1-64-514.90	101.25	6943	67.97
Roy A. Sedrel	Travel Expense	1-4-501.72	(91.00)		
Roy A. Sedrel	Travel Advance	1-101.92	176.40	6944	10.25
Canton Community College	Charge-Back	1-5-502.80	276.50	6945	176.40
Morton Junior College	Charge-Back	1-5-502.80	1,441.80	6946	276.50
Wright Junior College	Charge-Back	1-5-502.80	10.35	6947	1,441.80
American Guidance Service, Inc.	Book - Counseling	1-6-502.97	92.00	6948	10.35
Gaylord Bros., Inc.	Files	1-6-502.97	12.00	6949	92.00
National Employment Services Institute	Books - Counseling	1-6-502.97	5.01	6950	12.00
Oxford University Press, Inc.	Book - Counseling	1-6-502.97	10.50	6951	5.01
American Assoc. of Junior Colleges	Books - Counseling	1-6-502.99		6952	10.50

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Demco	Library Supplies	1-59-502.37	\$ 153.22	6953	\$ 153.22
Gaylord Bros., Inc.	Library Equipment	1-59-502.37	163.30	6954	163.30
R. R. Bowker Co.	Library Books	1-59-563.00	38.10	6955	38.10
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	3,081.53	6956	3,081.53
National Council of Teachers of English	Library Books	1-59-563.00	2.25	6957	2.25
June O'Shea, Books	Library Books	1-59-563.00	20.50	6958	20.50
Fred A. Vaisvil	Travel Expense	1-62-502.72	27.30	6959	27.30
Kamar Incorporated	Bookstore Stock - Supplies	1-64-514.30	41.86	6960	41.86
Chemical Rubber Co.	Bookstore Stock - Books	1-64-514.40	21.30	6961	21.30
Follett College Book Co.	Bookstore Stock - Books	1-64-514.40	38.12	6962	38.12
W. H. Freeman & Co.	Bookstore Stock - Books	1-64-514.40	46.37	6963	46.37
Harper & Row, Publishers	Bookstore Stock - Books	1-64-514.40	11.00	6964	11.00
Holt, Rinehart & Winston, Inc.	Bookstore Stock - Books	1-64-514.40	8.26	6965	8.26
Littlefield, Adams & Co.	Bookstore Stock - Books	1-64-514.40	62.71	6966	62.71
Random House, Inc.	Bookstore Stock - Books	1-64-514.40	52.41	6967	52.41
W. B. Saunders Co.	Bookstore Stock - Books	1-64-514.40	4.97	6968	4.97
Seabury Bookstore	Bookstore Stock - Books	1-64-514.40	2.43	6969	2.43
Allen Brothers, Inc.	Cafeteria - Food	1-65-515.31	88.40	6970	88.40
O. H. Bambas Tobacco Co.	Cafeteria - Food	1-65-515.31	77.35	6971	77.35
Jewel Food Marketer	Cafeteria - Food	1-65-515.31	55.28	6972	55.28
Kraft Foods, Inc.	Cafeteria - Food	1-65-515.31	13.84	6973	13.84
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	17.40	6974	17.40
Ryser Bros., Inc.	Cafeteria - Food	1-65-515.31	32.84	6975	32.84
John Sexton & Co.	Cafeteria - Food	1-65-515.31	78.94	6976	78.94
Lolita Ihrig	Employee Examination	1-65-515.31	10.00	6977	10.00
OK Papers, Inc.	Cafeteria - Supplies	1-65-515.90	67.95	6978	67.95
Frank M. Quinn, M. D.	Employee Examination - L. Ihrig	1-65-515.90	10.00	6979	10.00
Harold Cunningham	Travel Expense	1-501-502.72	149.66		
Harold Cunningham	Travel Advance	1-101.92	(121.00)	6980	28.66
Dr. G. Kenneth Andeen	Travel Expense	1-502-502.72	97.85		
Dr. G. Kenneth Andeen	Travel Advance	1-101.92	(58.00)		
Dr. G. Kenneth Andeen	Travel Expense	1-50-502.791	66.07	6981	105.92
Charles F. Falk	Travel Expense	1-511-502.72	40.90		
Charles F. Falk	Travel Advance	1-101.92	(25.00)	6982	15.90
Alice F. Phillips	Travel Expense	1-513-502.72	36.55		
Alice F. Phillips	Travel Advance	1-101.92	(25.00)	6983	11.55

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Allied Electronics Corp.	Instructional Supplies - Electronics	1-533-502.39	\$ 7.00	6984	\$ 7.00
Brodhead-Garrett Co.	Instructional Supplies - Tools	1-533-502.39	2.42	6985	2.42
General Electric Co.	Instructional Books - Electronics	1-533-502.39	50.00	6986	50.00
Charles Bruning Co.	Supplies - Engineering	1-534-502.39	212.24	6987	212.24
Frederick Post Co.	Supplies - Engineering	1-534-502.39	75.22	6988	75.22
William R. Punkay	Travel Expense	1-534-502.72	32.62		
William R. Punkay	Travel Advance	1-101.92	(12.50)	6989	20.12
Wards Natural Science Establishment	Instructional Equipment - Grass-				
	hoppers, Starfish, Tapeworms, Clams	1-541-502.39	67.59	6990	67.59
Dr. Frank Vandever	Travel Expenses	1-541-502.72	106.47	6991	106.47
J. C. Larson Co.	Instructional Equipment - Cones, Throwing Ribs, Turning Tools, Glazes, Knives, Scrapers	1-551-502.39	372.60	6992	372.60
George P. Makas	Travel Expense	1-557-502.72	12.17	6993	12.17
Joseph L. Clouser	Travel Expense	1-562-502.72	63.85	6994	63.85
Betty J. Enbysk	Travel Expense	1-563-502.72	14.00	6995	14.00
Prudential Insurance Co.	Health Insurance	1-508.51	2,673.49		
Prudential Insurance Co.	Life Insurance	1-508.52	431.04	6996	3,104.53
Carousel Travel, Arlington Heights	Travel Expense	1- -50 .72	455.10	6997	455.10
Carousel Travel, Barrington	Travel Expense	1- -50 .72	275.80	6998	275.80
				6999*	\$12,891.55
					\$12,981.55

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks Number 6925 to 6998 are hereby authorized for payment.

Date of Approval: December 28, 1967

President John W. Moran Secretary Joseph M. Muehle

\*Check number 6999 in the amount of \$37.55 issued to correct check #6636 dated 11-9-67

1/2/68

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

EDUCATIONAL FUND SUMMARY, DECEMBER 28, 1967

	<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>
Assets	1-100.00	\$ (69.04)
Administration		
Contractual Services	1-501.20	.. 692.51
Supplies	1-501.30	594.30
Travel	1-501.70	657.35
Other	1-501.90	45.47
Instruction		
Supplies	1-502.30	1,129.62
Travel	1-502.70	822.24
Tuition	1-502.80	1,894.70
Other	1-502.90	129.86
Fixed Charges	1-508.50	3,104.53
Bookstore & Cafeteria Purchases	1-600.00	747.63
Capital Outlay	1-563.00	3,142.38
		<u>\$12,891.55</u>

BUILDING FUND EXPENDITURES -- DECEMBER 28, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
International Business Machines Corp.	Maintenance Agreement - Typewriters	2-3-506.20	\$ 461.75	1119	\$ 461.75
Illinois Bell Telephone Co.	Telephone Service - Palatine	2-3-506.54	517.49		
Illinois Bell Telephone Co.	Telephone Service - Data Center	2-4-506.54	126.51		
Illinois Bell Telephone Co.	Telephone Service - Harper Grove	2-5-506.54	960.57	1120	1,604.57
Commonwealth Edison Co.	Electricity - Data Center	2-4-506.52	145.46		
Commonwealth Edison Co.	Electricity - Harper Grove	2-5-506.52	517.73	1121	663.19
Empire Cooler Service, Inc.	Paper Cups	2-5-506.30	15.95	1122	15.95
Efengee Electrical Supply Co.	Office Equipment - Dymo Labelmaker	2-32-506.30	39.87	1123	39.87
Stevens Chemical Co.	Vacuum Cleaner	2-32-506.30	181.00	1124	181.00
Warshawsky & Co.	Safety Kit for College Truck	2-32-563.00	18.65	1125	18.65
Robert J. Hughes	Travel Expenses	2-32-506.72	54.50	1126	54.50
Moore Business Forms, Inc.	Office Equipment - Building Maintenance Requests	2-32-506.30	131.14	1127	131.14
Northwest Office Machines, Inc.	Adding Machine Repair	2-6-506.20	9.50	1128	9.50
Northwest Office Machines, Inc.	Typewriter Repair	2-6-506.20	13.70	1129	13.70
					<u>\$3,193.82</u>

TO: TREASURER  
 FROM: BOARD OF TRUSTEES

The above listed checks Number 1119 to 1129 are hereby authorized for payment.

Date of Approval: December 28, 1967

President John A. Hoar

Secretary

Roselyn M. Sucklos

WILLIAM RAY HARPER COLLEGE  
DISTRICT 512  
PALATINE, ILLINOIS 60067

BUILDING FUND SUMMARY - DECEMBER 28, 1967

Contractual Services  
Supplies  
Utilities  
Travel  
Capital Outlay

ACCOUNT NUMBER	AMOUNT
2-506.20	\$ 484.95
2-506.30	186.96
2-506.50	2,267.76
2-506.70	54.50
2-563.00	199.65
	<u>\$3,193.82</u>



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

SITE AND CONSTRUCTION FUND EXPENDITURES -- DECEMBER 28, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
International Business Machines Corp.	Office Equipment - Typewriter	6-3-563.00	\$ 295.00	354	\$ 295.00
Henricksen & Co.	Office Furniture - Top for Folding Table	6-6-563.00	30.15	355	30.15
Ealing Corporation	Instructional Equipment - Projector	6-59-563.00	238.50	356	238.50
Gaylord Brothers, Inc.	Library Equipment - Step Stools	6-59-563.00	52.00	357	52.00
Allied Electronics Corp.	Instructional Equipment - Amplifier	6-59-563.10**	179.95	358	179.95
Brodhead-Garrett Co.	Instructional Equipment - Capacitor Box, Resistor Box	6-533-563.00*	435.00	359	435.00
Hewlett-Packard	Instructional Equipment - Voltmeter, Carrying Case for Scope Camera	6-533-563.00*	2,829.90	360	2,829.90
Kepco, Inc.	Instructional Equipment - High Voltage Power Supply Units	6-533-563.00*	3,783.89	361	3,783.89
Meter-Makers, Inc.	Instructional Equipment - Wattmeters	6-533-563.00*	460.00	362	460.00
C-Thru Ruler Co.	Instructional Equipment - Engineering	6-534-563.00	55.13	363	55.13
Eugene Dietzgen Co.	Instructional Equipment - Curves & Lamps	6-534-563.00	426.95	364	426.95
Keuffel & Esser Co.	Instructional Equipment - Reservoir Pens	6-534-563.00	39.34	365	39.34
Caudill Rowlett Scott	Copies of Palatine Master Plan	6-562.24	103.60	366	103.60
Universal Stationers, Inc.	Costumer	6-59-563.00	38.00	367	38.00

\* Electronics Equipment, Board Action, August 24, 1967

\*\* Audio Visual Equipment, Board Action, September 14, 1967

SITE & CONSTRUCTION FUND EXPENDITURES -- DECEMBER 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
J. C. Larson Co., Inc.	Instructional Equipment - Stand for Potters Wheel	6-551-563.00	\$ 130.00	368	\$ 130.00
					<u>\$9,097.41</u>

SUMMARY SITE & CONSTRUCTION FUND ---- DECEMBER 28, 1967

Architect's Fees	6-562.24	\$ 103.60
Capital Outlay - Equipment	6-563.00	8,993.81
		<u>\$9,097.41</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks Number 354 to 368 are hereby authorized for payment.

Date of Approval: December 28, 1967

President J. M. L. Haan

Secretary Paul M. Suckler

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

SITE & CONSTRUCTION FUND EXPENDITURES - DECEMBER 28, 1967 (SUPPLEMENTAL)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
George W. Jayne and Marion Jayne	Final Payment for purchase of land, \$25,000.00 retained plus interest @ 4 1/4%	6-561.00	<u>\$26,213.02</u>	369	<u>\$26,213.02</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed check Number 369 is hereby authorized for payment.

Date of Approval: December 28, 1967

President: James A. Shaw

Secretary: Joseph J. Suckler

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

BOND AND INTEREST FUND EXPENDITURES - - DECEMBER 28, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Jr. College District 512, Bond and Interest Fund	Transfer of Balance of Bond & Interest Fund to separate bank account	6-101.31	\$3,335.62	369	<u>\$3,335.62</u>

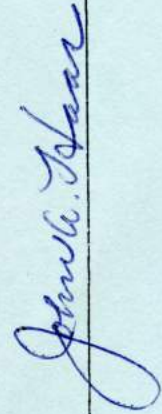
TO: TREASURER

FROM: BOARD OF TRUSTEES

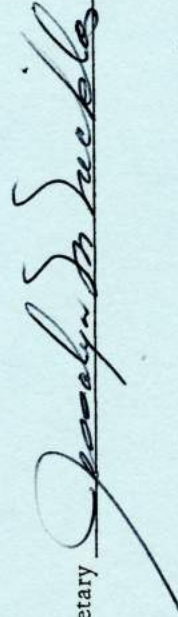
The above listed check number 369 is hereby authorized for payment.

Date of Approval: December 28, 1967

President



Secretary



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING November 30, 1967

	<u>PAGE NUMBER</u>	
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II	BUILDING FUND	
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VI	STATEMENTS OF OPERATION	
	A) Bookstore	18
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WILLIAM RAINEY HARPER COLLEGE

DISTRICT NO. 512  
EDUCATIONAL FUND

STATEMENT OF POSITION, NOVEMBER 30, 1967

ASSETS	ACCOUNT NUMBER	11/30/67 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Rest Fund	101.20	5,000.00	-	5,000.00
Cash in Bank-1st Bank & Trust Co.	101.32	69,070.79	-	69,070.79
Petty Cash Funds	101.40	700.00	-	700.00
Tuition Refund Fund		90.36	-	90.36
Deposits	101.80	600.00	-	600.00
Investments	102.10	386,682.03	-	386,682.03
Interfund Receivables-Bldg.Fund	103.20	5,189.42	-	5,189.42
Interfund Receivables-Trust&Agency	103.40	16,575.60	-	16,575.60
Accounts Receivable-Current Taxes	105.10	35,013.58	-	35,013.58
Accounts Receivable-Back Taxes	105.11	-	-	-
Accounts Receivable-Other	105.90	3,365.86	-	3,365.86
Bookstore Inventory	108.30	29,530.90	-	29,530.90
Cafeteria-Inventory	108.31	785.32	-	785.32
Stationery Inventory	108.33	710.97	-	710.97
<b>TOTAL ASSETS</b>		<b>553,314.83</b>	<b>-</b>	<b>553,314.83</b>
<b>LIABILITIES</b>				
Interfund Payables -Bldg.Fund	203.20	731.24	-	731.24
Payroll Deductions-Group Ins.	204.50	418.25	-	418.25
Accounts Payable	205.00	76,500.64	-	76,500.64
Accounts Payable-Other	205.40	45.20	-	45.20
Accrued Retailers Occupation Tax	209.14	70.94	-	70.94
Reserve for Encumbrances	210.90	-	84,672.82	84,672.82
<b>TOTAL LIABILITIES</b>		<b>77,766.27</b>	<b>84,672.82</b>	<b>162,439.09</b>
<b>FUND BALANCE</b>				
Fund Balance	300.00	475,548.56	(84,672.82)	390,875.74
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>553,314.83</b>	<b>-</b>	<b>553,314.83</b>
<b>SUMMARY OF FUND BALANCE</b>				
Balance, June 30, 1967		12,932.60	-	12,932.60
Add: Revenue to Date		1,013,823.53	-	1,013,823.53
		1,026,756.13	-	1,026,756.13
Less Expenditures		551,207.57	84,672.82	635,880.39
<b>FUND BALANCE</b>		<b>475,548.56</b>	<b>(84,672.82)</b>	<b>390,875.74</b>

WILLIAM RAINEY HANCOCK COLLEGE  
DISTRICT NO. 312  
EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION REVENUE:	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Taxes	400.00						
Current Taxes	401.10	\$ 786,767.00	--	\$ 786,767.00	--	--	--
Prior Years Taxes	401.11	2,340.00	--	3,198.89	(858.89)	--	(858.89)
		\$ 789,107.00	--	\$ 789,965.89	\$ (858.89)	--	\$ (858.89)
From Governmental Divisions	402.00						
Junior College Aid	402.30	\$ 396,750.00	--	--	\$ 396,750.00	--	\$ 396,750.00
Vocation Education Act	402.60						
Nursing Aid	402.61	18,844.00	--	5,428.00	13,416.00	--	13,416.00
Data Process. - Teaching							
Supply Aid	402.62	1,000.00	--	--	1,000.00	--	1,000.00
Federal Subsidies	402.80	\$ 19,844.00	--	\$ 5,428.00	\$ 14,416.00	--	\$ 14,416.00
Tuition	403.00	\$ 5,000.00	--	--	\$ 5,000.00	--	\$ 5,000.00
Registration Fees, 1968-69							
Resident Tuition	403.10	--	200.00	200.00	(200.00)	--	(200.00)
Non-Resident Tuition	403.20	240,000.00	47.60	116,881.00	123,119.00	--	123,119.00
		195,750.00	554.40	22,964.20	172,785.80	--	172,785.80
Interest on Investments	404.00	\$ 435,750.00	\$ 802.00	\$ 140,045.20	\$ 295,704.80	--	\$ 295,704.80
Student Fees	409.00	\$ 25,000.00	1,018.50	\$ 3,998.80	\$ 21,001.20	--	\$ 21,001.20
Refund of Retirement Payments	410.00	\$ 7,500.00	--	\$ 3,193.00	\$ 4,307.00	--	\$ 4,307.00
Refund of 1966-67 Payments	410.10	18,450.00	--	--	18,450.00	--	18,450.00
Refund of 1967-68 Payments	410.20	7,500.00	--	--	7,500.00	--	7,500.00
		\$ 25,950.00	--	--	\$ 25,950.00	--	\$ 25,950.00
1966-67 Fund Balance	411.00	12,932.00	--	--	12,932.00	--	12,932.00
Bookstore	414.00						
Sale of Textbooks	414.4	75,000.00	731.91	55,720.94	19,279.06	--	19,279.06
Sale of Supplies	414.30	16,000.00	576.62	7,907.05	8,092.95	--	8,092.95
		\$ 91,000.00	\$ 1,308.53	\$ 63,627.99	\$ 27,372.01	--	\$ 27,372.01
Cafeteria	415.00						
Sale of Food	415.40	30,000.00	3,155.25	7,564.65	22,435.35	--	22,435.35
Student Activity Program	417.00						
Activity Fee	417.20	20,000.00	(13,666.00)	--	20,000.00	--	20,000.00
TOTAL REVENUE		\$ 1,858,833.00	\$ (7,381.72)	\$ 1,013,823.53	\$ 845,009.47	--	\$ 845,009.47

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NO. 512  
 EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Administration	500.00						
Salaries:	501.00						
President	501.10						
Instit. Dev. -Comm. Rel.	501.11	\$ 25,000.00	\$ 2,333.34	\$ 10,791.68	\$ 14,208.32	--	\$ 14,208.32
Dean of Business	501.12	15,400.00	1,283.34	6,416.68	8,983.32	--	8,983.32
Business Office Staff	501.13	19,000.00	1,583.34	6,297.80	12,702.20	--	12,702.20
Data Processing Director	501.131	22,700.00	1,891.66	9,458.32	13,241.68	--	13,241.68
Data Processing Staff	501.14	15,500.00	1,291.68	6,458.38	9,041.62	--	9,041.62
Secretarial & Clerical	501.141	21,000.00	1,516.66	6,069.03	14,930.97	--	14,930.97
Other Salaries	501.16	58,500.00	4,902.70	22,899.55	35,600.45	--	35,600.45
TOTAL SALARIES	501.19	7,500.00	--	--	7,500.00	--	7,500.00
		\$ 184,600.00	\$ 14,802.72	\$ 68,391.44	\$ 116,208.56	--	\$ 116,208.56
Contractual Services:	501.20						
Accounting	501.21	\$ 3,000.00	\$ --	\$ 3,000.00	\$ --	--	\$ --
Legal	501.22	12,000.00	582.50	2,995.00	9,005.00	--	9,005.00
Service Bureau	501.23	1,000.00	--	--	1,000.00	--	1,000.00
Architectural	501.24	1,000.00	--	--	1,000.00	--	1,000.00
Educational	501.25	2,500.00	300.00	1,300.00	1,200.00	--	1,200.00
Financial	501.26	1,500.00	240.00	412.50	1,087.50	22.50	1,065.00
Other	501.29	8,000.00	309.27	6,854.39	1,145.61	264.05	881.59
TOTAL CONTRACTUAL SERVICES		\$ 29,000.00	\$ 1,431.77	\$ 14,561.89	\$ 14,438.11	\$ 286.55	\$ 14,151.56
Supplies:	501.30						
Office Supplies	501.31	\$ 5,650.00	\$ 195.10	\$ 2,033.07	\$ 3,616.93	\$ 30.71	\$ 3,586.22
Copying Supplies	501.32	5,500.00	167.88	1,027.33	4,472.67	8.95	4,463.72
Printing	501.33	6,500.00	315.62	2,059.52	4,440.48	483.38	3,957.10
Postage	501.34	6,000.00	254.47	1,337.87	4,662.13	--	4,662.13
Election Supplies	501.35	4,000.00	--	--	4,000.00	--	4,000.00
Professional Books	501.38	1,850.00	8.30	506.45	1,343.55	5.50	1,338.05
Other Supplies	501.39	6,250.00	352.42	1,384.09	4,865.91	703.95	4,161.96
TOTAL SUPPLIES		\$ 35,750.00	\$ 1,293.79	\$ 8,348.33	\$ 27,401.67	\$ 1,232.49	\$ 26,169.18
Travel:	501.70						
Administrative Travel	501.72	\$ 11,250.00	\$ 840.34	\$ 3,567.88	\$ 7,682.12	\$ 413.99	\$ 7,268.13
Other Travel	501.79	1,000.00	11.10	32.20	967.80	--	967.80
TOTAL TRAVEL EXPENSE		\$ 12,250.00	\$ 851.44	\$ 3,600.08	\$ 8,649.92	\$ 413.99	\$ 8,235.93



WILLIAM R. HARVEY HARPER COLLEGE

DISBURSEMENT NO 512

EDUCATIONAL FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Other Administrative Expense	501.90						
Dues & Subscriptions	501.91	\$ 800.00	\$ 119.30	\$ 516.79	\$ 283.21	\$ 40.00	\$ 243.21
Newspapers, Legal Notices, Ads	501.93	1,800.00	428.95	1,132.13	667.87	92.50	575.37
Meeting Expense	501.95	4,850.00	190.26	3,697.65	1,152.35	-	1,152.35
Tuition Reimbursement	501.96	500.00	-	-	500.00	-	500.00
Miscellaneous Office Expense	501.99	550.00	114.16	418.95	131.05	-	131.05
TOTAL OTHER ADMINISTRATIVE EXPENSE		\$ 8,500.00	\$ 852.67	\$ 5,765.52	\$ 2,734.48	132.50	\$ 2,601.98
TOTAL ADMINISTRATIVE EXPENSE		\$270,100.00	\$19,232.39	\$100,667.26	\$169,432.74	\$2,065.53	\$167,367.21

WILLIAM RAINY HIGHER COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE E	ENCUMBRANCES	UNENCUMBERED BALANCE
Instruction							
Salaries:							
Dean of Instruction	502.11	\$ 19,200.00	\$ 1,600.00	8,000.00	11,200.00	-	11,200.00
Ast. Dean of Vocational Tech.	502.12	18,000.00	1,500.00	7,500.00	10,500.00	-	10,500.00
Ast. Dean of Transfer Programs	502.12	18,000.00	1,500.00	5,857.14	12,142.86	-	12,142.86
Secretarial - Clerical	502.16	26,950.00	2,382.16	10,048.71	16,901.29	-	16,901.29
Instructional Staff	502.121						
Business		73,345.00	5,986.06	18,895.01	54,449.99	-	54,449.99
Communications		157,568.00	13,203.56	42,414.50	115,153.50	-	115,153.50
Engineering & Related		78,303.00	4,691.65	18,243.77	60,059.23	-	60,059.23
Health & Biology		143,769.00	12,543.98	43,351.15	100,417.85	-	100,417.85
Humanities & Fine Arts		46,595.00	4,808.32	15,583.92	31,011.08	-	31,011.08
Math & Physical Science		88,959.00	7,029.14	22,993.71	65,965.29	-	65,965.29
Social Science		83,253.00	7,054.18	22,499.47	60,753.53	-	60,753.53
Library		49,700.00	2,863.84	13,605.47	36,094.53	-	36,094.53
Student Services							
Dean of Students	502.13	19,200.00	1,600.00	8,000.00	11,200.00	-	11,200.00
Student Services Staff	502.14	78,706.00	6,229.18	28,825.59	49,880.41	-	49,880.41
Secretarial & Clerical	502.16	37,100.00	3,102.52	14,236.70	22,863.30	-	22,863.30
Adult Education	502.121	5,103.00	-	-	5,103.00	-	5,103.00
Data Processing Programmer	502.15	4,800.00	-	-	4,800.00	-	4,800.00
Substitutes	502.18	-	365.00	365.00	(365.00)	-	(365.00)
Other Salaries	502.19	3,000.00	-	-	3,000.00	-	3,000.00
TOTAL SALARIES		\$ 951,551.00	\$ 76,459.59	\$ 280,420.14	\$ 671,130.86	-	\$ 671,130.86
Contractual Services							
Data Processing-Service Bureau	502.23	1,000.00	-	-	1,000.00	-	1,000.00
Educational Consultants	502.25	5,930.00	571.38	920.01	5,009.99	-	5,009.99
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	571.38	920.01	\$ 6,009.99	-	6,009.99
Supplies							
Office Supplies	502.31	6,000.00	724.69	5,126.91	873.09	207.04	666.05
Copying Supplies	502.32	3,000.00	661.88	1,987.01	1,012.99	164.34	848.65
Printing	502.33	15,875.00	1,623.88	4,053.68	11,821.32	695.80	11,125.52
Postage	502.34	6,000.00	1.44	1.44	5,998.56	-	5,998.56
Library-Supplies	502.37	10,000.00	672.66	1,135.88	8,864.12	957.33	7,906.79
Professional Expenses	502.38	5,500.00	-	75.00	5,425.00	-	5,425.00
Data Processing Supplies	502.39	750.00	-	-	750.00	92.15	657.85
Instructional Supplies	502.39	51,377.00	3,336.61	27,671.85	23,705.15	3,132.65	20,572.50
TOTAL SUPPLIES		\$ 98,502.00	\$ 7,021.16	\$ 40,051.77	\$ 58,450.23	5,249.31	\$ 59,200.92

WILLIAM RAINY FERRER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Travel	502.70						
Instructional Travel	502.72	\$22,620.00	\$1,240.48	\$3,524.36	\$19,095.64	\$545.62	\$18,550.02
Other Travel	502.79	1,690.00	698.67	3,594.62	(1,904.62)	--	(1,904.62)
Other Travel-Innovation & Experimentation		10,000.00	--	--	10,000.00	--	10,000.00
TOTAL TRAVEL		\$34,310.00	\$1,939.15	\$7,118.98	\$27,191.02	\$545.62	\$26,645.40
Tuition Paid	502.80	45,000.00	6,491.70	9,343.60	35,656.40	--	35,656.40
Other Expenses of Instruction	502.90	18,910.00	1,704.07	3,415.49	15,494.51	415.64	15,078.87
TOTAL INSTRUCTIONAL EXPENSES		\$1,155,203.00	\$94,187.05	\$341,269.99	\$813,933.01	\$6,210.57	\$807,722.44

WILLIAM RAINY HIGHER COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Fixed Charges	508.00						
Employers Share of Retire. Ins.	508.40	7,500.00	-	7,267.65	232.35		232.35
Health Insurance	508.51	30,000.00	1,724.04	8,967.21	21,032.79		21,032.79
Group Life Insurance	508.52	5,000.00	431.04	1,663.55	3,336.45		3,336.45
Travel & Accident Insurance	508.53	1,000.00	-	865.00	135.00		135.00
Surety & Fidelity Insurance	508.56	400.00	-	-	400.00		400.00
Workman's Compensation Ins.	508.57	1,700.00	-	-	1,700.00		1,700.00
Rental-Other	508.60	500.00	-	303.56	196.44	60.00	136.44
Rental-Equipment	508.61	5,000.00	287.27	1,255.17	3,744.83		3,744.83
Rental-Xerox Machine	508.62	5,000.00	567.77	2,863.21	2,136.79		2,136.79
TOTAL FIXED CHARGES		56,100.00	3,010.06	23,185.35	32,914.65	60.00	32,854.65
Student & Community Services 510.0-519.0							
Bookstore	514.0						
Salaries, Bookstore Manager	514.10	9,600.00	800.00	4,000.00	5,600.00		5,600.00
Salaries, Clerical	514.16	5,160.00	482.19	1,986.54	3,173.46		3,173.46
Purchases-Supplies	514.30	20,000.00	3,097.21	16,615.39	3,384.61	41.86	3,342.75
Less Inventory		(5,600.00)	(1,017.99)	(10,034.73)	4,434.73		4,434.73
Purchases-Textbooks	514.40	90,000.00	1,627.16	61,308.02	28,691.98	598.26	28,093.72
Less Inventory		(22,500.00)	(2,753.48)	(19,496.17)	(3,003.83)		(3,003.83)
Travel	514.70	500.00	-	177.00	323.00		323.00
Other Expenses	514.90	1,000.00	23.15	631.87	368.13	333.70	34.43
TOTAL BOOKSTORE COSTS & EXPENSES		98,160.00	2,258.24	55,187.92	42,972.08	973.82	41,998.26
Cafeteria	515.0						
Salaries	515.10	9,000.00	1,384.08	2,563.17	6,436.83		6,436.83
Purchases of Food	515.31	17,000.00	1,507.43	4,279.84	12,720.16		12,720.16
Less Inventory		-	62.16	(785.32)	785.32		785.32
Other Expense	515.90	4,000.00	226.45	655.72	3,344.28	37.76	3,306.52
TOTAL CAFETERIA COSTS & EXPENSES		30,000.00	3,180.12	6,713.41	23,286.59	37.76	23,248.83
Student Activity Program	517.00						
Student Act. Expenditures	517.90	20,000.00	-	3,740.78	16,259.22		16,259.22
Student & Community Services	518.00						
Trustee Scholarships (5)	518.91	1,400.00	648.00	648.00	752.00		752.00
Grants-in-Aid (3)	518.92	840.00	-	-	840.00		840.00
Work Study Program	518.94	5,513.00	-	-	5,513.00		5,513.00
HARPER Work Program	518.95	21,000.00	10,000.00	10,000.00	11,000.00		11,000.00
TOTAL STUDENT & COMM. SERVICES		\$ 28,753.00	10,648.00	10,648.00	18,105.00		18,105.00

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF NOVEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Capital Outlay	563.00	112,000.00	8,212.60	9,794.86	102,205.14	75,325.14	26,880.00
Additional Equipment	590.00	88,517.00	-	-	88,517.00	-	88,517.00
Provision for Contingencies							
<b>GRAND TOTAL</b>		<b>\$1,858,833.00</b>	<b>140,728.46</b>	<b>551,207.57</b>	<b>1,307,625.43</b>	<b>84,672.82</b>	<b>1,222,952.61</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
BUILDING FUND  
STATEMENT OF POSITION, NOVEMBER 30, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>11/30/67 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash				
Palatine National Bank	101.33	\$ 17,016.66	--	\$ 17,016.66
Investments	102.10	261,131.91	--	261,131.91
Interfund Receivables - Educational Fund	103.10	578.74	--	578.74
Taxes Receivable - Current Year	105.10	12,732.33	--	12,732.33
Taxes Receivable - Prior Years	105.11	--	--	--
Accounts Receivable - Other	105.90	152.50	--	152.50
TOTAL ASSETS		<u>\$291,612.14</u>	<u>--</u>	<u>\$291,612.14</u>
<u>LIABILITIES</u>				
Interfund Payables - Educational Fund	203.10	\$ 5,189.42	--	\$ 5,189.42
Accounts Payable	205.00	11,676.61	--	11,676.61
Reserve for Encumbrances	210.90	--	5,062.72	5,062.72
TOTAL LIABILITIES		<u>\$16,866.03</u>	<u>\$5,062.72</u>	<u>\$21,928.75</u>
<u>FUND BALANCE</u>				
Fund Balance	300.00	\$274,746.11	\$(5,062.72)	\$269,683.39
TOTAL LIABILITIES & FUND BALANCE		<u>\$291,612.14</u>	<u>\$ --</u>	<u>\$291,612.14</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 67,557.44	\$ --	\$ 67,557.44
Add: Revenues to Date		289,004.45	--	289,004.45
		<u>\$356,561.89</u>	<u>\$ --</u>	<u>\$356,561.89</u>
Deduct: Expenditures to Date		81,815.78	5,062.72	86,878.50
Balance, November 30, 1967		<u>\$274,746.11</u>	<u>\$(5,062.72)</u>	<u>\$269,683.39</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
BUILDING FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00						
Taxes	401.00						
Current Taxes	401.10	\$286,097.00	--	\$286,097.00	--	--	--
Prior Years Taxes	401.11	660.00	--	888.63	(228.63)	--	(228.63)
TOTAL TAXES		\$286,757.00	\$	\$286,985.63	\$ (228.63)	--	\$ (228.63)
Interest on Investments	404.00	10,000.00	246.57	1,956.82	8,043.18	--	8,043.18
Sale of Property	405.00						
Sale of Buildings & Grounds	405.20	4,000.00	--	--	4,000.00	--	4,000.00
Fund Balance 1966-67	406.00	67,557.00	--	--	67,557.00	--	67,557.00
Refund of 1967-68 Retirement Payments	410.20	1,363.00	--	--	1,363.00	--	1,363.00
Other Revenue	419.0	500.00	10.00	62.00	438.00	--	438.00
TOTAL REVENUE		\$370,177.00	\$ 256.57	\$289,004.45	\$81,172.55	--	\$81,172.55
EXPENDITURES							
Operation	500.00						
Salaries	506.00						
Supt. of Bldgs. & Grnds.	506.19	\$13,500.00	\$1,125.00	\$ 5,089.27	\$ 8,410.73	\$ --	\$ 8,410.73
Harper Wk. Prog. (Custodians)	506.20	6,000.00	--	--	6,000.00	--	6,000.00
Contractual Services	506.30	5,000.00	960.05	3,102.42	1,897.58	484.95	1,412.63
Supplies	506.40	5,000.00	326.79	1,511.24	3,488.76	365.04	3,123.72
Hearing - Data Processing	506.50	2,500.00	40.25	150.77	2,349.23	--	2,349.23
Utilities	506.51	500.00	--	--	500.00	--	500.00
Water & Sewage	506.52	14,500.00	387.99	1,099.67	13,400.33	517.73	12,882.60
Electricity	506.54	24,000.00	1,751.11	7,185.27	16,814.73	--	16,814.73
Telephone & Telegraph	506.59	1,000.00	--	--	1,000.00	--	1,000.00
Other	506.70	1,500.00	135.82	355.92	1,144.08	--	1,144.08
Travel	506.90	500.00	--	--	500.00	--	500.00
Other Expenses		\$74,000.00	\$4,727.01	\$18,494.56	\$55,505.44	\$1,367.72	\$54,137.72
TOTAL OPERATIONAL EXPENSES		\$74,000.00	\$4,727.01	\$18,494.56	\$55,505.44	\$1,367.72	\$54,137.72
Fixed Charges	508.00						
Employers Share of Retirement Ins.	508.40	\$ 1,363.00	\$ --	\$ 59.46	\$ 1,303.54	\$ --	\$ 1,303.54
Insurance	508.50						
Public Liability Insurance	508.54	1,100.00	--	--	1,100.00	--	1,100.00
Fire Insurance	508.55	3,370.00	--	3,398.00	(28.00)	--	(28.00)
Other Insurance	508.59	1,000.00	10.00	229.00	771.00	--	771.00
Rentals	508.60						
Computer Lease Time		7,350.00	--	--	7,350.00	--	7,350.00
Unit Record Equipment		2,300.00	--	--	2,300.00	--	2,300.00
High School Rental - Elk Grove		75,000.00	5,600.00	33,759.34	41,240.66	--	41,240.66
Palatine Offices		12,200.00	1,018.33	5,091.65	7,108.35	--	7,108.35
Other Equipment Rental		2,500.00	531.30	580.05	1,919.95	--	1,919.95
TOTAL FIXED CHARGES		\$106,183.00	\$7,159.63	\$43,117.50	\$63,065.50	\$ --	\$63,065.50

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 1  
BUILDING FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Capital Outlay:	506.00						
New Buildings & Improvements	562.00	\$ 15,000.00	--	\$15,259.00	\$ (259.00)	--	\$ (259.00)
Refurbish Data Center		110,000.00	--	--	110,000.00	--	110,000.00
Pre-Fab Building		--	--	612.29	(612.29)	--	(612.29)
Temporary Units		47,367.00	922.22	4,332.43	43,034.57	3,695.00	39,339.57
Additional Equipment	563.00	\$172,367.00	922.22	\$ 20,203.72	\$152,163.28	\$3,695.00	\$148,468.28
TOTAL CAPITAL OUTLAY		17,627.00	--	--	17,627.00	--	17,627.00
Provisions for Contingencies	590.00	\$370,177.00	\$12,808.86	\$81,815.78	\$288,361.22	\$5,062.72	\$283,298.50
TOTAL BUILDING FUND EXPENDITURES							

CASH STATEMENT:

Cash Balance, 10/31/67	\$23,396.17
Add: Cash Receipts	
Taxes	\$11,876.78
Interest	246.57
Net Investments	726.76
Other	10.00
	<u>12,860.11</u>
	\$36,256.28
Less: Cash Disbursements	
Accounts Payable	19,239.62
CASH BALANCE, 11-30-67	<u>\$17,016.66</u>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
SITE & CONSTRUCTION FUND  
STATEMENT OF POSITION, NOVEMBER 30, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>11/30/67 BALANCES</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
1st National Bank of Chicago	101.31	\$ 25,380.08	--	\$ 25,380.08
Deposits	101.80	500.00	--	500.00
Investments	102.10	\$2,638,654.47	--	2,638,654.47
TOTAL ASSETS		\$2,664,534.55	--	\$2,664,534.55
 <u>LIABILITIES</u>				
Interfund Payables - Bond & Interest Fund	203.30	\$ 53,094.42	\$ --	\$ 53,094.42
Accounts Payable	205.00	64,447.07	--	64,447.07
Reserve for Encumbrances	210.90	--	50,839.54	50,839.54
TOTAL LIABILITIES		\$ 117,541.49	\$50,839.54	\$ 168,381.03
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$2,546,993.06	\$(50,839.54)	\$2,496,153.52
TOTAL LIABILITIES & FUND BALANCE		\$2,664,534.55	--	\$2,664,534.55

SUMMARY OF FUND BALANCE

Balance, June 30, 1967	\$5,193,701.31	\$ --	\$5,193,701.31
Add: Revenues to Date	182,773.05	--	182,773.05
	\$5,376,474.36	\$ --	\$5,376,474.36
Deduct: Expenditures to Date	2,829,481.30	50,839.54	2,880,320.84
Balance, 11/30/67	\$2,546,993.06	\$(50,839.54)	\$2,496,153.52

WILLIAM RAINEY HART COLLEGE  
DISTRICT NO. 12  
SITE & CONSTRUCTION FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00						
Governmental Divisions	402.00	\$ 749,024.00	\$ --	--	\$ 749,024.00	--	\$ 749,024.00
Federal Subsidies	402.80	61,000.00	--	61,091.00	(91.00)	--	(91.00)
Other Federal Subsidies	402.89						
Vocational Education Act							
Title VI							
TOTAL FEDERAL SUBSIDIES		\$ 810,024.00	\$ 17,538.58	117,551.70	\$ 748,933.00	--	\$ 748,933.00
Interest on Investments	404.00	25,000.00	--	4,000.00	(92,551.70)	--	(92,551.70)
Sale of Buildings & Grounds	405.20	--	--	130.35	(4,000.00)	--	(4,000.00)
Other Revenue	409.00	--	--	130.35	(130.35)	--	(130.35)
Balance on Hand, 10/31/67	409.10	\$5,193,701.31	--	\$	\$5,193,701.31	--	\$5,193,701.31
Credit from I. B. A. for Architectural Fees, Legal Fees, etc.							
TOTAL REVENUE		777,000.00	\$17,538.58	\$ 182,773.05	\$6,622,952.26	--	\$6,622,952.26
EXPENDITURES							
Fixed Charges	500.00	\$ 1,000.00	\$ --	--	\$ 1,000.00	--	\$ 1,000.00
Insurance	508.00						
Capital Outlay	508.50						
New Buildings & Improvements	560.00						
Additional Equipment	562.00	\$3,981,928.00	\$ 582.50	\$2,624,655.70	\$1,357,272.30	103.60	\$1,357,168.70
Instructional Equipment	563.00						
Office Furniture & Equipment		\$ 35,497.00	\$ 1,331.57	\$ 24,995.21	\$ 10,501.79	503.80	\$ 9,997.99
Office Machines - Classroom		5,625.00	--	--	5,625.00	--	5,625.00
Musical Instruments		10,000.00	425.26	2,882.66	7,117.34	4,022.00	3,095.34
Musical Instruments - Title VI		4,000.00	--	--	4,000.00	--	4,000.00
Science Equipment		34,800.00	2,832.99	17,585.27	17,214.73	4,781.22	12,433.51
Science Equipment - Title VI		63,258.65	--	--	63,258.65	--	63,258.65
Audio Visual Equipment		7,755.00	--	--	7,755.00	--	7,755.00
Audio Visual Equipment - Title VI		51,393.60	--	--	51,393.60	--	51,393.60
Data Process. -Instruct. Furniture		4,510.00	4,609.84	4,687.66	(177.66)	--	(177.66)
Data Process. -Disk Packs		3,150.00	--	--	3,150.00	--	3,150.00
Data Process. -Office Furniture		1,535.00	(373.27)	1,063.10	471.90	89.40	382.50
Nurses Office Equipment		1,850.00	--	244.09	1,605.91	78.60	1,527.31
Student Personnel Equip. & Furniture		17,425.00	3,069.19	11,665.07	5,759.93	209.00	5,550.93
Bookstore Equip. & Furniture		12,000.00	1,134.04	7,308.22	4,691.78	--	4,691.78
Institutional Dev. Equipment		1,000.00	--	--	1,000.00	--	1,000.00
Business Office Equipment		4,115.00	523.24	2,881.86	1,233.14	560.70	672.44

WILLIAM RAINEY HARP COLLEGE  
DISTRICT NO. 5-2

SITE & CONSTRUCTION FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Additional Equipment, cont'd.	563.00						
Drinking Fountains		\$ 800.00	\$ --	\$ --	\$ 800.00	\$ --	\$ 800.00
Library Equipment		26,557.00	5,493.69	16,533.91	10,023.09	4,334.35	5,688.74
Art Department Equipment		--	106.00	1,306.85	(1,306.85)	456.20	(1,763.05)
Art Department Equipment, Title VI		2,776.00	--	--	2,776.00	--	2,776.00
Other Equipment, Title VI		571.75	--	--	571.75	--	571.75
Communications Equipment		--	--	393.00	(393.00)	--	(393.00)
Social Science Equipment		--	--	209.70	(209.70)	--	(209.70)
Administrative Office Equipment		--	--	120.45	(120.45)	--	(120.45)
TOTAL INSTRUMENTAL EQUIPMENT		\$288,619.00	\$19,152.55	\$91,877.05	\$196,741.95	\$ 15,124.67	\$ 181,617.28
Vocational Technical Equipment							
Architecture		\$ 65,500.00	--	--	\$ 65,500.00	--	\$ 65,500.00
Law Enforcement		5,500.00	--	--	5,500.00	--	5,500.00
Closed Circuit TV		13,153.00	--	--	13,153.00	--	13,153.00
Dental Program Equipment		2,000.00	--	--	2,000.00	--	2,000.00
Business		19,500.00	--	--	19,500.00	--	19,500.00
Data Processing		80,656.00	(2,610.73)	2,244.76	78,411.24	--	78,411.24
Nursing		2,050.00	375.50	461.12	1,588.88	--	1,588.88
Mechanical Design		254,747.00	425.50	807.64	253,939.36	55.13	253,884.23
Numerical Control		121,455.00	--	--	121,455.00	--	121,455.00
Electronics		184,463.00	46,521.75	109,435.03	75,027.97	35,556.14	39,471.83
TOTAL VOCATIONAL TECHNICAL EQUIP.		\$749,024.00	\$44,712.02	\$112,948.55	\$636,075.45	\$ 35,611.27	\$ 600,464.18
TOTAL EXPENDITURES		\$5,020,571.00	\$64,447.07	\$2,829,481.30	\$2,191,089.70	50,839.54	2,140,250.16
Balance, June 30, 1968		1,785,154.31	--	--	1,785,154.31	--	1,785,154.31
		\$6,805,725.31	\$64,447.07	\$2,829,481.30	\$3,976,244.01	\$ 50,839.54	\$3,925,404.47
CASH STATEMENT:							
Cash Balance, 10/31/67		\$16,269.66					
Add: Cash Receipts							
Interest		\$17,538.58					
Net Investments		48,637.59					
		\$82,445.83					
Less: Cash Disbursements							
Accounts Payable		57,065.75					
Cash Balance, 11/30/67		\$25,380.08					

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WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
BOND & INTEREST FUND  
STATEMENT OF POSITION, NOVEMBER 30, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>11/30/67 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
First National Bank of Chicago	101.31	\$110,634.45	\$ --	\$110,634.45
Investments:				
Interfund Receivables - Site & Construction Fund	102.10 103.60	53,094.42	--	53,094.42
Accounts Receivable - Current Taxes	105.10	16,712.11	--	16,712.11
TOTAL ASSETS		<u>\$180,440.98</u>	<u>\$ --</u>	<u>\$180,440.98</u>
 <u>LIABILITIES</u>				
Reserve for Encumbrances	210.90	\$ --	\$150,875.63	\$150,875.63
TOTAL LIABILITIES		<u>\$ --</u>	<u>\$150,875.63</u>	<u>\$150,875.63</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$180,440.98	\$(150,875.63)	\$ 29,565.35
TOTAL LIABILITIES & FUND BALANCE		<u>\$180,440.98</u>	<u>\$ --</u>	<u>\$180,440.98</u>
 <u>Summary of Fund Balance</u>				
Balance, June 30, 1967		\$ 53,094.42	\$ --	\$ 53,094.42
Add: Revenues to Date		466,769.74	--	466,769.74
		<u>\$519,864.16</u>	<u>\$ --</u>	<u>\$519,864.16</u>
Deduct: Expenditures to Date		\$339,423.18	\$150,875.63	\$490,298.81
Balance, November 30, 1967		<u>\$180,440.98</u>	<u>\$(150,875.63)</u>	<u>\$ 29,565.35</u>

WILLIAM RAINEY HARPLING COLLEGE  
 DISTRICT NO. 512  
 BOND AND INTEREST FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF NOVEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00						
Current Taxes	401.10	\$ 462,981.00	--	\$ 462,981.00	\$ --	\$ --	\$ --
Interest on Investments	404.00	--	3,788.74	3,788.74	( 3,788.74)	--	(3,788.74)
1966-67 Fund Balance	300.00	53,094.42	--	--	53,094.42	--	53,094.42
TOTAL REVENUE		\$ 516,075.42	\$ 3,788.74	\$ 466,769.74	\$ 53,094.42	\$ --	\$ 49,305.68
EXPENDITURES	500.00						
Fixed Charges	508.00						
Interest on Bonds	508.83	\$ 489,930.05	339,238.80	\$ 339,238.80	\$ 150,691.25	\$ 150,691.25	--
Service Charge on Bonds	508.84	--	184.38	184.38	(184.38)	184.38	(368.76)
TOTAL EXPENDITURES		\$ 489,930.05	\$ 339,423.18	\$ 339,423.18	\$ 150,506.87	\$ 150,875.63	(368.76)
FUND BALANCE - 6/30/67	300.00	\$ 26,145.37	--	\$ --	\$ 26,145.37	--	\$ 26,145.37
TOTAL EXPENDITURES & FUND BALANCE		\$ 516,075.42	\$ 339,423.18	\$ 339,423.18	\$ 176,652.24	\$ 150,875.63	\$ 25,776.61

CASH STATEMENT:

Cash Balance, 10/31/67	\$ 9,624.61
Add: Cash Receipts	
Taxes	19,388.89
Interest	3,788.74
Net Investments	417,075.39
Other	180.00
	440,433.02
	\$ 450,057.63
Less: Cash Disbursements	
Bond Interest	\$ 339,238.80
Bond Service Charge	184.38
	339,423.18
Cash Balance, 11/30/67	\$ 110,634.45

POLICY ON HIRING

I. ACADEMIC FACULTY

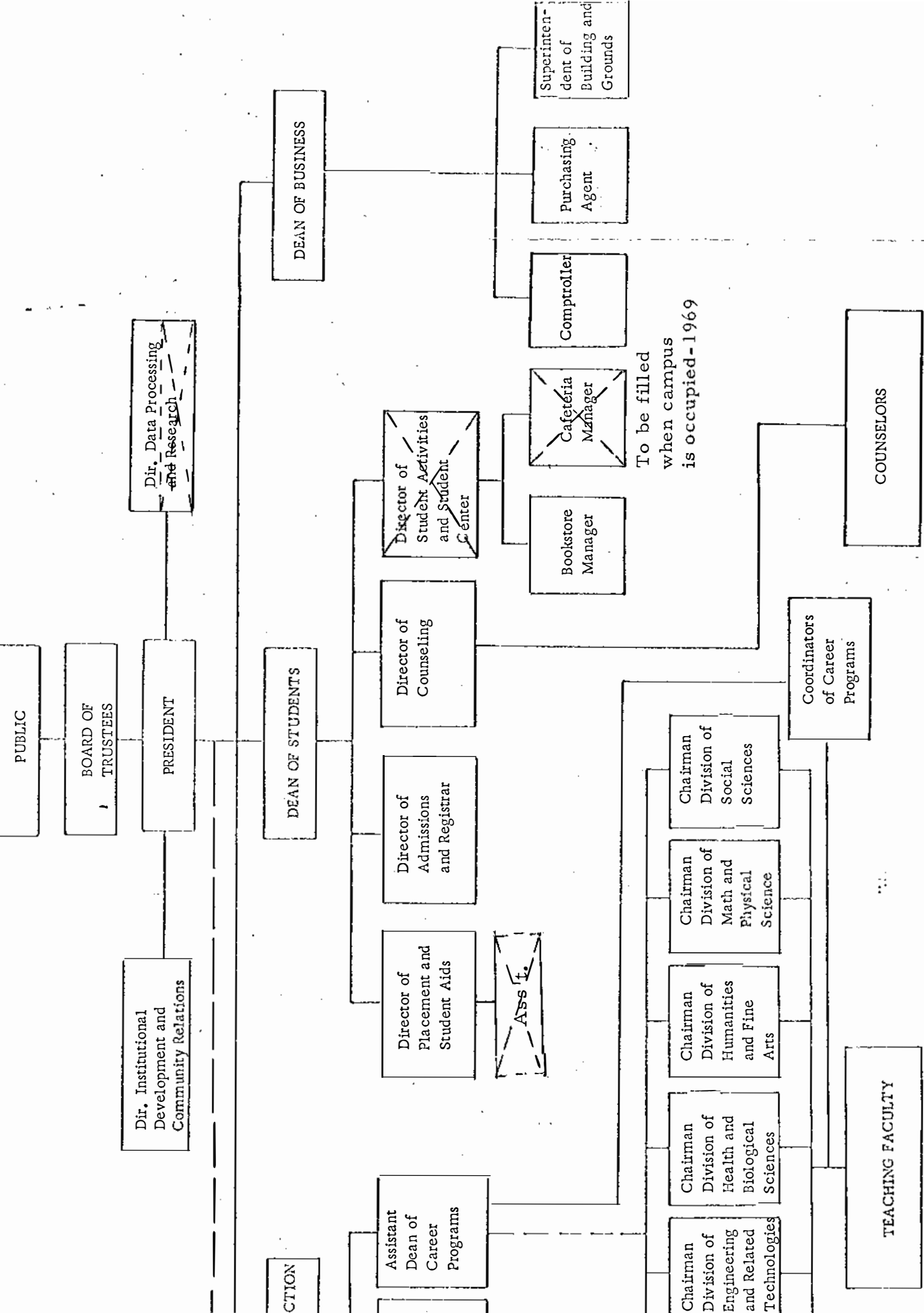
The Board of Trustees must approve the opening of all full-time academic faculty positions, will receive and act on academic faculty appointments upon recommendation of the President of the college.

II. CLASSIFIED

The Board of Trustees will review all requests for classified personnel at the time the budget is presented for approval. Those positions approved in the budget may be filled at the discretion of the Dean of Business in consultation with the President.

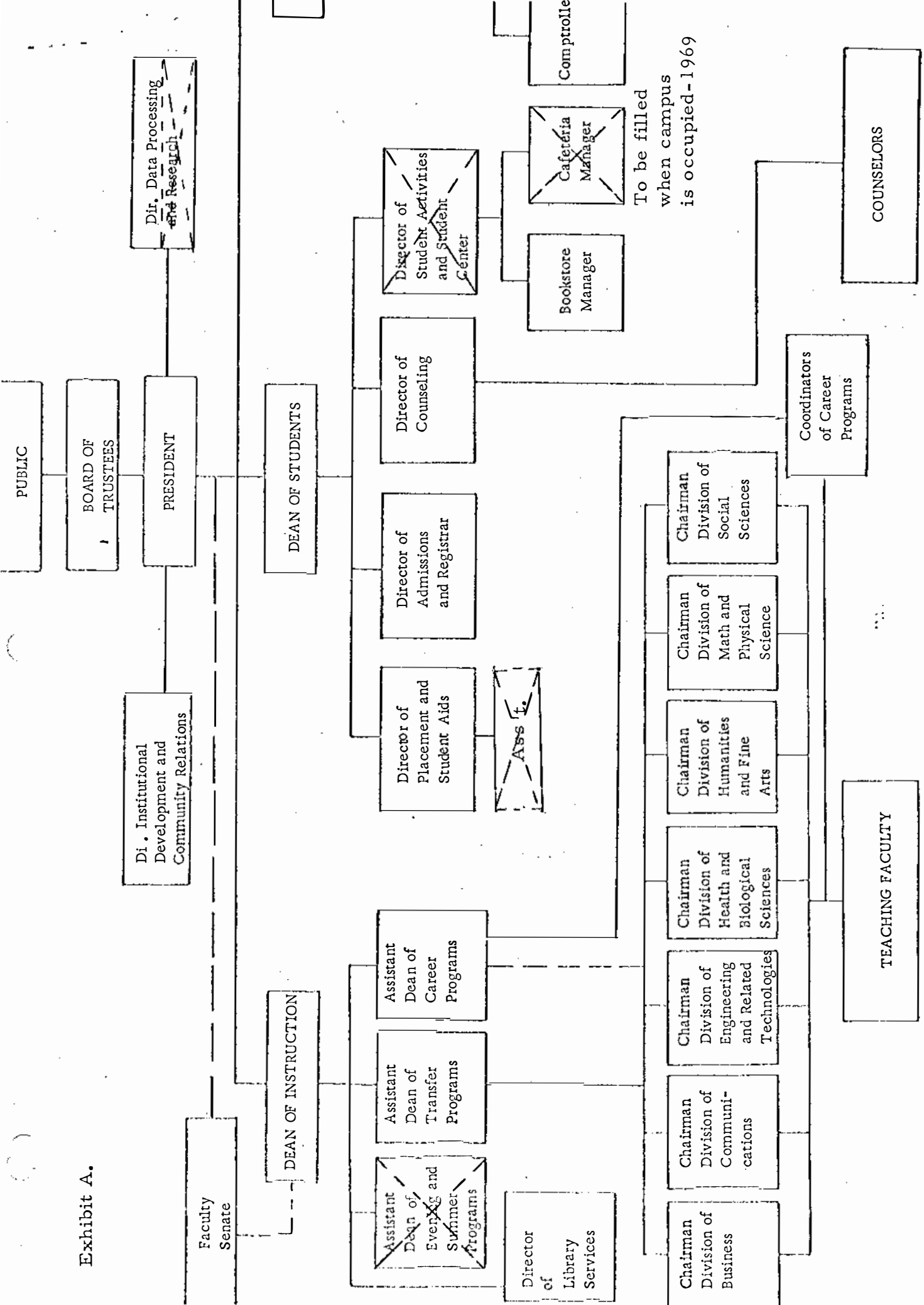
III. ACADEMIC FACULTY (PART-TIME, NON-CONTRACTUAL)

Part-time academic faculty may be employed as needed, subject to budget limitations.



To be filled when campus is occupied - 1969

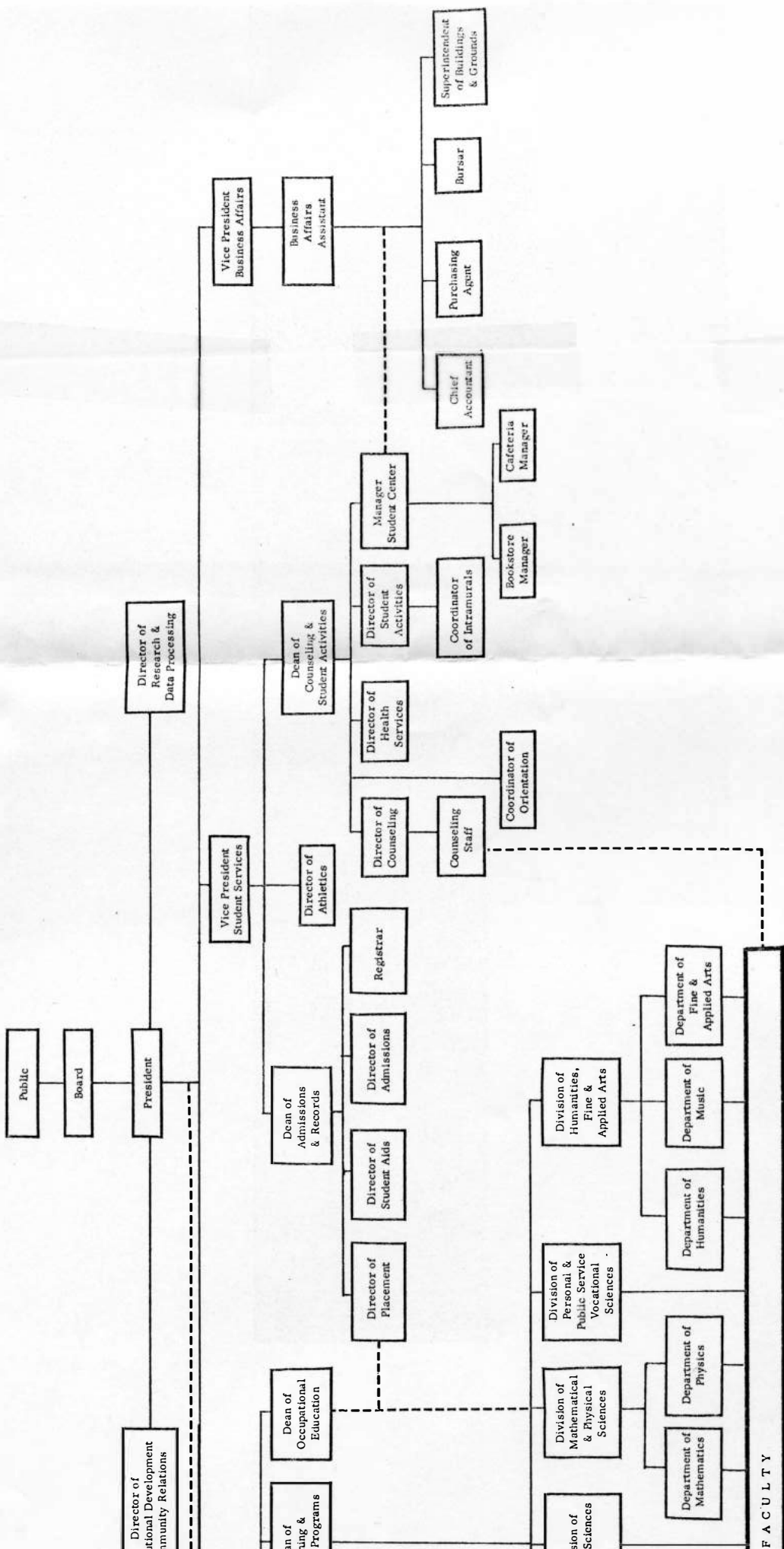
Exhibit A.



- Positions open - to be filled July 1, 1968.

1967-68 OPERATION - Up to 3000 Students





LEGEND:  
 — Direct Line Responsibility  
 - - - Advisory  
 ···· Instructional Activities  
 Student Services  
 Business Affairs

FIGURE 4 HARPER COLLEGE: SUGGESTED ORGANIZATION FOR ULTIMATE DEVELOPMENT

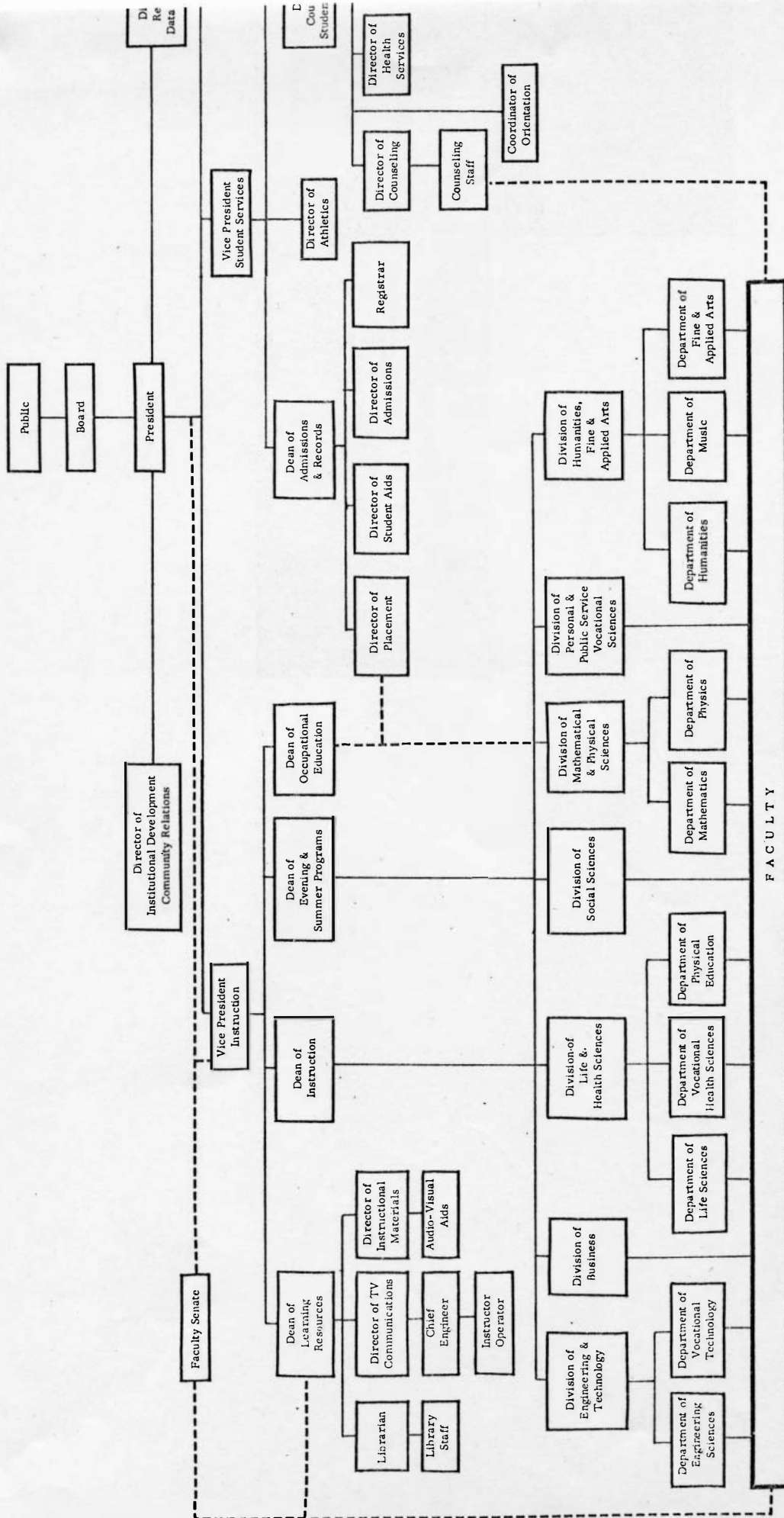


FIGURE 4 HARPER COLLEGE: SUGGESTED ORGANIZATION FOR ULTIMATE DEVELOPMENT

BOARD OF TRUSTEES MEETING

December 28, 1967

FOR BOARD ACTION:

1. Approval of the Advisory Committees and the Advisory Committee members formed in the Career Programs areas. Refer to the attached roster of names and activities of the Advisory Committees.
2. Consideration of a group dinner meeting of the Advisory Committees hosted by the College. The purpose will be to express the thanks of the College to the Committees for their help during the preceding year. A certificate might be given by the College to each committee member as a token of appreciation. Cost: about \$9.00/person.

HCC:js

# *William Rainey Harper College*

Roster of Advisory Committees  
for Career Programs  
and  
Summary of Committee Activities

Dr. Robert E. Lahti, President

Architectural Technology  
Business  
Chemical Technology  
Child Care  
Data Processing  
Data Processing - Clerical  
Dental Hygiene  
Electronics  
Fashion Design  
Interior Design  
Journalism  
Law Enforcement  
Mechanical Design  
Numerical Control  
Nursing

Compiled by Harold Cunningham  
Assistant Dean of Career Programs  
December 1967

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Architecture

Curriculum Coordinator Donald W. Collins

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
George Bludzius	Vice President	Corbetta Const. Co. 875 East Rand Road Des Plaines, Ill. 60016	827-1159	98 Bertha Lane Barrington, Ill. 60010	381-4428
George Danforth	Director of Architecture & City Planning	Illinois Institute of Technology 3300 South Federal Chicago 16, Illinois	CA5-9600	211 St. Paul Chicago, Illinois	WH4-2090
Marvin Fitch	Partner - Architect	Fridstein & Fitch Architects & Engineers 351 East Ohio Street Chicago, Illinois	527-2474	361 Osage St. Park Forest, Illinois	PI8-1093
Robert Fridstein	Partner - Architect	Fridstein & Fitch Architects & Engineers 351 East Ohio Street Chicago, Illinois	527-2474	1103 Linda Lane Glenco, Illinois	VE5-2618
Wayne Fritch	Associate - Architect	Berger Kelley Unteed & Associates 1612 West Northwest H. Arlington Heights, Ill.	259-3440	804 Noel Drive Mundelein, Illinois	566-5882

## WILLIAM RAINEY HARPER COLLEGE

## Advisory Committee Architecture

## Curriculum Coordinator Donald W. Collines

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Donald D. Hanson	Chairman of Architectural Dept. Architect	University of Illinois Chicago Branch Chicago, Illinois	663-3335	1018 11th Avenue Wilmette, Illinois	251-4183
Tom Moody	Partner - Engineer	Murry and Moody Consulting Engineers 1300 W. Northwest H. Arlington Heights, Ill.	392-5960	549 South Elm Palatine, Ill.	FL8-2911
Walter Netsch	Partner in Charge of Design - Architect	Skidmore Owings & Merrill 30 West Monroe Street Chicago, Illinois 60603	FI6-6161	20 East Cedar Chicago, Ill.	WH4-7924
Lawrence B. Perkins	Partner - Architect	Perkins & Will Architects 301 W. Jackson Blvd. Chicago, Ill. 60606	HA7-9300	2319 Lincoln Street Evanston, Ill. 60201	UN4-4784

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Architecture

Curriculum Coordinator Donald W. Collins

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No
Walter S. Ricks	Executive Director	American Society of Concrete Constructors 2510 Dempster Street Des Plaines, Ill. 60016	296-7370	106 Tower Lane Elk Grove Village, Ill.	439-6223
Louis Rocah Advisory Committee Chairman	Architect (chairman of committee)	Louis Rocah & Associates A.I.A. 221 North LaSalle Chicago, Illinois 60601	AN3-6645	3158 N. Pine Grove Chicago, Ill.	-----

WILLIAM RAINEY HARPER COLLEGE

Summary of Events

NAME OF ADVISORY COMMITTEE: Architectural Technology

DATE OF FIRST ADVISORY COMMITTEE MEETING: November 16, 1967

SUMMARY:

1. Objectives of the curriculum were discussed.
2. A curriculum model was established to meet these objectives.
3. Courses are now being submitted to fit this model.
4. Discussion of equipment to meeting curriculum objectives.

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WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Division of Business

Curriculum Coordinator Mr. J. Birkholz

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Robert Beals	Personnel Director	Northwest Community Hosp. 800 W. Central-Arl. Hts	259-1000		
James Caro	Personnel	Varo Optical, Inc. 215 E. Prospect Ave. Mt. Prospect, Ill.	259-8100		
A. H. Fairchild	Personnel	Chemplex Company 300 S. Hicks Rd. Palatine, Ill.	358-9400		
Kenneth Greig (Chairman)	Personnel Rep.	United Air Lines O'Hare Int. Airlines Des Plaines, Ill.	686-3407		
Kemp Huxtable	Personnel Mgr.	Frederick Post Co. 700 N.W. Hwy. Des Plaines, Ill.	299-1111		
Leroy Krizke	Personnel Mgr.	DeSoto Chemical Coatings 1700 S. Mt. Prospect rd Des Plaines, Ill.	296-6611		
Don Lewan	Dir. of Personnel	Universal Oil Products 30 Algonquin Rd. Des Plaines, Ill.	824-1155		

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Division of Business

Curriculum Coordinator

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Charles T. Peterson	Personnel Dir.	DoAll Company 254 N. Laurel Ave. Des Plaines, Ill.	824-1122		
Frank Reid	Personnel	Nuclear Chicago Corp. 333 E. Howard St. Des Plaines, Ill.	827-4456		
Leonard Reimer	Personnel	Ecko Packaging 777 Wheeling Rd. Wheeling, Illinois	537-1100		
Art Swanson	Personnel	Union Camp Bag Corp. Oakton St. Des Plaines, Ill.	299-8811		
Miss Karen Tabar	Personnel	Carson Pirie Scott Co. Randhurst Center Mt. Prospect, Illinois	392-2000		
Mrs. Pat Burman	Personnel	Wieboldt Stores, Inc. Randhurst Center Mt. Prospect, Illinois	392-1500		

DIVISION OF BUSINESS & SOCIAL SCIENCE  
WILLIAM RAINEY HARPER COLLEGE

SUMMARY OF EVENTS:

The committee held an organizational meeting on June 10, 1967. At the second meeting in July the committee divided into subject areas: accounting, secretarial, and marketing to discuss the individual curriculums.

In the September meeting the committee recommended several changes in the curriculums--see attached letter. The programs were then submitted to Springfield. The programs have been reviewed by the State Board of Vocational Education and are currently filed for final approval. The committee is currently being re-organized to provide individual committees for each program.

NAME OF ADVISORY COMMITTEE:

Advisory Committee in Business.

Currently the committee is being re-organized into an Advisory Committee in Mid-Management, Advisory Committee in Secretarial Science, and an Advisory Committee for Accounting-Aide.

DATE OF FIRST ADVISORY COMMITTEE MEETING:

June 10, 1967.

EVENTS:

June 10 Meeting	Background of college and formation of committees.
July 11 Meeting	Discussion of programs and introduction of chairman of the committee.
Sept. 26 Meeting	Discussion of curriculums and recommendations of committee regarding committee.
October	Programs submitted to Springfield for review.
December	Programs submitted to Springfield for approval. (Currently the programs are being reviewed by the State Board of Vocational Education.

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Chemical Technology

Curriculum Coordinator Mr. D. H. Belden

Director of Research, Universal Oil Products  
Phone No. Home Address Phone No.

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
	The Committee	membership	will be	submitted	at another time.

WILLIAM RAINEY HARPER COLLEGE

Summary of Events

NAME OF ADVISORY COMMITTEE: Chemical Technology

DATE OF FIRST ADVISORY COMMITTEE MEETING: September 21, 1967

1. Purpose of the Advisory Committee.
2. Committee divided into subcommittees: Curriculum Development; High School Survey; personnel issues; and Industrial Participation.
3. Curriculum Committee drew up a sample Chemical Technology Curriculum for presentation to the committee.
4. Studying feasibility of using Crystal Lake I.I.T. Facility.

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WILLIAM RAINY HARPER COLLEGE

Advisory Committee Child Care

Curriculum Coordinator Dr. Vandever

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Mr. Donald Becker	Superintendent	Little City Palatine, Ill.	FL8-5510	Box 900 Palatine, Ill.	358-4150
Mr. Alton M. Broton	Chairman, Chicago Region	Child Care Association of Illinois Mary Bartelme Home for Girls 542 S. Dearborn Street Chicago, Illinois	427-7983	601 Walnut Lane Elk Grove Village, Ill	437-0728
Mr. Charles Causer	Executive Director	Park Ridge School for Girls 733 N. Prospect Ave. Park Ridge, Ill.	823-5161	733 N. Prospect Park Ridge, Ill.	823-5161
Rev. David Crail	Director	Elk Grove pre-school 545 Landmeier Road Elk Grove Village, Ill.	HE7-0974	546 Landmeier EGV	HE7-0974
Rev. Quentin Goodrich	Director of Children's Services	Lutheran Welfare Services of Illinois 4840 West Byron Chicago, Ill.	282-7800	845 Victoria Lane Elk Grove Village, Ill	437-0680
Dr. Robert Grant	Director of Special Education	Read Zone Center 4200 N. Oak Park Ave. Chicago, Ill.	794-3600	1208 Palcott Park Ridge, Ill.	825-8477

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Child Care

Curriculum Coordinator Dr. Vandever

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Rev. Msgr. Geo. C. Halpin	Superintendent	Maryville Academy 1150 N. River Road Des Plaines, Ill.	824-6126	Grouse Lane And Meadow Drive Rolling Meadows	CL5-9222
Mr. Edward Rowley	Executive Director	Allendale School for Boys Lake Villa, Ill.	356-2351	220 Cedar Lake Rd. Lake Villa	356-2838
Mr. Robert Schlesselman	Residence Director	Lutherbrook Center for Children Lutheran Child Welfare Association Addison, Illinois	KI3-6900	343 W. Lake St. Addison, Ill.	543-6932
Fr. Fred Vaisvil	Director of Placement and Student Aids	Harper College 510 W. Elk Grove Blvd Elk Grove Village, Ill.	437-7000	R.R. #1, Box 200A Prairie View, Ill.	359-3851
Dr. Frank Vandever	Associate Professor	Harper College 510 W. Elk Grove Blvd. Elk Grove Village, Ill.	437-7000	323 N. Northwest Hwy. Palatine, Ill.	359-3851
Mr. Edward T. Weaver	Regional Director of Child Welfare	Illinois Department of Children and Family Services 1026 S. Damen Avenue Chicago, Illinois	341-8400	6123 Lane Place Downers Grove, Ill. 60155	969-2980

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Child Care

Curriculum Coordinator Dr. Vandever

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phon
Mr. Byrn Witt	Director	Clearbrook School for Retarded Children 3201 Campbell Avenue Rolling Meadows, Ill.	255-0120	747 S. Arlington Hts. Rd. Arlington Hts., Ill.	255-8



WILLIAM RAINEY HARPER COLLEGE

Summary of Events:

Name of Advisory Committee: Child Care

Date of First Advisory Committee Meeting: December 8, 1967

The purpose of the initial (and only - to date) meeting was to organize the committee and determine objectives and sub-objectives of the Child Care program.

Summation:

1. A need was determined for a Child Care Program.
2. It was suggested that a two year Associate Degree program was indicated to be of a general nature the first year and to consist of multiple tracks in the various child care disciplines the second year.
3. The committee felt that a Director should be appointed as soon as acceptable candidates could be screened.
4. It is proposed to start the program in September, 1968.

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Data Processing

Curriculum Coordinator Roy Sedrel

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
	The committee will be submitted at a further time				

## Data Processing Education Advisory Committee

Summary of Events: Assisted in the planning and development of Career education programs in Data Processing, selection of textbooks, review of instructor applications and qualifications, assisted in locating part-time instructors, currently working on development of a cooperative work-study program and a field-study program.

Name of Advisory Committee: Data Processing Vocational Education Advisory Committee.

Date of First Meeting: November 4, 1966.

### Description of Events:

1. Committee worked closely with college staff in developing curriculum content and course descriptions for two-year Associate Degree program and one-year D.P. Clerical program.
2. Committee reviewed and recommended textbooks for first semester courses.
3. Committee reviewed instructor applications and made recommendations for college staff.
4. Committee members suggested names of individuals in the field who might be interested in part-time teaching positions.
5. Committee reviewed course outlines, student body characteristics, and part-time faculty characteristics.
6. Committee presently involved in assisting with the establishment of cooperative work-study and field-study programs wherein the student will receive practical work experience in a local firm.

WILLIAM RAINNEY HARPER COLLEGE

Advisory Committee Dental Hygiene

Curriculum Coordinator Dr. Vandever

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Dr. Rolley C. Bateman	Dentist	124 E. Palatine Rd. Palatine	FL8-4090	Palatine, Ill.	FL8-1276
Dr. Edwin M. Bertoglio	Dentist	1060 W. Northwest Highway Mount Prospect	CL3-3203	Mt. Prospect, Ill.	CL3-3354
Dr. Arthur B. Buckley	Dentist	315 East Dundee Wheeling, Ill.	537-0665	Wheeling, Ill.	none
Mrs. Judy Dahlstrom	Dental Hygienist	1802 N. Kennicott Ct. Arlington Heights	255-8688	Arlington Heights	255-8688
Dr. Donald A. Froehlke	Dentist	15 Park and Shop Elk Grove Village	HE7-1335	Elk Grove Village, Ill	HE7-1346
Dr. William W. Meek	Dentist	135 W. Johnson Palatine, Ill.	FL9-0170	Palatine, Illinois	FL8-0827
Dr. Frank A. Schroeder	Dentist	201 N. Arlington Hts. Rd	CL3-8501	Arlington Hts., Ill.	CL3-8607
Dr. Marvin B. Schumer	Dentist	756 S. Arlington Hts. Rd	HE9-1371	Elk Grove Village, Ill	HE9-2082
Dr. Rudy A. Seidel	Dentist	107 W. Prospect Ave. Mount Prospect	CL3-4036	Mount Prospect, Ill.	437-9225

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Dental Hygiene  
 Curriculum Coordinator Dr. Vandever

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Dr. Charles H. Shaner Chairman	Dentist	401 W. Prospect Mount Prospect	CL3-7000	Barrington, Ill.	none
Mrs. R. H. Sullens	Dental Hygienist	206 Can-Dota Mount Prospect, Ill.	CL3-9315	Mount Prospect, Ill.	- - -
Dr. E. A. Troutt	Dentist	Jewel Center Barrington, Ill.	DUI-2000	Barrington, Ill.	DUI-2088
Dr. Frank A. Vandever	Director - Dental Hygiene	Harper College 510 W. Elk Grove Blvd. Elk Grove, Ill.	437-7000	323 N. Northwest Hwy. Palatine, Ill.	359-3851
Dr. Gordon C. Ward	Dentist	502 S. Arlington Hts. Rd. Arlington Heights, Ill.	253-5100	Arlington Heights, Ill.	CL3-4140

WILLIAM RAINEY HARPER COLLEGE

Summary of Events:

Name of Advisory Committee: Dental Hygiene

Date of First Advisory Committee Meeting: October 9, 1967

1. Status Report of the Program was delivered
2. Role of the Advisory Committee was defined
3. The curriculum was reviewed as pertains to course content and sequence
4. Admission requirements were established
5. Student recruitment procedures were outlined
6. Committees were developed on:
  - A. Equipment requirements
  - B. Facilities
  - C. Public information
  - D. Grants, scholarships, endowments

Date of Second Advisory Committee Meeting: November 6, 1967

1. Status Report delivered and discussed concerning student recruitment, faculty needs, and program brochure, poster, catalog
2. Course descriptions were discussed
3. Curriculum was reviewed and approved
4. Admission requirements were approved along with Code of Conduct for students
5. Student costs were reviewed along with a cost comparison study of other community colleges
6. Utilization of consultants in allied fields of manufacturing, distribution, education, and publishing was discussed

Joint Meeting of Subcommittees on:

Equipment Requirements

Facilities

December 11, 1967

1. Mr. Collins attended this meeting and the facilities for the dental hygiene program were reviewed and discussed and minor changes in the plans were recommended.
2. Equipment needs for the dental hygiene facility was discussed and various manufacturers will present their suggestions at the next joint subcommittee meeting on January 8, 1968.

WILLIAM RAINNEY HARPER COLLEGE

Advisory Committee Electronics  
 Curriculum Coordinator Roger A. Mussell

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Don Freeman	Assistant Chief Engineer	TRW Electronic Components Division 666 Garland Place Des Plaines, Ill. 60015	299-6629		
Jack Rhind	Personnel Manager	Methode Manufacturing Corporation 1700 Hicks Road Rolling Meadows, Ill.	392-3500		
Robert Fanelia	Audio Engineering Manager	Ampex 2200 Landmier Road Elk Grove Village Illinois 60016	437-5900		
Robert R. Moats	Head, Research Department	Warnecke Electron Tubes, Inc. 175 West Oakton St. Des Plaines, Ill. 60010	299-4436		
Cliff Turek	Senior Engineer	Chicago Aerial Industries Inc. 550 West Northwest Hwy. Barrington, Ill 60010	381-2400		

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Electronics

Curriculum Coordinator Roger A. Mussell

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
R. W. Glenn	College Relations Chairman, Committee	Western Electric Co. 20 North Wacker Dr. Chicago, Illinois	222-5943		
Burnham Casterline	Senior Engineer	Motorola 4545 Augusta Blvd. Chicago, Illinois	SP2-6500		
Stanley Hanson	Engineer	Hallcrafters 5959 South Harlem Chicago, Ill. 60638	581-5959		
Norm Hungarford	Head, Electronics and Radio Dept. (retired)	United Airlines O'Hare Airport			
Professor D. S. Babb	Consultant for Electronic Advisory Committee	University of Illinois 355 Electrical En- gineering Bldg. Urbana, Illinois	333-4340		
Professor Dobrovoly	Head, Dept. General Engineering Consultant for Electronic Advisory Committee	University of Illinois 114 Transportation Bldg. Urbana, Illinois	333-2730		



WILLIAM RAINEY HARPER COLLEGE

Summary of Events

NAME OF ADVISORY COMMITTEE: Electronics Technology  
Advisory Committee

DATE OF FIRST ADVISORY COMMITTEE MEETING: July 11, 1967

1. Instructor on the job, June 19, 1967.
2. Three weeks of coordination calls to establish  
Advisory Committee.
3. Establish committee guide lines, tentative equip-  
ment, preliminary curriculum planning.
4. Curriculum and equipment sent to State Board for  
approval.
5. Equipment list approved by Board of Trustees for  
purchase.
6. State approves the Electronics Technology curriculum  
and equipment.
7. Present Advisory Committee objectives over next  
three to six months:
  - A. Student Recruitment
  - B. Second year curriculum study
  - C. Equipment for second year
  - D. New program in Electronics
8. Advisory Committee recommendations:
  - A. New radio-television program for Fall  
of 1968 (one year curriculum)
  - B. Equipment: Analog Computer
9. Future Activities:
  - A. Technical facility design
  - B. Staff recruitment

WILLIAM RAINY HARPER COLLEGE

Advisory Committee                      Fashion Design

Curriculum Coordinator Mr. Henry Roepken

Member's Name	Title or Position	Company and Address	Phone No.
	THIS	COMMITTEE WILL BE FORMED IN FEBRUARY 1968	

WILLIAM RAINNEY HARPER COLLEGE

Advisory Committee \_\_\_\_\_ Interior Design  
Curriculum Coordinator \_\_\_\_\_ Mr. Henry Roeppen

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
		THIS COMMITTEE WILL BE FORMED IN FEBRUARY 1968			

WILLIAM RAINY HARPER COLLEGE

Advisory Committee Journalism

Curriculum Coordinator Mr. Henry Roepken

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
		THIS COMMITTEE WILL BE IN FEBRUARY 1968	FORMED		

WILLIAM RAINY HARPER COLLEGE

Advisory Committee Law Enforcement  
 Curriculum Coordinator Richard A. Wild

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Wm. Calderwood	Chief of Police	333 S. State Road Arlington Hts., Ill.	253-3726		
Cy Campbell	Chief of Police	3600 S. Kirchoff Rd. Rolling Meadows, Ill.	255-2415		
Robt. Centner	Chief of Police	110 W. Washington Blvd Palatine, Illinois	358-2131		
Gerald O'Connell	Faculty Member Traffic Institute	Northwestern Univ. 1804 Hinman Ave. Evanston, Ill.	492-7231		
John O'Connell	Chief of Police	161 Illinois Blvd. Hoffman Estates, Ill.	894-3131		
Martin Conroy	Chief of Police	231 Civic Drive Schaumburg, Illinois	894-3141		

WILLIAM RAINY HARPER COLLEGE

Advisory Committee Law Enforcement

Curriculum Coordinator Richard A. Wild

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Marvin Horcher	Chief of Police	312 East Dundee Wheeling, Illinois	537-2323		
Harry P. Jenkins (Chairman)	Chief of Police	666 Landmeier Rd. Elk Grove Village, Ill.	437-2131		
Amasa Kennicott	Chief of Police	Graceland & Miner sts. Des Plaines, Illinois	392-1134		
Joseph Muscarello	Chief of Police	121 W. Station St. Barrington, Illinois	381-2131		
Harold W. Dotts	Consultant	501 W. Miner St. Arlington Hts., Ill.	644-1912		
William P. Gentille	Captain Illinois State Police	477 Des Plaines Ave. Des Plaines, Ill.	827-0101		

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee on Law Enforcement

First Advisory Committee meeting was held on March 14, 1967.

1. First meeting was devoted to discussion of the role of an advisory committee, who should serve on it, and the assignment of sub-committees to work on specific areas of immediate concern such as curriculum, recruiting and instructor personnel.
2. Second meeting dealt with college catalog and brochure content as well as reports from sub-committees and recommended curriculum for the degree program.
3. Third meeting was held to introduce the coordinator and to have a general discussion on where we were and to look at future needs.
4. Fourth meeting dealt with a discussion as to the progress of the present program and to appoint sub-committees to work on specific future needs in equipment, additional training courses, expansion of the program, publicity, etc. Long range planning is in progress.

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Mechanical Design Technology  
 Curriculum Coordinator William R. Punkay

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Al Albrecht	Supervisor, Methods Engineering	Chicago Aerial Industries 550 W. N.W. Highway Barrington, Ill. 60010	381-2400		
Dale Altman	Sales Engineer	Do-All Northern Ill. Co 1586 Des Plaines Ave. Des Plaines, Ill. 60018	824-8191		
Dan Colletti	Chief Engineer	Illinois Tool Works Conex Division 1901 South Mt. Prospect Des Plaines, Ill. 60618	296-2266		
Robert Fuchs	Chairman of Committee Manager, Design Engr.	Shure Brothers, Inc. 222 Hartrey Evanston, Ill. 60204	743-1600		
Edwin Fitzgibbon	Chief, Technical Occupations	State Board of Vocational Education Springfield, Ill. 62706	217:525-6209		
Dan Granzow	Mgr. Development Engineering	Charles Bruning Company 1800 W. Central Road Mt. Prospect, Ill. 60056	255-1900		



WILLIAM RAINY HARPER COLLEGE

Advisory Committee Mechanical Design Page 2

Curriculum Coordinator William R. Punkay

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Roland Holt	Chief Mechanical Engineer	Motorola, Inc. 4501 W. Augusta Blvd. Chicago, Ill. 60651	772-6500 Ext. 469		
Al Petkus	Vice President, Engineering	Procon, Inc. 1111 Mt. Prospect Rd. Des Plaines, Ill. 60016	827-7777		
M. Peterson	Chief Engineer	General Moulded Products 1365 Lee Street Des Plaines, Ill. 60018	824-6135		
Donald Raterman	Director of Engineering	Charles Burning Co. 1800 W. Central Road Mt. Prospect, Ill. 60056	255-1900		
G. K. Roser	Director, Engineering	Weber Marking Systems 711 W. Algonquin Rd. Arlington Hts., Ill. 60005	439-8500		
Peter Titre	Head, Division of Practical Arts	Forest View High School 2121 S. Goebbert Road Arlington Hts., Ill. 60005	437-4600		

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Mechanical Design Page 3

Curriculum Coordinator William R. Punkay

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No
Norm Virta	Chief Engineer	Triangle Packaging Equipment, Indust. Div. 6655 W. Diversey Avenue Chicago, Illinois	889-0200		

WILLIAM RAINEY HARPER COLLEGE

Summary of Events

NAME OF ADVISORY COMMITTEE: Mechanical Design Technology  
Advisory Committee

DATE OF FIRST ADVISORY COMMITTEE MEETING: August 10, 1967

1. The committee was organized at the initial meeting which included an engineering consultant and the State of Illinois Advisor.
2. The Mechanical Design Technology Advisors made recommendations concerning equipment requirements, laboratory space, and approved the curriculum.
3. The committee heard a report on the students and toured the facilities at Elk Grove High School.
4. The Advisors made several suggestions regarding the equipment list and developed a survey to poll industries in the Northwest Chicago area.
5. The committee as a whole approved the equipment layout drawing for the Mechanical Design Technology laboratory.
6. Finally, the advisors offered several suggestions that will help Harper College attract quality students to the technical program.

WILLIAM RAINY HARPER COLLEGE

Advisory Committee Numerical Control

Curriculum Coordinator Harold C. Cunningham

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Don Andrews	District Sales Mgr.	Cincinnati Lathe & Tool Company 75 W. Broadway Des Plaines, Illinois	763-1842		
Gene Armato	N. C. Programmer	N.C. Programming Service Company 1415 W. Maude Arlington Hts., Ill. 60004	392-9720		
Richard A. Bertsch	Manager, Midwest Region	Lodge & Shipley Company 3158 Des Plaines Ave. Des Plaines, Ill. 60018	299-7102		
Paul Biernert	Local Government Representative	10 South Riverside Plaza IBM Corporation Chicago, Illinois	341-2000		
Richard Davis	Chief Mfg. Engineer	Union Tank Car 4809 Todd Avenue East Chicago, Ill.	398-4400		
David J. Grobe	Machine Shop Instructor	Maine West Township High School	CL5-8963		

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee \_\_\_\_\_ Numerical Control \_\_\_\_\_  
 Curriculum Coordinator \_\_\_\_\_ Harold C. Cunningham \_\_\_\_\_

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Bill Lundmark	Owner	W. Q. Lundmark Company 75 W. Broadway Des Plaines, Ill.	763-1842		
John T. McCarthy	Assistant Director Engineering Dpt.	University of Wisconsin 600 W. Kilbourn Ave. Milwaukee, Wisc.			
Art S. Muskat	Chairman of Committee	Triangle Package Machinery 6655 W. Diversey Ave. Chicago, Ill. 60635	889-0200		
Joseph Nikoden	President	Armor Metal Products 1436 E. Davis Arlington Hts., Ill.	CL9-3317		
R. A. Nelson	Sales Engineer	Bendix Industrial Con- trols Div. 5544 St. Charles Road Berkeley, Illinois	547-6565		
K. Roser	Director of Engineer- ing	Weber Marking Systems Inc. 711 W. Algonquin Rd. Arlington Hts., Ill. 60005	439-8500		

WILLIAM RAINY HARPER COLLEGE

Advisory Committee Numerical Control

Curriculum Coordinator Harold C. Cunningham

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Phillip Wessels	Elk Grove High Instructor	Elk Grove High School Elk Grove, Illinois 60007	439-4800		
Jim Young	Manufacturing Engineering	Chicago Aerial 550 West Northwest Highway Barrington, Ill. 60010	381-2400		
Gerald Gladden	Chief, Technical Occupations	Board of Vocational Education & Rehabilitation 405 Centennial Bldg. Springfield, Ill. 62706			

WILLIAM RAINEY HARPER COLLEGE

Summary of Events

NAME OF ADVISORY COMMITTEE: Numerical Control

DATE OF FIRST ADVISORY COMMITTEE MEETING: October 16, 1967

1. Curriculum survey among schools offering Numerical Control training. Discussion of alterations and approval of Harper College's curriculum.
2. Surveyed the Numerical Control needs of the industrial community in cooperation with the Numerical Control Society.
3. Study of equipment needs for the Numerical Control curriculum--visit industrial installations and meet with State officials to justify needs. Harper College will become a prototype curriculum in the State. (The State will use our program as a guide for establishing other Numerical Control programs.)

saa

WILLIAM RAINEY HARPER COLLEGE

Advisory Committee Associate Degree Nursing Program  
 Curriculum Coordinator Joanne L. Heinely

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Brother Ferdinand R. N.	Administrator	St. Alexis Hospital 800 W. Biesterfield Rd. Elk Grove 60007	437-5500		
Miss Henriette Borkowski	Director of Nursing	St. Alexis Hospital 800 W. Biesterfield Rd. Elk Grove 60007	437-5500		
Mrs. Jeannette R. Kramer	Administrator	Plum Grove Nursing Home Palatine 60067 24 S. Plum Grove Rd.	358-0311		
George G. Keverian, M.D.	Chm., Internal Medicine	Northwest Community Hospital 800 W. Central Arlington Heights 60005	CL9-1000		
Lee A. Malmred, M.D.	Radiologist	Northwest Comm. Hosp. 800 W. Central Arlington Heights 60005	CL9-1000		
Miss Elizabeth Wesseling, R.N.	Director of Nursing	Northwest Comm. Hosp. 800 W. Central Arlington Heights 60005	CL9-1000		



WILLIAM RAINY HARPER COLLEGE

Advisory Committee Associate Degree Nursing Program

Curriculum Coordinator Joanne L. Heintz

Member's Name	Title or Position	Company and Address	Phone No.	Home Address	Phone No.
Mrs. Charles L. Toot	Housewife, Physical Therapist, Physical Therapist, AAUW			205 S. Windsor Arlington Heights 60004	392-318
Mrs. Charles A. Aldag	(chairman of committee) Housewife, Educational Area Representative of AAUW			409 S. Yale Arlington Heights 60005	259-3961

# WILLIAM RAINEY HARPER COLLEGE

## Summary of Events

NAME OF ADVISORY COMMITTEE: Nursing  
DATE OF FIRST ADVISORY COMMITTEE MEETING: December 19, 1966

The Advisory Committee was organized one month after the beginning of the planning year for the nursing program. It immediately identified its function as one of examining and reviewing each stage of the program's development including curriculum, admission requirements, student recruitment, faculty selection, and the integration of selected content. The committee met five times throughout the year. Specific areas discussed and acted upon at these meetings included:

1. A study of the philosophy and objectives of this type of program within the community college, establishing the orientation necessary for the development of the curriculum.
2. The development and implementation of activities providing publicity and dispersal of information about the program.
3. The development of a nursing brochure.
4. A review and selection of the nursing student uniforms.
5. A study of effective admission policies.
6. An evaluation of proposed faculty appointments and active assistance in faculty recruitment.
7. A review and advisement concerning the selection of textbooks and resource materials.

The committee became quite involved in the above activities and have been very helpful throughout the past year.

December 28, 1967  
EXHIBIT E

ACTION TAKEN BY THE TEMPORARY FACULTY SENATE  
Dated November 1, 1967

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Resolved that the board of directors of Harper College approve the following Bookstore Discount Policy: 10% discount on all purchases will be given to members of the board of trustees, administration, faculty and full-time classified employees and immediate families. A charge account will be established for those eligible for the discount, payable in thirty days. If the account is not paid in thirty days, there will be a 2% charge added to the balance each month not to exceed the 10% discount on the purchased items.

FOR BOARD ACTION:I. SUBJECT:

Microscopes for the science department

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy specifications have been established and bids solicited for the subject microscopes. Since the cost is greater than \$5,000.00 Board action is required to award the order.

III. INFORMATION:

We originally went out for quotation for Vickers microscopes on October 27, 1967 (Q-83). In addition we contacted American Optical Co. and Bausch and Lomb advising them what type of microscope we were interested in purchasing and requested that they supply us with what they consider their equivalent. Upon receipt of this information we sent out addendum (Q-83 addendum) on November 7, 1967. The alternates were listed 1A to 1H.

In addition to advertising (as per policy) bids were solicited from various scientific suppliers in the Chicago area.

The results of these bid requests are shown on the attached tabulation sheet. There were nine possibilities and twelve organizations quoting all or in part. Price, performance and quality were considerations that had to be made and the burden of this effort was on the science division. The results of their investigations and recommendation are attached.

IV. SUMMARY:

The microscope selected is the one quoted by LUKAS MICROSCOPE SERVICE under Item #1. This is not the lowest priced unit under Item #1 but it is basically a Bausch and Lomb microscope with some refinements. The lower priced units under Item #1 are all Japanese and as the science division states--were inferior in their estimation. Of the 82 distinct prices we obtained for microscopes under Item #1 (including alternates 1A to 1H) the Lukas unit is fourth from the lowest price or in other words 78 units were priced higher.

V. RECOMMENDATION:

The president recommends that the Board of Trustees award the microscope bid to Lukas Microscope Service in the amount of \$16,398.00. In addition the president recommends that an additional award be made to Lukas for \$520.00 to cover the cost of a microscope disc, including installation, for each microscope. The total award would then be \$16,918.00.

VI. CONCLUSION:

It should be noted that these microscopes will be purchased under TITLE VI wherein the cost is 50% reimbursable.

No recommendation for Item #2 has been made since after further consideration it was felt that it would be better to postpone the purchase of this type of microscope. If and when it is decided that a microscope such as the unit covered by Item #2 is required, new quotation requests will be distributed.

BIDDER → ITEM ↓	AO	B & L	CENCO	DAIGGER	LA PINE	LUKAS	SCHAAR
1.	NB	NB	235.00 * 14,100.00	200.00 ** 12,000.00	165.00 *** 9,900.00	273.30 **** 292.00	NB
1A	NB	438.75	547.35 32,841.00	NB	382.00 22,920.00	369.95 22,197.00	381.00 22,860.00
1B	NB	401.85	512.00 30,720.00	NB	347.65 20,859.00	346.15 20,769.00	347.00 20,820.00
1C	NB	426.50	535.00 32,100.00	NB	370.75 22,245.00	359.30 21,558.00	369.00 22,140.00
1D	NB	389.25	499.00 29,940.00	NB	336.40 20,184.00	327.60 19,656.00	335.00 20,100.00
1E	328.50 19,710.00	NB	315.00 18,900.00	292.00	274.40 16,482.00	281.05 16,863.00	274.60 16,476.00
1F	341.10 20,466.00	NB	328.00 19,680.00	304.00	285.25 17,115.00	291.80 17,508.00	285.20 17,112.00
1G	409.95 24,597.00	NB	393.00 23,580.00	366.21	342.85 20,571.00	358.80 21,528.00	342.00 20,520.00
1H	422.55 25,363.00	NB	406.00 24,360.00	374.40	353.35 21,201.00	369.50 22,170.00	352.65 21,159.00
12.	NB	NB	NB	NB	NB	NB	NB
2A	971.00	NB	932.00	873.90	783.00	764.25	801.00
2B	1,192.00	NB	1,144.00	1,071.90	961.00	938.90	986.00
2C	NB	1,075.50	1,056.00	NB	828.00	850.00	847.00
	* CENCO 50915-2						
	** OLYMPUS MODEL K III						
	*** LA PINE GRADUATE MODEL						
	**** B & L ACADEMIC 255 FLAT FIELD MICROSCOPE						

BIDDER → ITEM ↓	SARGENT	SCI. GLASS	SCI. PROD.	VICKERS	WELCH		
1.	NB	333.11 * 19,986.60	NB	275.25 16,515.00	NB		
1A	386.00 23,160.00	393.81 23,628.60	374.92 22,495.20	B	409.50 24,570.00		
1B	351.35 21,081.00	358.97 21,538.20	342.97 20,578.20	NB	375.00 22,500.00		
1C	374.75 22,485.00	382.35 22,941.00	364.42 21,865.20	NB	397.70 23,862.00		
1D	340.00 20,400.00	347.52 20,851.20	332.47 19,948.20	B	363.30 21,798.00		
1E	277.70 16,662.00	278.50 16,710.00	278.50 16,710.00	NB	306.60 18,396.00		
1F	288.35 17,301.00	289.18 17,350.80	288.30 17,298.00	B	318.35 19,101.00		
1G	346.55 20,793.00	347.55 20,853.00	341.85 20,511.00	NB	383.10 22,986.00		
1H	357.25 21,435.00	358.23 21,493.80	351.65 21,099.00	B	394.35 23,661.00		
2.	NB	NB	NB	1,807.00 ** 1,355.25	NB		
2A	738.80	740.87	724.16	B	815.60		
2B	918.95	921.54	902.88	B	1,001.25		
2C	837.35	839.68	820.74	NB	924.40		
	* B & L	25C					
	** Lower	price if	ordered with	item #1			

## REPORT ON THE SELECTION OF MICROSCOPES FOR BIOLOGY

### WILLIAM RAINY HARPER COLLEGE

Title VI funds from the 1967-68 year were available for the purchase of 60 microscopes to equip biology classes at Harper College. The purchase of the scopes at this time was felt appropriate because:

1. There had been some small degree of friction with the Elk Grove High School staff due to our sharing of their instruments and
2. Their instruments did not quite possess the degree of refinement and resolution we would like to see for a college biology course.

With these considerations in mind we first investigated a fine British microscope and tentatively had an order made listing its specifications. When Mr. Misic sent this out for bids, a number of companies were perplexed as to how to respond with their makes and models because they were unaware of the Vickers scope. Salesmen were invited to demonstrate what they regarded as their equivalent models. As a result, we selected the instrument which we felt would match the one we originally selected. The total number of microscopes we examined initially amounted to about 20. Of this number we asked for bids on 10.



By this time we had already decided completely on Vickers and felt everything else was merely a formality. We were somewhat neutral regarding American Optical products and extremely opposed to Bausch and Lomb which we felt were entirely out of the microscope competition due to the wierd appearance and the peculiar mechanisms of their newest models.

The Vickers bid was very low and attractive - \$275.00, and we felt no further work need be done. However, as an act of courtesy, we invited the low bidders on Olympus, A and O, B and L, Cenco, and a few others to bring in their instruments so we could compare them side by side. The Japanese scopes came in the earliest and were found to be quite inferior to the Vickers standard; but by the time the American Optical product came in, we found that the comparison was getting very close. Consequently, we established a number of criteria for use in comparison among which were the following:

1. Parfocality - was focus maintained as one switched from one magnification to the next.
2. Evenness of illumination of field - was the field equally bright or were there shaded areas in portions of the field (an indication of poor optical allignment).
3. Flatness of field - were microscopic structures equally in focus throughout field or were the objects along the edges blurred while center was in focus.

4. Resolution - were structures sharply in focus or was there fuzziness along the edges.
5. Ease of manipulation - did the adjustment knobs move easily and smoothly; were the mechanical stage knobs located so they could be found easily without having to grope for them.
6. Mechanical considerations - rack and pinion focusing mechanisms are notorious for malfunctions - does the microscope being considered utilize such a mechanism or has some new system been devised.
7. Student-proofness - exposed screws have a way of being loosened, adjustment knobs turned against each other, high power objectives run down breaking cover glasses on expensive slides, exposed substage diaphragms being bent out of shape, oculars pulled out allowing dust to get into interior of instrument (almost impossible to clean out) - were these points minimized.
8. Overall impression - was the instrument in good working order or were various parts loose; does the stage drop down under its own weight. Can gross errors in design and workmanship be detected. (One instrument being considered was most lamentable on this item alone.)

Mr. Miller, Mr. DePalma and myself performed these tests one at a time on all instruments simultaneously using the same type of slide for comparison purposes. We spent a minimum of two hours checking and rechecking.

At this juncture I called Mr. John Delly of McCrone Associates in Chicago. (Mr. Delly is one of the most outstanding microscopists in the United States by any standards.) and solicited his impressions as to our findings. Mr. Delly, who could have given an answer from his considerable experience in this field, nevertheless, took considerable time to run optical tests of his own, to contact repairmen and salesmen for their opinions, to check into the soundness of the manufacturing firms, to look into the guarantee period and the like. He gave us a complete nonbiased report on his findings. I do not mean to suggest, however, that he made the decision for us as to which was the best instrument, but he did steer us away from some of the pit falls into which we would certainly have fallen had we not contacted him.

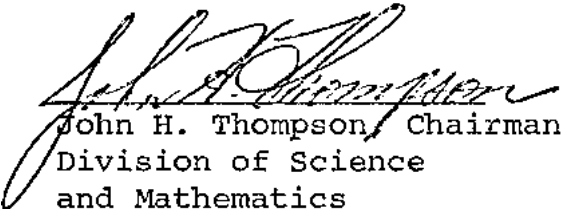
A few salesmen asked to redemonstrate their instruments when they found theirs was not selected. They were so invited.

These few pages cannot give the many more details on the many more phone calls which were made, the hours spent seeing and listening to salesmen, the discussions among ourselves, and the like.

Suffice it to say that I spent an absolute minimum of 30 hours in helping to select this instrument which Messrs. Miller and DePalma and I jointly feel is the very best to be obtained at this price.

The irony of it all is that it is the microscope we had all universally rejected at the onset (In fact, we had not even requested a bid on it. Mr. Lukas of Skokie, Illinois had merely included it as an alternate to his regular bid.) However, in side by side comparison with the other scopes by the criteria we had established, it outperformed the others by far. This scope was the Bausch and Lomb model 255. It may look wierd, but it certainly meets our criteria.

Respectfully submitted,



John H. Thompson, Chairman  
Division of Science  
and Mathematics

7 December 1967  
JHT:mb

WILLIAM RAINEY HARPER COLLEGE

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

INSTRUCTIONS

TO

[Empty box for recipient name]

[Empty box for recipient address]

1. Your quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
3. Unsigned bids will not be considered
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to  
WILLIAM RAINEY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE, ILLINOIS 60067  
D. M. Misic, Purchasing Agent  
ATTENTION

Quotation Request No Q - 83	Date 10/27/67	Page 1 of 1	Your Quotation No	Quotation Due November 14, 1967
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Item No.	Quantity	Description
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Quote on the following microscopes or their equal in quality and performance.

1      60      Vickers M14A Monocular Teaching Microscopes consisting of the following:

- M141016 Microscope stand w/150290 quadruple nosepiece
- M140326 Inclined monocular body
- M150515 Built-on substage lamp
- M150765 Plain stage
- M150140 Rock & pinion substage focusing unit
- M150360 Ring condenser mount
- M140715 Abbe condenser and iris diaphragm
- M040300 10X Huyghenian eyepiece
- M022311 10X Achromatic Objective, N. A. 0.25
- M022511 40X Achromatic Objective, N. A. 0.65
- M022011 3X Achromatic Objective, N. A. 0.1
- M022611 100X Achromatic Objective, N. A. 1.30 (oil immersion)
- M047020 Eyepiece reticule, 1cm. scale divided into 100 parts

Price each

Lot Price

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

\_\_\_\_\_ Certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.  
Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

Authorized Official

Title

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

WILLIAM RAINEY HARPER COLLEGE

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

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WILLIAM RAINEY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE, ILLINOIS 60067

ATTENTION PURCHASING AGENT

Quotation Request No Q-83 Addendum	Date 11/7/67	Page 1 of 6	Your Quotation No	Quotation Due November 14, 1967
---------------------------------------	-----------------	-------------	-------------------	------------------------------------

Item No.	Quantity	Description	Unit Price	Extension
1A	60	<p>The following are some possible alternates to Item #1 on our quotation request Q-83 dated 10/27/67:</p> <p>#31-25-60 Bausch &amp; Lomb Model #256 Academic Microscope, consisting of the following:</p> <p>a) 31-01-05 Dynoptic Stand with conveniently located low position concentric knobs; the left one graduated in one micron divisions.</p> <p>b) 31-59-28-97 Stage, Glide, with substage.</p> <p>c) 31-58-07 Abbe Condenser 1.30 N.A. with Iris Diaphragm.</p> <p>d) 31-33-86 Attached Optilume Illuminator with blue ground glass filter and clear glass condenser.</p> <p>e) 31-49-52 Adapter for Academic body.</p>		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

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

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

Authorized Official

Title

Item Quantity

- f) 31-18-57 Flat Field body with quadruple nosepiece.
  - g) 31-10-47 Flat Field Achromatic objective, 5X, 0.08 N.A.
  - h) 31-10-48 Flat Field Achromatic objective, 10X, 0.25 N.A.
  - i) 31-10-64 Flat Field Achromatic objective, 40X, 0.65 N.A.
  - j) 31-10-65 Flat Field Achromatic objective, 100X, 1.25 N.A.
  - k) 31-18-51 Eyepiece housing.
  - l) 31-05-23 10X Wide Field Eyepiece for Dynoptic Flat Field system.
  - m) 31-16-02 Micrometer disc, scale 10mm long ruled to 0.1mm with every tenth line numbered.
- 
- 1B 60 Same as Item 1A but less the 31-10-64 Flat Field Achromatic objective 40X, and with the 31-10-49 Flat Field Achromatic objective 45X, retractable.
  - 1C 60 Same as Item 1A but less the 31-59-28-97 Glide stage and with the 31-59-36 Plain stage.
  - 1D 60 Same as Item 1C but less the 31-10-64 Flat Field Achromatic objective 40X, and with the 31-10-49 Flat Field Achromatic objective 45X, retractable.
  - 1E 60 AO Series Fifty Microscope U50MSA-QW with low positioned Coarse and Fine Adjustments and with:  
10X Wide Field Eyepiece  
Inclined Reversible Monocular Body  
Focusable Revolving Nosepiece - Quadruple  
Infinity-Corrected, Achromatic Objectives: 4X,  
10X, 45X and 100X (Oil Immersion)  
Plain Stage with Clips  
Abbe Condenser N.A. 1.25, Iris Diaphragm in In-Base  
Spiral Focusing Mount  
In-Base Illuminator

Item Quantity

Q-83 Addendum  
William Rainey Harper College  
Our quotation request dated 10/27/67

page 3 of 6

- 1F 60 AO Series Fifty Microscope U50MFA-QW - same as above U50MSA-QW, except with curcular, movable Micro-Glide Stage with clips instead of plain stage
- 1G 60 AO Microstar Series 11 Microscope U11MSA-QW with low-positioned Coarse and Fine Adjustments and with; 10X Wide Field Eyepiece  
Inclined Monocular Body - Rotatable & Interchangeable Focusable Revolving Nosepiece - Quadruple Infinity-Corrected, Achromatic Objectives: 4X, 10X, 45X and 100X (Oil Immersion)  
Plain Stage with Clips  
Abbe Condenser N.A. 1.25 with Iris Diaphragm in Spiral Focusing Mount  
In-Base Illuminator
- 1H 60 AO Microstar Series 11 Microscope U11MFA-QW - same as above U11MSA-QW, except with circular, movable, Micro-Glide Stage instead of plain stage

IN ADDITION TO THE ABOVE ALTERNATES QUOTE ON THE FOLLOWING:

2. 1 Vickers M15C Microscope consisting of the following:
- 1 M151300 M15C microscope stand with concentric coarse and fine focusing, ring condenser mounts, rack and pinion substage and box base to be equipped with illuminator set, plastic dust cover.
  - 1 M150690 Quintuple revolving objective changer
  - 1 F155630 Mechanical stage, ball bearing, removable clips, with drop-down co-axial controls.
  - 1 M252723 Beam splitting photo-visual inclined trinocular head.
  - 1 M220130 Rotating magnification changer with focusing Bertrand lens unit and factor-sof 1X, 1.5X and 2.25X



Item	Quantity	
#2 contd.	1	M151397 Kohler type illuminator with condenser, field iris diaphragm, swing-in diffuser, centerable 6V 15W bulb with built-in transformer, meter and controls for 110V supply
	1	MO22011 3X Achromatic Objective, N.A. 0.1
	1	MO23511 100X Oil Immersion Fluorite Objective N.A. 1.30
	1	MO25111 10X Microphan Objective, N. A. 0.25
	1	MO25111 40X Covered Microplan Objective N.A. 0.70
	1	MO41700 8X Single compensating eyepiece
	1	MO41332 10X Paired wide field compensating eyepieces
	1	M151600 Aspherized swing-out top lens condenser N.A. 0.95 in centering mount, with iris diaphragm & swing-out filter tray
	1	MO01380 Daylight blue filter, OB8
	1	MO01780 Green filter, OGRI
	1	MO30435 Speeded shutter and cable release
	1	MO30215 35mm. camera back with dark slide and intermediate body
	1	MO30176 Reflector body, tube accommodating photomultiplier or cadmium sulphide photo cell, focusing viewing eyepiece with graticule for focusing index and format delineation
	1	MO30100 Clamp adaptor, normal tube size (25 mm)
	1	MO30500 Cadmium sulphide photometer

Item	Quantity	
2.	1	AO Microstar Microscope XL 10TU-QW with low positioned Coarse and Fine Adjustments and equipped with:  Rotatable Interchangeable Inclined Trinocular Body Pair 10X Wide Field Eyepieces Focusable Revolving Quadruple Nosepiece Infinity-Corrected, Achromatic Objectives: 4X, 10X, 45X, and 100X (Oil Immersion) Ungraduated Mechanical Stage Abbe Condenser N.A. 1.25 with Iris Diaphragm in Fork-Type Mount, with Auxiliary Condenser Lens, focusable by rack and pinion In-Base Illuminator with variable transformer
2B		Same as Item 2A plus the following accessories:
	1	#1039 Dual Viewing Adapter
	1	#1041 Inclined Monocular Body
	1	#176 10X Wide Field Eyepiece
2C	1	Bausch & Lomb Model PG-252 Advanced Dynazoom Laboratory Microscope with Flat Field optics.  Photobinocular body, rotatable and interchangeable, with constant tube length regardless of interpupillary distance adjustment. Acuity equalizer. Flipout prism to direct 100% of the light on either the inclined, parallel binocular tubes or to the vertical photomicrographic tube. Modern, solid stand with low position, coaxial, coarse and fine adjustment controls with force proof clutch for objective and specimen protection. Fine adjustment knob graduated in 1 micron divisions.

FOR BOARD ACTION:I. SUBJECT:

Request for the purchase of an offset duplicator and a copying machine.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy, specifications have been established and bids solicited for an offset duplicator and a copying machine.

III. INFORMATION:

At the November 28 Board meeting the administration asked and received the Board's approval to solicit bids for the subject equipment.

The bid results are listed on the attached bid tabulation sheet.

IV. SUMMARY:

After looking at the equipment quoted the administration feels that in addition to price, the factors having the greatest bearing on the type of equipment to be purchased are the proposed usage and function of the required equipment.

As stated in our proposal at the November 28 meeting the equipment will basically be used to replace the present Xerox 2400 copier and also to handle a sizable portion of the copying-duplicating work at Harper Grove. The savings would pay for the machine within five years at our present volume, and actually sooner, as our volume increases. In addition, some work presently done on the outside could be handled by the college giving us additional savings.

V. RECOMMENDATION:

The administration recommends the purchase of the A-M 2000 copier (item 2 on quote) for the following reasons.

1. The cost of masters for offset work is \$ .025 each which is at least \$ .035 less than those made on the A. B. Dick copier. Based on 2000 masters per month this would amount to \$70.00 per month, \$840.00 per year and \$4200.00 in five years. This would mean that in five years the additional cost of the A-M 2000 copier would be nullified by the savings in master costs alone.
2. The A-M copier uses the same paper for making regular copies as it does for making masters.
3. The masters made by the A-M copier are immediately ready for use on the offset while those made on the A.B. Dick must be put through a second operation of wetting.
4. The reproducing capabilities of the A-M 2000 are much better than those of the A. B. Dick copier. The quality of work produced by the offset machine is dependent on the quality of the masters that are supplied.

The administration recommends the purchase of the A-M 2650 offset duplicator (item 1 on quote) for the following reasons.

1. It is automated in the areas where we feel there is the greatest need, i.e. automatic insertion and ejection.
2. The A-M 2650 offset and the A-M 2000 were designed as a package and if it is agreed that the A-M 2000 copier is the best unit for Harper College to purchase then there are some benefits in purchasing the offset machine that is a part of the package. This is not to say that the master

made on the A-M 2000 would not be usable on another manufacturer's offset machine, but rather that the possibilities of various difficulties arising from the attempted mating of units not necessarily designed for one another are held to a minimum.

3. The A-M 2650 comes with an 11" x 17" cylinder enabling it to handle larger size jobs than any of the other machines quoted. This added capability although not necessarily needed at this time is a plus feature of the A-M 2650 unit.

4. The 2650 offset with fully automatic insertion and ejection of masters is ideally suited for the high volume handling of very short run duplicating without sacrificing the capability of handling long run jobs.

5. The A-M 2650 offset with the A-M copier in our estimation gives the best overall package since the concepts behind the design of this package are exactly what our requirements are at this time. These units not only fill the present needs of Harper College but are versatile enough to handle our needs for the foreseeable future.

The president recommends that the Board of Trustees award the contract for the offset duplicator and the copier to the A-M Corporation for a total cost of \$12,415.00.

CONCLUSION:

It should be remembered that the purchase of the recommended equipment from the A-M Corporation although involving a large expenditure of money at the present will over the long term be a savings to Harper College.

dmm jm  
22 December 1967

WILLIAM RAINEY HARPER COLLEGE

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

INSTRUCTIONS

TO \_\_\_\_\_

1. Your quotation must be made on this form.
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3. Unsigned bids will not be considered
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to  
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34 WEST PALATINE ROAD  
PALATINE, ILLINOIS 60067

ATTENTION PURCHASING AGENT

Quotation Request No Q-114	Date 12/4/67	Page <u>1</u> of <u>1</u>	Your Quotation No	Quotation Due December 12, 1967
Item No.	Quantity	Description	Unit Price	Extension
		Quote the following FOB delivered and installed.		
1.	1	A-M 2650 offset machine		
2.	1	A-M 2000 copier with a. position control b. converter and stand for master making		
NOTE A: Specifications and descriptive literature on item quoted, either as listed above or any equal alternates, should accompany your quotation.				
NOTE B: Any accessories quoted that are not included in the specifications should be listed and priced individually on your bid.				

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

\_\_\_\_\_ Certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.  
Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_

BIDDER → ITEM ↓	BOEHM		GRA-LIN CORP.		A-M		*DITTO
1.	6575.00		5745.00		7540.50	Model#210 2021.60 Model#215	3361.70
2.	1457.00		N.B.		4874.50		N.B.
*Bids were due December 12, 1967 but Ditto's bid was not received until December 14, 1967. In addition they did not bid a comparable unit. They delivered another bid on December 20, 1967 in which they quoted their Model 215A automated unit at \$4793.00							
jm December	21, 1967						