

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois 60067

AGENDA

January 11, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Monthly Disbursements
  - A. Bills Payable
  - B. Payroll, December 16-31, 1967
  - C. Part-time Faculty Payroll, December 31, 1967
  - D. Estimated Payroll, January 1-15, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Educational Presentation - Science and Mathematics Division - Mr. John Thompson and Staff (Exhibit A)
  - B. Policy on Hiring (Exhibit B)
  - C. Reviewing of Staff - Present and Future
  - D. Other
- VIII. President's Report
- IX. Adjournment

January 5, 1968

OFFICE OF THE PRESIDENT


BOARD OF TRUSTEES

Dear Trustee:

Attached is the Agenda and supporting information for the regular board meeting to be held on Thursday, January 11, 1968, 8:00 P.M. in the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.

I shall look forward to seeing you on Thursday at eight o'clock in the evening.

Sincerely,



Robert E. Lahti  
President

REL:jal  
Enclosure

*OK minutes*

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, January 11, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., January 11, 1968, 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 and Jessalyn Nicklas

Absent: Roy Hutchings, Richard Johnson and Paul O'Dea

Also present: Kenneth Andeen, John Birkholz, Joseph Clouser, Donald Collins, Larry Collister, Harold Cunningham, Ray DePalma, Betty Enbysk, Mary Gant, Joanne Heinly, Robert Hughes, William Mann, Thomas McCabe, William Miller, Roger Mussell, H.R. Pankratz, Roy Sedrel, Jordan Siedband, John Thompson, John Upton, and Frank Vandever, Harper College; Frank Hines, Board Attorney; Ralph Klatt, Des Plaines Suburban Times; Kathy Gosnell, Paddock Publications.

MINUTES: Member Nicklas requested a correction in the minutes on page 3, under Communications, paragraph 2. She asked that the fourth sentence be corrected to read "...the state's apparent lack of knowledge concerning the problems of the junior colleges," and the fifth sentence be corrected to read "...meeting with state senators and representatives is a procedure..."

Member Hansen moved and Member Nicklas seconded the motion to approve the minutes of the Regular Board Meeting of December 28, 1967, as corrected. In the vote which followed, Member Hamill voted Nay and the other members of the Board voted Aye. Motion carried.

APPROVAL OF MONTHLY DISBURSEMENTS: Member Hansen moved and Member Hamill seconded the motion to approve for payment: the Bills Payable as of January 11, 1968, as follows:

Educational Fund	\$35,309.52
Building Fund	7,411.16
Site & Construction Fund	<u>51,753.08</u>
	\$94,473.76

and the Payroll for December 16-31, 1967, in the amount of \$40,843.34; the Part-time Payroll for Faculty for December 1-31, 1967, in the amount of \$14,538.50; and the Estimated Payroll for January 1-15, 1968, in the amount of \$45,000.00; and the Imprest Fund as of January 11, 1968, in the amount of \$1,796.21.

Upon roll call, the vote was as follows:

Ayes: Haas, Hamill, Hansen, and Nicklas  
Nays: None

APPROVAL OF  
MONTHLY  
DISBURSEMENTS:  
 (Cont.)

A discussion followed on a request for Payment #2 to Corbetta Construction Company and payment to Ziegler Plumbing Company for work completed and approved by the architect and Mr. Hughes.

Member Nicklas moved and Member Hansen seconded the motion to approve payment for work completed as follows:

Corbetta Construction Company	\$262,948.50
Ziegler Plumbing Company	\$ 16,195.50

Upon roll call, the vote was as follows:

Ayes: Haas, Hamill, Hansen, and Nicklas  
 Nays: None

COMMUNICATIONS:

Chairman Haas explained that Board Members had received information on a particular man interested in becoming a candidate for the Trustee vacancy. He went on to say that he had talked with Dr. Lahti, and Dr. Lahti had indicated that four or five of the candidates for the previous vacancy had returned cards stating they are interested in becoming candidates for the new vacancy. The Board agreed with the suggestion of Chairman Haas that he discuss with Dr. Lahti a meeting for the purpose of interviewing interested candidates and have Dr. Lahti communicate with Board Members and set a date for these interviews.

UNFINISHED  
BUSINESS:

Chairman Haas reminded the Board that the minutes of the previous meeting indicated the Board would take up Member O'Dea's resignation and declare a vacancy on the Board at this meeting.

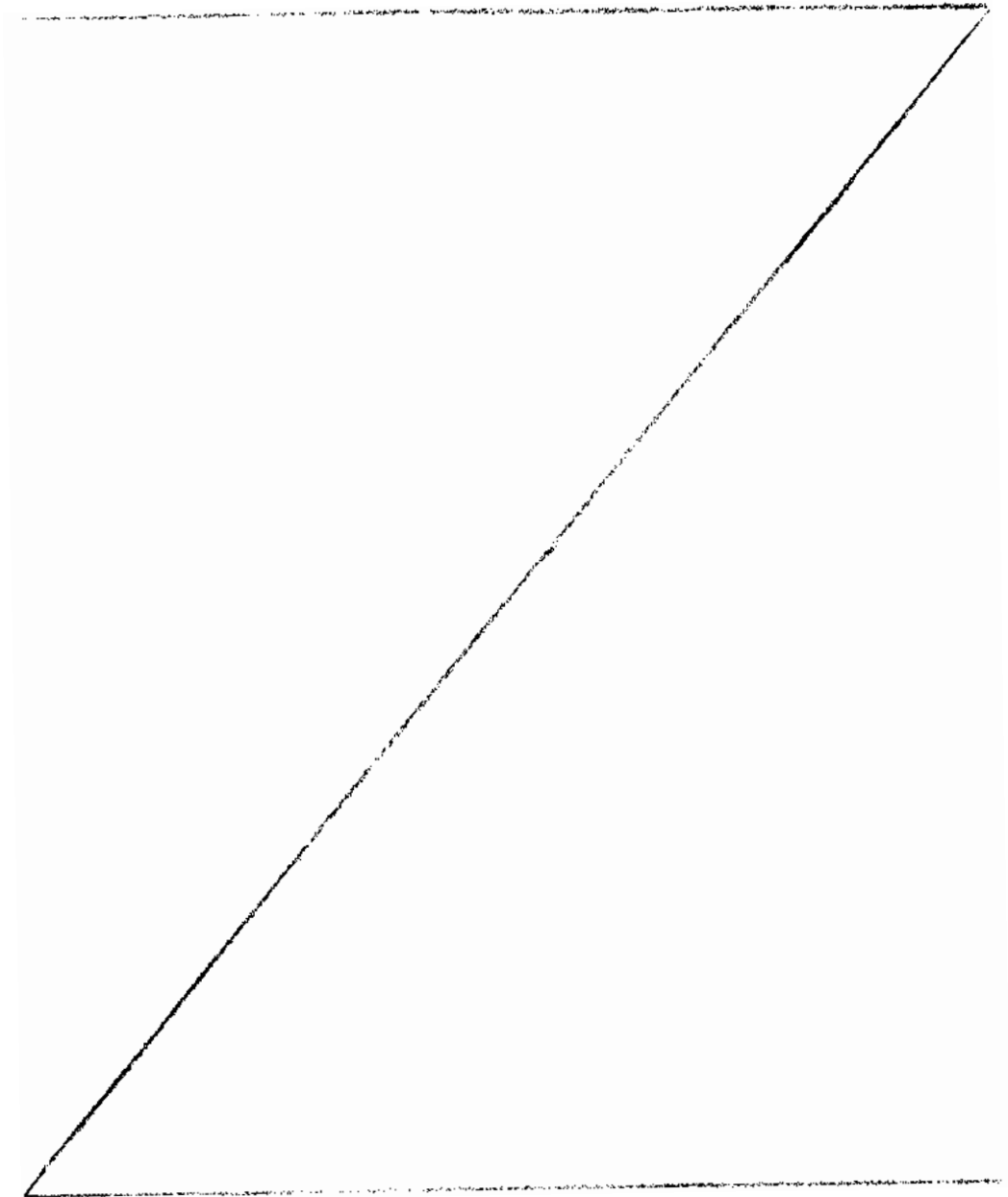
Member Hamill moved and Member Nicklas seconded the motion to accept the resignation of Member O'Dea and declare a vacancy on the Board of Trustees. Motion unanimously carried.

Chairman Haas indicated that Dr. Lahti had requested that the Board again postpone the presentations on Policy on Hiring, and Reviewing of Staff--Present and Future, as he was unable to be present. The Board agreed to defer these discussions until Dr. Lahti was able to be present.

Chairman Haas requested Frank Hines, Board Attorney, explain to the Board one thing in particular on which he has been working. Mr. Hines explained that he has prepared a resolution that would officially assign the remainder of the architect's contract on Phase I, A and B, to the Illinois Building Authority.

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

(RESOLUTION ATTACHED TO THE OFFICIAL COPY OF THE MINUTES)



Upon roll call, the vote was as follows:

Ayes: Haas, Hamill, Hansen, and Nicklas

Nays: None

UNFINISHED  
BUSINESS:  
 (Cont.)

Member Hansen reported on the meeting of the Committee of the Board and the Faculty Representatives on negotiations of salary for the next year. He stated this was an open meeting, a meeting where information was exchanged. He went on to say that the Committee now needed a meeting of the whole Board of Trustees, a closed meeting, in order to properly represent the public's interest. Member Hansen stated the Committee wanted to discuss the bargaining meeting and proposals by the Faculty with the Board as a whole. He asked that a date be set for a meeting. Member Nicklas commented that the Committee had been operating and had worked and exchanged information with Faculty Representatives. At this time, the Committee felt it needed instruction from the whole Board and needed to relay information to the Board. She agreed with Member Hansen that this should be a closed meeting inasmuch as it would be in reference to salaries and personnel. Mr. Hines advised the Board that it would be proper for the Board to hold a closed meeting for this purpose.

Member Hansen moved and Member Hamill seconded the motion that the Board hold a closed meeting at 8:00 p.m., on January 18, 1968, at the Administrative Office, 34 W. Palatine, Palatine, for the purpose of discussing collective bargaining negotiations on faculty salaries. Motion unanimously carried.

Mr. Hines left the meeting at 8:40 p.m.

NEW BUSINESS:  
EDUCATIONAL  
PRESENTATION -  
SCIENCE AND  
MATHEMATICS:

Dr. Pankratz reviewed the previous educational presentations to the Board. He informed the Board that in the next few months presentations would be made on Student Services, Engineering and Related Technology, and Communications. Dr. Pankratz then presented John Thompson, Chairman of the Division of Science and Mathematics.

Mr. Thompson introduced the members of the Division: William Miller, and Ray DePalma, Biology; Joseph Clouser, Jordan Siedband, and Dr. Betty Enbysk, Physical Science; Thomas McCabe, Mathematics; Joanne Heinly, Nursing; and Dr. Frank Vandever, Dental Hygiene.

Mr. Thompson distributed a Profile of the Teaching Faculty, showing the wide diversity of backgrounds of the various staff members. He informed the Board that in the area of full-time, the average teacher has a master's degree plus 14 hours with average teaching experience of 12 years; in the area of part-time, the average teacher has 33 hours beyond a master's degree and average teaching experience of 12.7 years. Mr. Thompson went on to discuss the various offerings in his Division and discussed the staff needs for the future. Member Hamill questioned the decrease in number of students in the math department. Mr. Thompson stated he plans to make a study on this. He pointed out that some students have dropped out during the course, and possibly the decrease could also be attributed to the fact that math is usually a one semester course.

William Miller discussed the present curriculum and the proposed curriculum in the Biology Department, in reference to the transfer program. He informed the Board that contact is being made with four-year

EDUCATIONAL  
PRESENTATION -  
SCIENCE AND  
MATHEMATICS:  
(Cont.)

institutions in Illinois in order to correlate with them. He discussed the difficulty in offering some courses because of lack of physical facilities. In answer to a question by Member Hamill, he stated he was pleased with the Elk Grove science facilities but mentioned more storage space would be needed next year because of additional equipment.

Mr. DePalma discussed the contributions the Biology Department makes to the Career Programs--Nursing and Dental Hygiene--and reported on the various courses offered pertaining to them. He pointed out the necessity for meeting the needs and the state requirements for these programs.

Mr. Clouser reported on the course offerings in Chemistry. He discussed the manner in which the part-time staff and he worked together. He stated that Organic Chemistry and Biochemistry would be offered next year. In regard to facilities, Mr. Clouser stated the work area was fine, but there were problems regarding storage. He reported the staff at Elk Grove was most cooperative.

Dr. Pankratz informed the Board that because of the bus schedules Elk Grove High School will be on the late schedule next year, and Forest View on the early schedule. The earliest the college could start at Elk Grove would be 5:00 p.m., at Forest View, 4:00 p.m. In view of the fact that Elk Grove has better science facilities, this could create a problem.

Mr. Siedband discussed two basic physics courses: one a technical physics course offered this year, which fits in with the Careers Program; the other a regular physics course which will be offered next fall. He stated that it appears as though there will be a pretty good college transfer program. Member Hamill asked about physical facilities. Mr. Siedband stated that as of now the facilities are very good, but probably will be tight next year. He informed the Board that the department is working with fairly minimal equipment--basic necessities. When they move onto campus, there will be more room and, hopefully, more equipment. He also commented on the extremely cooperative attitude at Elk Grove.

Dr. Enbysk discussed the offerings in Geology and suggested that a course in Geology for teachers was needed, as most elementary and secondary teachers have not had a course in Geology, yet they are teaching it. Dr. Enbysk pointed out that she spends most of her time with Physical Science and team teaches with Mr. Siedband. She reported that next year they plan to offer a less rigorous course in Physical Science, non-transferable, which she thinks of as a service course. She stated that storage is a problem in the present facilities.

Mr. Thompson stated he would like to amplify the staff comments in regard to the relationship with the Elk Grove staff. He pointed out that they have been most cooperative, with no friction, they have taken all the inconveniences resulting from the college being there, and they have been very courteous.

EDUCATIONAL  
PRESENTATION -  
SCIENCE AND  
MATHEMATICS:  
(Cont.)

Member Nicklas agreed that District 214 has been very gracious and considerate, but went on to say it takes graciousness on both sides and that she was sure the college staff has been most considerate too.

Thomas McCabe introduced Mary Gant and Larry Collister of the Math Department to the Board. Mr. McCabe discussed the problems of placing students in Math, what the Department can offer in general education and technical education. He reported on courses offered this year and several new courses which will be offered next year. In response to a question from Member Hamill, Mr. McCabe stated that students in College Algebra, Trig and Math are doing as well as people on college campuses. However, the students in Fundamentals of Math are not doing as well, and probably should be screened more closely in the future.

Miss Joanne Heinly distributed to the Board copies of the Foundations of Nursing 101-102--Philosophy, Objectives, and Organization of Content. She stated the curriculum is organized in such a way that the focus in the first semester is learning, particularly in basic skills. Experiences for students have included a good deal of time spent in pediatrics, and most students have seen a delivery. The program started with 38 women and 2 men; 2 women have dropped out. She went on to say that a number of the students have had previous nursing education or some previous nurse-related experience. Miss Heinly informed the Board that twenty completed applications of fully eligible students and an equal number of incomplete applications have already been received for next fall. In answer to a question from Member Hansen, Miss Heinly stated that classes will have to be limited unless more facilities and instructors are available. She stressed the shortage of teachers in nursing. Member Nicklas asked about the relationship and use of hospitals. Miss Heinly stated they are using St. Alexius and Northwest Community Hospitals. The hospitals have been very interested. They help identify learning situations. Member Hansen asked if she thought many of the students would take their RN. Miss Heinly stated she thought they would do well on their state board exams and hoped they would all get their Registration.

Dr. Vandever discussed the Dental Hygiene curriculum which is comparable to the nursing curriculum, in that it is of secondary nature. Therefore, students can only be accepted once a year. Member Hamill asked if class size would be limited. Dr. Vandever stated only 40 students could be accepted because of the clinical facilities. The minimum patient ratio is 100 per student. The department has a minimum of equipment this year. Dr. Vandever mentioned the following needs for equipment in the new facility: 16 equipped clinical stations; 2 dark rooms with x-ray facilities; 1 classroom equipped just for Dental Hygiene. Between 5000 and 5500 patients will be required for the clinic each year. These will be obtained by bussing in school children two days a week, through veterans' organizations and other organizations--particularly union organizations.

Mr. Thompson thanked the Board, on behalf of the Division, for the interest expressed in the presentation. He stated the Division has a number of things in mind for the future in the realm of innovation. Mr. Thompson expressed appreciation for the travel funds for innovation which have enabled the staff to visit other institutions and obtain ideas. He asked that this be continued so that the college can grow in comparison with others.



NEW BUSINESS:  
(Cont.)

Chairman Haas, on behalf of the Board, thanked the members of the staff for the excellent presentation.

Other

Mr. Mann called attention to the Construction Report for December. He pointed out one report was from the architect and a monthly report had been prepared by Mr. Hughes from the college's point of view. He informed the Board the CPM had been completed and was available at the meeting. He stated the CPM shows completion will be on schedule.

On plans for the Power Plant, Don Collins informed the Board that Dr. Lahti requested the Board approve the proposed layout of the building. He stated that Dr. Lahti was concerned about the long major wall on the side of the entrance road. After discussion, Chairman Haas requested the Board act on this approval. Member Hamill suggested the Board accept the plans for the Power Plant, with the understanding that Dr. Lahti be informed the Board would like to see something done which would add to the aesthetics of the building, if at all possible.

Member Hamill moved and Member Nicklas seconded the motion to accept the plans for the Power Plant, as presented by the architects. Motion carried unanimously.

Mr. Mann informed the Board the administration had put together a book with some very good photographs of the progress of the construction. The book will be up-dated each month. In terms of CPM the administration will produce some charts so that, hopefully, the Board can see how the progress is going at a glance. Some of these charts will be ready for the next meeting.

ADJOURNMENT:

Member Hansen moved, and Member Hamill seconded the motion, that the meeting be adjourned at 11:25 p.m. Motion carried unanimously.

*Arvid Haas*

CHAIRMAN HAAS

*Geordy D. Nicklas*

SECRETARY NICKLAS

WILLIAM RAINEY HARPER COLLEGE  
District No. 512

BILLS FOR APPROVAL  
January 11, 1968

		<u>Pages</u>
I.	Bills Payable	
	Educational Fund	\$ 35,309.52 4
	Building Fund	7,411.16 2
	Site & Construction Fund	51,753.08 2
		<u>\$ 94,473.76</u>
II.	Payroll, December 16-31, 1967	\$ 40,843.34 6
	Part Time Teachers Payroll, December 1 - 31, 1967	\$ 14,538.50 3
	Estimated Payroll, January 1 - 15, 1968	\$ 45,000.00 -
III.	Imprest Fund	\$ 1,796.21 3



EDUCATIONAL FUND EXPENDITURES -- JANUARY 11, 1968

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Elaine Revell, Inc.	Temporary Office Help	1-1-501.25	\$ 266.25	7000	\$ 266.25
Lattof Car Rental, Inc.	Rental of Car	1-1-508.61	124.32		
Lattof Car Rental, Inc.	Rental of Station Wagon	1-6-508.61	120.95	7001	245.27
Ernst & Ernst	Contractual Services-Consultation	1-3-501.26	200.00	7002	200.00
Universal Stationers, Inc.	Office Supplies	1-3-501.31	41.54		
Universal Stationers, Inc.	Office Supplies	1-30-501.31	13.11		
Universal Stationers, Inc.	Office Supplies	1-4-501.31	3.12		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	26.26		
Donald Collins	Travel Expense	1-3-501.72	17.04	7003	84.03
Donald Collins	Travel Expense	1-552-502.791	114.90		
Donald Collins	Travel Advance	1-105.92	(120.00)		
W. J. Mann	Travel Expense	1-3-501.72	24.10	7004	11.94
Standard Oil Co.	Gasoline	1-3-501.72	6.01	7005	24.10
Standard Oil Co.	Gasoline	1-533-502.72	4.38		
Standard Oil Co.	Gasoline	1-547-502.72	6.40	7006	16.79
Xerox Corporation	Equipment Rental	1-3-508.62	350.00		
Xerox Corporation	Equipment Rental	1-5-508.62	138.50	7007	488.50
International Business Machines Corp.	Tabulating Cards	1-4-501.39	59.17		
International Business Machines Corp.	Tabulating Cards	1-532-502.39	58.00	7008	117.17
Triton Community College	Charge-Back	1-5-502.80	6,460.65	7009	6,460.65
Ditto Division	Copying Supplies	1-6-502.32	151.74	7010	151.74
Schiele-Faierson Co.	Printing-Special Student Applications and Applications for Admission	1-6-502.33	690.00	7011	690.00
American Council on Education	Books-Counseling	1-6-502.97	14.00	7012	14.00
Chronicle Guidance Publications	Books - Counseling	1-6-502.97	134.90	7013	134.90
Educators Progress Service	Books-Counseling	1-6-502.97	30.00	7014	30.00
Psychological Corporation	Books-Counseling	1-6-502.97	37.70	7015	37.70
Rita D'Agostino	Travel Expense	1-40-501.72	15.00	7016	15.00
Data Processing Magazine	Subscription	1-40-501.91	16.00	7017	16.00
Journal-News Publications	Want Ads	1-40-501.93	28.00	7018	28.00
Paddock Publications, Inc.	Want Ads	1-40-501.93	26.25	7019	26.25
Child Welfare League of America, Inc.	Instructional Books	1-50-502.39	10.45	7020	10.45
Maitre d' Restaurant	Meeting Expense	1-50-502.95	19.63	7021	19.63
Jordan Siedband	Travel Expense	1-50-502.791	11.50	7022	11.50



<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
3M Business Products Sales, Inc.	Instructional Reproduction Supplies	1-52-502.39	\$ 64.13		
3M Business Products Sales, Inc.	Equipment Rental	1-59-508.60	30.00		
3M Business Products Sales, Inc.	Instructional Reproduction Supplies	1-534-502.39	28.61		
3M Business Products Sales, Inc.	Instructional Reproduction Supplies	1-557-502.39	25.90	7023	148.64
Babbey Office Machines	Typewriter Repair	1-59-502.37	10.25	7024	10.25
The Heckman Bindery, Inc.	Library Books - Binding	1-59-502.37	30.75	7025	30.75
Newark Electronics Corp.	Audio Visual Supplies	1-59-502.37	24.85	7026	24.85
Roundtable Films, Inc.	Film Rental	1-59-502.37	26.00	7027	26.00
Paddock Publications, Inc.	Want Ad	1-59-502.93	10.50	7028	10.50
Amateur Electronic Supply	Library Books	1-59-563.00	76.14	7029	76.14
American Society of Tool & Manufacturing Engineers	Library Books	1-59-563.00	22.50	7030	22.50
R. R. Bowker Co.	Library Books & Subscriptions	1-59-563.00	55.65	7031	55.65
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	14,345.00	7032	14,345.00
Colonial "Out-of-Print" Book Service, Inc.	Library Books	1-59-563.00	5.65	7033	5.65
Delmar Publishers, Inc.	Library Books	1-59-563.00	19.20	7034	19.20
Harcourt, Brace & World, Inc.	Library Books	1-59-563.00	48.59	7035	48.59
Horizon	Subscription	1-59-563.00	22.00	7036	22.00
Monticello Books	Library Books	1-59-563.00	9.25	7037	9.25
Popular Mechanics	Subscription	1-59-563.00	10.00	7038	10.00
Quality Books, Inc.	Library Books	1-59-563.00	95.70	7039	95.70
Thomas C. Seward	Travel Expense	1-61-502.72	14.24		
Thomas C. Seward	Travel Expense	1-61-502.791	34.47		
Thomas C. Seward	Travel Advance	1-105.92	(31.00)	7040	17.71
Donn B. Stansbury	Travel Expense	1-63-502.72	19.80	7041	19.80
Federal Wholesale Stationery	Bookstore Stock - Supplies	1-64-514.30	10.51	7042	10.51
Keep 'N Touch Greeting Cards, Inc.	Bookstore Stock - Supplies	1-64-514.30	13.97	7043	13.97
Affiliated Book Distributors, Inc.	Bookstore Stock - Books	1-64-514.40	26.00	7044	26.00
Barnes & Noble, Inc.	Bookstore Stock - Books	1-64-514.40	25.96	7045	25.96
Wm. C. Brown Publishers	Bookstore Stock - Books	1-64-514.40	3.65	7046	3.65
Follett College Book Co.	Bookstore Stock - Books	1-64-514.40	264.91	7047	264.91
Harcourt, Brace & World, Inc.	Bookstore Stock - Books	1-64-514.40	27.19	7048	27.19
South-Western Publishing Co.	Bookstore Stock - Books	1-64-514.40	5.92	7049	5.92
Victor Business Forms Group	Bookstore Forms	1-64-514.90	146.78	7050	146.78
O. H. Bambas Tobacco Co.	Cafeteria - Food	1-65-515.31	42.45	7051	42.45



<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Burny Bros., Inc.	Cafeteria - Food	1-65-515.31	\$ 60.62	7052	\$ 60.62
Frito-Lay, Inc.	Cafeteria - Food	1-65-515.31	88.00	7053	88.00
Jewel Food Marketer, Inc.	Cafeteria - Food	1-65-515.31	99.07	7054	99.07
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	28.75	7055	28.75
Nedlog Co.	Cafeteria - Food	1-65-515.31	19.44	7056	19.44
B. A. Railton Co.	Cafeteria - Food	1-65-515.31	34.55	7057	34.55
S & S Dairy Service	Cafeteria - Food	1-65-515.31	117.43	7058	117.43
John Sexton & Co.	Cafeteria - Food	1-65-515.31	7.31	7059	7.31
Silvercup Bakers, Inc.	Cafeteria - Food	1-65-515.31	41.16	7060	41.16
E. W. Boehm Co.	Cafeteria - Food	1-108.33	160.00	7061	160.00
Horders	Duplicating Supplies	1-108.33	120.24		
Horders	Duplicating Supplies	1-108.33	2.45		
Horders	Office Supplies	1-3-501.31	4.88		
Horders	Office Supplies	1-3-501.33	14.28		
Horders	Office Supplies	1-30-501.31	2.85		
Horders	Office Supplies	1-4-501.31	243.17		
Horders	Office Supplies	1-5-502.31	5.02		
Horders	Office Supplies	1-6-502.31	67.70	7062	392.89
Langer Printing Co.	Printing	1-108.33	67.70	7063	67.70
Henry T. Batts, Jr.	Out-of-District Tuition Refunded	1-406.20	532.50	7064	532.50
Virginia Bootz	Out-of-District Tuition Refunded	1-406.20	213.00	7065	213.00
Linda Sue Bork	Out-of-District Tuition Refunded	1-406.20	213.00	7066	213.00
William Fitzgerald Jr.	Out-of-District Tuition Refunded	1-406.20	497.00	7067	497.00
Susan Gartner	Out-of-District Tuition Refunded	1-406.20	213.00	7068	213.00
Bob Kamp	Out-of-District Tuition Refunded	1-406.20	461.50	7069	461.50
James E. Keller	Out-of-District Tuition Refunded	1-406.20	213.00	7070	213.00
Lawrence P. Kolleng	Out-of-District Tuition Refunded	1-406.20	461.50	7071	461.50
Gary S. Love	Out-of-District Tuition Refunded	1-406.20	284.00	7072	284.00
Phillip Mack	Out-of-District Tuition Refunded	1-406.20	426.00	7073	426.00
Kathleen Morton	Out-of-District Tuition Refunded	1-406.20	248.50	7074	248.50
Stephen E. Williams	Out-of-District Tuition Refunded	1-406.20	568.00	7075	568.00
Marsh & McLennan Insurance	Workmen's Compensation Insurance, 1967 - 1968, 1968 - 1969	1-508.57	2,110.25	7076	2,110.25
Harold Cunningham	Travel Expense	1-501-502.72	81.13		
Harold Cunningham	Meeting Expense	1-501-502.95	40.00	7077	121.13
Delmar Publishers, Inc.	Instructional Books	1-531-502.39	25.68	7078	25.68
International Business Machines Corp.	Data Processing Supplies	1-532-502.39	8.80	7079	8.80



<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Brodhead-Garrett Co.	Instructional Supplies - Solder & Tongs	1-533-502.39	\$ 9.05	7080	\$ 9.05
Roger A. Mussell	Travel Expense	1-533-502.72	18.15	7081	18.15
Hotel Pere Marquette & The Voyager Inn	Travel Expense	1-533-502.791	25.07	7082	25.07
Charles Bruning Co.	Supplies - Engineering	1-534-502.39	18.96	7083	18.96
John H. Thompson	Travel Expense	1-541-502.791	65.02	7084	65.02
National School Towel Service, Inc.	Contractual Services-Towels-December	1-547-502.39	208.00	7085	208.00
Parrish Sporting Goods	Instructional Supplies-Tennis Balls & Arrows	1-547-502.39	47.00	7086	47.00
Karnes Music Co.	Instructional Supplies - Sheet Music	1-557-502.39	268.99	7087	268.99
Welch Scientific Co.	Instructional Equipment-Lamp Sockets, Tubes, Tube Holders	1-564-502.39	32.50	7088	32.50
Richard A. Wild	Travel Expense	1-572-502.72	28.45	7089	28.45
Carousel Travel & Tours, Arlington	Travel Expense	1-501-502.72	150.80		
Carousel Travel & Tours, Arlington	Travel Expense	1-502-502.72	87.40		
Carousel Travel & Tours, Arlington	Travel Expense	1-511-502.72	89.95	7090	328.15
Carousel Travel & Tours, Barrington	Travel Expense	1-4-501.72	104.60		
Carousel Travel & Tours, Barrington	Travel Expense	1-562-502.72	83.70	7091	188.30
Imprest Fund	To reimburse Imprest Fund for December expenditures		1,692.71	7092	1,692.71
					<u>\$35,309.52</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks Number 7000 to 7092 are hereby authorized for payment.

Date of Approval: January 11, 1968

President John A. Shas

Secretary Jessy M. Suckla

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NO. 12  
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES -- JANUARY 11, 1968

SUMMARY

	<u>ACCOUNT #</u>	<u>AMOUNT</u>
Receivables	103-105	(1383.04)
Stationery Inventory	108.33	347.94
Payables	209.00	64.31
Tuition Refunded	406.00	4444.20
<u>ADMINISTRATION</u>		
Contractual Services	501.20	655.36
Supplies	501.30	446.62
Travel	501.70	780.42
Other	501.90	621.99
<u>INSTRUCTIONAL</u>		
Supplies	502.30	2057.59
Travel	502.72	1783.70
Tuition	502.80	6460.65
Other	502.90	377.96
Bookstore & Cafeteria	514-515.	1063.67
Fixed Charges	508.00	2874.02
Capital Outlay (Books)	563.00	14,714.13
		<u>\$35,309.52</u>



BUILDING FUND EXPENDITURES -- JANUARY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Shamrock Best Maintenance Service	Maintenance-November & December	2-3-506.30	190.00	1130	190.00
Roy La Londe	Rent - Palatine Office	2-3-508.65	1,018.33	1131	1,018.33
Culligan Water Conditioning	Contractual Services	2-4-506.20	9.25	1132	9.25
Arlington Oil Co.	Fuel Oil	2-4-506.40	90.16	1133	90.16
International Business Machines Corp.	Machine Rental	2-4-508.64	207.00	1134	207.00
Township High School District 214	Rental of Harper Grove Facilities	2-5-508.65	5,600.00	1135	5,600.00
Masters Supply Co.	Janitor's Supplies	2-32-506.30	22.20	1136	22.20
Universal Business Forms Co., Inc.	Delivery Forms	2-32-506.30	137.42	1137	137.42
Standard Oil Co.	Gasoline	2-506.70	33.30	1138	33.30
Imprest Fund	To reimburse Imprest Fund for December, 1967 expenditures		103.50	1139	103.50
					<u>\$7,411.16</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1130 to 1139 are hereby authorized for payment.

Date of Approval: January 11, 1968

President John H. Haas

Secretary Joedy Mueble



WILLIAM RAINEY HARRIS COLLEGE  
 DISTRICT NO. 312  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- JANUARY 11, 1968

SUMMARY

<u>OPERATION</u>	<u>ACCOUNT #</u>	<u>AMOUNT</u>
Contractual Services	506.20	102.00
Supplies	506.30	355.87
Heating	506.40	90.16
Travel	506.70	33.30
Other	506.90	4.50
<u>FIXED CHARGES</u>		
Rentals - Equipment	508.64	207.00
Rentals - Facilities	508.65	6,618.33
		<u>\$7,411.16</u>



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

SITE & CONSTRUCTION FUND EXPENDITURES -- JANUARY 11, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Educational & Institutional Coop. Service	Folding Tables	6-3-563.00	46.28		
Educational & Institutional Coop. Service	Folding Tables	6-6-563.00	92.56		
Educational & Institutional Coop. Service	Folding Tables	6-50-563.00	138.84	371	277.68
Henricksen & Co.	Instructional Equipment - Lecterns	6-50-563.00	366.25	372	366.25
International Business Machines Corp.	Unit Record Equip. - 100% Reimbursable	6-532-563.00	46,242.00	373	46,242.00
Carter Electronics, Inc.	Instructional Equipment - Multimeters	6-533-563.00*	1,200.00	374	1,200.00
Charles Bruning Co.	Supplies - Engineering	6-534-563.00	63.34	375	63.34
Eugene Dietzgen Co.	Instructional Equipment - Curves	6-534-563.00	100.38	376	100.38
3M Business Products Sales, Inc.	Equipment - Overhead Projector	6-534-563.00	213.00	377	213.00
Purdue University	Films - 100% Reimbursable	6-534-563.00	364.53	378	364.53
American Library Color Slide Co., Inc.	Art Equipment - Cabinet	6-551-563.00	65.10	379	65.10
Northwest Music Center, Inc.	Instructional Equipment - Piano	6-557-563.00	1,605.00	380	1,605.00
Welch Scientific Co.	Instructional Equipment - Burners, Tube Holders, Tester, Impact Apparatus	6-564-563.00	767.80		
Welch Scientific Co.	Instructional Equipment - Field Mapping Set, Boyle's Law Apparatus	6-565-563.00	471.00	381	1,238.80
Cenco Instruments Corp.	Equipment - Double Key	6-565-563.00	17.00	382	17.00
					<u>\$51,753.08</u>

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



TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks Number 371 to 382 are hereby authorized for payment.

Date of Approval: January 11, 1968

President John W. Swan

Secretary Joseph M. Suebla

SITE AND CONSTRUCTION FUND SUMMARY, JANUARY 11, 1968

Capital Outlay - Equipment . . . . . 6-563.00

\$51,753.08



IMPREST FUND DISBURSEMENTS  
DECEMBER 1, 1967 to DECEMBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Albert F. DePue	State License for Dodge Van	1101	\$ 4.50
Donald W. Collins	Travel Advance	1102	120.00
John R. Birkholz	Travel Advance	1103	280.00
Richard S. Lang	Travel Expense	1104	7.20
Roy A. Sedrel	Travel Advance	1105	90.00
William R. Punkay	Travel Advance	1106	75.50
Graphic Arts of Chicago	Contest Fee	1107	2.00
Natl. Car Rental System	Auto Rental	1108	14.21
William R. Foust	Travel Expense 67.66		
William R. Foust	Travel Advance (60.00)	1109	7.66
Richard S. Lang	Travel Expense	1110	7.20
American Personnel & Guidance Association	Subscription	1111	5.00
McGraw-Hill Publications	Publication	1112	2.00
William H. Miller	Biology Supplies	1113	5.74
Simon & Schuster	Library Book	1114	1.95
Lindsey Hopkins Education Center	Publication	1115	1.50
Ill. Assn. of College Admission Counselors	Book - Counseling	1116	9.00
Industrial Arts & Voc. Education	Subscription	1117	4.00
Bureau of Labor Statistics	Publication - Counseling	1118	1.25
U. S. Govt. Printing Office	Books - Counseling	1119	22.00
Gregg Typing Tests	Certificates	1120	3.15
Renee M. Moroni	Refund of Tuition	1121	19.20
Donald Jones	Security Guard	1122	70.00
Melvin Mack	Security Guard	1123	12.25
Jose Gonzales	Security Guard	1124	10.50
Robert Zilkowski	Travel Advance	1125	104.76
Public Affairs Committee	Publication	1126	.60
Irene Y. Sanderson	Travel Advance	1127	35.00
James Dean	Organist for Nurses Reception	1128	25.00
Rachel Finch	Musician for Faculty Party	1129	15.00
Charles F. Falk	Travel Advance	1130	100.00
Larew M. Collister	Travel Expense	1131	6.95
Department of Revenue	R. O. Tax-November	1132	64.31
Donald M. Misisic	Travel Expenses	1133	9.70
William R. Punkay	Travel Expenses 78.92		
William R. Punkay	Travel Advance (75.50)	1134	3.42
Postmaster, Palatine, Ill.	Postage for Meter	1135	250.00
B & H Blueprint	Two (2) Photostats	1136	3.36



IMPREST FUND DISBURSEMENTS  
DECEMBER 1, 1967 to DECEMBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
G. H. Voegel	Consultants Travel Expense	1137	\$ 189.11
Barbara Kaiser	Refund - Activity Fee	1138	2.00
Donald W. Collins	Travel Advance	1139	50.00
College Entrance Exam. Board	Books - Counseling	1140	5.20
National Employment Services Institute	Books - Counseling	1141	6.00
American Assn. of Junior Colleges	Registration - R. E. Lahti	1142	27.00
American Rehabilitation Foundation	Publications - Library	1143	5.10
Numerical Control Society	Publication	1144	7.95
Mary Buchheit	Reimbursement for Purchase	1145	3.68
University of Ill. Press	Subscription	1146	6.00
University of Louisville	Publication	1147	2.50
Supt. of Documents	Publications	1148	2.00
Richard Wild	Reimbursement for Photo Work	1149	17.64
Editorial Projects for Education, Inc.	Subscription	1150	10.00
Sherwin King	Travel Expense 43.10		
Sherwin King	Travel Advance (42.80)	1151	.30
oland Soorus	Refund of Registration Fee Paid by D. V. R.	1152	5.00
James W. McVay	Refund of Tuition Paid by D.V.R.	1153	96.00
Illinois Association of Community & Jr. Colleges	Membership Dues-Second Inst.	1154	342.30
Robert E. Lahti, Petty Cash	Reimbursement	1155	71.09
Jacqueline Harris	Petty Cash Reimbursement	1156	33.88
Nelson Florist	Flowers - Bereavement	702	10.50
Tartan Tray Cafeteria	Faculty Wives Coffee	703	11.81
Swiss Colony	Faculty Christmas Party	704	37.00
Wren Book Shop	Christmas Cards & Stamps	705	50.00
Bank Debit	Check Books	--	20.59
John H. Upton	Travel Expense \$144.79	--	
John H. Upton	Travel Advance (149.00)	--	( 4.21)
Roger Mussell	Travel Expense \$289.86	--	
Roger Mussell	Travel Advance (324.00)	--	(34.14)
H. R. Pankratz	Travel Expense \$107.08	--	
H. R. Pankratz	Travel Advance (125.00)	--	(17.92)
Robert Zilkowski	Travel Expense \$26.25	--	
Robert Zilkowski	Travel Advance (29.00)	--	( 2.75)
Sherwin L. King	Travel Expense \$8.00	--	
Sherwin L. King	Travel Advance (25.00)	--	(17.00)



IMPREST FUND DISBURSEMENTS  
DECEMBER 1, 1967 to DECEMBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Donn B. Stansbury	Travel Expense \$15.20	--	\$
Donn B. Stansbury	Travel Advance (36.00)	--	( 20.80)
Robert E. Lahti	Travel Expense \$244.00	--	
Robert E. Lahti	Travel Advance (375.00)	--	(131.00)
James Harvey	Travel Expense \$29.00	--	
James Harvey	Travel Advance (31.00)	--	( 2.00)
John Gelch	Travel Expense \$20.80	--	
John Gelch	Travel Advance (60.00)	--	( 39.20)
Harold Cunningham	Travel Expense \$69.80	--	
Harold Cunningham	Travel Advance (70.00)	--	( .20)
Martha Lynn Bolt	Travel Expense \$30.00	--	
Martha Lynn Bolt	Travel Advance (60.00)	--	( 30.00)
W. J. Mann	Travel Expense \$129.85	--	
W. J. Mann	Travel Advance (155.00)	--	( 25.15)
Roy A. Sedrel	Travel Expense \$29.02	--	
Roy A. Sedrel	Travel Advance (90.00)	--	( 60.98)
John Birkholz	Travel Expense \$181.00	--	
John Birkholz	Travel Advance (280.00)	--	( 99.00)
Henry Roepken	Return of Travel Advance	--	( 67.00)
Clete Hinton	Return of Travel Advance	--	( 31.00)
Robert Wintz	Rec. from T. & A. Fund \$54.00	--	
Robert Wintz	Travel Advance (54.00)	--	-0-
Void	-----	857	( 9.00)
Void	-----	931	( 2.00)
Void	-----	951	( 17.00)
			<u>\$1,796.21</u>

Reimbursement:

Educational Fund	\$1,692.71
Building Fund	103.50
	<u>\$1,796.21</u>

BOARD OF TRUSTEES PRESENTATION JANUARY 16, 1968  
DIVISION OF SCIENCE AND MATHEMATICS  
WILLIAM RAINEY HARPER COLLEGE

I. Overview of Division (John Thompson)

- A. Teachers
  - 1. Educational Background
  - 2. Professional Experience
  - 3. Full-time vs. Part-time
- B. Projections for Next Year (1968-1969)
  - 1. Number of Sections
  - 2. Teacher Requirements

II. Department of Biology

- A. Offerings (William Miller)
  - 1. Transfer Program
    - a. Present vs. Proposed Curriculum
    - b. Correlation with four year institutions
  - 2. Occupational Programs (Rosario DePalma)
    - a. Course offerings for Nursing Program
    - b. Course offerings for Dental Hygiene Program
- B. Audio-Tutorial Presentation

III. Department of Physical Science

- A. Chemistry (Joseph Clouser)
  - 1. Present Offerings
  - 2. Forecast for 1968-1969
- B. Physics (Jordan Siedband)
  - 1. Transfer and Career courses
  - 2. Special problems
- C. Geology (Dr. Betty Enbysk)
  - 1. Present Offerings
  - 2. A possible two year sequence

IV. Department of Mathematics

- A. Mathematics Flow Chart (Thomas McCabe)
- B. Course Offerings
- C. Next Year's Program

V. Department of Nursing (Joanne Heinly)

- A. Nursing Curriculum
- B. Prospects for the Future

VI. Department of Dental Hygiene (Dr. Frank Vandever)

- A. Dental Hygiene Curriculum
- B. Special Equipment Requirements

VII. Summary

- A. Innovative Trips
- B. Questions



POLICY ON HIRING

I. ACADEMIC FACULTY

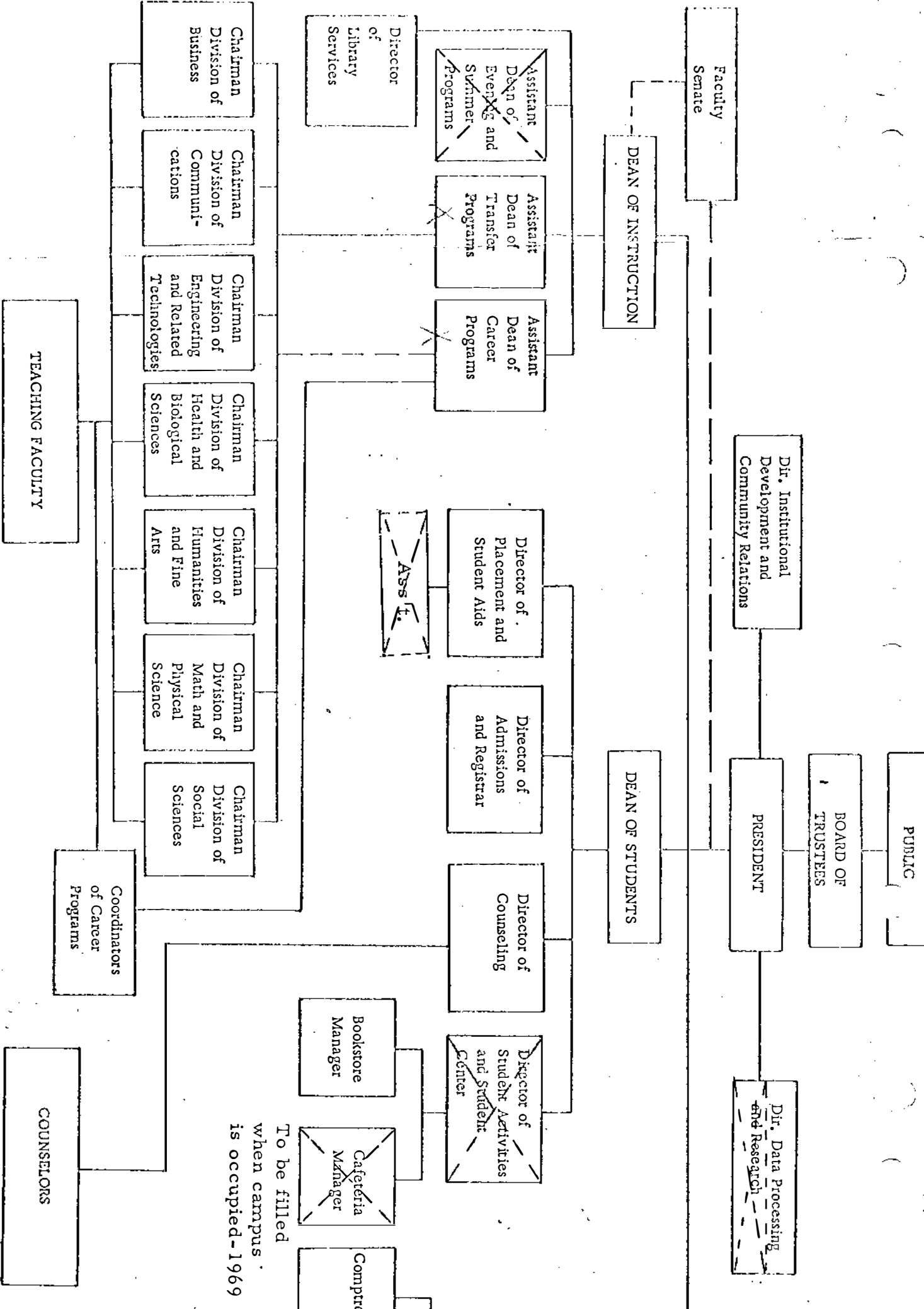
The Board of Trustees must approve the opening of all full-time academic faculty positions, will receive and act on academic faculty appointments upon recommendation of the President of the college.

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)

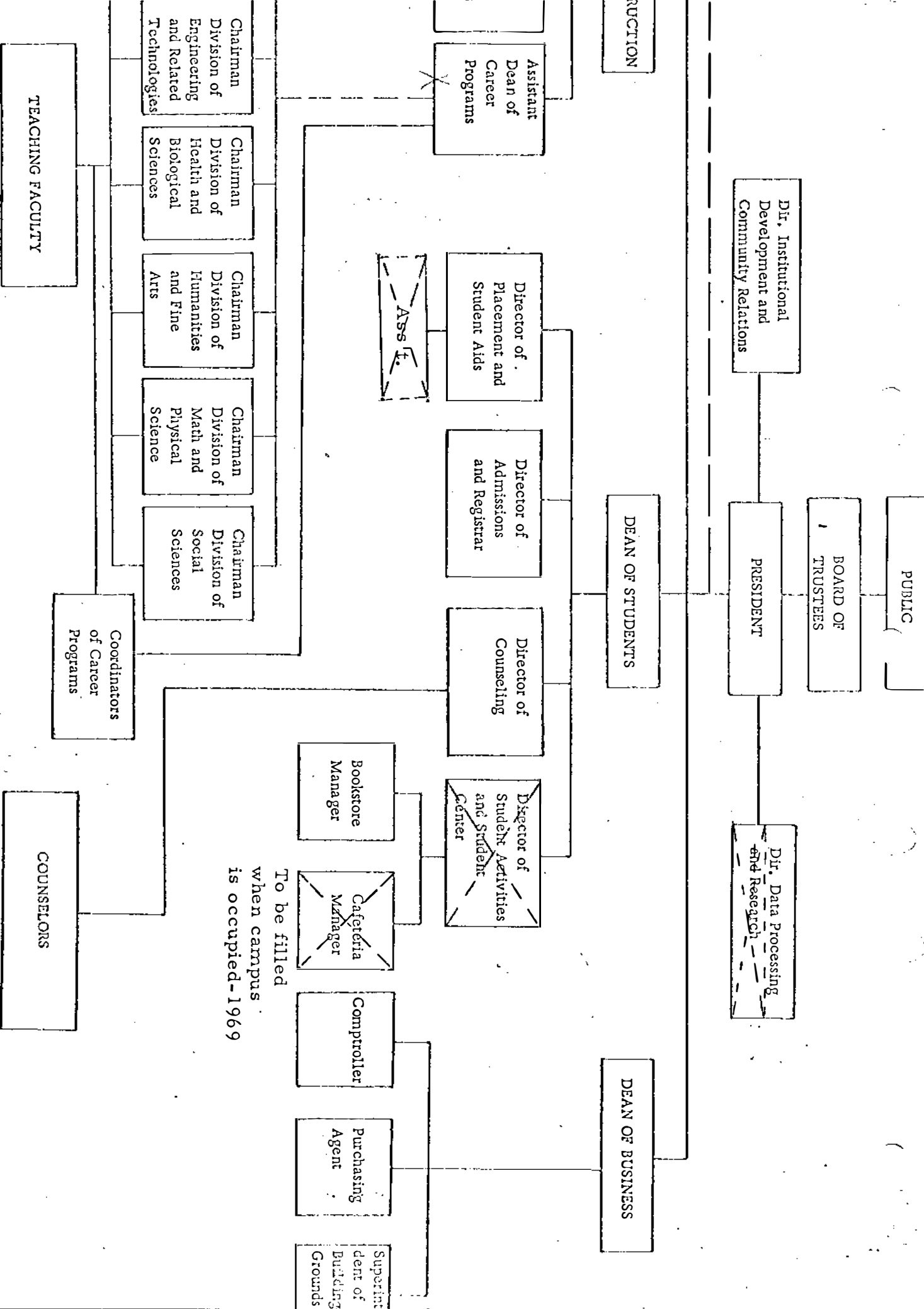
Part-time academic faculty may be employed as needed, subject to budget limitations.



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

1967-68 OPERATION - Up to 3000 Students

To be filled when campus is occupied - 1969



pen - to be filled July 1, 1968.

1967-68 OPERATION - Up to 3000 Students

To be filled when campus is occupied-1969

WILLIAM RAINEY HARPER COLLEGE  
DEPARTMENT OF NURSING

Foundations of Nursing 101-102

Philosophy

The faculty believes that:

1. There is a body of knowledge concerning fundamental needs of all individuals.
2. An understanding of the manner in which these needs are normally met by individuals in health and illness is essential to the development of basic nursing skills.
3. There is a body of basic nursing skills which can be learned in terms of concepts and principles, and which form a foundation for adaptive and progressively complex skills and understanding.
4. The content in this course focuses on the fundamental needs of the individual in health and illness and on the basic nursing skills necessary for providing them.
5. A focus on the normal processes of a developing family unit provides experience in beginning adaptations of basic nursing care and a logical baseline for making a transition to more complex alterations in illness.

Objectives

The student is expected to be able to:

1. Define basic concepts such as wellness and illness.
2. Demonstrate an understanding of current health trends.
3. Evaluate the maintenance of healthy balances in her own life.
4. Identify, recall, and apply knowledge concerning fundamental individual needs in health and illness.
5. Identify characteristics of the sick role.
6. Identify and demonstrate characteristics of the nursing role.
7. Identify, recall, and apply knowledge concerning the manner in which mechanisms for natural body defenses, nutritional and fluid regulation, and oxygen supply are supported, maintained, and reinforced.
8. Demonstrate an understanding of basic nursing skills in terms of underlying principles and purposes.
9. Show, by doing, a safe facility in carrying out basic nursing skills with patients in several age groups.

WILLIAM RAINEY HARPER COLLEGE

DEPARTMENT OF NURSING

Foundations of Nursing 101

Organization of Content

- I. Introduction to Nursing
  - A. Nursing and its scope
  - B. The hospital and community health agencies
  
- II. Homeostasis as Observable Through a Study of the
  - A. Positive signs of health
  - B. Normal pregnancy cycle
  - C. Normal intra-partal period
  - D. Normal post-partal period
  - E. Normal neonatal period
  
- III. Beginning Deviations from Normal Physiological Functioning as Demonstrated by the
  - A. Body's reaction to stress--physical and emotional
  - B. Body's <sup>defense</sup> mechanisms--physical and emotional
  
- IV. Beginning Nursing Skills
  - A. Communication
  - B. Admission, transfer, discharge of patient in health agency
  - C. Skills utilized in observing patients
    - 1. vital signs
    - 2. intake and output--specimen collection
    - 3. simple measures for maintaining an airway, e.g., positioning, etc.
  - D. Supportive care for patients
    - 1. physical care
    - 2. preparation for exams
    - 3. nutrition and elimination
    - 4. comfort and safety measures
    - 5. application of heat and cold
    - 6. simple drainage and irrigations
    - 7. principles of medical asepsis
    - 8. administration of medications
  - E. Nursing care and supervision during the
    - 1. pregnancy cycle
    - 2. intra-partal period
    - 3. post-partal period
    - 4. neonatal period

WILLIAM RAINEY HARPER COLLEGE

DEPARTMENT OF NURSING

Foundations of Nursing 102

Organization of Content

I. Introduction

Hospital design for providing care

II. Alterations of Physiological Functioning as Observable Through a Study of the

- A. Signs of illness
- B. Complications of pregnancy
- C. Complications of intra-partal period
- D. Complications of post-partal period
- E. Childhood disorders

III. Pathological Processes as Observable Through a Study of

- A. Heredity and congenital factors, e.g., congenital heart defects
- B. Hypoxia, e.g., asphyxia neonatorum, bronchitis
- C. Infection, e.g., rheumatic fever, communicable disease
- D. Trauma due to shock
  - 1. physical, e.g., hemorrhage
  - 2. mental, e.g., fear and anxiety of hospitalization
- E. Trauma due to injury, e.g., fractures in children
- F. Metabolic alterations due to
  - 1. deficiency, e.g., cystic fibrosis
  - 2. excess, e.g., obesity } diabetes mellitus
- G. Faulty fluid and electrolyte requirements, e.g., vomiting, diarrhea
- H. Destructive processes, e.g., leukemia

IV. Nursing Skills

- A. Admission of acutely ill patient
- B. Identification of signs and symptoms related to III
- C. Restorative care of patients
  - 1. physical care of acutely ill
  - 2. assisting with examinations
  - 3. parenteral administration of fluids and blood
  - 4. maintaining an airway
    - a. administration of oxygen
    - b. suctioning
  - 5. establishing and maintaining drainage
  - 6. surgical care
    - a. pre- and post-operative care
    - b. principles of surgical asepsis
- D. Nursing care and supervision of patients in maternity and pediatrics

BOARD OF TRUSTEES PRESENTATION

JANUARY 16, 1968

WILLIAM RAINEY HARPER COLLEGE

DR. ROBERT E. LAHTI, PRESIDENT

PROFILE OF TEACHING FACULTY 1967 - 1968

SECTION OFFERINGS AND TEACHER REQUIREMENTS 1967 - 1968, 1968 - 1969

DIVISION OF SCIENCE AND MATHEMATICS

TEACHER PROFILE--DIVISION OF SCIENCE AND MATHEMATICS--WILLIAM RANKIN HARPER COLLEGE

of Birth	Service Duty	Bachelor's Degree	Master's/Doctor's	Other schools attended	Hrs. beyond Master's	Years experience
York	Air Force- South Pacific	Rocky Mountain College Montana	Northwestern University	Wayne State Fresno State College University of Illinois Illinois Northern University	45	9 8
County	Navy - Pacific South Pacific Atlantic	Upper Iowa University	University of Michigan	South Dakota State College University of Minnesota biology station Thompson Institute, Yonkers, N.Y. Rocky Mountain Biology Laboratory University of Michigan Forestry Campus	48	15
Army - Europe	University of Illinois	Northwestern University	Illinois Northern University University of Maryland Illinois Institute of Technology University of Wyoming Stevens College North Dakota Agricultural College University of Illinois Extension	74	13	1 PT
Illinois Northern	University of Wisconsin	Lake Forest College Iowa State College Michigan State University of Oregon Cornell University Butler University University of Illinois Northwestern University	Coe Cornell Iowa State Teachers University of Iowa Northwestern Loyola University of Illinois	38	13	
Navy - Stateside	Iowa State University	University of Chicago		44	15	2
Vassar	Northwestern			3	1	



TEACHER PROFILE--DIVISION OF SCIENCE AND MATHEMATICS--WILLIAM EARLY HARPER COLLEGE

His, be

Place of Birth    Service    Duty    Bachelor's Degree    Master's/Doctor's    Other schools attended

DePalma, Ray    New York    Air Force--  
New York    South Pacific

Wayne State  
Fresno State College  
University of Illinois  
Illinois Northern University

Miller, Bill    Fayette County    Navy - Pacific  
Iowa    South Pacific  
Atlantic

South Dakota State College  
University of Minnesota biology station  
Thompson Institute, Yonkers, N.Y.  
Rocky Mountain Biology Laboratory  
University of Michigan Forestry Campus

Thompson, John    Gurnee    Army - Europe  
Illinois    Illinois Northern    Northwestern University

Illinois Northern University  
University of Maryland  
Illinois Institute of Technology  
University of Wyoming  
Stevens College  
North Dakota Agricultural College  
University of Illinois Extension

Clouser, Joe    Freeport    University of Wisconsin  
Illinois    Illinois Northern    University of Chicago

Lake Forest College  
Iowa State College  
Michigan State  
University of Oregon  
Cornell University  
Butler University  
University of Illinois  
Northwestern University

Collister, Larry    Pueblo    Navy - Stateside    Iowa State University    University of Chicago  
Colorado

Coe  
Cornell  
Iowa State Teachers  
University of Iowa  
Northwestern  
Loyola  
University of Illinois

Gant, Mary    Carlsbad    Vassar    Northwestern  
New Mexico

BIOLOGY

CHEMISTRY

MATHEMATICS

## SCIENCE AND MATHEMATICS

-2-

1967-1968

Birth	Service Duty	Bachelor's Degree	Master's/Doctor's	Number schools attended	Hrs. beyond Master's	Years experience
					H.S.	College
	Marine Corps Stateside, California	Notre Dame	Northern Illinois 2nd Master's Louisiana State	Rutgers University Long Beach State	20	2 5
		Washington State	Washington State University Ph.D. - University of Washington	Lewis and Clark College		6
	Army - India North Africa Philippines	University of Chicago	University of Chicago	University of Cincinnati Illinois Institute of Technology Northwestern University	50 Physics 70 Math.	2
	Navy Western Pacific		St. Louis University D.D.S.	University of Illinois Indiana State University Murray State Teachers College University of Georgia		1
		Hunters College New York City	City University of New York	Margaret Hague Maternity Hospital Jersey City, New Jersey		11
		Columbia University - School of Nursing	Teachers College - Columbia University			11
			PART TIME TEACHING FACULTY			
	Army - Ameds Japan	University of Missouri	University of Missouri Ph.D. - University of Missouri			10
		Michigan State University	Michigan State University		50	8 6
	Army - Stateside	South Dakota State University	Kansas State Teachers	Northern Illinois Utah State University Ft. Smith Jr. College	3	5
	Army - Air Force U.S., N. Africa India, Burma, China	St. Thomas College St. Paul, Minnesota	University of Michigan	University of Minnesota Cornell		21
	Navy - Pacific	Ripon College	State University of South Dakota	Ed.S. - Kansas State Teachers Marquette University Northern Illinois	42	10 2

TEACHER PROFILE -- DIVISION OF SCIENCE AND MATHEMATICS

MATH

McCabe, Tom Chicago Illinois Marine Corps Stateside, California Notre Dame Washington State  
 Rutgers University Long Beach State  
 Lewis and Clark College

Enbysk, Betty Portland Oregon  
 University of Cincinnati  
 Illinois Institute of Technology  
 Northwestern University

Siedband, Jordan Chicago Illinois Army - India North Africa Philippines  
 University of Chicago  
 St. Louis University  
 D.D.S.

DENTAL

Vandever, Frank Mattoon Illinois Navy Western Pacific  
 Hunters College  
 City University of New York  
 Margaret Hague Maternity Hospital  
 Jersey City, New Jersey

NURSING

Dugan, Mary Plattsburgh New York Columbia University - Teachers College - Columbia University  
 PART TIME TEACHING FACULTY

BIOLOGY

Cordes, William St. Louis Missouri Army - Ameds Japan University of Missouri  
 Ph.D. - University of Missouri

Degenhardt, Ed Battle Creek Michigan Michigan State University  
 Michigan State University

Peters, John Watertown South Dakota Army - Stateside Japan South Dakota State University  
 Kansas State Teachers  
 Northern Illinois  
 Utah State University  
 Ft. Smith Jr. College

Schommer, Norbert S. St. Paul Minnesota Army - Air Force U.S., N. Africa India, Burma, China  
 University of Michigan  
 University of Minnesota  
 Cornell

Wachlin, Donovan Freeport Illinois Navy - Pacific Ripon College  
 State University of South Dakota  
 Ed.S. - Kansas State Teachers  
 Marquette University  
 Northern Illinois

Service Duty	Bachelor's Degree	Master's/Doctor's	Other schools attended	Hrs. beyond Master's	Years experience H.S. College
	Loyola, Chicago	Loyola	DePaul University Illinois Institute of Technology	10	12 3 PT
	Monmouth	University of Northern Iowa	Cornell Roosevelt Bowling Green University of Illinois Illinois Institute of Technology	30	8
Air Force - Stateside Philippines	Indiana State University	Indiana State University 2nd Master's - Purdue	Northern Illinois University Eastern Illinois University University of Illinois extension	6	20
	Wayne State	Wayne State	University of Michigan University of New Mexico Oklahoma State University Argonne National Laboratory (U. of Chicago) University of Arizona	60	1 PT 9
	St. Mary's - Minnesota	DePaul University	University of Ottawa Illinois Institute of Technology University of Southern California Boston College Northern Illinois University University of Illinois	45	21
Navy Air Corps Pilot South Pacific	Mankato State Teachers	Peabody College	Boston College Northwestern University Illinois Institute of Technology University of Southern California University of Illinois	37	18
Army - Active Reserves	Northeast Missouri State	State College of Iowa	Washington University Illinois Wesleyan University University of Illinois Northwestern University (Ph.D. work)	72	11
Navy - Stateside	Western Illinois University Central Michigan	Western Illinois Central Michigan	Pennsylvania State University	30	17

Place of Birth    Service Duty    Bachelor's Degree    Master's/Doctor's    Other schools attended    Hi

CHEMISTRY

Bauer, Joseph    Chicago Illinois    Loyola, Chicago    Loyola    DePaul University Illinois Institute of Technology

Miller, Karl    Freeport Illinois    Monmouth    University of Northern Iowa    Cornell Roosevelt Bowling Green University of Illinois Illinois Institute of Technology

MATHEMATICS

Atkinson, Edwin    Louisville Kentucky    Air Force - Stateside Philippines    Indiana State University 2nd Master's - Purdue    Northern Illinois University Eastern Illinois University University of Illinois extension

Cunningham, Harold    Chicago Illinois    Wayne State    Wayne State    University of Michigan University of New Mexico Oklahoma State University Argonne National Laboratory (U. of Chicago) University of Arizona

Flanigan, John    Chicago Illinois    St. Mary's - Minnesota    DePaul University    University of Ottawa Illinois Institute of Technology University of Southern California Boston College Northern Illinois University University of Illinois

Gill, John    Altoona Pennsylvania    Navy Air Corps Pilot South Pacific    Mankato State Teachers Peabody College    Boston College Northwestern University Illinois Institute of Technology University of Southern California University of Illinois

Gould, Dean    Wayne County Iowa    Army - Active Reserves    Northeast Missouri State    State College of Iowa    Washington University Illinois Wesleyan University University of Illinois Northwestern University (Ph.D. work)

Henry, David    Hull (Pike Co.) Illinois    Navy - Stateside    Western Illinois University Central Michigan    Western Illinois University Central Michigan    Pennsylvania State University

SCIENCE AND MATHEMATICS

-4-

1967-1968

Service Duty	Bachelor's Degree	Master's/Doctor's	Other schools attended	Hrs. beyond Master's	Years experience H.S. College
Iowa	Iowa State University	University of Illinois			5
a Navy - Atlantic Coast	Illinois State University	University of Notre Dame	University of Illinois Illinois Institute of Technology Shippensburg State Teachers College	32	8 1
Navy - Atlantic and Pacific	Northwestern University	Northwestern University	University of California, Los Angeles		13
	Wayne State University Detroit	University of Pittsburgh	Grace Hospital School of Nursing - Detroit, Michigan University of Minnesota		9
	Marquette University		Columbia Hospital DePaul		1

TEACHER PROFILE --- DIVISION OF SCIENCE AND MATHEMATICS

Hi

Other schools attended

Master's/Doctor's

Bachelor's Degree

Service Duty

Place of Birth

MATHEMATICS

Kintzle, Allan Cascade, Iowa Iowa State University University of Illinois  
 Turban, Jacob Bella Vista Navy - Atlantic Coast Illinois State University University of ~~Notre~~ Dame  
 Illinois Institute of Technology  
 Shippensburg State Teachers College

U mberger, Alfred Bryn Athyn Navy - Atlantic and Northwestern University University of California, Los Angeles  
 Pennsylvania Pacific

NURSING

Goldsmith, Halina New York Wayne State University University of Pittsburgh Grace Hospital School of Nursing -  
 New York Detroit, Michigan  
 University of Minnesota  
 Lytle, Jean Milwaukee Marquette University Columbia Hospital  
 Wisconsin DePaul

COURSE OFFERINGS--DIVISION OF SCIENCE AND MATHEMATICS--WILLIAM RAINEY HARPER COLLEGE

Credit Hours	Contact Hours	Number of Sections Offered		Total Number of Contract Hours		Full time Teacher Equivalents						
		Fall '67	Spr '68	Fall '68	Sum '68	Fall '67	Spr '68	Sum '68	Fall '68			
3	3	3	-	-	9	0	0	0				
3	3	-	1	-	0	3	0	0				
3	3	-	1	4	0	3	12	0				
4	6	8	-	-	48	0	0	0				
4	6	-	5	-	0	30	0	0				
4	6	-	-	2	0	0	24	72				
4	6	-	-	1	0	0	12	6				
4	6	-	-	-	0	0	0	6				
4	6	-	-	-	0	0	0	6				
4	6	-	-	-	0	0	0	6				
4	6	-	-	-	0	0	0	6				
4	6	-	-	-	0	0	0	6				
4	5	1	-	-	7	0	0	7				
4	5	-	1	-	0	7	0	0				
3	4	-	-	-	0	0	0	0				
3	3	-	-	-	0	0	0	0				
<b>Grand Total</b>					64	43	39	121	4.266	2.866	2.600	8.066
4	6	3	1	-	7	6	0	42				
4	6	-	2	-	-	12	0	0				
5	8	1	-	-	1	0	0	8				
5	9	-	1	-	-	9	0	0				
4	6	-	-	-	-	0	0	0				
5	9	-	-	-	1	0	0	9				
5	9	-	-	-	-	0	0	0				
<b>Grand Total</b>					26	27	0	59	1.733	1.800	0.000	3.933
4	5	1	-	-	1	0	0	5				
4	5	-	1	-	-	5	0	0				
4	5	-	-	-	1?	0	0	5?				
<b>Grand Total</b>					5	5	0	10	0.833	0.333	0.000	0.666



COURSE OFFERINGS--DIVISION OF SCIENCE AND MATHEMATICS--WILLIAM RAINEY HARPER COLLEGE

Course No.	Title	Credit Hours	Contact Hours	Number of Sections Offered		Total Number of Contact Hours			
				Fall '67	Spr '68	Fall '68	Fall '68	Sum '68	Fall '68
BIO 101	General Biology w/o Lab.	3	3	-	-	9	0	0	0
BIO 102	General Biology w/o Lab.	3	3	1	-	0	3	0	0
BIO 103	General Biology w/o Lab.	3	3	1	1	4	3	3	12
BIO 111	General Biology w/Lab.	4	6	8	-	48	0	0	0
BIO 112	General Biology w/Lab.	4	6	5	-	0	30	0	0
BIO 113	Cellular Biology	4	6	-	2	12	0	24	72
BIO 114	General Botany	4	6	-	1	1	0	12	6
BIO 115	Microbiology	4	6	-	-	1	0	0	6
BIO 116	Invertebrate Zoology	4	6	-	-	1	0	0	6
BIO 117	Vertebrate Zoology	4	6	-	-	1	0	0	6
BIO 120	Human Anatomy and Physiology I	4	6	-	-	1	0	0	6
BIO 121	Human Anatomy and Physiology II	4	6	-	-	-	0	0	0
BIO 125	Bio-Physical Science I	4	5	1	-	1	0	0	7
BIO 126	Bio-Physical Science II	4	5	1	-	-	7	0	0
BIO 130	Histology and Embryology	3	4	-	-	-	0	0	0
BIO 135	General Pathology	3	3	-	-	-	0	0	0
						64	43	39	121
CHM 121	General Chemistry I	4	6	3	1	7	18	6	42
CHM 122	General Chemistry II	4	6	2	-	-	0	12	0
CHM 131	General Chemistry	5	8	1	-	1	8	0	8
CHM 132	General Chemistry and Qualitative Analysis	5	9	1	-	-	0	9	0
CHM 140	Biochemistry	4	6	-	-	-	0	0	0
CHM 204	Organic Chemistry I	5	9	-	-	1	0	0	9
CHM 205	Organic Chemistry II	5	9	-	-	-	0	0	0
						26	27	0	59
GEO 101	Physical Geology	4	5	1	-	1	5	0	5
GEO 102	Historical Geology	4	5	1	-	-	0	5	0
GEO 201	Rocks and Minerals	4	5	-	-	1?	0	0	5?
						5	5	0	10

Credit Hours	Contact Hours	Number of Sections Offered			Total Number of Contact Hours			Full time Teacher Equivalents					
		Fall '67	Spr '68	Sum '68	Fall '68	Spr '68	Sum '68	Fall '67	Spr '68	Sum '68			
3	3	2	1	1	3	6	3	6	9				
3	3	3	1	1	4	9	3	6	12				
3	3	1	1	2	2	3	3	0	6				
3	3	5	2	1	8	15	6	6	24				
3	3	-	3	-	1	0	9	0	3				
3	3	4	2	1	6	12	6	6	18				
3	3	1	1	1	2	3	3	6	6				
4	4	2	1	1	3	8	4	8	12				
5	5	2	-	-	2	10	0	0	10				
5	5	-	2	-	-	0	10	0	0				
5	5	1	-	-	1	5	0	0	5				
5	5	-	1	-	-	0	5	0	0				
1	1	1	1	-	1	1	1	0	1				
3	3	-	-	-	1	0	0	0	3				
5	5	1	1	1	2	5	5	10	10				
5	5	-	1	-	-	0	5	0	0				
3	3	-	-	-	1	0	0	0	3				
3	3	-	-	-	-	0	0	0	0				
3	3	-	-	-	-	0	0	0	0				
3	3	-	1	-	-	0	3	0	0				
<b>Grand Total</b>													
						77	66	48	122	5.133	4.400	3.200	8.133
3	3	1	-	-	-	3	0	0	0				
3	3	-	1	-	-	0	3	0	0				
3	3	-	-	1	3	0	0	6	9				
4	5	3	-	-	2	15	0	0	10				
4	5	-	1	-	-	0	5	0	0				
4	5	2	-	-	2	10	0	0	10				
4	5	-	1	-	-	0	5	0	0				
5	8	-	-	-	1	0	0	0	8				
5	8	-	-	-	-	0	0	0	0				
3	3	-	-	-	-	0	0	0	0				
<b>Grand Total</b>													
						28	13	6	37	1.866	0.866	0.400	2.466

COURSE OFFERINGS--DIVISION OF SCIENCE AND MATHEMATICS

Course No.	Title	Credit Hours		Contact Hours	Number of Sections Offered			Total Number of Contact Hours				
		Hours	Hours		Fall '67	Spr '68	Fall '68	Fall '67	Spr '68	Fall '68		
MTH 94	Arithmetic; A College Approach	3	3	3	2	1	1	3	6	3	6	9
MTH 95	Algebra; A College Approach	3	3	3	3	1	1	4	9	3	6	12
MTH 96	Geometry; A College Approach	3	3	3	1	1	-	2	3	3	0	6
MTH 101	Fundamentals of Mathematics I	3	3	3	5	2	1	8	15	6	6	24
MTH 102	Fundamentals of Mathematics II	3	3	3	-	3	-	1	0	9	0	3
MTH 103	College Algebra	3	3	3	4	2	1	6	12	6	6	18
MTH 104	Plane Trigonometry	3	3	3	1	1	1	2	3	3	6	6
MTH 105	Analytic Geometry	4	4	4	2	1	1	3	8	4	8	12
MTH 106	Technical Mathematics I	5	5	5	2	-	-	2	10	0	0	10
MTH 107	Technical Mathematics II	5	5	5	-	2	-	-	0	10	0	0
MTH 111	Introduction to College Mathematics I	5	5	5	1	-	-	1	5	0	0	5
MTH 112	Introduction to College Mathematics II	5	5	5	-	1	-	-	0	5	0	0
MTH 116	The Slide Rule	1	1	1	1	1	-	1	1	1	0	1
MTH 165	Statistics	3	3	3	-	-	-	1	0	0	0	3
MTH 201	Calculus I	5	5	5	1	1	1	2	5	5	10	10
MTH 202	Calculus II	5	5	5	-	1	-	-	0	5	0	0
MTH 206	Technical Mathematics III	3	3	3	-	-	-	1	0	0	0	3
MTH 208	Fortran Computer Programming	3	3	3	-	-	-	-	0	0	0	0
MTH 212	Differential Equations	3	3	3	-	-	-	-	0	0	0	0
MTH 215	Automatic Digital Computing	3	3	3	-	1	-	-	0	3	0	0
<b>Grand Total</b>									<b>77</b>	<b>66</b>	<b>48</b>	<b>122</b>
PHS 101	General Physical Science	3	3	3	1	-	-	-	3	0	0	0
PHS 102	General Physical Science	3	3	3	-	1	-	-	0	3	0	0
PHS 103	General Physical Science	3	3	3	-	-	1	3	0	0	6	9
PHS 111	General Physical Science I	4	4	5	3	-	-	2	15	0	0	10
PHS 112	General Physical Science II	4	4	5	-	1	-	-	0	5	0	0
PHY 101	Technical Physics I	4	4	5	2	-	-	2	10	0	0	10
PHY 102	Technical Physics II	4	4	5	-	1	-	-	0	5	0	0
PHY 121	General Physics I	5	8	8	-	-	-	1	0	0	0	8
PHY 122	General Physics II	5	8	8	-	-	-	-	0	0	0	0
PHY 201	Introduction to Modern Physics	3	3	3	-	-	-	-	0	0	0	0
<b>Grand Total</b>									<b>28</b>	<b>13</b>	<b>6</b>	<b>37</b>

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

January 11, 1968

MONTHLY CONSTRUCTION PROGRESS REPORT

December 1967

Estimate of excavation work to date:

Clearing and stripping	85%
Buildings and tunnels	65%
Site cut and fill	65%

The 40,000 gallon fuel oil tank footings, excavation and bed have been completed. Fuel tank has been fabricated and delivered to the site. Work continues on the sanitary sewers with approximately 700 feet of sewer placed and back-filled. Work on the storm sewers will be deferred until spring. The floor and walls of the utility tunnel from the Power Plant to the College Center are completed and roof pad formed.

A. College Center

1. Footings are 95% completed.
2. Grade beams are 90% completed.
3. Foundation walls have been formed and are ready to be poured.
4. Excavation of delivery ramp is completed.
5. 15 columns have been poured in the west wing to support first floor.
6. Building "A" retaining wall forms are in place.

B. Power Plant and Cooling Tower

1. Foundation footings, grade beams are 60% completed.
2. Back-fill and compaction of walls, footings and grade beams are 60% completed.
3. Second story column steel is placed and columns are ready for forms.

C. Fine Arts Building

1. Site preparation for footings completed.
2. 95% of footings have been formed and poured.
3. Form work has been started on foundation walls and grade beams.

D. Science Building

1. Fill and compaction is 25% completed.

E. Lecture Demonstration Building

1. Fill and compaction is 25% completed.

F. Learning Resources Center

1. Site excavation completed.
2. Basement and Mechanical Room excavation completed.
3. Footing excavations started.

Remarks:

MBM presented the first Critical Path Method print-out to the contractors January 3, 1968, with copies of the network analysis. The initial CPM schedule will be up-dated each month as the project moves toward completion. Due to holidays and inclement weather eleven work days have been lost. The project has good momentum and is moving as rapidly as weather will permit.

I.B.A. #74-95  
H.E.W. #3-5-00009-0

December 28, 1967

MONTHLY CONSTRUCTION REPORT

WILLIAM RAINEY HARPER COLLEGE

MONTH:	<u>December 1967</u>
CONTRACT COMPLETION DATE:	<u>July 1, 1967</u>
APPROVED EXTENSION:	_____
ADJUSTED COMPLETION DATE:	_____
ANTICIPATED COMPLETION DATE:	_____
WEEKS BEHIND SCHEDULE:	_____
WORK COMPLETED TO DATE:	<u>7.0 %</u>
COMPLETED DURING MONTH:	<u>3.5 %</u>

PROJECT STATUS:

SITE: Tunnel between "A" & "B" 60% complete. Box culverts on Road "B" complete. Grading and filling halted due to weather. Rough work-75% sewers-60%.

BLDG:     A           37 Cols. poured  
              73 Spread ftgs. poured (75%)

          B           60% of ftgs. & grade beams poured  
                      Started scaffolding for structure

          C           100% of spread ftgs. poured

          D           15% cut to sub-grade

          E           10% cut to sub-grade

          F           90% cut to sub-grade

WEATHER: First part of month very wet & muddy. Latter part of month excessive cold.

CHANGE ORDERS DURING MONTH: None

CHANGE ORDERS PENDING: None. C.O. for unsuitable soil and excess fill still to be determined. Contractor is working on quantities.

GENERAL COMMENTS: All contractors are on site.  
Bi-monthly job meetings are being held.  
CPM print out being prepared; preliminary run required changes in schedule to meet target date.  
Bad weather slowed work this month.