

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

AGENDA  
May 9, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Monthly Disbursements
  - A. Construction Payouts
  - B. Bills Payable
  - C. Payrolls
    - 1. Payroll, April 16-30, 1968
    - 2. Estimated Payroll, May 1-May 31, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Presentation - Mr. Malcolm MacCoun, Executive Vice-President--  
Northwest Community Hospital--8:30 p.m.
  - B. Educational Presentation - Communications Division,  
Mr. Robert Powell and staff, Exhibit A
  - C. Recommendation - Staff Employment 1968-69  
(to be hand carried to board meeting)
  - D. Recommendation - Approval of Proposed Guidelines for  
Implementing Athletic and Intramural Program, Exhibit B
  - E. Recommendation - Approval of Bids on A.V. Equipment,  
Exhibit C
  - F. Recommendation - Approval of Change Order, Construction  
Project Filter System
  - G. Recommendation - Administrative Salaries, 1968-69,  
Exhibit D

H. Recommendation - Discussion - Approval Classified  
Personnel Policy Manual (previously distributed)

I. Other

VIII. President's Report

IX. Adjournment

May 3, 1968

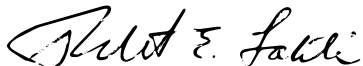
BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, May 9, 1968, 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

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

Sincerely,



Robert E. Lahti  
President

enc.

P. S. Please remember to bring your Classified Personnel Manuals to the meeting.

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, May 9, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., May 9, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.

In the absence of Secretary Nicklas, Member Haas moved and Member Hansen seconded the motion to nominate Member Hamill as Secretary Pro Tempore. Motion carried unanimously.

ROLL CALL: Present: John Haas, James Hamill, Milton Hansen and Richard Johnson

Absent: Roy Hutchings, John Kuranz and Jessalyn Nicklas

Also present: Dr. Robert E. Lahti, Kenneth Andeen, John Birkholz, Joseph Clouser, Donald Collins, Anton Dolejs, John Gelch, James Harvey, Joanne Heinly, Robert Hughes, Roy Kearns, George Makas, William Mann, John Muchmore, Roger Mussell, Herbert Pankratz, Robert Powell, William Punkay, Henry Roepken, Martin Ryan, Roy Sedrel, John Thompson, John Upton, George Voegel, Harper College; Frank Hines, Board Attorney; Ray Sklencar, Arlington Heights; Mrs. B. Brooker, Day Publications; Ralph P. Klatt, Des Plaines Suburban Times, Betty J. Forrester, Paddock Publications.

MINUTES: Member Hansen moved and Member Haas seconded the motion to approve the minutes of the Regular Board Meeting of Thursday, April 25, 1968. Motion carried unanimously.

DISBURSEMENTS: Mr. Mann stated there was a correction in the Educational Fund. Check #7967, in the amount of \$1,498.25, was to be deleted; check #8100 in the amount of \$499.41 would replace it.

A discussion followed on charges for private music lessons.



NEW BUSINESS:  
Presentation--  
Mr. MacCoun

At this point, Chairman Johnson asked the Board to defer further discussion on disbursements to allow Mr. Malcolm MacCoun, Executive Vice-President of Northwest Community Hospital, to make a presentation to the Board.

Dr. Lahti introduced Mr. MacCoun, who discussed the problem hospitals are having obtaining nursing staff. He stated that Maine Township's program for practical nursing is closing this year because of lack of funds. Mr. MacCoun pointed out the need for personnel with more training and experience than a nurse's aide and not necessarily the skill of a trained nurse. He stated that Northwest Community Hospital, St. Alexius Hospital and nursing homes in the area are all in need of this type of personnel.

Member Hutchings entered the meeting at 8:50 p.m.

Mr. MacCoun urged the Board to give serious consideration to the establishment of an LPN program in the college. He informed the Board that both Northwest Community and St. Alexius Hospitals will support this type of program. Mr. MacCoun went on to discuss the ways in which the hospitals would help with such a program, his reasons for believing this type of program is better handled by a college than a hospital, the economics involved, etc. The possibilities of any conflicts with the R.N. program was also discussed.

Member Haas moved and Member Hamill seconded the motion that the administration obtain all the information possible about the suggested LPN program, including possible disadvantages to the present nursing program, to be presented to the Board of Trustees. The motion was unanimously carried.

Dr. Lahti commented that the college is always anxious to respond to the needs of the community, if possible.

Mr. MacCoun thanked the Board of Trustees for the opportunity of appearing before them, and Chairman Johnson thanked Mr. MacCoun for his presentation.

DISBURSEMENTS:  
Bills Payable

Member Hansen moved and Member Haas seconded the motion to approve for payment the Bills Payable as of May 9, 1968, as follows:

Educational Fund	\$27,849.58
Building Fund	10,333.59
Site & Construction Fund	<u>5,601.48</u>
	<u>\$43,784.65</u>

## Payrolls

and the Payroll of April 16-30, 1968, in the amount of \$45,470.43, and the Estimated Payroll of May 1-31, 1968, in the amount of \$117,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings, and Johnson

Nays: None

Construction  
Payouts

Mr. Mann reported the site is on schedule at this time.

Member Hamill moved and Member Hutchings seconded the motion to authorize W. J. Mann, Dean of Business, to approve the following construction payouts:

Fridstein Fitch & Partners	\$ 7,841.95
Corbetta Construction Co.	277,587.00
William Ziegler & Son, Inc.	34,587.00

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings, and Johnson

Nays: None

COMMUNICATIONS:

Chairman Johnson informed the Board he had received a letter from the Faculty Salary Committee, subsequent to the completion of the Board's discussion with them, expressing ~~the~~ their appreciation for the many hours the Board devoted to the analysis and solution of the 1968-1969 faculty salaries.

NEW BUSINESS:  
Educational  
Presentation --  
Communications  
Division

Dr. Lahti introduced Mr. Robert Powell, Chairman of the Communications Division. Mr. Powell introduced the following members of his staff, who discussed the current activities and future plans of the division: Mrs. Irene Sanderson, Department of Foreign Languages; Mr. Henry Roepken, Journalism Program, Mr. John Muchmore, Speech; Mrs. Marilyn Swanson, Department of English; and Mr. Martin Ryan, Department of English. Mr. Powell discussed the developmental programs. He pointed out the time involved in building a curriculum, and listed the various duties and responsibilities of the staff who had appeared before the Board. Mr. Powell stated there is a problem of recruitment, particularly in the area of English.

Staff Recommen-  
dations

Dr. Andeen, Mr. Thompson, Mr. Powell and Mr. Cunningham discussed the backgrounds and qualifications of eight candidates recommended for faculty appointments.

Member Haas moved and Member Hutchings seconded the motion to approve the employment of the following faculty candidates, for the position and at the salary requested, with restrictions as indicated:

Mr. Stephen Franklin, in the Division of Humanities, Instructor at a salary of \$8,500.00;

Mrs. Haline Z. Goldsmith, in the field of Nursing, Instructor at a salary of \$10,800.00;

Mrs. Joan Roloff, Instructor of English and Coordinator of Developmental Programs, at a salary of \$12,000.00;

Mrs. Janet Van Dyke Savin, Instructor of English, at a salary of \$8,000.00;

Mr. Frank Smith, Instructor of English, at a salary of \$8,600.00;

Mrs. Bonnie Lou Kobylinski, in the field of Electronics Technology, Instructor at a salary of \$10,500.00;

Mr. Robert Thornhill, Associate Professor (Coordinator of N.C. Tech.) at a salary of \$13,500 (2 months additional \$2770);

NEW BUSINESS:  
Staff Recommendations (Cont.)

Mr. Meyer Rudoff, Associate Professor in the field of architecture, at a salary of \$12,000.00, (assuming he meets the standards for the rank of Associate Professor).

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings, and Johnson

Nays: None

Recommendation -  
Approval of Proposed Guidelines for Implementing Athletic and Intramural Program

Dr. Harvey pointed out that the recommended guidelines were a college approach for handling the matter of remuneration for coaches. Mr. Gelch discussed the work in researching this matter--contacting other colleges and discussions with deans and faculties. Dr. Lahti commented that the proposed guidelines would establish an athletic director on a twelve month contract.

Member Hamill moved and Member Hansen seconded the motion to approve the Proposed Guidelines for Implementing Athletic and Intramural Program. The motion was unanimously carried.

Approval of Bids on A.V. Equipment

Dr. George Voegel, Director of Learning Resources, discussed the request for purchase of television equipment and materials under Title VI which would cover 50% of the total.

Member Hamill moved and Member Hansen seconded the motion to approve the awarding of bids on A.V. equipment to the following companies:

Ampex Corporation, for a total of	\$7,325.00
Electronic Sound & Servicing for a total of	580.00
Midwest Visual, for a total of	442.70
Rich Engineering, for a total of	<u>11,179.13</u>
	<u>\$19,526.83</u>

Upon roll call, the vote was as follows

Ayes: Haas, Hamill, Hansen, Hutchings and Johnson

Nays: None

NEW BUSINESS:  
Approval of  
Change Order-  
Construction  
Project Filter  
System

Mr. Mann discussed the proposed Change Order on the Construction Project Filter System, in the amount of \$2,298.00.

Member Hamill moved and Member Hutchings seconded the motion to approve Change Order #6, in the amount of \$2,298.00, as recommended.

Upon roll call, the vote was as follows

Ayes: Members Haas, Hamill, Hansen, Hutchings  
and Johnson

Nays: None

Administrative  
Salaries,  
1968-69

Chairman Johnson stated that the list of administrative salaries presented had been discussed by the Board in executive session at the Special Meeting.

Dr. Lahti requested the Board wait to approve the contract for Miss Joame Heinly, pending a decision on the LPN program. He also asked that the word "max" be inserted after Herbert Pankratz' name.

Chairman Johnson stated the administrative salaries were within the guidelines which the Board had discussed.

Member Haas moved and Member Hansen seconded the motion to approve the adoption of the schedule as outlined for the administrative salaries for the year 1968-69, with the exception of Miss Heinly (to be considered later). (Administrative Salary Schedule attached to the Official Copy of the Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings  
and Johnson

Nays: None

NEW BUSINESS:  
Approval of Bids  
on Numerical  
Control Equip-  
ment

Mr. Cunningham discussed the history of the Numerical Control Program, starting with the formation of the advisory group, meetings with the State Board, curriculum planning, selection of equipment, and student and industrial surveys.

Member Hamill moved and Member Hansen seconded the motion to award the contract for the numerically controlled lathe and accessories to Lodge and Shipley for a total sum of \$56,731.00; and to award the contract for the numerically controlled milling machine and accessories to W. Lundmark, Inc., for a total sum of \$39,975.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings  
and Johnson

Nays: None

Other

A discussion followed on a letter all Board members had received from James Broman, Executive Director of the Illinois Association of Community and Junior Colleges, concerning a resolution adopted by the Board of Directors of the Association resulting in a special assessment of \$400.00 on each Class I Junior College.

Mr. Hines advised the Board it would be proper to pay the assessment in response to the resolution.

Member Hansen moved and Member Hamill seconded the motion to approve a donation of \$400.00 to the I.A.C.J.C. to be used for the purpose of expediting the "friendly suit" action.

In further discussion, the consensus of the Board was that they would donate this amount but would be reluctant to make any further contributions.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Hutchings  
and Johnson

Nays: None

NEW BUSINESS:  
Approval of  
Classified  
Personnel Policy  
Manual

Member Haas moved and Member Hamill seconded the motion to approve the adoption of the Classified Personnel Policy Manual. Motion unanimously carried.

Mr. Mann reminded the Board that the Job Descriptions in the manual were really only samples, and when the actual Job Descriptions are completed they will be brought back to the Board.

Member Hutchings questioned Section 4.4.23, Employee Resignation--Immediate Termination. The Board suggested the possibility that, when the manuals with complete Job Descriptions are brought back before the Board, the words "without pay" in Section 4.4.23 be deleted.

Other

The Chairman reminded the Board it was necessary to appoint a Budget Committee and asked for volunteers. Member Hamill volunteered. The Chairman appointed Member Hutchings and Member Kuranz.

Member Haas moved and Member Hansen seconded the motion that the following resolution be adopted:

IT IS HEREBY RESOLVED BY THE BOARD of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry and State of Illinois that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1968, and ending June 30, 1969.

Member Hamill, Chairman  
Member Hutchings  
Member Kuranz

Motion unanimously carried.

PRESIDENT'S  
REPORT:

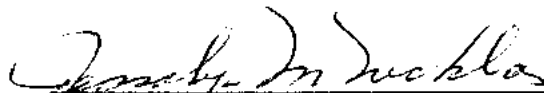
Dr. Lahti discussed the May 3, 1968, report from Gerald Smith. Dr. Lahti stated Harper College will have an application to the Junior College Board by the end of the month for music and science buildings.

Dr. Lahti reported that according to indications from Donn Stansbury the college has 750 applications for admissions for the fall of 1968; last year, at this time, there were 517 applications. He stated that 75% of the applications are from residents, 25% non-resident.

C E R T I F I C A T E

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and compared copy of a resolution adopted by said Board on the 9th day of May, 1968, pertaining to the designation of a committee to prepare a budget in tentative form for the fiscal year beginning July 1, 1968, and ending June 30, 1969, and a true, correct and compared copy of the minutes of the meeting whereat said resolution was adopted insofar as said minutes and meeting pertained thereto. I do further certify that a faithful record of the proceedings so had on the 9th day of May, 1968, has been made in the official records of said District, now remaining in my custody and safekeeping.

IN WITNESS WHEREOF, I have hereunto affixed my official signature of office at Palatine, Illinois, this 23rd day of May, 1968.

  
Secretary



MINUTES OF REGULAR MEETING OF THE BOARD OF  
JUNIOR COLLEGE DISTRICT NO. 512, COUNTIES  
OF COOK, KANE, LAKE, AND MCHENRY AND STATE  
OF ILLINOIS, HELD ON THE 9th DAY OF MAY,  
1968, AT THE HOUR OF 8:00 O'CLOCK P.M. AT  
1200 WEST ALGONQUIN ROAD, PALATINE, ILLI-  
NOIS

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The regular meeting of the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois was held on the 9th day of May, 1968, at the hour of 8:00 o'clock P.M., at 1200 West Algonquin Road, Palatine, Illinois

The meeting was called to order by the Chairman, Richard Johnson, and in the absence of Jessalyn M. Nicklas, the Secretary, it was moved, seconded and passed unanimously to elect James J. Hamill as Secretary Pro Tem.

The Chairman then directed the Secretary to call the roll and upon roll call, the following answered present: President Richard Johnson; and Members James J. Hamill, Milton Hansen, John A. Haas, and Roy Hutchings.

Following the conduct of other business not pertaining to the annual budget for the fiscal year beginning July 1, 1968, and ending June 30, 1969, it was moved by Member Haas, seconded by Member Hansen, that the following resolution be adopted:


R E S O L U T I O N

IT IS HEREBY RESOLVED BY THE BOARD of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry and State of Illinois that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1968, and ending June 30, 1969.

Member Hamill, Chairman  
Member Hutchings  
Member Kuranz

Following a discussion thereon, President Johnson and Members Hamill, Hansen, Haas, and Hutchings voted Aye in favor of the adoption of said resolution, with no Member voting Nay.

Following the conduct of other business not pertaining to the annual budget for the fiscal year beginning July 1, 1968 and ending June 30, 1969, it was moved, seconded, and passed unanimously that the meeting stand adjourned.

  
Richard L. Johnson (s)  
Chairman

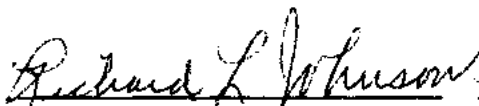
James J. Hamill (s)  
Secretary Pro Tem

PRESIDENT'S  
REPORT:  
(Cont.)

Dr. Pankratz invited all Board members to attend the presentation of Brahm's Requiem at the Elk Grove High School Auditorium, Friday, May 10, 1968, 8:00 p.m.

ADJOURNMENT:

Member Hamill moved and Member Haas seconded the motion that the meeting be adjourned at 12:40 a.m. Motion unanimously carried.

  
Chairman Johnson

  
Secretary Pro Tempore Hamill

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

May 9, 1968

To: Board of Trustees  
From: Administration  
Subject: Construction Payouts

The following construction payouts have been recommended for payment by our architect and have been reviewed by Mr. Hughes, Superintendent of Buildings and Grounds.

The administration recommends that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

Fridstein Fitch & Partners	\$ 7,841.95
Corbetta Construction Co.	277,587.00
William Ziegler & Son, Inc.	34,587.00

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

BILLS FOR APPROVAL  
MAY 9, 1968

I.	BILLS PAYABLE		<u>PAGES</u>
	Educational Fund	\$27,849.58	5
	Building Fund	\$10,333.59	2
	Site & Construction Fund	<u>\$ 5,601.48</u>	1
		<u>\$43,784.65</u>	
II.	PAYROLLS		
	Payroll, April 16 - 30, 1968	\$45,470.43	7
	Estimated Payroll, May 1 - May 31, 1968	\$117,000.00	
III.	IMPREST FUND (Included in Educational Fund)	\$ 2,430.15	2



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

EDUCATIONAL FUND EXPENDITURES -- MAY 9, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Affiliated Book Distributors, Inc.	Bookstore Stock - Books	1-64-514.40	\$ 21.00	7945	\$ 21.00
Allen Brothers, Inc.	Cafeteria - Food	1-65-515.31	93.50	7946	93.50
Allied Electronics Corp.	Instructional Supplies - Electronics	1-533-502.39	145.63	7947	145.63
American Alumni Council	Registration Fee	1-20-501.95	45.00	7948	45.00
American Dental Assoc.	Book - Dental Hygiene	1-546-502.39	5.00	7949	5.00
American Assoc. of Junior Colleges	Want Ad	1-501-502.93	17.25	7950	17.25
American Book Co.	Bookstore Stock - Books	1-64-514.40	6.60	7951	6.60
American Council on Education	Professional Book	1-1-501.38	21.73	7952	21.73
Americana Interstate Corp.	Library Book	1-59-563.00	6.65	7953	6.65
Dr. G. Kenneth Andeen	Travel Expense	1-502-502.791	24.50	7954	24.50
Appleton-Century-Crofts	Professional Book	1-1-501.38	2.48		
Appleton-Century-Crofts	Bookstore Stock - Books	1-64-514.40	36.62	7955	39.10
Arkansas State University	Instructional Supplies - Color Slides	1-551-502.39	13.61	7956	13.61
Association Films, Inc.	Film Rental	1-59-502.37	15.80	7957	15.80
William G. Bagnolo, M. D.	Employee Examination - J. Meyers	1-3-502.99	20.00	7958	20.00
Baker & Taylor Co.	Library Books	1-59-563.00	3.08	7959	3.08
O. H. Bambas Tobacco Co.	Cafeteria - Food	1-65-515.31	134.15	7960	134.15
Anna Marie Bazik	Tuition Reimbursement	1-5-502.98	80.00		
Anna Marie Bazik	Travel Expense	1-61-502.72	16.46		
Anna Marie Bazik	Travel Advance	1-105.92	(8.00)		
Anna Marie Bazik	Travel Expense	1-61-502.72	110.00		
Anna Marie Bazik	Travel Advance	1-105.92	(110.00)	7961	88.46
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	238.06	7962	238.06
Brodhead-Garrett Co.	Instructional Supplies - Electronics, Safety Shield, Putty Knives, Rivet Sets, Machinists Rules, Punches	1-533-502.39	47.16	7963	47.16
Burny Bros., Inc.	Cafeteria - Food	1-65-515.31	37.57	7964	37.57
Donald W. Collins	Travel Expenses	1-3-501.72	42.55	7965	42.55
Colonial Out-of-Print Book Service	Library Books	1-59-563.00	265.95	7966	265.95
Void	-----	-----	-----	7967	-----
Cope Plastics Illinois, Inc.	Instructional Supplies - Art	1-551-502.39	23.95	7968	23.95
Harold C. Cunningham	Travel Expenses	1-501-502.72	127.92	7969	127.92
John W. Davis	Tuition Reimbursement	1-5-502.98	80.00	7970	80.00
Determined Productions, Inc.	Bookstore Stock - Supplies	1-64-514.30	85.35	7971	85.35
Dickenson Publishing Co.	Library Books	1-59-563.00	13.36	7972	13.36



EDUCATION FUND EXPENDITURES -- MAY 9, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Easy Travel Service, Inc.	Travel - K. Parker	1-4-501.72	\$ 134.00		
Easy Travel Service, Inc.	Travel - R. Sedrel	1-4-501.72	170.00		
Easy Travel Service, Inc.	Travel - A. Moeller	1-63-502.72	82.00		
Easy Travel Service, Inc.	Travel - J. Hernandez	1-6-502.72	239.40		
Easy Travel Service, Inc.	Travel - K. Andeen	1-5-502.72	35.50		
Easy Travel Service, Inc.	Travel - D. Klingenberg	1-64-514.72	88.00		
Easy Travel Service, Inc.	Travel - D. Collins	1-3-501.72	28.00		
Easy Travel Service, Inc.	Travel - J. Birkholz	1-51-502.72	36.00	7973	812.90
Efficiency, Inc.	Data Processing Supplies	1-4-501.39	140.22	7974	140.22
Elgin Community College	Charge-Back	1-5-502.80	100.00	7975	100.00
Elk Grove High School Cafeteria	Cafeteria - Food	1-65-515.31	93.98	7976	93.98
Featron Publishers, Inc.	Bookstore Stock - Books	1-64-514.40	22.98	7977	22.98
Federal Wholesale Stationery	Bookstore Stock - Supplies	1-64-514.30	62.65	7978	62.65
Frito-Lay, Inc.	Cafeteria - Food	1-65-515.31	72.80	7979	72.80
Gamma Photo Labs, Inc.	Photographic Services	1-2-501.33	22.43	7980	22.43
Sam Goody, Inc.	Phonograph Records	1-59-502.37	101.00	7981	101.00
James Harvey	Travel Expenses	1-60-502.72	28.53	7982	28.53
Hertz System, Inc.	Travel Expenses - K. Andeen	1-502-502.72	78.35		
Hertz System, Inc.	Travel Expenses - R. Sedrel	1-4-501.72	11.72	7983	90.07
Highway Safety Foundation	Film Rental	1-59-502.37	25.00	7984	25.00
Thomas Hill	Travel Expenses	1-40-501.72	25.20	7985	25.20
Clete Hinton	Travel Expenses	1-61-502.72	61.15	7986	61.15
Holt, Rinehart & Winston, Inc.	Bookstore Stock - Books	1-64-514.40	36.59	7987	36.59
Home Library Service	Library Books	1-59-563.00	8.95	7988	8.95
Horders	Returned Material	1-3-501.31	(1.26)		
Horders	Office Supplies	1-6-502.31	29.00		
Horders	Office Supplies	1-511-502.39	11.72		
Horders	Office Supplies	1-545-502.39	15.88		
Horders	Office Supplies	1-557-502.39	2.60		
Horders	Office Supplies	1-30-501.39	32.46		
Horders	Office Supplies	1-511-502.39	12.38	7989	102.78
Houghton Mifflin Co.	Bookstore Stock - Books	1-64-514.40	30.45	7990	30.45
Ray Hylander	Travel Expenses	1-61-502.72	226.00		
Ray Hylander	Travel Advance	1-105.92	(200.00)	7991	26.00
Inland Book Distributors	Bookstore Stock - Books	1-64-514.40	257.88	7992	257.88
Institute of Electrical & Electronics Engineers	Want Ad	1-333-502.93	54.00	7993	54.00
International Business Machines Corp.	Answer Sheets	1-108.33	70.85	7994	70.85
International Film Bureau, Inc.	Film Rental	1-59-502.37	5.67	7995	5.67
Jewel Food Marketers	Cafeteria - Food	1-65-515.31	179.09	7996	179.09
Carolyn Kaplan	Library Books	1-59-563.00	24.80	7997	24.80



EDUCATIONAL FUND EXPENDITURES -- MAY 9, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Karnes Music Co. Keep 'n Touch Greeting Cards, Inc. Keuffel & Esser Co.	Library - Sheet Music	1-59-502.37	\$ 7.15	7998	\$ 7.15
	Bookstore Stock - Supplies	1-64-514.30	36.31	7999	36.31
	Instructional Supplies - Gemini Mounts, Pen Set	1-534-502.39	102.44	8000	102.44
Kraft Foods	Cafeteria - Food	1-65-515.31	134.05	8001	134.05
	Instructional Supplies - Clay	1-551-502.39	39.00	8002	39.00
J. C. Larson & Co., Inc.	Rental of Car	1-1-508.61	124.32		
	Rental of Station Wagon	1-6-508.61	120.95		
Lattof Car Rental	Bookstore Stock - Books	1-64-514.40	4.60	8004	4.60
	Bookstore Stock - Books	1-64-514.40	27.76	8005	27.76
J. B. Lippincott Co.	Travel Expenses	1-3-501.72	43.05	8006	43.05
	Cafeteria - Food	1-65-515.31	76.26	8007	76.26
The Macmillan Co.	Rental - Copier	1-59-502.37	30.00		
	Copying Supplies	1-511-502.39	56.45		
W. J. Mann	Copying Supplies	1-40-501.32	23.28		
	Bookstore Stock - Books	1-64-514.40	9.64	8008	109.73
Oscar Mayer & Co.	Travel Expenses	1-533-502.72	49.67	8009	9.64
	Library Books	1-59-563.00	191.82	8010	49.67
3M Business Products Sales, Inc.	Bookstore Stock - Books	1-64-514.40	48.48	8011	191.82
	Bookstore Stock - Supplies	1-64-514.30	13.37	8012	48.48
Roger A. Mussell	Library Books	1-59-563.00	4.00	8013	13.37
	Cafeteria - Food	1-65-515.31	29.16	8014	4.00
A. C. McClurg & Co.	Instructional Supplies - Glow Lamps	1-533-502.39	30.40	8015	29.16
	Film Rental	1-59-502.37	11.05	8016	30.40
McGraw-Hill Book Co.	Bookstore Stock - Books	1-64-514.40	4.26	8017	11.05
	Library Books	1-59-563.00	73.20	8018	4.26
National Blank Book Co.	Travel - R. DePalma	1-541-502.72	220.28	8019	73.20
	Travel - J. Heintz	1-545-502.72	100.00		
National Cash Register Co.	Instructional Supplies - Transistors	1-533-502.39	40.00	8020	320.28
	Pictures	1-572-502.39	9.00	8021	40.00
Nedlog Co.	Want Ad	1-3-501.93	13.13		
	Printing - Dental Hygiene Brochures	1-546-502.33	195.48	8022	22.13
Newark Electronics Corp.	Bookstore Stock - Books	1-64-514.40	31.88	8023	195.48
	Subscription	1-3-501.91	105.00	8024	31.88
Northern Illinois University	Bookstore Stock - Books	1-64-514.40	5.39	8025	105.00
	Bookstore Stock - Supplies	1-64-514.30	20.35	8026	5.39
W. W. Norton & Co.	Temporary Office Help	1-1-501.25	57.75	8027	20.35
	Travel Expense	1-61-502.72	194.21	8028	57.75
June O'Shea, Books	Travel Advance	1-105.92	(177.00)		
	Travel Expense	1-61-502.72	19.00		
Ohlson's Carousel Travel	Travel Expense	1-61-502.72	36.50	8029	72.71
	Pace/Anvet Electronics				
Ohlson's Carousel Travel					
Paddock Publications, Inc.					
Prentice-Hall, Inc.					
Prentice-Hall, Inc.					
Random House, Inc.					
Regent Products Co.					
Elaine Revell, Inc.					
Dr. T. Seward					
Dr. T. Seward					
Dr. T. Seward					
Dr. T. Seward					



EDUCATIONAL FUND EXPENDITURES -- MAY 9, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Sheraton-O'Hare	Travel Expense - J. Hernandez	1-60-502.72	\$ 35.02	8030	\$ 35.02
Silvercup Bakers, Inc.	Cafeteria - Food	1-65-515.31	37.27	8031	37.27
Simon & Schuster, Inc.	Books - Counseling	1-6-502.97	7.68	8032	7.68
University of South Florida	Instructional Supplies - Tests, Answer Sheets, Scoring Stencil	1-562-502.39	24.98	8033	24.98
South-Western Publishing Co.	Bookstore Stock - Books	1-64-514.40	2.20	8034	2.20
Standard Oil Co.	Gasoline	1-1-501.72	17.81		
Standard Oil Co.	Gasoline	1-3-501.72	.88		
Standard Oil Co.	Gasoline	1-61-502.72	13.25	8035	31.94
M. June Stevens	Travel Expense	1-521-502.72	66.18	8036	66.18
M. J. Stillman Co.	Instructional Supplies - Stopwatches	1-52-502.39	101.77	8037	101.77
Universal Stationers, Inc.	Office Supplies	1-59-502.37	10.22		
Universal Stationers, Inc.	Office Supplies	1-50-502.31	11.05		
Universal Stationers, Inc.	Office Supplies	1-53-502.99	11.05		
Universal Stationers, Inc.	Office Supplies	1-5-502.31	20.42	8038	52.74
University Book Service	Library Books	1-59-563.00	30.64	8039	30.64
Dr. Frank Vandever	Travel Expense	1-57-502.72	9.20		
Dr. Frank Vandever	Travel Expense	1-50-502.72	11.40		
Dr. Frank Vandever	Travel Expense	1-546-502.72	112.68		
Dr. Frank Vandever	Travel Expense	1-50-502.72	90.00		
Dr. Frank Vandever	Travel Expense	1-50-502.791	65.00		
Dr. Frank Vandever	Travel Advance	1-105.92	(100.00)		
Dr. Frank Vandever	Travel Expense	1-50-502.72	15.95		
Dr. Frank Vandever	Travel Expense	1-546-502.72	239.97		
Dr. Frank Vandever	Travel Expense	1-5-502.80	336.48	8040	444.20
Junior College District 507	Charge-Back			8041	336.48
Wadsworth Publishing Co.	Bookstore Stock - Freight On Books	1-64-514.40	78.96	8042	78.96
John Wiley & Sons, Inc.	Bookstore Stock - Books	1-64-514.40	8.30	8043	8.30
White Collar Girls of America, Inc.	Temporary Office Help	1-501-502.26	274.32		
White Collar Girls of America, Inc.	Temporary Office Help	1-3-501.26	86.63	8044	360.95
B & H Blueprint & Supply	Blueprints	1-20-501.31	4.50	8045	4.50
Bernie Elsner	Bookstore Stock - Supplies	1-64-514.30	16.00	8046	16.00
General Biological Supply House	Instructional Supplies - Biology	1-541-502.39	135.45		
Horders	Office Supplies	1-40-501.31	8.09	8047	135.45
Horders	Office Supplies	1-108.33	25.71	8048	33.80
North American Publishing Co.	Want Ad	1-533-502.93	8.40	8049	8.40
John Sexton & Co.	Cafeteria - Food	1-65-515.31	17.00	8050	17.00
Trans World Airlines, Inc.	Travel - R. Lahti, W. Mann, D. Collins	1-1-501.71	269.00	8051	269.00
Easy Travel Service, Inc.	Travel - G. Paxton	1-5-502.72	27.30		
Easy Travel Service, Inc.	Travel - Wm. Vanderbuilt	1-50-502.72	26.00	8052	53.30



PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
William R. Punkay	Travel Expenses	1-534-502.72	\$ 11.30	8053	\$ 11.30
Fred A. Vaisvil	Travel Expenses	1-62-502.72	21.55	8054	21.55
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	18.75	8055	18.75
Niedert Motor Service	Bookstore Stock - Freight on Books	1-64-514.40	18.22	8056	18.22
Frank M. Hines	Legal Services	1-3-501.22	852.50	8057	852.50
Red Rooster Drive-In	Election Expense	1-30-501.35	89.90	8058	89.90
William Rainey Harper College-Trust & Agency Fund To Transfer Student Activity Fees		1-203.40	13,778.00		
William Rainey Harper College-Trust & Agency Fund To Transfer Private Music Lesson Fees		1-203.40	1,728.00		
--VOID--					
Imprest Fund	To reimburse Imprest Fund for April disbursements			8060	
Community Consolidated School District 59	Election Judges Expense	1-3-501.35	2,394.65	8061	2,394.65
			499.41	8100	499.41
					<u>15,506.00</u>
					<u>27,849.58</u>

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks number 7945 to 8061 and 8100 are hereby authorized for payment. Checks 7967 and 8060 are void.

Date of Approval: May 9, 1968

*Walter C. Hansen*  
President  
*Richard L. Johnson*

*Secretary Pro Tempore James J. Hamill*

EDUCATIONAL FUND SUMMARY

Assets	\$ 356.89
Transfer of Fees	15,506.00
Tuition & Fee Refund	44.60
State Sales Tax	115.49
Administrative	996.88
Contractual	1,383.66
Supplies	1,191.49
Travel	365.85
Other	274.32
Instruction	1,405.30
Contractual	2,474.24
Supplies	436.48
Travel	295.18
Tuition	245.27
Other	1,897.42
Fixed Charges	860.51
Bookstore - Cafeteria	
Capital Outlay	
	<u>\$27,849.58</u>



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

BUILDING FUND EXPENDITURES -- MAY 9, 1968

<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.	Credit Memorandum	2-3-506.20	\$ (5.61)		\$
International Business Machines Corp.	Freight	2-4-563.00	42.08		
International Business Machines Corp.	Machine Rental	2-508.64	207.00	1272	243.47
Shamrock Best Maintenance Service	Maintenance - April	2-3-506.20	95.00	1273	95.00
Illinois Bell Telephone Co.	Telephone Service - Palatine	2-3-506.54	491.21		
Illinois Bell Telephone Co.	Telephone Service - Harper Grove	2-5-506.54	206.79	1274	698.00
Roy La Londe	Rental of Palatine Office	2-3-508.65	1,018.33	1275	1,018.33
Culligan Water Conditioning	Contractual Services - May	2-4-506.20	9.25	1276	9.25
Country Gas Co.	Thermogas	2-4-506.40	31.80	1277	31.80
Masters Supply Co.	Supplies	2-4-506.30	22.10	1278	22.10
Hoffman Piano Service	Tuning Pianos	2-5-506.20	36.00	1279	36.00
Township High School District 214	Rental of Harper Grove Facilities	2-5-508.65	5,600.00	1280	5,600.00
Ditto Division	Maintenance Agreement	2-6-506.20	80.00	1281	80.00
Mr. Robert Leonard	Employee Examination	2-32-506.90	10.00	1282	10.00
O. Nakas, M. D.	Employee Examination - Jack Leonard	2-32-506.90	11.00	1283	11.00
Accurate Sign Co. of Palatine	Signs - College Site & Data Center	2-562.001	206.50	1284	206.50
Addison Building Material Co.	Building Material	2-562.001	54.14	1285	54.14
Arlington Structural Steel Co.	Building Materials	2-562.002	215.00	1286	215.00



BUILDING FUND EXPENDITURES

<u>PAEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Lawler Construction Co.	Concrete Work	2-562.002	\$ 1,950.00	1287	\$ 1,950.00
Metro Motors & Trailer Service	Rental of Compressor	2-562.002	17.50	1288	17.50
Imprest Fund	To reimburse Imprest Fund for April disbursements		35.50	1289	35.50
					<u>\$10,333.59</u>

TO: TREASURER  
FROM: BOARD OF TRUSTEES

The above listed checks number 1272 to 1289 are hereby authorized for payment.

Date of Approval: May 9, 1968

*Walter C. Hansen*  
Vice President  
*Richard L. Johnson*

Secretary *Reynolds James Stewart*

BUILDING FUND SUMMARY

Contractual	506.20
Supplies	506.30
Heating	506.40
Other	506.90
Fixed Charges	508.60
Capital Outlay	562.
	563.
	<u>\$ 219.64</u>
	<u>24.35</u>
	<u>31.80</u>
	<u>31.75</u>
	<u>7,523.33</u>
	<u>2,460.64</u>
	<u>42.08</u>
	<u>\$10,333.59</u>



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

SITE AND CONSTRUCTION FUND EXPENDITURES -- MAY 9, 1968

<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	6-5-563,00	\$ 295.00		\$
International Business Machines Corp.	Instructional Equipment - Dictating Machines	6-513-563,00	1,980.00	468	2,275.00
Horders	Typewriter Stand	6-6-563,00	25.87		
Horders	Office Furniture - Typing Credenza	6-50-563,00	37.45	469	63.32
A. C. Davenport & Son Co.	Bulletin Boards	6-60-563,00	371.25	470	371.25
Candill Rowlett Scott	Architectural Fees-Interiors, Oct., Nov., Dec. 1967, March 1968	6-562,24	2,586.52	471	2,586.52
Weich Scientific Co.	Instructional Equipment - Pendulum & Vase Apparatus, Electromagnetic Apparatus, Wattmeter	6-564-563,00	305.39	472	305.39
					<u>\$5,601.48</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 468 to 472 are hereby authorized for payment. (Check 467 replacement of voided check 461 of 4-25-68)

Date of Approval: May 9, 1968

Vice President Wilton C. Hanson  
Richard Johnson

Secretary Pro Tempore James J. Hill

SITE AND CONSTRUCTION FUND SUMMARY

Capital Outlay

562	\$2,586.52
563	3,014.96
	<u>\$5,601.48</u>



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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures  
May 1 - May 31, 1968

The following estimated Payrolls in the amount of  
\$117,000.00 are hereby authorized for payment.

May 1 - 15, 1968

Regular Payroll	\$50,000.00
Part-Time Teachers Payroll	<u>17,000.00</u>
	<u>\$67,000.00</u>

May 16 - 31, 1968

Regular Payroll	<u>\$50,000.00</u>
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DATE OF APPROVAL: May 9, 1968

Vice  
PRESIDENT: Milton E. Hansen SECRETARY: Pro Tempore James A. Merrill  
Richard L. Johnson



WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 APRIL 1, 1968 to APRIL 30, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Supt. of Documents	Publications	1407	\$ 4.25
John Haas	Travel Expense	1408	14.22
James Harvey	Travel Advance	1409	69.50
Ronald Stewart	Speakers Expense	1410	7.50
Richard Wild	Travel Expense	1411	8.82
Anna Marie Bazik	Travel Advance	1412	8.00
Anna Marie Bazik	Travel Advance	1413	110.00
Postmaster, U. S., Palatine	Postage for Meter	1414	200.00
Roy Sedrel	Travel	1415	82.60
National Education Assn.	Publication	1416	1.00
Elizabeth Fitzgerald	Tuition Refund	1417	8.00
Henry Holtorf	Tuition Refund	1418	8.00
Albert Landberg, Jr.	Tuition Refund	1419	8.00
John Psaras	Tuition Refund	1420	8.00
William F. Schweiss	Tuition Refund	1421	7.60
Delta Airlines	Air Travel Expense	1422	108.00
Robert E. Lahti	Travel Advance	1423	103.00
Univ. of Illinois	Conference Registration-		
	Donald Collins	1424	85.00
Donald Collins	Travel Advance	1425	77.00
Joseph Clouser	Travel Expense	1426	7.00
Dr. Frank Vandever	Travel Advance	1427	70.00
W. J. Mann	Travel Expense	1428	26.66
Elk Grove Training & Development Center	Workshop Fee-R.Sedrel	1429	10.00
Donald M. Mistic	Travel Advance	1430	55.00
Rita D'Agostino	Travel Expense	1431	6.00
Donald Mistic	Travel Expense	1432	6.40
Postmaster, U. S., Palatine	Postage for Meter	1433	250.00
Andrew Aguero	Travel Expense	1434	7.20
Roy Sedrel	Travel Advance	1435	115.00
Kenneth Parker	Travel Advance	1436	75.00
Gulletts Loc-N-Key Service	Cable Lock	1437	2.69
Michael Ostrowski	Travel Expense	1438	3.00
Nelsons Flower & Gift Shop	Flowers	1439	32.32
Public Affairs Press	Professional Book	1440	.92
Palatine Office Supply	Office Supplies	1441	2.65
Elk Grove Training & Development Center	Meeting Expense	1442	4.25
Free Press Newspapers	Subscription	1443	5.40
Gregg Typing Tests	Typing Awards	1444	4.05
A. J. C.	Professional Books	1445	6.00
Charles Falk	Travel Expense	1446	6.50



WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 APRIL 1, 1968 to APRIL 30, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Dr. Fred Rolf	Meeting Expense	1447	\$ 7.50
Assoc. of College Unions - International	Professional Book	1448	1.60
Jordan Siedband	Travel Advance	1449	12.00
Jay Singelmann	Travel Advance	1450	110.00
Elk Grove Training & Development Center	Registration Fee- W. J. Mann	1451	10.00
Andrew Surratt	Refund of Lab. Fee	1452	5.00
Illinois League for Nursing	Registration Fee - Nursing Instructors	1453	60.00
Joanne Heinly	Meeting Expense	1454	10.95
School Facilities Council	Dues - 1968	1455	10.00
Donn Stansbury	Travel Expense	1456	16.90
Roger A. Mussell	Travel Advance	1457	49.00
Dept. of Revenue	Sales Tax - March	1458	115.49
Robert E. Lahti, Petty Cash	Reimbursement	1459	190.70
Jacqueline Harris, Petty Cash	Reimbursement	1460	166.48*
Lorraine Hamm, Petty Cash	Reimbursement	1461	30.00
Petty Cash Returned to Imprest Fund		--	20.00
			<u>\$2,430.15</u>

*1-105.90	\$ 1.83
1-3-501.31	7.78
1-4-501.31	1.10
1-5-501.31	.95
1-1-501.34	11.98
1-3-501.34	55.90
	-3.55
1-3-501.39	8.58
1-4-501.39	4.11
1-1-501.95	30.00
1-3-501.95	10.00
1-533-502.39	2.30
2-506.20	5.00
2-506.30	2.25
2-506.90	10.75
2-562.001	16.61
2-562.002	.89
	<u>\$166.48</u>

Agenda for Board Presentation

May 9, 1968.

Communications Division

1. The Purpose and Structure of the Division (Robert Powell)
  - 1.1 Faculty
  - 1.2 Programs
2. Department of Foreign Language (Irene Sanderson)
3. Department of English
  - 3.1 Journalism Programs (Henry Roepken)
  - 3.2 Speech Programs (John Muchmore)
  - 3.3 Transfer Programs
    - English 101 (Marilyn Swanson)
    - English 102 and Literature (Martin Ryan)
  - 3.4 Developmental Programs (Robert Powell)
  - 3.5 Summary
    - Problems and Solutions

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF HUMANITIES

CANDIDATE

Stephen Theodore Franklin

FIELD

Philosophy

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

B.A. - North Park College - 1965

Philosophy - 30, Latin - 25

M.A. - University of Chicago - 1966

Philosophy - 30

plus 30 hours beyond the Master's

Currently, full-time graduate student working on Ph.D.

Philosophy

MAJOR AREAS

TEACHING EXPERIENCE  
(Dates of Positions)

September, 1967 - present

2 courses in Humanities at William Rainey

Harper College

OTHER EXPERIENCE

Assistant Family Instructor - Chicago Parental School.

Concrete construction worker; steel construction

worker, factory mechanic; carpenter's helper;

U.S. Post Office

HONORS &  
DISTINCTIONS

Scholarships from North Park College, Ford Foundation,

Divinity School of University of Chicago; Canal

Zone Engineer's Society; North Park College Honor

Society.

PERSONAL  
(Age, Marital Status,  
Children, Address)



RANK & SALARY

Instructor - \$8,500.00 per year

RECOMMENDED BY

*Samuel C. ...*  
*Samuel C. ...*  
*NR Panitz*

Department  
Chairman  
Assistant Dean  
Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Science and Mathematics

CANDIDATE

Mrs. Halina Z. Goldsmith

FIELD

Nursing

PREPARATION

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

R. N., Grace Hospital Sch. Nsg., Detroit, 1944;  
B. S., Wayne State Univ., Detroit, 1947;  
M. Litt., Univ. Pittsburgh, 1950.

Semester hours

Level

144 (of which 92 are  
required for B. S. N.)

B. S. N.

38

M. S.

MAJOR AREAS

Psychiatric Nursing

TEACHING EXPERIENCE  
(Dates of Positions)

Harper College 9/67-6/68;

Duke University 8/52-7/57;

Highland Hosp., Asheville, N. C. 9/50-8/52;

Kalamazoo State Hosp., Mich., 1/48-9/49;

Grace Hospital, Detroit, Mich., 6/45-9/45.

OTHER EXPERIENCE

Henry Ford Hosp., Detroit, Staff Nurse, 4/46-9/46;

Highland Hospital, Asheville, Director of Nsg., 9/50-8/52;

Tampa Municipal Hospital, Tampa, ER Supervisor, 2/47-12/47;

Florence Crittendon Hosp., Detroit, Staff Nurse, 3/44-12/44.

HONORS &  
DISTINCTIONS

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK & SALARY

Instructor, \$10,800.00

RECOMMENDED BY

Joanne L. Heindel

Department

John J. Thompson

Chairman

David Cunningham

Assistant Dean

NR Pantratz

Dean

Mrs. Halina Goldsmith

### Sequence of Educational Preparation and Professional Experience

- 1944: R.N. Diploma from Grace Hospital School of Nursing, Detroit, Michigan
- January 1945-47: B.S. in Nursing from Wayne State University  
She worked as staff nurse part-time throughout this time.
- 1947: 11 months experience as nurse supervisor in emergency room
- 1948-49: One year, nine months as instructor in psychiatric nursing, Kalamazoo State Hospital, Kalamazoo, Michigan
- September 1949: Entered graduate school, University of Pittsburgh; graduated in June 1950 with M. Litt.  
M. Litt. is variation of the M.A., indicating the form of the thesis prepared--a practice possibly unique to the University of Pittsburgh.
- 1950-52: Director of Nursing and Director of the Affiliating Nursing Program at Highland Hospital, Asheville, North Carolina. Highland Hospital is under the administrative control of Duke University. During these two years, Mrs. Goldsmith also held the position of Instructor in Psychiatric Nursing at Duke University, Durham, North Carolina. This position included responsibilities for both baccalaureate nursing students and graduate nurses.
- 1952-57: Assistant Professor, Duke University School of Nursing, Durham, North Carolina. During this time, Mrs. Goldsmith directed the Advanced Psychiatric Nursing Program for undergraduate baccalaureate students.
- 1957 - to present: Mrs. Goldsmith married and has been raising a family of three children. During this time she has maintained contact with the field of psychiatric nursing through the work of her husband, Dr. Jewett Goldsmith, psychiatrist, who is chief of the Northwestern University Service at Illinois State Psychiatric Institute in Chicago, Mrs. Goldsmith has been highly recommended for this position.

Summary: Mrs. Halina Goldsmith

Position Applied For: Instructor in Nursing

Appointment: 9 months

Area of Specialty: Psychiatric Nursing

Salary: 10,800.00

Educational Preparation: R. N.  
B. S.  
M. Litt.

Teaching Experience: 4 years - Instructor in Nursing  
5 years - Assistant Professor of Nursing Education

Staff Nursing Experience: 2 years

Administrative Experience: Director of Nursing  
3 years (concurrent with teaching)

Qualities which qualify the applicant for the position:

1. Broad experience in developing and teaching the content of psychiatric nursing.
2. An identified interest in incorporating the understandings of the psycho-social aspects of patient care throughout the entire curriculum.
3. A background of understandings of developmental patterns both through her family growth as well as involvement in group youth activities.



WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Communications

CANDIDATE

Joan Gissberg Roloff

FIELD

English

PREPARATION

Occidental College - B.A. Speech, English, 1950

(Degree, School

Year Received &

California State College at Long Beach

Semester Hours in

M.A. English, 1958

Subject Field)

(Also 30 additional graduate hours)

MAJOR AREAS

English -- specializing in developmental work

TEACHING EXPERIENCE  
(Dates of Positions)

ElCentro College, Dallas, Texas (2/67-present)

Orange Coast College, Costa Mesa, Calif. (1960-67)

Orange High School, Orange, Calif. (1953-54)

Occidental College 1950-51 (Speech, part time)

California State College 1960 (English, part time)

At present Mrs. Roloff is Director of The Writing  
Laboratory, ElCentro College. She has specialized  
for some years in the "remedial" or developmental  
area in community college English.

OTHER EXPERIENCE

HONORS &  
DISTINCTIONS

Phi Beta Kappa. Co-author of college textbook:  
Writing Practical English, Macmillan, 1966. Under  
contract to Glencoe Press for a "remedial" reader.  
Formerly Assoc. Professor, Orange Coast College.

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK & SALARY

Instructor of English--and Coordinator of Develop-  
Personnel Committee mental Programs

RECOMMENDED BY

(Muchmore, Bartos, Ryan) English Department

Robert Powell Chairman

Summit Assistant Dean

AR Pankratz Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Communications

CANDIDATE

Janet VanDyke Savin

FIELD

English

PREPARATION

(Degree, School

Year Received &

Semester Hours in

Subject Field)

Carleton College - Northfield, Minn. (B.A. 6/67)

Northwestern University - Evanston, Ill.

(M.A. English 6/68)

MAJOR AREAS

English

TEACHING EXPERIENCE

(Dates of Positions)

None

OTHER EXPERIENCE

Presently employed in part-time secretarial position

with Worthington, Hurst & Assoc. Inc.

HONORS &  
DISTINCTIONS

Maytag Scholar (full scholarship Carleton College)

Selected for participation in Newberry Library  
Humanities Seminar, fall quarter, 1966 (Participants  
are selected from Associated Colleges of the Midwest  
schools)

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK & SALARY

Instructor of English - \$8,000 (Appointment to become  
effective only if applicant receives masters degree 6/6

RECOMMENDED BY

Personnel Committee English Department

Bartos, Muchmore, Ryan

Chairman

Assistant Dean

Dean



WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Communications

CANDIDATE

Frank Edmund Smith

FIELD

English

PREPARATION

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

Gannon College - Erie, Pa. (B.A. 5/65)

Loyola University - Chicago, Ill. 69 hours past

masters. Ph.D. candidate - should receive degree 1/69

MAJOR AREAS

English

TEACHING EXPERIENCE  
(Dates of Positions)

Loyola University, Chicago, Illinois, 1967-68,  
Freshman Composition

OTHER EXPERIENCE

Scholarship student at Gannon College, editor of  
college newspaper, elected to Who's Who in American  
Colleges, winner of Gannon College award "Excellence  
in Humanities" for 1965, Lambda Iota Tau Honorary  
Literary Fraternity, NDEA Graduate Fellowship

HONORS &  
DISTINCTIONS

PERSONAL  
(Age, Marital Status,  
Children, Address)

English instructor \$8,600

Personnel Committee

RANK & SALARY

RECOMMENDED BY

Bartos, Muchmore, Ryan

English

Department

Robert Powell

Chairman

Kenneth Anderson

Assistant Dean

W. Bankratz

Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Engineering

CANDIDATE

Bonnie Lou Kobylinski (Mrs.)

FIELD

Electronics Technology

PREPARATION

Northwestern University - Evanston, Ill.

B.S.E.E. - June, 1964

Northwestern University - Evanston, Ill.

M.S.E.E. - June, 1966

MAJOR AREAS

Electronics Technology - Engineering

TEACHING EXPERIENCE

Northwestern University-6/65-6/66

Electronics Labs.-Boolean Algebra

Northwestern University-6/66-9/66

Electromechanical Devices-Boolean Algebra

OTHER EXPERIENCE

Argonne Nat. Lab. 6/61-9/66 E.E. Co-op  
student - Gulton Industries, Schiller Park  
9/66-4/67 Electrical Engineer - Automatic  
Electric Lab., Northlake 5/67-7/67 Electrica  
Engineer

HONORS &  
DISTINCTIONS

Eta Kappa Nu

PERSONAL  
(Age, Marital Status,  
Children, Address)

RANK

Instructor

STEP & SALARY

\$10,500

RECOMMENDED BY

Engineering Department

Harold Cunningham Chairman

Harold Cunningham Assistant Dean

- Herbert Pankratz Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Engineering

CANDIDATE Robert Thornhill

FIELD Numerical Control Technology

PREPARATION BSME, Wayne State University-MSME Wayne State University-NSF Grant in Mathematics & Engineering, Louisiana Polytechnic Inst. -NSF Grant in Engineering Design, M.I.T.-NSF Grant in Philosophy of Science & Math, American University-NSF Grant in Case Methods in Engineering, Stanford University

MAJOR AREAS Mechanical Engineering

TEACHING EXPERIENCE Wayne State University-College of Engineering  
13 years - Detroit, Michigan

OTHER EXPERIENCE General Motors Corp. Detroit, Michigan  
Boeing Airplane Co. Seattle, Washington  
Detroit Edison Co. Detroit, Michigan  
Wm. A. Dalee Co. Detroit, Michigan  
Recipient of Carr Award for Excellence in Teaching-Wayne State University  
Author Textbook "Graphics & Numerical Control"

HONORS & DISTINCTIONS

PERSONAL [REDACTED]  
(Age, Marital Status, Children, Address) [REDACTED]

RANK Associate Professor (Coordinator of N.C.Tech.

STEP & SALARY \$13,500 (2 months additional \$2770)

RECOMMENDED BY Numerical Control-Engineering Department  
[Signature] Division Chairman  
[Signature] Assistant Dean  
[Signature] Dean

WILLIAM RAINY HARPER COLLEGE  
DIVISION OF Engineering

CANDIDATE

Meyer Rodoff

FIELD

Architecture

PREPARATION

Bachelor of Architecture - Harvard University

(Six year program) (Graduate School of Design)

Registered Architect

MAJOR AREAS

Architecture

Engineering

TEACHING EXPERIENCE

University of Illinois-Circle Campus

Part-Time Architect Harvard Graduate

School of Design -3 years teaching

Skidmore, Owens & Merrill, Pace Associates,

OTHER EXPERIENCE

Schweikher, Elting & Bennett, Own practice

with Louis Rocah

HONORS &  
DISTINCTIONS

SEE ATTACHED SHEET

PERSONAL  
(Age, Marital Status,  
Children, Address)

RANK

Associate  
Assistant Professor

STEP & SALARY

\$12,000

RECOMMENDED BY

Architecture-Engineering Department

Charles ... Chairman

... Assistant Dean

... Dean

CANDIDATE

Meyer Rudoff

HONORS &  
DISTINCTIONS

Pace & Associates, Designer, AIA Award  
General Telephone Building, San Angelo,  
Texas - Skidmore, Owens & Merrill,  
Designer, AIA Award Sawyer Biscuit Co.,  
Chicago, Ill. - AIA Award Gunner's Mate  
Building, Great Lakes Navel Training  
Station, Great Lakes, Ill. - Schweikher,  
Elting & Bennett, AIA Awards Faith  
United Protestant Church, Park Forest, Ill.  
Evanson Unitarian Church, Evanston, Ill.,  
Language Arts Center, Vassar College,  
New York - AIA Award Edward Dart Theological  
Seminary Faculty House, Chicago, Ill. -  
Louis Rocah, AIA Award of Excellence for  
Residential Design, Barnard residence,  
Winnetka, Illinois

## I. SUBJECT

Exhibit B

Guidelines for Athletic Director position and released time for coaching and Intramural Personnel.

## II. RECOMMENDATIONS

Athletic Director

The athletic director shall have a 12 month administrative contract. In addition to his duties as athletic director he will maintain a physical education teaching load not to exceed 20 contact hours per year.

Released Instructional Time for Physical Education Faculty Who Coach

Faculty will be given released time for coaching duties on the schedule below. In the event that there must be a teaching overload to meet the teaching requirements of the department, the Dean of Instruction conferring with the Divisional Chairman and the Athletic Director may approve the payment of an overload based on the college pay schedule and regulations for overtime teaching.

Released Instructional Time Schedule for Coaching Positions in  
the Department of Physical Education

<u>Position</u>	<u>Maximum released time per academic year</u>
Head Basketball Coach	10 contact hours
Track	8 " "
Baseball	8 " "
Wrestling	8 " "
Tennis	6 " "
Cross Country	6 " "
Golf	6 " "
Asst. Basketball Coach	6 " "
Asst. Track Coach	6 " "

(Full time teaching load = sixteen (16) - nineteen (19) contact hours per semester, but not to exceed thirty-six (36) contact hours per year.)

Released Instructional Time for Other Faculty Who Coach

If coaches come from departments other than physical education, they may be given released time or paid for an overload as per physical education dept. faculty. The schedule above shall serve as an aid in determining the amount of released time or overload pay given for coaching responsibility. The amount of released time and/or teaching overload will be determined by the Dean of Instruction and, where applicable, the Dean of Students. They will confer with the Athletic Director and the coach's divisional chairman in arriving at this decision.

Duties and Responsibilities of Athletic Director

The Director of Athletics shall have the responsibility of administering and organizing the intercollegiate athletic program in a manner that is consistent with the policies of the college. He shall be directly responsible to the Dean of Students. He shall coordinate and cooperate fully with the Director of Physical Education and Intramurals. The nature of his position shall be administrative.

The specific duties of the Athletic Director are:

1. To have direct responsibility for the intercollegiate athletic program including varsity competition in all sports and special functions that may be assigned.
2. To fulfill such coaching assignments as may be specifically assigned to him.
3. To teach assigned classes.
4. To participate in the selection, supervision and guidance of the coaches assigned to the various sports.
5. To cooperate with the head coaches in developing schedules and arranging practice sessions.
6. To arrange transportation, meals and housing for athletic events away from home.
7. To cooperate with the Coordinator of Facilities and Equipment and the ticket manager in determining the responsibilities of contest management under three headings.
  - a. before game preparation
  - b. game responsibilities
  - c. after game responsibilities
8. To keep the staff informed of schedules, important rulings, eligibility and conference policies.
9. To recommend the selection, purchase, maintenance and repair of supplies and equipment for the various sports and supervise their uses.
10. To prepare and recommend budgets for each sport and to supervise the business procedures in the receiving and inventory of these purchases.
11. To represent, when asked to do so, the college and the department, the head of the department and/or the President in meetings and conferences.
12. To provide for the checking and certification of the eligibility of athletes.
13. To make provisions for the evaluation of officials in accordance with conference regulations.

14. To facilitate the publicity of the athletic program by providing information to the appropriate agencies.

### Coaches

Personnel assigned to a position as a coach for a sport or sports shall administer that sport in a manner that is consistent with the policies of the college. They shall be directly responsible to the Athletic Director for athletic affairs and to the head of their respective departments for academic affairs.

Specific duties of the coaches are:

1. Supervision of students during practice, contests, and travel.
2. Adequately prepare the student athletes for competition through planning and conducting of well organized practice and contests.
3. Recommend to the Athletic Director such matters pertaining to the purchasing of equipment, scheduling, budget, and policies.
4. Keep up to date statistics for each sport coached.
5. Supply information to the Athletic Director that may be used for publicity purposes.

Time and student involvement for the coaches of the following sports:

<u>Sport</u>	<u>Approx. Length of Season</u>	<u>Avg. Practice and Contest hrs. per wk.</u>	<u>No. of Students</u>	<u>*Additional Hours</u>
Baseball	Mar. 15 - End of 2nd Sem.	12 - 14	20-25	8-10
Basketball	Oct. 15 - Mar. 1	12 - 14	15-18	12-14
Cross Country	Start of 1st Sem. Nov. 5	10 - 12	15	6-8
Golf	Start of 1st Sem. Nov. 5	10 - 12	10	6-8
Tennis	Mar. 15 - End of 2nd Sem.	10 - 12	10-12	6-8
Track	Mar. 1 - End of 2nd Sem.	12 - 14	25-30	8-10
Wrestling	Oct. 15 - Feb. 20	12 - 14	25-30	6-8

\*Note: Includes preparation, school visitation, scouting budget, inventory, scheduling, team travel, etc.



### Assistant Coaches

Personnel assigned to a position as an assistant coach for a sport or sports shall aid the head coach in administering that sport in a manner that is consistent with the policies of the college. They shall be directly responsible to the Athletic Director for athletic affairs and to the head of their respective department for academic affairs.

Specific duties of the assistant coaches are:

1. To represent, when asked to do so, the head coach in any matters pertaining to the administering of a sport.
2. Unless otherwise specified, attend all practices, contests, and team trips.
3. Assist head coach in his specific duties.

### Intramural Program

The intramural program will be administered by a coordinator of intramurals who will be given 8 contact hours of released time per year for these administrative duties. The coordinator will be assisted by an assistant coordinator who will have responsibility for the women's intramural program and for the college cheerleading squad. The assistant coordinator will have 4 contact hours per year of released time for these duties.

### Coordinator of Intramural Athletics

The coordinator of Intramural Athletics serves as a staff officer under the Dean of Students with a direct line of responsibility to the Director of Student Activities.

The intramural coordinator is responsible for the entire organization and administration of intramural activities. He selects and promotes the activities and administers the program efficiently. He integrates the work of his department with that of the entire college.

This officer:

- A. Serves the recreational needs of the students through a planned program of athletics and other forms of physical education.
- B. Sponsors as many different worthwhile and beneficial recreational activities as possible, thereby reaching the largest number of individuals.
- C. Sponsors as many leagues and tournaments as are needed to take care of all individuals desiring organized forms of competition.

D. Conducts all activities in such a manner that enjoyment, health, social contacts, and sportsmanship are gained by the participants.

E. Emphasize those activities that have carry-over value, that is, the games which if learned while at school are used advantageously in later years of life.

F. Create and maintain at all time the best of good will and sociability among all students and staff members participating in the programs.

G. Conducts each event or activity of the intramural program as efficiently as possible, arranging for individual or group instruction as needed, to maintain participation.

H. Encourage participation for the sake of the activity rather than for the award.

FOR BOARD ACTION:

I. SUBJECT:

Request for the purchase of television equipment and materials.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy specifications have been established and bids solicited for the subject equipment and materials.

III. INFORMATION:

In addition to advertising (as per policy) bids were solicited from various companies. A total of fifteen companies were contacted and ten of these bid. Copies of the bid request and a tabulation of the bids are attached.

The television equipment and materials covered by this exhibit are the results of a joint effort by Dr. Makas, Mr. Voegel and Mr. Mussell to utilize the observation and characteristics of television and immediate playback technique of the videotape recorders.

It is anticipated that the television equipment will be used for taping student instructional/learning activities where immediate playback to the student would benefit his motor skill performance. Any instructional presentation which requires image magnification or close-up viewing by students is also applicable to the use of this type of television equipment. In addition faculty presentations, demonstrations, guest lectures and other related activities which can be observed, recorded and played back at other times to interested viewers are all areas in which this television equipment can be utilized.

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION

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

ATTENTION PURCHASING AGENT

Quotation Request No Q-184	Date 3/19/68	Page 1 of 1	Your Quotation No	Quotation Due April 15, 1968
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Item No.	Quantity	Description	Unit Price	Extension
		<u>NOTE:</u> 1. Bid items listed or equivalent. 2. Give <u>lot</u> price and <u>unit</u> price. 3. State length of time prices are firm.		
1.	1	7500-13 Video Tape Recorder (color)		
2.	1	TR 921 Ampex Monitor-Receiver		
3.	2	CC 324 Videcom CC TV Camera with 25mm close-up lens, F 1-4		
4.	1	TUC 4 to 1 F 1-5 200mm lens		
5.	1	7076001 Ampex 12.5mm F 1-4		
6.	1	Cable Set		
7.	30	Video Tapes, 1 hour length		
8.	1	Wilson VTR Center		
9.	1	7076003 75mm F 1.9 lens to be substituted for one of the lenses in item 3 above		
10.	1	AC 924 Color Corrector		
11.	2	7301 Quickset camera tripods		
12.	2	7601 Quickset dollies		
13.	2	7201 Quickset friction heads		
14.	1	7500 series Ampex Spare VTR Head		
15.	2	GE CBM 7230 BG or RCA JH 216B B & W classroom type TV sets		

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

BIDDER → ITEM ↓	Zenith Sales Corp.	Rich Engr. RCA	Ampex Corp.	I. J. Kayle & Assoc.	General Electric	Admiral TV Sales Service- Master	Jenson
1.		IVC-800 4200.00 less 5%	4850.00	N. B.	5350.00	5350.00	JVE 2131 C 1" 4750.00
2.		695.00 less 5%	695.00	N. B.	695.00	695.00	JVP -9" 235.00
3.		PK-301-CCTV 2530.00 less 5% 5060.00 less 5%	995.00 ea. 1990.00	SHIBADEN HV- 14 450.00 900.00	995.00 1990.00	995.00 1990.00	JCD 2000 DX CCTV with 25 m Fl.4 995.00 1990.00
4.		425.00 less 5%	395.00	25-100mm 450.00	F 1-8 100 mm 425.00	F 1-8 100 mm 425.00	JCL-20 4to 1 F 2.5 20mm-80 zoom 199.00
5.		MI-48126-12 95.00 less 5%	114.00	119.00	114.00	114.00	JC50 12.5 mm Fl.9 65.00
6.		50.00 less 5%	75.00	N. B.	N. B.	39.80	JVR-21 40
7.		39.95 1198.50 less 5%	50.00 1500.00	N. B.	59.95 ea. 1798.50	60.00 1800.00	J-60 55.00 1650.00
8.		199.00 less 5%	199.95	195.00	199.00	199.00	60.00
9..		MI-48126-75 90.00 less 5%	N/C	58.95	43.00	?	45.00
10.		not required	800.00	N. B.	1595.00	1595.00	?
11.		PT-2 80.00 less 5% 160.00 less 5%	84.00 168.00	78.00 156.00	84.00 168.00	84.00 168.00	80.00 160.00
12.		PT-2 43.00 86.00 less 5%	45.00 90.00	41.00 82.00	45.00 90.00	45.00 90.00	40.00 80.00
13.		PFH -3 165.00 less 5% 330.00 less 5%	32.00 64.00	28.00 56.00	32.00 64.00	32.00 64.00	30.00 60.00
14.		IVC-800 100.00 less 5%	175.00	NB.	175.00	175.00	JVH 100.00
15.	Y2414WS 139.97 ea. 279.94	137.25 less 5% 274.50 less 5%	GE 175.00 ea. 350.00	MB-360 180.00 360.00	GE CBM 7231 145.00 290.00 DBG	E2206T 178.00 356.00	TKE-22" 140.00 280.00

BIDDER → ITEM ↓	Electrn. Sound & Servicing	Midwest Visual Equip.	Teled Inc. Shibaden Items		RCA Sales Division Fairchild Industrial TV Serv Allied Electronics Packard Bell Electronics Vidicom Corp.
1	4750.00	5,000.00	SV700V-995.00 SV800V-1295.00 SV727 -4950.00		
2.	580.00	695.00	TU-19UL-295.		
3.	905.00 1810.00	995.00 1990.00	HV 14-450.00 900.00		
4.	70.00	495.00	235.00 TUC 22.5 90 fl.5		
5.	103.00	114.00	12.5 mm Fl.4 124.00		
6;	69.95	39.90	49.50		
7.	55.00 1650.00	55.00 1650.00	90 min. tape 82.00 less 8% 2263.20		
8.	N.B.	169.00	199.00		
9.	49.00	40.00	75 mm Fl.9 59.00		
10.	1445.00	1595.00	N.B.		
11.	59.00 118.00	71.40 142.80	84.00 168.00		
12.	N.B.	38.25 ea. 76.50	45.00 90.00		
13.	N.B.	27.20 ea. 54.40	32.00 64.00		
14.	N.B.	7046933-30 175.00	N.B.		
15.	TR 821 Ampex 239.95 ea. 479.00	AD TE 33IV 147.00 ea 294.00	Setchell Carlson 2100 SP 207.50=415.00		

BID  
NO

IV. SUMMARY:

The selection of suppliers was made on the basis of low bid where equivalent items were offered. In instances where the lowest bidder was not selected other considerations such as compatability, utilization, service and the specifications of the items were overriding factors. There are also some increases in the quantities of items selected. Questions regarding the above points will be answered verbally by Mr. George Voegel.

V. RECOMMENDATION:

The administration recommends that the awards be made as follows:

<u>item #</u>	<u>qty.</u>	<u>description</u>	<u>each price</u>	<u>extension</u>	<u>RECOMMENDED SUPPLIER</u>
1A	1	Ampex Recorder 7500-13	\$4850.00	\$4850.00	Ampex Corp.
1B	1	RCA Recorder IVC-800	3990.00	3990.00	Rich Engineering
2.	1	Monitor-Receiver	580.00	580.00	Electronic Sound & Servicing
3.	2	RCA TV Camera	2403.50	4807.00	Rich Engineering
4.	1	Lens	403.75	403.75	Rich Engineering
5.	1	Lens	90.25	90.25	Rich Engineering
6.	1	Cable Set	47.50	47.50	Rich Engineering
7A	30	Ampex Video Tapes	50.00	1500.00	Ampex Corp.
7B	30	RCA Video Tapes	37.95	1138.57	Rich Engineering
8.	1	Wilson VTR Center	169.00	169.00	Midwest Visual
9.	1	Lens	85.50	85.50	Rich Engineering
10.	1	Color Corrector	800.00	800.00	Ampex Corp.
11.	2	Camera Tripods	71.40	142.80	Midwest Visual
12.	2	Dollies	38.25	76.50	Midwest Visual
13.	2	Friction Heads	27.20	54.40	Midwest Visual
14A	1	Spare VTR Head	175.00	175.00	Ampex Corp.
14B	1	Spare VTR Head	95.00	95.00	Rich Engineering
15.	4	RCA TV Sets	130.39	521.56	Rich Engineering

Ampex Corp. - item 1A, 7A, 10 and 14A	for a total of	\$7325.00
Electronic Sound & Serv. - item 2	" " " "	580.00
Midwest Vis. - item 8, 11, 12 & 13	" " " "	442.70
Rich Engineering - item 1B, 3, 4, 5, 6, 7B, 9, 14B & 15	" " " "	<u>11,179.13</u>
Grand Total		19,526.83

This would be purchased under Title VI which would cover 50% of the grand total. The items recommended are not all specifically covered in our Title VI grant but our Mr. George Voegel advises that substantial latitude is given to substitutions since new equipment and applications are usually uncovered in the time period between the initial request for a grant and its approval.

dmm jm  
4/30/68



EXHIBIT

FOR BOARD ACTION:

I. SUBJECT:

Request for the purchase of numerically controlled machine tools.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy specifications have been established and bids solicited for the subject equipment.

III. INFORMATION:

In addition to advertising (as per policy) bids (copies attached) were solicited from various companies. Mr. Harold Cunningham has advised that written approval has been received from the state for this purchase which will be 100% reimbursable under the Vocational Education Act of 1963. (copy of approved grant attached) Twelve requests for bids were sent out with the following results.

<u>COMPANY</u>	<u>LATHE</u>	<u>MILLING MACHINE</u>
1. D. G. Beck	NB	NB
2. Bergmaster Corp.	NB	NB
3. L. G. Evans	NB	NB
4. Four States Machinery Co. (Pratt & Whitney)	NB	\$35,376.95-\$37,493.95
5. Jones & Lamson	NB	NB
6. K. & E. Mfg. & Tool Co.	NB	NB
7. Kroll Equipment Co.	NB	NB
8. Lodge & Shipley Co.	* \$63,952.00	NB
9. Lundmark Co. (Cincinnati Lathe)	NB	\$39,975.00
10. R. K. LeBlond Mach. Tool Co.	NB	NB
11. Marshall & Huschart Mach. Co.	NB	NB
12. Warner & Swasey	NB	NB

\*This is a demonstration machine that will carry a new machine warranty.

OTHER INFORMATION CONCERNING NUMERICAL CONTROL EQUIPMENT

1. The numerical control curriculum and the equipment have been reviewed and approved by the following:
  - A. Board of Higher Education
  - B. Illinois Junior College Board
  - C. Board of Vocational Education, State of Illinois
  - D. Numerical Control Advisory Committee
2. The results from surveys done by Harper College in conjunction with the Numerical Control Society were submitted to the above four organizations. These results were accepted by them and are as follows:

YEAR	FULL TIME	PART TIME	A. D. Little Study (FTE)
1968/69	25	25	1,070
1971/72	75	50	2,740
1974/75	100	125	5,070

3. Elk Grove High School has agreed to let us install the equipment in their machine shop.
4. The cost of moving the equipment from the Elk Grove High School to the permanent campus would be an additional cost of approximately \$1,700.00.
5. Service cost for the coming year would immediately be under manufacturer's warranty. Any additional cost would be covered under the separate budget for the engineering division.
6. Reimbursement will be made (as currently approved by the State Board of Vocational Education) upon receipt of reimbursement forms pro rated according to our building expenses in phase 1. The total reimbursement would be 100%.

hc jm  
5/6/68

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.
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

ATTENTION PURCHASING AGENT

Quotation Request No Q-153	Date 1/22/68	Page 1 of 7	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
	1	<p>Milling Machine, vertical, numerically controlled to perform the operations of Milling, Drilling, Boring, and tapping under manual and tape control.</p> <p>The machine is to meet the following general specifications:</p> <ol style="list-style-type: none"> <li>1. Point to point machine tool</li> <li>2. Tape format must be an E.I.A. Standard</li> <li>3. All tape functions are to be controlled manually as well as by tape control (thru miscellaneous functions)</li> <li>4. Tape must be eight channel E.I.A. Standard</li> <li>5. Controls must employ solid state controls</li> <li>6. Position Accuracy <math>\pm .001</math> inch in 24 inches (minimum)</li> <li>7. Repeatability <math>\pm .0005</math> inch.</li> <li>8. Ability to have pre-set depth positions under manual or tape control</li> <li>9. Quill is to have a variable feed</li> <li>10. The spindle must be able to be reversed</li> <li>1. The head must be power positioned.</li> <li>2. Table size 20 x 40 approx.</li> </ol>		

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

Authorized Official

Title

WILLIAM RAINEY HARPER COLLEGE

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

INSTRUCTIONS

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ATTENTION PURCHASING AGENT

Quotation Request No Q-153	Date 1/22/68	Page 2 of 7	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		13. Table must carry 1500# (minimum) with positioning increments as low as .001 inch while maintaining accuracy listed above.		
		14. Full range zero shift		
		15. Spindle motor - 3 HP (minimum)		
		16. Coolant system: Full flow and mist 5 gal. capacity (minimum) filled to capacity upon installation.		
		17. Air cooled heat exchanger for Hydraulic System.		
		18. Work light (two)		
		19. Precision depth stop travel dial.		
		20. Sequence number readout - 3 digits (minimum)		
		21. X and Y position readout		
		22. Air conditioned console		
		23. Programmed dwell cycle and automatic spindle retraction.		
		24. Overhead wire ways between machine and control console.		
		25. Computer post-processor for the IBM adapt 360/30 must be furnished in tab card form compatible to our IBM 360/30 with 65k storage.		

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Quotation Request No	Date	Page	Your Quotation No	Quotation Due
Q-153	1/22/68	3 of 7		February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		26. Paint - IBM 360 Blue (enamel or lacquer)		
		27. A test tape must be provided to test <u>all</u> tape operations of the machine		
		28. Initial tooling: Spindle to have a #30 Universal Kwik Switch (or equivalent) and the following tools (quote Kwik Switch or equivalent):		
		<u>Req'd. Part# Name</u>		
		2 #80327 #2 MT Adapters		
		2 #80328 #3 MT Adapters		
		1 #80331 K.O. Drift		
		4 #80342 3/8" End Mill Adapters		
		4 #80343 1/2" End Mill Adapters		
		1 #80333 Shell End Mill Adapter 3/4" Pilot		
		1 #80339 Locking Fixture		
		2 #30 K.S. Jacobs Taper Adapters #3		
		2 "OY" Boring Chuck Set 3/32"-7/16"		
		2 14N Jacobs Chuck		
		2 #K3 Key		
		2 #15708 Compensating Tap Holder #6-1/2"		
		16 #15718, 15719, 15720, 15722, 15723, 15724, 15725, 15726 Tap Collets #6-1/2" Cap.		
		1 #453 Wrench		

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Quotation Request No Q-153	Date 1/22/68	Page 4 of 7	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		<p>29. Vendor to bare all costs of installation and delivery, including all freight charges, electrical connections, air connections and leveling in room 185, Elk Grove High School, Elk Grove Village, Illinois. The machine tool is to be fully in operating order as presented to owner is required. An In-Service training by vendor to owner on machine operation at owner's location prior to acceptance of machine by owner. Explain in an attached statement.</p> <p>30. Training in machine operation and programming for two people at manufacturers plant and maintainance instruction for one person at manufacturers plant at no cost whatever to owner. Bidder must indicate number of days required in an attached statement. Owner has 18 months in which to exercise this option.</p> <p>31. Warranty: One year for parts and service on machine tool and all attachments (console included). The warranty is not to take effect until the machine has been fully accepted by the college and has been in</p>		

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Quotation Request No Q-153	Date 1/22/68	Page 5 of 7	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		full working order for one calander week. 32. Software Backup: Describe in an attached statement all software backup for this machine, i.e., programming manuals, films, expert help, etc... Indicate what is included with the machine and prices of additional copies. Indicate prices on any items not included with machine and delivery. 33. Service: Indicate where service will come from and who will perform this service on all parts of machine. Indicate typical current service charges. (Be complete.) Indicate cost of service contract. Include separately travel charges. 34. Delivery and installation completed by: June 1, 1968. 35. Condition: A new and/or demonstrator machine may be bid. Either must meet specifications. Demonstrator must carry new machine warranty. 36. NOTE: a. Do Not Include Sales Tax b. Attach Descriptive Literature for Machine and Control c. Item #27 is to be tested by		

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Quotation Request No Q-153	Date 1/22/68	Page <u>6</u> of <u>7</u>	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		<p>vendor in front of owner before exceptance of machine</p> <p>Any exceptions or explanations to the above must be listed in numerical order, with numbers identical to the item being explained, on a separate attached sheet of paper.</p> <p>For Additional Information Contact:</p> <p>Mr. H. Cunningham, Assistant Dean William Rainey Harper College 510 West Elk Grove Boulevard Elk Grove Village, Illinois 60007 (312) 437:7000 Ext. 31</p> <p>Office Hours: 1:00 p.m. to 5:00 p.m. Daily</p> <p>Room 185 available for inspec- tion <u>only</u> during these hours: 4:00 p.m. to 10:00 p.m. Monday thru Thursday, by appointment only.</p> <p>For Identification Purposes Only: A machine equivalent to the Cintimatic Vertical N/C Machining Center is acceptable.</p>		

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Quotation Request No <u>Q-153</u>	Date <u>1/22/68</u>	Page <u>7</u> of <u>7</u>	Your Quotation No	Quotation Due <u>February 6, 1968</u>
Item No.	Quantity	Description	Unit Price	Extension
		<p>NOTE: All bids must be accompanied by a Bank Cashier's Check or a Bank Draft made payable to Harper College for ten (10) percent of the total amount of the bids.</p> <p>Bids must be received at the Business Office no later than February 6, 1968. Bids must be in a sealed envelope identified with the words "<u>MACHINE TOOL BID.</u>" Bids will be opened Wednesday, February 7, 1968, at 10:00AM Central Standard Time.</p>		

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Quotation Request No Q-154	Date 1/22/68	Page 1 of 6	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
	1	<p>Lathe, numerically controlled, with turret, for the operations of turning, boring, drilling, chucking, facing and threading, under manual and tape control.</p> <p>The machine is to meet the following general specifications:</p> <ol style="list-style-type: none"> <li>1. Continuous path machine tool with linear and circular interpolation</li> <li>2. Six position indexing turret under tape control arranged with coolant distributor</li> <li>3. Anti-friction tailstock spindle</li> <li>4. Spindle reverse under tape control</li> <li>5. Coolant pump and tubing -- tape controlled. Coolant to be provided to capacity of system.</li> <li>6. Reservoir type pan</li> <li>7. Tape format must be E.I.A. Standard</li> <li>8. Tape must be eight channel E.I.A. Standard</li> <li>9. Controls must be solid state controls</li> <li>10. Sequence number readout 3 digits</li> </ol>		

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Quotation Request No	Date	Page 2 of 6	Your Quotation No	Quotation Due
Q-154	1/22/68			February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		11. Photoelectric tape reader 12. Data Input to .001 inch 13. Speed and feed selection under tape control 14. Zero offset 15. Parity check 16. Horsepower - 15 (minimum) variable speed 17. Swing capacity 20 inch (minimum) over bed -- 13 inch (minimum) over cross slide. Dimensions indicate diameter. 18. Spindle mounting: Radial Load 30,000# (minimum) -- Thrust Load 14,000# (minimum) 19. Cross slide travel -- 11 inch (minimum) 20. Servo-Motors -- 3/4 HP. (minimum) 21. Feed range .1 inch per minute to 15 inch per minute (minimum) 22. Traverse rate 125 inch per minute (minimum) 23. Feed rate override 0 to 100% 24. Air operated tailstock 25. Between centers 50 inch minimum 26. Resolvers on each motion with resolution value of .0001 inch (minimum)		

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Quotation Request No	Date	Page <u>3</u> of <u>6</u>	Your Quotation No	Quotation Due
Q-154	1/22/68			February 6, 1968

Item No.	Quantity	Description	Unit Price	Extension
		27. Threading under tape control 1 inch lead (maximum), 10 inches length (minimum) 28. Initial Tools: Tool Holders: 1-open slot turning 1-closed slot turning 1-extended turning 1-facing 2-Boring 1-Drilling 1-Chuck 12 inch 3 jaw-Universal 1-Chuck 15 inch 4 jaw-Independent 1-set tool bits (20 1 x 1 shank indexable carbide suitable to perform all functions machine is capable of doing.) 1-Live center for headstock 1-steady rest 1/2 inch to 6 inch 10 Boring bars (Bar diameter 3/8, 3/4, 1-1/4, 2, 3 (2 each) inch include 10 additional tool bits per boring bar size.) 20 Turning tools O.D. (Turning tool inserts to fit above tool holders.) 29. Computer post processor for IBM-adapt		

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[Empty box for recipient name]

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Quotation Request No Q-154	Date 1/22/68	Page 4 of 6	Your Quotation No	Quotation Due February 6, 1968
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Item No.	Quantity	Description	Unit Price	Extension
		360/30 must be furnished in tab card form compatible to owners IBM 360/30 with 65 K storage 30. Paint - IBM 360 Blue (enamel or lacquer) 31. A test tape must be provided to test <u>all</u> tape operations of the machine 32. Vendor to bare all costs of installation and delivery, including all freight charges, electrical connections, air connections and leveling in room 185, Elk Grove High School, Elk Grove Village, Illinois. The machine tool is to be fully in operating order as presented to owner is required. An In-Service training by vendor to owner on machine operation at owner's location prior to acceptance of machine by owner. Explain in an attached statement. 33. Service: Indicate where service will come from and who will perform this service on all parts of machine. Indicate typical current service charges. (Be complete.) Indicate cost of service contract. Include separately travel charges.		

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Quotation Request No Q-154	Date 1/22/68	Page 5 of 6	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		<p>34. Delivery and installation completed by: June 1, 1968.</p> <p>35. Condition: A new and/or demonstrator machine may be bid. Either must meet specifications. Demonstrator must carry a new machine warranty.</p> <p>36. NOTE: a. Do Not Include Sales Tax b. Attach descriptive literature for machine and control c. Item 31 is to be tested by vendor in front of owner before machine will be accepted.</p> <p>Any exceptions or explanations to the above must be listed in numerical order, with numbers identical to the item being explained, on a separate attached sheet of paper.</p> <p>For Additional Information Contact:</p> <p style="padding-left: 40px;">Mr. H. Cunningham, Assistant Dean William Rainey Harper College 510 West Elk Grove Boulevard Elk Grove Village, Illinois 60007 (312) 437:7000 Ext. 31</p>		

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Quotation Request No Q-154	Date 1/22/68	Page 6 of 6	Your Quotation No	Quotation Due February 6, 1968
Item No.	Quantity	Description	Unit Price	Extension
		<p>For Identification Purposes Only: A machine equivalent to Lodge and Shipley Numeriturn II would be acceptable.</p> <p>NOTE: All bids must be accompanied by a Bank Cashier's Check or a Bank Draft made payable to Harper College for ten (10) percent of the total amount of the bid.</p> <p>Bids must be received at the Business Office no later than February 6, 1968. Bids must be in a sealed envelope identified with the words "<u>MACHINE TOOL BID</u>". Bids will be opened Wednesday, February 7, 1968, at 10:00 AM Central Standard Time.</p>		

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(Submit in Triplicate)

State of Illinois  
BOARD OF VOCATIONAL EDUCATION & REHABILITATION  
Vocational and Technical Education Division  
405 Centennial Building  
Springfield 62706

RECEIVED

MAR 13 1968

REQUEST FOR APPROVAL

TO PURCHASE INSTRUCTIONAL EQUIPMENT CARD OF  
FOR EDUCATION & REHABILITATION  
OCCUPATIONAL PROGRAM SPRINGFIELD

Occupational Services  
(check one)

- Agriculture
- Guidance
- Health
- Home Economics
- Trade & Industrial
- Marketing
- Office
- Technical

Institution William Rainey Harper College

District No. 512

City Palatine County COOK

Name of Occupational Program Numerical Control Technology

Location of Instruction Center 510 W. Elk Grove Blvd.  
Elk Grove Village, Ill.

- Area-Secondary
- Post-Secondary

Item No.	Quantity	Item	Unit Cost	Cost
1.	1	Numerical Controlled Lathe (see specifications) and accessories	\$56,000	\$56,000
2.	1	Numerical Controlled Vertical Milling Machine (see specifications) and accessories	39,000	39,000
3.	1	Flexowriter with tab card to numerical control tape and conversion	8,500	8,500
4.	1	Preset tool device (see specifications)	500	500
5.	1	Numerical Controlled Drafting Machine 48 x 60 Table Buffered Input (Additional use will be in Mechanical Design Technology and Architectural Technology.)	51,000	51,000

Item No.	Quantity	Item	Unit Cost	Cost
6.	1	Calculator-Electronics or attachments to our current calculator	2,100	2,100
7.	50	End Mills (assortment) face mills	17	850
8.	2	Vices - 8"	350	700
9.	1	Grid Place (20 x 40) $\pm$ .001	900	900
10.	1	Bolts, clamps, end stops	275	275
11.	2	Sets Height Blocks	100	200
12.	2	Sets Letter Drills	45	90
13.	2	Sets Numers Drills	45	90
14.	2	Sets Fraction Drills	175	350
15.	20	Reamers (assortment)	10	200
16.	6	Sets Taps (8 sizes) #6 thru 1/2 (3 sets standard) (3 sets high spirial)	50	300
17.	1	Tape storage	110	110
18.	1	Hand Tape Winder	30	30
19.	1	Tape Splicer	250	250
20.	1	Special tab card file	325	325



Item No.	Quantity	Item	Unit Cost	Cost
21.	1	Stroboscopic light with speed control	1,050	1,050

GRAND TOTAL \$162,820.00

Prior approval, for purposes of reimbursement from vocational and technical funds, is requested for purchase of the aforementioned items of equipment. These items are intended primarily for instructional purposes in occupational programs and are not being funded from other federal/state agencies.

*Paul E. Jelli* \_\_\_\_\_  
 President or Superintendent Date

\* \* \* \* \*

Approval is hereby granted for purchase of the above items for instructional use in occupational programs. Reimbursement from vocational and technical funds will be provided at the rate of 100% of the actual purchase price.

*Edison G. Gilbo* 4/10/68 *Paul E. Jelli* 7/15/68  
 Chief, Date Coordinator, Date  
 Occupational Service Program Implementation & Supervision Unit

IV. SUMMARY:

The poor response to our bid requests is in part due to the extent of the sophistication of the equipment required, software back up, size (too large or too small in comparison to what some of the companies could supply) and delivery.

Copies of the bids received were reviewed by Mr. Cunningham and his advisory committee. A copy of their report is attached. Questions concerning this report and the following recommendation will be answered by Mr. Cunningham.

V. RECOMMENDATION:

The administration recommends that the Board of Trustees award the contract for the numerically controlled lathe and accessories to Lodge and Shipley for a total sum of \$56,731.00. This amount is \$7,221.00 less than their quoted price because we are deleting item 27, the threading under tape control (\$5,076.00) and item 33, the service contract (\$2,145.00).

The above total figure includes delivery and installation (\$1,060.00) which is not reimbursable and must be paid out of district funds.

The administration recommends that the Board of Trustees award the contract for the numerically controlled milling machine and accessories to W. Lundmark, Inc. for a total sum of \$39,975.00.

The above total figure includes delivery and installation (\$750.00) which is not reimbursable and must be paid out of district funds.

dmm jm  
5/3/68

## MEETING ON BIDS FOR NUMERICAL CONTROL EQUIPMENT

February 14, 1968

Attendance: A. S. Muskat, John McCarthy, Richard Davis,  
Harold C. Cunningham

The attendees were distributed all information that was submitted with the bids for a Numerical Control Lathe and a Numerical Control Milling Machine.

Results: The committee recommends the purchase of the Lodge & Shipley Lathe and the purchase of a Cintimatic Machining Center, as per bid specifications, with the following conditions:

### I. Numerical Control Lathe

There was a consensus that the value of the machining bid was well worth the price. There was a suggestion that a condition be made on the tools, that they must fit the machine.

Additionally, the following items were discussed:

31. We should require good documentation of those items on the test tape. Before the machine is installed every detail should be clearly spelled out.
33. Is the service that is indicated the Service Contract beyond the Warranty period? Does moving the machine void the Warranty?
32. Note that the machine should be hooked to whatever source is located in the high school including all hardware that is required by all existing codes.

### II. Numerical Control Milling Machine

A thorough discussion comparing the two milling machines, the Cintimatic and the Pratt & Whitney, concluded that the specifications were general enough so that no bidders need be excluded.

## Comparison of the two machines by item:

<u>Item #</u>	<u>Cintiratic</u>	<u>Comment</u>	<u>Pratt &amp; Whitney</u>
6	Doesn't matter		
12	20 x 40 table.....	Best because of double set-up	20 x 15 table
14	Doesn't matter		
17	Doesn't matter		
21	Readout of both..... X and Y	Best - very important	Doesn't have - set light goes on only
22	Air conditioned.....	Needed for accurate work	Not air conditioned
24	Doesn't matter		
25	Not available, nor debugged		Not working, nor debugged
28	Doesn't matter		
29	Time not indicated by either		
30	3 days - 2 people programming 4 days - 1 person maintenance		Training at location 5 days - maintenance
31	Okay		Time not indicated
32	Doesn't matter		
33	Chicago.....	Better	Out of Hartford?
34	Doesn't matter		

Additional considerations: Cintimatic has better depth control.

It is important that we stipulate that the post processor should conform with Department of Defense and will be furnished on indicated date by supplier. Five thousand dollars (\$5,000) will be held out from payment until delivery and checkout of post processor as to performance of all machine operations that the program is capable of doing. A sample part program will be written by the customer to checkout the machine operations and functions.

Although a Model C Tape-O-Matic machine was not bid, it was thought that a comparison between that machine and the Cintimatic should take place. The Model C is a larger machine and more comparable to the Cintimatic. Based upon list prices it was found that the Cintimatic should be approximately the same price and therefore, it would be of no advantage to throw out the current bids and ask for a re-quotation.

HCC/ks



DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
Office of Education

MONTHLY CONSTRUCTION REPORT

A. Project Number 3-5-0009 -0

State Code No. 23

Code Action E-2

Numeric Date: 05/03/68

Mo./Day/Year  
(Mo.: 01 to 12)  
(Day: 01 to 31)  
(Year: 68 to 99)

B. Applicant WILLIAM RAINEY HARPER COLLEGE

C. Location 1501 S. Roselle Rd  
Palatine, Ill.

D. Description of Project

6 Buildings of New Junior College Campus

E. Report No. 7 For Month of April, 1968

(Architect completes the above box)

F. Status of Construction by Prime Contract (s)  
As of Date of Visit

Contract No.	Contractor	Start Date (Act.)	Scheduled Completion	% Time Elapsed	% Work Completed
IBA No. 74-95-01	Corbetta Construction Co.	10/23/67	7/1/69	30%	15%
% All Prime Contracts					15%

G. Summary of Change Orders Approved Since Last Report (Attach Copy of Each Change Order)

Contract No.	C.O. No.	Description	Contract Cost Chg.	New Net Amount
		NONE		

H. General description of overall progress including details as to factors contributing to failure to meet construction schedule.

Latest MBM up-date indicates approximately 10 days behind schedule for the entire project.

Weather: Generally good

I. Briefly describe corrective actions by the contractor (s) to correct discrepancies noted in your last report. If corrective action not taken, give explanation.

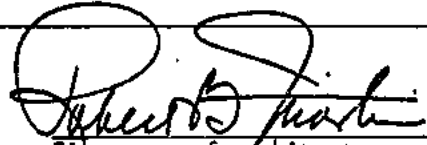
NONE

Briefly describe work being performed at time of *last* report.

Pouring concrete frames and setting precast units on all buildings. Underground electric, plumbing, and heating work progressing on schedule.

Rough site work approximately 60% complete.

05-03-68  
Date



Signature of architect or architect's representative preparing report

FRIDSTEIN, FITCH AND PARTNERS, INC.

1. This form is to be completed in original and two copies. The original and one copy shall be forwarded to the OE District Engineer.

If additional space is required to complete information or to furnish comments, attach additional sheets.

WILLIAM RAINEY HARPER COLLEGE

CLASSIFIED PERSONNEL  
POLICY MANUAL

APRIL, 1968

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## INTRODUCTION

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

The classified personnel manual's primary function is to convey policy information to the classified staff.

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

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

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

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

William J. Mann  
Dean of Business

## IV CLASSIFIED PERSONNEL

## Area 4.1 - EMPLOYMENT PRACTICES AND PROCEDURES

4.1.1 Recruitment1. General Qualifications

In order to qualify for a position with HARPER COLLEGE, a prospective employee must meet the district's minimum standards of knowledge and skill for a particular job classification.

2. Initial Interview and Screening

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

3. Final Placement

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

4. Non-discrimination

It is the policy of HARPER COLLEGE that no person shall, on the ground of race, color or national origin, be excluded from consideration for or denied employment with, or be subject to discrimination of any kind by the college district.

#### 4.1.1 Recruitment (Cont.)

##### 5. Employment of Relatives

Employees from the same immediate family will not be employed to work in the college, except in unusual situations as approved by the Dean of Business. Throughout this manual, immediate family shall be defined as: husband, wife, children, mother, father, sister, brother, foster parents, or any relative living in the immediate household.

##### 6. Definitions

- a. Classified personnel are defined as all employees other than academic employees who serve in a non-academic capacity.
- b. A "full-time classified employee" is one who is regularly employed and regularly scheduled for 30 hours or more per week.
- c. A "part-time classified employee" is one who is regularly employed and regularly scheduled for less than 30 hours per week.
- d. A "temporary classified employee" is one who at the time of employment is hired with a specified termination date of less than one year.

#### 4.1.2 Employment

##### 1. Personal Reference Checks

References given by an applicant will be thoroughly checked upon appointment to the staff. References may be checked in advance of appointment but only by permission and with full knowledge of the applicant that such is being done. Should any information be developed and verified, through such reference checks, that is contrary to the conditions and/or personal qualifications represented by the applicant, the appointment may be immediately revoked and the employee dismissed. (See Appendix A.)

4.1.2 Employment (Cont.)2. Probationary Period

Initial employment shall be for a probationary period of 90 calendar days unless the employee has had previous satisfactory service with HARPER COLLEGE. If at the end of 90 days the employee's work is satisfactory, based on the performance report shown as Exhibit B, he will be granted permanent status. Employees who started at the entry salary will be advanced to step one. Employees who started above the entry rate will not be given an increase. The college reserves the right, however, to terminate a probationary employee before the end of the 90 days, if his work proves to be unsatisfactory. In this event no benefits accrue, except that the State Universities Retirement System will refund employee contributions. In addition, health or accident insurance claims filed for this period will be valid.

3. Permanent Employee Classification

Upon satisfactory completion of the probationary period, the employee shall be classified as a permanent employee, eligible for promotion.

4. Prior Work Experience

New employees may receive up to five years of work experience credit, provided this experience has been in a same or like job description and at least part of the experience was obtained two years immediately preceding employment with HARPER COLLEGE.

5. Employment Notice

The fiscal year is July 1 through June 30. Positions shall be renewed annually. An employment notice setting forth salary and classification will be issued to each employee by May 15 of each year. The duplicate copy of the employment notice must be signed and returned by June 1. The employment notice is for informational purposes only and should not be considered a contract.

4.1.2 Employment (Cont.)6. Loyalty Oath

New employees shall be required to complete a loyalty oath in accordance with Section 30b of the State of Illinois Finance Act.

7. Physical Examination

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

8. Work Week

The work week varies depending upon the employee's classification. The annual employment notice will specifically define each employee's work week. The normal work week consists of 37½ hours Monday through Friday. A fifteen minute break in the morning and afternoon will be provided for full-time employees. Overtime for classified employees, if required, must be approved in advance by the appropriate supervisor and dean. Overtime for Buildings and Grounds personnel, if required, must be approved in advance by the Superintendent of Buildings and Grounds.

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



4.1.2 Employment (Cont.)8. Work Week (Cont.)

In order to take advantage of the increased daylight hours during the summer months of June 15 through August 30, the work schedule will be modified to allow the normal work day of 7½ hours to end at 4:00 p.m.

9. Working Relationships

Each employee works under the direction of an individual or individuals in his or her division or department. These individuals are charged with the responsibility of directing the employee's work and protecting the welfare of each employee.

10. Work Yeara. Full-time Calendar Year Employees

Employed for the full work week of a minimum of 30 hours on a twelve-month basis. Full-time calendar year employees are eligible for all employee and fringe benefits.

b. Full-time Academic Year Employees

Employed for the academic school year, (from two weeks before registration to one week after the close of the academic year) and work the normal work week of the department to which assigned. These employees are eligible for employee fringe benefits on a pro-rated basis for time worked.

c. Part-time Employees on Regular Status

Employed for less than full-time (less than 30 hours per week) with specific work days in the department to which assigned and on a nine to twelve-month basis. These employees are eligible for appropriate fringe benefits on a pro-rated basis for time worked.

#### 4.1.2 Employment (Cont.)

##### 10. Work Year (Cont.)

###### d. Part-time or Temporary Employees

Employed for a limited period of time, paid on an hourly basis and not eligible for employee fringe benefits.

#### 4.1.3 Promotion, Transfer, Salary Increases

##### 1. General Qualifications

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

##### 2. Seniority

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

##### 3. Promotion of College Employees

Every effort will be made to advance qualified employees to a higher job classification, giving them preference over applicants not currently employed by HARPER COLLEGE. Vacancies will be announced to the classified staff by the business office.

##### 4. Promotion or Transfer Procedure

Should an employee wish to be promoted or transferred, such desire should be communicated to the Dean of Business in writing.

##### 5. Evaluation

Realizing that employee performance may change over a period of time and that job performance needs periodic review, the following procedures will be followed for rating an employee's performance.

4.1.3 Promotion, Transfer, Salary Increases (Cont.)5. Evaluation (Cont.)

- a. In the case of new employees, the immediate supervisor shall complete an Employee Performance Report (see Appendix B) at the end of the 90 day probationary period for submission to the Dean of Business.
- b. Each year by March 1, the employees' immediate supervisors will submit Employee Performance Reports concerning the personnel under their supervision (see Appendix B). The Employee's Performance Report is considered confidential information by the administration. Said report will be filed with the Dean of Business by March 15. The supervisor should schedule a conference with each employee at this time to discuss job performance.
- c. Salary increases are not automatic and are subject to the evaluation procedure.

6. Annual Compensation

Each classified employee may be moved to the right one step in the steps to maximum column on July 1 of each year, providing the employee was employed prior to January 1 of that year and said employee's annual evaluation is satisfactory. An additional step may be granted if unusual circumstances warrant such an adjustment. (See Salary Schedule Appendix C.) Salary schedule steps are not automatic. All employees, upon completing one year in the last step of the steps to maximum column, will be evaluated on a merit basis.

Increases in annual compensation will be based on the annual Employee Performance Report (see Appendix B) and recommendations from the appropriate supervisor and dean to the Dean of Business. The Dean of Business will prepare recommendations to the President of the college based on the overall welfare of the college and prevailing salaries in other colleges and the local area.

4.1.3 Promotion, Transfer, Salary Increases (Cont.)6. Annual Compensation (Cont.)

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

7. Reclassification

If an employee feels that his duties and responsibilities have changed, he should discuss reclassification with his supervisor. If his immediate supervisor decides that a reclassification is warranted, and with the approval of the appropriate dean, a letter of recommendation should be submitted to the Dean of Business. The Dean of Business will consider the reclassification in accordance with job classification definitions. If the reclassification is approved, or disapproved, the supervisor will be notified by a letter that sets forth the reasons for such action.

4.1.4 Insurance Program1. Cost

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

2. Life Insurance

For employees earning less than \$6,000 per year, the coverage is \$5,000. For those earning in excess of \$6,000, the coverage equals the annual salary to the next highest \$1,000 up to a maximum of \$20,000 per year.

#### 4.1.4 Insurance Program (Cont.)

##### 3. Health and Accident Insurances

Upon employment each employee is covered by the college's major medical plan. An employee's wife (husband) and any unmarried children under 19 years of age may be covered by arranging a payroll deduction with the accounting department. A handbook explaining the coverage in detail is available from the accounting department. Questions concerning coverage should be referred to the accounting department.

##### 4. Income Protection Plan

Upon employment, each employee is covered from the first day of an accident and from the eighth day for illness. Payments are 60% of the normal weekly salary up to \$140.00. The benefit period extends for a maximum of 26 weeks. Appropriate medical certifications will be required. A handbook explaining the coverage in detail is available from the accounting department. Questions concerning coverage should be referred to the accounting department.

##### 5. Workmen's Compensation Act

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

Employees who are injured during working hours at HARPER COLLEGE should immediately report the accident to their supervisor. Supervisors will take steps to see that approved medical attention is secured and will obtain the necessary report forms. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention. If complications do ensue from the injury at a later time, coverage may be available. Questions concerning coverage should be referred to the accounting department.

## Area 4.2 PAYROLL PRACTICES AND PROCEDURES

### 4.2.1 Paydays

1. Checks are distributed on the 15th and last day of each month for all classified personnel unless that day falls on a holiday or weekend, in which case distribution will take place the nearest preceding work day.

### 4.2.2 Payroll Deductions

#### 1. U. S. Savings Bonds

A deduction for savings bonds will be made at the employee's option. Contact the accounting department for further information.

#### 2. Withholding Tax

Federal tax deductions are based on tax tables and the number of exemptions an employee has. The W-4 form completed by each new employee lists the number of exemptions. Should exemption status change, submit another W-4 form to the accounting department.

#### 3. State University Retirement System

Every person whose employment is considered as permanent and continuous is required to participate in the State University Retirement System effective the beginning date of employment. HARPER COLLEGE will determine whether employment is permanent and continuous. Generally, employees working 30 hours or more per week are eligible.

A person, other than a student, who is employed on a temporary basis at one-half time or more in a position in which services are expected to be rendered on a continuous basis for at least one school year is required to become a member after one year of such employment and may elect to become a member during the first year.



#### 4.2.2 Payroll Deductions (Cont.)

##### 3. State University Retirement System (Cont.)

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

Normal retirement contributions of six percent of full salary are deducted from the earnings of each employee. An additional one percent is deducted for survivors insurance protection.

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

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

##### 4. Wage Assignments

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

##### 5. Garnishee of Wages

Garnishee of wages will be recognized by the accounting department in accordance with the laws governing this procedure.

##### 6. Hospitalization, Health and Accident Insurance

The Board of Trustees provides major medical insurance free of charge for all full-time employees. Employees wishing to have their dependents covered should make arrangements with the accounting department for the appropriate payroll deduction.

4.2.2 Payroll Deductions (Cont.)

4.2.2

4.2.3

4.2.4

7. Tax-free Annuity Program

HARPER COLLEGE has available a Tax Sheltered Annuity Program for all employees of the college. Employees who participate in this program may, on a salary amendment basis, have a portion (up to 20% of gross salary) of their salary invested and paid into the annuity program. The annuity will return the employee's investment, plus interest and dividends, on a monthly basis at the end of the determined program (20, 25, 30 years, etc.). The advantage to this particular plan is that the amount invested in the annuity is deducted from the gross salary and the employee does not have the current federal income taxes deducted on this amount. Questions concerning coverage should be referred to the accounting department.

4.2.3 Payroll Adjustments

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

4.2.4 Overtime Policy

1. It is the general policy of HARPER COLLEGE to staff at a level sufficient to minimize the need for overtime. A list of qualified temporary employees will be maintained in order to provide assistance during peak working periods.
2. Effective February 1, 1968, and in accordance with the Federal Fair Labor Standard's Act, the overtime pay rate will be one and one-half times the regular rate of pay after a forty hour work week. The work week is Monday through Sunday, including holidays as listed in this manual. In order to qualify for the overtime rate, an employee must work his regularly assigned hours during the work week. Time lost due to illness, personal business, etc., will not apply to the 40 hour work week. Holidays will apply to the 40 hour work week.

#### 4.2.4 Overtime Policy (Cont.)

3. Because of the extended overtime hours required during the registration period, the overtime pay rate will be one and one-half times the regular rate of pay after a 37½ hour work week.
4. Employees required to work on holidays or Sunday, except those regularly scheduled for duty, will be paid double rate for all hours worked in addition to their regular pay for the day. Employees required to work on holidays because of the nature of their duties will be given a day at a later time.
5. Overtime must be approved in advance by the appropriate supervisor and dean. The Superintendent of Buildings and Grounds will approve all overtime requests in advance for Buildings and Grounds employees. Prior approval for all overtime work must be obtained on the Overtime Payroll Request Form (see Appendix D). Failure to comply with this regulation will result in the loss of overtime pay.
6. At the employee's option, and with the approval of the appropriate supervisor and dean, overtime hours may be taken as vacation leave or for appointments with a doctor or dentist. This time will be calculated at 1-1/2 hours off for each hour of overtime worked in excess of 40 hours. Overtime of less than 40 hours may be taken on an hour for hour basis.
7. A minimum of two hours shall be paid at the overtime rate to any employee requested to return to work for emergency or special problems, even if the employee has not worked his regularly assigned hours during the work week.

#### 4.2.5 Summer or Vacation Payroll Checks

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

#### 4.2.6 Withholding of Payroll Checks

Payroll checks will be withheld if an employee has not completed pre-employment or termination procedures.

#### 4.2.7 Payroll Report

1. The payroll report must be completed upon receipt of each payroll check and submitted to the accounting department. This report must be submitted within three days, or the next payroll check will be withheld (see Appendix D).

## Area 4.3 ABSENCE PRACTICES AND PROCEDURES

4.3.1 Holidays

## 1. Holidays

- a. Each employee shall be granted the day off with pay on each of the following holidays:

## REGULAR HOLIDAYS

- (1) New Year's Day (Jan. 1)
- (2) Good Friday
- (3) Memorial Day (May 30)
- (4) Independence Day (July 4)
- (5) Labor Day
- (6) Thanksgiving Day
- (7) Christmas Day (Dec. 25)

Note: When any regular paid holiday falls on a Saturday, the preceding work-day will be observed. Should it fall on a Sunday, the following work-day will be celebrated.

## SPECIAL HOLIDAYS

- (1) Lincoln's Birthday (Feb. 12)
- (2) Veteran's Day (Nov. 11)

Note: When any special holiday falls on a regular working day, it shall be celebrated and considered a "paid holiday." Should it fall on a Saturday or Sunday, no remuneration will be received.

- b. If a paid holiday occurs during an employee's vacation leave, an additional day of vacation shall be granted.
- c. If any regular holiday is in conflict with the college calendar, a day will be given at a later time. Special holidays will not be given later.
- d. Employees working less than the fiscal year will be entitled to holidays that fall within their work year.

4.3.2 Leave Days1. Sick Leave

- a. Employees who work four hours or more per day are entitled to sick leave earned at the rate of one day per month, accumulative to ninety days. Sick leave will be granted in advance up to twelve days; however, should an employee terminate before his earned sick days equal his actual sick days, the unearned sick days will be deducted from his final paycheck. Because the Board of Trustees provides income protection at no charge to the employee, sick leave payments in excess of eight days will be reduced by payments received under the income protection plan.
- b. A certificate from an employee's doctor may be requested to verify a lengthy or unusual illness or to insure that the employee has sufficiently recovered to return to work.
- c. Sick leave cannot be used for any purpose other than personal illness, exposure to contagious disease, or serious illness or injury of spouse or children. Appointments with doctors or dentists should be scheduled on Saturdays or during the first or last hour of the work day, if possible, and such time off should be compensated for by overtime on another day.
- d. Employees must call their supervisor promptly upon determining that illness will prevent them from performing their regularly assigned duties. This procedure will allow the supervisor sufficient time to arrange for a substitute. The employee must call his supervisor every day of the sick leave unless he is in the hospital or convalescing. If possible, the employee should notify his supervisor by the end of the first day of illness and every day thereafter if he will be unable to report for duty the following day. If a person is con-



4.3.2 Leave Days (Cont.)1. Sick Leave (Cont.)

- d. valescing at home from a period of sickness or accident, he must report to the appropriate supervisor either in person, by telephone, or by letter at least once a week during convalescence. The college reserves the right to seek the advice and consent of a physician of their choice in order to determine whether an individual may be entitled to benefits.
- e. Sick leave must be recorded on the employee's payroll report.
- f. In the case of extended illness, earned vacation time may, at the employee's option, be substituted for sick leave.
- g. In the case of disability, State University Retirement System or income protection insurance benefits may be available. Questions concerning benefits should be referred to the accounting department.
- h. An employee arriving at work two hours after his normal starting time shall be charged for one-half day of sick leave. Also, an employee leaving work two hours prior to closing hours shall be charged for one-half day of sick leave. Overtime may be substituted at the employee's option.
- i. Employees shall receive full pay for work absence arising from injury incurred while in the course of employment without deduction from accumulated sick leave for the first ninety days of such absence, provided that the amounts so paid shall be reduced by the sums paid to the employee under the college Income Protection Plan, S.U.R.S. benefits or Workmen's Compensation disability payments. An employee must secure a letter from his physician after five days stating that he is unable to perform his normal duties. Depending on the length of disability, further written statements may be requested.

4.3.2 Leave Days (Cont.)1. Sick Leave (Cont.)

- j. During the time an employee is authorized to be absent from work and is on full pay status, all fringe benefits continue to accrue and are in full force.
- k. Sick leave is a form of insurance provided by the Board of Trustees for the employee's protection while employed by the district. As such, accumulated sick leave is not reimbursable upon termination.

2. Personal Business

- a. Two days of sick leave may be used for special occasions when employees who work 30 or more hours per week cannot attend to personal business on their own time. Personal business includes such things as legal business, special problems that must be handled during working hours, or funerals not in the immediate family. Employees who are scheduled to work less than 6 hours per day will not be eligible for personal business leave.
- b. Employees wishing to be excused for personal business must submit their request to their supervisor and appropriate dean for approval. The approval form must be submitted to the Dean of Business a minimum of two days prior to such leave (see Appendix E).
- c. Unless unusual conditions exist, personal business will not be allowed the day before or after a holiday.

3. Bereavement Leave

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

4.3.2 Leave Days (Cont.)4. Leave of Absence without Pay

Special leave of absence without pay (and without loss of seniority, status, appointment, or accrued benefits) may be approved and granted by the Dean of Business, provided that such a request for leave is substantiated by good cause. Such leaves may be granted not to exceed an aggregate period of thirty (30) days for each three years of continuous employee service. All requests for leave of absence without pay must be approved by the appropriate supervisor and dean and submitted to the Dean of Business at least two weeks prior to such leave. Unusual hardship cases will be considered on an individual basis.

5. Maternity Leave

Maternity leaves shall extend for a minimum period of four months and a maximum of twelve months. The effective date shall be at least three months before the birth of the child and shall extend to one month after the birth of the child. An employee requesting maternity leave must declare her intentions in writing to the Dean of Business a minimum of six months prior to the birth of the child. An employee on maternity leave must declare her intentions to return in writing to the Dean of Business a minimum of thirty (30) days prior to such date. The employee shall be reinstated at the salary step in the range most comparable to the position held before the leave was taken and shall be reinstated in the same or like position when such vacancy is available.

6. Military Service Leave of Absence

An employee upon submission of evidence that he has been drafted into the armed forces shall be granted a leave of absence for the duration of his service. A person on military leave shall declare his intentions to return in writing to the Dean of Business a minimum of 30 days prior to the expiration of leave. All provisions of Public Law 87-291, Reemployment Rights, Paragraph 226, shall apply.

4.3.2 Leave Days (Cont.)

7. Jury Duty

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

8. Reserve Duty

An employee, regularly a member of an armed services reserve unit, when called for special duty, may be granted special leave up to thirty (30) days to fulfill such duty. The college shall, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such a period of leave.

4.3.3 Unauthorized Absence

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

4.3.4 Vacation Leave After One Year of Service

1. Since the purpose of vacation leave is rest and relaxation, employees are encouraged to use it during the summer following the close of the academic year it is earned. A minimum of five (5) consecutive working days must be taken each year. Vacation leave cannot be accumulated beyond ten working days. Cash settlements will not be paid for earned but unused vacation leave in excess of ten days. One year of service is defined as July 1 to June 30.

4.3.4 Vacation Leave After One Year of Service (Cont.)

2. Vacation leave for full-time, 12 month employees, working six hours or more per day, will be ten (10) days after one year of service. After continuous employment of five years, fifteen (15) days paid vacation will be provided. Vacations will be staggered to insure a reasonable staff level.
3. Permanent part-time employees will accumulate vacation time in the same proportion as their normal time worked bears to the normal full-time schedule.
4. Temporary employees will not accumulate vacation time.
5. Vacation leave must be taken in half-day increments or more.
6. Requests for additional vacation without pay must be submitted, in writing, and approved by the immediate supervisor and the appropriate dean. Approved requests are to be forwarded to the Dean of Business.
7. Vacation leave must be recorded on the employee's payroll report.

4.3.5 Vacation Leave for New Employees

The following schedule provides for vacation leave for new employees after June 30 of each year.

1. 12 month employees - six hours or more per day

<u>Employed Between</u>	<u>Vacation Days Earned</u>
July 1 - Sept. 30	10 days
Oct. 1 - Jan. 31	5 days
Feb. 1 - April 30	3 days
May 1 - June 30	0 days

New employees must work through June 30 to qualify for the above vacation schedule.

#### 4.3.6 Vacation Leave - General

##### 1. Holidays During Vacation Leave

Vacation leave shall be figured on a working day basis. If an observed holiday occurs during the vacation leave, an additional day of vacation leave will be granted.

##### 2. Vacation Leave Schedule

Vacation leave must be approved by the immediate supervisor and the appropriate dean for all employees. Normally, vacation will be taken during the summer following the close of the academic year. However, the needs of the college will govern the scheduling of vacations. The vacation leave schedule for the ensuing summer should be completed by April 1. Time preference will be based on seniority if the vacation request is submitted by May 1 of each year. During vacation periods work assignments will be shared by the classified staff.

##### 3. Vacation Leave at Termination

Upon separation from employment, vacation time earned but not used, to a maximum of ten (10) days, will be paid at the employee's salary rate, if a two week written notice has been submitted to the Dean of Business. Vacation leave will be pro-rated to the nearest full day for mid-year terminations.

## Area 4.4 - TERMINATION PRACTICES AND PROCEDURES

### 4.4.1 Compulsory Retirement

On or before the end of the fiscal year in which an employee attains age 65 he shall retire.

### 4.4.2 Employee Resignation

#### 1. Notice of Resignation

Should an employee elect to resign from the college, a notice to the employee's supervisor is required, in writing, with a copy to the Dean of Business. (The supervisor should also complete the Termination of Employment Notice and forward it to the Dean of Business--see Appendix H.)

#### 2. Unreasonable Notice

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

#### 3. Immediate Termination

In unusual cases and for just cause, the Dean of Business in conjunction with the appropriate supervisor and dean reserves the right to terminate employment immediately, without pay, if the employee's continued presence interferes with the normal operation of the college.

#### 4. Termination Conference

The Dean of Business will schedule a termination conference with the employee, after receiving the written notice of resignation.

#### 5. Termination Procedures

All termination procedures must be completed prior to the issuance of the final paycheck.



### 4.4.3 Employee Dismissal

#### 1. Dismissal

Any classified employee may be dismissed by the Dean of Business upon recommendation of the employee's immediate supervisor and the appropriate dean. Such recommendation must be submitted in writing substantiating the need for such action.

#### 2. Dismissal Policy

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

- a. Excessive tardiness and absence.
- b. Falsification of a time sheet or any employee record.
- c. Lack of dependable character and good conduct.
- d. Lack of knowledge and skill.

#### 3. Dismissal Notice

A two weeks notice of dismissal will be normally allowed; however, the Dean of Business in conjunction with the appropriate supervisor and dean reserves the right to terminate employment immediately, without pay, if the employee's continued presence interferes with the normal operation of the college.

#### 4. Termination Conference

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

4.4.3 Employee Dismissal (Cont.)

5. Dismissal Subject to Grievance Procedure

All cases of dismissal are subject to the regular grievance procedure (see Section 4.451).

6. Termination Procedure

All termination procedures must be completed prior to issuance of the final paycheck.

## Area 4.5 - GENERAL PRACTICES AND PROCEDURES

4.5.1 Grievance Procedure

In the course of day to day operation, certain disagreements arise. Many are of a minor nature and can be resolved if the individual involved will simply discuss the problem openly and freely with his or her supervisor. Many times grievances are valid problems that would result in policy changes by the administration, if only the appropriate college official were aware of the problem. Discussion with other employees, or those who are unable to give the problem fair consideration, only magnifies the problem and results in a loss of efficiency in appointed duties. The Board of Trustees and the administration considers it the employee's duty to bring problems to the administration's attention because it will promote efficiency and make HARPER COLLEGE a more pleasant place to work.

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

1. Discuss the problem with your immediate supervisor. Most problems should be resolved at this level.
2. Should step one fail to resolve the problem, request a meeting with the appropriate dean.
3. Should step two fail to resolve the problem, request an appointment with the Dean of Business. A meeting will be scheduled to discuss and resolve the problem with all parties concerned.
4. In unusual cases the president of the college may become involved. If a solution cannot be reached at this point, the grievance may be presented to the Board of Trustees for final disposition.

4.5.1  
4.5.2  
4.5.3  
4.5.4  
4.5.5

4.5.1 Grievance Procedure (Cont.)

While all employees should feel free to discuss problems with any administrator, discussion and decision-making are two separate processes. Discussion to secure additional information or to consider a personal problem is encouraged. Formal decisions, however, can be obtained only by following the steps outlined above. If any of the above steps have been bypassed, the administration will request that the above procedure be followed in order to secure a definite solution to a problem.

4.5.2 Training

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

4.5.3 Health and Safety

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

4.5.4 Employee's Records

Each employee shall have access to records concerning payment of his salary and deductions therefrom.

4.5.5 Use of Telephones

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

## IV. CLASSIFIED PERSONNEL

## Area 4.6 Classification of Employees

## 4.6.1. DUPLICATING MACHINES OPERATOR

1. A. Essential function of class: An individual under immediate supervision, operates duplicating machines.
2. A. Primary duties: Assigned to clerical pool for operating duplicating machines and collator.  
  
B. Other duties: May perform other related duties as assigned.
3. A. Supervision received and exercised: Under the direct supervision of the clerical pool supervisor. No supervision exercised.
4. A. Suggested Minimum prerequisites for employment:
  - (1) Education: High school diploma or equivalent
  - (2) Experience:
  - (3) Age: 17 years or over  
B. Suggested qualifications for successful performance at work:
  - (1) Knowledge: A general knowledge of duplicating machines, their functions, and care.
  - (2) Skills: Ability to operate or learn to operate a variety of duplicating machines, ability to type up to 40 words per minute.
5. A. Machines and equipment used: Spirit duplicator, mimeograph machine, offset duplicator, copy machines, laminating machines, collator, and typewriter.
6. A. Classification: 4

4.6.2. CLERK-TYPIST

1. A. Essential function of class: An individual under immediate supervision, performs repetitive and general secretarial duties.
2. A. Primary duties: Assigned to clerical pool for typing, duplicating, and general clerical work.  
  
B. Other duties: In the course of regular duties a clerk typist may operate a mimeograph machine, a spirit duplicator, copying machine, and switchboard. Will perform other related duties as assigned.
3. A. Supervision received and exercised: Under the direct supervision of the clerical pool supervisor. No supervision exercised.
4. A. Suggested pre-requisites for employment:
  - (1) Education: High School diploma or equivalent
  - (2) Experience: None
  - (3) Age: 17 years or over  
B. Suggest minimum qualifications for successful performance at work:
  - (1) Knowledge: A general knowledge of modern office practices and procedures.
  - (2) Skills: Be able to type 40 wpm
5. A. Machines and equipment used: Electric typewriter, adding machine, spirit duplicator, mimeograph machine, switchboard, dictaphone transcriber, offset duplicator, and collator.
6. A. Classification: 4 or 6  
  
B. Placement will be based on qualification and experience.

## 4.6.3. ADMISSIONS CLERK

- 1.A. Essential function of the position: To organize and maintain adequate student attendance and permanent records.
- 2.A. Primary duties: To organize and implement a system of permanent records; to help prepare and coordinate the distribution of grades; to answer routine inquiries from students or prospective students; to file student records.
  - B. Other duties: To send transcripts when requested to transfer institutions and employers of college students; to learn the use of photostatic equipment; to work closely with the college nurse on attendance problems related to illness; to work follow-up studies of college student graduates and other related duties as assigned.
- 3.A. Supervision received and exercised: Under the direct supervision of the Registrar. No supervision exercised.
- 4.A. Suggested minimum pre-requisites for employment:
  - (1) Education: High school diploma or equivalent
  - (2) Experience: No experience necessary.
  - (3) Age: 18 years or over.
  - B. Suggested qualifications for successful performance at work:
    - (1) Knowledge: A general knowledge of college attendance records.
    - (2) Skills: Ability to make minor mathematical computations: ability to type 40 wpm; ability to use a calculator.
- 5.A. Machines and equipment used: Electric typewriter, adding machine, calculator, photostatic equipment
- 6.A. Classification:

## 4.6.4 LIBRARY CLERK I and II

- 1.A. Essential function of the class: An individual under direct supervision who serves as an aid to the librarian.
- 2.A. Primary duties: Circulation desk, general cataloging, book processing, circulation office work.
- 2.B. Other duties: Typing, filing, sorting and other related duties as assigned.
- 3.A. Supervision received and exercised: Under the direct supervision of the library assistant. No supervision exercised.
- 4.A. Suggested minimum pre-requisites for employment:
  - (1) Education: High School diploma or equivalent
  - (2) Experience : No experience required.
  - (3) Age: 18 years or over.
- 4.B. Suggested qualifications for successful performance at work:
  - (1) Knowledge: General knowledge of accepted library practices and procedures.
  - (2) Skills: Be able to type 40 wpm.
- 5.A. Machines and equipment used: Electric typewriter, check-out machine, duplicating machine, collator.
- 6.A. Classification: 4 or 6
- 6.B. Placement will be based on qualifications and experience.



## 4.6.5 BOOKSTORE CLERK

- 1.A. Essential function of class: An individual under direct supervision who serves as an aid to the bookstore manager.
- 2.A. Primary duties: Maintain inventory, price textbooks and materials, work at check out counter, assist students.
- 2.B. Other duties: Typing, filing sorting, assist in maintaining financial records and other related duties as assigned by the bookstore manager.
- 3.A. Supervision received and exercised: Under the direct supervision of the bookstore manager. No supervision exercised.
- 4.A. Suggested minimum pre-requisites for employment:
  - (1) Education: High school diploma - or equivalent.
  - (2) Experience: None
  - (3) Age: 17 years or over
- 4.B. Suggested qualifications for successful performance at work:
  - (1) Knowledge: A general knowledge of modern office practices and procedures.
  - (2) Skills: Be able to type 50 wpm.
- 5.A. Machines and equipment used: Electric typewriter, adding machine, transcriber, cash register.
- 6.A. Classification 4 or 6
- 6.B. Placement will be based on qualifications and experience.

## 4.6.6 KEY PUNCH OPERATOR II or III

- 1.A. Essential function of class: An individual under immediate supervision who performs repetitive duties.
- 2.A. Primary duties: Assigned to the data processing center for key punch operating and general clerical work.
- 2.B. Other duties: In the course of regular duties, a key punch operator may operate other basic data processing machines, make minor arithmetical calculations, operate copy machines. Will perform other related duties as assigned.
- 3.A. Supervision received and exercised: Under the direct supervision of the Director of data processing. No supervision exercised.
- 4.A. Suggested minimum pre-requisites for employment:
  - (1) Education: High school diploma or equivalent.
  - (2) Experience: One year as a successful key punch operator.
  - (3) Age: 17 years or over.
- 4.B. Suggested qualifications for successful performance at work:
  - (1) Knowledge: A general knowledge of data processing equipment and modern office practices and procedures.
  - (2) Skills: Be able to operate a key punch with proficiency.
- 5.A. Machines and equipment used: Key punch, electric typewriter, and collator.
- 6.A. Classification: 4 or 6
- 6.B. Placement will be based on qualifications and experience.

## 4.6.8 RECORDS EVALUATION CLERK

- 1.A. Essential function of the position: To organize and maintain adequate admissions records.
- 2.A. Primary duties: To review all applications for admission for completeness, desirability, and placement in accordance with established college guidelines; to develop and maintain a system of notification whereby applicants will be advised of their enrollment status of their application; to prepare preliminary work sheets of advanced standing on all applicants for the approval of the Registrar.
- 2.B. Other duties: To send transcripts when requested to transfer institutions and employers of college students; to learn the use of photostatic equipment; to work closely with the college nurse on attendance problems related to illness; to work follow-up studies of college student graduates and other related duties as assigned by the Registrar.
- 3.A. Supervision received and exercised: Under the direct supervision of the Registrar. No supervision exercised.
- 4.A Suggested pre-requisites for employment:
  - (1) Education: High school diploma or equivalent.
  - (2) Experience: Two years of successful clerical experience.
  - (3) Age: 21 years or over.
- 4.B Suggested qualifications for successful performance at work:
  - (1) General knowledge of college academic records and appropriate AACRAO publications and guidelines.
  - (2) Skills: Ability to make accurate mathematical computations; ability to type 40 wpm; ability to use calculator.
- 5.A. Machines and equipment used: Electric typewriter, adding machine, calculator, photostatic equipment.
- 6.A Classification:

4.6.9 PAYROLL CLERK I & II

- 1.A Essential function of class: An individual under direct supervision assigned to the business office to do budgetary reports, and payroll accounting.
- 2.A Primary duties: Prepare payroll report for Board of Trustees maintain budget control records.
- 2.B Other Duties: Typing, preparation of various reports, and other related duties as assigned.
- 3.A Supervision received and exercised: Under direct supervision of the comptroller. No supervision exercised.
- 4.A Suggested pre-requisites for employment:
  - (1) Education: High school diploma or equivalent.
  - (2) Experience: Two years as a successful payroll clerk.
- 4.B. Suggested qualifications for successful performance at work:
  - (1) General knowledge of budgetary procedures and payroll accounting
  - (2) Skills: ability to operate a calculator, ability to make arithmetical computations, ability to type figures with ease.
- 5.A Machines and equipment used: Electric typewriter, adding machine, calculator, duplicator, binding machine.
- 6.A Classification: 6 or 8
- 6.B Placement will be based on qualifications and experience.

4.6.10 ACCOUNT CLERK I & II

- 1.A Essential function of the class: An individual under direct supervision assigned to the business office to do financial accounting.
- 2.A Primary duties: Keep Board of Trustees financial accounts, prepare bill listings. Keep all payroll records and complete state and federal reports. Keep activity fund financial records.
- 2.B Other duties: Typing, preparation of various financial reports, accounting, and other related duties as assigned.
- 3.A Supervision received and exercised: Under the direct supervision of the comptroller. No supervision exercised.
- 4.A Suggested pre-requisites for employment:
  - (1) Education: High school diploma or equivalent
  - (2) Experience: Two years as a successful account clerk.
  - (3) Age: 20 years or over.
- 4.B Suggested qualifications for successful performance at work:
  - (1) Knowledge: Specific knowledge of double entry accounting practices and procedures.
  - (2) Skills: Ability to handle a calculator and bookkeeping machine, ability to make arithmetical computations; ability to type figures with ease.
- 5.A Machines and equipment used: Electric typewriter, adding machine, calculator, accounting machine, collator, duplicator.
- 6.A Classification: 6 or 8
- 6.B Placement will be based on qualifications and experience.

4.6.11 SECRETARY I

- 1.A Essential function of the class: An individual assigned to an office to perform a variety of secretarial assignments.
- 2.A Primary duties: Typing, answer telephone, act as receptionist, dictaphone transcription, stenographic assignments.
- 2.B Other duties: Sorting mail, keeping files and other related duties as assigned.
- 3.A Supervision received and exercised: Under the direct supervision of the respective office supervisor. No supervision exercised.
- 4.A Suggested minimum pre-requisites for employment:
  - (1) Education: High school diploma or equivalent.
  - (2) Experience: One year as a successful secretary.
  - (3) Age: 18 years or over.
- 4.B Suggested qualifications for successful performance at work:
  - (1) Knowledge: General knowledge of modern office practices and procedures.
  - (2) Skills: Ability to type 50 wpm, ability to make minor arithmetical computations, shorthand.
- 5.A Machines and equipment used: Electric typewriter, transcriber, adding machine, duplicating machines.
- 6.A Classification: 8

4.6.12 SECRETARY II

- 1.A Essential function of the class: An individual assigned to an executive office to perform a variety of secretarial assignments.
- 2.A Primary duties: Typing, shorthand and dictaphone transcription, answer telephone, keep appointment record, act as receptionist.
- 2.B Other duties: Operate duplicating machines, sort mail, keep files, and other related duties as assigned.
- 3.A Supervision received and exercised: Under the direct supervision of an executive officer. No supervision exercised.
- 4.A Suggested minimum pre-requisites for employment:
  - (1) Education: High school diploma or equivalent.
  - (2) Experience: Two years as a successful secretary.
  - (3) Age: 20 years or over.
- 4.B Suggested qualifications for successful performance at work:
  - (1) Knowledge: Knowledge of modern office practices and procedures.
  - (2) Skills: Ability to type 60 wpm, ability to take shorthand and operate a transcriber, ability to make minor arithmetical computations, ability to type various forms.
- 5.A Machines and equipment used: Electric typewriter, transcriber, duplicating machines, collator, adding machine,
- 6.A Classification: 10

## 4.6.13 SHIPPING AND RECEIVING CLERK

- 1.A. Essential function of class: An individual under immediate supervision who performs repetitive duties.
- 2.A. Primary duties: Assigned to the Business Office with the responsibility of receiving all shipments and maintaining records of such receipts. To ship back damaged or unused materials.
- 2.B. Other duties: In the course of regular duties, a Shipping and Receiving Clerk will have to assemble some shipments (such as book shelves, etc.), deliver the goods to the requisitioner, and mark goods for inventory purposes. He will assist in the taking of inventory. He will perform other related duties as assigned.
- 3.A. Supervision received and exercised: Under the direct supervision of the Superintendent of Buildings and Grounds.
- 4.A. Suggested pre-requisites for employment:
  - (1) Education: High School diploma or equivalent.
  - (2) Experience: None, willing to learn.
  - (3) Age: 18
4. B. Suggested qualifications for successful performance at work.
  - (1) Knowledge: Should have driver's license
  - (2) Skills: Be able to follow simple instructions on record keeping and assembly of shipments.
- 5.A. Machines and equipment used: Crating and unpacking tools, hand truck, elevator, truck
- 6.A. Classification:



4.6.14 SECURITY OFFICER

1. A. Essential function of the position: To insure the safety and well being of the student body, faculty, and facilities of Harper College
- 2.A. Primary duties: Enforce an orderly vehicle pattern; assist in maintaining discipline in the college cafeteria; maintain constant vigilance to see that no intoxicated or disorderly persons come on the campus.
- 2.B.. Other duties: See that an ambulance when needed is available at all times, and other related duties as assigned by the chief security officer.
- 3.A. Supervision received and exercised: Under the direct supervision of the chief security Officer. No supervision exercised.
- 4.A. Suggested pre-requisites for employment:
  - (1) Education: High school diploma or equivalent
  - (2) Experience: No experience necessary
  - (3) Age: 30 years or over.
- 4.B. Suggested qualification for successful performance at work:
  - (1) Knowledge: Specific knowledge of acceptable police science practices and procedures: understanding of the nature and behavior of the college student.
  - (2) Skill: Ability to direct traffic.
- 5.A. Classification

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

CLASSIFIED REFERENCE REPORT

To:

\_\_\_\_\_ has applied for employment as a \_\_\_\_\_ in this college. Would you please be kind enough to supply the following confidential information, and return in the enclosed envelope. Your cooperation is appreciated.

Sincerely yours,

William J. Mann, Dean of Business

-----

I have been acquainted with the above applicant during the period from \_\_\_\_\_ to \_\_\_\_\_. During that time my professional relationship to him/her has been that of \_\_\_\_\_ (employer, supervisor, etc.). From my knowledge of this applicant, I would - would not (strike one) employ him/her for the position above.

State reason: \_\_\_\_\_.

In my opinion, the applicant's strongest points are: \_\_\_\_\_.

His/her weakest points are: \_\_\_\_\_.

I would rate the applicant in relation to other employees I have known as follows: (check appropriate box, 1 is highest rating in each range)

	Above Aver.			Average			Below Aver.		
	1	2	3	1	2	3	1	2	3
Loyalty									
Health									
Ability to work with others									
Background of experience									
Attitude toward supervision									
Punctuality									
Dependability									

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

EMPLOYEE PERFORMANCE REPORT

Payroll name (last name first):				Probationary Rating _____								
				Permanent Employee Rating _____								
Period covered by report:				Outstanding		Satisfactory		Fair				
thru				Exceeds stand-		Meets stand-		Below				
(month/year) (month/year)				ards for		ards for		standards				
Classification:				work perform-		work		for work				
				ed.		performed.		performed.				
Area of Assignment:				Rate only those factors which apply to position being rated. Place (✓) in appropriate column. (1 is highest rating in a column)								
				1	2	3	1	2	3	1	2	3
<b>QUALITY</b>												
1. Does the quality of the work performed by employee meet the accepted standards of the job?												
2. Is work performed by employee free from error?												
<b>QUANTITY</b>												
3. Does employee complete the work required in the allotted time?												
<b>WORK HABITS &amp; ATTITUDES</b>												
4. Does employee organize his work?												
5. Does employee use good judgment in the performance of work required?												
6. Does employee readily learn and apply new ideas, procedure, rules, and techniques?												
7. Does employee abide by rules and regulations?												

PERFORMANCE REPORT (Continued)

	Outstanding			Satisfactory			Fair		
	1	2	3	1	2	3	1	2	3
8. Does employee show interest in work performed?									
9. Does employee accept job responsibilities?									
PUNCTUALITY									
10. Is employee punctual in complying with the assigned hours of work?									
DEPENDABILITY									
11. Does employee continue to work in the absence of close supervision?									
12. Does employee comply with written instructions in the performance of job duties?									
13. Does employee comply with oral instructions in the performance of job duties?									
RELATIONSHIPS WITH PEOPLE									
14. Does employee work harmoniously with others?									
SUPERVISORY ABILITY									
15. How well does employee place and direct the work of others?									

Over-all Rating \_\_\_\_\_

Do you recommend an increase in salary? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you recommend continued employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments on Employee Performance (optional) \_\_\_\_\_

Signature of Rater \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

BI-MONTHLY PAYROLL REPORT

To: Payroll Department

Date \_\_\_\_\_

Pay Period \_\_\_\_\_

\_\_\_\_\_ I have worked my regularly scheduled hours in accordance with my employment notice during this pay period.

\_\_\_\_\_ I have worked in excess of my regularly scheduled weekly hours of \_\_\_\_\_ and have attached an Overtime Pay Request.

\_\_\_\_\_ I was absent during this pay period for the following reason:

\_\_\_\_\_ Sick Leave Days \_\_\_\_\_

\_\_\_\_\_ Personal Business Days \_\_\_\_\_  
(Request Form attached)

\_\_\_\_\_ Authorized Leave of Absence Days \_\_\_\_\_  
(Attach explanation)

ANY NECESSARY PAY ADJUSTMENT WILL BE MADE ON YOUR NEXT PAYCHECK.

I hereby certify to the accuracy of the above information.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

WILLIAM RAINY HARPER COLLEGE  
Palatine, Illinois

OVERTIME PAY REQUEST

Date \_\_\_\_\_

Pay Period \_\_\_\_\_

Date	Regular Excess Hours	*Hours in Excess of 40 Per Week	Explanation
TOTAL			

\* Overtime hours worked in excess of 40 hours per week will be reimbursed at 1½ times the regular rate.

I hereby certify to the accuracy of the above information.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean

WILLIAM RAINEY HARPER COLLEGE  
Palatine, Illinois

REQUEST FOR PERSONAL BUSINESS LEAVE

CLASSIFIED PERSONNEL

All office personnel or building and grounds personnel wishing to be excused for personal business shall submit this form two days or more in advance in duplicate to your supervisor who will forward it to the appropriate Dean. Requests will be granted on the basis of the urgency of the business and the work load at the time the request is made. The category of personal business is meant to include such things as actual business which cannot be attended to on your own time, religious obligations, and funerals not in the immediate family.

It is the responsibility of the persons requesting such leave to make all necessary arrangements through their supervisor for a replacement during their absence.

NAME \_\_\_\_\_

JOB LOCATION \_\_\_\_\_

JOB DESCRIPTION \_\_\_\_\_

DATES REQUESTED \_\_\_\_\_

NATURE OF BUSINESS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean

Forward one copy to the Dean of Business.



Social Security No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Marital Status: 1) Single \_\_\_\_\_, 2) Married \_\_\_\_\_, 3) Widowed \_\_\_\_\_, 4) Divorced \_\_\_\_\_, 5) Separated \_\_\_\_\_

Spouse's Place of Employment \_\_\_\_\_ Phone \_\_\_\_\_, No. of Children \_\_\_\_\_

In Event of Emergency Notify: \_\_\_\_\_, Phone \_\_\_\_\_

Effective Date of Employment \_\_\_/\_\_\_/\_\_\_ Effective Date of Insurance \_\_\_/\_\_\_/\_\_\_

Position Title \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Employment Classification :

- \_\_\_\_\_ (1) Full Time Academic
- \_\_\_\_\_ (3) Full Time Classified
- \_\_\_\_\_ (5) Student Worker
- \_\_\_\_\_ (2) Part-Time Academic
- \_\_\_\_\_ (4) Part-Time Classified

SALARY DATA

Rank \_\_\_\_\_ Step On Salary Schedule \_\_\_\_\_

(1) Annual Base \$ \_\_\_\_\_ and

(2) Annual Supplemental \$ \_\_\_\_\_ for \_\_\_\_\_  
 \$ \_\_\_\_\_ for \_\_\_\_\_  
 \$ \_\_\_\_\_ for \_\_\_\_\_

To be paid (1) Monthly \_\_\_\_\_  
or (2) Semi-Monthly \_\_\_\_\_  
in \_\_\_\_\_ equal payments.

(3) Monthly \$ \_\_\_\_\_ (4) Hourly \$ \_\_\_\_\_

(5) Weekly \$ \_\_\_\_\_ (6) Daily \$ \_\_\_\_\_

To be paid (1) Monthly \_\_\_\_\_,  
(2) Semi-Monthly \_\_\_\_\_,  
or (3) Weekly \_\_\_\_\_

(7) Extended Salary Total Amount \$ \_\_\_\_\_

1st Payment on Mo. \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_, Amount \$ \_\_\_\_\_

2nd Payment on Mo. \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_, Amount \$ \_\_\_\_\_

- Group Health and Life Insurance Enrollment Form
- Travel/Accident Beneficiary Designation Form
- Election to Participate in SURS
- Report of Status of Participant
- Employee Affidavit

- W-4 Form Attached
- Chest X-Ray
- Physical Examination
- Tax Sheltered Annuity
- Other \_\_\_\_\_

Business Office Use:	Salary Distribution:
Account # _____	Amount of Salary _____
Account # _____	Amount of Salary _____
Account # _____	Amount of Salary _____
Account # _____	Amount of Salary _____
Account # _____	Amount of Salary _____

Termination Date \_\_\_/\_\_\_/\_\_\_

WILLIAM RAINEY HARPER COLLEGE

Request for Vacation Leave

This form is to be completed in triplicate one month in advance of vacation. Submit all three copies to your supervisor. Upon satisfactory approval by the appropriate Dean, one copy will be returned to the person requesting vacation, one copy submitted to the Business Office, and one copy retained by the Dean. (Consult the classified employees' handbook for further information on vacation leave policy and procedures.)

Date \_\_\_\_\_

Name \_\_\_\_\_ Div. or Office \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Address during vacation leave (optional) \_\_\_\_\_

\_\_\_\_\_

No. working days absent \_\_\_\_\_

Approved:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean

WILLIAM RAINEY HARPER COLLEGE

TERMINATION OF EMPLOYMENT NOTICE

This form must be completed by the appropriate Dean and submitted to the Business Office immediately upon receipt of notice. If an unusually short notice is given, please call the Business Office. (Consult the classified employees' handbook for further information on termination policies and procedures.)

Date \_\_\_\_\_

Name of Employee \_\_\_\_\_

Address \_\_\_\_\_

Division or Office \_\_\_\_\_

Last Day of Employment \_\_\_\_\_

Would you recommend for reemployment? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments (optional) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Dean

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