

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

September 12, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Construction Payouts
  - b. Bills Payable
  - c. Payroll, August 16 - 31, 1968
  - d. Estimated Payroll, Sept. 1 - 30, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Discussion: Metropolitan Sanitary Sewer Project
  - B. Other:
- VIII. President's Report
- IX. Adjournment

September 6, 1968

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, September 12, 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,

A handwritten signature in cursive script, appearing to read "R. E. Lahti".

Robert E. Lahti  
President

REL:rb  
enclosures

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, September 12, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., September 12, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Johnson.

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

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

Absent: Members John Kuranz and Jessalyn Nicklas

Also present: Dr. Robert E. Lahti, Kenneth Andeen, William Mann, Roger A. Mussell, John Upton, Frank Vandever, and George Voegel, Harper College; Ralph P. Klatt, Des Plaines "Suburban Times;" Steve Novick, Paddock Publications; Merrill Sanders, Day Publications; Frank Hines, Board Attorney; and Mrs. Frank Vandever.

MINUTES: Member Hansen moved and Member Hamill seconded the motion to approve the minutes of the Special Board Meeting of August 28, 1968. Motion unanimously carried.

DISBURSEMENTS: Member Hansen moved and Member Hutchings seconded the Bills Payable motion to approve for payment the Bills Payable as of September 12, 1968, as follows:

|                            |                    |
|----------------------------|--------------------|
| Educational Fund           | \$43,162.14        |
| Building Fund              | 24,274.33          |
| Site and Construction Fund | 708.68             |
| Auxiliary Fund             | 276.42             |
|                            | <u>\$68,421.57</u> |

Upon roll call, the vote was as follows:

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

Nays: None

Minutes of the Regular Board Meeting of Thursday, September 12, 1968

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

(Cont.)  
Construction  
Payouts

|   |              |
|---|--------------|
| Comstock Gibson Electric  | \$115,668.51 |
| Corbetta Construction Co.   | 541,223.41   |
| Reliable Sheet Metal Works Inc.                                   | 23,256.00    |
| Wm. Zeigler & Sons, Inc.  | 17,172.00    |
| H. S. Kaiser  | 32,104.89    |
| Fridstein, Fitch & Partners,<br>Architectural & Engineering Serv. | 8,202.89     |

Upon roll call, the vote was as follows:

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

Nays: None

Payrolls: Member Hutchings moved and Member Hamill seconded the motion to approve for payment the Payroll of August 16 through 31, 1968, in the amount of \$58,399.43, and the Estimated Payroll of September 1 through September 30, 1968, in the amount of \$165,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS: Chairman Johnson read to the Board a letter from Dr. Andeen, on behalf of the faculty of the college conveying their expression of gratitude to the Board for the unusually fine evening on Tuesday, September 10, 1968.

Board members had received copies of a letter from Mrs. Harold Brown, of the League of Women Voters of Palatine, inviting the Board to participate in the Palatine Forum sponsored by them. Member Hamill stated he would like to represent the Board at this meeting. Member Hansen stated he would also attend the meeting.

Minutes of the Regular Board Meeting of Thursday, September 12, 1968

COMMUNICATIONS: Dr. Lahti reviewed a letter received from J. Zwingle, Executive Vice-President of the Association of Governing Boards, and stated he felt they were, in a way, soliciting Harper's membership in this organization. After discussion, the Board agreed they were very interested in this organization and requested Dr. Lahti to obtain as much information as possible, including the cost involved. Member Hamill suggested the Board look at their total involvement in these kinds of organizations, assessing their worth to Harper.  
(Cont.)

Dr. Lahti called attention to the communication from Gerald Smith, of the Illinois Junior College Board, regarding the Chapman and Cutler letter of September 9, 1968, with a summary of the litigation.

Dr. Lahti discussed with the Board the position paper developed by Gerald Smith with respect to the local boards and the state boards.

A communication from James D. Broman, of the Illinois Association of Community and Junior Colleges, had been distributed to the Board. This letter requested delegates be appointed from the four divisions to the Third Annual Illinois Junior College Conference, October 24-26, 1968, at Rockford Illinois. Dr. Lahti stated that the administrators would name their delegate, the faculty theirs, and the students theirs, and requested the Board select their delegate.

Member Haas moved that Chairman Johnson be named as official delegate for the Board Division. Dr. Lahti stated the presence of the delegate would be necessary on October 26 to vote. Chairman Johnson stated he had a commitment on the 26th, whereupon the motion died for lack of a second.

Member Hamill moved and Member Hutchings seconded the motion that Member Haas be named as official delegate for the Board Division to the Third Annual Illinois Junior College Conference, October 24-26, 1968, at Rockford. Motion unanimously carried.

After discussion, Dr. Lahti stated he would make four reservations for Board members, which could be canceled later, if necessary.

Minutes of the Regular Board Meeting of Thursday, September 12, 1968

COMMUNICATIONS: Member Hansen asked in what papers the class schedules were published; Mr. Upton stated Paddock Publications and Day Publications. Member Hansen stated he noticed it was not published in the Barrington papers and pointed out that all of the Barrington high school district is in the college district. A discussion followed on the advantages of newspaper coverage, the costs of publishing these schedules, and the area which should be covered. Board members questioned whether newspaper coverage would be necessary when the college is on the campus. The Board agreed a study was needed on publishing notices and schedules and Chairman Johnson asked that the administration make a study and present a recommendation to the Board.

UNFINISHED None

BUSINESS:

NEW BUSINESS: Dr. Lahti reviewed with the Board the letter he had sent to the Metropolitan Sanitary District asking them to cost out two alternatives--the package sewer system or a temporary pipe with a lift system. He stated he had received a call from the Sanitary District several days earlier stating that, in light of the request from the college, they would like time to work on this problem, studying all alternatives including several that had come to their minds. Dr. Lahti reported he felt a concrete course of action would be suggested within a week or so.

OTHER: Chairman Johnson informed the Board an executive session of the Board was necessary to review the president's performance and salary prior to October 1. He stated this would be a closed session which is legal. Member Hansen suggested the Board could meet after the present meeting. Member Hamill stated he would like data on other junior colleges before the meeting, and Member Haas agreed. Member Hamill suggested an executive session be held after the Board meeting on September 26 for this purpose, and the other Board members agreed. Member Haas requested the information be sent to Board members a week before the meeting.

Dr. Lahti reported that Dr. Andeen had to leave the Board meeting because of the registration going on at the Harper Grove Campus. Dr. Lahti presented a recommendation from Dr. Andeen and his staff for an adjustment in the

## Minutes of the Regular Board Meeting of Thursday, September 12, 1968

THER: (Cont.)

rank and salary of Mrs. Halina Z. Goldsmith in the field of nursing. Mrs. Goldsmith's original contract had been negotiated as an Instructor at a salary of \$10,800.00. Dr. Lahti stated that the administration was recommending that Mrs. Goldsmith's contract for 1968-69 be revised to the rank of Assistant Professor at a salary of \$11,000.00. He explained that Mrs. Goldsmith's credentials had been reviewed and, on the basis of the policy for vocational and technical people where equivalent experience may be taken in lieu of education, it was recommended that her rank be changed from Instructor to Assistant Professor.

Member Hansen moved and Member Haas seconded the motion that the 1968-69 contract of Mrs. Halina Z. Goldsmith be revised to the rank of Assistant Professor at an annual salary of \$11,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Dr. Lahti reported that Chicago Aerial Industries again this year have taken aerial photographs of the campus site. They have agreed they would blow up and frame whichever photograph the college preferred, and, as in the past, this service is free of charge.

Member Haas moved and Member Hamill seconded the motion to pass a resolution accepting the pictures and expressing the thanks of the Board of Trustees and administration to Chicago Aerial Industries, not only for the pictures but for the spirit of cooperation and help which has been demonstrated by Chicago Aerial Industries. Motion unanimously carried.

PRESIDENT'S  
REPORT:

Dr. Lahti reported on plans the administration has been investigating for landscaping the southwest corner of the site, where the proposed athletic fields will be. Consideration has been given to the possibility of having the architects proceed with their master plans for that section, in terms of bringing it to grade and providing a temporary drainage system so it could be fertilized and seeded next spring. Then in the fall it could be used by the athletic department. The Board had no objections to the administration having the architects go ahead and

## Minutes of the Regular Board Meeting of Thursday, September 12, 1968

PRESIDENT'S  
REPORT:

develop plans for this section and bring the cost estimates to the Board for approval.

Dr. Lahti discussed the area presently occupied by the Biddle farm, in terms of burning down the farm, leveling off the ground, and removing the debris. He stated the administration would proceed to destroy the farm and then get an estimate for the removal of the debris.

Dr. Lahti reported on the meeting Mr. Mann and he had with Gerald Smith in Springfield at which they discussed three projects being considered for other colleges, two of which were turned down. He informed the Board the college has a request for a grant in to the IJCB at the present time. Dr. Lahti stated that Gerald Smith would recommend to the IJCB his suggestions for the next biennium on September 13, 1968. A recommendation will then be presented to the Higher Board later this month, after which they will make a recommendation to the legislature.

Member Haas discussed a new junior college he had visited in the Fort Worth, Texas, area. Dr. Lahti commented he would like some members of the physical education staff at Harper and also, if possible, several board members to visit this college.

Chairman Johnson expressed concern about two areas in which he felt difficulties would arise with the state junior college board--physical education and adult or cultural areas. He suggested the Board should consider a program irrespective of whether or not they can get the buildings; develop the program and then decide where to go after that. Member Hamill stated he felt this problem should be discussed with James Broman.

Member Haas moved and Member Hamill seconded the motion that the meeting be adjourned at 10:05 p.m. Motion unanimously carried.

  
Chairman Johnson

  
Secretary Pro Tempore Haas



WILLIAM RAINEY HARPER COLLEGE

September 5, 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:

|  |              |
|--|--------------|
| Comstock-Gibson Electric   | \$115,668.51 |
| Corbetta Construction Co.  | 541,223.41   |
| Reliable Sheet Metal Works, Inc.                                 | 23,256.00    |
| Wm. Zeigler & Sons, Inc.   | 17,172.00    |
| H. S. Kaiser   | 32,104.89    |
| Fridstein Fitch & Partners,<br>Architectural & Engineering Serv. | 8,202.89     |

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

BILLS FOR APPROVAL  
SEPTEMBER 12, 1968

| I.   | BILLS PAYABLE  |                    | <u>PAGES</u> |
|------|--|--------------------|--------------|
|      | Educational Fund   | \$43,162.14        | 4            |
|      | Building Fund  | \$24,274.33        | 2            |
|      | Site & Construction Fund   | \$ 708.68          | 1            |
|      | Auxiliary Fund   | \$ 276.42          | 1            |
|      |  | <u>\$68,421.57</u> |              |
| II.  | PAYROLLS   |                    |              |
|      | Payroll, August 16-31, 1968                                      | \$58,399.43        | 5            |
|      | Estimated Payroll, September 1 to<br>30, 1968                    | \$165,000.00       |              |
| III. | IMPREST FUND (Included in Educational<br>and Building Fund above | \$ 4,624.30        | 3            |



EDUCATIONAL FUND EXPENDITURES - - SEPTEMBER 12, 1968

| <u>PAYEE</u>                                | <u>DESCRIPTION</u>                     | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|---|--|-------------------------|-------------------------|
| American Envelope Co.                       | Office Supplies                        | \$ 120.79               | 8713                    |
| E. W. Boehm Co.                             | Duplicating Supplies, Equipment Repair | 151.80                  | 8714                    |
| Order from Horder                           | Office & Library Supplies              | 387.41                  | 8715                    |
| Dana Friedland                              | Travel Expense                         | 24.87                   | 8716                    |
| Elk Grove Blueprint & Supply                | Drafting Supplies                      | 91.51                   | 8717                    |
| Newark Electronics Corp.                    | Electronics Supplies                   | 24.80                   | 8718                    |
| Keuffel & Esser Co.                         | Technical Supplies                     | 78.96                   | 8719                    |
| Montgomery Ward & Co.                       | Plastic Panels                         | 103.43                  | 8720                    |
| J. C. Larson & Co.                          | Classroom Supplies                     | 91.00                   | 8721                    |
| National School Towel Service               | Contractual Services                   | 21.60                   | 8722                    |
| Denoyer-Geppert Co.                         | Laboratory Supplies                    | 10.00                   | 8723                    |
| General Biological Inc.                     | Laboratory Supplies                    | 10.20                   | 8724                    |
| Jordan Siedband                             | Laboratory Supplies                    | 125.00                  | 8725                    |
| Day Publications Inc.                       | Advertising - Summer Schedule          | 168.00                  | 8726                    |
| Robert L. Kocher                            | Contractual Services                   | 198.70                  | 8727                    |
| Demco                                       | Library Supplies                       | 20.10                   | 8728                    |
| Lakeview Rubber Stamp Co.                   | Library & Office Supplies              | 12.28                   | 8729                    |
| American Management Association             | Film Rental                            | 25.00                   | 8730                    |
| Anti-Defamation League                      | Film Rental                            | 8.21                    | 8731                    |
| BNA Inc.                                    | Films                                  | 1,375.00                | 8732                    |
| Fund for the Republic                       | Tape Recordings                        | 40.00                   | 8733                    |
| Northern Illinois University                | Film Rental                            | 15.05                   | 8734                    |
| Southern Illinois University                | Film Rentals                           | 27.75                   | 8735                    |
| University of Southern California           | Film Rental                            | 23.85                   | 8736                    |
| American Assoc. of Junior Colleges          | Library Book                           | 2.00                    | 8737                    |
| American Elsevier Publishing Co.            | Library Books                          | 139.60                  | 8738                    |
| Baker & Taylor Co.                          | Library Books                          | 186.66                  | 8739                    |
| Bro-Dart Inc.                               | Library Books                          | 119.16                  | 8740                    |
| Colonial Out-of-Print Book Service          | Library Books                          | 8.86                    | 8741                    |
| Consumer Reports                            | Library Books                          | 14.00                   | 8742                    |
| Harris-Wolfe Co.                            | Library Books                          | 4.96                    | 8743                    |
| McGraw-Hill Book Co.                        | Library Books                          | 607.25                  | 8744                    |
| National Assoc. of Educational Broadcasters | Library Books                          | 50.00                   | 8745                    |
| Ampex Corp.                                 | Color Monitor                          | 688.05                  | 8746                    |
| Midwest Visual Equipment Co.                | Television Equipment - Title VI        | 452.08                  | 8747                    |



| <u>PAYEE</u>                          | <u>DESCRIPTION</u>                     | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|---------------------------------------|--|-------------------------|-------------------------|
| Ditto Division                        | Duplicating Supplies                   | \$ 21.15                | 8748                    |
| Clete Hinton                          | Travel Expense                         | 17.05                   | 8749                    |
| Universal Stationers, Inc.            | Office Supplies                        | 241.49                  | 8750                    |
| International Business Machines Corp. | Equipment Rental                       |                         |                         |
| International Business Machines Corp. | Computer Rental - August               | 207.00                  |                         |
| International Business Machines Corp. | Repairs & Installation                 | 8,543.40                |                         |
| Compu-Symbols Corp.                   |  | 247.08                  |                         |
| Computer Supplies Inc.                | Office Supplies                        | 8,997.48                | 8751                    |
| Continental Dataforms                 | Office Supplies                        | 19.95                   | 8752                    |
| 3M Business Products Sales            | Office Supplies                        | 97.00                   | 8753                    |
| Trans World Airlin                    | Copying Supplies                       | 166.74                  | 8754                    |
| Trans World Airlines                  | Travel Expense - R. Lahti              | 112.99                  | 8755                    |
| Addressograph Multigraph Co.          | Travel Expense - R. Sedrel             | 252.35                  | 8756                    |
| Editorial Projects for Education      | Travel Expense - R. Sedrel             | 89.30                   | 8757                    |
| Rockford Map Publishers               | Duplicating Supplies, Equipment Repair | 10.00                   | 8758                    |
| Arlington Carousel                    | Subscription                           | 20.50                   | 8759                    |
| Standard Oil Co.                      | Maps                                   | 64.05                   | 8760                    |
| Accounting Machines Sales & Service   | Meeting Expenses                       | 11.68                   | 8761                    |
| Chicago Tribune                       | Gasoline                               | 410.30                  | 8762                    |
| Easy Travel Service                   | Office Supplies & Equipment            | 13.50                   | 8763                    |
| Pitney-Bowes Inc.                     | Bid Notice                             | 54.00                   | 8764                    |
| Frederic Ryder Co.                    | Travel - D. Collins                    | 42.00                   | 8765                    |
| Ralph A. Rittenhouse M. D.            | Rental of Equipment                    | 38.37                   | 8766                    |
| Leigh E. Rosenblum, M. D.             | Printing                               | 15.00                   | 8767                    |
| Arnold Wagner, M. D.                  | Employee Examination - Lee Owens       | 20.00                   | 8768                    |
| Charles F. Falk                       | Employee Examination - J. Savin        | 20.00                   | 8769                    |
| Robert Zilkowski                      | Employee Examination - B. Kolyinski    | 22.50                   | 8770                    |
| Office Services Co.                   | Tuition Reimbursement                  | 36.00                   | 8771                    |
| Entelek, Inc.                         | Tuition Reimbursement                  | 1,125.40                | 8772                    |
| South-Western Publishing Co.          | Stacking Chairs                        |                         |                         |
| E. & I. Coop. Service                 | Classroom Supplies                     | 10.25                   | 8773                    |
| Business Interiors Inc.               | Technical Supplies                     | 204.85                  | 8774                    |
| Franklin-Lee Co.                      | Office Equipment                       | 6,517.49                | 8775                    |
| V. S. Darley & Co.                    | Instructional Equipment                | 53.18                   | 8776                    |
| Cenco Instruments Corp.               | Instructional Equipment                | 299.25                  | 8777                    |
| Denoyer-Geppert Co.                   | Technical Supplies - Law Enforcement   | 62.30                   | 8778                    |
| Leeds & Northrup Co.                  | Laboratory Supplies & Equipment        | 664.12                  | 8779                    |
| A. J. Nystrom & Co.                   | Laboratory Equipment                   | 463.50                  | 8780                    |
| Sargent-Weich Scientific Co.          | Laboratory Equipment                   | 429.00                  | 8781                    |
| Wards Natural Science Establishment   | Laboratory Equipment                   | 635.50                  | 8782                    |
|                                       | Laboratory Supplies & Equipment        | 285.04                  | 8783                    |
|                                       | Laboratory Equipment                   | 471.41                  | 8784                    |



| <u>PAYEE</u>                          | <u>DESCRIPTION</u>                              | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|---------------------------------------|---|---------------------|---------------------|
| Welch Scientific Co.                  | Laboratory Equipment                            | \$ 63.00            | 8785                |
| Universal Stationers, Inc.            | Office Supplies                                 | 41.24               | 8786                |
| Order from Horder                     | Office Supplies & Equipment                     | 99.88               | 8787                |
| Xerox Corporation                     | Equipment Rental                                | 247.60              | 8788                |
| Schiele-Faierson Co.                  | Posters, Maps, Office Supplies                  | 488.67              | 8789                |
| Demco                                 | Library Supplies                                | 127.85              | 8790                |
| Sam Goody Inc.                        | Record Albums                                   | 289.57              | 8791                |
| Barnes & Noble Inc.                   | Library Books                                   | 4.86                | 8792                |
| Council of State Governments          | Library Books                                   | 14.00               | 8793                |
| A. C. McClurg & Co.                   | Library Books                                   | 272.32              | 8794                |
| College Student Personnel Institute   | Subscription                                    | 20.00               | 8795                |
| International Business Machines Corp. | Selectric Typehead, Model Change                | 102.48              | 8796                |
| Paddock Publications                  | Printing - Harbinger                            | 1,325.00            | 8797                |
| Stivers Lifesavers                    | Temporary Office Help                           | 53.90               | 8798                |
| Northwest Office Machines             | Machine Repair                                  | 20.10               | 8799                |
| Pitney-Bowes, Inc.                    | Machine Maintenance                             | 69.00               | 8800                |
| Voca Corporation                      | Office Supplies                                 | 27.50               | 8801                |
| Chicago Tribune                       | Legal Notice                                    | 16.50               | 8802                |
| Carl Regehr Design Inc.               | Contractual Services                            | 300.00              | 8803                |
| Frank M. Hines                        | Legal Services                                  | 775.00              | 8804                |
| Travelers Insurance Co.               | Renewal Premium - Travel Insurance              | 998.00              | 8805                |
| Martha Lynn Bolt                      | Tuition Reimbursement                           | 61.50               | 8806                |
| Mrs. Adah Brandt                      | Employee Examination                            | 20.00               | 8807                |
| Philip P. McNulty, M. D.              | Employee Examination - D. DeGeeter              | 12.00               | 8808                |
| E. S. Stephenson, M. D.               | Employee Examination - L. Stock                 | 10.00               | 8809                |
| Imprest Fund                          | Reimbursement for Educational Fund Expenditures | 4,259.55            | 8810                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 1,000.00            | 8811                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 1,000.00            | 8812                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 1,000.00            | 8813                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 1,000.00            | 8814                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 1,000.00            | 8815                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 500.00              | 8816                |
| D. B. Stansbury, Refund Fund          | Registration Refund Fund                        | 500.00              | 8817                |
|                                       |   | <u>\$43,162.14</u>  |                     |

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 8713 to 8817 are hereby authorized for payment.

Date of Approval: September 12, 1968

Chairman *Richard Johnson*

Secretary

*John W. Swan*  
*pro tem*



|                                  |     |                    |
|----------------------------------|-----|--------------------|
| <u>Administration</u>            |     |                    |
| Petty Cash Funds                 |     | \$ 430.00          |
| Tuition Refund Fund              |     | 6,000.00           |
| Advances & Inventories           |     | 1,120.32           |
| Refunds to Students              |     | 44.00              |
| Contractual Services             | 520 | 918.00             |
| General Materials & Supplies     | 540 | 3,957.28           |
| Travel                           | 550 | 1,698.99           |
| Fringe Benefits                  | 560 | 1,233.00           |
| Fixed Charges                    | 570 | 42.00              |
| Capital Outlay                   | 585 | 123.05             |
| <u>Instructional</u>             |     |                    |
| Contractual Services             | 520 | 182.83             |
| Materials & Supplies - Classroom | 530 | 4,496.30           |
| Materials & Supplies - Office    | 540 | 1,596.01           |
| Travel                           | 550 | 677.41             |
| Fixed Charges                    | 570 | 8,750.40           |
| Capital Outlay - Office          | 585 | 6,559.30           |
| Capital Outlay - Instructional   | 586 | 5,333.25           |
|                                  |     | <u>\$43,162.14</u> |



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

BUILDING FUND EXPENDITURES -- SEPTEMBER 12, 1968

| <u>PAYEE</u>                          | <u>DESCRIPTION</u>                                       | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|---------------------------------------|--|---------------------|---------------------|
| Polk Bros.                            | Film   | \$ 23.88            | 1039                |
| American Institute of Plant Engineers | Dues   | 20.00               | 1040                |
| Void                                  | ---  | ---                 | 1041                |
| Addison Building Materials            | Building Materials                                       | 564.00              | 1042                |
| Austin Paint Co.                      | Building Materials                                       | 81.70               | 1043                |
| Efengee Electrical Supply             | Building Materials; Custodial Equipment                  | 171.13              | 1044                |
| Henricksen & Co.                      | Office Furniture   | 28.10               | 1045                |
| The Roscoe Co.                        | Custodial Supplies                                       | 8.00                | 1046                |
| Stevens Chemical Co.                  | Custodial Supplies                                       | 31.50               | 1047                |
| Andrews Decal Co.                     | Stickers   | 248.70              | 1048                |
| W. S. Darley & Co.                    | Security Guards Equipment                                | 103.00              | 1049                |
| Universal Stationers                  | Office Supplies  | 1.00                | 1050                |
| Pulver Machinists Supply              | Key Cutting Machine                                      | 132.00              | 1051                |
| Marsh & McLennan Insurance            | Automobile Insurance - Safeguard Coverage                | 178.00              | 1052                |
| Hoffmann Piano Service                | Contractual Services                                     | 36.00               | 1053                |
| Township High School District 214     | Elk Grove Rental 1967-68; Elk Grove & Forest View Rental | 21,524.60           | 1054                |
| Pibrico Co.                           | Building Material  | 6.23                | 1055                |
| Wickes Lumber Center                  | Building Materials                                       | 48.03               | 1056                |
| Arrow Road Construction Co.           | Asphalt  | 15.00               | 1057                |
| Culligan Water Conditioning           | Contractual Services                                     | 9.25                | 1058                |
| Illinois Bell Telephone Co.           | Telephone Service 358-9100                               | 419.00              | 1059                |
| Marv's Refrigeration Service          | Repairs  | 35.00               | 1060                |
| McMaster Carr Supply Co.              | Maintenance Equipment                                    | 149.70              | 1061                |
| Commonwealth Edison Co.               | Electric Service   | 435.76              | 1062                |
| Imprest Fund                          | Reimbursement for Building Fund Expenditures             | 4.75                | 1063                |
|                                       |  | <u>\$24,274.33</u>  |                     |

TO: TREASURER  
 FROM: BOARD OF TRUSTEES

The above listed checks number 1039 to 1063 are hereby authorized for payment.

Date of Approval: September 12, 1968

Chairman: *Richard L. Johnson*

Secretary: *John G. Haas*  
*Pro Tem*



BUILDING AND SUMMARY -- SEPTEMBER 12, 1968

|  |     |                    |
|--|-----|--------------------|
| Contractual Services                   | 520 | \$ 85.00           |
| General Materials & Supplies           | 540 | 464.04             |
| Fringe Benefits                        | 560 | 128.00             |
| Fixed Charges                          | 570 | 22,429.36          |
| Capital Outlay - Building Remodeling   | 584 | 837.37             |
| Capital Outlay - Equipment & Furniture | 585 | 330.56             |
|  |     | <u>\$24,274.33</u> |



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

SITE & CONSTRUCTION FUND EXPENDITURES -- SEPTEMBER 12, 1968

| <u>PAYEE</u>                             | <u>DESCRIPTION</u>                               | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--|--|---------------------|---------------------|
| McGraw-Hill Book Co.                     | Text Films - Vocational Equipment - Reimbursable | \$325.28            | 604                 |
| Midwest Visual Equipment Co.             | Camera Lens                                      | 63.40               | 605                 |
| International Assoc. of Chiefs of Police | Sound Projector - Reimbursable                   | 320.00              | 606                 |
|  |  | <u>\$708.68</u>     |                     |

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 604 to 606 are hereby authorized for payment.

Date of Approval: September 12, 1968

Chairman Richard L. Johnson

Secretary John G. Haas  
*pro tem*

SITE AND CONSTRUCTION FUND SUMMARY -- SEPTEMBER 12, 1968

|                                |     |                 |
|--------------------------------|-----|-----------------|
| Capital Outlay - Equipment     | 585 | \$ 63.40        |
| Capital Outlay - Instructional | 586 | 645.28          |
|                                |     | <u>\$708.68</u> |



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

AUXILIARY FUND EXPENDITURES -- SEPTEMBER 12, 1968

| <u>PAYEE</u>                | <u>DESCRIPTION</u>            | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|-----------------------------|-------------------------------|-------------------------|-------------------------|
| Betty Lewis, Petty Cash     | Petty Cash Fund for Cafeteria | \$ 20.00                | 137                     |
| Betty Lewis                 | Cash Bank for Cafeteria       | 200.00                  | 138                     |
| Department of Revenue       | July Sales Tax                | 38.80                   | 139                     |
| Superintendent of Documents | Purchases - Books             | 14.62                   | 140                     |
| Kraft Foods                 | Food Purchases                | 3.00                    | 141                     |
|                             |                               | <u>\$276.42</u>         |                         |

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 137 to 141 are hereby authorized for payment.

Date of Approval: September 12, 1968

Chairman Richard L. Johnson

AUXILIARY FUND SUMMARY -- SEPTEMBER 12, 1968

|                                 |                 |
|---------------------------------|-----------------|
| Petty Cash & Change Fund        | \$220.00        |
| Sales Tax                       | 38.80           |
| Material & Supplies - Classroom | 14.62           |
| Material & Supplies - Office    | 3.00            |
|                                 | <u>\$276.42</u> |

Secretary

John W. Hoover  
*John W. Hoover*



WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 AUGUST 1, 1968 to AUGUST 31, 1968

| <u>EMPLOYEE</u>                     | <u>DESCRIPTION</u>        | <u>CHECK NUMBER</u> | <u>AMOUNT</u> |
|-------------------------------------|---------------------------|---------------------|---------------|
| Robert Thornhill                    | Travel Advance            | 1679                | \$ 60.20      |
| Ronald G. Stewart                   | Travel Advance            | 1680                | 250.00        |
| Charles F. Falk                     | Travel Advance            | 1681                | 150.00        |
| Dana Friedland                      | Travel Advance            | 1682                | 51.50         |
| Donn Stansbury                      | Travel Advance            | 1683                | 179.00        |
| Postmaster, Palatine, Ill.          | Postage for Meter         | 1684                | 250.00        |
| Supt. of Documents                  | Subscription              | 1685                | 4.50          |
| Cenco Instruments                   | Laboratory Supplies       | 1686                | 1.15          |
| Soc. for Coll. & Univ. Plan.        | Conference Fee-D.Collins  | 1687                | 20.00         |
| Donald W. Collins                   | Travel Advance            | 1688                | 102.00        |
| Donald W. Collins                   | Travel Expense            | 1689                | 27.00         |
| John H. Upton                       | Travel Expense            | 1690                | 15.95         |
| Void                                | -----                     | 1691                | ---           |
| Vivian Stewart                      | Travel Expense            | 1692                | 4.40          |
| Palatine Post Office                | Postage-Grade Reports     | 1693                | 57.00         |
| Fred Vaisvil                        | Travel Advance            | 1694                | 34.00         |
| Lattof Motor Sales                  | Auto Repair               | 1695                | 4.75          |
| Allen Wales Adding Machine Agen.    | Office Supplies           | 1696                | 3.87          |
| Robert E. Lahti                     | Travel Advance            | 1697                | 100.00        |
| W. J. Mann                          | Travel Expenses           | 1698                | 19.70         |
| Prof. Assoc. of Univ. Prof.         | Subscription              | 1699                | 4.50          |
| Oregon State University             | Subscription & Books      | 1700                | 7.00          |
| John H. Upton                       | Travel Expense            | 1701                | 8.37          |
| Natl. Geographic Society            | Library Books             | 1702                | 3.30          |
| Supt. of Documents                  | Classroom Sup.-Books      | 1703                | 2.00          |
| U. S. Dept. of Commerce             | Library Book              | 1704                | 3.00          |
| Arlington Carousel                  | Meeting Expense-D.Collins | 1705                | 43.65         |
| H. Cunningham                       | Travel Expenses           | 1706                | 53.82         |
| Southeast Campus, Chicago City Col. | Registration Fee -        |                     |               |
|                                     | H. Cunningham             | 1707                | 12.50         |
| Postmaster, Palatine, Illinois      | Postage for Meter         | 1708                | 250.00        |
| University of Michigan              | Professional Books        | 1709                | 1.00          |
| Vernon W. Kays, County Clerk        | Petition Fee              | 1710                | 3.00          |
| W. J. Mann                          | Travel Advance            | 1711                | 100.00        |
| Gaylord Bros., Inc.                 | Library Supplies          | 1712                | 1.30          |
| American Dental Association         | Library Book              | 1713                | 2.50          |
| R. E. Lahti, Petty Cash Fund        | July & Aug. Reimbursement | 1714                | 121.65        |
| Dr. H. R. Pankratz                  | Travel Expense            | 1715                | 22.40         |
| Donald Collins                      | Travel Expense            | 1716                | 103.85        |
| Donald Collins                      | Travel Advance            |                     | (102.00)      |
| Donald Collins                      |                           |                     | 1.85          |
| Diane Klotz                         | Tuition Refund            | 1717                | 24.00         |
| Thomas McCabe                       | Employee Examination      | 1718                | 8.00          |



WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 AUGUST 1, 1968 to AUGUST 31, 1968

| <u>PAAYEE</u>  | <u>DESCRIPTION</u>  | <u>CHECK<br/>NUMBER</u> | <u>AMOUNT</u> |
|--|---|-------------------------|---------------|
| Henry Roepken  | Travel Expense  | 1719                    | 33.50         |
| Jacqueline Holm  | Employee Examination  | 1720                    | 10.00         |
| I.L.L.A.E.D.S.   | Membership Dues   | 1721                    | 5.00          |
| Institute of International<br>Education                  | Handbook  | 1722                    | 3.65          |
| Mary P. Engel  | Refund of duplicate<br>Registration Fee                             | 1723                    | 10.00         |
| Michael J. Humphrey                                      | Refund of Duplicate<br>Registration Fee                             | 1724                    | 10.00         |
| Gerald Shepardson  | Refund of Duplicate<br>Registration Fee                             | 1725                    | 10.00         |
| University of Michigan                                   | Subscription  | 1726                    | 1.00          |
| Beverly Hilton   | Travel Expense-R. Lahti   | 1727                    | 97.87         |
| American Express Co.                                     | Travel Expense-R. Lahti   | 1728                    | 30.12         |
| Donald Collins   | Travel Expense  | 1729                    | 14.30         |
| Gamma Photo Labs   | Film Developing   | 1730                    | 6.46          |
| Recordplate Co.  | Office Supplies   | 1731                    | 4.32          |
| Thomas Hill  | Travel Expense  | 1732                    | 11.20         |
| Ambrose Easterly   | Travel Expense  | 1733                    | 5.10          |
| Roger Mussell  | Travel Expense  | 1734                    | 5.80          |
| Joseph Yohanan   | Travel Expense  | 1735                    | 13.60         |
| G. Kenneth Andeen  | Travel Expense  | 1736                    | 19.70         |
| Roy Sedrel   | Travel Expense  | 1737                    | 18.55         |
| Jan Swanson-Petty Cash Fund                              | Reimbursement 1968  | 1738                    | 55.42         |
| W. J. Mann   | Travel Expense  |                         | 64.55         |
| W. J. Mann   | Travel Advance  |                         | (20.00)       |
| W. J. Mann   |   | 1739                    | 44.55         |
| Postmaster, Palatine, Ill.                               | Postage for Meter   | 1740                    | 250.00        |
| Phi Delta Kappa  | Professional Dues   | 1741                    | 9.00          |
| Forest Hospital  | Tuition-M. Ostrowski  | 1742                    | 35.00         |
| Illinois Association of College<br>Admissions Counselors | Membership  | 1743                    | 5.00          |
| Fred Vaisvil   | Travel Expense  |                         | 122.30        |
| Fred Vaisvil   | Travel Advance  |                         | (56.00)       |
| Fred Vaisvil   |   | 1744                    | 66.30         |
| Dr. Norman Harris  | Honorarium-Orientation  | 1745                    | 250.00        |
| Dr. Karl Smith   | Honorarium-Orientation  | 1746                    | 250.00        |
| Dr. Richard Richardson                                   | Honorarium-Orientation  | 1747                    | 250.00        |
| John Birkholz  | Travel Advance  | 1748                    | 60.00         |
| Postmaster, Palatine, Ill.                               | Postage for Meter   | 1749                    | 250.00        |
| Void   | -----   | 1610                    | (10.00)       |
|  | To Reimburse Imprest<br>Fund for Presidents<br>Petty Cash Fund      |                         | 200.00        |
|  | To Reimburse Imprest<br>Fund for Business<br>Office Petty Cash Fund |                         | 200.00        |



WILLIAM RAINEY HARPER COLLEGE  
 IMPREST FUND DISBURSEMENTS  
 AUGUST 1, 1968 to AUGUST 31, 1968

EMPLOYEE

DESCRIPTION

CHECK  
NUMBER

AMOUNT

To reimburse Imprest  
 Fund for Library  
 Petty Cash Fund

30.00  
\$4264.30

|                |                  |                  |
|----------------|------------------|------------------|
| Reimbursement: | Educational Fund | \$4259.55        |
|                | Building Fund    | <u>4.75</u>      |
|                |                  | <u>\$4264.30</u> |

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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures  
September 1 to September 30, 1968

The following estimated Payrolls in the amount of \$130,000.00  
are hereby authorized for payment.

SEPTEMBER 1 - 15, 1968

Regular Payroll

\$ 70,000.00 †

SEPTEMBER 16 - 30, 1968

Regular Payroll

95,000.00 ‡

\$165,000.00

DATE OF APPROVAL: September 12, 1968

CHAIRMAN:

Richard L. Johnson

SECRETARY:

John G. Haas

*pro tem*

† Includes compensation for orientation program.

‡ Includes compensation for new faculty and staff



## League of Women Voters of Palatine

RECEIVED  
 SEP 4 1968  
 Office of the President

September 3, 1968

Mr. John A. Haas, President and Members of  
 Junior College Board, District 512  
 34 West Palatine Road  
 Palatine, Illinois 60067

Dear Sirs:

We are again pleased to invite you to participate in the Palatine Forum sponsored by the League of Women Voters of Palatine to be held

MONDAY, SEPTEMBER 30, 1968 at 8 p.m.  
 in the Village Hall Council Chambers  
 54 S. Brockway, Palatine

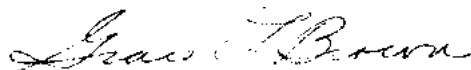
Each governmental agency will be given five minutes to present its current program or some special problem on which you would like comments from other boards or from the citizens present.

The second half of the program will be devoted to questions either from the citizens in attendance or from other participants. If you have questions you would like to ask another board participant, please feel free to do so.

Mrs. Robert Applehans will act as moderator of this meeting, and as usual, we will plan to close the meeting at 10 p.m.

We shall hope to have a representative from District 512 or perhaps someone from Harper staff.

Sincerely,



Mrs. Harold A. Brown  
 Pres. LNV of Palatine  
 511 E. Baldwin Drive  
 358 2388

Other participating Boards:  
 Township Board  
 Village of Palatine  
 Village Plan Commission  
 Library Board  
 Park Board  
 School District 15  
 School District 211

RECOMMENDATION

Revise 1968-69 contract appointment of Mrs. Halina Goldsmith from

|                     |          |
|---------------------|----------|
| Instructor          | \$10,800 |
| to                  |          |
| Assistant Professor | \$11,000 |

Under the original provision of the policy manual concerning placement on the full-time faculty schedule, it was difficult to identify the provision which would enable Mrs. Goldsmith's placement at the Assistant Professor level, and consequently she was placed at the Instructor level.

Policy Manual, Section 3.3.2.A, Placement of Schedule: Ass't Professor -

"...or masters degree in subject field, plus at least fifteen graduate hours beyond the masters degree in the subject field and five years professional experience; or bachelors degree plus five years experience in technical field plus five years in teaching experience; or bachelors degree plus at least ten years experience in technical field."

The informal discussion, conducted by members of the Board at the time Mrs. Goldsmith and others were presented led to the conclusion that a more flexible interpretation of the policy was possible. In view of this, the recommendation that Mrs. Goldsmith's appointment for the academic year 1968-69 be changed from Instructor to Assistant Professor is made on the basis of the following rationale:

Although Mrs. Goldsmith does not have 15 credit hours beyond the 38 credit hours obtained for the masters degree, she does have a significant amount of varied experience in nursing as a practitioner, teacher, and administrator.

Her background as it relates to the stated policy is this.

Academic preparation--B.S., M. Litt.

Experience--Staff Nurse - 2 years

Instructor (baccalaureate program) - 4 years

Assistant Professor ( " " ) - 5 years

Director of Nursing (concurrent with teaching) - 3 years



WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Science & Mathematics

CANDIDATE

Mrs. Halina Z. Goldsmith

FIELD

Nursing

PREPARATION

R. N., Grace Hospital Sch. Nsg., Detroit, 1944;

(Degree, School

B. X., Wayne State University, Detroit, 1947

Year Received &

M. Litt., University of Pittsburgh, 1950

Semester Hours in

Subject Field)

Semester Hours

Level

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

B.S.N.

Psychiatric Nursing

MAJOR AREAS

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 Hosp., Asheville, Director of Nsg. 9/50-8/52

Tampa Municipal Hosp., 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)

[REDACTED]

RANK & SALARY

Assistant Professor, \$11,000.00

RECOMMENDED BY

*John H. Thompson*  
*James Anderson*

Department

Chairman

Assistant Dean

Dean