

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

AGENDA

May 22, 1969

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Construction Payouts - Change Orders
  - b. Bills Payable
  - c. Payroll - April 15, 1969 to May 15, 1969
  - d. Estimated Payroll - May 16, 1969 to June 15, 1969
- V. Communications
- VI. New Business
  - A. Recommendation: Teaching Faculty Appointments- (Andeen) Exhibit A- 1 to 8  
Administrative Appointments Exhibit B- 1 to 3  
(Harvey, Stansbury and Lahti)
  - B. Recommendation: Bids for; Bookstore Shelving Exhibit C  
Machine Tools Exhibit D  
IBM Typewriter's Exhibit E  
Cafeteria and Kitchen Equipment Exhibit E- 1
  - C. Recommendation: Speakers Policy Exhibit F  
Student Conduct Exhibit G
  - D. Discussion & Recommendation: Organization Chart Exhibit H  
(To be hand carried)  
(Fall 1969 - Proposed Positions)
  - E. Recommendation: Request to Increase Imprest Fund Exhibit J
  - F. Recommendation: Resignation of A. Harris Moeller, Exhibit K- 1 to 3  
Jacqueline Urbanski, Dr. Rupin Desai
  - G. Discussion: Grievance Policy (Progress report only) Exhibit I
  - H. Other: 1. Salary Committee Report  
2. Review: Southwest Corner Development

VII. President's Report

1. Monthly Construction Report

2. Executive Session (Administrators and classified salaries)

IX. Adjournment.

May 16, 1969

BOARD OF TRUSTEES

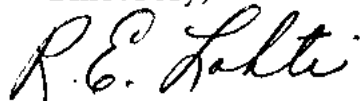
Dear Trustee:

Enclosed is the Agenda and supporting information for the regularly scheduled Board meeting to be held Thursday, May 22, 1969, 1200 West Algonquin Road, Palatine, Illinois, at 8:00 p.m.

The disbursements will be mailed to you separately next week.

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

Sincerely,

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

Robert E. Lahti  
President

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, May 22, 1969

CALL TO ORDER: In the absence of Chairman Johnson and Vice-Chairman Hansen, the regular meeting of the Board of Junior College District No. 512 was called to order at 8:07 p.m., Thursday, May 22, 1969, by Secretary Hamill, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine.

Member Hutchings moved and Member Moats seconded the motion to nominate Member Haas as Chairman Pro Tempore. Nominations were closed and the motion unanimously carried.

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

Also present: Robert E. Lahti, Kenneth Andeen, Donald Andries, Michael Bartos, M. Carroll, Donald Collins, Ray DePalma, W. R. Foust, David Groth, James Harvey, Edward Kalish, W. D. Klingenberg, George Makas, William Mann, Donald Misic, Roger Mussell, Robert Powell, W.R. Punkay, Martin Ryan, Roy Sedrel, Thomas Seward, Jay Singelmann, Donn Stansbury, John Thompson, John Upton, Fred Vaisvil, and George Voegel--Harper College; Frank Hines--Board Attorney; Barbara Fitzgerald, Allison Green, Maeme Lee, Nancy Lee, Neal Roberts, Sean Ryan, James R. Schmidt, D. Stevens, and Janis Wedyck--Harper Students; Ruth Schulman--Day Publications; Mary Schlott--Paddock Publications; John Doyle--Forest View High School; Mrs. Pat Foust, and Mr. Frank Lude.

MINUTES: Member Hamill moved and Member Hutchings seconded the motion to approve the minutes of the adjourned Board meeting of May 13, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Mr. Mann reported the heating contractor was on the job, Construction and things appear to be moving along again.  
Payouts

DISBURSEMENTS: Member Hutchings moved and Member Hamill seconded the Construction Payouts (Cont.) motion that W. J. Mann, Dean of Business be authorized to approve the following construction payouts:

Fitch, Larocca, Carington & Jones (Fridstein Fitch & Partners) for architectural and engineering services	\$7,199.01
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After discussion, Member Hamill amended his motion that the payment be made to Fridstein, Fitch and Partners.

Upon roll call, the vote on the amended motion was as follows:

Ayes: Members Haas, Hamill, Hutchings and Moats  
Nays: None

Member Nicklas entered the meeting at 8:15 p.m.

#### Change Orders

Mr. Mann explained that C.O.#31 was necessary as there was interference between the water pipes and sewer which required re-routing of sewer. He explained that C.O.#32 was required because the condensate line was omitted. There had been a disagreement between heating contractor and engineer as to whether this was necessary and they had finally concluded it was.

Member Hamill moved and Member Hutchings seconded the motion to approve the following change orders:

C.O.#32, Corbetta Construction Co., for additional condensate return lines as required by F.F. & P. field clarification #66, in Units A, F, and D.	\$2,471.00
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C.O.#31, Corbetta Construction Co., for construction of sewer at Student Center	2,306.00
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Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas  
Nays: None

DISBURSEMENTS:  
Bills Payable

Member Hamill moved and Member Nicklas seconded the motion to approve for payment the bills payable as of May 22, 1969, as follows:

Educational Fund	\$68,031.04
Building Fund	22,576.93
Site & Construction Fund	27,300.00
Auxiliary Fund	12,046.47
Bond and Interest Fund	<u>145,588.75</u>
	<u>\$275,543.19</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas

Nays: None

## Payrolls

Member Hamill moved and Member Moats seconded the motion to approve for payment the payroll of April 16 through April 30, 1969, in the amount of \$80,048.55, the payroll of May 1 through May 15, 1969, in the amount of \$117,772.81, and the estimated payroll of May 16 to July 15, 1969, in the amount of \$405,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas

Nays: None.

COMMUNICATIONS:

None

NEW BUSINESS:  
Teaching Faculty  
Appointments

Because some of the administrators who were to discuss the teaching faculty appointments being recommended were not yet at the meeting, the Board went on to the next item on the agenda.

Bids: Bookstore  
Shelving

Mr. Misic explained Mr. Klingenberg would discuss this item of bookstore shelving. Mr. Klingenberg discussed the bids, stating that Saginaw was the only one of the three bidders who bid the items specified with nominal variations. Streater's bid was based on masonite back and masonite pegboard, instead of steel as specified. Mr. Klingenberg pointed out that steel would give added strength and consequently last longer. Columbus bid in four foot and five foot modular lengths instead of three foot lengths.

NEW BUSINESS:

Bids:  
Bookstore  
Shelving

Member Hamill moved and Member Hutchings seconded the motion to award the contract for the bookstore shelving to Saginaw Store Fixture Company, in the amount of \$17,685.63, including shipping and installation costs.

A discussion followed. Mr. Klingenberg answered Board members' questions on the advantage of steel over masonite and his preference for the three foot modular lengths.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings and Moats  
Nays: Member Nicklas

Machine Tools

After discussion, Member Hamill moved and Member Nicklas seconded the motion to approve the awarding of bids as follows for the purchase of equipment for the Mechanical Design Program:

Items 100, 101, 103, to Benster Welding Co., in the amount of	\$2,567.86
plus delivery and set-up	708.00

Items 45 and 104 to Valley Welding Co., in the amount of	1,245.28
plus delivery and set-up	200.00

Item 102 to Brodhead Garrett in the amount of	1,090.00
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Item 113 to Lab Quip in the amount of	2,457.00
plus delivery and set-up	165.00

Item 114 to Ametex in the amount of	1,814.00
plus delivery and set-up	200.00

Item 132 to Unitron in the amount of	1,018.25
plus delivery	5.00

Items 131A and 131B to Lukas in the amount of	3,180.00
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Item 40 to Lab Quip, amount of	13,535.00
plus delivery and set-up	500.00

Item 59 to Pivan Engineering in the amount of	570.00
plus delivery	10.00

Item 163 to Lundmark in the amount of	15,556.70
plus delivery and set-up	475.00

NEW BUSINESS: Total amount of bid award, \$43,034.09 plus  
 Bids: \$2,263.00 for delivery and set-up charge.  
 Machine Tools  
 (Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and  
 Nicklas  
 Nays: None

Typewriters

Mr. Mistic explained these typewriters were for use  
 in the secretarial science area.

After discussion, Member Hutchings moved and Member  
 Moats seconded the motion to approve the purchase  
 of 25 IBM Selectric Typewriters at a cost of \$10,000.00,  
 and 17 IBM reconditioned Executary Transcribing  
 Machines at a cost of \$5,355.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings and Moats  
 Nays: None  
 Abstained: Member Nicklas

Cafeteria and  
 Kitchen Equipment

Member Hamill moved and Member Moats seconded the  
 motion to approve the awarding of bids for purchase of  
 cafeteria and kitchen equipment as follows:

Q-516 to Edward Donn Company in the amount of	\$1,470.84
Q-517 to Hobart Manufacturing in the amount of	2,251.70
Q-518 to B & B Imperial in the amount of	1,270.02
Q-519 to Merchants Cash Register Co., in the amount of	5,773.50
Q-521 to B & B Imperial in the amount of	2,595.07
Q-522, sect.1, to B & B Imperial in the amount of	191.68
Q-522, sect. 2, to Edward Donn in the amount of	64.80
Q-522, sect.3, to Edward Donn in the amount of	1,820.23
Q-522, sect.4, to Edward Donn, in the amount of	1,909.27
Q-522, sect.5, to B & B Imperial, in the amount of	2,027.56
Q-522, sect. 6, to B& B Imperial, in the amount of	748.38
Q-522, sect. 7, to B & B Imperial, in the amount of	1,088.42



<u>NEW BUSINESS:</u>	Q-522, sect. 8, to B & B Imperial, in	
Bids:	the amount of	172.75
Cafeteria and		<u>\$21,384.22</u>
Kitchen	Total	

Equipment (Cont.) Dr. Lahti explained this equipment would be classified as light moveable equipment.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas  
Nays: None

Teaching Faculty Appointments Dr. Andeen stated Mr. Powell would present the first two faculty candidates. Mr. Powell discussed the background and qualifications of Mrs. Kay Ellen Capo, in the field of Speech, and Miss Karen Lynne Keres, in the field of English.

After discussion, Member Moats moved and Member Nicklas seconded the motion to employ the following:

Mrs. Kay Ellen Capo, in the field of Speech, rank of Instructor, at a salary of \$8,000.00, for 39 weeks.

Miss Karen Lynne Keres, in the field of English, rank of Instructor, at a salary of \$8,300, for 39 weeks.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and Nicklas  
Nays: None

Dr. Makas discussed the background and qualifications of David L. Feinberg, in the field of Art, Jack D. Tippens, in the field of Art, and Mrs. Sue Ellen Thompson, in the field of Women's Physical Education.

Member Hamill moved and Member Nicklas seconded ~~the~~ to employ the following:

David L. Feinberg, in the field of Art, rank of Instructor, at a salary of \$8,500, for 39 weeks,

NEW BUSINESS:  
Teaching  
Faculty  
Appointments  
(Cont.)

Jack D. Tippens, in the field of Art, rank of Instructor, at a salary of \$9,500.00, for 39 weeks, and

Mrs. Sue Ellen Thompson, in the field of Women's Physical Education, rank of Instructor, at a salary of \$9,300.00, for 39 weeks.

Mr. Foust, of the Art Department, requested permission to speak on the appointment of David L. Feinberg. He stated he did not agree with Mr. Knudsen's recommendation, that he did not feel Mr. Feinberg was qualified to do the things which needed to be done in the Art Department at Harper College. Dr. Makas pointed out Mr. Feinberg was qualified in drawing, graphic design, and painting. He further discussed the recommendations which had been received on Mr. Feinberg. Dr. Andeen stated all recommendations received on this person had been excellent.

Member Hutchings stated he felt it was a mistake not to back up the front-line people. Member Hamill stated he could sympathize with some of Mr. Faust's views, but he also shared some of Member Hutchings' feelings and felt the Board did hire people to make educational judgments. He stated, if it was any consolation, there would be other years and other recommendations. Chairman Pro Tempore Haas pointed out this was apparently the judgment of three out of the four people involved--the Department Chairman, Division Chairman and the Dean of Instruction. Member Hutchings stated he felt the discussion involved the philosophy of the department and that perhaps a long-range plan could be evolved which would avoid questions in the department and the community.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and Nicklas

Nays: None

Member Nicklas commented she would like to clarify the Board's policy on faculty hiring. She stated the underlying districts have been most generous. There is no planning on the part of the college to restrict the hiring in any way, and it is the desire of the college to bring in, for the most part, as broad an experience and background as possible.

NEW BUSINESS:

Teaching  
Faculty  
Appointments  
(Cont.)

Mr. Thompson discussed the background and qualifications of Miss Elizabeth Windham, in the field of Physics, and Dr. Soter George Kokalis, in the field of Chemistry.

Member Hamill moved and Member Hutchings seconded the motion to employ the following:

Elizabeth Windham, rank of Assistant Professor of Physical Science, at a salary of \$12,000.00, for 39 weeks, and

Soter George Kokalis, in the field of Chemistry, rank of Associate Professor, at a salary of \$13,000.00, for 39 weeks.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and Nicklas  
Nays: None

Mr. Collins discussed the background and qualifications of Guenther M. Lehman, in the field of Architecture.

Member Moats moved and Member Hamill seconded the motion to employ Guenther M. Lehman, in the field of Architecture, rank of Assistant Professor, at a salary of \$11,100.00, for 39 weeks.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and Nicklas  
Nays: None

Administrative  
Appointments

Dr. Harvey stated Mr. Stansbury would discuss the candidate, Richard Lee Miller, who would be replacing Mr. Moeller. Mr. Stansbury expressed his regrets on Mr. Moeller's decision to leave, but stated he could understand his decision. Mr. Stansbury discussed the background and qualifications of Richard Lee Miller for the position of Assistant Director of Admissions and Registrar.

Dr. Harvey discussed the background and qualifications of Dr. Guerin Fischer, recommended for the position of Dean of Guidance at a salary of \$19,000.00.

NEW BUSINESS:  
Administrative  
Appointments  
(Cont.)

After discussion, Member Hamill moved and Member Nicklas seconded the motion to employ the following:

Richard Lee Miller, as Assistant Director of Admissions and Registrar, rank of Assistant Professor, at a salary of \$14,000.00 for 12 months, and

Dr. Guerin Fischer, as Dean of Guidance, rank of Associate Professor, at a salary of \$19,000.00, for 12 months.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats and Nicklas

Nays: None

Dr. Lahti discussed the position of Dean of Instruction, open since Dr. Andeen had indicated he was leaving. Dr. Lahti called upon Dr. Vandever, as chairman of the selection and screening committee, to inform the Board of the work of this committee. Dr. Vandever stated the committee had been composed of seven members, besides himself. He reported twenty-seven candidates had made formal application. The committee screened the candidates down to four and presented these four to Dr. Lahti. Arrangements were made to bring these four candidates to the campus for interview. After these interviews, the committee convened and selected two candidates of the four, and recommended to Dr. Lahti that he consider both of these candidates. Dr. Vandever stated Dr. Lahti would present the candidate he had selected. Dr. Vandever stated this committee was probably the best committee he had had the privilege of serving with since he had been on the campus.

Member Hamill, on behalf of the Board, thanked the committee for the excellent job he felt they had done. Dr. Lahti stated he wanted to add that the committee had put in long hours and he was delighted with the way in which they responded and the serious purpose with which they moved in making their recommendations. He stated the final two candidates they recommended were both most outstanding people.

NEW BUSINESS:  
Administrative  
Appointments  
(Cont.)

Dr. Lahti stated he was recommending Dr. Clarence H. Schauer for the position of Vice-President of Academic Affairs, at a salary of \$23,500.00, on a 12 month basis, beginning no later than July 1 of this year. Dr. Lahti discussed Dr. Schauer's background and qualifications, pointing out he will bring to Harper a background of experience and training in both public and private sectors. Dr. Schauer has been with two different developing community colleges who have gone through the same kinds of problems Harper College is experiencing now. Dr. Lahti stated he was satisfied Dr. Schauer could relate to both faculty and students.

Member Hutchings moved and Member Hamill seconded the motion to approve the appointment of Dr. Clarence H. Schauer to the position of Vice-President of Academic Affairs, at a salary of \$23,500.00, on a 12 month basis, beginning no later than July 1, 1969.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas

Nays: None

Speaker's  
Policy

Member Hamill discussed the Speaker's Policy being presented to the Board. He informed the Board this policy was pretty much what they had agreed to before.

Member Hamill moved and Member Moats seconded the motion to approve the adoption of the Speaker's Policy as presented in Exhibit F.

In the discussion which followed, Member Nicklas stated she thought this policy was going to include a statement that these types of meetings could be limited to attendance by those within the college itself. Dr. Lahti pointed out that lack of space would limit attendance for the time being. Member Hutchings stated he felt paragraph three in the Speaker's Policy covered this. Member Nicklas stated if that was the understanding she was satisfied. Chairman Pro Tempore Haas stated this is policy and it is something subject to review from

NEW BUSINESS:  
Speaker's  
Policy (Cont.)

time to time. If the Board finds that the policy does not work to fit the institution, although it is difficult and time consuming, it would be the obligation of the Board and other persons involved to reconsider it and submit amendments to the policy.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas

Nays: None

Student  
Conduct

Member Hamill asked Sean Ryan, President of the Student Senate, to discuss Exhibit G on Student Conduct. Mr. Ryan stated the Senate did not have unanimous agreement, but only a few disagreed. He stated this code was the one that satisfied the majority of the Student Senate, and was adopted by them with the idea it would become policy subject to review or change. Member Haas stated as changing conditions might make it necessary.

Member Hamill pointed out that membership on the Student Conduct Committee had been changed to four faculty members and three student members.

Member Moats expressed concern on a student's rights of due process within the institution. Mr. Hines stated that legally a student might not be given the same rights, that the disciplinary process on a campus is basically an educational process. Member Hamill stated that in serious matters the college is allowing due process for the students, in minor matters they are not. Mr. Hines stated the college is actually giving them more than they are entitled to.

Member Hamill stated he wanted to publicly thank the students and Dr. Harvey's office for their cooperation and hard work on this committee.

Member Hamill moved and Member Moats seconded the motion to move the adoption of the Student Conduct, Exhibit G, as presented.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Moats  
and Nicklas

Nays: None

NEW BUSINESS:        Member Nicklas moved and Member Hutchings seconded  
Imprest Fund        the motion to increase the Imprest Fund from \$5,000.00  
Increase            to \$10,000.00, effective June 1, 1969.

Upon roll call, the vote was as follows:

Ayes:    Members Haas, Hamill, Hutchings, Moats  
          and Nicklas

Nays:    None

Resignations        Member Hutchings moved and Member Hamill seconded  
                          the motion to accept the resignations of A. Harris  
                          Moeller, Jacqueline Urbanski, and Rupin Desai.

Chairman Haas expressed congratulations to Mr. Moeller upon his new position at the College of Lake County. Dr. Lahti stated each of these three people have served Harper College with tremendous efficiency and expressed best wishes to them in the future.

Motion unanimously carried

Grievance            Chairman Pro Tempore Haas stated it was his under-  
Policy                standing a revised report on the Grievance Policy  
                          had been presented to the administration from the  
                          faculty senate. Dr. Lahti stated that, as requested,  
                          the administrators had not as yet had the opportunity  
                          to look over the first draft in any great detail.  
                          Member Hamill pointed out that the thought of the  
                          Board was that they have the advice of the administra-  
                          tion before they could make a meaningful decision.

Mr. Ryan suggested a committee involving the Board and the faculty and the administration would be the proper way to take care of this.

After discussion, Member Nicklas moved and Member Moats seconded the motion that a committee be formed and that the Chairman of the Board appoint three members to such a committee.

In the discussion which followed, Member Hamill suggested perhaps a committee of the whole would be proper. He stated he felt Board members need to be educated on grievance procedures before they come to any conclusion.

NEW BUSINESS:  
Grievance  
Procedure  
(Cont.)

Chairman Pro Tempore Haas stated when there is a committee of the whole it is more difficult naturally to get the whole Board together. He pointed out that the policy of the Board has been that all committees are open to all Board members, with the exception of the salary committee where, in order to keep balance on salary negotiations, it is limited to the same number of Board members as faculty members. He stated he felt he would prefer to see a committee of three with it open to all Board members.

Mr. Ryan, on behalf of the Faculty Senate, read a statement urging the Board to take action on the Grievance Procedure. Dr. Lahti agreed, if at all possible, this should be resolved before the end of the year.

Chairman Haas asked Mr. Ryan if the Faculty Senate would agree to the same number of faculty members on the committee as Board members, using the administration people for resource and recommendations. Mr. Ryan stated he felt they would.

Chairman Haas stated the committee would be officially composed of three Board members and three faculty members, with all Board members welcome.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hutchings, Moats and Nicklas  
Nays: Member Hamill

Chairman Haas appointed Members Hamill, Hansen and Moats to the committee, with Member Hamill serving as chairman.

OTHER:  
Salary  
Committee  
Report

Chairman Pro Tempore Haas stated as chairman of the salary committee he had a report to make. He stated the report requested approval of the Board of the tentative agreement worked out with the faculty committee. The faculty committee would be taking the agreement to the full Faculty Senate for approval. He further stated the figures were for this coming year since undoubtedly there would be an evaluation program for the following years which would have specific effect on salary adjustments.



OTHER:  
Salary  
Committee  
Report (Cont.)

The following points were agreed upon by the joint committee:

1. No change in part-time and over-time people.
2. An average increase for full-time faculty be awarded of 10.3% above the present year salary.
3. In case of promotional increments, an increase of 10% in moving from one rank to next higher rank.
4. Summer school teaching salary for the 1969 session to be at 80% of 1968-69 salary. Because of the difficulty in making long-range projections of costs, number of students, and income for summer school, this matter of percentage of regular salary to be paid in the future can go up or down depending on data available for ensuing year. In addition, a faculty member will not receive less salary for summer school 1969 than he would have for summer school 1968, based on the 1968-69 part-time, temporary and summer school salary schedule.
5. Tenure--committee felt this was important, as it is so closely related to salary and conditions. Committee came up with recommendation that this be amended so that college has three years to make up its mind before a person goes on tenure and, in unusual cases, a fourth year based on notice to faculty member with full information on improvement needed, etc.
6. Sick leave: 20 days--1st year; 10 days per year after 1st year up to 180 days accumulated; 10 days retro-active for existing staff; sign-in system incorporated, and Member Haas pointed out he felt this was an administrative matter.
7. Insurance coverage--no change.
8. Tuition, as far as faculty members--no change.
9. Professional expense account--no change.

Chairman Haas stated, on behalf of himself and Board members, it was a vigorous committee they were dealing with, they worked hard and long, and he personally thanked the members of the faculty committee for the contribution they made. Mr. DePalma stated, on behalf of the faculty and himself, he would like to return the compliment.

OTHER:  
Salary  
Committee  
Report (Cont.)

Chairman Haas recommended concurrence of the Board on the salary committee report, and so moved and Member Hutchings seconded the motion. Motion unanimously carried.

NEW BUSINESS:  
Organizational  
Chart

Dr. Lahti discussed the organization chart, pointing out that Harper College, when it reaches 5000 students as projected for this fall, will be in the upper 15% in size of institutions in the United States. He stated the organization chart reflected the new positions which will be necessary as a result of opening up the new facilities, that 50 or 60 people will be taken on to maintain this campus. Dr. Lahti reported the college was following guidelines developed by Arthur D. Little in their projection. He pointed out new positions outlined on the chart, and stated the entire administration had agreed this is a workable model. He reported job descriptions are in the process of being revised and will be rewritten and presented to the Board.

Chairman Pro Tempore Haas stated he did not want to cut off the discussion or questions, but in deference to Members Johnson and Hansen who were absent he would prefer this would be deferred to give them an opportunity to look this over. Dr. Lahti stated he would like some kind of informal approval to proceed to screen for these positions in order to have faculty involvement. Chairman Haas stated there was no objection from members present, and the adoption of the chart could be presented at the next meeting.

OTHER:  
Review  
Southwest  
Corner  
Development

Mr. Mann discussed briefly the southwest corner contract on which copies of the budget and cost estimate had been distributed to the Board.

PRESIDENT'S  
REPORT:

Mr. Mann reviewed the construction report, stating that men and machines were doing everything humanly possible to get the job done.

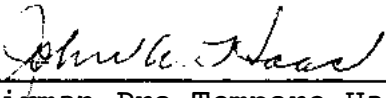
Construction  
Report

Chairman Pro Tempore Haas stated that for the purpose of discussing administrators' and classified salaries, the Board would adjourn to executive session.

Member Hamill moved and Member Moats seconded the motion to adjourn to executive session. Motion unanimously carried.

ADJOURNMENT:

The meeting was reconvened from executive session at 12:55 a.m., and Member Hamill moved and Member Nicklas seconded the motion that the meeting be adjourned at 12:56 a.m. Motion unanimously carried.

  
\_\_\_\_\_  
Chairman Pro Tempore Haas

  
\_\_\_\_\_  
Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

May 20, 1969

To: Board of Trustees

From: Administration

Subject: Construction Payout and Change Orders

The following construction payout has been recommended for payment by our architect and has 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 payout:

Fitch, Larocca, Carington, Jones (Fridstein Fitch & Partners) for Architectural and Engineering Services	\$7,199.01
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The following change orders have been recommended by our architect and reviewed by the administration:

C.O.#32, Corbetta Construction Co., for additional condensate return lines as required by FF&P Field Clarification #66, in Units A, F, & D.	\$2,471.00
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C.O.#31, Corbetta Construction Co., for construction of sewer at Student Center	2,306.00
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# Change Order

TO: Corbetta Construction Company  
875 East Rand Road  
Desplaines, Illinois

Change Order No. 32  
Date May 7, 1969  
Proposal No. 97  
Date March 17, 1969

REFERENCE: CONTRACT IBA 74-95 DATED \_\_\_\_\_  
USER William Rainey Harper College  
LOCATION Palatine, Illinois  
PROJECT DESCRIPTION New Junior College  
TYPE OF WORK General Construction

You Are Authorized to Make the Following Changes in the Subject Contract:

For additional condensate return lines as required by  
FF&P Field Clarification #66, in Units A,F, and D.

Contract for Heating, Refrigeration & Temp. Control including  
this Change Order.....\$1,109,670.64

Total Amount this Change Order.....ADD...\$2,471.00

The Amount to the Contract Will Be (Unchanged) (Increased) (Decreased) by the Sum of: TWO THOUSAND  
FOUR HUNDRED SEVENTY ONE AND NO/100 Dollars (\$ 2,471.00 )

Contract Total Including This Change Order Will Be: \$ 12,494,418.34

The time provided for completion in the contract due to this change order is (unchanged) (increased) (decreased) by \_\_\_\_\_  
calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

APPROVED: FITCH LAROCCA CARINGTON JONES BY: [Signature] 5/13/69  
Architect Date

ACCEPTED: CORBETTA CONSTRUCTION CO. BY: [Signature] 5 9 69  
Contractor Date

APPROVED: WM. RAINEY HARPER COLLEGE BY: \_\_\_\_\_ Date

APPROVED: ILLINOIS BUILDING AUTHORITY BY: \_\_\_\_\_ Date

# Change Order

TO: Corbetta Construction Co.  
875 East Rand Road  
Desplaines, Illinois

Change Order No. 31  
Date May 7, 1969  
Proposal No. 71  
Date November 8, 1968

REFERENCE: CONTRACT IBA 74-95 DATED \_\_\_\_\_  
USER William Rainey Harper College  
LOCATION Palatine, Illinois  
PROJECT DESCRIPTION New Junior College  
TYPE OF WORK General Construction

You Are Authorized to Make the Following Changes in the Subject Contract:

For Construction of Sewer at Student Center.

Corbetta Contract Total including this Change Order...\$8,582,264.70

Total Amount this Change Order.....ADD....\$2,306.00

The Amount to the Contract Will Be (Unchanged) (Increased) (Decreased) by the Sum of: TWO THOUSAND THREE HUNDRED AND SIX AND NO/100 Dollars (\$2,306.00)

Contract Total Including This Change Order Will Be: \$12,491,947.34

The time provided for completion in the contract due to this change order is (unchanged) (increased) (decreased) by \_\_\_\_\_ calendar days. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

APPROVED: FITCH LARocca CARINGTON JONES BY: [Signature] Date 5/13/69  
Architect

ACCEPTED: CORBETTA CONST. CO. OF ILL. BY: [Signature] Date 5-9-69  
Contractor

APPROVED: WM. RAINEY HARPER COLLEGE BY: \_\_\_\_\_ Date \_\_\_\_\_  
User

APPROVED: ILLINOIS BUILDING AUTHORITY BY: \_\_\_\_\_ Date \_\_\_\_\_

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

IMPREST FUND DISBURSEMENTS APRIL 17, 1969 to MAY 19, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Postmaster, Palatine, Illinois	Postage for meter	5784	\$ 300.00
John Haas	Travel Expense	5785	54.10
Edward Goodwin	Travel Expense	5786	17.50
Natl. School Public Relations Assoc.	Office Supplies	5787	12.00
Dr. R. E. Lahti	Travel Advance	5788	300.00
University of Michigan	Additional Charge-Seminar	5789	200.00
Barrington Press Newspapers	Election Notice	5790	6.40
Roy Sedrel	Travel Expense	5791	41.49
Ill. Citizens Education Council	Dues	5792	3.00
George Makas	Travel Expense	5793	5.40
Publications Sales Div., N.E.A.	Publication	5794	2.00
Schaumburg Police Dept.	Safety Sticker Fine	5795	15.00
Roy Sedrel	Travel Advance	5796	125.00
R. E. Lahti, Petty Cash Fund	Reimbursement	5797	160.33
Frank L. Oliver	Travel Expense	5798	7.30
Dr. G. K. Andeen	Travel Expense	5799	94.10
Irene Sanderson	Travel Advance	5800	60.00
Region IV Track	Entry Fee	5801	15.00
Suellyn Collins	Salary Advance	5802	149.90
Northern Ill. Jr. College League	Entry Fee	5803	15.00
Ill. S. Dept. of Commerce	Tech. Supplies	5804	27.00
Wm. Carter Region IV Tennis	Entry Fee	5805	5.00
Mr. Ed. Badger, Region IV Director	Baseball Entry Fee	5806	10.00
Dr. George Voegel	Travel Expense	5807	96.73
Joseph Yohanen	Travel Expense	5808	90.90
Robert Thornhill	Travel Expense	5809	21.00
James Heisler	Travel Expense	5810	20.90
Roger Mussell	Travel Expense	5811	10.25
M. W. Carroll	Travel Expense	5812	28.40
Roger Mussell	Travel Advance	5813	54.00
Marilyn L. Swanson	Travel Expense \$135.07		
Marilyn L. Swanson	Travel Advance (125.00)	5814	10.07
M. June Stevens	Travel Expense	5815	131.60
George Makas	Travel Expense	5816	74.75
John Jonuszko	Recruitment	5817	45.60
David Dost	Travel Expense	5818	8.85
Frank Borelli	Travel Expense	5819	5.05
Robert J. Lakatos	Recruitment	5820	88.20
Ill. Chapter, American Institute of Planners	Membership	5821	8.00
Natl. Assoc. of Schools of Music	Publications	5822	6.50

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Donald W. Collins	Travel Expense	5823	12.50
J. Christopher Svare	Contractual Services	5824	38.50
Donald A. Dalka	Travel Expense	5825	14.80
Frank L. Oliver	Travel Expense	5826	4.20
George Makas	Travel Expense	5827	19.80
John Gelch	Travel Advance	5828	21.00
American Council on Education	Publication	5829	2.25
University of Michigan	Advance Registration	5830	55.00
Conference Registrar	Conference Fee	5831	94.50
John Lentz	Travel Advance	5832	42.50
Postmaster, Palatine, Illinois	Postage for meter	5833	300.00
I. A. S. B. O.	Registration-D. Misic, A. Dolejs	5834	31.40
R. R. Zilkowski	Travel Advance	5835	70.00
University Extension	Seminar Fee	5836	425.00
Halina Goldsmith	Travel Expense	5837	16.62
Jean Lytle	Travel Expense	5838	7.91
John Thompson	Travel Expense	5839	10.15
John Birkholz	Travel Expense	5840	36.01
John Birkholz	Travel Advance	5841	85.00
Robert Zilkowski	Travel Expense	5842	10.85
Dan Richardson	Travel Expense	5843	7.55
Kathleen Arns	Travel Expense	5844	49.97
Mary Lou Holleran	Travel Expense	5845	15.37
T. R. McCabe	Travel Expense \$62.58		
T. R. McCabe	Travel Advance (50.00)	5846	12.58
Frank Vandever	Travel Expense	5847	11.60
Anton A. Dolejs	Travel Expense	5848	22.85
Frank Borelli	Travel Expense	5849	6.50
Richard L. Johnson	Travel Expense	5850	48.48
Elmer Gorham	Travel Expense	5851	20.20
James Harvey	Travel Expense	5852	30.37
Harold Cunningham	Travel Expense \$105.60		
Harold Cunningham	Travel Advance (95.00)	5853	10.60
Greg Franklin	Travel Expenses \$156.30		
Greg Franklin	Travel Advance (140.00)	5854	16.30
Ronald Bessemer	Travel Expense \$85.00		
Ronald Bessemer	Travel Advance (75.00)	5855	10.00
American Assoc. for Higher Education	Dues	5856	18.00
Machine Design Publications	Subscription	5857	7.50
American Radio Relay League	Library Books	5858	5.00
University of Wisconsin Press	Publication	5859	2.00
National Education Assoc.	Library Book	5860	2.00
National Education Assoc.	Library Books	5861	2.25
National Audio-Visual Association	Library Book	5862	7.00
Britt Farroh	Track Official	5863	10.00
Traffic Violations Bureau	Parking Violation	5864	3.00
National Cash Register Co.	Library Book	5865	7.08



<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
The Clearing House	Library Books	5866	4.20
Houghton Mifflin Co.	Publication	5867	3.80
Antonio B. Cruz, M. D.	Med. Exam.-A. McCombs	5868	10.00
Palmer House Co.	Meeting Expense	5869	83.46
City & Suburban Flag Co.	Flag	5870	18.86
Dave Rowlands Region IV Baseball	Entry Fee	5871	10.00
Romesh Chander	Recruitment	5872	39.33
Fran Palmer, Petty Cash Fund	Reimbursement	5873	94.35
Raymond Hylander	Travel Expense	5874	295.00
B. May, Petty Cash Fund	Reimbursement	5875	168.72
Inst. of Continuing Legal Education	Registration	5876	100.00
Donn B. Stansbury	Travel Advance	5877	51.00
John Upton	Travel Advance	5878	60.00
--Void --	-----	5879	---
John H. Thompson	Travel Expense & Travel Advance	5880	110.00
Darrell De Geeter	Travel Expense	5881	8.65
Jay Singelmann	Travel Expense	5882	37.90
Rose Trunk	Travel Expense	5883	8.85
Larry King	Travel Expense	5884	7.35
R. J. Hughes	Travel Expense	5885	7.50
James Harvey	Travel Expense	5886	18.50
A. H. Moeller	Travel Expense	5887	21.40
Geprge Makas	Travel Expense	5888	74.46
Robert W. Tysl	Travel Advance	5889	159.50
Ed Goodwin	Travel Expense	5890	10.00
Richard Schlagel	Travel Expense	5891	37.70
John Flanigan	Travel Expense \$102.26		
John Flanigan	Travel Advance (98.00)	5892	4.26
Arlington Area Educators Council	Membership Dues	5893	15.00
Supt. of Documents	Publication	5894	1.40
American Council on Education	Publication	5895	3.00
American Dental Association	Film Rental	5896	3.00
Northwest Letter Service	Printing	5897	4.50
H. W. Wilson Co.	Library Book	5898	8.00
Yeshiva University Film Library	Film Rental	5899	10.00
Karen Brumm	Tuition Refund-Class Cancelled	5900	26.00
Dave Matthews	Publications	5901	5.90
Journal of Engineering Graphics	Subscription	5902	6.00
Kruk and Co.	Art Supplies	5903	4.00
Illinois Audio-Visual Assoc.	Library Book	5904	3.00
W. J. Mann	Travel Advance	5905	70.00
Roger A. Mussell	Travel Expense	5906	24.05
Donald M. Misic	Travel Advance	5907	50.00
Elmer Gorham	Travel Expense	5908	15.60
Ken Parker	Travel Advance	5909	100.00
Robert E. Lahti	Travel Advance	5910	500.00
W. J. Mann	Travel Expense	5911	35.25
Frank A. Vandever	Travel Advance	5912	100.00
Postmaster, Palatine, Illinois	Postage for Meter	5913	300.00
Frank A. Vandever	Travel Advance	5914	100.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Frank A. Vandever	Travel Advance	5915	100.00
Frank A. Vandever	Travel Advance	5916	100.00
Northern Illinois University	Workshop	5917	100.00
R. E. Lahti	Travel Advance	5918	100.00
Sigmund Chmielewski	Travel Expense	5919	3.00
R. J. Hughes	Travel Expense	5920	7.50
Paul J. Pitt	Travel Expense	5921	12.80
J. Tippens	Travel Expense	5922	50.40
Donald M. Misic	Travel Expense \$55.23		
Donald M. Misic	Travel Advance (50.00)	5923	5.23
Robert Powell	Travel Expense	5924	12.85
Frank L. Borelli	Travel Expense	5925	32.13
Mary C. Edwards	Meeting Expense	5926	22.20
Frank A. Vandever	Meeting Expense	5927	44.56
Robert W. Tysl	Travel Expense	5928	15.37
Donald Fama	Travel Expense	5929	25.00
Dan J. Richardson	Travel Expense	5930	43.20
Raymond A. Hylander	Travel Expense	5931	37.44
Thomas C. Seward	Travel Expense \$371.30		
Thomas C. Seward	Travel Advance (270.00)	5932	101.30
Diane T. Callin	Travel Expense	5933	78.30
Ambrose Easterly	Travel Expense	5934	5.30
Gregory Franklin	Travel Advance	5935	35.00
David Groth	Travel Expense	5936	42.65
Harold Cunningham	Meeting Expense	5937	10.60
Ronald A. Carter	Travel Expense	5938	22.00
George Makas	Travel Expense	5939	50.52
. Lee Owens	Travel Expense	5940	15.37
James P. Brouder	Application Fee paid twice	5941	10.00
Dr. George Voegel	Travel Expense	5942	49.80
Mark Belter	Refund-Class Dropped	5943	8.15
Stechert-Hafner	Library Book	5944	5.22
Barrons Educational Series	Library Book	5945	2.48
American Dental Association	Film Rental	5946	3.00
American Institute of Plant Engineers	Dues	5947	20.00
U. S. Govt. Printing Office	Publications	5948	2.50
University of Iowa	Dues	5949	25.00
American Red Cross, Mid-America Chapter	P. E. Supplies	5950	3.00
Modern Drama	Library Books	5951	3.00
Turnstile Press Limited	Library Subscription	5952	5.00
Holiday Inn	Travel Expenses	5953	30.29
Stipes Publishing Co.	Classroom Supplies	5954	2.40
McGraw-Hill Publications	Subscription	5955	20.00
University of Washington Press	Library Books	5956	9.59
Tom Clark	Model (Check Replacement)	5957	4.25
Dr. Betty J. Enbysk	Travel Expense	5958	111.82
W. P. Meyers, Sec./Treas. NACUFS	Advance Registration	5959	35.00
Edward A. Goodwin	Travel Advance	5960	100.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Niedert Motor Service, Inc.	Freight Charges	5961	6.35
George K. Woolsey	Recruitment Expense	5962	128.60
George H. Voegel	Travel Expense	5963	118.84
Irene Y. Sanderson	Travel Expense \$69.12		
Irene Y. Sanderson	Travel Advance (60.00)	5964	9.12
			<u>\$8,567.13</u>

Reimbursement:

Educational Fund	\$8,223.02
Building Fund	104.51
Auxiliary Fund	239.60
	<u>\$8,567.13</u>

Educational Fund	\$8,223.02
Check #10334	(4,000.00)
	<u>\$4,223.02</u>

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

BILLS FOR APPROVAL  
MAY 22, 1969

		<u>Pages</u>
I.	BILLS PAYABLE	
	Educational Fund	\$ 68,031.04 8
	Building Fund	\$ 22,576.93 3
	Site & Construction Fund	\$ 27,300.00 1
	Auxiliary Fund	\$ 12,046.47 4
	Bond & Interest Fund	<u>\$145,588.75</u> 1
		<u>\$275,543.19</u>
II.	PAYROLLS	
	Payroll, April 16 - 30, 1969	\$ 80,048.55 8
	Payroll, May 1 - 15, 1969	\$117,772.81 10
	Estimated Payroll, May 16 to July 15, 1969	\$405,000.00
III.	IMPREST FUND (Included Above)	\$ 8,567.13 5

WILLIAM RAIN HARPER COLLEGE  
 ALGONQUIN AND ROSELLE ROADS  
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES - - MAY 22, 1969

<u>PAID</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
	Academic Media, Inc.	35.00	10,200
	Addressograph Multigraph Corp.		
	Allied Electronics Corp.	609.55	10,201
	American Institute of Design and Drafting	334.69	10,202
	Amplex Service Co.		
	Arlington Heights Camera Shop	125.00	10,203
		121.20	10,204
	Pace/Avnet Electronics	26.35	10,205
	Baker & Taylor Co.	107.24	10,206
	Barnes & Noble Inc.	102.58	10,207
	Barrington Press Newspapers	69.34	10,208
	Benedictine Sisters of the Sacred Heart	181.00	10,209
	Bertholds Flower Barn	2,860.00	10,210
	R.R. Bowker Co.	13.41	10,211
	Bro-Dart Inc.	40.00	10,212
	Brodhead-Garrett Co.	83.80	10,213
	BNA Inc.	74.93	10,214
	Regents of the University of California	1,600.00	10,215
	Chicago Tribune	104.92	10,216
	Community Consolidated School District 59	152.87	10,217
	Data Processing Management Assoc.		
	Demco	20.00	10,218
	Ditto Div.	18.00	10,219
		14.28	10,220
		11.15	10,221

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Easy Travel Service, Inc.	Travel - R.Sedrel - J.Harvey	1,016.00	10,222
	S.King-M.Swanson-J.Muchmore	71.00	10,223
	R.Bessemer-K.Andeen-D.Stansbury	59.60	10,224
	A.Dolejs-M.Bartos-J.Nicklas	22.00	10,225
	Filmstrip	140.55	10,226
Educational Materials Div.	Technical Supplies		
Efengee Electrical Supply Co., Inc.	Technical Supplies		
Electronic Industries Assoc.	Drafting and Technical Supplies		
Elk Grove Blueprint & Supply Co.	Art Supplies	22.53	10,227
Eutectic Welding Alloys-Central	Film Rental	16.75	10,228
Div. Inc.	Office Supplies	50.05	10,229
Film Center Inc.	Medical Exam. - J. Andrews	15.00	10,230
Perma-Copy Products Co.	Tuition Reimbursement	198.00	10,231
R.E. Fox, M.D., S.C.	Technical Supplies	185.88	10,232
Stephen T. Franklin	Contractual Services -		
Fulton Metallurgical Products Corp.	Fashion Design	400.00	10,233
Elizabeth Gialdini	Records	16.59	10,234
Sam Goody, Inc.	Office Supplies and Library		
Harper College Bookstore	Books	113.08	10,235
Harris Hospital Supply, Inc.	Lab. Supplies and Equipment	176.33	10,236
Hertz System, Inc.	Travel - K.Andeen-T.Seward-		
	J.Harvey	147.39	10,237
Higher Education Executive	Meeting Expense	130.00	10,238
Associates	Travel Expense - O.Olson	107.04	10,239
Holiday Inn of Rolling Meadows	Technical Supplies	35.00	10,240
Honeywell, Inc.	Laboratory - Library and		
Order from Horder	Office Supplies	226.84	10,241
IIT Research Institute	Technical Supplies	179.00	10,242
Ibbotson Heating Co.	Technical Supplies	13.20	10,243
Industrial Education Films, Inc.	Film Rental	80.00	10,244
The Institute of Electrical &			
Electronics Eng., Inc.	Want Ad	48.00	10,245
International Business Machines Corp.	Office Supplies and Machine		
	Maintenance	458.01	10,246

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Junior College Dist. #507	Charge-Back	518.81	10,247
Karnes Music Co.	Sheet Music	51.47	10,248
Kelly Services, Inc.	Contractual Services	291.38	10,249
Kilns, Inc.	Laboratory Supplies	149.55	10,250
Lakeview Rubber Stamp Co.	Office Supplies	3.69	10,251
Langer Printing Co.	Office Supplies	243.70	10,252
La Salle Messenger Paper Co.	Office Supplies	104.66	10,253
Learnings Resources Service	Film Rental	9.75	10,254
Library of Congress - Card Div.	To Replenish Deposit Account	500.00	10,255
Mc Graw - Hill Book Co.	Library Books and Film	233.76	10,256
A.C. Mc Clurg & Co.	Library Books	198.87	10,257
Charles E. Merrill Publ. Co.	Technical Supplies	10.66	10,258
Midwest Visual Equipment Co.	Audio Visual Supplies	203.39	10,259
University of Minnesota Press	Classroom Supplies	16.67	10,260
National Education Assoc.	Music Supplies	18.51	10,261
Newark Electronics Corp.	Technical Supplies and Library Equipment	304.84	10,262
The New York Times	Microfilm	4,160.00	10,263
The Nomographer	Technical Supplies	30.75	10,264
Northern Illinois University	Film Rental	13.55	10,265
Office Electronics, Inc.	Laboratory and Office Supplies	382.80	10,266
Paddock Publications, Inc.	Legal Notice-Want Ad-Advertising and Election Expense	1,117.39	10,267
P.F. Pettibone & Co.	Election Supplies	70.05	10,268
Prudential Insurance Co.	Medical and Life Insurance	5,538.80	10,269
Carl Regehr Design, Inc.	Contractual Services	370.00	10,270
Regent Products Co.	Art Supplies	181.07	10,271
Reprographic Supply Co.	Office Supplies	135.00	10,272
Repro-Graphics, Inc.	Printing - Newsletter	76.80	10,273
Schiele-Faierman Co.	Election Expense	200.00	10,274
Sears Roebuck & Co.	Technical Supplies	31.32	10,275
Ronald Stewart	Tuition Reimbursement	80.00	10,276
Stivers Lifesavers, Inc.	Contractual Services	181.24	10,277
Texas College & University System	Publications	100.00	10,278
The Coordinating Board			

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Thomas Publishing Co.	Book	35.00	10,279
Maine Township High School Dist. #207	Tuition Refund	414.00	10,280
Triangle Camera Inc.	Architecture Equipment	599.59	10,281
University Book Service	Library Books	95.59	10,282
Western Concessions, Inc.	Meeting Expense	213.00	10,283
S.S. White Co.	Dental Hygiene Supplies	140.15	10,284
White Collar Girls of America	Contractual Services	781.10	10,285
Zappone Foods Corp.	Meeting Expense	169.13	10,286
Accounting Machines Sales & Svc., Inc.	Equipment Rental	190.00	10,287
Alpine Camera Co.	Architecture Equipment	48.70	10,288
American Council on Education	Voc. Library	32.25	10,289
American Management Assoc.	Publications	11.93	10,290
American Society of Engineering Education	Publications	25.00	10,291
Bedard & Morency Mill Co.	Instructional Equipment	654.50	10,292
Benziger Bros., Inc.	Library Books	98.44	10,293
Dick Blick	Technical Supplies	102.35	10,294
Bill Bohnoff	Photos	26.00	10,294-A
The Brudno Art Supply Co.	Technical Supplies	109.74	10,295
Burgess, Anderson & Tate, Inc.	Laboratory Equipment	173.10	10,295-A
Computers & Automation	Subscription	15.00	10,296
Day Publications, Inc.	Classified Advertising-Want Ads and Legal Notices	86.06	10,297
Dover Publications, Inc.	Library Books	79.45	10,297-A
Dumont Oscilloscope Labs., Inc.	Equipment Repair	295.90	10,298
Easy Travel Service, Inc.	Travel - R.Sedrel-J.Roloff-G.Makas-J.Gelch-J.Flanigan-G.Voegel-J.Harvey-B.Gialdini-K.Parker-J.Thompson-H.Cunningham	1,187.00	10,299
Mary Catherine Edwards	Medical Examination	20.00	10,300
Engineering Education Equipment Co.	Technical Supplies	242.10	10,301
Ernst & Ernst	Contractual Services	1,040.00	10,302
Forest Atwood Paper Co.	Copying Supplies	245.90	10,303



<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Gale Research Co.	Library Books	387.80	10,304
General Biological Inc.	Laboratory Supplies	126.01	10,305
Hawthorn Books, Inc.	Library Books	40.44	10,306
Frank M. Hines	Legal Services	1,392.50	10,307
Lester N. Hook	Medical Examination	5.00	10,308
Illinois State Historical Society	Library Books	34.50	10,309
Kenneth Jauch	Photographic Services	20.00	10,310
The Lodge & Shipley Co.	Manuals	50.00	10,311
The Loop College	Chargeback	357.00	10,312
Machine Design	Technical Supplies	51.00	10,313
Mac Leasing Corp.	Equipment Rental	120.00	10,314
James Marchael Photography	Photographic Services	173.75	10,315
Mc Graw Hill Publications	Library Subscription	15.00	10,316
Mc Graw-Hill Book Co.	Technical Supplies	75.00	10,317
Omar L. Olson	Recruitment	229.90	10,318
NTL Institute	Voc. Library	28.36	10,319
W.D. Payton	Library Books	34.50	10,320
Prentice-Hall, Inc.	Publications	111.00	10,321
Sargent-Welch Scientific Co.	Laboratory Supplies	56.06	10,322
Schaumburg Elementary Schools	Election Expense	191.00	10,323
Richard T. Schlager	Tuition Reimbursement	84.00	10,324
Scientific Glass Apparatus Co.	Laboratory Supplies	150.40	10,325
Semiconductor Specialists, Inc.	Technical Supplies	95.00	10,326
Superintendent of Documents	Loc. Library	22.50	10,327
University of Southern California	Film Rental	9.35	10,328
M. June Stevens	Tuition Reimbursement	54.00	10,329
Universal Stationers, Inc.	Office Supplies	39.50	10,330
Video Nursing, Inc.	Film Rental	10.00	10,331
Wang Laboratories, Inc.	Equipment Repair	56.53	10,332
Xerox Corp.	Equipment Rental	161.00	10,333
Imprest Fund	Reimbursement	4,000.00	10,334
Ana-Nln Film Service	Film	50.00	10,335
The Athletic Institute	Films	238.25	10,336
Charles Bruning Co.	Technical Supplies	32.19	10,337
Capitol Discount Co.	Equipment Rental - June	95.00	10,338
Order from Horder	Office Supplies	11.38	10,339

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
University of Illinois	Film Rental	78.90	10,340
3M B.P.S.I.	Equipment Rental	33.00	10,341
National Association of Purchasing Management, Inc.	Film Rental	25.00	10,342
National Computer Systems	Voc. Library	65.00	10,343
Nationwide Business Forms	Office Supplies	35.50	10,344
Personal Growth Press	Voc. Library	27.50	10,345
Practising Law Institute	Library Books	15.50	10,346
Progressive Architecture			
Reinhold Publishing Corp.	Want Ad	15.00	10,347
Trainex Corp.	Films	198.00	10,348
Aidex Corp.	Equipment Repair	375.00	10,349
American Assoc. of Junior Colleges	Technical Supplies	22.74	10,350
E.W. Boehm Co.	Office Supplies	30.45	10,351
Community Camera	Library Equipment	93.80	10,352
The Dartnell Corp.	Publications	24.90	10,353
Mr. Robert E. Andersen - Elk Grove High School	Drafting Racks	88.32	10,354
Examinations Committee - University of South Florida	Laboratory Supplies	10.59	10,355
Order from Horder	Office Supplies	67.32	10,356
Mt. Prospect Vacations, Inc.	European Tour Scholarships - Janet Rizner-Linda Nohejl-Laurie West-Bill Smith-Jane Spore-Jaclyn Claes-Sue Bettis	2,100.00	10,357
Standard Oil Co.	Gasoline	43.03	10,358
Frank Thornber Co.	Election Booths	108.00	10,359
Trans World Airlines, Inc.	Travel - R.Lahti-J.Birkholz-W.Mann-D.Collins	605.65	10,360
Video Nursing, Inc.	Film Rental	10.00	10,361
Visualcraft, Inc.	Audio Visual Equipment	7,080.00	10,362

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Larry Collister	Contractual Services	480.00	10,363
International Business Machines	Computer Rental	\$8,543.40	
	Equipment Rental	875.80	
	Machine Maintenance	<u>38.28</u>	
J. W. Edwards, Publisher	Library Books	680.00	10,364
Office Electronics, Inc.	Office Supplies	130.81	10,365
Imprest Fund	Reimbursement	<u>4,223.02</u>	10,366
		<u>\$68,031.04</u>	10,367

To: Treasurer

From: Board of Trustees

The above listed checks number 10,200 to 10,367 are hereby authorized for payment.

Date of Approval: May 22, 1969

Chairman *John W. Shaw*

Secretary *George J. Stone*

<u>Assets</u>	<u>Account No.</u>	
Advances	138.54-55-56	\$ 2,090.90
Receivable	138.90	4.25
Inventory	162.01	<u>579.00</u>
		\$ 2,674.15
Tuition Refunds	420.00	458.15
<u>Administrative Expense</u>		
Contractual Services	520.00	\$ 881.12
General Materials & Supplies	540.00	2,414.37
Travel & Meetings	550.00	1,594.20
Rentals	570.00	<u>9,821.30</u>
		14,710.99
<u>Instructional Expense</u>		
Contractual Services	520.00	2,063.11
<u>Supplies</u>		
Classroom Supplies	531-4	\$ 3,432.76
Library & Audio-Visual Supplies	535-7	<u>9,840.93</u>
		13,273.69
General Materials & Supplies	540.00	2,568.88
Travel & Meeting Expense	550.00	5,111.20
Machine Rental	576.00	33.00
Capital Outlay	580.00	
Library		\$ 7,203.00
Other		<u>4,480.91</u>
		11,683.91
		<u>34,733.79</u>
<u>Institutional Expense</u>		
Contractual Services	520.00	\$ 2,832.50
General Materials & Supplies	540.00	2,242.75
Innovative & Recruitment	550.00	1,398.10
Fixed Charges	560.00	6,004.80
Student Aid	591.00	2,100.00
Chargebacks	594.00	<u>875.81</u>
		15,453.96
		<u>\$68,031.04</u>

WILLIAM RAINY HARPER COLLEGE  
 ALGONQUIN AND ROSELLE ROADS  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - - MAY 22, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Addison Building Material Co.	Building Material	112.42	1343
Village of Arlington Heights	Contractual Services - Security	225.90	1344
Arlington Oil Co.	Fuel Oil	131.86	1345
Commonwealth Edison Co.	Electric Services	1,012.17	1346
Culligan Water Conditioning	Contractual Services	19.00	1347
Robert D. Eckwall	Piano Tuning	79.00	1348
Empire Cooler Service	Custodial Supplies	34.94	1349
Fleet Air Communications	Security Equipment	410.00	1350
John F. Garlisch and Sons	Equipment Repairs	55.06	1351
Illinois Bell Telephone Co.	Telephone Services	3,666.59	1352
Marsh and Mc Lennan	Insurance	10.00	1353
The Roscoe Co.	Uniforms	102.50	1354
Austin Paint Co.	Building Material	211.25	1355
B/B Imperial Inc.	Supplies	22.50	1356
Country Gas Co.	Thermogas	155.28	1357
Gaare Oil Co.	Gasoline	227.48	1358
Northwest Electric Supply Co.	Building Equipment	104.85	1359
Paddock Publications	Want Ads	63.01	1360
Sears Roebuck & Co.	Building Equipment	521.29	1361
South Side Control Supply Co.	Repair Material	10.74	1362
Township High School Dist. 214	Rental of Facilities - May	13,000.00	1363
Arlington Park Dodge, Inc.	Equipment Repair	24.55	1364
George A. Davis, Inc.	Grass Seed and Groundskeeping Supplies	2,128.80	1365
Elk Grove Blueprint and Supply Co.	Blueprints	3.88	1366
Route 12 Rental Co.	Equipment Rental	67.50	1367
Standard Oil Co.	Gasoline	71.85	1368
Imprest Fund	Reimbursement	104.51	1369
		<u>\$22,576.93</u>	

Buildin Fund Expenditures - - May 22, 1969

To: Treasurer

From: Board of Trustees

The above listed checks number 1343 to 1369 are hereby authorized for payment.

Date of Approval: May 22, 1969

Chairman

John L. Moore

Secretary

James J. Merrill

	<u>Account Number</u>	
<u>Contractual Services</u>		
Machinery Repair	524.00	\$ 103.55
Other	525.00	29.74
Security Police	529.00	<u>225.90</u>
		\$ 359.19
<u>Materials &amp; Supplies</u>		
Office Supplies	541.00	\$ 18.86
Printing & Duplicating	542.00	3.50
Advertising	544.00	63.01
Publications & Dues	545.00	20.00
Groundskeeping & Custodial Supplies	546.00	2,413.72
Repair Material	547.00	90.73
Uniforms	549.00	<u>102.50</u>
		2,712.32
<u>Travel Expense</u>		
Travel Expense	554.00	\$ 42.05
Automotive Repairs	556.00	<u>89.85</u>
		131.90
<u>Fixed Charges</u>		
Fuel, Heating	571.00	\$ 280.78
Electricity	572.00	1,012.17
Telephone	573.00	3,666.59
Rental of Facilities	575.00	13,000.00
Insurance	579.00	<u>10.00</u>
		17,969.54
<u>Capital Outlay</u>		
Remodeling	584.00	\$ 367.84
Equipment	585.00	<u>1,036.14</u>
		1,403.98
		<u><u>\$22,576.93</u></u>

WILLIAM RAINEY HARPER COLLEGE  
ALGONQUIN AND ROSELLE ROADS  
PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES - - May 22, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Harper College Bond & Interest Fund	Interfund Loan	27,300.00 <u>\$27,300.00</u>	658

To: Treasurer

From: Board of Trustees

The above listed check number 658 is hereby authorized for payment.

Date of Approval: May 22, 1969

Chairman John A. Evans

Secretary James H. Harned



SITE CONSTRUCTION FUND SUMMARY -- MAY 22, 1969

Interfund Receivables -  
Bond and Interest Fund

ACCOUNT NO.

131.03

\$27,300.00

WILLIAM RAINEY HARPER COLLEGE  
ALGONQUIN AND ROSELLE ROADS  
PALATINE, ILLINOIS 60067

BOND & INTEREST FUND EXPENDITURES - - MAY 22, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
1st National Bank of Chicago	Interest and Service Charge on 9/1/66 Bond Issue	71,630.00	105
1st National Bank of Chicago	Interest and Service Charge on 12/1/66 Bond Issue	73,958.75	106
		<u>\$145,588.75</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 105 to 106 are hereby authorized for payment.

Date of Approval: May 22, 1969

Chairman John W. Tolson

Secretary George J. Harney II

BOND INTEREST FUND SUMMARY -- MAY 22, 1969

Interest  
Service Charges

Account No.  
578.00  
596.00

\$145,410.00  
178.75  
\$145,588.75

WILLIAM RA. KEY HAPPER COLLEGE  
 ALGONQUIN AND ROSELLE ROADS  
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- MAY 22, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Dept. of Revenue	Sales Tax - March 1969	150.34	814
Allen Brothers Inc.	Purchases - Food	298.70	815
O. H. Bambas Tobacco Co.	Purchases - Food	228.85	816
Burny Bros., Inc.	Purchases - Food	64.95	817
Cunningham-Reilly, Inc.	Athletic Supplies	1,092.23	818
Easy Travel Service	Travel-D. Klingenberg	190.00	819
Elk Grove High School	Purchases - Food	100.39	820
Frito-Lay Inc.	Purchases - Food	149.40	821
Food Marketers	Purchases - Food	433.85	822
Kraft Foods	Purchases - Food	167.30	823
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	1,000.00	824
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	1,000.00	825
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	1,000.00	826
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	1,000.00	827
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	500.00	828
D. Klingenberg Book Purchase Fund	Funds to purchase books from students	500.00	829
Oscar Mayer and Co.	Purchases - Food	107.00	830
Monarch Institutional Foods	Purchases - Food	47.90	831
The Nedlog Co.	Purchases - Food	52.20	832
OK Papers, Inc.	Purchases - Supplies	135.43	833
Silvercup Bakers, Inc.	Purchases - Food	71.16	834
American Institute of Steel Construction	Purchases - Books	36.00	835

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Barnes & Noble Inc.	Purchases - Books	14.87	836
Boorum and Pease Inc.	Purchases - Supplies	22.52	837
Federal Office Products	Purchases - Supplies	119.09	838
Follett College Book Co.	Purchases - Books	2.41	839
Houghton Mifflin Co.	Purchases - Books	4.28	840
Illinois Bell Telephone Co.	Phone Service	20.40	841
Inland Book Distributors	Purchases - Books	27.12	842
I B M Corp.	Purchases - Books	1,482.20	843
Jarvis and White	Athletic Supplies	99.70	844
Lakeview Rubber Stamp Co.	Purchases - Supplies	1.59	845
Langer Printing Co.	Printing	98.00	846
The Macmillan Co.	Purchases - Books	59.27	847
Nacscorp Inc.	Purchases - Books	68.72	848
Random House Inc.	Purchases - Books	13.23	849
Sexton and Co.	Purchases - Food	43.84	850
Sterling Name Tape Co.	Purchases - Supplies	1.00	851
University of Wisconsin Press	Purchases - Books	1.78	852
The Viking Press	Purchases - Books	37.62	853
David White Inc.	Purchases - Books	5.50	854
Writing Sales	Purchases - Supplies	27.80	855
The Borden Co.	Purchases - Food	239.75	856
The Harbinger	Advertising	50.00	857
Harper and Row Publishers	Purchases - Books	371.64	858
Lakeside Central Co.	Purchases - Supplies	66.33	859
Rico Leather Specialty Co.	Purchases - Supplies	17.17	860
John Sexton and Co.	Purchases - Food	25.95	861
Burny Bros, Inc.	Purchases - Food	11.23	862
Schaumburg Transportation System	Transportation	472.00	863
Silvercup Bakers, Inc.	Purchases - Food	8.84	864
Standard Oil Co.	Gasoline	67.32	865
Imprest Fund	Reimbursement	239.60	866
		<u>\$12,046.47</u>	

Auxiliary Fund Expenditures -- May 22, 1969

To: Treasurer

From: Board of Trustees

The above listed checks number 814 to 866 are hereby authorized for payment.

Date of Approval: May 22, 1969

Chairman

John W. Isaac

Secretary

James J. Hamill

Account No.

Cafeteria

Purchases - Food 546.10  
 Travel Advances 138.54  
 Purchases - Supplies 546.90  
 Travel Expense 554.00

\$ 2,051.31  
 100.00  
 135.43  
35.00

\$ 2,321.74

Bookstore

Book Purchase Fund 138.30  
 Retailers Occupational Tax 255.00  
 Purchases - Books 536.10  
 Purchases - Supplies 536.20  
 Printing & Duplicating 542.00  
 Advertising 544.00  
 Travel 554.00  
 Telephone 573.00

\$ 5,000.00  
 150.34  
 2,130.99  
 255.50  
 98.00  
 50.00  
 190.00  
20.40

7,895.23

Inter-Collegiate Athletics

Travel Advances 138.54  
 Contractual Services 529.00  
 Supplies 539.00  
 Publications & Dues 545.00  
 Travel 554.00  
 Vehicle Expense 556.00

\$ (54.00)  
 10.00  
 1,194.18  
 55.00  
 152.32  
472.00

1,829.50  
\$12,046.47

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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures  
May 16, 1969 to July 15, 1969

The following estimated payrolls in the amount of \$405,000.00 are hereby authorized for payment.

May 16 - 31, 1969	
Regular Payroll	\$ 88,000.00
June 1 - 15, 1969	
Regular Payroll	129,000.00*
June 16 - 30, 1969	
Regular Payroll	88,000.00
July 1 - 15, 1969	
Regular Payroll	<u>100,000.00**</u>
	<u>\$405,000.00</u>

Date of Approval: May 22, 1969

\*Includes part-time teachers payroll.

\*\* Includes estimated summer school teachers.



WILLIAM RAINEY HARPER COLLEGE  
JUNIOR COLLEGE DISTRICT 512  
FINANCIAL STATEMENT  
FOR THE PERIOD ENDING APRIL 30, 1969

	<u>PAGE</u>
I. EDUCATIONAL FUND	
A) Statement of Position	1
B) Budget Report	3
II. BUILDING FUND	
A) Statement of Position	14
B) Budget Report	15
III. BOND AND INTEREST FUND	
A) Statement of Position	19
B) Budget Report	20
IV. SITE AND CONSTRUCTION FUND	
A) Statement of Position	21
B) Budget Report	22
V. AUXILIARY FUND	
A) Statement of Position	27
B) Budget Report	28

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
EDUCATIONAL FUND - APRIL 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	APRIL <u>BALANCE</u>	ENCUM- <u>BRANCES</u>	UNENCUM- <u>BRANCES</u> <u>BALANCE</u>
Petty Cash	111.00	\$ 630.00	\$ -0-	\$ 630.00
Imprest Fund	112.00	5,000.00	-0-	5,000.00
Cash in Bank	113.00	25,787.21	-0-	25,787.21
<u>Investments</u>				
U. S. Treasury Bills	121.00	540,367.05	-0-	540,367.05
Certificates of Deposits	122.00	-0-	-0-	-0-
<u>Receivables</u>				
Interfund Receivables				
Receivable from Building Fund	131.02	26,088.34	-0-	26,088.34
Receivable from Auxiliary Fund	131.05	53,459.81	-0-	53,459.81
Receivable from Trust & Agency Fund	131.06	64,802.94	-0-	64,802.94
<u>Taxes Receivable</u>				
Taxes Receivable - Current	132.00	11,532.86	-0-	11,532.86
Taxes Receivable - Back	133.00	-0-	-0-	-0-
<u>Other Receivables</u>				
Accounts Receivable-Chargeback	138.11	1,331.00	-0-	1,331.00
Accounts Receivable-Other	138.90	13,101.09	-0-	13,101.09
<u>Accrued Revenue</u>				
Accrued State Apportionment	143.00	345,115.00	-0-	345,115.00
<u>Deferred Charges</u>				
Inventories	162.00	4,729.19	-0-	4,729.19
Other	163.00	-0-	-0-	-0-
Deposits	164.00	600.00	-0-	600.00
<b>TOTAL ASSETS</b>		<b>\$1,092,544.49</b>	<b>\$ -0-</b>	<b>\$1,092,544.49</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
EDUCATIONAL FUND - APRIL 30, 1969

	<u>ACCOUNT NUMBER</u>	<u>APRIL BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM- BRANCES BALANCE</u>
<u>LIABILITIES</u>				
<u>Payroll Deductions Payable</u>				
Group Insurance	214.00	\$ 718.75	\$ -0-	\$ 718.75
Other	215.00	(86.48)	-0-	(86.48)
<u>Interfund Payables</u>				
Payable to Building Fund	231.02	-0-	-0-	-0-
Payable to Bond & Interest Fund	231.03	-0-	-0-	-0-
Payable to Site & Constr. Fund	231.04	-0-	-0-	-0-
Payable to Auxiliary Fund	231.05	-0-	-0-	-0-
Payable to Trust & Agency Fund	231.06	21,422.00	-0-	21,422.00
<u>Accounts Payable</u>	240.00	34,631.95	-0-	34,631.95
<u>Accrued Expenses</u>				
Accrued Other Expenses	256.00	160.26	-0-	160.26
<u>Reserve for Encumbrances</u>	260.00	-0-	642,741.24	642,741.24
<u>TOTAL LIABILITIES</u>		\$ 56,846.48	\$ 642,741.24	\$ 699,587.72
<u>Fund Equity</u>		\$1,035,698.01	\$(642,741.24)	\$ 392,956.77
<u>TOTAL LIABILITIES &amp; FUND EQUITY</u>		\$1,092,544.49	-0-	\$1,092,544.49
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$1,205,370.60	\$ -0-	\$1,205,370.60
Add: Revenue to Date		1,833,115.96	-0-	1,833,115.96
Less: Expenditures to Date		\$3,038,486.56	-0-	\$3,038,486.56
Balance		2,002,788.55	\$ 642,741.24	2,645,529.79
		\$1,035,698.01	\$(642,741.24)	\$ 392,956.77

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 EDUCATIONAL FUND - BUDGET REPORT  
 TEN MONTHS ENDED APRIL 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	APRIL	REVENUE		UNENCUMBERED BALANCE
				TO DATE		
<u>Fund Equity, July 1, 1968</u>	300.00	\$ 200,000.00	\$ -0-	\$ 1,205,370.60	\$ (1,005,370.60)	
<u>Local Resources</u>	410.00					
Taxes - Current, 1968	411.00	1,092,000.00	-0-	1,762.13	1,090,237.87	
Taxes - Back	412.00	-0-	-0-	9,607.05	(9,607.05)	
<u>TOTAL</u>		\$ 1,092,000.00	\$ -0-	\$ 11,369.18	\$ 1,080,630.82	
<u>Intermediate Resources</u>	421.00					
Tuition - Students	421.10	-0-	-0-	-0-	-0-	
Resident	421.20	-0-	-0-	-0-	-0-	
<u>Estimated 1968-69 Tuition</u>		\$ 437,000.00	\$ -0-	\$ 40,200.15	\$ 396,799.85	
		-0-	3,580.20	\$ 604,162.17	(604,162.17)	
<u>Chargeback Revenue</u>	422.00	354,000.00	(414.00)	361,979.60	(7,979.60)	
Student Fees	423.00	22,000.00	520.00	1,175.00	20,825.00	
Late Registration Fees	427.10	6,000.00	-0-	1,280.00	4,720.00	
Other Fees	427.00	-0-	84.60	729.55	(729.55)	
<u>TOTAL</u>		\$ 819,000.00	\$ 3,770.80	\$ 1,009,526.47	\$ (190,526.47)	
<u>State Resources</u>	431.00					
State Apportionment	431.10	690,000.00	-0-	731,791.00	(41,791.00)	
Regular	431.20	34,000.00	-0-	41,837.00	(7,837.00)	
Summer						
Board of Voc. Ed. & Rehab. 1968-69	432.00	307,000.00	-0-	-0-	307,000.00	
Other	433.00	-0-	-0-	-0-	-0-	
<u>TOTAL</u>		\$ 1,031,000.00	\$ -0-	\$ 773,628.00	\$ 257,372.00	

WILLIAM RAINEY CARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
TEN MONTHS ENDED APRIL 30, 1969

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		APRIL	TO DATE	
449.00	\$ -0-	\$ -0-	\$ 8,398.56	\$ (8,398.56)
470.00	15,000.00	2,455.17	27,004.82	(12,004.82)
471.00				
472.00	-0-	-0-	3,142.36	(3,142.36)
<u>TOTAL</u>	<u>\$ 15,000.00</u>	<u>\$ 2,455.17</u>	<u>\$ 30,147.18</u>	<u>\$ (15,147.18)</u>
<u>Other</u>				
Miscellaneous Revenue	\$ -0-	\$ -0-	\$ 46.57	\$ (46.57)
Total Educational Fund Revenue	\$ 2,957,000.00	\$ 6,225.97	\$ 1,833,115.96	\$ 1,123,884.04
TOTAL EDUCATIONAL FUND REVENUE AND BEGINNING FUND EQUITY	\$ 3,157,000.00	\$ -0-	\$ 3,038,486.56	\$ 118,513.44

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	APRIL		
<u>Instruction</u>	110-000				
<u>Salaries</u>	110-510				
Administration	110-511	\$ 114,810.00	\$ 7,558.30	\$ 79,995.50	\$ 19,697.90
Professional	110-512	-0-	-0-	-0-	-0-
Instruction	110-513	1,274,896.00	111,984.05	875,090.22	(29,539.22)
Substitutes	110-514	3,650.00	170.00	535.00	3,115.00
Office	110-515	78,750.00	7,118.50	62,498.11	2,514.99
Other	110-519	-0-	-0-	213.35	(213.35)
		\$1,472,106.00	\$126,830.85	\$1,018,332.18	\$ (4,424.68)
<u>Contractual Services</u>	110-520	-0-	107.95	880.60	(948.60)
Educational	110-521	11,750.00	680.82	5,603.48	6,146.52
Other	110-529	1,000.00	434.06	5,808.38	(4,980.88)
		\$ 12,750.00	\$ 1,222.83	\$ 12,292.46	\$ 217.04
<u>Instructional Materials &amp; Supplies</u>	110-530				
Classroom	110-531	\$ 21,900.00	-0-	-0-	-0-
Laboratory	110-532	19,725.00	3,822.53	38,851.78	19,238.33
Technical	110-533	20,107.00	-0-	-0-	-0-
Audio Visual Aids	110-535	450.00	-0-	-0-	450.00
		\$ 62,182.00	\$ 3,822.53	\$ 38,851.78	\$ 19,688.33
<u>General Mat'ls. &amp; Supplies</u>	110-540				
Office	110-541	\$ 6,300.00	534.25	5,723.97	\$ 463.66
Printing & Duplicating	110-542	7,550.00	500.35	7,668.83	(159.83)
Postage	110-543	-0-	-0-	-0-	-0-
Advertising	110-544	15,420.00	887.23	5,803.07	2,015.18
Publications & Dues	110-545	200.00	46.00	288.77	(88.77)
Maintenance	110-547	8,360.00	572.23	2,715.20	2,508.80
Other	110-549	100.00	-0-	13.87	86.13
		\$ 37,930.00	\$ 2,540.06	\$ 22,213.71	\$ 4,825.17

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>EXPENDITURES (Cont.)</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>APRIL</u>	<u>TO DATE</u>		
Travel & Meetings	110-550					
Meetings	110-551	\$ 3,600.00	\$ 422.96	\$ 1,325.43	\$ 1,497.79	\$ 2,102.21
Travel	110-554	19,255.00	2,884.35	14,025.52	15,724.44	3,530.56
Vehicles	110-556	300.00	-0-	-0-	-0-	300.00
		<u>\$ 23,155.00</u>	<u>\$ 3,307.31</u>	<u>\$ 15,350.95</u>	<u>\$ 17,222.23</u>	<u>\$ 5,932.77</u>
Capital Outlay	110-580					
Office	110-585	\$ 57,652.00	\$ -0-	\$ 16,327.77	\$ 19,058.99	\$ 38,593.01
Instructional	110-586	28,960.00	4,512.41	30,889.36	33,791.30	(4,831.30)
TOTAL		<u>\$ 86,612.00</u>	<u>\$ 4,512.41</u>	<u>\$ 47,217.13</u>	<u>\$ 52,850.29</u>	<u>\$ 33,761.71</u>
TOTAL INSTRUCTIONAL EXPENDITURES		<u>\$1,694,735.00</u>	<u>\$142,235.99</u>	<u>\$1,154,258.21</u>	<u>\$1,634,734.66</u>	<u>\$60,000.34</u>

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 EDUCATIONAL FUND - BUDGET REPORT  
 FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			APRIL	TO DATE		
Learning Resource Center	120-000					
Salaries	120-510					
Administration	120-511	\$ 18,000.00	\$ 1,529.16	\$ 14,279.10	\$ 17,337.42	\$ 662.58
Professional	120-512	73,100.00	5,453.30	42,985.33	47,291.93	25,808.07
Office	120-515	40,500.00	2,343.47	20,557.49	25,244.43	15,255.57
TOTAL		\$131,600.00	\$ 9,325.93	\$ 77,821.92	\$ 89,873.78	\$ 41,726.22
Instruct. Mat'ls. & Supplies						
Library Supplies	120-534	9,000.00	137.43	1,038.41	2,448.68	6,551.32
Audio Visual Aids	120-535	27,130.00	5,041.18	30,661.39	38,613.90	(11,483.90)
Books & Bindings	120-537	104,000.00	3,471.99	18,595.02	38,044.39	65,955.61
Subscriptions, Periodicals & Dues	120-538	-0-	-0-	-0-	-0-	-0-
TOTAL		\$140,130.00	\$ 8,650.60	\$ 50,294.82	\$ 79,106.97	\$ 61,023.03
General Mat'ls. & Supplies						
Office	120-541	\$ 1,500.00	\$ 54.30	\$ 894.86	\$ 894.86	\$ 605.14
Printing & Duplicating	120-542	500.00	24.18	85.02	85.02	414.98
Advertising	120-544	100.00	-0-	-0-	-0-	100.00
Publications & Dues	120-545	150.00	-0-	23.25	23.25	126.75
Repair	120-547	1,000.00	143.80	196.25	196.25	803.75
TOTAL		\$ 3,250.00	\$ 222.28	\$ 1,199.38	\$ 1,199.38	\$ 2,050.62
Travel & Meetings	120-550					
Meeting Expense	120-551	\$ -0-	\$ -0-	\$ 46.06	\$ 46.06	\$ (46.06)
Travel	120-554	2,550.00	486.87	844.09	1,109.46	1,440.54
Fixed Charges	120-570					
Rental of Equipment	120-576	2,500.00	-0-	747.04	747.04	1,752.96
Capital Outlay	120-580					
Equipment & Furniture	120-585	25,000.00	45.00	15,232.95	22,575.85	2,424.15
TOTAL LEARNING RESOURCE EXPENDITURES		\$305,030.00	\$18,730.68	\$146,186.26	\$194,658.54	\$110,371.46



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			APRIL	TO DATE		
<u>Student Services &amp; Aids</u>						
Salaries	130-000	\$ 84,000.00	\$ 6,933.32	\$ 69,333.20	\$ 83,199.84	\$ 800.16
Administration	130-510					
Professional	130-511	98,900.00	7,875.92	69,330.97	101,503.47	(2,603.47)
Office	130-512	58,200.00	4,694.16	54,409.13	63,945.13	(5,745.13)
TOTAL	130-515	\$241,100.00	\$19,503.40	\$193,073.30	\$248,648.44	\$ (7,548.44)
<u>Contractual Services</u>	130-520					
Educational	130-526	1,000.00	-0-	544.02	544.02	455.98
<u>General Mat'ls. &amp; Supplies</u>	130-540					
Office	130-541	\$ 4,000.00	\$ 549.14	\$ 5,069.35	\$ 5,215.05	\$ (1,215.05)
Printing & Duplicating	130-542	1,800.00	73.93	2,500.10	2,580.10	(780.10)
Postage	130-543	-0-	-0-	35.00	35.00	(35.00)
Advertising	130-544	100.00	-0-	58.33	58.33	41.67
Publications & Dues	130-545	500.00	40.78	299.51	299.51	200.49
Medical	130-548	50.00	-0-	-0-	-0-	50.00
Vocational Library	130-549	1,250.00	134.11	789.64	1,081.39	168.61
TOTAL	130-549	\$ 7,700.00	\$ 797.96	\$ 8,751.93	\$ 9,269.38	\$ (1,569.38)
<u>Travel &amp; Meetings</u>	130-550					
Meetings	130-551	400.00	11.45	576.02	576.02	(176.02)
Mileage-Intra	130-552	400.00	-0-	-0-	-0-	400.00
Travel	130-554	4,100.00	1,148.98	3,167.77	4,084.72	15.28
Vehicle	130-556	-0-	-0-	-0-	-0-	-0-
TOTAL	130-556	\$ 4,900.00	\$ 1,160.43	\$ 3,743.79	\$ 4,660.74	\$ 239.26
<u>Capital Outlay</u>	130-580					
Equipment & Furniture	130-585	5,002.00	-0-	4,525.29	4,525.29	476.71
TOTAL STUDENT SERVICES EXPENDITURES		\$259,702.00	\$21,461.79	\$210,638.33	\$267,647.87	\$ (7,945.87)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUM. BALANCE
			April	To Date		
<u>Data Processing</u>	148-000				\$ 16,899.84	\$ 100.16
Salaries	148-510				31,000.00	4,000.00
Administration	148-511	\$ 17,000.00	\$ 1,408.32	\$ 14,083.20		
Professional	148-512	35,000.00	2,605.00	25,790.00		
Office	148-515	19,800.00	3,416.02	22,422.99		
TOTAL		\$ 71,800.00	\$ 7,429.34	\$ 62,296.19	\$ 77,122.83	\$ (5,322.83)
<u>Contractual Services</u>	148-520					
Service Bureau	148-528	\$ -0-	\$ -0-	\$ -0-		
Other	148-529	2,475.00	322.37	2,260.57		
TOTAL		\$ 2,475.00	\$ 322.37	\$ 2,260.57	\$ 3,499.30	\$ (1,024.30)
<u>General Materials &amp; Supplies</u>	148-540					
Office	148-541	\$ 4,000.00	\$ 311.65	\$ 4,935.85		
Printing & Duplicating	148-542	200.00	41.59	640.69		
Postage	148-543	-0-	-0-	-0-		
Advertising	148-544	100.00	-0-	167.73		
Publications & Dues	148-545	150.00	21.24	158.54		
TOTAL		\$ 4,450.00	\$ 374.48	\$ 5,902.81	\$ 5,116.75	\$ (1,116.75)
<u>Travel &amp; Meetings</u>	148-550					
Meetings	148-551	\$ -0-	\$ -0-	\$ 68.00		
Travel	148-554	1,200.00	79.50	713.48		
TOTAL		\$ 1,200.00	\$ 79.50	\$ 781.48	\$ 640.69	\$ (440.69)
<u>Fixed Charges</u>	148-570					
Data Processing Equip. Rental	148-576	110,414.00	9,478.70	94,081.36		
Capital Outlay	148-580					
Equipment & Furniture	148-585	\$ 4,330.00	\$ -0-	\$ 4,224.79		
TOTAL DATA PROCESSING EXPENDITURES		\$194,669.00	\$17,684.39	\$169,547.20	\$185,864.07	\$ 8,804.93

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			APRIL	TO DATE		
Institutional Research	158-000	\$ 15,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 15,000.00
Salaries	158-510	-0-	500.00	3,750.00	4,750.00	(4,750.00)
Administration	158-511					
Professional	158-512					
Office	158-515	5,400.00	-0-	-0-	-0-	5,400.00
TOTAL		\$20,400.00	\$500.00	\$3,750.00	\$4,750.00	\$15,650.00
Contractual Services	158-520					
Other	158-529	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
General Materials and Supplies	158-540					
Office	158-541	\$ 650.00	\$ -0-	\$ -0-	\$ -0-	\$ 650.00
Printing & Duplicating	158-542	700.00	-0-	-0-	-0-	700.00
Publications & Dues	158-545	150.00	-0-	-0-	-0-	150.00
Other	158-549	50.00	-0-	-0-	-0-	50.00
TOTAL		\$ 1,550.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,550.00
Travel and Meetings	158-550					
Meeting Expense	158-551	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ 100.00
Travel	158-554	550.00	-0-	-0-	-0-	550.00
TOTAL		\$ 650.00	\$ -0-	\$ -0-	\$ -0-	\$ 650.00
Capital Outlay	158-580					
Equipment & Furniture	158-585	\$ 1,200.00	\$ -0-	\$ 371.34	\$ 371.34	\$ 828.66
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$24,300.00	\$500.00	\$4,121.34	\$5,121.34	\$19,178.66

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		April	To Date	April	To Date		
<u>General Administrative</u>							
<u>Expense</u>							
<u>Salaries</u>							
Administration	160-511	\$ 65,100.00	\$ 5,682.95	\$ 56,031.00	\$ 67,396.90	\$ (2,296.90)	
Professional	160-512	45,300.00	5,358.66	37,486.20	48,819.52	(3,519.52)	
Office	160-515	60,900.00	5,206.61	49,372.11	60,072.93	827.07	
Other	160-519	3,000.00	-0-	-0-	-0-	3,000.00	
TOTAL		\$174,300.00	\$16,248.22	\$142,889.31	\$176,289.35	\$ (1,989.35)	
<u>Contractual Services</u>							
Architect	160-520						
Financial	160-523	\$ 1,500.00	-0-	\$ -0-	-0-	\$ 1,500.00	
Other	160-524	1,000.00	125.55	2,177.08	2,232.77	(1,232.77)	
TOTAL	160-529	2,500.00	1,004.63	6,129.82	6,285.57	(3,785.57)	
TOTAL		\$ 5,000.00	\$ 1,130.18	\$ 8,306.90	\$ 8,518.34	\$ (3,518.34)	
<u>General Materials &amp; Supplies</u>							
Office	160-540						
Printing & Duplicating	160-541	\$ 5,420.00	\$ 129.16	\$ 3,330.83	\$ 3,535.33	\$ 1,884.67	
Advertising	160-542	8,900.00	555.05	7,452.27	8,960.47	(60.47)	
Publications & Dues	160-544	2,700.00	448.37	4,700.23	4,716.73	(2,016.73)	
Other	160-545	2,800.00	481.57	4,323.46	4,533.46	(1,733.46)	
TOTAL	160-549	500.00	18.38	295.79	295.79	204.21	
TOTAL		\$ 20,320.00	\$ 1,632.53	\$ 20,102.58	\$ 22,041.78	\$ (1,721.78)	
<u>Travel &amp; Meetings</u>							
Meeting Expense	160-550						
Travel	160-551	\$ 4,700.00	\$ 183.13	\$ 6,361.22	\$ 6,455.72	\$ (1,755.72)	
TOTAL	160-554	9,700.00	1,286.96	7,993.55	8,809.18	890.82	
TOTAL		\$ 14,400.00	\$ 1,470.09	\$ 14,354.77	\$ 15,264.90	\$ (864.90)	
<u>Fixed Charges</u>							
Rental of Equipment	160-570						
Capital Outlay	160-576	\$ 1,500.00	\$ 285.00	\$ 2,277.00	\$ 2,277.00	\$ (777.00)	
Equipment & Furniture	160-580						
Financial Charges & Adjustments	160-585	7,000.00	-0-	7,542.42	7,542.42	(542.42)	
TOTAL GEN. ADMINISTRATIVE EXPEND.	160-596	-0-	2.00	2.00	2.00	(2.00)	
TOTAL		\$222,520.00	\$20,768.02	\$195,474.98	\$231,935.79	\$ (9,415.79)	

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		ENCUMBRANCES	EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			April	To Date			
General Institutional Expense	170-000						
Contractual Services	170-520						
Audit	170-521	\$ 3,000.00	\$ -0-	\$ 4,100.00		\$ 4,100.00	\$ (1,100.00)
Educational	170-522	6,000.00	1,213.50	4,019.17		4,419.17	1,580.83
Legal	170-527	10,000.00	1,392.50	10,541.02		10,541.02	(541.02)
Other	170-529	4,805.00	1,040.00	1,265.00		1,265.00	3,540.00
TOTAL		\$23,805.00	\$ 3,646.00	\$19,925.19		\$20,325.19	\$ 3,479.81
General Materials & Supplies	170-540						
Printing & Duplicating	170-542	\$ -0-	\$ -0-	\$ 10.14		\$ 10.14	(10.14)
Postage	170-543	5,000.00	1,017.54	7,456.35		7,456.35	(2,456.35)
Advertising	170-544	-0-	-0-	-0-		-0-	-0-
Publications & Dues	170-545	-0-	-0-	1,850.00		1,850.00	(1,850.00)
Other	170-549	3,000.00	2,323.83	2,517.92		2,650.22	349.78
TOTAL		\$ 8,000.00	\$ 3,341.37	\$11,834.41		\$11,966.71	\$ (3,966.71)
Travel & Meetings	170-550						
Other-Inno. & Recruit.	170-559	\$ 7,000.00	\$ 904.04	\$ 8,763.91		\$11,236.90	\$ (4,236.90)
Ring Benefits	170-560						
Group Medical Insurance	170-561	\$47,500.00	\$ 8,682.28	\$39,721.38		\$39,721.38	\$ 7,778.62
Group Life Insurance	170-562	7,500.00	1,629.87	7,783.24		7,783.24	(283.24)
Travelers Accident Insurance	170-563	2,000.00	-0-	998.00		998.00	1,002.00
Workmen's Compensation	170-564	4,000.00	-0-	2,844.97		2,844.97	1,155.03
Tuition Reimbursement	170-565	7,000.00	616.00	2,603.00		2,603.00	4,397.00
Remission-Emp. Tuition	170-566	-0-	-0-	-0-		-0-	-0-
Medical Examinations	170-567	2,000.00	47.00	942.00		942.00	1,058.00
Professional Exp.	170-568	9,000.00	-0-	75.00		75.00	8,925.00
Other	170-569	-0-	-0-	-0-		-0-	-0-
TOTAL		\$79,000.00	\$10,975.15	\$54,967.59		\$54,967.59	\$24,032.41

WILLIAM RAINEY CARPER COLLEGE  
DISTRICT #512  
EDUCATIONAL FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			April	To Date		
Fixed Charges	170-570					
Interest-Tax Warrants	170-577	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
Gen. Ins.-Liab. & Prop.	170-579	2,500.00	-0-	-0-	-0-	2,500.00
TOTAL		\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
Other	170-590					
Student Aid	170-591	\$ 44,620.00	\$ -0-	\$ -0-	\$ -0-	\$ 44,620.00
Student Grants,						
Scholarships Trustee	170-592	4,140.00	-0-	516.00	516.00	3,624.00
Debt Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	12,000.00	1,170.65	17,389.51	17,389.51	(5,389.51)
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
Special Projects	170-595.2	15,000.00	-0-	-0-	-0-	15,000.00
Summer Workshop	170-595.3	10,000.00	12.30	7,364.56	7,364.56	2,635.44
Financial Chargeback	170-596	-0-	-0-	-0-	-0-	-0-
Clearing Account	170-598	-0-	-0-	-0-	-0-	-0-
Other-Athletics	170-599	16,700.00	-0-	1,801.06	1,801.06	14,898.94
TOTAL		\$ 127,460.00	\$ 1,182.95	\$ 27,071.13	\$ 27,071.13	\$ 100,388.87
TOTAL GEN. INSTITUTIONAL EXPENDITURES		\$ 248,265.00	\$ 20,049.51	\$ 122,562.23	\$ 125,567.52	\$ 122,697.48
TOTAL EDUCATIONAL FUND EXPENDITURES		\$ 2,949,221.00	\$ 241,430.38	\$ 2,002,788.55	\$ 2,645,529.79	\$ 303,691.21

14

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - APRIL 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM- BALANCE</u>
Cash in Bank	113.02	\$ 18,841.96	\$ -0-	\$ 18,841.96
Investments	120.00	168,763.39	-0-	168,763.39
Interfund Receivables-				
Educational Fund	131.01	-0-	-0-	-0-
Auxiliary Fund	131.05	474.00	-0-	474.00
Taxes Receivable-				
Current Year	132.00	4,190.75	-0-	4,190.75
Accounts Receivable	138.00	-0-	-0-	-0-
Deferred Charges	160.00	165.00	-0-	165.00
<b>TOTAL ASSETS</b>		<u>\$192,435.10</u>	<u>\$ -0-</u>	<u>\$192,435.10</u>
 <u>LIABILITIES</u>				
Interfund Payables-				
Educational Fund	231.01	\$ 26,088.34	\$ -0-	\$ 26,088.34
Trust & Agency Fund	231.06	555.70	-0-	555.70
Accounts Payable	241.10	5,314.41	-0-	5,314.41
Reserve for Encumbrances	260.00	-0-	110,811.67	110,811.67
Other Liabilities	270.90	-0-	-0-	-0-
<b>TOTAL LIABILITIES</b>		<u>\$ 31,958.45</u>	<u>\$ 110,811.67</u>	<u>\$142,770.12</u>
Fund Balance	300.00	<u>\$160,476.65</u>	<u>\$ (110,811.67)</u>	<u>\$ 49,664.98</u>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<u>\$192,435.10</u>	<u>\$ -0-</u>	<u>\$192,435.10</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$410,193.68	\$ -0-	\$410,193.68
Add: Revenue to Date		17,143.23	-0-	17,143.23
		<u>\$427,336.91</u>	<u>\$ -0-</u>	<u>\$427,336.91</u>
Less: Expenditures to Date		266,860.26	110,811.67	377,671.93
Balance, April 30, 1969		<u>\$160,476.65</u>	<u>\$ (110,811.67)</u>	<u>\$ 49,664.98</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>APRIL</u>	<u>REVENUE TO DATE</u>	<u>REVENUE TO DATE</u>	<u>UNENCUM. BALANCE</u>
		\$	\$	\$	\$	\$
Fund Equity - July 1, 1968	300.00	50,000.00	-0-	410,193.68	410,193.68	(360,193.68)
<u>LOCAL RESOURCES</u>						
Taxes - Current Year	411.00	395,000.00	-0-	640.78	640.78	394,359.22
Taxes - Prior Year	412.00	-0-	-0-	3,369.01	3,369.01	(3,369.01)
<u>Intermediate Resources</u>						
Fees and Fines	420.00	750.00	61.75	1,747.75	1,747.75	(997.75)
<u>Federal Resources</u>						
Other - Title VI	441.00	9,800.00	-0-	-0-	-0-	9,800.00
<u>Facilities</u>						
Rentals	461.00	-0-	-0-	160.00	160.00	(160.00)
Interest on Investments	470.00	5,000.00	1,464.39	11,090.56	11,090.56	(6,090.56)
Miscellaneous Income	491.00	-0-	-0-	135.13	135.13	(135.13)
<b>TOTAL BUILDING FUND REVENUE</b>		<b>\$460,550.00</b>	<b>\$1,526.14</b>	<b>\$427,336.91</b>	<b>\$427,336.91</b>	<b>\$ 33,213.09</b>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>April</u>	<u>To Date</u>		
<u>Operations</u>	517.00	\$ 32,400.00	\$ 3,919.72	\$23,908.76	\$ 29,359.96	\$ 3,040.04
<u>Salaries</u>	518.00	10,175.00	1,672.26	9,005.64	11,805.64	(1,630.64)
Staff						
Student Aids						
<u>Contractual Services</u>						
Maintenance	524-5.00	2,320.00	21.34	1,475.91	1,511.20	808.80
Other	529.00	6,500.00	84.00	6,197.71	6,339.61	160.39
<u>General Materials &amp; Supplies</u>						
Printing & Duplicating	542.00	300.00	-0-	-0-	-0-	300.00
Operations Supplies	546.00	7,600.00	327.76	1,686.16	5,494.18	2,105.82
Equipment Repair	547.00	500.00	3.56	183.89	235.39	264.61
Uniforms & Supplies	549.00	1,240.00	81.05	2,417.51	2,439.56	(1,199.56)
<u>Automobile Expense</u>						
Automobile Repairs	556.00	1,500.00	-0-	1,289.30	1,361.15	138.85
Automobile Insurance	569.00	1,500.00	-0-	1,572.59	1,572.59	(72.59)
<u>Fixed Charges</u>						
Fuel, Heating	571.00	4,500.00	541.00	2,490.07	2,563.82	1,936.18
Electricity	572.00	14,500.00	727.05	8,342.76	8,627.88	5,872.12
Telephone Expense	573.00	24,000.00	2,958.82	19,779.75	20,501.02	3,498.98
Water, Sewage, etc.	574.00	750.00	-0-	18.50	18.50	731.50
Equipment Rental	576.00	3,500.00	-0-	1,065.81	1,065.81	2,434.19
<u>Capital Outlay</u>						
Groundkeeping & New Landscaping	584.00	-0-	-0-	1,050.00	1,050.00	(1,050.00)
Equipment	585.00	12,150.00	1,208.99	14,186.28	14,186.28	(2,036.28)
<b>TOTAL OPERATIONS</b>		<b>\$123,435.00</b>	<b>\$11,545.55</b>	<b>\$94,670.64</b>	<b>\$108,132.59</b>	<b>\$15,302.41</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>April</u>	<u>To Date</u>		
<u>Maintenance</u>	516.00	\$ 8,200.00	\$ 904.42	\$16,455.32	\$17,085.32	\$ (8,885.32)
<u>Salaries</u>	518.00	3,000.00	-0-	-0-	-0-	3,000.00
Staff						
Student Aids						
<u>Contractual Services</u>						
Repairs	524.00	200.00	79.00	2,167.20	2,181.50	(1,981.50)
General Materials & Supplies	547.00	1,200.00	38.74	745.87	745.87	454.13
<u>Capital Outlay</u>						
Equipment	585.00	1,000.00	125.00	1,485.54	1,485.54	(485.54)
<u>TOTAL MAINTENANCE EXPENDITURES</u>		<u>\$13,600.00</u>	<u>\$1,147.16</u>	<u>\$20,853.93</u>	<u>\$21,498.23</u>	<u>\$(7,898.23)</u>
<u>Administration</u>						
<u>Salaries</u>						
Administrative	511.00	\$14,500.00	\$1,204.16	\$12,041.60	\$14,449.92	\$ 50.08
Staff	515.00	6,000.00	547.00	5,058.41	5,733.41	266.59
<u>Contractual Services</u>						
Other	529.00	-0-	-0-	374.19	374.19	(374.19)
<u>General Materials &amp; Supplies</u>						
Office Supplies	541.00	240.00	-0-	270.34	270.34	(30.34)
Printing & Duplicating	542.00	350.00	-0-	81.54	81.54	268.46
Postage	543.00	100.00	-0-	-0-	-0-	100.00
Advertising	544.00	-0-	63.01	197.69	276.44	(276.44)
Publications & Dues	545.00	50.00	15.00	38.00	38.00	12.00
Travel Expense	554.00	700.00	50.75	1,075.17	1,075.17	(375.17)
<u>TOTAL ADMINISTRATIVE EXPENDITURES</u>		<u>\$21,940.00</u>	<u>\$1,879.92</u>	<u>\$19,136.94</u>	<u>\$22,299.01</u>	<u>\$(359.01)</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM.	UNENCUM. BALANCE
		April	To Date		
<u>General Institutional Expense</u>					
<u>Fringe Benefits</u>					
Workmen's Compensation	\$ 3,000.00	\$ -0-	\$ 549.03	\$ 549.03	\$ 2,450.97
Tuition Reimbursement	100.00	-0-	-0-	-0-	100.00
Medical Examinations	250.00	-0-	20.00	20.00	230.00
TOTAL	\$ 3,350.00	\$ -0-	\$ 569.03	\$ 569.03	\$ 2,780.97
<u>Fixed Charges</u>					
Rental of Facilities	173,000.00	-0-	138,524.60	181,524.60	(8,524.60)
General Insurance	2,500.00	10.00	6,061.37	6,061.37	(3,561.37)
TOTAL	\$178,850.00	\$ 10.00	\$145,155.00	\$188,155.00	\$ (9,305.00)
<u>Capital Outlay</u>					
Site Improvement	\$ -0-	\$ -0-	\$ 655.00	\$ 655.00	(655.00)
New Building & Additions	-0-	-0-	(50,430.89)	-0-	-0-
Building Remodeling	10,000.00	299.94	8,759.80	8,827.30	1,172.70
Equipment & Furniture	33,577.00	97.20	16,629.59	16,629.59	16,947.41
Instructional Equipment	-0-	-0-	11,430.25	11,475.21	(11,475.21)
Other	500.00	-0-	-0-	-0-	500.00
<u>Other</u>					
Provision for Contingency	18,648.00	-0-	-0-	-0-	18,648.00
TOTAL GENERAL INSTITUTIONAL EXP.	\$241,575.00	\$ 407.14	\$132,198.75	\$225,742.10	\$15,832.90
TOTAL BUILDING FUND EXPENDITURES	\$400,550.00	\$14,979.77	\$266,860.26	\$377,671.93	\$22,878.07

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
BOND & INTEREST FUND, APRIL 30, 1969

<u>ASSETS</u>	ACCOUNT NUMBER	BALANCE	ENCUM- BRANCES	UNENCUM. BALANCE
Cash in Bank	113.00	\$ 3,342.65	\$ -0-	\$ 3,342.65
Investments	121.00	115,031.61	-0-	115,031.61
Interfund Receivable-Ed. Fd.	131.01	-0-	-0-	-0-
Taxes Receivable-Current Year	132.00	2,500.66	-0-	2,500.66
Taxes Receivable-Back	133.00	151.02	-0-	151.02
TOTAL ASSETS		\$121,025.94	\$ -0-	\$121,025.94
<hr/> <hr/>				
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$145,588.75	-0-	\$145,588.75
Fund Equity	300.00	(24,562.81)		(24,562.81)
TOTAL LIABILITIES & FUND EQUITY		\$121,025.94	-0-	\$121,025.94
<hr/> <hr/>				
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$489,299.11	-0-	\$489,299.11
Add: Revenue to Date		7,692.46	-0-	7,692.46
		\$496,991.57	-0-	\$496,991.57
Less: Expenditures to Date		521,554.38	-0-	521,554.38
Balance, April 30, 1969		\$(24,562.81)	-0-	\$(24,562.81)
<hr/> <hr/>				

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BOND & INTEREST FUND - BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUM. BALANCE
		BUDGET	April To Date	
Fund Equity	300.00	\$(22,000.00)	\$ -0- \$489,299.11	\$(511,299.11)
Local Resources				
Taxes-Current - 1968	411.00	555,594.00	-0-	555,594.00
Taxes-Back	412.00		-0- 763.23	(763.23)
Interest on Investments	470.00			
Treasury Bills	471.00	1,000.00	-0- 863.76	136.24
Certificate of Deposit	472.00	7,000.00	-0- 6,065.47	934.53
TOTAL REVENUE		\$ 8,000.00	\$ 6,929.23	\$ 1,070.77
Total Revenue & Beginning		\$563,594.00	\$ 7,692.46	\$ 555,901.54
Fund Balance		\$541,594.00	-0- \$496,991.57	\$ 44,602.43

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		UNENCUM. BALANCE
		BUDGET	April To Date	
General Institutional Exp.				
Fixed Charges				
Interest - Bonds	578.00	\$296,101.00	\$145,410.00 \$296,101.25	(.25)
Other				
Bond Principal	593.00	225,000.00	-0- 225,000.00	-0-
Bank Service Charge	596.00	453.00	178.75 453.13	(.13)
		\$225,453.00	\$ 178.75 \$225,453.13	(.13)
Total Bond & Int. Exp.		\$521,554.00	\$145,588.75 \$521,554.38	(.38)

31

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
SITE AND CONSTRUCTION FUND, APRIL 30, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM. BALANCE</u>
Cash in Bank	113.00	\$ 22,737.56	\$ -0-	\$ 22,737.56
Investments	120.00	2,244,414.39	-0-	2,244,414.39
Interfund Receivables- Educational Fund	131.01	-0-	-0-	-0-
Other Receiv.-Long Term	138.91	25,447.74	-0-	25,447.74
Deferred Charges Unallocated Moveable Equipment	169.00	\$ -0-	\$ 511,439.72	\$ 511,439.72
<b>TOTAL ASSETS</b>		<u>\$2,292,599.69</u>	<u>\$ 511,439.72</u>	<u>\$2,804,039.41</u>
 <u>LIABILITIES</u>				
Accounts Payable	240.10	\$ -0-	\$ -0-	\$ -0-
Reserve for Encumbrances	260.00	-0-	660,531.16	660,531.16
<b>TOTAL LIABILITIES</b>		<u>\$ -0-</u>	<u>\$ 660,531.16</u>	<u>\$ 660,531.16</u>
Fund Equity	300.00	\$2,292,599.69	\$(149,091.44)	\$2,143,508.25
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<u>\$2,292,599.69</u>	<u>\$ 511,439.72</u>	<u>\$2,804,039.41</u>

SUMMARY OF FUND BALANCE

Balance, September 1, 1966	\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date	7,872,647.17	-0-	7,872,647.17
	<u>\$7,872,647.17</u>	\$ -0-	<u>\$7,872,647.17</u>
Deduct: Expenditures to Date	5,580,047.48	149,091.44	5,729,138.92
Balance, November 30, 1968	<u>\$2,292,599.69</u>	<u>\$ (149,091.44)</u>	<u>\$2,143,508.25</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
SITE & CONSTRUCTION FUND BUDGET REPORT  
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUM. BALANCE
			April	To Date	
<u>Intermediate Resources</u>	425.00				
<u>Sale of Bonds</u>					
September 1, 1966 Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Issue		4,000,000.00	-0-	4,000,000.00	-0-
Premium on Bonds Sold		\$ 360.00	-0-	\$ 360.13	(\$ .13)
Accrued Interest		53,094.00	-0-	53,094.42	(\$ .42)
<u>State Resources</u>	432.00	750,000.00	-0-	-0-	750,000.00
Vocational Education Account					
<u>Federal Resources</u>	443.00	61,091.00	-0-	61,091.00	-0-
Title VI 1967-68	446.00	-0-	-0-	-0-	-0-
HEW Grant					
<u>Facilities</u>	464.00	4,000.00	-0-	4,000.00	-0-
Sale of Well Site	465.00	-0-	-0-	-0-	-0-
Sale of Portable Classrooms					
<u>Interest on Investments</u>	471.00	80,000.00	1,787.92	6,406.35	73,593.65
Treasury Bills	472.00	300,000.00	13,892.50	372,064.92	(72,064.92)
Certificates of Deposit		\$ 380,000.00	\$ 15,680.42	\$ 378,471.27	\$ 1,528.73
<u>Other</u>					
Miscellaneous		\$ 631.00	\$ -0-	\$ 630.35	\$ .65
		<u>\$ 8,624,176.00</u>	<u>\$ 15,680.42</u>	<u>\$ 7,872,647.17</u>	<u>\$ 751,528.83</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
SITE & CONSTRUCTION FUND  
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
			April	To Date		
<u>Phase I</u>						
<u>Contractual Services</u>						
Financial Consultants	521.10	\$ 5,800.00	\$ -0-	\$ 2,583.46	\$ 2,583.46	\$ 3,216.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
<u>Architectural Engineering</u>						
Design Development Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	16,516.00	-0-	20,706.60	20,706.60	(4,190.60)
Interiors	523.40	10,000.00	-0-	14,247.73	14,247.73	(4,247.73)
Plans	523.50	25,000.00	-0-	19,338.93	19,338.93	5,661.07
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	1,000.00	-0-	115.80	115.80	884.20
Legal Counsel	527.00	25,000.00	-0-	20,214.50	20,214.50	4,785.50
		\$ 709,688.00	\$ -0-	\$ 703,089.19	\$ 703,089.19	\$ 6,598.81
<u>Fixed Charges</u>						
Treasurer's Bond	579.10	\$ 3,000.00	\$ -0-	\$ 3,037.00	\$ 3,037.00	\$ (37.00)
Bond Sale Expense	579.20	2,583.00	-0-	-0-	-0-	2,583.00
Other	579.90	50.00	-0-	4.57	4.57	45.43
		\$ 5,633.00	\$ -0-	\$ 3,041.57	\$ 3,041.57	\$ 2,591.43
<u>Capital Outlay</u>						
<u>Site Acquisition</u>						
Land Cost	581.10	\$1,439,146.00	\$ -0-	\$1,439,146.42	\$1,439,146.42	(.42)
Real Estate Taxes	582.20	13,768.00	-0-	13,941.45	13,941.45	(173.45)
Revenue Stamps & Title Policies	581.30	8,000.00	-0-	6,968.55	6,968.55	1,031.45
Appraisals	581.40	6,746.00	-0-	6,746.25	6,746.25	(.25)
		\$1,467,660.00	\$ -0-	\$1,466,802.67	\$1,466,802.67	\$ 857.33



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
SITE & CONSTRUCTION FUND  
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>APRIL</u>	<u>TO DATE</u>		
Capital Outlay						
Site Improvement						
Minor Improvements	582.10	\$ 500.00	\$ -0-	\$ 94.39	\$ 94.39	\$ 405.61
Water Connection	582.20	4,000.00	-0-	-0-	-0-	4,000.00
		\$ 4,500.00	\$ -0-	\$ 94.39	\$ 94.39	\$ 4,405.61
<u>New Buildings</u>						
Relocatable Buildings	583.10	\$ 171,605.00	\$ -0-	\$ 171,605.10	\$ 171,605.10	\$ (.10)
Construction Payout to I.B.A.	583.20	2,557,469.00	-0-	2,557,469.43	2,557,469.43	(.43)
		\$ 2,729,074.00	\$ -0-	\$ 2,729,074.53	\$ 2,729,074.53	\$ (.53)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
SITE & CONSTRUCTION FUND  
PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMB. BALANCE</u>
			<u>APRIL</u>	<u>TO DATE</u>		
<u>Equipment</u>						
<u>Office Equipment</u>						
Instructional Administration	585.00	\$ 28,860.47	\$ -0-	\$ 28,860.47	\$ 28,860.47	\$ -0-
Data Processing		1,472.40	-0-	1,472.40	1,472.40	-0-
Nursing		370.70	-0-	370.70	370.70	-0-
Student Personnel		15,433.39	-0-	15,433.39	15,433.39	-0-
Institutional Development		171.21	-0-	171.21	171.21	-0-
Business Office		4,298.86	-0-	4,298.86	4,298.86	-0-
Administration		376.24	-0-	376.24	376.24	-0-
		<u>\$50,983.27</u>	<u>\$ -0-</u>	<u>\$50,983.27</u>	<u>\$50,983.27</u>	<u>\$ -0-</u>
<u>Classroom Equipment</u>	586.10					
Office Machines		\$ 3,430.00	\$ -0-	\$ 3,430.00	\$ 3,430.00	\$ -0-
Musical Instruments		8,641.00	-0-	8,641.00	8,641.00	-0-
Science Equipment		2,461.17	-0-	2,461.17	2,461.17	-0-
Audio Visual Equipment		948.42	-0-	948.42	948.42	-0-
Data Processing Furniture		4,687.66	-0-	4,687.66	4,687.66	-0-
Library Equipment		2,936.12	-0-	2,936.52	2,936.52	(.40)
Art Equipment		1,131.55	-0-	1,131.55	1,131.55	-0-
Social Science Equipment		275.45	-0-	275.45	275.45	-0-
Communications Equipment		393.00	-0-	393.00	393.00	-0-
		<u>\$24,904.37</u>	<u>\$ -0-</u>	<u>\$24,904.77</u>	<u>\$24,904.77</u>	<u>\$ (.40)</u>
<u>Title VI Equipment</u>	586.10					
Science		\$ 32,438.97	\$ -0-	\$ 31,802.45	\$ 31,802.45	\$ 636.52
Audio Visual Equipment		25,926.85	-0-	25,926.85	25,926.85	-0-
Art Department Equipment		2,693.26	-0-	2,693.26	2,693.26	-0-
Music Equipment		-0-	-0-	(543.00)	-0-	-0-
<u>TITLE VI EQUIPMENT</u>		<u>\$61,059.08</u>	<u>\$ -0-</u>	<u>\$59,879.56</u>	<u>\$60,422.56</u>	<u>\$ 636.52</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to APRIL 30, 1969

<u>EXPENDITURES</u> <u>Equipment</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>APRIL</u>	<u>TO DATE</u>		
Voc. Tech. Equipment						
Business	110-586.21	\$ 38,089.00	\$ -0-	\$ -0-	\$ -0-	\$ 38,089.00
Data Processing	116-586.21	62,435.00	-0-	62,434.66	62,434.66	.34
Law Enforcement	128-586.21	5,500.00	-0-	320.00	320.00	5,180.00
Architecture	110-586.21	20,000.00	-0-	-0-	-0-	20,000.00
Electronics	112-586.23	170,000.00	-0-	178,350.58	178,350.58	(8,350.58)
Mechanical Design	114-586.23	140,000.00	-0-	18,585.18	71,722.49	68,277.51
Numerical Control	115-586.23	163,000.00	-0-	169,456.00	169,456.00	(6,456.00)
Nursing	116-586.23	2,000.00	-0-	7,683.62	7,683.62	(5,683.62)
Dental Hygiene	117-586.23	148,000.00	-0-	4,736.74	100,147.87	47,852.13
TOTAL VOC. TECH.		\$ 749,024.00	\$ -0-	\$ 441,566.78	\$ 590,115.22	\$ 158,908.78
Phase II						
Contractual Services						
Architectural & Eng.	523.00	\$ 828,050.00	\$ 10,440.00	\$ 98,322.00	\$ 98,322.00	\$ 729,728.00
Capital Outlay						
New Buildings	583.00	1,993,600.28	-0-	2,288.75	2,288.75	1,991,311.53
Total Phase II		2,821,650.28	10,440.00	100,610.75	100,610.75	2,721,039.53
		\$8,624,176.00	\$10,440.00	\$5,580,047.48	\$5,729,138.92	\$2,895,037.08

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
AUXILIARY FUND - APRIL 30, 1969

25

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE APRIL 30</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Petty Cash</u>	111.00	\$ 120.00	\$ -0-	\$ 120.00
<u>Cash in Bank</u>	113.04	(6,685.83)	-0-	(6,685.83)
<u>Charge Funds</u>	115.00	500.00	-0-	500.00
 <u>Interfund Receivables</u>				
Educational Fund	131.01	-0-	-0-	-0-
Trust & Agency Fund	131.06	15.00	-0-	15.00
 <u>Miscellaneous Receivables</u>	138.54	8,952.58	-0-	8,952.58
 Inventory	162.00	44,749.25	-0-	44,749.25
 TOTAL ASSETS		<u>\$47,651.00</u>	-0-	<u>\$47,651.00</u>
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$13,430.16	\$ -0-	\$13,430.16
Building Fund	231.02	474.00	-0-	474.00
 Accounts Payable	240.10	9,550.39	-0-	9,550.39
 Retailers Occupation Tax	255.00	245.06	-0-	245.06
 Reserve for Encumbrances	260.00	-0-	6,078.78	6,078.78
 TOTAL LIABILITIES		<u>\$23,699.61</u>	<u>\$ 6,078.78</u>	<u>\$29,778.39</u>
 Fund Balance	300.00	\$23,951.39	\$ (6,078.78)	\$17,872.61
 TOTAL LIABILITIES & FUND BALANCE		<u>\$47,651.00</u>	\$ -0-	<u>\$47,651.00</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>APRIL</u>	<u>REVENUE TO DATE</u>	<u>UNENCUMB. BALANCE</u>
Fund Equity, July 1, 1968	300.00	\$ 1,700.00	\$ -0-	\$ 1,606.21	\$ 93.79
Sales - Food	451.00	38,000.00	2,932.60	23,768.68	14,231.32
Total Revenue & Beginning Fund Equity		<u>\$39,700.00</u>	<u>\$2,932.60</u>	<u>\$25,374.89</u>	<u>\$14,325.11</u>

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>APRIL</u>	<u>EXPENDITURES TO DATE</u>	<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMB. BALANCE</u>
Public & Auxiliary Service						
Salaries	510.00					
Operations Staff	517.00	\$14,400.00	\$ 942.30	\$ 6,145.82	\$ 6,145.82	\$ 8,254.18
General Materials & Supplies						
Beginning Inventory	546.70	200.00	-0-	220.56	220.56	(20.56)
Purchases - Food	546.10	21,000.00	1,570.55	13,217.88	14,113.93	6,886.07
Ending Inventory	546.80	(200.00)	42.49	(537.30)	(537.30)	337.30
Other Supplies	546.90	2,300.00	193.65	1,307.55	1,307.55	992.45
Cost of Sales		<u>\$23,300.00</u>	<u>\$1,806.69</u>	<u>\$14,208.69</u>	<u>\$15,104.74</u>	<u>\$ 8,195.26</u>

Other Expenses						
Advertising	544.00	\$ -0-	\$ -0-	\$ 40.01	\$ 40.01	\$ (40.01)
Financial Charges & Adj.	596.00	-0-	-0-	(.14)	(.14)	.14
CAFETERIA OPERATIONS EXPENSE		<u>\$37,700.00</u>	<u>\$2,748.99</u>	<u>\$20,394.38</u>	<u>\$21,290.43</u>	<u>\$16,409.57</u>
Professional Salaries	512.00	-0-	1,375.00	4,125.00	4,125.00	(4,125.00)
TOTAL CAFETERIA EXPENDITURES		<u>\$37,700.00</u>	<u>\$4,123.99</u>	<u>\$24,519.38</u>	<u>\$25,415.43</u>	<u>\$12,284.57</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMB. BALANCE
			APRIL	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 5,000.00	\$ -0-	\$ 2,757.87	\$ 2,242.13
Sales Bookstore					
Sales - Books	452.10	200,000.00	1,136.13	192,464.13	7,535.87
Returned Sales - Books	452.17	-0-	(8.95)	(11,738.73)	11,738.73
Sales - Supplies	452.20	35,000.00	1,339.12	26,816.07	8,183.93
Returned Sales - Supplies	452.27	-0-	-0-	(245.25)	245.25
Total Revenue & Fund Equity		\$235,000.00	\$2,466.30	\$207,296.22	\$27,703.78
		\$240,000.00	\$2,466.30	\$210,054.09	\$29,945.91

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
			APRIL	TO DATE		
Public & Auxiliary Service						
Salaries						
Professional Staff	512.00	\$ 11,000.00	\$ 916.66	\$ 9,166.60	\$ 9,166.60	\$ 1,833.40
Office Staff	515.00	10,700.00	602.50	7,750.19	7,750.19	2,949.81
TOTAL		\$ 21,700.00	\$1,519.16	\$ 16,916.79	\$ 16,916.79	\$ 4,783.21
Instructional Materials and Supplies						
Purchases - Books	530.00					
Beginning Inventory-Books	536.10	\$166,000.00	\$2,146.41	\$145,998.36	\$145,998.36	\$20,001.64
Ending Inventory-Books	536.11	25,000.00	-0-	17,975.67	19,910.19	5,089.81
	536.12	(20,000.00)	(1,655.71)	(26,223.40)	(26,223.40)	6,223.40
Purchases - Supplies						
Beginning Inventory-Supplies	536.20	30,000.00	424.53	27,733.21	28,391.80	1,608.20
Ending Inventory-Supplies	536.21	10,000.00	-0-	10,745.60	10,745.60	(745.60)
Cost of Sales	536.22	(15,000.00)	677.73	(17,988.55)	(17,988.55)	2,988.55
		\$196,000.00	\$1,592.96	\$158,240.89	\$160,834.00	\$35,166.00

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
AUXILIARY FUND (BOOKSTORE) BUDGET REPORT  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
			APRIL	TO DATE		
<u>General Mat'ls. &amp; Supplies</u>	540.00					
Office Supplies	541.00	\$ 875.00	\$ 26.64	\$ 380.36	\$ 380.36	\$ 494.64
Printing & Duplicating	542.00	1,550.00	98.00	305.34	305.34	1,244.66
Advertising	544.00	1,100.00	-0-	77.65	127.65	972.35
Publications & Dues	545.00	175.00	-0-	147.30	147.30	27.70
Repairs & Maintenance	547.00	-0-	-0-	149.36	249.36	(249.36)
<b>TOTAL</b>		<b>\$ 3,700.00</b>	<b>\$ 124.64</b>	<b>\$ 1,060.01</b>	<b>\$ 1,210.01</b>	<b>\$ 2,489.99</b>
Travel & Meeting Expense	554.00	\$ 550.00	\$ 190.00	\$ 525.08	\$ 525.08	\$ 24.92
<u>Fixed Charges</u>	570.00					
Telephone Expense	573.00	\$ 500.00	\$ 20.40	\$ 416.26	\$ 416.26	\$ 83.74
Interest Expense	577.00	1,800.00	-0-	-0-	-0-	1,800.00
<b>Capital Outlay</b>		<b>\$ 2,300.00</b>	<b>\$ 20.40</b>	<b>\$ 416.26</b>	<b>\$ 416.26</b>	<b>\$ 1,883.74</b>
Office Equipment	580.00					
585.00	\$ 684.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 684.00
<u>Other</u>	590.00					
Provision for Contingency	595.00	14,000.00	-0-	-0-	-0-	14,000.00
Financial Charges & Adjust.	596.00	700.00	(.04)	11.01	11.01	688.99
<b>Total Bookstore Expenditures</b>		<b>\$ 14,700.00</b>	<b>\$ (.04)</b>	<b>\$ 11.01</b>	<b>\$ 11.01</b>	<b>\$ 14,688.99</b>
<b>Total Bookstore Expenditures</b>		<b>\$239,634.00</b>	<b>\$3,447.12</b>	<b>\$177,170.04</b>	<b>\$179,913.15</b>	<b>\$59,720.85</b>

WILLIAM RAINEY CARPER COLLEGE  
DISTRICT #512

AUXILIARY FUNDS - INTER-COLLEGIATE ATHLETICS  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

REVENUE  
Fund Equity, July 1, 1968

Gate Receipts  
Total Revenue

ACCOUNT NUMBER	BUDGET		EXPENDITURES	
	APRIL	TO DATE	APRIL	TO DATE
300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
455.00	-0-	-0-	-0-	77.00
	\$ -0-	\$ -0-	\$ -0-	\$ 77.00

EXPENDITURES  
Contractual Services  
Instructional Matls. & Supplies  
General Materials & Supplies

Printing & Duplicating  
Publications & Dues  
Travel Expense  
Insurance  
Fixed Charges  
Rental of Facilities  
Rental of Equipment  
Capital Outlay-Equipment

ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUM. BALANCE
	APRIL	TO DATE	APRIL	TO DATE		
520.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,162.25	\$ 1,162.25	\$ (1,162.25)
530.00	-0-	1,434.24	-0-	8,939.50	9,298.80	(9,298.80)
542.00	-0-	-0-	-0-	391.74	391.74	(391.74)
545.00	-0-	-0-	-0-	66.30	66.30	(66.30)
554.00	-0-	111.29	-0-	3,302.36	5,222.68	(5,222.68)
569.00	-0-	-0-	-0-	252.00	252.00	(252.00)
575.00	-0-	-0-	-0-	-0-	160.00	(160.00)
576.00	-0-	-0-	-0-	192.75	192.75	(192.75)
586.00	-0-	-0-	-0-	361.95	361.95	(361.95)
	\$ -0-	\$ 1,545.53	\$ 14,668.85	\$ 17,108.47	\$ 17,108.47	

REVENUE  
Public & Auxiliary Services  
Computer Rental

EXPENDITURES  
Salaries-Professional  
Contractual Services  
Equipment Rental  
Total Expenditures

ACCOUNT NUMBER	BUDGET		REVENUE		EXP. & ENCUM. TO DATE	UNENCUM. BALANCE
	APRIL	TO DATE	APRIL	TO DATE		
459.00	\$ -0-	\$ 727.91	\$ 6,023.84			
512.00	\$ -0-	\$ 108.30	\$ 889.04	\$ 889.04	\$ 889.04	(889.04)
520.00	-0-	-0-	120.00	120.00	120.00	(120.00)
576.00	-0-	-0-	426.12	426.12	426.12	(426.12)
	\$ -0-	\$ 108.30	\$ 1,435.16	\$ 1,435.16	\$ 1,435.16	(1,435.16)



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
AUXILIARY FUND - OTHER ACTIVITIES  
FOR THE TEN MONTHS ENDED APRIL 30, 1969

<u>REVENUE</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>BUDGET</u>	<u>APRIL</u>	<u>REVENUE</u> <u>YEAR TO DATE</u>
Other Activities - Publications	459.00	\$ -0-	\$200.00	\$215.00

WILLIAM RAINEY HARPER COLLEGE  
 DIVISION OF Communications

CANDIDATE Kay Ellen Capo

FIELD Speech

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

B.A. English (1968) LeMoyne College, Syracuse,  
New York

M.A. Speech (1969) Northwestern University,  
Evanston, Illinois

MAJOR AREAS Oral Interpretation, Forensics, Speech Fundamentals

TEACHING EXPERIENCE  
 (Dates of Positions)

LeMoyne College Tutor-Counselor, Dormitory Director,  
Project Upward Bound (1966-68)

OTHER EXPERIENCE

HONORS &  
 DISTINCTIONS Cum Laude (LeMoyne College), New York Regent State  
Scholarship, Gamma Pi Epsilon (National Jesuit  
College Honor Society), Assistantship in Speech  
(Northwestern University), Offer of full Graduate  
Scholarship in English by Univ. of Ill. and Univ. of  
Notre Dame

PERSONAL  
 (Age, Marital Status,  
 Children, Address)

[REDACTED]

RANK & SALARY Instructor of Speech \$8,000.00

RECOMMENDED BY Muchmore, Ryan, Bartos (Personnel English  
 Committee) Department

Robert Powell Chairman

[Signature] Assistant Dean

[Signature] Dean

NOTE: EMPLOYMENT CONTINGENT ON GRANTING OF M.A. DEGREE IN July, 1969.  
 FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Communications

CANDIDATE

Karen Lynne Keres

FIELD

English

PREPARATION

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

A.B. St. Mary's College (1967) English

M.A. University of Iowa (Feb. 1969) English

Plus 11 hours past masters in English (University of Iowa)

MAJOR AREAS

Composition, English Literature

TEACHING EXPERIENCE  
(Dates of Positions)

Student Teaching (Notre Dame) 8 hours

OTHER EXPERIENCE

Editorial Experience: Editing Mark Twain Manuscripts  
Editor: College Newspaper

HONORS &  
DISTINCTIONS

National Honors in Extemporaneous Speech (High School)  
Four Years College Scholarship  
Verbal Graduate Record Exam Score (99th Percentile)  
Graduate School Research Assistant

PERSONAL

(Age, Marital Status,  
Children, Address)

[REDACTED]

RANK & SALARY

Instructor of English - \$8,300 for 39 weeks

RECOMMENDED BY

Muchmore, Ryan, Bartos (Personnel Committee)

Robert Powell

Kenneth Anderson

English  
Department

Chairman

Assistant Dean

Dean

**WILLIAM RAINEY HARPER COLLEGE**  
**DIVISION OF Humanities and Fine Arts**

**CANDIDATE**

David L. Feinberg

**FIELD**

Art

**PREPARATION**

1964  
Parsons School of Design, New York, Certificate

State Univ. New York at New Paltz,  
New Paltz, New York 1967, B.S. Art Education  
Cranbrook Academy of Art, Bloomfield Hills,  
Michigan, 1969, M.F.A.

	B.S.	M.F.A.
Art Studio	53	63
Art Education	42	

**MAJOR AREAS**

**TEACHING EXPERIENCE**

Valley Central H. S. Montgomery N.Y. 9/66-12/66  
B.O.C.E.S. Ulster County, New Paltz, N.Y.  
3/67-6/67  
Y.P.A.C. Cranbrook, Bloomfield Hills, Mich.  
1/68-6/68  
Title III, Federal Govt., New Paltz, N. Y.  
7/68-8/68

**OTHER EXPERIENCE**

Arts & Crafts - Summer Camp, 7/62-8/62  
Commercial Artist, Tony Martin Assoc., New York  
Cleric, New York City Housing Authority

**HONORS & DISTINCTIONS**

1 Man Show Ceramics - State University, New  
Art Place II Galleries, Detroit Paltz  
Parkersburg, West Va. Nat'l. Painting Exhibit  
Figure Painting Exhibit, Cranbrook Galleries

**PERSONAL**  
(Age, Marital Status,  
Children, Address)

[REDACTED]

**RANK**

Instructor - \$8,500

**STEP & SALARY**

**RECOMMENDED BY**

Joseph A. Hudson Department  
A. P. Makos Chairman  
Assistant Dean  
Dean

WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Humanities & Fine Arts

CANDIDATE

Jack D. Tippens

FIELD

Art

PREPARATION

Kent State University, Kent, Ohio B.F.A. 1966

Kent State University, Kent, Ohio M.F.A. 1968

B.F.A. M.F.A.

Art Studio 28 39

Fine Arts 28

Art History 22 15

Art Education 9

MAJOR AREAS

TEACHING EXPERIENCE

Kent State High School, Kent, Ohio 1966-1967

Akron Art Institute, Akron, Ohio 1968-1969

OTHER EXPERIENCE

IBM Junior Oper., B.F. Goodrich Co. Akron, Ohio Aug. 1959-Aug. 1961; Art History Asst. Slide Coll., Kent State Univ., Kent, Ohio 1962-1966; IBM Senior Oper. Akron, Ohio; Curator of Jr. Education, Akron Art Institute, 1968-1969.

HONORS & DISTINCTIONS

Competitive exhibitions (Cleveland May Show, Akron Art Institute Spring Show, Akron Univ. Arts Festival; Panelist, KSU Creative Arts Festival

PERSONAL (Age, Marital Status, Children, Address)

[REDACTED]

RANK

Instructor - \$9,500 Art History

STEP & SALARY

RECOMMENDED BY

Joseph A. Mendenhall  
G.P. Makers

Department

Chairman

Assistant Dean

[Signature]

Dean

WILLIAM PAINY HARPER COLLEGE  
DIVISION OF Science and Mathematics

CANDIDATE Miss Elizabeth Windham

FIELD Physics

PREPARATION (Degree, School Year Received & Semester Hours in Subject Field)  
DePaul University - 48-51, Fonbonne College - 53-57 - B.S.  
St Louis University - 62-64 - M.S.

MAJOR AREAS  
Physics - Major  
Mathematics - Minor

TEACHING EXPERIENCE (Dates of Positions)  
St Vincent H.S., Mo. - 56-59, Marillac College, Mo.- 67 & 68  
Laboure H. S., Mo. - 64-67, St. Vincent H.S.-Mo- 67-69  
St Mary's Seminary College - Mo. - 67-69

OTHER EXPERIENCE  
Supervisor- Job Corps, General Office Clerk, Factory  
Work, File Clerk

HONORS & DISTINCTIONS  
Sigma Xi, PiMu Epsilon-Gamma Chapter (N.M.H.F.)

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

RANK & SALARY Assistant Professor, \$12,000.00

RECOMMENDED BY  
Science and Mathematics Department  
*[Signature]* Chairman  
*[Signature]* Assistant Dean  
*[Signature]* Dean

WILLIAM PAINEY HARPER COLLEGE  
DIVISION OF Science and Mathematics

CANDIDATE Soter George Kokalis

FIELD Chemistry

PREPARATION Purdue University - 54-58 B.Sc.

(Degree, School Year Received & Semester Hours in Subject Field) University of Ill. - 58-62 M.Sc. & Ph. D.

MAJOR AREAS Chemistry - Major

Mth - Minor

TEACHING EXPERIENCE Chicago State College - 67-present

(Dates of Positions) U of I- Chicago Circle Campus - 64-67

Washington University - 62-64

U of I - 58-62

OTHER EXPERIENCE Chem Dept Business Manager- U of I - 65-66

Research Tech - Quality Control Tester - Summer work

HONORS & Purdue University Alumni Scholar, Ethyl Corp Fellow &

DISTINCTIONS DuPont Tchng Fell of U of I, Member of Phi Eta Sigma,

Phi Lambda Upsilon, Sigma Xi, Kappa Delti Pi, and

John Cardinal Newman Society

PERSONAL [REDACTED]

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

RANK & SALARY Associate Professor, \$13,000.00

RECOMMENDED BY Division of Science and Mathematics Department

[Signature] Chairman

[Signature] Assistant Dean

[Signature] Dean

**WILLIAM RAINEY HARPER COLLEGE**  
**DIVISION OF Humanities & Fine Arts**

**CANDIDATE**

Sue Ellen Thompson

**FIELD**

Women's Physical Education

**PREPARATION**

University of Iowa B.A. 1966

Northern Illinois Univ. M.A. (August, 1969)

	B.A.	M.A.
Physical Education	43	24

**MAJOR AREAS**

**TEACHING EXPERIENCE**

Wheeling High School, Girls' Phys. Ed. 1966-  
1968

**OTHER EXPERIENCE**

Director of Wheeling's Girls' Recreation Assoc.  
Red Cross swimming lessons in Iowa City 1962-  
1966

Camp counselor two summers at Cheley, Colo.  
camps, Estes Park, Colorado 1964-1965

**HONORS &  
DISTINCTIONS**

Phi Beta Kappa, Alpha Lambda Delta Honor Soc.  
Pi Lambda Theta Honorary Education Sorority  
Univ. of Iowa Women's Phys. Ed. Academic Awards  
for four years.

**PERSONAL**  
 (Age, Marital Status,  
 Children, Address)

[REDACTED]  
[REDACTED]

**RANK**

Instructor - \$9,300.00

**STEP & SALARY**

**RECOMMENDED BY**

*Myrtle Lynn Bolt* Department  
*M.P. Makens* Chairman  
*[Signature]* Assistant Dean  
*[Signature]* Dean



WILLIAM RAINEY HARPER COLLEGE  
DIVISION OF Engineering

CANDIDATE

Guenther M. Lehman

FIELD

Architecture

PREPARATION

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

University of Illinois, Chicago Circle

Bachelor of Architecture; University of Toronto

Master's in Architecture

MAJOR AREAS

Architecture, Urban Design

TEACHING EXPERIENCE  
(Dates of Positions)

Teaching Assistant 1969, University of Toronto

Fifth Year Thesis Critic

Teaching Assistant 1967, 1968 University of  
Illinois

OTHER EXPERIENCE

Barton-Aschman Assoc.-Planners 1 Year

George Hinds & Assoc.-Architects 2 Years

HONORS &  
DISTINCTIONS

Women's Architectural League Award 1966

Dean's List, Graduation with honors.

PERSONAL

(Age, Marital Status,  
Children, Address)

RANK & SALARY

Assistant Professor, \$11,100

327-4131

RECOMMENDED BY

Joseph Yohanan

Department

Roger A. Mussett

Chairman

H. Birmingham

Assistant Dean

James Anderson

Dean

WILLIAM RAINEY HARPER COLLEGE  
~~DIVISION OF~~ STUDENT SERVICES

CANDIDATE

Richard Lee Miller

FIELD

Assistant Director of Admissions & Registrar

PREPARATION

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

California State College-California, Penn. 1953-54, 1956-59

B.S. Degree - Social Science Major

University of Iowa-Iowa City, Iowa 1961-66

M.A. Degree - Administration & Psychology

MAJOR AREAS

TEACHING EXPERIENCE  
(Dates of Positions)

Coralville School District - 1961-65 Administrative Asst.

Iowa City School District - 1965-68 Teacher-Coach-Supervis

Northern Illinois University - 1968-69 Admissions Counselor

OTHER EXPERIENCE

Division Manager - Sears 1959-61

U.S.M.C. 1954-56

HONORS &  
DISTINCTIONS

PERSONAL  
(Age, Marital Status,  
Children, Address)

[REDACTED]

RANK & SALARY

Assistant Professor at \$14,000 for 12 month contract

RECOMMENDED BY

<u>Student Personnel</u>	<u>Department</u>
<u>Donn B. Stansbury</u>	<u>XXXXXXXXXX Director</u>
<u>James Harry</u>	<u>Chairman</u>
	<u>Assistant Dean</u>
	<u>Dean</u>

I. SUBJECT

Appointment of Assistant Director of Admissions and Registrar

II. REASON FOR CONSIDERATION BY BOARD

Mr. Moeller, the present Assistant Director of Admissions and Registrar has resigned to accept a position at College of Lake County.

III. BACKGROUND INFORMATION

The candidate proposed for this position is:

Name - Richard Lee Miller

Age - 34

Education - B.S. - California State College,  
California, Penna. - 1959

M.A. - University of Iowa, Iowa City - 1965

Experience - Coralville School District 1961-65

Administrative Assistant

Iowa City School District 1965-68

Teacher Supervisor

Northern Illinois University 1968-69

Admissions Counselor

Mr. Miller has been recommended very highly by his previous employers. Has administrative background and admissions experience at Northern Illinois University and would provide Harper with the background desired for this position. We feel Mr. Miller's knowledge of the state schools would provide additional insight regarding articulation and transfer of credits.

IV. It is recommended that we appoint Mr. Miller as Assistant Director of Admissions and Registrar on a 12 month contract at a salary of \$14,000.

ADDITIONAL SUPPORT FOR THE EMPLOYMENT OF RICHARD L. MILLER

Mr. Miller has been recommended very highly by his previous employers. Telephone conversations with the Director and the Assistant Director of Admissions at Northern Illinois University were both very positive. Although the articulation and personal relationship with the Northern staff have been good, I feel Mr. Miller will enhance the relationship even more.

Northern Illinois University has been a staunch supporter of the community college movement, and will undoubtedly be one of the largest receiving institutions for Harper students planning to transfer to a four year college.

His experience working with college level students at a state institution would be a definite asset to students entering Harper and assisting with the transition to other institutions of higher education.

WILLIAM RAINEY HARPER COLLEGE

Area: Student Personnel

CANDIDATE

Dr. Guerin Fischer

FIELD

Dean of Guidance

PREPARATION

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

B.A. - Seattle Pacific College 1961 - History & Science

M.A. - Eastern Washington State 1964 - Psychology

Ed.D. - Colorado State College 1966 - Counseling Psychology

MAJOR AREAS

See above

TEACHING EXPERIENCE  
(Dates of Positions)

1960-62 - Shoreline School Dist. - Washington

1963-64 - Teaching Fellow - Eastern Washington State College

1966-67 - Asst. Prof. & Psychologist - Univ. of Hawaii

1968 - Present Asst. Prof. College of Ed., Univ. of Maryland

OTHER EXPERIENCE

1964-65 - Staff Psychologist - Colorado State University

1967-68 - Staff Psychologist, International School, Thailand, Bangkok,

Part time research staff member A.A.J.C., Washington, D.C.

HONORS & DISTINCTIONS

PERSONAL  
(Age, Marital Status, Children, Address)

[REDACTED]

RANK & SALARY

Dean of Guidance and Assoc. Professor

Salary being negotiated

RECOMMENDED BY

<u>James Hanner</u>	<del>Department</del>
<u>Paul E. Lutz</u>	<del>Chairman</del>
	<del>Assistant Dean</del>
	Dean
	Pres.

BACKGROUND OF DR. GUERIN FISCHER

Dr. Fischer was born in Bismark, North Dakota but he spent most of his life in the State of Washington. He received his B.A. and M.A. from Seattle Pacific College and Eastern Washington State College respectively. He completed his doctoral degree at Colorado State College.

Dr. Fischer took his graduate work in psychology and brings to Harper College a strong background of preparation and experience in this area. He has studied and taught courses in the junior college and, therefore, is familiar with and in complete agreement with the philosophy of the comprehensive community college.

Dr. Fischer also has a good background of research and he is currently working for the A.A.J.C. on a major foundation funded research project.

He comes highly recommended with references which include Dr. Jane Matson, one of the leading junior college student personnel people in the country.

He brings to Harper youth, experience, and a strong commitment to the community college.

Contact: Don Andries, Director  
Community Relations

FOR A.M. RELEASE, MAY 23, 1969

HARPER COLLEGE APPOINTS ACADEMIC

VICE PRESIDENT, DR. CLARENCE SCHAUER

Veteran junior college administrator to replace Dr. G. Kenneth Andeen who moves to presidency of Wittenberg U. on July 1, 1969

Dr. Clarence H. Schauer, academic vice president of Lorain County Community College in Elyria, Ohio has been appointed vice president for academic affairs at Harper College, Palatine, Ill., it was announced today (May 23) by Harper's president, Dr. Robert E. Lahti.

Appointment of Dr. Schauer was approved last night at a regular meeting of Harper's board of trustees. Dr. Schauer will replace Dr. G. Kenneth Andeen, dean of instruction since August 1967, who will assume the presidency of Wittenberg University in Springfield, Ohio on July 1.

In presenting Dr. Schauer to the trustees, Harper's president stressed the educator's experience as a principal academic officer for several new community colleges. Dr. Schauer was one of two candidates for the Harper vice presidency recommended to Dr. Lahti by a selection committee within the College.

"Both candidates recommended by the committee," Dr. Lahti told the board, "are outstanding, and either man is well suited for the demanding responsibilities of chief academic officer. However, I give

(more)

Harper College Appoints Academic Vice President  
Add one

the edge to Dr. Schauer because of his particular experience with new and developing community colleges similar in size to Harper and because of his demonstrated ability to communicate well with faculties and with students."

Dr. Frank A. Vandever, director of Harper's Dental Hygiene program, chaired the selection committee which included student, faculty, and administrative representation. The committee recommendation came after screening 27 applicants and conducting personal interviews with four candidates.

Harper's new vice president for academic affairs will be the lead officer in charge of the College's entire curriculum and instructional program. The position has been upgraded from a deanship along with an overall upgrading of administrative positions presented to the board at last night's meeting.

Dr. Schauer brings to Harper a background of experience and training in both the public and private sectors. His industrial experience, plus graduate chemistry and physics background and doctoral degree in higher education, provide resources valuable to the multiple educational aims of a community college.

He has more than six years of combined teaching and educational administrative experience.

Dr. Schauer was appointed to his present post at Lorain County Community College in September 1967. From June 1966 to September 1967 he was chief administrator for the Texas campus of Northwood Institute

(more)



of Midland, Michigan. Both positions involved staff and program development as well as continuing operations for these expanding institutions.

Lorain County Community College was organized in 1963, had a total enrollment of 3,409 in the fall of 1968 and a full-time faculty of 91.

Dr. Schauer also spent two years at Lake Michigan College in Benton Harbor, Michigan serving as head administrator, dean of instruction, and dean of community services. He taught mathematics at Shawnee-Mission High School in Merriam, Kansas and physics lab at Kansas State Teachers College in Emporia.

Harper's new vice president also has nearly 12 years of private sector experience, ranging from ownership of his own retail sales and service business to management and sales consulting for aerospace and electronics manufacturers as well as educational program management for Skelly Oil Company.

Dr. Schauer has his doctorate in community college administration from the University of Texas. He received a master of science degree in physical science and certification for secondary school teaching from Kansas State Teachers College after receiving his bachelor of arts in both physics and chemistry from the same institution.

His memberships in honorary and professional organizations include appa Mu Epsilon, honorary mathematics fraternity; Lambda Delta Lambda,

Harper College Appoints Academic Vice President

Add three

honorary science fraternity; Sigma Tau Gamma and Phi Delta Kappa.

Dr. Schauer is also a member of the Masonic Order and Rotary International.

He has written several Kellogg Foundation papers on programs for career education and was a Kellogg Fellow at the University of Texas for two years.

Dr. Schauer is 47 years old, a native of Kansas, married, and the father of three children.

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May 22, 1969

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of bid for bookstore shelving.

II. REASON FOR CONSIDERATION BY BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

Bids were solicited and advertisements run according to policy. A total of eleven bid requests were sent out with four companies responding. The results are tabulated below.

<u>ITEM</u>	<u>Columbus</u> <u>Showcase</u>	<u>Franklin</u> <u>Lee</u>	<u>Saginaw</u>	<u>Streator</u>
1.	\$ 2,511.90	N/B	\$ 5,796.00	\$ 4,733.10
2.	2,326.88	N/B	3,292.10	2,891.25
3.	590.80	N/B	1,225.34	917.60
4.	1,737.70	N/B	3,329.64	2,688.00
5.	2,248.80	N/B	3,162.90	4,227.00
6.	<u>664.32</u>	N/B	<u>879.65</u>	<u>617.00</u>
	\$10,080.40		\$17,685.63	\$15,999.05

IV. SUMMARY:

Of the three bidders only Saginaw bid the items specified with only nominal variations. Columbus showcase bid in four foot and five foot modular lengths instead of three foot.

FOR BOARD ACTION:IV. SUMMARY: (continued)

Streater bid was based on masonite back and masonite pegboard instead of steel as specified. These exceptions, we feel, are major and do not lend themselves to the overall plan for the bookstore operation. Another consideration is that if these exceptions would be considered acceptable, than all bids should be rejected and new bids solicited incorporating these specification changes. This action would jeopardize the completion of this portion of the furnishing of the bookstore in time.

V. RECOMMENDATION:

The Administration, in the light of the above consideration, recommends that the Board award the contract to Saginaw Store Fixture Company, in the amount of \$17,685.63. This figure includes all shipping and installation costs for the equipment.

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
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  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Mistic

Quotation Request No. Q-500		Date 4/10/69	page 1 of 4	Your Quotation No.	Quotation Due 2:00 pm CST 4/28/69
Item No.	Quantity	Description		Unit Price	Extension
1	9	Per attached specification & description			
2	Lot	Per attached specification & description			
3	2	Per attached specification & description			
4	6	Per attached specification & description			
5	6	Per attached specification & description			
6	Lot	Per attached specification & description			
Total Bid, including all freight & installation charges.					

SPECIAL INSTRUCTIONS

All bidders must include with their proposal a bid deposit in an amount not less than five per cent (5%) of their bid.

Bid deposits in the form of certified checks or bid bonds are to be made payable to William Rainey Harper College.

Bid deposits will be returned to the successful bidders after a performance and payment bond equal to the amount of the award has been received by the college.

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 price, delivery and destination on this form for the items listed above to be delivered F. O. B. destination, F. F. A.

\_\_\_\_\_ 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

## BOOKSTORE EQUIPMENT SPECIFICATIONS

1. General

Each unit shall contain its own individual support standards and shoes resulting in each unit being a self-contained unit. When installed in series, each unit shall operate independently from adjacent units. The self-contained units shall be constructed in such a manner that when they are connected in series, there will be no space between shelves of adjacent units when they are placed at equal heights. When placed in this manner, the shelves will form one continuous uninterrupted shelf.

2. Support Standard Construction

Construction shall be of "U" beam type using 12 Ga. Steel. Bracket slots shall be provided to permit 1½" shelf adjustment up and down.

3. Shoe Construction

Shoe construction shall be of 16 Ga. Steel. They shall be made in a manner for bolting to upright standard. Shoes to be equipped with built-in self leveling device.

4. Bases

All bases shall be constructed of 22 Ga. Steel. Constructed so that when installed they will automatically adjust to slight variations in floor level.

5. Backs

All backs shall be of 22 Ga. Steel construction. Backs will be constructed with return box flanges top and bottom for added strength. Peg Steel backs to be used on all units except on textbook units and paperback units, and shall be so constructed as to accomodate 1/8" pegboard hardware. Full island units shall contain individual backs for both sides to permit greater flexibility in the use of pegboard hardware where specified, and provide greater overall strength.

6. Steel Shelf Construction

All steel shelves shall be constructed of 20 Ga. Steel, die formed, reinforced with 20 Ga. Steel "U" formed channels, spot

welded to the shelf. The shelf shall contain a 1" tag molding which shall be formed as an integral part of the shelf, without rivets, staples or welding. Shelves shall have no sharp corners or edges exposed to the shopper. All shelves to include reinforced brackets which are adjustable on 1½" centers up and down. All shelves, except paperback shelves, shall be fully interchangeable with all other units. All brackets to be installed or removed without bolts or tools. All shelves shall contain ¼" round holes to permit instant "clip in" binning hardware. Each shelf to support min. 500 lbs.

## 7. Finish

All finishes to be chip-proof and scuff-resistant colors to be supplied by Facilities Planner.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
1.	9	Full island units nine (9) feet long (3 - 3' units). Each unit approx. 54" high with 17" deep shelves, complete with end panels. Each unit to contain four (4) shelves including base shelf. Top shelf to be same color as end panels, and when placed at top of unit, will align with end panel to form enclosed effect. Solid steel backs and 7½" closed base. (Ref. Saginaw Island Unit #8-S)
2.	1 lot	Textbook wall shelving approx. 85" high, shelves 20" deep, 36" long. Total installation approx. 87 feet, installed to form solid and continuous run throughout designated area. Units to contain solid steel backs and five (5) shelves including base shelf. Installation to be custom fitted with end panels but without corner shelves or canopy. Closed base. (Ref. Saginaw Wall Unit #6-S)
3.	2	Full island units nine (9) feet long (3 - 3' units). Same as item one (1) except 14" deep shelves, including base shelf and peg steel backs.
4.	6	Full island units nine (9) feet long (3 - 3' units). Same as item one (1) except 12" deep shelves, including base shelf and peg steel backs.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>
5.	6	Full island units eight (8) feet long (2 - 4' units) 54" high for paperbound books. Closed base, end panels and solid backs. Base shelf approx. 12", upper shelves approx. 8" x 8" slanted book shelves with metal book end retainers. (This is the only item which will not use 36" length shelves).
6.	1 lot	Wall shelving 21' long. Same as item two except peg steel backs and shelf size from bottom to top as follows: 20", 17", 17", 14", 12".

**NOTE:** All end panels and tops to be red oak finish.

All Shelves and shelving parts to be black finish.

All backs to be white finish.

Exact colors and shades to be obtained from Harper College Facilities Planner.



FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bids for the purchase of equipment for the Mechanical Design Program.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

There were four separate bids requests sent out covering fourteen different pieces of equipment. Advertisements were placed and bids solicited directly. The responses received are tabulated on the following pages.

IV. RECOMMENDATIONS:

The Administration recommends that the Board approve the following awards.

<u>Items</u> 100, 101, & 103 (Q-469 to Benster Welding for	\$2,567.86
plus . . . .	708.00
Delivery & Set up	
<u>Items</u> 45 & 104 (Q-469) to Valley Welding Supply for	\$1,245.28
plus . . . .	200.00
Delivery & Set up	
<u>Item</u> 102 (Q-469) to Brodhead Garrett for . . . .	\$1,090.00

FOR BOARD ACTIONIV. RECOMMENDATIONS: (continued)

<u>Item</u> 113 (Q-473) to Lab Quip for . . . . .	\$2,457.00
plus . . . . .	165.00
Delivery & Set up	
<u>Item</u> 114 (Q-473) to Ametex for . . . . .	\$1,814.00
plus , . . . .	200.00
Delivery & Set up	
<u>Item</u> 132 (Q-474) to Unitron for. . . . .	\$1,018.25
plus . . . . .	5.00
Delivery	
<u>Items</u> 131A & 131B (Q-474) to Lukas for . . .	\$3,180.00
<u>Item</u> 40 (Q-475) to Lab-Quip for . . . . .	\$13,535.00
plus . . . . .	500.00
Delivery & Set up	
<u>Item</u> 59 (Q-475) to Pivan Engineering for . . .	570.00
plus . . . . .	10.00
Delivery	
<u>Item</u> 163 (Q-475) to Lundmark for . . . . .	\$15,556.70
plus	475.00
Delivery & Set up	

Total of awards is \$43,034.09 plus \$2,263.00 for delivery and set-up charge. These purchases would be made under our VEA grant which covers all costs except those for delivery and installation.

FOR BOARD ACTION

BID TABULATIONS

Q-469 Nine bid requests were sent out. There were seven responses, four of which were no bid.

ITEM	VALLEY WELDING	BENSTER WELDING	BRODHEAD GARRETT
100	NB	\$ 991.91 plus \$531.00	\$1,932.00
101	NB	1,300.73 plus 177.00	NB
102	NB	1,329.00	* 1,090.00 alternate
103	NB	275.22	400.00
45 & 104	\$1,245.00 plus \$200	NB	NB

Q-473 Five bid requests were sent out. There were three responses, one of which was no bid.

ITEM	LAB-QUIP	AMETEK
113	\$2,457.00 plus \$150	\$4,147.00 plus \$350
114	1,451.50	1,814.00 plus 200

Q-474 Nine bid requests were sent out. There were eight responses.

ITEM	UNITRON	CENCO	LUKAS	SARGENT	WILKENS ANDERSON
132	\$1,018.25 plus \$5.00	NB	NB	NB	NB
131A	1,593.90	\$2,870.86	*\$2,250.00	NB	NB
131B	NB	691.74	* 660.00	\$770.00	\$686.00

FOR BOARD ACTION

BID TABULATIONS

Q-474 (continued)

<u>ITEM</u>	<u>BAUSCH &amp; LOMB</u>	<u>AMERICAN OPTICAL</u>	<u>BUEHLER</u>
132	NB	NB	\$2,322.75
131A	\$2,616.30	\$7,620.00	8,465.85
131B	854.00	900.00	854.00

Q-475 Twelve bid requests were sent out. There were eight responses, four of which were no bid.

<u>ITEM</u>	<u>PIVAN</u>	<u>AMTEK</u>	<u>LAB-QUIP</u>	<u>LUNDMARK</u>
40	NB	\$15,857.00	\$13,535.00 plus \$500	NB
59	\$570.00 plus \$10	NB	NB	NB
163	NB	NB	NB	**\$18,228.00

\*\* Some additions and deletions to the original specification were made and a revised bid received from Lundmark was \$15,556.70 plus \$475.00 delivery and set-up

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads, Palatine, Illinois  
60067

1. 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  
Algonquin and Roselle Roads,  
Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-469	Date 3/14/69	Page <u>1</u> of <u>8</u>	Your Quotation No.	Quotation Due 2:00 p.m. CST April 9, 1969
Item No.	Quantity	DESCRIPTION	Unit Price	Extension
		<b>PART "A"</b>		
100	3	250 ampere welding machine with AC/DC welding current, 40-250 ampere current range, with power factor correction. 230/460/1/ phase 30% duty cycle at 250 amperes. (Lincoln Model # K-10536 or equivalent)		
		<b>PART "B"</b>		
	3	Three 12 1/2' lengths # 1 cable with lug and 3/16 electrode holder. Three 6' Lengths # 1 cable with lug and ground clamp.		
	1	One 100' Lengths # 1 cable with lug and 3/16 electrode holder.		
	1	One 100' Lengths # 1 cable with lug and ground clamp.		
		Note: Lugs, ground clamps, and electrode holders to be attached to cables.		

THIS IS NOT AN ORDER

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\_\_\_\_\_ 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



**William Rainey Harper College**

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Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-469	Date 3/14/69	Page 2 of 8	Your Quotation No.	Quotation Due 2:00 p.m. CST April 17, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
101	1	<p><b>M16 Semi-automatic welding system consisting of one 200 Ampere, 100% duty cycle power source, 230/460 3 phase current.</b></p> <p><b>115 volt AC auxiliary outlet, power supply to have Silicon Rectification with lifetime warranty. To have open circuit from 14.5 thru 44 volts, with wire control unit that will accept 25 or 60 pound wire spools, deliver wire speed of 480 I.P.M.</b></p> <p><b>Torch to be lightweight and highly maneuverable, air cooled. With ten foot conduit, also supply one C-O-Two regulator with flowmeter, 10 feet length 1/2". Single hose with I.A.A. fittings. One five length 2/0 ground cable with ground clamp and lug. One five foot length 2/0 connecting cable with a lug each end. Two, twenty-five pound spools .35 bare mild steel wire. One welding helmet with lense.</b></p> <p><b>Also, supply two extra straight nozzles and twelve contact tip .35 size. One fifty pound welding grade CO2 cylinder with contents on an outright purchase.</b></p>		

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Authorized Official

Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads, Palatine, Illinois  
60067

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WILLIAM RAINEY HARPER COLLEGE  
Algonquin and Roselle Roads,  
Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-469	Date 3/14/69	Page <u>3</u> of <u>8</u>	Your Quotation No.	Quotation Due 2:00 p.m. CST April 11, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
102	1	<p>200 ampere welding machine with AC/DC welding current, 2 to 275 ampere current range, with power factor correction. 220/440/1 phase, 60% duty cycle. With high frequency and inert gas controls. With remote control for current and high frequency control.</p> <p>Equipped with the following equipment: 350 ampere, water cooled Gas Arc torch with 12½ foot cable assembly, torch weight of approximately 3 oz., total length 7½ inches. Complete with 10 each 1/16, 3/32 and 1/8 inch ceramic cups, 1 each 1/16, 3/32 and 1/8 inch tungsten guide and chucks. One box each 1/16, 3/32 and 1/8 x 7 inch 2% thoriated tungsten. One water coolant unit 40-gallon capacity, 115 colts, 60 cycle. One Argon regulator with flo-meter, with 330 cubic foot Argon cylinder outright with contents. One six foot length 2/0 cable with 300 ampere ground clamp. One 12½ foot length 1/0 cable with 250 ampere electrode holder, one ten foot length ½ inch single hose with I.A.A. fittings. Assorted lengths of hose to connect to and from water coolant unit. Five pounds each of the following welding rods in 1/16, 3/32 and 1/8 inch sizes, type 4043 aluminum and hi-tensile steel and 308 stainless steel filler rods; 9, 5 lb. packs. One welding helmet with lense. Lugs to be installed on one end of welding and ground cable.</p>		

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

Authorized Official

Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

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60067

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Algonquin and Roselle Roads,  
Palatine, Illinois 60067

ATTENTION: D. M. Misic --- Purchasing Agent

Quotation Request No. Q-469	Date 3/14/69	Page <u>4</u> of <u>8</u>	Your Quotation No.	Quotation Due 2:00 p.m. CST April <u>2</u> , 1969
Item No.	Quantity	DESCRIPTION	Unit Price	Extension
103	1	<p>Portable Hand Operated Spot Welder, 1.5 KVA output, capable of 1/8" min. weld thickness, 230 volt machine, fused at 20 amps.</p> <p>To Include following:</p> <ol style="list-style-type: none"> <li>1. set of offset tongs with 9" throat capacity.</li> <li>2. Four pairs of Standard tongs.</li> <li>3/ Built-in timer</li> <li>4. Pedestal with foot pedal for operating machine.</li> </ol>		

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Authorized Official

Title



REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads, Palatine, Illinois

60067

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 WILLIAM RAINEY HARPER COLLEGE  
 Algonquin and Roselle Roads,  
 Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No.  
Q-469

Date  
3/14/69

Page 6 of 8

Your Quotation No.

Quotation Due 2:00 p.m. CST  
April 17, 1969

Item No.	Quantity	DESCRIPTION	Unit Price
45 & 104		<p>Welding booths constructed to the following specifications:</p> <p>Gas welding booths, three and half foot wide by four foot deep by seven foot high. Booths to be assembled on a straight line covering ten and a half feet in length.</p> <p>Booths, to be constructed of 1½"x1½"x3/16" angle iron with ¼" asbestos board to be installed on all three sides of the frame, starting two foot up from the floor. All construction to be interlocked with pins. Legs of frames to have leveling screws.</p> <p>Within each gas welding booth, oxygen and acetylene stations to be installed. Each station to have one each oxygen and acetylene line regulator, station valve with check, medium size torch (Welding) with mixer and three wilding tips 110, 62, 55, 53; 12½' length 3/16" twin hose with fittings, goggles, and round file lighter.</p> <p>Necessary pipe work to consist of ½" X.H. black pipe for oxygen line and 3/4" black pipe for acetylene line. Pipe to be cut to size, threaded, degreased, installed and painted red and green.</p>	

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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-469	Date 3/14/69	Page 7 of 8	Your Quotation No.	Quotation Due 2:00 p.m. CST April 7, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Total
		<p>Supply oxygen and acetylene regulators to be heavy duty with two stage action. Flash back arrestor with relief valve to be installed and mounted on west inner wall, and vented outside of building. Regulators to be wall mounted. Supply line to have 150 # relieve valve. Cooper and steel pigtails to be supplied to connect supply regulators to piping system. Wall brackets to be supplied to secure cylinders to wall.</p> <p>One cutting attachment with one cutting tip to be supplied.</p> <p>(Please state equipment price and set-up charge as separate prices)</p> <p>See drawing below for details:</p>		

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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-473	Date 3/14/69	Page <u>1</u> of <u>4</u>	Your Quotation No.	Quotation Due 2:00 p.m. CS April 10, 1969
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No.	Quantity	DESCRIPTION	Unit Price	Extension
113	1	<p>Impact Testing Machine Capacity: 240 ft. lbs. Features: Capability to change test bobs for different capacity bobs.</p> <p>Equipment for testing Izod, Charpy and Tension Impact in accordance with ASTM Designation E-23</p> <p>Infinitely adjustable drop for bob.</p> <p>Some Type of brake mechanism to stop bob after test is completed.</p> <p>Shrouds as standard for safety purposes.</p> <p>Standard equipment should include all bobs needed to utilize full capability of tester.</p> <p>Include 48 Izod, 48 Charpy; and 48 Tension Impact specimens of assorted material (No more than 6 of any one mat'l).</p>		

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Quotation Request No. Q-473	Date 3/14/69	Page <u>3</u> of <u>4</u>	Your Quotation No.	Quotation Due 2:00 p.m. CS April 17, 1959
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Item No.	Quantity	DESCRIPTION	Unit Price
114	1	<p>Brinell Hardness Tester (Floor Mounted)                      Capacity: 3,000 kilograms.                      Features: Motorized 110 Volt, 60 cycle single phase.                      Bench Model, approximately 3/4 inch stroke.                      Loading adjustable from 500 to 3000 kilograms.</p> <p>Standard equipment to include:                      10 mm Ball holder with twelve 10 mm Steel Balls                      2 1/4 inch diameter flat anvil                      12 test blocks</p>	

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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-171	Date 3/14/69	Page 1 of 4	Your Quotation No.	Quotation Due 2:00 p.m. CST April 1, 1969
Item No.	Quantity	DESCRIPTION	Unit Price	Extension
132	1	<p>N/S UNITRON model BMEC Binocular Inverted Metallurgical Microscope.</p> <p><u>Stand:</u> Inverted design with handle-grip design. Stage focusable by diagonal-cut rack and pinion. Objective focusable by micrometer screw. Base transformer for 115 volts A.C. with on-off two-intensity switch. Wear-resistant black finish.</p> <p><u>Stage:</u> Large 120x120mm stage with built-in graduated mechanical stage, 25x25mm rectangular motion. Readings to 0.1mm by vernier; rotating graduated stage; three additional insert plates with different sized apertures.</p> <p><u>Optics:</u> Four parfocal coated plan-achromatic flat-field objectives on revolving nosepiece; MPL40X (N.A. 0.30), MPL20X (N.A. 0.40), MPL40X (N.A. 0.65) and MPL80X (N.A. 0.90). Coated pair of widefield high eyepoint eyepieces in two magnifications; Bi-WFH10XR (to accept vertical and with focusing eye-lens) and Bi-WFH15X with removable eyecaps.</p> <p><u>Binocular Body:</u> Inclined design with both interpupillary and diopter adjustments.</p>		

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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-474	Date 3/14/69	Page <u>2</u> of <u>4</u>	Your Quotation No.	Quotation Due 2:00 p.m. April 9, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
132		<p><u>Illuminator</u>: Vertical type system with coated plane glass reflector. Light source with field in aperture iris diaphragms.</p> <p>Equipment: Filter slot; three filters; polarizer and analyzer; micrometer reticle; large stage clips; six spare bulbs; plastic dustcover; fitted wooden cabinet; and built-in camera mechanism with type PB 3 1/4"x4 1/4" film pack Polaroid attachment for above BMEC, and Model MC-EB Elevating Base</p>		

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ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-1174		Date 3/14/69	Page 1 of 4	Your Quotation No.	Quotation Due 2:00 p.m. CST April 8, 1969	
Item No.	Quantity	DESCRIPTION			Unit Price	Extension
132	1	<p>N/S UNITRON model BMEC Binocular Inverted Metallurgical Microscope.</p> <p><u>Stand:</u> Inverted design with handle-grip design. Stage focusable by diagonal-cut rack and pinion. Objective focusable by micrometer screw. Base transformer for 115 volts A.C. with on-off two-intensity switch. Wear-resistant black finish.</p> <p><u>Stage:</u> Large 120x120mm stage with built-in graduated mechanical stage, 25x25mm rectangular motion. Readings to 0.1mm by vernier; rotating graduated stage; three additional insert plates with different sized apertures.</p> <p><u>Optics:</u> Four parfocal coated plan-achromatic flat-field objectives on revolving nosepiece; MPL40X (N.A. 0.30), MPL20X (N.A. 0.40), MPL40X (N.A. 0.65) and MPL80X (N.A. 0.90). Coated pair of widefield high eyepoint eyepieces in two magnifications; Bi-WFH10XR (to accept vertical and with focusing eye-lens) and Bi-WFH15X with removable eyecaps.</p> <p><u>Binocular Body:</u> Inclined design with both interpupillary and diopter adjustments.</p>				

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Quotation Request No. Q-474	Date 3/14/69	Page 3 of 4	Your Quotation No.	Quotation Due 2:00 p.m. CST April 9, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
131	6	<p><b>Metalurgical Microscope including specimen illuminating light, specimen clamp, keyhole stage plate, 1 1/4" stage plate, micrometer scale .0005; 5x, 10x, 20x, 40x objectives, 10x Hi-Point eyepieces, set at operating instructions, plastic dust covers. (B &amp; L Model STM-3 or equivalent.)</b></p>		
	2	<p><b>Wide field stereomicroscope with stand for opaque object; large stage with elips and reversible black &amp; white contrast plate; sealed 7x thru 3x variable power pod with inclined eyepieces; wide field eyepieces with eyeguards; reference manual and dust cover; for total magnification of 7x thru 30x. (B &amp; L D-2003 or equivalent).</b></p>		

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Quotation Request No. Q-475	Date 3/14/69	Page 1 of 10	Your Quotation No.	Quotation Due 2:00 p.m. CST April 10, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension												
40	1	<p>Universal Hydraulic Testing Machine Capacity: 120,000 lbs. Features: Accuracy of greater than 1/2 of 1% of the indicated load or 1/10th of 1% of the scale range capacity (whichever is greater). Tension Specimens Sizes: Flats up to 3 1/2" x 1 1/2", rounds from 1/2" to 2" dia.</p> <p>Equipped with: One (1) set of flat grips for gripping flat specimens. One (1) set of vee grips for gripping round specimens. One (1) set of compression tools, upper spherically seated and lower solid, 6 1/2 diameter. One (1) Stress strain recorder for use with strain gages (wire wound and foil) and mechanical extensiometer combo to provide the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th>Range</th> <th>Magnification</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>.004 in strain = 1.00 chart</td> <td>320 in/min.</td> </tr> <tr> <td>2</td> <td>.002 in " = 1.00 "</td> <td>160 in/min.</td> </tr> <tr> <td>3</td> <td>.001 in " = 1.00 "</td> <td>80 in/min.</td> </tr> </tbody> </table> <p>Sensitivity = .00001 in. Accuracy: .5% of measured deformation or .2% of measuring range. Recorder to be mounted on indicating unit.</p>	Range	Magnification	Response	1	.004 in strain = 1.00 chart	320 in/min.	2	.002 in " = 1.00 "	160 in/min.	3	.001 in " = 1.00 "	80 in/min.		
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
40	1	<p>continued</p> <p>One (1) Extensometer for use with Stress-Strain recorder capable of mounting to either flat or round specimen and of the 2 inch gauge length type.</p> <p style="text-align: center;">[REDACTED]</p> <p>One (1) Weld Guided Bend Test Tool. (To comply with American Welding Society standards). Four scale ranges as standard to utilize full capabilities of tester.</p> <p>Standard capability to change ranges while test is in progress and retain zero.</p> <p>Means of taring weight of fixtures, etc. before starting test.</p> <p>Separate crosshead adjustment speed of approximately 12 inches per minute.</p> <p>Infinitely variable loading speeds of 0 to 2 inches per minute.</p> <p>Standard power stroke of at least 6 inches with no pit requirements.</p> <p>Vertical tension and compression test space to be approximately 24 inches.</p>		

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No.	Quantity	DESCRIPTION	Unit Price	Extension
40	1	Usable test table space of approximately 20 inches x 20 inches.  Tester to have, as standard, built in safe guards so that tester cannot be overloaded. Include 48 (ASTM .505) standard tensile test specimens (No more than 6 of any one mat'l.)		
	continued			

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Quotation Request No. Q-475	Date 3/14/69	Page <u>5</u> of <u>10</u>	Your Quotation No.	Quotation Due 2:00 p.m. GS April 9, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
59	1	<p>Universal Transducer Amplifier-Indicator for Strain Gage and LVDT readout with Mirror Scale Analog Meter Output with 6", 100 division scale and reversing switch</p> <p>Accuracy: Meter Output 0.5% of scale Recorder Output 0.2% of scale Auxiliary Output <math>\pm</math> .25% of scale</p> <p>Full Scale Meter Ranges: (with one Active Arm and Gage Factor of 1.8 or Greater) 100, 500, 1,000, 2,000, 5,000, 10,000 micro inches/inch</p> <p>Suppression Ranges: <math>\pm</math> 5,000 micro inches/inch in 1,000 microinch steps</p> <p>Gage Factor: Range: 1.0 to 9.0 selected by calibrated 10 Turn Dial</p> <p>Active Arm Selector: Provides for 1, 2, 4 active bridge arms</p> <p>Shunt Calibration: Front Panel Switch to apply externally mounted resistor</p> <p>Analog Output Voltage: <math>\pm</math> 500 mv Full Scale</p>		

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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
59 continued		<p>Unit must accomodate plug-ins to provide Peak Memory, Limit Control, and Galvanometer Driver Output Modules.</p> <p>Unit must accomodate plug-ins for multiple input Strain Gages, and for Differential Transformer transducers.</p> <p>Daytronic Model 300D-90 or equivalent</p>		

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Quotation Request No. Q-475		Date 3/14/69	Page 8 of 10	Your Quotation No.	Quotation Due 2:00 p.m. CST April 14, 1969	
Item No.	Quantity	DESCRIPTION			Unit Price	Extension
163	1	<p>Universal Horizontal Milling Machine. Approximate table range, 23" longitudinal, 10" cross, 14" vertical with power feeds and rapid traverse in all directions. Horizontal spindle to be #50 taper with 5 H.P. drive motor, with JIC or NMTBA electrics</p> <p>Accessories to include:                      Swivel vise 6" min. capacity,                      One-shot lubrication system,                      Arbor, "B" style #50 taper, 1" diameter (draw bar included)                      Spacers and Bearings for above arbor                      Vertical Head with grill feed and power feed, (3 h.p. motor)                      Coolant system for cutter cooling,                      All necessary wrenches for Machine Set up,                      Backlash eliminators in cross and longitudinal table travel mechanisms.                      Removable chip pan &amp; sump for coolant reuse.                      Spindle carrier for vertical spindle for conversion from B &amp; S No. 50 taper to No. 9 B &amp; S tapers for endmills                      Dividing head 40-1 ratio with 3 plates for all divisions - up to 200, must be able to swivel past 90°, tailstock, headstock center.                      Universal Chuck (3-jaw) 6" capacity with</p>				

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

Authorized Official

Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads, Palatine, Illinois  
60067

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Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-475	Date 3/14/69	Page 9 of 10	Your Quotation No.	Quotation Due 2:00 p.m. CST April 18, 1969
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Item No.	Quantity	DESCRIPTION	Unit Price	Extension
163 continued		adjustment for runout & 2 sets of jaws. (Must be taper mount). Lead driving mechanism for driving dividing head from lead screw to cut leads from 1/4" to 100" (include all guards, adapters, gears and necessary connections). Overarm support for "B" style arbor "C" style #50 taper adapter for No. 9 B & S tapered end mill holders.		

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FOR BOARD ACTION:

I. SUBJECT:

Request of approval for the purchase of IBM typewriters and transcribing machines.

II. REASON FOR CONSIDERATION BY THE BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

In order to properly equip the secretarial science area 60 typewriters and 17 transcribing machines will be required. The actual request lists the following equipment.

25	I.B.M. Selectric Typewriters
35	I.B.M. Model D Typewriters
17	I.B.M. Executary Transcribing Machines - Model 212

I.B.M. equipment can only be purchased direct from the factory and they have established prices for educational and governmental institutions. This fact makes it impossible to obtain competitive bids and, also, advertisements are of no value.

In addition there is no other manufacturer of a typewriter of the same type as the I.B.M. Selectric.

IV. SUMMARY:

In consideration of the above factors the Administration requests that the Board approve the purchase of the I.B.M. equipment where no direct equal is available. The I.B.M. Selectric typewriter and the Transcribing machine will be purchased without competitive bidding or advertising for bids, but then we will go out for bids for the 35 IBM Model D typewriters.



FOR BOARD ACTIONV. RECOMMENDATION:

The Administration recommends that the Board make the following award.

		<u>Total Cost</u>
25	IBM Selectric Typewriter	\$10,000.00
17	IBM Reconditioned Executary Transcribing Machines	<u>\$ 5,355.00</u>
	<u>Total Cost</u>	<u>\$15,355.00</u>

The billing for these machines will be over a three year period in the following percentages:

40% . . . . . the first year.

30% . . . . . the second and third years

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bids for the purchase of cafeteria and kitchen equipment.

II. REASON FOR CONSIDERATION BY BOARD:

In accordance with Board purchasing policy expenditures over \$5,000.00 must have Board approval.

III. INFORMATION:

There were seven separate bid requests sent out. Advertisements were placed and bids solicited directly. The responses received are tabulated on the following pages.

IV. SUMMARY:

In two instances the recommendation is not for the lowest bidder. One is Q-516 where it was felt that the interests of Harper College would be better served by obtaining the item specified instead of alternates, particularly when the difference was only \$41.00.

The second area was Q-522 Section 2. The difference was less than a dollar and to process a separate order would cost much more than the savings.

FOR BOARD ACTIONV. RECOMMENDATION:

Q-516 to Edward Donn Company for a total of	\$ 1,470.84
Q-517 to Hobart Manufacturing for a total of	2,251.70
Q-518 to B & B Imperial for a total of	1,270.02
Q-519 to Merchants Cash Register Co. for a total of	5,773.50
Q-521 to B & B Imperial for a total of	2,595.07
Q-522 Sect. 1 to B & B Imperial for a total of	191.68
Q-522 Sect. 2 to Edward Donn for a total of	64.80
Q-522 Sect. 3 to Edward Donn for a total of	1,820.23
Q-522 Sect. 4 to Edward Donn for a total of	1,909.27
Q-522 Sect. 5 to B & B Imperial for a total of	2,027.56
Q-522 Sect. 6 to B & B Imperial for a total of	748.38
Q-522 Sect. 7 to B & B Imperial for a total of	1,088.42
Q-522 Sect. 8 to B & B Imperial for a total of	<u>172.75</u>
TOTAL OF ALL AWARDS	\$21,384.22

BID TABULATIONS

Q-516: Four requests were sent out and we received three responses.

B & B Imperial	\$1,542.48
Larsen & McGinnis	1,335.42 . . .
	see note (alternate quote all items)
Edward Donn Company	1,470.84*

Note: Item #1 called for 24 compartment rack - alternate is 20 compartment.  
To obtain equal capacity 12 more racks at an addition cost of \$94.08 Considering this the Larsen & McGinnis bid would be \$1,429.50

FOR BOARD ACTION

RECOMMENDATION: (continued)

BID TABULATIONS

Q-517: Five requests were sent out and we received four responses, one of which was no bid.

B & B Imperial	\$2,267.45
Edward Donn	2,301.76
Hobart Manufacturing	2,251.70*

Q-518: Four requests were sent out and we received three responses.

B & B Imperial	\$1,270.02*
Larsen & McGinnis	1,186.26 (5 items NB)
	<u>adj. bid</u> \$1,327.38
Edward Donn	1,388.03

Q-519: Four requests were sent out and we received two responses, one of which was no bid.

Merchants Cash Register Company	\$5,773.50
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Q-520: Five requests were sent out and four responses were received, one of which was no bid. The bid covered the china and the evaluation is not complete since cost, function and appearance are all factors to be considered. The recommendation will be presented at the next Board meeting.

Q-521: Five requests were sent out and four responses were received, one of which was no bid.

B & B Imperial	\$2,595.07*
Larson & McGinnis	2,962.65
Edward Donn	4,174.35

FOR BOARD ACTION

V. RECOMMENDATION: (continued)

BID TABULATIONS

Q-522 - Section 1 to 8: Five requests were sent out and four responses were received, one of which was no bid.

<u>Section</u>	<u>B &amp; B Imperial</u>	<u>Larson &amp; McGinnis</u>	<u>Edward Donn</u>
1	\$ 191.68*	NB	\$ 224.02
2	77.33	\$ 64.60	64.80*
3	1,836.41	NB	1,820.23*
4	3,071.48	2,764.66	2,783.29*
5	2,027.56*	2,043.65	2,154.48
6	748.38*	NB	753.33
7	1,128.98	Incomplete	1,285.23
8	172.75*	NB	189.92

Note 1: On Section 4 there are specification changes and Items 1 thru 10 will not be awarded.  
The low bidder adjusted bid would be \$1,909.27

Note 2: On Section 7 Item #31 has a specification change and has been deleted. The low bidders adjusted bid would be \$1,088.42.

Note 3: The recommended supplier for each bid has been indicated with an asterisk.

REQUEST FOR QUOTATION



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Algonquin & Roselle Roads  
Palatine, Illinois 60067

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WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Mistic

Quotation Request No. Q-516		Date 4/29/69	Page 1 of 1	Your Quotation No.	Quotation Due May 16.1969
Item No.	Quantity	Description		Unit Price	Extension
		The following items are to be plastic sani-stock Racks as manufactured by the Metropolitan Wire Goods Corporation or equal.			
1	60	Model # G24-1 Compartmented slanted cup Racks (24 compartments)			
	10	Model #P41-M combination Racks			
	64	Model #G8 Green Compartmented Glass Racks (36 compartments)			
4	8	Model G 2x8 Greg compartmented glass Racks 36 compartments 3 1/16" square.			
5	6	Model P4C12 Compartmented Silver Racks			

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Palatine, Illinois 60067  
Attention: Mr. D. M. Misic

Quotation Request No.	Date	Page	Your Quotation No.	Quotation Due
Q-517	4/29/69	1 of 1		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
1	1 only	Even Balance scale capacity 10#, scale to read in $\frac{1}{4}$ oz. graduations. Hobart Model 402 or equal.		
2	1 only	Hobart K5A Bench model mixer with 2 stainless steel bowls with Flat Beater and 2 wire whips. or equal  The following attachments for a Hobart M802 mixer to be used with the 80 qt. bowl.		
3	1 only	"D" whip	} <u>No Substitutes</u>	
4	1 only	"E" dough arm		
5	1 only	"P" pastry knife		
6	1 only	"S" sweet dough arm		
7	1 only	Hobart H600 60 qt. mixer with 60 qt. stainless steel bowl, 40qt. stainless bowl and bowl adapter standard grey finish. or equal		
8	1 only	"D" wire whip for 60 qt. bowl	} to fit item 7	
9	1 only	"D" wire whip for 40 qt. bowl		
10	1 only	"B" beater for 40 qt. bowl		
11	1 only	Hobart chopping end (Grinder) to fit H600 mixer complete with 3 knives and 3 different grinding plates, fine, medium, and coarse. <u>No Substitutes</u>		

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Per \_\_\_\_\_

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Quotation Request No. Q-518		Date 4/29/69	Page 1 of 2	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
1	2	Cres-Cor infra red food warmers Model #CMPIFW -69Sth-2 with thermostatically controlled heated base, and 2 <u>White</u> heat lamps			
2	2	Cres-Cor Flex-o-ray heat lamps, aluminum finish IFW-60 style 5, solid hood, clamp base, red bulbs			
	3	Vollrath # 1022-9 Double service breath protector			
4	2	Bloomfield Chafer Royale 8284 with 2-1/3 size pans and 2 1/6 size pans with 2 1/2" deep hinged dome lid. <u>or equal</u>			
5	1	Bloomfield Swedish Regent Petite Marmite, #7208 Brightly polished stainless steel complete with insert and cover. <u>or equal</u>			
6	2	Bloomfield Serviettes #7508, 18" wide, 30" long, and 14 1/2" high, complete with legs, stainless steel drain tray and 8" plexiglass dome cover. <u>or equal</u>			
7	1	Bloomfield Pastry cart #7503, 2 shelf cart dome cover & drop leaf. <u>or equal</u>			
8	2	Bloomfield #355 Lazy Sue server complete with 4, 12 oz. dressing bowls <u>or equal</u>			

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Quotation Request No.	Date	Page 2 of 2		Your Quotation No.	Quotation Due
Q-518	4/29/69				May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension	
		The following items in Kensington Ware by Wearever aluminum.			
9	2	#7840 Saratoga Platter 19 x 24"			
10	4	#7822 15" Bennington Tray			
11	4	#7821 13" Plymouth Tray			
12	4	#7880 Seacrest Shell server			
13	4	#7881 Shelburne Shell Server			
14	2	#20 Chelsea Server			
15	2	#7892 Yorkville Aspec Tray 18"			
		The following Silite showware bowls by Silite Inc., Chicago, Illinois. <u>Or Equal</u>			
16	4	SB 68 8" Dia. x 2" deep Pebble surface			
17	4	SB 70 10" Dia. x 3" deep Pebble surface			
18	2	SP 18 18" Diameter Pedestal Punch Bowls Pebble surface			
19	18 dz.	Silite-Black Diamond ware, 5½" diameter salad bowls			
20	3 dz.	Silite-Black Diamond ware, 9" diameter salad bowls			

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Quotation Request No. Q-519		Date 4/29/69	Page 1 of 1	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
1	2	Monroe-Sweda Dataregisters #10071 with 16 preset prices (without visual counters) Black finish . <u>or equal</u>			
2	1	Monroe-Sweda Model # M101 cash register with visual customer count, black finish, <u>or equal</u>			

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Quotation Request No. Q-521		Date 4/29/69	Page 1 of 1	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
1	100 doz.	Fiberglass reinforced 14 x 18" Trapezoid cafeteria trays with dri-stack feature to match putty grey sample to be submitted with the final order. The tray is to be decorated with the Harper College seal in Black " x " to be located in the upper left hand corner. Sample of seal will be furnished with the final order. Cambro-camtray or equal			
2	6 doz.	17 3/4 x 25 9/16 fiberglass Reinforced display trays teak wood grain color, Cambro #1826 or equal			
3	1 doz.	Dish boxes, fiberglass 17" x 22" x 5", antique parchment with gold fleck, Cambro # 1722 CB or equal.			

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Quotation Request No. Q-522 section 1		Date 4/29/69	Page 1 of 1	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
		The following items as manufactured by the Hall China Co. E. Liverpool, Ohio, outside color to be standard #6 black.			
1	8 dz.	#309 Pot pie or pudding dish 6 Oz, 4 3/4" dia.			
2	8 dz.	#527 French Welsh Rarebit dish, 8 oz. 8 1/4" overall length			
3	8 dz.	#351 1/2 5 oz. custard 3 1/8 " diameter			

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Quotation Request No. Q-522 section 2		Date 4/29/69	Page 1 of 1	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
		The following brushes as mfg. by the Sparta brush co. Sparta Wisconsin or equal			
1	8	Pastry brushes #430, 2" wide white nylon bristles embedded in phenolic rosin, overall length 8½"			
2	3	#406 Kitchen bench brush, nylon bristles in plastic handle. brush face 9½" long x 2½" overall length 14"			
3	1	#420 W oven brush and scraper, 8" blade w/ stainless steel scraper blade & brass wire brush for cleaning hot ovens. Complete with 40" handle			
4	6	#455 Hercules clean up brush, Tynex nylon bristles, brush face 5" long x 5¼" wide trimmed to 1¾"			
5	3	#20-45 Hercules clean up brush with 20" handle, brush same as above			
6	3	Vegetable brush #402 magic circle shape			
7	2	#2424R 24" wide square w/#017 tapered end long hardwood handles.			

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Quotation Request No.		Date	Your Quotation No.	Quotation Due
2-522 section 3		4/29/69		May 16, 1969
		Page 1 of 1		
Item No.	Quantity	Description	Unit Price	Extension
		The following items are to be furnished in INCO stainless steel mfg. by International Silver co. Pattern # 852 Satin finish.		
1	125 dz.	Convexo knife 8 1/8"		
2	200 dz.	Teaspoons		
3	170 dz.	Utility forks		
4	50 dz.	Boullion spoons		
5	15 dz.	Iced tea spoons		
6	10 dz.	Oyster forks		
7	6 dz.	Table serving spoons		
8	10 dz.	Salad forks		

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Attention: Mr. D. M. Mistic

Quotation Request No. Q-522 section 4		Date 4/29/69	Page 1 of 5	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
		The following steam table pans to fit standard opening 11 7/8 x 19 7/8" all pans are to be fabricated of 20 gauge 18-8 stainless steel.			
1	1 Doz.	2 1/2" deep perforated - Vollrath #2002-3 or equal			
2	1 Doz.	1 1/2" Deep Vollrath #2001-5 or equal			
3	4 Doz.	2 1/2" deep Vollrath #2002-5 or equal			
	2 Doz.	4" deep Vollrath #2004-5 or equal			
	6	6" deep Vollrath #20006-5 or equal			
		The following 1/2 size pans -(2) fit opening 11 7/8 x 19 7/8" 20 gauge 18-8 stainless steel or equal			
6	2 Doz.	2 1/2" deep Vollrath #2022-5 or equal			
7	2 Doz.	4" deep Vollrath #2024-5 or equal			
		The following 1/3 size pans (3) fit opening 11 7/8 x 19 7/8, 20 gauge 18-8 stainless steel			
8	1 Doz.	4" deep Vollrath 2034-5 or equal			
9	10	Stainless steel dome cover 2 1/4" deep, 18-8 stainless steel, with handle Vollrath #7720 or equal			
10	4	Hinged dome covers 2 1/4" deep w/end handle Vollrath # 7740 or equal			
11	2	"V" hotel ricer, stainless steel, cup size 4 3/4" x 5", length overall 17", handle made of 12 gauge x 1" Nash metalware S1 or equal			
12	2	10 1/2" fine stainless steel china caps, Nash metalware S 10 1/2 F or equal			

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Authorized Official Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois 60067

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Palatine, Illinois 60067  
Attention: Mr. D. M. Misić

Quotation Request No.	Date	page 2 of 5	Your Quotation No.	Quotation Due
Q-522 section 4	4/29/69			May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
13	2	10½" coarse stainless steel china caps, Nash metalware S 10½ C or equal. The following round stainless steel bowls Vollrath or equal		
14	6	¾ qt. Vollrath #69006 or equal		
15	6	1½ qt. Vollrath #69014 or equal		
16	6	3 qt. Vollrath # 6903 or equal		
	6	5 qt. Vollrath # 6905 or equal		
18	6	8 qt. Vollrath #6908 or equal		
19	6	13 qt. Vollrath # 6913 or equal		
20	4	Stainless steel utility pails w/bail and tilting handle 16 qt. capacity Vollrath #5935 or equal		
21	2	40 qt. stock pots, heavy duty stainless steel, highly polished finish substantial loop handles without cover Vollrath 7863 or equal		
22	1	80 qt. stock pots same spec. as above Vollrath 7850 or equal		
23	2	24 qt. stock pots same as above, Vollrath #7862 or equal		
24	3	food container pans, 24 qt. stainless steel w/side handles Vollrath 7224 or equal		
25	4	Skimmers, stainless steel, blade dia. 6 3/8" handle length 12 3/4" Vollrath 5886 or equal		
26	3 Doz.	Stainless steel serving tongs 9¼ long, coil type stainless steel spring		
27	1 Doz.	Stainless steel pancake turner, slotted, highly polished, welded handle length overall 14½", blade 6" x 3", Bloomfield # SL80 or equal		

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Q-522 section 4	4/29/69	3 of 5		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
28	2	1 Gal. graduated stainless steel urn measure, polished to a mirror finish, Vollrath # 7954 or equal		
29	18	Basting spoons, solid, heavy weight stainless steel, overall length 13 1/4" Vollrath #6014		
30	12	Basting spoons, perforated, heavy weight stainless steel overall length 1 3/4" Vollrath # 6114 or equal		
31	8	Solid spoons with plastic handle Vollrath #6014-1 or equal		
32	4	Perferated spoons with plastic handle Vollrath 6114-1 or equal		
33		The following heavy gauge stainless steel ladels w/welded handle		
34	4	1 oz. ladel Vollrath #5851 or equal		
35	4	2 oz. ladel Vollrath #5862 or equal		
36	4	4 oz. ladel Vollrath #5844 or equal		
37	4	4 oz. perferated		
38	4	6 oz. perferated Vollrath #5846		
39	4	8 oz. ladel Vollrath # 5848 or equal		
40	2	72 oz. ladel Vollrath #5860 or equal		
41	4	Scoop, stainless steel, Bowl 5 1/4" dia., 7 7/8", 4" handle, Vollrath #9211 or equal		
42	2	Stainless steel mixing paddle, blade heavy gauge stainless steel 9 1/2" long x 4 3/4" wide, handle of 1" seamless stainless steel tubing handle & end cap welded & ground smooth overall length 42"		

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Q-522 section 4	4/29/69	page 4 of 5	May 16, 1969	
Item No.	Quantity	Description	Unit Price	Extension
43	2	Stainless steel mixing paddle same as on item 42 (preceding page) overall length 30"		
		The following Hamilton Beech Model 66		
		dishers 18-8 stainless steel spring operated.		
44	6	#12 dishers		
45	3	#16 dishers		
X	4	#24 dishers		
	4	#30 dishers		
		The following dishers "Standard" stainless steel, spring operated		
48	2	#70 dishers		
49	2	#100 dishers		
50	4	four sided hand graters, stainless steel 9" x 4"		
51	3	Piano wire ships baloon shape stainless steel, sealed handle 14" overall length		
52	2	same as above with 10" overall length		
53	3	Rigid wire stainless steel sealed handle French whips overall length 14"		
54	2	per above spec 10"		
55	2	per above spec 20"		
56	3	Vollrath #7900-2 30 qt. stainless steel bowl stand with tray slides to fit 18 x 26" sheet pan.		

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Quotation Request No.	Date	Page	Your Quotation No.	Quotation Due
Q-522 section 4	4/29/69	5 of 5		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
57	3	Bloomfield #623 or equal 3 shelf stainless steel trucks 18-8 stainless steel construction shelf size 21" x 35"-overall height 35", 2, 8" stationary wheels, 2,5" swivel casters, four corner bumpers & two handle bumpers.		
58	6	Steril-sil carrying baskets 14 11/16 x 9 13/16, 6 hole, stainless construction.		
59	1	Bloomfield "C" Wood Grain vinyl covered cart, 4 shelves 15 1/2 x 24, overall height 33 3/4, 28 1/2" long		
60	1	Bloomfield Mr. Chips #226-6 tray butter dispenser or equal		
61	1	Bloomfield Mr. Chips #224-4 tray butter dispenser or equal		
62	3	Vollrath #1030 stainless steel insulated Beverage server 5 Gal. capacity, Wood grain vinyl exterior		
63	12 dz.	Stainless steel Plate cover 18-8 stainless steel, outside mirror finish inside satin finish 9 3/8" base diameter, will fit 9" plate, Stermes PC-42 , or Equal		
64	12	Vollrath #8142 or equal coffee pot, open pitcher with vinyl wrapped handle 2 qt. capacity.		

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Quotation Request No. 2-522 Section 5	Date 4/29/69	page 1 of 4	Your Quotation No.	Quotation Due May 16, 1969
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Item No.	Quantity	Description	Unit Price	Extension
1	8 Doz.	Aluminum Bakers sheets 25 3/4 x 17 3/4 x 1" 16 gauge- standard finish		
2	1 Doz.	Aluminum Bakers sheets 9 1/2" x 25 1/2" x 1" 16 gauge, standard finish		
3	1 Doz	Aluminum Pans 25 3/4 x 17 3/4 x 2 3/16 standard finish, Wearever #5312 or equal		
4	2	Heavy Duty Aluminum Roast Pan, 20 7/8 x 17 3/8 x 7, Wearever #4493 or equal		
5	1	Cover for above item, heavy duty, Wearever #4494	4494	
6	1	Heavy Duty Aluminum grill, 21 5/8 x 18 1/2 x 2 1/4", Wearever #4495, fits #4493 Roast Pan as a lid.		
7	3	Aluminum Roasters w/re-enforcing straps, 18" x 24" x 4 1/2" deep, Wearever # 4483 or equal.		
8	3	Aluminum Roaster # same as above with 6 lugs to support above roaster, Wearever #4483 1/2 or equal		
9	8	Aluminum bake pans w/handles 11 7/8 x 17 13/16 x 2 1/4" Wearever 4415 or equal		
10	12	Aluminum Rectangular angel cake pan 4 1/2" x 16 " x 4 1/8" wearever 5216 or equal		
11	8	Aluminum Cup cake pans 14 1/8" x 20 3/4", 24 cups-each cup 2 13/16 x 1 5/16 Wearever #5327 or equal		
12	8	Cake pans Aluminum 7" inside diameter x 2" deep Wearever 5344 or equal		
13	18	Aluminum cake pans 9" inside diameter x 2" inside depth, Wearever # 5347 or equal		
14	6 Doz.	Aluminum Pie tins inside top diameter 9 1/16, inside bottom Dia. 7 5/16 inside depth 1 1/4" standard finish Wearever 2844 or equal		

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Q-522 Section 5	4/29/69	2 of 4		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
15	6 sets	Aluminum measuring spoons $\frac{1}{4}$ , $\frac{1}{2}$ , 1 teaspoon, and 1 tablespoon		
16	4	48 Qt. Aluminum mixing bowls, top dia. 24" depth 10", Wearever: # 5260 or equal		
17	6	Aluminum tube cake pans, Wearever #5212		
18	12	Aluminum container w/cover, 1 qt. capacity inside diameter $4\frac{1}{4}$ ", inside depth $4\frac{3}{32}$ ", Wearever #5022 or equal		
19	6	4 qt. aluminum measure Wearever 5264 or equal		
20	4	2 qt. aluminum measure Wearever 5262 or equal		
21	4	1 qt. aluminum measure Wearever 5261 or equal		
22	4	$\frac{1}{2}$ qt. aluminum measure Wearever 5260 $\frac{1}{2}$ or equal		
23	6	$\frac{1}{2}$ pt. aluminum measure Wearever 3150 or equal		
24	10	aluminum scoops, 32 oz, Wearever #5282 or equal		
25	6	Aluminum scoops 5 oz.		
26	1 Doz.	Aluminum Dredges with handle 2 $\frac{3}{4}$ " dia. x 3 $\frac{11}{16}$ " deep Wearever 5062 or equal		
27	5	Aluminum colanders, 16 qt. capacity, Dia. 16 $\frac{7}{16}$ x 7 $\frac{1}{8}$ " deep		
28	5	Aluminum dippers, 2 qt., Dia 6 $\frac{7}{8}$ x 4 $\frac{1}{2}$ " Wearever # 5332 or equal		
29	1	Aluminum strainer, Wearever # 4700 with wood roller # 4700R		
30	1	20 qt. aluminum double boiler complete with 2 pots and cover Wearever # 4362 or equal		
31	1	Aluminum stock pot heavy duty, 40 qt. with spegot and strainer, Wearever #4254-B with Wearever cover # 4194.		

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Quotation Request No.	Date	Page 3 of 4	Your Quotation No.	Quotation Due
Q-522 section 5	4/29/69			May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
32	1	Aluminum Stock pot, heavy duty, 80 qt. w/spegot and strainer, Wearever #4258 B with wearever # 4198 cover		
33	1	Aluminum sauce pot, heavy duty 12 qt. capacity Wearever #4152.		
34	1	Aluminum sauce Pot heavy duty 20 qt. capacity Wearever #4153.		
35	1	Aluminum sauce pan heavy duty 6 1/2 qt. capacity Wearever #4109.		
36	1	aluminum sauce pan heavy duty 8 1/2 qt. capacity Wearever # 4110.		
37	1	Aluminum Brazier heavy duty 24 qt. capacity wearever # 4098 with Wearever #4198 cover		
38	2	Aluminum saute pans 7" dia. Wearever #4007.		
39	1	Aluminum Saute pan 14" dia. Wearever #4071		
40	1	Aluminum Saute pan 10" dia. Wearever #4070		
41	2	Aluminum sauce pans, 2 3/4 qt. capacity Wearever #4342 1/2		
42	2	Aluminum suace pans, 5 1/2 qt. capacity, Wearever #4345 1/2.		
43	2	Aluminum suace pans, 10 qt. capacity, Wearever #4350.		
44	2	2 qt. aluminum funnels seamless construction		
45	6	Aluminum open utility racks to hold 18 x 26" trays w/5inch spacing, Preuseen model OUR 1811-5		

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Quotation Request No. Q-522 section 5		Date 4/29/69	Page 4 of 4	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
46	6 Doz.	Individual aluminum molds 5 oz. scoloped ring, Edward Don K6371 or equal			
47	6 doz.	Individual aluminum molds 4½ oz. or scoloped tower, Edward Don K6373 or equal			
48	6 Doz.	Individual aluminum molds 4 3/4 oz. swirl Edward Don K 6376			
49	2	zeroll ice cream dishes # 12			
	2	zeroll ice cream dishes # 30			
51	1	Wearever Fresh-o-matic steam heater 110 V.			

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Quotation Request No.	Date	Page	Your Quotation No.	Quotation Due
Q-522 Section 6	4/29/69	Page 1 of 2		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
1	125 Doz.	Federal Glass #5510B Coronado shape, "Sturdee" 9½ oz. water glass		
2	36 Doz.	Federal Glass #5505 B Coronado shape, "Sturdee" 5 oz. juice glass		
3	24 Doz.	Federal Glass #5512 B Coronado shape, "Sturdee" 12 oz. iced tea glass		
4	24 Doz.	Federal glass #155, 11 oz. Goblet Executive stemware		
5	6 Doz.	Federal Glass #153, 5½ oz. Champagne sherbet Executive stemware		
6	12 Doz.	Federal Glass #2758 Petal candle holder		
7	6 Doz.	Federal Glass # 152 5½ oz. Wine/juice		
8	48 doz.	Federal Glass #2554 4½ oz. footed junior sherbet		
9	42 Doz.	Federal # 2426 6 oz. punch cup		
10	12 Doz.	Indiana Glass # 0080, 7 oz. #165 sugar Berry shape		
11	12 Doz.	Indiana Glass #0063, 5 oz. #165 cream Berry shape		
12	6 Doz.	Indiana Glass #0068, 2½ oz. #165 cream Berry shape		
13	6 Doz.	Indiana Glass #0076, 14 oz. #165 pickle dish 1 3/4 x 4 x 8		
14	3	Indian Glass # 0078, 12½ Gt. #6A Punch Bowl		
15	8 Doz.	#0053 Indiana Glass #159 Grapefruit		
16	8 Doz.	#0054 Indiana Glass #159 Cocktail liner, Pegless		
17	12 Doz.	#0050 Indiana Glass # 90 oyster Cocktail		
18	6 Doz.	Libby #5112 Parfait 4½ oz. h. 5 3/8		

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Quotation Request No. Q-522 section 6		Date 4/29/69	Page 2 of 2	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
19	2 doz.	Oil and Vinegar Cruets w/ Glass stopper and handle 6 oz. Capacity			
20	48 Doz.	Federal Glass # 2728 Paragon Ash tray			

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Quotation Request No.	Date	Page 1 of 4	Your Quotation No.	Quotation Due
Q-522 section 7	4/29/69			May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
1	6 dz.	Stainless steel Supreme rings to fit Indiana Glass # 159 Grapefruit		
2	6 dz.	Staniless steel Supreme bowl frame to fit Indiana Glass # 159 Grapefruit & pegless liner		
3	18 dz.	Sternes #140 10 oz. Stainless steel tea Pots w/hinged lid or equal		
4	24 only	Silite #144 Black Hot and Cold Pitchers		
5	42 only	Bloomfield 7G Gold finish wire Portion Pak sugar rack with menu clip ring.		
6	2 only	Pie markers, Re-tinned wire 10" diameter cuts pie into 7 pieces		
7	1 only	Tru-cutt Pie cutter 10" diameter stainless steel blades cuts pie in 7 pieces.		
8	3	Heavy duty utility strainers, tinned metal rigid mesh reinforcing bands, heavy wood handle bowl size 9" length of handle 15".		
9	2	Taylor Stick type candy jelly & frosting thermometer range 100°-300°, stainless steel scale & heat resistant plastic handle.		
10	2	Taylor stick type seep frying thermometer range 60°-460° in 5 degree divisions, stainless steel scale, wood handle.		
11	2	Taylor dial type roast meat thermometer, stainless steel.		
12	1	Taylor dial type oven thermometer range 200°-500°.		
13	1	Taylor hot water thermometer, range -20° to 220° in 2° divisions wood back & brass cup.		

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Quotation Request No.		Date	Page 2 of 4	Your Quotation No.	Quotation Due
Q-522 section 7		4/29/69			May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
14	1	Dough testing thermometer in pocket case range 60-100°F in 1° divisions			
15	6	Tel-TRU Dial type pocket thermometer range 0° to 220°, Mfg. by Germanow-Simon Co., Rochester, New York. or equal			
16	2	Garlic Press, Polished Die Cast Aluminum			
17	1	Triple oilstone in durable plastic case, 3 stones coarse, medium, fine stone size 11½ x 2½ complete w/lqt. sharpening stone oil			
18	1	Butchers saw, screw type adjustment, detachable blade, 22" blade size.			
19	6	Cutting board 18" x 24" x ½". U.S. Royal #R 1824 or Richlite.			
20	3 doz.	Rubbermaid #1905, commercial style plate & bowl scraper, rubber blade 2 ¾ x 4½", wooden handle, 9" long.			
21	2	Portion scale, 32 oz. capacity, ¼ oz. graduations, Pelouze Y-32			
22	1	Cake & Doughnut filler, 4 qt. capacity with adjustable discharge base of heavy galvanized iron casting, hopper of one piece drawn steel re-tinned, seamless tubing spout.			
23	1	Bun divider, standard 18 blades, 1 ⅜ x 5 ¾ Miller or equal.			
24	3	Rolling Rins, ball bearing, waxed mahogany barrel Rod completely through barrel & handles, Barrel 14" long x 3½ Dia.			
25	2	Aluminum Doughnut Cutter height 3" dia. 3"			
26	2	Aluminum Biscuit cutter height 3" dia. 3"			

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

Date of Quotation \_\_\_\_\_ Per \_\_\_\_\_  
Authorized Official Title

REQUEST FOR QUOTATION



**William Rainey Harper College**

Algonquin & Roselle Roads  
Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your file.
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  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Mistic

Quotation Request No. Q-522 section 7		Date 4/29/69	Page 3 of 4	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
27	8 doz.	individual pattie pans (Tart) 4 1/4" outside top diameter 1 1/8" depth along wall			
28	48	Matching peper mill & salt shaker sets 8" wood, walnut finish equal to Sternes #908 pepper grinder & #908 SS salt shaker. <u>Sample must be approved.</u>			
29	1	pastry wheel 7 3/8" overall, 2 1/2" diameter cutting wheel			
30	2	Minute-Minder interval timer can be set 1-60 min.			
31	12	Re-tinned wire screens 10" x 18", square corners, 1/4" grid raised 1/2" on wire feet.			
32	6	Re-tinned Icing grates 16 1/2 x 26", Ribs spaced 1/2" apart, legs 1" high.			
33	2	Fish & poultry shears forged steel, Sternes #1214 or equal			
34	6	Knee action peeler, steel blade swivels in metal handle			
35	1	Shovel trucks, 1/4" noseplate, 16" wide at frame 14" wide at beveled front edge all steel tubular construction overall height 46 1/2" wheel size 8 x 2.50, 12" nose depth			
36	10 doz.	Wicker serving baskets, oblong shape 9 1/2 x 6 1/2 x 2 1/2 natural color.			

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Quotation Request No.	Date	Page	of	Your Quotation No.	Quotation Due
Q-522 section 7	4/29/69	4	4		May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
37	2	Vegetable scoop (French Baller), 3/4" dia. Hardwood handle			
38	2	Vegetable scoop (French Baller) 1" dia. hardwood handle			
39	4	Ice chipper, 6 point, carbon steel points in cast iron, Cadmuim plated shank, hardwood handle			
	4	Flash box openers (cuts box edge from corner grip handle) Sternes # 5150 or equal			
41	4	Folding step stools, heavy aluminum, natural finish, 36" high, 2 steps & top covered with not skid surface.			
42	6	Work stools, all welded steel construction 14" square seat, seat height 26", complete with back finished in Brown, olive green, or grey.			
43	3	cashier stools, chrome plated tubular legs and frame, padded swivel seat & back in black naugahide, height adjustable from 26" to 32" high			
44	12 doz.	Wave edge steak knife, Ed Don #S 342 or equal, black handle stainless blade is integral part of handle, overall length 8"			
45	24	Chrome, tublar steel tray stands, tip covered ends heavy duty webbing, 30" high, 16" wide when open			

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Algonquin & Roselle Roads  
Palatine, Illinois 60067

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WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. D. M. Mistic

Quotation Request No. 4-522 section 8		Date 4/29/69	Page 1 of 3	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
		The following items are to be the standard product manufactured by the Russell Warrington Cutlery Co. under the name "Dexter."			
1	3	Dexter # 5496 dough cutter, Rosewood handle stainless steel blade 6" x 3" <u>NO SUBSTITUTES</u>			
2	8	Dexter #5244 Pie knife, offset, Rosewood handle, stainless steel blade, mirror finish.			
	2	Dexter #2496F Bakers spatula blade size 6" x 15/16" stainless blade, Rosewood handle.			
4	2	Dexter #2491 OF Bakers spatula Blade size 10" x 1 5/8" stainless blade, Rosewood handle.			
5	4	Dexter #547G10 Seriated bread knife.			
6	4	Dexter #45A10H French cooks knives, Rosewood handle, mirror finish without bolster, blade length 10"			
7	2	Dexter # 45A12H French cooks knives 12" same as above.			
8	6	Dexter #S2493 <sup>1</sup> / <sub>2</sub> S Sandwich spreader, Rosewood handle stainless steel, mirror finish seriated one edge only, Blade length 3 <sup>1</sup> / <sub>2</sub> "			
9	6	Dexter #S2096 Stainless steel fruit and utility shears			
10	2	Dexter S43912 Flexible ham slicer, 12" Stainless blade Rosewood handle			
11	1 Doz.	Dexter #193 Paring knife, Carbon steel 3" blade, Rosewood handle			
12	4	#1376NR Boning Knife, Narrow pattern, stiff blade, 5/8" wide 6" length, Rosewood handle Carbon steel blade			

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Algonquin & Roselle Roads  
Palatine, Illinois 60067

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Quotation Request No.	Date	Page 2 of 3	Your Quotation No.	Quotation Due
Q-522 section 8	4/29/69	Page 2 of 3		May 16, 1969
Item No.	Quantity	Description	Unit Price	Extension
13	2	Dexter #40914 Roast Beef Slicer, Carbon steel blade 14" long by 1 1/4" wide		
14	2	Dexter #32912R-1146 Steak knife, Cimeter style, 12" blade, carbon steel, Rosewood handle		
15	2	Dexter #28874 Trough Scraper, stiff blade, carbon steel blade 3 7/8 x 3"		
	2	Dexter # CR78 Bakers scraper, beech handle, black neoprene blade.		
17	2	Dexter #S2592S Grapefruit knife, stainless seriated blade		
16	2	Dexter #S2496 1/2 Decorators spatula, stainless blade 1 seriated edge		
19	4	Dexter #S8698 Cake turner, stainless blade 3" wide		
20	2	Dexter #S8696 hamburger turner, square end 3" wide stainless blade, rosewood handle.		
21	3	Dexter #29910B spatula, offset 1 3/4" wide, 10" blade, carbon steel		
22	2	Dexter #28914MF Cooks fork, forged blade & shank 9" long, carbon steel		
23	2	Dexter #2826 1/2 Broiler fork 15 3/4" handle, 6 1/2" carbon steel blade		
24	2	Dexter # 2896 1/2 cooks fork, heavyweight 7" handle, 6 1/2" carbon steel blade.		
25	1	Dexter #1744 oyster knife-carbon steel, Galveston style.		
26	1	Dexter # SL2 Beef tier 12"		
27	1	Dexter # 5288 Cleaver, 8" carbon steel blade, 2 1/2"		

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Quotation Request No. Q-522 Section 8		Date 4/29/69	Page 3 of 3	Your Quotation No.	Quotation Due May 16, 1969
Item No.	Quantity	Description		Unit Price	Extension
28	1	#A14R Dexter fine cut steel 14" file steel blade			
29	1	#A12R Dexter fine cut steel 12" file steel blade			
30	2	Dexter # 38712R Butchers knife, carbon steel blade 12" long, Rosewood handle			

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SPEAKER'S POLICY

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the college to make its facilities available for peaceful assembly, to welcome guest speakers, and to encourage the exercise of these rights free from disruption or interference.

Recognized student organizations may invite guest lecturers, panel participants, discussion leaders or others from off-campus to speak provided such programs are registered with the Student Activities Office at least one week in advance. All expenses involved in retaining the speaker shall be specifically provided for by the sponsoring organization at the time of registration. No arrangements with guest speakers are to be made until the registration has been completed. Individual students may request guest speakers through recognized campus organizations under the above procedure.

Limitations on speakers are warranted only when the Dean of Students Office deems their appearance represents a real threat toward maintaining campus order. In such cases, a standing speakers committee composed of three faculty members chosen by the Faculty Senate, three students chosen by the Student Senate, and the Director of Community Relations shall determine whether or not the speaker will appear. The committee's decisions are appealable by either the sponsoring organization or the Dean of Students Office, and subject to the approval of the college president and Board of Trustees. Should the speaker represent a real threat toward maintaining campus order after being contracted, the Dean of Students Office or the sponsoring organization with the approval of the Dean of Students Office may cancel the contract.

In the event the speaker or issues are not deemed a real threat toward maintaining campus order but are deemed controversial or extreme by the Dean of Students Office, the sponsoring organization shall obtain a member of the faculty to chair the program, and shall provide time during the program for the audience to question the speaker.

## STUDENT CONDUCT

Harper College respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is dependent on ordered liberty as any other freedom. Freedom to teach and learn are inseparable facets of academic freedom. A determination to discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is, rather a necessary condition of its very existence.

Harper College upholds all federal, state, and local laws and considers violations of these on college property or at any college sponsored activities held off-campus, as cause for disciplinary action.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students for violations of law which occur off campus unless the nature of the violation is such as to indicate that the continued attendance of the offender represents a threat to the safety or well being of other members of the college community.

The following types of conduct are defined as unacceptable and violators shall be subject to disciplinary action. For serious infractions the college reserves the right to dismiss a student.

1. The possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and the location of the activity does not prohibit such beverages.
2. The possession, sale, use, or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Any conduct which is lewd, indecent, or obscene, including the use of profane or abusive language toward members of the college community.
6. Failure to meet financial obligations or writing bad checks relative to college transactions.
7. Furnishing false and misleading information on college records, tampering with I.D. cards, or by refusing to identify yourself by I.D. card, or to surrender I.D. card upon request of college officials or security officers who have identified themselves as such.
8. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by other college regulations.

9. Failure to comply with directions of College officials acting in the performance of their duties.
10. Assaulting, threatening, harassing, or endangering in any manner the health or safety of any person.
11. Unauthorized occupancy of the college facilities or buildings.
12. All picketing, protesting, demonstrating, rallies, or distribution of leaflets which directly interferes with, or seeks to discourage the orderly operation of the college community or any person otherwise on college premises with the express or implied permission of the college.
13. Interference with the orderly operations of the college by breach of the peace, physical obstruction or coercion, or by noise, tumult, or other forms of disturbance.

The Dean of Students Office shall be responsible for handling all administrative details involved in student conduct. Reports of incidents involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a warning, reprimand, or suspension of less than one week, shall be handled by the Dean of Student Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal, will be referred to the student conduct committee. Any recommendation for the dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student should not be changed or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or that of the college community as determined by the Dean of Students Office.

#### Student Conduct Committee

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he shall be granted, on written request, the privilege of hearing before a regularly constituted hearing committee within ten days of his notice of disciplinary action. The following hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee shall include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.
3. The student appearing before the hearing committee has the right to be assisted in his defense by an advisor of his choice.
4. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
5. Witnesses (if they number more than one) are not to be present simultaneously in the hearing room and shall not hear each other's testimony.
6. a. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing and such records shall be available to the student.  
b. A written decision of the hearing committee shall be forwarded to the Dean of Students Office.
7. The written decision of the hearing committee is final, subject to appeal by either the student or the Dean of Students Office to the college president and Board of Trustees.

Membership:           Four faculty members appointed by Faculty  
                          Three student members appointed by Student Senate

The chairman shall be a faculty member chosen within the committee. At least five members must be present to conduct hearings. In certain cases, some members may be excused from serving on the committee.

Functions:           Recommend policies relative to student conduct  
                          Recommend to the Dean of Students Office the action to be taken as a result of conduct hearings  
                          Hear cases of appeal

revised 5/7/69

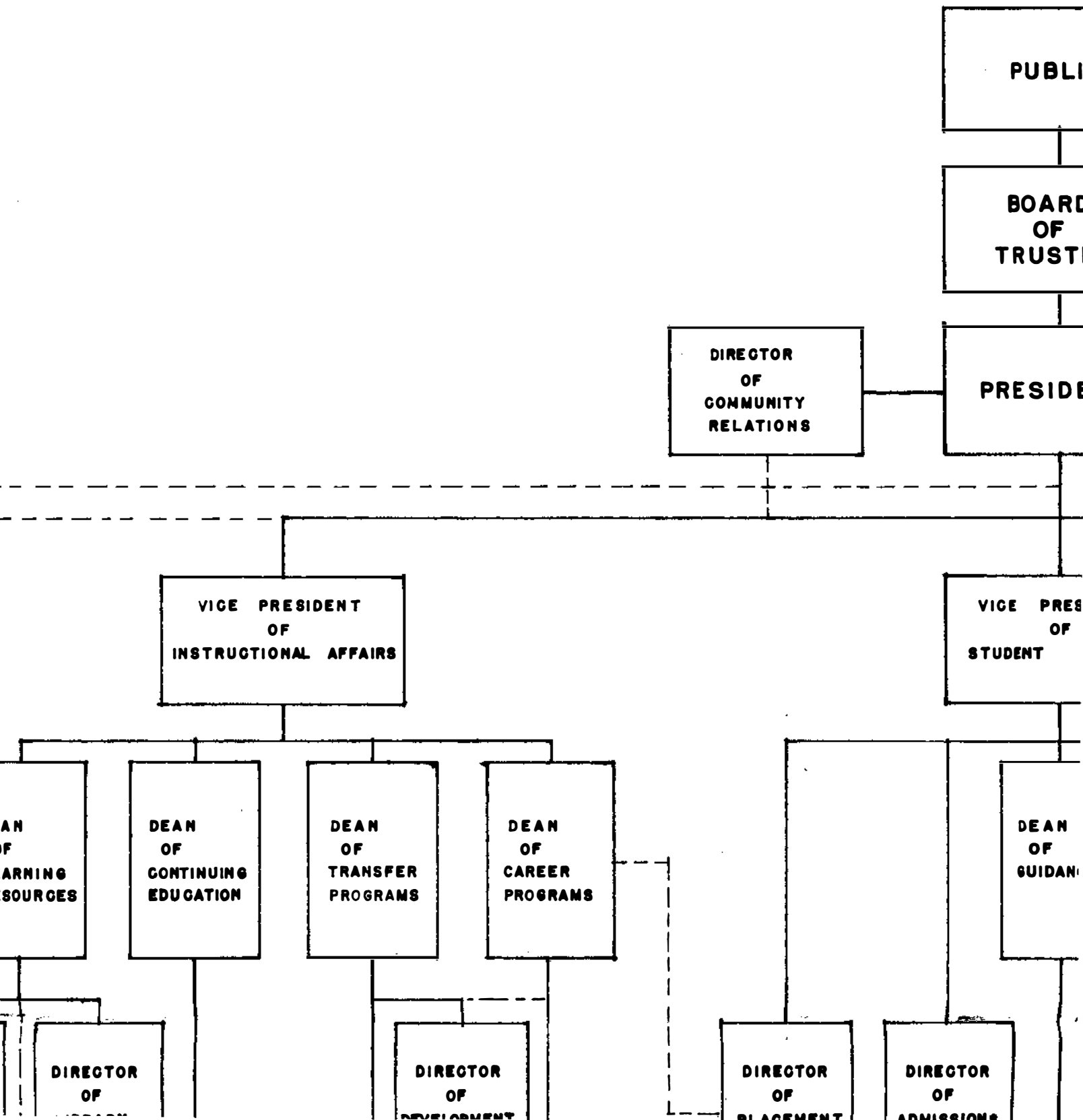
**FACULTY SENATE**

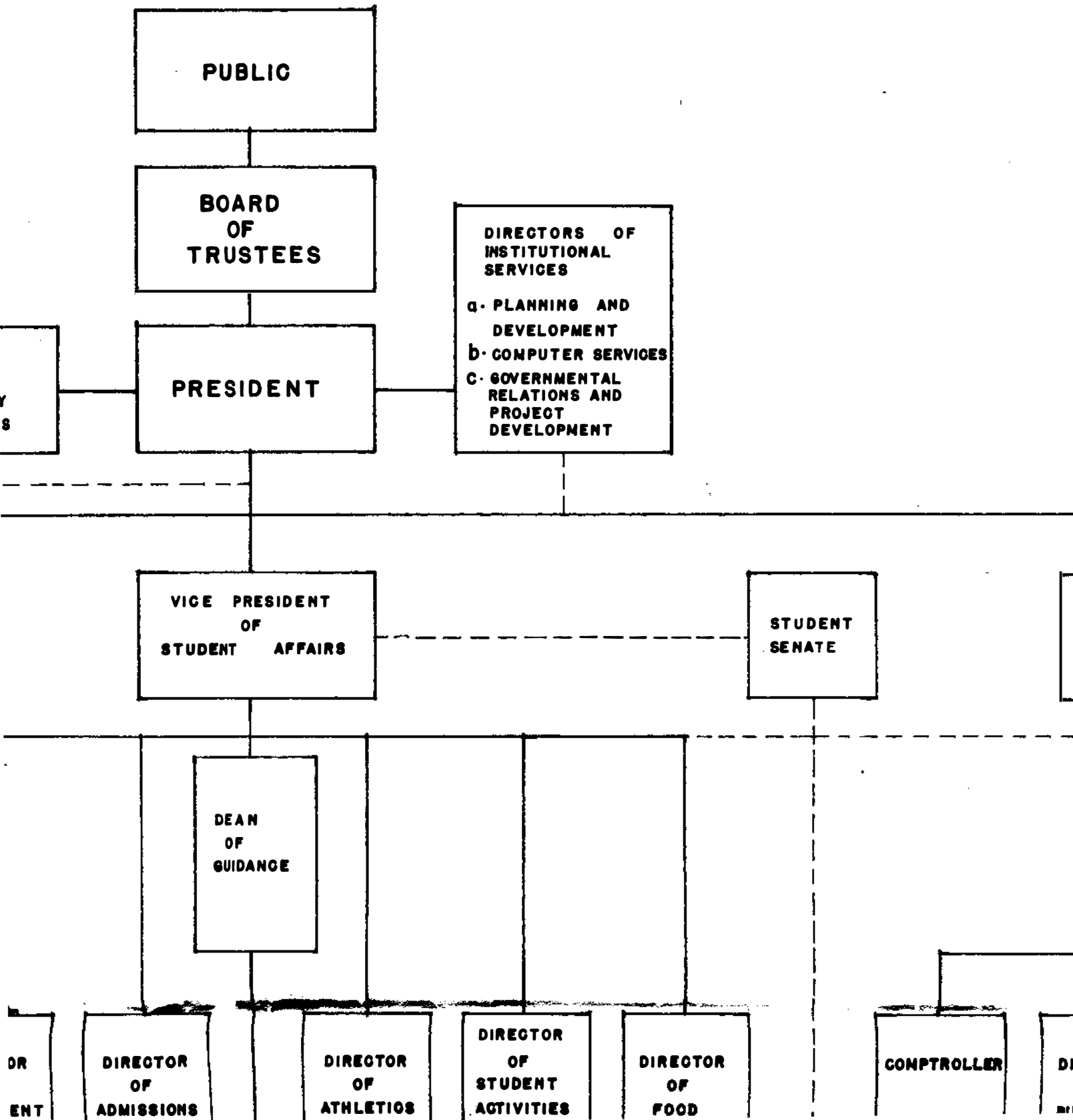
**DEAN  
OF  
LEARNING  
RESOURCES**

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**DIRECTOR  
OF**

**DIRECTOR  
OF**





**VICE PRESIDENT  
OF  
BUSINESS AFFAIRS**

**FACILITIES  
PLANNER**

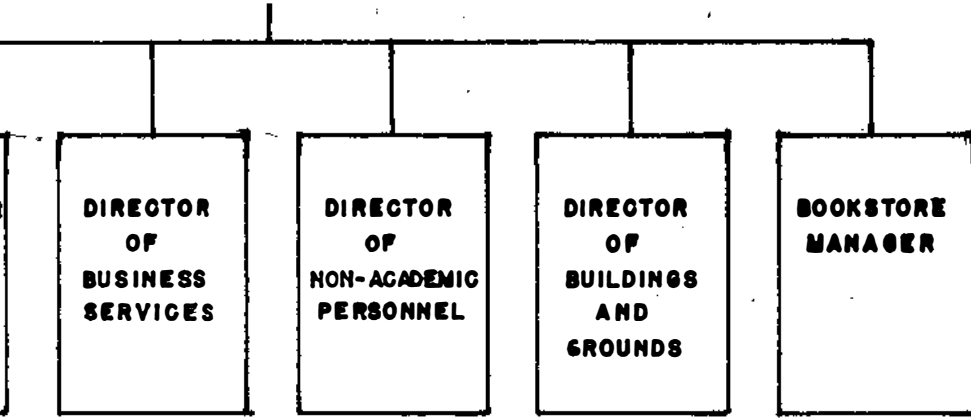
**DIRECTOR  
OF  
BUSINESS**

**DIRECTOR  
OF  
NON-ACADEMIC**

**DIRECTOR  
OF  
BUILDINGS**

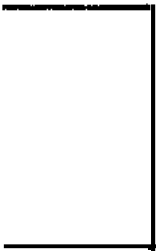
**BOOKSTORE  
MANAGER**

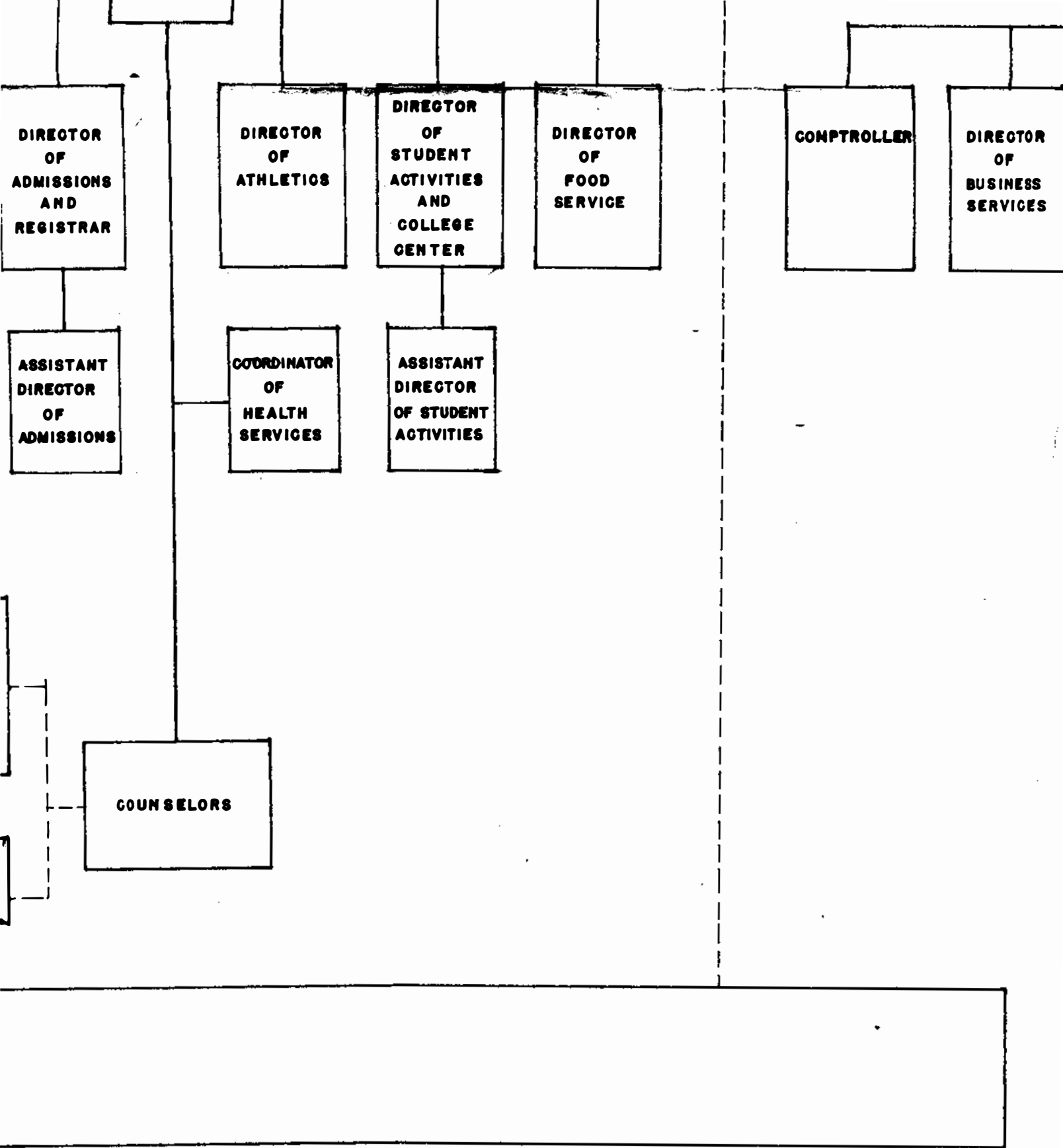


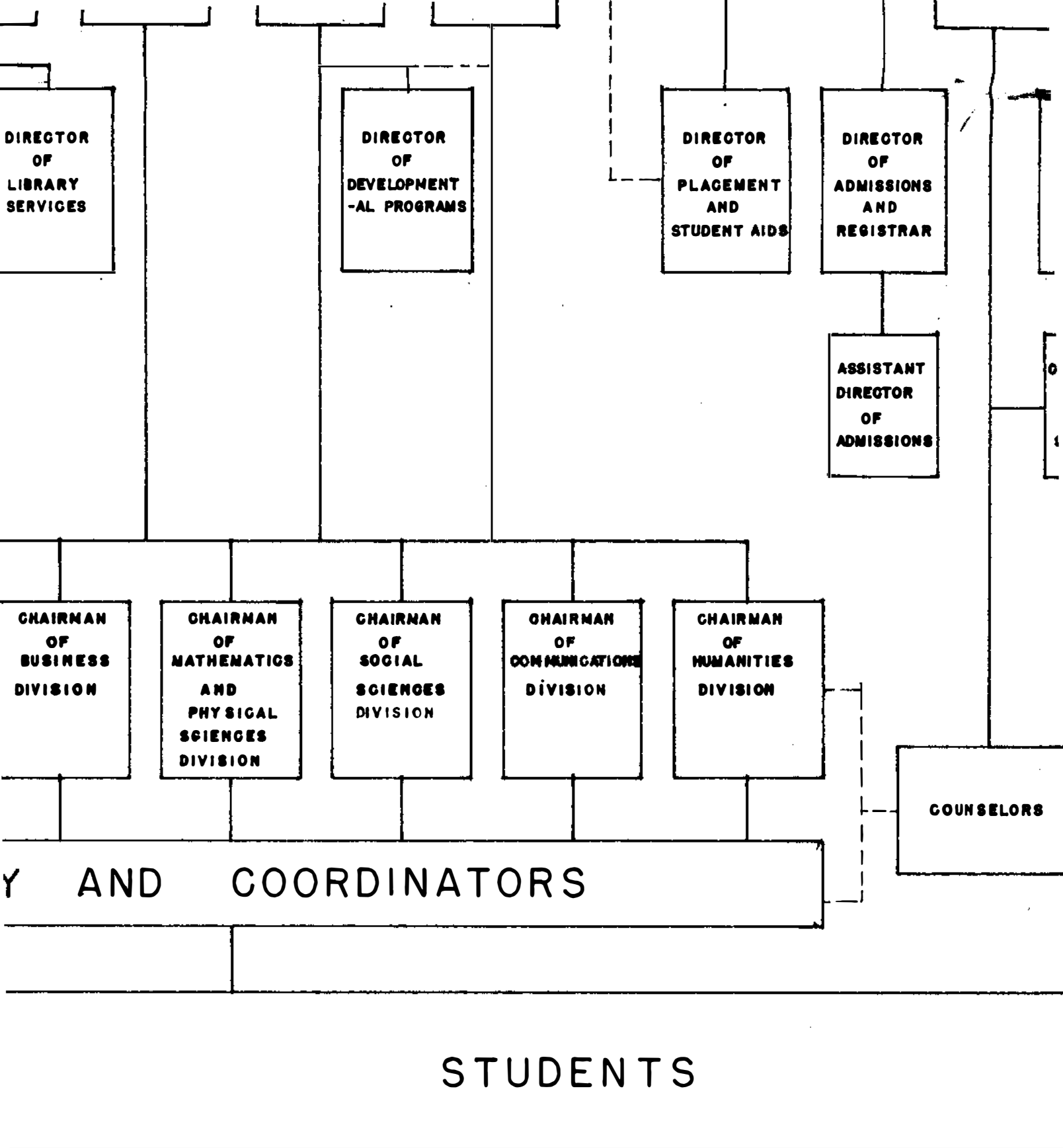


HARPER COLLEGE  
ORGANIZATION  
1969 - 1970

(PROPOSED)







DIRECTOR  
OF  
INSTRUCTION  
-AL SERVICES

DIRECTOR  
OF  
LIBRARY  
SERVICES

CHAIRMAN  
OF  
ENGINEERING  
AND  
TECHNOLOGY  
DIVISION

CHAIRMAN  
OF  
LIFE AND  
HEALTH  
SCIENCES  
DIVISION

CHAIRMAN  
OF  
BUSINESS  
DIVISION

FACULTY AND

WILLIAM RAINEY HARPER COLLEGE

ALGONQUIN & ROSELLE ROADS

PALATINE, ILLINOIS 60067

**RECEIVED**  
MAY 15 1969  
*Office of the President*

MEMORANDUM

TO Dr. R. E. Lahti DATE May 15, 1969  
FROM W. J. Mann SUBJECT Increase of Imprest Fund

Please find attached a memo from Mr. Dolejs requesting an increase in the Imprest Fund.

Based upon our growth, it is appropriate that the Imprest Fund be increased from \$5,000 to \$10,000, in order to carry on the business of the college in an orderly manner.

I would recommend that the Imprest Fund be increased to \$10,000 effective June 1, 1969.

INTER-OFFICE MEMORANDUM

To: W. J. Mann

Date: March 13, 1969

From: A.A. Dolejs

Subject: Request for Increase  
in Imprest Fund Balance

For the past few months it has become apparent that an Imprest Fund balance in the amount of \$5,000.00 is not enough to finance the transactions which we are putting through the account. At the time we were submitting bills to the Board twice monthly, we could just barely maintain an adequate balance. Now that we are submitting bills to the Board only once a month, the present amount is inadequate due to the transactions we were normally processing through this account and also due to the fact that additional checks have been drawn on this account where it was not possible to hold the payment until the next Board meeting.

I suggest that this balance be increased to \$10,000.

AAD:bjm

May 5, 1969

Mr. Donn Stansbury  
Director of Admissions and Registrar  
William Rainey Harper College  
Palatine, Illinois 60067

RECEIVED  
MAY 18 1969  
Office of the President

Dear Mr. Stansbury:

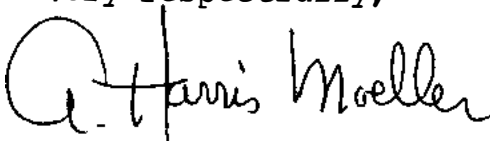
With regret I submit my resignation as Assistant Director of Admissions and Registrar of William Rainey Harper College. After much consideration I have accepted the position as Director of Admissions of the College of Lake County.

My regrets in this decision are many. First of all, Donn, it has been a real pleasure working with you this school year. You are most capable in your position and most affable with students and faculty. The same can be said of Dr. Harvey and the other members of the Student Personnel Services staff of Harper College. My experiences as a member of this group have been very rewarding. Secondly, the progress of the college in a few short years has been excellent with an even brighter future on the horizon. How exciting it will be to move to the permanent campus this summer. Thirdly, I regret to be leaving at a time when I feel I am becoming more useful in the admissions and records area.

Several factors have influenced my decision to accept the position at the College of Lake County. The newly appointed Dean of Student Services is a close friend of several years. Secondly, the salary at Harper College. Finally, the challenge of a leadership role at a new community college is enticing.

I submit this letter of resignation to you to be forwarded to Dr. Harvey, Dr. Lahti and the Board of Trustees.

Very respectfully,



A. Harris Moeller

MEMORANDUM

May 21, 1969

TO: Dr. Andeen

FROM: R. Powell

Two English faculty members have submitted official resignations effective at the close of the Spring 1969 semester.

Rupin DeSai must return to India. His father is old and ill and Rupin wants to spend some time with him. Rupin is also interested in trying to persuade his countrymen to keep English as the official language of India.

Jackie Urbanski is getting married and will move to Montreal in the fall. She hopes though that her husband may eventually return to Chicago, where she might work for us again.

It is a pity we must lose these teachers. They are brilliant in their field and they work well with our students. It will not be easy to replace them.

**RECEIVED**

**MAY 15 1969**

**DEAN OF  
INSTRUCTION**



## FACULTY SENATE - WILLIAM RAINEY HARPER COLLEGE

### GRIEVANCE APPEALS PROCEDURE

**A. Definition of a Grievance:**

"A grievance is a claim by an individual faculty member, or by any committee of the Faculty Senate, with the concurrence of a majority of the Faculty Senate, that there has been a violation, misinterpretation, or misapplication of any of the following: a statement in a college policy manual, procedure manual, faculty handbook, written contract, or traditionally and commonly accepted college management and personnel practices."

**B. Composition of the Grievance Committee:**

The Grievance Committee shall consist of five (5) people elected at large from the faculty holding academic rank. Elections shall be held in March of each year, beginning in March, 1970. The initial Committee shall be established on June 15, 1969, and begin operation immediately. Vacancies shall be filled by appointment by the President of the Senate, with the consent of the Senate. No two individuals from the same division (as defined by representation in the Faculty Senate) shall serve on the Grievance Committee. Members shall serve staggered terms of two (2) years, with two (2) members of the first Committee to serve one (1) year, as selected by lot.

**C. Procedure:**

(A schematic drawing of the Procedure is attached.)

1. The first parties of interest in most grievances will be a faculty member and his immediate supervisor, the department chairman. The following narrative assumes that the grievance has started at the department level, but it may begin at an intermediate level if the aggrieved party is himself an official of a higher level. A grievance initiated by the Senate or Committee thereof may begin at the level of the Dean of Instruction.

- (a) If a grievance cannot be settled through oral discussion between the faculty member and the department chairman, the faculty member puts his grievance in writing and gives a copy to the

department chairman (Level 1) and a copy to the chairman of the Grievance Committee.

(b) Within three (3) school days, the department chairman must hold a meeting with the aggrieved faculty member, with a member of the Grievance Committee present if the faculty member so requests.

(c) Within three (3) days thereafter, the department chairman must give a decision in writing to the aggrieved faculty member, and send a copy to the Grievance Committee

2. If the matter has not then been resolved, the faculty member may appeal to Level 2, the Division Chairman level, in the same way with the same rules and deadlines applying.

3. If the matter is not resolved at Level 2, the faculty member may appeal to Level 3, the Dean of Instruction level, in the same way and with the same deadlines applying.

Thus, within eighteen (18) school days after the initiation of the grievance, the faculty member should have in writing a decision by the Dean of Instruction and the Grievance Committee should also have a copy.

4. If the matter has not been resolved at Level 3, or if the deadlines are not met, the faculty member may, if he chooses, apply to the Grievance Committee, which must hold a formal hearing within ten (10) days. The hearing may be public or closed, at the decision of the Committee. The Grievance Committee may have access to all college records, but may maintain the confidential nature of personnel records, if requested by the aggrieved individual. Any member of the Administration or Faculty may be required to appear and answer questions fully from the Committee. If the Committee finds against the faculty member, the matter is dropped.

(a) The faculty member may appeal a negative decision of the Grievance Committee to the faculty at large in a referendum conducted by the Faculty Senate. A statement of the issues in the referendum shall be drawn by the Grievance Committee, with the approval of both parties. Each party shall be permitted a one-page "Position Paper," to be distributed to eligible voting faculty. The referendum

may be held at a Faculty Senate meeting, if the Grievance Committee so specifies.

5. If the Grievance Committee finds in favor of the faculty member bringing the grievance, or if the faculty at large votes in his favor, the Grievance Committee will represent the aggrieved before the College President and the Board, where it must be heard within thirty (30) days, with a written decision rendered within three (3) school days after the hearing.
6. If the grievance is not resolved to the satisfaction of the Grievance Committee at this level, the Grievance Committee and the College Board shall take it to immediate binding arbitration, before the American Arbitration Association, with costs to be divided between the Faculty Senate and the College Board.

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JUERGENSMEYER LAW OFFICES  
Lawyers Building, Suite 500  
Five Douglas Avenue  
Elgin, Illinois 60120  
Telephone: (312) 695-9800

# FACULTY SENATE - WILLIAM RAINY HARPER COLLEGE

## GRIEVANCE PROCEDURE

AGGRIEVED FACULTY MEMBER (Written Grievance - copy to Grievance Committee)

1. Department Chairman Meeting  
Grievance Committee member on request

RESOLVED

UNRESOLVED

2. Division Chairman Meeting  
Grievance Committee Member on request

RESOLVED

UNRESOLVED

3. Dean of Instruction Meeting  
Grievance Committee Member on request

RESOLVED

UNRESOLVED

4. Grievance Committee  
Formal Hearing

Resolved

UNRESOLVED

REFERENDUM  
OF FACULTY (rarely)

5. College President and Board

RESOLVED

UNRESOLVED

6. Arbitration

RESOLUTION

HARPER COLLEGE

A PLAN FOR EVALUATING TEACHERS  
AND COUNSELLORS

Submitted to the  
Board of Trustees, Administration  
and Faculty of Harper College

Prepared by:

Faculty Evaluation Committee  
Dr. George Makas, Chairman  
Elk Grove Village, Ill.  
December 13, 1968

Revised by:

Michael Bartos  
John Muchmore  
Michael Ostrowski

## A PLAN FOR EVALUATING TEACHERS AND COUNSELLORS

**PURPOSE:** The Board of Trustees, the Administration, and the Faculty of Harper College are all interested not only in good teaching and good counselling in the institution, but in the improvement and betterment of these most vital functions of any educational institution. It is because of this desire, and because of the desire to reward excellence and competence that any evaluation plan exists.

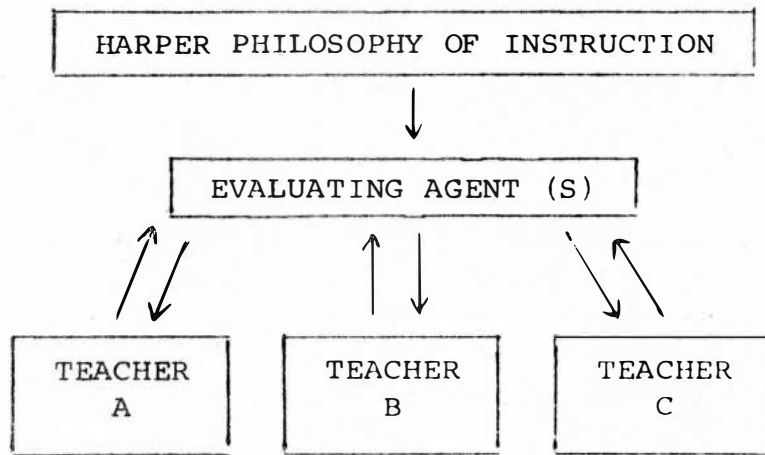
### INPUT DATA

- I. Credentials (Information designed to determine the professional and academic competence of an individual in his subject matter or service area.)
  - A. Application blank
  - B. Transcripts of credits
  - C. Recommendations
  - D. Health Record
  - E. Other
  - F. Updated material (degrees or certificates awarded since employment by Harper, additional courses taken, institutes attended, professional citations, etc.)
- II. Current Employment Data
  - A. Division chairman's records of professional nature.
    1. Teaching assignments
    2. Remunerative data
    3. Attendance (on the job, division, department, committee meetings)
    4. Professional leaves (conferences, conventions, community services)
    5. Divisional projects (service on division & department committees and curriculum revision)
    6. Formal observations by peers, and/or chairmen
    7. Interview data (observers must advise teacher observed with a written critique within a week of the observation)
  - B. Assistant Dean's records of professional nature.
    1. Formal observations by assistant dean and/or dean.
    2. Interview data and recommendations in writing.
    3. Voluntary notes from department members.
    4. Voluntary notes from anyone in the college.

C. Data Collection Procedures

1. Observer must notify instructor or counsellor one week in advance of intention to visit.
2. All written records which are to be inserted into a faculty member's file must first be shown to the person and his written response shall also be included in the file.
3. The faculty member may submit to an observer an evaluation of his own ability and plan of presentation before the observation.

FORMULATION OF CRITERIA  
FOR EVALUATION OF TEACHING EFFECTIVENESS



Individualized criteria for each course and each instructor based primarily on interaction between instructor and evaluating agent and secondary interaction between instructors.

LEADING TO  
GENERALIZED  
TEACHER ROLES

**Manipulative**  
Instruction.

Doing what text books and others have directed him to do.  
An implementing instructor.

Process Instruction.

Needs of students stressed above the need to cover a textbook. A selective implementing instructor.

Individualized Instruction.

According to student interest and need. A creator of curriculum experiences as well as implementor.

TECHNIQUES USED

Observations (see page 1, Input Data)  
Statement by instructor/counsellor

MATERIALS

Written reports  
Written reports

OPTIONAL CRITERIA

Classroom visitation - Student Evaluation (at teacher's request)

The individual faculty member is entitled and encouraged to submit other supporting material for evaluation.

Contributions of the faculty member in curriculum, subject matter, development and/or creation of material and information, institutional reforms, and service to Harper College.

OUTPUT CATEGORIES

Represents the result of evaluation process and classification of personnel for salary purposes

Level #1 - Does not fit Harper instructional pattern.

A. - No recommendation for re-appointment.

B. - Re-appointment with no increase in salary.

A person could remain in this category for only one year. This must be understood as an extension of the probationary period.

Level #2 - Fits Harper instructional pattern without qualification. Is a good instructor in every sense of the word. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment. (see next page)

Level #3 - Outstanding. Has made an outstanding contribution during the year in terms of curriculum, subject matter, teaching techniques or institutional reform. Is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment, higher than level 2. It should be understood that this category would rarely exceed 5% of any given division.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

This is based on the idea that money is not the only consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.



SALARY COMMITTEE GUIDELINES

Preliminary note: The following is an example and must be construed as an example. It is in no way a suggestion of salary negotiations for this year or any other year.

The salary committee will bargain for a base raise, an increase in the minimum faculty salary. In the example below this increase is described as \$1000. (This is only an example. The exact amount of this year's raise will be resolved in meetings between this year's committee and a committee of board members.) The \$1100, \$1200, and \$1300 are examples of base raised in the Asst. Prof., Associate Prof., and Professor columns respectively. The basic difference between level 2 and level 3 is the percent increases and not the base raise.

	Instructor	Asst. Prof.	Assoc. Prof.	Prof.
Level 2	\$1000 +7%	\$1100 +7%	\$1200 +7%	\$1300 +7%
Level 3	\$1000 +10%	\$1100 +10%	\$1200 +10%	\$1300 +10%

EVALUATION DEADLINES

Level I and Level II Ratings

For teachers in their first year at Harper College, all evaluations must be completed by February 15. For all others, the deadline will be December 1.

Level III Ratings

For all faculty members, evaluation must be completed by June 1.

The System Operates with These

CHECKS AND BALANCES

Evaluating Agent

Check

Department Chairman  
Divisional Chairman  
Asst. Dean of Transfer Programs  
Asst. Dean of Career Programs  
Dean of Instruction  
Dean of Student Services

Department Committee  
Divisional Committee  
Transfer Program Comm.  
Career Program Comm.  
Faculty  
Senate Committee

President

Board of Trustees

APPEALS

Only Level I ratings will be subject to appeal.

As of this date, only one appeals system has been submitted for consideration. A committee of the senate and faculty-at-large is studying this system at the present time.

The rationale for an appeals system is evident, but the actual machinery is not yet firmly established. Nevertheless some such procedure must be part of the total evaluation system.

It is expected that an appeals system would allow any full-time member of the Harper College faculty to appeal his merit evaluation if he so desires.

REVIEW OF SYSTEM

Each year, an ad hoc committee of faculty senate members and faculty-at-large should be selected with the sole purpose of reviewing and revising the evaluating system. It is suggested that this review take place after March 1 of each year beginning in 1970.

WILLIAM RAINEY HARPER COLLEGE

May 20, 1969

To: Dr. Robert E. Lahti, President

From: William J. Mann, Dean of Business

Subject: Southwest Corner Construction Contract

Please find attached the complete contract award for the southwest corner site development currently under construction. The \$24,000 contingency amount has not been needed to date, and it appears this amount will not be expended.

The second attached sheet shows the cost estimate to complete the southwest corner area. These improvements will be included in a future construction phase along with the P. E. building.

MAY 19, 1969

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT 512  
PALATINE, ILLINOIS

SOUTHWEST CORNER CONSTRUCTION CONTRACT BUDGET  
PHASE II A

A. CONTRACT (Awarded)

I.	<u>SITE WORK</u>		\$ 90,000.00
	1.	65,700 CY top soil stripping @ \$.60/CY	
	2.	48,200 CY cut & fill @ \$.80/CY	
II.	<u>DRAINAGE, CURBS &amp; GUTTERS, TOP SOIL REPLACEMENT, SEEDING AND PLANTING</u>		120,500.00
	3.	Drainage for entire Southwest Corner	\$ 63,300.00
	4.	Curbs and gutters roads and parking	26,000.00
	5.	Top soil replacement	10,000.00
	6.	Seeding and planting	21,200.00
III.	<u>PAVING</u>		90,000.00
	7.	Parking Lot	69,000.00
	8.	Road	21,000.00
IV.	<u>PEAT REMOVAL CONTINGENCY</u>		-24,000.00
V.	<u>ELECTRICAL - EXCLUDING TENNIS COURTS</u>		<u>42,300.00</u>
VI.	<u>SUB TOTAL</u>		\$366,800.00
VII.	<u>ARCHITECTS FEES @ 6%</u>		22,008.00
VIII.	BONDING FEES .0065 of VI		<u>2,384.20</u>
	GRAND TOTAL		\$391,192.20

MAY 19, 1969

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT 512  
PALATINE, ILLINOIS

SOUTHWEST CORNER ATHLETIC FIELDS WORK

CONSTRUCTION COSTS FOR FUTURE REFERENCE BASED ON  
MAY, 1969 PRICES

	NET	MARK UP	TOTAL
1. Tennis Courts Electrical	\$ 37,684.00	\$ 8,223.76	\$ 45,907.76
2. Loop Parking Lot Plumbing	42,500.00	9,243.24	51,743.24
3. Sprinkler System	31,200.00	6,796.50	37,996.50
4. All other Plumbing	51,300.00	11,146.26	62,446.26
5. Tennis Court (Base, Topping, 6"Curb) 10	66,000.00	14,340.62	80,340.62
6. Track (Base, Topping 6" Curb)	38,000.00	8,291.73	46,291.73
7. Fence (Tennis Courts)	9,700.00	2,106.92	11,806.92
8. Back Stop	<u>2,400.00</u>	<u>543.72</u>	<u>2,943.72</u>
9. TOTALS	\$278,784.00	\$60,692.75	\$339,476.75*
10. Architects Fee's 6% of 9 (reduce this amount by the Supervision Cost)			\$ 20,368.60**

\* Item 9 is based on bids from Corbetta Construction, dated May 2, 1969. These bids are null and void after May 19, 1969.

\*\* Item 10 above should be paid to the architect because his services are complete up through Working Drawings and Specifications.

**BOARD INFORMATION**

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
Office of Education

**RECEIVED**

MONTHLY CONSTRUCTION REPORT **MAY 8 1969**

**BUSINESS OFFICE**

A. Project Number 3-5-00009-0 23

State Code No. 23

Code Action E 2

Numeric Date: 05/07/69

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 Road  
Palatine, Illinois

D. Description of Project  
Buildings of New Junior College Campus

E. Report No. 19 For Month of April, 1969

(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
74-95-01	Corbetta Construction Company of Illinois	10/23/67	7/1/69	88%	78%

% All Prime Contracts

**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.

Site	85%
A	Approximately 77% Complete
B	Approximately 95% Complete
C	Approximately 91% Complete
D	Approximately 65% Complete
E	Approximately 37% Complete
F	Approximately 88% Complete

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

Rain contributed to the delay in some of the progress (3.04")

Heating Contractor has defaulted and no work has been accomplished on this trade since April 25, 1969

J. Briefly describe work being performed at time of visit.

Site - Applying topping to North and West Parking lots

Forming roof beams in "E".

Mason Progressing in "D", - Complete in all others except "E".

Glazing in "D", complete in all others except "E".

Roofing in "D", complete in all others except "E".

Plastering in "A", complete in B, C, and F.

Painting in B, C, & F.

Setting door and window frames, Gypsum Board partitions, lathing and Drywall in all Buildings except "E".

Commonwealth Edison Company complete on all installations

05/07/69

Date



Signature of architect or architect's representative preparing report

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