

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

AGENDA

January 22, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Construction Payouts
  - b. Bills Payable
  - c. Payroll - December 16, 1969 to January 15, 1970
  - d. Estimated Payroll - January 16, 1970 to March 15, 1970
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - a. Recommendation: Staffing Plan for Academic Year 1970-71  
(to be hand carried) Exhibit A
  - b. Approval: Revision Permanent Leases Insurance Provisions  
Construction Project Exhibit B
  - c. Discussion: College Tax Referendum
  - d. Other
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512  
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, January 22, 1970

CALL TO ORDER: In the absence of Chairman Johnson, Vice-Chairman Hansen called the regular meeting of the Board of Trustees of Junior College District No. 512 to order on January 22, 1970, at 8:15 p.m., in the Board room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Hamill, Member Hutchings nominated Member Nicklas as secretary pro tempore. Member Haas moved the nominations be closed. Motion unanimous.

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

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Guerin Fischer, James Harvey, Robert Hughes, Jack Lucas, William Mann, Omar Olson, John Thompson, and John Upton--Harper College; Frank M. Hines--Board Attorney; Tom Wellman--Paddock Publications.

MINUTES: Member Haas moved and Member Nicklas seconded the motion to approve the minutes of January 8, 1970, as distributed. Motion unanimously carried.

DISBURSEMENTS: Member Hutchings moved and Member Haas seconded the Bills Payable motion to approve the bills payable of January 22, 1970, for payment as follows:

Educational Fund	\$213,664.91
Building Fund	32,744.02
Site and Construction Fund	199,544.31
Auxiliary Fund	44,370.35
	<u>\$490,323.59</u>

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:

Payrolls

Member Haas moved and Member Nicklas seconded the motion to approve for payment the payroll of December 16-31, 1969, in the amount of \$152,986.64; the payroll of January 1-15, 1970, in the amount of \$149,359.59; and the estimated payroll of January 16 to March 15, 1970, in the amount of \$656,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Dr. Lahti distributed copies of a letter from Robert Smith, Chairman of Division of Engineering, in which Mr. Smith expressed his appreciation for the excellent hospitalization and medical coverage provided by the Board of Trustees for staff.

UNFINISHED

BUSINESS:

Grievance  
Committee

In the absence of Member Hamill, Chairman of the Grievance Committee, Member Moats discussed the progress of the Grievance Committee meeting. (see page attached)

Vice-Chairman Hansen reviewed the grievance procedure used in the California system. He stated the grievance goes to a faculty grievance committee and eventually to the president. If not resolved at that stage, the president of the college then selects individuals from a previously selected panel to make a final determination and that final determination is binding on everyone. Vice-Chairman Hansen stated that the committee had considered the possibility that a previously selected panel might be appropriate for Harper -- the panel members to be selected by the president of the college with the approval of the chairman of the Faculty Senate.

Dr. Lahti pointed out that another specific in the California system was that grievances cannot affect policy, that the professional staff solve their own problems within the policy that exists.

Further discussion followed on the people to be selected for the panel. Member Hutchings stated he felt it would be necessary to have tenured staff on the panel. Dr. Lahti pointed out most important committees are chaired by faculty members who are tenured.

Addition to the minutes of January 22, 1970, as approved at February 12, 1970 Board meeting.

On page 2, under Unfinished Business--Grievance Committee:

After the wording..."Member Moats discussed the progress of the Grievance Committee meeting"--add the following:

"and made three points with respect to that meeting.

- 1) We seemed to be moving forward toward a final decision-maker that would reconcile differences between president and faculty grievance committee.
- 2) The faculty seemed to agree they could examine seriously the role of the faculty committee in regard to planning a more judicial role, rather than an advocate role in making a decision.
- 3) The faculty considered redefining a definition of a grievance so that it would not include the making of policy."

UNFINISHEDBUSINESS:

Grievance  
Committee (Cont.)

Member Haas stated he had sat in on the committee meeting for a while and that it was acknowledged there were many details to be worked out, even after coming to an agreement in principle. He stated there was discussion of perhaps adopting an actual document and then working out the details later, and that both sides acknowledged there was much work to be done on details.

Dr. Lahti stated Member Hamill would be prepared to report further to the Board of Trustees upon his return. Dr. Lahti informed the Board there would be another committee meeting scheduled upon Member Hamill's return.

I.A.C.J.C.  
Constitution

Dr. Lahti reported on the discussion of the I.A.C.J.C. constitution revision with the presidents' group. He stated they felt the purpose as spelled out could be refined into a much simpler statement. He clarified this further by stating the purpose of the organization should be professional development, promotion of general welfare of community college in State of Illinois and the education of community college students. He stated he felt this would be a recommendation the presidents will pass on as a resolution.

NEW BUSINESS:  
Staffing Plan  
for Academic Year  
1970-71

Dr. Lahti discussed the proposed additional professional positions in the academic and student personnel areas of the college. He pointed out the administration had been trying to reach this goal for three years--to be able to project very early in the year the staffing needs. He stated that in the area of instruction not more than 80% of this plan would be employed at this time.

Mr. Birkholz explained how the totals on this plan had been reached and the ratio of part-time to full-time teachers.

Dr. Lahti informed the Board that this recommendation would provide some improvement in reducing the daytime part-time instructors. He stated he felt it was reasonable within the constraints of the budget and within the variables the college has for projecting enrollment.

Member Hutchings moved approval of the positions and authorization to seek and contract for 80% of approved positions by April 1, 1970. The motion died for lack of a second.

NEW BUSINESS:  
Staffing Plan  
for Academic  
Year 1970-71  
(cont.)

A discussion followed on the position of TV Producer/Director. Dr. Lahti explained that the TV equipment would go unused without this staff member. He stated he felt Exhibit A-2, a description of this position, should have a Roman numeral V providing salary range. He pointed out the Director of Personnel would develop a classification system for this type of personnel, when he joins the administrative staff in February.

Dr. Olson discussed the position of Assistant to Dean for Evening School Operations, proposed in Exhibit A-3. He discussed the various new courses being offered and plans for the future.

Member Hutchings moved and Member Haas seconded the motion to approve the positions as described in Exhibit A-1 and authorize the administration to seek applications for 80% of the Instructional positions and 100% of the Learning Resource, Continuing Education and Student Personnel positions

In the discussion which followed, the Board agreed that on Exhibit A-2 they would like the administration to come back with salary ranges under numeral V.

Upon roll call, the vote was as follows:

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

Nays: None

Employment of  
Staff

Dr. Lahti discussed the need for a replacement in the dental hygiene area. Mr. Thompson discussed Mrs. Dorothy Rowe's background and qualifications.

Member Moats moved and Member Haas seconded the employment of Mrs. Dorothy Rowe, rank of instructor, at a salary of \$4,750.00, effective February 2, 1970, for the remainder of the 1969-70 academic year.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS

Revision Permanent  
Leases Insurance  
Provisions

On the recommendation to approve revision in permanent lease insurance provisions, Mr. Mann asked that this item be deferred. Vice-Chairman Hansen stated as there were no objections, this would be deferred.

College Tax  
Referendum

The Vice-Chairman stated the Board would move on to other business and return to the referendum later in the meeting.

OTHER:

Election  
Resolution

Mr. Mann distributed the election resolution to the Board on publishing the notice of the April 11, 1970, Board of Trustee election. He stated this was the standard resolution and that the election calendar and instructions to candidates were also attached.

Frank Hines, Board Attorney, discussed some minor changes in the election laws. He stated the Illinois statutes have been changed to require submission of petitions between hours of 8:30 a.m. and 4:00 p.m. He stated it is now also required that the secretary of the Board give a receipt for nominating petitions which, he stated, Mr. Mann had done in the past. He stated the petition had to be submitted at the school district office, anywhere else would be invalid, and that if there is more than one petitioner on hand at 8:30 a.m. on the first day of filing, a reasonable arbitrary method of selecting by chance will have to be employed.

Member Hutchings moved and Member Moats seconded the following resolution:

BE IT RESOLVED that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content, and that same be published at least once not more than 30 days nor less than 10 days prior to the first day for filing such petitions in a newspaper published within the district.

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, for the annual election to be held on April 11, 1970, to

OTHER:  
Election  
Resolution  
(Cont.)

elect two members for the full three year term, may be filed not earlier than February 25, 1970, and not later than March 20, 1970, between the hours of 8:30 o'clock a.m. and 4:00 p.m. excepting Saturdays, Sundays, and school holidays, with William Mann, the designated representative of the Secretary of the Board, at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois

James J. Hamill  
Secretary  
Board of Trustees of Junior  
College District No. 512

Upon roll call, the vote was as follows:

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

Towing  
Resolution

Mr. Mann discussed the problems the college has been having in enforcing parking regulations. He distributed a resolution which had been worked out with the Board Attorney. Mr. Mann stated there was some question about the authority to tow cars and it seemed appropriate to the administration that the Board pass a resolution on this. He stated a very thorough campaign would be launched. The procedure would be advertised; Dr. Harvey would send a letter to students, Dr. Schauer to faculty, and Mr. Mann to classified staff. At the end of the two week period, every car not properly parked would be towed and the driver would be charged \$15.00.

In the discussion which followed, Vice-Chairman Hansen questioned the liability of the college where a car was damaged while being towed. Mr. Hines stated if due care and caution were exercised in moving a vehicle, and it was damaged notwithstanding, in his opinion the college would not be responsible.

Member Haas moved and Member Moats seconded the motion to approve the parking resolution (Copy of resolution attached to Minutes in the Official Book of Minutes).

Upon roll call, the vote was as follows:

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



NEW BUSINESS:  
College Tax  
Referendum

Dr. Lahti stated that basically the college is at a point in development where millage that was voted at the time the district was formed will be insufficient to carry out the programs on the campus for educational and buildings and grounds maintenance and improvements. He discussed the rapid growth in enrollment, and stated the college has a fifteen million dollar campus, almost twice that originally projected. Dr. Lahti pointed out that about \$800,000 of the present operating funds were produced by charge-back students, the greater percentage of whom the college will lose when Maine-Niles Community College opens up next fall. In essence, Dr. Lahti stated, the tremendous growth (two years ahead of projections) and loss of extra income from charge-back students have brought the administration to the point where they must seriously consider and recommend a tax referendum in the spring. He pointed out that the monies from the passage of such a referendum would not be available to the college until the spring of 1971

Discussion followed. Mr. Mann discussed charge-backs and costs per student. He also reported on the growth of four-year institutions as compared to Harper. He stated Harper College ranked 24th in the educational fund and 22nd in the building fund out of 35 community colleges in the state.

Dr. Olson, chairman of internal committee on the referendum, distributed a tentative plan for the referendum. He discussed the three sub-committees and explained their work: the first to deal basically with development of information materials; the second to gather voter registration lists and fit political precincts into educational precincts; and the third sub-committee to deal with developing the tentative plan. He pointed out that some top priority items were listed on the last page, and stated that a meeting was being held the next day.

Dr. Lahti stated they were recommending an increase of 12¢ in the educational fund and an increase of 5¢ in the building fund. He discussed two possible dates-- March 21 or March 14.

Mr. Mann stated that, of necessity, they would need to levy the entire amount in the educational and building funds.

NEW BUSINESS:  
College Tax  
Referendum

Mr. Mann pointed out that the impact of Harper College to the taxpayers in the district is not as great as other units in the district. He stated that out of every \$1.00 in taxes paid in the district, Harper receives 3.2¢; that the college is financed differently than other units in the district--the bulk of revenue comes from state and tuition.

Mr. Hines recommended that the college use the same voting precincts as used in the Board election of April 12, 1969.

Member Nicklas moved approval of a referendum to be held on March 21, 1970, with same polling places and precincts as previously used, for 12¢ in the educational fund and 5¢ in the building fund. Member Hutchings seconded the motion.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:  
Tax Referendum  
(cont.)

Member Haas asked if Board members would be involved on the speaking panel for the referendum. Dr. Lahti stated the plan was to involve Board members and a wide variety of people and to appear at meetings of various organizations.

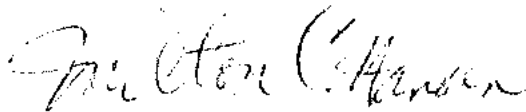
OTHER:

Member Nicklas stated this was the time of the year when the Board committee held meetings with the faculty committee to consider next year's plans and recommendations for salaries. She requested a meeting be set for February 9, 1970, and asked Dr. Lahti to inform the faculty committee. She further requested information from the faculty committee be sent to the Board by January 30.

Dr. Lahti expressed the appreciation of the college for the newspaper articles by the reporters from Day and Paddock Publications on Harper College. He stated they were very helpful in interpreting this college to the community.

ADJOURNMENT:

Member Haas moved and Member Hutchings seconded the motion that the meeting be adjourned at 11:59 p.m. Motion unanimously carried.



Vice-Chairman Hansen



Secretary Pro Tempore Nicklas

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

BILLS FOR APPROVAL  
January 22, 1970

I.	BILLS PAYABLE		PAGES
	Educational Fund	\$ <del>213,664.91</del>	12
	Building Fund	\$ 32,744.02	3
	Site & Construction Fund	\$199,544.31	1
	Auxiliary Fund	<u>\$ 44,370.35</u>	3
		<u>\$490,323.59</u>	
II.	PAYROLLS		
	Payroll, December 16 - 31, 1969	\$152,986.64	15
	Payroll, January 1 - 15, 1970	\$149,359.59	12
	Estimated Payroll, <del>January</del> 16 to <del>March</del> 15, 1970	\$656,000.00	1
III.	IMPREST FUND	\$ 8,513.00	4

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES - JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK AMOUNT	CHECK NUMBER
A to Z Rental Center	Equipment Rental	\$ 22.50	11638
Ams Press, Inc.	Library Books	99.02	11639
Academic Media, Inc.	Library Books Voc.Library Publication	124.50	11640
Addressograph Multigraph	Equipment Repair Equip. Rental	161.00	11641
Allied Electronics, Inc.	Electrical Supplies Audio Visual Supplies	641.01	11642
Allied Electronics, Inc.	Audio Visual & Instr.Supplies A V Equip.	515.46	11643
Alpine Camera Co.	A V Supplies	31.82	11644
American Assoc. of Dental Schools	Subscription	8.00	11645
American Assoc. of Jr. Colleges	Subscription	2.00	11646
American Council on Education	Library Subscription	4.50	11647
American Council on Education	Subscription	30.00	11648
American Dental Hygienists Assoc.	Library Subscription	1.50	11649
American Geographical Society	Library Subscription	3.50	11650
American Personnel & Guidance Assoc.	Library Book	1.50	11651
American Political Science Assoc.	Library Subscription	15.00	11652
American Trial Lawyers Assoc.	Library Subscription	5.00	11653
Argosy Book Stores	Library Books	65.78	11654
Arlington Hts. Camera Shop	Instructional Equipment	190.62	11655
Art in America	Subscription	15.00	11656
Assoc. of American Colleges	Library Subscription	4.55	11657
Assoc. of Governing Boards of Universities and Colleges	Membership Dues	280.00	11658
Atherton Press, Inc.	Voc. Library	10.41	11659
Baker & Taylor Co.	Library Books	3,616.10	11660
Barnes & Noble, Inc.	Library Books	75.80	11661
Barrington Press Newspapers	Advertising	91.35	11662
Barrons	Library Subscription	18.00	11663
Bell & Howell	Microfilm	4,220.00	11664
Biblio & Tannen	Library Books	16.56	11665
Bishop Graphics, Inc.	Electrical Supplies	130.07	11666

Education's Fund Expenditures

PAYEE	DESCRIPTION	CHECK	CHECK
		AMOUNT	NUMBER
Dick Blick	A V Supplies	\$ 7.39	11667
E. W. Boehm Co.	Dupl. Supplies & Equip., Equip. Repair	487.58	11668
Books for Libraries, Inc.	Library Books	443.50	11669
R. R. Bowker Co.	Library Books	14.00	11670
Harvey W. Brewer Bookseller	Library Books	13.74	11671
Bro Dart, Inc.	Library Books	7.31	11672
Brodhead Garrett Co.	Electronics Equip. Art Supplies	757.90	11673
George D. Brown Books	Library Books	25.06	11674
Wm. C. Brown Co.	Instructional Supplies	15.00	11675
B & K Instruments, Inc.	Electronics Equip.	1,276.84	11676
Brunner Mazel, Inc.	Library Books	29.65	11677
Burgess Anderson & Tate, Inc.	Office Supplies	8.54	11678
Burgoyne Index, Inc.	Library Books	2.00	11679
Burr-Brown Research Corp.	Electrical Equipment	1,455.00	11680
Calumet Photographic Inc.	Instructional Equipment	317.71	11681
Capitol Discount Co.	Equipment Rental Jan. & Feb.	180.00	11682
City News Bureau of Chicago	Contractual Services	20.00	11683
Darrill Connelly	Printing-Brochure	180.80	11684
Decision	Voc. Library	5.80	11685
E & M Instrument Co.	Instructional Equipment	2,978.53	11686
Educational & Industrial Testing Serv.	Voc. Library	20.36	11687
Educational Screen & A V Guid	Library Subscription	5.00	11688
Gamma Photo Labs	Contractual Services-Photography	59.49	11689
Garith Products Co.	A V Supplies	128.94	11690
Industrial Gas & Equip. Co.	Art Supplies/Equipment	328.00	11691
Jossey Bass, Inc.	Voc. Library	8.89	11692
Void		-	11693
Lake County Jr. College	Charge Back	70.00	11694
Laseke Electric Co.	Equipment Repair	200.00	11695
La Pine Scientific Co.	Instructional Supplies & Equip.	312.40	11696
3M Business Products Sales	A V Supplies & Equip.-Equip. Rental Dec.		
Natl. Education Assoc.	Office Equip. - Secretary Belt	1,327.32	11697
Natl. Surveying Instruments	Instr. Supplies-Library Books-Publication	46.35	11698
	A V Equipment	1,028.00	11699

Educational Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Pace/Avnet Electronics	Electronics Supplies & Equip.	152.17	11701
Paddock Publications, Inc.	Electronics Supplies & Equip.-Photo Subsc. Printing-Xmas Programs-Cont. Services Want Ads Legal Notices Publication	9.83	11702
Parker Publishing Co.	Printing-Brochures	750.85	11703
Practical Offset, Inc.	Printing-Journalism Brochures	563.50	11704
Rembrandt Graphic Arts Co.	Art Equipment	50.00	11705
Jac Stafford	Contractual Services	119.47	11706
Bernard Stolar Plbg. & Htng.	Equipment Repair	4.50	11707
Amer. Assoc. of Univ. Professors	Library Subscription	15.55	11708
American Heritage	Library Books	42.50	11709
Amer. Inst. of Architects	Library Books	12.00	11710
Amer. Academy of Political & Social Sci.	Library Subscription	2.60	11711
Art in America	Library Books	6.62	11712
Audiovisual Center	Film Rental	12.00	11713
Automation	Library Subscription	59.34	11714
The Baker & Taylor Co.	Library Books	24.00	11715
Eileen Burns	Student Service Award	5.00	11716
California Apparel News	Library Subscription	165.00	11717
University of California	Film	504.39	11718
Campbell & Hall, Inc.	Library Books	945.76	11719
Carousel Films, Inc.	Films	15.00	11720
The Fund for the Republic	Tapes	151.09	11721
Champion Products, Inc.	Athletic Supplies	28.45	11722
Chicago Paper Co.	Office Supplies	49.92	11723
Chicago Tribune	Legal Notice	12.00	11724
Christianity Today	Library Subscription	130.00	11725
Churchill Films	Film	5.10	11726
College & Univ. Press Svcs.	Voc. Library	12.00	11727
Commonweal	Library Subscription	12.00	11728
Current Anthropology	Library Subscription	221.14	11729
Day Publications	Advertising		
		<u>\$1,651.20</u>	<u>11700</u>

Educational Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Delta Piepsilon Natl. Office	Office Supplies	4.95	11730
John A. Detweiler MD	Med. Exam, J. Maine	15.00	11731
Distribution	Library Subscription	11.00	11732
Donald Duffy	Student Service Award	96.00	11733
Duke University Press	Library Subscription	5.00	11734
Easy Travel Service	Travel-J.Thompson,K.Arns,W.Mann	126.00	11735
Thomas A. Edison Industries	Instructional Supplies	55.00	11736
Educational Aids Service	Tapes/Tape Recorder	87.90	11737
Duplex Products	Office Supplies	347.89	11738
Editions	Library Books	59.69	11739
Jennifer Edwards	Student Service Award	64.00	11740
Elsevier Publishing Co.	Library Subscription	13.75	11741
Encyclopedia Britannica Educa. Corp.	Film Rental	5.60	11742
The Exchange Store	Voc. Library	3.00	11743
Georgia Fink	Student Service Award	64.00	11744
Fisher Scientific Co.	Lab Supplies	9.12	11745
Gale Research Co.	Library Books	227.06	11746
The Garment Equip. Corp.	Instructional Supplies	20.00	11747
Glass House	Instructional Supplies	44.00	11748
Great Northern Publ. Corp.	Library Books	11.16	11749
Guidance Report	Library Subscription	48.00	11750
Hartley Productions	Film	250.00	11751
Hastings House Publishers	Library Books	14.98	11752
Henk Newenhouse Film Library	Film	120.80	11753
Heritage Bookshop	Library Books	20.00	11754
Hertz System, Inc.	Travel Expense-R. Lahti	27.46	11755
Imperial Eastman	Library Books	5.18	11756
Improving College & Univ. Teaching	Library Subscription	6.00	11757
Indiana University Press	Voc. Library	4.62	11758
Inst. for Social Research	Library Books	5.95	11759
IBM	Machine Maintenance-Equip.Rental	10,824.16	11760
Interpol	Library Subscription	6.00	11761
Intl. Soc. for General Semantics	Library Subscription	6.00	11762
Intl. Film Bureau	Film Rental	30.71	11763
Institutions Magazine	Library Books	8.95	11764
The Jobst Institute	Instructional Supplies	43.02	11765
Journal of Economic History	Library Subscription	15.00	11766



Educational Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	CHECK AMOUNT	CHECK NUMBER
Journal of Engr. Graphics	Library Subscription	\$ 2.00	11767
Journal of Politics	Library Subscription	8.00	11768
Journal of Purchasing	Library Subscription	6.00	11769
Journal of School Psychology	Library Subscription	9.00	11770
Karnes Music Co.	Equipment Repair	58.50	11771
Labor History	Library Subscription	9.75	11772
Lakeview Rubber Stamp Co.	Office Supplies	5.30	11773
Larson Equip. & Furniture Co.	Office Supplies	10.45	11774
LaSalle Messinger Paper Co.	Office Supplies	43.34	11775
Look Magazine	Library Subscription	6.99	11776
Lukas Microscope Service	Office Supplies	80.00	11777
McGraw Hill Book Co.	Rental Agreement/Film Rental	3,603.88	11778
MacMillan & Co., Ltd.	Library Subscription	47.75	11779
John Makarewich Books	Library Books	44.60	11780
Marketing/Communications	Library Subscription	16.00	11781
Univ. of Michigan	Subscription	15.00	11782
Midwest Visual Equip. Co.	A V Equipment	5,122.20	11783
Void	-----	-----	11784
Void	-----	-----	11784
Suzanne Montabon	Student Service Award	72.00	11785
Morgan Sign Machine Co.	A V Supplies	58.00	11786
Murnane Paper Co.	Duplicating Supplies	441.00	11787
The Nation	Library Subscription	10.00	11788
National Directory Service	Library Books	4.50	11789
National Geographic Society	Library Books	15.95	11790
Negro History Press	Library Books	43.90	11791
Newark Electronics Corp.	Instruct. Supplies & Equip.	1,756.74	11792
The New Yorker	Library Subscription	10.00	11793
Northern Ill. University	Film Rental	19.30	11794
Northwest Mental Health Clinic	Contractual Services	25.00	11795
Office Publications, Inc.	Library Subscription	6.00	11796
Order from Horder	Office Supplies & Equip.	121.37	11797
Journal of American History	Library Subscription	10.00	11798
Pioneer Record Sales	Film Rental	6.02	11799
Oral Health Products	Lab Supplies	210.00	11800

Educational Fund Expenditures

PAYEE

Prompt Printing Service  
 Jack S. Rude  
 Sargent Welch Scientific Co.  
 E. H. Sheldon Equip. Co.  
 Charles C. Thomas Publisher  
 TWA, Inc.  
 Triton Community College  
 United Visual Aids, Inc.  
 University Book Service  
 Valley Welding Supply  
 Van Nostrand Reinhold Co.  
 Varityer Corp.  
 Western Psychological Svcs.  
 Robert Yadon  
 Addressograph Multigraph Co.  
 American Fabrics  
 American Hotel Assoc. Directory Corp.  
 American Soc. of Tool & Manufacturing Engrs.  
 Barnes & Noble, Inc.  
 Barrons Educational Series  
 Brudno Art Supply Co.  
 BNA, Incorporated  
 Cenco Instruments Corp.  
 Central Assoc. of College & University  
 Business Officers  
 Central Camera Co.  
 Consulting Psychologists Press, Inc.  
 Criminal Law Bulletin  
 John J. Donnelly, MD  
 Dura Craft Book Bindery  
 Editions  
 Fisher Scientific Co.  
 The German Quarterly  
 Good Housekeeping  
 Sam Goody, Inc.  
 Harper & Row  
 Frank M. Hines

DESCRIPTION

Printing  
 Equipment Repair  
 Supplies  
 Equipment-Sorting Rack  
 Voc. Library  
 Travel-R. Lahti - W. Mann  
 Charge Back  
 A V Supplies  
 Library Books  
 Instructional Supplies  
 Library Books  
 A V Supplies  
 Library Books  
 Student Service Award  
 Duplicating Supplies  
 Library Subscription  
 Publication  
 A V Supplies  
 Library Books  
 Publication  
 A V Supplies  
 Film Rental/Library Book  
 Lab Equipment  
 Dues  
 A V Supplies  
 Voc. Library  
 Library Subscription  
 Med. Exam - Pam Urban  
 Binding  
 Library Books  
 Instructional Supplies  
 Renewal Library Subscription  
 Library Subscription  
 Records  
 Film Rental/voc. Library  
 Legal Services

CHECK NUMBER	CHECK AMOUNT
11801	\$ 722.58
11802	1,040.50
11803	17.00
11804	170.00
11805	20.90
11806	224.30
11807	3,644.25
11808	4,237.30
11809	21.73
11810	68.44
11811	29.62
11812	686.40
11813	6.00
11814	104.00
11815	271.00
11816	24.00
11817	9.50
11818	75.60
11819	27.48
11820	9.60
11821	23.06
11822	17.60
11823	3,419.75

11824	143.00
11825	15.50
11826	4.93
11827	24.00
11828	9.00
11829	245.15
11830	33.40
11831	258.60
11832	7.50
11833	5.00
11834	32.06
11835	77.09
11836	770.00

Education Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Frank W. Houck	Consultant	\$ 213.60	11837
Intercollegiate Press Bulletin	Subscription Renewal	45.00	11838
IBM Corp.	Office Supplies	20.25	11839
Intl. Film Bureau	Purchase of Film	135.75	11840
Journal of Humanistic Psychology	Library Subscription	6.50	11841
Journal of Social Issues	Library Subscription	55.80	11842
Karnes Music Co.	Equipment Rental	75.00	11843
Kraus Reprint Co.	Library Subscription	33.85	11844
Lakeview Rubber Stamp Co.	Office Supplies	15.38	11845
McGraw Hill Book Co.	Purchase of Film	170.12	11846
Marsh & McLennan	Workmens Comp. Insurance	325.00	11847
Natl. District Attorneys Assoc.	Library Subscription	15.00	11848
Office Electronics, Inc.	Office Supplies	55.05	11849
Oscar & Associates PHOTOGRAPHS	Photographs	8.70	11850
Puppeteers of America	Library Subscription	6.00	11851
Purdue University	Purchase of Film	216.27	11852
Adams Productions	Purchase of Film/Film Rental	286.00	11853
Treva M. Richardson	Slide Kit	96.00	11854
Sage Publications	Library Subscription	14.00	11855
Sales Management	Library Subscription	12.00	11856
Society for the Advancement of Education	Library Subscription	9.50	11857
School Facilities Council	Membership Dues	15.00	11858
School Management Magazines	Library Subscription	8.00	11859
Central Assoc. of Science & Math. Teachers	Library Subscription	8.00	11860
Science Assoc. Intl., Inc.	Library Subscription	20.00	11861
Sears Roebuck & Co.	Instruct. Supplies & Equip.	423.78	11862
Servicemaster Comm. System	A V Supplies	1,925.00	11863
Ned Singers Sport Supply Co.	Athletic Equipment	1,499.00	11864
Social Forces	Library Subscription	6.00	11865
Social Research	Library Subscription	10.00	11866
Southern Historical Assoc.	Library Subscription	7.00	11867
Speech Assoc. of America	Library Subscription	37.50	11868
Starr Book Shop	Library Books	86.50	11869
Stipes Publishing Co.	Library Book	2.40	11870
Story House Corp.	Library Books	16.15	11871
Charles C. Thomas Publisher	Library Subscription	9.50	11872
Triton Community College	Charge Back	113.00	11873

Education: Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Uarco, Incorporated	Printing-Grade Reports	\$1,172.94	11874
United Nations	Library Subscription	3.50	11875
U. S. Book Exchange	Library Subscription	20.05	11876
Vital Speeches	Library Subscription	10.00	11877
WIVS	Contractual Services	40.00	11878
Science Year	Library Book	5.95	11879
Ziff Davis Publ. Co.	Library Subscription	6.00	11880
AFL-CIO Film Division	Film Rental	6.00	11881
Administrative Management Society	Publication	24.80	11882
Advertising Age	Library Subscription	16.00	11883
Allen Wales Adding Machine Agency	Equipment Repair	24.00	11884
American Anthropological Assoc.	Library Subscription	25.00	11885
American Bar Assoc.	Library Subscription	6.00	11886
American Dental Assoc.	Film Rental	3.00	11887
American Personnel & Guidance Assoc.	Purchase of Film	403.00	11888
The America Press	Library Subscription	10.00	11889
The W H Anderson Co.	Library Books	17.00	11890
The Associated Press	Wire Service	274.50	11891
Association Films, Inc.	Film Rental	7.05	11892
Audio Film Center, Inc.	Film Rental	77.10	11893
Audiovisual Center	Film Rental	9.24	11894
Audio Visual Center	Film Rentals	138.50	11895
Axtell Brown & Lindley	Printing	358.25	11896
Bailey-Film Associates	Purchase of Films	1,920.00	11897
The Baker & Taylor Co.	Library Books	1,125.37	11898
Barnes & Noble, Inc.	Library Books	49.38	11899
E. W. Boehm Co.	Instrct.Supplies/Equip. Repair	52.36	11900
Brandywine Books	Library Books	23.00	11901
Bro Dart Div.	Library Book	5.85	11902
Brodhead-Garrett Co.	Instructional Supplies	154.71	11903
Burgess Publishing Co.	Publication	4.93	11904
Burke Audio Visual Service	A V Equipment	522.40	11905
Business Horizons	Library Subscription	15.00	11906
California Test Bureau	Voc. Library	12.77	11907

Education Fund Expenditures

PAYEE

Center for Mass Communication of  
 Columbia University Press  
 Contemporary Films  
 Continuing Education  
 Cumulating Index to Nursing  
 Current History  
 Cushing & Co.  
 Dance Magazine  
 The Dartnell Corp.  
 Demco Educational Corp.  
 Eugene Dietzgen Co.  
 Digiac Corp.  
 Dura Craft Book Bindery  
 Eastman Kodak Co.  
 Easy Travel Service  
 Educational Aids Service  
 Educational Industrial Testing Serv.  
 E & I Coop Service, Inc.  
 Educational & Psychological Measure.  
 Education & Training Assoc.  
 Educational Audio Visual  
 Educational Systems Development  
 Dick Ells Co.  
 Encyclopedia Britannica Educ. Corp.  
 Film Center Inc.  
 Carl Fischer, Inc.  
 Fleetwood Films, Inc.  
 Gamma Photo Labs, Inc.  
 The Garment Equip. Corp.  
 Harcourt Brace & World  
 Harpers Magazine, Inc.  
 Hewlett Packard Co.  
 Hill Behan Lumber Co.  
 Human Development Institute

DESCRIPTION

Purchase of Films  
 Film Rental  
 Subscription  
 Library Subscription  
 Library Subscription  
 A V Supplies  
 Library Subscription  
 Publications  
 Library Supplies  
 Instructional Supplies  
 Electronics Equip.  
 Binding of Books  
 Library Supplies  
 Travel-G.Franklin-L.King-R.Tysl  
 A V Equipment  
 Voc. Library  
 Transportation/Equipment-Mirrors  
 Library Subscription  
 Library Books  
 Records  
 Publications  
 Art Equipment  
 Purchase of Film  
 Film Rental  
 Sheet Music  
 Purchase of Film  
 Photographs  
 Instructional Supplies  
 Voc. Library  
 Library Subscription  
 Equip. Repair  
 Equipment - Planks  
 Purchase of Film

CHECK  
AMOUNT

CHECK  
NUMBER

\$ 380.00 11908  
 57.00 11909  
 28.00 11910  
 18.00 11911  
 8.50 11912  
 12.00 11913  
 9.00 11914  
 65.52 11915  
 455.68 11916  
 24.03 11917  
 10,450.00 11918  
 138.88 11919  
 11.44 11920  
 368.00 11921  
 137.28 11922  
 11.49 11923  
 47.78 11924  
 14.00 11925  
 10.50 11926  
 104.64 11927  
 20.14 11928  
 872.23 11929  
 3,082.00 11930  
 152.30 11931  
 130.09 11932  
 210.45 11933  
 18.00 11934  
 24.00 11935  
 12.96 11936  
 8.50 11937  
 374.00 11938  
 13.86 11939  
 602.30 11940

Education Fund Expenditures

PAYEE

Illinois Law Enforcement  
Inlander Steindler Paper Co.  
IBM Corp.

Intl. Film Bureau  
Lapine Scientific Co.  
Libbys Camera Co.  
Library of Congress  
A C McClurg & Co.  
McCormick-Mathers Publ. Co.  
McGraw Hill Book Co.

The M I T Press  
Michigan State University  
Midwest Visual Equip. Co.  
3M Business Products Sales

Modern Learning Aids  
Music Educators Natl. Conference  
Natl. Education Assoc.  
Newark Electronics Corp.  
Henk Newenhouse

Nissen Corp.  
Non-Linear Systems, Inc.  
North Shore Equipment Co.  
Northwest Clean Towel Service  
Northwest Music Center  
Office Electronics, Inc.  
University of Oklahoma Press

Order from Horder  
Organization for Economic Coop & Devel.  
Paddock Publications  
Parke-Davis  
Pivan Engineering  
Practical Offset Inc.  
Prentice Hall Inc.  
Prudential Insurance Co.

DESCRIPTION

Library Subscription  
Instructional Supplies  
Transportation/Machine Maintenance

Instruct. Supplies  
Film Rental  
Instruct. Supplies & Equip.

A V Supplies  
Library Books  
Library Books

Film Purchase  
Film Purchase  
Library Subscription  
Film Rental

Equipment Repair  
Duplicating Supplies  
Film

Library Subscription  
Library Subscription  
Instruct. Equip.

Film Purchase  
Athletic Equipment  
Electronics Equip.

A V Equipment  
Contractual Services  
Instructional Equipment

Office Supplies  
Library Books  
Office Supplies

Library Books  
Instruct. Supplies/Want Ad  
Instructional Supplies

Instructional Supplies  
Typesetting  
Publication

Group Med. & Life Insurance

CHECK  
AMOUNT  
\$ 9.50  
75.60

CHECK  
NUMBER  
11941  
11942

139.64 11943  
6.71 11944  
101.00 11945  
552.37 11946  
300.00 11947  
31.50 11948  
164.10 11949  
580.39 11050  
10.00 11951  
3.09 11952  
235.65 11953  
108.44 11954  
231.00 11955  
4.00 11956  
7.00 11957  
1,212.00 11958  
300.80 11959  
3,591.50 11960  
11,960.00 11961  
33.78 11962  
50.21 11963  
539.40 11964  
514.99 11965  
78.96 11966  
83.48 11967  
11.65 11968  
118.56 11069  
63.66 11970  
25.21 11971  
126.50 11972  
5.57 11973  
8,815.68 11974

Education Fund Expenditures

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Publshers Central Bureau	Library Book	\$ 7.38	11975
Sperry Rand Corp.	Office Equip.-Typewriters	1,608.00	11976
Reprographic Supply Co.	Office Supplies	270.00	11977
Roselle Farmers Lumber Co.	Supplies-Plywood	41.60	11978
Marshall S. Salkin, MD	Med. Exam - A. Porteus	17.00	11979
Sargent Welch Scientific Co.	Instructional Supplies	232.04	11980
Science Digest	Library Subscription	5.00	11981
Silver Burdett Co.	Library Books	20.77	11982
Standard Register Co.	Office Supplies	44.80	11983
Stansi Scientific Div.	Instruct. Supplies & Equip.	396.53	11984
Star Line Express, Inc.	Freight	5.50	11985
Sterling Educational Films	Film Purchase	151.00	11986
Swank Motion Pictures, Inc.	Film Rental	12.14	11987
Tecnifax	Slides	61.00	11988
Tektronix, Inc.	Electronics Equip.	10,952.52	11989
Texas A & M University Bookstore	Publications	25.00	11990
Trainex Corp.	Film Purchases	725.00	11991
United Church of Christ	Film Rental	11.05	11992
U. S. Book Exchange	Library Books	72.11	11993
Universal Educ. & Visual Arts	Film Purchases	264.73	11994
Universal Stationers	Office & Instructional Supplies	71.36	11995
Van Nostrand Reinhold Book Co.	Library Books	5.42	11996
Video Nursing Inc.	Film Rentals	105.00	11997
Waveteck	Instructional Equipment	2,000.00	11998
E. F. Wonderlic & Assoc.	Office Supplies	16.84	11999
Arlington Heights Camera Shop	A V Supplies & Equip.	405.60	12000
E. W. Boehm Co.	Equipment Repair	35.60	12001
Lifschultz Fast Freight	Transportation	9.89	12002
Elk Grove Blueprint & Supply	Instructional Supplies	86.80	12003
Ken Jauch	Contractual Services	10.00	12004
Keuffel & Esser Co.	Instructional Equip.	2,746.53	12005
Methods Research Corp.	Equipment	130.65	12006
Nationwide Business Forms	Office Supplies	153.00	12007
Newark Electronics Corp.	Instructional Supplies	895.40	12008
Sargent Welch Scientific Co.	Instructional Supplies & Equip.	6,192.77	12009

Education Fund Expenditures

PAYEE

Ned Singers Sport Supply Co.  
Skyway Conference  
Tenney Engineering Co.  
White Collar Girls of America  
Imprest Fund  
Modern Language Journal  
Harper College Auxiliary Fund

DESCRIPTION

Athletic Supplies  
Institutional Membership  
Transportation  
Contractual Services  
Reimbursement  
Library Subscription  
Interfund Loan

CHECK AMOUNT	CHECK NUMBER
\$ 145.70	12010
100.00	12011
18.12	12012
294.39	12013
7,807.95	12014
5.00	12015
<u>48,000.00</u>	12016
<u>\$213,664.91</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 11638 to 12016 are hereby authorized for payment.

Date of Approval: January 22, 1970

Vice Milton C. Hanson  
Chairman

Secretary [Signature]  
*pro tem*  
*S.C. - 1-27-70*



WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Ability Glass & Mirror	Custodial Supplies	\$ 827.41	2185
Aries Enterprises, Inc.	Contractual Services	3,500.00	2186
Arlington Auto Parts	Building Remodeling		
Barrington Trucking Co.	Auto Supplies & Equip.	273.78	2187
L.M. Brownsey Supply Co.	Repair Parts, Security Equip.	210.00	2188
Browns Industrial Uniforms	Contractual Services	219.97	2189
Corbetta Construction Co.	Custodial Supplies	136.95	2190
Fleet Air Communications	Uniforms	1,544.97	2191
Philip H. Heller, M.D.	Fuel Oil	205.85	2102
Illinois Bell Telephone Co.	Security Suppl. & Equipment Repair	20.00	2193
M.F. Builders Supply	Med. Exam, M. Espinoza	15.30	2194
Village of Palatine	Phone Service	28.60	2195
William Potter	Supplies	570.00	2196
Gibson Electric Company	Contractual Services	15.00	2197
J. Fleischmann, MD	Med. Exam	2,414.52	2198
General Fire Extinguisher	Building, Remodeling	15.00	2199
D. Giedraitis, M.D.	Med. Exam - S. Patino	175.68	2200
Johnson Service Company	Fire Extinguisher	10.00	2201
Lawn Equipment Distributors	Med. Exam - Nick Lynch	60.00	2202
McHenry Medical Group	Equipment	3,575.50	2203
Joe E. McKenna, M.D.	Roads & Grounds Equipment	20.00	2204
McMaster & Carr Company	Med. Exam - R. Ritthaler	7.50	2205
Midwestco Enterprise, Inc.	Med. Exam - C. Rice	168.45	2206
Neptune World Wide Moving	Equipment	373.29	2207
Northwest Electrical Supply	Equipment	119.52	2208
Palatine Welding & Engr. Company	Moving Expense	209.22	2209
Rochester Germicide Company	Supplies		
	Sheared Matl, Building	147.50	2210
	Remodeling	114.30	2211
	Custodial Supplies		

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Sears Roebuck and Co.	Supplies	\$ 17.75	2212
Sinclair Oil Corp.	Fuel Oil	2,537.20	2213
Stevens Chemical Co.	Custodial Supplies	269.68	2214
Accurate Sign Company	Signs	252.00	2215
Atlas Matl. Handling Co.	Security Equipment	2,220.30	2216
The Elgin Courier News	Want Ad	21.01	2217
Philip H. Heller, M.D.	Med. Exam - J. McKee	20.00	2218
Richard Klug	Building Material	58.19	2219
Marsh & McLennan Insurance	Property Ins. Fieldhouse		
	Workmens Comp. Insurance	1,436.00	2220
Northern Chemical Co.	Custodial Supplies	209.85	2221
Active Heating Service	Contractual Services	169.75	2222
Airkem North East Illinois, Inc.	Custodial Equipment	34.95	2223
American Industrial Svg. Co.	Contractual Services	100.95	2224
Arlington Heating & Sheet Metal Co.	Maintenance Supplies	75.00	2225
Dorothy Frost	Med. Exam	3.00	2226
Arlington Park Dodge	Equipment	54.75	2227
Armour Industrial Chemical Co.	Custodial Supplies	33.83	2228
Culligan Water Conditioning	Contractural Services	9.75	2229
Alex Di Pietropaolo	Uniforms	616.00	2230
E & I Coop Service Company	Supplies	41.59	2231
The Elgin News (Courier)	Want Ads	42.03	2232
Elgin Paper Company	Supplies	125.65	2233
Gaare Oil Company	Gasoline	393.11	2234
Marsh & McLennan Insurance	Auto Insurance	23.00	2235
Nebraska Boiler Company	Supplies Equipment	269.35	2236
Northwest Clean Towel Service	Custodial Supplies	173.25	2237
Northwest Office Machines	Office Supplies	85.79	2238

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - JANUARY 22, 1970

PAYEE  
 P & W Industrial Sales  
 Paddock Publications  
 Palatine Drive-In Cleaners  
 Reliable Heating Company  
 The Roscoe Company  
 Zimmer Hardware Company  
 Arthur Clesen  
 Commonwealth Edison Company  
 Illinois Bell Telephone Co.  
 Imprest Fund

DESCRIPTION  
 Repairs, Groundskeeping Supplies  
 Want Ad  
 Contractual Services  
 Equipment Repair  
 Contractual Services  
 Supplies  
 Supplies - Ice Melter  
 Electricity  
 Telephone Service  
 Re-Imbursement

CHECK NUMBER	CHECK AMOUNT
2239	\$ 132.70
2240	42.00
2241	4.00
2242	87.00
2243	305.60
2244	14.40
2245	550.00
2246	7,137.11
2247	181.17
2248	18.00
	<u>\$32,744.02</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 2212 to 2248 are hereby authorized for payment.

Date of Approval: January 22, 1970

Vice Chairman Milton C. Hansen

Secretary Joseph J. Sibley  
*per form Sec 1-22-70*

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES - JANUARY 22, 1970

PAYEE

The Hobart Mfg. Co.  
 E & I Coop Service Co.  
 Office Equip. Co. of Chicago  
 Tele-Sound  
 Henricksen & Co.  
 Rochelle's, Inc.  
 Accurate Sign Co.  
 American Hospital Supply  
 Bedard & Morancy Mill Co.  
 Caudill Rowlett Scott  
 Void  
 Contract Interiors for Business  
 Do All Northern Illinois Co.  
 E & I Coop Service, Inc.  
 Keithley Instruments, Inc.  
 Office Services Co. & Wm. Iselin & Co., Inc.  
 Office Services Co.  
 Frederick Post & Co.  
 Tenney Engineering Co.

DESCRIPTION

Reimbursable Equipment  
 Furniture  
 Furniture  
 TV Reception & Distribution System  
 Furniture - Office Valets  
 Furniture  
 Signs  
 Instruct. Equip. Reimbursable  
 Furniture  
 Architectural Fee  
 Furniture  
 Instructional Equipment  
 Furniture  
 Electronics Equipment  
 Furniture  
 Furniture  
 Furniture  
 Electronics Equip. Reimbursable

CHECK AMOUNT	CHECK NUMBER
\$ 179.00	761
626.59	762
2,016.75	763
4,000.00	764***
1,032.30	765
5,244.86	766*
652.00	767
904.60	768
2,588.75	769*
22,500.00	770
	771
7,888.85	772*
1100.00	773
51,855.91	774*
759.12	775
95,695.40	776**
108.74	777
2,166.44	778***
1,225.00	779
<u>\$199,544.31</u>	

To: Treasurer  
 From: Board of Trustees

The above listed checks number 761 to 779 are hereby authorized for payment.

Date of Approval: January 22, 1970

*Vice Chairman*  
 Chairman

*Secretary*  
 Secretary

SITE & CONSTRUCTION FUND EXPENDITURES -- JANUARY 22, 1970

- \*Approved by Board 1/23/69
- \*\* Approved by Board 4/24/69
- \*\*\* Approved by Board 6/12/69
- \*\*\*\* Approved by Board 12/18/69

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

AUXILIARY FUND EXPENDITURES -- JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Imprest Fund	Reimbursement	1319	614.39
Amlings Flowerland	Flowers	1320	111.95
Harry N. Abrams Inc.	Purchases - Books	1321	61.02
Addison Wesley Publishing Co.	Purchases - Books	1322	26.43
Axtell, Brown & Lindley	Printing - Folders	1323	515.00
Allen Brothers Inc.	Purchases - Food	1324	444.12
American Dental Assoc.	Purchases - Books	1325	40.90
Anatomical Chart Co.	Purchases - Books	1326	163.28
Angelus Pacific Co.	Purchases - Supplies	1327	277.11
Arlington Produce	Purchases - Food	1328	421.13
Artex Enterprises	Purchases - Supplies	1329	384.00
L. G. Balfour & Co.	Purchases - Supplies	1330	101.20
Russ Berrie & Co.	Purchases - Supplies	1331	48.03
Bit O Gold Eggs	Purchases - Food	1332	250.69
Bon Ton Poultry	Purchases - Food	1333	334.83
Burgess Publishing Co.	Purchases - Books	1334	33.62
Clark Products Inc.	Purchases - Supplies		
Federal Office Products	Service Supplies	1335	633.04
Food Marketers	Purchases - Supplies	1336	1,742.44
Gamma Photo Labs	Purchases - Supplies	1337	230.51
General Foods Corp.	Photographs	1338	15.30
Goldenrod Ice Cream Co.	Purchases - Food	1339	368.00
The Harbinger	Purchases - Food	1340	94.43
Geo. H. Hathaway & Co.	Advertising	1341	135.00
Holleb & Co.	Food Purchases	1342	457.73
Illinois Range Co.	Purchases - Food	1343	299.40
L. Karp & Sons	Cafeteria Equipment	1344	1,285.00
Kraft Foods	Purchases - Food	1345	202.89
Sunshine Krunchee Potato Chips	Purchases - Food	1346	102.45
	Purchases - Food	1347	143.00
			\$

AUXILIARY FUND EXPENDITURES -- JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Northwest Clean Towel Service	Contractual Services; Service Supplies	1348	164.81
Obee Institutional Food Services	Cafeteria Equipment; Purchases - Food	1349	134.90
Oscar Mayer & Co.	Purchases - Food	1350	233.61
Palatine Welding & Engineering Co.	Contractual Services	1351	8.00
Pfaelzer Brothers	Purchases - Food	1352	760.19
B. A. Railton Co.	Purchases - Food	1353	141.95
Saginaw Store Fixture Co.	Bookstore Equipment	1354	8,414.93
Schaumburg Transportation Co.	Vehicle Expense	1355	155.00
John Sexton & Co.	Purchases - Food	1356	752.49
Silvercup Bakeries, Inc.	Purchases - Food	1357	244.72
J. S. Staedtler Inc.	Purchases - Supplies	1358	1,113.56
Standard Brands Inc.	Purchases - Food	1359	422.48
Ned Singers Sport Supply Co.	Athletic Supplies	1360	168.00
Western Candy & Tobacco Co.	Purchases - Food	1361	505.75
Burks Carbonic Co.	Purchases - Food	1362	20.00
Burks Carbonic Co.	Purchases - Food	1363	20.00
L. K. Comstock Co.	Facilities Charge	1364	710.00
Economics Lab Inc	Purchases - Service Supplies	1365	134.71
Foremost Liquors	Purchases - Food	1366	72.50
Hawthorn Mellody Farms Dairy	Purchases - Food	1367	503.43
Lars H. Langlo	Purchases - Supplies	1368	70.13
McGraw Hill Book Co.	Purchases - Books	1369	13,269.00
McGraw Hill Book Co.	Purchases - Books	1370	2,081.53
William Dickson	Basketball Official 1/27/70	1371	22.50
Bert Lenenthal	Basketball Official 1/27/70	1372	22.50
Glen Van Proyen	Basketball Official 2/10/70	1373	22.50
Jim Manning	Basketball Official 2/10/70	1374	22.50
Mike Donohue	Basketball Official 2/17/70	1375	22.50
M. J. Zobel	Basketball Official 2/17/70	1376	22.50
Boorum & Pease Co.	Purchases - Supplies	1377	177.99
The Borden Co.	Purchases - Food	1378	28.08

AUXILIARY FUND EXPENDITURES -- JANUARY 22, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wm. C. Brown Co.	Purchases - Books	1379	47.99
Chicago Terminal Clearance	Purchases - Supplies	1380	9.96
Cunningham Reilly Inc.	Instructional Supplies	1381	26.85
Edward Don and Co.	Service Supplies	1382	15.00
E. & I. Coop. Service Inc.	Cafeteria Equipment	1383	344.62
Farrar Straus & Co.	Purchases - Books	1384 <sup>34</sup>	20.34
Fairchild Book Division	Purchases - Books	1385	250.00
Government Bookstore	Purchases - Books	1386	92.62
Hill and Wang Inc.	Purchases - Books	1387	31.14
Inland Book Distributors	Purchases - Books	1388	149.04
Inland Book Distributors	Purchases - Books	1389	914.23
Inland Book Distributors	Purchases - Books	1390	144.37
Marsh & McLennan Insurance	Workmans Comp. Insurance	1391	701.00
Nacscorp Inc.	Purchases - Books	1392	432.49
Simon & Schuster	Purchases - Books	1393	58.29
University of Chicago	Purchases - Books	1394	96.06
Imprest Fund	Reimbursement	1395	649.60
Schaumburg Transportation Co.	Vehicle Expense	1396	330.00
Northwest Clean Towel Service	Contractual Services	1397	77.10
			<u>\$44,370.35</u>

To: Treasurer

From: Board of Trustees

The above listed checks number 1319 to 1397 are hereby authorized for payment.

Date of Approval: January 22, 1970

Vice Chairman  
*Milton C. Hansen*

Secretary  
*Sec. 1-22-70*  
*pro tem*



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS  
December 15, 1969 to January 16, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Tom Cifoni	Contractual Service	7488	\$ 42.00
Jim Berkenstock	Contractual Service	7489	42.00
Fred Snyder	Contractual Service	7490	42.00
Bob Morgan	Contractual Service	7491	42.00
Jim Middleton	Contractual Service	7492	42.00
Gene Moulton	Contractual Service	7493	42.00
Betty Hoog	Contractual Service	7494	54.00
Jean Lindner	Contractual Service	7495	54.00
Harriet LeJuine	Contractual Service	7496	42.00
Gene Mack	Traffic Violation Refund	7497	3.00
R.E.Lahti	Petty Cash Fund Reimbursement	7498	122.13
John R. Birkholz	Travel Advance	7499	200.00
Wilfred Cook	Salary Advance	7500	150.00
Oil Erickson	Tuition Refund	7501	8.00
Linda A. Henderson	Tuition Refund	7502	8.00
Roberta S Roseberry	Tuition Refund	7503	48.00
Kathleen J. Stude	Tuition Refund	7504	96.00
Robert Nolan	Basketball Officiating	7505	40.00
Roy Kearns	Ticket Manager	7506	60.00
Ray DePalma	Basketball Officiating	7507	40.00
Wilfred E. VonMayr	Recruitment	7508	79.00
Clete Hinton	Travel Expense	7509	53.00
Susan A. Neu	Travel Expense	7510	92.00
Larry S. King	Travel Advance	7511	150.00
Samuel N. Postlethwait	Contractual Servs. Educa	7512	29.70
Omar L. Olson	Travel Expense 201.93		
	Travel Advance (196.80)	7513	5.13
Michael W. Bartos	Travel Advance	7514	100.00
Omar L. Olson	Travel Expense 156.16		
	Travel Advance (148.00)	7515	8.16
John Davis	Travel Expense 229.46		
	Travel Advance (226.80)	7516	2.66
John R. Birkholz	Travel Expense	7517	10.35
Illinois Education Assoc. Chicago	Library Subscription	7518	2.00
	Subscription Renewal	7519	5.00
Superintendent of Documents	Publication	7520	2.75

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Bonning Metric Co.	Library Book	7521	\$ 6.75
Amer.Assoc.for Higher Educa.	Publications	7522	13.00
Welding Journal	Library Subscription	7523	10.00
Anna T. Calabrise	Tuition Refund	7524	8.00
Patti-Jo Symcak	Tuition Refund	7525	8.00
E. A. Goodwin	Travel Expense	7526	8.00
E. A. Goodwin	Travel Advance	7527	164.00
Amer.Assoc.for Higher Educa.	Publications	5728	1.50
Eileen K. Oswald	Contractual Services	7529	6.48
Donald Andries	Travel Expense	7530	25.95
Charles Falk	Travel Expense	7531	19.40
Elmer Gorham	Travel Expense	7532	16.40
George Makas	Travel Expense	7533	51.82
Richard L. Miller	Travel Expense	7534	55.90
Void		7535	-
E. A. Goodwin	Petty Cash Reimbursement	7536	49.10
Barbara May	Petty Cash Reimbursement	7537	154.28
Void		7538	-
Ulrich's Books	Library Book	7539	6.75
University of South California	Library Book	7540	1.00
Educators Progress Service	Library Books	7541	15.25
Sonntagpost	Publications	7542	8.00
Thomas H. Anderson	Travel Expense	7543	10.00
Raymond A. Hylander	Travel Expense	7544	7.75
James Harvey	Travel Expense	7545	11.15
Ken Parker	Travel Expense		172.38
	Travel Advance	(170.00)	
Andrew Aguero	Travel Expense		105.48
	Travel Advance	(80.00)	
Rebecca H. McLoughlin	Travel Expense	7547	25.48
Jay Singelmann	Travel Expense	7548	32.17
Edward A. Goodwin	Travel Expense	7549	64.75
Gary R. Cobb	Travel Expense	7550	13.80
Allan C. Walsch	Recruitment Expense	7551	56.30
Walter R. Schillinger	Recruitment Expense	7552	22.15
The World Almanac	Travel Expense	7553	37.45
Fred Inden, Jr.	Library Book	7554	3.95
Chris Pancratz	Contractual Service,Moving	7555	34.00
Marshall Mraz	Contractual Service,Moving	7556	18.00
Paul Powell,Secretary of State	Contractual Service,Moving	7557	10.00
U.S. Post Office, Palatine	License Fees	7558	15.00
Kathleen Arns	Postage-Bulk Rate	7559	720.00
M. W. Carroll	Travel Expense	7560	9.80
D. Cohen	Travel Advance	7561	98.30
Mary Catherine Edwards	Travel Advance	7562	100.00
David A. Groth	Travel Expense	7563	34.30
	Travel Expense		178.70
	Travel Advance	(163.00)	
		7564	15.70

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Robert G. Held	Travel Expense	7565	\$ 20.20
Postmaster, Palatine	Postage Meter	7566	1,000.00
Mary Lou Holleran	Travel Expense	7567	10.50
Franklyn G. McClintock	Travel Expense	7568	48.96
William J. Mann	Travel Expense		129.40
	Travel Advance		(90.00)
Roger A. Mussell	Travel Expense	7569	39.40
Charles E. Norris	Travel Expense	7570	88.25
M. Ostrowski	Travel Expense	7571	127.40
Dr. Shailer Peterson	Travel Advance	7572	100.00
William Schooley	Contractual Services	7573	100.00
Superintendent of Documents	Travel Advance	7574	90.00
Science & Behavior Books, Inc.	Publication	7575	9.00
The Chronicle of Higher Educa.	Voc. Library	7576	4.95
Office of Federal Relations	Publication	7577	15.00
Washington Internatl.Arts Letter	Sub. Renewal	7578	9.00
U.S.Govt. Printing Office	Sub. Renewal	7579	12.00
Amer.Council on Education	Publications	7580	1.65
U.S.Natl. Student Assoc.	Publication	7581	10.00
Chgo.Assoc.of Commerce & Ind.	Publication	7582	6.00
Claudia Budny	Publication	7583	2.50
Craig Corbett	Contractual Services	7584	3.40
Victoria Huston	Contractual Services	7585	4.67
Patricia Ann Lind	Contractual Services	7586	7.22
R. Mechling	Contractual Services	7587	6.37
Linda Moore	Contractual Services	7588	2.97
Debora Rasmussen	Contractual Services	7589	11.47
Christine Van Ormer	Contractual Services	7590	2.97
Postmaster, Palatine	Contractual Services	7591	11.90
Anton A. Dolejs	Bulk-Postage	7592	30.00
Wilfred E. VonMayr	Local Travel	7593	17.00
Rainer R. Erhart	Recruitment	7594	96.10
John Gelch	Contractual Services	7595	34.00
John Gelch	Travel Advance	7596	270.00
Larry King	Travel Expense	7597	8.20
David Groth	Meeting Expense	7598	10.15
George E. Koritza	Local Travel	7599	3.20
Ramon L. Olson	Refund-O.D Tuition	7600	49.52
Richard R. Hetland	Refund-O.D Tuition	7601	49.52
National Restaurant Assoc.	In-Service Seminar	7602	410.00
Glen Van Proyen	Dues	7603	37.50
Bob Boyd	Basketball Official	7604	22.50
M. M. Fickas	Basketball Official	7605	22.50
Bart Levinthal	Basketball Official	7606	22.50
Merl Hamak	Basketball Official	7607	22.50
Mary C. Edwards	Weekly Track Report	7608	12.00
Frank Vandever	Inst. Supplies	7609	73.73
REA Express	Inst. Supplies	7610	25.00
	Freight	7611	8.16

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Baldwin Cooke Co.	Office Supplies	7612	\$ 13.08
California Test Bureau	Voc. Library	7613	2.30
Educa. & Industrial Testing Serv.	Voc. Library	7614	2.04
The Fountainbleau	Room Reservation	7615	88.00
A.A.J.C. Coordination Center	Meeting Expense	7616	332.00
U.S. Post Office, Palatine	Post Cards	7617	10.00
U. S. Post Office	Bulk Mailing	7618	50.00
W. J. Mann	Travel Expense	7619	54.80
W. J. Mann	Travel Expense	7620	67.70
Pesches Flowers	Flowers	7621	15.00
Donald Mistic	Travel Expense	7622	15.65
Janet Liptrap	Local Travel	7623	5.50
Rose Trunk	Travel Advance	7624	302.00
Howard C. Alder	Wrestling Official	7625	20.00
Void		7626	-
Public Affairs Committee	Subscription	7627	3.00
Supt. of Documents	Publications	7628	7.75
TIP Publications	Publication	7629	3.75
Training in Business & Industry	Library Subscription	7630	10.00
Office of Federal Relations	Publication	7631	4.00
Chicago Medical Society	Want Ad	7632	4.50
Charles E. Merrill Publ. Co.	Publication	7633	6.75
Postmaster, U.S., Palatine	Postage due Advance	7634	100.00
James Lee	Salary Advance	7635	40.00
Linda Fitzg	Salary Advance	7636	50.00
Emily Martens	Salary Advance	7637	55.00
Eden Roc Hotel	Travel Reservation-C.Schauer	7638	160.00
Eden Roc Hotel	Travel Reservation-R.Lahti	7639	32.00
Inspra	Membership	7640	5.00
Void		7432	(5.00)
Paul Powell, Secy. of State	Vehicle Licenses	7641	15.00
Void		7383	(2.50)
Void		7384	(2.50)
Void		7385	(2.50)
Void		7386	(2.50)
Void		7387	(2.50)
Void		7388	(2.50)
Cash	Meeting Expense	1026	21.00
Dominicks	Meeting Expense	1027	55.00
Kinsch Florist	Flowers	1029	27.33
Cash	Meeting Expense	1030	125.00
Cash	Vice President Meeting	1031	60.00
Jewel	Meeting Expense	1032	35.00
Jewel	Meeting Expense	1033	55.00
Palatine National Bank	Check Books	Bank Charge	21.10
			<u>\$8,513.00</u>

Reimbursement: Educational Fund \$7,807.95  
Building Fund 18.00  
Trust & Agency 37.45  
Auxiliary Fund 649.60  
\$8,513.00

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

To: Treasurer

From: Board of Trustees

Subject: Approval of Estimated Payroll Expenditures  
January 16, 1970 to March 15, 1970

The following estimated payrolls in the amount of \$656,000.00 are hereby authorized for payment:

January 16 to 31, 1970	
Regular Payroll	\$164,000.00
February 1 to 15, 1970	
Regular Payroll	\$164,000.00
February 16 to 28, 1970	
Regular Payroll	\$164,000.00
March 1 to 15, 1970	
Regular Payroll	<u>\$164,000.00</u>
	<u>\$656,000.00</u>

Date of Approval: January 22, 1970

**RECEIVED**  
JAN 14 1970  
**OFFICE OF THE PRESIDENT**

MEMO

TO: Dr. Robert E. Lahti  
FROM: Bob Smith, Division of Engineering  
SUBJECT: Group Hospitalization  
DATE: January 14, 1970

My wife recently underwent a rather expensive surgical procedure in a local hospital. You will be interested to know that the Harper College Medical and Hospitalization Policy covered approximately 90% of the total cost.

I want to take this opportunity to express my appreciation to you and the Harper Board of Trustees for providing such excellent coverage in our fringe benefit package.

*Bob Smith*

RCS/ww

FOR BOARD ACTION

SUBJECT:

Proposed additional professional positions in the Academic and Student Personnel areas of the College.

REASON FOR CONSIDERATION BY THE BOARD:

Authorization of positions so that recruitment of staff can begin immediately.

BACKGROUND INFORMATION:

Anticipated increased enrollments for 1970-71, a realignment of skewed balance of full to part-time faculty caused by non-anticipated increases in enrollment (Fall, 1969) which has covered staffing problems, better program correlation and need for further development in instruction has prompted this minimal recommendation for additional full-time professional staff.

RECOMMENDED ACTION:

Approval of needed positions and authorization to seek and contract for 80% of approved positions by April 1, 1970.

**Additional Professional Staff Needs for The Academic Affairs And Student  
Personnel Areas of Harper College Recommended For 1970-71**

Instruction		16
Learning Resources		3
Evening and Continuing Education		<u>1</u>
	<b>TOTAL</b>	<b>20</b>

**AREA** **NUMBER**

Instruction 16

**Division:**

**Business**

Accounting		1
Management-Economics		<u>1</u>
	<b>TOTAL</b>	<b>2</b>

**Communications**

English		3
Developmental English		<u>1</u>
	<b>TOTAL</b>	<b>4</b>

**Engineering & Related Technologies**

Architecture		<u>1</u>
	<b>TOTAL</b>	<b>1</b>

**Humanities & Fine Arts**

Music		1
Art or Fashion Design		1
Philosophy		<u>1</u>
	<b>TOTAL</b>	<b>3</b>



<b>Life &amp; Health Sciences</b>	
Biology	1
Nursing	<u>2</u>
<b>TOTAL</b>	<b>3</b>

<b>Mathematics &amp; Physical Sciences</b>	
Math-Physical Science	<u>1</u>
<b>TOTAL</b>	<b>1</b>

<b>Social Sciences</b>	
Psychology	1
Law Enforcement	<u>1</u>
<b>TOTAL</b>	<b>2</b>

<b>TOTAL FOR INSTRUCTION</b>	<u>16</u>
------------------------------	-----------

Learning Resources

TV Producer/Director	1
Graphics Design Coordinator	1
Graphic Design Artist	1

<b>TOTAL FOR LEARNING RESOURCES</b>	<u>3</u>
-------------------------------------	----------

Evening and Continuing Education

Assistant to the Dean for Evening Operations	1
---	---

<b>TOTAL FOR EVENING &amp; CONTINUING EDUCATION</b>	<u>1</u>
---	----------

<b>TOTAL FOR ACADEMIC AFFAIRS AREA OF COLLEGE</b>	<u>20</u>
---	-----------

Student Personnel

Counselor (Regular) 1

Counselor (Developmental) 1

TOTAL FOR STUDENT PERSONNEL

---

2

TOTAL Professional Staff for Academic Affairs  
and Student Personnel Area of College

---

22

POSITION DESCRIPTION

January 20, 1970

Harper College  
 Instructional Services  
 Learning Resource Center

POSITION TITLE: TV Producer/Director

I. NATURE AND PURPOSE OF WORK

This position is responsible to the Director of Instructional Services for planning, developing, scheduling, and operation of studio facilities and related equipment and services. This pertains to the coordination and blending of the efforts of the Art, Production, and Photographic Departments in support of the Instructional Program. This is a professional position with academic rank.

II. ILLUSTRATIVE TASKS AND PERCENTAGES

1. Planning, developing, and scheduling operations. 75%
2. Coordination and supervision of personnel. 10%
3. General administration, including correspondence, personnel, liaison with faculty members, etc. 15%

III. KNOWLEDGE, ABILITIES, AND SKILLS

1. General knowledge of production skills, such as television, films, art and graphics, audio techniques, and producing.
2. Ability to plan, organize, and coordinate the efforts of several areas.
3. Outstanding leadership ability.
4. Skilled in personnel relations.
5. Must have initiative and enthusiasm, along with creative ability.
6. Ability to make decisions and to follow through to completion of planned projects.

IV. DESIRABLE EXPERIENCE AND TRAINING

A college graduate with specialized courses in television, producing, and directing. Some experience in all phases of production from equipment to producing and directing. Administrative experience in media production, along with personnel management.

POSITION DESCRIPTION

January 20, 1970

Harper College  
 Instructional Services  
 Learning Resource Center

POSITION TITLE: Graphics Design Coordinator

I. NATURE AND PURPOSE OF WORK

This position is responsible as a line function to the Director of Instructional Services with staff coordinating function to the TV Producer/Director for the creative design, layout, and production supervision for all graphic materials. This activity would support the faculty and staff in the preparation and production of graphics materials for instructional and institutional needs.

II. ILLUSTRATIVE TASKS AND PERCENTAGES

- |   |     |
|---|-----|
| 1. Meet with faculty and staff in planning layout, design, etc.                                     | 30% |
| 2. Creates story board for approval and schedules graphic production work.                          | 10% |
| 3. Assist faculty and staff in critiquing materials.  | 15% |
| 4. Coordinate and projects requiring design.  | 30% |
| 5. Research and develop a "library" of universal images related to all college division curriculum. | 15% |

III. KNOWLEDGE, ABILITIES, AND SKILLS

1. Skill in creative art design and production.
2. Knowledge in application of various media formats.
3. Managerial competencies in dealing with people, production schedules, coordinating, and planning.

IV. DESIRABLE EXPERIENCE AND TRAINING

College degree with at least 5 years experience in the graphic arts field. Must demonstrate ability or experience to work with wide range of personnel both as customers/clients and peer group staff members.

POSITION DESCRIPTION

January 20, 1970

Harper College  
Instructional Services  
Learning Resource Center

POSITION TITLE: Graphics Design Artist

I. NATURE AND PURPOSE OF WORK

This position is responsible to the TV/Graphics Director for the graphic development (Board work) of requested materials by faculty and Instructional Services.

II. ILLUSTRATIVE TASKS AND PERCENTAGES

- |   |     |
|---|-----|
| 1. Consulting with requestors.                    | 20% |
| 2. Drawing, layout and art work.                  | 70% |
| 3. coordinating production with production clerk. | 10% |

III. KNOWLEDGE, ABILITIES, AND SKILLS

1. Skill in art design and production.
2. Knowledge in use of visualization in instruction.
3. Ability to plan and organize a schedule for production work.
4. Skill in working with people.

IV. DESIRABLE EXPERIENCE AND TRAINING

At least two years of course work beyond highschool - college degree preferred. Experience (2-5 years) in graphic design work. Experience in educational graphics work highly desirable.

## FOR BOARD ACTION

## SUBJECT:

Request for new position to be opened---Assistant to Dean for Evening School Operations.

## REASON FOR CONSIDERATION BY THE BOARD:

This position is requested in order to provide the necessary time for the further development, integration and operation of courses, seminars, and workshops in continuing and adult education. Further assistance is needed to facilitate these services.

## BACKGROUND INFORMATION:

Currently the Office of Evening and Continuing Education employs two full-time administrators. Its educational programs utilize 137 part-time faculty members in order to service approximately 2100 students enrolled in 109 separate courses totalling 158 sections and distributed over a weekly class schedule of 20 clock hours. In order to service the estimated Spring 1970 enrollment of 2400 approximately 150 part-time faculty members will be needed to teach 159 separate courses totalling 196 sections and distributed over an expanded weekly class schedule of 27.5 clock hours. Moreover, if 1970-71 enrollment projections hold true, we will quite likely add an additional 5.5 (Friday evening) clock hours to our weekly class schedule. Thus, direct on-the-job supervision alone now consumes 20 hours per week of professional staff time. This will increase to 27.5 hours per week as of February 1, 1970 and quite likely expand to 33 hours per week beginning September 1, 1970. If one also considers the additional supervisory burden involved as a result of additional off-campus teaching locations - at least one and possibly three beginning Spring 1970 - then it becomes readily apparent that by September 1, 1970 direct operational supervision alone will consume the equivalent of one professional staff member's time.

Background Information: (continued)

Page 2.

Although direct supervision is an important and essential function, still, at the same time, it is a staff function which yields extremely minimal returns in the area program development. The individual who is supervising in the evening is unable to make either the community or intra-institutional contacts so necessary for program development because normal operating hours for the regular staff of most agencies, including our own, is daytime.

Of even greater significance - in terms of future staff time available for innovation and program development - is the rapidly increasing administrative workload of the Dean's office. As Harper's Instructional Affairs area grows and becomes more complex, as the Office of Evening and Continuing Education's working relationships multiply and take on reality, as the major administrative functions of planning, directing, coordinating and communicating - both internally and externally - become more involved and complex, I find that I have less and less time to systematically devote to what can properly be termed program development. Approximately 75% of the Dean's time is currently taken up with activities of an administrative nature and this proportion can only increase in the future. Another 10% is allocated to evening supervision leaving less than 15% for activities of a developmental or innovative nature. (The preceding breakdown does not include proposed additional interim responsibilities in the Vocational education area). At this point in time, it would appear not at all unrealistic to project that by September 1, 1970 the administrative workload of the Dean's office will have increased to the point that current time allocated for direct supervision will have to be allocated to someone else.

If these projections prove accurate, I believe that they are actually conservative - then the implications in terms of Harper's developing adult education and community services programs become immediately apparent: staff time for program development, presently inadequate, will become largely non-existent by September, 1970. Such a situation if allowed to develop can only result in a narrowly defined adult educational program of inferior quality.

Background Information: (continued)

Page 3.

In review of the considerations outlined above, I strongly recommend the addition of one full-time person to our administrative staff as soon as possible but no later than July 1, 1970.

**RECOMMENDED ACTION:**

That the position of Assistant to Dean for Evening School Operations be opened with an application deadline of February 15, 1970, at a salary range of \$13,000 to \$15,000.



OFFICE OF EVENING & CONTINUING EDUCATION

ASSISTANT TO DEAN

FOR EVENING SCHOOL OPERATIONS

JOB DESCRIPTION

This person is directly responsible to the Dean of Evening and Continuing Education and will actively assist in planning, organizing and administering all educational programs offered by the Office of Evening and Continuing Education as well as coordinating responsibilities in areas of mutual concern with the deans of transfer and career programs, division chairmen, and program coordinators.

This officer shall:

- A. Assume major responsibility for direct supervision of the evening school operation, as well as assist in program development in specifically assigned areas.
- B. Assist the Dean of Evening and Continuing Education in planning and organizing all programs offered through Evening and Continuing Education.
- C. Assist the dean in coordinating and implementing conferences, workshops and meetings conducted through Evening and Continuing Education.
- D. Assume other responsibilities specifically assigned by the Dean of Evening and Continuing Education.

OFFICE OF EVENING & CONTINUING EDUCATION

QUALIFICATIONS  
FOR  
ASSISTANT TO DEAN  
FOR  
EVENING SCHOOL OPERATIONS

PERSONAL QUALITIES

1. Good health and ability to devote considerable energy to the demanding task of developing and supervising educational programs designed primarily to meet the adult needs of the Harper College community.
2. Ability to deal effectively with the leaders of various community organizations as well as adults, students and professional staff.

PROFESSIONAL QUALIFICATIONS

1. Earned Masters Degree in community services, continuing education or social work preferred but will consider a Masters Degree in related areas with appropriate advanced graduate work.
2. Extensive knowledge of and experience in business and industry, education and/or other closely related fields.
3. Demonstrated knowledge of trends in and approaches to continuing education and community services.
4. Relevant administrative and/or supervisory experiences.

PROFESSIONAL STRENGTHS

1. A strong commitment to, or willingness to accept the role of the comprehensive community college.
2. A commitment to the role of continuing education and community services within the integrated philosophical concepts of the community college.

3. A strong commitment to the basic premise that the educational needs of the adult community are best served when specific courses and/or programs develop out of a direct and on-going assessment of community needs.
4. An ability to actively assist in the coordination and direction of all educational activities sponsored by the office of Evening and Continuing Education.
5. The ability to initiate, integrate and supervise new programs needed in the areas of continuing education and community services.

EMPLOYMENT DATE AND SALARY RANGE

1. Application deadline: February 1, 1970
2. Employment date: February 15, 1970
3. Salary range: \$13,000. - \$15,000.
4. Send resumes, applications and information to:

Dr. Omar L. Olson  
Dean of Evening  
& Continuing Education  
William Rainey Harper College  
Algonquin & Roselle Roads  
Palatine, Illinois 60067

FOR BOARD ACTION

SUBJECT:

Replacement Instructor in Dental Hygiene

REASON FOR CONSIDERATION BY BOARD:

A needed replacement for Mrs. Sandra Sutton who resigned from the Dental Hygiene instructional staff, effective at the close of the first semester 1969-70.

BACKGROUND INFORMATION:

Mrs. Sutton, Instructor in the Dental Hygiene Program resigned to join her husband who has been transferred to New Orleans, Louisiana.

RECOMMENDED ACTION:

Appoint Miss Dorothy Rowe as Instructor effective February 2, 1970, at a salary of \$4,750.00 for the remainder of the 1969-70 Academic Year.

**WILLIAM RAINY HARPER COLLEGE  
DIVISION OF LIFE AND HEALTH SCIENCES**

**CANDIDATE** DOROTHY ROWE

**FIELD** Dental Hygiene


**PREPARATION** BA (1966), University of Iowa 140  
**(Degree, School** MS (1968), University of Iowa 38  
**Year Received &**  
**Semester Hours in**  
**Subject Field)**

**MAJOR AREAS** Dental Hygiene, Science, Education

**TEACHING EXPERIENCE** Sept. - Dec. 1969 Wayne County Community College  
**(Dates of Positions)** Aug 1968 - Aug. 1969 University of Detroit  
Feb. 1968 - June 1968, University of Iowa

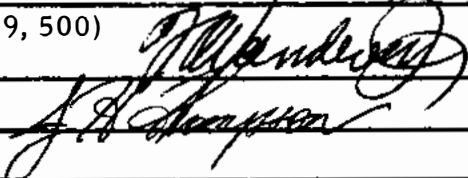

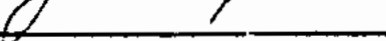

**OTHER EXPERIENCE** Dental Hygiene Private Practice July '66 - July '67  
Dental Research July - Aug. '67

**HONORS & DISTINCTIONS** Sigma Phi Alpha (1966), Ill. State Scholarship Winner (1962)  
Dean's list, Beta Beta Beta (Biology), Students' Award for "Best"  
Instructor.

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

**RANK & SALARY** Instructor \$4,750.00 Feb. 2 - June 5, 1970 (Prorated on a 39 week salary of \$9,500)

**RECOMMENDED BY**

<u></u>	Department
<u></u>	Chairman
<u></u>	Assistant Dean
<u></u>	Dean

Publications and Writing Experience

Master's Research Project "Prevalence of Glyeolar Bone Loss on the First Mandibular Molar of Youth 16-19 years old."

"Statistical Analysis of Predictive & Achievement VARIables in the 1962 through 1968 Dental Hygiene Classes at the University of Detroit"

"Computerized Admissions" - Dental Spectrum

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Am. Dental Hygienists Assoc, Mich. State Dental Hygienists Assoc. American Association of Dental Schools, Sigma Phi Alpha

Frank M. Hines *Attorney at Law*

31 PARK LANE  
ELK GROVE VILLAGE, ILLINOIS 60007  
437-0241 AND 437-0242

RECEIVED  
SEP 10 1969  
BUSINESS OFFICE

September 9, 1969

Mr. William Mann, Vice-President  
William Rainey Harper College  
Roselle Road @ Algonquin Road  
Palatine, Illinois

Re: Revision in Permanent Leases Insurance Provisions

Dear Mr. Mann:

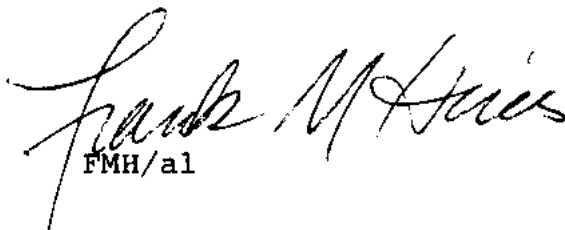
This will acknowledge receipt of your recent inquiry on the above subject.

I have reviewed the proposed revision, which as you know pertains to Paragraph 18 of the IBA lease, and find no provisions therein which appear to be either devious, dubious, or otherwise undesirable.

I do not have a copy of the original Paragraph 18, however, and thus my comments cannot extend to a comparative analysis.

Otherwise, it would appear that the amended Paragraph 18 is acceptable, and it should be processed with a recommendation that it be approved. According to Mr. Wiedel's comments, the primary purpose of the change is to relieve Harper College of possible liability for casualty loss to the premises in question.

Sincerely,

  
FMH/al



CHAIRMAN  
FRANKLIN B. SCHMICK

ILLINOIS BUILDING AUTHORITY • 135 S. LA SALLE ST., CHICAGO, ILL. 60603 • PHONE 346-1767

MEMBERS  
MONTGOMERY CARROTT  
FRANCIS A. DUNN  
ALBERT C. SCHLIPF  
DONALD T. SHERIDAN  
ARTHUR S. SMITH  
LOUIS J. ROSS

EXECUTIVE DIRECTOR  
WILLIAM P. FORD

*Wm. P. Ford  
9-2-69  
Action*

August 27, 1969

RECEIVED  
AUG 29 1969  
OFFICE OF THE PRESIDENT

Dr. Robert Lahti, President  
William Rainey Harper College  
Junior College District No. 512  
34 West Palatine Road  
Palatine, Illinois 60067

Re: Permanent Leases  
Insurance Provisions

Dear Dr. Lahti:

In order to describe more accurately the insurance protection provided for the construction projects, and to expand the protection of the using agencies, the Authority proposes to amend the insurance provisions of paragraph 18 of the project construction leases. By this amendment the Authority as lessor waives its rights of recovery for casualty loss from the lessee, the using agency, by virtue of negligence etc. of the using agency or its agents. The amendment further refines the language which describes the insurance carried by the Authority.

Please cause the amendment documents to be executed by the appropriate officers, approved by your Board's legal counsel and return all executed copies to the Authority. Upon the Authority's execution a fully executed copy will be returned.

Very truly yours,

*Michael C. Wiedel*

Michael C. Wiedel  
Staff Counsel

MCW:j  
encl.



Amendment to  
Construction Lease  
IBA Project No. 74-95

By mutual agreement of the parties hereto, the lease between the Illinois Building Authority and the Board of Junior College District No. 512, Counties of Cook, Kane, Lake & McHenry, William Rainey Harper College, Palatine, Illinois dated the 20th day of November 1967, concerning IBA Project No. 74-95, acquisition of real estate, construction of Junior College facilities for said Junior College District No. 512, William Rainey Harper College, Palatine, Illinois is hereby amended as follows:

Delete Paragraph 18 of the lease above described and lieu thereof insert the following:

"18. Lessor shall maintain or cause to be maintained insurance during the lease term on the building or buildings, equipment and facilities, at any time situated on said premises against loss or damage by fire, wind storm and other risks included in the term 'extended coverage insurance' in amounts sufficient to provide for not less than full recovery of the full insurable value. Such insurance policy or policies shall be placed with responsible insurance company or companies, qualified to do business in the State of Illinois.

"All such policies shall name the lessor as insured thereunder and such policies or certificates of such insurance shall be deposited with the secretary of the lessor to be examined during the business hours of lessor by agents of lessee upon reasonable notice to lessor. A statement of all such insurance over the signature of the secretary of the lessor, including a description thereof and the principal amount thereof, shall be delivered to lessee, at the time of the commencement of the coverage hereinabove provided for and at any time thereafter when the coverage is modified, either as to the nature thereof or the principal amount thereof. The proceeds of any such policy shall be used to repair or reconstruct new equipment to the extent such proceeds are available therefor; provided, however, to the extent proceeds of such insurance are not needed for such purposes as determined by lessee, the amount thereof shall be paid over to the lessor and used by lessor in such manner as lessor may direct and shall reduce the total payment by lessee referred to in Paragraph 8 hereof.

"Under no circumstance whatsoever shall lessee be liable to lessor or any person, firm or corporation claiming by, through or under lessor for any loss or damage to the demised premises by fire, wind storm or other risks included within the term 'extended coverage insurance' including but not limited to loss or damage due to the

Amendment to  
Construction Lease  
IBA Project No. 74-95

-2-

negligence of lessee and or its agents, employees and or students, (or, as the case may be, patients or inmates) it being understood that lessor shall look solely to the insurer or insurers for reimbursement for any such loss or damage. Lessor hereby waives any and all right of recovery against lessee for any insurable loss occurring to or upon the hereinabove described premises."

No other provision of said lease shall be changed hereby.

Amendment to  
Construction Lease  
IBA Project No. 74-95

IN WITNESS WHEREOF, the Board of Junior College District  
No. 512, Counties of Cook, Kane, Lake and McHenry  
of the State of Illinois, has caused this Amendment to Construction  
Lease to be executed on its behalf by its Chairman  
pursuant to due authorization and the authorized seal to be hereunto  
affixed and attested by

\_\_\_\_\_ and the Illinois Building Authority  
has caused this Amendment to Construction Lease to be executed on its  
behalf by its \_\_\_\_\_ Chairman and its corporate seal to be  
hereunto affixed and attested by its \_\_\_\_\_ Secretary, pursuant to  
due authorization of said Authority, all as of the day and date below  
written. This Amendment to Construction Lease has been executed in  
several counter parts, each of which may be considered as an original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

The Board of Junior College

District No. 512

Attest: \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Secretary

ILLINOIS BUILDING AUTHORITY

Attest: \_\_\_\_\_

By \_\_\_\_\_

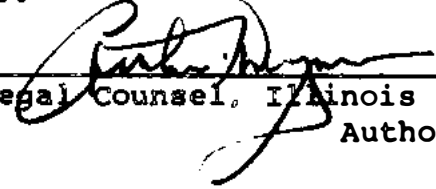
Chairman

\_\_\_\_\_  
Secretary

Approved as to form and content:

\_\_\_\_\_  
Legal Counsel

Approved as to form and content:

  
\_\_\_\_\_  
Legal Counsel, Illinois Building  
Authority

STATE OF ILLINOIS }  
COUNTY OF ..... } SS

On this ..... day of ....., before me, the undersigned authority,  
a Notary Public in and for the State of Illinois, personally appeared .....  
who acknowledges himself to be the Chairman of the Board of Junior College  
District No. 512 and ..... who acknowledges  
himself to be the Secretary of Junior College District No. 512.  
being lawfully authorized to do so, executed and attested the foregoing instruments as the, .....  
above described officers of said Junior College District No. 512  
for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

.....  
Notary Public

My commission expires .....

STATE OF ILLINOIS }  
COUNTY OF ..... } SS

On this ..... day of ....., before me, the undersigned authority,  
a Notary Public in and for the State of Illinois, personally appeared .....  
who acknowledges himself to be the ..... Chairman of the Illinois Building Authority of  
the State of Illinois, and ....., who acknowledges himself to be the.....  
Secretary of the Illinois Building Authority of the State of Illinois, being authorized to do so, ex-  
ecuted and attested the foregoing instrument as the above-described officers of said Illinois Build-  
ing Authority for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

.....  
Notary Public

My commission expires .....

WILLIAM RAINEY HARPER COLLEGE

January 21, 1970

To: Board of Trustees

From: Administration

Subject: Annual Board of Trustees Election--April 11,1970

1. The following resolution should be passed by the Board of Trustees in order to publish the election notice:

BE IT RESOLVED that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content, and that same be published at least once not more than 30 days nor less than 10 days prior to the first day for filing such petitions in a newspaper published within the district.

(Copy of notice attached.)

2. Please find attached the instructions for filing a petition and the election calendar.

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, for the annual election to be held on April 11, 1970, to elect two members for the full three year term, may be filed not earlier than February 25, 1970, and not later than March 20, 1970, between the hours of 8:30 o'clock A.M. and 4:00 P.M. excepting Saturdays, Sundays, and school holidays, with William Mann, the designated representative of the Secretary of the Board, at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois.

James J. Hammill  
Secretary  
Board of Trustees of Junior  
College District No. 512

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
PALATINE, ILLINOIS

January 20, 1970

I. Eligibility Requirements for the Office of Member of the Board of Trustees

Any person who, on the date of his election, is a citizen of the United States, of the age of 21 years or over, a resident of the state and of the territory of District 512 for at least one year immediately preceding his election, and is not a member of a common school board, or a school treasurer, shall be eligible to the office of member of the Board of Trustees. There is no express requirement, but it would appear obvious that the candidate's qualifications would include being a qualified voter.

II. Qualified Voter

A qualified voter must be a citizen of the United States, 21 years of age or over, and must have lived in the State of Illinois for one year or more, in the County of Cook, Kane, Lake, or McHenry for ninety days or more, and in District 512 for thirty days or more, and must be a registered voter from his/her present address.

III. Instructions to the Candidate for the Office of Member of the Board of Trustees

Nominations for members of junior college boards shall be made by a petition signed by at least 50 voters or 10% of the voters, whichever is less, residing within the district and shall be filed with the secretary of the Board of Trustees. (William J. Mann, Vice-President of Business Affairs, has been appointed to act in place of the secretary of the Board of Trustees. All necessary forms are available in his office.)

To each petition for the nomination of a member of the college board, there shall be attached a Statement of Candidacy subscribed to by the candidate and acknowledged before an officer (notary public) authorized to take such acknowledgments.

III. Instructions to the Candidate for the Office of Member of the Board of Trustees (Continued)

All petitions for the nomination of members of the Board of Trustees shall be filed with the secretary of the Board, or some other person designated by the Board of Trustees for that purpose, not more than 45 but at least 22 days before the day of election. When petitions are in apparent conformity with the requirements of this section, they shall be received and filed and the names of the candidates shall be printed on the ballot in the numerical order in which the petitions were filed with the secretary or his representative.

A candidate for membership on the Board of Trustees may withdraw his candidacy by a written request which shall be signed and acknowledged before an officer authorized to take such acknowledgments (notary public), and which is filed with the secretary of the Board of Trustees, or his representative, for which he was a candidate at least 18 days prior to the date of election.

IV. Filing of Petitions

Nominating petitions for membership on the Board of Trustees of Harper College, District 512, Counties of Cook, Kane, Lake, and McHenry, Illinois, may be filed not earlier than Feb. 25, 1970, and not later than March 20, 1970, on Mondays through Fridays from 8:30 a.m. to 4:00 p.m. with William J. Mann, Vice-President of Business Affairs, at his office, Algonquin and Roselle Roads, Palatine, Illinois, for the election to be held on April 11, 1970. Petitions will be numbered for placement on the ballot as each candidate submits his or her petition. A Receipt of Petition and Statement of Candidacy will be prepared and issued to each candidate.

If there are any further questions concerning this process, please contact W. J. Mann at his office, 359-4200.

V. Election Calendar

An Election Calendar is attached setting forth significant dates.



WILLIAM RAINEY HARPER COLLEGE

BOARD OF TRUSTEES ELECTION CALENDAR

APRIL 11, 1970 ELECTION

		<u>Days Before Election</u>
Jan. 26	First day to publish notice of time, place and with whom to file nominating petitions. (Sec. 9-10)	75
Feb. 13	Last day to publish notice of time, place, and with whom to file nominating petitions. (Sec. 9-10)	55
Feb. 25	First day for filing nominating petitions. (Sec. 9-10)	45
Mar. 12	First day to make application for absentee ballot. (Art. 46-19-2)	30
Mar. 12	Last day for voters to establish residency. (Sec. 9-3)	30
Mar. 20	Last day for filing nominating petitions. (Sec. 9-10)	22
Mar. 24	Last day for withdrawing candidacy. (Sec. 9-10)	18
April 1	Last day for publication of notice of election. (Sec. 9-11)	10
April 1	Ballots must be in the possession of the Board Secretary. (Sec. 9-8)	10
April 6	Last day to mail application for absentee ballot. (Art. 46-19-2)	5
April 6	Last day to mail absentee ballot to voters. (Art. 46-19-2)	5
April 8	Last day for <u>personal</u> application for absentee ballots. (Art. 46-19-2)	3
April 11	Regular school board election day. (Sec.9-5)	<u>ELECTION DAY</u>

		<u>Days After Election</u>
April 16	Last day for returns to be made by election judges. (Sec. 9-16)	5
April 21	Last day for canvass of election by school board. (Sec. 9-18)	10

R E S O L U T I O N

WHEREAS, the Board of Trustees of Junior College District No. 512 (William Rainey Harper College), Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, is authorized by law to adopt and enforce all necessary rules and regulations for the management and government of the College, and to exercise all powers that may be requisite or proper for the maintenance, operation, and development thereof, and

WHEREAS, it is the opinion of the Board of Trustees that it is necessary for the management, government, maintenance, operation and development of the College and the College campus to: (1) Provide continuous and adequate access between the College buildings and between each of them and the public highways adjacent to the campus, for the benefit of police, fire, and other emergency vehicles, and for the faculty, staff, student body, and general public; (2) To insure the continuous and unobstructed flow of traffic on, to, and from the campus for the benefit of police, fire, and other emergency vehicles, snow removal and street cleaning operations, and for the faculty, staff, student body, and general public; (3) Restrict and/or reserve parking in the several parking lots of the campus to certain uses or users, and to establish priority of parking lot usage, and

WHEREAS, it is the opinion of the Board of Trustees that these ends can best be attained by the adoption of rules and regulations prohibiting and/or restricting the parking of automobiles, trucks, and other power driven vehicles on campus roadways and parking lots,

NOW THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

(1) It shall be improper to leave any automobile, truck, or other power driven vehicle unattended by a licensed driver on or adjacent to any campus roadway, and such action is hereby prohibited.

(2) It shall be improper to leave any automobile, truck, or other motorized vehicle unattended by a licensed driver on or adjacent to any campus parking lot, unless such use is in conformity with the written permission granted by the office of the Vice President of Business Affairs in accordance with the authority herein extended.

(3) The Office of the Vice President of Business Affairs is hereby authorized, empowered, and directed to determine priority in uses of the spaces in the several parking lots, to assign parking spaces in said lots to certain college employees, and to prohibit or restrict parking in one or more of such lots by or to certain designated persons or classes of persons.

(4) The Office of the Vice President of Business Affairs is further hereby authorized, empowered, and directed to tow away or to have towed away all automobiles, trucks, and other power driven vehicles, which are at any time found parked in a manner prohibited hereby, such vehicles to be towed to a location on campus which, in the determination of the Vice President of Business Affairs will not interfere with ingress, egress, and free flow of traffic as hereinbefore set forth. It shall be the responsibility of the owner of such vehicle to remit the sum of Fifteen and 00/100 dollars (\$15.00) or the actual cost of towing, if greater, before re-acquiring custody and possession of the towed vehicle.

(5) The Office of the Vice President of Business Affairs is further hereby authorized, empowered, and directed to post no parking or restricted parking signs, and towing warning signs, and to otherwise notify the employees and students of the College and the general public so as to provide all persons operating a motorized vehicle on the campus roadways and/or in the campus parking lot with reasonable notice as to the prohibition or limitations against parking.

TENTATIVE PLAN  
FOR  
WILLIAM RAINEY HARPER COLLEGE  
REFERENDUM

- I. Develop Information Materials
  - A) Comprehensive fact book.
  - B) Slide/tape presentation(s).
  - C) Letters and/or materials for mass mailings and various news media.
  - D) Update and revise materials as feedback warrants.
  - E) Orient all referendum speakers or use if materials developed.
  
- II. Develop Information Distribution Apparatus
  - A) Gather registered voter lists by county.
  - B) Determine boundaries of Harper precincts as well as specific polling places.
  - C) Compile registered voter list by Harper District precincts.
  - D) Key punch "C" coded by precinct and use as basic list for mass mailings.
  - E) Solicit speaking engagements with all groups, agencies, and/or organizations in District #512.
  - F) Establish Referendum Speakers Bureau.
  - G) Obtain key group mailing lists; eg. PTA's, High School District Parents.

- H) Establish contacts with mass media for information dissemination; eg. news releases, guest interviews, campus tour by TV (?)
- I) Compile student, faculty and classified staff lists by precinct.
- J) Set about identifying precinct workers to work at individual voter level.

III. Distribute Information To All Publics:

A) Internal:

1. Slide/tape presentations to faculty, students, classified staff and administration - At this time solicit volunteer speakers, workers, etc. and hand out fact books and other relevant information.

B) External:

1. Send informative materials to all registered voters around February 10, February 24, March 3 and March 10 (tell voter where he votes in this one).
2. Provide precinct workers with kit of materials and registered voter list for their precinct and have them contact same.
3. Feed information to mass media on a controlled basis (peak publicity period March 3 - 14.)
4. Ask high school districts to mention referendum in their mailings to parents.
5. Fill all speaking engagements from speakers bureau using basic slide/tape presentations backed up fact book.
6. Monitor community feedback and questioning closely. If patterns of questions are discernable revise materials to respond effectively.

IV. Election Day: Getting Out The Vote

- A) Establish precinct telephone headquarters.
- B) Organize transportation, babysitting, etc. services for voters.
- C) Arrange for Harper to be in the news on election day in a very positive manner.
- D) Take early reading on voter turnout - if light have plans for precinct workers to make a final call to those they feel are most supportive of Harper and encourage them to vote.

V. Post Mortem.

- A) Collect all materials.
- B) Evaluate strengths and weaknesses of campaign.
- C) Delineate suggestions to improve future referendum.



## TOP PRIORITY ITEMS

1. Registered voter list by precincts must have by January 26th. Must be keypunched by February 4th.
2. Develop precinct worker organization. Set up meeting with Jane Toot, Mrs. Nicholas et al for January 23rd. Charge them with developing a cadre of workers in each precinct. Must be operational by February 14th.
3. Completed fact book on or before January 26th.
4. Completed slide/tape presentation - tentative form for Board Presentation January 22nd - for general consumption January 26th.