

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

A G E N D A  
July 14, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Resolution for authorization to increase amount of Imprest Fund (Exhibit #1)
  - B. Resolution for setting date of public hearing of Harper College 1966-67 Budget. (Exhibit #2)
  - C. Authorization for position of Director of Institutional Development and Community Relations. (Exhibit #3)
  - D. Recommendation for employment of Director of Admissions and Registrar. (Exhibit #4)
  - E. Discussion of Municipal Research Proposal for Investigation of Bond Sale. (Exhibit #5)
  - F. Other Items.
  - G. Reports
    - Fringe Benefit Committee - Richard Johnson
    - Budget Committee - Milt Hansen
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE

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

July 12, 1966

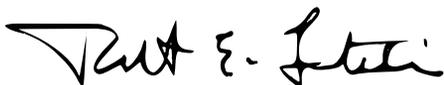
Dear Trustee,

Enclosed you will find materials for the regular board meeting of July 14th.

You will note the absence of Exhibit #4 for Item "D" under New Business. It is our hope that we will be able to confirm an appointment for this position via phone before Thursday's meeting.

I'll look forward to seeing you on Thursday at 8:00 o'clock at 799 West Kensington Road.

Sincerely,



Robert E. Lahti,  
President

rel/dd

P. S. Enclosed you will find a copy of the 1966-1967 projected budget as drawn up by the budget committee. This copy is for board consumption and not for public distribution or discussion since it contains more detail in some categories than the budget committee feels should be published. The budget for public consumption will be available at the Administrative offices, 34 West Palatine Road.

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF JUNIOR COLLEGE DISTRICT 512  
COOK COUNTY, ILLINOIS

Minutes of Regular board meeting, July 14, 1966

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:06 p.m., at 799 W. Kensington Road, Mount Prospect, Illinois by President Haas.

ROLL CALL: Present: Johnson, O'Dea, Hansen,  
Nicklas, and Haas.

Absent: Hamill and Bernstein

Also present: Mr. J. Ross, Arlington Day; Miss Marti Moser, Paddock Publications, Inc.; Mr. Alan S. Gage, Barrington, Illinois.

MINUTES: Member Hansen Moved and Member O'Dea seconded the approval of the minutes of the regular meeting of June 9, 1966. The vote being unanimous, the chairman declared the motion carried.

BILLS: Member Johnson moved and Member O'Dea seconded the approval of the payroll of July 31, 1966 and the invoices of July 14, 1966, in the amount of \$109,048.47. Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea,  
and Nicklas

Nay: None

Attorney Hines entered the meeting at 8:20 p.m.

NEW BUSINESS: Member O'Dea moved and Member Hansen seconded the motion to accept the following resolution increasing the maximum amount allowable for the Imprest Fund and increasing the maximum amount allowable for a single expenditure. Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea,  
and Nicklas

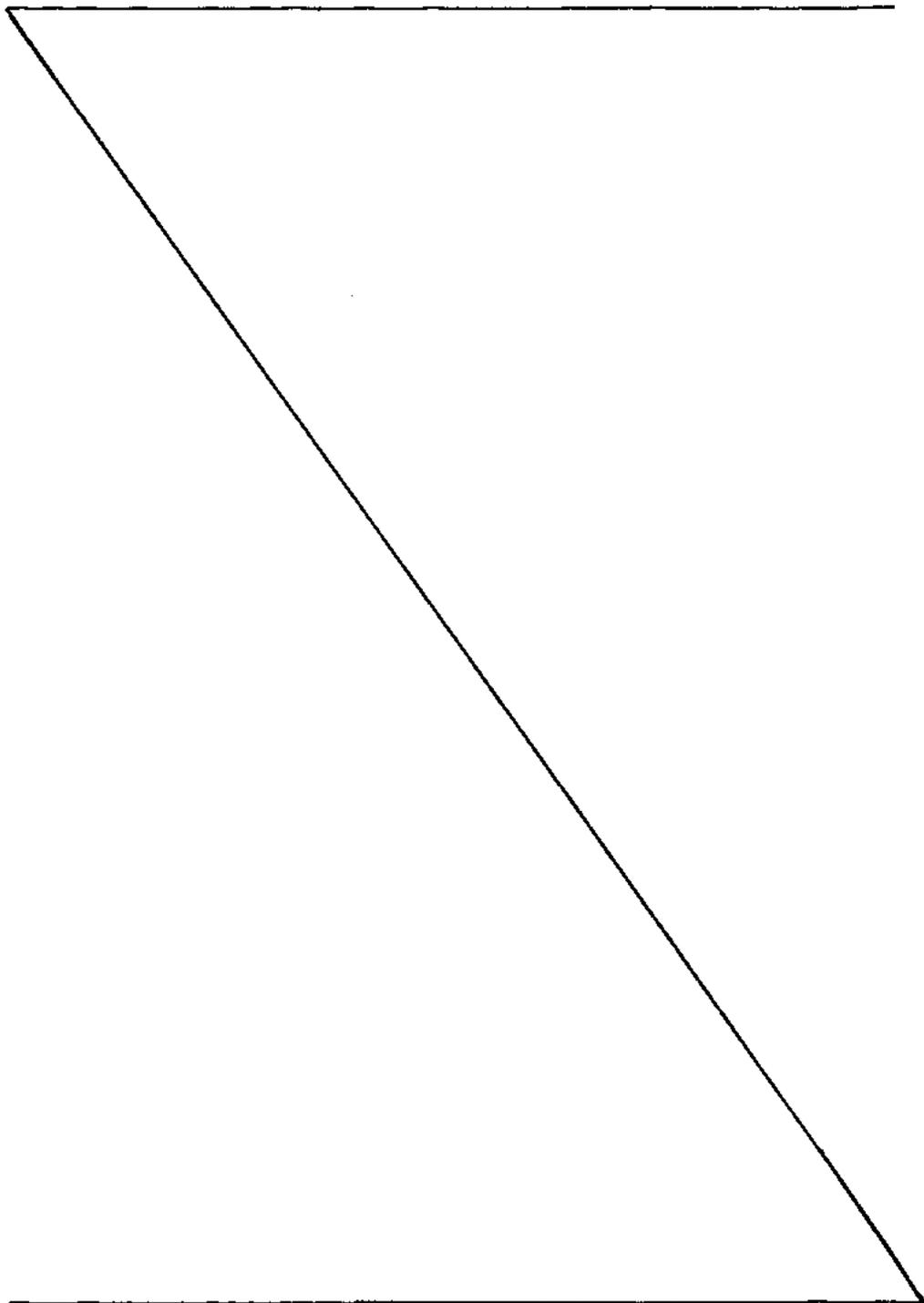
Nay: None

(ORIGINAL RESOLUTION ATTACHED TO OFFICIAL MINUTES)

NEW BUSINESS:  
Budget Hearing

Member Johnson moved and Member O'Dea seconded the motion to accept the following resolution whereby August 25, 1966 was established as the date for the public hearing on the estimated college budget for the fiscal year 1966-67.

(ORIGINAL RESOLUTION ATTACHED TO OFFICIAL MINUTES)



Member Hamill entered the meeting at 8:20 p.m.  
Member Bernstein entered the meeting at 8:28 p.m.

NEW BUSINESS:  
Director of  
Institutional  
Development &  
Community Rela-  
tions

President Lahti recommended that the position of Director of Institutional Development and Community Relations be authorized.

Member Johnson moved and Member Bernstein seconded the motion to establish the position as Institutional Development and Community Relations; the age range to be 30-45 years and the salary range to be \$12,000.-\$16,000. Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, Hamill  
and Nicklas

Nay: None

Director of  
Admissions &  
Registrar

President Lahti recommended postponement of the official appointment of the Director of Admissions and Registrar due to the inability of the administration to contact and receive verification from the individual interested in this position.

Municipal  
Research

On the basis of the July 7th communication from Municipal Research Associates, the following motion was made:

Member Bernstein moved and Member O'Dea seconded the the authorization of the sale of \$3,375,000. of bonds by competitive bid in mid-September. Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Hansen, Nicklas, Haas, Hamill  
and Bernstein.

Nay: None

The board discussed the sale of bonds to the federal government and the possible restrictions on the use of interest and possible delays in obtaining a federal committment and other restrictions that might be forthcoming in a bond sale of this type. Pending satisfactory answers to this question, Member Bernstein moved and Member O'Dea seconded the motion to direct the president and secretary to execute an application, with the aid of Munciapl Research Associates, to solicit bids for a \$4,000,000.

NEW BUSINESS:

Municipal  
Research  
Continued

bond issue from the federal government at 3% interest.  
Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Hansen, Nicklas, Haas, Hamill,  
and Bernstein.

Nay: None

Member Bernstein moved and Member Johnson seconded the authorization of the president and secretary to execute a new contract, as stipulated in the July 7, 1966 communication with Municipal Research Associates, which provides for a fee of 1/8 of 1% of the par value of bonds applied to \$4,000,000. of bonds sold to the federal government under Title III and Public Law 88-204 of the Higher Education Act of 1963. Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Hansen, Nicklas, Haas, Hamill,  
and Bernstein.

Nay: None

OTHER ITEMS:

A new lease for the administrative offices at 34 West Palatine Road, owned by A. F. Wild, was presented to the board stipulating an average annual rental rate of \$4.08 per square foot.

Member Bernstein moved and Member Johnson seconded the approval of the lease for office space at 34 West Palatine Road, at an annual rental rate of \$4.08 per square foot. Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Hansen, Nicklas, Haas, Hamill,  
and Bernstein

Nay: None

Due to the urgency expressed by Mr. Lotko, college librarian, Dr. Lahti recommended the opening of the position of library assistant. After some discussion, Member Johnson moved and Member O'Dea seconded the authorization of the opening of the position of library assistant.

REPORTS:Fringe Benefit  
Committee

Member Johnson presented a report on the progress of the Fringe Benefit Committee. It was indicated that the first meeting had been held on June 21st and that the following items had been discussed: insurance, health, educational, travel, and other provisions. One category was assigned to each member of the committee for further study. Due to the complexity of an insurance program, a general discussion was held concerning the use of an independent consultant, an agent or a broker to aid in developing an insurance program for the junior college district.

Member Hamill moved and Member Johnson seconded the motion to grant authority to the Fringe Benefit Committee to contract with an independent consulting firm to establish specifications for an insurance program, to advertise for bids, to analyze bids, and make recommendations to the committee. A maximum rate of \$4,000. was set within which this committee might obtain professional assistance. Upon roll call, the vote was as follows:

Aye: Johnson, O'Dea, Hansen, Nicklas, Haas, Hamill, and Bernstein.

Nay: None

## Budget Committee

Member Hansen reported on the progress of the Budget Committee and indicated that the committee had met, reviewed and amended the budget, and that the budget was ready for public review. He also indicated that the budget will be available in the administrative offices for inspection upto the time of the hearing set for August 25, 1966.

PRESIDENT'S  
REPORT

President Lahti reviewed for the board, the progress being made with Arthur D. Little & Company and the date set for both their oral and written reports. In addition, he brought the board up to date on the progress in the design and development package that is to be presented to the board by Caudill Rowlett and Scott on September 8, 1966. President Lahti also outlined the progress being made toward the evaluation of college facilities for the fall of 1967. He reviewed the necessity of establishing an educational program, the necessity of providing space to house this program, and the various alternatives as to possible facilities that might be used by the freshman class in the fall of 1967. He indicated that the target date set by the administration to provide this

PRESIDENT'S  
REPORT CONT'D.

information to the board was set for September 1, 1966.

A discussion was held relative to the acceptance of additional "Notification of Intent" forms from students who did not meet the dead-line date of July 1, 1966. It was the opinion of the board attorney and that of the board, that the July 1st date was the cut-off date and that no more "Notification of Intent" forms should be accepted. Furthermore, those forms that had tentatively been accepted and waiting board approval, should be returned to those individuals who applied after July 1st.

EXECUTIVE  
SESSION

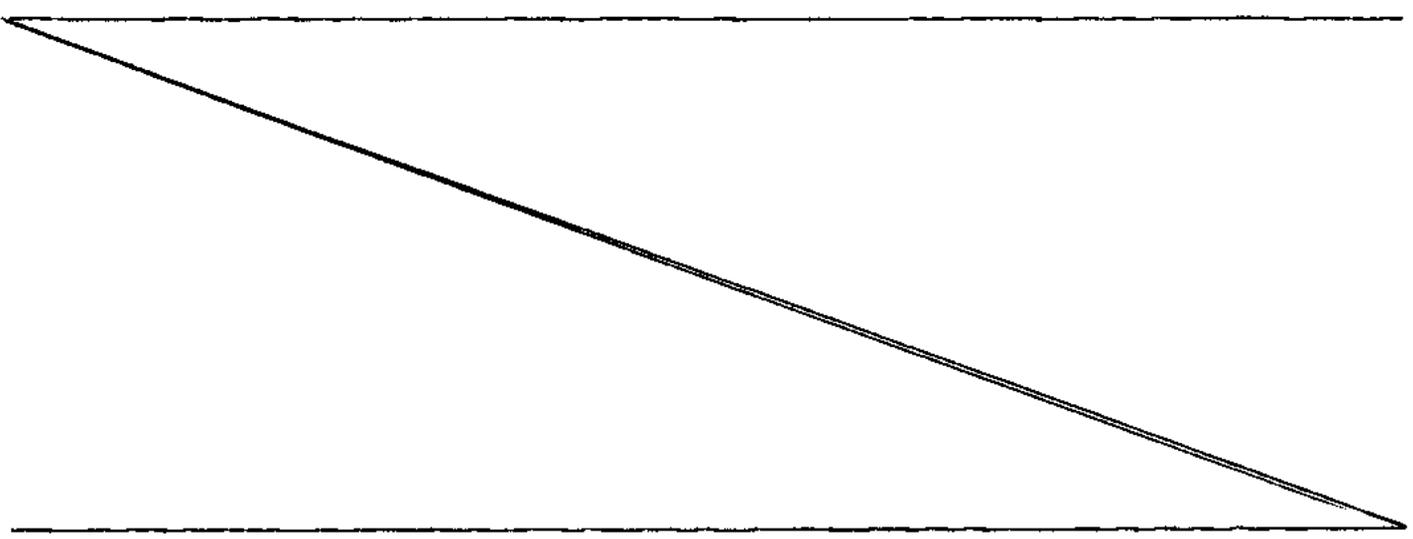
At 10:39 p.m., Member Johnson moved and Member Hamill seconded the motion to go into executive session to discuss site.

The board reconvened at 10:50 p.m.

Member Bernstein moved and Member Hansen seconded the motion to adjourn.

Jessalyn M. Nicklas  
Secretary, Jessalyn Nicklas

John A. Haas  
President, John Haas



R E S O L U T I O N

WHEREAS, the Board of William Rainey Harper College, District 512, County of Cook, State of Illinois, did on the 26th Day of August, 1965 adopt a resolution establishing an Imprest Fund for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly and,

WHEREAS, it did establish an Imprest Fund in the amount of \$2,000. with no single expenditure to exceed \$250. and,

WHEREAS, it is the desire of this board to authorize an increase in said Imprest Fund to a maximum of \$5,000. and to increase the single expenditure to a maximum of \$500.,

IT IS HEREBY RESOLVED BY the Board of William Rainey Harper College, District No. 512, County of Cook, State of Illinois, that said Imprest Fund be increased to \$5,000. and that the maximum single expenditure be increased to \$500. subject to the limitations and conditions contained in the resolution of August 26, 1965 here and before referred to, and the resolutions of November 11, 1965 and February 15, 1966 pertaining to persons authorized to sign checks,

IT IS FURTHER HEREBY RESOLVED that this resolution shall have full force and effect from and after its days of passage.

Passed this 14th day of July, 1966.

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establishing an Imprest Fund for the purpose of paying  
those expenditures which ordinarily are more appropriately  
paid promptly and,

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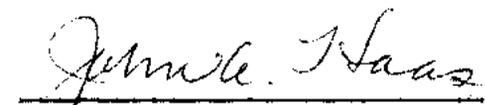
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checks,

IT IS FURTHER HEREBY RESOLVED that this resolution  
shall have full force and effect from and after its days of  
passage.

Passed this 14th day of July, 1966.

ATTEST:

  
Jessalyn Nicklas, Secretary

  
John A. Haas, Chairman

## R E S O L U T I O N

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, as follows:

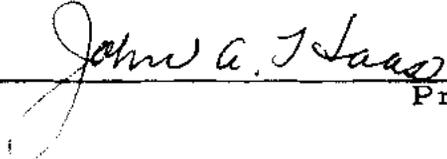
Section 1. That the public hearing on the tentative budget for the fiscal year 1966-67 be set for 7:30 p.m. on the 25th day of August, 1966, at 34 West Chicago Avenue, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this board by public notice thereof once at least 30 days prior to the date of the hearing aforesaid in each of the following newspapers, to-wit: The Arlington Day, The Prospect Day, Arlington Heights Herald, Rolling Meadows Herald, Wheeling Herald, Cook County Herald, Hoffman Herald, Prospect Heights Herald, Elk Grove Herald, Palatine Enterprise, Mount Prospect Herald, and the Hanover-Streamwood Herald, the same being newspapers published in this district, said notice to be in substantially the following form:

### Notice of Tentative Budget and Public Hearing Thereon

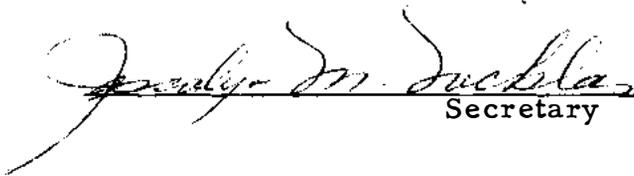
Notice is hereby given by the Board of Junior College District No. 512, County of Cook and State of Illinois, that a tentative budget for said district for the fiscal year beginning July 1, 1966 and ending June 30, 1967 will be on file and conveniently available to public inspection at the Administrative Offices of Junior College District No. 512, 34 West Palatine (Chicago) Avenue, Palatine, Illinois during the hours of 9:00 a.m. to 4:00 p.m. on weekdays from and after the hour of 9:00 a.m. on the 21st day of July, 1966, in said District.

Notice is further hereby given that a Public Hearing on said budget will be held at 7:30 p.m. on the 25th day of August, 1966 at 34 West Palatine (Chicago) Avenue, Palatine, Illinois.

PASSED this 14th day of July, 1966.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
EDUCATIONAL FUND - JUNE 30, 1966

<u>Assets</u>	<u>Account Number</u>	<u>6/30/66 Balance</u>
Cash:		
Imprest Fund	101.2	\$ 2,000.00
Cash in Banks	101.3	104,455.66
Investments:	103.0	<u>122,589.00</u>
TOTAL ASSETS		\$229,044.66
 <u>Liabilities</u>		
Payroll Deductions Payable		
Teachers' Pension	204.1	\$ - -
Withholding Tax	204.2	- -
Municipal Retirement	204.3	- -
Social Security	204.31	<u>31.05</u>
TOTAL LIABILITIES		\$ 31.05
Fund Balance	300.0	<u>\$229,013.61</u>
TOTAL LIABILITIES & FUND BALANCE		\$229,044.66
 <u>Summary of Fund Balance</u>		
Beginning Balance - July 1, 1965		\$ - -
Add: Revenue to Date		<u>347,446.43</u>
		\$347,446.43
Less Expenditures to Date		<u>118,432.82</u>
Fund Balance - 6/30/66		\$229,013.61

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
BUILDING FUND - JUNE 30, 1966

	<u>Account Number</u>	<u>6/30/66 Balance</u>
CASH:		
Cash in Banks	101.3	\$22,792.06
INVESTMENTS	102.0	46,830.72
TOTAL ASSETS		69,622.78
FUND BALANCE	300.0	69,622.78

SUMMARY OF FUND BALANCE:

Beginning Balance - July 1, 1965	\$ -
Add Reserves to Date	69,622.78
Deduct: Expenditures to Date	<u>-</u>
Fund Balance	\$69,622.78

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
I.M.R. FUND - JUNE 30, 1966

	<u>Account Number</u>	<u>6/30/66 Balance</u>
CASH:		
Cash in Banks	101.3	\$2,916.55
INVESTMENTS	102.0	1,951.28
TOTAL ASSETS		4,867.83
FUND BALANCE		4,867.83

SUMMARY OF FUND BALANCE:

Beginning Balance - July 1, 1965	\$ -
Add: Reserves to Date	4,867.83
Deduct: Expenditures to Date	<u>-</u>
Fund Balance	\$4,867.83

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

EDUCATIONAL FUND EXPENDITURES - July 14, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Amount</u>	<u>Account Total</u>
Frank M. Hines	Legal Services	501.22	339	<u>\$1,062.50</u>	\$1,062.50
Edward C. McAuliff	Accounting	501.21	340	<u>405.00</u>	405.00
Palatine Ofc. Supply	Supplies	501.31	341	55.43	
Universal Stationers, Inc.	"	501.31	342	273.51	
Moore Bus. Forms, Inc.	"	501.31	343	<u>58.68</u>	387.62
Xerox Corporation	"	501.32	344	<u>86.90</u>	86.90
Paddock Publ., Inc.	Supplies - Printing	501.33	345	92.20	
C. & S. Printing Co.	" "	501.33	346	79.37	
Herman F. Hinz & Co.	" "	501.33	347	<u>223.25</u>	394.82
Standard Register Co.	Supplies - Election	501.35	348	96.90	
Paddock Publications, Inc.	" "	501.35	349	583.00	
C. & S. Printing Co.	" "	501.35	350	314.32	
Herman F. Hinz & Co.	" "	501.35	351	385.95	
Northwest Letter Service	" "	501.35	352	<u>269.55</u>	1,649.72
Herbert R. Pankratz	Contractual Services	502.26	353	<u>162.00</u>	162.00
Eleanor A. Williams	Travel	501.7	354	14.13	14.13
Es Plaines Publ. Co.	Subscription	501.9	355	4.00	
American Council on Education	Publication	501.9	356	5.25	
McGraw-Hill Publ.	Subscription	501.9	357	8.00	
Bureau of Bus. Practice	Publication	501.9	358	16.08	
Paddock Publ., Inc.	Newspaper Ad	501.9	359	23.28	
R.E.A. Express	Freight	501.9	360	9.88	
Western Concessions	Luncheons	501.9	361	63.55	
The U. of Wisc. Press	Publication	501.9	362	2.15	
Parker Publ. Co., Inc.	"	501.9	363	<u>6.66</u>	138.85
Xerox Corporation	Equipment Rental	508.61	364	561.57	
International Busi- ness Machines, Corp.	" "	508.61	365	<u>35.00</u>	596.57
Universal Stationers, Inc.	Shelving	563.00	366	182.41	
Holder's	Furniture	563.00	367	1,281.35	
F. & E. Check Protector Co.	Check Protection	563.0	368	300.00	
Henricksen & Co.	Table	563.0	369	19.00	
Olivetti Underwood Corp.	Calculator	563.00	370	485.00	
Emprest Fund	Reimbursements		371	<u>1,113.24</u>	<u>3,381.00</u>
					<u>\$8,279.11</u>

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

BUILDING FUND EXPENDITURES - JULY 14, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Amount</u>	<u>Account Total</u>
Illinois Bell Telephone Co.	Telephone	506.54	383	\$ 370.22	\$370.22
Imprest Fund	Reimbursement	101.20	384	81.08	<u>81.08</u>
					\$451.30

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

SITE & CONSTRUCTION FUND EXPENDITURES - JULY 14, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Amount</u>	<u>Account Total</u>
B. & H Blueprint & Supply	Plats	562.0	385	\$ 17.25	\$
Caudill, Rowlett, Scott	Construction Engineers, Schematic Design	562.0	386	60,000.00	
Arthur D. Little, Inc.	Educational Consultant, Schematic Design	562.0	387	<u>30,000.00</u>	
					<u>\$90,017.25</u>

WILLIAM RAINEY HARPER COLLEGE  
BUDGET REPORT  
EDUCATIONAL FUND - JUNE 30, 1966

<u>Explanation</u>	<u>Account Number</u>	<u>Adjusted Budget</u>	<u>June</u>	<u>Yr. to Date</u>	<u>June 30, 1966 Balance</u>
<u>REVENUE:</u>					
Taxes - Current 1965	401.1	-	\$ 77,547.32	\$ 245,761.40	(\$245,761.40)
Junior CollegeAid	402.3	\$100,000.00	-	100,000.00	-
Other Federal Subsidies	402.89	10,000.00	-	-	10,000.00
OtherGovernmental Aid	402.9	5,000.00	-	-	5,000.00
Interest on Investments	404.0	<u>1,000.00</u>	-	<u>1,685.03</u>	( 685.03)
TOTAL CASH REVENUES		\$116,000.00	\$ 77,547.32	\$347,446.43	(\$231,446.43)
<u>EXPENDITURES:</u>					
<u>Administration:</u>					
Salaries	501.0	\$ 22,500.00	\$ 5,029.37	\$ 31,616.68	(\$ 9,116.68)
Contractual Services	501.1	35,000.00	4,394.64	48,425.98	( 13,425.98)
Supplies	501.2	5,000.00	2,962.92	7,394.68	( 2,394.68)
Travel	501.7	7,500.00	1,384.00	6,552.29	947.71
Other	501.9	<u>5,000.00</u>	<u>952.54</u>	<u>4,890.30</u>	<u>109.70</u>
TOTAL ADMINISTRATION		\$750,000.00	\$ 15,619.29	\$ 98,879.93	( 23,879.93)
<u>Instruction:</u>					
Consultants	502.0	\$ 5,000.00	-	-	\$ 5,000.00
Contractual Services	502.12	5,000.00	-	-	5,000.00
Travel	502.2	5,000.00	-	-	5,000.00
Other	502.7	<u>5,000.00</u>	-	-	<u>5,000.00</u>
TOTAL INSTRUCTION		\$ 20,000.00	-	-	\$ 20,000.00

Budget Report - Educational Fund

June 30, 1966

<u>Explanation</u>	<u>Account Number</u>	<u>Adjusted Budget</u>	<u>June</u>	<u>Yr. to Date</u>	<u>June 30, 1966 Balance</u>
<u>EXPENDITURES (CONT'D)</u>					
<u>Operation</u>					
Contractual Services	506.0	\$ 1,000.00	\$ 100.49	\$ 567.14	\$ 432.86
Utilities	506.2	2,000.00	283.34	1,681.54	318.46
TOTAL OPERATION	506.5	\$ 3,000.00	\$ 295.66	\$ 2,248.68	\$ 751.32
<u>Fixed Charges</u>					
Employer's Share of Retirement System	508.0				
Insurance	508.4	\$ 1,000.00	\$ 493.18	\$ 1,370.24	(\$ 370.24)
Rentals	508.5	1,000.00	499.00	975.15	24.85
TOTAL FIXED CHARGES	508.6	\$ 5,000.00	\$ 631.31	\$ 4,979.63	\$ 20.37
		\$ 7,000.00	\$ 1,592.44	\$ 7,325.02	(\$ 325.02)
<u>Capital Outlay</u>					
Site acquisition and Improvement	560.0				
Additional Equip	561.0	\$ 1,000.00	\$ 2,000.00	\$ 2,500.00	(\$ 1,500.00)
TOTAL CAPITAL OUTLAY	563.0	\$ 10,000.00	\$ 123.60	\$ 7,479.19	\$ 2,520.81
		\$ 11,000.00	\$ 2,123.60	\$ 9,979.19	\$ 1,020.81
TOTAL CASH EXPENDITURES		\$ 116,000.00	\$ 19,630.99	\$ 118,432.82	(\$ 2,432.82)

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

EDUCATION FUND  
ESTIMATED RECEIPT AND DISBURSEMENT REPORT

RECEIPTS

Taxes (Estimated amount of extension - \$503,627.15) Amount expected to be received at 94% collections . . . . .	\$473,409.52	
Federal Subsidies . . . . .	15,000.00	
Interest on Investments . . . . .	2,477.27	
Tax Anticipation Warrants . . . . .	<u>215,000.00</u>	
 TOTAL		 \$705,886.79

DISBURSEMENTS

Estimated Educational Fund Disbursements Disbursements over receipts-1965/66 . . . . .	\$ 16,747.79	
1966/67 Estimated Disbursements	<u>689,139.00</u>	
 TOTAL		 \$705,886.79
 ESTIMATED BALANCE		 <u><u>-0-</u></u>

BUILDING FUND  
RECEIPT AND DISBURSEMENT REPORT

RECEIPTS

Taxes (Estimated amount of extension - \$142,670.00) Amount expected to be received at 94% collections . . . . .	\$134,109.80	
Interest on Investments . . . . .	<u>1,040.20</u>	
 TOTAL		 \$135,150.00

DISBURSEMENTS

Estimated Building Fund Disbursements		\$135,150.00
 ESTIMATED BALANCE		 <u><u>-0-</u></u>

MUNICIPAL RETIREMENT FUND

RECEIPTS

Taxes (Estimated amount of extension - \$10,000.) Amount expected to be received at 94% collections . . . . .	\$ -	
(To be transferred to Educational Fund for payment of board portion to State Universities Retirement System)		<u><u>\$ 9,387.72</u></u>

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
EDUCATIONAL FUND - JUNE 30, 1966

<u>Assets</u>	<u>Account Number</u>	<u>6/30/66 Balance</u>
Cash:		
Imprest Fund	101.2	\$ 2,000.00
Cash in Banks	101.3	104,455.66
Investments:	103.0	<u>122,589.00</u>
TOTAL ASSETS		\$229,044.66
<u>Liabilities</u>		
Payroll Deductions Payable		
Teachers' Pension	204.1	\$ - -
Withholding Tax	204.2	- -
Municipal Retirement	204.3	- -
Social Security	204.31	<u>31.05</u>
TOTAL LIABILITIES		\$ 31.05
<u>Fund Balance</u>	300.0	<u>\$229,013.61</u>
TOTAL LIABILITIES & FUND BALANCE		\$229,044.66
<u>Summary of Fund Balance</u>		
Beginning Balance - July 1, 1965		\$ - -
Add: Revenue to Date		<u>347,446.43</u>
		\$347,446.43
Less Expenditures to Date		<u>118,432.82</u>
Fund Balance - 6/30/66		\$229,013.61

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
BUILDING FUND - JUNE 30, 1966

	<u>Account Number</u>	<u>6/30/66 Balance</u>
CASH:		
Cash in Banks	101.3	\$22,792.06
INVESTMENTS	102.0	46,830.72
TOTAL ASSETS		69,622.78
FUND BALANCE	300.0	69,622.78

SUMMARY OF FUND BALANCE:

Beginning Balance - July 1, 1965	\$ -
Add Reserves to Date	69,622.78
Deduct: Expenditures to Date	<u>-</u>
Fund Balance	\$69,622.78

WILLIAM RAINY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

STATEMENT OF POSITION  
I.M.R. FUND - JUNE 30, 1966

	<u>Account Number</u>	<u>6/30/66 Balance</u>
CASH:		
Cash in Banks	101.3	\$2,916.55
INVESTMENTS	102.0	1,951.28
TOTAL ASSETS		4,867.83
FUND BALANCE		4,867.83

SUMMARY OF FUND BALANCE:

Beginning Balance - July 1, 1965	\$ -
Add: Reserves to Date	4,867.83
Deduct: Expenditures to Date	<u>-</u>
Fund Balance	\$4,867.83

WILLIAM RAINY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

EDUCATIONAL FUND  
1966-1967

ESTIMATED CASH EXPENDITURES

501.0 ADMINISTRATION

501.10 Salaries

.11 Administration

President

\$ 16,500.

Dean of Business Affairs

14,000.

Administrative Assistant

16,000.

.15 Data Processing

10,000.

.16 Secretarial and Clerical

(3 secretaries, 1 clerk, 1 programmer,  
1 receptionist)

(6500-5600-5000-4800)

31,900.

.19 Other Salaries

7,500.

TOTAL ADMINISTRATIVE SALARIES

\$ 95,900.

501.20 Contractual Services

.21 Accounting

\$ 3,000.

.22 Legal

9,000.

.23 Service Bureau

Data Processing

5,000.

.24 Architectural

2,500.

.25 Educational

5,000.

.26 Financial

5,750.

.29 Other

2,500.

TOTAL CONTRACTUAL SERVICES

\$ 32,750.

501.30 Supplies

.31 Office Supplies

\$ 7,500.

.32 Copying Supplies (Offset)

2,000.

.33 Printing (policy books, stationery,  
envelopes, office memos, etc.)

7,000.

.34 Postage

5,000.

.35 Election

3,000.

.39 Other Supplies

3,000.

TOTAL SUPPLIES

\$ 27,500.

## 501.0 ADMINISTRATION (Continued)

## 501.70 Travel

.71 Board and President	\$ 5,000.
.72 Business Office	2,500.
.73 Data Processing	2,500.
.79 Other Travel	<u>500.</u>

## TOTAL TRAVEL

\$ 10,500.

501.9 Other Administrative Expenses  
(Publication of reports, subscriptions,  
postage meter rental, etc.)

\$ 5,000.

## TOTAL OTHER ADMINISTRATIVE EXPENSES

\$ 5,000.

## TOTAL ADMINISTRATIVE EXPENSES

\$171,650.

## 502.0 INSTRUCTION

## 502.10 Salaries

.11 Dean of Instruction	\$ 18,000.
.11 Dean of Student Affairs	17,000.
.12 Ass't. Dean of Voc.-Tech.	17,000.
.17 Librarian	13,500.
.14 Registrar and Admissions	14,000.
.171 Library Assistants	15,000.
.12 Ass't. Dean of Ev. & Summer School	7,000.
.12 Ass't. Dean of Instruction	7,500.
.16 Secretarial, Clerical, Programmer	<u>32,000.</u>

## TOTAL INSTRUCTIONAL SALARIES

\$141,000.

502.20 Contractual Services  
Educational Consultants  
Data Processing

\$ 2,500.  
5,000.

## TOTAL CONTRACTUAL SERVICES

\$ 7,500.

## 502.30 Supplies

.32 Professional Books - encyclopedias, atlas, etc.	\$ 2,500.
.37 Library Supplies	10,000.
.39 Other Instructional Supplies	<u>15,000.</u>

## TOTAL SUPPLIES

\$ 27,500.

## 502.70 Travel

.71 Faculty: Dean of Instruction	\$ 3,000.
Dean of Students	2,000.
.77 Librarian	1,500.
.79 Other	<u>2,000.</u>

## TOTAL TRAVEL EXPENSES

\$ 8,500.

## 502.80 Tuition Paid

273 @ \$400. per year = \$109,200. less  
15% Bldg. & Rent Costs 16,380.

\$ 92,820.

## TOTAL TUITION COST

\$ 92,820.

502.0	INSTRUCTION (Continued)		
502.90	Other Expense	<u>\$ 1,000.</u>	
	TOTAL OTHER EXPENSE		<u>\$ 1,000.</u>
	TOTAL INSTRUCTION EXPENSE		\$278,320.
503.00	ATTENDANCE		
504.00	HEALTH		
	Physical Examinations	\$ 200.	
	Chest x-rays	<u>150.</u>	
	TOTAL HEALTH EXPENSE		\$ 350.
506.00	OPERATION - In Building Fund		
507.00	MAINTENANCE - In Building Fund		
508.00	FIXED CHARGES		
	Employer's Share of Retirement Insurance	\$ 24,000.	
	Operational Bond	380.	
	Fringe Benefit Program	20,000.	
	Other Insurance	1,500.	
	Rentals (equipment)	7,500.	
	Interest	2,000.	
	Other	<u>1,000.</u>	
	TOTAL FIXED CHARGES		\$ 56,380.
509.00	Other Expenditures		
510.00	Student and Community Services		
560.00	Capital Outlay		
563.00	Additional Equipment		
	Dictating Machines 4 @ \$430.		
	4 @ \$405.	\$ 3,340.	
	Filing Cabinets	4,000.	
	Calculator	750.	
	Postage Machine	500.	
	Check Writer	500.	
	Offset Machine (Addressograph Multigraph)	3,200.	
	Typewriters 7 @ \$385.	2,700.	
	Collator	<u>1,000.</u>	

560.00 Capital Outlay (Continued)

563.00 Additional Equipment

Furniture:	Under order-	\$ 4,200.
	8 secretarial desks	2,000.
	11 desks	3,500.
	19 chairs	1,900.
	4 Book cases	700.
	4 credenzas	700.
	4 adding machines	800.
	Library Books (8,000 @ \$10.)	80,000.
	Library Equipment	5,000.
	Audio-Visual and Misc. Equip.	<u>5,000.</u>

TOTAL CAPITAL OUTLAY

\$119,790.

590.0 Provision for Contingencies

\$ 62,649.

TOTAL EDUCATIONAL FUND EXPENDITURES

\$689,139.

WILLIAM RAINY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

BUILDING FUND  
1966-67

ESTIMATED CASH EXPENDITURES

500.00	BUILDING AND EXPENDITURES		
502.80	Tuition Paid (15% building and rent costs on charge backs)		\$ 16,380.
506.00	Operation		
.10	Salaries: President of College	\$ 5,000.	
	Dean of Business Affairs	4,000.	
	Data Processing	3,500.	
.20	Contractual Services - Custodian	2,000.	
.30	Supplies	500.	
.40	Heating (none)		
.50	Utilities		
.51	Water and Sewage	250.	
.52	Electricity	1,000.	
.53	Gas		
.54	Telephone and Telegraph	7,000.	
.59	Other	<u>1,000.</u>	
	TOTAL OPERATING EXPENSES		\$ 24,250.
507.00	Maintenance		
507.20	Contractual Services		
	Remodeling of Offices	\$ 2,000.	
507.30	Supplies	<u>200.</u>	
	TOTAL MAINTENANCE		\$ 2,200.
508.00	Fixed Charges		
.40	Employers share of Retirement Insurance	\$ 1,300.	
.50	Insurance, Fire	1,000.	
.60	Rentals		
	Office Rentals	20,000.	
.65	Other fixed charges	<u>2,000.</u>	
	TOTAL FIXED CHARGES		\$ 24,300.
560.00	CAPITAL OUTLAY		
561.00	Site Acquisition and Improvements		
562.00	New Buildings and Improvements		\$ 61,291.
563.00	Additional Equipment		5,500.
590.00	Provision for Contingencies		<u>1,229.</u>
	TOTAL BUILDING FUND EXPENDITURES		<u>\$135,150.</u>

R E S O L U T I O N

WHEREAS, the Board of William Rainey Harper College, District 512, County of Cook, State of Illinois, did on the 26th Day of August, 1965 adopt a resolution establishing an Imprest Fund for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly and,

WHEREAS, it did establish an Imprest Fund in the amount of \$2,000. with no single expenditure to exceed \$250. and,

WHEREAS, it is the desire of this board to authorize an increase in said Imprest Fund to a maximum of \$5,000. and to increase the single expenditure to a maximum of \$500.,

IT IS HEREBY RESOLVED BY the Board of William Rainey Harper College, District No. 512, County of Cook, State of Illinois, that said Imprest Fund be increased to \$5,000. and the maximum single expenditure be increased to \$500. subject to the limitations and conditions contained in the resolution of August 26, 1965 here and before referred to, and the resolutions of November 11, 1965 and February 15, 1966 pertaining to persons authorized to sign checks,

IT IS FURTHER HEREBY RESOLVED that this resolution shall have full force and effect from and after its days of passage.

Passed this 14th day of July, 1966.

those expenditures which ordinarily are more appropriately  
paid promptly and,

WHEREAS, it did establish an Imprest Fund in  
the amount of \$2,000. with no single expenditure to exceed  
\$250. and,

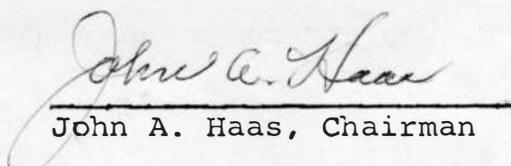
WHEREAS, it is the desire of this board to  
authorize an increase in said Imprest Fund to a maximum  
of \$5,000. and to increase the single expenditure to a  
maximum of \$500.,

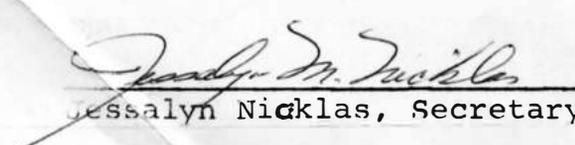
IT IS HEREBY RESOLVED BY the Board of William  
Rainey Harper College, District No. 512, County of Cook,  
State of Illinois, that said Imprest Fund be increased to  
\$5,000. and that the maximum single expenditure be increased  
to \$500. subject to the limitations and conditions contained  
in the resolution of August 26, 1965 here and before re-  
ferred to, and the resolutions of November 11, 1965 and  
February 15, 1966 pertaining to persons authorized to sign  
checks,

IT IS FURTHER HEREBY RESOLVED that this resolution  
shall have full force and effect from and after its days of  
passage.

Passed this 14th day of July, 1966.

WITNESSES:

  
John A. Haas, Chairman

  
Jessalyn Nicklas, Secretary

R E S O L U T I O N

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, as follows:

Section 1. That the public hearing on the tentative budget for the fiscal year 1966-67 be set for 7:30 p.m. on the 25th day of August, 1966, at 799 Kensington Road, Mount Prospect, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this board by public notice thereof once at least 30 days prior to the date of the hearing aforesaid in each of the following newspapers, to-wit: The Arlington Day, The Prospect Day, Arlington Heights Herald, Rolling Meadows Herald, Wheeling Herald, Cook County Herald, Hoffman Herald, Prospects Heights Herald, Elk Grove Herald, Palatine Enterprise, Mount Prospect Herald, and the Hanover-Streamwood Herald, the same being newspapers published in this district, said notice to be in substantially the following form:

Notice of Tentative Budget and Public Hearing Thereon

Notice is hereby given by the Board of Junior College District No. 512, County of Cook and State of Illinois, that a tentative budget for said district for the fiscal year beginning July 1, 1966 and ending June 30, 1967 will be on file and conveniently available to public inspection at the Administrative Offices of Junior College District No. 512, 34 West Palatine Avenue, Palatine, Illinois during the hours of 9:00 a.m. to

District No. 512, County of Cook and State of Illinois, as follows:

Section 1. That the public hearing on the tentative budget for the fiscal year 1966-67 be set for 7:30 p.m. on the 25th day of August, 1966, at 799 Kensington Road, Mount Prospect, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this board by public notice thereof once at least 30 days prior to the date of the hearing aforesaid in each of the following newspapers, to-wit: The Arlington Day, The Prospect Day, Arlington Heights Herald, Rolling Meadows Herald, Wheeling Herald, Cook County Herald, Hoffman Herald, Prospects Heights Herald, Elk Grove Herald, Palatine Enterprise, Mount Prospect Herald, and the Hanover-Streamwood Herald, the same being newspapers published in this district, said notice to be in substantially the following form:

Notice of Tentative Budget and Public Hearing Thereon

Notice is hereby given by the Board of Junior College District No. 512, County of Cook and State of Illinois, that a tentative budget for said district for the fiscal year beginning July 1, 1966 and ending June 30, 1967 will be on file and conveniently available to public inspection at the Administrative Offices of Junior College District No. 512, 34 West Palatine Avenue, Palatine, Illinois during the hours of 9:00 a.m. to 4:00 p.m. on weekdays from and after the hour of 9:00 a.m. on the 21st day of July, 1966, in said District.



ASSISTANT TO PRESIDENT  
INSTITUTIONAL DEVELOPMENT AND COMMUNITY RELATIONS

Organizational Structure Placement

This individual will serve as a staff officer and will be directly responsible to the president of the college.

Duties and Responsibilities

A. Institutional Development

1. Maintains the master file for the district on all legislation and all educational programs involving the use of State and Federal funds.
2. Acts as an agent of the district, under the delegation of the president in the preparation of applications and reports.
3. Prepares summaries of new programs and recommends areas of possible participation by the district, keeping in mind the criteria of the Board governing such participation.
4. Alerts administrators and other appropriate personnel as to provisions of laws and deadlines for project applications or renewals.
5. Prepares or reviews, in cooperation with appropriate personnel, all applications for State and Federally funded programs and submits applications to the proper office.
6. Maintains liaison with State and Federal officials, attends conferences on State and Federal programs, and attends appropriate meetings necessary to clarify the provisions of State and Federal legislation.
7. Supervises the process of follow-up and close-out of State and Federal programs.
8. Evaluates federally funded programs along with the appropriate administrators and staff members, and makes recommendations as to the appropriateness of continued participation by the district.

B. Community Relations

1. Plans and directs the community relations program of the district in cooperation with the president of the college and appropriate staff members.
2. Assists in interpreting the educational aims of the district to the public, the various information media, and in representing the district and college in community contacts.
3. Has the direct staff responsibility for the dissemination of district and college information to the various news media, for meeting special needs of these media pertaining to the college, and for maintaining necessary records of releases and other printed matter.
4. Prepares or coordinates the preparation of official publications of the district and college, including the catalog, brochures and information pamphlets, community news letter, directories and books and other reports and fact sheets as directed by the president of the college.
5. Attends meetings of the Board of Trustees to assist the press in reporting the news of the district and college.
6. Directs scheduling of all campus meetings and visitations for professional, student, and community groups.

QUALIFICATIONS FOR ASSISTANT TO THE PRESIDENT  
INSTITUTIONAL DEVELOPMENT AND COMMUNITY RELATIONS

Personal Qualities:

1. Good health and ability to devote considerable energy to the important task of directing institutional projects and community relations.
2. Demonstrated ability to deal effectively with citizens, community leaders, governmental agencies and the collegiate staff.
3. Between 35-45 years of age.

Professional Qualifications:

1. A minimum of a Masters Degree in School Administration, with successful collegiate administrative experience desired.
2. A strong undergraduate communications discipline.

Professional Strengths:

1. A keen sensitivity to the accepted role of a comprehensive community college.
2. An exceptional ability in communication skills, both written and oral.
3. Ability to exemplify leadership and effective working relationships with the entire staff of the college.

Anticipated Employment Date and Salary Range:

1. Employment Date: Immediately
2. Salary Range: \$13,000 - \$16,000, depending upon experience and educational background.

# *Municipal Research Associates*

510 GREEN BAY ROAD • KENILWORTH, ILLINOIS

CONSULTANTS ON  
MUNICIPAL FINANCE

TELEPHONE 886-1880  
AREA CODE 312

July 7, 1966

Junior College Board  
William Rainey Harper College  
Junior College District 512  
Cook County, Illinois

Gentlemen:

We refer to the proposed financing of junior college facilities by your District and to our agreement with your Board to provide financial services in connection with the public offering of bonds to be issued therefor, such agreement being dated February 15, 1966, and having been accepted by the Board on February 23, 1966.

We now believe that a possibility may exist for the District to realize substantial savings, amounting to several hundred thousand dollars, through participation in a Federal program for a part of the financing. Such participation, however, would result in a considerably more complex financing program and require far more time and expense on our part to consummate.

To enable the Board to act upon such a program in the event it is found feasible and, in the opinion of the Board, in the best interests of the District, we offer to investigate and endeavor to develop such a program for consideration of the Board and hereby offer to modify the last four paragraphs of our previous agreement, referred to above, as follows, insofar as compensation to us is provided:

1. For bonds which are publicly offered and sold to persons, firms, or corporations, other than the Federal Government or any of its agencies, a fee of  $1/8$  of 1% of the par value of bonds so issued shall be paid to us; provided, however, such rate shall be applied only to the first \$4,000,000 of bonds so issued regardless of the size of the total authorized issue, the time required to complete such financing, or the number of separate bond sales. In the event, however, that more than one such public offering shall be deemed necessary or advisable, the additional sum of \$750.00 shall be paid to us for each such subsequent bond sale.

Junior College Board  
William Rainey Harper College

July 7, 1966

2. For any bonds which are issued and sold to the Federal Government or any of its agencies a fee of  $1/8$  of 1% of the par amount thereof shall be paid to us. It is understood that the Board is in no way obligated to proceed with any program involving Federal participation which we may develop.
3. It is understood that the fees to be paid us shall include all out-of-pocket expenses incurred by us in the performance of our assignment except for any travel at your direction outside the State of Illinois and except for legal, printing, and publication expenses incurred on your behalf and at your direction.
4. It is further understood that the District may at any time terminate this agreement by written notice thereof. Should this occur, said District shall be responsible only for services rendered to such date notice thereof is received by us.

Respectfully submitted,

Municipal Research Associates

By: \_\_\_\_\_

Accepted \_\_\_\_\_, 1966

Junior College Board  
William Rainey Harper College  
Junior College District 512

By:

*J. L. Haas*  
President

*Jesselyn M. Dubbles*  
Secretary

# *Municipal Research Associates*

510 GREEN BAY ROAD • KENILWORTH, ILLINOIS

CONSULTANTS ON  
MUNICIPAL FINANCE

TELEPHONE 286-1230  
AREA CODE 312

July 7, 1966

## A Preliminary Discussion of a Federal Government College Facilities Loan as a Method of Partial Financing of the Harper College Campus Construction.

The possibility exists that a Federal Government loan may be obtained for a portion of the financing for the new Harper College campus. Application can be made by the college for a loan in an amount up to \$4,000,000 under Title III of Public Law 88-204, known as the Higher Education Facilities Act of 1963 and administered by the Department of Health, Education and Welfare.

In summary, the act provides that the Federal Government will loan funds (up to \$4,000,000 under H. E. W. 's current policy) for the construction of eligible educational buildings and equipment and for the acquisition of eligible portions of the campus site under certain stipulations which most likely can be readily met by Harper College.

The procedures and mechanics of obtaining such a loan are approximately as follows:

1. An application for a loan must be submitted. (This application is quite similar to and duplicates in many respects the application you will submit for a Federal grant under title I of this act.)
2. After approval of the application, the Facilities Loan Branch of the Division of College Facilities will commit themselves to participation in your financing by a loan of a specified amount.
3. The College District's bonds are then offered for public sale in that amount and the government merely participates as a bidder and submits a bid of 3% (which is their current rate).
4. The bonds are then treated as if sold to the private investment market, except for a variety of special technical requirements specified by the government.

= 2 =

The principal advantage of seeking a loan of this type is obviously in interest cost savings:

- under a 14 1/6 year amortization schedule, as shown in our Financial Report III, the interest cost savings on a 3%, \$4,000,000 basis would approximate \$348,000.
- further savings could result by then being able to retire the remaining \$3,375,000 over a shorter period, still within the desired 6 1/2% tax rate.
- additional financing with minimal tax increases might then be accomplished at an earlier date than allowed under Schedule A of the above mentioned report.

The principal disadvantages relate principally to the potential time delay and additional effort involved:

- the Facilities Loan Branch will not be in a position to commit themselves to a loan until mid-September, 1966, at the earliest.
- because of the requirement for accreditation (or reasonable assurance thereof) the loan application may not be approved for some time further in the future.
- restrictions on the use of the funds may present some technical difficulties which will require the application of some techniques which may be difficult to devise.

In summary, the financial savings available under a Government Loan are evident. However, the possible time delays which may be encountered could be overriding considerations. Before a final decision can be reached a thorough investigation should be undertaken of the applicability of this financing method to Harper College in terms of its ability to qualify and the timings of the requirements for construction funds.

## Discussion Items

Informal Bd Meeting  
July 7, 1966

I

### Bond Sale Discussion -

- A. New proposal - M.R.A.
- B. Action on proposal
- C. Bond sale date(s)
- D. Bond sale Resolution - when?

II

### Jayne Property Negotiation

- A. Evaluation of new proposal
- B. Course of action by board

III

### New Illinois J.C. (CC) Farmers !!

- a. Discussion of handout information
- b. President's letter - suggestions  
additions or deletions

IV

### ADL Enrollment Projection

- A. Handout information

V

Other Items

VI

Adjournment