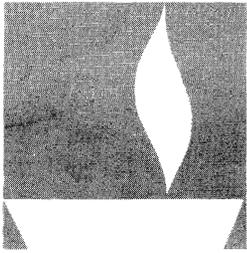


WILLIAM RAINEY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE, ILLINOIS

AGENDA

(Adjourned Meeting of August 11, 1966  
TO BE CONVENED AT  
34 WEST PALATINE ROAD  
AT 7:30 P.M.  
AND IMMEDIATELY ADJOURNED TO  
799 KENSINGTON ROAD  
MOUNT PROSPECT, ILLINOIS  
August 25, 1966

- I. Call to Order
- II. Roll Call
- III. Budget Hearing
- IV. Adoption of Budget
- V. Adoption of Resolution Apportioning Allowable Educational Fund Expenditures to the Building Fund (Exhibit A).
- VI. Communications
- VII. Old Business
- VIII. New Business
- IX. Fringe Benefit Discussion (Exhibit B).
- X. President's Report
- XI. Preliminary Progress Report of Arthur D. Little, Education Consultants, Mr. William Claggett, Representative



ADMINISTRATIVE OFFICES

# William Rainey Harper College

34 WEST PALATINE ROAD • PALATINE, ILLINOIS 60067  
TELEPHONE 358-9100

August 22, 1966

Dear Trustee:

Enclosed you will find the Agenda for the adjourned board meeting of Thursday, August 25, 1966 to be convened at 34 West Palatine Road, Palatine, and immediately adjourned to 799 Kensington Road, Mt. Prospect.

This meeting will begin at 7:30 as stipulated in the original public hearing notice as passed by the Board of Trustees on July 14, 1966.

Please note Exhibit "A" and "B" which are included in the items for discussion.

I shall look forward to seeing you Thursday evening, August 25, 1966 at 7:30 P.M.

Sincerely,

Robert E. Lahti  
President

rel/d  
Enclosures

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

Minutes of the Adjourned Regular meeting of August 25, 1966.

CALL TO ORDER

The meeting of the Board of Junior College District 512 was called to order at 7:30 p.m. at 34 West Palatine Road, Palatine, Illinois pursuant to the adjournment of the regular meeting held on the 11th day of August, 1966 at 799 Kensington, Mount Prospect, Illinois

ROLL CALL:

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

Due to the lack of adequate seating facilities, Member Hansen moved and Member Nicklas seconded the motion that the meeting be adjourned to 799 Kensington Mount Prospect, Illinois.

The meeting reconvened at 8:00 p.m. at 799 Kensington Mount Prospect, Illinois.

ROLL CALL:

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

Also Present: Marty Moser, Paddock Publications, Tom Stanton, Arlington Day; Mr. R. O. Hartberg, and Mr. G. M. Bischof.

BUDGET HEARING:

President Haas stated that the regular order of business would be dispensed with at this time as this was the date set for the public hearing on the tentative budget for the district for the fiscal year 1966-67 and he thereupon declared the meeting of the board recessed until after the public hearing.

President Haas called to order the public hearing on the tentative budget for Junior College District No. 512, County of Cook and State of Illinois, for the year 1966-67 at the hour of 8:05 p.m.

Present were citizens and taxpayers. The tentative budget was discussed, and an opportunity was given to anyone present to voice objections to or ask questions regarding the budget.

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

Dr. Lahti recommended that \$10,000. be transferred from account No. 504.1, Health Salaries, to account No. 502.12, Instructional Salaries, Assistant Nursing Education. Upon roll call, the vote was as follows:

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

Nay: None

BUDGET HEARING  
(Continued)

Following comments on the budget, and upon motion duly made, seconded and unanimously carried, the public hearing was declared adjourned by President Haas.

President Haas reconvened the recessed meeting of the Board of Junior College District No. 512, County of Cook, State of Illinois.

ROLL CALL

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

President Haas presented the tentative budget for Junior College District No. 512, County of Cook and State of Illinois, for the school fiscal year 1966-67 to the board for its consideration. It appeared that the public hearing had been held this evening, August 25, 1966 at 8:00p.m., that thirty days notice of said public hearing had been given according to law, that said tentative budget was on file and could be examined by any interested citizen or voter, and that said tentative budget has been available for examination for a period in excess of thirty days prior to August 25, 1966. It further appeared that no objections had been sent or made to the board as to the tentative budget or as to the form of said budget, the degree of itemization or classification of items therein, or the reasonableness of any items budgeted therein. (With the exception of the recommendation for reclassification of the aforementioned item recommended by the college president )

Member Hansen moved and Member O'Dea seconded the motion that the following resolution, whereby the budget for the fiscal year 1966-67, was adopted. Upon roll call, the vote was as follows:

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

Nay: None

(RESOLUTION ATTACHED TO OFFICIAL MINUTES)

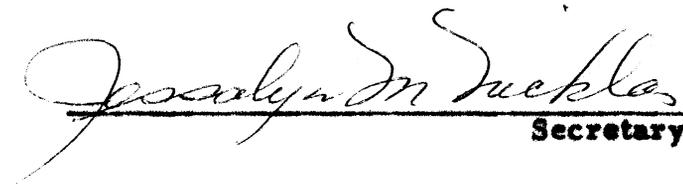
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C E R T I F I C A T E

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Junior College District No. 512, County of Cook and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and compared copy of resolutions adopted by said Board on the 25th day of August, 1966, adopting a budget for the fiscal year 1966-1967, and providing for levies to be filed in 1966, and a true, correct and compared copy of the minutes of the meeting whereat said resolutions were adopted insofar as said minutes and meeting related thereto, and of the hearing held thereon.

I do further certify that a faithful record of said proceedings so had on the 25th day of August, 1966 has been made in the official records of the said District now remaining in my custody and safe-keeping.

IN WITNESS WHEREOF, I have hereunto affixed my official hand of office at Palatine, Illinois, this 25<sup>th</sup> day of August, 1966.

  
Secretary

R E S O L U T I O N

WHEREAS, the Board of Junior College District No. 512, County of Cook and State of Illinois, has caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and

WHEREAS, due notice that said tentative budget was available for public inspection has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 25th day of August, 1966, notice of said hearing having been given at least thirty days prior thereto as required by law and all other legal requirements have been complied with; and

WHEREAS, the Board has obtained information respecting the 1966 assessed value of all taxable property in the district,

NOW, THEREFORE, 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 fiscal year of this district be and the same is hereby fixed and declared to be beginning on the 1st day of July, 1966 and ending on the 30th day of June, 1967.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page thereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this district for said fiscal year.

PASSED this 25<sup>th</sup> day of August, 1966.

ATTEST:

Jessie M. Dicklas

John W. Haas  
President

Upon a call of the roll by the Secretary, the following voted aye on the foregoing resolution: Nicklas, Hansen, Haas, O'Dea  
and Hamill . None voted Nay.

President Haas then declared the foregoing resolution adopted.

It was then moved by Member Hamill , seconded by Member Hansen and voted unanimously to adjourn the meeting.

John A. Haas  
President

ATTEST:

Joseph J. Nicklas  
Secretary

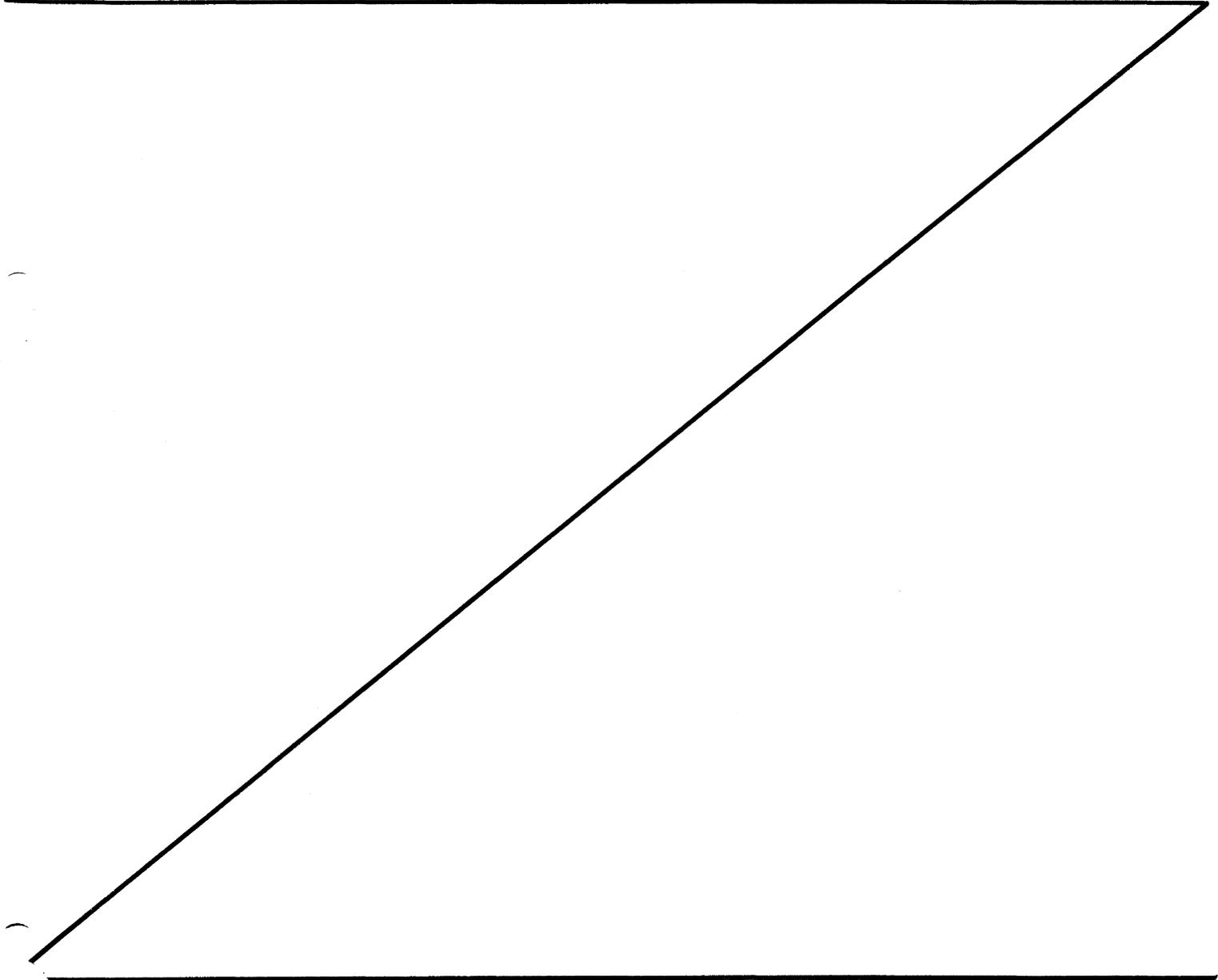
TRANSFER OF FUNDS

Member Hamill moved and Member O'Dea seconded the motion to adopt the following resolution apportioning allowable education fund expenditures to the building fund, Upon roll call, the vote was as follows:

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

Nay: None

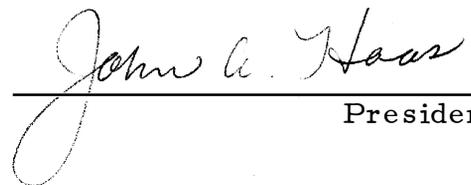
(RESOLUTION ATTACHED TO OFFICIAL MINUTES)



R E S O L U T I O N

It is hereby resolved by the Board of Junior College District No. 512, County of Cook and State of Illinois, that from and after the effective date hereof a portion of administrative operational salaries (\$12,500), all salaries of janitors, engineers, and other custodial employees (\$2,000), and all costs of light (\$1,000), water and sewage (\$250), telephone and telegraph service (\$7,000), custodial supplies and equipment (\$500), and other custodial expenses (\$1,000), shall be paid from the taxes levied for Building purposes.

PASSED THIS 25<sup>th</sup> day of August, 1966.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

COMMUNICATIONS

Secretary Nicklas read a letter of invitation from the Palatine Planning Commission to the Junior College District No. 512 Board of Trustees to attend their next meeting which is to be held on Tuesday, September 6, at 8:00 p.m. in the village hall. All board members indicated they would make an effort to attend. President Haas directed the administration to make a general survey of the area surrounding the college site, attempt to determine the future plans of the individuals holding land around the site, and make recommendations to the board in regard to the most appropriate type of zoning to fit in with a college atmosphere. Dr. Lahti complimented the Palatine Municipal Officials for their Unerring efforts and aid on behalf of William Rainey Harper College.

New Business:  
Fringe Benefit

Educational provisions drawn up by the Fringe Benefit Committee were presented to the board for consideration. After a brief discussion, President Haas recommended that these provisions be reviewed by the college attorney as to possible legal implications. It was the concensus of the board that this project was particularly well presented and that continued efforts be made to proceed toward further refinement.

PRESIDENT'S  
REPORT

Dr. Lahti reported on his trip to the U.S.O.E. in Washington, D. C. relative to an application for a government loan under Title III of the Higher Education Facilities Act. Representatives of the college, Dr. Lahti, Dr. Perry, Mr. Bernstein, and Mr. Voss of Municipal Research Associates met with Mr. Perkins, Mr. Royall Webster and Mr. L. Frederick of the loan branch and reviewed the tentative application for a loan for Harper College. It was suggested that the application be revised into a Phase I-A and Phase I-B and resubmitted to their office for further action.

Dr. Lahti further commented on the adjustments necessary in our state application. One major adjustment included the break down of Phase I into projects A & B. The application deadline date was set for September 1, 1966. On August 24th, Dr. Lahti, Mr. Voss, Mr. Bernstein and Dr. Perry visited with Mr. Pfeiffer of Standard and Poors and Mr. Mc Arthy of Moody's in an attempt to demonstrate the economic ability and future growth of Junior College District No. 512. Both meetings seemed particularly effective and worthwhile.

PRELIMINARY  
PROGRESS REPORT,  
ARTHUR D. LITTLE  
& COMPANY

Mr. William Claggett presented an outline report on their progress to date. A rough draft of the report was shown to the board as an example of what to expect at the completion of the project.

The outline report on the project included major items such as the college setting, characteristics of our economy, population characteristics, estimates of future enrollment, organization and administration, educational development guidelines, and educational specifications.

Mr. Claggett further indicated that the rough draft would be edited and a final draft report mailed on the fifteenth of September for possible revisions by the board and administration. After these revisions are made, a final report will be produced.

OTHER BUSINESS

Member O'Dea brought up the matter of facilities to house students for the 1967-68 school year. It was the consensus of opinion that the board would like more information on possible rental properties and temporary facilities (both for purchase and for rent) by the next regular board meeting so that a final decision could be made as soon as possible.

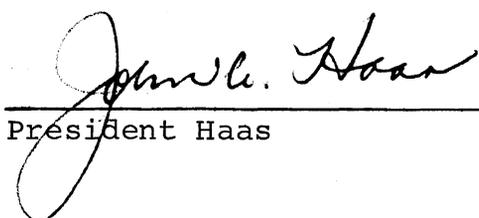
EXECUTIVE  
SESSION

At 12:00 mid-night, Member O'Dea moved and Member Hamill seconded the motion to go into executive session for the purpose of discussing site.

The board reconvened at 12:30 a.m.

Member Hamill moved and Member Hansen seconded the motion to adjourn the meeting at 12:35 a.m.

  
Secretary Nicklas

  
President Haas

WILLIAM RAINEY HARPER COLLEGE

JUNIOR COLLEGE DISTRICT 512

34 W. Palatine Road

Palatine, Illinois

Budget of the William Rainey Harper  
College, Junior College District Number  
512, County of Cook, State of Illinois  
for the Fiscal Year Beginning July 1, 1966  
and Ending June 30, 1967.

ESTIMATED EDUCATIONAL FUND BUDGET

1966 - 1967

ESTIMATED EXPENDITURES

501.00 ADMINISTRATION

Administration consists of those activities which have as their purpose the general regulation, direction, and control of the affairs of the college that are system wide. Included are all the categories listed below. Services such as, research and public relations, in addition to all administrative consumable supplies, are included within this area.

501.10 SALARIES

501.11 Administration

President	\$ 16,500.
Dean of Business Affairs	14,000.
Administrative Assistant	16,000.
501.15 Data Processing	10,000.
501.16 Secretarial and Clerical (3 secretaries, 1 clerk, 1 programmer, 1 receptionist) (6500-5600-5000-4800-5000-5000)	31,900.
501.19 Other Salaries	7,500.

TOTAL ADMINISTRATIVE SALARIES

\$ 95,900.

501.20 CONTRACTUAL SERVICES

501.21 Accounting	\$ 3,000.
501.22 Legal	9,000.
501.23 Service Bureau Data Processing	4,000.
501.24 Architectural	2,500.
501.25 Educational	5,000.
501.26 Financial	10,750.
501.29 Other Services	5,000.

TOTAL CONTRACTUAL SERVICES

\$ 39,250.

501.30 SUPPLIES

501.31 Office Supplies	\$ 7,500.
501.32 Copying Supplies (Offset)	2,000.
501.33 Printing (policy books, stationery, envelopes, office memos, etc.)	7,000.
501.34 Postage	5,000.
501.35 Election -	3,000.
501.39 Other Supplies	5,000.

TOTAL SUPPLIES

\$ 29,500.

## 501.00 ADMINISTRATION (Continued)

## 501.70 TRAVEL

501.71	Board and President	\$	5,000.
501.72	Business Office		2,000.
501.73	Data Processing		1,500.
501.74	Administrative Assistant		2,000.
501.79	Other Travel		<u>1,000.</u>

## TOTAL TRAVEL EXPENSES

\$ 11,500.

## 501.90 OTHER ADMINISTRATIVE EXPENSES

	(Publication of reports, subscriptions, postage meter rental, etc.)	\$	<u>5,000.</u>
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## TOTAL OTHER ADMINISTRATIVE EXPENSES

\$ 5,000.

## TOTAL ADMINISTRATIVE EXPENSES

\$181,150.

## 502.00 INSTRUCTION

Instruction consists of those activities dealing directly with or aiding in the teaching of students or improving the quality of teaching. They include the activities of the deans, assistant deans, student personnel supervisors, librarians, and related personnel. In addition, consultant's fees, library books, professional books, instructional supplies, and charge-back tuition commitments are included within this area.

## 502.10 SALARIES

502.11	Dean of Instruction	\$	18,000.
502.11	Dean of Student Affairs		17,000.
502.12	Ass't. Dean of Voc.-Tech.		17,000.
502.12	Director of Nursing Education		13,000.
502.14	Registrar and Admissions		14,000.
502.16	Secretarial, Clerical, Programmer		32,000.
502.17	Librarian		13,500.
502.17-	Library Assistants		15,000.
502.19	Other		<u>1,500.</u>

## TOTAL INSTRUCTIONAL SALARIES

\$141,000.

## 502.20 CONTRACTUAL SERVICES

	Educational Consultants	\$	2,500.
	Data Processing		<u>2,500.</u>

## TOTAL CONTRACTUAL SERVICES

\$ 5,000.

## 502.00 SUPPLIES

502.32	Professional Books - encyclopedias, atlas, etc.	\$ 2,500.
502.37	Library Supplies	10,000.
502.39	Other Instructional Supplies	<u>15,000.</u>

## TOTAL SUPPLIES

\$ 27,500.

## 502.70 TRAVEL

502.72	Faculty: Dean of Instruction	\$ 3,000.
	Dean of Students	2,000.
502.77	Librarian	1,000.
502.79	Other	<u>2,000.</u>

## TOTAL TRAVEL EXPENSES

\$ 8,000.

## 502.80 TUITION PAID

273 @ \$100. per year = \$109,200 less	
15% Bldg. and Rent Costs 16,380	
	<u>\$ 92,820.</u>

## TOTAL TUITION COST

\$ 92,820.

## 502.90 OTHER EXPENSES

\$ 1,000.

## TOTAL OTHER EXPENSES

\$ 1,000.

## TOTAL INSTRUCTION EXPENSES

\$275,320.

## 503.00 AFFIDAVANCE

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## 504.00 HEALTH

Health services are activities in the field of physical and mental health which are not direct instruction. Health services such as physical examinations and chest x-rays for employed personnel are provided for in this area.

504.1	Salaries	\$ 10,500.
504.3	Supplies	<u>500.</u>

## TOTAL HEALTH EXPENSES

\$ 11,000.

## 506.00 OPERATION - In Building Fund

## 507.00 MAINTENANCE - In Building Fund

## 508.00 FIXED CHARGES

Fixed Charges are expenditures of a generally recurrent nature such as insurance, rents, interest, and employer benefits.

508.4	Employer's Share of Retirement Insurance	\$ 24,000.
508.5	Fringe Benefit Program	15,000.
508.5	Other Insurance	1,500.
508.6	Rentals (equipment)	7,500.
508.8	Interest (Tax Anticipation Warrants)	2,000.
508.84	Operational Bond	380.
508.89	Other	<u>6,000.</u>

## TOTAL FIXED CHARGES

\$ 56,380.

## 509.00 OTHER EXPENDITURES

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## 510.00 STUDENT AND COMMUNITY SERVICES

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## 560.00 CAPITAL OUTLAY

Capital Outlay expenditures are those which result in the acquisition of capital assets. They are expenditures for the purchase of additional or replacement equipment.

## 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		1,000.
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. equipment		<u>5,000.</u>

## TOTAL CAPITAL OUTLAY

\$119,790.

## 590.00 PROVISION FOR CONTINGENCIES

\$ 64,914.

## TOTAL EDUCATIONAL FUND EXPENDITURES

\$708,554.

EDUCATIONAL FUND  
ESTIMATED REVENUE

401.00	TAXES		
401.1	Current Taxes		
	1965 Taxes (Amount of extension 503,627.15)		
	Amount expected at 9 1/4% collections	<u>\$473,409.52</u>	
	TOTAL		<u>\$473,409.52</u>
402.00	FROM GOVERNMENTAL DIVISIONS		
402.8	Federal Subsidies (Higher Education Act, N.D.E.A., Ntl. Science Foundation, Voc. Ed. Act. etc.)	<u>\$ 15,000.00</u>	
	TOTAL		<u>\$ 15,000.00</u>
404.00	INTEREST ON INVESTMENTS	<u>\$ 2,477.27</u>	
	TOTAL		<u>\$ 2,477.27</u>
	TOTAL REVENUE		<u>\$490,886.79</u>

EDUCATION FUND  
ESTIMATED RECEIPT AND DISBURSEMENT REPORT  
 BUDGET SUMMARY

RECEIPTS

401.1	Taxes (Estimated amount of extension-\$503,627.15) Amount expected to be received at 94% collections . . . . .	\$473,406.52	
402.8	Federal Subsidies . . . . .	15,000.00	
404.0	Interest on Investments . . . . .	2,477.27	
TOTAL			\$490,886.79
Tax Anticipation Warrants necessary to balance budget			<u>234,415.00</u>
			<u>\$725,301.79</u>

DISBURSEMENTS

Estimated Educational Fund Disbursements			
	Disbursements over receipts -1965/66 . . . . .	\$ 16,747.79	
	1966/67 Estimated Disbursements . . . . .	708,554.00	
TOTAL			<u>\$725,301.79</u>
Estimated Balance			-0-

ESTIMATED BUILDING FUND BUDGET

1966 - 1967

ESTIMATED EXPENDITURES

500.00 BUILDING FUND EXPENDITURES

502.80 Tuition Paid ( 15% building and rental costs on charge backs) \$16,380.

This account includes expenditures relating to the portion of charge-back tuition payments that can be attributed to building or rental costs assessed to our junior college district.

506.00 OPERATION

Operation consists of the activities concerned with keeping the physical plant open and ready for use. In this instance it consists of payments that can be attributed to the rental and operation of our present facilities. In as much as a portion of present salaries can be attributed to the operation of our present facility that have been allocated to it. In addition, custodial expense, supplies, and utilities have been accounted for under operational expenditures.

506.10	Salaries: President	\$ 5,000.
	Dean of Business Affairs	4,000.
	Data Processing	3,500.
506.20	Contractual Services - Custodian	2,000.
506.30	Supplies	500.
506.40	Heating (none)	
506.50	Utilities	
506.51	Water and Sewage	250.
506.52	Electricity	1,000.
506.53	Gas	
506.54	Telephone and Telegraph	7,000.
506.59	Other	<u>1,000.</u>

TOTAL OPERATING EXPENSES \$24,250.

507.00 MAINTENANCE

Maintenance consists of those activities related to keeping the grounds, buildings, and equipment at their original condition of completeness or efficiency. Expenditures for the repair and upkeep of buildings are recorded in these accounts.

507.20	Contractual Services	
	Remodeling of Offices	\$ 2,000.
507.30	Supplies	<u>200.</u>

TOTAL MAINTENANCE \$ 2,200.

## 508.00 FIXED CHARGES

Fixed charges are expenditures of a generally recurrent nature that can be attributed to these accounts.

508.40	Employers share of Retirement Insurance	\$	1,300.
508.50	Insurance, Fire		1,000.
508.60	Rentals		
	Office Rentals		20,000.
508.65	Other fixed charges		<u>2,000.</u>
	TOTAL FIXED CHARGES		<u>\$ 24,300.</u>

## 560.00 CAPITAL OUTLAY

Capital outlay expenditures are those which result in the acquisition of capital assets or additions to capital assets such as site acquisition and improvements, new buildings and improvements, initial or additional equipment.

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

\$135,150.

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 . . . . . 1,040.20

TOTAL \$135,150.00

DISBURSEMENTS

Estimated Building Fund Disbursements \$135,150.00

ESTIMATED BALANCE -0-

BUILDING FUND  
ESTIMATED REVENUE

401.0 TAXES

401.1 Current Taxes

1965 Taxes (Amount of Extension 134,109.80)  
Amount expected at 94% Collections

\$134,109.80

TOTAL

\$134,109.80

404.0 Interest on Investments

\$ 1,040.20

TOTAL

\$ 1,040.20

TOTAL REVENUE

\$135,150.00

MUNICIPAL RETIREMENT FUND

RECEIPTS

401.0 Taxes (Estimated amount of extension -  
\$10,000.) Amount expected to be  
received at 9 1/2% collections . . . . .

TOTAL \$9,387.72

DISBURSEMENTS

To be transferred to the Educational Fund  
for Payment of the Board Contributions to  
the State Universities Retirement System

TOTAL \$9,387.72

ESTIMATED BALANCE -0-

ESTIMATED SITE AND CONSTRUCTION BUDGET

ESTIMATED REVENUE

402.0	From Governmental Divisions		
402.8	Federal Subsidies		
402.81	Higher Educational Facilities Act	\$1,000,000.	
402.9	Other Governmental Aid-State	<u>3,500,000.</u>	
	TOTAL		<u>\$4,500,000.</u>

403.00	SALE OF BONDS		
403.1	Principal on Bonds Sold	<u>\$7,375,000.</u>	
	TOTAL		<u>\$7,375,000.</u>

404.00	INTEREST ON INVESTMENTS	<u>\$ 25,000.</u>	
	TOTAL		<u>\$ 25,000.</u>

TOTAL REVENUE			<u>\$11,800,000.</u>
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ESTIMATED EXPENDITURES

503.0	FUND CHARGES		
503.5	Insurance	<u>\$ 2,000.</u>	
	TOTAL		<u>\$ 2,000.</u>

560.0	CAPITAL OUTLAY		
561.0	Site Acquisition and Improvement	\$2,000,000.	
562.0	New Buildings and Improvements	3,500,000.	
563.0	Additional Equipment	<u>25,000.</u>	
	TOTAL		<u>\$5,525,000.</u>

TOTAL EXPENDITURES			<u>\$5,527,000.00</u>
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BUDGET SUMMARY

REVENUE	\$11,800,000.00
Less Expenditures	<u>5,527,000.</u>

ESTIMATED BALANCE on HAND JUNE 30, 1967	<u>\$6,273,000.</u>
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ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the  
School Board.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 196\_\_\_\_, by a roll call vote of \_\_\_\_\_ Yeas,  
and \_\_\_\_\_ Nays, to-wit:

Members voting Yea:

Members voting Nay:

*[Handwritten signature]*  
\_\_\_\_\_

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R E S O L U T I O N

It is hereby resolved by the Board of Junior College District No. 512, County of Cook and State of Illinois, that from and after the effective date hereof a portion of administrative operational salaries (\$12,500), all salaries of janitors, engineers, and other custodial employees (\$2,000), and all costs of light (\$1,000), water and sewage (\$250), telephone and telegraph service (\$7,000), custodial supplies and equipment (\$500), and other custodial expenses (\$1,000), shall be paid from the taxes levied for Building purposes.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 1966.

*James H. Haas*  
President

ATTEST:

*Judy M. Hubbs*  
Secretary

FRINGE BENEFIT COMMITTEE - EDUCATIONAL PROVISIONS

Drawn up by Paul O'Dea and accepted by the Committee with provisions after full discussion

I. Leaves of Absence

- A. The College shall grant, upon request therefor, each full-time academic employee a sabbatical leave after each six consecutive years of permanent full-time service, or the equivalent thereof, provided that in the judgment of the Academic Dean and concurrence of the Board such a leave will clearly add to the teaching effectiveness and/or professional status of the academic employee, and will not adversely affect either the educational budget of the College or operational efficiency of the teaching staff for the period such leave is requested.
- B. During the sabbatical leave, such academic employee will receive from the College half of his contracted salary for a leave of two semesters, or all of his contracted salary for a leave of one semester, the contracted salary being for the period for which the leave is requested. Fringe benefits will apply and sick leave will accrue during the leave period.

- C. If such academic employee receives, during the period of the leave, remuneration from some other organization or institution, including the federal or state government, the remuneration paid by the College may be lessened or eliminated, depending upon the amount of remuneration.
- D. If such academic employee granted the sabbatical leave shall fail to return to the College as a full-time academic employee for at least the contract year immediately subsequent to the leave, he shall make restitution to the College, within two years of the termination of his leave, of the entire salary paid to him by the College during the period of his leave.

## II. Educational Grants

The College shall assume full payment of all tuition and fees, on a quarter or semester hour basis, for courses taken by full-time academic employees at other institutions approved by the Academic Dean, or appropriate administrative officer. Such grants shall not include travel, food, and lodging for the academic employee and his dependents, if any. If an academic

employee receives full compensation from another source, the College may still assist him by the payment of retirement and insurance premiums in his absence.

### III. Waiver of Tuition

A full tuition scholarship for courses taken at the College shall be made available to every full-time academic employee as well as to his spouse and dependent, unmarried children. No such scholarship recipient shall, however, be accorded priority over non-scholarship applicants for a program or course. The College, moreover, reserves the right to restrict the admission of such scholarship recipients to a program or course where sound budgetary practices so dictate. All fees other than tuition shall be paid by the individual.

### IV. Professional Expense Account

Each full-time academic employee will be allowed a professional expense account not to exceed seventy-five (\$75.00) dollars per year. Minor, out-of-pocket expenses, such as membership fees for professional organizations, local travel expenses,

subscriptions to professional journals and incidental teaching supplies excluding books not approved by the departmental chairman, will be reimbursed by the College, upon submission of an approval of an itemized statement of the academic employee to his immediate administrative superior in late May, up to the maximum amount. Part-time and temporary academic employees will be allowed a fraction of such maximum amount in proportion to their respective teaching load and/or equivalent professional duties.

#### V. Secretarial Service

Wherever possible, the services of student aids shall be made available to academic employees. In addition, the regular secretarial staff shall assist academic employees in the preparation of instructional materials and professional papers.

#### VI. Priority in Summer Teaching Assignment

All academic employees wishing to teach summer sessions at the College shall have priority in accordance with their seniority at the College, over all extra-institutional instructors for available summer positions.

ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the  
Board of Trustees, Junior College District 512, County of Cook,  
State of Illinois.

Adopted this 25<sup>th</sup> day of August 1966 by a roll call vote of 5 Yeas,  
and 0 Nays, to wit:

Members voting Yea:

Paul W. O'Dea  
James J. Hamill  
Milton C. Hansen  
Joseph J. Jucik  
John A. Kasas

Members voting Nay:

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