

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

A G E N D A  
November 10, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
  - A. Credit Card System Resolution - Exhibit H
- VII. New Business
  - A. Philosophy of Counseling Program - Discussion and Adoption - Exhibit A
  - B. Recommendation for Opening of Staff Positions
    - 1. Instruction - Exhibit B
    - 2. Student Affairs - Exhibit C
    - 3. Business Affairs - Exhibit D
  - C. Revised Tenure Policy - Exhibit E
  - D. Revised Grievance Policy - Exhibit F
  - E. Professorial Rank and Promotion - Exhibit G
  - F. Other
- VIII. President's Report
  - A. Curricular Offerings - Exhibit I
  - B. Degree Requirements
  - C. Investment Program
  - D. Land Acquisition, Payments, etc.
  - E. ADL Report

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

Minutes of the regular board meeting of Thursday, November 10, 1966.

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:05 p.m. at 799 West Kensington Road, Mount Prospect, Illinois, by President Haas.

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

Also present: Mr. Ralph P. Klatt, Des Plaines Suburban Times; David B. Patterson, Greenbrier Civic Association, Arlington Heights; Lawrence E. Frazee, Prospect Publications Company; Marty Moser, Paddock Publications, Inc.; Maxine Tyma, Arlington Day; Charlene Baron, League of Women Voters; Alan S. Gage, Barrington; and Donn Stansbury and John Upton, Harper College.

MINUTES: Member O'Dea moved and Member Hamill seconded the approval of the minutes of the regular meeting of October 8, 1966. The vote being unanimous, the chairman declared the motion carried.

BILLS: A short discussion ensued regarding the invoice from Chapman and Cutler in the amount of \$3,475. This matter was referred to Attorney Hines to obtain a more detailed explanation of their expenses relative to this statement and to report back to the board at the next regular meeting.

Member Hamill moved and Member O'Dea seconded the approval of the payroll of November 30, 1966 in the amount of \$18,317.45, and the invoices of November 10, 1966 as follows:

Educational Fund . . . . .	\$ 9,194.15
Building Fund. . . . .	2,221.35
Site . . . . .	<u>170,309.26</u>
	\$200,042.21

Upon a roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill  
Nay: None

COMMUNICATIONS:

Secretary Nicklas read a communication addressed to Dr. Lahti, relative to the recent visit of the Midwest Community College Leadership Program Group from Ann Arbor, Michigan, thanking the board and the staff for their contributions relative to problems of developing a junior college. The letter was placed on file.

Another communication was received from Mr. Herman Brandt relative to a housing development the Plastic Molded Products Company intends to erect on the Salt Creek farm property located on the west side of Wilke Road, one-quarter mile south of Palatine Road. The letter was placed on file.

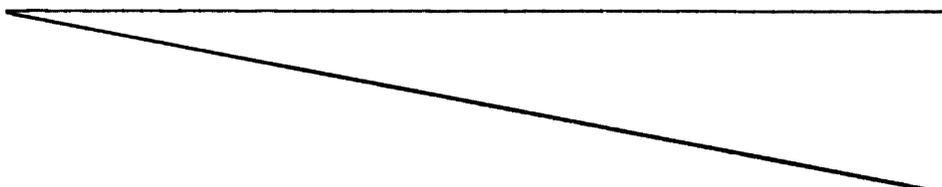
A third letter was received from Holt and Kearney, attorney-at-law, requesting a copy of our budget and indicating their firm was representing interested clients in the matter of reviewing the college budget recently adopted by the board of trustees. This matter was referred to attorney Hines, requesting that he obtain more information as to the party interested in this information and if legitimate, to arrange for them to see our 1966-67 school budget.

UNFINISHED  
BUSINESS:  
Credit Card  
System:

A brief discussion was held relative to the proposed credit card resolution presented to the board and the use of imprest funds from which to pay obligations incurred. The savings available as a result of our tax exempt status, the ability to obtain accurate monthly statements plus the convenience offered the staff of Harper College seemed to indicate a definite need for such a credit card system.

Member Hamill moved and Member O'Dea seconded the motion to adopt the following Credit Card Resolution:

(RESOLUTION ATTACHED TO ORIGINAL COPY OF MINUTES)



UNFINISHED

BUSINESS:

Credit Card  
System

Upon a roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill.  
Nay: None

NEW BUSINESS:

Philosophy of  
Counseling  
Program

Dr. Harvey, Dean of Students, presented a proposed statement of policy relative to our counseling program, pointing out that it would provide a professionally trained staff of counselors and a decentralized counseling program providing a natural contact for academic advising. It was also brought to the board's attention that Dr. J. Matson, A. A. J. C. representative, was very pleased with our counseling commitments.

After some discussion, Member Hamill moved and Member Nicklas seconded the motion to adopt this Philosophy for our Counseling Program as the Official Counseling Policy for Harper College. Motion carried.

Recommendations  
for Opening of  
Staff Positions

Instruction: Dr. Pankratz reviewed for the board the instructional positions he felt were necessary to provide an educational program for an enrollment of approximately 800 FTE during the 1966-67 school year. In addition, positions such as the Assistant Dean for Evening and Summer Programs, a reference librarian, library clerks, and secretaries were requested to be opened. After a brief discussion of the salary suggested for the Assistant Dean for Evening and Summer Programs, the board recommended that the base salary for this position be lowered from \$15,000. to \$13,000. in the event it is possible to obtain someone in this salary range.

Member O'Dea moved and Member Hamill seconded the motion to approve the opening of these instructional positions, amending the beginning salary for the Assistant Dean for Evening and Summer Programs from \$15,000. to \$13,000. Upon roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill.  
Nay: None

Student Affairs: Dr. Harvey reviewed the position openings for Counselors, the Director of Counseling, and the Director of Placement and Student Aids.

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, pursuant to authority of the law has heretofore established an Imprest Fund for the purpose of meeting certain expenses sooner than they would otherwise be paid were payment deferred until their formal approval at the Board meeting next following, and

WHEREAS, it is the opinion of this Board that it would be to the convenience and economic advantage of the District to establish a Credit Card System through which facility authorized telephone, travel and related expense items might be incurred,

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

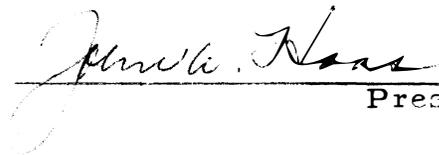
1.) That a Credit Card System be and hereby is authorized for telephone, travel and related expense items.

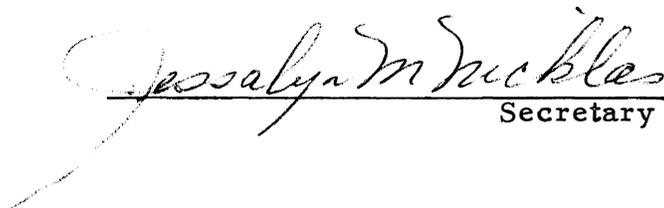
2.) That the said expenses be incurred through, charged to and paid from the Imprest Fund of the District, subject to the provisions contained in those resolutions heretofore adopted by this Board, having application thereto.

3.) That the President and Secretary of this Board be and hereby are authorized, empowered and instructed to execute such documents necessary to implement this resolution.

PASSED this 10th day of November, 1966.

ATTEST:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

NEW BUSINESS  
(CONTINUED):  
Recommendations  
for Opening

Member Hamill moved and Member O'Dea seconded the motion to open the positions of Counselor (nine month teaching contract based on the faculty salary schedule), Director of Counseling (salary range of \$14,000. - \$16,000. for twelve months), and Director of Placement and Student Aids (salary range of \$12,000. - \$14,000. for twelve months). Upon roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill.  
Nay: None

Business Affairs: Dr. Perry reviewed briefly the suggested business office position openings of Comptroller, Purchasing Agent, and Bookstore Manager and requested that these be approved by the board.

Member Nicklas moved and Member Hamill seconded the motion to open the positions of Chief Accountant at a salary range of \$12,000. - \$15,000. for twelve months; Purchasing Agent at a salary range of \$9,000. - \$11,000. for twelve months. Upon roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill.  
Nay: None

Revised Tenure  
Policy and Revised  
Grievance Policy

Due to a limited amount of time allowed for attorney Hines to review completely the tenure and grievance policy as adjusted, President Lahti recommended action be postponed until the December meeting.

Professorial Rank  
and Promotion

The procedures to implement promotion and rank of the academic staff, the factors used for the evaluation of the academic staff for promotion and rank, and the suggested addenda to employment practices were presented by Drs. Lahti and Pankratz.

Member Hamill moved and Member O'Dea seconded the motion to adopt the Professorial Rank and Promotion Policy. Motion carried.

## 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:

1.) That the Board has determined and does hereby again determine that the tract of land hereinafter legally described is necessary for and should be acquired as a site for a schoolhouse and for school purposes.

2.) That Frank M. Hines, Board Attorney, be and hereby is authorized, empowered and instructed to negotiate with the owner or owners of record of said property and to offer said owner or owners the sum of \$5,000.00 per acre for said property or portion thereof.

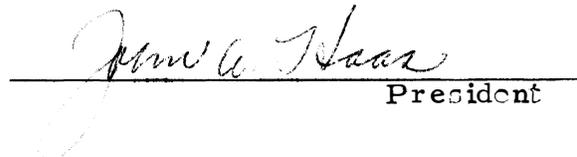
3.) That the President and Secretary of this Board be and hereby are authorized, empowered and instructed to execute real estate sale contracts for the purpose of all or any portion of the said described land, which contract may provide that the District will pay the cost of preliminary reports on title and of documentary stamps.

4.) That if the offer of \$5,000.00 per acre is rejected by any or all of said owners, the said Frank M. Hines, as attorney for this Board and Thomas Foran, as Special Attorney for this Board, be and they hereby are authorized to institute condemnation proceedings to acquire the legal title to the hereafter real property in the name of the Board of Junior College District No. 512, County of Cook and State of Illinois, and to prosecute said proceedings and that this District provide sufficient funds to institute and prosecute such proceedings to a conclusion, including the payment of all attorneys' fees, appraisers' fees, court costs and other expenses incurred or to be incurred in connection therewith.

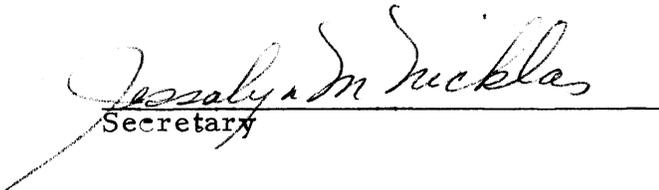
The property referred to herein is completely described on Gremley and Biedermann plat of survey Order No. 663209 dated August 15th, 1966, copy of which is attached hereto and made a part hereof as though fully set forth herein.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect forthwith upon its passage.

PASSED THIS 10th day of November, 1966.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

PRESIDENT'S  
REPORT:

Course Offerings: Dr. Lahti presented a complete outline of course offerings to be made available to the students of Harper College for the 1967-68 school year and asked the board to review them before final adoption at our regular December meeting.

Statement of Philosophy: Dr. Lahti also presented a Statement of Philosophy for Harper College outlining degree requirements, degrees to be offered, and courses necessary to satisfy graduation requirements. Action on this item was postponed for future consideration.

Investment Program: A copy of the Harper College Investment Program was presented to the board relative to investment of the proceeds of the recent bond sale of \$3,375,000. Dr. Perry indicated that by April 17, 1967, accrued interest will amount to \$52,332.63.

Land Acquisition: Attorney Hines reviewed, for the board, the closing of both the Biddle and Jayne properties for the Harper College site. President Haas suggested that it would be appropriate for the board to postpone annexing the balance of the property to Palatine until all properties had been acquired by the college and final annexation could be made at one time.

Arthur D. Little Report: Dr. Lahti presented each board member with a copy of Arthur D. Little's first draft for board review. He requested each board member to respond to this report by Wednesday, November 23d. One week after Arthur D. Little receives these suggestions, the final draft will be mailed to us. Dr. Lahti also indicated that the four page summary included within the report was almost meaningless in its present form and that we expected a more comprehensive summary in a form applicable for community distribution. He felt that a minimum summary should include one to two pages based on every major heading included therein. At the time comments are received from board members, he will include these suggestions along with those of the staff, to be incorporated in Arthur D. Little's final report.

PRESIDENT'S  
REPORT  
CONTINUED

Kellogg Visit: Dr. Lahti reviewed, for the board, some of the activities of the recent Kellogg visit, particularly in regard to exposing them to many of the problems of organizing a new junior college institution. This type of exposure was particularly good for future junior college administrators. He also indicated that in a recent issue of the Junior College Journal, it was noted that between now and 1970 - 200 more junior colleges would be developed throughout the country.

Future Board Activities: Dr. Lahti reviewed some of the future board activities and encouraged the board members to attend as many as possible to keep up with the trends in junior college management:

- December 6-10, 1966: Kellogg visit to Florida.  
December 9-10, 1966: Trustees and Administrators' Conference, Springfield, Ill.  
January 25-27, 1967: A Kellogg meeting.  
Jefferson City, Missouri.  
February 28-March 5, 1967: Annual A.A.J.C.  
Convention, San Francisco, California.  
March 5-8, 1967: National Conference on Higher Education, Conrad Hilton Hotel, Chicago, Illinois.

At this point, Member Hamill reviewed for the board, the events that took place at the Kaskaskia Meeting relative to the incorporation of the Illinois Junior College Association. After some discussion, particularly the purpose of the organization and the necessity of dealing with the next session of the legislature, Member Hamill moved and Member Nicklas seconded the motion to approve a constitution for the Council of Colleges, to affiliate with the Illinois Association of Junior Colleges, and approve payment of an initial membership fee not to exceed \$1,000. Upon roll call, the vote was as follows:

Aye: Haas, O'Dea, Nicklas, and Hamill.  
Nay: None

PRESIDENT'S  
REPORT  
CONTINUED:

College logogram: Dr. Lahti presented the proposed logograms developed by Carl Regehr to be used for Harper College. The mark suggested as a prime possibility did not seem to meet with the favour of the board. It was the consensus of the board to have Mr. Regehr do some further work with the following two symbols:

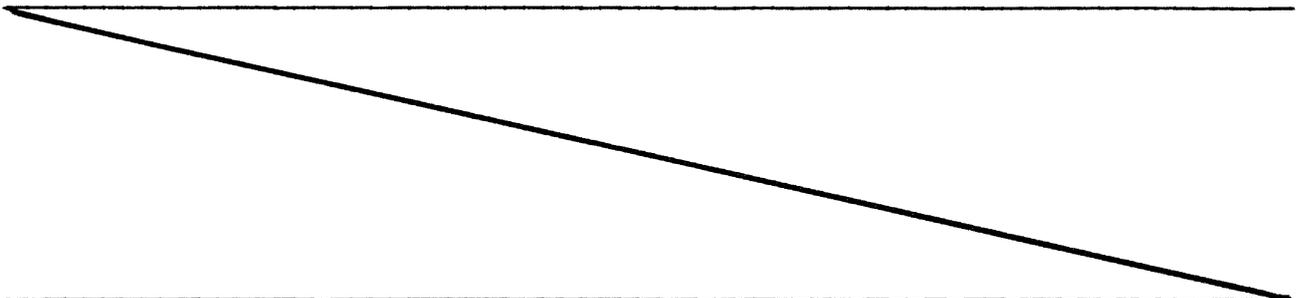
Maine Township Meeting: Member O'Dea reported on our recent meeting with Maine Township High School board members held on November 1st in the administration offices of the college. This meeting was held for the purpose of exchanging ideas relative to the possibility of future annexation to the Harper College District and possible ramifications. It was the consensus of the board that further information be exchanged between the two parties so that future meetings may be more meaningful for all parties involved.

ADJOURNMENT

Member Hamill moved and Member Nicklas seconded the motion to adjourn at 11:05 p.m. Motion carried.

\_\_\_\_\_  
President Haas

  
\_\_\_\_\_  
Secretary Nicklas



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES - NOVEMBER 10, 1966

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Ernst & Ernst	Accounting	1-501.21	5086	\$1,375.00
Edward C. McAuliff	Accounting	1-501.26	5087	318.75
Pitney Bowes, Inc.	Postage	1-501.29	5088	65.00
Universal Stationers	Supplies	1-501.31	5089	489.17
Palatine Office Supply	Supplies	1-501.31	5090	27.45
Northwest Office Machine	Supplies	1-501.31	5091	69.18
I.B.M.	Supplies	1-501.31	5092	6.50
Herman F. Hinz	Supplies-Printing	1-501.33	5093	42.00
Carousel Travel&Tours	Travel	1-501.71	5094	386.80
Carousel Travel&Tours	Travel	1-501.72	5095	159.65
Carousel Travel&Tours	Travel	1-501.73	5096	149.40
Carousel Travel&Tours	Travel	1-501.74	5097	33.00
James D. Perry	Travel	1-501.72	5150	49.40
American Council on Education	Books	1-501.91	5098	30.00
Paddock Publications	Subscription	1-501.91	5099	12.00
Official Airline Guide	Book	1-501.91	5100	25.00
Elgin Daily Couriers News	News-Ad	1-501.91	5101	.50
American Association of Junior Colleges	Subscription	1-501.91	5102	60.00
Chicago Tribune	Ad	1-501.93	5103	84.00
Chicago Sun Times	Ad	1-501.93	5104	71.60
Western Concessions	Meeting Expense	1-501.99	5105	77.80
Imprest Fund	Reimbursement	1-501.99	5151	1,651.20
American Data Processing	Book	1-502.32	5106	17.50
Automated Education Center	Book	1-502.32	5107	61.50
Chicago Association of Commerce & Industry	Maps	1-502.32	5108	3.36
Commerce Clearing House	College&University Reports	1-502.32	5109	455.00
Universal Stationers	Supplies	1-502.37	5110	80.25
Demco Library Supplies	Book	1-502.37	5111	22.85
Carousel Travel&Tours	Travel	1-502.724	5112	243.00
Pioneer Newspapers	Want-Ads	1-502.93	5113	7.00
Day Publication, Inc.	Want-Ads	1-502.93	5114	9.45
Plaines Publishing Company	Want-Ads	1-502.93	5115	5.00
Lattof Car Rental	Rental of Station- wagon	1-508.62	5148	124.32
Lattof Car Rental	Rental of Automobile	1-508.62	5149	120.95

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Xerox Corp.	Supplies	1-508.61	5116	\$ 258.17
Northwest Office Mach.	Typewriter	1-563.00	5117	330.00
I.B.M.	Typewriter	1-563.0	5118	385.00
Royal Typewriter Co.	Typewriter	1-563.0	5119	355.00
Olivetti Underwood Corp.	Typewriter	1-563.0	5120	172.50
Olivetti Underwood Corp.	Typewriter	1-563.0	5121	159.50
Northwest Office Mach.	Typewriter	1-563.0	5122	330.00
Horder's	Furniture	1-563.0	5123	371.80
Horder's	Furniture	1-563.0	5124	209.30
Horder's	Furniture	1-563.0	5125	137.50
Community Camera	Projector - Case	1-563.0	5126	24.40
Consumers Digest	Book	1-563.00	5127	4.00
National Council of Teachers of English	Book	1-563.00	5128	2.00
Baker & Taylor	Book	1-563.0	5129	5.90
American Library Assoc.	Book	1-563.0	5130	30.00
Special Libraries Accos.	Book	1-563.0	5131	4.00
Motions Schools	Book	1-563.0	5132	1.00
Library Journal	Book	1-563.0	5133	10.00
WFMT Guide	Book	1-563.0	5134	10.00
North Central Assoc. Quarterly	Subscription	1-563.0	5135	3.00
American Library Assoc.	Book	1-563.0	5136	1.25
Campus Publishers	Book	1-563.0	5137	4.40
Demco	Books-Supplies	1-563.0	5138	22.85
R.R.Bowker	Textbooks	1-563.0	5139	4.00
Foundation Library	Subscription	1-563.0	5140	3.00
American Library Assoc.	Book	1-563.0	5141	20.00
University Of Illinois Press	Book	1-563.0	5142	<u>2.00</u>

TOTAL EDUCATIONAL FUND EXPENDITURES

\$9,194.15

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NO. 512  
 Palatine, Illinois 60067

BUILDING FUND EXPENDITURES - NOVEMBER 10, 1966

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Shamrock Best Maintenance Service	Cont.ServiceCleaning	2-506.20	5143	\$ 95.00
Hansen Hardware	Supplies	2-506.30	5144	12.02
Illinois Bell Telephone	Phone Bill	2-506.54	5145	697.56
Roy LaLonde	Office Rent	2-508.62	5146	1018.33
Township High School District # 214	Rental for Library	2-508.62	5147	398.44
TOTAL BUILDING FUND EXPENDITURES				<u>\$2,221.35</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
Palatine, Illinois 60067

SITE AND CONSTRUCTION FUND - NOVEMBER 10, 1966

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Caudill, Rowlett & Scott	Architects	6-561.0	111	\$159,883.20
Flynn, Harrison&Conroy	Surety Bond	6-561.0	112	966.00
Frank M. Hines	Attorney Fees- Bond Issue	6-561.0	113	1,040.00
Northern Bank Note Co.	Bonds	6-561.0	114	351.31
Municipal Research Assoc.	Financial Services re: Bond Issue	6-561.0	115	4,218.75
Gremley & Biedermann	Land Survey	6-561.0	116	375.00
Chapman and Cutler	Legal Opinion Bond Issue	6-561.0	117	3,475.00
TOTAL SITE & CONSTRUCTION FUND EXPENDITURES				<u>\$170,309.26</u>

WILLIAM RAINEY HARPER COLLEGE  
 District Number 512  
 Educational Fund  
 Statement of Position

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCES 10-31-66</u>
Cash:		
Imprest Fund	101.20	\$ 5,000.00
In Bank	101.30	240,773.87
Investments	102.10	<u>99,328.62</u>
TOTAL ASSETS		<u>\$345,102.49</u>
 <u>Liabilities</u>		
Payroll Deductions Payable:		
Retirement	204.10	\$ 8.75
Survivors Insurance	204.11	1.45
Federal Income Tax Withheld	204.20	40.00
Social Security	204.31	<u>31.05</u>
Total Liabilities		<u>\$ 81.25</u>
 <u>Fund Balance</u>		
Fund Balance	300.00	<u>\$345,021.24</u>
TOTAL LIABILITIES AND FUND BALANCE		<u>\$345,112.49</u>
 <u>SUMMARY OF FUND BALANCE</u>		
Balance July 1, 1966		\$ (16,747.79)
Add: Revenues to Date		<u>454,409.74</u>
		\$437,661.95
Less: Expenditures to Date		<u>92,640.71</u>
FUND BALANCE		<u>\$345,021.24</u>

WILLIAM RAINES HARPER COLLEGE  
DISTRICT NUMBER 512  
EDUCATIONAL FUND BUDGET REPORT  
October 31, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Revenue:					
Taxes - Current 1965	401.10	\$482,797.24	\$101,842.87	\$448,464.61	\$34,332.63
Governmental Divisions	402.00	15,000.00	--	5,000.00	10,000.00
Interest on Investments	404.00	2,477.27	--	945.13	1,532.14
Total Revenue		<u>\$500,274.51</u>	<u>\$101,842.87</u>	<u>\$454,409.74</u>	<u>\$45,864.77</u>
EXPENDITURES:					
Administration	501.00				
Salaries:	501.10				
President	501.11	\$ 16,500.00	\$ 1,937.52	\$ 7,312.53	\$ 9,187.47
Dean of Bussiness Affairs	501.11	14,000.00	1,583.32	6,083.31	7,916.69
Administrative Assistant	501.11	16,000.00	1,166.67	2,222.31	13,777.69
Data Processing	501.15	10,000.00	1,125.00	4,500.00	5,500.00
Secretarial and Clerical	501.16	31,900.00	3,030.98	8,169.86	23,730.14
Other	501.19	7,500.00	--	--	7,500.00
Total Administrative Salaries		<u>\$ 95,900.00</u>	<u>\$ 8,843.49</u>	<u>\$ 28,288.01</u>	<u>\$17,611.99</u>
Contractual Services:	501.20				
Accounting	501.21	\$ 3,000.00	\$ 376.36	\$ 1,377.61	\$ 1,622.39
Legal	501.22	9,000.00	1,242.50	4,460.00	4,540.00
Service Bureau Data Processing	501.23	4,000.00	--	--	4,000.00
Architectural	501.24	2,500.00	--	30.00	2,470.00
Educational	501.25	5,000.00	700.00	825.00	4,175.00
Financial	501.26	10,750.00	--	--	10,750.00
Other	501.29	5,000.00	400.00	435.00	4,565.00
Total Contractual Services		<u>\$ 39,250.00</u>	<u>\$ 2,718.86</u>	<u>\$ 7,127.61</u>	<u>\$32,122.39</u>

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Budget Report - Educational Fund

October 31, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
<u>Supplies:</u>	501.30				
Office Supplies	501.31	\$ 7,500.00	\$ 571.57	\$ 1,681.27	\$ 5,818.73
Copying Supplies	501.32	2,000.00	--	86.90	1,913.10
Printing	501.33	7,000.00	106.88	811.55	6,188.45
Postage	501.34	5,000.00	10.46	704.91	4,295.09
Election	501.35	3,000.00	--	1,672.22	1,327.78
Other	501.39	5,000.00	154.75	154.75	4,845.25
Total Supplies		<u>\$29,500.00</u>	<u>\$ 843.66</u>	<u>\$ 5,111.60</u>	<u>\$24,388.40</u>
<u>Travel:</u>	501.70				
Board and President	501.71	\$ 5,000.00	\$ --	\$ 582.32	\$ 4,417.68
Business Office	501.72	2,000.00	233.01	1,215.80	784.20
Data Processing	501.73	1,500.00	--	338.76	1,161.24
Administrative Assistant	501.74	2,000.00	4.15	58.84	1,941.16
Other	501.79	1,000.00	3.04	285.92	714.08
Total Travel Expenses		<u>\$ 11,500.00</u>	<u>\$ 240.20</u>	<u>\$ 2,481.64</u>	<u>\$ 9,018.36</u>
Other Administrative Expenses	501.90	<u>\$ 5,000.00</u>	<u>\$ 373.50</u>	<u>\$ 1,680.75</u>	<u>\$ 3,319.25</u>
Total Administrative Expenses		<u>\$181,150.00</u>	<u>\$13,019.71</u>	<u>\$ 44,689.61</u>	<u>\$136,460.39</u>
<u>INSTRUCTION:</u>	502.00				
<u>Salaries:</u>	502.10				
Dean of Instruction	502.11	\$ 18,000.00	\$ 1,500.00	\$ 6,000.00	\$ 12,000.00
Dean of Student Affairs	502.11	17,000.00	1,416.67	5,666.68	11,333.32
Ass't. Dean of Voc. Tech	502.12	17,000.00	--	--	17,000.00
Director of Nursing Education	502.12	13,000.00	--	--	13,000.00
Ass't. Nursing Education	502.12	10,000.00	--	--	10,000.00
Registrar & Admissions	502.14	14,000.00	1,166.67	2,916.67	11,083.33
Secretarial, Clerical, Program- mer	502.16	32,000.00	1,517.45	3,586.28	28,413.72
Librarian	502.17	13,500.00	1,125.00	3,375.00	10,125.00
Library Assistants	502.17	15,000.00	686.75	686.75	14,313.25
Other	502.19	1,500.00	--	--	1,500.00
Total Instruction Salaries		<u>\$151,000.00</u>	<u>\$ 7,412.54</u>	<u>\$ 22,231.38</u>	<u>\$128,768.62</u>

<u>EXPLANATION</u>	<u>ACCOU T NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Contractual Services	502.20				
Educational Consultants	502.26	\$ 2,500.00	\$ --	\$ 162.00	\$ 2,338.00
Data Processing	502.27	2,500.00	--	--	2,500.00
Total Contractual Services		<u>\$ 5,000.00</u>	<u>\$ --</u>	<u>\$ 162.00</u>	<u>\$ 4,838.00</u>
Supplies:	502.30				
Professional Books	502.32	\$ 2,500.00	\$ --	\$ --	\$ 2,500.00
Library Supplies	502.37	10,000.00	--	--	10,000.00
Other	502.39	15,000.00	.89	7.89	14,992.11
Total Supplies		<u>\$ 27,500.00</u>	<u>\$ .89</u>	<u>\$ 7.89</u>	<u>\$ 27,492.11</u>
Travel:	502.70				
Faculty	502.71	\$ 5,000.00	\$ 643.51	\$ 2,744.45	\$ 2,255.55
Librarian	502.77	1,000.00	--	--	1,000.00
Other	502.79	2,000.00	118.98	118.98	1,881.02
Total Travel		<u>\$ 8,000.00</u>	<u>\$ 762.49</u>	<u>\$ 2,863.43</u>	<u>\$ 5,136.57</u>
Tuition Paid	502.80	<u>\$ 92,820.00</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 92,820.00</u>
Other Instructional Expenses	502.90	<u>\$ 1,000.00</u>	<u>\$ 176.02</u>	<u>\$ 197.42</u>	<u>\$ 802.58</u>
Total Instructional Expenses		<u>\$285,320.00</u>	<u>\$ 8,351.94</u>	<u>\$25,462.12</u>	<u>\$259,857.88</u>
Health:	504.00				
Salaries	504.10	\$ 500.00	\$ --	\$ --	\$ 500.00
Supplies	504.30	500.00	--	--	500.00
Total Health Expenses		<u>\$ 1,000.00</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 1,000.00</u>
Fixed Charges:	508.00				
Employers Share of Retirement	508.40	\$ 24,000.00	\$ 1,424.78	\$ 4,775.43	\$ 19,224.57
Fringe Benefit Program	508.50	15,000.00	--	1,054.00	13,946.00
Other Insurance	508.51	1,500.00	136.00	433.15	1,066.85
Rentals	508.60	7,500.00	293.03	1,393.24	6,106.76
Interest	508.80	2,000.00	--	--	2,000.00
Operational Bond	508.84	380.00	--	--	380.00
Other	508.89	6,000.00	--	--	6,000.00
Total Fixed Charges		<u>\$ 56,380.00</u>	<u>\$ 1,853.81</u>	<u>\$ 7,655.82</u>	<u>\$ 48,724.18</u>

Budget Report - Educational Fund

- )

October 31, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Capital Outlay:	560.00				
Additional Equipment	563.00	\$ 119,790.00	\$ 3,797.49	\$14,833.16	\$104,956.84
Provision for Contingencies	590.00	\$ 64,914.00	\$ --	\$ --	\$ 64,914.00
 Total Expenditures		<u>\$ 708,554.00</u>	<u>\$ 27,022.95</u>	<u>\$92,640.71</u>	<u>\$615,913.29</u>

WILLIAM RAINEY HARPER COLLEGE  
 District Number 512  
 Building Fund  
 Statement of Position  
 October 31, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCES 10-31-66</u>
Cash:		
Cash in Bank	101.30	\$67,659.23
Investments	102.10	<u>46,830.72</u>
Total Assets		<u><u>\$114,489.95</u></u>
Liabilities		
<u>Fund Balance</u>		
Fund Balance	300.00	<u><u>\$114,489.95</u></u>
<u>Summary of Fund Balance</u>		
Balance - July 1, 1966		\$ -
Add: Revenues to Date		<u>\$124,579.86</u>
		\$124,579.86
Deduct: Expenditures to Date		<u>10,089.91</u>
Balance		<u><u>\$114,489.95</u></u>

WILLIAM RAINI HARPER COLLEGE  
 District Number 512  
 Building Fund - Budget Report  
 October 31, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
<b>Revenue:</b>					
Taxes - Current 1965	401.10	\$134,109.80	\$28,291.13	\$124,579.86	\$ 9,529.94
Interest on Investments	404.00	<u>1,040.20</u>	-	-	<u>1,040.20</u>
TOTAL REVENUE		<u>\$135,150.00</u>	<u>\$28,291.13</u>	<u>\$124,579.86</u>	<u>\$10,570.14</u>
<b>Expenditures:</b>					
Tuition Paid	502.80	<u>\$ 16,380.00</u>	-	-	<u>\$16,380.00</u>
Operation	506.00				
Salaries:	506.10				
President	506.11	\$ 5,000.00	-	-	\$ 5,000.00
Dean of Business Affairs	506.11	4,000.00	-	-	4,000.00
Data Processing	506.15	3,500.00	-	-	3,500.00
Contractual ServicesCustodian	506.20	2,000.00	-	-	2,000.00
Supplies	506.30	500.00	-	-	500.00
Utilities:	506.50				
Water & Sewerage	506.51	250.00	-	-	250.00
Electricity	506.52	1,000.00	-	-	1,000.00
Telephone & Telegraph	506.54	7,000.00	680.06	2,769.50	4,230.50
Other	506.59	<u>1,000.00</u>	-	-	<u>1,000.00</u>
TOTAL OPERATING EXPENSES		<u>\$24,250.00</u>	<u>\$ 680.06</u>	<u>\$ 2,769.50</u>	<u>\$21,480.50</u>
<b>Maintenance:</b>					
Contractual Services	507.00				
Supplies	507.20	\$ 2,000.00	\$ 1,006.50	\$ 2,589.50	\$ ( 589.50)
	507.30	<u>200.00</u>	-	-	<u>200.00</u>
TOTAL MAINTENANCE EXPENSES		<u>\$ 2,200.00</u>	<u>\$ 1,006.50</u>	<u>\$ 2,589.50</u>	<u>\$ ( 389.50)</u>

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Fixed Charges:	508.00				
Employers Share of Retirement	508.40	\$ 1,300.00	-	-	\$ 1,300.00
Fire Insurance	508.50	1,000.00	-	-	1,000.00
Rentals - Office	508.60	20,000.00	\$1,018.33	\$4,656.65	15,343.35
Other	508.65	2,000.00	-	74.26	1,925.74
<b>TOTAL FIXED CHARGES</b>		<b>\$24,300.00</b>	<b>\$1,018.33</b>	<b>\$4,730.91</b>	<b>\$19,569.09</b>
Capital Outlay	560.00				
New Buildings & Improvements	562.00	\$ 61,291.00	-	-	\$61,291.00
Additional Equipment	563.00	5,500.00	-	-	5,500.00
Total Capital Outlay		\$ 66,791.00	-	-	\$66,791.00
Provision for Contingencies	590.00	\$ 1,229.00	-	-	\$ 1,229.00
<b>TOTAL EXPENDITURES</b>		<b>\$135,150.00</b>	<b>\$2,704.89</b>	<b>\$10,089.91</b>	<b>\$125,060.09</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
SITE AND CONSTRUCTION FUND  
Statement of Position  
October 31, 1966

ASSETS	ACCOUNT NUMBER	BALANCES 10-31-66
Cash:		
Cash in Bank-Mt. Prospect State	101.30	\$ (180,585.05)
Cash in Bank-1st National of Chicago	101.31	1,676,846.88
Investments	102.10	1,707,450.00
TOTAL ASSETS		<u>\$3,203,711.83</u>
 <u>Liabilities</u>		
		\$ -
 <u>End Balance</u>		
Fund Balance	300.00	<u>\$3,203,711.83</u>
 <u>Summary of Fund Balance</u>		
Balance - July 1, 1966		\$ -
Add: Revenues to Date		<u>3,394,938.88</u>
		3,394,938.88
Deduct: Expenditures to Date		<u>191,227.05</u>
		191,227.05
Balance		<u>\$3,203,711.83</u>

WILLIAM RAINEY HARPER COLLEGE  
 District Number 512  
 Site and Construction Fund  
 October 31, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Revenue:					
Governmental Divisions	402.00				
Higher Educational Facilities Act	402.81	\$1,000,000.00	-	-	\$1,000,000.00
Other-State	402.90	3,500,000.00			3,500,000.00
Sale of Bonds:	403.00				
Principal on Bonds Sold	403.10	7,375,000.00	\$3,375,000.00	\$3,375,000.00	4,000,000.00
Premiums on Bonds Sold	403.20	-	171.13	171.13	( 171.13)
Accrued Interest on Bonds Sold	403.30		19,767.75	19,767.75	( 19,767.75)
Interest on Investments	404.00	25,000.00	-	-	
TOTAL REVENUE		<u>\$11,900,000.00</u>	<u>\$3,394,938.88</u>	<u>\$3,394,938.88</u>	<u>\$8,480,061.12</u>
Expenditures:					
Fixed Charges:	508.00				
Insurance	508.50	\$ 2,000.00	-	-	\$ 2,000.00
Capital Outlay:	560.00				
Site Acquisition&Improvement	561.00	\$ 2,000,000.00	\$ 15,622.40	\$ 41,297.40	\$1,958,702.60
New Buildings&Improvements	562.00	3,500,000.00	-	149,929.65	3,350,070.35
Additional Equipment	563.00	25,000.00	-	-	25,000.00
TOTAL CAPITAL OUTLAY		<u>\$ 5,525,000.00</u>	<u>\$ 15,622.40</u>	<u>\$ 191,227.05</u>	<u>\$5,333,772.95</u>
TOTAL EXPENDITURES		<u>\$ 5,527,000.00</u>	<u>\$ 15,622.40</u>	<u>\$ 191,227.05</u>	<u>\$5,335,772.95</u>

PROPOSED STATEMENT OF POLICY

COUNSELING PROGRAM POLICY STATEMENT

Harper College is committed to developing and maintaining a comprehensive counseling program. This means that the college will offer service to students in the areas of orientation, academic advising, counseling, testing and psychological referral.

Harper College proposes to employ professionally prepared counselors on a 300 to 1 ratio. These counselors will handle the orientation of students to college (prior to registration and while attending the college), the academic advising program and any vocational, educational or personal-social counseling that is needed. Furthermore, the college will provide a testing service to supplement the counseling program and to meet any other student or faculty needs in the testing area. The college will also provide a psychological referral service which will be limited to the assessment of psychological difficulties and a recommendation for referral.

Harper College is committed to providing a complete counseling service to its evening college students and/or part time students on the same basis as offered to the full time students in the day program.

Recommendations for opening additional positions in the area of Instruction:

A. Instructors

A total of 44 (plus a number of part-time teachers) for a projected enrollment of 800 F.T.E.; qualifications according to subject area and placement as per specifications in salary schedule, with the following breakdown:

ARCHITECTURE and ENGINEERING (design drawing)	1
ART (photography, drawing, painting, ceramics)	1
BIOLOGY (biology, anatomy, zoology)	3
BUSINESS (accounting, typing, shorthand, business law, marketing, advertising, salesmanship)	4
DATA PROCESSING (transfer and career; scientific and business)	2
ELECTRONICS	1
ENGLISH (composition, literature, journalism)	7
FASHION DESIGN	1
FOREIGN LANGUAGES (Spanish, French, German, Russian)	3
HUMANITIES (fine arts, philosophy)	1
MATHEMATICS	3
MUSIC (theory and choral)	1
NURSING (Associate Degree program)	3
PHYSICAL EDUCATION	
(MEN)	2
(WOMEN)	2
PHYSICAL SCIENCE (physics, chemistry)	3
SOCIAL SCIENCE (history, economics, psychology sociology)	5
SPEECH	<u>1</u>
	44

B. Assistant Dean for Evening and Summer Programs

1. Qualifications: Ph.D. or M.A. + 30 to 60 plus experience.
2. Salary: \$15,000 - \$17,000
3. Effective employment date: July 1, 1967

C. Reference Librarian

1. Qualifications: M.S. in Library Science
2. Salary: \$8,500 - \$10,000
3. Effective employment date: July 1, 1967

D. Library Clerks (4)

1. Circulation, Order, Catalog (3)

- a. Qualifications: H.S. graduate - library experience
- b. Salary: \$330 - \$435 (month)
- c. Effective employment date: July 1, 1967

2. Audio Visual

- a. Qualifications: H.S. graduate, library or audio-visual experience; supervisory and administrative experience desirable.
- b. Salary: \$330 - \$435 (month)
- c. Effective employment date: July 1, 1967

E. Secretaries (8) to

1. Division Chairmen (6)

- a. Qualifications: H.S. graduate. Some college desirable. Secretarial skills.
- b. Salary: \$330 - \$425 (month)
- c. Effective employment date: July 1, 1967

2. Assistant Dean of Career Programs and Assistant Dean of Evening and Summer Programs (2)

- a. Qualifications: H.S. graduate. Some college highly desirable. Secretarial experience.
- b. Salary: \$400 - \$500 (month)
- c. Effective employment dates: February 1 and July 1, 1967 respectively.

EXHIBIT C

COUNSELORS (3)

Position Description

Counselors are responsible to the Director of Counseling for the orientation, academic advising, and the educational, vocational, and personal-social counseling of the students assigned to them. They may also teach part time if circumstances warrant and if their teaching assignment is approved by the Director of Counseling.

Qualifications

A Masters Degree in Counseling and Guidance or Psychology, and counseling experience, preferably at the college level.

Salary Range

Counselors will be placed on a nine month teaching contract based on the faculty salary schedule according to educational background and experience. They will receive an additional \$600.00 per year as called for in the faculty salary schedule. They may be employed for a 10th month if needed at an additional month's salary.

Anticipated Date of Employment

August 1, 1967

EXHIBIT C

DIRECTOR OF COUNSELING

Position Description

The Director of Counseling will be responsible to the Dean of Students for the counseling, academic advising, orientation, testing and psychological referral programs of the college.

Qualifications

An Ed.D., Ph.D., or Educational Specialist Degree in counseling, college personnel work or psychology and at least five years counseling experience, preferably at the college level.

Salary Range

\$14,000 - \$16,000 (12 months)

Anticipated Date of Employment

June 1 - July 1, 1967

DIRECTOR OF PLACEMENT AND STUDENT AIDS

Position Description

The Director of Placement and Student Aids will be responsible to the Dean of Students for the placement program of the college which includes helping students find part time work, summer jobs and full time employment, following graduation from occupational curricula. He will also be responsible for scheduling appointments with college representatives for students who will transfer to senior colleges.

He will be responsible for the financial aid program of the college including scholarships, loans, educational opportunity grants, work-study assignments, and other programs which may develop in this area.

In addition, he will have the responsibility for carrying out follow-up studies on graduates and dropouts from Harper College and he will coordinate the housing of out-of-district students.

Qualifications

A Masters Degree in counseling or a related field, and at least five years of teaching, counseling and/or financial aid and placement experience.

Salary Range

\$12,000 - \$14,000 (12 months)

Anticipated Date of Employment

July 1, 1967

CHIEF ACCOUNTANTPosition Description

Under general supervision of the Dean of Business, to supervise the preparation of accurate records and statements related to business operations of the junior college district, supervise employees, supervise the overall financial service in the performances of internal auditing and general accounting functions. Tasks will include the design and implementation of general accounting programs; gather, tabulate and analyze data and make recommendations on the basis of data collected. Special research projects and other work will be assigned as required.

Qualifications

Minimum of a bachelors degree with education and experience in bookkeeping and accounting, plus a thorough knowledge of public school accounting processes with ability to develop forms and procedures for maintaining accounting and statistical records. In addition, cooperativeness, thoroughness, neatness, good health, and reliability are considered important prerequisites to this position.

Salary Range

\$12,000.00 to \$15,000.00 (12 months)

Anticipated Date of Employment

July 1, 1967

PURCHASING AGENT

Position Description

Under the supervision of the Dean of Business and responsible for the development and maintenance of up-to-date purchasing procedures, the procurement of bid quotations in accordance with adopted policy, the maintenance of adequate files for purchase orders, invoices, inventory records and reports. All work must be accomplished in close correlation with the Accounting Department. Special research projects and other work will be assigned as required.

Qualifications

Minimum of a bachelors degree with at least two years purchasing experience. An educational background with specialization in business administration with the ability to plan, organize, and supervise the work of the purchasing function. In addition, cooperativeness, thoroughness, accuracy, reliability, good health, and a pleasing personality are considered important prerequisites to this position.

Salary Range

\$9,000.00 to \$11,000.00 (12 months)

Anticipated Date of Employment

February 1, 1967

## BOOKSTORE MANAGER

Job Description

The bookstore manager will have a dual responsibility, (1) to the Dean of Students for the management of the bookstore, and (2) to the Dean of Business for the maintenance of appropriate fiscal operational procedures. He shall be expected to conduct textbook surveys, update services, set stock levels, supervise employees, conduct periodic inventories, maintain adequate control of supplies and execute other functions inherent in the operation of the bookstore.

Qualifications

A minimum of a B. A. with at least two years in purchasing; an understanding of the general principles and procedures of book-keeping and accounting; knowledge of inventory control procedures; ability to display materials and promote sales; ability to supervise employees; thoroughness; neatness; accuracy; reliability and in good health.

Salary Range

\$7,000.00 to \$9,000.00 (12 months)

Anticipated Date of Employment

April 1, 1967

GRIEVANCE PROCEDURE

The following procedures should become effective only after all possible preliminary avenues of good will have been exhausted. Differences of opinion are not only inevitable but desirable in normal human discourse and interaction. If, notwithstanding the best of efforts and intentions to differ amicably, a grievance situation should arise, the following steps shall apply:

1. Differences between faculty members of the same department should be referred through channels to the next highest authority--the department chairman, division head, or other administrator.
2. Differences between faculty members of different departments should be discussed between the respective department chairmen and then referred to the next highest authority if necessary.
3. Differences between a faculty member and students should be brought to the attention of the department head or higher authority and, if necessary, be resolved through discussion between the student or a delegation of students and a faculty member.
4. Differences between a faculty member and the public should be referred to the appropriate Dean or the President.
5. Should discussion prove unavailing, the President will appoint a College Grievance Committee, in cooperation with the President of the Faculty Senate. Where student grievances are involved, student representation may be included in the Committee.

## PROCEDURE

The procedure for appeals to the Committee shall be as follows:

1. The aggrieved party shall submit a written statement setting forth the nature of his grievance with specific instances of the statements or incidents which, he alleges, constitutes the basis of the grievance, If the chairman of the Committee is of the opinion that the written statement submitted is not sufficiently specific, an additional detailed statement may be required from the appellant.
2. Within fifteen (15) days after submission of the written statement the Committee shall conduct a non-public hearing at which the appellant and his witnesses shall be heard.
3. The Committee shall have the right to call persons and to have records produced.
4. The Committee shall arrive at a determination in executive session within fifteen (15) days after the hearing and such determination shall be made from the record.
5. The Committee shall make a written report of its decision to the President within seven (7) days after arriving at the decision. If the determination of the Committee is adverse to the appellant, the appellant may request of the President that the matter be brought to the Board at the next regular meeting.
6. No rights in this Grievance Procedure are to be inferred as accumulating from those that may exist in the Tenure Policy and have been utilized by the faculty member.

HARPER COLLEGE

FACTORS IN EVALUATION OF ACADEMIC STAFF FOR  
PROMOTION IN RANK

In order to make judgments concerning promotion in academic rank as objective and uniform as possible it is important to set forth criteria according to which such evaluations shall be made. Judgments regarding formal education and professional experience, in particular, may be based upon objective evidence and may therefore be expected to be fairly uniform. Although some of the following categories may be relevant to original appointment in the institution, they are all important in arriving at a determination of the candidate's progress since his arrival:

1. Mastery of Subject Matter: As evidenced by advanced degrees and further study, licenses or certificates, awards, honors, and recognition by colleagues in the subject area.
2. Effectiveness in Teaching: As evidenced by student development and accomplishment, judgment of colleagues, development of teaching materials and techniques as they relate to existing or new courses.
3. Scholarly Ability: As evidenced by publication in the subject field or other area of competence, formulation and completion of significant educational research, and recognition amongst colleagues.
4. Effectiveness of College Service: As evidenced by successful committee or administrative work with students or community in educational, cultural, scientific, or service functions in addition to formal classroom relationships.
5. Continuing Growth: As evidenced in reading or other study, additional course work in the subject field, research or other activities aimed at keeping abreast with or making contributions to knowledge in the subject field, significant participation in conventions or other gatherings of scholars, and the ability to handle successfully increased responsibility.

HARPER COLLEGE

PROCEDURES TO IMPLEMENT PROMOTION IN RANK  
OF ACADEMIC STAFF

1. With the above Factors of Evaluation as a guide, division heads and other appropriate administrators will formulate recommendations for promotion within their area of responsibility by November 1 of each year. They should themselves be as fully cognizant as possible concerning the capabilities and accomplishments of their staff as a result of some regular and ongoing procedure of observation and evaluation. At the time of consideration they may also request faculty members to submit written recommendations concerning candidates whom they feel to be worthy of consideration. Any faculty member who thinks he should be eligible for promotion may inquire of his chairman whether he is being considered and, if not, has the right to initiate his own recommendation and submit it to his chairman. Faculty members must ascertain that all transcripts, confidential papers, and other necessary personal papers are up to date and on file in the President's Office.
2. The foregoing recommendations will be referred for review to the appropriate Dean who will pass them on to the President by November 15.
3. The President, having examined the recommendations, including such as he or the Deans may have added will refer them to the Faculty Promotions Committee by December 1. This Committee shall consist of eight members--one for each of the six divisions, one for the career programs, and one for the counseling area. The Committee will be elected through procedures set up by the Faculty Senate which will determine what proportion of ranks are to be represented, if this is judged to be a critical factor. The Committee will elect its own Chairman. A favorable vote of at least 5 to 3 shall be necessary for the Committee's decision to be regarded as affirmative. Dissenting opinions may be submitted. The Committee shall conclude its deliberations on or before January 1.
4. The Promotions Committee shall submit its selections to the President who will arrive at a final recommendation to the Board by February 1. The President shall also at this time include recommendations concerning such administrative officers as he deems worthy of consideration.

5. The President shall announce the decision of the Board concerning promotions in rank and the respective salary adjustment on or before March 1, if possible, but no later than March 15 of the spring semester.

#### Administrative Rank

Harper College will grant rank for administrators. The same schedule will be followed as for the teaching faculty except that administrators may substitute successful college administrative experience for college teaching experience.

Promotion of administrators in rank will be by recommendation of the President and approval by the Board.

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

Proposed Salary Schedule 1967-68  
(9 Month Schedule)

Base \$7,000.00  
Increments \$350.00

<u>Steps*</u>	<u>Ratio</u>	<u>Instructor</u> (1.0)	<u>Assistant Professor</u> (1.15)	<u>Associate Professor</u> (1.3)	<u>Professor</u> (1.45)
1		\$ 7,000.00	\$ 8,050.00	\$ 9,100.00	\$10,150.00
2	.05	7,350.00	8,400.00	9,450.00	10,500.00
3	.10	7,700.00	8,750.00	9,800.00	10,850.00
4	.15	8,050.00	9,100.00	10,150.00	11,200.00
5	.20	8,400.00	9,450.00	10,500.00	11,550.00
6	.25	8,750.00	9,800.00	10,850.00	11,900.00
7	.30	9,100.00	10,150.00	11,200.00	12,250.00
8	.35	9,450.00	10,500.00	11,550.00	12,600.00
9	.40	9,800.00	10,850.00	11,900.00	12,950.00
10	.45	10,150.00	11,200.00	12,250.00	13,300.00
11	.50	10,500.00	11,550.00	12,600.00	13,650.00
12	.55	10,850.00	11,900.00	12,950.00	14,000.00
13	.60	11,200.00	12,250.00	13,300.00	14,350.00
14	.65		12,600.00	13,650.00	14,700.00
15	.70		12,950.00	14,000.00	15,050.00
16	.75		13,300.00	14,350.00	15,400.00
17	.80			14,700.00	15,750.00
18	.85			15,050.00	16,100.00
19	.90				16,450.00
20	.95				16,800.00
21	1.00				17,150.00

\*Not synonymous with "year".

Guidance Counselors - add \$600.00 per year.

Division Chairmen - add \$600.00 per year and reduce load at specified levels.

- A. Credit for prior experience allowed as specified in minimum rank qualifications.
- B. Credit up to a maximum of two years allowed for military experience.
- C. Release time schedule for Division Chairmen:

<u>Size of Division</u>	<u>Release Time</u> for Division Chairmen (on semester basis)
5-9	5 teaching hours or (1/3 load)
10-14	6
15-19	7 )beyond this--start split-
20-24	8 )ting with a Dept. Chairman
25-29	9
30 +	10

D. Fringe Benefits. See separate statement for details.

PROPOSED SALARY SCHEDULE FOR  
PART-TIME # AND TEMPORARY ## TEACHERS

(Salary rate per course - 3 semester hrs.)

Teaching Experience	B.A.	M.A.	M.A. + 30	M.A. +60	Ph.D. or Ed.D.
0 - 3 Years	400	450	500	550	600
4 - 10 Years	450	500	550	600	650
More than 10 Years	500	550	600	650	700

# A "Part-time academic employee" is one who teaches more than fourteen but less than twenty-four semester hours per contract year, excluding the summer term.

## A "Temporary academic employee" is one who is under contract for less than a contract year.

The following is a guide for initial placement on the regular teaching schedule.

### MINIMUM QUALIFICATIONS

Instructor	Master's Degree in Subject Field*, or Bachelor's Degree plus three to five years experience in Technical Field.
Assistant Professor	Doctor's Degree in Subject Field*, or Master's Degree in Subject Field* and five years professional experience, or Bachelor's Degree plus five years experience in Technical Field plus five years in teaching experience, or Bachelor's Degree plus at least ten years experience in Technical Field.
Associate Professor	Doctor's Degree in Subject Field* and five years professional experience at least two of which must be successful college teaching, or Master's Degree in Subject Field* plus at least 30 graduate hours beyond the Master's Degree, and ten years professional experience, at least two years of which must be successful college teaching, or Master's Degree in the Subject Field* and fifteen years professional experience.
Professor	Doctor's Degree in Subject Field* and ten years professional experience at least five of which must be successful college teaching, or Master's Degree in Subject Field*, plus at least 60 graduate hours beyond the Master's Degree, fifteen years professional experience at least five of which must be successful college teaching, and other exceptional qualifications and demonstrated instructional leadership.

\* or approved related area

### RECOMMENDATION OF PROMOTIONS

In the early part of the spring semester of each school year all positions will be evaluated, and consideration will be given to maintain the following proportion of academic level.

Approximate Percentages of Levels

Level A	Professor	15%
Level B	Associate Professor	25%
Level C	Assistant Professor	30%
Level D	Instructor	30%

THE EARLY YEARS

It should be realized that in the early years of the operation of the college the upper levels may not be filled, and there will be a disproportionate percentage of faculty in the lower levels. In general, an attempt will be made to reserve a major portion of the upper levels for faculty members who may be able to qualify within a reasonable period of time.

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, County of Cook and State of Illinois, pursuant to authority of the law has heretofore established an Imprest Fund for the purpose of meeting certain expenses sooner than they would otherwise be paid were payment deferred until their formal approval at the Board meeting next following, and

WHEREAS, it is the opinion of this Board that it would be to the convenience and economic advantage of the District to establish a Credit Card System through which facility authorized telephone, travel and related expense items might be incurred,

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

1.) That a Credit Card System be and hereby is authorized for telephone, travel and related expense items.

2.) That the said expenses be incurred through, charged to and paid from the Imprest Fund of the District, subject to the provisions contained in those resolutions heretofore adopted by this Board, having application thereto.

3.) That the President and Secretary of this Board be and hereby are authorized, empowered and instructed to execute such documents necessary to implement this resolution.

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

ATTEST:

*John A. Haas*  
\_\_\_\_\_  
President

*Jessie M. Duple*  
\_\_\_\_\_

WHEREAS, the Board of Junior College District No. 512, County of Cook and State of Illinois, pursuant to authority of the law has heretofore established an Imprest Fund for the purpose of meeting certain expenses sooner than they would otherwise be paid were payment deferred until their formal approval at the Board meeting next following, and

WHEREAS, it is the opinion of this Board that it would be to the convenience and economic advantage of the District to establish a Credit Card System through which facility authorized telephone, travel and related expense items might be incurred,

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

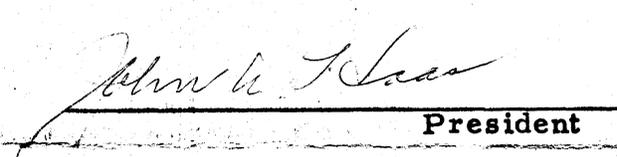
1.) That a Credit Card System be and hereby is authorized for telephone, travel and related expense items.

2.) That the said expenses be incurred through, charged to and paid from the Imprest Fund of the District, subject to the provisions contained in those resolutions heretofore adopted by this Board, having application thereto.

3.) That the President and Secretary of this Board be and hereby are authorized, empowered and instructed to execute such documents necessary to implement this resolution.

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

ATTEST:

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

## COMPLETE COURSE OFFERINGS (CAREER and TRANSFER)

(Assume 700 F.T. + 900 P.T. = 1000 + F.T.E.)

(All courses are 3 credit hours, unless otherwise noted)

COURSESSECTIONSARCHITECTURE AND ENGINEERING (1 faculty member,  
plus one part-time)

Architecture 101 (Introduction)	8 contact	2
Architecture 105 (Blueprint Reading)	2 credit hours 4 contact	1
(One part-time faculty)		
Engineering 99 (Elements of Engineering Drawing)	6 contact	2
Engineering 120 (Engineering Graphics)	6 contact	2
Engineering 130 (Descriptive Geometry)	6 contact	1

## ART (1 faculty member, with help from Fashion Design)

Art 111 (Photography)	2 credit hours. 3 contact	1
Art 140 (Figure Drawing and Composition)	2 credit hours. 4 contact	2
Art 165 (Water Color Painting)	2 credit hours. 4 contact	2
Art 166 (Oil Painting Techniques)	2 credit hours. 4 contact	1
Art 191 (Ceramics and Sculpture)	2 credit hours. 4 contact	1

## BIOLOGY (3 faculty members)

Biology 101 (General Course)	3 hours - no lab.	2
Biology 111 (General Course)	4 hours - with lab.	7
Biology 125 (Human Structure and Function)	4 credit hours lab. For Nursing Program	1
Zoology 211 (General Zoology)	4 or 5 credit hours. 6 or 8 contact	1

## BUSINESS (5 faculty members &amp; part-time from Data Processing)

Business 101 (Accounting I)		3
Business 102 (Accounting II)		2
Business 110 (Development of Modern Business)		2
Business 111 (Business Organizations and Management)		1
Business 116 (Typing I)	2 credit hours. 4 contact	4
Business 117 (Typing II)	2 credit hours. 4 contact	2

COURSES

SECTIONS

Business 121 (Shorthand I) (Gregg) 4 credit hours	2
Business 122 (Shorthand II) (Gregg) 4 credit hours	1
Business 123 (Dictation & Transcription) 5 credit hours. 6 contact	1
Business 131 (Office Machines) 2 credit hours. 4 contact	1
Business 150 (Business Math)	1
Business 211 (Business Law I)	1
Business 220 (Marketing)	1
Business 230 (Advertising)	1
Business 245 (Salesmanship)	1

DATA PROCESSING (1 faculty member; can double in business)

Data Processing 101 (Introduction to Data Processing) 5 contact	3
Data Processing 111 (Electronic Unit Record Equipment) 4 credit hours. 6 contact	2
Data Processing 102 (Key punch and Key verifying) 5 contact	4

ELECTRONICS (1 faculty member; can double in Physical Science area)

Electronics 101 (Fundamentals of Electronics I) 4 credit hours. 6 contact	1
Electronics 105 (Resistive Circuits I) 4 credit hours. 6 contact	1

ENGLISH - COMMUNICATIONS (10 faculty members) + part-time

Reading 91 (Basic Reading Skills) 2 credit hours	2
English 91 (Composition)	1
English 99 (Composition) (25 in a class)	10
English 101 (Composition)	30
English 110 (Business Writing)	1
Literature 105 (Poetry)	1
Literature 110 (Drama)	2
Literature 115 (Fiction)	2
Literature 121 (American Literature from Colonial Days to Civil War)	1
Reading 99 (Developmental Reading) 2 credit hours	2
English 130 (Journalism - College Newspaper) 1 credit hr.	1

COURSES

SECTIONS

FASHION DESIGN (1 faculty member; double in Art area)

Fashion Design 105 (Fashion Illustration) 2 credit hours. 3 contact	1
Fashion Design 107 (Basic Design) 2 credit hours. 3 contact	1
Fashion Design 116 (Textiles) 2 credit hours. 3 contact	1

FOREIGN LANGUAGES (3 faculty members and part-time, if needed)  
(Possibly combine some)

French 101 - 4 credit hours. 4 or 5 contact	2
French 102 - 4 credit hours.	1
French 201 - 3 credit hours. 3 or 4 contact	1
French 210 (Introduction to Modern Literature) 3 or 4 contact	1

German 101 - 4 credit hours	2
German 102 - 4 credit hours)	1
German 201 - 3 credit hours)	1
German 210 - (Introduction to Modern Literature)	1

Spanish 101 - 4 credit hours	2
Spanish 102 - 4 credit hours)	1
Spanish 201 - 3 credit hours)	1
Spanish 210 - (Introduction to Modern Literature)	1

Russian 101 - 4 credit hours	2
Russian 102 - 4 credit hours	1
Russian 201 - 3 credit hours	1
Russian 210 - (Introduction to Modern Literature)	1

HUMANITIES (1 faculty member; possibly double in Music area)

(The general course could serve as an elective but would  
become essentially a sophomore level core-curriculum course)

Humanities 201 (General Course)	2
Fine Arts 110 (History of Painting, Sculpture and Architecture)	1
Philosophy 110 (Logic)	1

COURSES

SECTIONS

MATHEMATICS (3 faculty members and possible part-time)

Mathematics 94 (Arithmetic: A College Approach)	1
Mathematics 95 (Algebra: ACA)	1
Mathematics 96 (Geometry: ACA)	1
Mathematics 101 (Fundamentals of Mathematics I)	1
Mathematics 103 (College Algebra)	2
Mathematics 104 (Plane Trigonometry)	2
Mathematics 105 (Analytic Geometry)	1
Mathematics 106 (Mathematics for Technicians I) 4 credit hours	2
Mathematics 108 (Electronics Mathematics I)	1
Mathematics 111 (Introduction to College Mathematics I) 5 credit hours	1
Mathematics 115 (The Slide Rule) 1 credit hour	1
Mathematics 201 (Calculus I) 5 credit hours	1

MECHANICAL TECHNOLOGY (Faculty from Engineering or  
Physical Science area)

Mechanical Technology 101 (Manufacturing Processes)	1
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MUSIC (1 faculty member and part-time)

Music 101 (Fundamentals of Music Theory) - suitable for pre-teachers	1
Music 102 (Theory I) (for Music majors)	1
Music 103 (Theory II)	1
Music 121 (History of Music to 1750)	1
Music 135 (Chorus)	1
Music 146 (Instrumental Ensembles)	1

NURSING (Faculty from Nursing staff)

Nursing 101 (Foundations of Nursing) 5 credit hours	1
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PHYSICAL EDUCATION - Men (2 faculty members & possible  
part-time)

(30 to a class) All meet twice a  
week to satisfy  
P.E. requirement

Physical Education 112 (Gymnastics and Tumbling)	1
Physical Education 114 (Physical Conditioning)	2
Physical Education 124 (Basketball)	1

COURSES

SECTIONS

Physical Education 126 (Volleyball)	3
Physical Education 132 (Swimming - Beginning)	1
Physical Education 134 (Swimming - Intermediate)	1
Physical Education 136 (Swimming - Advanced)	1
Physical Education 160 (Square Dancing)	1
Physical Education 174 (Badminton)	1
Physical Education 176 (Bowling)	2
Physical Education 180 (Golf)	1
Physical Education 182 (Table Tennis)	2
Physical Education 184 (Tennis)	1
Physical Education 186 (Track and Field)	1
Physical Education 188 (Wrestling)	1

PHYSICAL EDUCATION - Women (2 faculty members)

(30 to a class)

Physical Education 115 (Physical Conditioning)	1
Physical Education 125 (Basketball)	1
Physical Education 127 (Volleyball)	2
Physical Education 133 (Swimming - Beginning)	1
Physical Education 135 (Swimming - Intermediate)	1
Physical Education 137 (Swimming - Advanced)	1
Physical Education 157 (Modern Dancing)	1
Physical Education 161 (Square Dancing)	1
Physical Education 175 (Badminton)	1
Physical Education 177 (Bowling)	2
Physical Education 181 (Golf)	1
Physical Education 183 (Table Tennis)	1
Physical Education 185 (Tennis)	1
Physical Education 187 (Track and Field)	1

PHYSICAL SCIENCE (4 faculty members and part-time from  
Electronics and outside)

Natural Science 92 (Preparatory Course)	1
Physical Science 101 (General Course) no lab.	2
Physical Science 111 (General Course) 4 hours - with lab. 5 contact	4
Chemistry 121 (Basic Chemistry I) 5 contact	1
Chemistry 201 (Inorganic Chemistry) 5 credit hours. 8 contact	1
Chemistry 202 (Chemistry of Metals and Qualitative Analysis) 4 or 5 credit hours. 6-9 contact	1
Geology 201 (Physical Geology) 4 contact	1
Physics 121 (Mechanics and Power) 4 contact	2

COURSES

SECTIONS

PHYSICAL SCIENCE (continued)

Physics 201 or Physics 211 (Mechanics & Heat)  
4 or 5 credit hours combined class.  
6 or 8 contact 1

SOCIAL SCIENCE (7 faculty members and part-time)

Social Science 91 (Preparatory Course) 1  
Social Science 101 (General Course) 25

Anthropology 201 (General Anthropology) 1  
Economics 201 (Principles of Economics I) 1  
Geography 101 (World Geography) 1  
History 111 (History of the American People to 1865) 2  
History 112 (History of the American People from 1865) 1  
History 141 (History of Western Civilization to 1500) 1  
Political Science 201 (The National Government) 2  
Psychology 201 (General Psychology) 1  
Sociology 201 (Introduction to the Study of Society) 1

SPEECH AND DRAMA (1 faculty member and part-time)

Speech 91 (Basic Speaking and Listening) 1  
Speech 101 (Fundamentals of Speech) 4  
Speech 102 (Public Speaking) 1

## HARPER COLLEGE

### STATEMENT OF PHILOSOPHY

William Rainey Harper College believes strongly in an educational program that will provide opportunities for intellectual, cultural, and social development together with the furthering of skills related more directly to the earning of a livelihood. Believing, further, that in an age of rapid technological change a broad and generalized program has a more lasting value than one too directly aimed at specific and specialized training alone, Harper College requires its students to take courses in Communications, Social Science, Natural Science, and Humanities. These courses, modified somewhat to meet individual needs and particular programs of study, and including Physical Education (a State requirement) constitute a General Education Core. The Core also varies in some respects according to whether the student follows a transfer program, either with the Associate in Arts or Associate in Science option, or whether he pursues a terminal (career) program.

### DEGREE REQUIREMENTS

Harper College offers three degrees, the Associate in Arts, the Associate in Science, and the Associate in Applied Arts. The A.A. and the A.S. degrees are conceived as transfer programs to a four-year institution, whereas the A.A.A.S. is structured primarily to lead directly to employment. In each particular curriculum under these

three two-year programs the student will be scheduled for a minimum of 64 hours (including four hours in Physical Education) in approved courses to satisfy graduation requirements. Counselors will suggest the most appropriate sequence of courses to be followed in each two-year program. However, in general, courses numbered below 100 are regarded as remedial, courses numbered 101 to 199 are on the freshman level, while courses numbered in the 200 series are designed for sophomores. The general requirements for each of these degree areas is as follows:

<u>A.A. (Associate in Arts) Degree (Transfer Program</u>	<u>Hours</u>
English 101, 102 <sup>1</sup>	6
Social Science 101, 102 <sup>2</sup>	6
Biological Science <sup>3</sup> or Physical Science <sup>4</sup>	6-8
Humanities 201, 202 <sup>5</sup>	6
Foreign Language or Mathematics <sup>6</sup>	0-9
Physical Education	<u>4</u>
	28-39*

<sup>1</sup>Other recommended communications courses Speech 101 and English 241 (Creative Writing).

<sup>2</sup>Or other approved Social Science courses.

<sup>3</sup>Biology, Zoology, Botany, Anatomy, Microbiology.

<sup>4</sup>Physical Science, Chemistry, Physics, Astronomy, and Geology. Student should see catalog of the college to which he expects to transfer for requirements in science.

<sup>5</sup>Students with less than a C in English 101 and 102 should take Fine Arts 105, 110 or Literature (Freshman level) and Philosophy 110 (Logic).

<sup>6</sup> Student should see requirement of college to which he expects to transfer. If neither is required, the student must nevertheless pass a mathematics proficiency test or successfully complete Mathematics 94.

\*In addition to the above general degree requirements a student in consultation with his counselor will select appropriate electives in keeping with his educational goal and the requirements of the college to which he will transfer.

<u>A.S. (Associate in Science ) Degree (Transfer Program)</u>	<u>Hours</u>
English 101, 102 <sup>1</sup>	6
Social Science 101, 102 <sup>2</sup>	6
Biological Science <sup>3</sup> and/or Physical Science <sup>4</sup>	6-20
Humanities 201-202 <sup>5</sup>	6
Mathematics <sup>6</sup>	0-3
Physical Education	<u>4</u>
	28-45*

<sup>1</sup> Other recommended communications courses are Speech 101 and English 241 (Creative Writing).

<sup>2</sup> Or other approved Social Science courses.

<sup>3</sup> Biology, Zoology, Botany, Anatomy, Microbiology.

<sup>4</sup> Physical Science, Chemistry, Physics, Astronomy, and Geology. Student should see catalog to which he expects to transfer for requirements in science.

<sup>5</sup> Students with less than a C in English 101 should take Fine Arts 105, 110 or Literature (Freshman level) and Philosophy 110 (Logic).

<sup>6</sup> Student should see requirements of college to which he expects to transfer. If mathematics is not required there or in the particular curriculum at Harper leading to the A.S. Degree, the student must nevertheless pass a mathematics proficiency test or successfully complete Mathematics 94.

\*In addition to the above general degree requirements a student in consultation with his counselor will select appropriate electives in

keeping with his educational goal and the requirements of the college to which he will transfer.

A.A.A.S. (Associate in Applied Arts and Science) Degree (Career Program)	<u>Hours</u>
English 101 <sup>1</sup> , 102	6
Social Science 101, 102 <sup>2</sup>	6
Humanities 201 <sup>3</sup> or Fine Arts 105 or Fine Arts 110 or Philosophy 110 or Literature elective	3
Mathematics <sup>4</sup>	0-3
Physical Education	<u>4</u>
	19-22*

<sup>1</sup>Students not qualifying in placement test for English 101 should first take English 99 or other preparatory courses. Recommended but not required are additional communications courses, particularly Speech 101.

<sup>2</sup>Or other approved Social Science courses.

<sup>3</sup>Completion of the 201, 202 sequence is recommended.

<sup>4</sup>Students must either pass a Mathematics Proficiency Test or successfully complete Mathematics 94.

\*In addition to the above general degree requirements a student in consultation with his counselor will be programmed for other appropriate courses in keeping with the particular career programs he has chosen.



Junior College District #512  
 William Rainey Harper College  
 34 W. Palatine Road  
 Palatine, Illinois

Bond Sale Investment Program - \$3,375,000.00

<u>Institution of Investment</u>	<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount of Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Total</u>
1st National Bank	Sale of Bonds	\$3,375,171.13	47 days	1,575,000-4.75 200,000-4.30 1,600,000-4.25	\$19,767.75	\$171.13	\$19,938.88
<u>LOOP BANKS</u>							
Continental Ill.	C.D.	\$ 100,000.00	3 months	5.5	\$ 1,375.00		\$ 1,375.00
Harris Trust	C.D.	100,000.00	3 months	5.5	1,375.00		1,375.00
Central National	C.D.	100,000.00	3 months	5.5	1,375.00		1,375.00
American National	C.D.	100,000.00	3 months	5.5	1,375.00		1,375.00
Northern Trust	C.D.	100,000.00	3 months	5.5	1,375.00		1,375.00
				TOTAL			\$5,525.00
A.G.Becker	FNMA	\$ 882,450.00	4 months	5.85	\$17,550.00		\$19,400.00
				Total Interest earned - February 17, 1967			\$44,175.00
<u>Junior College District Banks</u>							
Palatine National	C.D.	\$25,000.00	6 months	4.5	\$ 562.50		\$ 562.50
Schaumburg	C.D.	25,000.00	6 months	4.5	562.50		562.50
1st National	C.D.	25,000.00	6 months	4.5	562.50		562.50
Mt. Prospect							
Bank of Arlington Heights	C.D.	25,000.00	6 months	4.5	562.50		562.50
First Arlington National	C.D.	25,000.00	6 months	4.5	562.50		562.50
Bank of Rolling Meadows	C.D.	25,000.00	6 months	4.5	562.50		562.50
Wheeling Trust	C.D.	25,000.00	6 months	4.75	593.75		593.75
Bank of Elk Grove	C.D.	25,000.00	6 months	5.00	625.00		625.00
1st Bank of Palatine	C.D.	25,000.00	6 months	5.00	625.00		625.00
				TOTAL	\$5,218.75		\$5,218.75

Investment Program - \$3,375,000.00 continued

<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount or Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Total Interest and Premium</u>
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Local Bank C.D.	\$100,000.00	6 months	5.5	\$2,750.00		
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TOTAL

Total Interest Earned April 17, 1966 \$2,750.00

\$52,332.63

\$3,375,000.00 Bond Sale

College District Banks - C.D.	\$ 225,000.00
- C.D.	600,000.00
- FNMA	882,450.00
	171.13
to Date	19,767.75
Local Checking Account	<u>1,667,550.00</u>
Total Principle and Interest	<u>\$3,394,938.88</u>

Bond Sale Investment Program - \$3,375,000.00 continued

<u>Institution of Investment</u>	<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount or Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Total and Interest</u>
1st National Bank	C.D.	\$100,000.00	6 months	5.5	\$2,750.00		\$ 2,750.00
TOTAL							\$52,750.00
Total Interest Earned April 17, 1966							\$52,750.00

Re Cap of \$3,375,000.00 Bond Sale

<u>Investments</u>	<u>Amount</u>
Junior College District Banks - C.D.	\$ 225,000.00
Loop Banks - C.D.	600,000.00
A.G.Becker - FNMA	882,450.00
Premiums	171.13
Interest to Date	19,767.75
1st National Checking Account	1,667,550.00
Total Principle and Interest	<u>\$3,394,938.88</u>



Junior College District #512  
 William Rainey Harper College  
 34 W. Palatine Road  
 Palatine, Illinois

Bond Sale Investment Program - \$3,375,000.00

<u>Institution of Investment</u>	<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount of Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Total and</u>
1st National Bank	Sale of Bonds	\$3,375,171.13	47 days	1,575,000-4.75	\$19,767.75	\$171.13	\$19,938.88
				200,000-4.30			
				1,600,000-4.25			
<u>LOOP BANKS</u>							
Continental Ill.	C.D.	\$ 100,000.00	3 months	5.5	\$ 1,375.00		
Harris Trust	C.D.	100,000.00	3 months	5.5	1,375.00		
Central National	C.D.	100,000.00	3 months	5.5	1,375.00		
American National	C.D.	100,000.00	3 months	5.5	1,375.00		
Northern Trust	C.D.	100,000.00	3 months	5.5	1,375.00		
TOTAL							
					Total Interest Earned - January 17, 1967		\$26,613.88
A.G. Becker	FNMA	\$ 882,450.00	4 months	5.85	\$17,550.00		
					Total Interest earned - February 17, 1967		\$44,170.00
<u>Junior College District Banks</u>							
Palatine National	C.D.	\$25,000.00	6 months	4.5	\$ 562.50		
Schaumburg	C.D.	25,000.00	6 months	4.5	562.50		
1st National	C.D.	25,000.00	6 months	4.5	562.50		
Mt. Prospect							
Bank of Arlington Heights	C.D.	25,000.00	6 months	4.5	562.50		
First Arlington National	C.D.	25,000.00	6 months	4.5	562.50		
Bank of Rolling Meadows	C.D.	25,000.00	6 months	4.5	562.50		
Wheeling Trust	C.D.	25,000.00	6 months	4.75	593.75		
Bank of Elk Grove	C.D.	25,000.00	6 months	5.00	625.00		
1st Bank of Palatine	C.D.	25,000.00	6 months	5.00	625.00		
TOTAL							
					Total Interest earned - February 17, 1967		\$5,218.75

\$ 5,

<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount or Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Total Interest and Premium</u>
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Local Bank C.D.	\$100,000.00	6 months	5.5	\$2,750.00		\$ 2,750.00
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TOTAL  
 Total Interest Earned April 17, 1966 \$52,332.63

\$3,375,000.00 Bond Sale

College District Banks - C.D.	\$ 225,000.00
- C.D.	600,000.00
- FNMA	882,450.00
	171.13
to Date	19,767.75
Local Checking Account	<u>1,667,550.00</u>
Total Principle and Interest	<u>\$3,394,938.88</u>

Bond Sale Investment Program - \$3,375,000.00 continued

<u>Institution of Investment</u>	<u>Type of Investment</u>	<u>Amount of Investment</u>	<u>Length of Investment</u>	<u>Interest Rate</u>	<u>Discount or Int. Earned at Maturity</u>	<u>Premium Earned</u>	<u>Tot and</u>
1st National Bank	C.D.	\$100,000.00	6 months	5.5	\$2,750.00		\$ 2
TOTAL					Total Interest Earned April 17, 1966		<u>\$52</u>

Re Cap of \$3,375,000.00 Bond Sale

Investments

Junior College District Banks - C.D.	\$ 225,000.00
Loop Banks - C.D.	600,000.00
A.G.Becker - FNMA	882,450.00
Premiums	171.13
Interest to Date	19,767.75
1st National Checking Account	<u>1,667,550.00</u>
Total Principle and Interest	<u>\$3,394,938.88</u>