Call to Order

Roll Call

Approval of Minutes

Approval of Bills

Communications

Unfinished Business

New Business

A. 1967-1968 Salary Recommendations
   (1) Administrative (Exhibit A-1)
   (2) Classified (Exhibit A-2)

B. Fringe Benefit Program - 1967-1968 - Recommendation (Exhibit B)

C. Awarding of Bids - Recommendation
   (1) Office Furniture and Equipment (Exhibit C-1)
   (2) Instructional Equipment and Supplies (Exhibit C-2)

D. Recommendation - Purchase of College Delivery Vehicle (Exhibit D)

E. Recommendation - Appointment of Superintendent of Building and Grounds (Exhibit E)

F. Recommendation - 1966-1967 Budget Adjustments (Exhibit F)

G. Recommendation - Appointment of Assistant Dean of Transfer Program (Exhibit G)

H. Other

President's Report

Adjournment
June 16, 1967

Board of Trustees

Dear Trustee:

Enclosed is the agenda and supporting materials for the regular board meeting of June 22. You will note that Exhibits B, C-1, and D will be hand carried to the board meeting since all information will not be in until June 21.

Under "Other Items" Attorney Hines will be prepared to make a recommendation on extended insurance coverage on the Jayne barn for the months of July and August. We will ask for board direction on Attorney Hines' recommendation.

I look forward to seeing you on June 22, 1967 at eight o'clock in the evening, 799 West Kensington Road, Mount Prospect.

Sincerely,

[Signature]
Robert E. Lahti
President

REL:eaw
Enclosures
Minutes of the Regular Board Meeting, Thursday, June 22, 1967.

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512, was called to order at 8:10 p.m. at 722 West Kensington Road, Mount Prospect, Illinois, by President Haas.

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

Also present: Joseph B. Gatts, Insurance Consultant, Elmer Rowley, Dean of Joliet Junior College, R. M. Whitaker, Secretary, Wm. Glasscock, President, L. W. Ingmire, Vice President, Allen Holler, Member, Board Members of Joliet Junior College, District 525; Charlene Baron, League of Women Voters; Ralph P. Klatt, Des Plaines Suburban Times; Elizabeth Alanne, Day Publications; W. J. Vanderen and Betty J. Vanderen, Citizens of Mount Prospect; Elaine Mehlman, Paddock Publications, Inc.; Don Misic, Dr. Herbert Pankratz, John H. Upton, Anton A. Dolejs, and Eleanor A. Williams, Harper College.

MINUTES: The minutes of the regular board meeting of June 8 were read and corrected as follows:

Member Johnson referred to page 2, paragraph 7, and indicated the word "only" be eliminated.

Attorney Hines concurred and reconstructed the paragraph to read as follows:

"Attorney Hines indicated that the requirements to qualify for membership on the Board of Junior College District No. 512 were:

1. One year residency within the chart of the district.
2. Must be a citizen of the United States.
3. Must be 21 years of age.
4. Must not be a member of a common school board."
Member Johnson moved and Member Nicklas seconded the motion to approve the minutes of June 8, 1967 as amended.

Upon roll call, the vote was as follows:

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

Member Johnson moved and Member O'Dea seconded the motion to approve the payroll of June 30, 1967 in the amount of $26,749.20.

Upon roll call, the vote was as follows:

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

Member Hansen entered the meeting at 8:19 p.m.

Dr. Lahti commented on the check made payable to the Holiday Manufacturing Company in that this check will be held for payment until June 29. At this time, construction on the mobile units at Elk Grove should be advanced enough to warrant payment in the amount of $100,000.

Member O'Dea inquired as to who is representing us in the supervision of the construction of the mobile units. Dr. Lahti informed the board that Dr. Perry and Mr. Misic have undertaken this project until such time as our Supervisor of Buildings and Grounds is employed.

Mr. Haas inquired as to the impression Mr. Misic has on those units now completed. Mr. Misic replied that the units are being constructed according to specifications and have a good appearance. Weather permitting and barring any unforeseen obstacles, all eight units should be completed by July 3.

Mr. O'Dea asked if our catalog printing bills were being paid on current basis. He was informed that all bills were up to date.

Member O'Dea inquired about the telephone bill in the amount of $27.97. Mr. Dolejs replied this bill was a supplementary bill and the new invoice was received too late to be entered on this listing.
INVOICES: (Continued)

Member Johnson inquired if library rental costs anticipated from District No. 214 for 1967-68 were due and payable on July 1, 1967.

Dr. Lahti replied the library rental fee has been pro-rated for the year with other rental fees tentatively to be paid at the end of the year.

Member Johnson indicated he would like to have the payments encumbered on a monthly basis with a final adjustment at the end of the academic year.

Member Johnson also referred to the George Jayne listings and inquired if these were the result of the division of George Jayne's and our share of the tax bill.

Frank Hines replied the purchase price had been reduced accordingly, therefore we have to pay the taxes for the calendar year of 1966.

Dr. Lahti referred to the invoice from Caudill, Rowlett, and Scott and informed the board the amount of $44,349.40 included construction drawings completed on April 15.

Member O'Dea moved and Member Johnson seconded the motion to approve for payment the Educational Fund Invoice Listing in the amount of $18,775.37.

Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, and Nicklas
Nay: None

Member Hansen moved and Member Johnson seconded the motion to approve, for payment, the Building Fund Invoice Listing, in the amount of $1,303.67.

Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, and Nicklas
Nay: None

Member Hansen moved and Member Johnson seconded the motion to approve for payment, the Site & Construction Fund Invoice Listing in the amount of $153,281.11.

Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, and Nicklas
Nay: None
COMMUNICATIONS:
Secretary Nicklas read the following communications:

A letter from State Representative Eugene F. Schlickman thanking John Haas for his communication concerning House Bill 2221.

A letter to John Haas from David Regner, State Representative, thanking him for his communication concerning the biennial appropriation for junior college construction and Senate Bill 515.

NEW BUSINESS:
Dr. Lahti presented to the board the 1967-68 Administrative Salary Schedule and commented that recommendations were based on individual performance on the job and understanding of the job. Adjustments in some instances were made to keep certain positions competitive with other junior colleges in the state.

The administrators have been informed that salary increases recommended this year include adjustments to a very competitive market and will not follow a similar pattern in the future. Reference was made to the salary and fringe benefit survey Dr. Lahti made of junior colleges in Illinois.

Member Johnson moved and Member Hansen seconded the motion to approve the Administrative Salary Schedule for the 1967-68 fiscal year as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>1967-68 Salary Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Instruction</td>
<td>$19,200.00</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>19,200.00</td>
</tr>
<tr>
<td>Director of Admissions and/or Registrar</td>
<td>15,400.00</td>
</tr>
<tr>
<td>Dean of Business</td>
<td>19,500.00</td>
</tr>
<tr>
<td>Director of Institutional Development and Comm. Relations</td>
<td>15,400.00</td>
</tr>
<tr>
<td>Director of Research &amp; Data Processing</td>
<td>15,500.00</td>
</tr>
<tr>
<td>Director of Nursing Education</td>
<td>13,000.00</td>
</tr>
</tbody>
</table>

Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, and Nicklas
Nay: None
NEW BUSINESS: (Continued)

Dr. Lahti presented to the board the 1967-68 Classified Salary Schedule and Job Descriptions. Dr. Lahti commented that much time had been spent by Dr. Perry and Mr. Dolejs in establishing this schedule. The adequacy of the schedule was checked with the Northwest Suburban Industrial Council, District No. 214, and a large loop office. He stated that he felt the schedule was reasonable and competitive.

Member O'Dea inquired as to the rationale of depth between the salary schedule and the salary range. Dr. Lahti gave his explanation and commented that the board reserves the right to decrease or increase the salary schedule.

Member Johnson inquired what percentage was used to establish increases. Mr. Dolejs responded that the following percentage step was used: 6%, 5%, 5%, 4%, and 4%.

Member Hansen wanted to know if all new personnel would move to the first step on the salary schedule after completing 90 days of employment. Mr. Dolejs informed him that only those starting at the entry rate and completing a satisfactory probationary period would qualify for this increase.

Member Johnson moved and Member Hansen seconded the motion to approve the 1967-68 Classified Salary Schedule as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Entry</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tr>
<td>2</td>
<td>$337.50</td>
<td>$350.00</td>
<td>$375.00</td>
<td>$400.00</td>
<td>$425.00</td>
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<td>4</td>
<td>362.50</td>
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<td>400.00</td>
<td>425.00</td>
<td>450.00</td>
<td>475.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>387.50</td>
<td>400.00</td>
<td>425.00</td>
<td>450.00</td>
<td>475.00</td>
<td>500.00</td>
<td>525.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>412.50</td>
<td>425.00</td>
<td>450.00</td>
<td>475.00</td>
<td>500.00</td>
<td>525.00</td>
<td>550.00</td>
<td>575.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>437.50</td>
<td>450.00</td>
<td>475.00</td>
<td>500.00</td>
<td>525.00</td>
<td>550.00</td>
<td>575.00</td>
<td>600.00</td>
<td>625.00</td>
</tr>
</tbody>
</table>

Title
(Key Punch I (Trainee)
   (Clerk I

(Key Punch II
   (Library Clerk I
   (Dupl. Machine Operator
   (Clerk II
   (Clerk-Typist I

(Key Punch II
   (Library Clerk II
   (Receptionist-Typist
   (Acct, Clerk-Typist I
   (Machine Operator I Unit Record
   (Clerk-Typist II

(Clerk-Steno
   (Account Clerk Typist II
   (Machine Operator II - Console
   (Secretary I
   (Cashier
NEW BUSINESS:  
(Continued)
1967-68 Classified Salary Schedule  
(Continued)

Upon roll call, the vote was as follows:

Aye: Haas, Hansen, Johnson, O'Dea, and Nicklas
Nay: None

Mr. Gatts, Insurance Coordinator, reviewed the Harper College Fringe Benefit Program for the board. Bids were sent to thirteen insurance companies of which seven responded. Of the responding companies, the Aetna and Prudential Insurance Companies were sent new employee data for a rebid. The following major items were presented and discussed:

1. Group Term Life Insurance
2. Accidental Death and Dismemberment
3. Weekly Accident & Sickness
4. Major Medical
5. Long Term Disability.

Member O'Dea stated that on September 1, 1966, cut-back on disability was at age 65 with 50% or a maximum of $140. per week in benefits in comparison with today's recommendation of 60% and maximum benefits of $800. Mr. Gatts explained the increase in benefits is because insurance coverage is now quoted on a larger group coverage.

Member Nicklas inquired as to the length of service required prior to coverage. At present all individuals are covered on the effective date of employment. Faculty members are being covered as soon as they are entered on the payroll regardless of the date of contract.

Member Hamill entered the meeting at 9:10 p.m.

Mr. Gatts informed the board that insurance companies are recommending a waiting period for new employees before coverage is effective.

Member Johnson remarked that where there is a waiting period, there is generally confusion, therefore, he felt the individual should be covered immediately upon employment.
NEW BUSINESS:
Fringe Benefit Program
(Continued)

Mrs. Nicklas inquired as to the average percentage of participation on the part of the employer in the State of Illinois. Mr. Gatts informed the board that where there are unions, employer participation is 100%, which is the prevailing trend.

Member Nicklas inquired as to how and when we might qualify for a premium decrease. Mr. Gatts explained that a decrease in premium cost is dependent upon the insurance company's experience in the number of claims and extent of expenditures.

President Haas inquired as to board members' opinions relative to the percent of contributory coverage on the part of the board. A brief discussion ensued.

Member Hansen moved and Member Nicklas seconded the motion to adopt the Fringe Benefit Program as outlined with the provision that employees contribute 40% of dependent coverage.

Upon roll call, the vote was as follows:

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

Bid Award:
Office Furniture and Equipment

Dr. Lahti presented the bids for office furniture and equipment, along with a tabulation of the results, explaining that the purchase of furniture is being coordinated with our permanent facilities.

Mr. Misic explained the awarding of bids was broken down into four categories as follows: Educational and Institutional Cooperative Service $20,474.64, Universal Stationer's $5,308.19, Henrickson & Company $1,866.28, and Allied School Equipment $186.00. The board was informed that Harper College had joined Educational and Institutional Cooperative Service a short time ago as their prices are very competitive and costs are lower than local dealers.

President Haas inquired as to the rate of patronage refunds from E. & I. Mr. Misic replied one is never sure.

Member Nicklas inquired as to the number of stacking chairs ordered and commented she felt we could do better on the price of this type chair.
NEW BUSINESS:  
Bid Award: Office Furniture and Equipment (Continued)

Member Johnson moved and Member O'Dea seconded the motion to accept the low bids on office furniture and equipment as follows:

Educational & Institutional Cooperative Service .......... $20,474.64
Universal Stationer's. .................. 5,308.19
Henrickson & Company ................. 1,866.28
Allied School Equipment .............. 186.00

Upon roll call, the vote was as follows:

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

Bid Award: Instructional Equipment & Supplies

Dr. Lahti presented the bids on Instructional Equipment and Supplies.

Member Johnson inquired what figure was used for FTE in ordering these supplies. Dr. Lahti replied that 800 is what we are using at present.

Member Johnson moved and Member O'Dea seconded the motion to accept the low bids on instructional equipment and supplies as follows:

Section 1 - Scientific Glass Apparatus
  Company .................. $ 777.71

Section 2 - Triarch .................. 2,639.25

Section 3 - General Biological Supply
  House ........ $3,046.04
  Ward's Natural Science Establishment $1,740.23 4,786.27

Section 4 - Central Scientific
  $1,488.29
  LaPine Scientific Co.
  $438.90
  Ward's Natural Science Establishment $3,696.08
  Welch Scientific $3,355.03 8,978.30

Section 5 - E. H. Sargent & Company 9,613.82

Upon roll call, the vote was as follows:

Aye: Haas, Hamill, Hansen, Johnson, O'Dea, and Nicklas.
Nay: None
NEW BUSINESS:
Purchase of College Delivery Vehicle

Dr. Lahti reviewed the needs for a delivery vehicle, outlining the results of the bid requests as follows:

Arlington Park Dodge
Palatine, Illinois............. $2,082.06
Bob Burrow Chevrolet, Inc.
Barrington, Illinois........... 2,149.18
Lattof Chevrolet
Arlington Heights, Illinois.....  N.B.
George Poole Ford
Arlington Heights, Illinois.....  2,139.00

Member Hamill asked if bid quotations were advertised in the newspapers. Mr. Misic informed the board that bid quotations were advertised in local papers only.

Member Hansen moved and Member Hamill seconded the motion to purchase the college delivery vehicle from the lowest bidder, Arlington Park Dodge, Palatine, Illinois at their bid of $2,082.06.

Upon roll call, the vote was as follows:

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

Personnel:
Appointment of Supt. of Bldgs. and Grounds

Dr. Lahti presented a brief description of Mr. Robert J. Hughes, Sr., candidate for the position of Superintendent of Buildings and Grounds. Dr. Lahti emphasized the importance of this position, commenting that of fifty-eight applicants, thirteen had been interviewed and of these, the three finalists were further interviewed by a professional engineer and a professional architect in the construction field. Dr. Lahti recommended a starting salary of $13,500, with a starting date of not later than August 1, 1967.

Member Johnson inquired about moving expenses.

Dr. Lahti felt that an allowance of $500.00 be authorized for Mr. Hughes.

Member O'Dea commented on the number of job changes Mr. Hughes had made. Dr. Lahti responded that each change was a step up for him.
NEW BUSINESS:
Personnel:
Appointment of Supt. of Bldgs. and Grounds (Continued)

Member Hansen moved and Member O'Dea seconded the motion to approve the employment of Mr. Robert J. Hughes, Sr., as Superintendent of Buildings and Grounds, at an annual salary of $13,500 and an allowance of $500.00 for moving expenses, effective not later than August 1, 1967.

Upon roll call, the vote was as follows:

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

1966-67 Budget Adjustment

Dr. Lahti presented the adjustments in the 1966-67 Educational and Building Funds Budget. Due to the difficulty of predicting exact financial requirements budget adjustments have to be made at the end of each fiscal year.

Member Hamill moved and Member Hansen seconded the motion to approve the 1966-67 Educational Fund and Building Fund budget adjustment as follows:

**Educational Fund**

<table>
<thead>
<tr>
<th>Item</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total administrative expenses</td>
<td>$8,945.80</td>
<td>$</td>
</tr>
<tr>
<td>Total instructional expenses</td>
<td>3,600.00</td>
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</tr>
<tr>
<td>Fixed Charges</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>Provision for contingencies</td>
<td></td>
<td>$12,645.80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,645.80</strong></td>
<td><strong>$12,645.80</strong></td>
</tr>
</tbody>
</table>

**Building Fund**

<table>
<thead>
<tr>
<th>Item</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Total maintenance expenses</td>
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<tr>
<td>Total fixed charges</td>
<td></td>
<td>$3,871.00</td>
</tr>
<tr>
<td>Provision for contingencies</td>
<td></td>
<td>$1,229.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,100.00</strong></td>
<td><strong>$5,100.00</strong></td>
</tr>
</tbody>
</table>

Upon roll call, the vote was as follows:

Aye: Haas, Hamill, Hansen, Johnson, O'Dea, and Nicklas
Nay: None
NEW BUSINESS:
Personnel Recommendation: Appointment of Assistant Dean of Transfer Program

Drs. Lahti and Pankratz presented a brief resume of the candidate for the position of Assistant Dean of Transfer Programs.

Dr. G. Kenneth Andeen, who received his Ph.D. Degree from Columbia University in the area of curriculum and higher education in 1952, is at present the president of Bethany College, Lindsborg, Kansas.

Member O'Dea moved and Member Nicklas seconded the motion to approve the employment of Dr. G. Kenneth Andeen, as Assistant Dean of Transfer Program, at an annual salary of $18,000., effective no later than August 15, 1967, for the 1967-68 fiscal year.

Upon roll call, the vote was -

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

Insurance on Jayne Barn

Attorney Hines commented on the insurance coverage for the Jayne barn located on the college site. The barn is presently insured but coverage is inadequate so much so that the barn is considered a risk. The original agreement was that Mr. Jayne would vacate the premises on August 31 but he now wants to remain until September 30. In return for this gesture, he agrees to allow us to occupy one-half of the premises on August 1. This would have the effect of prolonging the period to be covered by higher insurance rates but Attorney Hines feels we are gaining more than we are giving in this transaction.

Member Nicklas asked when our data processing equipment will be in the barn and if this equipment is insured. Attorney Hines responded the equipment will be in the barn on August 1 and this equipment is insured. Dr. Lahti stated this area is adequate for our Data Processing Program for the next two years.

Member Johnson moved and Member Hansen seconded the motion that we agree to Mr. Jayne's request to extend his occupancy of the barn one month and we move up the occupancy of our one-half of the barn by one month.

Upon roll call, the vote was -

Aye: Haas, Hamill, Hansen, Johnson, O'Dea, and Nicklas
Nay: None
Insurance on Jayne Barn (Continued)

Member Hansen moved and Member O'Dea seconded the motion to insure the Jayne barn up to 80% of the appraised value.

Upon roll call, the vote was as follows:

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

PRESIDENT'S REPORT

Dr. Lahti reported on the progress of state legislature as follows:

Omnibus Bill No. 1235: Passed both houses and waiting for the governor's signature.

Bill 1238: Annexation to junior colleges, procedure. Passed both houses.

Bill 1820: Providing a district operating a college to prorate the capital fund expenditures in the charge-back. We will receive the formula.

Bill 2227: State apportionment bill on operation. Adjourned for a second reading.

Bill 2221: Passed House with an appropriation of $125,000,000.

Bill 515: Second reading in the house. Trying to reduce appropriation from $8,000,000 to $4,000,000.; the general agreement was to reduce the appropriation to $6,000,000. If reduced to $6,000,000. we shall receive full refunding on amounts paid by the board in the past year.

Dr. Lahti was informed by Ed Finlay that the final drawings are still at HUD and should clear by next week. We should be able to go out forbids the first or second week in July.

Member O'Dea inquired if we would be discussing curriculum at the second board meeting during July and August.

Dr. Lahti responded that we would if the administrators are given some aspects as to what the board members want to discuss.
Dr. Pankratz commented that Mr. Cunningham and himself are the only staff members available in July because the full staff does not report until August. Departmental chairmen will report on August 7 and the faculty will report on August 21.

Dr. Lahti informed the board that our FTE has been increased from 800 to 1000.

State legislature defeated the bill for moveable equipment.

Member Nicklas inquired as to the date of the public budget hearing. The board was informed the date of the budget hearing was established as August 10, 1967.

Member O'Dea referred to faculty orientation and commented the board should have a dinner scheduled with the faculty, at the end of the orientation period.

Dr. Lahti agreed that a faculty-trustee dinner is very significant and the opportune time would be at the completion of the orientation period. Dr. Lahti volunteered his wife's services as coordinator for this dinner.

Member Johnson moved and Member O'Dea seconded the motion to arrange for a faculty-trustees dinner the latter part of August, Dr. Lahti to make final arrangements.

Motion unanimously carried.

President Haas reported on the appointment of a trustee for the position created by Mr. A. Bernstein. It was felt the meeting be adjourned to a specific date to handle or take care of any other action.

At 11:23 p.m., Member Nicklas moved and Member Johnson seconded the motion to adjourn the meeting to Thursday, June 29, 1967, at the Administrative Offices of Harper College, 34 West Palatine Road, Palatine, Illinois, at 8:00 p.m. Motion unanimously carried.
## WILLIAM RAINEY H<br>PER COLLEGE<br>DISTRICT NO. 512<br>PALATINE, ILLINOIS  60067

### EDUCATIONAL FUND EXPENDITURES  JUNE 22, 1967

<table>
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<tr>
<th>PAYEE</th>
<th>DESCRIPTION</th>
<th>ACCOUNT NUMBER</th>
<th>ACCOUNT AMOUNT</th>
<th>CHECK NUMBER</th>
<th>CHECK AMOUNT</th>
</tr>
</thead>
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<td>5691</td>
<td>$ 420.00</td>
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<td>Robert L. Kocher</td>
<td>Consultant</td>
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<td>5693</td>
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<td>Ray White</td>
<td>Photographs</td>
<td>1-2-501.29</td>
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<tr>
<td>Lee and James Advertising</td>
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<td>266.30</td>
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<td>1-3-501.31</td>
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<td>73.26</td>
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<td>Supplies</td>
<td>1-6-502.39</td>
<td>2.00</td>
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<td>Universal Stationers</td>
<td>Supplies</td>
<td>1-53-502.37</td>
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</tr>
<tr>
<td>Universal Stationers</td>
<td>Supplies</td>
<td>1-52-502.39</td>
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<td></td>
<td></td>
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<tr>
<td>Universal Stationers</td>
<td>Supplies</td>
<td>1-63-502.39</td>
<td>8.54</td>
<td>5696</td>
<td>16.08</td>
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<tr>
<td>Bureau of Business Practice</td>
<td>Book</td>
<td>1-1-501.91</td>
<td>16.08</td>
<td>5697</td>
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<td>Horseshoe Club</td>
<td>Meeting Expense</td>
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### Educational Fund Expenditures - Cont'd

**June 22, 1967**

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**Total** $18,775.37
## Building Fund Expenditures June 22, 1967

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**Total**: $1,303.67
### Site and Construction Fund Expenditures

**June 22, 1967**

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**Total**

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<td>Holiday Manufacturing Co.</td>
<td>Progress payment on Temporary</td>
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FOR BOARD ACTION:

I. Subject


II. Reason for Consideration by the Board

As the number of classified employees is on the increase, it becomes increasingly important to establish initial job descriptions, job classifications, and related salary requirements in order to establish an equitable and consistent pattern of salary adjustments.

III. Information

The accompanying job descriptions and salary schedule is a result of considerable study and contemplation on the part of the administration and representatives of the classified employees.

Information obtained from the Midwest Suburbs Study, The Northwest Industrial Council and surrounding public schools was used as guidelines in developing what we feel is a reasonable salary schedule.

IV. Summary

In view of the aforementioned information, this schedule represents what we feel is a reasonable approach to the problem of providing equitable salaries for classified employees and yet reflects fiscal responsibility in terms of comparable initial and projected salary costs.

V. Recommendation

The president recommends that the Board of Trustees adopt the accompanying 1967-68 salary schedule for classified personnel.
FOR BOARD ACTION:

I. Subject


II. Reason for Consideration by the Board

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V. Recommendation

The president recommends that the Board of Trustees adopt the accompanying 1967-68 salary schedule for classified personnel.
KEY PUNCH - CLERICAL I (TRAINEE)

Duties

Operates key punch machine and verifier, forms burster, and decollator. Distributes forms, reports, and completed key punched cards.

Minimum Qualifications

High school graduate. Typing speed of 40 WPM.
The Clerk I under direct supervision performs routine clerical duties as follows:

A. Filing
B. Routine record keeping
C. Receive and relay telephone and verbal messages
D. Other routine clerical work as required

Qualification: High school graduate.
KEY PUNCH - CLERICAL II

Duties

Operates key punch machine and verifier. Punches and loads program drum card to control duplication and spacing. Required to work within established standards of accuracy and speed.

Minimum Qualifications

One year college or technical school training in key punch or key verifier operation or one year experience as a key punch operator.
LIBRARY CLERK I

The Library Clerk I is assigned specific routine duties such as the following:

A. Type, file, and order LC cards.
B. Process books for circulation (paste, label, stamp, mark).
C. Mend and repair materials.
D. Type and file purchase orders, book request letters and other materials.
E. Charge out books, slips and traces.
F. Read the shelves.
G. Processes order requests with the aid of publisher's catalog and library bibliographer books.

Qualifications: High school graduate. Basic knowledge of the elements of good English, spelling and arithmetic.
Minimum typing speed 40 WPM.
The Duplicating Machine Operator under general supervision operates a variety of duplicating equipment and performs related work as required. Examples of the duties to be performed are as follows:

A. Operate mimeograph, ditto, photocopy, and multilith machines.

B. Collates (hand or machine), assembles, binds and staples reproduced materials.

C. Files plates and stencils.

D. Keeps machines clean and reports need of machine repairs.

E. Keeps supplies and paper stock in order and requisitions supplies as required.

F. Performs duties of mail clerk.

Qualification: Background of education and experience equivalent to a high school education. Previous experience in operation of one or more duplicating machines. The desire and ability to learn the proper operation of all duplicating equipment.
CLERK II

The Clerk II under supervision performs routine clerical duties as follows:

A. Same as for Clerk I.
B. Operate various office machines.
C. Keep inventory records when necessary.

Qualification: High school graduate and a minimum of one year of general office experience.
The Clerk Typist I under direct supervision types a variety of materials and performs routine clerical duties such as:

A. Typing.
B. Filing.
C. Routine record keeping.
D. Receive and relay telephone and verbal messages.
E. Other clerical work as required.

Qualifications: High school graduate. Basic knowledge of the elements of good English, spelling and arithmetic. Able to type from clear copy a minimum of 40 words per minute.
KEY PUNCH - CLERICAL III

Duties

In addition to performing duties listed for II, coordinates and assigns key punch duties. May operate machines that sort, merge, or match punchcards into specified groups.

Minimum Qualifications

One year of college or technical school training in key punch, a key verifier, and unit record equipment operation. May substitute training with three years experience as key punch operator.
LIBRARY CLERK II

The Library Clerk II under general supervision, performs the following duties:

A. Same as Library Clerk I, but performs more of the non-routine functions.

B. Supervises other clerks and student aids.

Qualifications: High school graduate. Basic knowledge of the elements of good English, spelling and arithmetic. Minimum typing speed of 40 WPM. Previous library experience with ability to supervise others.
RECEPTIONIST - TYPIST

The Receptionist under general supervision performs the following duties:

A. Greets visitors, provides information and/or refers them to the person or persons they wish to see.

B. Receive and relay telephone and verbal messages.

C. Routine clerical work and typing that can be handled in her immediate area.

D. Keep sufficient descriptive literature available for visitors.

Qualifications: High school education. Minimum typing speed 40 words per minute.
ACCOUNT CLERK TYPIST I

The Account Clerk Typist I under direct supervision performs a variety of duties such as:

A. Routine typing and record keeping.
B. Operation of adding machine (may learn on Job).
C. Routine clerical duties.
D. Filing.

Qualification: High school graduate. Minimum typing speed 40 W.P.M. Interest in Arithmetical computation.
Duties

Must be able to operate sorter, collator, interpreter, and accounting machine, as well as, key punch machine, burster, and decollator. Must be able to perform duties in accordance with flow-charted operational instructions and associated written procedural instructions. Starts machine and observes operation, perceiving indications of operational errors. Wires plugboard, making circuit connections according to prepared diagram or other instructions. Verifies plugboard wiring to correct printing errors.

Minimum Qualifications

One year of college or technical school training in data processing or three years experience as a tabulating equipment operator.
CLERK-TYPIST II

DUTIES

Under supervision, types a variety of materials and performs routine clerical duties which include:

A. Typing

B. Filing

C. Routine record keeping

D. Receive and relay telephone and verbal messages

E. Other clerical work as required

F. Operate various office machines.

QUALIFICATIONS

High school graduate. Basic knowledge of the elements of good English, spelling, and arithmetic. Able to type from clear copy a minimum of 50 words per minute.
CLERK-STENOGRAPHER

DUTIES

Under supervision, takes and transcribes dictation and performs various clerical duties as follows:

A. Filing
B. Record Keeping
C. Typing
D. Receive and relay telephone and verbal messages
E. Operate office machines
F. Perform special assignments.

QUALIFICATIONS

High school graduate. Minimum of one year general office experience. Type a minimum of 50 words per minute and take dictation at a rate of 70 words per minute. Basic knowledge of good English usage, spelling, and arithmetic.
ACCOUNT CLERK TYPIST II

DUTIES

Under supervision, performs a variety of duties, many of which are of greater complexity than those performed by an Account Clerk I. These would include:

A. Same as for Account Clerk I

B. Preparation of standard reports, listing of bills, and payroll from detail records

C. Operate various office machines.

D. Make mathematical calculations and check for accuracy on typed reports.

E. Analyze account balances.

QUALIFICATIONS:

High school graduate. At least two years of experience in a comparable position. Some formal training in bookkeeping. Minimum typing speed 40 words per minute.
MACHINE OPERATOR II - COMPUTER CONSOLE

Duties

Follows the procedures as set forth on operating instruction sheets. Responsible for having the correct program and correct input data file read. Must accurately respond to program requests and properly perform well-defined procedures in the event of computer malfunctions, operator errors, and program halts. Must record descriptions of what has happened for any job which did not successfully terminate. Required to maintain a computer operations log containing pre-defined information. Required to accurately identify and label output from jobs run on a production basis. Able to load and operate all peripheral input-output devices.

Minimum Qualifications

Two years of college or technical school training in data processing or two years experience as a computer console operator.
SECRETARY I

Under general supervision, takes and transcribes dictation and performs duties including:

A. Function as the personal secretary of the department head, division head, or supervisor

B. Perform clerical duties of varying complexity using initiative and good judgement.

C. Typing and record keeping

D. Handle travel arrangements

E. Be able to answer questions and keep department's work functioning smoothly in the absence of department head

F. Make appointments and keep appointment schedule for the department head

G. Perform special assignments and other work as required

H. Operate office machines

Qualification:

High school graduate. Minimum of three years general office experience with at least one year as a secretary. Excellent knowledge of good English usage, spelling and arithmetic. Able to type a minimum of 60 words per minute and take dictation at approximately 80 words per minute.
SECRETARY II

Must be capable of performing all the duties of a Secretary I plus additional duties as follows:

A. Handle confidential matters judiciously
B. Interview and screen office visitors
C. Arrange meetings and conferences
D. Supervise other clerical employees when required

Qualifications:
High school graduate. Prefer junior college education. Minimum of four years office experience with at least two years as a secretary. Excellent knowledge of good English usage, spelling and arithmetic. Be able to assume considerable responsibility and work independently. Minimum typing speed of 80 words per minute and take dictation at approximately 100 words per minute.
CASHIER

Under general supervision, receives money from, and disburses money for, various functions. Duties will include:

A. Receive cash from general receipts, tuition, fees, special funds, bookstore, and cafeteria operations.
B. Prepare receipts.
C. Prepare deposit slips and make up deposits.
D. Prepare imprest fund checks.
E. Act as petty cash fund custodian.

Qualification:
High school graduate. Accounting training on the Junior College level. Should have at least two years business training with one year in a comparable position.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Entry</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
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<td>$350.00</td>
<td>$375.00</td>
<td>$400.00</td>
<td>$425.00</td>
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<tr>
<td>4</td>
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<td>375.00</td>
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<td>425.00</td>
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<td>475.00</td>
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<td>6</td>
<td>387.50</td>
<td>400.00</td>
<td>425.00</td>
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<td>475.00</td>
<td>500.00</td>
<td>525.00</td>
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<tr>
<td>8</td>
<td>412.50</td>
<td>425.00</td>
<td>450.00</td>
<td>475.00</td>
<td>500.00</td>
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<td>550.00</td>
<td>575.00</td>
<td>600.00</td>
<td>625.00</td>
</tr>
</tbody>
</table>

Title

- Key Punch I (Trainee)
- Clerk I
- Key Punch II
- Library Clerk I
- Dupl. Machine Operator
- Clerk II
- Clerk-Typist I
- Key Punch III
- Library Clerk II
- Receptionist-Typist
- Acct. Clerk-Typist I
- Machine Operator I Unit Record
- Clerk-Typist II
- Clerk-Steno
- Account Clerk Typist II
- Machine Operator II - Console
- Secretary I
- Secretary II
- Cashier
EXHIBIT B

To be hand carried to the meeting, June 22, 1967
EXHIBIT C-1

To be hand carried to the meeting, June 22, 1967
I. **SUBJECT**

Appointment of an individual to the position of Superintendent of Buildings and Grounds for Harper College.

II. **REASON FOR CONSIDERATION BY THE BOARD**

This position was authorized by the Board of Trustees on March 9, 1967, for the purpose of coordinating all construction developments related to Harper College. The salary range established for this position was from $10,000 to $13,000 annually.

III. **INFORMATION**

A total of fifty-eight candidates have applied for this position. After a complete evaluation of each credential, approximately fourteen candidates were called in for an interview. The three finalists were further interviewed by a professional engineer and a professional architect in the construction field. It was the consensus of opinion of President Lahti, Dr. Perry, and the two professionals that the position be offered to Mr. Robert J. Hughes, Sr. of Kansas City, Missouri.

IV. **APPLICANT'S CREDENTIAL**

Age:  
Marital Status:  
Education:  
- Wilson Junior College 1942.  
- U.S. Merchant Marine Academy, 1944 (Engineer).  
- Kansas State College 1948-1949 (B.S. - M.S.) Industrial Educator.  
Experience:  
- 1942-46 Army-Field Engineer.  
- 1946-48 Student.  
- 1948-51 High School Instructor.  
- 1951-52 Ass't. Director (Engineering). Kansas Ordinance Plant.  
- 1952-54 Plant Engineer-Thurston Chemical Co.  
- 1954-60 Field Engineer-Sinclair Refining Co., K.C. Mo.  
- 1962-64 Square D. Company, K.C. Mo.  

V. **SUMMARY**

It was the consensus of opinion of the College Administrators, Architect, & an Engineer, that Mr. Hughes background and education most closely met the requirements of this position. However Mr. Hughes is requesting a salary $500 above the established salary range.
VI. RECOMMENDATION

The president recommends that the Board of Trustees approve the appointment of Mr. Robert J. Hughes, Sr. as Supt. of Bldgs. and Grounds effective July 1, 1967 at a Salary of $13,500 per year.
FOR BOARD ACTION:

I. Subject


II. Reason for Consideration by the Board

Due to the difficulty of predicting exact financial requirements, budget adjustments are necessary at the end of each fiscal year. The Contingency Fund is distributed across areas of the budget and budget transfers made in order to bring major areas of the budget into agreement with actual expenditures.

III. Information

This year both the Educational and Building Fund are expected to reflect a surplus to be carried over to the operations of the next fiscal year. The amount of this surplus will appear on the June 30, 1967 budget report.

IV. Summary

The adjustments, by major areas, are as follows:

<table>
<thead>
<tr>
<th>Educational Fund</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total administrative expenses</td>
<td>$8,945.80</td>
<td></td>
</tr>
<tr>
<td>Total instructional expenses</td>
<td>3,600.00</td>
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</tr>
<tr>
<td>Fixed charges</td>
<td>100.00</td>
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<tr>
<td>Provision for contingencies</td>
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<td>$12,645.80</td>
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<tr>
<td></td>
<td>$12,645.80</td>
<td>$12,645.80</td>
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</table>

<table>
<thead>
<tr>
<th>Building Fund</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total operating expenses</td>
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<tr>
<td>Total maintenance expenses</td>
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<td></td>
</tr>
<tr>
<td>Total fixed charges</td>
<td></td>
<td>$3,871.00</td>
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<tr>
<td>Provision for contingencies</td>
<td></td>
<td>1,229.00</td>
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<tr>
<td></td>
<td>$5,100.00</td>
<td>$5,100.00</td>
</tr>
</tbody>
</table>
V. **Recommendation:**

The president recommends that the Board of Trustees adopt the preceding adjustments to the 1966-1967 Educational and Building Fund budgets.
RECOMMENDATION FOR ADMINISTRATIVE APPOINTMENT

Assistant Dean of Transfer Programs

Dr. G. Kenneth Andeen, for the position of Assistant Dean of Transfer Programs at the salary of $18,000 per year effective August 15, 1967.

Dr. Andeen received his Bachelor of Arts Degree at Upsala College in East Orange, New Jersey, in 1939. In 1945 he received a Bachelor of Divinity Degree from Augustana Theological Seminary. He received his Master of Arts Degree in 1947 from Columbia University Teacher's College and in 1952 he received his Ph.D. Degree from Columbia University in the area of curriculum and higher education.

Dr. Andeen is particularly well qualified for this position because of his experience as a clergyman, teacher, division chairman, and President of a college. His strong educational backgrounds in philosophy, psychology, German, and his degree in curriculum in higher education are significant strengths for this position.

His experience includes: Professor, Chairman Division of Philosophy and Religion, Augustana College, Rock Island, Illinois, 1947-1965; President, Bethany College, Lindsborg, Kansas, 1965 to the present.

Dr. Andeen graduated with high honors from college and seminary. He is a Danforth Associate. His hobbies are golf, water sports (fishing and boating), building, stamps, and family travel.

At present Dr. Andeen and his family reside at They expect to move to the Palatine area in August.
## Account Month of Year to Unencumbered Balance

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Revenue</th>
<th>Total Due</th>
<th>Total Encumbered</th>
<th>Budget Balance</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Revenue</td>
<td></td>
<td>$500,695.00</td>
<td>$100,000.00</td>
<td>$500,695.00</td>
<td>$400,695.00</td>
</tr>
<tr>
<td>2</td>
<td>Educational Divisions</td>
<td></td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>Revenue - Current</td>
<td></td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>Governmental Divisions</td>
<td></td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Revenue - Interest on Investments</td>
<td>$500,695.00</td>
<td>$100,000.00</td>
<td>$500,695.00</td>
<td>$400,695.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6</td>
<td>Revenue - Governmental Divisions</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>Revenue - Educational Divisions</td>
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<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8</td>
<td>Revenue - Governmental Divisions</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Expenditure Table

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<tr>
<th>Account Number</th>
<th>Description</th>
<th>Expenditure</th>
<th>Total Due</th>
<th>Total Encumbered</th>
<th>Budget Balance</th>
<th>Unencumbered Balance</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Total Expenditure</td>
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<td>$95,900.00</td>
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<td>$95,900.00</td>
</tr>
<tr>
<td>2</td>
<td>Educational Divisions</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Revenue - Current</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Governmental Divisions</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Revenue - Interest on Investments</td>
<td>$500,695.00</td>
<td>$100,000.00</td>
<td>$500,695.00</td>
<td>$400,695.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6</td>
<td>Revenue - Governmental Divisions</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>Revenue - Educational Divisions</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>8</td>
<td>Revenue - Governmental Divisions</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
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</table>

## Budget Report

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Revenue</th>
<th>Total Due</th>
<th>Total Encumbered</th>
<th>Budget Balance</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Revenue</td>
<td></td>
<td>$500,695.00</td>
<td>$100,000.00</td>
<td>$500,695.00</td>
<td>$400,695.00</td>
</tr>
<tr>
<td>2</td>
<td>Educational Divisions</td>
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<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>Revenue - Current</td>
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<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>Governmental Divisions</td>
<td></td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>Revenue - Interest on Investments</td>
<td>$500,695.00</td>
<td>$100,000.00</td>
<td>$500,695.00</td>
<td>$400,695.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6</td>
<td>Revenue - Governmental Divisions</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>Revenue - Educational Divisions</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>8</td>
<td>Revenue - Governmental Divisions</td>
<td>$10,000.00</td>
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<td>$4,393.96</td>
<td>$4,393.96</td>
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</tr>
<tr>
<td>May</td>
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</table>

**Note:**
- The table above represents the budget report for the educational fund, detailing the account number 512 of the district no. 12, William Rainey Harper College. The report includes a summary of the budget, expenses, and variances for the year.
<table>
<thead>
<tr>
<th>Account</th>
<th>Month of Year To Date</th>
<th>Budget</th>
<th>Unencumbered Balance</th>
<th>Encumbered Balance</th>
<th>June To Date Balance</th>
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</thead>
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<td>$2,231.43</td>
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<td>$50.11</td>
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<tr>
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<tr>
<td>Library Assistants</td>
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<td>Other</td>
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<td>Professional Books</td>
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<tr>
<td>Professional Services</td>
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<tr>
<td>Renumbered Supplies</td>
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<tr>
<td>Secretarial Clerical Programmer</td>
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<td>$3,414.56</td>
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<td>Other Administrative Expenses</td>
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<td>Supplies</td>
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<td>TOTAL ADMINISTRATIVE EXPENSES</td>
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<tr>
<td>TOTAL TRAVEL EXPENSE</td>
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<tr>
<td>TOTAL CONTRACTUAL SERVICES</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL INSTRUCTION SALARIES</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL INSTRUCTION EXPENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL SUPPLIES</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL INSTRUCTION SERVICES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BUDGET REPORT CONT'D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Budget</td>
<td>Actual</td>
<td>Variance</td>
<td>Adjusted</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>--------</td>
<td>----------</td>
<td>----------</td>
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</tr>
<tr>
<td>June</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td>July</td>
<td>1,510.64</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>August</td>
<td>2,020.00</td>
<td>2,020.00</td>
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<td>September</td>
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<tr>
<td>October</td>
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</tr>
<tr>
<td>November</td>
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</tr>
<tr>
<td>December</td>
<td>4,060.00</td>
<td>4,060.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Variance: Actual - Budget
- Adjusted: Actual + Variance
- Budget: 0.00 for all months except for the months where data is provided.
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>MONTH TO ENCUMBRANCE</th>
<th>BALANCE</th>
<th>JUNE TO DATE</th>
<th>MONTH OF YEAR TO ENCUMBRANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>502.70</td>
<td>$5,000.00</td>
<td>$876.55</td>
<td>$6,786.35</td>
</tr>
<tr>
<td>Library</td>
<td>502.77</td>
<td>$1,000.00</td>
<td>$15.00</td>
<td>$1,015.00</td>
</tr>
<tr>
<td>Other</td>
<td>502.80</td>
<td>$2,000.00</td>
<td>$25.20</td>
<td>$2,025.20</td>
</tr>
<tr>
<td>Total Travel</td>
<td>502.90</td>
<td>$2,000.00</td>
<td>$25.20</td>
<td>$2,025.20</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**
- Provision for Contingencies: $608,890
- Additional Equipment: $563,000
- Capital Outlay: $560,000

**TOTAL FIXED CHARGES**
- Salaries: $560,000
- Supplies: $500,000
- Salaries: $500,000

**TOTAL HEALTH EXPENSE**
- $1,000.00
- $1,000.00

**TOTAL INSTRUCTIONAL EXPENSE**
- $285,320.00
- $23,456.72

**HEALTH**
- $1,000.00
- $1,000.00

**TOTAL TRAVEL**
- Library: $502.77
- Faculty: $502.72
- Library: $502.77
- Faculty: $502.72
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>MONTH TO DATE</th>
<th>UNENCUMBERED BALANCE</th>
<th>ENCUMBRANCE BALANCE</th>
<th>JUNE TO DATE</th>
<th>ADJUSTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>502.70</td>
<td>$5,000.00</td>
<td>$1,000.00</td>
<td>-</td>
<td>$2,000.00</td>
<td>$500.00</td>
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<tr>
<td>502.71</td>
<td>$7,500.00</td>
<td>$1,195.08</td>
<td>-</td>
<td>$6,305.00</td>
<td>$2,500.00</td>
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<tr>
<td>502.72</td>
<td>$15,000.00</td>
<td>$1,689.26</td>
<td>-</td>
<td>$13,310.74</td>
<td>$5,000.00</td>
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<tr>
<td>502.73</td>
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<td>$3,317.98</td>
<td>-</td>
<td>$26,682.02</td>
<td>$10,000.00</td>
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<tr>
<td>502.74</td>
<td>$60,000.00</td>
<td>$6,636.35</td>
<td>-</td>
<td>$53,363.65</td>
<td>$20,000.00</td>
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<td>502.75</td>
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<td>-</td>
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<td>502.76</td>
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<td>$218,955.49</td>
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<td>502.77</td>
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<tr>
<td>502.78</td>
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<td>$47,914.00</td>
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<tr>
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<td>$64,914.00</td>
<td>-</td>
<td>$1,855,086.00</td>
<td>$400,000.00</td>
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</tbody>
</table>

**Notes:**
- All amounts are in dollars.
- The table represents the account balances, encumbrances, and adjustments for the specified months.
- The balances are as of the end of the month.
- Adjustments are made to bring the balances in line with the budget and actual expenditures.
## 2000 MONTHLY BUDGET AND EXPENDITURES

### TOTAL EXPENDITURES

#### Total Current
- Date: 10-31-75
- Revenue: $129,310.20

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$2,589.50</td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,272.50</td>
</tr>
<tr>
<td>Telephone &amp; Telegraph</td>
<td>$4,410.22</td>
</tr>
<tr>
<td>Electric</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Water &amp; Sewage</td>
<td>$978.00</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>$90.00</td>
</tr>
<tr>
<td>Fire Insurance</td>
<td>$91.74</td>
</tr>
<tr>
<td>Fire</td>
<td>$98.40</td>
</tr>
<tr>
<td>Empl. Share of Retirement</td>
<td>$94.20</td>
</tr>
<tr>
<td>Other</td>
<td>$1,925.74</td>
</tr>
<tr>
<td>Total Maintenance Expenses</td>
<td>$6,797.45</td>
</tr>
<tr>
<td>Total Fixed Charges</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Total Current</td>
<td>$12,972.55</td>
</tr>
</tbody>
</table>

### TOTAL CURRENT EXPENSES

#### Current
- Date: 10-31-75
- Total Current Expense: $12,972.55

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$3,272.50</td>
</tr>
<tr>
<td>Telephone &amp; Telegraph</td>
<td>$4,410.22</td>
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<td>$94.20</td>
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<td>Total Maintenance Expenses</td>
<td>$6,797.45</td>
</tr>
<tr>
<td>Total Fixed Charges</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Total Current</td>
<td>$12,972.55</td>
</tr>
</tbody>
</table>

### TOTAL CURRENT BALANCE

- Revenue: $129,310.20
- Expenditure: $12,972.55
- Current Balance: $116,337.65

### BUILDING FUND - BUDGET REPORT

District No. 12

William Rainey Harper College
## BUILDING FUND - BUDGET REPORT

### ACCOUNT NUMBER

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>NUMBER</th>
<th>BUDGET TO DATE</th>
<th>MONTHLY TO DATE</th>
<th>Balances</th>
<th>Encumbrances</th>
<th>Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ACCOUNTS

- **Expenses**
  - Equipment: $61,331.00
  - Supplies: $5,500.00
  - Contingencies: $4,497.45
  - Contingencies: $7,797.45
  - Equipment: $12,229.00
  - Supplies: $6,777.65
  - Contingencies: $71,823.54
  - Equipment: $5,000.00
  - Supplies: $600.00
  - Contingencies: $4,290.00
  - Equipment: $61,331.00
  - Supplies: $5,500.00
  - Contingencies: $4,497.45
  - Contingencies: $7,797.45
  - Equipment: $12,229.00
  - Supplies: $6,777.65
  - Contingencies: $71,823.54
  - Equipment: $5,000.00
  - Supplies: $600.00
  - Contingencies: $4,290.00

### Revenue

- **Grants and Gifts**
  - $24,250.00
  - $3,244.09
  - $23,785.97
  - $464,03
  - $1,300.00

- **Interest**
  - $2,200.00
  - $2,589.50

- **Other**
  - $1,300.00
  - $1,021.06
  - $2,271.30
  - $728.70

- **Total**
  - $16,880.00
  - $13,107.90
  - $2,856.30
  - $2,856.30
  - $2,856.30

### Fund Balance

- **End of Year**
  - $134,109.00
  - $13,107.90

- **End of Month**
  - $13,107.90

- **Month to Date**
  - $1,000.00

- **Year to Date**
  - $2,856.30

- **Total Adjustments**
  - $2,856.30

- **Total Encumbrances**
  - $2,856.30

- **Total Unencumbered**
  - $2,856.30

- **Total Fund Balance**
  - $13,107.90

---

**WILLIAM RAINEY HARPER COLLEGE**

**DISTRICT NO. 512**

**BUILDING FUND - BUDGET REPORT**

**ACCOUNT NUMBER**

**BUDGET**

**MONTH TO DATE**

**BALANCE**

**ENCUMBRANCES**

**ADJUSTMENTS**

**UNENCUMBRED**