

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois 60067

AGENDA

June 22, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. 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
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE

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

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,



Robert E. Lahti  
President

REL:eaw  
Enclosures

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

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. Ingmere, 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."

MINUTES:  
(Continued)

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

INVOICES:

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:  
1967-68 Administrative Salary Schedule

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:

<u>Position</u>	<u>1967-68 Salary Recommendation</u>
Dean of Instruction	\$19,200.00
Dean of Students	19,200.00
Director of Admissions and/or Registrar	15,400.00
Dean of Business	19,500.00
Director of Institutional Development and Comm. Relations	15,400.00
Director of Research & Data Processing	15,500.00
Director of Nursing Education	13,000.00

Upon roll call, the vote was as follows:

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

NEW BUSINESS:

(Continued)

1967-68 Classi-  
fied Salary  
Schedule

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:

Classi- fication	Entry	1	2	3	4	5	6	7	8	Title
2	\$337.50	\$350.00	\$375.00	\$400.00	\$425.00					(Key Punch I (Trainee) Clerk I
4	362.50	375.00	400.00	425.00	450.00	475.00				(Key Punch II Library Clerk I Dupl. Machine Operator Clerk II Clerk-Typist I
6	387.50	400.00	425.00	450.00	475.00	500.00	525.00			(Key Punch II Library Clerk II Receptionist-Typist Acct. Clerk-Typist I Machine Operator I Unit Record Clerk-Typist II
8	412.50	425.00	450.00	475.00	500.00	525.00	550.00	575.00		(Clerk-Steno Account Clerk Typist II Machine Operator II - Console Secretary I
10	437.50	450.00	475.00	500.00	525.00	550.00	575.00	600.00	625.00	(Secretary II Cashier

NEW BUSINESS:

Upon roll call, the vote was as follows:

(Continued)

1967-68 Classi-  
fied Salary  
Schedule

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

Nay: None

(Continued)

Fringe  
Benefit  
Program

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 todays 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. Mistic 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. Mistic 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	<u>4,786.27</u>
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	<u>8,978.30</u>
Section 5 - E. H. Sargent & Company	<u>9,613.82</u>

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

	<u>Increase</u>	<u>Decrease</u>
Total administrative expenses	\$ 8,945.80	\$
Total instructional expenses	3,600.00	
Fixed Charges	100.00	
Provision for contingencies		12,645.80
	<u>\$12,645.80</u>	<u>\$12,645.80</u>

Building Fund

	<u>Increase</u>	<u>Decrease</u>
Total operating expenses	\$ 4,500.00	
Total maintenance expenses	600.00	
Total fixed charges		\$ 3,871.00
Provision for contingencies		1,229.00
	<u>\$ 5,100.00</u>	<u>\$ 5,100.00</u>

Upon roll call, the vote was as follows:

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

Nay: None

NEW BUSINESS: Drs. Lahti and Pankratz presented a brief resume of  
 Personnel the candidate for the position of Assistant Dean of  
 Recommendation: Transfer Programs.  
 Appointment of Dr. G. Kenneth Andeen, who received his Ph.D. Degree  
 Assistant Dean of from Columbia University in the area of curriculum  
 Transfer Program 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 Attorney Hines commented on the insurance coverage  
 Jayne Barn 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.

PRESIDENT'S  
REPORT  
(Continued)

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.

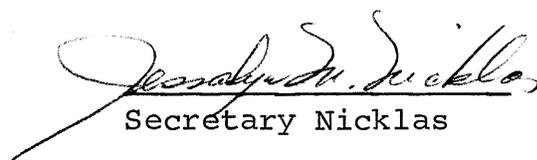
Member Johnson moved and Member O'Dea seconded the motion to arrange for a faculty-trustees dinner the latter part of August, Dr. Lahti to make final arrangements.

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.

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

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

EDUCATIONAL FUND EXPENDITURES JUNE 22, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Frank M. Hines	Legal Fees	1-1-501.22	\$ 265.00		
Frank M. Hines	Legal Fees	1-3-501.22	155.00	5691	\$ 420.00
Robert L. Kocher	Consultant	1-1-501.29	250.00	5692	250.00
Ray White	Photographs	1-2-501.29	62.80	5693	62.80
Lee and James Advertising	Brochures	1-2-502.39	209.30		
Lee and James Advertising	Brochures	1-4-501.31	57.00	5694	266.30
Universal Stationers	Supplies	1-3-501.31	50.56		
Universal Stationers	Supplies	1-6-502.39	2.00		
Universal Stationers	Supplies	1-53-502.37	5.54		
Universal Stationers	Supplies	1-52-502.39	6.62		
Universal Stationers	Supplies	1-63-502.39	8.54	5695	73.26
Bureau of Business Practice	Book	1-1-501.91	16.08	5696	16.08
Horseshoe Club	Meeting Expense	1-2-501.95	23.95	5697	23.95
Western Concessions	Reimbursable Meeting Expense	1- -501.95	26.45		
Western Concessions	Meeting Expense	1- -501.95	13.05	5698	39.50
Standard Oil	Travel Expense	1-1-501.71	17.48		
Standard Oil	Travel Expense	1-2-501.72	6.49		
Standard Oil	Travel Expense	1-3-501.72	10.31		
Standard Oil	Travel Expense	1-52-502.72	6.40	5699	40.68
Chicago Tribune	Advertisement:- Bids - Legal Notice	1-3-501.93	33.35	5700	33.35
The Star	Want Ad	1-3-501.93	24.00	5701	24.00
Journal News Publications	Want Ad	1-3-501.93	19.50	5702	19.50
Pioneer Newspapers Inc.	Want Ad	1-3-501.93	19.80	5703	19.80
Paddock Publications	Want Ad	1-3-501.93	34.66		
Paddock Publications	Want Ad	1-4-501.93	11.03		
Paddock Publications	Want Ad	1-5-502.93	26.25		
Paddock Publications	Advertisement - Bid	1-3-501.93	5.00	5704	76.94
Day Publications	Want Ad	1-3-501.93	27.48	5705	27.48
John Wiley & Sons	Book	1-3-502.32	7.34	5706	7.34
University of Michigan Press	Book	1-3-502.32	4.95	5707	4.95
Ronald Press Company	Book	1-3-502.32	13.00	5708	13.00
Science Research Associates	Books	1-6-502.32	29.55	5709	29.55
United States National Student Assn.	Books	1-6-502.32	18.75	5710	18.75
Charles C. Thomas Publisher	Book	1-52-502.32	7.94	5711	7.94
Chicago Medical Book Company	Books	1-52-502.32	53.93	5712	53.93

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Schiele - Faierson Company	Catalog Envelopes	1-2-501.33	\$ 81.00		
Schiele - Faierson Company	Supplies	1-3-501.33	45.00		
Schiele - Faierson Company	Final College Campus Rendering	1-1-501.39	118.00		
Schiele - Faierson Company	Catalog	1-2-502.39	500.00		
Schiele - Faierson Company	Catalog	1-4-502.39	307.00		
Schiele - Faierson Company	Catalog	1-5-502.39	1,500.00		
Schiele - Faierson Company	Catalog	1-6-502.39	1,250.00		
Schiele - Faierson Company	Catalog	1-52-502.39	250.00		
Schiele - Faierson Company	Catalog	1-63-502.39	500.00	5713	\$ 4,551.00
Midwest Visual Equipment Co.	Supplies	1-4-501.99	10.76	5714	10.76
Gamma Photolabs, Inc.	Photographs	1-6-502.39	11.60	5715	11.60
Bruce Blackwell	Photographs	1-2-501.29	100.00	5716	100.00
Ira Spieker	Travel Expense	1-1-501.79	49.25	5717	49.25
Vernon W. Kays, County Clerk	Certification of Annexation	1-1-501.99	3.00	5718	3.00
Mrs. Landerson	Employee Examination	1-5-502.99	13.00	5719	13.00
Mr. Henry Meier	Employee Examination	1-5-502.99	4.00	5720	4.00
Dr. Paul Larson, M. D.	Employee Examination	1-5-502.99	10.00	5721	10.00
Mr. Muchmore	Employee Examination	1-5-502.99	10.00	5722	10.00
Mr. Ronald Stewart	Employee Examination	1-5-502.99	20.00	5723	20.00
Triton Community College	Charge Back	1-5-502.80	338.10		
Triton Community College	Charge Back	1-5-502.80	318.50		
Triton Community College	Charge Back	1-5-502.80	220.50	5724	877.10
John Craddock	To replace Voided Chargeback ck.#5584	1-5-502.80	59.50	5725	59.50
Amundsen Mayfair J. C.	Charge Back	1-5-502.80	2,284.00	5726	2,284.00
Lattof Car Rental	Rental - Car	1-1-508.62	124.32		
Lattof Car Rental	Rental - Station Wagon	1-3-508.62	120.95		
Prudential Insurance Co.	Employee Insurance	1- -508.53	156.02		
Prudential Insurance Co.	Employee Insurance	1- -508.51	881.59	5728	1,037.61
Horders	File Cabinet	1-0-563.00	147.90	5729	147.90
University of Wisconsin	Book	1-53-563.00	6.00	5730	6.00
Thomas Publishing Company	Book	1-53-563.00	30.00	5731	30.00
Staceys Publishing Company	Books	1-53-563.00	143.52	5732	143.52
North Central Assn. Quarterly	Subscription	1-53-502.37	3.00	5733	3.00
Illinois Association	Subscription	1-53-563.00	3.00	5734	3.00
R. R. Bowker	Books	1-53-563.00	35.25	5735	35.25
Colonial "out of print" Book Service	Books	1-53-563.00	1,718.15	5736	1,718.15
Alanar Book Processing Center	Books	1-53-563.00	4,869.68	5737	4,869.68
Imprest	Reimbursement		345.23	5738	345.23
Carousel Travel & Tours	Travel Expense	1- -502.72	308.45	5739	308.45
Xerox Corporation	Rental Expense	1- -508.61	350.00	5745	350.00
					\$18,775.37

WILLIAM RAINE ARPER COLLEGE  
 DISTRICT NO. 512  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES JUNE 22, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Commonwealth Edison Company	Electricity	2-506.52	\$ 3.03	5740	\$ 3.03
Illinois Bell Telephone	Telephone	2-506.54	27.97	5741	27.97
Roy La Londe	Office Rent	2-508.62	1,018.33	5742	1,018.33
Township High School District #214	Library Rent	2-508.62	159.34	5743	159.34
Shamrock Best Maintenance Service	Maintenance Service	2-506.20	95.00	5744	95.00
					<u>95.00</u>
					<u>\$1,303.67</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES JUNE 22, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Flynn, Harrison & Conroy, Inc.	Insurance	6-508.50	\$ 26.00	176	\$ 26.00
Albert F. De Pue, Collector	1966 Real Estate Taxes - George Jayne Property	6-561.00	693.76	177	693.76
Albert F. De Pue, Collector	1966 Real Estate Taxes - George Jayne Property	6-561.00	6,229.34	178	6,229.34
Albert F. De Pue, Collector	1966 Real Estate Taxes - John C. Biddle Property	6-561.00	1,481.04	179	1,481.04
Zimmer Hardware	Supplies	6-561.00	31.64	180	31.64
Caudill Rowlett and Scott	Architectural Fees and Expense	6-562.24	44,349.40	181	44,349.40
Frank M. Hines	Legal Fees	6-561.22	425.00	182	425.00
Gremley & Biedermann Associates	Surveyors Fees	6-561.29	45.00	183	45.00
					<u>\$53,281.18</u>

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NUMBER 512  
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES - JUNE 22, 1967 (ADDENDUM)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Holiday Manufacturing Company	Progress payment on Temporary Buildings	6-562.00	\$100,000.00	184	\$100,000.00

FOR BOARD ACTION:

I. Subject

Proposed 1967-68 salary schedule for classified employees of Harper College.

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:

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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.

## CLERK I

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.

## DUPLICATING MACHINE OPERATOR

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.

## CLERK - TYPIST I

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.

## MACHINE OPERATOR I - UNIT RECORD EQUIPMENT

### 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.

WILLIAM RAINEY HARPER COLLEGE  
 District No. 512  
 Palatine, Illinois

Proposed 1967-68 Classified  
 Personnel Salary Schedule

Classification	Entry	1	2	3	4	5	6	7	8	Title
2	\$337.50	\$350.00	\$375.00	\$400.00	\$425.00	\$425.00				(Key Punch I (Trainee) (Clerk I
4	362.50	375.00	400.00	425.00	450.00	475.00				(Key Punch II (Library Clerk I (Dupl. Machine Operator (Clerk II (Clerk-Typist I
6	387.50	400.00	425.00	450.00	475.00	500.00	525.00			(Key Punch III (Library Clerk II (Receptionist-Typist (Acct. Clerk-Typist I (Machine Operator I Unit Record (Clerk-Typist II
8	412.50	425.00	450.00	475.00	500.00	525.00	550.00	575.00		(Clerk-Steno (Account Clerk Typist II (Machine Operator II - Console (Secretary I
10	437.50	450.00	475.00	500.00	525.00	550.00	575.00	600.00	625.00	(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



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

Adjustment of 1966-1967 Educational Fund and Building Fund budgets.

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:

Educational Fund

	<u>Increase</u>	<u>Decrease</u>
Total administrative expenses	\$ 8,945.80	
Total instructional expenses	3,600.00	
Fixed charges	100.00	
Provision for contingencies		\$12,645.80
	<u>\$12,645.80</u>	<u>\$12,645.80</u>

Building Fund

	<u>Increase</u>	<u>Decrease</u>
Total operating expenses	\$ 4,500.00	
Total maintenance expenses	600.00	
Total fixed charges		\$ 3,871.00
Provision for contingencies		1,229.00
	<u>\$ 5,100.00</u>	<u>\$ 5,100.00</u>

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, [REDACTED] [REDACTED] 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. [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] His hobbies are golf, water sports (fishing and boating), building, stamps, and family travel.

At present Dr. Andeen and his family reside at [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] They expect to move to the Palatine area in August.

WILLIAM RAINY HARPER COLLEGE  
DISTRICT NO. 512  
EDUCATIONAL FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF		YEAR TO		BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
			JUNE TO DATE	DATE	DATE	DATE			
Revenue:									
Taxes - Current 1965	401.10	\$482,797.24	\$ -		\$465,492.96	\$17,304.28	\$ -	\$17,304.28	
Governmental Divisions	402.00	15,000.00	-		5,000.00	10,000.00	-	10,000.00	
Interest on Investments	404.00	2,477.27	1,330.00		7,157.53	(4,680.26)	-	(4,680.26)	
Tuition	406.00	-0-	690.00		6,420.00	(6,420.00)	-	(6,420.00)	
TOTAL REVENUE		\$500,274.51	\$ 2,020.00		\$484,070.49	\$16,204.02	\$ -	\$16,204.02	
Expenditures:									
Administration:	501.00								
Salaries	501.10								
President	501.11	\$ 16,500.00	\$ -		\$ 16,500.00	\$ -	\$ -	\$ -	
Dean of Business Affairs	501.12	14,000.00	500.00		14,208.29	( 208.29)	-	(208.29)	
Administrative Assistant	501.14	16,000.00	1,166.67		11,555.67	4,444.33	-	4,444.33	
Data Processing	501.13	10,000.00	-		10,000.00	-	-	-	
Secretarial & Clerical	501.16	31,000.00	4,321.42		33,944.28	(2,044.28)	-	(2,044.28)	
Other	501.19	7,500.00	3,975.04		11,937.56	(4,437.56)	-	(4,437.56)	
TOTAL ADMINISTRATIVE SALARIES		\$ 95,900.00	\$ 9,963.13		\$ 98,145.80	\$(2,245.80)	\$ -	\$(2,245.80)	
Contractual Services	501.20								
Accounting	501.21	\$ 3,000.00	\$ -		\$ 2,875.00	\$ 125.00	\$ -	\$ 125.00	
Legal	501.22	9,000.00	827.50		5,815.50	3,184.50	1,600.00	1,584.50	
Service Bureau Data Processing	501.23	4,000.00	-		-	4,000.00	-	4,000.00	
Architectural	501.24	2,500.00	-		30.00	2,470.00	-	2,470.00	
Educational	501.25	5,000.00	-		5,175.80	(175.80)	1,000.00	(1,175.80)	
Financial	501.26	10,750.00	-		3,306.99	7,443.01	-	7,443.01	
Other	501.29	5,000.00	757.80		3,676.63	1,323.37	-	1,323.37	
TOTAL CONTRACTUAL SERVICES		\$ 39,250.00	\$ 1,585.30		\$ 20,879.92	\$18,370.08	\$ 2,600.00	\$ 15,770.08	
Supplies:	501.30								
Office Supplies	501.31	\$ 7,500.00	\$ 409.48		\$ 5,170.33	\$ 2,329.67	\$ 28.50	\$ 2,301.17	
Copying Supplies	501.32	2,000.00	258.84		965.98	1,034.02	5.00	1,029.02	
Printing	501.33	7,000.00	294.16		3,761.88	3,238.12	-	3,238.12	
Postage	501.34	5,000.00	412.08		2,054.37	2,945.63	-	2,945.63	
Election	501.35	3,000.00	1,056.26		4,030.13	(1,030.13)	-	(1,030.13)	
Other	501.39	5,000.00	363.52		610.84	4,389.16	-	4,389.16	
TOTAL SUPPLIES		\$ 29,500.00	\$ 2,794.34		\$ 16,593.53	\$12,906.47	\$ 33.50	\$ 12,872.97	

WILLIAM RAINNEY HARPER COLLEGE  
 DISTRICT NO. 512  
 EDUCATIONAL FUND - BUDGET REPORT

ACCOUNT NUMBER	BUDGET	MONTH OF JUNE TO DATE	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE	BUDGET ADJUSTMENT
401.10	\$482,797.24	-	\$465,492.96	\$17,304.28	-	\$17,304.28	-
402.00	15,000.00	-	5,000.00	10,000.00	-	10,000.00	-
404.00	2,477.27	1,330.00	7,157.53	(4,680.26)	-	(4,680.26)	-
406.00	-0-	690.00	6,420.00	(6,420.00)	-	(6,420.00)	-
	\$500,274.51	\$2,020.00	\$484,070.49	\$16,204.02	\$-	\$16,204.02	\$-
501.00	\$16,500.00	\$-	\$16,500.00	\$-	\$-	\$-	\$-
501.10							
501.11	14,000.00	500.00	14,208.29	(208.29)	-	(208.29)	208.29
501.12	16,000.00	1,166.67	11,555.67	4,444.33	-	4,444.33	(4,444.33)
501.13	10,000.00	-	10,000.00	-	-	-	-
501.16	31,000.00	4,321.42	33,944.28	(2,044.28)	-	(2,044.28)	2,044.28
501.19	7,500.00	3,975.04	11,937.56	(4,437.56)	-	(4,437.56)	4,437.56
	\$95,900.00	\$9,963.13	\$98,145.80	\$(2,245.80)	\$-	\$(2,245.80)	\$2,245.80
501.20	\$3,000.00	\$-	\$2,875.00	\$125.00	\$-	\$125.00	\$-
501.21	9,000.00	827.50	5,815.50	3,184.50	1,600.00	1,584.50	-
501.22	4,000.00	-	-	4,000.00	-	4,000.00	-
501.23	2,500.00	-	30.00	2,470.00	-	2,470.00	-
501.24	5,000.00	-	5,175.80	(175.80)	1,000.00	(1,175.80)	2,500.00
501.25	10,750.00	-	3,306.99	7,443.01	-	7,443.01	-
501.26	5,000.00	757.80	3,676.63	1,323.37	-	1,323.37	-
501.29	\$39,250.00	\$1,585.30	\$20,879.92	\$18,370.08	\$2,600.00	\$15,770.08	\$2,500.00
501.30	\$7,500.00	\$409.48	\$5,170.33	\$2,329.67	\$28.50	\$2,301.17	\$-
501.31	2,000.00	258.84	965.98	1,034.02	5.00	1,029.02	-
501.32	7,000.00	294.16	3,761.88	3,238.12	-	3,238.12	-
501.33	5,000.00	412.08	2,054.37	2,945.63	-	2,945.63	-
501.34	3,000.00	1,056.26	4,030.13	(1,030.13)	-	(1,030.13)	1,200.00
501.35	5,000.00	363.52	610.84	4,389.16	-	4,389.16	-
501.39	\$29,500.00	\$2,794.34	\$16,593.53	\$12,906.47	\$33.50	\$12,872.97	\$1,200.00

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EDUCATIONAL FUND BUDGET REPORT CONT'D

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		JUNE TO DATE	DATE				
<b>Travel:</b>							
Board and President	501.70	\$ 5,000.00	\$ (71.87)	\$ 4,258.69	\$ 741.31	\$ 38.50	\$ 702.81
Business Office	501.72	2,000.00	222.51	2,231.43	(231.43)	(226.52)	(4.91)
Data Processing	501.73	1,500.00	50.11	1,317.12	182.88	-	182.88
Administrative Assistant	501.74	2,000.00	61.63	962.08	1,037.92	-	1,037.92
Other	501.79	1,000.00	196.54	1,158.80	(158.80)	-	(158.80)
<b>TOTAL TRAVEL EXPENSE</b>		<b>\$ 11,500.00</b>	<b>\$ 458.92</b>	<b>\$ 9,928.12</b>	<b>\$ 1,571.88</b>	<b>\$ (188.02)</b>	<b>\$ 1,759.90</b>
<b>Other Administrative Expenses</b>							
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	501.90	\$ 5,000.00	\$ 1,475.60	\$ 7,298.86	\$ (2,298.86)	\$ 26.15	\$ (2,325.01)
		\$ 181,150.00	\$ 16,277.29	\$ 152,846.23	\$ 28,308.77	\$ 2,471.63	\$ 25,832.14
<b>Instruction</b>							
Salaries	502.00	\$ 18,000.00	\$ 1,500.00	\$ 18,000.00	\$ -	\$ -	\$ -
Dean of Instruction	502.10	17,000.00	1,416.63	17,000.00	-	-	-
Dean of Student Affairs	502.11	17,000.00	642.87	642.87	16,357.13	-	16,357.13
Ass't Dean of Voc. Tech	502.12	13,000.00	833.33	6,984.08	6,015.92	-	6,015.92
Director of Nursing Ed.	502.12	10,000.00	1,158.33	1,158.33	8,841.67	-	8,841.67
Ass't Nursing Ed.	502.12	14,000.00	1,166.67	12,250.03	1,749.97	-	1,749.97
Registrar and Admissions	502.14	32,000.00	3,414.56	24,754.00	7,246.00	-	7,246.00
Secretarial, Clerical Programmer	502.16	13,500.00	1,125.00	12,375.00	1,125.00	-	1,125.00
Librarian	502.17	15,000.00	700.00	4,518.10	10,481.90	-	10,481.90
Library Assistants	502.17	1,500.00	800.00	800.00	700.00	-	700.00
<b>TOTAL INSTRUCTION SALARIES</b>		<b>\$ 151,000.00</b>	<b>\$ 12,757.39</b>	<b>\$ 98,482.41</b>	<b>\$ 52,517.59</b>	<b>\$ -</b>	<b>\$ 52,517.59</b>
<b>Contractual Services</b>							
Educational Consultants	502.20	\$ 2,500.00	\$ 262.50	\$ 2,589.57	\$ (89.57)	\$ -	\$ (89.57)
Data Processing	502.26	2,500.00	-	-	2,500.00	-	2,500.00
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 5,000.00</b>	<b>\$ 262.50</b>	<b>\$ 2,589.57</b>	<b>\$ 2,410.43</b>	<b>\$ -</b>	<b>\$ 2,410.43</b>
<b>Supplies:</b>							
Professional Books	502.30	\$ 2,500.00	\$ 286.74	\$ 1,499.36	\$ 1,000.64	\$ 12.00	\$ 988.64
Library Supplies	502.32	10,000.00	203.48	997.87	9,002.13	-	9,002.13
Other	502.37	15,000.00	5,155.60	8,547.47	6,452.53	1,992.74	4,459.79
<b>TOTAL SUPPLIES</b>		<b>\$ 27,500.00</b>	<b>\$ 5,645.82</b>	<b>\$ 11,044.70</b>	<b>\$ 16,455.30</b>	<b>\$ 2,004.74</b>	<b>\$ 14,450.56</b>

BUDGET REPORT CONT'D

ACCOUNT NUMBER	BUDGET	MONTH OF JUNE TO DATE	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED		BUDGET ADJUSTMENT
						BALANCE	BALANCE	
501.70	\$ 5,000.00	\$ (71.87)	\$ 4,258.69	\$ 741.31	\$ 38.50	\$ 702.81	\$ -	\$ -
501.71	2,000.00	222.51	2,231.43	(231.43)	(226.52)	(4.91)	300.00	
501.72	1,500.00	50.11	1,317.12	182.88	-	182.88	-	
501.73	2,000.00	61.63	962.08	1,037.92	-	1,037.92	(700.00)	
501.74	1,000.00	196.54	1,158.80	(158.80)	-	(158.80)	400.00	
501.79	\$ 11,500.00	\$ 458.92	\$ 9,928.12	\$ 1,571.88	\$ (188.02)	\$ 1,759.90	\$ -0-	
501.90	\$ 5,000.00	\$ 1,475.60	\$ 7,298.86	\$ (2,298.86)	\$ 26.15	\$ (2,325.01)	\$ 3,000.00	
TIVE EXPENSES	\$181,150.00	\$16,277.29	\$152,846.23	\$28,308.77	2,471.63	\$25,832.14	\$ 8,945.80	
502.00	\$ 18,000.00	\$ 1,500.00	\$18,000.00	\$ -	-	-	-	
502.10	17,000.00	1,416.63	17,000.00	-	-	-	-	
502.11	17,000.00	642.87	642.87	16,357.13	-	16,357.13	-	
502.12	13,000.00	833.33	6,984.08	6,015.92	-	6,015.92	-	
502.12	10,000.00	1,158.33	1,158.33	8,841.67	-	8,841.67	-	
502.14	14,000.00	1,166.67	12,250.03	1,749.97	-	1,749.97	-	
502.16	32,000.00	3,414.56	24,754.00	7,246.00	-	7,246.00	-	
502.17	13,500.00	1,125.00	12,375.00	1,125.00	-	1,125.00	-	
502.17	15,000.00	700.00	4,518.10	10,481.90	-	10,481.90	-	
502.19	1,500.00	800.00	800.00	700.00	-	700.00	-	
502.20	\$151,000.00	\$12,757.39	\$98,482.41	\$52,517.59	-	\$52,517.59	-	
502.26	\$ 2,500.00	\$ 262.50	\$ 2,589.57	\$ (89.57)	-	\$ (89.57)	\$ 500.00	
502.27	2,500.00	-	-	2,500.00	-	2,500.00	(500.00)	
502.30	\$ 5,000.00	\$ 262.50	\$ 2,589.57	\$ 2,410.43	-	\$ 2,410.43	\$ -0-	
502.32	\$ 2,500.00	\$ 286.74	\$ 1,499.36	\$ 1,000.64	\$ 12.00	\$ 988.64	\$ -	
502.37	10,000.00	203.48	997.87	9,002.13	-	9,002.13	-	
502.39	15,000.00	5,155.60	8,547.47	6,452.53	1,992.74	4,459.79	-	
	\$ 27,500.00	\$ 5,645.82	\$11,044.70	\$16,455.30	\$ 2,004.74	\$14,450.56	\$ -	

PERSONNEL SALARIES  
 TRAVEL EXPENSES  
 MISCELLANEOUS  
 COMMUNICATIONS  
 REPAIRS  
 MAINTENANCE  
 SUPPLIES  
 PROFESSIONAL FEES  
 CONTRACTS  
 EQUIPMENT  
 DEPRECIATION  
 OTHER

EDUCATIONAL FUND BUDGET REPORT CONT'D

EXPLANATION	ACCOUNT NUMBER	MONTH OF			BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE	YEAR TO DATE			
Travel:							
Faculty	502.70	\$ 5,000.00	\$ 876.55	\$ 6,786.35	\$ (1,786.35)	\$ 62.50	\$ (1,848.85)
Librarian	502.77	1,000.00	15.00	1,046.96	(46.96)	-	(46.96)
Other	502.79	2,000.00	25.20	1,256.54	743.36	-	743.36
TOTAL TRAVEL		\$ 8,000.00	\$ 916.75	\$ 9,089.95	\$ (1,089.95)	\$ 62.50	\$ (1,152.45)
Tuition Paid	502.80	\$ 92,820.00	\$ 3,638.35	\$ 46,485.90	\$ 46,334.10	\$ 127.20	\$ 46,206.90
OTHER INSTRUCTIONAL EXPENSES	502.90	1,000.00	235.91	1,182.22	(182.22)	500.00	(682.22)
TOTAL INSTRUCTIONAL EXPENSE		\$ 285,320.00	\$ 23,456.72	\$ 168,874.75	\$ 116,445.25	\$ 2,694.44	\$ 113,750.81
Health:							
Salaries	504.00	\$ 500.00	-	-	\$ 500.00	-	\$ 500.00
Supplies	504.10	500.00	-	-	500.00	-	500.00
TOTAL HEALTH EXPENSE		\$ 1,000.00	-	-	\$ 1,000.00	-	\$ 1,000.00
Fixed Charges:							
Employers Share of Retirement	508.00	\$ 24,000.00	\$ 1,689.26	\$ 17,148.05	\$ 6,851.95	-	\$ 6,851.95
Fringe Benefit Program	508.40	15,000.00	2,004.58	8,610.54	6,389.46	1,300.00	5,089.46
Other Insurance	508.50	1,500.00	-	577.76	922.24	-	922.24
Rentals	508.51	7,500.00	1,195.08	6,981.23	518.77	600.00	(81.23)
Interest	508.60	2,000.00	-	-	2,000.00	-	2,000.00
Operational Bond	508.80	380.00	-	-	380.00	-	380.00
Other	508.84	6,000.00	-	-	6,000.00	-	6,000.00
TOTAL FIXED CHARGES	508.89	\$ 56,380.00	\$ 4,888.92	\$ 33,317.58	\$ 23,062.42	\$ 1,900.00	\$ 21,162.42
Capital Outlay:							
Additional Equipment	560.00	\$ 119,790.00	\$ 24,182.63	\$ 75,260.93	\$ 44,529.07	\$ 19,254.40	\$ 25,274.67
Provision for Contingencies	563.00	\$ 64,914.00	\$ -	\$ -	\$ 64,914.00	\$ -	\$ 64,914.00
TOTAL EXPENDITURES	590.00	\$ 708,554.00	\$ 68,805.56	\$ 430,299.49	\$ 278,254.51	\$ 26,320.47	\$ 251,934.04

ACCOUNT NUMBER	BUDGET	MONTH OF		YEAR TO		BALANCE	ENCUMBRANCES	UNENCUMBERED		BUDGET ADJUSTMENT
		JUNE TO DATE	DATE	DATE	DATE			BALANCE	BALANCE	
502.70										
502.72	\$ 5,000.00	\$ 876.55	\$ 6,786.35	\$ (1,786.35)	\$ 62.50	\$ (1,848.85)	\$ 2,500.00			
502.77	1,000.00	15.00	1,046.96	(46.96)	-	(46.96)	100.00			
502.79	2,000.00	25.20	1,256.54	743.36	-	743.36	-			
	\$ 8,000.00	\$ 916.75	\$ 9,089.95	\$ (1,089.95)	\$ 62.50	\$ (1,152.45)	\$ 2,600.00			
502.80	\$ 92,820.00	\$ 3,638.35	\$ 46,485.90	\$ 46,334.10	\$ 127.20	\$ 46,206.90	\$ -			
502.90	1,000.00	235.91	1,182.22	(182.22)	500.00	(82.22)	1,000.00			
EXPENSE	\$285,320.00	\$23,456.72	\$168,874.75	\$116,445.25	\$ 2,694.44	\$113,750.81	\$ 3,600.00			
504.00										
504.10	\$ 500.00	-	-	\$ 500.00	-	\$ 500.00	-			
504.30	500.00	-	-	500.00	-	500.00	-			
NSF	\$ 1,000.00	-	-	\$ 1,000.00	-	\$ 1,000.00	-			
508.00										
508.40	\$ 24,000.00	\$ 1,689.26	\$ 17,148.05	\$ 6,851.95	-	\$ 6,851.95	-			
508.50	15,000.00	2,004.58	8,610.54	6,389.46	1,300.00	5,089.46	-			
508.51	1,500.00	-	577.76	922.24	-	922.24	-			
508.60	7,500.00	1,195.08	6,981.23	518.77	600.00	(81.23)	100.00			
508.80	2,000.00	-	-	2,000.00	-	2,000.00	-			
508.84	380.00	-	-	380.00	-	380.00	-			
508.89	6,000.00	-	-	6,000.00	-	6,000.00	-			
ES	\$ 56,380.00	\$ 4,888.92	\$ 33,317.58	\$ 23,062.42	\$ 1,900.00	\$ 21,162.42	\$ 100.00			
560.00										
563.00	\$119,790.00	\$24,182.63	\$ 75,260.93	\$ 44,529.07	\$ 19,254.40	\$ 25,274.67	\$ -			
590.00	\$ 64,914.00	\$ -	\$ -	\$ 64,914.00	\$ -	\$ 64,914.00	\$ (12,645.80)			
	<u>\$708,554.00</u>	<u>\$68,805.56</u>	<u>\$430,299.49</u>	<u>\$278,254.51</u>	<u>\$ 26,320.47</u>	<u>\$251,934.04</u>	<u>\$ -0-</u>			

WILLIAM RAINY HARPER COLLEGE  
DISTRICT NO. 512  
BUILDING FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
		JUNE	TO DATE				
<b>Revenue:</b>							
Taxes - Current 1965	401.10		-	\$129,310.20	\$ 4,799.60	-	\$ 4,799.60
Interest on Investments	404.00	1,040.20	669.50	1,988.78	(948.58)	-	(948.58)
<b>TOTAL REVENUE</b>		\$135,150.00	\$ 669.50	\$131,298.98	\$ 3,851.02	-	\$ 3,851.02
<b>Expenditures</b>							
Tuition Paid	502.80	\$ 16,380.00	\$ 13,107.50	\$ 13,107.50	\$3,272.50	-	\$ 3,272.50
<b>Operations</b>							
Salaries	506.00	\$ 5,000.00	-	\$ 5,000.00	\$ -	-	\$ -
President	506.10	4,000.00	1,000.00	4,000.00	-	-	-
Dean of Business Affairs	506.12	3,500.00	1,125.00	3,500.00	-	-	-
Data Processing	506.15	2,000.00	95.00	1,271.30	728.70	95.00	633.70
Contractual Services - Cust.	506.20	500.00	-	77.02	422.98	-	422.98
Supplies	506.30	250.00	-	-	250.00	-	250.00
Utilities:	506.50	1,000.00	3.03	4.75	995.25	5.00	990.25
Water & Sewage	506.51	7,000.00	1,021.06	9,982.90	(2,932.90)	1,200.00	(4,132.90)
Electricity	506.52	1,000.00	-	-	1,000.00	-	1,000.00
Telephone & Telegraph	506.54	24,250.00	3,244.09	23,785.97	464.03	1,300.00	(835.97)
Other	506.59	2,000.00	-	2,589.50	(389.50)	-	(389.50)
<b>TOTAL OPERATING EXPENSE</b>		\$ 24,250.00	\$ 3,244.09	\$ 23,785.97	\$ 464.03	\$ 1,300.00	\$ (835.97)
<b>Maintenance:</b>							
Contractual Services	507.20	2,000.00	-	2,589.50	(589.50)	-	(589.50)
Supplies	507.30	2,200.00	-	2,589.50	(389.50)	-	(389.50)
<b>TOTAL MAINTENANCE EXPENSES</b>		\$ 2,200.00	-	\$ 2,589.50	\$ (389.50)	-	\$ (389.50)
<b>Fixed Charges:</b>							
Employers Share of Retirement	508.40	1,300.00	214.42	1,300.00	\$ -	-	\$ -
Fire Insurance	508.50	1,000.00	22.00	22.00	978.00	-	978.00
Rentals - Office	508.60	20,000.00	2,355.34	15,589.78	4,410.22	-	4,410.22
Other	508.65	2,000.00	-	74.26	1,925.74	-	1,925.74
<b>TOTAL FIXED CHARGES</b>		\$ 24,300.00	\$ 2,591.76	\$ 16,986.04	\$7,313.96	-	\$ 7,313.96
<b>Capital Outlay</b>							
New Buildings & Improvements	562.00	\$ 61,291.00	-	-	\$61,291.00	\$ -	\$ 61,291.00
Additional Equipment	563.00	5,500.00	-	-	5,500.00	5,497.45	2.25
Total Capital Outlay		\$ 66,791.00	-	-	\$66,791.00	\$5,497.45	\$ 61,293.55
Provisions for Contingencies		1,229.00	-	-	1,229.00	-	\$ 1,229.00
<b>TOTAL EXPENDITURES</b>		\$135,150.00	\$ 18,943.35	\$ 56,469.01	\$78,680.99	\$6,797.45	\$ 71,883.54

WILLIAM RAINY HARPER COLLEGE  
DISTRICT NO. 512  
BUILDING FUND - BUDGET REPORT

ACCOUNT NUMBER	BUDGET	MONTH OF JUNE TO DATE	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES	BUDGET ADJUSTMENTS
401.10	\$134,109.80	-	\$129,310.20	\$ 4,799.60	-	\$ 4,799.60	\$ -
404.00	1,040.20	669.50	1,988.78	( 948.58)	-	(948.58)	-
	\$135,150.00	\$ 669.50	\$131,298.98	\$ 3,851.02	\$ -	\$ 3,851.02	\$ -
502.80	\$ 16,380.00	\$ 13,107.50	\$ 13,107.50	\$3,272.50	\$ -	\$ 3,272.50	\$ -
506.00	\$ 5,000.00	-	\$ 5,000.00	\$ -	-	\$ -	\$ -
506.10	4,000.00	1,000.00	4,000.00	-	-	-	-
506.11	3,500.00	1,125.00	3,500.00	-	-	-	-
506.12	2,000.00	95.00	1,271.30	728.70	95.00	633.70	-
506.15	500.00	-	77.02	422.98	-	422.98	-
506.20	250.00	-	-	250.00	-	250.00	-
506.30	1,000.00	3.03	4.75	995.25	5.00	990.25	-
506.51	7,000.00	1,021.06	9,932.90	(2,932.90)	1,200.00	(4,132.90)	5,000.00
506.52	1,000.00	-	-	1,000.00	-	1,000.00	(600.00)
506.54	\$ 24,250.00	\$ 3,244.09	\$ 23,785.97	\$ 464.03	\$ 1,300.00	\$ (835.97)	\$ 4,500.00
507.00	\$ 2,000.00	-	\$ 2,589.50	\$ (589.50)	-	\$ (589.50)	\$ 600.00
507.20	200.00	-	-	200.00	-	200.00	-
507.30	\$ 2,200.00	-	\$ 2,589.50	\$ (389.50)	-	\$ (389.50)	\$ 600.00
508.00	\$ 1,300.00	\$ 214.42	\$ 1,300.00	\$ -	-	\$ -	\$ -
508.40	1,000.00	22.00	22.00	978.00	-	978.00	-
508.50	20,000.00	2,355.34	15,589.78	4,410.22	-	4,410.22	(3,200.00)
508.60	2,000.00	-	74.26	1,925.74	-	1,925.74	(671.00)
508.65	\$ 24,300.00	\$ 2,591.76	\$ 16,986.04	\$7,313.96	\$ -	\$ 7,313.96	\$ (3,871.00)
562.00	\$ 61,291.00	-	-	\$61,291.00	\$ -	\$ 61,291.00	\$ -
563.00	5,500.00	-	-	5,500.00	5,497.45	2.25	-
	\$ 66,791.00	-	-	\$66,791.00	\$5,497.45	\$ 61,293.55	\$ -
	1,229.00	-	-	1,229.00	-	1,229.00	(1,229.00)
	\$135,150.00	\$ 18,943.35	\$ 56,469.01	\$78,680.99	\$6,797.45	\$ 71,883.54	\$ -0-