

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

AGENDA
January 25, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable, Jan. 25, 1968
 - B. Payroll, Jan. 1-15, 1968
 - C. Estimated Payroll, Jan. 16-31, 1968
 - D. Estimated Part-time Teachers' Payroll, Jan. 1-31, 1968
 - E. Review of Financial Statements
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Policy on Hiring (Exhibit A)
 - B. Review of Present Staff and Staffing for Future of Harper College (Exhibit B)
 - C. Recommendation - Proposed Policy for Holding Institutes on the Harper College Campus (Exhibit C)
 - D. Recommendation - Director of Learning Resources (Exhibit D)
 - E. Recommendation - Policy on Staff Evaluation (Exhibit E)
 - F. Recommendation - Adoption of School Mascot and Colors (Exhibit F)
 - G. Recommendation - Designation of Elk Grove Bank as a Depository
 - H. Recommendation - Renew Treasurer's Bond
 - I. Other
- VIII. President's Report
- IX. Adjournment

January 19, 1968

OFFICE OF THE PRESIDENT

NOTE!

Board of Trustees

Dear Trustee:

Attached is the Agenda and supporting information for the regular Board meeting to be held on Thursday, January 25, 1968, 7:30 P.M. in the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.

I shall look forward to seeing you on Thursday at eight o'clock in the evening.

Sincerely,



Robert E. Lahti
President

REL:jal
Enclosures

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, January 25, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No.512 was called to order at 7:53 p.m., January 25, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Haas.

ROLL CALL: Present: John Haas, James Hamill, Milton Hansen, and Jessalyn Nicklas
Absent: Roy Hutchings and Richard Johnson

Also present: Dr. Robert E. Lahti, Kenneth Andeen, H.Cunningham, Anton Dolejs, John Gelch, James Harvey, Robert Hughes, Roy Kearns, William Mann, Thomas McCabe, Roger Mussell, William Punkay, Roy Sedrel, Jay Singelmann, John Thompson, John Upton, Harper College; Frank Hines, Board Attorney; Kathy Gosnell, Paddock Publications; Ralph Klatt, Des Plaines Suburban Times; and Donald Schroeder, Arlington High School.

MINUTES: Member Nicklas moved and Member Hansen seconded the motion to approve the minutes of the Regular Board Meeting of January 11, 1968. Motion unanimously carried.

APPROVAL OF DISBURSEMENTS: Member Johnson entered the meeting at 7:59 p.m.

Member Hansen suggested that in the Bills Payable, under travel expenditures, the name of the individual to whom a ticket is issued be listed. The administration agreed this will be done in the future.

Member Hamill moved and Member Hansen seconded the motion to approve for payment: the Bills Payable as of January 25, 1968, as follows:

Educational Fund	\$38,231.78
Building Fund	2,789.44
Site & Construction Fund	<u>9,468.17</u>
	\$50,489.39

and the Payroll for January 1-15, 1968, in the amount of \$41,288.09; the Estimated Part-time Teachers' Payroll of January 1-31, 1968, in the amount of \$16,000.00; and the Estimated Payroll of January 16-31, 1968, in the amount of \$45,400.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
Nays: None

The Board reviewed the Financial Statements. Mr. Mann informed the Board that everything is in order and projections show no serious problem with the budget.

COMMUNICATIONS:

Secretary Nicklas stated that each Board member had received the letter from S.I.U. concerning the Illinois Jr. College Conference of the Board Division on February 9 and 10 at the Sherman House. She discussed the program and speakers for the two day meeting, and pointed out that John Haas will conduct a workshop for new Board Members on Friday evening, Feb. 9, at 9:15 p.m. Chairman Haas discussed the desirability of as many Board Members as possible attending the meeting on Friday afternoon, Feb. 9, at which a discussion on the relationships between the local boards and the higher boards will be held. All Board Members indicated they would attend this afternoon session, at least.

Secretary Nicklas announced that a letter from the League of Women Voters of Palatine was received inviting a representative from Harper College to speak at a meeting on January 29 which they are sponsoring. The school districts and Village Board were also invited to participate. Member Hansen will represent Harper College at this meeting.

Secretary Nicklas reported a letter had been received from the American Association of Junior Colleges with information on their conference from February 26 through March 1st in Boston.

UNFINISHED
BUSINESS:

At this point, Chairman Haas stated he would like to introduce Mr. John Kuranz, candidate for the vacancy on the Board of Trustees.

Mr. Kuranz briefly sketched his background and qualifications: his undergraduate training was in engineering at the University of Marquette; with a Master's Degree in Electrical Engineering at the University of Oklahoma; post-graduate work in physics at the University of Chicago; and from there he went to the Manhattan Project where he remained until 1946. He then went into business for himself--Nuclear-Chicago. He felt there was an educational job to be done for industry in the peacetime use of atomic energy and, in that capacity, has done work with the government and other agencies. He informed the Board he has done a good deal of technical lecturing and written many papers in his field. Mr. Kuranz stated he had served two terms on the Prospect Heights elementary school board. He added he would be willing to stand for election and run in April. He has been a resident in the college district since 1950 and presently resides in Barrington Hills. Board members questioned Mr. Kuranz about his views on the image a junior college presents to the public, his familiarity with Harper, additional tax referenda for education, and federal and state grants. Chairman Haas thanked Mr. Kuranz for appearing before the Board, informing him that a number of other people had applied for this vacancy also.

Chairman Haas introduced Mr. Lee Smith, also a candidate for the vacancy on the Board of Trustees.

UNFINISHED
BUSINESS:
 (Cont.)

Mr. Smith gave a brief resume of his personal background and qualifications, stating he was born in Iowa, educated at the University of Iowa received his BSC degree in 1935, and moved to Barrington in 1936. Mr. Smith summarized his business experience, stating he is now Vice-President of Personnel for Jewel Tea Stores. He is a member of the Chicago Crime Association, a member of the Emergency Planning Resources Board--State of Illinois, a building trustee board member of his church, a member of the Chicago Planning Commission, and on the Board of Trustees of Biltmore Country Club. He served on the Barrington Planning Board from 1950 to 1962. He stated he would be willing to run for election in April. The Board members questioned Mr. Smith on his interest in Harper College, about his views on the image a junior college presents to the community, the role of Harper College, and federal aid to junior colleges. Chairman Haas thanked Mr. Smith for appearing before the Board and informed him that a number of other persons had also applied for the vacancy.

Dr. Lahti informed the Board that three more individuals had made themselves known to his office as interested candidates for the vacancy. After discussion it was the consensus of the Board that there should be no further delay in appointing an individual for the Board vacancy, because of the shortage of time left.

Member Johnson moved and Member Hamill seconded the motion that the Board appoint the new Board member at this meeting. Motion unanimously carried.

A discussion followed on the procedure to be used for handling this appointment. The Board agreed to a secret ballot. Chairman Haas asked the Board to keep in mind the 12 other persons who had originally been interviewed. A secret ballot was cast. Dr. Lahti read the ballots; the Board members voted unanimously for Mr. John Kuranz.

Member Hansen moved and Member Johnson seconded the motion that the Board appoint Mr. John L. Kuranz to the unexpired term of Paul O'Dea which would run until the next election. Motion carried unanimously.

NEW BUSINESS:

Policy on Hiring

Member Hamill moved and Member Johnson seconded the motion that the Board adopt the Policy on Employment as presented.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
 Nays: None

Review of Present Staff and Staffing for Future of Harper College

Dr. Lahti discussed the two charts on Review of Present Staff and Staffing for Future of Harper College. A discussion of the presentation followed, and Member Hamill suggested this type of report should be done on a yearly basis.

NEW BUSINESS:
Review of Present
Staff and Staffing
for Future of
Harper College
(Cont.)

Dr. Lahti informed the Board that the college is presently working on the Board Policy Manual and the Faculty Procedure Manual. He pointed out that the present Board Policy Manual has many procedures and policies in it, and, hopefully, the Board Policy Manual (containing only policies) and the Faculty Procedure Manual will be finished and presented to the Board before next September. He stated an organizational chart would be prepared again for next fall. Member Hamill asked what guidelines were used to determine whether administration and faculty were fully staffed or understaffed. Dr. Lahti stated he had been using the New York State University System for Guidelines on Staffing.

Proposed Policy
for Holding
Institutes on the
Harper College
Campus

Dr. Lahti discussed the proposed policy for holding institutes on Harper College Campus. He stated an institute on numerical control and one in the electronics area were being prepared by staff members for federal funding. Procedures would need to be set up for bringing institutes to the campus. Dr. Lahti pointed out that institutes on campus have tremendous benefit to the institution.

After discussion of the policy, the Board questioned the arrangements for reimbursement of staff in the case of private donors. Chairman Haas stated the Board was in sympathy with the proposed policy. However, the Board agreed not to act on the policy at this time, and asked the administration to work a clause into the policy, similar to the coverage for federal funding, for reimbursement of staff in reference to private companies.

Mr. Cunningham reported on plans for a six-week summer training program for community college teachers in Numerical Control. Dr. Lahti briefly discussed the Electronic Instrumentation Institute, also for junior college teachers, which is in the planning stage.

Director of
Learning
Resources

Dr. Lahti stated the recommendation to employ George V. Voegel as Director of Learning Resources had culminated a three year search for an individual who could do the job for Harper. He pointed out that this is a significant position in the institution. Dr. Andeen reviewed Mr. Voegel's qualifications. Dr. Lahti informed the Board the college was asking that they employ Mr. Voegel on April 1, instead of July 1, so other faculty members who are working on innovative projects could receive needed assistance from this type of person.

Member Johnson moved and Member Hamill seconded the motion that the Board approve the employment of Mr. George V. Voegel as an associate professor at a salary of \$17,000, effective April 1, 1968, on a 12 month position.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
Nays: None

NEW BUSINESS:
Policy on Staff
Evaluation

Member Johnson reported that the salary committee, after meeting with the Board as a whole, realized that one of the basic elements of a good faculty was a well established program of the review of faculty members. As a result, they asked the faculty if they would be willing to come up with an evaluation system no later than the middle of May.

In the discussion which followed, Member Hamill pointed out that evaluation of personnel has been the responsibility of the department heads and administration. He questioned the possibility of this procedure being changed. The Board agreed the faculty would design an evaluation system, but it would need to be recommended by Dr. Lahti to the Board for approval.

Member Hamill moved and Member Nicklas seconded the motion that the Board adopt the recommended policy on staff evaluation as presented.

Upon roll call, the vote was:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
Nays: None

Adoption of School
Mascot and Colors

Dr. Harvey reviewed the Board's previous action in authorizing a student-faculty committee to conduct a contest among the student body to select a college mascot and colors. The committee, as a result of the contest, had presented their recommendations to the Board.

Member Johnson moved and Member Hamill seconded the motion to approve the Board adoption of the Hawk as the official college mascot and the adoption of maroon and gold as the official college colors.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
Nays: None

Designation of Elk
Grove Bank as a
Depository

Mr. Mann stated the college would like to use the Elk Grove Bank as a depository for funds taken in during the registration period, pointing out there would be about three days of heavy receipts. He informed the Board that the college is thinking eventually about depositing the bookstore and cafeteria money in this bank on a daily basis. Dr. Lahti added this is a temporary depository for three days of tuition which would be shipped to the regularly scheduled bank.

Member Hamill moved and Member Johnson seconded the motion that the Board approve the designation of the Elk Grove Bank as a depository for funds taken in during the registration period.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas
Nays: None

NEW BUSINESS:
Other

Dr. Lahti recommended the employment of Mr. Marshall Fisher as the new librarian for the college, with responsibility as a catalog librarian. He pointed out the college has been looking for a person to fill this position for a long time. Dr. Andeen reviewed Mr. Fisher's qualifications. Dr. Lahti further discussed the need for this individual in order to meet North Central requirements for the library system at Harper.

Member Johnson moved and Member Hamill seconded the motion that the Board approve the employment of Mr. Marshall Fisher as an instructor at a salary of \$8400 for a 12 month contract.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hanson, Johnson and Nicklas

Nays: None

Dr. Lahti requested the Board study the proposed Constitution of the Faculty Senate which had been distributed to them. He suggested this then be reviewed a month from now.

Member Johnson asked for a continuance of the closed meeting of the Board in regard to negotiations on faculty salaries. It was agreed this meeting would be held on Wednesday, January 31, 1968, at the Administrative Office in Palatine, at 8:00 p.m.

Member Hamill asked about the planning of Phase II buildings. Dr. Lahti informed the Board he had put in motion with the faculty, and given a very definitive charge to Dr. Pankratz, for projections on enrollment and scheduling for the next three years, out of which should come the next building on the line.

PRESIDENT'S
REPORT:

In reference to the CPM, Mr. Mann discussed the charts which were available at the meeting for the Board's examination. He pointed out that things were pretty well on schedule, and these charts would be up-dated every month.

Dr. Lahti reported on GT-70. Two more institutions have been enrolled, or a total membership of ten with possibly one more. The board voted to close membership for one calendar year. They have some tentative by-laws. The articles of incorporation have been filed. All institutions have paid initial fee commitment. The Title III project appears certain to be funded around a million dollars. They are looking for a half-time person who can give continuity to the activities. There are two proposals. One has some certainty of being funded--Title VI, General Education Program for the 70's. There is also a request for a planning grant for this year.

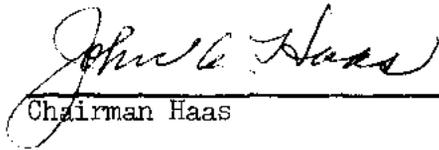
Dr. Lahti mentioned that NBC had asked four persons, including Dr. Lahti, to videotape a program on Junior College Education in Illinois. He stated that, hopefully, Harper might receive some publicity from this.

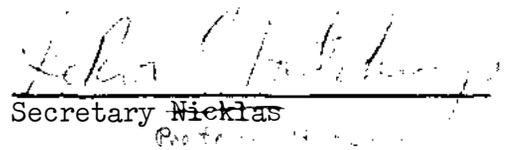
PRESIDENT'S REPORT:
(Cont.)

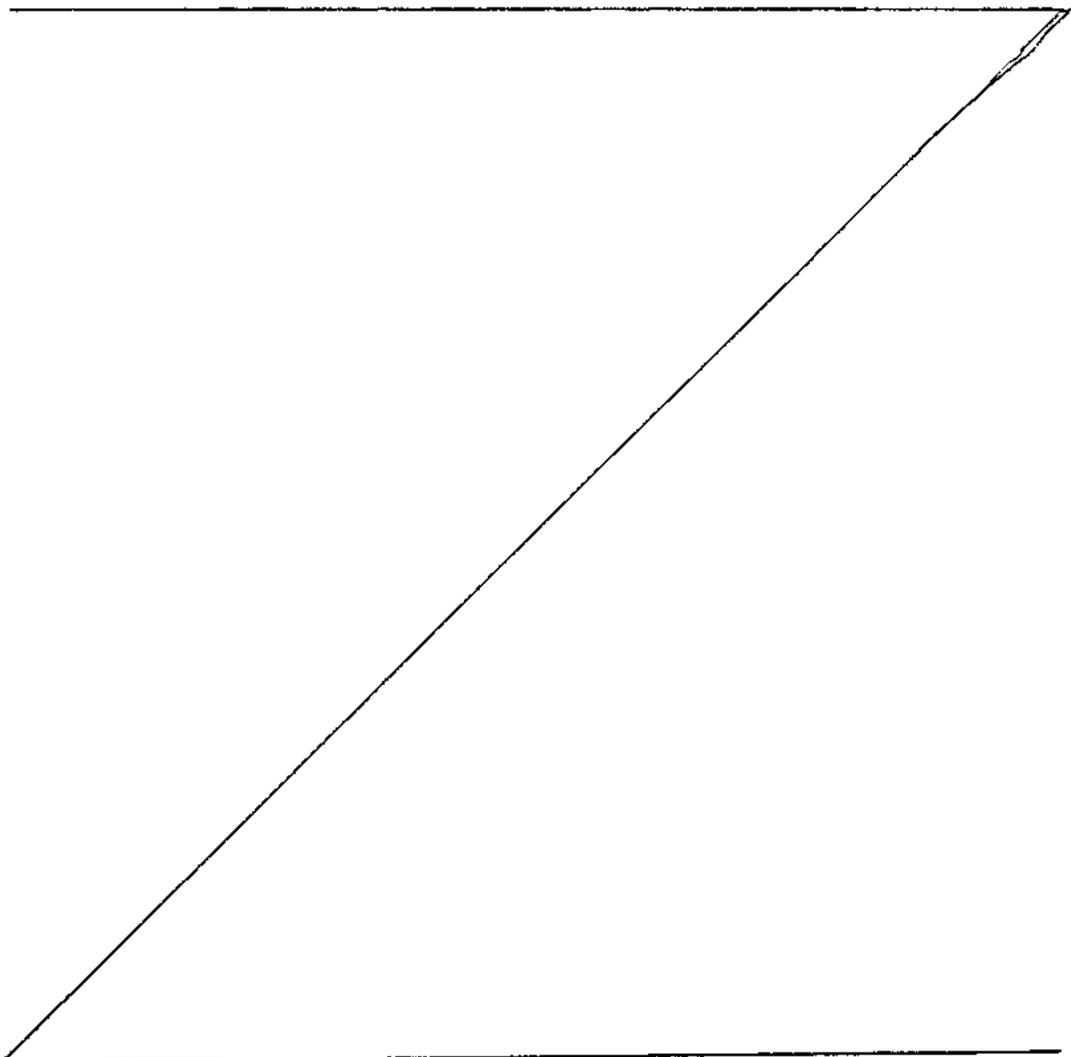
Dr. Lahti informed the Board that due to remodeling scheduled to start on February 1, the next several meetings may have to be held in the computer room.

ADJOURNMENT:

Member Johnson moved and Member Hamill seconded the motion that the meeting be adjourned at 11:48 p.m. Motion unanimously carried.


Chairman Haas


Secretary Nicklas



WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
FINANCIAL STATEMENTS
FOR THE PERIOD ENDING December 31, 1967

	<u>PAGE NUMBER</u>
I EDUCATIONAL FUND	
A) Statement of Position	1
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II BUILDING FUND	
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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND
STATEMENT OF POSITION, DECEMBER 31, 1967

<u>ASSETS</u>	ACCOUNT NUMBER	12/31/67 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Imprest Fund	101.20	\$ 5,000.00	-0-	\$ 5,000.00
Cash-in-Bank, 1st Bank & Trust	101.32	274,879.21	-0-	274,879.21
Petty Cash Funds	101.40	700.00	-0-	700.00
Tuition Refund Fund				
Deposits	101.80	600.00	-0-	600.00
Investments	102.10	198,015.08	-0-	198,015.08
Interfund Receivables-Bldg. Fund	103.20	6,314.42	-0-	6,314.42
Interfund Receivables-Trust & Agency	103.40	2,412.43	-0-	2,412.43
Accounts Receivable-Current Taxes	105.10	35,013.58	-0-	35,013.58
Accounts Receivable-Back Taxes	105.11	-0-	-0-	-0-
Accounts Receivable-Other	105.90	87,360.31	-0-	87,360.31
Inventories	108.30	31,183.18	-0-	31,183.18
TOTAL ASSETS		<u>\$641,478.21</u>	<u>-0-</u>	<u>\$641,478.21</u>

<u>LIABILITIES</u>				
Interfund Payables-Bldg. Fund	203.20	\$ 731.24	\$ -0-	\$ 731.24
Interfund Payables-Trust & Agency	203.40	10.00	-0-	10.00
Payroll Deductions-Group Insurance	204.50	416.00	-0-	416.00
Accounts Payable	205.00	35,309.52	-0-	35,309.52
Accounts Payable - Other	205.40	45.20	-0-	45.20
Accrued Retailers Occupation Tax	209.14	55.60	-0-	55.60
Reserve for Encumbrances	210.90	-0-	74,636.63	74,636.63
TOTAL LIABILITIES		<u>\$ 36,567.56</u>	<u>\$74,636.63</u>	<u>\$111,204.19</u>

<u>FUND BALANCE</u>				
Fund Balance	300.00	\$604,910.65	\$(74,636.63)	\$530,274.02
TOTAL LIABILITIES & FUND BALANCE		<u>\$641,478.21</u>	<u>\$ -0-</u>	<u>\$641,478.21</u>

<u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 12,932.60	\$ -0-	\$ 12,932.60
Add: Revenue to Date		<u>\$1,278,469.82</u>	<u>-0-</u>	<u>\$1,278,469.82</u>
		\$1,291,402.42	\$ -0-	\$1,291,402.42
Less: Expenditures		686,491.77	74,636.63	761,128.40
FUND BALANCE		<u>\$ 604,910.65</u>	<u>\$(74,636.63)</u>	<u>\$ 530,274.02</u>

WILLIAM RAINY HARVARD COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT
SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION REVENUE:	ACCOUNT NUMBER	MONTH OF		DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		DECEMBER	DATE				
Taxes	400.00						
Current Taxes	401.10	-0-	\$786,767.00		\$ -0-	-0-	\$ -0-
Prior Years Taxes	401.11	-0-	3,198.89		(858.89)	-0-	(858.89)
		-0-	\$789,965.89		\$(858.89)	-0-	\$(858.89)
From Governmental Divisions	402.00						
Junior College Aid	402.30	\$176,332.50	\$176,332.50		\$220,417.50	-0-	\$220,417.50
Vocational Education Act	402.60						
Nursing Aid	402.61	-0-	5,428.00		3,416.00	-0-	13,416.00
Data Process. - Teaching Supply Aid	402.62	-0-	-0-		1,000.00	-0-	1,000.00
Federal Subsidies	402.80	-0-	\$ 5,428.00		\$ 14,416.00	-0-	\$ 14,416.00
Tuition	403.00	-0-	-0-		\$ 5,000.00	-0-	\$ 5,000.00
Registration Fees, 1968-69	406.10	\$ -0-	\$ 200.00		\$ (200.00)	-0-	\$ (200.00)
Resident Tuition	406.20	649.20	117,530.20		122,469.80	-0-	122,469.80
Non-Resident Tuition	404.00	82,690.15	105,654.35		90,095.65	-0-	90,095.65
Interest on Investments	409.00	\$ 83,339.35	\$223,384.55		\$212,365.45	-0-	\$212,365.45
Student Fees	410.00	\$ 1,694.72	\$ 5,693.52		\$ 19,306.48	-0-	\$ 19,306.48
Refund of Retirement Payments	410.10	\$ 242.50	\$ 3,435.50		\$ 4,064.50	-0-	\$ 4,064.50
Refund of 1966-67 Payments	410.20	-0-	-0-		\$ 18,450.00	-0-	\$ 18,450.00
Refund of 1967-68 Payments	411.00	-0-	-0-		7,500.00	-0-	7,500.00
1966-67 Fund Balance	114.00	-0-	-0-		\$ 25,950.00	-0-	\$ 25,950.00
Bookstore	414.4	-0-	-0-		12,932.00	-0-	12,932.00
Sale of Textbooks	414.30	765.44	56,486.38		18,513.62	-0-	18,513.62
Sale of Supplies	415.00	372.98	8,280.03		7,719.97	-0-	7,719.97
Cafeteria	417.00	\$ 1,138.42	\$ 64,766.41		\$ 26,233.59	-0-	\$ 26,233.59
Sale of Food	417.20	1,898.80	9,463.45		20,536.55	-0-	20,536.55
Student Activity Program	417.20	-0-	-0-		20,000.00	-0-	20,000.00
Activity Fee		\$264,646.29	\$1,278,469.82		\$580,363.18	-0-	\$580,363.18
TOTAL REVENUE							

WILLIAM RALPH HARPER COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	MONTH OF		BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		DECEMBER	YEAR TO			
EXPENDITURES						
Administration	500.00					
Salaries:						
Administrative	501.11-14	\$ 6,491.70		\$ 36,456.24	0	\$ 38,443.76
Business Office Staff	501.131	1,891.66		11,349.98	0	11,350.02
Data Processing Staff	501.141	1,516.66		7,585.69	0	13,414.31
Secretarial & Clerical	501.16	4,538.95		27,438.50	0	31,061.50
Other Salaries	501.19	501.60		501.60	0	6,998.40
TOTAL SALARIES		\$ 14,940.57		\$ 83,332.01	0	\$ 101,267.99
Contractual Services:						
Accounting	501.20	0		3,000.00	0	0
Legal	501.21	0		2,995.00	0	9,005.00
Service Bureau	501.22	0		0	0	1,000.00
Architectural	501.23	0		0	0	1,000.00
Educational	501.24	520.05		1,820.05	0	679.95
Financial	501.25	222.50		635.00	84.38	780.62
Other	501.26	605.32		7,459.71	376.65	163.64
TOTAL CONTRACTUAL SERVICES		\$ 1,347.87		\$ 15,909.76	\$ 461.03	\$ 12,629.21
Supplies						
Office Supplies	501.30	169.52		2,202.59	\$ 273.14	\$ 3,174.27
Copying Supplies	501.31	1.21		1,028.34	8.75	4,462.91
Printing	501.32	519.38		2,578.90	428.94	3,492.16
Postage	501.33	260.77		1,598.64	0	4,401.36
Election Supplies	501.34	0		0	0	4,000.00
Professional Books	501.35	6.90		513.35	7.00	1,329.65
Other Supplies	501.38	114.56		1,498.65	894.82	3,856.53
TOTAL SUPPLIES		\$ 1,072.34		\$ 9,420.47	\$ 1,612.65	\$ 24,716.88
Travel:						
Administrative Travel	501.70	1,437.77		5,005.65	\$ 62.70	\$ 6,181.65
Other Travel	501.72	0		32.20	0	967.80
TOTAL TRAVEL EXPENSE		\$ 1,437.77		\$ 5,037.85	\$ 62.70	\$ 7,149.45
Other Administrative Expense	501.90	638.82		6,404.34	\$ 106.85	\$ 1,988.81
TOTAL ADMINISTRATIVE EXPENSE		\$ 19,437.37		\$ 120,104.43	\$ 2,243.23	\$ 147,752.34

WILLIAM RAINY HAR R COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT
SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF DECEMBER	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Instruction							
Salaries:							
Administration	502.11-12	\$ 55,200.00	\$ 4,600.00	\$ 25,957.14	\$ 29,242.86	-0-	\$ 29,242.86
Secretarial & Clerical	502.16	26,950.00	2,156.40	12,205.11	14,744.89	-0-	14,744.89
Instructional Staff	502.121	671,792.00	56,526.77	240,873.30	430,918.70	-0-	430,918.70
Library		49,700.00	2,859.99	16,465.46	33,234.54	-0-	33,234.54
Student Services							
Administration	502.13-14	97,906.00	7,829.18	44,654.77	53,251.23	-0-	53,251.23
Secretarial & Clerical	502.16	37,100.00	3,102.52	17,339.22	19,760.78	-0-	19,760.78
Adult Education	502.121	5,103.00	-0-	-0-	5,103.00	-0-	5,103.00
Data Process. Programmer	502.15	4,800.00	-0-	-0-	4,800.00	-0-	4,800.00
Other Salaries	502.19	3,000.00	-0-	-0-	3,000.00	-0-	3,000.00
TOTAL SALARIES		\$951,551.00	\$77,074.86	\$357,495.00	\$594,056.00	-0-	\$594,056.00
Contractual Services	502.20						
Data Process. -Service Bureau	502.23	\$ 1,000.00	-0-	-0-	\$ 1,000.00	-0-	\$ 1,000.00
Educational Consultants	502.25	5,930.00	-0-	920.01	5,009.99	-0-	5,009.99
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	-0-	\$ 920.01	\$ 6,009.99	-0-	\$ 6,009.99
Supplies	502.30						
Office Supplies	502.31	\$ 6,000.00	\$ 406.87	\$ 5,533.78	\$ 466.22	95.63	\$ 370.59
Copying Supplies	502.32	3,000.00	163.84	2,150.85	849.15	102.15	747.00
Printing	502.33	15,875.00	690.00	4,743.68	11,131.32	721.80	10,409.52
Postage	502.34	6,000.00	-0-	1.44	5,998.56	-0-	5,998.56
Library-Supplies	502.37	10,000.00	433.23	1,569.11	8,430.89	1,065.22	7,365.67
Professional Expenses	502.38	5,500.00	-0-	75.00	5,425.00	-0-	5,425.00
Data Processing Supplies	502.39	750.00	66.80	677.01	72.99	113.26	(40.27)
Instructional Supplies	502.39	51,377.00	1,702.62	28,764.26	22,612.74	3,615.01	18,997.73
Travel		\$98,502.00	\$ 3,463.36	\$43,515.13	\$54,986.87	\$5,713.07	\$49,273.80
Instructional Travel	502.70						
Other Travel	502.72	\$22,620.00	\$ 1,688.69	\$ 5,213.05	\$17,406.95	\$ 184.10	\$17,222.85
Other Travel-Innovation & Experimentation	502.791	1,690.00	-0-	3,594.62	(1,904.62)	-0-	(1,904.62)
TOTAL TRAVEL		10,000.00	917.25	917.25	9,082.75	-0-	9,082.75
Tuition Paid	502.80	\$34,310.00	\$ 2,605.94	\$ 9,724.92	\$ 24,585.08	\$ 184.10	\$ 24,400.98
Other Expenses of Instruction	502.90	\$45,000.00	\$ 8,355.35	\$ 17,698.95	\$ 27,301.05	-0-	\$ 27,301.05
TOTAL INSTRUCTIONAL EXPENSES		18,910.00	507.82	3,923.31	14,986.69	373.93	14,612.76
		\$1,155,203.00	\$92,007.33	\$433,277.32	\$721,925.68	\$6,271.10	\$715,654.58

WILLIAM JANEY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT
 SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO		ENCUMBRANCES	UNENCUMBERED BALANCE
		DECEMBER	DATE	BALANCE	BALANCE		
Fixed Charges	508.00						
Employers Share of Retire. Ins.	508.40	\$ 0	\$ 7,267.65	\$ 232.35	\$ 232.35	\$ 0	\$ 232.35
Health Insurance	508.51	2,255.24	11,222.45	18,777.55	18,777.55	0	18,777.55
Group Life Insurance	508.52	431.04	2,094.59	2,905.41	2,905.41	0	2,905.41
Travel & Accident Insurance	508.53	0	865.00	135.00	135.00	0	135.00
Surety & Fidelity Insurance	508.56	0	0	400.00	400.00	0	400.00
Workman's Comp. Insurance	508.57	2,110.25	2,110.25	(410.25)	(410.25)	0	(410.25)
Rental - Other	508.60	30.00	333.56	166.44	166.44	0	166.44
Rental - Equipment	508.61	245.27	1,500.44	3,499.56	3,499.56	0	3,499.56
Rental - Xerox Machine	508.62	488.50	3,351.71	1,648.29	1,648.29	0	1,648.29
TOTAL FIXED CHARGES		\$5,560.30	\$28,745.65	\$27,354.35	\$27,354.35	0	\$27,354.35
Student & Comm. Services	510.0-519.0						
Bookstore	514.0						
Salaries, Bookstore Mgr.	514.10	\$ 800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 0	\$ 4,800.00
Salaries, Clerical	514.16	425.00	2,411.54	2,748.46	2,748.46	0	2,748.46
Purchases - Supplies	514.30	66.34	16,681.73	3,318.27	3,318.27	119.90	3,198.37
Less Inventory		(1,573.16)	(11,607.89)	6,007.89	6,007.89	0	6,007.89
Purchases - Textbooks	514.40	783.67	62,091.69	27,908.31	27,908.31	12,881.06	15,027.25
Less Inventory		1,538.26	(17,957.91)	(4,542.09)	(4,542.09)	0	(4,542.09)
Travel	514.70	0	177.00	323.00	323.00	0	323.00
Other Expenses	514.90	155.90	787.77	212.23	212.23	217.50	(5.27)
TOTAL BOOKSTORE COSTS & EXPENSES		\$2,196.01	\$57,383.93	\$40,776.07	\$40,776.07	\$13,218.46	\$27,557.61
Cafeteria	515.0						
Salaries	515.10	\$ 783.82	\$ 3,346.99	\$ 5,653.01	\$ 5,653.01	\$ 0	\$ 5,653.01
Purchases of Food	515.31	902.83	5,182.67	11,817.33	11,817.33	0	11,817.33
Less Inventory		198.06	(587.26)	587.26	587.26	0	587.26
Other Expense	515.90	82.95	738.67	3,261.33	3,261.33	22.32	3,239.01
TOTAL CAFETERIA COSTS & EXPENSES		\$1,967.66	\$8,681.07	\$21,318.93	\$21,318.93	\$ 22.32	\$21,296.61
Student Activity Program	517.00						
Student Act. Expenditures	517.90	\$(3,740.78)	\$ 0	\$20,000.00	\$20,000.00	\$ 0	\$20,000.00
Student & Community Services	518.00						
Trustee Scholarships (5)	518.91	0	648.00	752.00	752.00	0	752.00
Grants-in-Aid (3)	518.92	0	0	840.00	840.00	0	840.00
Work Study Program	518.94	0	0	5,513.00	5,513.00	0	5,513.00
Harper Work Program	518.95	0	10,000.00	11,000.00	11,000.00	0	11,000.00
TOTAL STUDENT & COMM. SERVICES		0	\$10,648.00	\$18,105.00	\$18,105.00	0	\$18,105.00

WILLIAM RAY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT
 SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF DECEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Capital Outlay	563.00	\$ 112,000.00	\$ 17,856.51	\$ 27,651.37	\$ 84,348.63	\$52,881.52	\$ 31,467.11
Additional Equipment	590.00	88,517.00	0	0	88,517.00	0	88,517.00
Provision for Contingencies		\$1,858,833.00	\$135,284.40	\$686,491.77	\$1,172,341.23	\$74,636.63	\$1,097,704.60

Cash Statement:

Cash Balance, 11/30/67 \$69,070.79

Add: Cash Receipts

State Reimbursement, 1st Sem.	\$176,332.50
Net Investments	188,685.75
Interest	1,675.92
From Trust & Agency Fund	20,316.38
Bookstore & Cafeteria	2,906.49
Tuition	1,861.50
Other	<u>761.43</u>

Less Disbursements

Accounts Payable	89,392.19
Checkbooks	97,243.92
Other	47.25
	<u>48.19</u>

Cash Balance, 12/31/67

\$274,879.21

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND
STATEMENT OF POSITION, DECEMBER 31, 1967

<u>ASSETS</u>	ACCOUNT NUMBER	12/31/67 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Cash				
Palatine National Bank	101.33	\$ 12,980.40	\$ 0	\$ 12,980.40
Investments	102.10	250,712.70	0	250,712.70
Interfund Receivables-Educational Fund	103.10	578.74	0	578.74
Taxes Receivable- Current Year	105.10	12,732.33	0	12,732.33
Taxes Receivable - Prior Years	105.11	0	0	0
Accounts Receivable - Other	105.90	690.13	0	690.13
TOTAL ASSETS		<u>\$277,694.30</u>	<u>0</u>	<u>\$277,694.30</u>

<u>LIABILITIES</u>				
Interfund Payables - Educational Fund	203.10	\$ 6,314.42	\$ 0	\$ 6,314.42
Accounts Payable	205.00	7,411.16	0	7,411.16
Reserve for Encumbrances	210.90	0	6,130.38	6,130.38
TOTAL LIABILITIES		<u>\$ 13,725.58</u>	<u>\$ 6,130.38</u>	<u>\$ 19,855.96</u>

<u>FUND BALANCE</u>				
Fund Balance	300.00	\$263,968.72	\$(6,130.38)	\$257,838.34
TOTAL LIABILITIES & FUND BALANCE		<u>\$277,694.30</u>	<u>0</u>	<u>\$277,694.30</u>

<u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 67,557.44	\$ 0	\$ 67,557.44
Add: Revenue to Date		289,419.41	0	289,419.41
		<u>\$356,976.85</u>	<u>\$ 0</u>	<u>\$356,976.85</u>
Deduct: Expenditures to Date		93,008.13	6,130.38	99,138.51
Balance, November 30, 1967		<u>\$263,968.72</u>	<u>\$(6,130.38)</u>	<u>\$257,838.34</u>

WILLIAM RAINEI HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND - BUDGET REPORT
SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO		ENCUMBRANCES	UNENCUMBERED BALANCE
		DECEMBER	DECEMBER	DATE	BALANCE		
REVENUE							
Taxes	400.00						
Current Taxes	401.00	\$	0	\$286,097.00	\$	0	\$
Prior Years Taxes	401.10		0	888.63	(228.63)	0	(228.63)
TOTAL TAXES	401.11	\$286,757.00	0	\$286,885.63	(228.63)	0	(228.63)
Interest on Investments	404.00	10,000.00	414.96	2,371.78	7,628.22	0	7,628.22
Sale of Property	405.00						
Sale of Buildings & Grounds	405.20	4,000.00	0	0	4,000.00	0	4,000.00
Fund Balance 1966-67	406.00	67,557.00	0	0	67,557.00	0	67,557.00
Refund of 1967-68 Retirement Payments	410.20	1,363.00	0	0	1,363.00	0	1,363.00
Other Revenue	419.0	500.00	0	62.00	438.00	0	438.00
TOTAL REVENUE		\$370,177.00	\$ 414.96	\$289,419.41	\$80,757.59	\$ 0	\$80,757.59
EXPENDITURES							
Operation	506.00						
Salaries	506.10						
Supt. of Bldgs. & Grnds.	506.19	\$ 13,500.00	\$1,125.00	\$ 6,214.27	\$ 7,285.73	\$ 0	\$ 7,285.73
Harper Wk. Prog. (Custodians)	506.20	6,000.00	0	0	6,000.00	0	6,000.00
Contractual Services	506.30	5,000.00	586.95	3,689.37	1,310.63	261.15	1,049.48
Supplies	506.40	5,000.00	516.63	2,027.87	2,972.13	119.16	2,852.97
Heating - Data Processing	506.50	2,500.00	90.16	240.93	2,259.07	0	2,259.07
Utilities	506.51	500.00	0	0	500.00	0	500.00
Water & Sewage	506.52	14,500.00	575.37	1,675.04	12,824.96	711.67	12,113.29
Electricity	506.54	24,000.00	1,604.57	8,789.84	15,210.16	1,561.15	13,649.01
Telephone & Telegraph	506.59	1,000.00	0	0	1,000.00	0	1,000.00
Other	506.70	1,500.00	87.80	443.72	1,056.28	26.30	1,029.98
Travel	506.90	500.00	4.50	4.50	495.50	0	495.50
Other Expenses		\$ 74,000.00	\$4,590.98	\$ 23,085.54	\$50,914.46	\$2,679.43	\$48,235.03
TOTAL OPERATIONAL EXPENSES		\$ 1,363.00	\$	\$ 59.46	\$ 1,303.54	\$	\$ 1,303.54
Fixed Charges	508.00						
Employers Share of Retirement Ins.	508.40	1,100.00	0	0	1,100.00	0	1,100.00
Insurance	508.50	3,370.00	(423.61)	2,974.39	395.61	0	395.61
Public Liability Insurance	508.54	1,000.00	0	229.00	771.00	0	771.00
Fire Insurance	508.55						
Other Insurance	508.59	7,350.00	0	0	7,350.00	0	7,350.00
Rentals	508.60	2,300.00	0	0	2,300.00	0	2,300.00
Computer Lease Time		87,200.00	6,618.33	45,469.32	41,730.68	0	41,730.68
Unit Record Equipment		2,500.00	207.00	787.05	1,712.95	0	1,712.95
Rental of Facilities		\$106,183.00	\$6,401.72	\$ 49,519.22	\$56,663.78	\$	\$56,663.78
Other Equipment Rental							
TOTAL FIXED CHARGES							

WILLIAM RAINY HARPER COLLEGE
 DISTRICT NO. 512
 BUILDING FUND - BUDGET REPORT
 SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF DECEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED
							BALANCE
Capital Outlay:							
New Buildings & Improvements	506.00	\$ 15,000.00	\$ 0	\$15,259.00	\$ (259.00)	\$ 0	\$ (259.00)
Refurbish Data Center	562.00	110,000.00	0		110,000.00	0	110,000.00
Pre-Fab Building		0		612.29	(612.29)	0	(612.29)
Temporary Units							
Additional Equipment	563.00	47,367.00	199.65	4,532.08	42,834.92	3,450.95	39,383.97
TOTAL CAPITAL OUTLAY		\$172,367.00	\$ 199.65	\$20,403.37	\$151,963.63	\$ 3,450.95	\$ 148,512.68
Provisions for Contingencies	590.00	+ 17,627.00	0	0	17,627.00	0	17,627.00
TOTAL BUILDING FUND EXPENDITURES		\$370,177.00	\$11,192.35	\$93,008.13	\$277,168.87	6,130.38	\$271,038.49

CASH STATEMENT:
 Cash Balance, 11/30/67 \$ 17,016.66

Add: Cash Receipts \$ 414.96
 Interest 10,419.21
 Net Investments 27,850.83

Less: Cash Disbursements 14,870.43
 Accounts Payable 12,980.40

CASH BALANCE: 12/31/67 \$ 12,980.40

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
STATEMENT OF POSITION, DECEMBER 31, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>12/31/67 BALANCES</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank				
1st National Bank of Chicago	101.31	\$ (18,877.42)	\$ 0	\$ (18,877.42)
Deposits	101.80	0	0	0
Investments	102.10	2,584,399.25	0	2,584,399.25
TOTAL ASSETS		<u>\$2,565,521.83</u>	<u>0</u>	<u>\$2,565,521.83</u>
 <u>LIABILITIES</u>				
Interfund Payables - Bond & Interest Fund	203.30	\$ 53,094.42	\$ 0	\$ 53,094.42
Accounts Payable	205.00	51,753.08	0	51,753.08
Reserve for Encumbrances	210.90	0	46,006.45	46,006.45
TOTAL LIABILITIES		<u>\$ 104,847.50</u>	<u>\$ 46,006.45</u>	<u>\$ 150,853.95</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$2,460,674.33	\$(46,006.45)	\$2,414,667.88
TOTAL LIABILITIES & FUND BALANCE		<u>\$2,565,521.83</u>	<u>\$ 0</u>	<u>\$2,565,521.83</u>

<u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$5,193,701.31	\$ 0	\$5,193,701.31
Add: Revenues to Date		183,517.83	0	183,517.83
		<u>\$5,377,219.14</u>	<u>0</u>	<u>\$5,377,219.14</u>
Deduct: Expenditures to Date		2,916,544.81	46,006.45	2,962,551.26
Balance, 12/31/67		<u>\$2,460,674.33</u>	<u>\$(46,006.45)</u>	<u>\$2,414,667.88</u>

WILLIAM MAINEY HARPER COLLEGE
 DISTRICT NO. 512
 SITE & CONSTRUCTION FUND - BUDGET REPORT
 SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF		DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
			DECEMBER	YEAR TO				
REVENUE	400.00	\$ 749,024.00	\$ 0	\$ 0	\$ 749,024.00	\$ 0	\$ 749,024.00	
Governmental Divisions	402.00	61,000.00	0	61,091.00	(91.00)	0	(91.00)	
Federal Subsidies	402.80	\$ 810,024.00	0	\$ 61,091.00	\$ 748,933.00	\$ 0	\$ 748,933.00	
Other Federal Subsidies	402.89	25,000.00	744.78	118,296.48	(98,296.48)	0	(98,296.48)	
Vocational Education Act		-	0	4,000.00	(4,000.00)	0	(4,000.00)	
Title VI		-	0	130.35	(130.35)	0	(130.35)	
TOTAL FEDERAL SUBSIDIES		\$5,193,701.31	\$ 0	\$ 0	\$5,193,701.31	\$ 0	\$5,193,701.31	
Interest on Investments	404.00	777,000.00	0	0	777,000.00	0	777,000.00	
Sale of Buildings & Grounds	405.20	\$6,805,725.31	\$ 744.78	\$183,517.83	\$6,622,207.48	\$ 0	\$6,622,207.48	
Other revenue	409.00	\$ 1,000.00	\$ 0	\$ 0	\$ 1,000.00	\$ 0	\$ 1,000.00	
Balance on Hand, 11/30/67	409.10	\$3,981,928.00	\$ 103.60	\$2,624,759.30	\$1,357,168.70	0	\$1,357,168.70	
Credit for I. B. A. for Architectural Fees, Legal Fees, etc.								
TOTAL REVENUE		\$ 1,000.00	\$ 0	\$ 0	\$ 1,000.00	\$ 0	\$ 1,000.00	
EXPENDITURES	500.00	\$ 35,497.00	\$ 505.09	\$ 25,500.30	\$ 9,996.70	\$ 1,395.70	\$ 8,601.00	
Fixed Charges	508.00	5,625.00	0	0	5,625.00	0	5,625.00	
Insurance	508.50	10,000.00	1,605.00	4,487.66	5,512.34	4,334.00	1,178.34	
Capital Outlay	560.00	4,000.00	0	0	4,000.00	0	4,000.00	
Site Acquisition & Improvements	561.00	34,800.00	1,255.80	18,841.07	15,958.93	4,906.72	11,052.21	
New Buildings & Improvements	562.00	63,258.65	0	0	63,258.65	0	63,258.65	
Additional Equipment	563.00	7,755.00	0	0	7,755.00	0	7,755.00	
Instructional Equipment		51,393.60	0	0	51,393.60	0	51,393.60	
Office Furniture & Equipment		4,510.00	0	4,687.66	(177.66)	0	(177.66)	
Office Machines - Classroom		3,150.00	0	0	3,150.00	0	3,150.00	
Musical Instruments		1,535.00	0	1,063.10	471.90	89.40	382.50	
Musical Instruments - Title VI		1,850.00	0	244.09	1,605.91	127.60	1,478.31	
Science Equipment - Title VI		17,425.00	122.71	11,787.78	5,637.22	209.00	5,428.22	
Audio Visual Equipment		12,000.00	0	7,308.22	4,691.78	71.12	4,620.66	
Audio Visual Equipment - Title VI		1,000.00	0	0	1,000.00	211.90	788.10	
Data Process. - Instruct. Furniture		4,115.00	341.28	3,223.14	891.86	531.40	360.46	
Data Process. - Disk Packs								
Data Process - Office Furniture								
Nurses Office Equipment								
Student Personnel Equip. & Furniture								
Bookstore Equipment & Furniture								
Institutional Dev. Equipment								
Business Office Equipment								

WILLIAM J. NEY HARPER COLLEGE
 DISTRICT NO. 512
 SITE & CONSTRUCTION FUND - BUDGET REPORT
 SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF DECEMBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Additional Equipment, cont'd.		\$ 800.00	0	\$ 0	800.00	\$ 0	\$ 800.00
Drinking Fountains		\$ 26,557.00	508.45	17,042.36	9,514.64	6,005.47	3,509.17
Library Equipment		0	195.10	1,501.95	(1,501.95)	2,330.04	(3,831.99)
Art Department Equipment		2,776.00	0	0	2,776.00	0	2,776.00
Art Department Equipment, Title VI		571.75	0	0	571.75	0	571.75
Other Equipment, Title VI		0	0	393.00	(393.00)	0	(393.00)
Communications Equipment		0	0	209.70	(209.70)	0	(209.70)
Social Science Equipment		0	0	120.45	(120.45)	0	(120.45)
Administrative Office Equipment		0	0				
TOTAL INSTRUCTIONAL EQUIPMENT		\$ 288,619.00	\$ 4,533.43	\$96,410.48	\$ 192,208.52	\$20,212.35	\$ 171,996.17
Vocational Technical Equipment		\$ 65,500.00	0	\$ 0	65,500.00	\$ 0	\$ 65,500.00
Architecture		5,500.00	0	0	5,500.00	0	5,500.00
Law Enforcement		13,153.00	0	0	13,153.00	0	13,153.00
Closed Circuit TV		2,000.00	0	0	2,000.00	0	2,000.00
Dental Program Equipment		19,500.00	0	0	19,500.00	0	19,500.00
Business		80,656.00	46,242.00	48,486.76	32,169.24	0	32,169.24
Data Processing		2,050.00	0	461.12	1,588.88	0	1,588.88
Nursing		254,747.00	1,262.67	2,070.31	252,676.69	62.50	252,614.19
Mechanical Design		121,455.00	0	0	121,455.00	0	121,455.00
Numerical Control		184,463.00	8,708.79	118,143.82	66,319.18	25,731.60	40,587.58
Electronics		\$ 749,024.00	\$56,213.46	\$ 169,162.01	\$ 579,861.99	\$25,794.10	\$ 554,067.89
TOTAL VOCATIONAL TECHNICAL EQUIP.		\$5,020,571.00	\$87,063.51	\$2,916,544.81	\$2,104,026.19	\$46,006.45	\$2,058,019.74
TOTAL EXPENDITURES		\$1,785,154.31	\$ 0	\$ 0	\$1,785,154.31	\$ 0	\$1,785,154.31
Balance, June 30, 1968		\$6,805,725.31	\$87,063.51	\$2,916,544.81	\$3,889,180.50	\$46,006.45	\$3,843,174.05

CASH STATEMENT:

Cash Balance, 11/30/67	\$ 25,380.08
Add: Cash Receipts	500.00
Interest	744.78
Net Investments	54,255.22
	55,500.00
	\$ 80,880.08
Less: Cash Disbursements	
Accounts Payable	99,757.50
Cash Balance, 12/31/67	<u>\$(18,877.42)</u>

WILLIAM RAINEY HARPER COLLEGE

DISTRICT NO. 512

BOND & INTEREST FUND

STATEMENT OF POSITION, DECEMBER 31, 1967

13

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>12/31/67 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
First National Bank of Chicago	101.31	\$ 3,634.45	\$ 0	\$ 3,634.45
Investments:				
Interfund Receivables - Site & Construction Fund	102.10 103.60	107,000.00 53,094.42	0 0	107,000.00 53,094.42
Accounts Receivable-Current Taxes	105.10	16,712.11	0	16,712.11
TOTAL ASSETS		<u>\$180,440.98</u>	<u>\$ 0</u>	<u>\$180,440.98</u>

<u>LIABILITIES</u>				
Reserve for Encumbrances	210.90	\$ 0	\$150,875.63	\$150,875.63
TOTAL LIABILITIES		<u>0</u>	<u>\$150,875.63</u>	<u>\$150,875.63</u>

<u>FUND BALANCE</u>				
Fund Balance	300.00	\$180,440.98	\$(150,875.63)	\$ 29,565.35
TOTAL LIABILITIES & FUND BALANCE		<u>\$180,440.98</u>	<u>0</u>	<u>\$180,440.98</u>

<u>Summary of Fund Balance</u>				
Balance, June 30, 1967		\$ 53,094.42	\$ 0	\$ 53,094.42
Additional Revenue to Date		466,769.74	0	466,769.74
		<u>\$519,864.16</u>	<u>\$ 0</u>	<u>\$519,864.16</u>
Deduct: Expenditures to Date		\$339,423.18	\$ 150,875.63	\$490,298.81
Balance, December 31, 1967		<u>\$180,440.98</u>	<u>\$(150,875.63)</u>	<u>\$ 29,565.35</u>

WILLIAM RAINEY HOPPER COLLEGE
DISTRICT NO. 512

BOND AND INTEREST FUND -- BUDGET REPORT
SIX MONTHS ENDED DECEMBER 31, 1967

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF DECEMBER	DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00						
Current Taxes	401.10	\$462,981.00	-0-	\$462,981.00	-0-	-0-	-0-
Interest on Investments	404.00	-0-	-0-	3,788.74	(3,788.74)	-0-	(3,788.74)
1966-67 Fund Balance	300.00	\$ 53,094.42	-0-	-0-	53,094.42	-0-	53,094.42
TOTAL REVENUE		\$516,075.42	-0-	\$466,769.74	\$49,305.68	-0-	\$49,305.68
EXPENDITURES	500.00						
Fixed Charges	508.00						
Interest on Bonds	508.83	\$489,930.05	-0-	\$339,238.80	\$150,691.25	\$150,691.25	\$ -0-
Service Charge on Bonds	508.84	-0-	-0-	184.38	(184.38)	184.38	(368.76)
TOTAL EXPENDITURES		\$489,930.05	-0-	\$339,423.18	\$150,506.87	\$150,875.63	\$ (368.76)
FUND BALANCE - 6/30/67	300.00	\$ 26,145.37	-0-	-0-	\$ 26,145.37	-0-	\$26,145.37
TOTAL EXPENDITURES & FUND BALANCE		\$516,075.42	-0-	\$339,423.18	\$176,652.24	\$150,875.63	\$25,776.61

Add: Cash Receipts
Taxes
Interest
Net Investments
Other

Less: Cash Disbursements
Bond Interest
Bond Service Charge
Net Investments
Cash Balance 12-31-67

107,000.00
-0-
-0-
107,000.00
\$ 3,634.45

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512, TRUST AND AGENCY FUND
STATEMENT OF POSITION, DECEMBER 31, 1967

<u>ASSETS</u>	12/31/67 <u>BALANCE</u>
<u>Cash in Bank:</u>	
Work Study & Grant Sub-Fund	\$ 3,300.75
Loan Sub-Fund	29.00
Scholarship Sub-Fund	1,564.20
Student Activity Sub-Fund	5,869.30
Agency Clearing Sub-Fund	563.00
	<u>\$11,326.25</u>
Loans Receivable - Loan Sub Fund	71.00
Interfund Receivables-Student Activities	23.84
Other - Student Activities	64.00
TOTAL ASSETS	<u><u>\$11,485.09</u></u>

<u>LIABILITIES</u>	
<u>Interfund Payables -</u>	
Educational Fund from Work Study	\$ 2,436.27
Educational Fund from Loan Fund	-0-
Educational Fund from Scholarship Fund	-0-
Educational Fund from Student Activity Fund	-0-
Other Liabilities - Agency Clearing	27.00
TOTAL LIABILITIES	<u>\$ 2,463.27</u>

<u>FUND BALANCE</u>	
<u>Fund Balance -</u>	
Work Study & Grant Sub-Fund	\$ 864.48
Loan Sub-Fund	100.00
Scholarship Sub-Fund	1,564.20
Student Activity Sub-Fund	5,957.14
Agency Clearing Sub-Fund	536.00
TOTAL LIABILITIES & FUND BALANCE	<u><u>\$11,485.09</u></u>

<u>SUMMARY OF FUND BALANCE</u>	
Balance, June 30, 1967	\$ 857.27
Add: Revenues to Date	<u>38,778.57</u>
	\$39,635.84
Less: Expenditures to Date	<u>30,614.02</u>
FUND BALANCE, DECEMBER 31, 1967	<u><u>\$ 9,021.82</u></u>

WILLIAM RAINEY HARPER COLLEGE
 STATEMENT OF OPERATIONS - BOOKSTORE
 AUGUST 21 to DECEMBER 31, 1967

	<u>SUPPLIES</u>	<u>BOOKS</u>	<u>TOTAL</u>
Sales	\$ 8,390.49	\$61,250.61	\$69,641.10
Less Returns	<u>110.46</u>	<u>4,764.23</u>	<u>4,874.69</u>
 Net Sales	 \$ 8,280.03	 \$56,483.38	 \$64,766.41
Cost of Sales			
Purchases	\$16,801.63	\$74,972.75	\$91,774.38
Less Inventory	<u>(11,727.79)</u>	<u>(30,838.97)</u>	<u>(42,566.76)</u>
 Cost of Sales	 \$ 5,073.84	 \$44,133.78	 \$49,207.62
Gross Profit on Sales	\$ 3,206.19 38.7%	\$12,352.60 21.9%	\$15,558.79 24.0%
 Other Expenses			
Salaries			\$ 7,211.54
Travel			177.00
Other Expenses			<u>1,005.27</u>
 Net Profit			 \$ <u>8,393.81</u> <u>\$ 7,164.98</u>

WILLIAM RAINEY HARPER COLLEGE
STATEMENT OF OPERATIONS - CAFETERIA
SEPTEMBER 13 to DECEMBER 31, 1967

Sales		\$9,463.45
Cost of Sales:		
Purchases	\$5,182.67	
Less Inventory	<u>587.26</u>	
Cost of Sales		<u>4,595.41</u>
Gross Profit		4,868.04
Salaries	3,346.99	
Other Expenses	<u>738.67</u>	
		<u>4,085.66</u>
Net Profit		<u>\$ 782.38</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

BILLS FOR APPROVAL
January 25, 1968

I. Bills Payable		<u>Pages</u>
Educational Fund	\$38,231.78	4
Building Fund	2,789.44	2
Site & Construction Fund	9,468.17	2
	<u>\$50,498.39</u>	
	50,489.39	
II. Payrolls		
Payroll, January 1-15, 1968	\$41,288.09	5
Estimated Payroll, January 16-31, 1968	\$45,400.00	-
Estimated Part-Time Teachers Payroll, January 1-31, 1968	\$16,000.00	-

EDUCATIONAL FUND EXPENDITURES -- JANUARY 25, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Elaine Revell, Inc.	Temporary Office Help	1-1-501.26	84.38	7093	84.38
Richard D. Irwin, Inc.	Professional Books	1-2-501.38	7.00	7094	7.00
Robert L. Kocher	Consultants Fees	1-2-501.29	350.00	7095	350.00
Day Publications, Inc.	Legal Notice	1-3-501.93	41.60		
Day Publications, Inc.	Want Ads	1-40-501.93	15.25	7096	56.85
International Business Machines Corp.	Credit Memo. -Sales Tax	1-4-501.39	-3.85		
International Business Machines Corp.	Data Processing Supplies	1-40-501.39	42.14	7097	38.29
Horders	Office Supplies	1-5-502.31	26.50	7098	26.50
Benjamin H. Pessis, M. D.	Employee Examination-S. Anderson	1-5-502.99	16.00	7099	16.00
International Business Machines Corp.	Office Supplies	1-6-502.31	3.00	7100	3.00
Ditto Division	Copying Supplies	1-6-502.32	313.40	7101	313.40
Repro-Graphics, Inc.	Printing-Financial Aid Application	1-6-502.33	36.00	7102	36.00
National Computer Systems	Tests - Counseling	1-6-502.97	2.55	7103	2.55
Bruce Blackwell	Photographic Services	1-20-501.29	10.50	7104	10.50
Gamma Photo Labs., Inc.	Photographic Services	1-20-501.29	16.15	7105	16.15
Northwest Letter Service	Mailing-Newsletter	1-20-501.33	9.44	7106	9.44
Arlington Heights Camera Shop	Photographic Services-High Speed Film	1-20-501.39	27.60		
Arlington Heights Camera Shop	" " " "	1-532-502.39	27.60	7107	55.20
The Graphic Arts of Chicago	Entry Fee	1-20-501.99	10.00	7108	10.00
Northwest Office Machines	Office Supplies	1-30-501.31	16.65	7109	16.65
Universal Stationers, Inc.	Office Supplies	1-30-501.31	27.18		
Universal Stationers, Inc.	Office Supplies	1-53-502.39	16.45	7110	43.63
Continental Dataforms	Forms - Data Center	1-40-501.39	124.93	7111	124.98
Uarco Incorporated	Forms-Student Grade Reports	1-40-501.39	769.65	7112	769.65
Andrew Aguero	Travel Expenses	1-40-501.72	17.80	7113	17.80
Midwest Visual Equipment Co.	Instructional Equipment-Recording Tape	1-59-502.37	32.38	7114	32.38
Aqueduct Books	Library Books	1-59-563.00	7.00	7115	7.00
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	11,659.37	7116	11,659.37
Cenco Instruments Corp.	Library Books	1-59-563.00	25.05	7117	25.05
Commerce Clearing House	Library Books	1-59-563.00	23.00	7118	23.00
Dun's Review	Library Subscription	1-59-563.00	10.00	7119	10.00
Fortune	Subscription	1-59-563.00	9.25	7120	9.25

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Prentice-Hall, Inc.	Library Books	1-59-563.00	249.00	7121	249.00
Xerox Education Division	Film Rental	1-59-563.00	7.85	7122	7.85
Carousel Travel & Tours	Travel Expense-Dr. Harvey	1-60-502.72	100.70	7123	100.70
P. J. Floros, M. D.	Employee Examination - K Smietanski	1-61-502.99	18.00	7124	18.00
Fred A. Vaisvil	Travel Expense	1-62-502.72	14.35	7125	14.35
Bruce Blackwell	Photographic Services	1-20-501.33	221.50	7126	221.50
Universal Business Forms Co.	Bookstore Forms	1-64-514.90	217.50	7127	217.50
Chandlers Inc.	Bookstore Stock - Books	1-64-514.40	49.10	7128	49.10
D. C. Heath & Co.	Bookstore Stock - Books	1-64-514.40	98.35	7129	98.35
International Assoc. of Chiefs of Police	Bookstore Stock - Books	1-64-514.40	105.75	7130	105.75
Legal Book Corporation	Bookstore Stock - Books	1-64-514.40	274.40	7131	274.40
The Macmillan Co.	Bookstore Stock - Books	1-64-514.40	120.75	7132	120.75
Matthews Book Co.	Bookstore Stock - Books	1-64-514.40	110.48	7133	110.48
Nacscorp Inc.	Bookstore Stock - Books	1-64-514.40	10.11	7134	10.11
Nebraska Book Co.	Bookstore Stock - Books	1-64-514.40	218.00	7135	218.00
W. W. Norton & Co.	Bookstore Stock - Books	1-64-514.40	154.92	7136	154.92
OK Papers, Inc.	Cafeteria - Supplies	1-65-515.90	22.32	7137	22.32
3M Business Products Sales	Copying Supplies	1-59-502.37	25.61		
3M Business Products Sales	Transparencies	1-108.33	28.73		
3M Business Products Sales	Instructional Equipment - Lamps,				
Schiele-Fairston Co.	Frames, Acetate Sheets	1-533-502.39	60.84	7138	115.18
Michael W. Bartos	Printing - Stationery	1-108.33	118.00	7139	118.00
Allied Electronics Corp.	Travel Expense	1-521-502.72	22.05	7140	22.05
Alpine Camera Co.	Instructional Supplies-Thermisters	1-533-502.39	12.94	7141	12.94
3M Business Products Sales, Inc.	Supplies - Electronics	1-533-502.39	112.72	7142	112.72
B & H Blueprint & Supply	Instructional Equipment - Pens &				
Charles Bruning Co.	Pencils, Electronic Overlays Text	1-533-502.39	17.70	7143	17.70
Scientific Glass Apparatus, Inc.	Supplies - Engineering	1-534-502.39	65.25	7144	65.25
Joanne L. Heinly	Supplies - Engineering	1-534-502.39	23.82	7145	23.82
Carl Fischer, Inc.	Instructional Equipment-Knife Handles	1-541-502.39	14.14	7146	14.14
Karnes Music Co.	Travel Expenses	1-545-502.72	69.05	7147	69.05
Cenco Instruments Corp.	Instructional Supplies - Sheet Music	1-557-502.39	85.00	7148	85.00
Welch Scientific Co.	Instructional Supplies - Music	1-557-502.39	33.32	7149	33.32
	Instructional Equipment - Thermometers,				
	Bell Jar, Kndtis Apparatus	1-564-502.39	106.09	7150	106.09
	Instructional Equipment - Color Disc,				
	Hydrometer, Mercury Dispenser,				
	Aluminum Rods, Copper Rods, Silver				
	Rod, Tuning Fork Activator, Spiral Spring,				
	Thermometers, Spectrometer, Goggles,				
	Protractor	1-564-502.39	358.88	7151	358.88

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7152	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7153	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7154	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7155	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7156	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7157	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7158	1,000.00
Donn B. Stansbury	To provide funds for refunding of student tuition	1-101.52	1,000.00	7159	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7160	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7161	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7162	1,000.00
Walter D. Klingenberg - Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7163	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7164	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7165	1,000.00
Walter D. Klingenberg-Book Purchase Fund	To provide funds for buying used books from students	1-101.51	1,000.00	7166	1,000.00
Walter D. Klingenberg	To provide funds for buying used books from students	1-101.51	1,000.00	7167	1,000.00
Prudential Insurance Co.	Health Insurance	1-508.51	2,658.85		
Prudential Insurance Co.	Life Insurance	1-508.52	431.94	7168	3,090.79

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Frank M. Hines	Legal Services	1-1-501.22	392.50		
Frank M. Hines	Legal Services	1-3-501.22	400.00	7169	792.50
Carousel Travel & Tours	Innovative Travel	1-502-502.72	157.35		
Carousel Travel & Tours	Innovative Travel	1-512-502.72	149.40		
Carousel Travel & Tours	Innovative Travel	1-521-502.72	298.80		
Carousel Travel & Tours	Innovative Travel	1-541-502.72	149.40		
Carousel Travel & Tours	Innovative Travel	1-547-502.72	149.40		
Carousel Travel & Tours	Innovative Travel	1-552-502.72	149.40		
Carousel Travel & Tours	Innovative Travel	1-557-502.72	74.70		
Carousel Travel & Tours	Innovative Travel	1-564-502.72	149.40		
Carousel Travel & Tours	Innovative Travel	1-590-502.72	149.40	7170	1,427.25
					<u>\$38,231.78</u>

EDUCATIONAL FUND SUMMARY, JANUARY 25, 1968

Assets	1-100.00	\$16,146.73
Administration		
Contractual Services	1-501.20	1,253.53
Supplies	1-501.30	1,242.29
Travel	1-501.70	17.80
Other	1-501.90	66.85
Instruction		
Supplies	1-502.30	788.35
Travel	1-502.70	2,216.69
Other	1-502.90	36.55
Fixed Charges	1-508.50	3,090.79
Bookstore & Cafeteria Purchases	1-514-515	1,381.68
Capital Outlay	1-563.00	11,990.52
		<u>\$38,231.78</u>

TO: TREASURER
FROM: BOARD OF TRUSTEES

The above listed checks number 7093 to 7170 are hereby authorized for payment.

Date of Approval: January 25, 1968

John L. Sloan
President

Jacqueline D. Hobbes
Secretary

WILLIAM RAINY HIGHER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- JANUARY 25, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Illinois Bell Telephone Co.	Telephone Service - Palatine	2-3-506.54	491.13		
Illinois Bell Telephone Co.	Telephone Service - Data Center	2-4-506.54	94.50		
Illinois Bell Telephone Co.	Telephone Service - Harper Grove	2-5-506.54	975.52	1140	1,561.15
Hansen Hardware	Maintenance Supplies	2-4-506.30	1.59		
Hansen Hardware	Maintenance Supplies	2-5-506.30	15.94		
Hansen Hardware	Maintenance Supplies	2-32-506.30	30.39		
Hansen Hardware	Maintenance Supplies	2-32-563.00	26.66	1141	74.58
Commonwealth Edison Co.	Electricity - Harper Grove	2-5-506.52	711.67	1142	711.67
Circle-Aire, Inc.	Repairs to Heating System-Data Center	2-4-506.20	70.15	1143	70.15
Peter Pilgard	Repairs to Water Line - Data Center	2-4-506.20	18.00	1144	18.00
Arlington Heating & Sheet Metal	Venting Blueprint Machine	2-5-506.20	100.00	1145	100.00
Empire Cooler Service, Inc.	Paper Cups	2-5-506.30	15.95	1146	15.95
Northwest Electrical Supply Co.	Fuses	2-5-506.30	20.19	1147	20.19
Robert J. Hughes	Travel Expenses	2-32-506.72	55.20	1148	55.20
Mary Matteson	Drafting Table	2-32-563.00	50.00	1149	50.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wm. Mounsey & Son	Moving Expense	2-1-506.20	50.00	1150	50.00
Northwest Office Machines, Inc.	Machine Repairs	2-4-506.20	10.20	1151	10.20
International Business Machines Corp.	Maintenance Agreement	2-3-506.20	52.35	1152	52.35
					<u>\$2,789.44</u>

BUILDING FUND ----- SUMMARY, JANUARY 25, 1968

Contractual Services	2-506.20	\$ 300.70
Supplies	2-506.30	84.06
Utilities	2-506.50	2,272.82
Travel	2-506.70	55.20
Capital Outlay	2-563.00	76.66
		<u>\$2,789.44</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1140 to 1152 are hereby authorized for payment.

Date of Approval: January 25, 1968

President James E. Lucas

Secretary Joseph M. Jacobs

WILLIAM RAINY H PER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

SITE AND CONSTRUCTION FUND EXPENDITURES -- JANUARY 25, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Lyon-Healy	Instructional Equipment - Magnatuner	6-557-563.00	312.00	383	312.00
Saville Organ Corp.	Instructional Equipment - Organ	6-557-563.00	3,500.00	384	3,500.00
Chicago Title & Trust Co.	Finalizing land conveyed to I. B. A.	6-562.00	10.00	385	10.00
Amateur Electronic Supply	Instructional Equipment - Preselector, Table Speaker, Transceiver, Power Supply - AC & DC	6-533-563.00*	3,000.12	386	3,000.12
Fairchild Instrumentation	Instructional Equipment - Camera	6-533-563.00	425.00	387	425.00
Hewlett Packard	Instructional Equipment - Equipment Drawer for Testmobile	6-533-563.00	126.76	388	126.76
3M Business Products Sales, Inc.	Instructional Equipment - Projector & Screen	6-533-563.00	266.00	389	266.00
Cenco Instruments Corp.	Instructional Equipment - Dew Point Hygrometer, Voltmeter, Electrodes	6-564-563.00	83.00	390	83.00
Welch Scientific Co.	Instructional Equipment - Absolute Zero Demonstrator, Induction Coil, Boyles Law Apparatus, Tuning Fork, Tachometer, Supplementary Target, Stopclock, Cross Hair Illuminator, Light Attachment, Scattering Apparatus, Liter Block, Liter Case, Tubes, Oil Drop Apparatus, Power Supply, Inertia Balance, Meter, Stop Watch, Simple Pendulum, Demonstration Barometer, Bell in Vacuum, Bell Jar, Baro- Scope, Radioactivity Demonstrator, Choke Coil & Resonance Apparatus	6-564-563.00	1,745.29	391	1,745.29

1,745.29
\$9,468.17

*Board Action, Electronics, August 24, 1967

SITE AND CONSTRUCTION FUND SUMMARY -- JANUARY 25, 1968

Legal Services 6-562
Capital Outlay 6-563

\$ 10.00
9,458.17
\$9,468.17

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 383 to 391 are hereby authorized for payment.

Date of Approval: January 25, 1968

President John W. Hear

Secretary Joseph M. Diobla

3-2-54

CANDIDATES FOR BOARD VACANCY

James Ryan
Rev. Myron Lindblom
Mrs. E. S. Jackson
Durwood West
Merle Peek
John Philippe
W. J. Vandeven
A. M. Cramer
Earl Friese
H. A. Knotts
George Owen
Robert Creek

Lee Smith, Barrington, Office AU7-6600, Home DU1-0264
Henry L. Kennedy - 1936 Shenandoah Drive, AH. Office 678-7710, Ext 26
Home 255-5717
Rex James Bates - 416 Signal Hill Rd., Barrington, Office 381-6861
John L. Kuranz, Barrington Hills
William Doggett, 428 S. Cedar, Palatine, Phone: 358-3594

MEMO TO:

Board Members

FROM:

Lee Smith
Buckley Road
Barrington
381-0264

Lee Smith, Barrington, Vice President - Personnel
Jewel Food Stores. Has worked with Mayor Daley
on the problem of the unemployed Negro. Member
of the Biltmore Country Club. Has lived in Barrington
20 years. Presently working on Operation Breadbasket
with Martin Luther King.

0



William Rainey Harper College

MEMO TO:

Dr. Lahti

1/22/68

FROM:

Mrs. Bruins

Re: Interested applicant for Board vacancy - wants to talk to board first.

Mr. Rex James Bates, Economist with Stine, Rowe, Ampersand, and Farnam. Former member of Board for Metropolitan Y Junior College; member of Chicago metropolitan planning commission, presently running a fund drive for University of Chicago Business School; served on junior college committee in Barrington.

Home address: 416 Signal Hill Road, Barrington, office phone: 381-6861



William Rainey Harper College

MEMO TO: Board Members

FROM: Henry L. Kennedy
1936 Shenandoah Drive
AH, Phone: 255-5717
Office: 678-7710, Ext. 26

Age - 58; resident in AH 1 1/2 years, lived in River Forest 22 years. Graduate of U. of Nebraska - 2 degrees, M.A +60 in Guidance and Administration. Married has five children - 3 married daughters (two to doctors, one to teacher) all graduates of the U. of Wisconsin, 1 married stepson, 1 seven year old son. Presently Director of Counseling and Guidance at East Leyden High School, also served as Dean of Students there for 11 years. Active in church work and is a member of the First Presbyterian Church choir in AH.



William Rainey Harper College

MEMO TO: Board Members

FROM: William Doggett
428 S. Cedar
Palatine
Phone: 358-3594

Age - 46; Married - 4 children ages 16, 14, 12, and 10.
Employed as faculty member at Lincoln Jr. High in Park
Ridge, wife is librarian at same school. Bachelor degree
in economics and biology, masters in educational administration
and political science. Active in Masons, wife active in Eastern
Star. Member of Methodist church.



William Rainey Harper College

Ad Comments file

JOHN A. HAAS
ATTORNEY AT LAW
115 SOUTH EMERSON STREET
MOUNT PROSPECT, ILLINOIS 60056
AREA CODE 312 255.5400

January 4, 1968

Mrs. Fred S. Nicklas
450 N. Ayreshire Lane
Palatine, Illinois 60067

Mr. L. E. Hutchings
1002 W. Gregory Street
Mt. Prospect, Ill. 60056

Mr. James Hammill
105 Carthage
Hoffman Estates, Ill. 60173

Mr. Richard Johnson
425 S. Belmont
Arlington Heights, Ill. 60004

Mr. Milton Hansen
661 S. Elm Street
Palatine, Illinois 60067

Dr. Robert Lahti
34 W. Palatine Road
Palatine, Illinois 60067

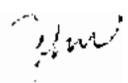
Dear Board Members:

In addition to the candidates who applied for the vacancy on the board of the Junior College previously, Mr. John L. Kuranz of Barrington Hills has asked that he be considered a candidate for appointment to the vacancy created by Mr. O'Dea's resignation. I am enclosing a summary of information received regarding Mr. Kuranz.

A number of years ago I served on the board of a school district with Mr. Kuranz and found him to be an exceedingly objective and conscientious member of that particular board. I have known him for approximately fifteen years and personally feel that he could make substantial contribution to the work of the board of Harper College.

I assume that we should arrange for interviewing this man and any other new candidates that may express an interest in joining us.

Sincerely,



JAH:v
Enc.

RECEIVED

JAN 5 1968

Office of the President

John L. Kuranz, Senior Vice President
Nuclear-Chicago Corporation
333 East Howard Avenue, Des Plaines, Illinois
Residence: Route 2, Box 96, Barrington, Illinois

[REDACTED]

B.S. Marquette University (Engineering)
M.S. University of Oklahoma (Engineering)
Post Graduate study (Physics) University of Chicago

Founded Nuclear-Chicago Corporation with two associates from the
Manhattan Project in 1946.

Chairman: Advisory Committee on Isotopes and Radiation Development
United States Atomic Energy Commission

Vice President, Director, and Member of Executive Committee
Atomic Industrial Forum

Member, American Physical Society

Member, American Standards Association

Member, Illinois Society of Professional Engineers

Member, American Nuclear Society:

Publications Committee, Professional Divisions Committee,
Education Committee, General Chairman of ANS Annual Meeting,
Chicago, 1961.

Advisor to American Society for Engineering Education on Nuclear
Engineering Curriculum, 1964-66.

Author of a number of scientific papers, 1944-1960.

Active in research development and design of systems for new appli-
cations of isotopes and radiation in fields of industrial, academic
and medical research. Active in professional society affairs pro-
moting nuclear education and peaceful uses of isotopes in United
States and abroad.



January 4, 1968

POLICY ON HIRING

I. ACADEMIC FACULTY

The Board of Trustees must approve the opening of all full-time academic faculty positions, will receive and act on academic faculty appointments upon recommendation of the President of the college.

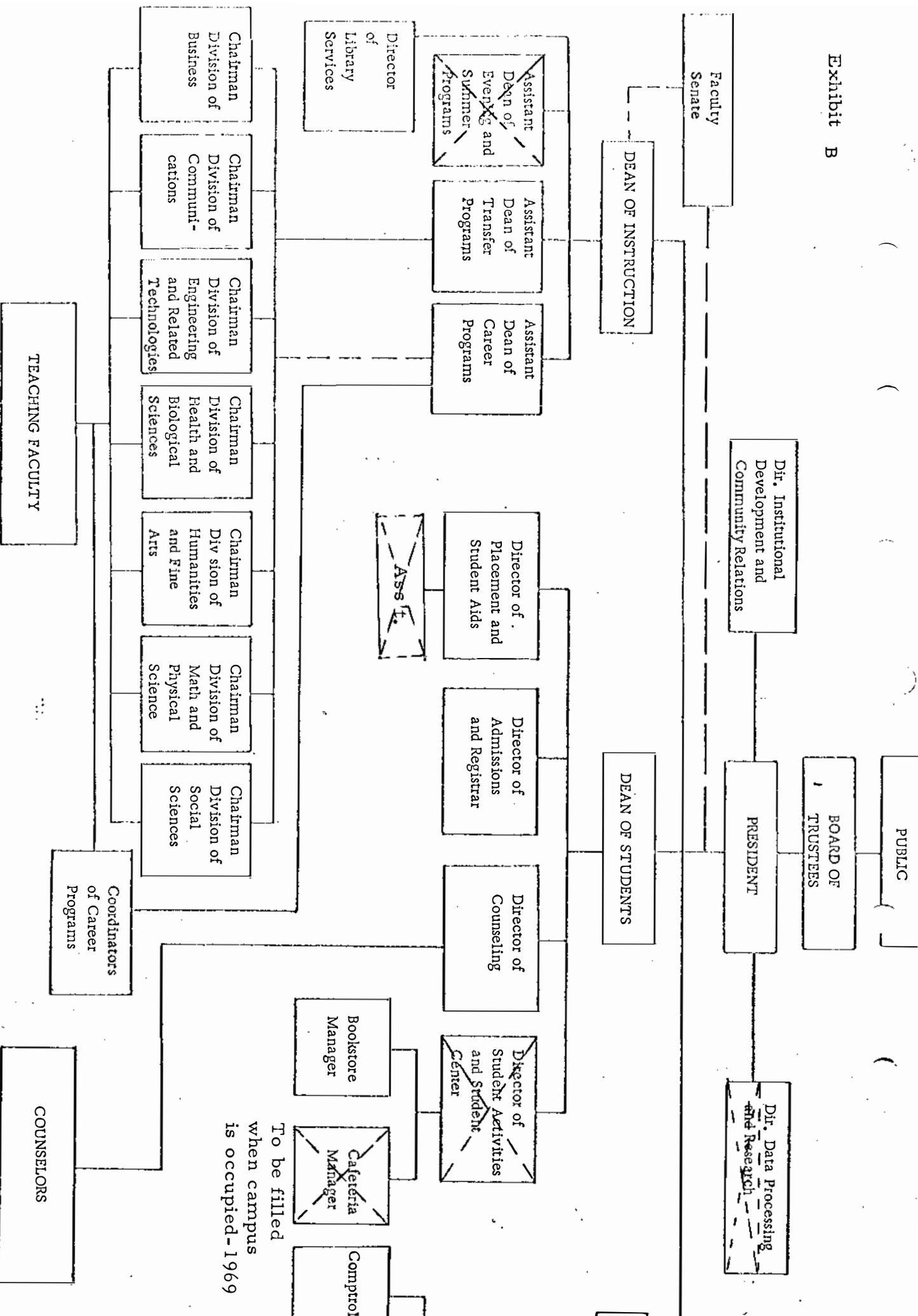
II. CLASSIFIED

The Board of Trustees will review all requests for classified personnel at the time the budget is presented for approval. Those positions approved in the budget may be filled at the discretion of the Dean of Business in consultation with the President.

III. ACADEMIC FACULTY (PART-TIME, NON-CONTRACTUAL)

Part-time academic faculty may be employed as needed, subject to budget limitations.

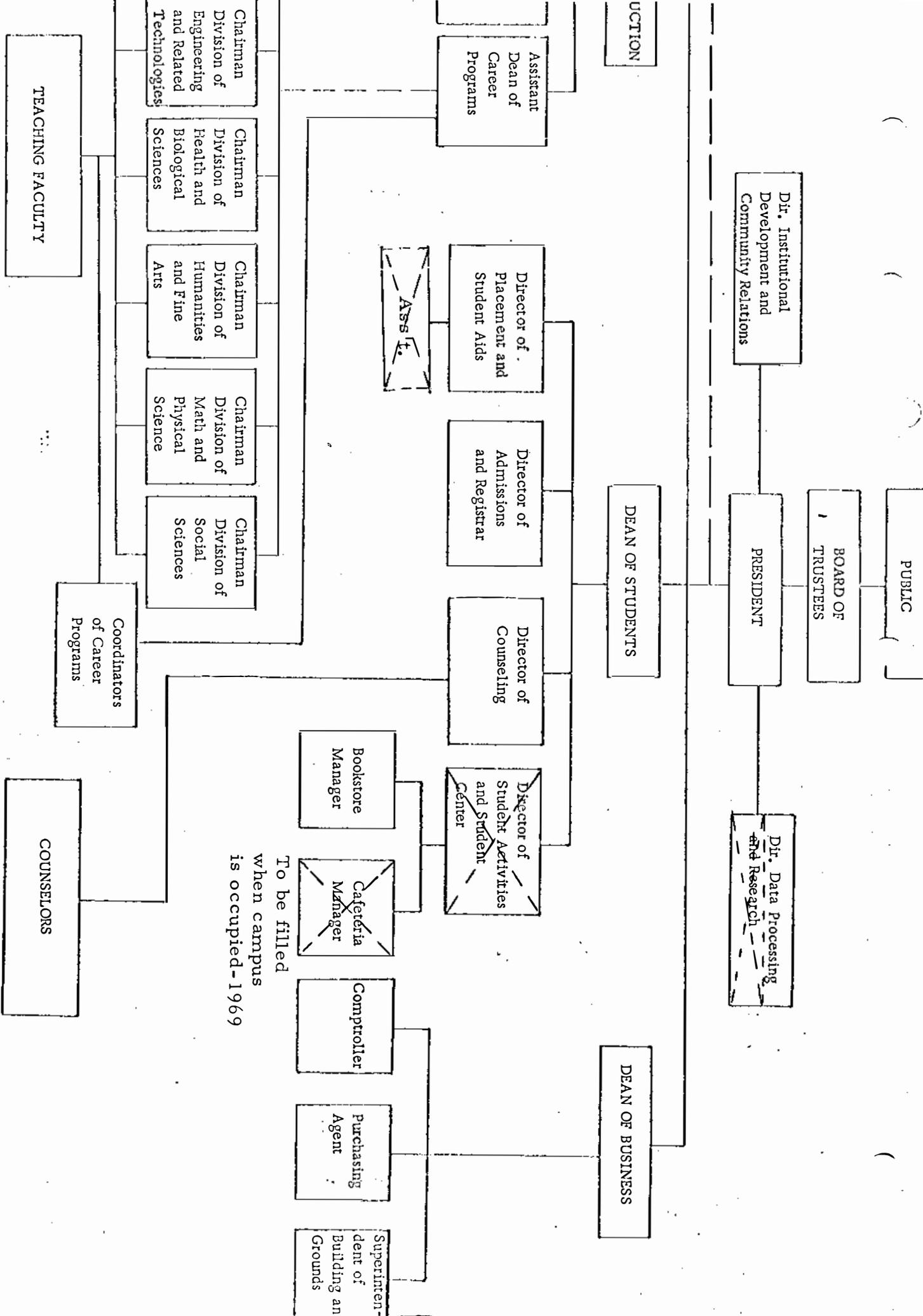
Exhibit B



To be filled when campus is occupied - 1969

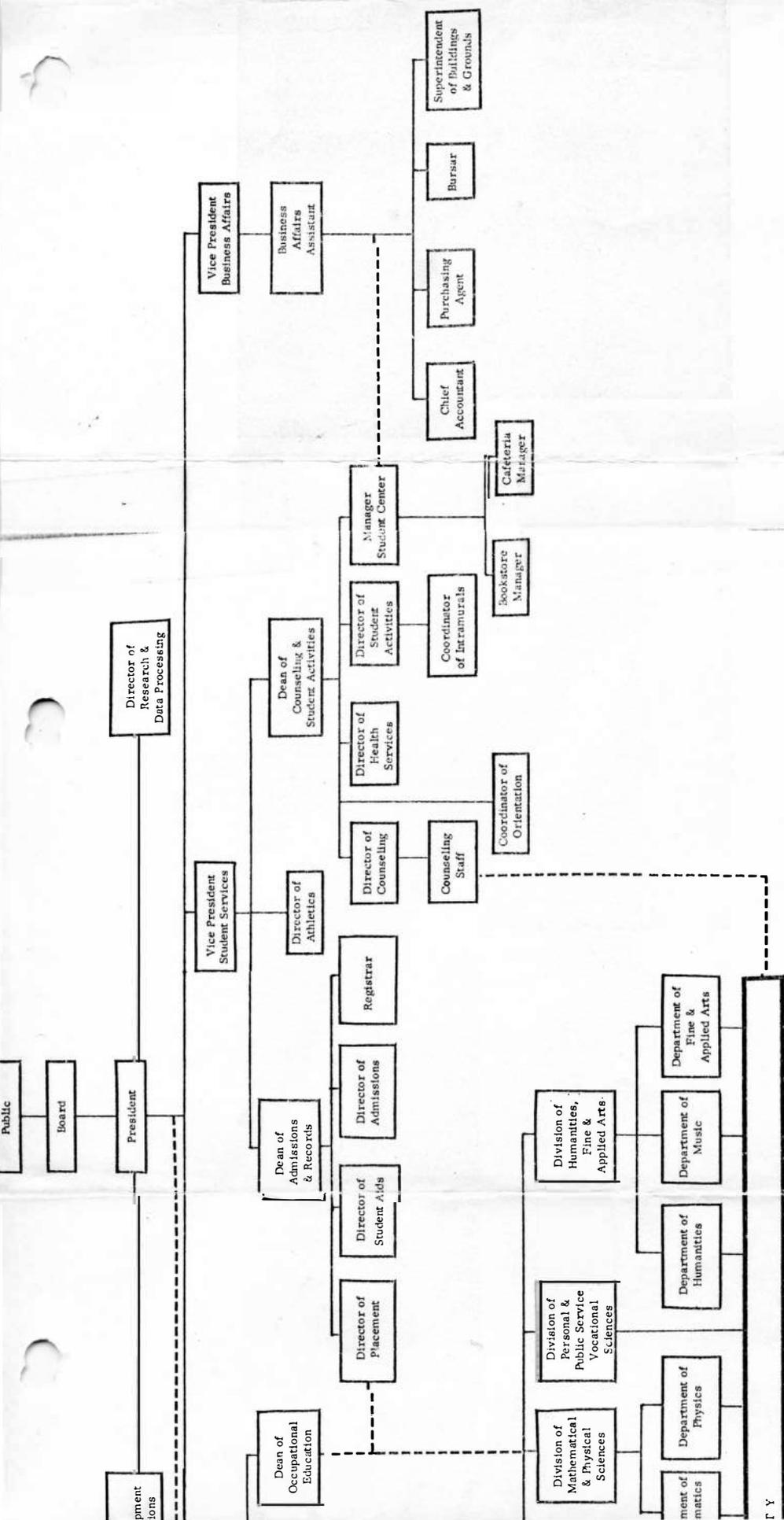
- Positions open - to be filled July 1, 1968.

1967-68 OPERATION - Up to 3000 Students



Open - to be filled July 1, 1968.

1967-68 OPERATION - Up to 3000 Students



LEGEND:
 ———— Advisory
 ———— Direct Line Responsibility
 - - - - Instructional Activities
 - - - - Student Services
 - - - - Business Affairs

RE 4 HARPER COLLEGE: SUGGESTED ORGANIZATION FOR ULTIMATE DEVELOPMENT

Exhibit B-1

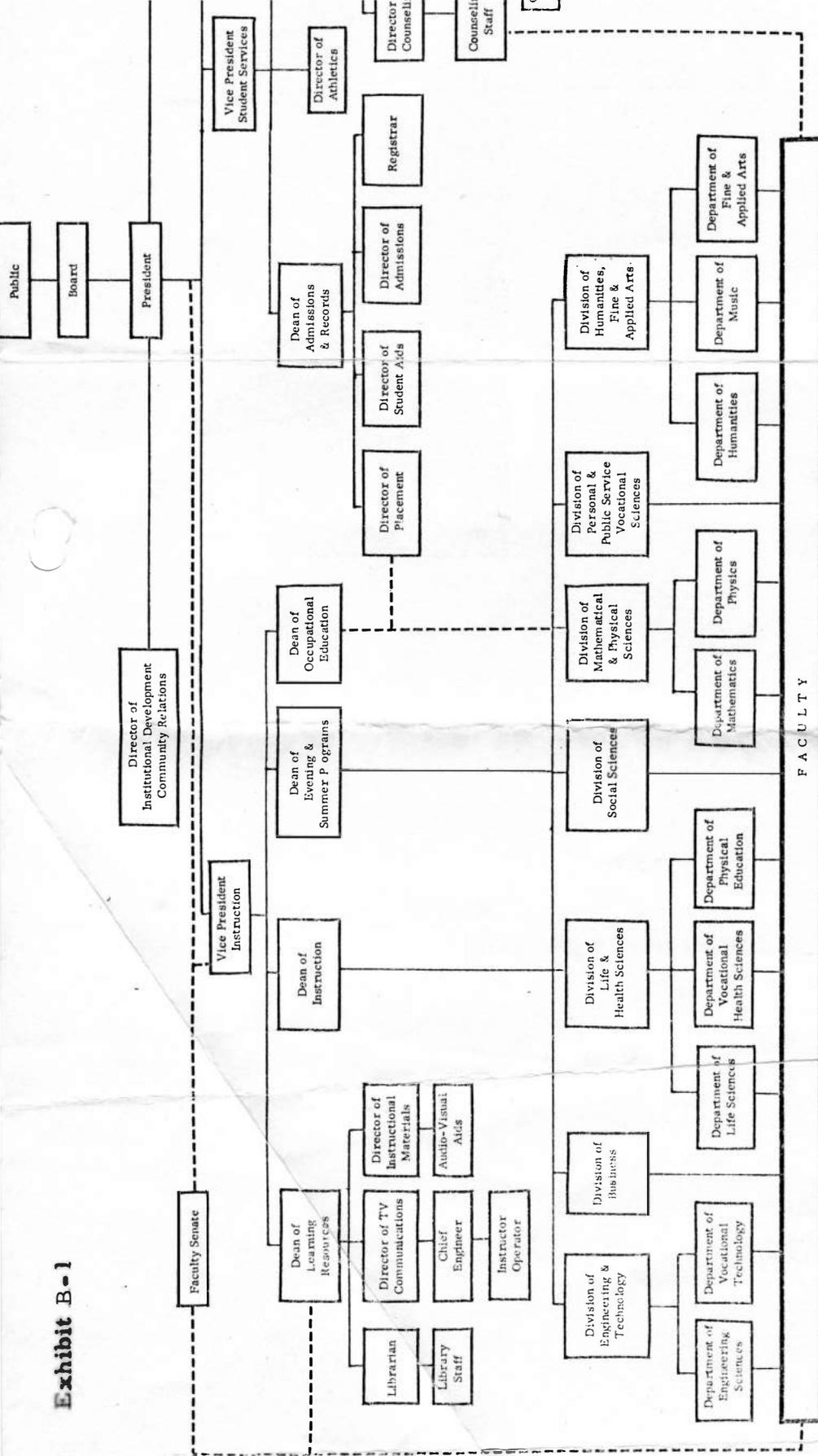


Exhibit B-1 -- To be discussed at the Board Meeting.

FIGURE 4 HARPER COLLEGE: SUGGESTED ORGANIZATION FOR

OPERATING PROCEDURE FOR INSTITUTES

Hosted by

WILLIAM RAINEY HARPER COLLEGE

I. Authority to Proceed with Application

The first step in the process of making application for an institute shall be to inform the appropriate Dean, who in turn will request final approval from the President of the college. The authority to proceed will be based on the following considerations:

- A. Performance of the individual staff member and his ability to perform the regular functions of his assignment during the planning and operational period.
- B. The number of other regular staff members who may be involved in this or other concurrent projects and their ability to perform the regular functions of their assignment in addition to a project.
- C. The capacity of the college to have a number of its staff on "additional" projects at the same time.
- D. The number of planning hours involved and the length of operation of the institute.
- E. The extent to which the program may be developed without jeopardizing the regular instructional program.
- F. The availability of facilities and equipment.

II. Application Procedures and Operational Agreements

- A. The allocation of time for the planning and the operational period of the institute shall be specifically spelled out.
- B. HARPER staff required to develop and process the application and operate the institute will be enumerated.
- C. Staff member making application will consult with the Dean of Business concerning the overhead cost which may be incurred by HARPER COLLEGE and submit costs as recommended by the Dean of Business.
- D. Staff member making application for the institute shall agree to follow all policies and procedures in operation at HARPER COLLEGE, or, where exceptions are necessary, will agree to the arrangements recommended in writing by the appropriate Dean.
- E. The college and the staff member involved may agree, if necessary, to a specific release of time for developmental and pre-planning functions for which the staff member shall receive reimbursement beyond his regular salary up to a maximum of 50% of his regular salary received during the same time period if the institute is funded and planning moneys are provided in the institute.

- F. Assuming the staff member is the director of the institute, he may receive reimbursement, up to a maximum of 50% of his regular salary received during the same time period, for directing the institute, whether or not under contract with the college at the time of the institute.

- G. All staff members to participate in the institute in any capacity must understand and agree that their participation will not jeopardize the effectiveness of the job for which they are primarily contracted. Should work efficiency in their primary assignment be jeopardized by their participation in the institute, they may be relieved of their institute assignment, upon recommendation of the appropriate Dean and concurrence by the President.

I. SUBJECT

Recommendation - Director of Learning Resources

II. REASON FOR CONSIDERATION BY BOARD

To fill newly developed position.

III. BACKGROUND INFORMATION

See attached - additional supporting data will be available at meeting.

IV. RECOMMENDATION

It is recommended to employ George H. Voegel as Director of Learning Resources, effective April 1, 1968, salary \$17,000 at a rank of associate professor.

Other Experiences: Assisting North Dakota State Education Dept. with planning and av data collection about higher education; communications consultant for Upper Midwest Educational Lab, Minneapolis; consultant for communications-art center project, ESES, Title III, Broward Co. Schs, Fla.; coordinator H.E.A. Title III project, J.C.B.C.

Organizational Membership: Dept. of AV Instruction (D.A.V.I.), member of Service Packet Com. and Nomination Committee N.A.E.B.
 Nat'l. Society for the Study of Communications (N.S.S.C.)
 Phi Delta Kappa
 F.E.A.
 Fla. AV Ass'n. (FAVA)
 U.S. Naval Institute

Publications:

1. "Audiovisual Communications and Verbal Abstract Concept Understanding", College of Education Record, UND, Vol. XLIX No. 7, 1964, p. 107-111
2. "The Teacher as a Communicator", College of Education Record, UND, Vol. XLIV, No. 4, 1965, p. 53-57
3. "Utilizing Audiovisual Communications", North Dakota Teacher, Vol. XLIV, No. 7, 1965, p. 21, 29, 30, 35
4. "Higher Education and Audiovisual Media", North Dakota Teacher, Vol. XLV, No. 6, 1966, p. 26, 27, 58
5. Cover Design, special issue on educational media, North Dakota Teacher, Vol. XLV, No. 6, 1966
6. "A Campus Duplication Service", and "An Instructional Television System", to appear in New Media in Higher Education, Brown & Thorton, ed. Fall, 1967



MIAMI-DADE JUNIOR COLLEGE MIAMI, FLORIDA

central administration 11011 s. w. 104th street
miami, florida 33156

office of instructional resources
telephone 274-1175

December 19, 1967

Dr. Robert Lahti
President
Harper College
34 W. Palatine Road
Palatine, Illinois 60067

Dear Dr. Lahti:

It is a pleasure to recommend George Voegel for the position of Director of Learning Resources for Harper College. I have worked with George on various projects here in southeast Florida the past year and I respect his judgement and skill very much.

During the past year he worked very hard on increasing faculty utilization of audio-visual and television programs at Broward Junior College and was very successful despite the continuous political upheaval at the school. He capped his faculty in-service training project with an area NDEA institute which is now considered a model for faculty development.

It is important for Miami-Dade that Harper College have an excellent Learning Resources staff so that there is a potential interchange of talents and programs in the GT-70 group. I recommend George as one of the outstanding young leaders in this field in the country. If he accepts the position, I will do everything I can to help bring Harper College up to the top in the Learning Resources area. I believe George can do the job for you.

Well liked by his faculty and staff, patient, a low-key persuader, and an avid student of learning and teaching systems, George Voegel will be one of the top people in this field in the next five years and his institution will go along with him.

I hope he joins you.

Sincerely,

Franklin G. Bouwsma,
Director

FCB:et

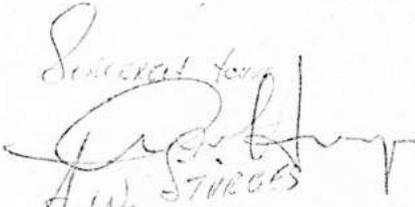
DR. ROBERT E. LAHTI
PRESIDENT
WILLIAM RAINEN HARPER COLLEGE
34 WEST PALATINE ROAD
PALATINE, ILLINOIS

UNDP
475 SRI AYUDHIA RD
BANGKOK, THAILAND

DEAR DR. LAHTI:

MY APOLOGIES FOR BOTH THE DELAY IN RESPONDING AND THE RATHER INFORMAL
STATIONARY.

GEORGE VASILEC IS, IN MY OPINION, ONE OF THE MOST CREATIVE YOUNG MEN I
HAVE MET IN INSTRUCTIONAL COMMUNICATIONS. FLERT, AGGRESSIVE, PERSONABLE,
AND ABLE TO LEAD. I HAVE NO QUALMS IN RECOMMENDING HIM FOR
THE LEADERSHIP OF YOUR NEW LEARNING RESOURCES CENTER.

Sincerely,

A.W. STURGES
UNESCO

RECEIVED

DEC 4 1987

DEAN OF
INSTRUCTION

Copy of confidential statement concerning George H. Voegel.....

Mr. Voegel is a quiet student who has demonstrated his dependability as a graduate student, and his capacity to develop in our instructional program. We have found him to be thorough and dependable in all his work. Although he is mechanically inclined, he writes clearly, expresses himself well, and gets along very well with people in general. I am happy to recommend him,

Mendel Sherman
Date 5-20-63 Signature Mendel Sherman
Title Assistant Director School or Department Audio-Visual Center
College or University Indiana University
LHSA-4-50-AM

Copy of

CONFIDENTIAL STATEMENT

Concerning

George W. Voeghel

I would rate Mr. Voeghel high on all personal qualities.

From the very first day that Mr. Voeghel entered my classroom, until now, I have rated him an outstanding personality. Since that time, I have come to know him through committee contacts etc., and I rate him high as a solid thinker and one who expresses him- self well.

In all my contacts I have found him to be considerate, and gentle-
manly. He will definitely be an asset to the organization that employs him.

Dr. Clarence E. Platon, Assoc. Prof.
Department of Audio-Visual
Indiana University
Bloomington, Indiana

May 17, 1963

bjo

I. SUBJECT

Recommendation from the salary committee - policy on staff evaluation.

II. POLICY

Faculty

It shall be the responsibility of the faculty of Harper College to design an evaluation system of individual effectiveness on the job. This system to be operative initially at the end of the academic year and subsequently at the mid-semester of each academic year.

Classified

It shall be the responsibility of the supervisory staff of Harper College to effect an evaluation system of its classified employees. This system to be operative and completed not later than May 1 of each year.

III. SUGGESTED BOARD PROCEDURE

The staff of Harper College to investigate and design an evaluation of its membership which shall be reviewed with the Board of Trustees not later than May 15, 1968. Upon approval by the Board, these systems to be activated and completed by the staff not later than June 7, 1968.

I. SUBJECT

Adoption of official college colors and mascot.

II. REASON FOR CONSIDERATION BY BOARD

Matter of college policy.

III. BACKGROUND INFORMATION

An earlier board action authorized the establishment of a student-faculty committee to conduct a contest among Harper students to select a college mascot and colors. The committee has conducted the contest and makes the following recommendations to the board for official action. The winning mascot entry was submitted by Miss Marian Anderson a Harper student from Palatine. Miss Anderson is thereby the winner of the tuition scholarship for next semester.

IV. RECOMMENDATION

1. The committee recommends the adoption of the Hawk as the official college mascot.
2. The committee recommends the adoption of maroon and gold as the official college colors.

THE CONSTITUTION OF THE FACULTY SENATE OF
HARPER COLLEGE

PREAMBLE

This document shall be considered The Constitution of the Faculty Senate of Harper College. The members of the Faculty Senate will act as the official representatives of the total Harper College faculty and will present to the Administrative Faculty and to the Board of Trustees of Harper College recommendations for implementation concerning such matters as follow:

- (1). The general educational policy and general welfare of the institution.
- (2). The regulatory policies related to student conduct and student activities.
- (3). The policies concerning admissions, honors and graduation requirements.
- (4). Recommendations on the College's budget.
- (5). The policies that will govern faculty tenure, promotion, appointments, dismissals and academic freedom.

I. ELECTION AND COMPOSITION OF THE HARPER COLLEGE FACULTY SENATE

A. Only full time Harper personnel holding academic rank shall be eligible to become or vote for members of the Faculty Senate. The Faculty Senate shall initially consist of fifteen staff members who will be elected on the basis of both divisional and "at large" representation. Each division at the time of the ratification of the Constitution will elect one representative to the Faculty Senate. Those divisions to be represented in the

initial election are as follows:

- (1). The Division of Communications.
- (2). The Division of Business and Social Science.
- (3). The Division of Fine Arts and Humanities.
- (4). The Division of Science and Mathematics.
- (5). The Division of Engineering and Related Technologies.
- (6). The Division of College Services.

The Division of College Services will encompass those eligible faculty members who are non-teaching personnel.

Nine members of the Faculty Senate will be elected from the full membership of the full time staff in an "at large" election. As new divisions are created, they will possess the automatic privilege to petition the Faculty Senate for Senate recognition and representation. Upon the recommendation of a simple majority of the members of the Faculty Senate, the division will be granted the right to elect a divisional representative. The number of divisional representatives will be correlative with the number of recognized divisions. When the total number of Faculty Senate members is an even number a single additional "at large" representative will be elected from among the total membership of the full time staff. A division created through the consolidation of two or more existing divisions will constitute a new division. The representatives of the previously existing divisions will be replaced by a duly elected representative of the new

division.

B. All elections to the Faculty Senate will be by secret ballot and will be supervised by the then current Divisional Chairmen and the Dean of Instruction. Divisional Representatives will serve a term of three years on the Faculty Senate. Those initially elected to serve will determine by lot whether they will serve a one, two or three year term. "At large" representatives will serve a term of two years on the Faculty Senate. A simple majority of Faculty Senate members will constitute a quorum and decisions will be determined by simple majority votes. All Faculty Senate Representatives will be eligible to succeed themselves by election to fill vacancies. In the event of vacancies, the Faculty Senate will call special elections and replacement members will be duly elected.

C. All full time members of the teaching staff, the Administrative faculty and the Board of Trustees will have the privilege of attending all the open sessions of the Faculty Senate and its Committees.

II. THE POWERS OF THE HARPER COLLEGE FACULTY SENATE

A. The Harper College Faculty Senate will be empowered to make all of its own rules of procedure, and to elect its own president, president pro tempore, who will preside in the president's absence, and its secretary. The Faculty Senate will possess the inherent authority to create, define the jurisdictional

scope, and abolish whatever standing and/or ad hoc "committees of the Faculty Senate" as in its judgment seem most suited for the best interests of Harper College. Such committees will include, but not be restricted to the following standing committees:

- a) faculty affairs,
- b) budget,
- c) student affairs,
- d) community relations
- e) institutional aims, and
- f) resources and evaluation

These enumerated powers, and whatever implied powers which may be reasonably interpreted, will be inherent prerogatives of the Faculty Senate.

B. The elected members of the Faculty Senate will assume by lot the responsibility of convening the established standing committees of the Faculty Senate. After the first three years of its existence, members of the Faculty Senate of Harper College will, on the basis of seniority, choose the standing committee which they wish to convene and then assume the responsibility of convening that committee. The membership of the standing and/or ad hoc committees of the Faculty Senate will be by selection by the committees' convenors subject to the approval of a majority of the Faculty Senate.

III. SPECIAL STANDING COMMITTEE OF THE FACULTY SENATE OF HARPER COLLEGE

The Standing Committee of Faculty Tenure and Promotion.

This committee will consist of members elected on a divisional basis, one representative for each existing division.

Members of this committee will serve three year terms and cannot succeed themselves. Neither may they serve on this committee and the Faculty Senate simultaneously. The terms of the committee members will be staggered.

IV. IMPLIED POWERS OF THE HARPER COLLEGE FACULTY SENATE

A. The Faculty Senate will be empowered to make recommendations to the Board of Trustees and/or the administrative officers of Harper College for their implementation on all matters that can be reasonably implied from the following enumerated classifications:

1. Educational policies of Harper College
2. Regulations affecting student conduct and activities
3. Scholastic policies including requirements for admission, graduation and honors.
4. Recommendations concerning the budget of Harper College
5. Criteria for faculty tenure, appointment, promotion and dismissals
6. Matters concerning the improved operation of Harper College and recommendations regarding the institution's general welfare.

B. The president of the Faculty Senate, and whatever members of the teaching faculty or administrative staff he may desire to aid him or whom the teaching members of the Faculty Senate appoint to serve with him, will be the official representative of the faculty to the Board of Trustees and the administration of Harper College.

C. The recommendations or policies adopted by the Faculty Senate will be determined by means of a simple majority of the quorum or full membership present at an official session.

V. INITIATIVES AND AMENDMENTS

The Faculty Senate of Harper College will consider for adoption any proposed initiative and/or constitutional amendment presented to it by means of a written petition signed by at least 40% of the full time faculty. Amendments to the constitution can be adopted only by a two-thirds positive vote on a constitutional proposal by the full time faculty. All votes on initiatives and/or proposed amendments will be by secret ballot and will be supervised by the divisional chairmen.