

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

AGENDA
February 22, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Construction Payouts: H. A. Kaiser & Co., \$30,185.10
 - B. Bills Payable
 - C. Payroll, February 1-15, 1968
 - D. Estimated Payroll, February 16-29, 1968
 - E. Review of Financial Statements
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Operating Procedure for Workshops, Institutes, Conferences, or Their Equivalent (Exhibit A)
 - B. Recommendation - Contract Renewal (Exhibit B)
 - C. Recommendation - Faculty Appointment (Exhibit C - to be hand carried to meeting)
 - A. Rupin Walter Desai
 - B. Joe Bob Tillotson
 - D. Recommendation - Awarding Contracts for Unit B Addition (Central Utilities Building)
 - E. Report and Interpretation of CPM Printout - Representatives of MBM
 - F. Other
- VIII. President's Report
- IX. Adjournment

February 16, 1968

OFFICE OF THE PRESIDENT

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the regular meeting to be held on Thursday, February 22, 1968, 1200 West Algonquin Road, Palatine, 8:00 P.M.

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

Sincerely,



Robert E. Lahti
President

jal
Enclosure

WILLIAM RAINY 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, February 22, 1968

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:05 p.m., February 22, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Haas.

In the absence of Secretary Nicklas, Member Johnson moved and Member Hamill seconded the motion to nominate Member Hutchings as Secretary Pro Tempore. There being no other nominations, Member Johnson moved and Member Hamill seconded the motion that nominations be closed and a unanimous ballot be cast for Member Hutchings as Secretary Pro Tempore. Motion carried.

ROLL CALL: Present: John Haas, James Hamill, Roy Hutchings, John Kuranz, and Richard Johnson

Absent: Milton Hansen and Jessalyn Nicklas

Also present: Dr. Robert E. Lahti, John Birkholz, Joseph Clouser, Robert Hughes, George Makas, William Mann, Thomas McCabe, Herbert Pankratz, Robert Powell, Roy Sedrel, John Upton and Frank Vandever, Harper College; Frank Hines, Board Attorney; Ralph Klatt, Des Plaines "Suburban Times;" Kathy Gosnell, Paddock Publications; T. P. Alston, Jr., of Hoffman Estates; Frank C. Elias, Robert Jensen and Ronald Zabel, McKee Berger Mansueto.

MINUTES: Member Johnson moved and Member Hamill seconded the motion to approve the minutes of the Regular Board Meeting of February 8, 1968. Motion unanimously carried.

Member Kuranz expressed his objection to the use of certain words, such as "bargaining power," used at the last Board meeting in a discussion with the faculty committee. The Board agreed that Mr. Kuranz had a good point, and that they should try and select words which better describe their relationship with the faculty.

Chairman Haas asked Mr. Hines, Board Attorney, to administer the Oath of Office to Member Kuranz, which was done at this time.

APPROVAL OF DISBURSEMENTS: Member Hamill moved and Member Johnson seconded the motion to approve for payment the Bills Payable as of February 22, 1968, as follows:

Educational Fund	\$16,190.44
Building Fund	5,655.84
Site and Construction Fund	4,691.85
	<u>\$26,538.13</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Kuranz and Johnson
Nays: None

APPROVAL OF
DISBURSEMENTS:
(Cont.)

A discussion followed on the requests for payment to L.K.Comstock Gibson Electric Company and H. A. Kaiser & Company for work completed and approved by the architect and Mr. Robert Hughes. Chairman Haas asked the administration how these last minute requests for payment, such as the one for L. K. Comstock Gibson, could be avoided in the future. Dr. Lahti stated the administration would send a letter to the contractors informing them of the Board schedule and of the dates on which requests for payment must be received.

Member Hamill moved and Member Johnson seconded the motion to authorize the Treasurer to authorize I.B.A. to make the following payments:

H. A. Kaiser & Co.	\$30,185.10
L. K. Comstock Gibson Electric Co.	26,460.90

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Kuranz and Johnson
Nays: None

Member Hamill moved and Member Johnson seconded the motion to approve for payment the Payroll of February 1-15, 1968, in the amount of \$44,317.46; and the Estimated Payroll of February 16-29, 1968, in the amount of \$48,700.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Kuranz and Johnson
Nays: None

In a review of the financial statements, Mr. Mann informed the Board that things are going along pretty much as planned.

COMMUNICATIONS:

Chairman Haas asked if there was an individual present from Hoffman Estates. Mr. Tom Alston introduced himself to the Board, stating he wanted to discuss for a few minutes the Y.M.C.A. being planned, which would include the areas of Hoffman Estates, Schaumburg, Roselle, Hanover Park, and possibly Inverness. Mr. Alston informed the Board that plans had been in progress for nine months, and they were ready to start their charter member campaign. They will need about 500 charter members and \$20,000 to start. He discussed the type of program they plan to offer for children in the first year. Mr. Alston thanked the Board for the opportunity of appearing before them.

Chairman Haas, on behalf of the Board, wished Mr. Alston and his group the best of luck and thanked him for the information he had presented to the Board.

UNFINISHED
BUSINESS:

Member Johnson informed the Board that the faculty-board meeting was scheduled for Friday, February 23, at 8:30 a.m. He went on to say the Board had a position at this point, and the committees would discuss this position and, if some agreement could be reached on it, the Board committee would come back to the Board for approval.

NEW BUSINESS:
Operating Pro-
cedure for Work-
shops, Institutes,
Conferences, or
Their Equivalent

Dr. Lahti discussed the Operating Procedure for Workshops, Institutes, Conferences or Their Equivalent as presented to the Board. He pointed out this procedure had been presented to the Board previously, and the corrections which had been made were underlined. He pointed out that the former procedure had been aimed at government institutes and there was a strong possibility there would be other kinds of institutes. Chairman Haas commended the administration on the job done in incorporating the ideas of the Board into this procedure.

In the discussion which followed, the Board agreed that the 1st paragraph of the procedure, under I, should be changed to read, ".....who in turn will request final approval from the president of the college and the Board of Trustees."

Member Johnson moved and Member Hamill seconded the motion that the Board approve the adoption of the Operating Procedure for Workshops, Institutes, Conferences, or Their Equivalent, as presented.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Kuranz and Johnson
Nays: None

Recommendation--
Contract Renewal

A discussion followed on the recommendation by Dr. Lahti and Roy Sedrel for the renewal of contract for Mr. Ken Parker, with the new contract carrying the job title of "Senior Systems Analyst." Mr. Sedrel discussed Mr. Parker's qualifications, background and experience.

Member Johnson moved and Member Hutchings seconded the motion to approve the recommended renewal of contract for Mr. Ken Parker, covering the period of March 6, 1968 to June 30, 1969, at a salary rate of \$12,500, with the job title of "Senior Systems Analyst."

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, Kuranz and Johnson
Nays: None

Recommendations--
Faculty appointment

Dr. Pankratz, with the assistance of the Department Chairmen involved, discussed the various candidates being recommended for faculty appointment. The background, experience, and recommended rank and salary of each candidate were discussed, Dr. Pankratz reviewed the procedure used in making recommendations. After applications are received in his office, they are referred to the respective divisions. The divisions, in turn, make the applications available to members within their divisions and rely heavily on them to do the screening. After group discussion, they come up with their recommendations. There is then discussion again with the deans in respect to the rank and salary, with respect to the qualifications.

Member Kuranz left the meeting at 9:05 p.m.

NEW BUSINESS:
Recommendations--
Faculty Appoint-
ment (Cont.)

Chairman Haas complimented Dr. Pankratz and his staff on their presentation.

Member Johnson moved and Member Hamill seconded the motion to approve the appointment of the following faculty candidates:

Mrs. Susan Alm Neu, Instructor, at a salary of \$4,031.25 (1 mo. 3/4 time; full time, remainder second semester);

Mr. Rupin Walter Desai, Associate Professor (if Ph.D. awarded by Sept., otherwise Asst. Professor), at a salary of \$11,875;

Mr. Joe Bob Tillotson, Instructor, at a salary of \$8,700.00;

Dr. Elizabeth Bogart Juergensmeyer, Assistant Professor, at a salary of \$9,450.00;

Miss Mary Ellen Rugg, Instructor, at a salary of \$9,500.00;

Mr. Dan J. Richardson, Assistant Professor at a salary of \$10,500;

Mr. Daniel J. Cohen, Assistant Professor, at a salary of \$12,250;

Mr. Lester Hook, Assistant Professor, at a salary of \$11,550;

Mr. William E. Piland, Instructor, at a salary of \$9,372 (which includes 1 additional month as coordinator).

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hutchings, and Johnson
Nays: None

Recommendation - Chairman Haas announced the administration had asked the Board Awarding Contracts to put off the recommendation on awarding contracts for Unit B for Unit B Addition until the administration had further information to present to the Board.

The Board discussed the bomb scare at the college on February 21, indicating their approval of the manner in which the administration had handled the situation. Dr. Lahti reported the college already has in motion a committee which will work out a procedure for this in the future. Member Johnson requested that the Board Attorney, Frank Hines, investigate the State Statutes to determine if there is any legislation pertaining to this type of thing.

NEW BUSINESS:
Report and Inter-
pretation of CPM
Printout - Repre-
sentative of MBM

Mr. Frank Elias, representative from MBM, introduced Mr. Robert Jensen, engineer on the project, to the Board. Mr. Elias stated that the project was started on October 23, and they are very pleased that the project is essentially on schedule with the exception of Building B. He pointed out that the decision to increase the size of Building B accounts for it not being on schedule, but stated they are confident the delay can be overcome so the building will be completed by July 1, 1969. He went on to discuss the individual networks displayed for the individual buildings: on the site board, essentially on schedule--in fact, in some areas ahead of schedule; Building A--College Center--as of January 31, 15 days ahead of schedule; Building B--Power Plant--as of January 31, 14 days behind schedule, but feels this is no problem; Building C--Fine Arts Building--4 days behind schedule, but no problem here; Building D--Science Building--on schedule; Building E--on schedule; Building F--1 day ahead of schedule.

Member Hamill asked if there were any chance of any major building trades going on strike or having union problems this year. Mr. Elias stated that all labor contracts come up June 1 each year, but at the present time they were not aware of any potential strikes.

Dr. Lahti asked the date of the last printout, and Mr. Elias informed the Board the date was January 31, and they would have another printout in about another week.

Mr. Hughes informed the Board that the project still has the initial momentum, everyone is anxious to get the project done, and good progress is being made.

Chairman Haas, on behalf of the Board, thanked Mr. Elias for his report.

Other

None

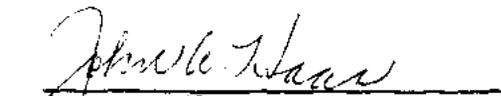
PRESIDENT'S
REPORT:

Dr. Lahti reported that most Board members had received copies of the Orientation Program. He stated the college is pleased with the comments received from the American Association, university professors, and various individuals in new community schools. Dr. Lahti informed the Board that the American Association had requested 500 copies of this document, as they are involving it in two workshops for new junior colleges. They have written saying they appreciate an institution like Harper doing this kind of documentation and sharing it with the Association.

Chairman Haas, for the benefit of those running for the office of Board Trustee, discussed the proper way to sign petitions and pointed out that an individual signing a petition should write out his full name and address. He then asked Mr. Hines, Board Attorney, if there were not some abbreviations which were acceptable. Mr. Hines stated it would be preferable to spell out everything, because the conservative approach is, without doubt, the better one. Mr. Hines went on to say that such abbreviations as Arlington Hts., Prospect Hts., Mt. Prospect, Ave., St., Ct., and Vil. or Vlg., had been previously recognized.

ADJOURNMENT:

Member Hamill moved and Member Johnson seconded the motion that the meeting be adjourned at 10:05 p.m. Motion unanimously carried.



Chairman Haas



Secretary Pro Tempore Hutchings

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
FINANCIAL STATEMENTS
FOR THE PERIOD ENDING January 31, 1968

	<u>PAGE NUMBER</u>
I EDUCATIONAL FUND	
A) Statement of Position	1
B) Budget Report	2
II BUILDING FUND	
A) Statement of Position	7
B) Budget Report	8
III SITE & CONSTRUCTION FUND	
A) Statement of Position	10
B) Budget Report	11
IV BOND & INTEREST FUND	
A) Statement of Position	13
B) Budget Report	14
V TRUST & AGENCY FUND REPORT	15
VI STATEMENTS OF OPERATION	
A) Bookstore	16
B) Cafeteria	17

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND
STATEMENT OF POSITION, JANUARY 31, 1968

<u>ASSETS</u>	ACCOUNT NUMBER	1/31/68 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Imprest Fund	101.20	\$ 5,000.00	\$ -0-	\$ 5,000.00
Cash in Bank, 1st Bank & Trust	101.32	33,084.54	-0-	33,084.54
Petty Cash Funds	101.40	7,449.00	-0-	7,449.00
Tuition Refund Fund		8,000.00	-0-	8,000.00
Deposits	101.80	600.00	-0-	600.00
Investments	102.10	355,601.72	-0-	355,601.72
Interfund Receivables-Bldg. Fund	103.20	7,439.42	-0-	7,439.42
Interfund Receivables-Trust & Agency	103.40	4,862.62	-0-	4,862.62
Accounts Receivable-Current Taxes	105.10	32,344.62	-0-	32,344.62
Accounts Receivable-Back Taxes	105.11	27.92	-0-	27.92
Accounts Receivable-Other	105.90	12,146.72	-0-	12,146.72
Inventories	108.30	35,137.41	-0-	35,137.41
TOTAL ASSETS		<u>\$501,693.97</u>	<u>\$ -0-</u>	<u>\$501,693.97</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	425.50	-0-	425.50
Accounts Payable	205.00	11,301.82	-0-	11,301.82
Accounts Payable - Other	205.40	45.20	-0-	45.20
Accrued Retailers Occupation Tax	209.14	176.89	-0-	176.89
Reserve for Encumbrances	210.90	-0-	74,171.14	74,171.14
TOTAL LIABILITIES		<u>\$12,690.65</u>	<u>\$74,171.14</u>	<u>\$86,861.79</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$489,003.32	\$(74,171.14)	\$414,832.18
TOTAL LIABILITIES & FUND BALANCE		<u>\$501,693.97</u>	<u>\$ -0-</u>	<u>\$501,693.97</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 12,932.60	\$ -0-	\$ 12,932.60
Add: Revenue to Date		<u>1,286,588.11</u>	-0-	<u>1,286,588.11</u>
Less: Expenditures		\$1,299,520.71	\$ -0-	\$1,299,520.71
FUND BALANCE		<u>810,517.39</u>	<u>74,171.14</u>	<u>884,688.53</u>
		<u>\$ 489,003.32</u>	<u>\$(74,171.14)</u>	<u>\$ 414,832.18</u>

WILLIAM RAINY HARVARD COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND -- BUDGET REPORT
 SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00						
Taxes	401.10						
Current Taxes	401.10	\$786,767.00	-0-	\$786,767.00	\$ -0-	-0-	\$ -0-
Prior Years Taxes	401.11	2,340.00	-0-	3,198.89	(858.89)	-0-	(858.89)
		\$789,107.00	-0-	\$789,965.89	(858.89)	-0-	(858.89)
From Governmental Divisions	402.00						
Junior College Aid	402.30	\$396,750.00	(900.00)	\$175,432.50	\$221,317.50	-0-	\$221,317.50
Vocation Education Act	402.60						
Nursing Aid	402.61	18,844.00	-0-	5,428.00	13,416.00	-0-	13,416.00
Data Process. - Teaching Supply Aid	402.62	1,000.00	-0-	-0-	1,000.00	-0-	1,000.00
Federal Subsidies	402.80	\$19,844.00	-0-	\$5,428.00	\$14,416.00	-0-	\$14,416.00
Tuition	403.00	\$5,000.00	-0-	\$-0-	\$5,000.00	-0-	5,000.00
Registration Fees 1968-69							
Resident Tuition	406.10	\$-0-	\$1,530.00	\$1,730.00	\$ (1,730.00)	-0-	\$ (1,730.00)
Non-Resident Tuition	406.20	240,000.00	1,684.21	119,214.41	120,785.59	-0-	120,785.59
		195,750.00	-0-	105,654.35	90,095.65	-0-	90,095.65
Interest on Investments	404.00	\$435,750.00	\$3,214.21	\$226,598.76	\$209,151.24	-0-	\$209,151.24
Student Fees	409.00	\$25,000.00	\$1,805.50	\$7,499.02	\$17,500.98	-0-	\$17,500.98
Refund of Retirement Payments	410.00	\$7,500.00	-0-	\$3,435.50	\$4,064.50	-0-	\$4,064.50
Refund of 1966-67 Payments	410.10	\$18,450.00	\$-0-	\$-0-	\$18,450.00	-0-	\$18,450.00
Refund of 1967-68 Payments	410.20	7,500.00	-0-	-0-	7,500.00	-0-	7,500.00
1966-67 Fund Balance	411.00	\$25,950.00	\$-0-	\$-0-	\$25,950.00	-0-	\$25,950.00
Bookstore	414.00	\$12,932.00	\$-0-	\$-0-	\$12,932.00	-0-	\$12,932.00
Sale of Textbooks	414.4	\$75,000.00	\$2,064.07	\$58,550.45	\$16,449.55	-0-	\$16,449.55
Sale of Supplies	414.30	16,000.00	370.51	8,650.54	7,349.46	-0-	7,349.46
Cafeteria	415.00	\$91,000.00	\$2,434.58	\$67,200.99	\$23,799.01	-0-	\$23,799.01
Sale of Food		\$30,000.00	\$1,564.00	\$11,027.45	\$18,972.55	-0-	\$18,972.55
Student Activity Program	417.00						
Activity Fee	417.20	\$20,000.00	-0-	-0-	\$20,000.00	-0-	\$20,000.00
TOTAL REVENUE		\$1,858,833.00	\$8,118.29	\$1,286,588.11	\$572,244.89	-0-	\$572,244.89

WILLIAM R. KEY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT
 SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Administration	500.00						
Salaries:							
Administrative	501.11-14	\$ 74,900.00	\$ 6,491.70	\$ 42,947.94	\$ 31,952.06	-	\$ 31,952.06
Business Office Staff	501.131	22,700.00	1,891.66	13,241.64	9,458.36	-	9,458.36
Data Processing Staff	501.141	21,000.00	1,699.54	9,285.23	11,714.77	-	11,714.77
Secretarial & Clerical	501.16	58,500.00	5,425.81	32,864.31	25,335.69	-	25,685.69
Other Salaries	501.19	7,500.00	-	501.60	6,998.40	-	6,998.40
TOTAL SALARIES		\$184,600.00	\$15,508.71	\$98,840.72	\$85,759.28	-	\$ 85,759.28
Contractual Services:							
Accounting	501.20	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -
Legal	501.21	12,000.00	792.50	3,787.50	8,212.50	-	8,212.50
Service Bureau	501.23	1,000.00	-	-	1,000.00	-	1,000.00
Architectural	501.24	1,000.00	-	-	1,000.00	-	1,000.00
Educational	501.25	2,500.00	84.38	1,904.43	595.57	-	595.57
Financial	501.26	1,500.00	-	635.00	865.00	-	865.00
Other	501.29	8,000.00	376.65	7,836.36	163.64	-	163.64
TOTAL CONTRACTUAL SERVICES		\$ 29,000.00	\$ 1,253.53	\$17,163.29	\$11,836.71	\$ -	\$ 11,836.71
Supplies							
Office Supplies	501.30	\$ 5,650.00	186.71	\$ 2,389.30	\$ 3,260.70	\$ -	\$ 3,260.70
Copying Supplies	501.32	5,500.00	1.60	1,029.94	4,470.06	141.47	4,328.59
Printing	501.33	6,500.00	517.67	3,096.57	3,403.43	1,462.44	1,940.99
Postage	501.34	6,000.00	403.42	2,002.06	3,997.94	-	3,997.94
Election Supplies	501.35	4,000.00	-	-	4,000.00	-	4,000.00
Professional Books	501.38	1,850.00	48.35	561.70	1,288.30	16.25	1,272.05
Other Supplies	501.39	6,250.00	960.52	2,459.17	3,790.83	179.90	3,610.93
TOTAL SUPPLIES		\$ 35,750.00	\$ 2,118.27	\$11,538.74	\$24,211.26	\$1,800.06	\$ 22,411.20
Travel:							
Administrative Travel	501.70	\$ 11,250.00	\$ 297.46	\$ 5,303.11	\$ 5,946.89	\$ -	\$ 5,946.89
Other Travel	501.79	1,000.00	-	32.20	967.80	-	967.80
TOTAL TRAVEL EXPENSE		\$ 12,250.00	\$ 297.46	\$ 5,335.31	\$ 6,914.69	\$ -	\$ 6,914.69
Other Administrative Expense	501.90	\$ 8,500.00	\$ 1,054.89	\$ 7,459.23	\$ 1,040.77	\$ 495.82	\$ 544.95
TOTAL ADMINISTRATIVE EXPENSE		\$270,100.00	\$ 20,232.86	\$140,337.29	\$129,762.71	\$2,295.88	\$127,466.83

WILLIAM RAINY HAI COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND-BUDGET REPORT
 SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Instruction							
Salaries:							
Administration	502.11-12	\$ 55,200.00	4,600.00	\$ 30,557.14	\$ 24,642.86	-0-	\$ 24,642.86
Secretarial & Clerical	502.16	26,950.00	1,914.01	14,119.12	12,830.88	-0-	12,830.88
Instructional Staff	502.121	671,792.00	56,455.19	297,328.49	374,463.51	-0-	374,463.51
Library		49,700.00	2,993.84	19,459.30	30,240.70	-0-	30,240.70
Student Services							
Administration	502.13-14	97,906.00	7,829.18	52,483.95	45,422.05	-0-	45,422.05
Secretarial & Clerical	502.16	37,100.00	3,031.70	20,370.92	16,729.08	-0-	16,729.08
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	\$76,823.92	\$434,318.92	\$517,232.08	-0-	\$517,232.08
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	61.43	981.44	4,948.56	-0-	4,948.56
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	\$ 61.43	\$ 981.44	\$ 5,948.56	-0-	\$ 5,948.56
Supplies	502.30						
Office Supplies	502.31	\$ 6,000.00	192.02	5,725.80	274.20	352.67	(78.47)
Copying Supplies	502.32	3,000.00	393.84	2,544.69	455.31	72.95	382.36
Printing	502.33	15,875.00	360.90	5,104.58	10,770.42	1,401.21	9,369.21
Postage	502.34	6,000.00	14.05	15.49	5,984.51	-0-	5,984.51
Library - Supplies	502.37	10,000.00	577.02	2,146.13	7,853.87	2,800.94	5,052.93
Professional Expenses	502.38	5,500.00	-0-	75.00	5,425.00	-0-	5,425.00
Data Processing Supplies	502.39	750.00	-0-	677.01	72.99	-0-	72.99
Instructional Supplies	502.39	51,377.00	1,203.53	29,967.79	21,409.21	7,267.53	14,141.68
Travel		\$98,502.00	\$2,741.36	\$46,256.49	\$52,245.51	\$11,895.30	\$40,350.21
Instructional Travel	502.70						
Other Travel	502.72	\$22,620.00	\$ 972.19	\$ 6,185.24	\$16,434.76	-0-	\$16,434.76
Other Travel-Innovation & Experimentation	502.79	1,690.00	-0-	3,594.62	(1,904.62)	-0-	(1,904.62)
TOTAL TRAVEL	502.791	10,000.00	1,652.09	2,569.34	7,430.66	-0-	7,430.66
Tuition Paid	502.80	\$34,310.00	\$2,624.28	\$12,349.20	\$21,960.80	-0-	\$21,960.80
Other Expenses of Instruction	502.90	\$45,000.00	\$ -0-	\$17,698.95	\$27,301.05	-0-	\$27,301.05
TOTAL INSTRUCTIONAL EXPENSES		18,910.00	395.26	4,318.57	14,591.43	443.08	14,148.35
		\$1,155,203.00	\$82,646.25	\$515,923.57	\$639,279.43	\$12,338.38	\$626,941.05

WILLIAM RAINY HARRER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND -- BUDGET REPORT
SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	ENCUMBRANCES	UNENCUMBERED	
						BALANCE	BALANCE
Fixed Charges							
Employers Share of Retire. Ins.	508.00	\$ 7,500.00	\$ -0-	\$ 7,267.65	\$ -0-	\$ 232.35	\$ 232.35
Health Insurance	508.40	30,000.00	2,240.60	13,463.05	-0-	16,536.95	16,536.95
Group Life Insurance	508.51	5,000.00	431.94	2,526.53	-0-	2,473.47	2,473.47
Travel & Accident Insurance	508.52	1,000.00	-0-	865.00	-0-	135.00	135.00
Surety & Fidelity Insurance	508.53	400.00	-0-	-0-	-0-	400.00	400.00
Workman's Comp. Insurance	508.56	1,700.00	-0-	2,110.25	-0-	(410.25)	(410.25)
Rental - Other	508.57	500.00	-0-	333.56	-0-	166.44	166.44
Rental - Equipment	508.60	5,000.00	245.27	1,745.71	-0-	3,254.29	3,254.29
Rental - Xerox Machine	508.61	5,000.00	-0-	3,351.71	-0-	1,648.29	1,648.29
TOTAL FIXED CHARGES	508.62	\$56,100.00	\$2,917.81	\$31,663.46	-0-	\$24,436.54	\$24,436.54
Student & Comm. Services	510.0-519.0						
Bookstore	514.0						
Salaries, Bookstore Mgr.	514.10	\$ 9,600.00	\$ 800.00	\$ 5,600.00	\$ -0-	\$ 4,000.00	\$ 4,000.00
Salaries, Clerical	514.16	5,160.00	425.00	2,836.54	-0-	2,323.46	2,323.46
Purchases-Supplies	514.30	20,000.00	(.31)	16,681.42	112.22	3,318.58	3,206.36
Less Inventory		(5,600.00)	155.74	(11,452.15)	-0-	5,852.15	5,852.15
Purchases - Textbooks	514.40	90,000.00	5,622.97	67,714.66	15,189.08	22,285.34	7,096.26
Less Inventory		(22,500.00)	(4,034.49)	(21,992.60)	-0-	(507.60)	(507.60)
Travel	514.70	500.00	-0-	177.00	-0-	323.00	323.00
Other Expenses	514.90	1,000.00	217.50	1,005.27	23.10	(5.27)	(28.37)
TOTAL BOOKSTORE COSTS & EXPENSES		\$98,160.00	\$3,186.41	\$60,570.34	\$15,324.40	\$37,589.66	\$22,265.26
Cafeteria	515.0						
Salaries	515.10	\$ 9,000.00	\$ 436.51	\$ 3,783.50	\$ -0-	\$ 5,216.50	\$ 5,216.50
Purchases of Food	515.31	17,000.00	812.83	5,995.50	-0-	11,004.50	11,004.50
Less Inventory	515.39	-0-	(88.83)	(676.09)	-0-	676.09	676.09
Other Expense	515.90	4,000.00	22.32	760.99	-0-	3,239.01	3,239.01
TOTAL CAFETERIA COSTS & EXPENSES		\$30,000.00	\$1,182.83	\$ 9,863.90	-0-	\$20,136.10	\$20,136.10
Student Activity Program	517.00						
Student Act. Expenditures	517.90	\$20,000.00	\$ -0-	\$ -0-	-0-	\$20,000.00	\$20,000.00
Student & Community Services	518.00						
Trustee Scholarships (5)	518.91	\$ 1,400.00	\$ -0-	\$ 648.00	\$ -0-	\$ 752.00	\$ 752.00
Grants-in-Aid (3)	518.92	840.00	-0-	-0-	-0-	840.00	840.00
Work Study Program	518.94	5,513.00	-0-	-0-	-0-	5,513.00	5,513.00
Harper Work Program	518.95	21,000.00	-0-	10,000.00	-0-	11,000.00	11,000.00
TOTAL STUDENT & COMM. SERVICES		\$28,753.00	\$ -0-	\$10,648.00	-0-	\$18,105.00	\$18,105.00

WILLIAM RAI HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT
 SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Capital Outlay	563.00	\$ 112,000.00	\$ 13,859.46	\$ 41,510.83	\$ 70,489.17	\$44,212.48	\$ 26,276.69
Additional Equipment	590.00	88,517.00	-	-	88,517.00	-	88,517.00
Provision for Contingencies		\$1,858,833.00	\$124,025.62	\$810,517.39	\$1,048,315.61	\$74,171.14	\$974,144.47

Cash Statement:

Cash Balance, 12/31/67

Add: Cash Receipts

- Taxes 2,641.04
- Interest 1,805.50
- Bookstore & Cafeteria 4,029.37
- Tuition 2,530.00
- Chargebacks 75,494.30

\$274,879.21

86,500.21
\$361,379.42

Less Disbursements

- Accounts Payable 73,541.30
- Payroll 97,141.58
- Net Investments 157,586.64
- Other 25.36

\$328,294.88
\$ 33,084.54

Cash Balance, 1/31/68

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND
STATEMENT OF POSITION, JANUARY 31, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash				
Palatine National Bank	101.33	\$ 30,210.31	-0-	\$ 30,210.31
Investments	102.10	225,745.83	-0-	225,745.83
Interfund Receivables - Educational Fund	103.10	578.74	-0-	578.74
Taxes Receivable - Current Year	105.10	11,761.80	-0-	11,761.80
Taxes Receivable - Prior Years	105.11			
Accounts Receivable - Other	105.90	152.50	-0-	152.50
Gasoline Inventory	108.30	165.00	-0-	165.00
TOTAL ASSETS		<u>\$268,614.18</u>	<u>-0-</u>	<u>\$268,614.18</u>
 <u>LIABILITIES</u>				
Interfund Payables - Educational Fund	203.10	\$ 7,439.42	\$ -0-	\$ 7,439.42
Interfund Payables - Trust & Agency Fund	203.40	2,170.81	-0-	2,170.81
Accounts Payables	205.00	7,898.48	-0-	7,898.48
Reserve for Encumbrances	210.90	-0-	3,840.78	3,840.78
TOTAL LIABILITIES		<u>\$17,508.71</u>	<u>\$3,840.78</u>	<u>\$21,349.49</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$251,105.47	\$(3,840.78)	\$247,264.69
TOTAL LIABILITIES & FUND BALANCE		<u>\$268,614.18</u>	<u>\$ -0-</u>	<u>\$268,614.18</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 67,557.44	\$ -0-	\$ 67,557.44
Add: Revenue to Date		290,374.79	-0-	290,374.79
		<u>\$357,932.23</u>	<u>\$ -0-</u>	<u>\$357,932.23</u>
Deduct: Expenditures to Date		106,826.86	3,840.78	110,667.64
Balance, January 31, 1968		<u>\$251,105.37</u>	<u>\$(3,840.78)</u>	<u>\$247,264.59</u>

WILLIAM RAINEY HAFNER COLLEGE
DISTRICT NO. 512
BUILDING FUND - BUDGET REPORT
SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Taxes	400.00						
Current Taxes	401.00	\$286,097.00	-0-	\$286,097.00	-0-	-0-	-0-
Prior Years Taxes	401.10	660.00	(7.75)	880.88	(220.88)	-0-	(220.88)
TOTAL TAXES	401.11	\$286,757.00	(7.75)	\$286,977.88	(220.88)	-0-	(220.88)
Interest on Investments	404.00	\$10,000.00	\$913.13	\$3,284.91	\$6,715.09	-0-	\$6,715.09
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	50.00	112.00	388.00	-0-	388.00
TOTAL REVENUE		\$370,177.00	\$955.38	\$290,374.79	\$79,802.21	-0-	\$79,802.21
EXPENDITURES							
Operation	506.00						
Salaries	506.10						
Supt. of Bldgs. & Grnds.							
Harper Work Prog. (Custodians)	506.19	\$13,500.00	\$1,125.00	\$7,339.27	\$6,160.73	-0-	\$6,160.73
Contractual Services	506.20	6,000.00	2,170.81	2,170.81	3,829.19	-0-	3,829.19
Supplies	506.30	5,000.00	873.50	4,562.87	437.13	27.72	409.41
Heating - Data Center	506.40	5,000.00	215.00	2,242.87	2,757.13	27.05	2,730.08
Utilities	506.50	2,500.00	-0-	240.93	2,259.07	-0-	2,259.07
Water & Sewage	506.51	500.00	-0-	-0-	500.00	-0-	500.00
Electricity	506.52	14,500.00	793.28	2,468.32	12,031.68	-0-	12,031.68
Telephone & Telegraph	506.54	24,000.00	1,561.15	10,350.99	13,649.01	-0-	13,649.01
Other	506.59	1,000.00	-0-	-0-	1,000.00	-0-	1,000.00
Travel	506.70	1,500.00	103.00	546.72	953.28	-0-	953.28
Other Expenses	506.90	500.00	-0-	4.50	495.50	-0-	495.50
TOTAL OPERATIONAL EXPENSES		\$74,000.00	\$6,841.74	\$29,927.28	\$44,072.72	\$54.77	\$44,017.95
Fixed Charges	508.00						
Employers Share of Ret. Ins.	508.40	\$1,363.00	\$-0-	\$59.46	\$1,303.54	\$-0-	\$1,303.54
Insurance	508.50						
Public Liability Insurance	508.54	1,100.00	-0-	-0-	1,100.00	-0-	1,100.00
Fire Insurance	508.55	3,370.00	-0-	2,974.39	395.61	-0-	395.61
Other Insurance	508.59	1,000.00	-0-	229.00	771.00	-0-	771.00
Rentals	508.60						
Computer Lease Time		7,350.00	-0-	-0-	7,350.00	-0-	7,350.00
Unit Record Equipment		2,300.00	-0-	-0-	2,300.00	-0-	2,300.00
Rental of Facilities		87,200.00	6,618.33	52,087.65	35,112.35	-0-	35,112.35
Other Equipment Rental		2,500.00	244.50	1,031.55	1,468.45	-0-	1,468.45
TOTAL FIXED CHARGES		\$106,183.00	\$6,862.83	\$56,382.05	\$49,800.95	-0-	\$49,800.95

WILLIAM RAINEY HANCOCK COLLEGE
DISTRICT NO. 512
BUILDING FUND - BUDGET REPORT
SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	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-	-0-	110,000.00	-0-	110,000.00
Pre-Fab Building		-0-	-0-	612.29	(612.29)	-0-	(612.29)
Temporary Units							
Additional Equipment	563.00	47,367.00	114.16	4,646.24	42,720.76	3,786.01	38,934.75
TOTAL CAPITAL OUTLAY		\$172,367.00	114.16	\$ 20,517.53	\$151,849.47	\$3,786.01	\$148,063.46
Provisions for Contingencies	590.00	17,627.00	-0-	-0-	17,627.00	-0-	17,627.00
TOTAL BUILDING FUND EXPENDITURES		\$370,177.00	\$13,818.73	\$106,826.86	\$263,350.14	\$3,840.78	\$259,509.36

CASH STATEMENT:

Cash Balance, 12/31/67 \$ 12,980.40

Add: Cash Receipts
Interest \$ 913.13
Net Investments 26,517.28
\$40,410.81

Less: Cash Disbursements
Accounts Payable 10,200.60
CASH BALANCE 1/31/68 \$30,210.21

10

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE AND CONSTRUCTION FUND
STATEMENT OF POSITION, JANUARY 31, 1968

<u>SETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/68 BALANCES</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank				
1st National Bank of Chicago	101.31	\$ 21,191.38	-0-	\$ 21,191.38
Deposits	101.80	-0-	-0-	-0-
Investments	102.10	2,489,209.41	-0-	2,489,209.41
TOTAL ASSETS		<u>\$2,510,400.79</u>	-0-	<u>\$2,510,400.79</u>
 <u>LIABILITIES</u>				
Interfund Payables - Bond & Interest Fund	203.30	\$ 53,094.42	-0-	\$ 53,094.42
Accounts Payable	205.00	12,406.60	-0-	12,406.60
Reserve for Encumbrances	210.90	-0-	60,153.83	60,153.83
TOTAL LIABILITIES		<u>\$ 65,501.02</u>	<u>\$60,153.83</u>	<u>\$ 125,654.85</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$2,444,899.77	\$(60,153.83)	\$2,384,745.94
TOTAL LIABILITIES & FUND BALANCE		<u>\$2,510,400.79</u>	<u>\$ -0-</u>	<u>\$2,510,400.79</u>

SUMMARY OF FUND BALANCE

Balance, June 30, 1967	\$5,193,701.31	\$ -0-	\$5,193,701.31
Add: Revenues to Date	189,618.04	-0-	189,618.04
	<u>\$5,383,319.35</u>	\$ -0-	<u>\$5,383,319.35</u>
Deduct: Expenditures to Date	2,938,419.58	60,153.83	2,998,573.41
Balance, 1/31/68	<u>\$2,444,899.77</u>	<u>\$(60,153.83)</u>	<u>\$2,384,745.94</u>

WILLIAM RAINY HALL COLLEGE
DISTRICT NO. 512
SITE AND CONSTRUCTION FUND -- BUDGET REPORT
SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE							
Governmental Divisions	400.00	\$749,024.00	\$ -0-	\$ -0-	\$749,024.00	-0-	\$749,024.00
Federal Subsidies	402.00	61,000.00	-0-	61,091.00	(91.00)	-0-	(91.00)
Other Federal Subsidies	402.80						
Vocational Education Act	402.89						
Title VI							
TOTAL FEDERAL SUBSIDIES		\$810,024.00	\$ -0-	\$61,091.00	\$748,933.00	-0-	\$748,933.00
Interest on Investments	404.00	25,000.00	6,100.21	124,396.69	(99,396.69)	-0-	(99,396.69)
Sale of Buildings & Grounds	405.20	-0-	-0-	4,000.00	(4,000.00)	-0-	(4,000.00)
Other Revenue	409.00	-0-	-0-	130.35	(130.35)	-0-	(130.35)
Balance on Hand, 6/30/67		\$5,193,701.31	-0-	-0-	\$5,193,701.31	-0-	\$5,193,701.31
Credit for I. E. A. for Architectural Fees, Legal Fees, Etc.		777,000.00	-0-	-0-	777,000.00	-0-	777,000.00
TOTAL REVENUE		\$6,805,725.31	\$6,100.21	\$189,618.04	\$6,616,107.27	-0-	\$6,616,107.27
EXPENDITURES							
Fixed Charges	500.00	\$ 1,000.00	\$ -0-	\$ -0-	\$ 1,000.00	-0-	\$ 1,000.00
Insurance	508.00						
Capital Outlay	508.50						
	560.00						
Site Acquisition & Improvements	561.00	-0-	-0-	26,213.02	(26,213.02)	-0-	(26,213.02)
New Buildings & Improvements	562.00	3,981,928.00	10.00	2,624,769.30	1,357,158.70	-0-	1,357,158.70
Additional Equipment	563.00						
Instructional Equipment							
Office Furniture & Equipment		\$ 35,497.00	\$ 97.10	\$ 25,597.40	\$ 9,899.60	\$ 1,773.71	\$ 8,125.89
Office Machines-Classroom		5,625.00	-0-	-0-	5,625.00	1,450.00	4,175.00
Musical Instruments		10,000.00	3,812.00	4,299.66	5,700.34	690.40	5,009.94
Musical Instruments - Title VI		4,000.00	-0-	4,000.00	-0-	-0-	-0-
Science Equipment		34,800.00	8,096.75	26,937.82	7,862.18	19,401.25	(11,539.07)
Science Equipment - Title VI		63,258.65	-0-	-0-	63,258.65	-0-	63,258.65
Audio Visual Equipment		7,755.00	-0-	-0-	7,755.00	3,756.00	3,999.00
Audio Visual Equipment - Title VI		51,393.60	-0-	-0-	51,393.60	-0-	51,393.60
Data Process. - Instruct. Furniture		4,510.00	-0-	4,687.66	(177.66)	-0-	(177.66)
Data Process. - Disk Packs		3,150.00	-0-	-0-	3,150.00	-0-	3,150.00
Data Process. - Office Furniture		1,535.00	-0-	1,063.10	471.90	88.41	383.49
Nurses Office Equipment		1,850.00	-0-	244.09	1,605.91	-0-	1,605.91
Student Personnel Equip. & Furniture		17,425.00	29.56	11,817.34	5,607.66	1,492.25	4,115.41
Bookstore Equipment & Furniture		12,000.00	-0-	7,308.22	4,691.78	-0-	4,691.78
Institutional Dev. Equipment		1,000.00	-0-	-0-	1,000.00	210.99	789.01
Business Office Equipment		4,115.00	-0-	3,223.14	891.86	531.40	360.46

WILLIAM RAINEY HARP COLLEGE
 DISTRICT NO. 512
 SITE AND CONSTRUCTION FUND - BUDGET REPORT
 SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE		ENCUMBRANCES	UNENCUMBERED BALANCE
					\$			
Additional Equipment, Cont'd	563.00	\$ 800.00	\$ -0-	\$ -0-	\$ 800.00	\$ -0-	\$ -0-	\$ 800.00
Drinking Fountains		26,557.00	-0-	17,042.36	9,514.64	6,606.27	6,606.27	2,908.37
Library Equipment		-0-	272.20	1,774.15	(1,774.15)	2,057.84	2,057.84	(3,831.99)
Art Department Equipment		2,776.00	-0-	-0-	2,776.00	-0-	-0-	2,776.00
Art Department Equipment - Title VI		571.75	-0-	-0-	571.75	-0-	-0-	571.75
Other Equipment, Title VI		-0-	-0-	393.00	(393.00)	-0-	-0-	(393.00)
Communications Equipment		-0-	-0-	209.70	(209.70)	65.75	65.75	(275.45)
Social Science Equipment		-0-	-0-	120.45	(120.45)	-0-	-0-	(120.45)
Administrative Office Equipment		-0-	-0-					
TOTAL INSTRUMENTAL EQUIPMENT		\$288,619.00	\$12,307.61	\$108,718.09	\$179,900.91	\$38,124.27	\$38,124.27	\$141,776.64
Vocational Technical Equipment								
Architecture		\$ 65,500.00	\$ -0-	\$ -0-	\$ 65,500.00	\$ -0-	\$ -0-	\$ 65,500.00
Law Enforcement		5,500.00	-0-	-0-	5,500.00	-0-	-0-	5,500.00
Closed Circuit TV		13,153.00	-0-	-0-	13,153.00	-0-	-0-	13,153.00
Dental Program Equipment		2,000.00	-0-	-0-	2,000.00	-0-	-0-	2,000.00
Business		19,500.00	-0-	-0-	19,500.00	-0-	-0-	19,500.00
Data Processing		80,656.00	-0-	48,486.76	32,169.24	-0-	-0-	32,169.24
Nursing		2,050.00	-0-	461.12	1,588.88	-0-	-0-	1,588.88
Mechanical Design		254,747.00	4,220.80	6,291.11	248,455.89	340.46	340.46	248,115.43
Numerical Control		121,455.00	-0-	-0-	121,455.00	-0-	-0-	121,455.00
Electronics		184,463.00	5,336.36	123,480.18	60,982.82	21,689.10	21,689.10	39,293.72
TOTAL VOCATIONAL TECHNICAL EQUIPMENT		\$749,024.00	\$9,557.16	\$178,719.17	\$570,304.83	\$22,029.56	\$22,029.56	\$548,275.27
TOTAL EXPENDITURES		\$5,020,571.00	\$21,874.77	\$2,938,419.58	\$2,082,151.42	\$60,153.83	\$60,153.83	\$2,021,997.59
Balance, June 30, 1968		\$1,785,154.31	\$ -0-	\$ -0-	\$1,785,154.31	\$ -0-	\$ -0-	\$1,785,154.31
		\$6,805,725.31	\$21,874.77	\$2,938,419.58	\$3,867,305.73	\$60,153.83	\$60,153.83	\$3,807,151.90

CASH STATEMENT

Cash Balance, 12/31/67	\$ (18,877.42)
Add: Cash Receipts	\$ 6,100.21
Interest	95,189.84
Net Investments	101,290.05
	\$ 82,412.63
Less: Cash Disbursements	
Accounts Payable	61,221.25
Cash Balance, 1/31/68	<u>\$21,191.38</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BOND AND INTEREST FUND
STATEMENT OF POSITION, JANUARY 31, 1968

13

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
First National Bank of Chicago	101.31	\$ 2,276.92	-0-	\$ 2,276.92
Investments:				
Interfund Receivables - Site & Construction Fund	102.10 103.60	109,941.90 53,094.42	-0- -0-	109,941.90 53,094.42
Accounts Receivable - Current Taxes	105.10	15,127.74	-0-	15,127.74
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>

SUMMARY OF FUND BALANCE

Balance, June 30, 1967	\$ 53,094.42	-0-	\$ 53,094.42
Add: 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, January 31, 1968	<u>\$180,440.98</u>	<u>(\$150,875.63)</u>	<u>\$ 29,565.35</u>

WILLIAM RAINY HAFER COLLEGE
DISTRICT NO. 512

BOND AND INTEREST FUND -- BUDGET REPORT
SEVEN MONTHS ENDED JANUARY 31, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JANUARY	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE							
Current Taxes	400.00	\$462,981.00	-0-	\$462,981.00	\$ -0-	-0-	\$ -0-
Interest on Investments	401.10	-0-	-0-	3,788.74	(3,788.74)	-0-	(3,788.74)
1966-67 Fund Balance	404.00	\$ 53,094.42	-0-	-0-	53,094.42	-0-	53,094.42
TOTAL REVENUE	300.00	\$516,075.42	-0-	\$466,769.74	\$49,305.68	-0-	\$49,305.68
EXPENDITURES							
Fixed Charges	500.00						
Interest on Bonds	508.00	\$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

CASH STATEMENT:

Cash Balance, 12-31-67

Add: Cash Receipts

Taxes \$1,584.37

Interest -0-

Net Investments -0-

Other -0-

Less: Cash Disbursements

Bond Interest -0-

Bond Service Charge -0-

Net Investments 2,941.90

Cash Balance 1/31/68,

\$2,276.92

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
TRUST AND AGENCY FUND
STATEMENT OF POSITION, JANUARY 31, 1968

15

<u>ASSETS</u>	1/31/68 <u>BALANCE</u>
Cash in Bank:	
Work Study & Grant Sub-Fund	\$ 2,125.75
Data Processing Sub-Fund	1,200.00
Loan Sub-Fund	(341.00)
Scholarship Sub-Fund	1,916.92
Student Activity Sub-Fund	6,853.75
Agency Clearing Sub-Fund	86.23
	<u>\$11,841.65</u>
Account Receivable - Scholarship	\$ 127.00
Loans Receivable - Loan Sub-Fund	441.00
Interfund Receivables - Building Fund	2,170.81
Interfund Receivables - Student Activities	23.84
Other - Student Activities	-0-
TOTAL ASSETS	<u>\$14,604.30</u>

LIABILITIES

Interfund Payables -	
Educational Fund from Work Study	\$ 4,886.46
Educational Fund from Loan Fund	
Educational Fund from Scholarship Fund	
Educational Fund from Student Activity Fund	
Other Liabilities - Agency Clearing	27.00
TOTAL LIABILITIES	<u>\$ 4,913.46</u>

FUND BALANCE

Fund Balance -	
Work Study & Grant Sub-Fund	(589.90)
Data Processing	1,200.00
Loan Sub-Fund	100.00
Scholarship Sub-Fund	2,043.92
Student Activity Sub-Fund	6,877.59
Agency Clearing Sub-Fund	59.23
TOTAL LIABILITIES & FUND BALANCE	<u>\$14,604.30</u>

SUMMARY OF FUND BALANCE

Balance, June 30, 1967	\$ 857.27
Add: Revenues to Date	44,713.65
	<u>\$45,570.92</u>
Less: Expenditures to Date	33,429.89
FUND BALANCE, JANUARY 31, 1968	<u>\$12,141.03</u>

WILLIAM RAINEY HARPER COLLEGE
 STATEMENT OF OPERATIONS -- BOOKSTORE
 AUGUST 21, 1967 to JANUARY 31, 1968

ST

	<u>SUPPLIES</u>	<u>BOOKS</u>	<u>TOTAL</u>
Sales	\$ 8,778.42	\$63,351.58	\$72,130.00
Less Returns	<u>127.88</u>	<u>4,801.13</u>	<u>4,929.01</u>
Net Sales	\$ 8,650.54	\$58,550.45	\$67,200.99
Cost of Sales			
Purchases	\$16,793.64	\$82,903.74	\$99,697.38
Less Inventory	<u>11,564.37</u>	<u>37,181.48</u>	<u>48,745.85</u>
Cost of Sales	\$ 5,229.27	\$45,722.26	\$50,951.53
Gross Profit on Sales	\$ 3,421.27	\$12,828.19	\$16,249.46
	<u>39.5%</u>	<u>21.9%</u>	<u>24.2%</u>
Other Expenses			
Salaries			\$8,436.54
Travel			177.00
Other Expenses			<u>1,028.37</u>
			<u>\$9,641.91</u>
Net Profit			<u><u>\$6,607.55</u></u>

WILLIAM RAINEY HARPER COLLEGE
STATEMENT OF OPERATIONS - CAFETERIA
SEPTEMBER 13 to JANUARY 31, 1968

41

Sales		\$11,027.45
Cost of Sales		
Purchases	\$6,227.95	
Less Inventory	<u>676.09</u>	
Cost of Sales		5,551.86
Gross Profit		\$ 5,475.59
Salaries	\$3,783.50	
Other Expenses	<u>760.99</u>	<u>4,544.49</u>
Net Profit		\$ <u>931.10*</u>

*Subject to possible unrecorded liabilities.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BILLS FOR APPROVAL
FEBRUARY 22, 1968

		<u>Pages</u>
I. Bills Payable		
Educational Fund	\$16,190.44	5
Building Fund	5,655.84	2
Site & Construction Fund	<u>4,691.85</u>	1
	<u>\$26,538.13</u>	
II. Payroll		
Payroll, February 1 - 15, 1968	\$44,317.46	6
Estimated Payroll, February 16-29, 1968	\$48,700.00	-

EDUCATIONAL FUND EXPENDITURES -- FEBRUARY 22, 1968

<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 Services	1-1-501.22	\$500.00		\$
Frank M. Hines	Legal Services	1-3-501.22	452.50	7256	952.50
Robert L. Kocher	Consultants Fees	1-1-501.25	140.00		
Robert L. Kocher	Consultants Fees	1-20-501.29	250.00	7257	390.00
Elaine Revell, Inc.	Temporary Office Help	1-1-501.25	74.03	7258	74.03
Standard Oil Co.	Gasoline	1-1-501.71	20.51		
Standard Oil Co.	Gasoline	1-2-501.72	1.98		
Standard Oil Co.	Gasoline	1-63-502.72	5.90		
Standard Oil Co.	Gasoline	1-533-502.72	19.19		
Standard Oil Co.	Gasoline	1-563-502.72	2.90	7259	50.48
Saturday Review	Subscription	1-1-501.91	20.00	7260	20.00
Western Concessions, Inc.	Meeting Expenses	1-1-501.95	488.95	7261	488.95
Holders	Office Supplies	1-3-501.31	8.94		
Holders	Office Supplies	1-5-502.31	4.14		
Holders	Office Supplies	1-6-502.31	34.20		
Holders	Office Supplies	1-20-501.31	7.70		
Holders	Office Supplies	1-30-501.31	88.03		
Holders	Office Supplies	1-40-501.31	15.83		
Holders	Office Supplies	1-52-502.39	108.41		
Holders	Office Supplies	1-545-502.39	20.30	7262	287.55
Lakeview Rubber Stamp Co.	Office Supplies	1-3-501.31	14.82	7263	14.82
Mills Envelope Co.	Office Supplies	1-3-501.31	24.34	7264	24.34
Universal Stationers, Inc.	Office Supplies	1-3-501.31	46.12		
Universal Stationers, Inc.	Office Supplies	1-6-502.31	14.92		
Universal Stationers, Inc.	Office Supplies	1-50-502.31	48.04	7265	109.08
Palatine Paint & Glass Co.	Material for Signs	1-3-501.39	6.86	7266	6.86
William J. Mann	Travel Expense	1-3-501.72	117.96		
William J. Mann	Travel Advance	1-105.92	(84.00)	7267	33.96
Carousel Travel & Tours	Travel - W. Mann	1-3-501.72	149.40		
Carousel Travel & Tours	Travel - J. Heinly	1-545-502.791	38.00		
Carousel Travel & Tours	Travel - L. Collister	1-561-502.72	158.20	7268	345.60
Chicago Tribune	Legal Notice	1-3-501.93	37.00	7269	37.00
Xerox Corporation	Equipment Rental	1-3-508.62	399.17		
Xerox Corporation	Equipment Rental	1-5-508.62	112.38	7270	511.55
The EPIE Forum	Subscription	1-30-501.91	25.00	7271	25.00
Paddock Publications, Inc.	Want Ad	1-4-501.93	18.38	7272	18.38
Felino A. Sumang, M. D.	Employee Exam. - T. Hill	1-4-501.99	15.00	7273	15.00

EDUCATIONAL FUND EXPENDITURES -- FEBRUARY 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Junior College District 507	Chargeback	1-5-502.80	\$336.48	7274	\$336.48
Triton Community College	Chargeback	1-5-502.80	637.00	7275	637.00
Schiele-Faierson Co.	Printing - Direct Mailers	1-6-502.33	170.00		
Schiele-Faierson Co.	Printing - Direct Mailers	1-51-502.33	255.00		
Schiele-Faierson Co.	Printing - Direct Mailers	1-53-502.33	85.00		
Schiele-Faierson Co.	Printing - Direct Mailers	1-54-502.33	85.00		
Schiele-Faierson Co.	Printing - Direct Mailers	1-57-502.33	85.00	7276	680.00
United Rent-Alls	Rental - Folding Tables	1-6-508.60	104.00	7277	104.00
Donald Collins	Travel Expenses	1-10-501.25	26.09	7278	26.09
Astra Photo Services, Inc.	Photographic Services	1-20-501.33	12.57	7279	12.57
Gamma Photo Labs., Inc.	Photographic Services	1-20-501.33	3.89	7280	3.89
James Marchael Photography	Photographic Services	1-20-501.33	153.70	7281	153.70
Prentice-Hall, Inc.	Professional Book	1-20-501.38	10.50	7282	10.50
The Davies Supply Co.	Supplies	1-20-501.39	9.74	7283	9.74
Pioneer Newspapers, Inc.	Advertisement	1-20-501.93	190.60	7284	190.60
American Envelope Co.	Office Supplies	1-30-501.31	38.68	7285	38.68
Paddock Publications, Inc.	Want Ad	1-30-501.93	15.75	7286	15.75
American Data Processing, Inc.	Professional Book	1-40-501.38	13.00	7287	13.00
Keneth Parker	Travel Expense	1-40-501.72	30.68	7288	30.68
Journal News Publications	Want Ads	1-40-501.93	66.50	7289	66.50
Paddock Publications, Inc.	Want Ad	1-40-501.93	13.13	7290	13.13
The Star Newspaper	Want Ad	1-40-501.93	14.00	7291	14.00
Illinois Notary Public Association	Notary Fee - J. Swanson	1-50-502.99	15.00	7292	15.00
American Society of Tool & Mfg. Engrs.	Professional Books	1-53-502.39	40.00	7293	40.00
Repro-Graphics, Inc.	Printing - Constitution Test	1-57-502.39	41.24	7294	41.24
American Library Association	Library Membership	1-59-502.37	60.00	7295	60.00
Encyclopedia Britannica Corp.	Film Rental	1-59-502.37	42.70	7296	42.70
Heller Lumber Co.	Supplies - Lumber	1-59-502.37	29.76	7297	29.76
The University of Illinois	Film Rental	1-59-502.37	67.35	7298	67.35
McGraw-Hill Book Co.	Library - Gregg Records	1-59-502.37	31.50	7299	31.50
3M Business Products Sales, Inc.	Copying Supplies	1-59-502.37	33.78	7300	33.78
Newark Electronics Corp.	Audio Visual Supplies	1-59-502.37	22.53	7301	22.53
C. F. Peters Corp.	Sheet Music	1-59-502.37	156.00	7302	156.00
3M Business Products Sales, Inc.	Equipment Rental	1-59-508.60	30.00	7303	30.00
The Abendpost Co.	Subscription to Sonntagpost	1-59-563.00	8.50	7304	8.50

EDUCATIONAL FUND EXPENDITURES -- FEBRUARY 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Baker & Taylor Co.	Library Books	1-59-563.00	\$ 53.45	7305	\$ 53.45
R. R. Bowler Co.	Library Books	1-59-563.00	25.00	7306	25.00
Bro-Dart Industries, Inc.	Library Books	1-59-563.00	524.98	7307	524.98
Colonial Out-of-Print Book Service	Library Books	1-59-563.00	135.87	7308	135.87
Ebsco Subscription Services	Library-Subscriptions	1-59-563.00	1,829.38	7309	1,829.38
A. C. McClurg & Co.	Library Books	1-59-563.00	349.55	7310	349.55
Minnesota Mining & Mfg. Co.	Library Books	1-59-563.00	24.90	7311	24.90
Service Center for Teachers of History	Library Books	1-59-563.00	22.90	7312	22.90
H. W. Wilson Co.	Library Books	1-59-563.00	48.00	7313	48.00
American Psychological Association	Library - Subscription	1-61.502.99	7.50	7314	7.50
Americana Art China Co.	Bookstore Stock - Supplies	1-64-514.30	117.02	7315	117.02
Champion Products Co.	Bookstore Stock - Supplies	1-64-514.30	4.30	7316	4.30
Federal Wholesale Stationery Co.	Bookstore Stock - Supplies	1-64-514.30	19.31	7317	19.31
National Blank Book Co.	Bookstore Stock - Supplies	1-64-514.30	24.30	7318	24.30
Allyn & Bacon, Inc.	Bookstore Stock - Books	1-64-514.40	97.35	7319	97.35
American Red Cross	Bookstore Stock - Books	1-64-514.40	22.50	7320	22.50
Bobbs-Merrill Co.	Bookstore Stock - Books	1-64-514.40	138.24	7321	138.24
W. H. Freeman Co.	Bookstore Stock - Books	1-64-514.40	58.47	7322	58.47
Grove Press, Inc.	Bookstore Stock - Books	1-64-514.40	23.85	7323	23.85
Grune & Stratton, Inc.	Bookstore Stock - Books	1-64-514.40	13.16	7324	13.16
Harcourt, Brace & World, Inc.	Bookstore Stock - Books	1-64-514.40	626.01	7325	626.01
McGraw-Hill Book Co.	Bookstore Stock - Books	1-64-514.40	334.88	7326	334.88
Nebraska Book Co.	Bookstore Stock - Books	1-64-514.40	121.78	7327	121.78
Scott Foresman & Co.	Bookstore Stock - Books	1-64-514.40	213.74	7328	213.74
Charles Scribner's Sons	Bookstore Stock - Books	1-64-514.40	14.58	7329	14.58
John Wiley & Sons	Bookstore Stock - Books	1-64-514.40	60.20	7330	60.20
Harry A. Bade Paper Products	Bookstore Supplies	1-64-514.90	21.55	7331	21.55
Oscar Mayer & Co.	Cafeteria - Food	1-65-515.31	103.94	7332	103.94
OK Papers, Inc.	Cafeteria - Supplies	1-65-515.90	128.51	7333	128.51
Donald Collins	Travel Expenses	1-3-501.72	23.00	7334	23.00
E. W. Boehm Co.	Copying Supplies	1-108.33	12.90	7335	12.90
International Business Machines Corp.	Office Supplies	1-108.33	226.93	7336	226.93
Northwest Office Machines, Inc.	Office Supplies	1-108.33	16.65	7337	16.65
Prudential Insurance Co.	Life Insurance	1-508.51	2,684.59		
Prudential Insurance Co.	Health Insurance	1-508.52	437.33		
				7338	3,121.92

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Alvin & Co., Inc.	Instruct. Equip. - Curves	1-531-502.39	\$ 63.68		
Alvin & Co., Inc.	Instruct. Equip. - Templates	1-534-502.39	22.60	7339	86.28
INFO, Inc.	Instruct. Equip. - Engineering	1-531-502.39	142.75		
INFO, Inc.	Instruct. Equip. - Engineering	1-534-502.39	54.00	7340	196.75
International Business Machines Corp.	Data Processing Supplies	1-532-502.39	45.74	7341	45.74
Brodhead-Garrett Co.	Instructional Supplies	1-533-502.39	2.41	7342	2.41
General Electric Co.	Instructional Book	1-533-502.39	6.00	7343	6.00
Hayden Book Co., Inc.	Professional Books	1-533-502.39	101.40	7344	101.40
Newark Electronics Corp.	Instructional Supplies - Fuses	1-533-502.39	3.00	7345	3.00
Pace/Anvet Electronics	Electronic Instruct. Supplies	1-533-502.39	248.60	7346	248.60
Institute of Electrical & Electronics Engineers	Advertisement	1-533-502.93	54.00	7347	54.00
William R. Punkay	Travel Expenses	1-534-502.72	33.27	7348	33.27
Richard C. Treanor, M. D.	Employee Exam. - Sue Neu	1-545-502.99	15.00	7349	15.00
National School Towel Service	Contractual Services-Towels	1-547-502.39	208.00	7350	208.00
J. C. Larson Co., Inc.	Instructional Equipment - Art	1-551-502.39	116.00	7351	116.00
E. H. Sargent & Co.	Instructional Equipment - Bottles, Caps & Pipettes, Label Book, Labels	1-562-502.39	85.60	7352	85.60
Carousel Travel & Tours	Travel - H. Pankratz	1-50-502.72	27.50		
Carousel Travel & Tours	Travel - T. Seward	1-61-502.72	27.50	7353	55.00
William J. Mann	Tuition Reimbursement	1-3-501.96	27.00	7354	27.00
					<u>\$16,190.44</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 7256 to 7354 are hereby authorized for payment.

Date of Approval: February 22, 1968

President John A. Mann

Secretary Leo Tempore Le Pir & H. H. Schuyler

EDUCATIONAL FUND SUMMARY, FEBRUARY 22, 1968

Assets		\$ 172.48
Administration		
Contractual Services	1-501.20	1,442.62
Supplies	1-501.30	454.72
Travel	1-501.70	343.53
Other	1-501.90	931.31
Instruction		
Supplies	1-502.30	2,534.65
Travel	1-502.70	312.46
Tuition	1-502.80	973.48
Other	1-502.90	91.50
Fixed Charges		
Insurance	1-508.50	3,121.92
Rental	1-508.60	645.55
Bookstore, Cafeteria	1-514.-515.	2,143.69
Capital Outlay	1-563.00	3,022.53
		<u>\$16,190.44</u>

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

BUILDING FUND EXPENDITURES -- FEBRUARY 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
International Business Machines Corp.	Maintenance	2-3-506.20	\$ 31.67		\$
International Business Machines Corp.	Repairs to Data Processing Equip.	2-4-506.20	56.78	1170	88.45
Shamrock Best Maintenance Service	Maintenance - January	2-3-506.20	95.00	1171	95.00
Merchants Cash Register Co.	Rental - Cash Registers	2-3-508.60	150.00	1172	150.00
Culligan Water Conditioning	Contractual Services - February	2-4-506.20	9.25	1173	9.25
Arlington Oil Co.	Fuel Oil - Data Center	2-4-506.40	73.95	1174	73.95
Gaare Oil Co.	Gasoline - Data Center	2-506.30	165.00	1175	165.00
Illinois Bell Telephone Co.	Telephone Service - Data Center	2-4-506.54	112.80		
Illinois Bell Telephone Co.	Telephone Service - Harper Grove	2-5-506.54	862.69	1176	975.49
American Fire & Safety Bureau, Inc.	Security Guards-Harper Grove	2-5-506.20	414.75	1177	414.75
Commonwealth Edison Co.	Electricity - Harper Grove	2-5-506.52	685.00	1178	685.00
Scientific Glass Apparatus Co.	Equipment - Psychrometer	2-32-506.30	13.93	1179	13.93
Sears Roebuck & Co.	Equipment - Matting, Hand Truck	2-32-506.30	43.39	1180	43.39
Robert J. Hughes	Travel Expense	2-32-506.70	30.10	1181	30.10
Standard Oil Co.	Gasoline	2-506.72	95.53	1182	95.53
Marsh & McLennan Insurance	Insurance	2-508.54	850.00		
Marsh & McLennan Insurance	Insurance	2-508.55	1,727.00		
Marsh & McLennan Insurance	Insurance	2-508.59	239.00	1183	2,816.00
					<u>\$5,655.84</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1170 to 1183 are hereby authorized for payment.

Date of Approval: February 22, 1968

President *Johnnie H. Hester*

Secretary *Miss Tempere LeMon E. Hutchings*

BUILDING FUND SUMMARY, FEBRUARY 22, 1968

Contractual Services	2-506.20	\$ 607.45
Supplies	2-506.30	222.32
Operation of Plant	2-506.40	73.95
Utilities	2-506.50	1,660.49
Travel	2-506.70	125.63
Fixed Charges	2-508.	2,966.00
		<u>\$5,655.84</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES -- FEBRUARY 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Chronicle Guidance Publications	Equipment - View Deck	6-6-563.00	\$ 156.45	404	\$ 156.45
Educational & Institutional Coop. Service	Freight	6-50-563.00	22.03	405	22.03
Horders	Office Equipment - Type-writer Stands	6-50-563.00	52.80	406	52.80
Ampex Corporation	Instruct. Equip. -Music	6-59-563.00	110.00	407	110.00
Elk Grove Blueprint & Supply	Equipment - Bookcases	6-64-563.00	71.12	408	71.12
Wang Laboratories, Inc.	Electronic Calculator	6-533-563.00*	3,720.00	409	3,720.00
Kagan & Gaines Co.	Instructional Equipment - Bass Clarinet	6-557-563.00	522.00	410	522.00
Welch Scientific Co.	Instructional Equipment - Coefficient Apparatus	6-564-563.00	37.45	411	37.45
					<u>\$4,691.85</u>

*Board Approval - Electronics - August 24, 1967

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 404 to 411 are hereby authorized for payment.

Date of Approval: February 22, 1968

President *John H. Hays*

Secretary *Shirley Temples LeRoi Elstaley*

SITE AND CONSTRUCTION FUND SUMMARY, FEBRUARY 22, 1968

Capital Outlay 6-563.

\$4,691.85

OPERATING PROCEDURE FOR
WORKSHOPS, INSTITUTES, CONFERENCES,
OR THEIR EQUIVALENT

Sponsored or Hosted By

WILLIAM RAINEY HARPER COLLEGE

I. Authority to Proceed

The first step in the process of making application to host,
conduct or participate as a staff member in an institute,
workshop, conference, or any other similar project involving
the college shall be to inform the appropriate dean, who in
turn will request final approval from the president of the col-
lege. 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 assign-
ment 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 project.
- 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 project shall be specifically spelled out.
- B. HARPER staff required to develop and process the application and operate the project 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 project 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 project is funded and planning moneys are provided in the project.

- F. Assuming the staff member is the project director or that the project is funded from an independent source, he may receive reimbursement, up to a maximum of 50% of his regular salary received during the same time period, for directing the institute, if under contract with the college at the time of the project. Those not under contract at the time of the project may receive up to 100% of their regular salary received during same time period.
- G. All staff members to participate in the project 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 project, they may be relieved of their institute assignment, upon recommendation of the appropriate dean and concurrence by the president.

END

MEMORANDUM

TO: Dr. Lahti
FROM: R. Sedrel
DATE: February 14, 1968
SUBJECT: Renewal of Contract for Mr. Ken Parker

The contract for Mr. Ken Parker, systems analyst-programmer, expires on March 6, 1968. The present contract is for \$11,000 annually. I am recommending that a new contract covering the period March 6, 1968 to June 30, 1969 at a salary rate of \$12,500 be offered to Mr. Parker. I also recommend that the new contract carry the job title of "Senior Systems Analyst".

Although the recommended salary rate for the new contract represents a substantial increase, it is justified on the following facts:

I. A recent survey of salary rates paid to senior systems analysts by local business and industry revealed the salary range to be from a low of \$9,800 to a high of \$16,260 with an average of \$12,000. In the spring of 1967, Business Automation printed the results of a salary survey which showed the salary paid to senior systems analysts in the Chicago area to range from an average of \$10,500 to \$15,600. A late 1967 survey conducted by Source EDP, a nationwide placement firm, showed senior systems analysts salaries that range from an average of \$13,700 to \$15,400 for persons with 3-5 year's experience. Those with over 5 year's experience ranged from an average of \$14,900 to \$18,300.

II. The salary rates stated in I are for persons with little or no supervisory responsibilities. Mr. Parker, on the other hand, is responsible for coordinating the work of two programmers and a machine operator. Mr. Parker also has formal training and experience in education and educational data processing. As you know, it is virtually impossible to find systems analysts with practical experience in education, whereas one can find personnel with commercial experience somewhat more readily.

RECEIVED

FEB 14 1968

Office of the President

Dr. Lahti
February 14, 1968
Page 2

III. The recommended contract period is 16 months. Mr. Parker would, therefore, not be eligible for salary review until June 30, 1969.

IV. Mr. Parker holds a key position in the data processing department structure. He works directly under my guidance and is responsible for all systems development, design, implementation, and operation.

V. During the past year, Mr. Parker's job performance has been excellent in all aspects. He designed, implemented, and operated the present student scheduling and grade reporting system. This system represented Mr. Parker's first major systems design work, and in my opinion he did an outstanding job. In the operation of the system, Mr. Parker had direct contact with many college faculty. Often, it was necessary to point out errors in procedures and generally solicit the cooperation of division heads, department directors, and teaching faculty. Mr. Parker has always conducted himself in a very professional manner and has established an excellent rapport with the teaching and administrative faculty.

RECOMMENDATION

I recommend approval of Mr. Sedrel's recommendation to offer Mr. Parker a contract of \$12,500 for a 15 month period ending June 30, 1969.

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Science & Mathematics
Department of Nursing

CANDIDATE

Susan Alm Neu

FIELD

Nursing Education

PREPARATION

B. S. College of St. Catherine, St. Paul Minn. 1965

Major - Nursing; Minor - Theology

M. S. Loyola University, Chicago, January 19, 1968
Education

Major - Medical Surgical Nursing; Nursing/

Total credit hours - 42 (semester)

MAJOR AREAS

TEACHING EXPERIENCE

Last Position - Asst. Head Nurse - Medical Unit
Northwest Community Hospital; 2/66 through 8/66
Staff Nurse - Intensive Care Unit - Northwest
Community Hospital; 6/65 through 2/66
Teaching - refresher students and LPN students in
relation to intensive care and medical nursing
during the above positions

OTHER EXPERIENCE

Student teaching - ADN Program; 9/67 through 1/68

HONORS &
DISTINCTIONS

Sigma Theta Tau - National Honor Fraternity for
Nursing

Honors at entrance to baccalaureate program

Parent's Scholarship - Alumnae Scholarship

Dept. Health, Education, & Welfare Traineeship
for senior year; based on academic competition
and financial need.

PERSONAL

(Age, Marital Status,
Children, Address)

RANK: Instructor

STEP & SALARY

\$4,031.25 (1 mo. 3/4 time; full-time, remainder of
second semester)

RECOMMENDED BY

Nursing Department

Joann J. Henrich Chairman

Heather Anderson Assistant Dean

Robert R. Thibault Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF SCIENCE AND MATHEMATICS

CANDIDATE Dr. Elizabeth Bogart Juergensmeyer

FIELD Biology

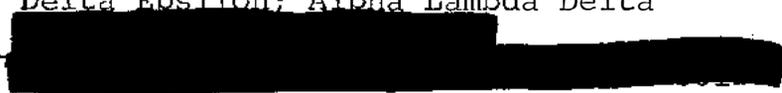
PREPARATION Oregon State University B.S.-1962
University of Illinois 1964 1967
M.S., Ph.D.

MAJOR AREAS B.S. in Marine Biology (36 semester hours
in biology, minors in physical science and
philosophy). Consistent honor student.
M.S. in Zoology (36 hours in zoology & thesis
PhD. in Cell Biology
Cellular Biology, Invertebrate Zoology

TEACHING EXPERIENCE Oregon State U. one year (lab. ass't.)
1961-62
U. of Illinois two years half time -
Circle Campus
1965-present one year full time

OTHER EXPERIENCE lab. technician 1954 - 1962 doing
microtechniques - animal science department

HONORS & DISTINCTIONS McConaughey Scholarship '61; NSF Fellowship,
Graduate '62-'64; Cell Biology Traineeship
'64-'65; Phi Kappa Phi; Phi Sigma; Sigma
Delta Epsilon; Alpha Lambda Delta

PERSONAL (Age, Marital Status, Children, Address) 

RANK Assistant Professor

STEP & SALARY \$9,450.00

RECOMMENDED BY Biology Department
John Thompson Chairman
Annabeth Anderson Assistant Dean
William J. Walsh Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business

CANDIDATE

Mary Ellen Rugg

FIELD

Secretarial Science

PREPARATION

Bus. Ed.
B.S. Northern Ill. Univ.-Sec. Sc. 51 hrs.

M.S. University of Colorado, Bus. Ed.-33 hrs

Lake Forest-Evening School

Northwestern-Evening school

MAJOR AREAS

Secretarial Science

TEACHING EXPERIENCE

1961 to present
Cary-Grove Community H.S. 7 yrs.

Waconda Twp. H.S.-1958-61 3 yrs.

Secretarial Science

OTHER EXPERIENCE

Office experience-N.I.U. 1 yr.-1957-58

1954-
Student Mgr. Cafeteria, N.I.U. 3 yrs. 57

HONORS &
DISTINCTIONS

Case Study for the Identification and

Rehabilitation of Under achievers.

PERSONAL

(Age, Marital Status,
Children, Address)

RANK

STEP & SALARY

Instructor - \$9,500.

RECOMMENDED BY

Department

John R. Bickley
Chairman

Kenneth Anderson
Assistant Dean

W.R. Pomeroy
Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business

CANDIDATE Dan J. Richardson

FIELD Accounting
Acct.

PREPARATION Indiana University, B.S.- Bus. Admin.-18 hrs.
Indiana University, M.B.A.-Accounting- 21 hrs.
Northern Ill. Univ., M.S. Ed.--Adm. 16 hrs.

MAJOR AREAS Accounting-Bus. Administration

TEACHING EXPERIENCE Joliet Junior College-1966-68 2 yrs.
Wheaton Public Schools-1963-66 3 yrs.
San Diego Public Schools-1962-63 1 yr.
Hammond Public Schools-1956-57 1 yr.

OTHER EXPERIENCE Accountant-Oscar Meyer Co.-'58-63 3 yrs.
Grad. Assistant -Accounting-57- 1 yr.
58

HONORS & DISTINCTIONS Phi Delta Kappa - Honorary Fraternity

PERSONAL 
(Age, Marital Status,
Children, Address)

RANK Assistant Professor

STEP & SALARY \$10,500.

RECOMMENDED BY *Donald T. ...* Department
John R. ... Chairman
Richard ... Assistant Dean
William R. ... Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business & Social Science

CANDIDATE

Daniel J. Cohen

FIELD

Psychology

PREPARATION

Chicago City Junior College

Roosevelt University B.A.-Psychology 36 hr.
Coun.-37 hr.

University of Utah M.A.-Psychology-Psy. 26

Summer sessions Southern Ill., North-
western, Univ. of Chicago, DePaul Univ.-

MAJOR AREAS

Psychology

TEACHING EXPERIENCE

Currently teaching part-time for Harper.

1965-present Psychologist-River Trails School - 3 yrs.

1961-65 Psychologist Bureau of Child Study - 4 yrs.

1957-61 Rehabilitation Counselor-Div. of Voc.

OTHER EXPERIENCE

Rehabilitation-State of Ill. - 4 yrs.

1953-57 Psychiatric Aid -Fort Douglas- V.A. Hosp. 4yr

HONORS &
DISTINCTIONS

Federal Rehabilitation Grant-U. of Utah

PERSONAL
(Age, Marital Status,
Children, Address)

[REDACTED]
Assistant Professor

RANK

Assistant Professor

STEP & SALARY

\$12,250.

RECOMMENDED BY

[Signature] Department

[Signature] Chairman

[Signature] Assistant Dean

[Signature] Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business & Social Science

CANDIDATE Lester Hook

FIELD U. S. History

PREPARATION B.S.-U.S. History, N.I.U., 1952 Hist. 26
S.S. 32
Hst. 22
M.S.-U.S. History, N.I.U., 1953 Eco. 6
30 hrs. beyond Masters, Chicago Teachers
Sophia University, Wesleyan U.,
Int. Christian University - U.S. Hist.

MAJOR AREAS History

TEACHING EXPERIENCE 2 years administration Chicago H.S.
12 Years teaching in Chicago High Schools
1 year T.V. teaching -1961-62 W.B.B.M. TV

OTHER EXPERIENCE T.V. College-prepared scripts for
T.V. programs

HONORS & DISTINCTIONS 1964 Fulbright-Mays Summer Study Grant
1966-67 Fulbright-Hays 12 month Study Grant

PERSONAL (Age, Marital Status, Children, Address) [REDACTED]
[REDACTED]

RANK Asst. Professor

STEP & SALARY \$11,550.

RECOMMENDED BY L. Hook Department
John R. Buehler Chairman
Samuel L. ... Assistant Dean
W. R. ... Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF HUMANITIES

CANDIDATE Joe Bob Tillotson

FIELD Music: Band and Theory

PREPARATION University of New Mexico:
BFA in Mus. Ed. (20 Mus. Theory, 18 Mus. Ed.
MM in Applied Clarinet 8 Musicology)
14 Clarinet, 12 Musicology
Northwestern University - 40 credits
Beyond Master's - candidate for PhD
4 Music Theory, 8 Music Education

MAJOR AREAS Band and Theory

TEACHING EXPERIENCE Artesia Public Schools - 3 years 1962-65
Illinois Teacher's College - summer 1966
Graduate Assistant - 1965-67
University High School - University of
Chicago - 1/2 time instrumental music -
1967-68

OTHER EXPERIENCE Research Assistant on USOE Project
#610285

HOBBIES & DISTINCTIONS First Chair clarinet in high school and
college - soloist with college band - Presser
Award (1960) - academic tuition scholarship
graduate assistant at UNM and at NU - Pi
Kappa Lambda

PERSONAL (Age, Marital Status, Children, Address) 

RANK Instructor

XXXXXX SALARY \$8,700.00

RECOMMENDED BY

MUSIC Department
J. P. Makos Chairman
J. P. Makos Assistant Dean
J. P. Makos Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Communications

CANDIDATE Rupin Walter Desai

FIELD English

PREPARATION B.A. University of Delhi (India) 1954 (Honors)
M.A. (English) University of Delhi 1956
Northwestern University 1964-68 85 hours
past Masters. Now completing dissertation.
Should qualify for Ph.D. in June, 1968.
Dissertation subject: "W.B. Yeats and
Shakespeare."

MAJOR AREAS 20th Century Literature

TEACHING EXPERIENCE 8 years University of Delhi (1956-1964)
Taught Language, Composition and Literary
Appreciation to undergraduates and
19th and 20th Century Literature to
graduates.

OTHER EXPERIENCE

HONORS & DISTINCTIONS Rockefeller Scholarship 1965-68
Schaffer Fellowship (Northwestern) 1965
Fulbright-Mundt Scholarship 1964-65
Delhi University Post Graduate Scholarship
(1954-56)

PERSONAL (Age, Marital Status, Children, Address) 

RANK Assoc. Professor if Ph.D. awarded by Sept.;
otherwise Asst. Professor

STEP & SALARY \$11,875.

RECOMMENDED BY English Dept. Personnel Committee
Muchmore, Zimanzl, Bartos ~~XXXXXXXXXX~~
Roger Bull Chairman
Kenneth Anderson Assistant Dean
William S. ... Dean