

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

November 7, 1968

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll, October 1-15, 1968
 - d. Estimated Payroll, October 16 - November 15, 1968
 - e. Financial Statement
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. CRS presentation - preliminary design - Music and Science wing addition
 - b. Report: S.W. Corner Site Development Exhibit B
 - c. Proposed Policy: Data Processing Contract Exhibit A
Work & Fee schedule
 - d. Recommendation: Acceptance of employee resignation Exhibit C
 - e. Presentation: Business office procedure manual, review Exhibit D
and acceptance
 - f. Discussion and Report: Auditors Management Letter Exhibit E
 - g. Discussion: November Board meeting schedule
(see exhibit F)
 - h. Discussion: Master plan for campus maintenance equip. Exhibit G
Recommendation: Purchase of multi-purpose tractor

continued --

VII. President's Report

- a. Water Service for campus
- b. Sanitary Sewer District project
- c. Construction Report & Forecast Exhibit 1
- d. Security System - Administrative Offices
- e. P.N. program, progress report Exhibit 2
- f. Highway speed limits adjacent to campus Exhibit 3

IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE

Palatine, Illinois

November 5, 1968

To: Members of Board of Trustees

By Order of: Richard L. Johnson, Chairman

Notice is hereby given that there will be a Special Meeting of the Board of Trustees of Harper College, District No. 512, at 8:00 p.m., Thursday, November 7, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois.

(see attached agenda)

November 1, 1968

BOARD OF TRUSTEES

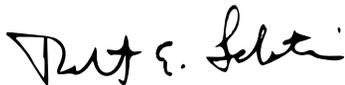
Dear Trustee:

Enclosed is the Agenda and a new set of exhibits for the Board meeting scheduled for Thursday, November 7, 1968, to be held at 1200 West Algonquin Road, Palatine, Illinois, 8:00 p.m.

The minutes of the previous meeting with disbursements were sent to you October 24.

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

Sincerely,



Robert E. Lahti
President

REL:rb
enclosures

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

Minutes of the Special Board Meeting of Thursday, November 7, 1968

CALL TO ORDER: The special meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., November 7, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois by Chairman Johnson.

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

Absent: Members James Hamill and John Kuranz

Also present: Dr. Robert E. Lahti, John Birkholz, Donald Collins, Anton Dolejs, James Harvey, Robert Hughes, G. Makas, William Mann, Donald Mistic, Roy Sedrel, and John Thompson, Harper College; Ed Finlay, Caudill Rowlett & Scott; Ed Tymura, Fridstein, Fitch & Partners; Merrill Sanders, Day Publications; Mary Schlott, Paddock Publications; Ralph P. Klatt, Des Plaines Suburban Times.

MINUTES: Member Haas moved and Member Hutchings seconded the motion to approve the minutes of the Adjourned Board Meeting of October 15, 1968, as distributed. Motion unanimously carried.

DISBURSEMENTS: Member Haas moved and Member Hansen seconded the Construction Payouts motion to authorize W. J. Mann, Dean of Business, to approve construction payouts in the following amounts to the following companies:

Comstock Gibson Electric	\$ 78,247.46
Corbetta Construction Co.	354,316.50
H. S. Kaiser Co.	30,145.50
Reliable Sheet Metal Works, Inc.	56,875.86

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings,
Johnson and Nicklas
Nays: None

DISBURSEMENTS: Member Hutchings moved and Member Haas seconded the Bills Payable motion to approve for payment the bills payable as of October 29, 1968, as follows:

Educational Fund, List #1	\$ 38,205.63
Educational Fund, List #2	33,087.85
Building Fund, List #1	23,215.93
Building Fund, List #2	3,731.16
Site & Construction Fund, #1	5,699.05
Site & Construction Fund, #2	106,869.92
Auxiliary Fund, #1	73,584.73
Auxiliary Fund, #2	2,249.73
	<u>\$286,644.00</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings,
Johnson and Nicklas
Nays: None

Payrolls Member Hansen moved and Member Haas seconded the motion to approve for payment the Payroll of Oct. 1 to October 15, 1968, in the amount of \$75,935.46; the Estimated Payroll of October 16 to November 15, 1968, in the amount of \$167,000.00; and the Estimated Part-time Teachers' Payroll of September 16 to October 31, 1968, in the amount of \$36,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings,
Johnson and Nicklas
Nays: None

Financial Statements Mr. Mann discussed the financial statements, pointing out that they are now more detailed and cover many more areas. He reminded the Board that the college is now on a full accrual basis.

COMMUNICATIONS: At the request of Chairman Johnson, the Board reviewed the Auditor's Management Letter from Ernst & Ernst (Exhibit E). After a short discussion, the Board concluded that the recommendations by the auditors were minor and fairly routine. Mr. Mann indicated that all recommendations had been implemented.

COMMUNICATIONS:
(Cont.)

Chairman Johnson read a letter from the Village of Mt. Prospect, signed by Daniel Congreve, Mayor. The letter informed the Board a meeting "Conducting a New Citizens Night" was to be held on November 11, 1968, in Mt. Prospect, and requested a representative from Harper College be present in order to enlighten new residents of the activities of the junior college. As Board members of that area stated they would be out of town that evening, Dr. Lahti was asked to contact Mr. Hamill to see if he could attend and also to contact the village and inform them a representative of Harper College would be present.

Chairman Johnson read a letter from Dr. Lahti expressing his appreciation for the kind words and comments relating to his work at the recent executive session.

Chairman Johnson asked Member Haas to report on the recent conference in Rockford of the State Junior College Association and the State Junior College Board. Member Haas reported it was by far the best conference they have had, with around 1000 in attendance. He stated he thought the organization materials of the program were a little better directed to the various people who have an interest in specific areas. Member Haas discussed the legislation program, with which he was associated, pointing out that approximately two-thirds of the items that had been brought up by the various colleges throughout the state were adopted as a program which would be sponsored by the State Junior College Board. He also discussed another section of the program that had to do with national associations, which were soliciting membership, and the various reactions of people within the state organization.

Chairman Johnson asked Member Nicklas for a report on the activities of the Association Board. She stated the board is working to develop in some way an athletic program for all the junior colleges. Member Nicklas reported there was and there will be more discussion on the presenting of resolutions through the association. She commented on the definite improvement of this conference over the previous one.

COMMUNICATIONS:
(Cont.)

Chairman Johnson informed the Board that Dr. Lahti and he were meeting for dinner with Dr. Zwingle, Executive Vice-President of the AGB, on Tuesday, November 12. He pointed out that the Board had asked the faculty a year ago to present an evaluation system for faculty members which could be used for merit increases. He further stated the Board recognizes they have asked the faculty to cope with a difficult question, but as a year has passed, with very little accomplished, perhaps more added resources are needed. Consequently, Dr. Lahti and he plan to explore this with Dr. Zwingle.

Dr. Lahti informed the Board he had been appointed to the Advisory Council of Presidents for the Association of Governing Boards. This is an advisory committee of college presidents, and he would be the first junior college president to be a member of this group.

Dr. Lahti also advised the Board that Harper College would be one of several Illinois community junior colleges featured by NBC television on Sunday, Nov. 10, on Channel 5, in a half hour documentary entitled "To Educate The Many."

UNFINISHED

None

BUSINESS:

NEW BUSINESS:

CRS Presentation
Preliminary
Design--Music
and Science
Wing Addition

A presentation was made by Ed Finlay, from Caudill Rowlett & Scott, on schematic plans for the Music Wing and Science Wing. He stated the addition to the Science Wing would be approximately 23,335 square feet and the addition to the Music Wing would be approximately 27,000 square feet. Mr. Finlay reported that Caudill, Rowlett & Scott intend to present the complete design and development plan, complete site plan and the development of it, and the possibility of any parking areas that might be added to this program at the next Board meeting in November. He requested the Board's approval of the schematic plans.

In the discussion which followed, Mr. Finlay stated that the facilities will be more than adequate for 7000 full-time students, but, if the college continues to grow according to projections, consideration might be given to the area to the east. He discussed the cost estimate and pointed out that they will have better figures by the end of the month.

NEW BUSINESS: Member Hutchings moved and Member Nicklas seconded the CRS Presentation motion to accept the schematics and authorize Caudill (Cont.) Rowlett & Scott to proceed with the planning as outlined.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings,
Johnson and Nicklas

Nays: None

Southwest Corner Site Development Mr. Finlay next discussed the southwest corner site improvement project. He indicated that by the November 26 Board meeting he would have a complete estimate for the P.E. improvements, parking lots, and perimeter road. At this time, he estimated the package to cost around \$470,000, and he stated the bid document will be structured so that alternates will allow a separate pricing for various parts of the proposed project.

Member Hansen inquired about the original overall design prepared by CRS that included an access road to Euclid. He felt that at this time the probability of this road being constructed in the near future was quite remote. Mr. Hansen added that if Euclid Avenue is not extended, perhaps the college should consider the possibility of putting an access road to Quintens Road. Mr. Finlay indicated that he would continue to explore these various problems. Mr. Johnson summarized the Board's discussion and expressed the Board's desire to have Mr. Finlay explore this problem and report back to the Board in the very near future. Mr. Finlay indicated that he would follow-up on the Board's request as soon as possible.

Data Processing Contract, Work and Fee Schedule Dr. Lahti recalled for the Board the previous policy presented by Data Processing and stated the administration was now ready for comments.

After discussion of changes desired, Member Haas moved and Member Hansen seconded the motion that the policy in relation to the external uses of Harper College Computer Center facilities be adopted with the following amendments:

NEW BUSINESS:
Data Processing
Contract, Work
and Fee
Schedule (Cont.)

On page 1, line 9, the words "Computer Center" be changed to read "College."

On page 2, (5) be changed to read "Use by commercial business and industrial firms within the college district."

On page 2, (6) be added after (5), reading "Use by commercial business and industrial firms outside the college district."

On page 2, under II, line 4, the word "non-reoccurring" be changed to "non-repetitive."

On page 2, III be changed to read "Use of the Computer Center facilities by governmental, business, and industrial organizations will be at the discretion of the President of the College and the Director of Data Processing for projects or services which are of short duration and non-repetitive in nature. Projects or services of extended duration or continuous in nature must have prior approval by the Board of Trustees."

On page 2, paragraph IV be deleted and the subsequent Roman numerals be changed to concur.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings,
and Johnson

Nays: None

Abstained: Member Nicklas

A discussion followed on the Fee Schedule of Charges for Use of the Computer Center Facilities. It was suggested that "Cards and Forms" be deleted from the fee schedule as they are really supplies. This was the general consensus of the Board. Member Haas cautioned the administration that this information should be kept up-to-date so the schedule could be revised from time to time. Mr. Sedrel explained the various methods used in arriving at these figures.

NEW BUSINESS: Member Haas moved and Member Hansen seconded the motion to adopt the Schedule of Charges for Use of Harper College Computer Center Facilities as proposed, to be effective from the adoption of this motion until further action of the Board.

Data Processing Contract, Work and Fee Schedule (Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Johnson

Nays: None

Abstained: Member Nicklas

Acceptance of Employee Resignation Member Haas moved and Member Hansen seconded the motion to accept the resignation of Mrs. Alice Phillips, effective at the mid-semester break, for the reasons stated by Mrs. Phillips. Motion unanimously carried.

Employment of Staff Mr. Birkholz discussed the background and qualifications of Mrs. Rebecca Hild McLaughlin. He stated Mrs. McLaughlin has been on the college part-time faculty staff, and the administration was recommending her as a replacement for Mrs. Phillips.

Member Haas moved and Member Nicklas seconded the motion to employ Mrs. Rebecca Hild McLaughlin, with the rank of Instructor, at a salary base of \$9,500, or pro-rated for 31 weeks--\$7561.29.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings, Johnson and Nicklas

Nays: None

Presentation-- Business Office Procedure Manual The Board discussed the Business Office Procedure Manual which had been distributed. Member Hutchings suggested a change in the wording on page 69 relative to the use of the telephone by employees for personal calls.

Mr. Mann stated the manual would need changes from time to time, and, when there were enough of these, it would seem probable that the manual would be reprinted and brought back to the Board.

Chairman Johnson complimented Mr. Mann and his staff for the work which had been done on this manual.

NEW BUSINESS: Member Haas moved and Member Hansen seconded the motion Business Office to adopt the policy that a procedure manual setting Procedure Manual forth the operational procedures of the business office (Cont.) shall be prepared and published. Motion unanimously carried.

Member Haas moved and Member Hansen seconded the motion that the Business Office Procedure Manual as presented be adopted as the current procedure manual. Motion unanimously carried.

November Board Meeting Schedule

Dr. Lahti reminded the Board that the regularly scheduled meeting of the Board of Trustees would fall on Thanksgiving Day. The Board agreed to change the meeting date to Tuesday, November 26, 1968.

Master Plan for Campus Maintenance Equipment

Dr. Lahti called attention to the Overall Vehicle Utilization Plan prepared by the Business Office for Campus Maintenance Equipment.

Mr. Mann discussed the recommendation for purchase of a multi-purpose tractor, the first major piece of equipment for ground maintenance, which will be used for snow removal.

Purchase of Multi-purpose Tractor

Member Hutchings moved and Member Nicklas seconded the motion that the award for the multi-purpose tractor and all attachments, as presented, be made to Patten Industries for a total of \$6,488.50.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings, Johnson and Nicklas

Nays: None

Mr. Hughes informed the Board that Harvey Orendorf, nurseryman, had offered the college 300 trees free, Austrian and Scotch pines, 4½ to 7½ ft. The college would pay \$3.50 a tree to have the trees taken out of the ground and balled. Mr. Collins has made a layout for the temporary placement of these trees. A master plan will be created later for the relocation of these trees by the college staff. The Board agreed this was an excellent opportunity for the college to obtain needed trees.

NEW BUSINESS:

Other

Member Haas asked if the Faculty Senate had anything yet as far as a constitution or a policy as to where they fit in.

Dr. Lahti stated they had a preliminary draft of a constitution a year ago which they took back for re-drafting. He went on to say that in the best interests of the institution the college should have a faculty constitution at the earliest possible date, stating their relationship to the Trustees, to the administration and to the students.

Mr. Birkholz, Chairman of the Faculty Senate, stated the Senate does have such a document. As chairman, he stated they had worked with it with difficulty, and what they have is a philosophical statement. The faculty is concerned with their official status, if any. He informed the Board the Faculty Senate had voted today on the document, and he had been instructed to forward it to Dr. Lahti for consideration by the Board. Mr. Birkholz stated he had hoped it would be a more finalized document when it came to the Board, and that the vote to forward it was not unanimous. The minority felt it should be refined further before being forwarded to the Board of Trustees. He suggested that possibly a committee of the senate could discuss this with the Board at a Board meeting.

Chairman Johnson stated that after one year, and with North Central accreditation coming up, the Board should have had this document.

Mr. Birkholz stated this had been of genuine concern to him. He further stated that he thought perhaps the Board must address itself to what they feel is the role of the faculty in its governance.

Dr. Lahti stated that the Faculty Senate has always had outside help available. He went on to point out, if he might interpret for the Board, that he had constantly stressed to the faculty that this Board is willing to support whatever is sound higher education practice on the Faculty Senate.

NEW BUSINESS:
Other (Cont.)

Mr. Birkholz stated in reference to the constitution, which was to be forwarded to the Board, the position of the minority group was that they were looking for Board reactions more than Board acceptance, but that the majority's position was that this is a final document.

Mr. Birkholz informed the Board the Evaluation Committee had been meeting and had submitted a report to the Faculty Senate that afternoon. However, as the hour was late, the senate did not have a full discussion. He went on to say that Dr. Lahti had been invited to meet with the senate on November 14 in reference to this Evaluation Committee report.

Dr. Lahti reported the Faculty Senate had been most cooperative and commented on the tremendous job done by John Birkholz in his position as chairman of the group.

Chairman Johnson thanked Mr. Birkholz.

PRESIDENT'S
REPORT:

Water Service

Mr. Mann reported that the water service for the new campus had been completed.

Sanitary Sewer
District
Project

Mr. Mann reported that the sanitary sewer for the campus had been advertised for bid by the Metropolitan Sanitary District. Bids will be returned and analyzed near the end of November and final disposition will be made early in December.

Construction
Report and
Forecast

Mr. Mann reported that campus construction was right on schedule. Dr. Lahti informed the Board that Mr. Finlay had been asked to meet with the contractor about completion of the lake, so that it can fill up with water this winter and the college would have a lake there next summer instead of a mud hole.

Security System-
Administrative
Offices

Dr. Lahti reported that the security system is in operation at the administrative offices. Mr. Hughes discussed the system in more detail and added that it is working very well.

PRESIDENT'S
REPORT: (Cont.)
P.N. Program,
Progress Report

Chairman Johnson reported on the meeting of the Board of the Department of Registration and Education, at which the Practical Nursing Program for Harper College was approved for February, 1969.

Mr. Thompson reported on a meeting with Mr. MacCoun, Brother Ferdinand and Miss Arns, relative to the P. N. Program. He stated a tentative advisory committee had been established, that an April 1 starting date was felt to be more in line with reality, the program can be conducted during the daytime with 12 enrollees involved at each hospital and a new class starting every four months.

Highway Speed
Limits
Adjacent to
Campus

Dr. Lahti reported that the speed limit on Algonquin Road adjacent to the campus has been reduced to 55 miles per hour and that the speed limit on Roselle Road will remain at 45 miles per hour.

Dr. Lahti informed the Board the North Central examination will be December 12 and 13. He stated he will ask them to sit in with the regular meeting of the Board on December 12, but went on to say they would like time with the Board when they are not in official session. Dr. Lahti suggested a dinner meeting with the North Central Committee, and the Board concurred with his suggestion.

ADJOURNMENT:

Member Haas moved and Member Hansen seconded the motion the meeting be adjourned at 11:30 p.m., to Tuesday, November 26, 1968, at 8:00 p.m., at the Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, and that the meeting of Thursday, November 28, 1968, be canceled. Motion unanimously carried.


Chairman Johnson


Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

November 1, 1968

To: Board of Trustees

From: Administration

Subject: Construction Payouts

The following construction payouts have been recommended for payment by our architect and have been reviewed by Mr. Hughes, Superintendent of Buildings and Grounds.

The administration recommends that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

Comstock Gibson Electric	\$78,247.46
Corbetta Construction Co.	354,316.50
H. S. Kaiser Co.	30,145.50
Reliable Sheet Metal Works, Inc.	56,875.86

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

BILLS FOR APPROVAL
OCTOBER 29, 1968 LIST #1 & #2

I.	BILLS PAYABLE			<u>PAGES</u>
	Educational Fund - #1	\$38,205.63		5
	Educational Fund - #2	<u>\$33,087.85</u>	<u>\$ 71,293.48</u>	4
	Building Fund - #1	\$23,215.93		2
	Building Fund - #2	<u>\$ 3,731.16</u>	<u>\$ 26,947.09</u>	2
	Site & Construction Fund - #1	\$ 5,699.05		1
	Site & Construction Fund - #2	<u>\$106,869.92</u>	<u>\$112,568.97</u>	2
	Auxiliary Fund - #1	\$73,584.73		4
	Auxiliary Fund - #2	<u>\$ 2,249.73</u>	<u>\$ 75,834.46</u>	2
			<u>\$286,644.00</u>	
II.	PAYROLLS			
	Payroll, October 1 to 15, 1968	<u>\$75,935.46</u>		9
	Estimated Payroll, October 16 to November 15, 1968	<u>\$167,000.00</u>		
	Estimated Part-Time Teachers Payroll, September 16 to October 31, 1968	<u>\$36,000.00</u>		
III.	IMPREST FUND	<u>\$ 4,844.04</u>		3

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

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 29, 1968 (LIST #1)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8916	\$ 1,000.00
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8917	1,000.00
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8918	1,000.00
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8919	1,000.00
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8920	500.00
onn B. Stansbury, Tuition Refund Fund	Additional Refund Funds	8921	500.00
mprest Fund	Reimburse Imprest Fund -		
ational Jr. College Athletic Assoc.	Emergency Requirement	8922	3,000.00
yron Kee, Thornton Jr. College	Athletic Dues	8923	35.00
mprest Fund	Athletic Membership	8924	100.00
mprest Fund	Reimbursement for Educational Fund Expenditures	8925	1,844.04
arper College Bookstore	Emergency Imprest Fund Requirement	8926	3,000.00
. B. M. Corp.	Office Supplies, Professional Books	8927	343.64
anger Printing Co.	Office Supplies, Machine Change, Machine Repair	8928	274.25
aSalle Messinger Paper Co.	Printing - Letterheads	8929	164.00
. P. Lesh Paper Co.	Printing & Duplicating Supplies	8930	104.67
he Psychological Corp.	Class Record Books	8931	69.92
hite Collar Girls of America	Office Supplies	8932	142.50
merican Assoc. of Jr. Colleges	Contractual Services	8933	39.81
airie State School Equipment	Instructional Materials	8934	30.42
llied Electronics Corp.	Administrative Equipment	8935	88.20
llied Electronics Corp.	Electronics Supplies	8936	313.58
ne Flax Co.	Audio Visual, Library, and Electronics Supplies	8937	263.67
ace/Anvet Electronics	Drafting Supplies	8938	54.10
	Electronics Supplies	8939	97.02

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 29, 1968 (LIST #1)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Entelek, Inc.	Instruction Guide	8940	\$ 25.40
Order from Holder	Technical & Office Supplies	8941	214.73
Inlander Steindler Paper Co.	Plastic Tape	8942	24.03
Karnes Music Co.	Sheet & Orchestra Music	8943	515.83
Wenger Corp.	Music Equipment	8944	106.30
National School Towel Service	Contractual Services	8945	256.00
Shelving, Inc.	Office Equipment	8946	475.22
U. S. Dept. of the Interior	Lab. Supplies - Geology	8947	58.00
Wards Natural Science Establishment	Geology Equipment	8948	29.00
Lapine Scientific Co.	Lab. Supplies - Chemistry	8949	1,344.35
Sargent-Welch Scientific Co.	Lab. Supplies - Chemistry	8950	9.50
Scientific Glass Apparatus Co.	Lab. Supplies - Chemistry	8951	190.84
Lakeview Rubber Stamp Co.	Office Supplies	8952	4.99
Practical Offset, Inc.	Printing - Brochure	8953	273.60
Aims Instructional Media Service	Filmstrips	8954	95.80
Association Films	Film Rental	8955	6.00
Contemporary Films	Film Rental	8956	18.20
Triangle Camera Inc.	Audio Visual Supplies	8957	162.11
After Dark	Library Supplies	8958	6.00
American Library Assoc.	Library Supplies	8959	20.00
Baker & Taylor Co.	Library Books	8960	284.36
R. R. Bowker Co.	Library Books	8961	104.95
A. C. McClurg & Co.	Library Books	8962	244.61
The New York Times	Library Subscription	8963	75.00
The Sporting News	Library Subscription	8964	10.20
U. S. Book Exchange, Inc.	Library Books	8965	15.34
H. W. Wilson Co.	Library Books	8966	26.00
3M Business Products Sales, Inc.	Equipment	8967	391.25
Battye Franklin Corp.	Office Supplies	8968	138.88
United Rent-All	Rental-Tables for Registration	8969	339.50
Kee Lox Mfg. Co.	Office Supplies	8970	16.74
Hertz System, Inc.	Travel - R. Sedrel	8971	138.56
Tab Products Co.	Office Supplies & Equipment	8972	773.99
Workpower Inc.	Contractual Services	8973	16.00
Houghton Mifflin Co.	Professional Books	8974	18.36

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 29, 1968 (LIST #1)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wahrs University Book Store	Professional Book	8975	2.12
K & K Koffee Service	Meeting Expense-Orientation	8976	72.50
Curtis 1000, Inc.	Office Supplies	8977	85.92
General Binding Corp.	Office Supplies	8978	119.42
Moore Business Forms	Office Supplies	8979	102.07
Addressograph Multigraph Corp.	Duplicating Supplies	8980	77.30
Forest-Atwood Paper Co.	Duplicating Paper	8981	243.00
Paddock Publications, Inc.	Want Ad	8982	30.45
American Council on Education	Professional Books	8983	36.40
Texas A & M University	Professional Books	8984	25.00
Merchants Cash Register Co.	Equipment Rental	8985	50.00
Community Camera	Publicity Photo	8986	22.50
Arlington Heights Camera Shop	Publicity Photo	8987	9.90
Gamma Photo Labs Inc.	Publicity Photo	8988	70.50
James Marchael Photography	Photographic Services	8989	184.95
Northwest Letter Service	Advertising Newsletter	8990	96.19
United Exposition Service	Contractual Services	8991	22.50
U. S. A. Standards Institute	Publications	8992	4.13
Easy Travel Service	Travel - J. Upton	8993	36.00
Frank M. Hines	Legal Services	8994	942.50
Marsh & McLennan Insurance	Comprehensive & Liability Insurance	8995	2,844.97
Philip H. Heller, M. D.	Medical Exam.-B. Laurance	8996	10.00
Frank L. Oliver	Medical Exam.	8997	20.00
Commerce Clearing House, Inc.	Summer Workshop Expense	8998	2.25
Parrish Sporting Goods	Supplies - Athletics	8999	497.65
Michael W. Bartos	Travel Expense	9000	43.80
Dr. G. Kenneth Andeen	Travel Expense	9001	52.75
Anne Marie Bazik	Travel Expense	9002	46.23
Amundsen Mayfair College	Charge-Back	9003	1,036.80
Addressograph Multigraph Corp.	Machine Maintenance-October	9004	61.18
Allied Electronics Corp.	Technical Supplies	9005	155.74
Arndt Associates	Instructional Equip.-Numerical		
	Control	9006	412.32
Baker & Taylor Co.	Library Books	9007	274.42
Bro-Dart Inc.	Library Books	9008	1,109.50

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 29, 1968 (LIST #1)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Palatine Pastry Shop	Meeting Expense	9009	62.64
Commodity Research Bureau Inc.	Library Books	9010	17.80
Computer Supplies, Inc.	Office Supplies	9011	116.40
Easy Travel Service	Travel - J. Birkholz	9012	36.00
Encyclopedia Britannica	Films	9013	496.20
Entelek, Inc.	Library Books	9014	10.45
Fezandie & Sperrle Inc.	Classroom Supplies	9015	19.35
Graphic Chemical & Ink Co.	Classroom Supplies	9016	79.79
Order from Horder	Office Supplies	9017	120.43
Harper College Bookstore	Office Supplies & Library Books	9018	340.36
I. B. M. Corp.	Office Supplies	9019	39.42
Karnes Music Co.	Music	9020	216.97
McGraw Hill Book Co.	Slides	9021	225.30
3M Business Products Sales	Office Supplies & Equipment	9022	2,101.04
National Computer System	Vocational Library Supplies	9023	65.00
A. J. Nystrom & Co.	Lab. Equipment - Biology	9024	1,140.00
Illinois Notary Assoc.	Notary Commission-D. Johnson	9025	20.95
June O'Shea Books	Library Books	9026	163.75
Parrish Sporting Goods	Physical Education Equipment	9027	246.45
Paddock Publications	Advertising	9028	560.28
Carl Regehr Design Inc.	Contractual Services	9029	250.00
Bob's Paint Store	Library Supplies	9030	20.00
Reprographic Supply Co.	Office Supplies	9031	135.00
Sargent-Welch Scientific Co.	Lab. Equip.-Biology & Chemistry	9032	695.00
Sandak Inc.	Technical Supplies	9033	152.50
Schiele-Faieron Co.	Organization Charts	9034	205.00
Sears Roebuck & Co.	Technical Supplies	9035	132.43
Triangle Camera Inc.	Audio Visual Supplies	9036	88.76
Wards Natural Science Establishment	Lab. Supplies - Geology	9037	62.84
Western Concessions, Inc.	Meeting Expense	9038	172.80
Wolverine Sports Supply	Library Supplies	9039	17.30
			<u>\$38,205.63</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 8916 to 9039 are hereby authorized for payment.
 Date of approval: October 29, 1968

Richard J. Johnson
 Chairman

Joseph A. Hubler
 Secretary

EDUCATION FUND SUMMARY -- OCTOBER 29, 1968 (LIST #1)

<u>Administration</u>		
Imprest Fund	112	\$ 3,000.00
Registration Refund Fund	115	5,300.00
Other Receivables	130	2,095.25
Inventories	162	2,789.17
Contractual Services	520	1,231.00
General Materials & Supplies	540	1,777.22
Travel & Meeting Expense	550	1,585.26
Insurance	560	2,892.97
Fixed Charges		50.00
Other	590	1,734.70
<u>Instructional</u>		
Contractual Services	520	62.84
Materials & Supplies-Classroom	530	8,019.46
Materials & Supplies-Office	540	2,302.41
Travel	550	821.78
Capital Outlay-Office	585	1,551.28
Capital Outlay-Instructional	586	2,992.29
		<u>\$38,205.63</u>

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

BUILDING FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Township Dist. 214	Rental of Facilities-October	1080	\$ 13,000.00
Marsh and Mc Lennan	Workmens Compensation Ins.	1081	549.03
Addison Building Material Co.	Building Materials & Tools	1082	67.65
Austin Paint Co.	Paint & Supplies	1083	36.30
Wfengee Electrical Supply Co.	Building Material	1084	768.00
mpex Corp.	Learning Resources Equip.-		
	Title VI		
B.M. Corp.	Transportation on Equipment	1085	7,251.75
Accurate Sign Co.	Lettering on Bldg. 8	1086	26.69
masters Supply Co.	Custodial Supplies	1087	37.50
The Roscoe Co.	Uniform Rental	1088	15.50
utheran Church of Holy Spirit	Snow Removal & Restriping	1089	25.35
ulligan Water Conditioning	Contractual Services	1090	300.00
ommonwealth Edison Co.	Electric Service	1091	9.25
Illinois Bell Telephone Co.	Telephone Service - 358-9100	1092	293.58
ountry Gas Co.	Install Gas Line	1093	409.71
S. Darley and Co.	Security Supplies	1094	40.30
Wfengee Electrical Supply Co.	Security Supplies	1095	35.76
The Roscoe Co.	Security Supplies	1096	39.48
chiele-Faierson Co.	Printing - Parking Registration	1097	91.20
	Forms		
Northwest Firestone Inc.	Tires	1098	118.00
Standard Oil Co.	Gasoline	1099	35.66
ears Roebuck & Co.	Wheelbarrows	1100	6.42
		1101	58.80
			<u>\$ 23,215.93</u>

BUILDING FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

TO: TREASURER
 FROM: BOARD OF TRUSTEES

The Above listed Checks number 1080 to 1101 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: *Richard L. Johnson*

Secretary: *George W. D. Trickett*

BUILDING FUND SUMMARY -- OCTOBER 29, 1968

Contractual Services	520	\$	309.25
General Materials & Supplies	540		362.79
Travel & Meeting Expense	550		42.08
Ring Benefits	560		549.03
Fixed Charges	570		13,703.29
Capital Outlay-Building			
Remodeling	584		858.13
Capital Outlay-Equipment			
and Furniture	585		7,391.36
			<u>\$23,215.93</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

PAYEE

Columbia Dentoform Corp.
Allied Electronics Corp.
Hewlett Packard Co.
Newark Electronics Corp.

DESCRIPTION

Dental Hygiene Equipment
Electronic Equipment
Oscilloscope
Electronics Equipment

<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
610	\$ 2,242.54
611	477.25
612	1,407.61
613	1,571.65
	<u>\$ 5,699.05</u>

TO: TREASURER
FROM: BOARD OF TRUSTEES

The above listed checks number 610 to 613 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: Richard Johnson

Secretary: Josephine M. Jacobs

SITE AND CONSTRUCTION FUND SUMMARY

Capital Outlay - Instructional 586

\$5,699.05

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

AXILIARY FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

<u>AYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
	Idison-Wesley Publ. Co.	201	\$ 141.68
	American Book Co.	202	12.50
	asco School Publications	203	24.98
	pleton-Century-Crofts	204	27.71
	urry A. Bade Paper Products	205	135.56
	urnes & Noble, Inc.	206	43.28
	anning L. Bete Co., Inc.	207	107.95
	orum & Pease Co.	208	230.04
	oadman Press	209	2.29
	l. C. Brown Co.	210	60.07
	andlers, Inc.	211	18.89
	ic Millan Co.	212	1,712.11
	ublished & Co., Inc.	213	74.86
	illett College Book Co.	214	523.13
	H. Freeman & Co.	215	20.34
	id	216	- - -
	arcourt Brace & World, Inc.	217	6,620.68
	lt Rinehart & Winston, Inc.	218	121.50
	ughton Mifflin Co.	219	247.35
	land Book Distributors	220	336.33
	ternational City Managers Assoc.	221	228.00
	ternational Textbook Co.	222	146.84
	ctor Kamkin Bookstore, Inc.	223	10.00
	B. Lippincott Co.	224	18.95
	ttle Brown & Co.	225	194.74
	ttlefield-Adams & Co.	226	229.24
	Graw-Hill Book Co.	227	10,962.07
	ttlaws Book Co.	228	2,872.62
	arles E. Merrill Publ. Co.	229	179.55
	ttchells College Book Co.	230	1,193.30
	tern Language Assoc. of America	231	31.87

UXILIARY AND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

AYEE

DESCRIPTION

CHECK
NUMBER

CHECK
AMOUNT

. V. Mosby Co.	232	362.34
acscorp Inc.	233	168.35
braska Book Co.	234	5,277.61
dyssey Press	235	2,935.35
xford University Press	236	69.59
eter Pauper Press, Inc.	237	56.87
enguin Books, Inc.	238	137.00
itman Publishing Corp.	239	98.59
rentice Hall Inc.	240	9,391.62
ublic Service Materials	241	7.95
. P. Putnams Sons	242	147.90
and-Mc Nally & Co.	243	67.73
andom House, Inc.	244	98.28
einhold Book Corp.	245	227.62
onald Press Co.	246	234.00
cience Research Assoc., Inc.	247	3,594.39
cott Foresman & Co.	248	1,287.33
harles Scribners Sons	249	223.05
outh Western Publ. Co.	250	9,256.33
types Publishing Co.	251	192.38
tudent Book Exchange Co.	252	178.40
harles C. Thomas Publisher	253	338.61
niversity of Chicago Press	254	189.64
niversity Co-op Society, Inc.	255	5.90
. Van Nostrand Co., Inc.	256	.11
adsworth Publ. Co., Inc.	257	808.36
ayne State University Press	258	9.84
ohn Wiley & Sons, Inc.	259	1,539.61
. D. Klingenberg, Petty Cash	260	36.41
gene Dietzgen Co.	261	143.30
ederal Office Products Co.	262	147.80
akeview Rubber Stamp Co.	263	4.74
. P. Lesh Paper Co.	264	94.05
ational Blank Book Co.	265	170.23

UXILIARY FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #1)

AYEE

ederick Post
 terling Name Tape Co.
 elva Sheen
 isual Education Assoc., Inc.
 ohnson Publishing Co.
 erchants Cash Register Co.
 alter D. Klingenberg
 illiam Rainey Harper College
 llen Brothers Inc.
 .H. Bambas Tobacco Co., Inc.
 urny Bros. Div. of Beatrice Foods
 ewel Food Marketers
 rito Lay, Inc.
 raft Foods
 scar Mayer & Co.
 he Nedlog Co.
 .A. Railton Co.
 yser Bros., Inc.
 ilvercup Bakers, Inc.
 ohn Sexton & Co.
 K Papers, Inc.

<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Purchases - Supplies	266	93.39
Purchases - Supplies	267	38.70
Purchases - Supplies	268	321.90
Purchases - Supplies	269	121.84
Bags	270	30.50
Rental of Equipment	271	40.00
Travel Advance	272	72.00
To Pay Interfund Payable	273	7,528.09
Purchases - Food	274	140.00
Purchases - Food	275	93.75
Purchases - Food	276	36.68
Purchases - Food	277	249.95
Purchases - Food	278	83.60
Purchases - Food	279	40.50
Purchases - Food	280	93.60
Purchases - Food	281	45.36
Purchases - Food	282	54.43
Purchases - Food	283	34.33
Purchases - Food	284	52.39
Purchases - Food	285	208.41
Purchases - Supplies	286	175.60
		<u>\$73,584.73</u>

TO: TREASURER

FROM: BOARD OF TRUSTEE

The above listed checks number 201 to 286 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: Richard L. Johnson

Secretary: Josephine M. Seckels

AUXILIARY FUND SUMMARY -- OCTOBER 29, 1968 (LIST #1)

Accounts Receivable	138	\$ 72.00
Interfund Payables	231	7,528.09
Books & Supplies	536	64,474.68
General Materials & Supplies	540	201.36
Food & Supplies	546	1,308.60
		<u>\$73,584.73</u>

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

EDUCATIONAL FUND EXPENDITURES -- OCTOBER 29, 1968 (LIST #2)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Franklin Lee Co.	Office Furniture	9040	5,445.15
E. & I. Cooperative Service	Office Furniture	9041	3,392.49
William R. Punkay	Travel Expense	9042	79.72
Schiele-Faierman Co.	Office Supplies; Posters	9043	295.00
Order from Horder	Office Supplies	9044	253.15
E. W. Boehm Co.	Duplicating Supplies	9045	25.65
Forest-Atwood Paper Co.	Duplicating Supplies	9046	243.00
Universal Stationers	Office Supplies	9047	48.25
American Envelope Co.	Office Supplies	9048	37.06
Minnesota Mining & Mfg. Co.	Office Supplies	9049	101.15
North Central Assoc. of Colleges	Accreditation Examination	9050	1,400.00
Mrs. Lucille Zink	Out of District Tuition Refunded	9051	101.50
Easy Travel Service	Travel-J. Muchmore, J. Thompson, K. Andeen, H. Cunningham, W. Mann, D. Collins	9052	505.00
I. B. M. Corp.	Computer Rental \$8,507.40 Equipment 854.78		
	Rental & Supplies 227.35		
	Music	9053	9,589.53
Karnes Music Co.	Music	9054	412.60
Day Publications	Notices & Want Ads	9055	455.89
Demco	Library Supplies	9056	16.35
McGraw Hill Book Co.	Films	9057	825.38
Sandak Inc.	Audio Visual Slides	9058	117.50
Contemporary Films	Film Rental	9059	18.20
Indiana Univ., Audio Visual Center	Film Rental	9060	56.30
Keuffel & Esser Co.	Technical & Audio Visual Supplies	9061	630.97
Baker & Taylor Co.	Library Books	9062	67.13
Flying (Ziff-Davis Publ. Co.)	Library Subscription	9063	6.00
Administration Management	Library Subscription	9064	7.00
Psychology Today	Library Subscription	9065	6.00
National Education Assoc.	Library Book	9066	2.75

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Colonial Out-of-Print Book Service	Library Books	9067	47.45
Morgan & Morgan	Library Books	9068	30.56
Music Information Service	Library Books	9069	25.30
Cleveland Museum of Art	Library Subscription	9070	5.00
Municipal Year Book	Library Books	9071	12.00
International Assoc. of Chiefs of Police	Library Book	9072	5.00
A. C. McClurg & Co.	Library Books	9073	359.82
Editions	Library Books	9074	226.68
3M Business Products Sales	Equipment Rental - October	9075	30.00
Mary Ellen Rugg	Travel Expense	9076	37.70
Computer Supplies	Lab. and Office Supplies	9077	396.50
White Collar Girls of America	Contractual Services	9078	42.25
James Latone	Contractual Services	9079	30.00
Township High School District 214	Claim for lost and stolen items; Harper's share of athletic equipment less lens stolen from Harper	9080	955.47
Henry Roepken	Travel Expense	9081	73.82
Allied Electronics	Technical Supplies	9082	11.70
Sears Roebuck & Co.	Technical Supplies	9083	75.15
Wang Labs.	Equipment Repair	9084	27.80
DoAll Northern Illinois Co.	Technical Supplies	9085	25.20
Arndt Associates	Numerical Control Equipment	9086	105.80
American Library Color Slide Co.	Art Slides	9087	142.18
Miles Kimball Co.	Classroom Supplies	9088	30.99
Wards Natural Science Establishment	Lab. Supplies	9089	63.10
Nursing Research Associates	Technical Supplies	9090	10.50
General Electric Co.	Office Equipment	9091	42.36
Gestetner Corp.	Maintenance - Duplicator	9092	72.00
Xerox Corp.	Equipment Rental	9093	210.82
Official Airline Guide	Subscription	9094	30.00
Harold Cunningham	Travel Expense	9095	47.46
Educational Systems Development	Office Supplies	9096	12.07
Uarco Inc.	Grade Reports	9097	752.40
Ditto Division	Duplicating Supplies	9098	35.45

PAYEE

LaSalle Messenger Paper Co.
 Lakeview Rubber Stamp Co.
 Journal News Publications
 Township H. S. District 214
 TWA Inc.
 Harcourt Brace & World
 Accounting Machines Sales
 Addressograph Multigraph
 Paddock Publications
 Merchants Cash Register Co.
 John H. Upton
 Ernst and Ernst
 Frank M. Hines
 Henry C. Meier
 Golden Acres Country Club
 Thomas Palazzolo
 Barnes & Noble
 Capitol Discount Co.

DESCRIPTION

Office Supplies
 Office Supplies
 Advertising
 Meeting Expense
 Travel - R. Lahti, W. Mann
 Office Supplies
 Office Supplies
 Duplicating Supplies
 Advertising, Want Ad, Subscription
 Rental of Equipment
 Travel Expense
 Audit & Counseling Fees
 Contractual Services
 Tuition Reimbursement
 Supplies - Athletics
 Film Rental
 Library Books
 Machine Rental

CHECK NUMBER

9099
 9100
 9101
 9102
 9103
 9104
 9105
 9106
 9107
 9108
 9109
 9110
 9111
 9112
 9113
 9114
 9115
 9116

CHECK AMOUNT

19.54
 3.72
 7.00
 38.20
 98.80
 11.44
 12.47
 18.10
 36.50
 25.00
 50.40
 4,100.00
 133.52
 103.00
 174.50
 30.00
 19.41
 95.00
\$33,087.85

TO: TREASURER
 FROM: BOARD OF TRUSTEES

The above listed checks number 9040 to 9116 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: Richard L. Johnson

Secretary: Joseph D. Jacobs

EDUCATIONAL FUND SUMMARY -- OCTOBER 29, 1968 (LIST 2)

<u>Administration</u>		
Travel Advance	138	\$ (23.00)
Inventories	162	818.56
Deferred Charges	163	1,400.00
Tuition Refunds	421	101.50
Contractual Services	520	4,233.52
General Materials & Supplies	540	486.20
Travel & Meeting Expense	550	391.56
Insurance	560	103.00
Fixed Charges	570	120.00
Capital Outlay - Office	585	83.32
Other	590	174.50
<u>Instruction</u>		
Contractual Services	520	42.25
Materials & Supplies-Classroom	530	4,349.74
Materials & Supplies-Office	540	1,865.22
Travel & Meeting Expense	550	672.54
Fixed Charges	570	8,746.78
Capital Outlay - Office	585	9,416.36
Capital Outlay-Instructional	586	105.80
		<u>\$33,087.85</u>

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

BUILDING FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #2)

<u>AYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
General Fireproofing Co.	Office Supplies	1102	\$ 18.40
Edison Building Material	Building Materials	1103	195.19
Austin Paint Co.	Building Materials	1104	36.40
Fengee Electrical Supply	Building Materials	1105	201.51
Ateway Supply Co.	Building Supplies & Materials	1106	602.32
Miller Lumber Co.	Building Materials	1107	3.84
Miller Supply Co.	Building Materials	1108	49.83
The Roscoe Co.	Custodial Supplies	1109	25.35
Commonwealth Edison Co.	Electric Service	1110	511.15
Illinois Bell Telephone Co.	Telephone Service	1111	1,296.83
Village of Arlington Heights	Contractual Services	1112	84.00
Accurate Sign Co.	Building Materials	1113	160.00
Mailings, Inc.	Security Supplies	1114	9.00
J.S. Darley & Co.	Security Supplies	1115	74.65
Arlington Park Dodge	Automotive Repairs	1116	47.92
Attof Car Rental	Rental of Car and Wagon	1117	245.27
Ownership High School District 214	Claims for Damages - Elk Grove High School	1118	169.50
			<u>\$ 3,731.16</u>

TO: TREASURER
 FROM: BOARD OF TRUSTEES

The above listed checks number 1102 to 1118 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: Richard L. Johnson

Secretary: Jesselyn M. Nichols

BUILDING FUND SUMMARY -- OCTOBER 29, 1968 (LIST #2)

Contractual Services	520	\$ 84.00
General Materials & Supplies	540	456.90
Travel & Meeting Expense	550	47.92
Fixed Charges	570	2,053.25
Capital Outlay - Building Remodeling	584	1,089.09
		<u>\$3,731.16</u>

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

SITE & CONSTRUCTION FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #2)

AYEE

r. & Mrs. Gene Beery
 ewlett Packard Co.
 Newark Electronics Corp.
 .B.M. Corp.
 odge & Shipley Co.
 .Q. Lundmark Inc.
 olumbia Dentoform Corp.

<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Real Estate Taxes - Beery Property	614	\$ 28.37
Electronics Equipment	615	5,343.35
Instructional Equipment	616	88.50
Disk Packs - Reimbursable	617	1,960.00
Metal Lathe - Reimbursable	618	56,731.00
Milling Machine - Reimbursable	619	39,975.00
Dental Hygiene Equipment	620	2,743.70
		<u>\$ 106,869.92</u>

O: TREASURER
 ROM: BOARD OF TRUSTEES

he above listed checks number 614 to 620 are hereby authorized for payment.

ate of Approval: October 29, 1968

airman: Richard L. Johnson

Secretary: Josephine Kuebler

SITE & CONSTRUCTION FUND SUMMARY -- OCTOBER 29, 1968 (LIST #2)

Capital Outlay - Site Acquisition	581.2	\$ 28.37
Capital Outlay - Vocational Equipment Reimbursable	586.2	
		<u>106,841.55</u>
		<u>\$106,869.92</u>

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

AUXILIARY FUND EXPENDITURES - - OCTOBER 29, 1968 (LIST #2)

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Allen Bros., Inc.	Purchases - Food	287	\$ 218.40
O.H. Bambas Tobacco Co.	Purchases - Food	288	107.15
Jewel Food Marketers	Purchases - Food	289	122.45
Frito Lay Inc.	Purchases - Food	290	118.50
Kraft Foods	Purchases - Food	291	126.62
Oscar Mayer & Co.	Purchases - Food	292	133.34
Nedlog Co.	Purchases - Food	293	32.40
O K Papers, Inc.	Purchases - Supplies	294	91.26
Ryser Bros., Inc.	Purchases - Food	295	34.33
John Sexton & Co.	Purchases - Food	296	21.00
Silvercup Bakers, Inc.	Purchases - Food	297	59.80
Township High School District 214	Purchases - Food	298	49.70
K and R Delivery	Freight	299	11.62
Prentice Hall Inc.	Purchases - Books	300	953.76
Wadsworth Publ. Co.	Purchases - Books	301	76.02
Illinois Bell Telephone Co.	Telephone Service	302	93.38
			<u>\$ 2,249.73</u>

TO: TREASURER
 FROM: BOARD OF TRUSTEE

The above listed checks number 287 to 302 are hereby authorized for payment.

Date of Approval: October 29, 1968

Chairman: Richard L. Johnson

Secretary: Joseph J. Smith

AUXILIARY FUND SUMMARY -- OCTOBER 29, 1968 (LIST #2)

Books & Supplies	536	\$1,041.40
Food & Supplies	546	1,114.95
Fixed Charges	573	93.38
		<u>\$2,249.73</u>

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 SEPTEMBER 1, 1968 to SEPTEMBER 30, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Anton Dolejs, Registration Change Fund		1750	\$300.00
W.J. Mann	Travel Expense	1751	117.61
	Travel Advance		<u>(100.00)</u>
			17.61
Bank of Elk Grove	To replace NSF Checks	1752	229.00
Bank of Elk Grove	To replace NSF Checks	1753	790.00
Bank of Elk Grove	To replace NSF Checks	1754	193.75
Bank of Elk Grove	To replace post-dated Check	1755	126.75
Norman C. Harris	Faculty Workshop Expense	1756	45.00
Karl U. Smith	Orientation Speaker Expense	1757	52.44
R.C. Richardson	Orientation Speaker Expense	1758	92.25
Ruth Barlow	Travel Expense	1759	9.40
Northwest Industrial Council	Membership Dues	1760	25.00
Emily Petty	Travel Expense	1761	14.00
Barbara J. May	Travel Expense	1762	7.00
Phyllis Hunker	Travel Expense	1763	3.00
Jacqueline Harris	Travel Expense	1764	8.00
Ruth Sperling	Travel Expense	1765	3.00
Dr. R.E. Lahti	Petty Cash Fund- Reimbursement	1766	187.91
Rolling Meadows Professional Center Laboratory	Medical Exam.-F.Borelli	1767	8.00
Eduardo Bermudez, M.D.	Medical Exam.-F.Borelli	1768	10.00
Gamma Photo Labs, Inc.	Film Developing	1769	9.85
Joanne Heinly	Travel Expense	1770	6.20
Midwest College Art Conference	Dues	1771	10.00
Center for Vocational & Technical Education	Subscription	1772	9.00
American Council on Education	Renewal of Subscriptions	1773	16.00
Park Ridge Advocate	Subscription	1774	3.50
Committee for Economic Development	Publications	1775	3.00
Superintendent of Documents	Classroom Books	1776	2.65
Holiday Inn of Rolling Meadows	Orientation Speaker Expense	1777	15.99
Educators Progress Service	Library Books	1778	7.00
Plays	Library Subscription	1779	7.00
Daedalus, American Academy of Arts & Sciences	Library Subscription	1780	6.50
The Christian Science Monitor	Library Subscription	1781	12.00
National Educational Assoc. of the United States	Library Subscription	1782	6.00

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 SEPTEMBER 1, 1968 to SEPTEMBER 30, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
John A. Gelch	Travel Expense	1783	\$ 11.00
Joanne Heinly	Meeting Expense	1784	4.36
St. Alexius Hospital	Classroom Material	1785	42.85
Minneapolis Society of Fine Arts	Library Subscription	1786	3.00
American Dental Association	Library Subscription	1787	2.00
Roger A. Mussell	Keys for Supply Cabinet	1788	4.95
Taplinger Publishing Co.	Library Books	1789	1.20
Roy Sedrel	Travel Expense	1790	176.00
	Travel Advance		<u>(175.00)</u>
			1.00
U. S. Government Printing Office	Technical Publications	1791	3.80
Charles Bruning Co.	Manual	1792	1.50
Committee for Economic Develop.	Publication	1793	1.00
Carolyn Gosser	Travel Expense	1794	4.80
Bank of Elk Grove	To replace NSF Checks	1795	215.00
Bank of Elk Grove	To replace NSF Checks	1796	342.75
Robert Nolan	Travel Advance	1797	25.00
Void	- - - - -	1798	- - -
William Miller	Travel Advance	1799	100.00
Assoc. of Governing Boards of Universities and Colleges	Membership Dues	1800	87.50
Bank of Elk Grove	To replace NSF Checks	1801	157.00
Postmaster, Palatine, Ill.	Postage for Meter	1802	250.00
American Council on Education	Registration Fee	1803	13.00
Mrs. Fred S. Nicklas	Travel Advance	1804	100.00
Fred Vaisvil	Travel Advance	1805	131.00
John A. Knudsen	Travel Advance	1806	69.70
Roger A. Mussell	Travel Advance	1807	67.00
William R. Punkay	Travel Advance	1808	23.00
L. Hamm-Petty Cash Fund	To reimburse library Petty Cash Fund	1809	31.82
Continental Airlines	Travel Expense - Mrs. Nicklas	1810	132.00
Robert B. Thornhill	Travel Expense	1811	28.15
James A. Heisler	Travel Expense	1812	8.00
Larry King	Travel Advance	1813	50.00
Catholic Univ. of America	Publication	1814	4.00
Leathersmith of London	Office Supplies	1815	5.65
Educational Technology	Subscription	1816	12.00
Ill. Coaches Directory	Publications	1817	7.00
Roger A. Mussell	Travel Expense	1818	40.07
Roy Sedrel	Travel Expense	1819	21.98
James Harvey	Travel Expense	1820	18.10
Joseph Yohanen	Travel Expense	1821	41.25

WILLIAM RAINEY HARPER COLLEGE
 IMPREST FUND DISBURSEMENTS
 SEPTEMBER 1, 1968 to SEPTEMBER 30, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Charles Klehm & Son Nursery	Botany Supplies	1822	\$ 4.79
Editorial Projects for Education	Subscription	1823	9.80
Editorial Projects for Education	Subscription	1824	10.00
Farm Journal	Library Subscription	1825	6.00
Coosa Valley Book Shop	Library Books	1826	7.50
The Continuing Education Institute	Library Subscription	1827	5.00
Metropolitan Museum of Art	Library Subscription	1828	5.00
Engineers Joint Council	Publication	1829	5.50
Supt. of Documents	Publication	1830	4.75
Editorial Projects for Education	Subscription	1831	10.00
Natl. Faculty Assoc. of Community and Junior Colleges	Publication	1832	1.00
Charles F. Falk	Travel Expense	1833	157.83
	Travel Advance		<u>(150.00)</u>
			7.83
University of Illinois	Conference Fees	1834	40.60
Bank of Elk Grove	To replace NSF Checks	1835	106.00
M.W. Carroll	Travel Expense	1836	31.10
Illinois Assoc. of Community and Junior Colleges	Pre-Registration Fees	1837	189.25
Cash	Faculty Wives Luncheon	714	50.00
EsK Drug	Admin. Dinner Expense	715	23.50
Dominicks	Meeting Expense - College Personnel	716	50.00
Jewel	Food-College Personnel Dinner	717	9.63
Carousel Bakery	Meeting-College Trustees	718	10.00
Jewel	College Dinner & Faculty Wives Coffee	719	40.00
Plagges Florist	College Dinner & Faculty Wives Coffee	720	15.00
Palatine National Bank	Printing Checks	D.M.	20.76
Void	- - - - -	1312	(5.00)
Void	- - - - -	1321	(13.20)
Void	- - - - -	1355	<u>(100.00)</u>
			<u>\$4844.04</u>

Reimbursement:	Educational Fund	<u>\$4844.04</u>
	Check # 9360	\$3000.00
	Check # 9436	1844.04
		<u>\$4844.04</u>

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

TO: TREASURER
FROM: BOARD OF TRUSTEES
SUBJECT: Approval of Estimated Payroll Expenditures
September 16 - November 15, 1968

The following estimated payrolls in the amount of \$203,000.00
are hereby authorized for payment.

<u>October 16 - 31, 1968</u>	
Regular Payroll	\$ 83,500.00
<u>November 1 - 15, 1968</u>	
Regular Payroll	83,500.00
<u>September 16 - October 15, 1968</u>	
Part-time Teachers Payroll	<u>36,000.00</u>
	<u>\$203,000.00</u>

DATE OF APPROVAL: October 29, 1968

CHAIRMAN: Richard L. Johnson SECRETARY: Jessaly DuRocher

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
FINANCIAL STATEMENT
FOR THE PERIOD ENDING SEPTEMBER 30, 1968

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - SEPTEMBER 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>9/30/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 630.00	-0-	630.00
Imprest Fund	112.00	8,000.00	-0-	8,000.00
Cash in Bank	113.00	(9,447.39)	-0-	(9,447.39)
<u>Investments</u>				
U. S. Treasury Bills	121.00	737,208.75	-0-	737,208.75
Certificates of Deposit	122.00	100,000.00	-0-	100,000.00
<u>Receivables</u>				
<u>Interfund Receivables</u>				
Receivable from Bldg. Fund	131.02	19,767.36	-0-	19,767.36
Receivable from Bond & Interest Fund	132.03	-0-	-0-	-0-
Receivable from Site & Construction Fund	132.04	-0-	-0-	-0-
Receivable from Auxiliary Fund	132.05	28,129.95	-0-	28,129.95
Receivable from Trust & Agency Fund	132.06	19,049.22	-0-	19,049.22
<u>Taxes Receivable</u>				
Taxes Receivable-Current	132.00	319,876.94	-0-	319,876.94
Taxes Receivable-Back	133.00	-0-	-0-	-0-
<u>Government Claims Receivable</u>				
Vocational Salaries	137.12	70,294.00	-0-	70,294.00
<u>Other Receivables</u>				
Accounts Receivable-Charge Backs	138.11	4,856.40	-0-	4,856.40
Accounts Receivable-Other	138.90	3,531.99	-0-	3,531.99
<u>Deferred Charges</u>				
Inventories	162.00	3,481.36	-0-	3,481.36
Other	163.00	-0-	-0-	-0-
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$1,305,978.58</u>	<u>-0-</u>	<u>\$1,305,978.58</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - SEPTEMBER 30, 1968

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>9/30/68 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions Payable</u>				
Group Insurance	214.00	\$ 682.25	\$ -0-	\$ 682.25
Other	215.00	-0-	-0-	-0-
<u>Interfund Payables</u>				
Payable to Bldg. Fund	231.02	1,757.28	-0-	1,757.28
Payable to Bond & Int. Fund	231.03	2,460.20	-0-	2,460.20
Payable to Site & Construc- tion Fund	231.04	28,045.29	-0-	28,045.29
Payable to Auxiliary Fund	231.05	-0-	-0-	-0-
Payable to Trust & Agency Fund	231.06	27,225.00	-0-	27,225.00
Accounts Payable	240.00	38,205.63	-0-	38,205.63
<u>Accrued Expenses</u>				
Accrued Other Expenses	256.00	-0-	-0-	-0-
Reserve for Encumbrances	260.00	-0-	89,243.79	89,243.79
Other Liabilities	270.00	160.26	-0-	160.26
Deferred Revenue	290.00	-0-	-0-	-0-
TOTAL LIABILITIES		<u>\$ 98,535.91</u>	<u>\$89,243.79</u>	<u>\$187,779.70</u>
Fund Equity	300.00	1,207,442.67	\$ (89,243.79)	\$1,118,198.88
TOTAL LIABILITIES & FUND EQUITY		<u>\$1,305,978.58</u>	<u>\$ -0-</u>	<u>\$1,305,978.58</u>

SUMMARY OF FUND BALANCE

Balance, July 1, 1968	\$1,205,370.60	\$ -0-	\$1,205,370.60
Add: Revenue to Date	410,160.84	-0-	410,160.84
	<u>\$1,615,531.44</u>	\$ -0-	<u>\$1,615,531.44</u>
Less: Expenditures to Date	408,088.77	89,243.79	497,332.56
Balance, September 30, 1968	<u>\$1,207,442.67</u>	<u>\$ (89,243.79)</u>	<u>\$1,118,198.88</u>

WILLIAM RAINY HAZARD COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			SEPT.	TO DATE	
Fund Equity					
July 1, 1968	300.00	\$ 200,000.00	\$ -0-	\$1,205,370.60	\$ (1,005,370.60)
Local Resources					
Taxes-Current-1968	410.00	\$1,092,000.00	\$ -0-	\$ -0-	\$ 1,092,000.00
Taxes-Back	411.00	-0-	-0-	11,675.62	(11,675.62)
	412.00	\$1,092,000.00	\$ -0-	\$ 11,675.62	\$ 1,080,324.38
Intermediate Resources					
Tuition-Students	421.00				
Resident	421.10	\$ -0-	\$ 13.20	\$ 28,208.90	\$ -0-
Non-Resident	421.20	-0-	-0-	11,979.80	-0-
Estimated Fall 1968 Tuition		\$ 437,000.00	\$ 13.20	\$ 40,188.70	\$ 396,811.30
Other Charges-		\$ -0-	\$ 275,853.19	\$ 275,853.19	\$ (275,853.19)
Chargebacks	422.00	354,000.00	-0-	28,350.30	325,649.70
Student Fees	423.00	22,000.00	-0-	250.00	21,750.00
Late Registration Fees	427.10	6,000.00	-0-	-0-	6,000.00
Other Fees	427.00	-0-	75.10	140.10	(140.10)
TOTAL		\$ 819,000.00	\$ 275,941.49	\$ 344,782.29	\$ 474,217.71
State Resources					
State Apportionments	431.00				
Regular	431.10	\$ 690,000.00	-0-	\$ -0-	\$ 690,000.00
Summer	431.20	34,000.00	-0-	41,837.00	(7,837.00)
Board of Voc. Educ. & Rehab. 1968-69	432.00	307,000.00	-0-	-0-	307,000.00
TOTAL		\$1,031,000.00	\$ -0-	\$ 41,837.00	\$ 989,163.00

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
<u>Instruction</u>	110-000					
<u>Salaries</u>	110-510					
Administration	110-511	\$ 114,810.00	\$ 7,558.30	\$ 25,874.90	\$ 25,874.90	\$ 88,935.10
Professional	110-512					
Instruction	110-513	1,274,896.00	65,201.38	113,292.22	113,292.22	1,161,603.78
Substitutes	110-512	3,650.00	-0-	-0-	-0-	3,650.00
Office	110-515	78,750.00	6,645.39	15,766.50	15,766.50	62,983.50
Other	110-519		204.85	204.85	204.85	(204.85)
		<u>\$1,472,106.00</u>	<u>\$ 79,405.07</u>	<u>\$155,138.47</u>	<u>\$155,138.47</u>	<u>\$1,316,967.53</u>
<u>Contractual Services</u>	110-520					
Educational	110-521	\$ 11,750.00	\$ 39.81	\$ 161.69	\$ 161.69	\$ 11,588.31
Other	110-529	1,000.00	-0-	-0-	-0-	1,000.00
		<u>\$ 12,750.00</u>	<u>\$ 39.81</u>	<u>\$ 161.69</u>	<u>\$ 161.69</u>	<u>\$ 12,588.31</u>
<u>Instructional Materials & Supplies</u>	110-530					
Classroom	110-531	\$ 21,900.00				
Laboratory	110-532	19,725.00				
Technical	110-533	20,107.00				
Audio Visual Aids	110-535	450.00				
		<u>\$ 62,182.00</u>	<u>\$ 6,381.32</u>	<u>\$ 14,045.37</u>	<u>\$ 19,859.29</u>	<u>\$ 42,322.71</u>
<u>General Materials & Supplies</u>	110-540					
Office	110-541	\$ 6,300.00	\$ 538.51	\$ 1,085.84	\$ 1,579.65	\$ 4,720.35
Printing & Duplicating	110-542	7,550.00	565.16	1,757.95	2,300.42	5,249.58
Postage	110-543	-0-	-0-	-0-	-0-	-0-
Advertising	110-544	15,420.00	937.77	1,330.74	1,537.54	13,882.46
Publications & Dues	110-545	200.00	14.75	15.75	39.25	160.75
Maintenance	110-547	8,360.00	-0-	-0-	27.80	8,332.20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNEN-CUMBERED BALANCE
		MONTH OF SEPTEMBER	TO DATE		
110-549	\$ 100.00	\$ -0-	\$ 4.95	\$ 4.95	\$ 95.05
	\$ 37,930.00	\$ 2,056.19	\$ 4,195.23	\$ 5,489.61	\$ 32,440.39
110-550					
110-551	\$ 3,600.00	\$ 92.56	\$ 233.48	\$ 343.48	\$ 3,256.52
110-554	19,255.00	654.41	1,325.08	1,361.08	17,893.92
110-556	300.00	-0-	-0-	-0-	300.00
	\$ 23,155.00	\$ 746.97	\$ 1,558.56	\$ 1,704.56	\$ 21,450.44
110-580					
110-585	\$ 57,652.00	\$ 1,502.10	\$ 3,563.44	\$ 14,832.32	\$ 42,819.68
110-586	28,960.00	5,956.76	19,231.04	21,441.90	7,518.10
	\$ 86,612.00	\$ 7,458.86	\$ 22,794.48	\$ 36,274.22	\$ 50,337.78
	\$1,694,735.00	\$96,088.22	\$197,893.80	\$ 218,627.84	\$1,476,107.16
<u>EXPENDITURES</u>					
Learning Resource Center					
Salaries					
Administration	\$ 18,000.00	\$ 1,416.66	\$ 4,249.98	\$ 4,249.98	\$ 13,750.02
Professional	73,100.00	3,657.02	8,906.98	8,906.98	64,193.02
Office	40,500.00	1,454.29	5,365.65	5,365.65	35,134.35
Total	\$ 131,600.00	\$ 6,527.97	\$ 18,522.61	\$ 18,522.61	\$ 113,077.39
Materials & Supplies					
Library Supplies	\$ 9,000.00	\$ 68.36	\$ 212.88	\$ 305.38	\$ 8,694.62
Audio-Visual Aids	27,130.00	2,710.04	2,597.39	15,857.32	11,272.68

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNEN-CUMBERED BALANCE
		MONTH OF SEPTEMBER	TO DATE		
120-537	\$ 104,000.00	\$ 4,876.66	\$(11,800.90)	\$ 13,886.99	\$ 90,113.01
120-538	-0-	-0-	-0-	-0-	-0-
Total	\$ 140,130.00	\$ 7,655.06	\$(8,990.63)	\$ 30,049.69	\$ 110,080.31
120-540					
120-541	\$ 1,500.00	\$ 67.01	\$ 78.73	\$ 95.23	\$ 1,404.77
120-542	500.00	4.46	13.37	13.37	486.63
120-543	-0-	-0-	-0-	-0-	-0-
120-544	100.00	-0-	-0-	-0-	100.00
120-545	150.00	-0-	-0-	-0-	150.00
120-547	1,000.00	-0-	-0-	-0-	1,000.00
Total	\$ 3,250.00	\$ 71.47	\$ 92.10	\$ 108.60	\$ 3,141.40
120-550					
120-554	\$ 2,550.00	-0-	\$ 10.90	\$ 10.90	\$ 2,539.10
120-570					
120-576	2,500.00	30.00	90.00	90.00	2,410.00
120-580					
120-585	25,000.00	860.31	860.31	12,240.49	12,759.51
Total Learning Resource Expenditures	\$ 305,030.00	\$ 15,144.81	\$ 10,585.29	\$ 61,022.29	\$ 244,007.71

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
<u>Student Services and Aids</u>						
Salaries	130-000					
Administration	130-511	\$ 84,000.00	\$ 6,933.32	\$ 20,799.96	\$ 20,799.96	\$ 63,200.04
Professional	130-512	98,900.00	9,178.67	15,419.49	15,419.49	83,480.51
Office	130-515	58,200.00	6,850.72	15,510.16	15,510.16	42,689.84
Total		\$ 241,100.00	\$ 22,962.71	\$ 51,729.61	\$ 51,729.61	\$ 189,370.39
<u>Contractual Services</u>						
Educational	130-520					
	130-526	\$ 1,000.00	\$ 209.02	\$ 237.52	\$ 237.52	\$ 762.48
<u>General Materials & Supplies</u>						
Office	130-540					
Printing & Duplicating	130-541	\$ 4,000.00	\$ 1,054.03	\$ 2,024.22	\$ 2,158.43	\$ 1,841.57
Postage	130-542	1,800.00	234.09	529.32	1,578.72	221.28
Advertising	130-543	100.00	-0-	-0-	-0-	100.00
Publications & Dues	130-545	500.00	124.43	166.21	166.21	333.79
Medical	130-548	50.00	-0-	-0-	-0-	50.00
Vocational Library	130-549	1,250.00	(29.48)	-0-	30.39	1,219.61
Total		\$ 7,700.00	\$ 1,383.07	\$ 2,719.75	\$ 3,933.75	\$ 3,766.25
<u>Travel & Meetings</u>						
Meetings	130-550					
Mileage-Intra	130-551	\$ 400.00	\$ -0-	\$ -0-	\$ -0-	\$ 400.00
Travel	130-552	400.00	-0-	-0-	-0-	400.00
Vehicle	130-554	4,100.00	102.12	361.16	361.16	3,738.84
130-556						
Total		\$ 4,900.00	\$ 102.12	\$ 361.16	\$ 361.16	\$ 4,538.84
<u>Capital Outlay</u>						
Equipment & Furniture	130-580					
	130-585	\$ 5,002.00	\$ -0-	\$ 4,007.76	\$ 4,007.76	\$ 994.24
Total Student Services Expenditures		\$ 259,702.00	\$ 24,656.92	\$ 59,055.80	\$ 60,269.80	\$ 199,432.20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
<u>Data Processing</u>	148-000	\$ 17,000.00	\$ 1,408.32	\$ 4,224.96	\$ 4,224.96	\$ 12,775.04
<u>Salaries</u>	148-510	35,000.00	2,450.00	7,300.00	7,300.00	27,700.00
Administration Professional Office	148-515	19,800.00	1,613.82	4,648.82	4,648.82	15,151.18
Total		\$ 71,800.00	\$ 5,472.14	\$ 16,173.78	\$ 16,173.78	\$ 55,626.22
<u>Contractual Services</u>	148-520	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Service Bureau	148-528	2,475.00	32.13	283.23	283.23	2,191.77
Other	148-529					
<u>General Materials & Supplies</u>	148-540	\$ 4,000.00	\$ 377.56	\$ 1,091.61	\$ 1,753.55	\$ 2,246.45
Office	148-541	200.00	102.87	337.29	337.29	(137.29)
Printing & Duplicating	148-542	-0-	-0-	-0-	-0-	-0-
Postage	148-543	100.00	-0-	8.24	8.24	91.76
Advertising	148-544	150.00	12.00	55.55	55.55	94.45
Publications & Dues	148-545					
Total		\$ 4,450.00	\$ 492.43	\$ 1,492.69	\$ 2,154.63	\$ 2,295.37
<u>Travel & Meetings</u>	148-550	\$ 1,200.00	\$ 160.54	\$ 229.94	\$ 229.94	\$ 970.06
Travel	148-554					
<u>Fixed Charges</u>	148-570	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Data Proc. Equip. Rental	148-576	110,414.00	8,750.40	28,938.26	28,938.26	81,475.74
<u>Capital Outlay</u>	148-580	\$ 4,330.00	\$ 3,162.21	\$ 4,200.82	\$ 6,552.82	\$ (2,222.82)
Equipment & Furniture	148-585					
Total Data Processing Expenditures		\$ 194,669.00	\$ 18,069.85	\$ 51,318.72	\$ 54,332.66	\$ 140,336.34

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENSE & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			SEPT.	TO DATE		
Institutional Research	158-000					
Salaries	158-510					
Administration	158-511	\$ 15,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 15,000.00
Professional Office	158-512	-0-	\$ 250.00	\$ 250.00	\$ 250.00	\$ (250.00)
TOTAL	158-515	\$ 5,400.00	\$ -0-	\$ -0-	\$ -0-	\$ 5,400.00
Contractual Services	158-520	\$ 20,400.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 20,150.00
Other	158-529	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
General Materials & Supplies	158-540					
Office Printing & Duplicating	158-541	\$ 650.00	\$ -0-	\$ -0-	\$ -0-	\$ 650.00
Publications & Dues	158-542	\$ 700.00	\$ -0-	\$ -0-	\$ -0-	\$ 700.00
Other	158-545	\$ 150.00	\$ -0-	\$ -0-	\$ -0-	\$ 150.00
TOTAL	158-549	\$ 50.00	\$ -0-	\$ -0-	\$ -0-	\$ 50.00
Travel & Meetings	158-550	\$ 1,550.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,550.00
Meeting Expense	158-551	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ 100.00
Travel	158-554	\$ 550.00	\$ -0-	\$ -0-	\$ -0-	\$ 550.00
TOTAL	158-554	\$ 650.00	\$ -0-	\$ -0-	\$ -0-	\$ 650.00
Capital Outlay	158-580					
Equipment & Furniture	158-585	\$ 1,200.00	\$ -0-	\$ -0-	\$ 415.35	\$ 784.65
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$ 24,300.00	\$ 250.00	\$ 250.00	\$ 665.35	\$ 23,634.65

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			SEPT.	TO DATE		
<u>General Administrative Expense</u>	160-000					
Salaries	160-510					
Administration	160-511	\$ 65,100.00	\$ 5,441.66	\$16,324.98	\$16,324.98	\$ 48,775.02
Professional	160-512	45,300.00	3,391.66	11,404.98	11,404.98	33,895.02
Office	160-515	60,900.00	5,253.87	14,317.84	14,317.84	46,582.16
Other	160-519	3,000.00	-0-	-0-	-0-	3,000.00
TOTAL		\$174,300.00	\$14,087.19	\$42,047.80	\$42,047.80	\$132,252.20
<u>Contractual Services</u>	160-520					
Architect	160-523	\$ 1,500.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,500.00
Financial	160-524	1,000.00	-0-	(1,351.10)	(1,351.10)	2,351.10
Other	160-529	2,500.00	288.50	368.79	368.79	2,131.21
TOTAL		\$ 5,000.00	\$ 288.50	\$ (982.31)	\$ (982.31)	\$ 5,982.31
<u>General Materials & Supplies</u>	160-540					
Office	160-541	\$ 5,420.00	\$ 598.09	\$ 1,354.53	\$ 1,649.69	\$ 3,770.31
Printing & Duplicating	160-542	8,900.00	(94.44)	1,179.04	1,389.94	7,510.06
Advertising	160-544	2,700.00	732.20	1,629.51	2,117.16	582.84
Publications & Dues	160-545	2,800.00	276.36	1,091.56	1,244.81	1,555.19
Other	160-549	500.00	25.00	(5.11)	9.39	490.61
TOTAL		\$ 20,320.00	\$ 1,537.21	\$ 5,249.53	\$ 6,410.99	\$ 13,909.01
<u>Travel & Meetings</u>	160-550					
Meeting Expense	160-551	\$ 4,700.00	\$ 2,607.51	\$ 3,450.51	\$ 3,488.71	\$ 1,211.29
Travel	160-554	9,700.00	660.48	2,016.25	2,096.15	7,603.85
TOTAL		\$ 14,400.00	\$ 3,267.99	\$ 5,466.76	\$ 5,584.86	\$ 8,815.14
<u>Fixed Charges</u>	160-570					
Rental of Equipment	160-576	\$ 1,500.00	\$ 295.00	\$ 527.00	\$ 647.00	\$ 853.00
Capital Outlay	160-580					
Equipment & Furniture	160-585	\$ 7,000.00	\$ 18.66	\$ 5,893.88	\$ 6,426.02	\$ 573.98
TOTAL GEN. ADMIN. EXPENDITURES		\$222,520.00	\$19,494.55	\$58,202.66	\$60,134.36	\$162,385.64

WILLIAM RAINEY HERRER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			SEPT.	TO DATE		
<u>General Institutional Expense</u>	170-000	\$ 3,000.00	\$ -0-	\$ -0-	\$ 4,100.00	\$ (1,100.00)
<u>Contractual Services</u>	170-520	6,000.00	-0-	-0-	-0-	6,000.00
Audit	170-521	10,000.00	942.50	2,337.50	2,337.50	7,662.50
Educational	170-522	4,805.00	-0-	-0-	-0-	4,805.00
Legal	170-527					
Other	170-529					
TOTAL		\$23,805.00	\$ 942.50	\$ 2,337.50	\$ 6,437.50	\$17,367.50
<u>General Materials & Supplies</u>	170-540					
Printing & Duplicating	170-542	\$ -0-	\$ -0-	\$ 10.14	\$ 10.14	\$ (10.14)
Postage	170-543	5,000.00	296.00	1,974.55	1,974.55	3,025.45
Advertising	170-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	170-545	-0-	-0-	-0-	-0-	-0-
Other	170-549	3,000.00	-0-	3.00	3.00	2,997.00
TOTAL		\$ 8,000.00	\$ 296.00	\$ 1,987.69	\$ 1,987.69	\$ 6,012.31
<u>Travel & Meetings</u>	170-550					
Other-Innovative & Recruitment	170-559	\$ 7,000.00	\$ 491.50	\$ 654.39	\$ 654.39	\$ 6,345.61
Fringe Benefits	170-560					
Group Medical Insurance	170-561	\$47,500.00	\$3,189.34	\$ 8,084.02	\$ 8,084.02	\$39,415.98
Group Life Insurance	170-562	7,500.00	514.47	1,542.59	1,542.59	5,957.41
Travelers Accident Insurance	170-563	2,000.00	-0-	998.00	998.00	1,002.00
Workmen's Compensation Insurance	170-564	4,000.00	2,844.97	2,844.97	2,883.97	1,116.03
Tuition Reimbursement	170-565	7,000.00	279.00	679.00	679.00	6,321.00
Remission-Employee Tuition	170-566	-0-	-0-	-0-	-0-	-0-
Medical Examinations	170-567	2,000.00	228.00	418.00	418.00	1,582.00
Professional Expense	170-568	9,000.00	-0-	75.00	75.00	8,925.00
Other	170-569	-0-	-0-	-0-	-0-	-0-
TOTAL		\$79,000.00	\$7,055.78	\$14,641.58	\$14,680.58	\$64,319.42

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET EXPENDITURES

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES	ENEN-CUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
<u>Fixed Charges</u>	170-570					
Interest - Tax Warrants	170-577	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
General Insurance-Liab. & Prop.	170-579	2,500.00	-0-	-0-	-0-	2,500.00
TOTAL		\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
<u>Other</u>	170-590					
Student Aid	170-591	\$ 44,620.00	\$ -0-	\$ -0-	\$ -0-	\$ 44,620.00
Student Grants, Scholarships	170-592	4,140.00	-0-	-0-	-0-	4,140.00
Debt Principal Retirement	170-593					
Tuition Charge-Back Provision for	170-594	12,000.00	1,506.60	2,534.72	2,534.72	9,465.28
Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
Special Projects	170-595.2	15,000.00	-0-	-0-	-0-	15,000.00
Summer Workshop	170-595.3	10,000.00	47.25	7,237.26	7,340.26	2,659.74
Financial Charge-Back Clearing Account	170-596					
Other Athletics	170-598					
TOTAL	170-599	\$ 16,700.00	\$ 1,291.36	\$ 1,389.36	\$ 8,645.12	\$ 8,054.88
		\$ 127,460.00	\$ 2,845.21	\$ 11,161.34	\$ 18,520.10	\$ 108,939.90
TOTAL GENERAL INSTITUTIONAL EXPENDITURES		\$ 248,265.00	\$ 11,630.99	\$ 30,782.50	\$ 42,280.26	\$ 205,984.74
Total Educational Fund Expenditures		\$ 2,949,221.00	\$ 185,335.34	\$ 408,088.77	\$ 497,332.56	\$ 2,451,888.44

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
BUILDING FUND, SEPTEMBER 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>9/30/68 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$ 15,964.45	-0-	\$ 15,964.45
Investments	120.00	260,946.34	-0-	260,946.34
Interfund Receivables -				
Educational Fund	131.01	1,757.28	-0-	1,757.28
Auxiliary Fund	131.05	474.00	-0-	474.00
Taxes Receivable -				
Current Year	132.00	117,406.74	-0-	117,406.74
Accounts Receivable	138.00	309.20	-0-	309.20
Deferred Charges	160.00	165.00	-0-	165.00
TOTAL ASSETS		<u>\$397,023.01</u>	<u>-0-</u>	<u>\$397,023.01</u>
 <u>LIABILITIES</u>				
Interfund Payables -				
Educational Fund	231.01	\$19,767.36	\$ -0-	\$19,767.36
Trust & Agency Fund	231.06	555.70	-0-	555.70
Accounts Payable	240.10	22,660.23	-0-	22,660.23
Reserve for Encumbrances	260.00	-0-	54,833.60	54,833.60
Other Liabilities	270.90	-0-	-0-	-0-
TOTAL LIABILITIES		<u>\$42,983.29</u>	<u>\$54,833.60</u>	<u>\$97,816.89</u>
Fund Balance	300.00	<u>\$354,039.72</u>	<u>\$(54,833.60)</u>	<u>\$299,206.12</u>
TOTAL LIABILITIES & FUND BALANCE		<u>\$397,023.01</u>	<u>\$ -0-</u>	<u>\$397,023.01</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$410,193.68	\$ -0-	\$410,193.68
Add: Revenue to Date		5,508.73	-0-	5,508.73
		<u>\$415,702.41</u>	<u>\$ -0-</u>	<u>\$415,702.41</u>
Less: Expenditures to Date		61,662.69	54,833.60	116,496.29
Balance, September 30, 1968		<u>\$354,039.72</u>	<u>\$(54,833.60)</u>	<u>\$299,206.12</u>

WILLIAM RAY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 1968

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		REVENUE TO DATE	UNENCUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
Fund Equity-July 1, 1968	300.00	\$ 50,000.00	\$ -0-	\$ 410,193.68	\$ 410,193.68	\$ (360,193.66)
<u>Local Resources</u>						
Taxes - Current Year	411.00	395,000.00	-0-	640.78	640.78	394,359.22
Taxes - Prior Year	412.00	-0-	-0-	3,473.50	3,473.50	(3,473.50)
<u>Intermediate Resources</u>						
Fees and Fines	420.00	750.00	265.00	265.00	265.00	485.00
<u>Federal Resources</u>						
Other - Title VI	441.00	9,800.00	-0-	-0-	-0-	9,800.00
<u>Facilities</u>						
Rentals	461.00	-0-	100.00	100.00	100.00	(100.00)
Interest on Investments	470.00	5,000.00	269.06	1,027.45	1,027.45	3,972.55
Miscellaneous Income	491.00	-0-	-0-	2.00	2.00	(2.00)
TOTAL BUILDING FUND REVENUE		\$460,550.00	\$634.06	\$415,702.41	\$415,702.41	\$44,847.59

WILLIAM RAYMOND HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE THREE MONTHS ENDED SEPTEMBER 30, 1968

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXPENDITURES & ENCUMBRANCES TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
			<u>MONTH OF SEPTEMBER</u>	<u>TO DATE</u>		
Operations	517.00	\$ 32,400.00	\$1,202.80	\$ 1,993.17	\$ 1,993.17	\$ 30,406.83
Salaries	518.00	10,175.00	-0-	-0-	-0-	10,175.00
Staff						
Student Aids						
<u>Contractual Services</u>						
Maintenance	524-5.00	2,320.00	309.25	826.75	826.75	1,493.25
Other	529.00	6,500.00	-0-	-0-	-0-	6,500.00
<u>General Materials & Supplies</u>						
Printing & Duplicating	542.00	300.00	-0-	-0-	-0-	300.00
Operations Supplies	546.00	7,600.00	259.65	610.85	610.85	6,989.15
Equipment Repair	547.00	500.00	-0-	-0-	-0-	500.00
Uniforms & Supplies	549.00	1,240.00	345.30	796.60	946.63	293.37
<u>Automobile Expense</u>						
Automobile Repairs	556.00	1,500.00	256.51	289.49	337.41	1,162.59
Automobile Insurance	569.00	1,500.00	-0-	281.75	281.75	1,218.25
<u>Fixed Charges</u>						
Fuel, Heating	571.00	4,500.00	58.00	193.15	193.15	4,306.85
Electricity	572.00	14,500.00	956.44	1,812.07	1,812.07	12,687.93
Telephone Expense	573.00	24,000.00	1,572.03	3,593.68	3,593.68	20,406.32
Water, Sewage, etc.	574.00	750.00	-0-	18.50	18.50	731.50
Equipment Rental	576.00	3,500.00	245.27	490.54	490.54	3,009.46
<u>Capital Outlay</u>						
Equipment	585.00	12,150.00	40.30	(40.81)	3,414.79	8,735.21
<u>TOTAL OPERATIONS</u>		<u>\$123,435.00</u>	<u>\$5,245.55</u>	<u>\$10,865.74</u>	<u>\$14,519.29</u>	<u>\$108,915.71</u>

WILLIAM RAIY HARPER COLLEGE
 DISTRICT #512
 BUILDING FUND - BUDGET REPORT
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 1968

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNENCUMBERED BALANCE
			MONTH OF SEPTEMBER	TO DATE		
Maintenance	516.00	\$ 8,200.00	\$2,861.30	\$7,210.06	\$7,210.06	\$ 989.94
Salaries	518.00	3,000.00	-0-	-0-	-0-	3,000.00
Staff						
Student Aids						
<u>Contractual Services</u>						
Repairs	524.00	200.00	-0-	71.00	107.00	93.00
General Materials & Supplies	547.00	1,200.00	18.18	97.65	97.65	1,102.35
<u>Capital Outlay</u>						
Equipment	585.00	1,000.00	193.97	693.88	693.88	306.12
TOTAL MAINTENANCE EXPENDITURES		\$13,600.00	\$3,073.45	\$8,072.59	\$8,108.59	\$ 5,491.41
<u>Administration</u>						
Salaries						
Administrative Staff	511.00	\$14,500.00	\$1,204.16	\$3,612.48	\$3,612.48	\$10,887.52
	515.00	6,000.00	456.21	1,356.21	1,356.21	4,643.79
<u>General Materials & Supplies</u>						
Office Supplies	541.00	240.00	-0-	27.84	27.84	212.16
Printing & Duplicating	542.00	350.00	-0-	-0-	-0-	350.00
Postage	543.00	100.00	-0-	-0-	-0-	100.00
Publications & Dues	545.00	50.00	-0-	20.00	20.00	30.00
Travel Expense	555.00	700.00	-0-	620.10	620.10	79.90
TOTAL ADMINISTRATIVE EXPENDITURES		\$21,940.00	\$1,660.37	\$5,636.63	\$5,636.63	\$16,303.37

WILLIAM RAI... HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE THREE MONTHS ENDED SEPTEMBER 30, 1968

ACCOUNT NUMBER	BUDGET	MONTH OF SEPTEMBER	TO DATE	EXPENDITURES & ENCUMBRANCES		UNENCUMBERED BALANCE
				TO DATE	TO DATE	
<u>General Institutional Expense</u>						
<u>Fringe Benefits</u>						
564.00	\$ 3,000.00	\$ 549.03	\$ 549.03	\$ 549.03	\$ 2,450.97	
565.00	100.00	-0-	-0-	-0-	100.00	
567.00	250.00	-0-	-0-	-0-	250.00	
<u>Fixed Charges</u>						
575.00	173,000.00	13,000.00	60,524.60	60,524.60	112,475.40	
579.00	2,500.00	-0-	781.00	781.00	1,719.00	
<u>Capital Outlay</u>						
583.00	-0-	11,715.30	(50,430.89)	-0-	-0-	
584.00	10,000.00	1,357.83	3,686.20	4,009.95	5,990.05	
585.00	33,577.00	9,630.44	21,977.79	22,367.20	11,209.80	
589.00	500.00	-0-	-0-	-0-	500.00	
<u>Other</u>						
595.00	18,648.00	-0-	-0-	-0-	18,648.00	
TOTAL GENERAL INSTITUTIONAL EXPENDITURES				\$37,087.73	\$88,231.78	\$153,343.22
TOTAL BUILDING FUND EXPENDITURES				\$61,662.69	\$116,496.29	\$284,053.71

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
SITE AND CONSTRUCTION FUND, SEPTEMBER 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>9/30/68 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERE BALANCE</u>
Cash in Bank	113.00	\$ 57,341.48	\$ -0-	\$ 57,341.48
Investments	120.00	2,323,673.56	-0-	2,323,673.56
Interfund Receivables-				
Educational Fund	131.01	28,045.29	-0-	28,045.29
Bond & Interest Fund	131.03	-0-	-0-	-0-
Auxiliary Fund	131.05	7,528.09	-0-	7,528.09
Other Receivables	138.90	-0-	-0-	-0-
Other Receivables-Long Term	138.91	30,204.65	-0-	30,204.65
TOTAL ASSETS		<u>\$2,446,793.07</u>	<u>\$ -0-</u>	<u>\$2,446,793.07</u>
 <u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 5,699.05	\$ -0-	\$ 5,699.05
Reserve for Encumbrances	260.00	-0-	145,036.97	145,036.97
TOTAL LIABILITIES		<u>\$ 5,699.05</u>	<u>\$145,036.97</u>	<u>\$ 150,736.02</u>
Fund Equity 9/30/68	300.00	\$2,441,094.02	\$ (145,036.97)	\$2,296,057.05
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,446,793.07</u>	<u>\$ -0-</u>	<u>\$2,446,793.07</u>

SUMMARY OF FUND BALANCE

Balance, September 1, 1966	\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date	7,765,579.11	-0-	7,765,579.11
	<u>\$7,765,579.11</u>	<u>\$ -0-</u>	<u>\$7,765,579.11</u>
Deduct: Expenditures to Date	5,324,485.09	145,036.97	5,469,522.06
Balance, September 30, 1968	<u>\$2,441,094.02</u>	<u>\$ (145,036.97)</u>	<u>\$2,296,057.05</u>

WILLIAM RAINY HIGHER COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND BUDGET REPORT

PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		REVENUE & ENCUMBRANCES	UNEN-CUMBERED BALANCE
			SEPT.	TO DATE		
Intermediate Resources						
Sale of Bonds	425.00					
September 1, 1966 Issue		\$ 3,375,000.00	-0-	\$ 3,375,000.00	\$ 3,375,000.00	-0-
December 1, 1966 Issue		4,000,000.00	-0-	4,000,000.00	4,000,000.00	-0-
Premium on Bonds Sold		\$ 7,375,000.00	-0-	\$ 7,375,000.00	\$ 7,375,000.00	-0-
		\$ 360.00	-0-	\$ 360.13	\$ 360.13	(.13)
Accrued Interest		\$ 53,094.00	-0-	\$ 53,094.42	\$ 53,094.42	(.42)
State Resources						
Vocational Education Act	432.00	\$ 750,000.00	-0-	-0-	-0-	750,000.00
Federal Resources						
Title VI 1967-68	443.00	\$ 61,091.00	-0-	\$ 61,091.00	\$ 61,091.00	-0-
HEW Grant	446.00	-0-	-0-	-0-	-0-	-0-
Facilities						
Sale of Well Site	464.00	\$ 4,000.00	-0-	\$ 4,000.00	\$ 4,000.00	-0-
Sale of Portable						
Classrooms	465.00	-0-	-0-	-0-	-0-	-0-
Interest on Investments						
Treasury Bills	471.00	\$ 80,000.00	663.54	\$ 1,296.46	\$ 1,296.46	78,703.54
Certificates of Deposit	472.00	300,000.00	2,133.33	270,106.75	270,106.75	29,893.25
Other						
Miscellaneous	491.00	\$ 631.00	-0-	\$ 630.35	\$ 630.35	.65
		\$ 8,624,176.00	\$ 2,796.87	\$ 7,765,579.11	\$ 7,765,579.11	\$ 858,596.89

WILLIAM RAINY HERR COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

EXPENDITURES Phase I	ACCOUNT NUMBER	BUDGET	EXPENDITURES TO DATE		EXPENDITURES & ENCUMBRANCES	UNEN- CUMBERED BALANCE
			SEPT.			
Contractual Services						
Financial Consultants	521.10	\$ 5,800.00	-0-	\$ 2,583.46	\$ 2,583.46	\$ 3,216.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
Architectural Engineering						
Design Development Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	16,516.00	-0-	20,706.60	20,706.60	(4,190.60)
Interiors	523.40	10,000.00	-0-	8,407.54	8,407.54	1,592.46
Plans	523.50	25,000.00	-0-	15,176.79	15,176.79	9,823.21
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	1,000.00	-0-	115.80	115.80	884.20
Legal Counsel	527.00	25,000.00	-0-	20,214.50	20,214.50	4,785.50
		\$709,688.00	-0-	\$693,086.86	\$693,086.86	\$16,601.14
Fixed Charges						
Treasurer's Bond	579.10	\$ 3,000.00	-0-	\$ 2,516.00	\$ 2,516.00	\$ 484.00
Bond Sale Expense	579.20	2,583.00	-0-	-0-	-0-	2,583.00
Other	579.90	50.00	-0-	4.57	4.57	45.43
		\$ 5,633.00	-0-	\$ 2,520.57	\$ 2,520.57	\$ 3,112.43
Capital Outlay						
Site Acquisition						
Land Cost	581.10	\$1,439,146.00	-0-	\$1,439,146.42	\$1,439,146.42	\$ (.42)
Real Estate Taxes	581.20	13,768.00	-0-	13,913.08	13,913.08	(145.08)
Revenue Stamps & Title						
Policies	581.30	8,000.00	-0-	6,968.55	6,968.55	1,031.45
Appraisals	581.40	6,746.00	-0-	6,746.25	6,746.25	(.25)
		\$1,467,660.00	-0-	\$1,466,774.30	\$1,466,774.30	\$ 885.70

WILLIAM RAINY HAZARD COLLEGE
 DISTRICT NO. 512
 SITE & CONSTRUCTION FUND
 PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>SEPT.</u>	<u>TO DATE</u>	<u>EXPENDITURES & ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Capital Outlay						
Site Improvement						
Minor Improvements	582.10	\$ 500.00	-0-	\$94.39	\$94.39	\$ 405.61
Water Connection	582.20	4,000.00	-0-	-0-	-0-	4,000.00
		<u>\$4,500.00</u>	<u>-0-</u>	<u>\$94.39</u>	<u>\$94.39</u>	<u>\$4,405.61</u>
New Buildings						
Relocatable Buildings	583.10	\$ 171,605.00	-0-\$	171,605.10	\$ 171,605.10	\$ (.10)
Construction Payout to I. B. A.	583.20	2,557,469.00	-0-	2,557,469.43	2,557,469.43	(.43)
		<u>\$2,729,074.00</u>	<u>-0-\$</u>	<u>\$2,729,074.53</u>	<u>\$2,729,074.53</u>	<u>\$ (.53)</u>

WILLIAM RAINY HILL COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

23

Equipment	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES	UNEN-CUMBERED BALANCE
			SEPT.	TO DATE		
<u>Office Equipment</u>						
Instructional Administration	585.00	\$28,860.47	-0-	\$28,860.47	\$28,860.47	-0-
Data Processing		1,472.40	-0-	1,472.40	1,472.40	-0-
Nursing		370.70	-0-	370.70	370.70	-0-
Student Personnel		15,433.39	-0-	15,433.39	15,433.39	-0-
Institutional Development		171.21	-0-	171.21	171.21	-0-
Business Office		4,298.86	-0-	4,298.86	4,298.86	-0-
Administration		376.24	-0-	376.24	376.24	-0-
		\$50,983.27	-0-	\$50,983.27	\$50,983.27	-0-
<u>Classroom Equipment</u>						
Office Machines	586.10	\$ 3,430.00	-0-	\$ 3,430.00	\$ 3,430.00	\$ -0-
Musical Instruments		8,641.00	-0-	8,641.00	8,641.00	-0-
Science Equipment		2,461.17	-0-	2,461.17	2,461.17	-0-
Audio Visual Equipment		948.42	-0-	948.42	948.42	-0-
Data Processing Furniture		4,687.66	-0-	4,687.66	4,687.66	-0-
Library Equipment		2,936.12	-0-	1,546.32	2,936.52	-0-
Art Equipment		1,131.55	-0-	1,131.55	1,131.55	-0-
Social Science Equipment		275.45	-0-	275.45	275.45	-0-
Communications Equipment		393.00	-0-	393.00	393.00	-0-
		\$24,904.37	-0-	\$23,514.57	\$24,904.77	\$ (.40)
<u>Title VI Equipment</u>						
Science						
Audio Visual Equipment		\$32,438.97	\$166.25	\$31,729.30	\$31,817.80	\$ 621.17
Art Department Equipment		25,926.85	-0-	25,926.85	25,926.85	-0-
Music Equipment		2,693.26	-0-	2,693.26	2,693.26	-0-
		-0-	-0-	(1,544.00)	-0-	-0-
TITLE VI EQUIPMENT		\$61,059.08	\$166.25	\$58,805.41	\$60,437.91	\$ 621.17

WILLIAM RAINY HUBER COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to SEPTEMBER 30, 1968

Equipment Voc. Tech. Equipment	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES	UNEN- CUMBERED BALANCE
			SEPT.	TO DATE		
Business	110-586.21	\$ 19,500.00	\$ -0-	\$ -0-	\$ -0-	\$ 19,500.00
Data Processing	116-586.21	80,656.00	-0-	62,434.66	62,434.66	18,221.34
Law Enforcement	128-586.21	5,500.00	-0-	320.00	702.75	4,797.25
Architecture	110-586.21	65,500.00	-0-	-0-	-0-	65,500.00
Electronics	112-586.23	184,463.00	3,456.51	153,504.02	178,198.44	6,264.56
Mechanical Design	114-586.23	254,747.00	-0-	18,096.35	18,096.35	236,650.65
Numerical Control	115-586.23	121,455.00	55,350.00	55,350.00	169,146.00	(47,691.00)
Nursing	116-586.23	2,050.00	7,222.50	7,683.62	8,095.92	(6,045.92)
Dental Hygiene	117-586.23	2,000.00	2,242.54	2,242.54	4,971.34	(2,971.34)
Closed Circuit TV	586.20	13,153.00	-0-	-0-	-0-	13,153.00
TOTAL VOC TECH.		\$749,024.00	\$68,271.55	\$299,631.19	\$441,645.46	\$307,378.54

WILLIAM RAINY HANCOCK COLLEGE
 DISTRICT NO. 512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 TO SEPTEMBER 30, 1968

25

Phase II <u>Contractual Services</u> Architectural & Engineering	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES	UNEN- CUMBERED BALANCE
			SEPT.	TO DATE		
	523.00	\$ 828,050.00	\$ -0-	\$ -0-	\$ -0-	\$ 828,050.00
<u>Capital Outlay</u>						
New Buildings	583.00	1,993,600.28	-0-	-0-	-0-	1,993,600.28
TOTAL PHASE II		\$2,821,650.28	-0-	-0-	-0-	\$2,821,650.28
TOTAL PROJECT EXPENDITURES		\$8,624,176.00	\$68,437.80	\$5,324,485.09	\$5,469,522.06	\$3,154,653.94

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
BOND AND INTEREST FUND, SEPTEMBER 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>9/30/68 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.00	\$ 91.21	-0-	\$ 91.21
<u>Investments</u>				
U.S. Treasury Bills	121.00	127,000.00	-0-	127,000.00
Certificates of Deposit	122.00	200,000.00	-0-	200,000.00
Interfund Receivable-Ed.Fd.	131.01	2,460.20	-0-	2,460.20
Taxes Receivable - Current Year	132.00	161,003.78	-0-	161,003.78
Taxes Receivable - Back	133.00	151.02	-0-	151.02
TOTAL ASSETS		<u>\$490,706.21</u>	<u>-0-</u>	<u>\$490,706.21</u>

LIABILITIES

Reserve for Encumbrances	260.00	\$ -0-	\$ 521,554.00	\$ 521,554.00
Fund Equity	300.00	490,706.21	(521,554.00)	(30,847.79)
TOTAL LIABILITIES & FUND EQUITY		<u>\$490,706.21</u>	<u>-0-</u>	<u>\$490,706.21</u>

SUMMARY OF FUND BALANCE

Balance, July 1, 1968	\$489,299.11	\$ -0-	\$489,299.11
Add: Revenue to Date	1,407.10	-0-	1,407.10
	<u>\$490,706.21</u>	<u>\$ -0-</u>	<u>\$490,706.21</u>
Less: Expenditures to Date	-0-	521,554.00	521,554.00
Balance, September 30, 1968	<u>\$490,706.21</u>	<u>\$(521,554.00)</u>	<u>\$(30,847.79)</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BOND AND INTEREST FUND - BUDGET REPORT
MONTH OF SEPTEMBER 1968

REVENUE	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXPENDITURES & ENCUMBRANCES TO DATE	UNE CUMBE BALAN
			MONTH OF SEPTEMBER	TO DATE		
Fund Equity, July 1, 1968	300.00	\$(22,000.00)	-0-	\$489,299.11	\$489,299.11	\$(511,299)
<u>Local Resources</u>						
Taxes-Current - 1968	411.00	555,954.00	-0-	-0-	-0-	555,954
Taxes-Back	412.00	-0-	-0-	897.09	897.09	(397)
		<u>\$555,954.00</u>	-0-	<u>\$ 897.09</u>	<u>897.09</u>	<u>\$ 555,056</u>
<u>Interest on Investments</u>	470.00					
Treasury Bills	471.00	\$ 1,000.00	-0-	\$ 510.01	\$ 510.01	\$ 439
Certificates of Deposit	472.00	7,000.00	-0-	-0-	-0-	7,000
		<u>\$ 8,000.00</u>	-0-	<u>\$ 510.01</u>	<u>\$ 510.01</u>	<u>7,489</u>
Total Revenue and Beginning Fund Balance		<u>\$541,954.00</u>	-0-	<u>\$490,706.21</u>	<u>\$490,706.21</u>	<u>\$ 51,247</u>
<u>EXPENDITURES</u>						
<u>General Institutional Expense</u>						
<u>Fixed Charges</u>						
Interest - Bonds	578.00	\$296,101.00	-0-	-0-	\$296,101.00	-0-
<u>Other</u>						
Bond Principal Interest	593.00	225,000.00	-0-	-0-	225,000.00	-0-
Bank Service Charges	596.00	453.00	-0-	-0-	453.00	-0-
		<u>\$225,453.00</u>	-0-	<u>\$225,453.00</u>	<u>\$225,453.00</u>	<u>-0-</u>
Total Bond & Interest Expense		<u>\$521,554.00</u>	-0-	<u>\$521,554.00</u>	<u>\$521,554.00</u>	<u>-0-</u>

cc- Bill Mann
Don Collins
Bd member



MEMBERS
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JOHN K. COX, VICE-CHAIRMAN
JAMES A. BRALLEY
WILLARD A. BROWN
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LEE O. DAWSON
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RAY PAGE
MRS. PATRICK B. PRESCOTT

STATE OF ILLINOIS
ILLINOIS JUNIOR COLLEGE BOARD

544 ILES PARK PLACE
SPRINGFIELD, ILLINOIS 62706



GERALD W. SMITH
EXECUTIVE SECRETARY

ASSOCIATE SECRETARIES:
L. EVERETT BELOTE
G. ROBERT DARNES
ALBERT H. MARTIN
JAMES S. SPENCER
F. C. TOMPKINS

AREA CODE 217
525-2495

October 22, 1968

107 25 1968
OCT 25 1968

Dr. Robert E. Lahti, President
William Rainey Harper College
Palatine, Illinois 60067

Dear Bob:

Pursuant to our conversation of last Tuesday I have conferred with Walter Daspit of the Illinois Building Authority. He indicates approval of our proposal for including the contracts for the work on the southwest corner of your site in the first application submitted in the next biennium. We understand that you propose to do the necessary drainage work, grading and construction of your perimeter drive from its present terminal point at the outlet to Roselle Road, to your new outlet onto Route 62.

Mr. Daspit suggests that when your construction documents are ready that you allow his office to review them and to approve them before you enter into contracts in order that there will be no question about their acceptance for funding these contracts when they are included in your application.

I also discussed the question of the \$80,000.

At this point I have no recommendation on this matter.

Sincerely,

Gerald W. Smith
Executive Secretary

GWS:ga

Schedule of Fees for External Uses of
Harper College Computer Center Facilities

INTRODUCTION

The College Computer Center represents a substantial financial investment in equipment and personnel. It is the philosophy of the College and the Computer Center that this investment must be utilized to its fullest potential. Therefore, one objective of the Harper College Computer Center is to maximize the utilization of its facilities through an extension of these facilities, where practical and feasible, to users outside the immediate institution. However, it should be recognized that it is not the goal nor the role of the College to become a "commercial service bureau", or to compete in any form with commercial service bureaus. Therefore, at all times the instructional, administrative, and research needs of the College will take precedence over any non-institutional uses of the Computer Center facilities. The following policy will govern the use of the College Computer Center by outside agencies.

POLICY

I. Use of the College Computer Center facilities, including staff, will be assigned priority in the following order:

- (1) College instructional, administrative, and institutional research needs;
- (2) Services for or use by educational institutions in the College district;
- (3) Use by other governmental or non-profit agencies in the College district;

- (4) Use by educational, governmental, or other non-profit making agencies outside the College district;
- (5) Use by commercial business and industrial firms within the College district;
- (6) Use by commercial business and industrial firms outside the College district.

II. Use of the Computer Center facilities by in-district educational institutions will be at the discretion of the President of the College and the Director of Data Processing for projects or services which are of short duration and non-repetitive in nature. Projects or services of extended duration or continuous in nature must have prior approval by the Board of Trustees.

III. Use of the Computer Center facilities by governmental, business, and industrial organizations will be at the discretion of the President of the College and the Director of Data Processing for projects or services which are of short duration and non-repetitive in nature. Projects or services of extended duration or continuous in nature must have prior approval by the Board of Trustees.

IV. All charges and fees for use of Computer Center resources, including staff, are to be billed by and paid directly to William Rainey Harper College.

V. Schedule of Charges (see attached sheet) for use of Computer Center facilities is to be equal to or greater than the average

commercial service bureau rate for similar equipment and/or services.

VI. All firms and agencies using the Computer Center facilities and performing their own processing, must provide the College with:

1. Identification of all personnel entering the premises.
2. Signed release relieving the College of any and all responsibility to persons or property of the using firm.

(Copy Attached)

3. Signed agreement to reimburse the College for any damages sustained to College equipment, etc. as a result of user action.

Schedule of Charges for Use of
Harper College Computer Center Facilities

October 1968

USER CATEGORY	Computer Per CPU Hour		Operator Costs Per Clock Hour		Disk Packs Per Week	Consultation and/or Technical Assistance ³
	All System	W/Out Disks	Prime Shift	2nd Shift & Saturday & Sunday		
Commercial Users ¹ in College District	\$64.00	\$51.00	\$4.20	\$6.30	\$5.00	\$15.00 per hour
Commercial Users outside College District	\$65.00	\$65.00	\$6.00	\$9.00	\$5.00	\$20.00 per hour
Use of facilities for Contract Programming by College Faculty	\$65.00	\$65.00	\$4.20	\$6.30	\$5.00	\$20.00 per hour
Government and other non-profit agencies ² in the College District and educational institutions outside the College District	\$55.56	\$45.50	\$3.80	\$5.70	\$3.75	\$12.50 per hour

NOTE: College reserves right to change above price schedule without notice to user.

¹Commercial users defined as manufacturing and business firms, service bureaus, and other commercial profit-making organizations.

²Government and other non-profit agencies defined as village governments, police departments, park districts, fire departments, and other non-profit groups such as Little City, Clearbrook Center, etc.

³Technical assistance includes systems design, systems service and maintenance, and/or programming services by any member of the Data Processing staff.

Schedule of Fees for External Uses of
Harper College Computer Center Facilities

INTRODUCTION

The College Computer Center represents a substantial financial investment in equipment and personnel. It is the philosophy of the College and the Computer Center that this investment must be utilized to its fullest potential. Therefore, one objective of the Harper College Computer Center is to maximize the utilization of its facilities through an extension of these facilities, where practical and feasible, to users outside the immediate institution. However, it should be recognized that it is not the goal nor the role of the Computer Center to become a "commercial service bureau", or to compete in any form with commercial service bureaus. Therefore, at all times the instructional, administrative, and research needs of the College will take precedence over any non-institutional uses of the Computer Center facilities. The following policy will govern the use of the College Computer Center by outside agencies.

POLICY

I. Use of the College Computer Center facilities, including staff, will be assigned priority in the following order:

- (1) College instructional, administrative, and institutional research needs;
- (2) Services for or use by educational institutions in the College district;
- (3) Use by other governmental or non-profit agencies in the College district.

(4) Use by educational, governmental, or other non-profit making agencies outside the College district.

(5) Use by commercial business and industrial firms.

II. Use of the Computer Center facilities by in-district educational institutions will be at the discretion of the President of the College and the Director of Data Processing for projects or services which are of short duration and non-reoccurring in nature. Projects or services of extended duration or continuous in nature must have prior approval by the Board of Trustees.

III. Cooperation with other governmental, business, and industrial organizations where the projected use of Computer Center resources is less than 20 hours will be at the discretion of the President of the College and the Director of Data Processing.

IV. Cooperation with other governmental, business, and industrial organizations where the projected use of Computer Center resources is in excess of 20 hours will be by specific action of the Board of Trustees.

V. All charges and fees for use of Computer Center resources, including staff, are to be billed by and paid directly to William Rainey Harper College.

VI. Schedule of Charges (see attached sheet) for use of Computer Center facilities is to be equal to or greater than the average commercial service bureau rate for similar equipment and/or services.

VII. All firms and agencies using the Computer Center facilities and performing their own processing, must provide the College with:

1. Identification of all personnel entering the premises.
2. Signed release relieving the College of any and all responsibility to persons or property of the using firm.

(Copy Attached)

3. Signed agreement to reimburse the College for any damages sustained to College equipment, etc. as a result of user action.

WILLIAM RAINEY HARPER COLLEGE

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

September 27, 1968

William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois 60067

In consideration of the use of the Harper College data processing equipment and facilities by the User, User agrees as follows:

(1) To pay for any and all damages sustained by the equipment and/or the premises during said use, including but not limited to costs incurred by the owner in leasing other data processing equipment during such period that the subject equipment is under repair or otherwise inoperative.

(2) To immediately notify Owner's agent or agents designated herein, upon the malfunctioning of, damage to, or other unusual occurrence which in any way involves the subject equipment, and to immediately cease the use thereof until so permitted by the Owner.

(3) To release, indemnify, hold harmless, and defend the College District and the Board thereof, and their officers, employees, and agents, against all suits, actions, legal proceedings, claims, and demands; and, against all damages, losses, costs, and expenses, including Attorneys' fees and court costs, in any manner caused by, arising from, incidental to and/or connected with or growing out of the use of the subject equipment and said premises.

User Representative Signature

Harper College Representative Signature

Date

Date

Company or Agency Name

Schedule of Charges for Use of
Harper College Computer Center Facilities

October 1968

USER CATEGORY	Computer Per CPU Hour		CARDS & FORMS	Operator Costs Per Clock Hour			Disk Packs Per Week	Consultation and/or Technical Assistance ³
	All System	W/Out Disks		Prime Shift	2nd Shift & Saturday	3rd Shift & Sunday		
Commercial Users ¹ in College District	\$64.00	\$51.00	Actual Cost + 5%	\$4.20	\$6.30	\$8.40	\$5.00	\$15.00 per hour
Commercial Users outside College District	\$65.00	\$65.00	Actual Cost + 20%	\$6.00	\$9.00	\$12.00	\$5.00	\$20.00 per hour
Use of facilities for Contract Programming by College Faculty	\$65.00	\$65.00	Actual Cost + 5%	\$4.20	\$6.30	\$8.40	\$5.00	\$20.00 per hour
Government and other non-profit agencies ² in the College District and educational institutions outside the College District	\$55.56	\$45.50	Actual Cost	\$3.80	\$5.70	\$7.60	\$3.75	\$12.50 per hour

NOTE: College reserves right to change above price schedule without notice to user.

¹Commercial users defined as manufacturing and business firms, service bureaus, and other commercial profit-making organizations.

²Government and other non-profit agencies defined as village governments, police departments, park districts, fire departments, and other non-profit groups such as Little City, Clearbrook Center, etc.

³Technical assistance includes systems design, systems service and maintenance, and/or programming services by any member of the Data Processing staff.

MEMORANDUM

October 24, 1968

TO: DR. K. ANDEEN ✓

FR: JOHN BIRKHOLOZ

RE: RESIGNATION OF MRS. ALICE PHILLIPS

I am attaching the resignation of Mrs. Alice Phillips, effective as soon as possible. Mrs. Phillips has adopted a baby. The reason for the short notice is that in cases of adoption the prospective parents are notified approximately one week after the birth of the infant. The adoption agency insists that Mrs. Phillips devote full time to being a mother. The reason Mrs. Phillips did not mention this previously was that they have been nearly two years in consultation with the agency, in addition, the agency does not officially notify the prospective parents until they themselves have been officially notified that a child is available.

If this is satisfactory, I can obtain a full time individual, Mrs. R. McLaughlin, who is currently on the staff as a part time faculty member. Mrs. McLaughlin has taught part time for us since the beginning of the college. In my opinion Mrs. McLaughlin will be able to step in to Mrs. Phillips' program with no loss in the quality of the educational program. For these reasons I would recommend the acceptance of Mrs. Phillips' resignation, effective at the mid-semester break. This would enable a smooth transition in the instructional program.

As soon as I hear from you I will process the necessary papers to employ Mrs. McLaughlin on a full time basis.

JRB:by
cc: Mrs. A. Phillips

Recommendation: The Dean of Instruction and the President of the College recommend acceptance of this resignation for the reasons stated by Mrs. Philips. She has been an outstanding, loyal employee.

RECEIVED

OCT 24 1968

DEAN OF
INSTRUCTION

RESIGNATION OF INSTRUCTOR

October 21, 1968

William Rainey Harper College
Palatine, Illinois

To Whom It May Concern:

I hereby tender my resignation as an instructor of Secretarial Science at William Rainey Harper College to become effective as soon as possible.

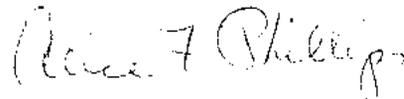
The reason for this resignation is the adoption of a child in the State of Illinois. In order to meet the specifications of the adoption, I must submit this resignation at this inopportune time and become a full-time mother and housewife.

In order to effect a smooth transition in my program, I would be available to provide any assistance that would be necessary.

It has been a pleasure to be affiliated with William Rainey Harper College as an instructor in Secretarial Science since September, 1967, and I will be following-up on Harper's progress in becoming one of the top community colleges in the country.

Should you require additional information, please feel free to call on me.

Sincerely yours,

A handwritten signature in cursive script that reads "Alice F. Phillips".

Mrs. Alice F. Phillips

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Business

CANDIDATE

Rebecca Held McLoughlin

FIELD

Business Education

PREPARATION

(Degree, School
Year Received &
Semester Hours in
Subject Field)

Indiana University - B.S.- Business Ed. 1943

Columbia University - M.S.-Business Ed. 1950

Holds the comprehensive Business Education Major
degree in both B.S. and M.S. degrees

MAJOR AREAS

Business Education - Secretarial Science-Economics

TEACHING EXPERIENCE
(Dates of Positions)

University High School, Ann Arbor, Mich. 1958-59

Arlington High School, Arlington, Ind. 1950-51

Brownstown High School, Brownstown, Ind. 1943-48

Wm. Rainey Harper College, Part-time, 1967-68 & 1968-69

OTHER EXPERIENCE

Stenographer 4 years - Link Belt, Opinion Research,
and Inst. for Adv. Study

HONORS &
DISTINCTIONS

Honors student, extensive work experience in the
secretarial field.

PERSONAL

(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor, \$9,500; prorated on 31 week basis

\$7,561.29

RECOMMENDED BY

John R. Birkholz Department
John R. Birkholz Chairman
John R. Birkholz Assistant Dean
James A. ... Dean

FOR OTHER INFORMATION AND REMARKS PLEASE USE THE REVERSE SIDE OF THIS FORM.

November 7, 1968

MEMO TO BOARD OF TRUSTEES

From: Robert E. Lahti

Subject: Business Operations Procedure Manual

Recommendation:

There shall be prepared and published a procedure manual setting forth the operational procedures of the Business Office.

ERNST & ERNST

231 SOUTH LA SALLE STREET

CHICAGO, ILL. 60604

Board of Education
William Rainey Harper College
Junior College District No. 512
Palatine, Illinois

In connection with our examination of the financial statements of William Rainey Harper College - Junior College District No. 512 for the year ended June 30, 1968, we made a review and evaluation of the internal control and accounting procedures employed by the College.

While our review did not disclose any serious weaknesses in the existing system of internal control, we would like to present for your consideration our comments and recommendations for further improving internal controls, accounting, and other procedures.

CASH RECEIPTS

It is the District's policy generally to deposit cash receipts on a weekly basis and to post to the books of original entry from a form prepared at the time of receipt. In our test of transactions, we noted one instance of receipts not deposited within one week and mispostings as a result of incomplete information recorded on the cash receipt form. We suggest listing the receipts prior to the preparation of the posting media and deposit slip, and recording the account number as well as a description of the receipt on the cash receipt form.

DISBURSEMENTS

In testing the data supporting cash disbursements, we noted instances of invoices for goods without copies of receiving reports attached or with receiving reports attached which were not signed and dated by the person who accepted delivery. We also noted that several discounts were not taken and several invoices were not initialed to indicate that they had been recomputed and compared to the receiving report to detect discrepancies in item, quantity, price, etc. While these omissions did not occur frequently, we believe that data supporting all disbursements should be complete.

GENERAL

In our review of the minutes of the Board of Education meetings we noted, in several instances, the absence of signatures. Minutes of all meetings should be signed as approved.

The foregoing comments are submitted as constructive suggestions to further improve internal controls and accounting procedures currently in effect, and are not intended to reflect on the integrity, honesty, or ability of any employee of the College. We would be pleased to discuss these matters with you further and to assist you in the implementation of any changes you may consider appropriate.

Ernst & Ernst

Chicago, Illinois
August 20, 1968

BOARD OF TRUSTEES

Exhibit F

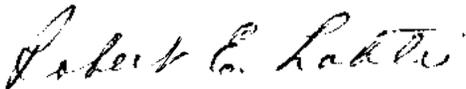
October 31, 1968

Dear Trustee:

Because of our Board meeting the first Thursday in November, I would like to offer the suggestion that we plan to have a committee meeting on November 14, and consider November 7, as the official first Board meeting for November.

You will also note that the fourth Thursday in November is Thanksgiving. If it is your desire we could schedule the meeting for Tuesday, November 26, with November 25 or 27 as alternates.

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Lahti".

Robert E. Lahti
President

REL:rb

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid for the purchase of a tractor and attachments.

II. REASON FOR CONSIDERATION BY THE BOARD:

Total request is in excess of \$5,000 and requires Board approval.

III. INFORMATION:

In accordance with Board purchasing policy, specifications have been established, advertisements placed and bids tabulated for the subject items.

Fifteen requests were sent out and six responses were received. The results are tabulated on the attached page.

BID #Q-341 TABULATION

<u>BIDDER</u>	<u>P&W Ind. Sales</u>	<u>Gravelly Equip.</u>	<u>Patten Ind. Inc.</u>	<u>G. Davis Inc.</u>	<u>K. Worthington Inc.</u>	<u>Garlisch & Sons</u>
↓ <u>Item:</u>						
Tractor	\$4,000.00	N.B.	\$3,185.00	N.B.	White Oliver \$4,395.00	(Int. #2444) \$3,285.00
<u>Item:</u>						
<u>Attachments:</u>						
Heated Cab	Incl'd w/trac.	N.B.	\$3,303.50	N.B.	\$ 600.00	\$ 340.00
Lights incl. Mars	" "				25.00	45.00
Hydraulic steering	" "				incl'd w/tractor	150.00
Loader w/bucket	" "					(Int. #2000) 975.00
Flail Mower	460.39				567.00	550.00
Power Take-off	Incl'd w/trac.				incl'd w.tractor	45.00
Box Scraper	396.60				453.00	(Int. #2) 225.00
Gill Pulverizer	363.55				475.00	700.00
Power Sprayer	1,758.10				Beans	Meyers 1,850.00
					1,682.96	1,708.00
TOTAL	\$6,978.64		\$6,488.50		\$8,223.00	\$8,165.00

IV. SUMMARY:

The two lowest bidders both bid the tractor specified on our request. Patten, the low bidder, was \$815.00 below P & W on the tractor and \$324.86 higher on the accessories. On the total bid Patten was \$490.15 lower than P & W.

The subject equipment is an intergral part of the overall plan for ground - keeping equipment formulated after the completion of a survey of numerous colleges and universities by Mr. Hughes (see attachment)

The tractor with attachments will be one of the most versatile vehicles on campus since it will be usable for ground keeping and snow removable.

V. RECOMMENDATION

The Administration recommends that the award for the tractor and all attachments be made to Patten Industries for a total of \$6,488.50.

Patten Industries also advised us that if they were successful in receiving the award, they would supply us, at no charge, a loaner tractor with auger, immediately, to enable Mr. Hughes to commence the planting of trees on the college site.

REQUEST FOR QUOTATION



William Rainey Harper College

Algonquin & Roselle Roads, Palatine, Illinois
60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your files
3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:
WILLIAM RAINEY HARPER COLLEGE
Algonquin and Roselle Roads,
Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-341	Date 10/14/68	Page <u>1</u> of <u>1</u>	Your Quotation No.	Quotation Due 10/23/68 2:00 p.m. D.S.T.
--------------------------------	------------------	---------------------------	--------------------	--

Item No.	Quantity	DESCRIPTION	Unit Price	Extension
1	1	<p>Ford Model 3400 Tractor, gasoline driven, 6 x 4 transmission, w/advance 3 point lift. hydraulic system-differential lock, or equal Front tire size 750 x 16, 6 ply rear tire size 13.6 x 28 w/r3 tread(turf) tires.</p> <p>WITH FOLLOWING ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Deluxe, heated cab w/canvas side curtains 2. Head lights, tail light & panel light. w/ rotating mars light or equal 3. Hydraulic assisted steering 4. Ford model 730 loader w/bucket, or equal 5. 6 ft. in-line flail mower w/bumper guard -- w/optional "rocker arm" 6. Power take-off 7. Box scraper- 72" 8. Gill Pulverizer 9. Power sprayer w/200 Gal. tank 15-25 GPM pump, 150' high pressure hose, orchard gun, misto-gun and 13 nozzle 21 foot spray---boom attachment PTO operated pump, tractor drawn. 		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

_____ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made _____ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

This

WILLIAM RAINEY HARPER COLLEGE
PALATINE, ILLINOIS 60067

BUILDINGS & GROUNDS DIVISION

OVERALL VEHICLE UTILIZATION PLAN

I. PHILOSOPHY

The recommendation to acquire certain motor vehicles is based upon the factors of twelve month useage, dual purpose versatility, and capital expenditure consistent with quality, experience, and economy.

II. RECOMMENDATIONS

- A. One 2½ ton, 2-wheel drive dump truck, equipped with standard driver's comfort package, hydraulic hoist, turf tires, and hydraulically controlled 8'0" snow plow blade. This unit will be assigned to the Roads and Grounds Department for groundskeeping and snow removal applications.
- B. Four ¼ ton, 4-wheel drive utility vehicles with cabs, two equipped with 6'0" rotary brooms, two equipped with 6'0" hydraulically controlled snow blades. These units would be assigned to the Security Department for use as patrol vehicles and loaned to the Roads and Grounds Department for snow removal.
- C. Two farm-type tractors (Ford Model 3400 or equal), front end equipped with 1-1/4 yard bucket and extra 6'0" separate engine driven snow blower, standard winter cab, lights, power take-off, and three point hitch. Tractors would be assigned to the Roads and Grounds Department. Implements needed to perform groundskeeping are as follows:
- (1) Two 6'0" flail mowers for turf and grass control, w/thatch knives
 - (2) Two 8'0" fertilizer spreaders
 - (3) One rollover scraper-scarifier
 - (4) One gill landscape finisher
 - (5) One fertilizer-insecticide power sprayer.

OVERALL VEHICLE UTILIZATION PLAN - continued

- D. Two 12 horsepower mowers, manual start, 42" cut, riding type for vegetation control and snow removal in winter.
- E. One Bobcat snow-thrower-two stage deep snow blower for walkways, sidewalks and wind row displacement.
- F. One Snow Pup, 21" snow thrower for each building for snow removal from steps, and walks.

III. CONCLUSION

Equipment recommended in Paragraph II represents the major components needed to satisfy current requirements of the present building phase and as we occupy our campus, a re-evaluation will be accomplished to make final determinations in the light of new service demands. Small power tools such as chain saws, edgers, sod cutters are not included in this study, but will be required to accomplish the grounds mission.

We are attaching the snow removal application plan as it applies to the multi-purpose concept of our overall vehicle utilization concept.

WILLIAM RAINEY HARPER COLLEGE

CONSTRUCTION PROGRESS REPORT NO. 41

(Forecast to week ending November 6, 1968)

TO: Dean W. J. Mann

FROM: Mr. Robert J. Hughes

Plans are firm to complete following work by 11/6/68, providing weather is favorable.

GENERAL SITE WORK

1. Pave Parking Lot "A" and Road "A" with binder course
2. Install cam base course in Parking Lot "B" and Road "B"
3. Complete excavation for deceleration lane Roselle Road to Road "B"
4. Back fill curbs and islands with black dirt
5. Bring lake berms to finish grade
6. Form and pour headwalls for storm sewer drain pipe
7. Form and pour bridge deck
8. Rip rap lake berms per plan
9. Build dam
10. Finish underground electrical wiring and bring manholes to grade
11. Back fill condenser water line excavation from Bldg. "A" to Bldg "B"
12. Coordinate installation of natural gas line from Roselle Road to Building "B" with Northern Illinois Gas Company
13. Install acid waste basins
14. Bring manholes to grade.

BUILDING "A" - COLLEGE CENTER

1. Frame and pour half concrete roof beams
2. Set Half roof precast roof slabs
3. Brick exterior walls to roof line
4. Start installation of interior partitions
5. Insulate steam and condensate lines
6. Rough in electrical connections.

CONSTRUCTION PROGRESS REPORT NO. 41 - (continued)

BUILDING "B" - POWER PLANT

1. Install interior partitions
2. Install steel overhead rolling doors
3. Install steel grating
4. Install glass in exterior window walls
5. Continue to insulate steam piping.

BUILDING "C" - FINE ARTS

1. Install glass in exterior window walls
2. Install metal roof, build up roof flashing
3. Start installing interior partitions
4. Rough in electrical connections.

BUILDING "D" - SCIENCE BLDG.

1. Frame and pour center core columns to roof line.
Install center core roof beams to roof line
2. Frame and pour concrete beams, East wing to second floor.

BUILDING "E" - LECTURE DEMONSTRATION

Holding this period.

BUILDING "F" - LEARNING RESOURCES

1. Form and pour stairs to second floor
2. Complete pour - south retaining wall
3. Start forming retaining wall west of the building.

TIME LOST - 10/9/68 to 10/23/68 - 0 days

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

RECEIVED

Office of Education

OCT 16 1968

MONTHLY CONSTRUCTION REPORT

BUSINESS OFFICE

A. Project Number 3-5-00009-0 *Harper*

State Code No. 23 EXHIBIT 1b

Code Action E2

B. Applicant WILLIAM RAINEY HARPER COLLEGE C. Location 1501 S. Roselle Rd Palatine, Ill.

Numeric Date: 10/10/68

D. Description of Project BUILDINGS OF NEW JUNIOR COLLEGE CAMPUS

Mo./Day/Year
(Mo.: 01 to 12)
(Day: 01 to 31)
(Year: 68 to 99)

E. Report No. 12 For Month of September, 19 68

(Architect completes the above box)

F. Status of Construction by Prime Contract (s)
As of Date of Visit

Contract No.	Contractor	Start Date (Act.)	Scheduled Completion	% Time Elapsed	% Work Completed
74-95-01	Corbetta Construction Co., of Illinois, Inc.	10/23/67	7/1/69		49%
% All Prime Contracts				55%	49%

G. Summary of Change Orders Approved Since Last Report (Attach Copy of Each Change Order)

Contract No.	C.O No.	Description	Contract Cost Chg.	New Net Amount
		None		

H. General description of overall progress including details as to factors contributing to failure to meet construction schedule.

Unit A - 50% complete.
Unit B - 70% complete.
Unit C - 70% complete.
Unit D - 30% complete.
Unit E - 14% complete.
Unit F - 53% complete.

I. Briefly describe corrective actions by the contractor (s) to correct discrepancies noted in your last report. If corrective action not taken, give explanation.

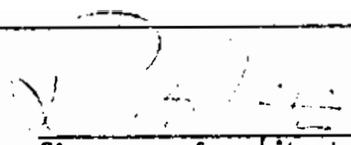
CPM report indicates that all buildings, except D & E, are ahead of schedule. These two units were started late but the contractor is prepared to provide temporary enclosures so that when the structural frame is completed that the masonry exterior can proceed and interior work be done so that the completion date will be met.

Contractor intends to close in "B" & "C" buildings for interior finishing and will require use of permanent heating system. System cannot be operative until water main extension is provided.

J. Briefly describe work being performed at time of visit. October 9, 1968

Unit "F" topped out. Unit "C" & "B" ready for glazing. Pouring structural frame on A, D, & E. Masonry work being done on A, D, E, & F. Mechanical & Electrical trades working in all buildings, and on site work. Water main extension started by City of Palatine. Still no action on Sanitary sewer extension in Algonquin Road.

October 10, 1968
Date



Signature of architect or architect's representative preparing report

1. This form is to be completed in original and two copies. The original and one copy shall be forwarded to the OE District Engineer.

2. If additional space is required to complete information or to furnish comments, attach additional sheets.

STATE OF ILLINOIS

DEPARTMENT OF
REGISTRATION AND EDUCATION

SPRINGFIELD

JOHN C. WATSON
DIRECTOR

JOHN B. HAYES
SUPERINTENDENT OF REGISTRATION

IN REPLY REFER TO: Nurse Section

October 28, 1968

RECEIVED
OCT 30 1968
OFFICE OF THE DIRECTOR

Robert E. Lahti
President
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Mr. Lahti:

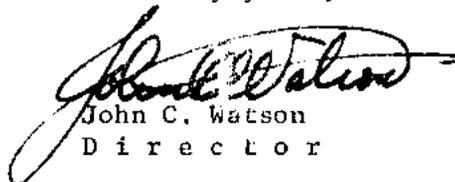
This is with reference to your meeting with the Committee of Nurse Examiners on October 24, 1968, to discuss the establishment of a practical nursing program at William Rainey Harper College.

It was recommended by the Committee and approved by the Department that William Rainey Harper College be granted approval to plan for the establishment of a practical nursing program beginning in February of 1969.

It was further recommended that the qualifications of the coordinator of the program be submitted immediately for approval. It will be necessary that the coordinator submit for approval the philosophy, purpose, and objectives of the school of practical nursing as well as the proposed curriculum. We are enclosing, herewith, a copy of the Rules and Regulations for the Administration of the Illinois Nursing Act and direct your attention to Part III which sets forth the requirements and recommendations for schools of practical nursing.

The facilities and faculty should be increased to accommodate larger numbers of students in the associate degree nursing program at William Rainey Harper College.

Sincerely yours,


John C. Watson
Director

ap

Enc.

STATE OF ILLINOIS

DEPARTMENT OF PUBLIC WORKS AND BUILDINGS

NORBERT J. JOHNSON [REDACTED], DIRECTOR

DIVISION OF HIGHWAYS

OFFICE OF THE DISTRICT ENGINEER

ROOM 907

300 NORTH STATE STREET

CHICAGO 60610

VIRDEN E. STAFF
CHIEF HIGHWAY ENGINEER

IN YOUR REPLY PLEASE
REFER TO FILE:

SPECIAL STUDIES

SPEED LIMITS

Rt. 62 Algonquin Road
East of Roselle Rd.

October 29, 1968

Mr. Robert J. Hughes, Superintendent
Buildings and Grounds Division
William Rainey Harper College
34 W. Palatine Road
Palatine, Illinois 60067

Dear Mr. Hughes:

Before existing speed limits can be revised, we are required by State Statute to conduct a traffic engineering study to determine if a change is warranted.

According to our records, a recent study has been conducted on the subject section of roadway.

The results of this study indicate that a speed limit of 55 MPH is warranted. The necessary signs will be erected as soon as our work schedule permits.

Very truly yours,

G. T. March
District Engineer



By: C. H. McLean
Assistant District Engineer
of Operations

AB/mt

file 12-20

October 25, 1968

Mr. Charles McLean
Engineer of Traffic
Division of Highways
State of Illinois
300 North State Street
Chicago, Illinois 60610

RE: Reduction of Speed Limit
Algonquin Road (Illinois Route 62)

Dear Mr. McLean:

We addressed a letter request to your office on September 30th regarding the reduction of the 65 mile per hour speed limit posted on Algonquin Road (Illinois Route No. 62) between Old Plum Grove and Roselle Roads. Approximately 70 members of the Harper College Community enter and leave our Administrative and Data Processing Center every 75 minute period from 4:10 P.M. to 10:30 P.M.

In approximately two weeks we expect to start using Parking Lot "A", which is located adjacent to the Center and served by a two lane college entry road known as Road "A".

A response to our letter advising what action will be taken to reduce the speed limit on Illinois Route 62 (Algonquin Road) would be most welcome.

Yours very truly,

WILLIAM RAINY HARPER COLLEGE

Robert J. Hughes, Superintendent
Buildings and Grounds Division

C
O
P
Y

RECEIVED
OCT 27 1968
cc: Mann

70
11/9/68

DEPARTMENT OF HIGHWAYS
OF THE
COUNTY OF COOK
CHICAGO CIVIC CENTER
RANDOLPH & CLARK STREETS
CHICAGO, ILLINOIS 60602

RICHARD B. OGILVIE
RESIDENT BOARD OF COUNTY
COMMISSIONERS

JEROME HUPPERT
CHAIRMAN
COMMITTEE ON ROADS AND BRIDGES

RICHARD H. GOLTERMAN
SUPERINTENDENT

October 3, 1968

Mr. Robert J. Hughes, Superintendent
Buildings and Grounds Division
William Rainey Harper College
34 West Palatine Road
Palatine, Illinois 60067

Dear Sir:

Speed Limit
Roselle Road between
Route 62 & Palatine Road

Your request of September 30, 1968, asking for re-evaluation of a presently posted 45 MPH speed limit on Roselle Road in the vicinity of the William Rainey Harper College which you intend to occupy during the month of July, 1969, was reviewed by our Bureau of Transportation and Planning.

According to the State Highway Department procedures by which we are governed, any speed changes must be made on a basis of traffic performance.

Inasmuch as the impact of the traffic which you expect has not yet been experienced, there is no way of satisfying the State procedure until such a time as the traffic generated by the proposed school is actually experienced.

We are therefore compelled to delay a revision in the speed limits which you request until a later date.

Very truly yours,

Richard H. Golterman
Superintendent of Highways
Cook County, Illinois

September 30, 1968

Mr. Richard H. Colterman
Superintendent
Cook County Highway Department
28th Floor, Chicago Civic Center
Chicago, Illinois

RE: Speed Limit - Roselle Road
between Illinois Route 62
and Palatine Road

Dear Mr. Colterman:

During the month of July 1969, we expect to occupy our new facilities which will be located on the 200 acre site on the northeast corner of Algonquin and Roselle Roads.

It is possible that our enrollment for the school year 1969-70 may exceed 6000 students and since we are a commuter school, the traffic volume on Roselle Road will show a marked increase. The topography of Roselle Road is such that we strongly urge that the present speed limit of 45 miles per hour be reduced to provide access and egress to our Road "B" entrance which is approximately 1160 feet north of the Roselle Road-Algonquin Road intersection.

Please advise what action will be taken to reduce the speed limit on Roselle Road to safely accommodate Harper College traffic.

Very truly yours,

WILLIAM RAINEY HARPER COLLEGE

Robert J. Hughes, Superintendent
Buildings and Grounds Division

RJH:dm

BOARD INFORMATION

October 31, 1968

MEMO TO: Trustees

From: R. E. Lahti, President

Subject: Progress on N.W. Steering Committee

Trustee Kuranz and I have been proceeding with the development of a nucleus of the N.W. Suburban Steering Committee. (Trustee Kuranz has really done all the work to date). We are hopeful that during the next 30 days we can have a first meeting with interested executives to review the plan we presented to the Board about a year ago.

Please note that this is only a progress report. When more definitive plans and specific names of people are combined, trustee Kuranz has indicated he will be ready to make a full report to the Board.