

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

AGENDA

May 13, 1969

- I. Call to Order of Adjourned Meeting (May 1, 1969)
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements - Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Recommendation: Teaching Faculty Appointments Exhibit A-1 to 7
 - b. Recommendation: Resolutions Requested by IBA Exhibit B
 - c. Discussion & Recommendation: College Calendar (1969-70) Exhibit C
 - d. Presentation: Evaluation System, Faculty Committee Exhibit D
 - e. Other
- VII. President's Report
- IX. Adjournment

May 9, 1969

BOARD OF TRUSTEES

Dear Trustee:

Enclosed is the Agenda and supporting information for the adjourned meeting which is to be held Tuesday, May 13, 1969, 1200 West Algonquin Road, Palatine, Illinois, at 8:00 p. m.

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

Sincerely,

Robert E. Lahti
President

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 Adjourned Board Meeting of Tuesday, May 13, 1969

CALL TO ORDER: The adjourned meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., Tuesday, May 13, 1969, pursuant to adjournment from the adjourned meeting of May 1, 1969, in the Board Room of the Administrative Center, Algonquin and Roselle Roads, Palatine, in the absence of Chairman Johnson, by Vice-Chairman Hansen.

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

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Betty Ensbyk, Edward Goodwin, David Groth, James Harvey, Robert Hughes, Edward Kalish, George Makas, Thomas McCabe, Robert Powell, Joan Roloff, Martin Ryan, Donn Stansbury, John Thompson, John Upton, and George Voegel--Harper College; Frank M. Hines--Board Attorney; Mary Schlott--Paddock Publications; Ruth Schulman--Day Publications; John Doyle and Pat Foust.

MINUTES: Member Haas moved and Member Hamill seconded the motion to approve the minutes of the regular Board meeting of April 24, 1969, and the minutes of the adjourned Board meeting of May 1, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Member Hamill moved and Member Haas seconded the motion that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

Corbetta Construction Co.	\$340,429.40
Comstock-Gibson Electric	194,499.67
Reliable Sheet Metal	43,424.48
William Ziegler & Son	21,564.00

In answer to a question from Member Hamill, Dr. Lahti stated Mr. Mann would be at the meeting a little later and would report on the latest progress at the site.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Construction

Payouts (Cont.)

Ayes: Members Haas, Hamill, Hansen, Moats and
Nicklas

Nays: None

COMMUNICATIONS:

Letters had been distributed to Board members from Frederick E. Downey, President of the Village of Hoffman Estates, and Gerald Burns of the Educational Reference and Advisory Corporation.

Member Hamill read the letter from the Village of Hoffman Estates which requested a meeting of their board with the Board of Trustees of Harper College. After discussion, Vice-Chairman Hansen appointed Member Hamill a committee of one to contact Mr. Downey and find out if his board desired a formal or informal meeting with the college Board.

At 8:25 p.m., Member Johnson entered the meeting and assumed the duties of the chair.

After discussion, the Board requested Dr. Lahti investigate further the Educational Reference and Advisory Corporation and report back to the Board.

Dr. Lahti informed the Board he had written to Representatives Schlickman, Chapman and Regner in reference to House Bills 3904, 1510, and 1505. He stated these three bills would provide the money to extend the permanent sanitary sewer line to the college. Dr. Lahti stated he had responses from all three representatives assuring him they would support these measures.

Dr. Lahti discussed a letter the Board had received from Mr. McCabe, vice-chairman of the academic committee, regarding the grievance document. Dr. Lahti stated he had discussed this with Mr. McCabe, pointing out it would be difficult for the Board to discuss this document when they had not even had an opportunity to read it. Mr. McCabe had informed Dr. Lahti the committee had had a difficult time putting this document together. They had agreed the grievance document would be brought back at a later meeting. Mr. Ryan distributed folders to the Board members containing the letter from the faculty senate attorney, letter from Mr. Hines, and faculty code.

COMMUNICATIONS:
(Cont.)

After discussion, the Board agreed it would be wise for the Board attorney and the faculty senate attorney to meet to clarify some of their thoughts and present a statement to the Board. Mr. Ryan agreed this would be fine with the faculty senate. Mr. Juergensmeyer, attorney for the faculty senate, commented that basically Mr. Hines and he were agreed in principle, that policy making power is province of the Board and cannot be delegated to anyone else. He stated that setting up an arbitration system is policy. He also stated the Board should take a position on grievance procedure as early as possible.

Member Hutchings entered the meeting at 8:40 p.m.

Member Hamill commented on definition of grievance, stating that grievance can be instituted by a university or college as well as an individual.

Mr. Hines stated he would contact Mr. Juergensmeyer and set up a meeting with him before the next Board meeting.

The Board members agreed the grievance procedure should then be on the agenda at the regular meeting on Thursday, May 22, 1969.

UNFINISHED
BUSINESS:

Member Hamill reported on a meeting with the Student Conduct Committee. He stated the meeting had gone well and they had come to pretty much of an agreement on a document and that, hopefully, the students should be coming forth with a recommendation. Dr. Harvey reported the student government had passed this document and it should be ready for the next Board meeting. The Board agreed this should be on the agenda for the meeting of May 22, 1969.

Member Haas reported the Conflict of Interest Committee would meet on May 14 and the Faculty Salary Committee on May 15.

Mr. Andries discussed research that had been started on the feasibility of annexing Northfield Township High School District 225 and Adlai E. Stevenson High School District 125 into the Harper junior college district.

NEW BUSINESS:
Teaching
Faculty
Appointments

Mr. Birkholz discussed the background and qualifications of Robert J. Lakatos, in the field of Psychology.

Member Haas moved and Member Hansen seconded the motion to approve the employment of Robert J. Lakatos, in the field of Psychology, rank of Instructor, at a salary of \$9,000.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

Mr. Birkholz discussed the background and qualifications of George K. Woolsey, in the field of Sociology--Law Enforcement.

Member Hansen moved and Member Hamill seconded the motion to approve the employment of George K. Woolsey, in the field of Sociology--Law Enforcement, rank of Instructor, at a salary of \$9,800.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

Mr. Thompson discussed the background and qualifications of William Robert Bush, Jr., in the field of Physical Science.

Member Hamill moved and Member Nicklas seconded the motion to approve the employment of William Robert Bush, Jr., in the field of Physical Science, rank of Instructor, at a salary of \$8,200.00, for 39 weeks.

Mr. Thompson discussed the background and qualifications of William Ross Schooley in the field of Mathematics.

Member Haas moved and Member Nicklas seconded the motion to approve the employment of William Ross Schooley, in the field of Mathematics, rank of Instructor, at a salary of \$8,600.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:
Teaching
Faculty
Appointments
(Cont.)

Dr. Makas discussed the background and qualifications of Willard F. Williamson, in the field of Philosophy.

Member Haas moved and Member Hamill seconded the motion to approve the employment of Willard F. Williamson, in the field of Philosophy, rank of Instructor, at a salary of \$10,500.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

Mr. Powell discussed the background and qualifications of Miss Adrienne Baker, in the field of English.

Member Hamill moved and Member Moats seconded the motion to approve the employment of Adrienne Baker, in the field of English, rank of Instructor, at a salary of \$8,500.00 for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

Mrs. Roloff discussed the background and qualifications of Jesse J. Garrott in the field of English--Reading.

Member Hamill commented on hiring a person from another high school district--New Trier.

Member Moats moved and Member Haas seconded the motion to approve the employment of Jesse J. Garrott, in the field of English--Reading, rank of Assistant Professor, at a salary of \$12,700.00, for 39 weeks.

Upon roll call, the vote was as follows:

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

Nays: None

Member Haas asked what the status was on completion of staff.

NEW BUSINESS:
Teaching
Faculty
Appointments
(Cont.)

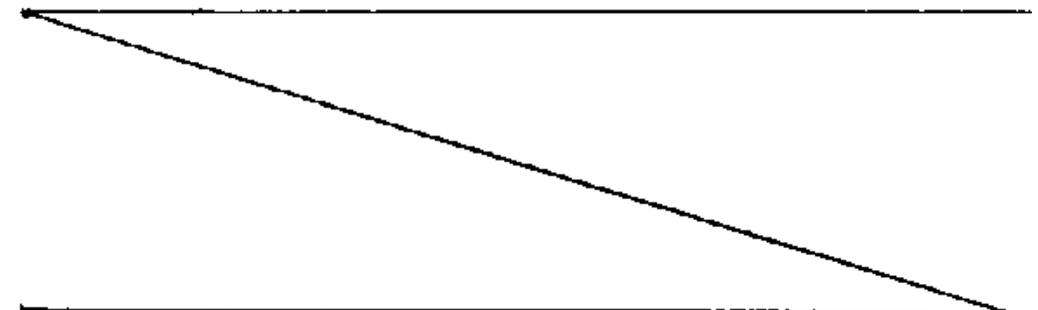
Mr. Birkholz reported in the area of Social Science, a law enforcement coordinator was needed, four staff members were needed in the area of Communications, in the area of Math and Physical Science, Health Science and Physical Education, six staff members were still needed, in the area of Engineering and Related Technologies four candidates were needed, and three candidates needed in the area of Humanities. Dr. Voegel reported the Learning Resource Center was looking for two librarians and also a Director of Instructional Services.

Mr. Birkholz reported that as of next year the college will have approximately 125 full-time people, with a considerable decrease in the number of part-time staff because for all intents and purposes the day program will be full-time staff. He stated some courses would be offered in the high schools and preliminary discussions have taken place in this regard. Mr. Birkholz stated this would be finalized by Dr. Olson when he joins the staff the 1st of June. Mr. Birkholz commented on the gracious assistance the high schools have offered in this regard.

IBA Resolutions

Mr. Mann discussed two resolutions requested by I.B.A. in order to bring their files up-to-date with regard to Harper College. He stated these were routine resolutions which the college had submitted once, but I.B.A. was asking that they be submitted once again. He stated Mr. Hines had checked them over carefully.

Member Hamill moved and Member Nicklas seconded the motion that the two construction resolutions for Phase I-A and I-B, be adopted. (COPY OF RESOLUTIONS ATTACHED TO MINUTES IN OFFICIAL BOARD BOOK.)



Upon roll call, the vote was as follows:

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

NEW BUSINESS:
College
Calendar

Dr. Lahti presented the college calendar for formal action by the Board.

In the discussion which followed, Member Haas commented on the concern of the committee working with the faculty salary committee about the fact that the college will no doubt be losing money on summer school. Member Haas stated he felt this should be reviewed by the Board after a year or two when the college has been on campus. Members Hansen and Hamill expressed strong feelings of commitment to summer school. The Board agreed, however, this probably should be reviewed in the future.

Member Hutchings moved and Member Hansen seconded the motion to approve the Harper College Calendar for the year 1969-70 as presented. Motion unanimously carried.

Mr. Mann reported on the current situation on the site, stating that it appeared at this point there will be a contractor on the job on Wednesday, May 14, 1969. He pointed out a contractor had been selected by the bonding company, who was being investigated by the architect and Corbetta Construction Company.

Dr. Lahti reported MBM had reviewed the schedule submitted by Corbetta, and pending a resolution of this problem they were satisfied that this schedule appeared to be reasonable.

Change Order

Mr. Mann discussed the change order to Corbetta Construction Company, in the amount of \$42,300.00, for electrical work in the southwest corner development. This electrical work would cover parking lot and perimeter road lighting. Mr. Mann stated originally tennis court lighting and plumbing for sprinkling system had been included but was being omitted at this time. In the discussion which followed, Member Hamill requested that a review of the southwest corner development be brought to the Board. Dr. Lahti agreed this would be done.

Member Hansen moved and Member Haas seconded the motion to approve the change order to Corbetta Construction Company in the amount of \$42,300.00, for electrical work in the southwest corner development as presented.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:Evaluation System
Faculty Committee

Dr. Lahti stated Dr. George Makas would present the Plan for Evaluating Teaching Faculty, Counselors and Librarians, prepared by Faculty Evaluation Committee.

Dr. Makas stated he had been delegated by the senate to represent the faculty. He reported that the original evaluation plan had been changed from outline form to descriptive style and that a more definitive statement on student evaluation had been included. Dr. Makas stated the faculty agreed that the program will include student evaluation but, at the present state of development, they were not ready for this until the following problems, listed on page 4 of the plan, were solved:

- 1) content of this rating scale
- 2) whether it should be objective or subjective
- 3) when it should be administered, and
- 4) who should score it

Dr. Makas pointed out that the very elaborate appeals system which was in favor of the grievance procedure had been withdrawn from the original plan.

A lengthy discussion followed. Member Moats reported a student senate committee, of which he is a member, is working on a faculty evaluation by students which would be mandatory. Member Haas expressed interest in the students' plan, pointing out that this would be handled best by the people doing the evaluating--that they would best recognize the problems involved and how much weight to give this type of thing. Member Hutchings stated this would provide opportunity for counseling where needed. Member Hamill expressed disappointment that no ratings were included, stating he thought it had been agreed informally that in principle there would be ratings, after the mechanics had been worked out. Chairman Johnson questioned why it had not been suggested that two or three different systems be tried out in various parts of the college. Self-evaluation was discussed. Member Hamill called attention to "Formal Evaluation" on page 1, stating that he thought a logical reading of that paragraph showed that a divisional chairman could not appoint himself as an evaluator. Dr. Makas indicated it would be someone other than the chairman himself. Member Hamill stated he felt this should be made clear.

NEW BUSINESS:
Evaluation
System
Faculty
Committee
(Cont.)

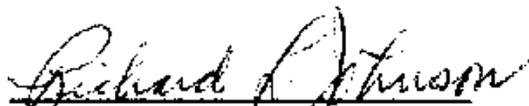
A discussion followed on the evaluatee having the opportunity to reject appointment of those persons he deems unsuitable as his evaluator. The Board objected to unlimited rejections. Member Hutchings suggested the possibility of allowing the evaluatee to reject one out of three. The rest of the Board agreed something along this line would be a good idea and might be the answer. Mr. Ryan agreed a limit on objections was logical and felt alternatives could be presented. Member Hamill questioned Level #1, on page 5, stating he could understand this statement for an instructor but questioned its application to someone on tenure. Chairman Johnson suggested omitting the statements A and B under Level #1. Member Nicklas suggested adding one more level between #1 and #2, "The evaluatee fits the Harper instructional pattern with qualification."

Dr. Makas pointed out this plan was never intended to be a final document--that this was an initial program. Member Nicklas left the meeting at 11:25 p.m.

After more discussion, Board members agreed they wished to study the document at more length. Mr. Ryan indicated he would take the suggestions made by the Board back to the faculty. Chairman Johnson requested Board Members submit their suggestions for changes and amendments to Dr. Lahti to be transmitted back to the faculty. Member Hamill commented that he felt basically this was a fine document.

ADJOURNMENT:

Member Haas moved and Member Hamill seconded the motion to adjourn the meeting at 11:40 p.m. Motion unanimously carried.


Chairman Johnson


Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE

May 7, 1969

To: Board of Trustees

From: Administration

Subject: Construction Payouts and Change Order

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:

Corbetta Construction Co.	\$340,429.40
Comstock-Gibson Electric	194,499.67
Reliable Sheet Metal	43,424.48
Am. Ziegler & Son	21,564.00

The following change order has been recommended by our architect and reviewed by the administration

Corbetta Construction Co., Southwest corner development-- electrical work	42,300.00
---	-----------



7 May 69

Mr. William J. Mann, Dean of Business, William Rainey Harper College,
Algonquin & Roselle Roads, Palatine, Illinois 60067

CC: Mr. Donald Collins ✓

RE: SOUTHWEST CORNER DEVELOPMENT -- ELECTRICAL WORK

BILL, I would recommend that a change order, not to exceed \$42,300, be initiated to the site development work that Corbetta Construction is doing on the southwest corner of the campus. This work would provide for lighting the parking lot and roadway that is now being constructed.

I am attaching some of our correspondence from the contractor to indicate the quotations received for the remainder of the development that was shown on our drawings. The only portion of this that must be constructed at this time is an extension of a plumbing line into this area to serve as a basic system for irrigating the southwest corner. The quotation that we had earlier on this was approximately \$62,500. We have received a more recent quotation reducing this by roughly 20%, but we still feel this to be high and will continue to negotiate with the contractor to see if it can not be reduced more.

You will note that Corbetta indicated in his letter that these prices are predicated on being able to start operations no later than 19 May 1969. I would assume that additional cost would occur when this work is re-bid or re-negotiated at some future date.

If you have any questions concerning this work, please let me know.

Louis E. Finlay A.I.P.
Associate Partner

CORBETTA
ONSTRUCTION
OMPANY OF ILLINOIS, INC.

312 - 775-5475
312 - 827-1159
ZIP CODE 60016

875 EAST RAND ROAD DES PLAINES, ILLINOIS

May 2, 1969

Xerox CC

REC'D MAY 5, 1969

*Bowling
Steele / CF
701.8*

Caudill, Rowlett & Scott
3636 Richmond Avenue
Houston, Texas 77027

Attention: E. Finley

~~EX~~
Re: Wm. Rainey Harper College -
Phase II - Palatine, Ill.
Proposed Change #85

Gentlemen:

Enclosed is a break down of the cost to complete the remaining portion of the athletic field, as described in Caudill, Rowlett & Scott's drawings EP-1 through EP-4 dated November 25, 1968.

Wm. Zeigler & Son, Inc.'s proposal has been eliminated. The new plumbing figure was submitted by North Shore Sewer & Water and includes all escalated labor costs for the next calendar year.

The electrical contractor is realizing a 5% increase in labor costs and the revised electrical price reflects same.

Please note that the increased prices are predicated on our being permitted to start operations no later than May 19, 1969, after which additional costs will be submitted for re-excavation and replacement of top soil by Riemer Brothers, Inc.

Very truly yours,

CORBETTA CONSTRUCTION COMPANY
OF ILLINOIS, INC.

[Signature]
James E. Manusos

JEM:rc
Encl.

cc: F. Larocca, Fitch, Larocca, Carington & Jones



CORBETTA CONSTRUCTION COMPANY OF ILLINOIS, INC.

P.C. #85 REVISED PRICE

Electrical		\$ 72,284.00
Plumbing		98,485.00
Tennis Court		66,000.00
Track Field		38,000.00
Fence & Back Stops		25,000.00
		<hr/>
		\$299,769.00
10% -		29,977.00
		<hr/>
		\$329,746.00
10% -		32,974.00
		<hr/>
		\$362,720.00
.0065 -		2,358.00
		<hr/>
		\$365,078.00

TO ED FINLAY
 FROM BON
 DATE 14 MARCH 69
 RE PALSW

cc: CF/701.8

ED, Corbetta Construction Co. has quoted the following for the Athletic Field work:

	Net	Mark Up	Total
1. Tennis Court Electrical	\$37,684.00	\$ 8,223.76	\$45,907.76
2. Balance of Electrical	<u>33,351.00</u>	7,272.25	40,623.25
3. Total Electrical		\$ 71,035.00	
4. Loop Parking Lot Plumbing	42,500.00	9,243.24	51,743.24
5. Sprinkler System	31,200.00	6,796.50	37,996.50
6. All Other Plumbing	51,300.00	11,146.26	62,446.26
7. Total Plumbing		125,000.00	
8. Tennis Court (Base, Topping 6" Curb)	66,000.00	14,340.62	80,340.62
9. Track (Base, Topping-6" Curb)	38,000.00	8,291.73	46,291.73
10. Fence	9,700.00	2,106.92	11,806.92
11. Back stop	<u>2,400.00</u>	<u>543.72</u>	<u>2,943.72</u>
	\$312,135.00	\$67,965.00	<u>\$380,110.00</u>
	67,965.00		
	<u>\$380,100.00</u>		
Letter of intent for Approved Grading and Roadways		<u>300,500.00</u>	
		\$680,600.00	

/kc

CORBETTA CONSTRUCTION COMPANY OF ILLINOIS, INC.

ELECTRICAL

1.	Tennis -	37,634	
2.	Balance -	33,351	
3.	Total -		\$71,035

PLUMBING

4.	Loop around parking lot -	42,500	
5.	Top-up System -	31,200	
6.	Balance -	51,300	
7.	Total -		\$125,000

COURTS

8.	Tennis		\$ 66,000
9.	Track		\$ 38,000

10. FENCE \$ 15,000

11. BACKSTOPS \$ 5,000

\$320,035

Total of Items 3, 7, 8, 9, 10, 11 - 10% overhead 32,004

\$352,039

10% profit 35,204

\$387,243

Fond .0005 2,517

\$389,760

JEF:rc

**CORBETTA
CONSTRUCTION**

312 - 775-5475
312 - 827-1159
ZIP CODE 60016

COMPANY OF ILLINOIS, INC.

875 EAST RAND ROAD DES PLAINES, ILLINOIS

March 12, 1969

Caudill Rowlett & Scott
3636 Richmond Avenue
Houston, Texas 77027

Attention: Mr. Bonvillain

Re: M. Rainey Harper College
Palatine, Illinois

Gentlemen:

Confirming our conversation of March 10, 1969, we are submitting you requested breakdown of the additional work proposed for the athletic field. The prices included reflect Corbetta's interpretation of the areas encompassed as outlined by Caudill, Rowlett & Scott. Should the College decide to defer certain areas for construction at a later date, the same areas will be subject to additional cost resulting from estimated labor and material escalation, plus possible additional repair work necessary if installed at a later date.

Prices , 10 and , 11, fence and backstop, are under review by Corbetta's suppliers, resulting from a recent clarification from Mr. Bonvillain. The cost now indicated for this fence is reasonably close and subject only to minor adjustment.

Very truly yours,

CORBETTA CONSTRUCTION COMPANY
OF ILLINOIS, INC.

James E. Hercules

JRH:rc
Encl.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
FINANCIAL STATEMENT
FOR THE PERIOD ENDING MARCH 31, 1969

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - MARCH 31, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNEN- CUMBERED BALANCE</u>
Petty Cash	111.00	\$ 630.00	\$ -0-	\$ 630.00
Imprest Fund	112.00	5,000.00	-0-	5,000.00
Cash in Bank	113.00	67,124.97	-0-	67,124.97
<u>Investments</u>				
U.S. Treasury Bills	121.00	737,745.21	-0-	737,745.21
Certificates of Deposits	122.00	-0-	-0-	-0-
<u>Receivables</u>				
Interfund Receivables				
Receivable from Building Fund	131.02	17,840.78	-0-	17,840.78
Receivable from Auxiliary Fund	131.05	49,515.05	-0-	49,515.05
Receivable from Trust & Agency Fund	131.06	59,271.44	-0-	59,271.44
<u>Taxes Receivable</u>				
Taxes Receivable - Current	132.00	11,532.86	-0-	11,532.86
Taxes Receivable - Back	133.00	-0-	-0-	-0-
<u>Other Receivables</u>				
Accounts Receivable-Chargeback	138.11	1,934.50	-0-	1,934.50
Accounts Receivable-Other	138.90	13,739.94	-0-	13,739.94
<u>Accrued Revenue</u>				
Accrued State Apportionment	143.00	345,115.00	-0-	345,115.00
<u>Deferred Charges</u>				
Inventories	162.00	4,587.15	-0-	4,587.15
Other	163.00	-0-	-0-	-0-
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$1,314,636.90</u>	<u>\$ -0-</u>	<u>\$1,314,636.90</u>

WILLIAM RAINLEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - MARCH 31, 1969

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions Payable</u>				
Group Insurance	214.00	\$ 730.25	\$ -0-	\$ 730.25
Other	215.00	(103.48)	-0-	(103.48)
<u>Interfund Payables</u>				
Payable to Building Fund	231.02	-0-	-0-	-0-
Payable to Bond & Interest Fund	231.03	-0-	-0-	-0-
Payable to Site & Constr. Fund	231.04	-0-	-0-	-0-
Payable to Auxiliary Fund	231.05	-0-	-0-	-0-
Payable to Trust & Agency Fund	231.06	21,422.00	-0-	21,422.00
<u>Accounts Payable</u>	240.00	21,525.45	-0-	21,525.45
<u>Accrued Expenses</u>				
Accrued Other Expenses	256.00	160.26	-0-	160.26
<u>Reserve for Encumbrances</u>	260.00	-0-	43,815.63	43,815.63
<u>TOTAL LIABILITIES</u>		\$ 43,734.48	\$ 43,815.63	\$ 87,550.11
<u>Fund Equity</u>		\$1,270,902.42	\$(43,815.63)	\$1,227,086.79
<u>TOTAL LIABILITIES & FUND EQUITY</u>		\$1,314,636.90	\$ -0-	\$1,314,636.90
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$1,205,370.60	\$ -0-	\$1,205,370.60
Add: Revenue to Date		1,826,889.99	-0-	1,826,889.99
		\$3,032,260.59	\$ -0-	\$3,032,260.59
Less: Expenditures to Date		1,761,358.17	43,815.63	1,805,173.80
Balance		\$1,270,902.42	\$(43,815.63)	\$1,227,086.79

WILLIAM RAINY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
NINE MONTHS ENDED MARCH 31, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			MARCH	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 200,000.00	\$ -0-	\$ 1,205,370.60	\$ (1,005,370.60)
<u>Local Resources</u>					
Taxes - Current, 1968	410.00	1,092,000.00	-0-	1,762.13	1,090,237.87
Taxes - Back	411.00	-0-	(306.44)	9,607.05	(9,607.05)
TOTAL	412.00	\$ 1,092,000.00	\$ (306.44)	11,369.18	1,080,630.82
<u>Intermediate Resources</u>					
Tuition - Students	421.00	-0-	-0-	-0-	-0-
Resident	421.10	-0-	-0-	-0-	-0-
Non-Resident	421.20	-0-	-0-	-0-	-0-
TOTAL		\$ 437,000.00	\$ -0-	\$ 40,200.15	\$ 396,799.85
<u>Estimated 1968-69 Tuition</u>					
Chargeback Revenue		-0-	7,232.13	600,581.97	(600,581.97)
Student Fees	422.00	354,000.00	(603.25)	362,393.60	(8,393.60)
Late Registration Fees	423.00	22,000.00	410.00	655.00	21,345.00
Other Fees	427.10	6,000.00	-0-	1,280.00	4,720.00
TOTAL	427.00	-0-	126.36	644.95	(644.95)
TOTAL		\$ 819,000.00	\$ 7,165.24	\$ 1,005,755.67	\$ (186,755.67)
<u>State Resources</u>					
State Apportionment	431.00				
Regular	431.10	690,000.00	\$ 345,115.00	\$ 731,791.00	\$ (41,791.00)
Summer	431.20	34,000.00	-0-	41,837.00	(7,837.00)
Board of Voc.Ed. & Rehab. 1968-69	432.00	307,000.00	-0-	-0-	307,000.00
Other	433.00	-0-	-0-	-0-	-0-
TOTAL		\$ 1,031,000.00	\$ 345,115.00	\$ 773,628.00	\$ 257,372.00

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
NINE MONTHS ENDED MARCH 31, 1969

REVENUE (Cont.) <u>Federal Resources</u> Other	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			MARCH	TO DATE	
	449.00	\$ -0-	\$ -0-	\$ 8,398.56	\$ (8,398.56)
<u>Interest on Investments</u>	470.00				
Treasury Bills	471.00	15,000.00	5,459.83	24,549.65	(9,549.65)
Certificates of Deposit	472.00	-0-	-0-	3,142.36	(3,142.36)
TOTAL		\$ 15,000.00	\$ 5,459.83	\$ 27,692.01	\$ (12,692.01)
<u>Other</u>					
Miscellaneous Revenue	491.00	\$ -0-	\$ 32.49	\$ 46.57	\$ (46.57)
Total Educational Fund Revenue		\$ 2,957,000.00	\$ 357,466.12	\$ 1,826,889.99	\$ 1,130,110.01
TOTAL EDUCATIONAL FUND REVENUE AND BEGINNING FUND EQUITY		\$ 3,157,000.00	\$ -0-	\$ 3,032,260.59	\$ 124,739.41

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MARCH	TO DATE		
Instruction	110-000	\$ 114,810.00	\$ 7,558.30	\$ 72,437.20	\$ 42,372.80	
Salaries	110-510	-0-	-0-	-0-	-0-	
Administration	110-511	1,274,896.00	111,109.05	763,106.17	511,789.83	
Professional	110-512	3,650.00	-0-	365.00	3,285.00	
Instruction	110-513	78,750.00	6,793.09	55,379.61	23,370.39	
Substitutes	110-514	-0-	-0-	213.35	(213.35)	
Office	110-515	\$1,472,106.00	\$125,460.44	\$ 891,501.33	\$ 580,604.67	
Other	110-519	-0-	131.75	772.65	850.00	(850.00)
Contractual Services	110-520	11,750.00	25.50	4,922.66	4,922.66	6,827.34
Educational	110-521	1,000.00	1,391.40	5,374.32	5,374.32	(4,374.42)
Other	110-529	\$ 12,750.00	\$ 1,548.65	\$ 11,069.63	\$ 11,146.98	\$ 1,603.02
Instructional Materials & Supplies	110-530					
Classroom	110-531	\$ 21,900.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Laboratory	110-532	19,725.00	3,889.73	35,029.25	38,423.85	23,308.15
Technical	110-533	20,107.00	-0-	-0-	-0-	-0-
Audio Visual Aids	110-535	450.00	-0-	-0-	-0-	450.00
General Mat'ls. & Supplies	110-540	\$ 62,182.00	\$ 3,889.73	\$ 35,029.25	\$ 38,423.85	\$ 23,758.15
Office	110-541	\$ 6,300.00	\$ 542.05	\$ 5,189.72	\$ 5,401.90	\$ 898.10
Printing & Duplicating	110-542	7,550.00	1,756.05	7,168.48	7,298.48	251.52
Postage	110-543	-0-	-0-	-0-	-0-	-0-
Advertising	110-544	15,420.00	264.80	4,915.84	5,526.54	9,893.46
Publications & Dues	110-545	200.00	43.50	242.77	242.77	(42.77)
Maintenance	110-547	8,360.00	1,353.20	2,142.97	3,192.82	5,167.18
Other	110-549	100.00	-0-	13.87	13.87	86.13
		\$ 37,930.00	\$ 3,959.60	\$ 19,673.65	\$ 21,676.38	\$ 16,253.62

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES (Cont.) <u>Travel & Meetings</u>	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MARCH		
Meetings	110-551	\$ 3,600.00	\$ 240.84	\$ 902.47	\$ 2,652.29
Travel	110-554	19,255.00	2,483.28	11,141.17	7,814.95
Vehicles	110-556	300.00	-0-	-0-	300.00
Capital Outlay	110-580	\$ 23,155.00	\$ 2,724.12	\$ 12,043.64	\$ 10,767.24
Office	110-585	\$ 57,652.00	\$ 259.06	\$ 16,327.77	\$ 38,593.01
Instructional	110-586	28,960.00	883.35	26,376.95	(49.44)
TOTAL		\$ 86,612.00	\$ 1,142.41	\$ 42,704.72	\$ 38,543.57
TOTAL INSTRUCTIONAL EXPENDITURES		\$1,694,735.00	\$138,724.95	\$1,012,022.22	\$671,530.27

WILLIAM RONEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MARCH	TO DATE		
<u>Learning Resource Center</u>	120-000					
<u>Salaries</u>	120-510					
Administration	120-511	\$ 18,000.00	\$ 1,416.66	\$ 12,749.94	\$ 12,749.94	\$ 5,250.06
Professional	120-512	73,100.00	5,688.30	37,532.03	37,532.03	35,567.97
Office	120-515	40,500.00	2,796.68	18,214.02	18,214.02	22,285.98
TOTAL		\$131,600.00	\$ 9,901.64	\$ 68,495.99	\$ 68,495.99	\$ 63,104.01
<u>Instruct. Materials & Supplies</u>						
Library Supplies	120-534	\$ 9,000.00	\$ 185.79	\$ 900.98	\$ 1,906.08	\$ 7,093.92
Audio Visual Aids	120-535	27,130.00	2,262.80	25,620.21	30,989.33	(3,859.33)
Books & Bindings	120-537	104,000.00	5,390.00	15,123.03	25,266.59	78,733.41
Subscriptions, Periodicals & Dues	120-538	-0-	-0-	-0-	-0-	-0-
TOTAL		\$140,130.00	\$ 7,838.59	\$ 41,644.22	\$ 58,162.00	\$ 81,968.00
<u>General Materials & Supplies</u>						
Office	120-540					
Printing & Duplicating	120-541	\$ 1,500.00	\$ 22.38	\$ 840.56	\$ 884.61	\$ 615.39
Advertising	120-542	500.00	3.90	60.84	60.84	439.16
Publications & Dues	120-544	100.00	-0-	-0-	-0-	100.00
Repair	120-545	150.00	-0-	23.25	23.25	126.75
TOTAL	120-547	1,000.00	-0-	52.45	52.45	947.55
<u>Travel & Meetings</u>	120-550	\$ 3,250.00	\$ 26.28	\$ 977.10	\$ 1,021.15	\$ 2,228.85
Meeting Expense	120-551	\$ -0-	\$ -0-	\$ 46.06	\$ 46.06	\$ (46.06)
Travel	120-554	2,550.00	6.80	357.22	407.22	2,142.78
<u>Fixed Charges</u>	120-570					
Rental of Equipment	120-576	2,500.00	66.00	747.04	747.04	1,752.96
Capital Outlay	120-580					
Equipment & Furniture	120-585	25,000.00	805.93	15,187.95	22,530.85	2,469.15
TOTAL LEARNING RESOURCE EXPENDITURES		\$305,030.00	\$18,645.24	\$127,455.58	\$151,410.31	\$153,619.69

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			MARCH	TO DATE		
<u>Student Services & Aids</u>						
Salaries	130-000	\$ 84,000.00	\$ 6,933.32	\$ 62,399.88	\$ 62,399.88	\$ 21,600.12
Administration	130-510	98,900.00	7,629.77	61,455.05	61,455.05	37,444.95
Professional	130-511	58,200.00	4,570.39	49,714.97	49,714.97	8,485.03
Office	130-512	\$241,100.00	\$19,133.48	\$173,569.90	\$173,569.90	\$67,530.10
<u>TOTAL</u>						
Contractual Services	130-520	1,000.00	-0-	544.02	544.02	455.98
Educational	130-526					
General Materials & Supplies	130-540					
Office	130-541	\$ 4,000.00	\$ 342.06	\$ 4,520.21	\$ 4,660.13	(660.13)
Printing & Duplicating	130-542	1,800.00	118.74	2,426.17	2,426.17	(626.17)
Postage	130-543	-0-	-0-	35.00	35.00	(35.00)
Advertising	130-544	100.00	-0-	58.33	58.33	41.67
Publications & Dues	130-545	500.00	32.00	258.73	283.73	216.27
Medical	130-548	50.00	-0-	-0-	-0-	50.00
Vocational Library	130-549	1,250.00	137.86	655.53	937.28	312.72
<u>TOTAL</u>		\$ 7,700.00	\$ 630.66	\$ 7,953.97	\$ 8,400.64	\$ (700.64)
<u>Travel & Meetings</u>						
Meetings	130-550					
Mileage-Intra	130-551	400.00	322.50	564.57	564.57	(164.57)
Travel	130-552	400.00	-0-	-0-	-0-	400.00
Vehicle	130-554	4,100.00	480.65	2,018.79	2,323.54	1,776.46
<u>TOTAL</u>		-0-	-0-	-0-	-0-	-0-
<u>Capital Outlay</u>		\$ 4,900.00	\$ 803.15	\$ 2,583.36	\$ 2,888.11	\$ 2,011.89
<u>Equipment & Furniture</u>		5,002.00	47.47	4,525.29	4,525.29	476.71
<u>TOTAL STUDENT SERVICES EXPENDITURES</u>		\$259,702.00	\$20,614.76	\$189,176.54	\$189,927.96	\$69,774.04

WILLIAM RAINEY LARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
	BUDGET	MARCH TO DATE		
<u>EXPENDITURES</u>				
<u>Data Processing</u>				
Salaries	\$ 17,000.00	\$ 1,408.32	\$ 12,674.88	\$ 4,325.12
Administration	35,000.00	2,605.00	23,185.00	11,815.00
Professional	19,800.00	3,300.52	19,006.97	793.03
Office	71,800.00	7,313.84	54,866.85	16,933.15
TOTAL				
Contractual Services	-0-	-0-	-0-	-0-
Service Bureau	2,475.00	236.69	1,938.20	3,021.84 (546.84)
Other	2,475.00	236.69	1,938.20	3,021.84 (546.84)
<u>General Materials & Supplies</u>				
Office	4,000.00	542.36	4,624.20	4,719.10 (719.10)
Printing & Duplicating	200.00	93.00	599.10	599.10 (399.10)
Postage	-0-	-0-	-0-	-0-
Advertising	100.00	-0-	167.73	167.73 (67.73)
Publications & Dues	150.00	24.75	137.30	152.30 (2.30)
TOTAL	\$ 4,450.00	\$ 660.11	\$ 5,528.33	\$ 5,639.23 \$(1,188.23)
Travel & Meetings	-0-	-0-	68.00	-0- (68.00)
Travel	1,200.00	107.14	633.98	675.98 (524.02)
<u>Fixed Charges</u>				
Data Processing Equip. Rental	\$ 110,414.00	\$ 9,375.50	\$ 84,602.66	\$ 85,420.86 \$ 24,993.14
<u>Capital Outlay</u>				
Equipment & Furniture	\$ 4,330.00	\$ -0-	\$ 4,224.79	\$ 4,224.79 \$ 105.21
TOTAL DATA PROCESSING EXPENDITURES	\$ 194,669.00	\$ 17,693.28	\$ 151,862.81	\$ 153,916.55 \$ 40,752.45

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	MARCH TO DATE		
<u>Institutional Research</u>	158-000	\$ 15,000.00	\$ -0-	\$ -0-	\$15,000.00
<u>Salaries</u>	158-510	-0-	500.00	3,250.00	(3,250.00)
Administration	158-511				
Professional Office	158-512				
TOTAL	158-515	5,400.00	-0-	-0-	5,400.00
<u>Contractual Services</u>	158-520	\$20,400.00	\$500.00	\$3,250.00	\$17,150.00
Other	158-529	\$ 500.00	\$ -0-	\$ -0-	\$ 500.00
<u>General Materials & Supplies</u>	158-540				
Office	158-541	\$ 650.00	\$ -0-	\$ -0-	\$ 650.00
Printing & Duplicating	158-542	700.00	-0-	-0-	700.00
Publications & Dues	158-545	150.00	-0-	-0-	150.00
Other	158-549	50.00	-0-	-0-	50.00
TOTAL		\$ 1,550.00	\$ -0-	\$ -0-	\$ 1,550.00
<u>Travel & Meetings</u>	158-550				
Meeting Expense	158-551	\$ 100.00	\$ -0-	\$ -0-	\$ 100.00
Travel	158-554	550.00	-0-	-0-	550.00
TOTAL		\$ 650.00	\$ -0-	\$ -0-	\$ 650.00
<u>Capital Outlay</u>	158-580				
Equipment & Furniture	158-585	\$ 1,200.00	\$ -0-	\$ 371.34	\$ 828.66
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$24,300.00	\$500.00	\$3,621.34	\$20,678.66

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			MARCH	TO DATE		
General Adminis. Expense	160-000					
Salaries	160-510					
Administration	160-511	\$ 65,100.00	\$ 5,682.95	\$ 50,348.05	\$ 50,348.05	\$ 14,751.95
Professional	160-512	45,300.00	3,764.26	32,127.54	32,127.54	13,172.46
Office	160-515	60,900.00	4,925.72	44,165.50	44,165.50	16,734.50
Other	160-519	3,000.00	-0-	-0-	-0-	3,000.00
TOTAL		\$174,300.00	\$14,372.93	\$126,641.09	\$126,641.09	\$47,658.91
Contractual Services	160-520					
Architect	160-523	\$ 1,500.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,500.00
Financial	160-524	1,000.00	263.44	2,051.53	2,051.53	(1,051.53)
Other	160-529	2,500.00	350.88	5,125.19	5,624.19	(3,124.19)
TOTAL		\$ 5,000.00	\$ 614.32	\$ 7,176.72	\$ 7,675.72	(2,675.72)
General Materials & Supplies	160-540					
Office	160-541	\$ 5,420.00	\$ 404.36	\$ 3,201.67	\$ 3,449.53	\$ 1,970.47
Printing & Duplicating	160-542	8,900.00	(207.58)	6,897.22	8,420.30	479.70
Advertising	160-544	2,700.00	505.68	4,251.86	4,419.86	(1,719.86)
Publications & Dues	160-545	2,800.00	121.17	3,841.89	4,119.89	(1,319.89)
Other	160-549	500.00	-0-	277.41	277.41	222.59
TOTAL		\$ 20,320.00	\$ 823.63	\$ 18,470.05	\$ 20,686.99	\$ (366.99)
Travel & Meetings	160-550					
Meeting Expense	160-551	\$ 4,700.00	\$ 171.56	\$ 6,178.09	\$ 6,178.09	\$ (1,478.09)
Travel	160-554	9,700.00	1,079.57	6,706.59	7,332.06	2,367.94
TOTAL		\$ 14,400.00	\$ 1,251.13	\$ 12,884.68	\$ 13,510.15	\$ 889.85
Fixed Charges	160-570					
Rental of Equipment	160-576	\$ 1,500.00	\$ 190.00	\$ 1,992.00	\$ 2,087.00	\$ (587.00)
Capital Outlay	160-580					
Equipment & Furniture	160-585	7,000.00	968.25	7,542.42	7,542.42	(542.42)
TOTAL GENERAL ADMINISTRATIVE EXPENDITURES		\$222,520.00	\$18,220.26	\$174,706.96	\$178,143.37	\$44,376.63

WILLIAM RAINY I PER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			MARCH	TO DATE		
<u>General Institutional Exp.</u>	170-000	\$ 3,000.00	\$ -0-	\$ 4,100.00	\$ 4,100.00	\$ (1,100.00)
<u>Contractual Services</u>	170-520	6,000.00	-0-	2,805.67	2,955.67	3,044.33
Audit	170-521	10,000.00	1,070.00	9,148.52	9,148.52	851.48
Educational	170-522	4,805.00	-0-	225.00	225.00	4,580.00
Legal	170-527	\$23,805.00	\$1,070.00	\$16,279.19	\$16,429.19	\$ 7,375.81
Other	170-529					
TOTAL						
<u>General Materials & Supplies</u>	170-540	\$ -0-	\$ -0-	\$ 10.14	\$ 10.14	\$ (10.14)
Printing & Duplicating	170-542	5,000.00	623.50	6,438.81	6,954.81	(1,954.81)
Postage	170-543	-0-	-0-	-0-	-0-	-0-
Advertising	170-544	-0-	450.00	1,850.00	1,850.00	(1,850.00)
Publications & Dues	170-545	3,000.00	191.09	194.09	1,445.07	1,554.93
Other	170-549	\$ 8,000.00	\$1,264.59	\$ 8,493.04	\$10,260.02	\$ (2,260.02)
TOTAL						
<u>Travel & Meetings</u>	170-550	\$ 7,000.00	\$ 525.33	\$ 7,859.87	\$ 7,924.87	\$ (924.87)
Other-Inno. & Recruit.	170-559					
<u>Fringe Benefits</u>	170-560	\$47,500.00	\$3,946.85	\$31,039.10	\$31,039.10	\$16,460.90
Group Medical Insurance	170-561	7,500.00	810.89	6,153.37	6,153.37	1,346.63
Group Life Insurance	170-562	2,000.00	-0-	998.00	998.00	1,002.00
Travelers Accident Insurance	170-563	4,000.00	-0-	2,844.97	2,844.97	1,155.03
Workmen's Compensation	170-564	7,000.00	318.50	1,987.00	2,147.00	4,853.00
Tuition Reimbursement	170-565	-0-	-0-	-0-	-0-	-0-
Remission-Empl. Tuition	170-566	2,000.00	131.00	895.00	895.00	1,105.00
Medical Examinations	170-567	9,000.00	-0-	75.00	75.00	8,925.00
Professional Exp.	170-568	-0-	-0-	-0-	-0-	-0-
Other	170-569					
TOTAL		\$79,000.00	\$5,207.24	\$43,992.44	\$44,152.44	\$34,847.56

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MARCH		
Interest-Tax Warrants	170-577	\$ 500.00	\$ -0-	\$ -0-	\$ 500.00
Gen. Ins.-Liab. & Prop.	170-579	2,500.00	-0-	-0-	2,500.00
TOTAL		\$ 3,000.00	\$ -0-	\$ -0-	\$ 3,000.00
Student Aid	170-591	\$ 44,620.00	\$ -0-	\$ -0-	\$ 44,620.00
Student Grants, Scholarships Trustee	170-592	4,140.00	-0-	516.00	3,624.00
Debt Principal Retirement	170-593	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	12,000.00	3,481.60	16,513.70	(4,513.70)
Provision for Conting.	170-595.1	25,000.00	-0-	-0-	25,000.00
Special Projects	170-595.2	25,000.00	-0-	-0-	15,000.00
Summer Workshop	170-595.3	10,000.00	-0-	7,352.26	2,647.74
Financial Chargeback	170-596	-0-	-0-	-0-	-0-
Clearing Account	170-598	-0-	-0-	-0-	-0-
Other-Athletics	170-599	16,700.00	-0-	1,801.06	14,898.94
TOTAL		\$ 127,460.00	\$ 3,481.60	\$ 26,183.02	\$ 101,276.98

TOTAL GENERAL INSTITUTIONAL EXPENDITURES \$ 248,265.00 \$ 11,548.76 \$ 102,512.72 \$ 104,949.54 \$ 143,315.46

TOTAL EDUCATIONAL FUND EXPENDITURES \$ 2,949,221.00 \$ 225,947.25 \$ 1,761,358.17 \$ 1,805,173.80 \$ 1,144,047.20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - MARCH 31, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM- BALANCE</u>
Cash in Bank	113.02	\$106,832.63	\$ -0-	\$106,832.63
Investments	121.00	98,535.61	-0-	98,535.61
Interfund Receivables-				
Educational Fund	131.01	-0-	-0-	-0-
Auxiliary Fund	131.05	474.00	-0-	474.00
Taxes Receivable-				
Current Year	132.00	4,190.75	-0-	4,190.75
Accounts Receivable	138.00	-0-	-0-	-0-
Inventory	162.00	165.00	-0-	165.00
Deferred Charges	160.00	-0-	-0-	-0-
TOTAL ASSETS		<u>\$210,197.99</u>	<u>\$ -0-</u>	<u>\$210,197.99</u>
 <u>LIABILITIES</u>				
Interfund Payables-				
Educational Fund	231.01	\$ 17,840.78	\$ -0-	\$ 17,840.78
Trust & Agency Fund	231.06	555.70	-0-	555.70
Accounts Payable	241.10	17,871.23	-0-	17,871.23
Reserve for Encumbrances	260.00	-0-	52,807.37	52,807.37
Other Liabilities	270.90	-0-	-0-	-0-
TOTAL LIABILITIES		<u>\$ 36,267.71</u>	<u>\$ 52,807.37</u>	<u>\$ 89,075.08</u>
Fund Balance	300.00	<u>\$173,930.28</u>	<u>\$(52,807.37)</u>	<u>\$121,122.91</u>
TOTAL LIABILITIES & FUND BALANCE		<u>\$210,197.99</u>	<u>\$ -0-</u>	<u>\$210,197.99</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$410,193.68	\$ -0-	\$410,193.68
Add: Revenue to Date		15,617.09	-0-	15,617.09
		<u>\$425,810.77</u>	<u>\$ -0-</u>	<u>\$425,810.77</u>
Less: Expenditures to Date		251,880.49	52,807.37	304,687.86
Balance		<u>\$173,930.28</u>	<u>\$(52,807.37)</u>	<u>\$121,122.91</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MARCH</u>	<u>REVENUE TO DATE</u>	<u>REVENUE TO DATE</u>	<u>UNENCUM. BALANCE</u>
Fund Equity - July 1, 1968	300.00	\$ 50,000.00	\$ -0-	\$ 410,193.68	\$ 410,193.68	\$ (360,193.68)
<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-	(104.49)	3,369.01	3,369.01	(3,369.01)
<u>Intermediate Resources</u>						
Fees and Fines	420.00	750.00	89.00	1,686.00	1,686.00	(936.00)
<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-	-0-	160.00	160.00	(160.00)
Interest on Investments	470.00	5,000.00	1,577.33	9,626.17	9,626.17	(4,626.17)
Miscellaneous Income	491.00	-0-	-0-	135.13	135.13	(135.13)
<u>TOTAL BUILDING FUND REVENUE</u>		<u>\$460,550.00</u>	<u>\$1,561.84</u>	<u>\$425,810.77</u>	<u>\$425,810.77</u>	<u>\$ 34,739.23</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>MARCH</u>	<u>TO DATE</u>		
<u>Operations</u>						
Salaries						
Staff	517.00	\$ 32,400.00	\$ 4,942.52	\$19,989.04	\$19,989.04	\$12,410.96
Student Aids	518.00	10,175.00	1,938.41	7,333.38	7,333.38	2,841.62
<u>Contractual Services</u>						
Maintenance	524-5.00	2,320.00	114.27	1,454.57	1,454.57	865.43
Other	529.00	6,500.00	1,341.62	6,113.71	6,252.91	247.09
<u>General Materials & Supplies</u>						
Printing & Duplicating	542.00	300.00	-0-	-0-	-0-	300.00
Operations Supplies	546.00	7,600.00	124.09	1,358.40	1,416.24	6,183.76
Equipment Repair	547.00	500.00	135.49	180.33	180.33	319.67
Uniforms & Supplies	549.00	1,240.00	213.60	2,336.46	2,390.71	(1,150.71)
<u>Automobile Expense</u>						
Automobile Repairs	556.00	1,500.00	-0-	1,289.30	1,289.30	210.70
Automobile Insurance	569.00	1,500.00	133.84	1,572.59	1,572.59	(72.59)
<u>Fixed Charges</u>						
Fuel, Heating	571.00	4,500.00	384.01	1,949.07	2,283.04	2,216.96
Electricity	572.00	14,500.00	1,437.19	7,615.71	7,615.71	6,884.29
Telephone Expense	573.00	24,000.00	1,744.82	16,820.93	17,549.50	6,450.50
Water, Sewage, etc.	574.00	750.00	-0-	18.50	18.50	731.50
Equipment Rental	576.00	3,500.00	-0-	1,065.81	1,065.81	2,434.19
<u>Capital Outlay</u>						
Groundkeeping & New Landscaping	584.00	-0-	-0-	1,050.00	1,050.00	(1,050.00)
Equipment	585.00	12,150.00	-0-	12,977.29	13,254.99	(1,104.99)
TOTAL OPERATIONS		\$123,435.00	\$12,509.86	\$83,125.09	\$84,716.62	\$38,718.38

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUM. BALANCE</u>
			<u>MARCH</u>	<u>TO DATE</u>		
Maintenance	516.00	\$ 8,200.00	\$ 719.08	\$15,550.90	\$15,550.90	\$ (7,350.90)
Salaries	518.00	3,000.00	-0-	-0-	-0-	3,000.00
Staff						
Student Aids						
<u>Contractual Services</u>						
Repairs	524.00	200.00	174.48	2,088.20	2,126.00	(1,926.00)
General Materials & Supplies	547.00	1,200.00	44.00	707.13	707.13	492.87
<u>Capital Outlay</u>						
Equipment	585.00	1,000.00	469.55	1,360.54	1,511.19	(511.19)
TOTAL MAINTENANCE EXPENDITURES		\$13,600.00	\$1,407.11	\$19,706.77	\$19,895.22	\$ (6,295.22)
<u>Administration</u>						
Salaries						
Administrative Staff	511.00	\$14,500.00	\$1,204.16	\$10,837.44	\$10,837.44	\$ 3,662.56
	515.00	6,000.00	564.00	4,511.41	4,511.41	1,488.59
<u>Contractual Services</u>						
Other	529.00	-0-	-0-	374.19	374.19	(374.19)
<u>General Materials & Supplies</u>						
Office Supplies	541.00	240.00	59.49	270.34	270.34	(30.34)
Printing and Duplicating	542.00	350.00	33.62	81.54	81.54	268.46
Postage	543.00	100.00	-0-	-0-	-0-	100.00
Advertising	544.00	-0-	-0-	134.68	134.68	(134.68)
Publications & Dues	545.00	50.00	3.00	23.00	38.00	12.00
Travel Expense	554.00	700.00	84.46	1,024.42	1,039.67	(339.67)
TOTAL ADMINISTRATIVE EXPENDITURES		\$21,940.00	\$1,948.73	\$17,257.02	\$17,287.27	\$ 4,652.73

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT
FOR THE NINE MONTHS ENDED MARCH 31, 1969

ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB.	UNENCUM. BALANCE
	BUDGET	MARCH TO DATE		
<u>General Institutional Expense</u>				
<u>Fringe Benefits</u>				
Workmen's Compensation	\$ 3,000.00	\$ -0-	\$ 549.03	\$ 2,450.97
Tuition Reimbursement	100.00	-0-	-0-	100.00
Medical Examinations	250.00	-0-	20.00	230.00
TOTAL	\$ 3,350.00	\$ -0-	\$ 569.03	\$ 2,780.97
<u>Fixed Charges</u>				
Rental of Facilities	173,000.00	26,000.00	138,524.60	34,475.40
General Insurance	2,500.00	-0-	6,051.37	(3,551.37)
TOTAL	\$178,500.00	\$26,000.00	\$145,145.00	\$33,705.00
<u>Capital Outlay</u>				
Site Improvements	\$ -0-	\$ -0-	\$ 655.00	\$ (655.00)
New Building & Additions	-0-	-0-	(50,430.89)	-0-
Building Remodeling	10,000.00	169.75	8,459.86	1,540.14
Equipment & Furniture	33,577.00	1,984.97	16,532.39	17,053.68
Instructional Equipment	-0-	-0-	11,430.25	11,475.21
Other	500.00	-0-	-0-	500.00
TOTAL	18,648.00	-0-	-0-	18,648.00
<u>Provision for Contingency</u>				
TOTAL GENERAL INSTITUTIONAL EXP.	\$241,575.00	\$28,154.72	\$131,791.61	\$58,786.25
TOTAL BUILDING FUND EXPENDITURES	\$400,550.00	\$44,020.42	\$251,180.49	\$95,862.14

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
BOND & INTEREST FUND, MARCH 31, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM. BALANCE</u>
Cash in Bank	113.00	\$ 3,342.65	\$ -0-	\$ 3,342.65
Investments	121.00	115,031.61	-0-	115,031.61
Interfund Receivable-Ed. Fd.	131.01	-0-	-0-	-0-
Taxes Receivable-Current Year	132.00	2,500.66	-0-	2,500.66
Taxes Receivable-Back	133.00	151.02	-0-	151.02
TOTAL ASSETS		<u>\$121,025.94</u>	<u>\$ -0-</u>	<u>\$121,025.94</u>
 <u>LIABILITIES</u>				
Reserve for Encumbrances	240.10	\$ -0-	\$ 145,588.37	\$145,588.37
Fund Equity	300.00	121,025.94	(145,588.37)	(24,562.43)
TOTAL LIABILITIES & FUND EQUITY		<u>\$121,025.94</u>	<u>\$ -0-</u>	<u>\$121,025.94</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1968		\$489,299.11	\$ -0-	\$489,299.11
Add: Revenue to Date		7,692.46	-0-	7,692.46
		<u>\$496,991.57</u>	-0-	496,991.57
Less: Expenditures to Date		375,965.63	145,588.37	521,554.00
Balance, March 31, 1969		<u>\$121,025.94</u>	<u>\$ (145,588.37)</u>	<u>\$ (24,562.43)</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BOND & INTEREST FUND - BUDGET REPORT
NINE MONTHS ENDED MARCH 31, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MARCH</u>	<u>REVENUE TO DATE</u>	<u>UNENCUM. BALANCE</u>
Fund Equity	300.00	\$ (22,000.00)	\$ -0-	\$ 489,299.11	\$ (511,299.11)
Local Resources					
Taxes-Current - 1968	411.00	555,594.00	-0-	-0-	555,594.00
Taxes - Back	412.00	-0-	(133.86)	763.23	(763.23)
Interest on Investments	470.00				
Treasury Bills	471.00	1,000.00	-0-	863.76	136.24
Certificate of Deposit	472.00	7,000.00	-0-	6,065.47	934.53
TOTAL REVENUE		\$ 8,000.00	\$ -0-	\$ 6,929.23	\$ 1,070.77
Total Revenue & Beginning Fund Balance		\$563,594.00	\$ (133.86)	\$ 7,692.46	\$ 555,901.54
		\$541,594.00	\$ (133.86)	\$496,991.57	\$ 44,602.43

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MARCH</u>	<u>EXPENDITURES TO DATE</u>	<u>UNENCUM. BALANCE</u>
General Institutional Exp.	578.00	\$296,101.00	\$ -0-	\$150,691.25	\$ 296,101.00
Fixed Charges					
Interest - Bonds					
Other					
Bond Principal	593.00	225,000.00	-0-	225,000.00	-0-
Bank Service Charge	596.00	453.00	-0-	274.38	453.00
		\$225,453.00	\$ -0-	\$225,274.38	\$ 225,453.00
Total Bond & Interest Exp.		\$521,554.00	\$ -0-	\$375,965.63	\$ 521,554.00

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
SITE AND CONSTRUCTION FUND, MARCH 31, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>3/31/69 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUM. BALANCE</u>
Cash in Bank	113.00	\$ 12,708.87	\$ -0-	\$ 12,708.87
Investments	120.00	2,250,281.75	-0-	2,250,281.75
Interfund Receivables- Educational Fund	131.01			
Other Receiv.-Long Term	138-91	25,447.74	-0-	25,447.74
<hr/>				
Deferred Charges Unallocated Moveable Equipment	169.00	\$ -0-	\$ 335,123.27	\$ 335,123.27
TOTAL ASSETS		<u>\$2,288,438.36</u>	<u>\$ 335,123.27</u>	<u>\$2,623,561.63</u>
<hr/>				
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 1,079.09	\$ -0-	\$ 1,079.09
Reserve for Encumbrances	260.00	-0-	442,086.40	442,086.40
TOTAL LIABILITIES		<u>\$ 1,079.09</u>	<u>\$ 442,086.40</u>	<u>\$ 443,165.49</u>
<hr/>				
Fund Equity	300.00	\$2,287,359.27	\$(106,963.13)	\$2,180,396.14
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,288,438.36</u>	<u>\$ 335,123.27</u>	<u>\$2,623,561.63</u>
<hr/>				
<u>SUMMARY OF FUND BALANCE</u>				
Balance, September 1, 1966		\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date		7,856,966.75	-0-	7,856,966.75
		<u>\$7,856,966.75</u>	\$ -0-	<u>\$7,856,966.75</u>
Deduct: Expenditures to Date		5,569,607.48	106,963.13	5,676,570.61
Balance, March 31, 1969		<u>\$2,287,359.27</u>	<u>\$ (106,963.13)</u>	<u>\$2,180,396.14</u>

WILLIAM RAINEY CARPER COLLEGE
DISTRICT #512

SITE AND CONSTRUCTION FUND BUDGET REPORT
PROJECT BUDGET SEPTEMBER 1, 1966 to MARCH 31, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			MARCH	TO DATE	
<u>Intermediate Resources</u>					
<u>Sale of Bonds</u>	425.00				
September 1, 1966 Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Issue		4,000,000.00	-0-	4,000,000.00	-0-
Premium on Bonds Sold		\$ 7,375,000.00	\$ -0-	\$ 7,375,000.00	\$ -0-
		\$ 360.00	\$ -0-	\$ 360.13	(.13)
Accrued Interest		53,094.00	-0-	53,094.42	(.42)
<u>State Resources</u>					
Vocational Education Act.	432.00	750,000.00	-0-	-0-	750,000.00
<u>Federal Resources</u>					
Title VI 1967-68	443.00	61,091.00	-0-	61,091.00	-0-
HEW Grant	446.00	-0-	-0-	-0-	-0-
<u>Facilities</u>					
Sale of Well Site	464.00	4,000.00	-0-	4,000.00	-0-
Sale of Portable Classrooms	465.00	-0-	-0-	-0-	-0-
<u>Interest on Investments</u>					
Treasury Bills	471.00	80,000.00	2,185.73	4,618.43	75,381.57
Certificates of Deposit	472.00	300,000.00	12,127.78	358,172.42	(58,172.42)
Other		\$ 380,000.00	\$ 14,313.51	\$ 362,790.85	\$ 17,209.15
<u>Miscellaneous</u>					
		\$ 631.00	\$ -0-	\$ 630.35	\$.65
		\$ 8,624,176.00	\$ 14,313.51	\$ 7,856,966.75	\$ 767,209.25

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
			MARCH	TO DATE		
<u>Phase I</u>						
<u>Contractual Services</u>						
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
<u>Architectural Engineering</u>						
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-	14,247.73	14,247.73	(4,247.73)
Plans	523.50	25,000.00	-0-	19,338.93	19,338.93	5,661.07
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-	\$ 703,089.19	\$ 703,089.19	\$ 6,598.81
<u>Fixed Charges</u>						
Treasurer's Bond	579.10	3,000.00	\$521.00	\$ 3,037.00	\$ 3,037.00	(37.00)
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	\$521.00	\$ 3,041.57	\$ 3,041.57	\$ 2,591.43
<u>Capital Outlay</u>						
<u>Site Acquisition</u>						
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-	13,941.45	13,941.45	(173.45)
Revenue Stamps & Title Pol.	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-	\$1,466,802.67	\$1,466,802.67	\$ 857.33

WILLIAM RAINEY HARPER COLLEGE

DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MARCH 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBS BALANCE
			MARCH	TO DATE		
Capital Outlay	582.10	\$ 500.00	\$ -0-	\$ 94.39	\$ 94.39	\$ 405.61
Site Improvement	582.20	4,000.00	-0-	-0-	-0-	4,000.00
Minor Improvements		4,500.00	\$ -0-	\$ 94.39	\$ 94.39	\$ 4,405.61
Water Connection						
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)
		\$2,729,074.00	\$ -0-	\$2,729,074.53	\$2,729,074.53	(.53)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MARCH 31, 1969

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUMB. BALANCE</u>
			<u>MARCH</u>		
				<u>TO DATE</u>	
<u>Office Equipment</u>					
Instructional Administration	585.00	\$28,860.47	\$ -0-	\$28,860.47	\$ -0-
Data Processing		1,472.40	-0-	1,472.40	-0-
Nursing		370.70	-0-	370.70	-0-
Student Personnel		15,433.39	-0-	15,433.39	-0-
Institutional Development		171.21	-0-	171.21	-0-
Business Office		4,298.86	-0-	4,298.86	-0-
Administration		376.24	-0-	376.24	-0-
		<u>\$50,983.27</u>	<u>\$ -0-</u>	<u>\$50,983.27</u>	<u>\$ -0-</u>
<u>Classroom Equipment</u>	586.10				
<u>Office Machines</u>					
Musical Instruments		\$ 3,430.00	\$ -0-	\$ 3,430.00	\$ -0-
Science Equipment		8,641.00	-0-	8,641.00	-0-
Audio Visual Equipment		2,461.17	-0-	2,461.17	-0-
Data Processing Furniture		948.42	-0-	948.42	-0-
Library Equipment		4,687.66	-0-	4,687.66	-0-
Art Equipment		2,936.12	-0-	2,936.52	-0-
Social Science Equipment		1,131.55	-0-	1,131.55	(.40)
Communications Equipment		275.45	-0-	275.45	-0-
		393.00	-0-	393.00	-0-
		<u>\$24,904.37</u>	<u>\$ -0-</u>	<u>\$24,904.77</u>	<u>\$ (.40)</u>
<u>Title VI Equipment</u>	586.10				
<u>Science</u>					
Audio Visual Equipment		\$32,438.97	\$ -0-	\$31,802.45	\$ 636.52
Art Department Equipment		25,926.85	-0-	25,926.85	-0-
Music Equipment		2,693.26	-0-	2,693.26	-0-
		-0-	472.00	(543.00)	-0-
<u>TITLE VI EQUIPMENT</u>		<u>\$61,059.08</u>	<u>\$472.00</u>	<u>\$59,879.56</u>	<u>\$ 60,422.56</u>
					<u>\$ 636.52</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
SITE & CONSTRUCTION FUND
PROJECT BUDGET SEPTEMBER 1, 1966 to MARCH 31, 1969

EXPENDITURES Equipment	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
			MARCH	TO DATE		
Voc. Tech. Equipment*						
Business	110-586.21	\$ 38,089.00	\$ -0-	\$ -0-	\$ -0-	\$ 38,089.00
Data Processing	116-586.21	62,435.00	-0-	62,434.66	62,434.66	.34
Law Enforcement	128-586.21	5,500.00	-0-	320.00	320.00	
Architecture	110-586.21	20,000.00	-0-	-0-	-0-	5,130.00
Electronics	112-586.23	170,000.00	607.09	178,350.58	178,919.58	20,000.00
Mechanical Design	114-586.23	140,000.00	-0-	18,585.18	18,585.18	(8,919.58)
Numerical Control	115-586.23	163,000.00	13,940.00	169,456.00	169,456.00	121,414.82
Nursing	116-586.23	2,000.00	-0-	7,683.62	7,683.62	(6,456.00)
Dental Hygiene	117-586.23	148,000.00	-0-	4,736.74	100,147.87	(5,683.62)
TOTAL VOC. TECH.		\$ 749,024.00	\$14,547.09	\$ 441,566.78	\$ 537,546.91	\$ 47,852.13
Phase II						
Contractual Services						
Architectural & Eng.	523.00	\$ 828,050.00	\$ -0-	\$ 87,882.00	\$ 98,322.00	\$ 729,728.00
Capital Outlay						
New Buildings	583.00	1,993,600.28	-0-	2,288.75	2,288.75	1,991,311.53
Total Phase II		2,821,650.28	-0-	90,170.75	100,610.75	2,721,039.53
		\$8,624,176.00	\$15,540.09	\$5,569,607.48	\$5,676,570.61	\$2,947,605.39

*Vocational Technical Equipment budget adjusted between items.
Total remains the same.

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
AUXILIARY FUND - MARCH 31, 1969

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE MARCH 31</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 120.00	\$ -0-	\$ 120.00
Cash in Bank	113.04	(3,356.70)	-0-	(3,356.70)
Charge Funds	115.00	500.00	-0-	500.00
<u>Interfund Receivables</u>				
Educational Fund	131.01	-0-	-0-	-0-
Trust & Agency Fund	131.06	15.00	-0-	15.00
<u>Miscellaneous Receiv.</u>	138.00	2,564.97	-0-	2,564.97
Inventory	162.00	43,813.76	-0-	43,813.76
TOTAL ASSETS		\$43,657.03	\$ -0-	\$43,657.03
<u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$ 9,485.40	\$ -0-	\$ 9,485.40
Building Fund	231.02	474.00	-0-	474.00
Accounts Payable	240.10	6,531.16	-0-	6,531.16
Retailers Occupation Tax	255.00	316.95	-0-	316.95
Reserve for Encumbrances	260.00	-0-	6,558.90	6,558.90
TOTAL LIABILITIES		\$16,807.51	\$ 6,558.90	\$23,366.41
Fund Balance	300.00	\$26,849.52	\$(6,558.90)	\$20,290.62
TOTAL LIABILITIES & FUND BALANCE		\$43,657.03	\$ -0-	\$43,657.03

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND (CAFETERIA) BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

REVENUE	REVENUE			UNENCUMBERED BALANCE
	ACCOUNT NUMBER	BUDGET	MARCH TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 1,700.00	\$ -0-	\$ 93.79
Sales - Food	451.00	38,000.00	3,835.24	17,163.92
Total Revenue & Beginning Fund Equity		<u>\$39,700.00</u>	<u>\$3,835.24</u>	<u>\$17,257.71</u>

EXPENDITURES	EXPENDITURES			EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
	ACCOUNT NUMBER	BUDGET	MARCH TO DATE		
Public & Auxiliary Service	510.00				
Salaries	517.00	\$14,400.00	\$1,049.06	\$ 5,203.52	\$ 9,196.48
Operations Staff					
General Materials & Supplies	546.70	\$ 200.00	\$ -0-	\$ 220.56	\$ (20.56)
Beginning Inventory	546.10	21,000.00	1,900.46	11,647.33	8,933.26
Purchases - Food	546.80	(200.00)	(12.27)	(579.79)	379.79
Ending Inventory	546.90	2,300.00	149.22	1,113.90	1,106.13
Other Supplies					
Cost of Sales		<u>\$23,300.00</u>	<u>\$2,037.41</u>	<u>\$12,402.00</u>	<u>\$10,398.62</u>

Other Expenses	EXPENDITURES			EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
	ACCOUNT NUMBER	BUDGET	MARCH TO DATE		
Advertising	544.00	\$ -0-	\$ -0-	\$ 40.01	\$ (40.01)
Financial Charges & Adj.	596.00	-0-	-0-	(.14)	14
CAFETERIA OPERATIONS EXPENSE					
Professional Salaries	512.00	-0-	1,375.00	2,750.00	(2,750.00)
TOTAL CAFETERIA EXPENDITURES		<u>\$37,700.00</u>	<u>\$ 4,461.47</u>	<u>\$20,395.39</u>	<u>\$16,805.23</u>

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 5,000.00	\$ 2,757.87	\$ 2,242.13
Sales Bookstore				
Sales - Books	452.10	200,000.00	191,328.00	8,672.00
Returned Sales - Books	452.17	-0-	(102.65)	11,729.78
Sales - Supplies	452.20	35,000.00	25,476.95	9,523.05
Returned Sales - Supplies	452.27	-0-	(245.25)	245.25
Total Revenue & Fund Equity		\$235,000.00	\$204,829.92	\$30,170.08
		\$240,000.00	\$207,587.79	\$32,412.21

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	TO DATE		
Public & Auxiliary Service					
Salaries					
Professional Staff	512.00	\$ 11,000.00	\$ 8,249.94	\$ 8,249.94	\$ 2,750.06
Office Staff	515.00	10,700.00	646.50	7,147.69	3,552.31
TOTAL		\$ 21,700.00	\$ 15,397.63	\$ 15,397.63	\$ 6,302.37
Instructional Materials & Supplies					
Purchases - Books					
Beginning Inventory-Books	536.10	\$166,000.00	\$143,851.95	\$147,318.21	\$18,681.79
Ending Inventory-Books	536.11	25,000.00	-0-	17,975.67	7,024.33
	536.12	(20,000.00)	(321.71)	(24,567.69)	4,567.69
Purchases - Supplies					
Beginning Inventory-Supplies	536.20	30,000.00	1,108.72	27,308.68	1,837.06
Ending Inventory-Supplies	536.21	10,000.00	-0-	10,745.60	(745.60)
Cost of Sales	536.22	(15,000.00)	(431.57)	(18,666.28)	3,666.28
		\$196,000.00	\$156,647.93	\$160,968.45	\$35,031.55

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MARCH		
General Mats. & Supplies	540.00				
Office Supplies	541.00	\$ 875.00	\$ 5.80	\$ 353.72	\$ 521.28
Printing & Duplicating	542.00	1,550.00	7.92	207.34	1,244.66
Advertising	544.00	1,100.00	27.65	77.65	1,022.35
Publications & Dues	545.00	175.00	23.50	147.30	27.70
Repairs & Maintenance	547.00	-0-	-0-	149.36	(249.36)
TOTAL		\$ 3,700.00	\$ 64.87	\$ 935.37	\$ 2,566.63
Travel & Meeting Expense	554.00	\$ 550.00	-0-	\$ 335.08	\$ 214.92
Fixed Charges	570.00				
Telephone Expense	573.00	\$ 500.00	\$ 32.57	\$ 395.86	\$ 104.14
Interest Expense	577.00	1,800.00	-0-	-0-	1,800.00
Capital Outlay	580.00	\$ 2,300.00	\$ 32.57	\$ 395.86	\$ 1,904.14
Office Equipment	585.00	\$ 684.00	-0-	\$ -0-	\$ 684.00
Other	590.00				
Provision for Contingency	595.00	14,000.00	-0-	-0-	14,000.00
Financial Charges & Adjust.	596.00	700.00	(3.61)	11.05	688.95
		\$ 14,700.00	\$ (3.61)	\$ 11.05	\$ 14,688.95
Total Bookstore Expenditures		\$ 239,634.00	\$ 4,357.71	\$ 173,722.92	\$ 61,392.56

WILLIAM RAINY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUNDS - INTER-COLLEGIATE ATHLETICS
 FOR THE NINE MONTHS ENDED MARCH 31, 1969

REVENUE
Fund Equity, July 1, 1968

Gate Receipts
 Total Revenue

ACCOUNT NUMBER	BUDGET	EXPENDITURES MARCH	TO DATE
300.00			
455.00	-0-	-0-	77.00
	\$ -0-	\$ -0-	\$ 77.00

EXPENDITURES
 Contractual Services
 Instructional Mats. & Supplies
 General Materials & Supplies
 Printing & Duplicating
 Publications & Dues

Travel Expense
 Insurance
Fixed Charges
 Rental of Facilities
 Rental of Equipment
 Capital Outlay-Equipment

ACCOUNT NUMBER	BUDGET	EXPENDITURES MARCH	TO DATE	EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
520.00	\$ -0-	\$ -0-	\$ 1,162.25	\$ 1,162.25	\$ (1,162.25)
530.00	-0-	796.77	7,505.26	7,505.26	(7,505.26)
542.00	-0-	-0-	391.74	391.74	(391.74)
545.00	-0-	-0-	66.30	66.30	(66.30)
554.00	-0-	2,657.06	3,191.07	4,572.07	(4,572.07)
569.00	-0-	193.50	252.00	252.00	(252.00)
575.00	-0-	-0-	-0-	160.00	(160.00)
576.00	-0-	(1,180.00)	192.75	192.75	(192.75)
586.00	-0-	361.95	361.95	361.95	(361.95)
	\$ -0-	\$ 2,829.28	\$ 13,123.32	\$ 14,664.32	\$ (14,664.32)

REVENUE
 Public and Auxiliary Services
 Computer Rental

EXPENDITURES
 Salaries-Professional
 Contractual Services
 Equipment Rental
 Total Expenditures

ACCOUNT NUMBER	BUDGET	EXPENDITURES MARCH	TO DATE	EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
459.00	\$ -0-	\$ (350.00)	\$ 5,295.93		
512.00	\$ -0-	\$ -0-	\$ 780.74	\$ 780.74	\$ (780.74)
520.00	-0-	-0-	120.00	120.00	(120.00)
576.00	-0-	-0-	426.12	426.12	(426.12)
	\$ -0-	\$ -0-	\$ 1,326.86	\$ 1,326.86	\$ (1,326.86)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - OTHER ACTIVITIES
FOR THE NINE MONTHS ENDED MARCH 31, 1969

32

<u>REVENUE</u>	<u>ACCOUNTS</u>		<u>REVENUE</u>	
	<u>NUMBER</u>	<u>BUDGET</u>	<u>MARCH</u>	<u>YR. TO DATE</u>
Other Activities- Publications	459.00	\$ -0-	\$ -0-	\$15.00

Dr. Cummings

RECEIVED
JUN 12 1969
Office of the President

Educational Reference and Advisory Corporation
341 Madison Avenue, New York, New York 10017
(212) MU 6-5430
May 9, 1969

Board of Directors
Gerald P. Burns,
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The Johns Hopkins Fund

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Counselor-at-Law
New York, New York

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Coordinator of Humanities
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Abington,
Pennsylvania

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President
Samford University

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

Dear President Lahti:

In these times of turbulence on most campuses, it is sometimes reassuring to know that professional advice and assistance is as close as your telephone. Having resigned from Hopkins, I have decided to give full-time to ERA commitments, at least for the next few months.

As you may know, or as the enclosed folder will point out, ERA provides for colleges and universities at minimum cost, essential and unique services not otherwise available. These services have varied from offering professional consultation on academic and administrative problems to providing publicity in a special New York Times Sunday Supplement.

Last Spring ERA sponsored a highly successful series of one-day seminars for college trustees and university regents. If there is wide-spread interest in our programming such seminars on the role and responsibilities of board members again this year, we shall do so on the following regional basis:

Washington	June 23	Minneapolis	July 7
Atlanta	June 24	Chicago	July 8
Fort Worth	June 25	Columbus	July 9
Los Angeles	June 26	New York	July 10
San Francisco	June 27	Boston	July 11

Program - One hour each on the nature and scope of higher education, general functions of board members, their role in establishing policy, and a question and answer clinic with special attention to student protests and faculty strikes.

Personnel - The ERA board has asked me to coordinate this series and direct the seminars with the assistance of experts in each region.

Participation - Attendance is limited to two board members per institution, or the president and one board member, and will be held to 25 persons per seminar.

Costs - Total cost per trustee or regent attending is \$35 (includes all sessions, lunch and Trustees in Higher Education).

If you are interested in having your institution represented, please complete the enclosed form and return it to me at your earliest convenience

Sincerely yours,
Gerald P. Burns
Gerald P. Burns

:lu

Dr. GERALD P. BURNS
4000 N. Charles Street
Baltimore, Maryland 21218

Date _____

Dear Dr. Burns:

The following member of our Board is interested in attending the
Trustee Seminar underlined below:

NAME _____

ADDRESS _____

CITY _____ STATE _____

- June 23, Johns Hopkins School of Advanced International Studies,
1740 Massachusetts Avenue, N.W., Washington, D.C.
- June 24, Emory University, 1380 Oxford Road, N.E., Atlanta Georgia
- June 25, Texas Christian University, University Drive, Fort Worth, Texas.
- June 26, University of Southern California, University Park, Los Angeles, Calif.
- June 27, San Francisco State College, 1600 Holloway Dr., San Francisco, Calif.
- July 7, University of Minnesota, Minneapolis, Minnesota.
- July 8, Standard Oil of Indiana, 910 South Michigan Avenue, Chicago, Illinois.
- July 9, Ohio State University, 190 North Oval Drive, Columbus, Ohio.
- July 10, Equitable Life Assurance Society, 1285 Avenue of the Americas, N.Y.C.
- July 11, Boston University, 755 Commonwealth Ave., Boston, Massachusetts.

Enclosed is our check for \$35.00, drawn to the Educational Reference and
Advisory Corporation. Please advise our representative of his acceptance and
provide him any additional information needed.

Sincerely yours,

President

Institution

P.S. If you wish to enroll a second representative in one of the seminars, please
add his name, address, and desired seminar, and increase your check to \$70.00.
Registration is on a "first-come, first-served" basis, and none can be accepted
after June 10, 1969.

ERA

Board of Directors

Gerald P. Burns, Chairman President The Johns Hopkins Fund	Donald G. Colley Management Consultant Plainville, Massachusetts
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Joseph Karow, Secretary Counselor-at-Law New York, New York	Robert E. McDonald Vice President Foreign Policy Association
Frederick H. Lewis, Treasurer Executive Director Fresh Air Fund	Oliver W. Melchior Superintendent of Schools Garden City, Long Island
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Rollin P. Baldwin Director Baldwin School	Leslie S. Wright President Samford University

There is a new
ERA
in education
Educational Reference and
Advisory Corporation

ERA

- Educational Reference and Advisory Corporation is a private, nonprofit organization established to provide advice, counsel, and service to schools, colleges, universities, business, industrial groups, unions, and associations on problems relating to their educational programs. ERA focuses on educational problems the fresh and creative points of view not only of qualified educators but of skilled professionals from other related fields as well.

7-13 Washington Square North, New York, N. Y. 10003

Why the Need for ERA?

- All facets of education are expanding with such rapidity that institutions and individuals are hard pressed to keep pace with the explosion of knowledge, the new methods of knowledge transmission, and the dramatic growth of the demand for education. Thoughtful leaders believe that the needs of the educational world are not being adequately met by available agencies.
- Many of these leaders believe that such problems might best be solved through dynamically designed professional approaches coordinated by a private nonprofit corporation dedicated to serving education. To meet these pressing needs, to offer specialized services at cost, to provide a unique kind of collective wisdom, a broadly representative group of interested individuals—all acknowledged experts and highly respected in their fields—have pooled their avocational interests to guide this new kind of educational service organization.
- The purpose of this unusual organization is to provide analysis, ideas, programs, and services for which definite need exists. A working board of considerable and varied experience brings its collective judgments to bear on each problem. It will employ an operating staff of skilled professionals carefully selected to fit each client's need.

- While the needs of institutions and organizations that can be met by this flexible new organization cannot be completely listed, the list below suggests the scope of the services of the Educational Reference and Advisory Corporation.

What Does ERA Do?

Consultation, surveys, program development, and other services . . .

For schools, colleges, and universities on

administration
community relations
faculty relations
fund raising
instructional media
orientation of trustees and regents
public relations
space utilization

For civic groups and associations interested in education on

fund raising
organizational studies
program evaluation
public relations

For business and industrial organizations on

college aid programs
conference planning
employee training
management development

For government agencies (local, state, national) on

contract services
project proposals
special consultation

How Does ERA Operate?

- The services rendered to the educational field by ERA will be many and varied. Flexibility is achieved through the scope and variety of experiences represented by its board, and by the selection of outside specialists to assist on specific problems.

- Each question to be answered, each problem to be solved, each need to be serviced is expected to be difficult, important, and serious. Each is treated as a separate project, the client and the request being evaluated before acceptance is made.

- Each project receives the consideration of the entire board; a member of the board supervises the operation; a fully qualified staff member handles the work; the report or final effort carries the imprimatur of the EDUCATIONAL REFERENCE AND ADVISORY CORPORATION.

- As a private, nonprofit educational corporation, ERA charges a modest fee to cover the costs of programs devised and services rendered. Fees are based upon the time and staff requirements for the particular project.

For further information, write:

Mr. Joseph Karow, Secretary
Educational Reference & Advisory Corp.
341 Madison Avenue
New York, New York 10017

to Communion

Village Hall
161 Illinois Boulevard
Hoffman Estates, Ill.
May 6, 1969

Mr. Richard Johnson, President
Harper College Board of Directors
35 W. Palatine Road
Palatine, Illinois

Dear Mr. Johnson:

At the Village Board meeting of April 24, 1969, the Board of Trustees voted to set up exploratory meetings with neighboring boards, including that of Harper College. During the meetings we hope to discuss items of mutual interest and concern.

We would like to meet with representatives of your board in the near future. Please discuss the matter with your board and let us know a time which would be convenient for you so that we can set up a definite appointment.

I am looking forward to working with you.

Very truly yours,

Frederick E. Downey
FREDERICK E. DOWNEY
President
Village of Hoffman Estates

FED:dl

WILLIAM RAINEY HARPER COLLEGE
 DIVISION OF SOCIAL SCIENCE

CANDIDATE Robert J. Lakatos

FIELD Psychology

PREPARATION Bucknell Univ., Lewisburg, Penn.
 (Degree, School
 Year Received & Semester Hours in
 Subject Field) B.A. Psychology 1966 44 Sem. Hrs.
Univ. of Delaware, Newark, Del., June, 1969,
M.A. Psychology 54 Sem. Hrs.

MAJOR AREAS Psychology

TEACHING EXPERIENCE (Dates of Positions) University of Delaware, Psychology, Summer, 1968
University of Delaware, Psychology, September 1966
to June 1968.

OTHER EXPERIENCE Undergraduate Research Assistant, June 1964 to
Aug. 1964. Research Assistant June, 67 to Sept. 69.
Research Fellow, Sept. 68 to June 69.

~~HONORS & DISTINCTIONS~~
 PUBLICATIONS Journal of Genetic Psychology "Effects of Deprivation
Procedures on Consummatory Motivation in the Domestic
Chicken"

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

RANK & SALARY Instructor, \$9,000.00

RECOMMENDED BY L. K. [Signature] Department
[Signature] Chairman
[Signature] Assistant Dean
[Signature] Dean

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Social Science

CANDIDATE George K. Woolsey

FIELD Sociology - Law Enforcement

PREPARATION Utah State Univ., Logan, Utah, 1958-60
Utah State Univ., " " 1965-67, B.S.
Social work-24 sem. hrs., Psy. 24 sem. hrs.
Univ. of Wyoming, Laramie, Wyo. 1968-69
Will receive M.A.- June, 1969.

MAJOR AREAS Sociology - Law Enforcement, Juvenile
Delinquency, Criminology

TEACHING EXPERIENCE Univ. of Wyoming - Sept., 1968 to present
Sociology - Graduate assistant

OTHER EXPERIENCE Parole officer, Dept. of Institutions, Wash.
Case Worker, Utah Juv.Ct., Utah; Br. Mgr.
Seaboard Finance Co., Denver; Salesman,
Amer. Natl. Ins. Co., Cheyenne, Wyo.

HONORS & DISTINCTIONS President's Honor Roll, Utah State Univ.

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

RANK Instructor - \$9,800.

STEP & SALARY

RECOMMENDED BY *Ronald Stewart* Department
Larry King Chairman
John R. Burkholder Assistant Dean
Samuel Stewart Dean

WILLIAM PAINY HARPER COLLEGE
DIVISION OF Science and Mathematics

CANDIDATE

William Robert Bush, Jr.

FIELD

Physical Science

PREPARATION

University of Chicago 1963-1967 B.A.

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

University of Chicago 1967- pres. M.S.

MAJOR AREAS

Geophysical Science - Major

Mth - Physics - Minor

TEACHING EXPERIENCE
(Dates of Positions)

Teaching Assistant - Aug 67-Aug 68 - University of Chicago

OTHER EXPERIENCE

Assistant to Paleo. Curator, Bus Operator, Research

Assistant (all summer work)

HONORS &
DISTINCTIONS

Research Assistantships and Teaching Assistantships

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Instructor \$8,200

RECOMMENDED BY

Division of Science and Mathematics

Department

John A. Thompson

Chairman

Thomas ...

Assistant Dean

Dean

WILLIAM PAINEY HARPER COLLEGE
DIVISION OF Science and Mathematics

CANDIDATE

William Ross Schooley

FIELD

Mathematics

PREPARATION

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

Pennsylvania State University 1964-1967 B.S.

Bowling Green State University 67-69 M.A.

MAJOR AREAS

Mathematics - Major

TEACHING EXPERIENCE
(Dates of Positions)

Bowling Green S.U. - Teaching Assistant - 9-68 to 6-69
Montrose H. S. - Substitute Tchr - 9-68 to 12-68
Bowling Green S.U. - Teaching Assistant - 9-67-6-68

OTHER EXPERIENCE

Chicken Fryer/helper , Rotary Summer Exchange Student,
Mail Sorter (this was all part-time employment)

HONORS &
DISTINCTIONS

Phi Mu Alpha, Graduate Assistant of Mth, Rotary Summer
Exchange Student to Holland

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Instructor \$8,600.00

RECOMMENDED BY

John Flanagan Department
Division of Science and Mathematics Chairman
John Thompson Assistant Dean
Kenneth ... Dean

WILLIAM RAINEY HARPER COLLEGE
 DIVISION OF HUMANITIES & FINE ARTS

CANDIDATE Willard F. Williamson

FIELD Philosophy

PREPARATION Gonzaga University A.B. M.A. 1960
 (Degree, School University of Santa Clara MST. 1967
 Year Received & University of So. California M.A. 1969
 Semester Hours in

Subject Field)	A.B.	M.A.
Philosophy	30	30
Theology	24	38
Political Science	37	32

MAJOR AREAS _____

TEACHING EXPERIENCE Loyola High School Missoula, Montana 1960-63
 (Dates of Positions) University of So. California Los Angeles 1968-69

OTHER EXPERIENCE Seminarian in Society of Jesus 1955-1967

HONORS & "Individualism in John Locke's Theory of Natural Rights
 DISTINCTIONS New Frontiers (May, 1960)
"House Rules Committee: An Appraisal"
Social Order (February, 1962)

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

RANK & SALARY Instructor - \$10,500

RECOMMENDED BY S. T. Franklin Department
G. P. Maksa Chairman
[Signature] Assistant Dean
[Signature] Dean

WILLIAM RAINEY HARPER COLLEGE
 DIVISION OF Communications

CANDIDATE Adrienne Baker

FIELD English

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

A.B. Hunter College, 1967 (English)
M.A. Univ. of Arizona, 1968 (English)
24 additional hours past masters, New York Univ.
1968-69 (English)

MAJOR AREAS Composition, English Literature Survey

TEACHING EXPERIENCE
 (Dates of Positions) None

OTHER EXPERIENCE

HONORS &
 DISTINCTIONS Magna Cum Laude (A.B.), Phi Beta Kappa, Nat'l. English
 Honor Society, Regent's Fellowship, Marjorie
 Anderson Fellowship

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

RANK & SALARY Instructor - \$8,500 for 39 weeks

RECOMMENDED BY

<u>English</u>	<u>Department</u>
<u>Robert Powell</u>	<u>Chairman</u>
<u>[Signature]</u>	<u>Assistant Dean</u>
<u>[Signature]</u>	<u>Dean</u>

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Communications

CANDIDATE

Jesse J. Garrott

FIELD

English - Reading

PREPARATION

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

University of Illinois, B.S. (1950), A.B. (1951-English)

M.A. (1958 - English)

University of Chicago, Certificate of Advanced

Study (1967-Reading)

MAJOR AREAS

Remedial Reading, Learning Disabilities, Reading

Acceleration, Composition, Literature

TEACHING EXPERIENCE
(Dates of Positions)

New Trier High School (1967-69)

Maine East High School (1965-67)

Glenbrook High School (1960-64)

Bloom High School (1958-60)

Univ. Of Illinois (1957-58)

OTHER EXPERIENCE

U.S. Navy (1945-47)

Consultant, Ravinia Reading and Education Clinic
(1968-69)

HONORS &
DISTINCTIONS

National Honor Society, College Honors, Mensa

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Assistant Professor of English

\$12,700 for 39 weeks

RECOMMENDED BY

English

Department

Robert Ferrell

Chairman

Assistant Dean

[Signature]

Dean

Exhibit B .

WILLIAM RAINEY HARPER COLLEGE

May 7, 1969

To: Board of Trustees

From: President

Subject: Resolutions requested by the I.B.A.

I.B.A. has requested that we pass the attached resolutions in order to bring their files up-to-date with regard to Harper College.

Frank Hines has reviewed these resolutions and recommends their passage.

RESOLUTION

WHEREAS, this Board of Junior College District No. 512,
McHenry
County (s) of Cook, Kane, Lake & /, and State of Illinois, pursuant
to the provisions of "AN ACT in relation to the establishment,
operation and maintenance of public junior colleges and making an
appropriation in connection therewith.", approved July 15, 1965, as
amended, has requested participation in the program authorized by
"AN ACT to create the Illinois Building Authority and to define its
powers and duties", approved August 15, 1961, as amended for the
construction of Phase (s) I-A & I-B of the construction program
of said Junior College District; and

WHEREAS, said Junior College Act provides that said Junior
College District must contribute twenty-five per cent (25%) or more
of the total cost of the program; and

WHEREAS, this Board of said Junior College District has
heretofore made expenditures which are wholly applicable and
allocable to Phase (s) I-A & I-B, and is entitled to credit therefor,
said credit to apply toward and as a part of the required minimum
financial contribution of twenty-five per cent (25%), and

WHEREAS, this Board has reviewed all official records and
other pertinent documents, and has found and determined that expend-
itures heretofore incurred by this Board in the aggregate sum of
\$1,066,137.23 were and are wholly applicable and allocable to
Phase (s) I-A & I-B, according to said records and documentation
now remaining in the official custody and safekeeping of the
Secretary of this Board, and

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, County (s) of Cook, Kane, Lake & McHenry, and State of Illinois, as follows:

Section 1. That the sum of \$1,066,137.23 has heretofore been incurred as in indebtedness by said Junior College District in behalf of and in relation to the College Construction Program and that all of said sum represents expenditures each and all of which are wholly applicable and allocable to Phase (s) I-A & I-B thereof.

Section 2. That the findings and determinations of this Board hereinbefore referred to be and hereby are made a part of this resolution, all as evidenced by the itemized Certification of said expenditures which is attached hereto and made a part of this resolution.

Section 3. That this resolution shall be in full force and effect from and after its date of passage, and all resolutions in conflict herewith are hereby rescinded and repealed to the extent of such conflict.

PASSED this _____ day of _____, 19____.

Chairman

ATTEST:

Secretary

R E S O L U T I O N

WHEREAS, this Board of Junior College District
Cook, Kane, Lake
Number 512, County of ~~McHenry~~ and State of Illinois,
has heretofore determined that it is necessary and for the
best interests of said Junior College District to proceed
with Phase I-A & I-B of its construction program and has
heretofore estimated that to construct said Phase it will
cost not less than \$14,414,426.66; and

WHEREAS, this Board has heretofore made application
to the Department of Health, Education and Welfare of the
United States Government for a grant to pay a portion of said
cost, which said grant in the amount of \$ 2,835,820.00 was
approved on May 25, 1967 and was accepted by this
Board on October 26, 1967; and

WHEREAS, this Junior College District is authorized
to participate with the Illinois Building Authority in financ-
ing said construction program, and it is necessary for this
Board to officially notify said Illinois Building Authority
of the approval and acceptance of said grant and the amount
thereof;

NOW, THEREFORE, Be It and It Is Hereby Resolved by
the Board of Junior College District Number 512, County of
Cook, Kane, Lake
and McHenry and State of Illinois, as follows:

Section 1. That this Board of Junior College District Number 512, County of Cook, Kane, Lake, & McHenry and State of Illinois, does hereby determine and declare that an application for a grant to pay a portion of the cost of Phase I-A & I-B of its construction program was filed on April 21, 1969 with the Department of Health, Education and Welfare of the United States Government, a true, correct and complete copy of said application being attached hereto, designated as Exhibit "A", and made a part hereof by reference.

Section 2. That this Board does hereby determine and declare that said Department of Health, Education and Welfare of the United States Government did approve a grant in the amount of \$2,835,820.00 to be applied as received to pay part of the cost of constructing Phase IA & IB of said construction program, a true, correct and complete copy of the approval of said grant and the acceptance by this Board being attached hereto, designated as Exhibit "B", and made a part hereof by reference.

Section 3. That the Secretary of this Board is hereby directed to file a certified copy of this resolution, together with the attached Exhibits "A" and "B", with the Illinois Building Authority to constitute notice of the approval and acceptance of said grant and the amount thereof.

Section 4. That this resolution shall be in full force and effect from and after the date of its passage.

PASSED this _____ day of _____, 19____.

Chairman

Attest:

Secretary

HARPER COLLEGE CALENDAR 1969-70

First Semester

New Faculty OrientationSept. 2-Sept. 5
All Faculty ReportSept. 8, 9
RegistrationSept. 10, 11, 12
Classes BeginSept. 15
Last Day for Late RegistrationSept. 19
Last Day for Adding ClassesSept. 26
Last Day for RefundOct. 10
Last Day for WithdrawalsOct. 24
MidtermOct. 31
Thanksgiving VacationNov. 27, 28
Classes ResumeDec. 1
Christmas Vacation BeginsDec. 19 (12 p.m.)
Classes ResumeJan. 5
Final ExamsJan. 19-23

Second Semester

RegistrationJan. 28, 29, 30
Classes BeginFeb. 2
Last Day for Late RegistrationFeb. 6
Last Day for Adding ClassesFeb. 13
Last Day for RefundFeb. 27
Last Day for WithdrawalsMarch 13
MidtermMarch 20
Spring VacationMarch 26-March 29
Good FridayMarch 27
Easter SundayMarch 29
Classes ResumeMarch 30
Memorial DayMay 30
Final ExamsJune 1-4
GraduationJune 5

Summer Session (8 Weeks)

RegistrationJune 11, 12
Classes BeginJune 15
Independence DayJuly 4
Classes ResumeJuly 6
Final ExamsAugust 6, 7

HARPER COLLEGE

A PLAN FOR EVALUATING TEACHING FACULTY,
COUNSELLORS AND LIBRARIANS

Submitted to the
Board of Trustees, Administration
and Faculty of Harper College

Approved by Faculty
on April 11, 1969

Prepared by:

Faculty Evaluation Committee
Dr. George Makas, Chairman
Elk Grove Village, Illinois
December 13, 1968

Revised by:
Michael Bartos
John Muchmore
Michael Ostrowski

EVALUATING TEACHING FACULTY, COUNSELLORS AND LIBRARIANS

Harper College is committed to the recruitment of a superior faculty whose members have demonstrated excellence during their years of teaching and who are capable of recruiting and leading a younger, talented faculty to high levels of excellence. The identification and recognition of such excellence clearly implies a necessity for evaluation.

Initial Appointment

A probationary appointment is made after a candidate has completed an application; the division chairmen and associated faculty have made a careful evaluation of transcripts, recommendations, interviews, health records, and any other pertinent data; and the division chairman's recommendation is transmitted through the dean of instruction and president to the Board of Trustees.

Current Employment Data

As a part of his contractual service, the division chairman maintains such records as teaching assignments; remunerative data; attendance in classes; division, department and general faculty participation in meetings and committees; professional leaves; divisional projects; formal observations by peers and chairmen; and memoranda on interviews. Concurrently, the master file of each faculty member is kept by the appropriate deans of the college. This file contains the more formal information such as written reports on observations and evaluations, interview data, recommendations, and voluntary notations from colleagues and others associated with the college, including memoranda relative to voluntary cooperation involving student activities.

Professional ethics dictate that each appointee be notified when reports are entered in the folder. Further, the candidate should have the opportunity to see unfavorable entries and to draft a reply if he desires to explain the particular observation.

Formal Evaluation

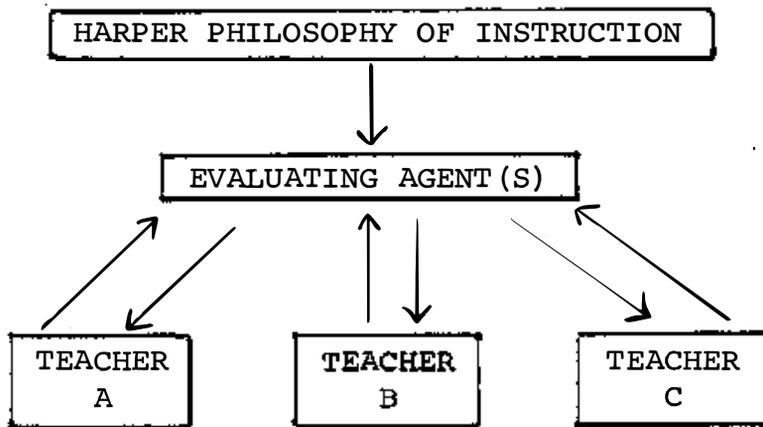
Upon notifying a particular individual that formal evaluation is to be initiated, the division chairman will consult with that individual and select an evaluator or evaluators. The evaluatee will have the opportunity to reject appointment of those persons he deems unsuitable.

When the evaluator or evaluating committee has been selected, the evaluation process will commence. That process consists of these steps: first, a formulation of specific criteria for evaluating instruction in each course area within the framework of Harper's philosophy of instruction; second, a series of interviews and classroom observations, and third, the preparation of a written critique by the instructor who is taking a major role in evaluating his own instruction.

The combined self-evaluating document prepared by the instructor, should be a document that undergoes continuous revision. It might well include a discussion of many of the following topics: a summary of the total teaching assignment with identification of specific courses and a definition of course objectives in terms of specific changes sought in student attitudes, understandings, and skills. This implies cognizance of student achievement and abilities from initial registration in the course to the completion of the final examination. It further implies the need for a characterization of student competencies at the beginning, at the end, and at critical points in the course program. In addition, if one is seeking to make changes in student performances, he should describe his means. This implies a self-evaluation of the instructor's own competencies; he chooses those methods that he can use most effectively to alter student behavior in the desired manner, and he evaluates pupil achievement in order to adjust his strategy to other means of producing changes. Further, he assesses his own willingness to increase his effectiveness by using a new technique as technology makes new, effective instructional means available. An increasingly competent instructor will not be content to have others define his curriculum area, for he will see a need for his contributing to enlarging or focusing the parameters of his discipline.

The self-evaluative document represents the individualized constellation of teaching criteria by which the author can be evaluated by his peers. He alone can be judged by this set of criteria; his colleague is judged by another set arrived at in the same personalized manner. The self-evaluative document becomes an enabling device for evaluator and division chairman to evaluate each candidate.

FORMULATION OF CRITERIA
FOR EVALUATION OF TEACHING EFFECTIVENESS



Individualized criteria for each course and each instructor based primarily on interaction between instructor and evaluating agent and secondary interaction between instructors.

LEADING TO
GENERALIZED
TEACHER ROLES

Manipulative
Instruction

Doing what textbooks and others have directed him to do.
An implementing instructor.

Process Instruction

Needs of students stressed above the need to cover a textbook. A selective implementing instructor.

Individualized
Instruction

According to student interest and need. A creator of curriculum experiences as well as implementor.

The role of student ratings in the evaluation process has not yet had adequate consideration to meet the desired goal of such ratings becoming a mandatory procedure. Nevertheless, the practice of requesting students to evaluate the course and the instructor has been voluntarily carried out by numerous faculty members. The problems that must be solved before such a rating becomes mandatory include such items as 1) content of this rating scale, 2) whether it should be objective or subjective, 3) when it should be administered, and 4) who should score it. There does, at the present time, seem to be agreement among students and faculty that the results of student evaluations should go directly to the faculty member. A joint student-faculty committee is in the process of studying this problem.

THE EVALUATIVE PROCESS ADMINISTERED

We have, as a result of the preparation of instructor's self-evaluation and evaluator's report, two documents concerning each instructor. These two documents are prefaced by a page certifying that the instructor has seen the evaluator's report and including any answer or commentary that the instructor might wish to volunteer. These items are filed with the respective division chairman who evaluates all those in his division and conveys to each member of his staff the substance of the evaluation. If at this point, the faculty member regards the rating as erroneous, he can follow the grievance procedure outlined in Item 10 of the Faculty Code, if that rating was a level one rating.

All of the division chairmen's ratings are now forwarded to the deans of instruction and student activities who are faced with the task of determining whether standards in judgments between divisions have been in fact comparable and making adjustments that seem necessary. Their recommendations are forwarded to the president and then to the Board of Trustees.

Classification of Evaluations and Assigning to Categories

As a result of the evaluation process, each division chairman will assign his instructional personnel; that is, instructors, counsellors or librarians, to one of the following categories for salary purposes.

Level #1 - The evaluatee does not fit the Harper instructional pattern.

- A. - No recommendation for re-appointment.
- B. - Re-appointment with no increase in salary.
A person could remain in this category for only one year. This must be understood as an extension of the probationary period.

Level #2 - The evaluatee fits the Harper instructional pattern without qualification. He is a good instructor in every sense of the word and is entitled to a base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment.

Level #3 - The evaluatee is outstanding. He has made an outstanding contribution during the year in terms of curriculum, subject matter, teaching techniques or institutional reform. He is entitled to base raise as negotiated by salary committee in annual negotiations plus an additional percentage increment, higher than Level #2. It should be understood that this category would rarely exceed 5% of any given division.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

These forms of recognition are meant to suggest that money is not the only form of consideration.

1. Sabbatical leave with full pay.
2. Released time.
3. Promotion to higher rank, waiving minimum requirements.
4. Additional staff assistance and equipment.

SALARY COMMITTEE GUIDELINES

Preliminary note: The following is an example.

The salary committee will bargain for a base raise, an increase in the minimum faculty salary. In the example below this increase is described as \$1,000. The \$1,100, \$1,200, and \$1,300 are examples of base raised in the Asst. Prof., Associate Prof.,

and Professor columns respectively. The basic difference between Level 2 and Level 3 is the percent increases and not the base raise.

	<u>Instructor</u>	<u>Asst. Prof.</u>	<u>Assoc. Prof.</u>	<u>Prof.</u>
Level 2	\$1,000 +7%	\$1,100 +7%	\$1,200 +7%	\$1,300 +7%
Level 3	\$1,000 +10%	\$1,100 +10%	\$1,200 +10%	\$1,300 +10%

EVALUATION DEADLINES

Level I and Level II Ratings

For teachers in their first year at Harper College, all evaluations must be completed by February 15th. For all others, the deadline will be December 1st.

Level III Ratings

For all faculty members, evaluation must be completed by June 1.

REVIEW OF SYSTEM

If, in the opinion of the faculty, this system is unsatisfactory, the faculty shall retain the prerogative of terminating it at the end of its first academic year of operation. In any case, an ad hoc committee of faculty senate members and faculty-at-large should be selected for the sole purpose of reviewing and revising the evaluating system. This review should take place after March 1 of each year beginning in 1970.

LAW OFFICES OF
JUERGENSEMEYER, CHASE, WOTAN & MUSCARELLO

MAY 12 1969
10:30 AM

ATTORNEYS
JOHN E. JUERGENSEMEYER
THOMAS D. CHASE
LEO WOTAN, JR.
MARK J. MUSCARELLO

LAWYERS & JUDICIAL CLERKS
FIVE DOUGLAS AVENUE
ELGIN, ILLINOIS 60120
747 1/2 S. SQUARE (S2)

May 9, 1969

Professor Martin Ryan, President
Faculty Senate
William Rainey Harper College
1200 Algonquin Road
Palatine, Illinois 60067

Re: Grievance Appeals Committee Report

Dear Mr. Ryan:

You have given me a copy of a letter from Attorney Frank M. Hines, addressed to Dr. Lahti, commenting on the report of the Grievance Appeals Committee, and have asked me to give a formal written reply to it.

Attorney Hines introduces his letter by stating that he is commenting on "those areas which have legal implications, or which involve the basic philosophy of a grievance procedure." His supplementary letter on arbitration agreements refers to some legal matters, and there is an occasional vague reference to "due process," but virtually all of the substance of the letter is simply Attorney Hines' opinions and personal reactions. As a result, I am left somewhat in the position of giving personal opinions in response. This appears to me to be unfortunate, as opinions regarding matters of policy are certainly the province of the Grievance Committee, the Faculty Senate, and the Harper College Board, and not their attorneys.

In any case, the following are my comments:

1. Certainly a public body can submit itself to arbitration, as more fully spelled out in the separate letter attached hereto.
2. Definition of "Grievance" and "Agreement" and
3. (a) The definition of "Agreement" does appear to be somewhat cumbersome and unnecessary, in view of the fact that the phrase is not used later in the procedure. Thus, I would suggest

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Professor Martin Ryan, President
May 9, 1969
Page Two

consolidating the definition as follows:

"A *grievance* is a claim by an individual faculty member, or by any committee of the Faculty Senate, with the concurrence of a majority of the Faculty Senate, that there has been a violation, misinterpretation, or misapplication of any of the following: a statement in a college policy manual, procedure manual, faculty handbook, written contract, or traditionally and commonly accepted educational management and personnel practices."

The final phrase "traditionally and commonly accepted educational management and personnel practices" would appear to have sufficient custom and usage in the field of educational administration as not to be subject to criticism for vagueness.

(b) Regarding limitation of the procedure to the aggrieved individual, and not permitting the Faculty Senate to bring a complaint, Mr. Hines' comments "It would not seem to be necessary" for the Senate to have this right. The obvious reason for the Senate to bring a grievance complaint on its own motion is that if the aggrieved individual should leave the College and be unavailable to proceed with his complaint, or if for reasons of personal relationships with administrators he should be unwilling to pursue his grievance, the issue might be considered by the Faculty Senate to have broader importance for the future which would make it necessary to resolve the matter to prevent lingering hard feelings. In such a case, a faculty committee would be authorized to proceed, subject to the "veto" of the majority of the Senate membership.

(c) Exclusion of tenure. Questions of employment and right to continued employment will undoubtedly be the most basic issues put before the Grievance Committee. Certainly experience in other grievance committees shows that "tenure" in the broad sense is the essence of the area of grievance, and to exclude employment issues would emasculate the entire grievance proceedings. However, it is my understanding that an appeals proceeding is set up in the policy manual for those individuals who have formal tenure, and it is possible that deference to that proceeding could be made where applicable. Matters relating to retention and other employment elements of non-tenure faculty would undoubtedly be one of the major items of business of the Grievance Committee, and quite

properly so if the Grievance Committee is to be anything more than a mere facade.

(d) Certainly only the Grievance Committee can define what a "grievance" is. Who else could make such a determination? The Grievance Committee itself, with the ultimate overseeing of the Faculty Senate, would prevent mere trivialities from bogging down the machinery; however, it should be remembered that no matter how trivial an incident may seem to an outsider, to the person concerned, it can have great personal importance. The mechanics of appearing before the Grievance Committee and "having his day in court" can often serve to satisfy the feeling of the aggrieved individual that justice has been done, even if he does not convince the Committee of the correctness or importance of his viewpoint. Obviously, the Grievance Committee will not submit to the trouble and expense of arbitration if the issue is not of general importance. The net effect is that the Grievance Committee can reduce the possibilities of long range miscoloration and hostilities between the Faculty and Administration.

4. The philosophy of the grievance procedure appears to be misunderstood by Attorney Hines. It should not be merely an "appeal" from an administrative decision.

The underlying purpose of the grievance procedure should be to prevent a faculty member feeling that he has been wronged, and that he cannot do anything about it. Such an attitude creates a feeling of frustration, hostility, and the possibility of hasty or emotional "over-reaction" in the form of "confrontation," unnecessary litigation, or other forms of direct action. Obviously, it is to the advantage of both the Board and Faculty Senate to prevent this type of activity wherever possible, so that the long range goal of highest quality college education can be promoted.

Thus, the grievance procedure should promote an *atmosphere of fairness* and consideration of the individual grievant. If he must wait weeks or months for the Administration to make a final ruling on his grievance, he might well decide to take matters into his own hands rather than put up with frustrating delays. He may even feel the delays are intentional. He may feel that witnesses will leave, details will be forgotten, or delays will otherwise be to his disadvantage.

Professor Martin Ryan, President
May 9, 1969
Page Four

Attorney Hines' suggestion that the administrative effort should be exhausted ignores the fact that *the grievance procedure is the administrative remedy*. The grievance procedure is not an appeal from a final decision of the Administration, but a parallel administrative procedure to insure that the individual's concerns are being recognized on a continuing basis, and that he does not feel helpless and frustrated by the administrative system. If, at any time, the Administration supports him rather than the lower administrative element, of course, the grievance procedure would immediately abate. This step-by-step review provides a careful exhaustion of the administrative remedies.

5. Apparently the "one segment" paragraph is a circumlocution for saying there should be administrative representation on the Faculty Grievance Committee. The Grievance Committee proposal does not prohibit this, at least for those levels of the Administration within the "Faculty." Since virtually by definition, the disputes will be with the Administration, it would seem to place an Administration member of the Grievance Committee in a difficult position at best. The Committee is a subdivision of the Faculty Senate, and a creature of the Senate, so that it would appear to be most irregular for outside membership. The Committee will unquestionably be concerned only with the reasonableness of administrative decisions made, and formal representation of the Administration as such would appear to assume that there is a difference between what the Administration feels is reasonable and what the Faculty feels is reasonable, and this is precisely the atmosphere which the Committee should be dedicated to counteracting.

6. A referendum is the essence of the democratic process, so that it seems hard to imagine how it could be "contrary to the fundamentals of due process and fair play." Some guidelines should probably be spelled out, such as an agreed statement of the issue in referendum by both sides, a "position paper" stating each side's version of the facts being distributed along with the referendum material, or other guidelines, depending upon the particular grievance. No doubt the referendum would in fact take

Professor Martin Ryan, President
May 9, 1969
Page Five

place in the context of a Faculty Senate meeting, and the fact that the faculty member himself may prefer not to have such a public display of the problem would serve to eliminate what might otherwise be abuses. With such safeguards, in contrast to Attorney Hines, I can very well imagine such an approach operating most effectively, although I would also imagine a referendum would be very rare indeed.

7. It would appear that a hearing and review of the record are obvious implications from the document, which mentions a hearing. The Grievance Committee has considered this and made clarifications in the revised draft. To satisfy Attorney Hines' desire for clarity, I suggest the following:

"The Grievance Committee must hold a formal hearing within three (3) days. The hearing may be public or closed, at the decision of the Committee. The Committee will have access to any and all College records, but may maintain the confidential nature of personnel records, if requested by the aggrieved individual. Any member of the Administration or Faculty may be required to appear and answer fully questions from the Grievance Committee."

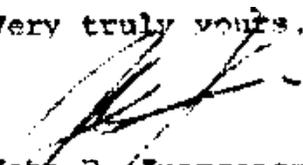
With the revisions, it would be my feeling that the revised three-page document, with supporting materials, appears to be quite sufficient. No doubt the Committee will wish to proceed with an initial degree of informality and may develop its own further rules of conduct as it proceeds.

In conclusion, a Grievance System should prevent the loss of confidence between the Administration and the Faculty, of otherwise trivial misunderstandings developing into permanent open sores of hostility. It should provide a review of the reasonableness of administrative decision-making, by a permanent procedure for disinterested individuals to review disputed judgments. Finally, it should provide an atmosphere of openness and fairness between Faculty and Administration, to prove that the Administration is unafraid to have its decisions and the facts underlying them tested in the light of Faculty standards. It assumes that the Faculty, as well as the Administration, has an underlying responsibility - and the underlying basic purpose - of maintaining and raising the quality of William Rainey Harper College to that of the best in the world.

Professor Martin Ryan, President
May 9, 1969
Page Six

The Committee procedure recognizes the basic constitutional right of the individual. At the same time, the procedure recognizes the fundamental right of the Administration to control the broad directions of policies and development. For the long range protection of the College, the aim of the Grievance Committee is to prevent emotional or irrational over-reactions by individuals who feel wronged by an organization in which they have no voice. In this the Administration and the Faculty are surely in complete agreement.

Very truly yours,



John E. Juergensmeyer
Attorney for William Rainey Harper College
Faculty Senate

JEJ:ph

RECEIVED

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MAY 8 1969
BUSINESS OFFICE

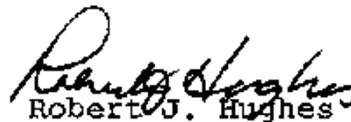
TO: Dean W. J. Mann

May 7, 1969

FROM: Mr. Robert J. Hughes

RE: PROGRESS MEETING - 5/7/69

Mr. Munson, Project Engineer, from McKee, Burger and Mansueto, our CPM consultants, made an inspection of the Plant Construction progress today and announced at the meeting that he could see no reason why the dates established for completion by Corbetta could not be met.


Robert J. Hughes

RJH:dm

CORBETTA
ONSTRUCTION
COMPANY OF ILLINOIS, INC.

875 EAST RAND ROAD DES PLAINES, ILLINOIS

May 1, 1969

Minutes of the Meeting
 Wm. Rainey Harper College
 April 30, 1969

Representatives present:

J. Donnino	Corbetta Construction Company
R. Mueller	Corbetta Construction Company
J. Manosos	Corbetta Construction Company
D. Lipkie	Corbetta Construction Company
J. Brown	Corbetta Construction Company
A. Saadi	Corbetta Construction Company
E. Tymura	Fitch, Larocca, Carington & Jones
H. Patterson	Fitch, Larocca, Carington & Jones
D. Munson	M.B.M.
R. Jensen	M.B.M.
E. Eck	Illinois Range Company
R. Sobieski	Reliable Sheet Metal Works, Inc.
K. Podgarski	Reliable Sheet Metal Works, Inc.
T. Cushna	H. S. Kaiser Company
J. Steyer	H. S. Kaiser Company
J. Bilek	H. S. Kaiser Company
✓ R. Hughes	Harper College
T. Ahearn	Comstock-Gibson Electric Co.
L. Bruchausser	Comstock-Gibson Electric Co.
J. Turilli	L. K. Comstock
D. Riemer	Riemer Bros., Inc.
J. Zyzda	N. H. McLennan
G. Brooks	N. H. McLennan
H. Stoltie	Classic Tile
M. Galanis	Kleich-Galanis
D. Mussay	IPG Industries
M. Wade	Arrow Road Construction
E. Prieve	E. W. Olson Company
H. Mampe	Wm. Zeigler & Son, Inc.
D. Ferrigan	Wm. Zeigler & Son, Inc.
R. Garcea	Kjellberg Plastering
K. Tillman	Tillman Lathing
R. Gilich	Ceisel & McGuire
E. Bronk	Crescent (Ceco)
F. New	Ruffalo Decorating Co.

Meeting was called to order at 9:30 a.m.



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Minutes of the last meeting were read and amended as follows:

Page 5, par.2 under East Wing of Building "D" - regarding topping to be completed April 25, 1969 should be omitted in its entirety.

J. Donnino stated that a few of the drains in northeast corner of basement of Building "A" are still not open. D. Ferrigan, Wm. Zeigler & Son, said this will be taken care of shortly.

H. S. Kaiser still has not moved the fin tubes as discussed in minutes of the last meeting.

There will be a meeting with Corbetta and the School to discuss when the School needs certain areas. All trades will be getting a registered letter informing them of the results of the meeting.

On May 1, 1969 the road coming in from Roselle Road will be blacktopped. No cars should be parked beyond the parking lot.

Do not park on south side of the buildings as cleanup and grading are in progress.

Building "A", lather was committed to complete 2nd floor by April 29, 1969 and 3rd floor by May 2, 1969 and high areas by May 2, 1969. Tillman Lathing stated they cannot meet the above commitments as they, and Kjellberg Plastering) are being held up by other trades (electrical, sheet metal and Corbetta).

T. Ahearn, Comstock-Gibson, stated they are ahead of C.P.M. J. Donnino told Comstock-Gibson to move men from another building, work more hours, or do whatever is necessary to complete building "A" so the lather will not be held up. T. Ahearn stated the majority of "A" is ready for the lather. In subsequent discussions, it was explained to Comstock-Gibson, and very emphatically, that Corbetta will determine the schedule of this job, as the General Contractor, and we should like to explain that the electrical contractor is not and will not be running this job. It will be his responsibility to keep pace with all phases of construction as stated in the contract that he has signed (the contractor shall keep progress with the job at all times). We trust that we shall not have any more of the minor bickering from Comstock-Gibson that has ensued during the last several weeks and, as a reputable contractor, they shall meet their responsibilities.

T. Ahearn says if Corbetta will pick up premium time they will work it. They will not meet their commitment and refuse to cooperate, per J. Donnino. J. Donnino said that Comstock must go as fast as Corbetta goes. T. Ahearn advised that was "pretty slow". T. Ahearn stated that he will not "bail" Corbetta out.

J. Brown stated the iron is holding up Corbetta's progress in "A" Building.

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Kjellberg Plastering stated they will be out of kitchen area of "A" Monday night, May 5, 1969. Heat will be put in this area per J. Brown. There are repairs necessary in this area, per E. Tymura.

Kleich & Galanis advised that boards were taken down and a door frame, which wrecked a whole sheet of dry wall. Corbetta will pay for Kleich & Galanis repairs if the above is the responsibility of Corbetta.

Kleich & Galanis will look into putting more men on the job. Kleich & Galanis were advised there are a few spots in Building "C" where drywall is missing. They stated they are waiting for signed ticket because some boards were taken off and they are still waiting for the plastered ceiling in this area to be finished.

E. Tymura advised Kjellberg Plastering that, at the north stair well of "C" Building, the head at the window is not finished completely and will not be accepted. First floor, south, heads of windows also are not completely finished.

So that we may pick up the items of the preliminary punch list as soon as they are issued, it is the request of the Corbetta Construction Company that the above stated items be included on the preliminary punch list.

H. Marme, Wm. Zeigler & Son, asked if Corbetta is responsible for fixtures in "C" Building as they were for "B" Building. They also asked if they should set the drinking fountains. E. Tymura asked them to hold off on the drinking fountains for awhile.

The lather advised he is two weeks behind for east wing of "D" Building because of Corbetta. J. Donnino advised that Corbetta is keeping up with the lather and moving things at their request.

Comstock-Gibson stated that six modules have been damaged on the third floor of "F" Building. Watch these please. They are hard to replace and not very sturdy. E. Tymura asked about the plastic covers that were on the modules. T. Ahearn advised that the masking tape was leaving marks on the paint so they discontinued covers.

The temporary light poles must be removed so Arrow can come in. Comstock said a hydro-crane is needed to get the poles out. A crane will be available May 1 per J. Brown. Edison was to be in April 28 to get their transformers out. Telephone lines are involved in the above, per L. Bruchauser. Before these light poles can be pulled out the phone company must be contacted. This may take some time. J. Donnino told Arrow to go ahead and they will have to patch pole areas at a later date. E. Tymura noted that this patching must be satisfactory to the architect.

E. Tymura asked D. Lipkie when Riemer is going to grade the islands. They will be in May 1, 1969 with more men.

Kjellberg Plastering will be out of Building "C" April 30, 1969.

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Geisel-McGuire advised the "D" Building will be completed May 20, 1969.

D. Lipkie advised that, in his opinion, the south side of project site work can be completed by June 15, 1969.

E. Eck, Illinois Range, was asked for a commitment on equipment delivery and when they will start setting it. To install all the equipment will take a month. To hook it up would take about two months. Plumber can follow them as they set it. Their equipment is 75% ready. Some equipment for second floor snack are is not completed yet, Building "

If Illinois Range starts the first week of May, and can progressively deliver equipment and hook it up as they go, they can be finished by the end of June, per E. Eck.

D. Ferrigan, Zeigler & Son, is still looking for a schedule of kitchen equipment from Illinois Range. E. Eck is to arrange delivery times with J. Manusos and this schedule will be incorporated in the minutes of this meeting. (See schedule below).

R. Mueller, Corbetta, advised that Corbetta and all the trades have a commitment to finish school areas, as the school requests them. Corbetta will give the School Board commitment dates and then go over these dates with the trades. Corbetta feels these dates can be met with no hardship to anyone. We need the cooperation of all the trades.

Corbetta is on top of the problems with H. S. Kaiser Company.

The Liske Floor (Computer Room) is to be put in during June. The computers must be in by July and working by August 1. The computer involves work of H. S. Kaiser Company. Refrigeration must be working in this area when the computers go in. Kaiser will have to catch up whatever time they have lost, even if it involves three shifts.

E. Tymura advised that preliminary punch list has started.

M.B.M. advised that weekly meetings are again a necessity in view of the problems with H. S. Kaiser Company.

M.B.M. stated that most of the buildings are going along fine. The trades have picked up quite a few days. There has been improvement and we will have to keep it up. Problems have to be ironed out.

The Security will not let anyone on the job Saturdays, Sundays, and evenings without authorization from J. Donnino. Trades should tell Joe when they plan to work.

General cleanup is in progress around all buildings per D. Lipkie.

Site flatwork on south side of project will be finished by June 15, 1969.

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E. Eck advised the following for delivery of equipment from Illinois Range Company: Ready for shipment on May 6, 1969, providing the plasterer is completed in Building "A" and the areas are ready to receive the equipment, are Items #19, 26B, 41A, 41B, 41D, 41E, 48, 57A, 61, 63, 76, 85, 92, 98A, 109 and 21C. About 25% of this equipment is in the basement and the rest is on the first floor. The above does not include buy-out items which are already on the job.

There are additional comments made by Mr. Mueller of Corbetta who was unable to be present at the entire meeting. It is requested that these comments be accepted as a part of this meeting.

THE NEXT MEETING WILL BE WEDNESDAY MORNING AT 9:30 A.M., MAY 7, 1969
