

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

AGENDA

November 25, 1969

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - October 30, to November 15, 1969
 - d. Estimated Payroll - November 16, 1969 to January 15, 1970
- V. Communications
- VI. Unfinished Business-Report: Phase II Progress Report
- VII. New Business
 - a. Recommendation: Facilities Use and Rental Policy Exhibit A
 - b. Discussion: Budget Committee Appointment - Resolution Exhibit B
 - c. Recommendation: Interim Distribution Agreement on Faculty Developed Written Materials Exhibit C
 - d. Discussion: Inventory Progress Report on Campus Completion
 - e. Discussion: Voc. Ed. Act - Formula for Reimbursement
 - f. Other
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
ALGONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS 60067

MEMORANDUM

TO : ALL PERSONNEL

DATE: November 6, 1969

FROM: OFFICE OF THE PRESIDENT

SUBJECT Re-scheduling of Board
Meeting

This is notification that the two regularly scheduled Board of Trustees meetings for Harper College scheduled for November 13, 1969, and November 27, 1969, will be cancelled and a special Board of Trustees meeting will be held on November 25, 1969, at 8:00 p.m. in the Board room at Harper College.

November 20, 1969

BOARD OF TRUSTEES

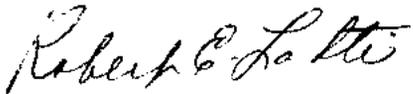
Dear Trustee:

Supporting information is enclosed for the special meeting of the Board of Trustees to be held Tuesday, November 25, 1969, at Harper College in the Board Room at 8:00 p.m.

Arrangements have been made to have your I.D. pictures taken on Tuesday night at 7:45 p.m. in room 336, 3rd floor, Mr. Borelli's office (student recreation area near pool tables). This process only takes a very few minutes.

We look forward to seeing you on Tuesday evening.

Sincerely,

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

Robert E. Lahti
President

rb
enclosure

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

Minutes of the Special Board Meeting of Tuesday, November 25, 1969.

CALL TO ORDER: In the absence of Chairman Johnson, the special meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m., November 25, 1969, by Vice-Chairman Hansen, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, Donald Andries, John R. Birkholz, J. Clouser, Anton Dolejs, Guerin A. Fischer, Robert Hughes, John Lucas, W. J. Mann, T. R. McCabe, C. H. Schauer, John H. Upton, Fred A. Vaisvil--Harper College; Frank M. Hines--Board Attorney; Frank Larocca--Fitch, Larocca, Carington & Jones; F.J.Halek and J. L. Mueller--Corbetta Construction Co.; David Dost--Harper Student Senate; K. C. Radtke--Day Publications; Tom Wellman--Paddock Publications; Robert F. Mooney--Cleveland; and Sean Ryan.

MINUTES: Member Hamill moved and Member Moats seconded the motion to approve the minutes of October 23, 1969, as distributed. Motion unanimously carried.

DISBURSEMENTS: Member Hamill moved and Member Moats seconded the Change Order and Construction Payouts motion that W. J. Mann, Vice-President of Business Affairs, be authorized to approve for payment the following change order and construction payouts:

Corbetta Construction Co.,
Change Order #2, for architects'
fee on change orders #1 through #37,
in the amount of \$15,210.00

Construction Payouts:

Corbetta Construction Co. 214,239.24
Reliable Sheet Metal Works, Inc. 10,367.46

Vice-Chairman Hansen asked for a progress report from the architect, Mr. Larocca. Mr. Larocca stated the construction was almost completed and Building D was being finished. He reported Building D should be ready for occupancy in a week or two, but the college felt it would be safe to occupy around Christmas.

DISBURSEMENTS:

(Cont.)

Change Order
and Construction
Payouts

Mr. Larocca informed the Board there was quite a bit of work to be done on the punch list, but that Mr. Mueller felt there would be no problem in completing this within the next three weeks. Mr. Larocca stated that Mr. Mann and he planned to meet with the staff, probably within the next few weeks, to sit down and reevaluate the project. Mr. Mueller reported that Corbetta was in the process of moving the trailers to the east end of the project, that three labs were now completed and they planned to complete the fourth within the near future. Mr. Mueller assured the Board they would extend all efforts in completing the punch list. Vice-Chairman Hansen thanked Mr. Larocca and Mr. Mueller for their report.

Upon roll call, the vote was as follows:

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

Nays: None

Bills Payable

Member Haas moved and Member Hutchings seconded the motion to approve the bills payable as of November 25, 1969, for payment as follows:

Educational fund	\$127,764.76
Building Fund	26,787.74
Site & Construction Fund	126,344.77
Auxiliary Fund	146,300.31
Bond and Interest Fund	<u>470,718.75</u>
	<u>\$897,916.33</u>

Member Hamill asked about the liability insurance coverage with Marsh & McLennan. After discussion, Mr. Mann suggested that the standard exclusion clause could be removed at an additional cost. He stated a price could be solicited for removing this exclusion. The Board agreed this should be done.

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:
Payrolls

Member Hutchings moved and Member Haas seconded the motion to approve the payroll of October 16-31, 1969, in the amount of \$153,834.75; the payroll of November 1-15, 1969, in the amount of \$155,713.99; and the estimated payroll of November 16, 1969 to January 15, 1970, in the amount of \$688,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Dr. Lahti called the Board's attention to a memo from Dr. Schauer in reference to the resignation of Mrs. Sandra L. Sutton, Instructor in the Dental Hygiene Program. Mrs. Sutton's decision is due to the transfer of her husband to New Orleans.

Member Haas moved and Member Moats seconded the motion to accept the resignation of Mrs. Sandra Sutton, effective at the end of the current semester.

Upon roll call, the vote was as follows:

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

Nays: None

Dr. Lahti discussed a communication received from J. L. Zwingle, of the Association of Governing Boards, soliciting potential topics for future conferences of trustees. Dr. Lahti requested Board members inform his office of any topics they would like to see on the AGB agendas. Member Hamill suggested he would like to have federal funds for junior colleges contrasted with what federal help is available to most state universities, and what could be done to have more equitable distribution with community colleges. A discussion followed on the Williams Bill and Dr. Lahti requested that Dr. Upton send copies of this bill to all Board members. Dr. Upton further discussed pending legislation.

UNFINISHED
BUSINESS:

Dr. Lahti requested that Mr. Mann review the final decision made in relation to Phase II construction.

Mr. Mann distributed a memo dated 8/1/69 and called the Board's attention to the last page of this memo. Mr. Mann reported that Phase II would include the Music and

Phase II Progress
Report

UNFINISHEDBUSINESS

Phase II Progress
Report (Cont.)

Science Wing, Unit B Addition (Voc-Tech wing on the Power Plant), the Southwest Corner Contract for the athletic field (including the water system), the East Loop Road (excluding the Dental Service Area), and additional parking lots. He pointed out this was the recommendation brought to the Board previously.

At Dr. Lahti's request, Mr. Larocca discussed some of the recent projects which had been bid around the state and the financial aspects of recent bidding. Mr. Mann pointed out that the college is keeping in touch with Springfield on the Phase II project.

NEW BUSINESS:

Facilities Use
and Rental Policy

In reference to the Facilities Use and Rental Policy proposed in Exhibit A, Dr. Lahti informed the Board the college had already received a good number of requests for use of the facilities and the college needed a policy for this purpose. He asked Mr. Andries to report on the committee's research on this document.

Mr. Andries reported that this document was developed from the reading and analysis of prevailing policies in the underlying high school districts and other public institutions of higher education in the state. He stated the committee felt this was adequate at least as workable staff guidelines.

In the discussion which followed, the Board agreed a reasonable deposit for use of facilities was in order. Member Hutchings suggested \$10.00 or 25%. The Board also discussed including under General Conditions additional information to the satisfaction of college officials. This could be added to item #8. Member Hutchings called attention to #7 under General Conditions, and asked if it should not be \$100,000/\$300,000 instead of \$1,000,000/\$3,000,000. Mr. Andries agreed this was a typographical error.

Dr. Lahti pointed out that it is the philosophy of the college to encourage community use of the college facilities when they are available. Member Haas complimented Mr. Hines on setting up this document.

NEW BUSINESS:
Facilities Use
and Rental
Policy (Cont.)

Member Haas moved and Member Hutchings seconded the motion to approve the Facilities Use and Rental Policy (Exhibit A) with the following amendments:

Include minimum \$10.00 or 25% deposit, whichever is applicable;

Under General Terms and Conditions, modify #8 to include "Such additional information to be furnished as may be deemed necessary by college officials;"

Change #7 under General Terms and Conditions to read "\$100,000/\$300,000."

Upon roll call, the vote was as follows:

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

Nays: None

Vice-Chairman Hansen asked that Exhibit B be deferred to later on the agenda.

Interim Distribu-
tion Agreement on
Faculty Developed
Written Materials

Dr. Lahti reviewed information he had given to the faculty senate a year ago when he had requested their reaction on patents and copyrights policies. He stated the college hopes to have faculty members writing materials, to encourage them to continue to do this, and to have an interim procedure where people can produce materials and look forward to some reward system. Dr. Lahti stated this was becoming more and more important to faculty members. He stated this document had been worked out by Mr. Hines with Mr. Singelmann. Dr. Lahti stated any policy that would be written up should be favorable to the faculty member in terms of encouraging the faculty member to write this sort of thing.

After discussion, Member Moats moved and Member Haas seconded the motion to approve the agreement in Exhibit C between Jay Singelmann and Harper College,

In the discussion which followed, it was agreed that any agreement of this kind would be brought to the Board for approval for the time being.

NEW BUSINESS:

Upon roll call, the vote was as follows:

(Cont.)

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

Nays: None

Inventory Progress
Report on Campus
Completion

Mr. Mann called attention to the "Property Control and Tagging Methods" which had been distributed to the Board members. He stated the Board had requested a completely detailed inventory report by January. Mr. Mann stated the inventory report would be ready by January and would show the losses sustained because of the problem of late occupancy.

Voc/Ed Act--
Formula for
Reimbursement

Dr. Lahti asked Dr. Schauer and Mr. Mann to give their analysis of the Voc/Ed Act and the funds which will be available from this act.

Dr. Schauer stated the new state plan in Illinois has altered the reimbursement formula considerably over previous years. He stated the college would be reimbursed on a per student semester hour basis of \$7.50 per semester hour. This basic figure of \$7.50 per semester hour will be modified by several variables based upon a formula. In addition, there will be a reimbursement factor in a range from 40 to 60% for the purchase of approved equipment.

Mr. Mann reported that according to the formula the college will receive less than in the past but, of the amount which is available for reimbursement, Harper will receive more than most colleges.

Budget Committee
Appointment

Vice-Chairman Hansen stated if there were no objections the Budget Committee appointment would be deferred to the next meeting. The Board agreed.

Other

None

PRESIDENT'S
REPORT:

Dr. Lahti called attention to the facilities report, which had been distributed, listing the various organizations using the facilities in the past two months. Member Haas stated he felt the Board members would appreciate receiving these reports.

Dr. Lahti discussed the invitation extended to underlying high school and elementary school districts for dinner at Harper College on December 9, 1969, when the Board of Trustees would be hosting the Boards of Education from these districts.

PRESIDENT'S
REPORT:

Member Hamill pointed out this dinner would present an excellent opportunity to inform these districts of the economic situation of the college.

Dr. Lahti informed the Board that a special House of Representatives committee from the State of Michigan would be visiting the college on December 8. He stated this committee had been commissioned to look at the past, present and future of Michigan colleges. Dr. Lahti stated his office would contact each Board member to find out if they could join this group on Dec. 8. Member Haas suggested inviting the three representatives from this district and Senator Graham to join this group. The Board agreed this would be a good idea.

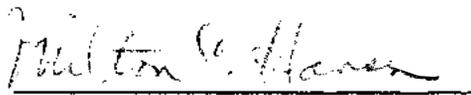
Dr. Lahti reported that on December 12 the state junior college board is going to hold their board meeting at Harper and Gerald Smith has extended an invitation to Harper's Board to have lunch with the state board. He stated an opportunity would be provided for the state board to have a tour of the campus and see the slide presentation.

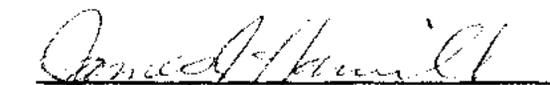
Dr. Lahti discussed a proposed five or six state spring conference of trustees and presidents from community colleges. He stated that J. L. Zwingle, of the AGB, had asked him to contact the surrounding states and set up a planning conference. Dr. Lahti stated that David Groth was tentatively setting up this conference for December 19, and he informed the Board that any in-put they could suggest for topics would be more than welcome.

Dr. Lahti distributed sketches to the Board of art plans prepared by the architect. He stated in the college's federal project there is some money for an art form and this sketch was a type of water element for the lake. He stated the college has to get approval from HEW, but was interested in getting the Board's reaction. The Board agreed to this art plan.

ADJOURNMENT:

Member Haas moved and Member Hamill seconded the motion that the meeting be adjourned at 10:10 p.m.


Vice-Chairman Hansen


Secretary Hamill

A G R E E M E N T

WHEREAS Jay Singelmann (hereinafter referred to as Employee) is employed as an Instructor by Harper College (hereinafter referred to as Employer) and

WHEREAS, the Employee has developed an "Instructional Outline For Data Processing" (hereinafter referred to as the Outline) and the Employer and Employee desire to reach a preliminary agreement concerning the possible distribution of the said outline outside of the college district,

IT IS HEREBY AGREED:

(1) That if the Board of Trustees consents to such external distribution, a charge will be made for each copy of at least \$3.00 (including shipping charges);

(2) That ten percent of the gross proceeds received from the said external distribution will remain unallocated until a policy concerning patents and copyrights is approved by the College Trustees, at which time said amount will be distributed in accordance with said policy, provided that in no event will the Employee be entitled to receive more than the amount thus allocated;

(3) That this agreement is intended to be preliminary only, and is not designed nor intended to oblige either of the parties hereto other than as expressly herein set forth;

(4) That the provisions hereof shall terminate at such time as the Board of Trustees adopts a policy containing rules and regulations governing the subject matter, and that any rights relating to the "Outline" shall be governed thereby.

IN WITNESS WHEREOF the parties hereto have hereunto put their signatures this 25th day of November, 1969.

Jay Singelmann

W. J. Mann

WILLIAM RAINEY HARPER COLLEGE

November 19, 1969

To: Board of Trustees

From: W. J. Mann, Vice-President of Business Affairs

Subject: Construction Payouts and Change Orders

The following change order has been recommended by our a architect and reviewed by the administration. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following change order:

Corbetta Construction Co.,	
Change Order #2, for architect's	
fee on change orders #1 through #37	\$15,210.00

The following construction payouts have been recommended by our architect and have been reviewed by Mr. Hughes, Director of Buildings and Grounds. The administration recommends that W. J. Mann, Vice-President of Business Affairs, be authorized to approve the following construction payouts:

Corbetta Construction Co.,	214,239.24
Reliable Sheet Metal Works, Inc.	10,367.46

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

BILLS FOR APPROVAL
November 25, 1969

I.	BILLS PAYABLE		PAGES
	Educational Fund	\$127,764.76	10
	Building Fund	26,787.74	3
	Site & Construction Fund	126,344.77	2
	Auxiliary Fund	146,300.31	6
	Bond & Interest Fund	<u>470,718.75</u>	1
		<u>\$897,916.33</u>	
II.	PAYROLLS		
	Payroll, October 16 - 31, 1969	\$153,834.75	13
	Payroll, November 1 - 15, 1969	\$155,713.99	13
	Estimated Payroll, November 16, 1969 to January 15, 1970	\$688,000.00	1
III.	IMPREST FUND	\$ 11,255.10	8

Milton P. Hansen

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

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Accounting Machines Sales & Service	Office Supplies	\$ 86.98	11187
Addressograph Multigraph Corp.	Office & Duplicating Supplies; Equipment Repair & Maintenance	532.44	11188
Allen Wales Adding Machine Agency	Office Equipment	548.25	11189
Allied Electronics Corp.	Audio Visual Supplies & Equipment; Tech. Supplies	490.64	11190
American Printing Equipment & Supply Co.	Art Equipment	178.15	11191
American Library Color Slide Co.	Art Equipment	560.51	11192
American Public Health Assoc.	Library Subscription	15.00	11193
Baker & Taylor Co.	Library Books	762.32	11194
E. W. Boehm Co.	Office Supplies & Equipment	1,770.78	11195
Brodhead-Garrett Co.	Art Supplies	18.60	11196
Charles Bruning Co.	Tech. Supplies	374.10	11197
American Dental Assoc.	Film Rental	6.00	11198
The Burrows Co.	Lab. & Tech. Supplies	81.69	11199
General Biological Inc.	Lab. Supplies	62.35	11200
Carolina Biological Supply Co.	Lab. Supplies	163.58	11201
Chicago Tribune	Legal Notice	93.60	11202
Christian Science Monitor	Library Subscription	13.00	11203
Clothes	Library Subscription	10.00	11204
Donald Sedik	Medical Examination	14.00	11205
Demco Educational Corp.	Library Supplies	169.16	11206
Denoyer-Geppert Co.	Lab. Equipment	435.97	11207
Ditto Division	Duplicating Machine Repair & Office Supplies	147.30	11208
Elegance	Library Subscription	18.00	11209
Fisher Scientific Co.	Lab. Supplies & Equipment	1,595.92	11210
Ronald E. Fox, M. D.	Medical Exam.-L. Ford	6.00	11211
The Garment Equipment Corp.	Instructional Supplies - Cutting Tables & Pressing Cloth	2,458.20	11212

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1965

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
General Camera Co.	Audio Visual Supplies & Equipment	2,486.16	11213
Graphic Chemical & Ink Co.	Art Supplies & Equipment	251.86	11214
Griegers, Inc.	Art Equipment	439.80	11215
Hansen Hardware	Instructional Supplies	67.91	11216
Harcourt, Brace & World, Inc.	Office Supplies	12.44	11217
Heil's Storage & Moving Co.	Moving - C. Schauer	1,192.01	11218
Heller Lumber Co.	Fashion Design Supplies	7.20	11219
Hewlett-Packard Co.	Audio Visual Equipment	1,455.87	11220
C. R. Hill Co.	Art Supplies & Equipment	1,412.95	11221
Hinsdale Camera Center	Audio Visual Equipment	194.00	11222
International Business Machines	Typewriters, Supplies, Machine Maintenance	2,456.37	11223
Kraus Reprint Co.	Library Books	203.44	11224
L'Officiel De La Couture	Library Subscription	18.40	11225
Victor B. Lawro	Tuition Refund	247.60	11226
Schiele-Faieron Co.	Printing-Newsletter & Letterheads	634.00	11227
3M Business Products Sales	Equipment Rental - October; Office Equipment	759.32	11228
Marshall Field & Co.	Tech. Supplies	33.80	11229
Architectural Record	Library Subscription	12.60	11230
Medical Lab. & X-Ray Inc.	Med. Exam. - L. Ford	8.00	11231
Newark Electronics Corp.	Lab. Supplies	52.14	11232
Northwest Office Machines Inc.	Dictating Machine	269.00	11233
Order from Horder	Office Supplies & Equipment; Library Supplies	332.69	11234
Paddock Publications	Want Ads; Legal Notice	81.77	11235
Frederick Post & Co.	Instructional Supplies	1,261.75	11236
Publications Distribution Service	Publications	18.30	11237
Regent Products Co.	Art Supplies	86.91	11238
Sargent-Welch Scientific Co.	Instructional Supplies	268.35	11239
Scanbe Mfg. Corp.	Electronics Supplies	24.89	11240
D. L. Saslow Co.	Lab. Supplies	918.57	11241
D. L. Saslow Co.	Lab. Supplies	277.96	11242

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Sears Roebuck & Co.	Tech. & Art Equipment; Dental Hygiene Supplies	621.70	11243
Supt. of Documents, Bureau of Labor Statistics	Voc. Library Publications	63.75	11244
Thomas C. Thompson Co.	Art Supplies	34.90	11245
Trans World Airlines Inc.	Travel - R. Lahti	45.00	11246
Unitron Instrument Co.	Freight - Reimbursable Equipment	9.01	11247
Universal Stationers, Inc.	Office Supplies	212.28	11248
University of Chicago	Publications	20.00	11249
University of Michigan	Publications	20.00	11250
University of Toronto Press	Library Books	20.55	11251
Wards Natural Science Establishment	Lab. Supplies & Equipment	1,036.27	11252
Wenger Corp.	Music Equipment	131.52	11253
Academic Media, Inc.	Library Book	15.75	11254
American Assoc. for the Advancement of Science	Library Subscription	12.00	11255
American College Public Relations Assoc.	Membership Fee	184.00	11256
American Dental Assoc.	Film Rental & Lab. Supplies	238.60	11257
American Management Assoc.	Film Rental	15.00	11258
Journal of the American Medical Assoc.	Subscription	23.00	11259
Amling's Flowerland	Flowers	31.50	11260
Appleton-Century-Crofts Film Library	Film Rental	30.00	11261
Arlington Heights Camera Shop	Photographs	6.69	11262
Kathleen Arns	Tuition Reimbursement	100.00	11263
Berkshire Papers, Inc.	Office Supplies	10.00	11264
Dick Blick	Art Supplies & Equipment	1,599.00	11265
Susan Burbey	Medical Examination	16.00	11266
Business Press International, Inc.	Library Subscription	15.00	11267
Barbara Courtney	Medical Examination	15.00	11268
Day Publications, Inc.	Want Ads	190.08	11269
Doubleday & Co., Inc.	Library Book	13.30	11270
Easy Travel Service, Inc.	Travel - R. Hughes, J. Harvey, F. McClintock, C. Schauer, Mrs. Fred Nicklas	382.80	11271

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Dick Ells Co.	Art Supplies	59.77	11272
Encyclopedia Britannica Educ. Corp.	Film Rental	17.80	11273
The Epic Institute	Subscription	35.00	11274
Fahey Medical Center	Med. Exam.-L. Szymaszek	14.00	11275
Gamma Photo Labs, Inc.	Photographs	25.78	11276
Mary Lou Holleran	Tuition Reimbursement	100.00	11277
Audio Visual Center	Film Rentals	179.00	11278
Intercollegiate Press Bulletins	Subscription	45.00	11279
Internal Medicine Assoc.	Med. Exam. - S. Thompson	15.00	11280
Joyce Kaley	Medical Examination	20.00	11281
Kennametal Inc.	Tech. Supplies	136.00	11282
McGraw Hill Book Co.	Film	660.43	11283
Man & Manager Inc.	Library Subscription	37.44	11284
Metropolitan Electrical Supply	Lab. Equipment	89.70	11285
Northwest Clean Towel Service	Audio Visual Supplies	20.25	11286
A. J. Nystrom & Co.	Films	87.71	11287
Pitney Bowes, Inc.	Equipment Rental	45.00	11288
Practical Offset Inc.	Printing-Dental Hygiene Brochures; Requisitions	500.00	11289
Presidents Assoc., Inc.	Residence Fee	90.00	11290
Psychotechnics, Inc.	Audio Visual Equipment	1,697.25	11291
Public Affairs Information Service	Library Subscription	50.00	11292
Sandak Inc.	Tech. Supplies	3.75	11293
Superintendent of Documents	Voc. Library Publications	42.00	11294
Phillip Thomson, Publisher	Library Books	15.00	11295
Rose Trunk	Tuition Reimbursement	48.00	11296
Robert Tysl	Tuition Reimbursement	100.00	11297
U. S. Book Exchange	Library Books & Subscriptions	64.58	11298
I. H. Vasquez, M. D.	Medical Examinations - A. Short, H. Sobie, L. Smith, R. Dimberg	37.00	11299
The Wall Street Journal	Library Subscription	30.00	11300

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Xerox Corp.	Equipment Rental & Copying Supplies	346.45	11301
American Journal of Sociology	Renewal Subscription	12.00	11302
Arlington Heights Camera Shop	Advertising - Film & Audio Visual Equipment	370.86	11303
Arlington Heights Medical Assoc.	Med. Exam. - R. Katherin	15.00	11304
Atlas	Renewal Subscription	21.00	11305
Booz, Allen & Hamilton Inc.	Contractual Services	3,270.00	11306
R. R. Bowker Co.	Library Books	41.75	11307
H. Richard Bowman, M. D.	Med. Exam. - L. Skott	8.00	11308
Buckeye Ribbon & Carbon Co.	Office Supplies	26.05	11309
Capitol Discount Co.	Equipment Rental	90.00	11310
Commerce Clearing House Inc.	Subscription	465.00	11311
Community Camera	Audio Visual Supplies	308.80	11312
Cope Plastics Illinois Inc.	Art & Lab. Supplies	300.94	11313
Croft Educational Services	Library Subscription	25.00	11314
Editions	Library Books	307.12	11315
Educational Aids Service	Audio Visual Equipment	486.00	11316
J. G. Ferguson Publishing Co.	Voc. Library	17.90	11317
Easy Travel Service, Inc.	Travel - S. Sutton, F. Vandever, J. Harvey, G. Makas	277.00	11318
Financial World	Renewal Subscription	28.00	11319
Friden Inc.	Tech. Supplies	7.09	11320
Order from Horder	Office & Library Supplies	121.68	11321
Gamma Photo Labs Inc.	Photographs	29.97	11322
Gaylord Bros., Inc.	Library Supplies	16.80	11323
Gestetner Corp.	Maintenance Agreement	72.00	11324
G. A. Hullman M. D.	Med. Exam. - L. Kullieke	20.00	11325
Houghton Mifflin Co.	Answer Sheets	135.26	11326
Inst. of Electrical & Electronics Engineers Inc.	Library Subscription	21.60	11327
Illinois Bell Telephone Co.	Phone Service-Public Relations	113.85	11328
University of Illinois Press	Publications	22.80	11329
Audio Visual Center, Indiana University	Film	125.00	11330
Joe Kantor	Electronic Equipment Repair	610.00	11331

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Lakeview Rubber Stamp Co.	Office Supplies	27.92	11332
Life	Library Subscription	11.95	11333
Marsh & McLennan Insurance	Workmens Comp. Insurance	2,740.00	11334
Merchants Cash Register Co.	Office Equipment	3,114.00	11335
Metropolitan Graphic Arts	Printing - Letter	18.00	11336
Med-E-Kit	Instructional Supplies	65.00	11337
Midwest Visual Equipment Co.	Audio Visual Equipment	2,845.24	11338
National Computer Systems	Voc. Library	160.00	11339
National Review	Renewal Subscription	10.00	11340
A. J. Nystrom & Co.	Audio Visual Equipment	22.75	11341
Publishers Central Bureau	Library Books	30.86	11342
Regent Products Co.	Art Supplies	8.93	11343
Janet Savin	Tuition Reimbursement	100.00	11344
D. L. Saslow Co.	Lab. Supplies	210.20	11345
Scott Foresman & Co.	Audio Visual Supplies	431.72	11346
Sociological Abstracts, Inc.	Library Subscription	100.00	11347
Test Item Associates	Instructional Supplies	15.00	11348
United Exposition Service Co.	Advertising	32.50	11349
Visualcraft Inc.	Audio Visual Supplies	600.80	11350
American Hospital Supply Co.	Instructional Supplies	137.53	11351
Argosy Book Stores, Inc.	Library Subscription	30.27	11352
Arno Press Inc.	Library Books	1,458.34	11353
Beckley-Cardy Co.	Art Equipment	43.75	11354
Bureau of National Affairs	Library Subscription	128.00	11355
Contemporary Films	Film Rental	129.50	11356
Curtis 1000, Inc.	Instructional Supplies	42.20	11357
Educators Progress Service	Audio Visual Supplies	10.75	11358
Films Inc.	Film Rental	54.50	11359
French Book Guild	Library Books	33.78	11360
Sam Goody Inc.	Records	21.89	11361
Hagenbrings	Instructional Equipment	13.50	11362
Frank M. Hines	Legal Services	842.50	11363
Order from Horder	Office Supplies	197.18	11364
Ideal Roller	Art Equipment	354.82	11365

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
University of Illinois	Film Rental	56.55	11366
International Business Machines Corp.	Equipment Rental & Typewriter	12,236.09	11367
Karnes Music Co.	Equipment Rental & Sheet Music	186.96	11368
McHenry Medical Group	Med. Exam. - C. Joly	20.00	11369
McMaster Carr Supply Co.	Engineering Equipment	893.20	11370
Northern Illinois University	Film Rental	24.20	11371
Office Electronics Inc.	Office Supplies	1,706.72	11372
Joseph O'Gara Bookseller	Library Books	103.50	11373
Parrish Sporting Goods	Athletic Supplies	91.20	11374
Progressive Grocer	Library Subscription	15.00	11375
Purdue University	Films	201.51	11376
Realist Inc.	Audio Visual Equipment	321.07	11377
Rolling Meadows Prof. Center Lab.	Med. Exam. - K. Hoffman	3.00	11378
Roundtable Films, Inc.	Film Rental	41.65	11379
Martha Sundblad	Medical Examination	10.00	11380
Supermarketing	Library Subscription	10.00	11381
Variety Inc.	Library Subscription	20.00	11382
Visualcraft Inc.	Office Supplies	26.51	11383
Montgomery Ward & Co.	Instructional Equipment	217.30	11384
American Alumni Council	Dues	80.00	11385
Louis Ancel	Legal Services	462.50	11386
Andrews Bartlett & Assoc.	Meeting Expense - Rental	92.30	11387
Wm. C. Brown Co.	Instructional Supplies	85.00	11388
Burgess Publishing Co.	Films	36.67	11389
Chronicle of Higher Education	Renewal Subscription	14.00	11390
Congressional Quarterly Inc.	Library Books	39.10	11391
Data Forms, Inc.	Office Supplies	524.40	11392
Duplex Products Inc.	Office Supplies	386.37	11393
Educational & Industrial Testing Service	Voc. Library	26.83	11394
General Foods Corp.	Meeting Expense	60.00	11395
Gynecological & Obstetric Assoc.	Med. Exam. - B. Lewis	18.00	11396
Harvard Business Review	Subscription	12.00	11397
Accounting Machines Sales & Service	Office Supplies	132.31	11398
Inst. of Continuing Legal Education	Publications	25.80	11399

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Kroch's & Brentano's	Books	26.55	11400
LaPine Scientific Co.	Lab. Supplies & Equipment	124.20	11401
LaSalle Messinger Paper Co.	Office Supplies	42.42	11402
A. C. McClurg & Co.	Library Books	6.60	11403
Marquis Who's Who Inc.	Books	34.45	11404
Northwest Suburban Gynecological Assoc.	Med. Exam. - L. Pattie	12.00	11405
Paddock Publications, Inc.	Legal Notice & Want Ad	26.01	11406
Frederick Post	Instructional Supplies	149.47	11407
Practical Offset Inc.	Printing - Music Brochures	259.45	11408
E. S. Stephenson M. D.	Med. Exam. - W. Schoolley	12.00	11409
U. S. Book Exchange Inc.	Dues	25.00	11410
American Library Assoc.	Membership Renewal	158.00	11411
Eduardo Bermudez, M. D.	Med. Exam. - K. Hoffman	10.00	11412
The Dartnell Corp.	Publication	25.11	11413
Elgin Community College	Tuition Charge-Back	1,566.00	11414
Ronald E. Fox, M. D.	Med. Exam. - E. Kuksa	20.00	11415
W. H. Freeman & Co.	Instructional Supplies	17.50	11416
General Biological Inc.	Lab. Supplies	85.92	11417
Lake Land College	Tuition Charge Back	227.40	11418
Nationwide Business Forms, Inc.	Office Supplies	105.60	11419
Perkin-Elmer Corp.	Instructional Supplies	119.49	11420
Prudential Insurance Co.	Group Insurance	8,752.16	11421
Sax Arts & Crafts	Instructional Supplies	85.60	11422
Servicemaster Communications Systems	Equipment Rental	560.00	11423
Singer Co., Friden Div.	Tech. Supplies	409.70	11424
Stivers Lifesavers	Contractual Office Services	53.66	11425
American Society of Mech. Engineers	Library Books	32.40	11426
American Society of Tool & Mfg. Engrs.	Library Books	65.40	11427
The Associated Press	Wire Service	252.71	11428
B & H Blueprint & Supply	Blueprints & Instructional Supplies	450.77	11429
William G. Bagnuolo M. D.	Med. Exam. - D. Cassie	15.00	11430
The Baker & Taylor Co.	Library Books	355.42	11431
Dennis Barfuss	Equipment Repair	80.00	11432
Berkshire Papers, Inc.	Instructional Supplies	97.12	11433

EDUCATIONAL FUND EXPENDITURES --- NOVEMBER 25, 1965

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Burgess, Anderson & Tate, Inc.	Office Supplies	22.18	11434
Charles H. Carroll, M. D.	Med. Exam. - J. Nolen	20.00	11435
Chicago Tribune	Legal Notice	17.16	11436
Columbia Books, Publishers	Voc. Library	25.10	11437
Educational & Institutional Coop Service	Office Supplies	6.33	11438
Encyclopedia Britannica Annual Reviews	Library Books	14.83	11439
Morton H. Friedman, M. D.	Med. Exam. - D. Danis	10.00	11440
The Garment Equipment Corp.	Tech. Supplies	20.00	11441
Lois Hansen	Medical Examination	19.00	11442
Lester Hook	Tuition Reimbursement	42.00	11443
Order from Horder	Office Supplies & Equipment	143.40	11444
University of Illinois	Film Rental	76.30	11445
Ill. Assoc. of Community & Jr. Colleges	Institutional Membership	1,724.50	11446
Illinois/Eclipse Cutting Tool	Instructional Supplies	30.00	11447
Journal of Child Psychology & Psychiatry	Library Subscription	30.00	11448
Barbara Kaufman	Med. Exam.	20.00	11449
Keuffel & Esser Co.	Slide Rule	22.50	11450
Soter Kokalis	Medical Examination	12.00	11451
3M Business Products Sales, Inc.	Equipment Rental - November	36.00	11452
McGraw Hill Book Co.	Films	510.19	11453
Dorothy Magruder	Medical Examination	15.00	11454
Susan Maher	Medical Examination	13.00	11455
Monarch Box & Paper Co.	Instructional Supplies	164.83	11456
Naz Dar Co.	Instructional Supplies	157.05	11457
Northwest Clean Towel Service	Contractual Services	7.92	11458
Northwest Mental Health Clinic	Consulting Fees	50.00	11459
Office Services Co. & Wm. Iselin & Co.	Partial Payment - Furniture	1,215.00	11460
June O'Shea Books	Library Books	153.40	11461
The Psychological Corp.	Voc. Library	110.25	11462
Frederic Ryder Co.	Graduation Expense	1,638.41	11463
Search & Seizure Bulletin	Library Subscription	13.50	11464
Tara Materials, Inc.	Instructional Supplies	97.90	11465

EDUCATIONAL FUND EXPENDITURES -- NOVEMBER 25, 1969

PAYEE

Triangle Camera, Inc.
W. S. News & World Report
West Publishing Co.
Richard F. Whitlock, M. D.
Imprest Fund
Trust & Agency Fund

DESCRIPTION

Instructional Equipment
Library Subscription
Library Books
Med. Exam. - L. Michels
Reimbursement
Partial Transfer of Student
Activity Receipts

CHECK
NUMBER

11466
11467
11468
11469
11470

11471

CHECK
AMOUNT

1,150.88
25.00
16.00
20.00
10,439.22

20,000.00
\$127,764.76

To: Treasurer

From: Board of Trustees

The above listed checks number 11,187 to 11,471 are hereby authorized for payment.

Date of Approval: November 25, 1969

Milton C. Hansen
Chairman

James J. Hamill
Secretary

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

BUILDING FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
American Industrial Service Co.	Custodial & Maintenance Supplies	\$ 139.15	1566
Arlington Auto Parts, Inc.	Repair Parts & Supplies	164.03	1567
Arlington Oil Co.	Grease & Oil	41.40	1568
L. M. Brownsey Supply Co.	Custodial Supplies - Step Ladders, Equipment Repair	1,099.79	1569
Easy Travel Service, Inc.	Travel Expense - R. Hughes	48.00	1570
Elk Grove Blueprint & Supply Co.	Blueprints	3.88	1571
Fleet Air Communications	Equipment Repair	15.40	1572
WGN Flag & Decorating Co.	Flags & Custodial Supplies	422.90	1573
Graybar Electric Co.	Building Remodeling	3.72	1574
Michael Bradshaw	Medical Examination	15.00	1575
Rolling Meadows Shell Service	Vehicle Repairs	55.11	1576
Sears Roebuck & Co.	Supplies & Equipment	580.36	1577
Allen R. Stewart	Medical Examination	15.00	1578
Tab Products Co.	Office Equipment	286.64	1579
Tri-Co Equipment Corp.	Custodial Supplies	308.25	1580
Ovell Webb	Medical Examination	15.00	1581
Zimmer Hardware	Building Material & Custodial Supplies	111.24	1582
Addison Building Material Co.	Maintenance Supplies	1.68	1583
Admiral Factory Service Co.	Equipment Repair	99.45	1584
American Oil Co.	Gasoline	61.10	1585
Atlas Material Handling Equipment	Equipment Repair	62.70	1586
Brake Align Service & Supply Co.	Truck Repair	191.13	1587
Brown's Industrial Uniforms	Uniforms	712.74	1588
Christ Building Material, Inc.	Building Material & Supplies	97.45	1589
Day Publications, Inc.	Want Ad	36.96	1590
Efengee Electrical Supply Co.	Office Supplies	7.30	1591
The Elgin Courier News	Want Ad	31.56	1592
Hansen V & S Hardware	Building Remodeling	176.14	1593

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
M-F Builders Supply Inc.	Supplies	282.89	1594
McMaster Carr Supply Co.	Receiving Equipment & Power Plant Supplies	333.26	1595
Marsh & McLennan Insurance	Insurance - Auto & Casualty	234.00	1596
Northern Illinois Gas Co.	Gas Service	1,572.22	1597
Northwest Electrical Supply Co.	Lamps & Building Material	192.64	1598
Scientific Glass Apparatus Co.	Maintenance Supplies	2.00	1599
A & C Snelten Jr.	Building Remodeling	913.25	1600
Stevens Chemical Co.	Custodial Equipment	313.63	1601
AAMCO Transmissions	Auto Repair	13.75	1602
Comstock-Gibson Electric Co.	Building Remodeling	2,126.34	1603
George Curry	Medical Examination	17.00	1604
James Erickson	Medical Examination	3.00	1605
W. H. Kenner, M. D.	Med. Exams. - E. Spiegel, Fred Lumppp	20.00	1606
Lakeview Rubber Stamp Co.	Office Supplies	22.21	1607
Marsh & McLennan Insurance	Workman's Comp. Insurance	1,759.00	1608
C. Nick & Son	Trenching	937.50	1609
Paul Oberschneider, M. D.	Med. Exam. - G. Williams	6.00	1610
W & W Wrecking	Elk Grove Demolition Partial Payment	2,000.00	1611
Huntington Labs., Inc.	Custodial Supplies	352.54	1612
P & W Industrial Sales, Inc.	Maintenance Supplies	10.00	1613
Village of Palatine	Contractual Services - Security	372.00	1614
Palatine Welding & Engineering Co.	Maintenance Equipment & Building Material	173.75	1615
Sylvester Clinical Lab.	Med. Exam. - G. William	3.25	1616
Twinbrook V & S Hardware	Maintenance Supplies	27.15	1617
Accurate Sign Co.	Traffic Signs	354.25	1618
American Industrial Service Co.	Contractual Services	28.00	1619
Barrington Trucking Co.	Contractual Services	105.00	1620
Bob's TV & Communications	Equipment	26.25	1621
Brown's Industrial Uniforms	Uniforms	52.70	1622
Culligan Water Conditioning	Contractual Services-Sept., Oct., Nov.	20.25	1623

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Gaare Oil Co.	Fuel Oil	200.74	1624
Gateway Supply Co.	Building Material	811.74	1625
D. Giedraitis, M. D.	Med. Exam. - W. Hall	10.00	1626
Gladdon Co., Inc.	Custodial Supplies - Flags	102.65	1627
Angelo Kugia, M. D.	Med. Exam. - A. Pritchett	15.00	1628
Northwest Firestone, Inc.	Tractor Repair	39.50	1629
Sears Roebuck & Co.	Ladder	23.90	1630
Veto Sales & Service	Security Supplies	18.00	1631
Arlington Oil Co.	Fuel Oil	78.56	1632
B & H Blueprint & Supply	Building Material	2.91	1633
Bilt-Rite Tile Co.	Building Material	417.00	1634
L. M. Brownsey Supply Co.	Custodial Supplies	357.50	1635
Dorothy Frost	Medical Examination	6.00	1636
Gullett's Loc-N-Key Service	Equipment Repair	50.80	1637
McMaster Carr Supply Co.	Equipment & Custodial Supplies	108.28	1638
Marsh & McLennan Insurance	Property & Fire Insurance	2,005.00	1639
John J. Menzlik	Medical Examination	7.00	1640
A. Monti, M. D.	Med. Exam. - J. Menzlik	6.00	1641
The Roscoe Co.	Contractual Services	229.20	1642
E. S. Stephenson, M. D.	Med. Exam. - R. Schofield	15.00	1643
Triangle Camera, Inc.	Instructional Equipment	44.96	1644
Aries Enterprises, Inc.	Partial Payment - Fieldhouse		
	Remodeling	5,000.00	1645
Imprest Fund	Reimbursement	161.09	1646
		<u>\$26,787.74</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 1566 to 1646 are hereby authorized for payment.

Date of Approval: November 25, 1969

Chairman Wilton C. Hansen

Secretary James P. Hansen

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

SITE & CONSTRUCTION FUND - - NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Adex Machine Sales Co.	Partial Payment - Invoice #1131	\$ 5,000.00	718
Art Metal	Instructional Equipment	1,603.75	719
Bedard & Morency Mill Co.	Partial Payment - Furniture	3,570.00	720
Bergers Industrial Hardware	Chairs	3,102.00	721
Morton Burnstein & Co.	Instructional Equipment	120.00	722
Daytronic Corp.	Partial Payment - Invoice #13825		
	Instructional Equipment	400.00	723
The Garment Equipment Corp.	Tailors & Steam Irons	285.00	724
Order from Horder	Waste Baskets	240.72	725
Wolf Form Co.	Instructional Equipment	2,398.00	726
Unitron Instrument Co.	Instructional Equipment	1,018.00	727
American Hospital Supply	Instructional Equipment	92.61	728
Cenco Instruments Corp.	Laboratory Equipment	634.00	729
Prairie State School Equipment Co.	Furniture	284.00	730
Ametek Testing Equipment	Partial Payment - Bunnel Microscope	5,906.10	731
Buehler Ltd.	Grinder - Partial Payment, Polisher-		
	Partial Payment - Press	2,370.00	732
Do All Northern Illinois Co.	Storage Shelves	98.40	733
Samuel Harris & Co.	Dividing Head	390.00	734
Cabinet Craft	Assembly - Library	240.00	735
Space Planners, Inc.	Office Furniture	143.05	736
Advance Mannequin & Display, Inc.	Mirror	199.66	737
Broadhead - Garrett Co.	Partial Payment - Invoice #78464		
	Instructional Equipment	110.00	738
Corbetta Construction Co.	Partial Payment - S.W. Corner	12,625.50	739
L.G. Evans & Co.	Partial Payment - Invoice #41824		
	Instructional Equipment	1,660.00	740
Gaumard Scientific Models, Inc.	Instructional Equipment	301.32	741
Lyon & Healy	Trombone	273.00	742

PAYEE

Office Services Co. & William Iselin
& Co., Inc.
Zenger's Inc.
Contract Interiors for Business
Rochelle Inc.
Imprest Fund

DESCRIPTION

Partial Payment - Invoice #13282
Office Furniture
Small Bore Gages
Partial Payment-Furniture
Partial Payment-Furniture
Reimbursement

CHECK
AMOUNT

\$32,781.60
137.71
28,150.00
22,204.00
6.35
\$126,344.77

CHECK
NUMBER

743
744
745
746
747

To: Treasurer

From: Board of Trustees

The above listed checks number 718 to 747 are hereby authorized for payment

Date of Approval: November 25, 1969

Chairman Milton C. Hansen

Secretary James J. Hamill

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

AUXILIARY FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Abbott & Miller	Cafeteria Equipment	\$ 125.00	1094
Allen Bros., Inc.	Purchases - Food	1,374.47	1095
American Bleacher Corp.	Bleachers	832.00	1096
Aronson Bros.	Purchases - Supplies	87.06	1097
Arlington Produce	Purchases - Food	261.30	1098
Artex Enterprises, Inc.	Purchases - Supplies	306.00	1099
B/B Imperial Inc.	Cafeteria Equipment	29.62	1100
Bit O'Gold Eggs	Purchases - Food	576.44	1101
Bon Ton Poultry	Purchases - Food	134.51	1102
Ray H. Blum & Associates	Team Insurance - Basketball & Wrestling	270.00	1103
Burks Carbonic Co.	Purchases - Food	70.00	1104
Carver Plastics Corp.	Purchases - Supplies	56.63	1105
Champion Products Inc.	Athletic Supplies	422.90	1106
Chandler's Inc.	Purchases - Books	31.14	1107
Clark Products Inc.	Purchases - Supplies	1,763.37	1108
College Seal & Crest Co.	Purchases - Supplies	45.90	1109
Collegiate Mfg. Co.	Purchases - Supplies	574.80	1110
Edward Don & Co.	Cafeteria Equipment	4,818.68	1111
Dobleday & Co.	Purchases - Books	52.07	1112
Elgin Paper Co.	Office Supplies	26.00	1113
Federal Office Products	Purchases - Supplies	1,123.46	1114
Ray Franks Publishing Co.	Directory of College Athletics	6.00	1115
Food Marketers	Purchases - Food	956.57	1116
Gamma Photo Labs Inc.	Photo Enlargements	20.57	1117
John Gelch	Travel Expense; Supplies	32.12	1118
Goldenrod Ice Cream Co.	Purchases - Food	400.81	1119
Gumprecht Trucking Co.	Freight - Supplies & Books	161.93	1120

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Harper & Row Inc.	Purchases - Books	5,895.41	1121
Geo. H. Hathaway & Co.	Purchases - Food	432.96	1122
The Hobart Mfg. Co.	Cafeteria Equipment	2,251.50	1123
Holleb & Co.	Purchases - Food	837.76	1124
Hoskins Chevrolet Inc.	Car Rental	16.10	1125
Houghton Mifflin Co.	Purchases - Books	10,224.13	1126
Imprest Fund	Reimbursement	413.37	1127
Institutions Magazine	Purchases - Books & Subscriptions	131.00	1128
International Textbook Co.	Purchases - Books	560.37	1129
Richard D. Irwin Inc.	Purchases - Books	6,202.35	1130
International Business Machines	Purchases - Books; Equipment Rental	2,756.01	1131
Kamar Inc.	Purchases - Supplies	129.66	1132
Richard Jensen/Prairie State College	Membership Dues	25.00	1133
Karp & Sons Inc.	Purchases - Food	615.85	1134
Krun-Chee Potato Chips	Purchases - Food	382.40	1135
Lakeside Central Co.	Purchases - Supplies	1,428.87	1136
C. P. Lesh Paper Co.	Purchases - Supplies	209.38	1137
Liberty Trucking Co.	Purchases - Books	34.95	1138
Little, Brown & Co.	Purchases - Books	3,023.07	1139
National Collegiate Athletic Assoc.	Purchases - Books	69.65	1140
Nelson Printing & Letter Shop	Printing - Athletic Passes	15.25	1141
Northwest Clean Towel Service	Contractual Services	272.56	1142
Obee Institutional Food Service	Purchases - Food; Cafeteria Equipment	204.80	1143
Oscar Mayer & Co.	Purchases - Food	237.33	1144
Paddock Publications	Want Ad	31.50	1145
Parrish Sporting Goods	Sports Equipment	150.00	1146
Pfaelzer Brothers	Purchases - Food	4,709.71	1147
B. A. Railton Co.	Purchases - Food	63.10	1148
Sacred Heart of Mary School	Rental of Facilities-Basketball	300.00	1149
Shane Uniform Co.	Uniforms & Cafeteria Supplies	497.23	1150

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Ned Singer's Supply Co.	Sports & Athletic Equipment	469.46	1151
Smithereen	Cafeteria Supplies	68.80	1152
Silvercup Bakeries Inc.	Purchases - Food	214.10	1153
Sports Award Co.	Sport Plaques	70.72	1154
Standard Brands Inc.	Purchases - Food	497.15	1155
Western Candy & Tobacco Co.	Purchases - Food	844.35	1156
Dept. of Revenue	Sales Tax - Bookstore	7.66	1157
Dept. of Revenue	Sales Tax - Bookstore - Sept.	7,934.74	1158
Be Mac Transport Co.	Purchases - Books	61.91	1159
Ron Bessemer	Sports Supplies	20.59	1160
R. R. Bowker Co.	Subscription Renewal	16.95	1161
Eugene Dietzgen Co.	Purchases - Supplies	96.04	1162
Harcourt Brace & World Inc.	Purchases - Books	175.25	1163
Hayden Book Co.	Purchases - Books	5.16	1164
Holt, Rinehart & Winston Inc.	Purchases - Books	28.02	1165
Marie Horn Jewelers	Purchases - Supplies	300.00	1166
Hughes Cartage Co.	Purchases - Supplies	11.09	1167
K & R Delivery	Purchases - Books	5.25	1168
Keep 'N Touch Greeting Cards	Purchases - Supplies	54.72	1169
The MacMillan Co.	Purchases - Books	3,420.98	1170
Martin Cartage Co.	Purchases - Supplies	63.13	1171
Matthews Book Co.	Purchases - Books	6,991.52	1172
Robert S. Means Co.	Purchases - Books	105.00	1173
Meredith Press	Purchases - Books	7.69	1174
G & C Merriam Co.	Purchases - Books	42.21	1175
Monroe International	Purchases - Supplies	25.80	1176
The Mosby Co.	Purchases - Books	1,902.59	1177
National Blank Book Co.	Purchases - Supplies	2,154.68	1178
Robert Nolan	Film & Processing	7.91	1179
Order from Horder	Office Supplies	31.26	1180
Pacific Intermountain Express	Purchases - Supplies	15.40	1181
John Sexton & Co.	Purchases - Food	680.90	1182
Angelica Uniform Co.	Uniforms	38.32	1183
BeMac Transportation Co.	Purchases - Books	65.98	1184

AUXILIARY FUND EXPENDITURES -- NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Elvin Bourey	Basketball Official for 11/29/69	22.50	1185
Cooper Jarret	Purchases - Books	44.00	1186
Economics Laboratory Inc.	Cafeteria Supplies	783.76	1187
Norm Krupnick	Basketball Official for 11/18/69	22.50	1188
ETMF-Lee American	Purchases - Books	38.19	1189
Gene May	Basketball Official for 11/29/69	22.50	1190
McGraw Hill Publications	Purchases - Books	206.35	1191
Charles E. Merrill Publishing Co.	Purchases - Books	2.46	1192
Nebraska Book Co.	Purchases - Books	8,280.32	1193
Nebraska Book Co.	Purchases - Books	1,607.96	1194
Neidert Motor Service	Purchases - Books	18.44	1195
W. W. Norton & Co.	Purchases - Books	922.93	1196
The Odyssey Press	Purchases - Books	3,916.32	1197
Oxford University Press	Purchases - Books	184.00	1198
Plays Inc.	Purchases - Books	61.44	1199
Frederick Post & Co.	Purchases - Supplies	389.43	1200
Frederick A. Praeger Inc.	Purchases - Books	83.06	1201
Prentice Hall	Purchases - Books	5,974.20	1202
Prindle, Weber & Schmidt Inc.	Purchases - Books	589.26	1203
The Quaker Oats Co.	Purchases - Books	79.20	1204
Random House Inc.	Purchases - Books	815.64	1205
The Ronald Press Co.	Purchases - Books	342.64	1206
Rand McNally & Co.	Purchases - Books	74.35	1207
Rico Leather Specialty Inc.	Purchases - Supplies	292.75	1208
John Roberts Inc.	Purchases - Supplies	30.00	1209
Regent Products Co.	Purchases - Supplies	730.00	1210
Tony Sacco	Basketball Official for 12/2/69	22.50	1211
W. B. Saunders Co.	Purchases - Books	702.02	1212
Science Research Associates	Purchases - Books	5,911.61	1213
Stipes Publishing Co.	Purchases - Books	330.75	1214
Super Market Institute	Purchases - Books	42.84	1215
Merchants Cash Register Co.	Cash Register & Register Supplies	2,733.21	1216
Tony Tortorello	Basketball Official for 11/18/69	22.50	1217
Arlington Produce	Purchases - Food	373.30	1218

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
The Borden Co.	Purchases - Food	15.60	1219
Clark Products Inc.	Purchases - Supplies	501.52	1220
Hawthorn Mellody Farms Dairy	Purchases - Food	954.88	1221
E. A. Hinrichs & Co.	Cafeteria Equipment	127.50	1222
Hobart Mfg. Co.	Equipment Repair	12.50	1223
Obee Institutional Food Service	Cafeteria Equipment; Purchases - Food & Supplies	403.29	1224
Oscar Mayer & Co.	Purchases - Food	401.44	1225
Scott Foresman & Co.	Purchases - Books	2,048.07	1226
Charles Scribner & Co.	Purchases - Books	183.51	1227
Silvercup Bakeries Inc.	Purchases - Food	204.84	1228
Edward Don & Co.	Cafeteria Equipment	335.10	1229
Ken Kraft Wrestling Products	Athletic Supplies	120.00	1230
Pompilio Cartage	Purchases - Supplies	5.50	1231
Qualitad Sales Corp.	Purchases - Supplies	247.93	1232
Sanford Ink Co.	Purchases - Supplies	79.39	1233
The Smead Mfg. Co.	Purchases - Supplies	72.52	1234
South Western Publishing Co.	Purchases - Books	7,676.80	1235
Trussell Mfg. Co.	Purchases - Supplies	361.33	1236
Umpires Protective Assoc. of Chicago	Purchases - Books	25.50	1237
U. S. Blueprint Paper Co.	Purchases - Supplies	119.15	1238
University of Chicago Press	Purchases - Books	294.51	1239
Velva Sheen	Purchases - Supplies	483.05	1240
The Viking Press Inc.	Purchases - Books	294.41	1241
Wadsworth Publishing Co.	Purchases - Books	702.34	1242
John Wiley & Sons Inc.	Purchases - Books	3,572.82	1243
The World Publishing Co.	Purchases - Books	2,524.26	1244
Worth Publishing Co.	Purchases - Books	3,292.70	1245
Writing Sales	Purchases - Supplies	1,294.63	1246
Xerox Corporation	Purchases - Supplies	514.65	1247
Imprest Fund	Reimbursement	639.69	1248
		<u>\$146,300.31</u>	

AUXILIARY FUND EXPENDITURES -- NOVEMBER 25, 1969

To: Treasurer

From: Board of Trustees

The above listed checks number 1094 to 1248 are hereby authorized for payment.

Date of Approval: November 25, 1969

Chairman

Milton C. Hansen

Secretary

James G. Starnell

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

BOND & INTEREST FUND - - NOVEMBER 25, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
The First National Bank of Chicago	Principal, Interest & Service Charge on Bonds Dated 9-1-66	\$271,710.00	108
The First National Bank of Chicago	Principal, Interest & Service Charge on Bonds Dated 12-1-66	199,008.75	109
		<u>\$470,718.75</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 108 and 109 are hereby authorized for payment.

Date of Approval: November 25, 1969

Milton C. Hanson
Chairman

James J. Smith
Secretary

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS
October 21, 1969 to November 15, 1969

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
University of Illinois	Registration Fee	6988	\$ 10.00
Robert E. Lahti	Travel Advance	6989	300.00
Dr. Howard Higman	Speaker-Faculty Orientation	6990	423.20
Nancy Burke	Tuition Refund	6991	36.60
Rosetta Archibald	Tuition Refund	6992	5.04
Ill. Psychological Assoc.	Luncheon	6993	14.40
Roger A. Mussell	Phone Expenses	6994	9.70
College of DuPage	Entry Fee	6995	5.00
Ronald Bessemer	Travel Advance	6996	84.00
Sander Friedman	Travel Expense	6997	13.50
William Hack	Travel Expense	6998	13.50
Soucie Jewelry	Engraving Charge	6999	20.75
NIAER	Prof. Meeting	7000	2.50
Fred Inden, Jr.	Special Moving Project	7001	26.00
Marshall Mraz	Special Moving Project	7002	26.00
Christiana McCormick	Instruc. Materials	7003	17.54
Ray Cecere	Lecture Service	7004	59.20
Evelyn Behne	Medical Exam	7005	10.00
Lorraine Hamm	Petty Cash-Postage	7006	30.10
Mid-American Travel Agency	APGA Convention	7007	553.00
Rev. Matsuoka Soyu	Lecture	7008	40.00
Fairchild Publications	Subscription	7009	24.00
Frank Vandever, Jr.	Travel Expense	255.72	
	Travel Advance	(150.00)	105.72
College Student Personnel Inst.	Subscription	7011	5.00
Northwest Stationers, Inc.	Office Supplies	7012	2.58
University of Tennessee Press	Library Publication	7013	1.00
Octagon Books, Inc.	Library Publication	7014	6.48
Postmaster	Postage	7015	8.00
Natl. Council on Family Rela.	Subscription	7016	5.00
Nation's Business	Subscription	7017	8.00
Natl. Sheriff's Assoc.	Subscription	7018	5.00
Industrial Press, Inc.	Subscription	7019	10.00
Arts Magazine	Subscription	7020	9.50
Elizabeth Windham	Medical exam.	7021	5.00
Sylvester Clinical Lab.	Medical exam.	7022	2.25
. A. Karkazis, M.D.	Medical exam	7023	7.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Horseshoe Club	Meeting Expense	7024	\$231.95
Center for Research on Learn.	Subscription	7025	5.00
Natl.School Public Relations	Publication	7026	3.00
Pacific Affairs	Subscription	7027	5.00
International Film Bureau	Film	7028	6.00
National Parks Assoc.	Subscription Renewal	7029	5.00
Financial Analysts Journal	Subscription Renewal	7030	12.00
Institute for Criminal Justice	Subscription	7031	5.00
Natl.Society for Study of Educ.	Membership dues	7032	7.00
Cleveland Museum of Art	Subscription	7033	5.00
Sexology	Subscription	7034	5.00
Psychiatry & Social Science	Library Books	7035	37.12
News Publishing Co.,Inc.	Publication	7036	16.50
Super Market Institute Inc.	Film Rental	7037	10.00
Western Michigan University	Subscription	7038	3.00
Bowker Company	Subscription Renewal	7039	29.95
Spring 3100 Magazine	Subscription	7040	3.75
RCMP Quarterly	Subscription	7041	1.00
International Reading Assoc.	Subscription	7042	8.25
Fund Raising Management	Subscription	7043	5.00
Illinois ASCD	Subscription	7044	11.00
John Wiley & Sons, Inc.	Publications	7045	3.56
Harpers Bazaar	Subscription	7046	7.00
Leathersmith of London,Ltd.	Office Supplies	7047	6.63
American College Health Assoc.	Membership	7048	45.00
National Police Journal	Subscription	7049	2.00
Texas Police Association	Subscription	7050	10.00
American Inst.of Bio.Sciences	Subscription Renewal	7051	18.00
Roger A. Mussell	Special Postage elec.boxes	7052	17.59
James Harvey	Travel Expense	7053	72.09
Loretta Szymaszek	Local Travel	7054	29.60
Clete Hinton	Local Travel	7055	22.12
John Birkholz	Meeting Expense	7056	14.60
Thomas R. McCabe	Faculty Recruitment	7057	20.00
Joe Bob Tillotson	Travel Expense		\$52.35
	Travel Advance		<u>-50.00</u>
		7058	2.35
Thomas H. Anderson	Travel Expense	7059	17.70
James Erickson	Medical Exam.	7060	7.00
Amer.Acadamy of Arts & Scie.	Subscription	7061	6.50
Amer.Edu.Research Assoc.	Membership	7062	1.00
Robert J. Anderson	Tuition Refund	7063	10.00
Diana Baker	Tuition Refund	7064	10.60
Jerelyn Caruso	Tuition Refund	7065	16.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
James A. Chrisos	Tuition Refund	7066	1.80
Lynn Garasha	Tuition Refund	7067	11.00
Robert W. Golterman	Tuition Refund	7068	5.80
John Gunderson	Tuition Refund	7069	10.60
John Host	Tuition Refund	7070	5.80
Cecelia A. Johnston	Tuition Refund	7071	8.00
Shelia H. Litrofsky	Tuition Refund	7072	115.75
Karin M. Losch	Tuition Refund	7073	16.00
Raymond C. Mueller	Tuition Refund	7074	37.00
Harry W. Cox	Salary Advance	7075	96.00
John Perez	Salary Advance	7076	150.00
Judith K. Musch	Tuition Refund	7077	25.20
Fred A. Vaisvil	Travel Advance	7078	71.65
Fred A. Vaisvil	Travel Expense	7079	25.60
Thomas Potchynok	Tuition Refund	7080	11.20
Mary Ann Rutigliano	Tuition Refund	7081	33.60
John R. Birkholz	Travel Advance	7082	200.00
Arthur Pritchett	Salary Advance	7083	250.00
Wm. R. Punkay	Travel Advance	7084	105.00
Westward Ho Motels	Travel-Reservation	7085	16.96
Randall Tobutt	Tuition Refund	7086	1.80
Norma Trojan	Tuition Refund	7087	16.20
Louis Vercellotti	Tuition Refund	7088	31.80
Ira Lutz	Tuition Refund	7089	33.60
Interlude Research Program	Publications	7090	24.00
Summation	Library Subscription	7091	2.50
Society for the Study of Social Problems	Library Subscription Renewal	7092	15.00
Journal of Cross-Cultural Psychology	Library Subscription	7093	9.00
Natl. Directory of College Athletics	Library Books	7094	6.00
Hotel & Motel Red Book	Library Book	7095	9.50
National Dairy Council	Library Subscription	7096	1.50
Frank Borelli	Travel Expense	7097	4.00
John H. Upton	Travel Expense	7098	7.60
Larry S. King	Travel Expense	7099	5.70
Cal Stockman	Travel Expense		\$81.55
	Travel Advance		<u>-70.00</u>
		7100	11.55
Richard Bernstein	Travel Expense	7101	6.40
John A. Haas	Travel Expense	7102	91.40
Larry S. King	Travel Expense		\$153.55
	Travel Advance		<u>-145.00</u>
		7103	8.55
George H. Voegel	Travel Expense	7104	8.25
John Gelch	Travel Expense	7105	6.70
Frank A. Vandever	Travel Expense	7106	17.20
Guenter Lehmann	Travel Expense	7107	8.20
Daedalus Subscription	Publications	7108	10.00
Linda Andrew	Modeling--Art Dept.	7109	5.53

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Claudia Budny	Modeling-Art Dept.	7110	20.40
Victoria Huston	Modeling-Art Dept.	7111	14.02
Marcy Janis	Modeling-Art Dept.	7112	11.05
Linda Moore	Modeling-Art Dept.	7113	11.05
Pat Trznadel	Modeling-Art Dept.	7114	2.55
Colleen Freeman	Registration Services	7115	28.00
Sue Thompson	Travel Advance	7116	64.00
John Gelch	Travel Advance	7117	28.00
Martha Lynn Bolt	Travel Advance	7118	89.00
Robert L. Nolan	Travel Advance	7119	70.00
Joseph Yohanan	Travel Expense	7120	42.70
Richard Bernstein	Travel Expense	7121	14.90
Roger A. Mussell	Local Travel	7122	32.52
Pauline Jenness	Travel Expense	7123	53.17
Donovan Wachlin	Biology Supplies	7124	10.16
Frank A. Vandever	Travel Expense	7125	25.50
Mary Edwards	Local Travel	7126	3.60
Anne Rodgers	Travel Expense	7127	23.25
Donald Andries	Meeting Expense	7128	53.10
Roy Sedrel	Travel Advance	7129	80.00
Mary Edwards	Local Travel	7130	12.30
Jay Singelmann	Travel Expense	7131	12.00
Janet Liptrap	Travel Expense	7132	15.80
Harold Cunningham	Travel Expense	7133	22.04
Robert G. Held	Travel Expense	7134	22.43
Robert J. Hughes	Travel Advance	7135	115.00
Roger A. Mussell	Travel Expense	7136	46.62
William J. Mann	Travel Expense \$179.85		
	Travel Advance <u>-165.00</u>	7137	14.85
Urbana-Lincoln Hotel	Travel Expense	7138	10.18
Chateau-Louise	Meeting Expense	7139	101.94
Amer. Assoc. Textile Tech.	Publication	7140	2.00
ILLAEDS 1969 Conference	Registration Fees	7141	37.00
Craft Horizons	Subscription Renewal	7142	10.00
Better Homes & Gardens	Subscription Renewal	7143	4.00
American Chemical Society	Publication	7144	7.50
Interiors	Subscription Renewal	7145	7.00
Donna Lockett	Tuition Refund	7146	8.00
Mademoiselle	Subscription	7147	8.50
Geotimes	Subscription	7148	2.00
John Thompson	Reimbursement-Film	7149	24.63
Frances Palmer	Registration Services	7150	4.00
Andrew Aguero	Registration Services	7151	20.00
Linda Gentry	Registration Services	7152	28.00
Muriel Reffelt	Registration Services	7153	28.00

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Martha Sundblad	Registration Services	7154	8.00
Ambrose Easterly	Travel Expense \$82.66		
	Travel Advance <u>-80.00</u>	7155	2.66
Dorothy Guritz	Registration Services	7156	16.00
Suellyn Collins	Registration Services	7157	28.00
Dorothy Decker	Registration Services	7158	12.00
Doloris Johnson	Registration Services	7159	28.00
Dorothy Magruder	Registration Services	7160	24.00
Roseann Zolnierczyk	Registration Services	7161	4.00
Margaret Weinert	Registration Services	7162	16.00
Marie Dahlgren	Registration Services	7163	24.00
Virginia Rizzo	Registration Services	7164	12.00
Barbara May	Registration Services	7165	8.00
Lois Hansen	Registration Services	7166	12.00
Ruth Sperling	Registration Services	7167	12.00
Lynn Wohlford	Registration Services	7168	16.00
Elizabeth Mirs	Registration Services	7169	24.00
Elmer Gorham	Registration Services	7170	20.00
Nancy Abell	Registration Services	7171	8.00
Dorothy Cassie	Registration Services	7172	8.00
Robert E. Lahti	Travel Advance	7173	200.00
Robert E. Lahti	Travel Advance	7174	100.00
Robert R. Zilkowski	Travel Advance	7175	50.00
Leslie R. Meier	Tuition Refund	7176	32.00
Postmaster, Palatine, Illinois	Postage-Mid-Term Grades	7177	321.48
Roy Kearns	Travel Advance	7178	60.00
George Makas	Travel Expense	7179	81.34
Kathleen Arns	Telephone Calls	7180	4.60
Andrew Aguero	Travel Advance	7181	80.00
Chronicle of Higher Education	Subscription Renewal	7182	14.00
Sander Friedman	Office Supplies	7183	15.00
Guenter Lehmann	Instructional Materials	7184	3.21
Amer. Personnel & Guidance Assoc.	Voc. Library	7185	1.00
Mrs. Maurry Young	Medical Reimbursement	7186	28.95
Edward Goodwin	Petty Cash Reimbursement	7187	41.75
BeMac Transport Co.	Freight - Furniture	7188	6.35
REA Express	Shipping Charges	7189	17.56
Harvard Business School	Publication	7190	4.98
Kenneth Parker	Travel Advance	7191	170.00
David A. Groth	Travel Advance	7192	116.00
Edward A. Goodwin	Travel Advance	7193	100.00
Broadcasting	Library Book	7194	11.50
Today's Health	Library Subscription	7195	6.00
Kappa Delta Pi	Library Subscription	7196	5.00
Family Process	Library Subscription	7197	7.50
Supermarket News	Library Subscription	7198	3.00
Current	Library Subscription	7199	7.50
Charles Klehm & Son Nursery	Lab. Supplies	7200	4.76

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Northwest Industrial Council	Meeting Expense	7201	7.00
Atherton Press	Voc. Library	7202	7.16
William R. Foust	Travel Advance	7203	94.00
Postmaster, Palatine, Ill.	Postage for Meter	7204	1,000.00
National Restaurant Assoc.	Conference Registration	7205	125.00
Donald Andries	Travel Advance	7206	12.00
Harper & Row	Publication	7207	5.85
McGraw-Hill Book Co.	Publication	7208	8.46
Frank Borelli	Travel Expense	7209	8.75
Edward Goodwin	Travel - Local	7210	9.60
John Host	Tuition refund	7211	14.85
Chick McCallum	Basketball Official	7212	22.50
Gil Haggert	Basketball Official	7213	22.50
Larry Pohlman	Basketball Official	7214	22.50
Norm Krupnick	Basketball Official	7215	22.50
John Katzler	Basketball Official	7216	22.50
Ed Badger	Basketball Official	7217	22.50
Norm Krupnick	Basketball Official	7218	22.50
Dianne M. Bleye	Application Refund	7219	10.00
William E. Salyards	Photography	7220	2.15
House Beautiful	Subscription	7221	7.00
Calif. Peace Officers Assoc.	Subscription	7222	4.00
Chain Store Age	Subscription	7223	3.00
Bendix Industrial Controls Div.	Handbooks	7224	4.00
Butterworth Inc.	Subscription	7225	5.00
Institute of Government	Subscription	7226	3.00
Books for Libraries, Inc.	Publication	7227	8.50
James Harvey	Travel Expense	7228	22.07
Richard Miller	Travel Expense	7229	29.40
Robert Nolan	Travel Advance	7230	100.00
Sales Management, Inc.	Publication	7231	8.00
C. S. Gosser	Contractual Services	7232	16.00
John Davis	Travel Advance	7233	226.80
Robert Powell	Travel Advance	7234	300.00
Jennifer Edwards	Contractual Services	7235	34.00
Stanley W. Redmer	Contractual Services	7236	34.00
Kenneth Newbanks	Contractual Services	7237	32.00
David M. Wher	Contractual Services	7238	36.00
Eileen Oswald	Contractual Services	7239	38.00
Barbara Fitzgerald	Contractual Services	7240	14.00
Harvey Stein	Contractual Services	7241	12.00
James P. Merkel	Contractual Services	7242	18.00
Charles Grisens	Contractual Services	7243	14.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Neal Van Dressler	Contractual Services	7244	16.00
Gary Vacho	Contractual Services	7245	10.00
Jim Nevins	Contractual Services	7246	28.00
Ron Bessemer	Travel Expense \$270.14		
	Travel Advance <u>-270.00</u>	7247	.14
Postmaster, Palatine, Ill.	Postcards	7248	17.50
Mark Adler	Tuition Refund	7249	9.80
Maureen Bertoli	Tuition Refund	7250	12.80
Barbara Bragg	Tuition Refund	7251	9.00
Helena Cooksley	Tuition Refund	7252	1.80
William Doyle	Tuition Refund	7253	1.80
Elizabeth Estremera	Tuition Refund	7254	46.40
Terry Foxworthy	Tuition Refund	7255	91.65
Bryan Green	Tuition Refund	7256	63.60
Nancy Hanigan	Tuition Refund	7257	6.60
Mark Hipple	Tuition Refund	7258	1.80
Robert Horel	Tuition Refund	7259	6.60
Wendy Jacobsen	Tuition Refund	7260	.20
Gary Key	Tuition Refund	7261	6.60
Susan Knaack	Tuition Refund	7262	4.80
Frank Lyons	Tuition Refund	7263	6.60
Robert McHugh	Tuition Refund	7264	6.60
Mary McNeil	Tuition Refund	7265	9.00
Thomas Nachbauer	Tuition Refund	7266	1.80
Brian Nolting	Tuition Refund	7267	1.80
Lawrence Olson	Tuition Refund	7268	21.00
Elma Radtke	Tuition Refund	7269	6.60
James Scannell	Tuition Refund	7270	5.80
Gayle Skinner	Tuition Refund	7271	1.80
Christine Steffans	Tuition Refund	7272	1.20
Ron Strom	Tuition Refund	7273	1.80
Dennis Tucker	Tuition Refund	7274	4.40
Dorothy Walter	Tuition Refund	7275	24.00
Terry Wanderlich	Tuition Refund	7276	1.80
Jeannette Clark	Tuition Refund	7277	16.00
Geraldine Thomas	Tuition Refund	7278	8.00
Ray Bashore	Tuition Refund	7279	19.20
John O'Connell	Tuition Refund	7280	3.60
Frank Borelli	Travel Advance	7281	60.00
Edward Liska	Travel Advance	7282	100.00
Dr. Omar Olson	Travel Expense	7283	60.85
Frank Borelli	Travel Expense	7284	9.00
Donald Misic	Travel Expense	7285	6.65
R E A Express	Express Charges	7286	19.13
Robert E. Lahti	Petty Cash Reimbursement	7287	151.35

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Thomas L. Moffatt	In Service Seminar	7288	417.68
Barbara May	Petty Cash Reimbursement	7289	174.65
Rev. Sheldon Gesardos	Honorarium Speaker	7290	50.00
--VOID--	-----	6976	(25.00)
Harper College Catering	Harper Wives	1028	<u>108.35</u>
			<u>\$11,255.10</u>

Reimbursement:

Educational Fund	\$10,439.22
Building Fund	161.09
Site & Construction Fund	6.35
Trust & Agency Fund	8.75
Auxiliary Fund	<u>639.69</u>
	<u>\$11,255.10</u>

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

To: Treasurer

From: Board of Trustees

SUBJECT: Approval of Estimated Payroll Expenditures
November 16, 1969 to January 15, 1970

The following estimated payrolls in the amount of \$688,000.00 are hereby authorized for payment.

November 16 - 30, 1969	
Regular Payroll	\$172,000.00
December 1 - 15, 1969	
Regular Payroll	\$172,000.00
December 16 - 31, 1969	
Regular Payroll	\$172,000.00
January 1 - 15, 1970	
Regular Payroll	<u>\$172,000.00</u>
	<u>\$688,000.00</u>

Date of Approval: November 25, 1969

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

To: Treasurer

From: Board of Trustees

SUBJECT: Approval of Estimated Payroll Expenditures
November 16, 1969 to January 15, 1970

The following estimated payrolls in the amount of \$688,000.00 are hereby authorized for payment.

November 16 - 30, 1969	
Regular Payroll	\$172,000.00
December 1 - 15, 1969	
Regular Payroll	\$172,000.00
December 16 - 31, 1969	
Regular Payroll	\$172,000.00
January 1 - 15, 1970	
Regular Payroll	<u>\$172,000.00</u>
	<u>\$688,000.00</u>

Date of Approval: November 25, 1969

WILLIAM RAINEY HARPER COLLEGE
JUNIOR COLLEGE DISTRICT 512
FINANCIAL STATEMENT
FOR THE PERIOD ENDING OCTOBER 31, 1969

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>10/31/69 BALANCE</u>	<u>ENCUM.</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash</u>				
Petty Cash	111.00	\$ 630.00	\$ -0-	\$ 630.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	113,770.94	-0-	113,770.94
 <u>Investments</u>				
Treasury Bills	121.00	1,030,936.17	-0-	1,030,936.17
Other	124.00	275,150.00	-0-	275,150.00
 <u>Receivables</u>				
<u>Interfund Receivables</u>				
Building Fund	131.02	103,037.02	-0-	103,037.02
Bond & Interest Fund	131.03	2,726.27	-0-	2,726.27
Auxiliary Fund	131.05	70,502.99	-0-	70,502.99
Trust & Agency Fund	131.06	114,267.95	-0-	114,267.95
 <u>Taxes Receivables</u>				
Back Taxes	133.00	87,652.09	-0-	87,652.09
 <u>Governmental Claims</u>				
Receivable	137.00	-0-	-0-	-0-
 <u>Other Receivables</u>				
Accounts Rec.-Chargebacks	138.11	86.30	-0-	86.30
Accounts Rec.-Other	138.90	27,544.32	-0-	27,544.32
Accrued State Apportionment	143.00	22,780.00	-0-	22,780.00
 <u>Deferred Charges</u>				
Inventories	162.01	1,456.90	-0-	1,456.90
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$1,861,140.95</u>	<u>\$ -0-</u>	<u>\$1,861,140.95</u>

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

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>10/31/69 BALANCE</u>	<u>ENCUM.</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions</u>				
Group Insurance	214.00	\$ 1,079.75	\$ -0-	\$ 1,079.75
Other	215.00	(9.50)	-0-	(9.50)
<u>Interfund Payables</u>				
Building Fund	231.02	251.13	-0-	251.13
Bond & Interest Fund	231.03	733.31	-0-	733.31
Site & Construction Fund	231.04	19.67	-0-	19.67
Auxiliary Fund	231.05	3,544.50	-0-	3,544.50
Trust & Agency Fund	231.06	69,939.52	-0-	69,939.52
Accounts Payable	240.10	47,562.14		47,562.14
Reserve for Encumbrances	260.00	-0-	255,696.11	255,696.11
TOTAL LIABILITIES		<u>\$ 123,120.52</u>	<u>\$ 255,696.11</u>	<u>\$ 378,816.63</u>
Fund Balance	300.00	<u>\$1,738,020.43</u>	<u>\$(255,696.11)</u>	<u>\$1,482,324.32</u>
TOTAL LIABILITIES & FUND BALANCE		<u><u>\$1,861,140.95</u></u>	<u><u>\$ -0-</u></u>	<u><u>\$1,861,140.95</u></u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$1,902,561.16	\$ -0-	\$1,902,561.16
Add: Revenue to Date		716,159.26	-0-	716,159.26
		<u>\$2,618,720.42</u>	<u>\$ -0-</u>	<u>\$2,618,720.42</u>
Less: Expenditures to Date		880,699.99	255,696.11	1,136,396.10
BALANCE OCTOBER 31, 1969		<u><u>\$1,738,020.43</u></u>	<u><u>\$(255,696.11)</u></u>	<u><u>\$1,482,324.32</u></u>

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

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 1,825,000.00	\$ -0-	\$ 1,902,561.16
Local Resources	410.00			
Taxes - Current 1969	411.00	\$ 1,198,000.00	\$ -0-	\$ 1,198,000.00
Taxes - Back	412.00	22,000.00	-0-	6,297.90
		\$ 1,220,000.00	\$ -0-	\$ 1,204,297.90
Intermediate Resources	420.00			
Tuition - Students	421.00	\$ 819,000.00	\$ 1,813.95	\$ 575,822.78
Other Charges (Charge-backs)	422.00	468,000.00	-0-	42,311.46
Student Fees	423.00	46,000.00	40.00	80.00
Other-Late Regis. Fees	427.00	23,000.00	70.00	309.40
		\$ 1,356,000.00	\$ 1,923.95	\$ 618,523.64
State Resources	430.00			
State Apportionment	431.10	\$ 1,386,800.00	\$ -0-	\$ 88,272.50
State Apport. Summer School	431.20	65,500.00	-0-	65,500.00
Board of Voc.Ed.& Rehab.1969-70	432.00	182,000.00	-0-	(20,980.00)
Other	433.00	-0-	-0-	-0-
		\$ 1,634,300.00	\$ -0-	\$ 67,292.50
Federal Resources	440.00			
Other-Title VI 1969-70	441.00	\$ 10,155.00	\$ -0-	\$ 10,155.00
Public Services	456.10	\$ -0-	\$ 350.00	\$ (350.00)
Dental Clinic Receipts	470.00			
Interest on Investments	471.00	\$ 25,000.00	\$ 6,344.55	\$ 13,608.52
Treasury Bills	472.00	-0-	-0-	-0-
Certificates of Deposit		\$ 25,000.00	\$ 6,344.55	\$ 13,608.52
Other Revenue	491.00	\$ -0-	\$ 262.50	\$ 682.50
Total Accrued Revenue		\$ 4,245,455.00	\$ 8,881.00	\$ 3,529,295.74
TOTAL ACCRUED REVENUE & FUND EQUITY		\$ 6,070,455.00	\$ 8,881.00	\$ 3,451,734.58

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Instruction	110-000	\$ 206,600.00	\$ 15,282.34	\$ 72,185.13	\$ 72,185.13	\$ 134,414.87
Salaries	110-510					
Administrative	110-511	26,614.00	1,250.00	2,725.00	2,725.00	23,889.00
Professional	110-512	1,777,686.00	108,846.61	235,064.61	235,064.61	1,486,389.81
Instructional	110-513)					
Instructional-Part Time	110-514)	-0-	34,402.41	56,231.58	56,231.58	-0-
Instructional-Substitute	110-515	5,000.00	100.00	100.00	100.00	4,900.00
Office	110-516	101,655.00	8,802.37	28,268.74	28,268.74	73,386.26
Student Employees	110-518	23,910.00	853.50	898.82	898.82	23,011.18
Total Salaries		\$2,141,465.00	\$169,537.23	\$395,473.88	\$395,473.88	\$1,745,991.12
Contractual Services	110-520					
Audit Services	110-521	-0-	42.50	92.50	92.50	(92.50)
Educational	110-522	16,200.00	108.04	108.04	388.04	15,811.96
Architectural	110-523	-0-	-0-	-0-	-0-	-0-
Maintenance	110-524	28,670.00	-0-	(4,458.00)	1,879.65	26,790.35
Office Services	110-527	200.00	-0-	499.65	499.65	(299.65)
Other Services	110-529	16,735.00	-0-	70.55	3,253.35	13,481.65
Total Contractual Services		\$ 61,805.00	\$ 150.54	\$ (3,687.26)	\$ 6,113.19	\$ 55,691.81
Instructional Matls. & Supp.	110-530					
Instructional Supplies	110-531	\$ 117,726.00	\$ 9,908.75	\$ 13,024.10	\$ 52,201.16	\$ 65,524.84
Audio & Visual Materials	110-535	-0-	-0-	-0-	-0-	-0-
Total Instruc.Matls.& Supplies		\$ 117,726.00	\$ 9,908.75	\$ 13,024.10	\$ 52,201.16	\$ 65,524.84
General Materials & Supplies	110-540					
Office	110-541	\$ 8,450.00	\$ 1,592.64	\$ 2,228.10	\$ 3,162.09	\$ 5,287.91
Printing & Offset Dupl.	110-542	23,200.00	1,639.72	4,529.46	4,862.46	18,337.54
Postage	110-543	1,600.00	-0-	-0-	-0-	1,600.00
Advertising	110-544	24,010.00	246.26	5,448.35	5,810.81	18,199.19
Publications & Dues	110-545	1,250.00	52.00	66.00	134.64	1,115.36
Repair Matl. & Supplies	110-547	-0-	610.00	884.67	964.67	(964.67)
Total Gen. Materials & Supplies		\$ 58,510.00	\$ 4,140.62	\$ 13,156.58	\$ 14,934.67	\$ 43,575.33

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Travel & Meetings	110-550					
Meetings	110-551	\$ 7,800.00	\$ 562.12	\$ 796.72	\$ 856.72	\$ 6,943.28
League-Local	110-552	6,600.00	76.36	149.00	149.00	6,451.00
Travel	110-554	22,800.00	797.03	2,387.84	2,435.84	20,364.16
Other	110-559	3,000.00	-0-	217.99	387.99	2,612.01
Local Travel & Meetings		\$ 40,200.00	\$ 1,435.51	\$ 3,551.55	\$ 3,829.55	\$ 36,370.45
Travel Charges-Rental of Equip.	110-576	\$ -0-	\$ 288.45	\$ 917.53	\$ 2,831.24	(2,831.24)
Capital Outlay	110-580					
Equipment - Office	110-585	\$ 12,984.00	\$ 5,457.07	\$ 6,287.21	9,568.69	3,415.31
Equip.Educ.Non-Reim.	110-586	271,142.00	\$ 11,645.55	24,290.79	120,752.45	150,389.55
Equip.Educ.Reimbur.	110-587	14,120.00	-0-	-0-	-0-	14,120.00
Capital Outlay		\$ 298,246.00	\$ 17,102.62	\$ 30,578.00	\$ 130,321.14	\$ 167,924.86
TOTAL INSTRUCTION EXPENDITURES		\$ 2,717,952.00	\$ 202,563.72	\$ 453,014.38	\$ 605,704.82	\$ 2,112,247.18

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

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER		
Learning Resource Center	120-000	\$ 50,000.00	\$ 2,875.00	\$11,500.00	\$ 38,500.00
Salaries	120-510	81,977.00	6,010.80	21,420.39	60,556.61
Administration	120-511	59,310.00	5,107.00	15,851.35	43,458.65
Professional	120-512	26,500.00	1,077.45	1,406.22	25,093.78
Office	120-516				
Student Employees	120-518				
TOTAL SALARIES		\$217,787.00	\$ 15,070.25	\$50,177.96	\$167,609.04
Contractual Services	120-529	\$ -0-	\$ 72.00	\$ 193.15	\$ 265.43
Other Services					
Instr. Matls. & Supplies	120-530				
Library	120-534	\$ 5,560.00	\$ 591.00	\$ 54.03	1,720.65
Audio Visual Aids	120-535	68,250.00	6,145.50	10,575.67	49,296.26
Books & Bindings	120-537	85,000.00	3,119.27	(2,119.41)	55,785.72
Publications	120-538	15,000.00	960.83	939.83	7,713.43
TOTAL INSTRUCTIONAL MATERIALS & SUPPLIES		\$173,810.00	\$ 10,816.60	\$ 9,450.12	\$57,602.10
Gen. Materials & Supplies	120-540				
Office	120-541	\$ 3,100.00	\$ 311.51	\$ 344.73	\$ 2,755.27
Printing & Offset Dupl.	120-542	1,100.00	19.23	34.42	1,065.58
Postage	120-543	-0-	-0-	-0-	-0-
Advertising	120-544	100.00	-0-	-0-	100.00
Publications & Dues	120-545	5,200.00	57.95	77.22	4,964.78
Repair Matls. & Supplies	120-547	-0-	30.36	30.36	1,040.86
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 9,500.00	\$ 419.05	\$ 486.73	\$ 1,655.23
Travel & Meeting Expense	120-550				
Meeting Expense	120-551	\$ 250.00	\$ 7.00	\$ 7.00	\$ 243.00
Mileage - Local	120-552	300.00	-0-	13.40	286.60
Travel	120-554	2,450.00	98.86	825.02	1,624.98
TOTAL TRAVEL & MEETING EXP.		\$ 3,000.00	\$ 105.86	\$ 845.42	\$ 2,154.58

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

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE		
Fixed Charges	120-570				
Rental of Equipment	120-576	\$ 2,500.00	\$ 36.00	\$ 135.00	\$ 1,769.00
TOTAL FIXED CHARGES		\$ 2,500.00	\$ 36.00	\$ 135.00	\$ 1,769.00
Capital Outlay	120-580				
Equipment - Office	120-585	\$ 4,080.00	\$ 19.09	\$ (1,065.31)	\$ 3,375.31
Equip.-Educ.-Non-Reim.	120.586	76,649.00	7,681.28	11,410.10	45,575.73
Equip.-Educ.-Reim.	120-587	-0-	-0-	13.32	(13.32)
TOTAL CAPITAL OUTLAY		\$ 80,729.00	\$ 7,700.37	\$ 10,358.11	\$ 48,937.72
TOTAL LEARNING RESOURCE CENTER EXPENDITURES		\$ 487,326.00	\$ 34,220.13	\$ 71,646.49	\$ 344,257.58

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

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB.	UNENCUMBERED BALANCE
		BUDGET	OCTOBER		
Student Services & Aids	130-000	\$ 92,225.00	\$ 7,685.38	\$ 30,741.53	\$ 61,483.47
Salaries	130-510	167,377.00	12,036.08	36,627.87	130,749.13
Administration	130-511	-0-	1,311.02	1,311.02	(1,311.02)
Professional	130-512	76,879.00	6,885.16	28,223.62	48,655.38
Part Time Instr. (Counselors)	130-514	6,500.00	299.63	1,555.37	4,944.63
Office	130-516	\$342,981.00	\$28,217.27	\$ 98,459.41	\$244,521.59
Student Employees	130-518				
TOTAL		\$ 2,500.00	\$ -0-	\$ 15.00	\$ 2,485.00
Contractual Services	130-520	-0-	-0-	-0-	-0-
Consultants	130-522	\$ 2,500.00	\$ -0-	\$ 15.00	\$ 2,485.00
Other	130-529				
TOTAL		\$ 2,500.00	\$ -0-	\$ 15.00	\$ 2,485.00
General Materials & Supplies	130-540				
Office	130-541	\$ 6,700.00	\$ 491.08	\$ 1,391.04	\$ 5,166.83
Printing & Offset Dupl.	130-542	8,150.00	465.42	1,028.83	5,042.02
Advertising	130-544	100.00	-0-	-0-	100.00
Publications & Dues	130-545	500.00	112.50	162.45	337.55
Medical Supplies	130-546	500.00	-0-	-0-	246.65
Vocational Library	130-549	1,000.00	347.16	301.66	497.32
TOTAL		\$ 16,950.00	\$ 1,416.16	\$ 2,883.98	\$ 11,390.37
Travel & Meeting Expense	130-550				
Meetings	130-551	\$ 1,050.00	\$ 63.13	\$ 167.88	\$ 882.12
Mileage - Local	130-552	400.00	14.25	14.25	385.75
Travel	130-554	5,050.00	526.64	520.34	4,529.66
TOTAL		\$ 6,500.00	\$ 604.02	\$ 702.47	\$ 5,797.53
Capital Outlay	130-580				
Equipment - Office	130-585	\$ 2,145.00	\$ 1,029.00	\$ 1,029.00	\$ 542.75
Equip.Educ. Non-Reimbursable	130-586	-0-	-0-	-0-	-0-
Equip.Educ. Reimbursable	130-587	-0-	-0-	-0-	-0-
TOTAL		\$ 2,145.00	\$ 1,029.00	\$ 1,029.00	\$ 542.75
TOTAL STUDENT SERVICES EXPENDITURES		\$371,076.00	\$31,266.45	\$103,089.86	\$264,737.34

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET		EXPENDITURES		EXP. & ENCUMB.		UNENCUMBERED BALANCE
		OCTOBER	TO DATE	OCTOBER	TO DATE	TO DATE	TO DATE	
Data Processing Center	140-000							
Salaries	148-510							
Administration	148-511	\$ 19,000.00	\$ 1,583.32	\$ 6,333.28	\$ 6,333.28	\$ 6,333.28	\$ 12,666.72	
Professional	148-512	53,680.00	3,125.00	12,500.00	12,500.00	12,500.00	41,180.00	
Office	148-516	39,830.00	4,407.77	18,047.53	18,047.53	18,047.53	21,782.47	
Total Salaries		\$112,510.00	\$ 9,116.09	\$36,880.81	\$36,880.81	\$36,880.81	\$ 75,629.19	
Contractual Services	148-520							
Service Bureau	148-524	\$ -0-	\$ -0-	\$ 18.00	\$ 18.00	\$ 18.00	\$ (18.00)	
Other	148-529	2,500.00	442.12	726.28	726.28	726.28	1,773.72	
Total Contractual Services		\$ 2,500.00	\$ 442.12	\$ 744.28	\$ 744.28	\$ 744.28	\$ 1,755.72	
Gen. Materials & Supplies	148-540							
Office	148-541	\$ 4,200.00	\$ 193.88	\$ 1,602.37	\$ 4,007.56	\$ 4,007.56	\$ 192.44	
Printing & Offset Dupl.	148-542	350.00	48.41	66.92	66.92	66.92	283.08	
Advertising	148-544	100.00	21.00	90.72	109.20	109.20	(9.20)	
Publications & Dues	148-545	100.00	-0-	61.00	61.00	61.00	39.00	
Total Gen. Matls. & Supplies		\$ 4,750.00	\$ 263.29	\$ 1,821.01	\$ 4,244.68	\$ 4,244.68	\$ 505.32	
Travel & Meetings	148-550							
Meetings	148-551	\$ 100.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ 100.00	
Mileage - Local	148-552	-0-	-0-	64.00	64.00	64.00	(64.00)	
Travel	148-554	1,000.00	-0-	237.25	237.25	237.25	762.75	
Total Travel & Meetings		\$ 1,100.00	\$ -0-	\$ 301.25	\$ 301.25	\$ 301.25	\$ 798.75	
Fixed Charges	148-570							
Computer Rental	148-576	\$133,840.00	\$10,170.82	\$29,573.44	\$41,403.93	\$41,403.93	\$ 92,436.07	
Total Fixed Charges		\$133,840.00	\$10,170.82	\$29,573.44	\$41,403.93	\$41,403.93	\$ 92,436.07	
Capital Outlay	148-580							
Equipment - Office	148-585	\$ 6,670.00	\$ 4,554.79	\$ 5,872.76	\$ 8,477.26	\$ 8,477.26	\$ (1,807.26)	
Total Capital Outlay		\$ 6,670.00	\$ 4,554.79	\$ 5,872.76	\$ 8,477.26	\$ 8,477.26	\$ (1,807.26)	
TOTAL DATA PROCESSING EXPENDITURES		\$261,370.00	\$24,547.11	\$75,193.55	\$92,052.21	\$92,052.21	\$169,317.79	

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

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER		
Institutional Research & Development	150-000	\$33,550.00	\$3,004.16	\$ 9,099.98	\$24,450.02
Salaries	150-510	-0-	-0-	-0-	-0-
Administration	150-511	11,100.00	887.00	2,526.50	8,573.50
Professional Office	150-512	5,000.00	49.95	196.95	4,803.05
Student Employees	150-518	\$49,650.00	\$3,941.00	\$11,823.43	\$37,826.57
<u>Total</u>					
Contractual Services	150-520	\$ -0-	\$ 49.70	\$ 49.70	\$ (49.70)
Office Services	150-527	-0-	-0-	-0-	-0-
Service Bureau	150-528	2,000.00	-0-	120.70	1,839.40
Other	150-529	\$ 2,000.00	\$ 49.70	\$ 170.40	\$ 1,789.70
<u>Total</u>					
General Materials & Supplies	150-540	\$ 1,000.00	\$ 124.01	\$ 174.81	\$ 807.09
Office	150-541	1,250.00	48.89	61.82	1,188.18
Printing & Offset Dupl.	150-542	-0-	-0-	-0-	-0-
Postage	150-543	-0-	-0-	-0-	-0-
Advertising	150-544	-0-	-0-	-0-	-0-
Publications & Dues	150-545	200.00	555.20	636.20	(436.20)
Other	150-549	750.00	-0-	20.00	730.00
<u>Total</u>		\$ 3,200.00	\$ 728.10	\$ 872.83	\$ 2,289.07
Travel & Meetings	150-550	\$ 400.00	\$ 10.00	\$ 160.00	\$ 240.00
Meetings	150-551	100.00	-0-	-0-	100.00
Mileage - Local	150-552	1,250.00	337.80	448.46	801.54
Travel	150-554	\$ 1,750.00	\$ 347.80	\$ 608.46	\$ 1,141.54
<u>Total</u>					
Capital Outlay	150-580	\$ 2,995.00	\$ -0-	\$ 795.00	\$ 2,010.44
Equipment - Office	150-585	\$ 2,995.00	\$ -0-	\$ 795.00	\$ 2,010.44
<u>Total</u>					
<u>TOTAL INSTITUTIONAL RESEARCH EXPEND.</u>		\$59,595.00	\$5,066.71	\$14,270.12	\$45,057.32

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
General Administration	160-000					
Salaries	160-510					
Administration	160-511	\$ 70,188.00	\$ 62,415.58	\$ 25,008.77	\$ 25,008.77	\$ 45,179.23
Professional Office	160-512	56,175.00	2,670.80	17,795.34	17,795.34	38,379.66
Student Employees	160-516	75,984.00	6,522.65	25,976.49	25,976.49	50,007.51
Other	160-518	4,200.00	324.09	796.16	796.16	3,403.84
	160-519	4,000.00	-0-	-0-	-0-	4,000.00
		<u>\$210,547.00</u>	<u>\$ 15,759.12</u>	<u>\$69,576.76</u>	<u>\$69,576.76</u>	<u>\$140,970.24</u>
Contractual Services	160-520					
Audit	160-521	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Consultants	160-522	4,500.00	-0-	-0-	-0-	4,500.00
Architect	160-523	-0-	-0-	-0-	-0-	-0-
Maintenance	160-524	-0-	-0-	6.00	330.33	(330.33)
Legal	160-527	-0-	220.73	731.75	785.41	(785.41)
Other	160-529	3,100.00	313.59	509.65	547.95	2,552.05
		<u>\$ 7,600.00</u>	<u>\$ 534.32</u>	<u>\$ 1,247.40</u>	<u>\$ 1,663.69</u>	<u>\$ 5,936.31</u>
Gen. Materials & Supplies	160-540					
Office	160-541	\$ 5,100.00	\$ 659.85	\$ 1,369.97	\$ 2,866.90	\$ 2,233.10
Printing & Offset Dupl.	160-542	17,290.00	1,698.58	3,490.31	3,490.31	13,799.69
Postage	160-543	-0-	-0-	30.82	30.82	(30.82)
Advertising	160-544	2,500.00	864.49	2,256.48	2,382.36	117.64
Publications & Dues	160-545	2,600.00	713.10	1,479.05	1,744.15	855.85
Other	160-549	400.00	-0-	146.36	192.32	207.68
		<u>\$ 27,890.00</u>	<u>\$ 3,936.02</u>	<u>\$ 8,772.99</u>	<u>\$10,706.86</u>	<u>\$ 17,183.14</u>
Travel & Meetings	160-550					
Meetings Expense	160-551	\$ 6,450.00	\$ 2,983.42	\$ 3,765.92	\$ 3,858.22	\$ 2,591.78
Mileage - Local	160-552	-0-	16.65	58.81	58.81	(58.81)
Travel	160-554	9,750.00	1,529.79	3,770.07	3,770.07	5,979.93
Other	160-559	-0-	-0-	-0-	-0-	-0-
		<u>\$ 16,200.00</u>	<u>\$ 4,529.86</u>	<u>\$ 7,594.80</u>	<u>\$ 7,687.10</u>	<u>\$ 8,512.90</u>

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

EXPENDITURES (Cont.) General Administration Fixed Charges	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Rental of Equipment-NCR	160-570	\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
Rental of Equipment-IBM	160-576	8,850.00	390.06	455.06	455.06	8,394.94
		<u>\$11,850.00</u>	<u>\$ 390.06</u>	<u>\$ 455.06</u>	<u>\$ 455.06</u>	<u>\$ 11,394.94</u>
Capital Outlay	160-580					
Equipment - Office	160-585	\$ 2,850.00	\$ 3,766.58	\$ 6,076.58	\$ 6,631.14	\$ (3,781.14)
		<u>\$ 2,850.00</u>	<u>\$ 3,766.58</u>	<u>\$ 6,076.58</u>	<u>\$ 6,631.14</u>	<u>\$ (3,781.14)</u>
TOTAL GENERAL ADMINISTRATION		<u>\$276,937.00</u>	<u>\$28,915.96</u>	<u>\$93,723.59</u>	<u>\$96,720.61</u>	<u>\$180,216.39</u>

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

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER		
General Institutional Exp.	170-000	\$15,000.00	\$ 1,250.00	\$ 5,000.00	\$10,000.00
Salaries	170-510	45,000.00	-0-	-0-	45,000.00
Administration	170-511	4,000.00	2,945.83	11,448.49	(7,448.49)
Professional	170-512	-0-	241.61	442.79	(442.79)
Office	170-516	-0-	-0-	-0-	-0-
Student Employees	170-518	-0-	-0-	-0-	-0-
Other	170-519	-0-	-0-	-0-	-0-
TOTAL SALARIES		\$64,000.00	\$ 4,437.44	\$12,945.45	\$47,108.72
Contractual Services	170-520				
Audit	170-521	\$ 4,500.00	\$ -0-	\$ -0-	\$ 4,500.00
Consultants-In Serv.& Ins.	170-522	10,000.00	905.69	3,514.59	6,485.41
Architectural	170-523	-0-	-0-	-0-	-0-
Maintenance	170-524	1,500.00	185.90	360.30	1,139.70
Legal	170-526	16,000.00	787.50	6,524.55	8,170.45
Other	170-529	11,000.00	4,120.50	7,036.50	3,963.50
TOTAL CONTRACTUAL SERVICES		\$43,000.00	\$ 5,999.59	\$17,435.94	\$24,259.06
Gen. Materials & Supplies	170-540				
Office	170-541	\$ 7,000.00	\$ 86.89	\$ 236.89	\$ 6,763.11
Printing & Offset Dupl.	170-542	2,500.00	(2,103.73)	(3,185.02)	4,222.73
Postage	170-543	10,000.00	1,263.41	3,968.93	6,031.07
Advertising	170-544	-0-	-0-	31.50	(31.50)
Publications & Dues	170-545	1,700.00	60.00	760.00	(784.50)
Other	170-549	7,600.00	20.00	634.50	5,327.09
TOTAL GEN. MATERIALS & SUPPLIES		\$28,800.00	\$ (673.43)	\$ 2,446.80	\$21,528.00
Travel & Meeting Expense	170-550	\$ 3,000.00	\$ -0-	\$ 160.00	\$ 2,840.00
Meeting Expense-Graduation	170-551	-0-	-0-	-0-	-0-
Mileage - Local	170-552	-0-	-0-	-0-	-0-
Travel	170-554	-0-	-0-	-0-	-0-
Vehicles	170-556	-0-	-0-	-0-	-0-
Moving & Receptment	170-557	3,000.00	1,192.01	2,002.15	997.85
Other - Innovative	170-559	5,000.00	-0-	121.06	4,878.94
TOTAL TRAVEL & MEETING EXPENSE		\$11,000.00	\$ 1,192.01	\$ 2,283.21	\$ 8,716.79

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

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER		
Group Medical & Life Ins.	170-560	\$ 90,000.00	\$ 6,938.11	\$22,392.09	\$ 67,607.91
Travelers Accident Ins.	170-561	2,000.00	-0-	917.00	1,083.00
Workman's Compensation	170-562	5,000.00	2,740.00	2,740.00	2,260.00
Tuition Reimbursement	170-563	7,000.00	1,011.25	1,417.39	5,540.61
Remission-Employees Tuition	170-564	-0-	-0-	-0-	-0-
Medical Examination	170-565	2,000.00	255.00	757.00	997.00
Professional Expense	170-566	10,000.00	-0-	85.58	9,914.42
Other-Voc.Ed.Retirement	170-567	30,000.00	-0-	-0-	30,000.00
TOTAL FRINGE BENEFITS		\$146,000.00	\$10,944.36	\$28,597.06	\$117,402.94
Fixed Charges	170-570				
Fuel - Heat	170-571	\$ -0-	\$ (84.50)	\$ (84.50)	\$ 84.50
Electricity	170-572	-0-	-0-	-0-	-0-
Telephone	170-573	-0-	(1,938.53)	(1.41)	1.41
Water,Sewer,Refuse Removal	170-574	-0-	-0-	-0-	-0-
Rental of Facilities	170-575	-0-	-0-	-0-	-0-
Rental of Equipment	170-576	-0-	-0-	44.00	(44.00)
Interest-Tax Warrants	170-577	2,400.00	-0-	-0-	2,400.00
Gen.Ins.-Liab. & Property	170-578	3,000.00	-0-	-0-	3,000.00
TOTAL FIXED CHARGES		\$ 5,400.00	\$(2,023.03)	\$ 42.59	\$ 5,441.91
Capital Outlay	170-580				
Equipment & Furniture	170-585	\$ 3,000.00	\$ 79.00	\$ 188.91	\$ 2,811.09
TOTAL CAPITAL OUTLAY		\$ 3,000.00	\$ 79.00	\$ 188.91	\$ 2,811.09

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Student Employment-C.W.S.	170-590	\$ 18,000.00	\$ -0-	(24.00)	\$ (24.00)	\$ 18,024.00
Grants Trustee Scholarships	170-591	7,500.00	-0-	-0-	-0-	7,500.00
abt.Principal Retirement	170-592	-0-	-0-	-0-	-0-	-0-
dition Chargeback	170-593	20,000.00	-0-	5,814.04	7,607.44	12,392.56
rovision for Contingency	170-594	25,000.00	-0-	-0-	-0-	25,000.00
PEP Projects	170-595.1	15,000.00	-0-	320.00	320.00	14,680.00
Summer Workshop	170-595.2	-0-	-0-	-0-	-0-	-0-
Financial Chargeback	170-595.3	-0-	-0-	-0-	-0-	-0-
Facilities Charges	170-596	(6,000.00)	-0-	-0-	-0-	(6,000.00)
Clearing Account	170-597	-0-	-0-	-0-	-0-	-0-
Other-Intercollegiate Ath.	170-598	33,000.00	-0-	-0-	-0-	33,000.00
TOTAL OTHER EXPENDITURES	170-599	\$ 112,500.00	\$ -0-	\$ 6,110.04	\$ 7,903.44	\$104,596.56
TOTAL INSTITUTIONAL EXPENSE BUDGET		\$ 413,700.00	\$ 19,955.94	\$ 69,762.00	\$81,834.93	\$331,865.07
TOTAL EDUCATIONAL FUND EXPENDITURES		\$4,587,956.00	\$346,536.02	\$880,699.99	\$1,136,396.10	\$3,451,559.90

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>OCTOBER BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	13.02	\$ 52,989.21	\$ -0-	\$ 52,989.21
Investments	120.00	296,136.59	-0-	296,136.59
<u>Interfund Receivables</u>				
Educational Fund	13.01	151.13	-0-	151.13
Bond & Interest Fund	131.03	991.10	-0-	991.10
Auxiliary Fund	131.05		-0-	-0-
<u>Taxes Receivable</u>				
Back Taxes	133.00	31,866.33	-0-	31,866.33
Accounts Receivable-Misc.	138.90	60.00	-0-	60.00
<u>Deferred Charges</u>				
Inventory	160.00	165.00	-0-	165.00
TOTAL ASSETS		<u>\$382,359.36</u>	<u>\$ -0-</u>	<u>\$382,359.36</u>
<u>Interfund Payable</u>				
Educational Fund	231.01	\$102,889.00	\$ -0-	\$102,889.00
Bond & Interest Fund	231.03	266.73	-0-	266.73
Accounts Payable	240.10	14,707.90	-0-	14,707.90
Reserve for Encumbrances	260.00	-0-		
TOTAL LIABILITIES		<u>\$117,863.63</u>	<u>\$ 19,770.88</u>	<u>\$ 19,770.88</u>
Fund Balance	300.00	264,495.73	(19,770.88)	\$244,724.85
TOTAL LIABILITIES & FUND BALANCE		<u>\$382,359.36</u>	<u>\$ -0-</u>	<u>\$382,359.36</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$458,436.18	\$ -0-	\$458,436.18
Add: Revenue to Date		(14,652.08)	-0-	(14,652.08)
		<u>\$443,784.10</u>	<u>\$ -0-</u>	<u>\$443,784.10</u>
Less: Expenditures to Date		179,288.37	19,770.88	199,059.25
Balance, October 31, 1969		<u>\$264,495.73</u>	<u>\$ (19,770.88)</u>	<u>\$244,724.85</u>

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

REVENUE	ACCOUNT NUMBER	BUDGET	OCTOBER	REVENUE		UNENCUMBERED BALANCE
					TO DATE	
Fund Equity, July 1, 1969	300.00	\$ 440,000.00	\$ -0-	\$ 440,822.38	\$ (822.38)	
<u>LOCAL RESOURCES</u>						
Taxes - Current - 1969	411.00	435,000.00	-0-	-0-	435,000.00	
Taxes - Back	412.00	6,000.00	-0-	-0-	6,000.00	
<u>Intermediate Resources</u>						
Student Fees - Parking	424.00	18,000.00	15.00	21.00	17,979.00	
Other Fees - Fines	427.00	1,800.00	50.00	307.00	1,493.00	
<u>State Resources</u>						
State Apportionment	431.00	101,200.00	-0-	-0-	101,200.00	
<u>Facilities</u>						
Rentals	461.00	-0-	-0-	60.00	(60.00)	
<u>Interest on Investments</u>						
Treasury Bills	471.00	10,000.00	1,084.58	2,549.02	7,450.98	
Miscellaneous Income	491.00	-0-	24.70	24.70	(24.70)	
Total Accrued Revenue		\$ 572,000.00	\$ 1,174.28	\$ 2,961.72	\$ 569,038.28	
TOTAL ACCRUED REVENUE & FUND EQUITY		\$ 1,012,000.00	\$ 1,174.28	\$ 443,784.10	\$ 568,215.90	

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
<u>General Buildings & Grounds</u>						
Administration	267-510					
Salaries	267-511	\$16,000.00	\$1,316.66	\$ 5,266.64	\$ 5,266.64	\$10,733.36
Administration	267-516	6,000.00	450.00	2,210.75	2,210.75	3,789.25
Office Staff	267-517	7,500.00	1,340.51	3,681.90	3,681.90	3,818.10
Service Staff	267-518	-0-	62.00	62.00	62.00	(62.00)
Student - Employees		\$29,500.00	\$3,169.17	\$11,221.29	\$11,221.29	\$18,278.71
<u>General Materials & Supplies</u>						
Office Supplies	267-540	\$ 240.00	\$ 17.08	\$ 62.54	\$ 62.54	\$ 177.46
Printing & Offset Dupl.	267-541	350.00	-0-	15.16	15.16	334.84
Advertising	267-542	-0-	100.02	152.56	152.56	(152.56)
Publications & Dues	267-544	75.00	-0-	15.00	15.00	60.00
	267-545	\$ 665.00	\$ 117.10	\$ 245.26	\$ 245.26	\$ 419.74
<u>Travel & Meeting Expense</u>						
Meeting Expense	267-550	\$ 300.00	\$ 16.45	\$ 16.45	\$ 16.45	\$ 283.55
Travel Expense	267-551	375.00	130.02	114.28	114.28	260.72
	267-554	\$ 675.00	\$1,464.47	\$ 130.73	\$ 130.73	\$ 544.27
<u>Capital Outlay</u>						
Office Equipment		\$ -0-	\$ -0-	\$ 143.65	\$ 143.65	\$ (143.65)
TOTAL GENERAL BUILDING & GROUNDS		\$30,840.00	\$3,432.74	\$11,740.93	\$11,740.93	\$19,099.07
ADMINISTRATION EXPENDITURES						
<u>General Institutional Expense</u>						
Fringe Benefits	271-560	\$18,500.00	\$ -0-	\$ -0-	\$ -0-	\$18,500.00
Group Medical Insurance	271-561	3,600.00	1,759.00	1,759.00	1,759.00	1,841.00
Workman's Compensation	271-564	100.00	-0-	-0-	-0-	100.00
Tuition Reimbursement	271-565	800.00	91.00	334.00	374.00	426.00
Medical Examinations	271-567	\$23,000.00	\$1,850.00	\$ 2,093.00	\$ 2,133.00	\$20,867.00

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			OCTOBER	TO DATE		
General Institutional Exp.	271-570					
Fixed Charges	271-575	\$ 20,200.00	\$ 17,000.00	\$ -0-	\$ -0-	\$ 20,200.00
Rental of Facilities	271-578	1,100.00	-0-	-0-	2,005.00	(905.00)
General Insurance		\$ 21,300.00	\$ 17,000.00	\$ -0-	\$ 2,005.00	\$ 19,295.00
Capital Outlay	271-580					
New Buildings & Additions	271-583	\$ -0-	\$ -0-	\$ (5,457.39)	\$ (5,457.39)	\$ 5,457.39
Building Remodeling	271-584	31,225.00	6,678.71	9,940.92	16,075.03	15,149.97
Equip. Educ. Non-Reimbursable	271-586	-0-	(44.96)	(44.96)	(44.96)	44.96
Other	271-589	21,870.00	4,384.09	14,097.13	15,173.46	6,696.54
		\$ 53,095.00	\$ 11,017.84	\$ 18,535.70	\$ 25,746.14	\$ 27,348.86
Other	271-590					
Provision for Contingency	271-595	\$ 20,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 20,000.00
TOTAL		\$ 117,395.00	\$ 29,867.84	\$ 20,628.70	\$ 29,884.14	\$ 87,510.86

WILLIAM RAINEY CARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

EXP. &
ENCUMB.
TO DATE
UNENCUM.
BALANCE

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			UNENCUM. BALANCE
		BUDGET	OCTOBER	TO DATE	
Operation & Maintenance of Physical Facilities	280-000	\$250,549.00	\$31,663.50	\$88,010.54	\$162,538.46
Salaries	280-510	-0-	758.50	1,098.75	(1,098.75)
Service Staff	280-517	3,000.00	438.50	468.50	2,531.50
Student Employees	280-518				
Other - Overtime	280-519				
TOTAL SALARIES		\$253,549.00	\$32,860.50	\$89,577.79	\$163,971.21
Contractual Services	280-520				
Maintenance Service	280-524	\$ 12,650.00	\$ 1,071.01	\$ 1,405.23	\$ 2,490.11
Other	280-529	6,420.00	1,062.89	2,099.19	3,663.41
TOTAL CONTRACTUAL SERVICES		\$ 19,070.00	\$ 2,133.90	\$ 3,504.42	\$ 5,246.70
General Materials & Supplies	280-540				
Office Supplies	280-541	\$ 384.00	\$ 16.00	\$ 44.96	\$ 73.36
Printing & Offset Dupl.	280-542	1,035.00	71.00	108.22	108.22
Maintenance Supplies	280-546	43,071.00	3,291.70	12,021.18	15,335.23
Repairs	280-547	-0-	-0-	13.65	13.65
Other Supplies	280-549	400.00	-0-	30.40	58.40
TOTAL GENERAL MATL. & SUPPLIES		\$ 44,890.00	\$ 3,378.70	\$ 12,218.41	\$ 15,588.86
Travel Expense	280-550	\$ 900.00	\$ -0-	\$ -0-	\$ 900.00
Vehicle Expense	280-554	3,750.00	69.80	344.82	344.82
TOTAL TRAVEL EXPENSE	280-556	\$ 4,650.00	\$ 69.80	\$ 344.82	\$ 4,305.18
Fixed Charges	280-570				
Heat - Heating	280-571	\$ 39,400.00	\$ 1,660.72	\$ 1,660.72	\$ 1,889.66
Electricity	280-572	35,300.00	160.65	1,517.33	1,517.33
Telephone	280-573	26,500.00	7,561.39	11,438.18	11,513.18
Water & Fuel Treatment	280-574	1,773.00	415.01	561.53	561.53
Rental of Equipment	280-576	3,000.00	-0-	-0-	22.00
General Insurance	280-578	1,500.00	234.00	234.00	234.00
TOTAL FIXED CHARGES		\$107,473.00	\$10,031.77	\$15,411.76	\$15,737.70
TOTAL		\$107,473.00	\$10,031.77	\$15,411.76	\$15,737.70

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			OCTOBER	TO DATE		
Capital Outlay	280-580					
Site Improvement	280-582	\$ 4,000.00	\$ 1,459.75	\$ 1,459.75	\$ 1,883.15	\$ 2,116.85
Office Equipment	280-585	-0-	286.64	286.64	476.20	(476.20)
Equipment - Service	280-588	48,753.00	3,004.16	24,115.15	28,578.96	20,174.04
TOTAL CAPITAL OUTLAY		\$ 52,753.00	\$ 4,750.55	\$ 25,861.54	\$ 30,938.31	\$ 21,814.69
TOTAL OPERATION & MAINTENANCE		\$ 482,385.00	\$ 53,225.22	\$ 146,918.74	\$ 157,434.18	\$ 324,950.82
TOTAL BUILDINGS & GROUNDS EXPENDITURES		\$ 630,620.00	\$ 86,525.80	\$ 179,288.37	\$ 199,059.25	\$ 431,560.75

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>OCTOBER BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.00	\$ 28,562.96	\$ -0-	\$ 28,562.96
Investments Treasury Bills	121.00	288,390.10	-0-	288,390.10
Investments - Other	124.00	225,304.17	-0-	225,304.17
Interfund Rec.-Education Fund	131.01	733.31	-0-	733.31
Interfund Rec.-Building Fund	131.02	266.73	-0-	266.73
Taxes Receivable-Current	132.00	-0-	-0-	-0-
Taxes Receivable-Back	133.00	64,719.21	-0-	64,719.21
TOTAL ASSETS		<u>\$607,976.48</u>	<u>\$ -0-</u>	<u>\$607,976.48</u>
<u>LIABILITIES</u>				
Interfund Payable-Education	231.01	\$ 2,726.27	\$ -0-	\$ 2,726.27
Interfund Payable-Building	231.02	991.10	-0-	991.10
Reserve for Encumbrances	260.00	-0-	608,736.88	608,736.88
Fund Equity	300.00	604,259.11	(608,736.88)	(4,477.77)
TOTAL LIABILITIES & FUND EQUITY		<u>\$607,976.48</u>	<u>\$ -0-</u>	<u>\$607,976.48</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$539,068.29	\$ -0-	\$539,068.29
Add: Revenue to Date		65,190.82	-0-	65,190.82
		<u>\$604,259.11</u>	<u>\$ -0-</u>	<u>\$604,259.11</u>
Less: Expenditures to Date		-0-	608,736.88	608,736.88
Balance, October 31, 1969		<u>\$604,259.11</u>	<u>\$608,736.88</u>	<u>\$ (4,477.77)</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BOND & INTEREST FUND - BUDGET REPORT
FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>OCTOBER</u>	<u>REVENUE TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
Fund Equity, July 1, 1969	300.00	\$(21,594.00)	\$ -0-	\$604,259.11	\$(625,853.11)
<u>Local Resources</u>					
Taxes - Current - 1969	411.00	605,700.00	-0-	-0-	605,700.00
Taxes - Back	412.00	-0-	-0-	-0-	-0-
<u>Interest On Investments</u>					
Treasury Bills	471.00	2,000.00	-0-	-0-	2,000.00
Certificate of Deposit	472.00	7,000.00	-0-	-0-	7,000.00
Other	474.00	-0-	-0-	-0-	-0-
<u>TOTAL REVENUE</u>		<u>\$614,700.00</u>	<u>\$ -0-</u>	<u>-0-</u>	<u>\$ 614,700.00</u>
Total Revenue & Beginning Fund Balance		\$593,106.00	\$ -0-	\$604,259.11	\$(11,153.11)

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>OCTOBER</u>	<u>EXPENDITURES TO DATE</u>	<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
<u>General Institutional Exp.</u>						
<u>Fixed Charges</u>						
Interest - Bonds	570.00	\$283,258.00	\$ -0-	\$ -0-	\$283,257.50	\$.50
<u>Other</u>						
Bond Principal	593.00	325,000.00	-0-	-0-	325,000.00	-0-
Financial Charges	596.00	487.00	-0-	-0-	479.38	7.62
		<u>\$325,487.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$608,736.88</u>	<u>\$ 8.12</u>
Total Bond & Interest Exp.		\$608,745.00	\$ -0-	\$ -0-	\$608,736.88	\$ 8.12

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

	ACCOUNT NUMBER	10/31/69 BALANCE	ENCUM.	UNENCUMBERED BALANCE
<u>ASSETS</u>				
Cash in Bank	113.02	\$ 8,316.64	\$ -0-	\$ 8,316.64
Investments	121.00	1,894,560.76	-0-	1,894,560.76
<u>Interfund Receivables</u>				
Educational Fund	131.01	19.67	-0-	19.67
<u>Other Receivables-Long Term</u>				
Long Term	138-91	25,447.74	-0-	25,407.74
Vocational Education	138.92	429,338.22	-0-	429,338.22
<u>Accrued Revenue</u>				
Sale of Relocatable Bldgs.	144.00	40,000.00	-0-	40,000.00
TOTAL ASSETS		<u>\$2,397,683.03</u>	<u>\$ -0-</u>	<u>\$2,397,683.03</u>
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 15,025.47	\$ -0-	\$ 15,025.47
Reserve for Encumbrances	260.00	-0-	380,423.58	380,423.58
Fund Equity	300.00	2,382,657.56	(380,423.58)	2,002,233.98
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,397,683.03</u>	<u>\$ -0-</u>	<u>\$2,397,683.03</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, September 1, 1966		\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date		8,669,464.20	-0-	8,669,464.20
		<u>\$8,669,464.20</u>	<u>\$ -0-</u>	<u>\$8,669,464.20</u>
Deduct: Expenditures to Date		6,286,806.64	380,423.58	6,667,230.22
BALANCE, October 31, 1969		<u>\$2,382,657.56</u>	<u>\$ (380,423.58)</u>	<u>\$2,002,233.98</u>

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

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			OCTOBER	TO DATE	
<u>Intermediate Resources</u>					
Sale of Bonds	425.00				
September 1, 1966 Bond Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Bond 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 Account	432.00	\$ 750,000.00	\$(3,466.09)*	\$ 429,338.22	\$ 320,661.78
<u>Federal Resources</u>					
Title VI 1967-68	443.00	\$ 61,091.00	\$ -0-	\$ 61,091.00	\$ -0-
DHEW Grant	446.00	-0-	-0-	-0-	-0-
Moveable Equip. Phase I	446.10	242,282.00	-0-	218,056.00	24,226.00
Fixed Equip. Phase I	446.20	430,000.00	-0-	-0-	430,000.00
Moveable Equip. Phase II	446.30	70,000.00	-0-	-0-	70,000.00
		\$ 803,373.00	\$ -0-	\$ 279,147.00	\$ 524,226.00
<u>Facilities</u>					
Sale of Well Site	464.00	\$ 4,000.00	\$ -0-	\$ 4,000.00	\$ -0-
Sale of Portable Classrooms	465.00	80,000.00	-0-	80,000.00	-0-
		\$ 84,000.00	\$ -0-	\$ 84,000.00	\$ -0-
<u>Interest on Investments</u>					
Treasury Bills	471.00	\$ 90,000.00	\$ -0-	\$ 26,750.36	\$ 63,249.64
Certificates of Deposit	472.00	360,000.00	7,156.30	417,346.22	(57,346.22)
Other Investments	473.00	20,000.00	3,797.50	3,797.50	16,202.50
		\$ 470,000.00	\$ 10,953.80	\$ 447,894.08	\$ 22,105.92
<u>Other</u>					
Miscellaneous	491.00	\$ 630.00	\$ -0-	\$ 630.35	(.35)
TOTAL SITE & CONSTRUCTION FUND REVENUE		\$ 9,536,457.00	\$ 7,487.71	\$ 8,669,464.20	\$ 866,922.80

*Adjusts year-end accrual

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to OCTOBER 31, 1969

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
<u>Use I</u>						
Contractual Services	521.00	\$ 2,600.00	\$ -0-	\$ 2,583.46	\$ 2,583.46	\$ 16.54
Financial Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
Educational Consultants						
Architectural & Engineering	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Design Development Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Construction Documents Phase	523.30	20,707.00	-0-	20,706.60	20,706.60	.40
Field Phase	523.40	14,746.00	-0-	14,745.63	14,745.63	.37
Interiors	523.50	20,244.00	-0-	19,338.93	19,338.93	905.07
Plans	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Model	523.90	116.00	-0-	115.80	115.80	.20
Other						
Legal Counsel	527.00	20,215.00	-0-	20,214.50	20,214.50	.50
		\$ 705,000.00	\$ -0-	\$ 703,587.09	\$ 703,587.09	\$ 1,412.91
Fixed Charges						
Treasurer's Bond	579.10	3,040.00	\$ -0-	\$ 3,037.00	\$ 3,037.00	\$ 3.00
Other	579.90	10.00	-0-	4.57	4.57	5.43
		\$ 3,050.00	\$ -0-	\$ 3,041.57	\$ 3,041.57	\$ 8.43
Capital Outlay						
De Acquisition						
Land Cost	581.10	\$1,439,146.00	\$ -0-	\$1,439,146.42	\$1,439,146.42	(.42)
Real Estate Taxes	581.20	14,025.00	-0-	14,009.49	14,009.49	15.51
Revenue Stamps & Title Pol.	581.30	7,000.00	-0-	6,968.55	6,968.55	31.45
Appraisals	581.40	6,829.00	-0-	6,746.25	6,746.25	82.75
		\$1,467,000.00	\$ -0-	\$1,466,870.71	\$1,466,870.71	\$ 129.29
Site Improvements						
Minor Improvements	582.10	100.00	\$ -0-	94.39	94.39	\$ 14,094.39
Water Connection	582.20	4,000.00	4,000.00	4,000.00	4,000.00	-0-
		\$ 4,100.00	\$ 4,000.00	\$ 4,094.39	\$ 4,094.39	\$ (13,994.39)
Buildings						
Allocatable Buildings	583.10	\$ 171,605.00	\$ -0-	\$ 171,605.10	\$ 171,605.10	\$ 20 (.10)
Construction Payout to I.B.S.	583.20	2,557,470.00	-0-	2,557,469.43	2,557,469.43	.57
		\$2,729,075.00	\$ -0-	\$2,729,074.53	\$2,729,074.53	.47

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to OCTOBER 31, 1969

EXP. &

EXPENDITURES	ACCOUNT NUMBER	BUDGET		EXPENDITURES		UNENCUMBERED BALANCE
		OCTOBER	TO DATE	OCTOBER	TO DATE	
Equipment	585.10	\$ 75,890.00	\$ -0-	\$ 75,888.04	\$ 75,888.04	\$ 1.96
Initial Equipment	586.10	\$ 350,000.00	\$ 33,021.87	\$ 95,882.44	\$ 205,746.87	\$ 144,253.13
Educational Non-Reim.	587.10	\$ 61,091.00	\$ -0-	\$ 60,149.56	\$ 60,422.56	\$ 668.44
Educational Reim. Title IV	587.20					
Voc/Tech	110-587.21	\$ 38,089.00	\$ -0-	\$ 30,801.05	\$ 34,989.05	\$ 3,099.95
Business	116-587.21	63,411.00	-0-	70,295.11	70,295.11	(6,884.11)
Data Processing	117-587.26	-0-	-0-	-0-	-0-	-0-
Chemical Technology	118-587.21	5,500.00	-0-	1,481.65	1,481.65	4,018.35
Law Enforcement	311-587.21	20,000.00	-0-	-0-	-0-	20,000.00
Architecture	312-587.21	170,000.00	-0-	172,998.65	172,998.65	(2,998.65)
Electronics	314-587.21	140,000.00	21,386.66	39,658.86	110,987.50	29,012.50
Mechanical Design	315-587.21	163,000.00	-0-	167,033.00	167,033.00	(4,033.00)
Numerical Control	517-587.21	-0-	2,687.87	3,541.44	4,883.42	(4,833.42)
Fashion Design	713-587.21	2,000.00	280.75	1,413.25	1,929.57	70.43
Nursing	714-587.21	-0-	307.25	307.25	1,868.99	(1,868.99)
Practical Nursing	716-587.21	148,000.00	95,339.13	100,036.73	100,548.42	47,451.58
Dental Hygiene		\$ 750,000.00	\$ 120,001.66	\$ 587,566.99	\$ 667,015.36	\$ 82,984.64
DHEW Moveable	587.30	\$ 242,282.00	\$ 36,511.38	\$ 160,067.21	\$ 235,078.44	\$ 7,203.56
DHEW Fixed	587.40	\$ 430,000.00	\$ -0-	\$ -0-	\$ 89,241.05	\$ 340,758.95
Phase II						
Contractual Services	523.00	\$ 756,058.00	\$ 1,278.01	\$ 100,826.91	\$ 100,826.91	\$ 655,231.09
Architectural						
Capital Outlay						
Site Improve.-S.W. Corner	582.00	\$ 343,000.00	\$ 88,332.10	\$ 297,428.45	\$ 310,053.95	\$ 32,946.05

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to OCTOBER 31, 1969

EXPENDITURES (Cont.) New Buildings	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Science & Music Wings	583.00	\$ 500,000.00	\$ -0-	\$ 2,288.75	\$ 2,288.75	\$ 497,711.25
Balance of Phase II		899,911.00	-0-	-0-	-0-	899,911.00
Buildings		<u>\$1,399,911.00</u>	<u>\$ -0-</u>	<u>\$ 2,288.75</u>	<u>2,288.75</u>	<u>\$1,397,622.25</u>
Equipment	585.00					
DHEW Moveable	585.30	\$ 70,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 70,000.00
Other Phase II Moveable	585.50	150,000.00	-0-	-0-	-0-	150,000.00
		<u>\$ 220,000.00</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 220,000.00</u>
TOTAL PROJECT BUDGET		<u>\$9,536,457.00</u>	<u>\$283,145.02</u>	<u>\$6,286,806.64</u>	<u>\$6,667,230.22</u>	<u>\$2,869,226.78</u>

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>OCTOBER 31 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 150.00	\$ -0-	\$ 150.00
Cash in Bank	113.04	20,570.00	-0-	20,570.00
Charge Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	447.88	-0-	447.88
<u>Interfund Receivables</u>				
Educational Fund	131.01	3,544.50	-0-	3,544.50
Trust & Agency Fund	131.06	15.00	-0-	15.00
Misc. Receivables	138.00	15,524.21	-0-	15,524.21
Inventory	162.00	57,735.80	-0-	57,735.80
TOTAL ASSETS		<u>\$98,987.39</u>	<u>\$ -0-</u>	<u>\$ 98,987.39</u>
<u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$70,094.23	\$ -0-	\$ 70,094.23
Building Fund	231.02	-0-	-0-	-0-
Trust & Agency	231.06	4,280.76	-0-	4,280.76
Accounts Payable	240.10	-0-	-0-	-0-
Retailers Occupation Tax	255.00	834.75	-0-	834.75
Reserve for Encumbrances	260.00	-0-	80,120.41	80,120.41
TOTAL LIABILITIES		<u>\$75,209.74</u>	<u>\$ 80,120.41</u>	<u>\$155,330.15</u>
Fund Balance		\$23,777.65	\$ (80,120.41)	\$ (56,342.76)
TOTAL LIABILITIES & FUND BALANCE		<u>\$98,987.39</u>	<u>\$ -0-</u>	<u>\$ 98,987.39</u>
Fund Balance, July 1, 1969	300.00	\$27,509.10	\$ -0-	\$ 27,509.10
Add: Revenue to Date		226,624.72	-0-	226,624.72
Less: Expenditures to Date		230,356.17	80,120.41	310,476.58
FUND BALANCE, October 31, 1969		<u>\$23,777.65</u>	<u>\$ (80,120.41)</u>	<u>\$ (56,342.76)</u>

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

REVENUE Fund Equity	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE	
	300.00	\$ 2,000.00	\$ -0- \$(3,442.29)	\$ 1,442.29
Sales - Food	451.00	\$242,150.00	\$25,249.73 \$40,592.87	\$201,557.13
Sales Food Services-Catering	451.20	-0-	3,235.40 3,235.40	(3,235.40)
Total		\$242,150.00	\$28,485.13 \$43,828.27	\$198,321.73
Total Revenue & Beginning Fund Equity		\$240,150.00	\$28,485.13 \$40,385.98	\$199,764.02

EXPENDITURES Public & Auxiliary Services Salaries	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE		
Administrative	511.00	\$ 15,000.00	\$ 1,416.66 \$ 5,666.64	\$ 5,666.64	\$ 9,333.36
Professional	512.00	15,500.00	3,749.98 13,083.26	13,083.26	2,416.74
Office	516.00	9,000.00	464.10 1,174.74	1,174.74	7,825.26
Service Staff	517.00	45,000.00	8,633.52 10,614.82	10,614.82	34,385.18
Student Employees	518.00	22,000.00	769.21 776.14	776.14	21,223.86
Total Salaries		\$106,500.00	\$15,033.47 \$31,315.60	\$31,315.60	\$75,184.40

Contractual Services Other (Laundry, etc.) Total Contractual Services	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE		
Contractual Services	520.00	\$ -0-	\$ 12.50 \$ 12.50	\$ 12.50	\$ (12.50)
Other (Laundry, etc.)	529.00	7,265.00	272.56 683.31	978.91	6,286.09
Total Contractual Services		\$ 7,265.00	\$ 285.06 \$ 695.81	\$ 991.41	\$ 6,273.59
Instr. Materials & Supplies Purchases	536.10	\$101,860.00	\$15,283.37 \$27,029.28	\$27,925.60	\$73,934.40
Beginning Inventory	536.20	-0-	-0- 216.85	216.85	(216.85)
Ending Inventory	536.30	(5,000.00)	(7,716.28) (7,933.13)	(7,933.13)	2,933.13
Total Instr. Materials & Supplies		\$ 96,860.00	\$ 7,567.09 \$19,313.00	\$20,209.32	\$76,650.68

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

ACCOUNT NUMBER	EXPENDITURES	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
591-000						
541.00	Office Supplies	\$ 350.00	\$ 38.35	\$ 86.71	\$ 86.71	\$ 263.29
542.00	Printing & Offset Dupl.	350.00	-0-	4.57	16.97	333.03
545.00	Publications & Dues	200.00	7.50	25.00	50.00	150.00
546.00	Service Supplies	9,686.00	3,661.93	5,318.95	5,994.05	3,691.95
546.60	Closing Inv. Supplies	-0-	(2,234.92)	(2,234.92)	(2,234.27)	2,234.92
	Total General Materials & Supplies	\$ 10,586.00	\$ 1,472.86	\$ 3,200.31	\$ 3,912.81	\$ 6,673.19
552.00	Travel - Local	200.00	35.70	35.70	35.70	164.30
554.00	Travel - Expense	900.00	-0-	13.20	13.20	886.80
	Total Travel & Meeting Exp.	\$ 1,100.00	\$ 35.70	\$ 48.90	\$ 48.90	\$ 1,051.10
560.00	Fringe Benefits	\$ 10,838.00	-0-	20.00	20.00	\$ 10,818.00
573.00	Telephone	500.00	-0-	-0-	-0-	500.00
575.00	Rental of Facilities	-0-	-0-	-0-	-0-	-0-
576.00	Equipment Rental	-0-	-0-	30.00	30.00	(30.00)
577.00	Interest	2,400.00	-0-	-0-	-0-	2,400.00
	Total Fixed Charges	\$ 2,900.00	-0-	\$ 30.00	\$ 30.00	\$ 2,870.00
585.00	Capital Outlay					
	Equipment Office	2,000.00	-0-	1,331.90	1,331.90	668.10
	Equipment Miscellaneous	15,000.00	3,610.62	24,054.51	24,779.55	(9,779.55)
	Total Capital Outlay	\$ 17,000.00	\$ 3,610.62	\$ 25,386.41	\$ 26,111.45	\$ (9,111.45)
595.00	Other Expenses					
	Provision for Contingency	1,200.00	-0-	-0-	-0-	1,200.00
	Financial Charges & Adjusts.	-0-	196.06	196.06	196.06	(196.06)
	Facilities Charges	600.00	-0-	-0-	-0-	600.00
	Total	\$ 1,800.00	\$ 196.06	\$ 196.06	\$ 196.06	\$ 1,603.94
	TOTAL CAFETERIA EXPENDITURES	\$ 254,849.00	\$ 28,200.86	\$ 80,206.09	\$ 82,835.55	\$ 172,013.45

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

592-000 ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
	BUDGET	OCTOBER TO DATE	
300.00	\$ (1,000.00)	\$ -0- \$ 30,133.86	\$ (31,133.86)
452.10	285,000.00	6,476.50 157,925.23	127,074.77
452.20	40,000.00	4,321.93 19,025.66	20,974.34
	\$325,000.00	\$10,798.43 \$176,950.89	\$148,049.11
	\$324,000.00	\$10,798.43 \$207,084.75	\$116,915.25

REVENUE
 Fund Equity, October 1969

Public & Auxiliary Service
 Sales - Books
 Sales - Supplies
 Total
 TOTAL REVENUE & FUND EQUITY

ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
	BUDGET	OCTOBER TO DATE		
512.00	\$ 12,300.00	\$ 1,025.00 \$ 4,100.00	\$ 4,100.00	\$ 8,200.00
516.00	33,700.00	3,305.72 8,243.81	8,243.81	25,456.19
518.00	-0-	319.44 749.13	749.13	(749.13)
	\$ 46,000.00	\$ 4,650.16 \$ 13,092.94	\$ 13,092.94	\$ 32,907.06
524.00	\$ -0-	\$ -0- \$ (100.00)	\$ (100.00)	\$ 100.00

EXPENDITURES
 Salaries
 Professional
 Office
 Student Employees
 Total Salaries
 Contractual Services

ACCOUNT NUMBER	EXPENDITURES		UNENCUMBERED BALANCE
	BUDGET	OCTOBER TO DATE	
536.1	\$ 237,000.00	\$ 73,682.00 \$ 97,505.05	\$ 95,764.79
536.2	22,000.00	(2.64) 20,738.84	1,261.16
536.3	(24,000.00)	5,456.00 (26,431.70)	2,431.70
536.4	30,000.00	8,144.99 12,720.30	9,705.12
536.5	17,400.00	-0- 17,713.86	(313.86)
536.6	(18,400.00)	(3,789.36) (21,136.05)	2,736.05
	\$264,000.00	\$83,490.99 \$101,110.30	\$111,584.96

Instr. Matl. & Supplies
 Purchases - Books-For Resale
 Beginning Inventory-Books
 Ending Inventory-Books
 Purchases-Supplies-For Resale
 Beginning Inven.-Supplies
 Ending Inventory-Supplies
 total Instr.Matls. & Supplies

ACCOUNT NUMBER	EXPENDITURES		UNENCUMBERED BALANCE
	BUDGET	OCTOBER TO DATE	
541.00	\$ 1,280.00	\$ 95.21 \$ 719.05	\$ 560.95
542.00	2,100.00	-0- -0-	2,100.00
544.00	1,450.00	-0- -0-	1,450.00

General Materials & Supplies
 Office Supplies
 Printing & Offset Dupl.
 Advertising

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

EXPENDITURES (Cont.) Gen. Matls. & Supplies	592-000 ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	OCTOBER TO DATE		
Publications & Dues	545.00	\$ 225.00	\$ 16.95	\$ 16.95	\$ 208.05
Repairs & Maintenance	547.00	-0-	129.05	129.05	(129.05)
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 5,055.00	\$ 112.16	\$ 865.05	\$ 4,189.95
Travel & Meeting Expense	554.00	\$ 600.00	\$ -0-	\$ -0-	\$ 600.00
Fringe Benefits	560.00	\$ 1,500.00	\$ -0-	\$ -0-	\$ 1,500.00
Fixed Charges - Telephone	573.00	\$ -0-	\$ 26.89	\$ 26.89	\$ (26.89)
Capital Outlay					
Equipment - Office	585.00	\$ -0-	\$ 2,664.00	\$ 4,831.66	\$ (4,831.66)
Equipment - Misc.	588.00	-0-	-0-	31.76	(31.76)
Equipment - Service	589.00	8,000.00	-0-	-0-	8,000.00
Total Capital Outlay		\$ 8,000.00	\$ 2,664.00	\$ 4,863.42	\$ 3,136.58
other					
Provision for Contingency	595.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Financial Charges & Adjusts.	596.00	250.00	25.33	149.74	100.26
Facilities Charges	597.00	1,000.00	-0-	-0-	1,000.00
Total Other		\$ 1,250.00	\$ 25.33	\$ 149.74	\$ 1,100.26
TOTAL BOOKSTORE EXPENDITURES		\$326,405.00	\$90,942.64	\$120,008.34	\$171,313.08
					\$155,091.92

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			OCTOBER	TO DATE	
Fund Equity, October 1969	300.00	\$ -0-	\$ -0-	\$ 602.53	\$ (602.53)
Public & Auxiliary Services	455.00	400.00	-0-	-0-	\$ 400.00
Gate Receipts		400.00	\$ -0-	\$ -0-	\$ 400.00
Total					
Transfers In	489.1	\$33,083.00	\$ -0-	\$ -0-	\$33,083.00
Transfers from Education Fd.		6,000.00	-0-	-0-	6,000.00
Transfers from Student Act.Fd.	489.6	\$39,083.00	\$ -0-	\$ -0-	\$39,083.00
Total Transfers In					
Total Revenue & Begin.Fund Equity		\$39,483.00	\$ -0-	\$ 602.53	\$38,880.47

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			OCTOBER	TO DATE		
Salaries	512.00	\$ 8,700.00	\$ -0-	\$ -0-	\$ -0-	\$ 8,700.00
Professional Office	515.00	-0-	-0-	-0-	-0-	-0-
Student Employees	518.00	-0-	-0-	-0-	-0-	-0-
Total Salaries		\$ 8,700.00	\$ -0-	\$ -0-	\$ -0-	\$ 8,700.00
Contractual Services	520.00					
Other	529.00	\$ 3,068.00	\$112.50	\$ (169.00)	\$ 431.00	2,637.00
Total Contractual Services		\$ 3,068.00	\$112.50	\$ (169.00)	431.00	2,637.00
Instr.Matls.& Supplies	530.00					
Instructional Supplies	531.00	\$ 9,600.00	\$782.93	\$1,569.42	\$6,942.30	\$ 2,657.70
Total Instructional Materials and Supplies		\$ 9,600.00	\$782.93	\$1,569.42	\$6,942.30	\$ 2,657.70

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS- BUDGET REPORT
 FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

EXPENDITURES (Cont.)	593-000		EXPENDITURES		EXP. &		UNENCUMBERED BALANCE
	ACCOUNT NUMBER	BUDGET	OCTOBER	TO DATE	ENCUMB. TO DATE		
<u>General Matls. & Supplies</u>							
Office	541.00	\$ 170.00	\$ 28.74	\$ 120.29	\$ 120.29	\$	49.71
Printing & Offset Dupl.	542.00	700.00	23.42	32.46	32.46		667.54
Postage	543.00	-0-	-0-	-0-	-0-		-0-
Advertising	544.00	-0-	-0-	-0-	-0-		-0-
Publications & Dues	545.00	500.00	56.00	294.30	294.30		205.70
Total Gen.Matls. & Supplies		\$ 1,370.00	\$ 108.16	\$ 447.05	\$ 447.05	\$	922.95
<u>Travel & Meetings</u>							
Meetings Expense	551.00	\$ -0-	\$ 5.00	\$ 5.00	\$ 5.00	\$	(5.00)
Mileage - Local	552.00	-0-	-0-	-0-	-0-		-0-
Travel Expense	554.00	3,300.00	28.20	28.20	28.20		3,271.80
Vehicle Expense	556.00	3,500.00	16.10	16.10	137.40		3,362.60
Total Meeting & Travel		\$ 6,800.00	\$ 49.30	\$ 49.30	\$ 170.60	\$	6,629.40
<u>Fringe Benefits Insurance</u>	569.00	\$ -0-	\$ -0-	\$ -0-	\$ 72.00	\$	(72.00)
<u>Fixed Charges</u>							
Rental Facilities	575.00	\$ 1,700.00	\$ 300.00	\$ 300.00	\$ 300.00	\$	1,400.00
General Insurance	578.00	800.00	108.00	108.00	108.00		692.00
Total Fixed Charges		\$ 2,500.00	\$ 408.00	\$ 408.00	\$ 408.00	\$	2,092.00
<u>Capital Outlay</u>							
Office	585.00	\$ 120.00	\$ -0-	\$ -0-	\$ -0-	\$	120.00
Educational	586.00	7,325.00	1,215.96	1,215.96	5,204.21		2,120.79
Total Capital Outlay		\$ 7,445.00	\$ 1,215.96	\$ 1,215.96	\$ 5,204.21	\$	2,240.79
TOTAL INTER-COLLEGIATE EXPENDITURES		\$ 39,483.00	\$ 2,676.85	\$ 3,520.73	\$ 13,675.16	\$	25,807.84

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
 FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

<u>REVENUE</u>	<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OCTOBER</u>	<u>REVENUE</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Fund Equity	NUMBER	\$	\$	\$	\$	BALANCE
	300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<u>Public & Auxiliary Services</u>						
Other	459.00	\$15,000.00	\$ -0-	\$4,197.32	\$4,197.32	\$10,802.68
<u>TOTAL REVENUE</u>		<u>\$15,000.00</u>	<u>\$ -0-</u>	<u>\$4,197.32</u>	<u>\$4,197.32</u>	<u>\$10,802.68</u>

<u>EXPENDITURES</u>	<u>ACCOUNT</u>	<u>BUDGET</u>	<u>OCTOBER</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Salaries	NUMBER	\$	\$	\$	\$	BALANCE
	510.00	\$ 4,000.00	\$ -0-	\$ 59.85	\$ 59.85	\$ 3,940.15
General Materials & Supplies	540.00	1,000.00	-0-	61.45	61.45	938.55
Fixed Charges-Rental of Equip.	570.00	8,000.00	1,760.73	3,528.50	3,528.50	4,471.50
Facilities Charges	597.00	2,000.00	-0-	-0-	-0-	2,000.00
<u>TOTAL EXPENDITURES</u>		<u>\$15,000.00</u>	<u>\$1,760.73</u>	<u>\$3,649.80</u>	<u>\$3,649.80</u>	<u>\$11,350.20</u>

EXP. &
ENCUMB.
TO DATE

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (COLLEGE CENTER) BUDGET REPORT
FOR THE FOUR MONTHS ENDED OCTOBER 31, 1969

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	TO DATE	
Fund Equity, October 1969	300.00	\$ -0-	\$ -0-	\$ -0-
Public & Auxiliary Services	450.00	-0-	34.66	(34.66)
Game Room Receipts	459.00	6,000.00	1,613.58	4,386.42
Vending Machine Receipts	459.10	2,500.00	-0-	2,500.00
Total Revenue		\$8,500.00	\$1,648.24	\$6,851.76

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	TO DATE		
Salaries	510.00	\$6,000.00	\$ 298.08	\$298.08	\$5,701.92
Total Salaries		\$6,000.00	\$ 298.08	\$298.08	\$5,701.92
General Materials & Supplies	540.00	\$ 500.00	\$ 31.50	\$ 73.50	\$ 426.50
Total Gen. Materials & Supplies		\$ 500.00	\$ 31.50	\$ 73.50	\$ 426.50
Other Expenses					
Facilities Charges	597.00	\$ 500.00	\$ -0-	\$ -0-	\$ 500.00
Total Facilities Charges		\$ 500.00	\$ -0-	\$ -0-	\$ 500.00
TOTAL EXPENDITURES		\$7,000.00	\$ 329.58	\$371.58	\$6,628.42

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

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
			<u>OCTOBER</u>	<u>TO DATE</u>		
Capital Outlay	598-000	\$ -0-	\$ -0-	\$ 348.84	\$ 348.84	\$ (348.84)
Service Equipment	598-100-588	-0-	3,839.22	4,607.16	12,182.01	(12,182.01)
Cafeteria Service Equipment	598-200-588	-0-	-0-	17,685.63	26,100.56	(26,100.56)
Bookstore Service Equipment						
TOTAL EXPENDITURES		\$ -0-	\$3,839.22	\$22,641.63	\$38,631.41	\$ (38,631.41)

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>REVENUE</u>		<u>UNENCUMBERED BALANCE</u>
			<u>OCTOBER</u>	<u>TO DATE</u>	
Fund Equity, October	300.00	\$ -0-	\$ -0-	\$ 215.00	\$ (215.00)

RECEIVED

NOV 20 1969

OFFICE OF THE PRESIDENT

November 20, 1969

MEMORANDUM

TO: Dr. Lahti

FROM: Dr. Schauer

SUBJECT: Resignation - Sandra Sutton, Dental Hygiene

Mrs. Sandra J. Sutton, Instructor in the Dental Hygiene Program is resigning her position at the end of this semester due to a promotion and transfer of her husband. I have written a letter of acceptance of this resignation and Dr. Vandever is now looking for prospective applicants.

Mr. and Mrs. Sutton will be moving to New Orleans.



CHS/js

Bd. Committee Task 11.

**ASSOCIATION OF GOVERNING BOARDS
OF UNIVERSITIES AND COLLEGES**

One Dupont Circle, N.W., Suite 720 • Washington, D.C. 20036 • 202-296-8400

J. L. Zwingle, *Executive Vice President*

November 21, 1969

RECEIVED
NOV 24 1969
OFFICE OF THE PRESIDENT

EXECUTIVE COMMITTEE

President

Arthur B. Schellenberg
Arizona Board of Regents

President-Elect

Eugene B. Power
Carleton College
St. John's University
(Minnesota)

Vice President

Charles D. Gelatt
University of Wisconsin

Vice President

Edwin S. Hewitt
Grinnell College

Vice President

Mrs. Samuel S. Johnson
Board of Higher Education
in Oregon

Secretary-Treasurer

Charles D. Lockett
University of Tennessee

John J. Budds

University of Connecticut

Henry A. Foscue

Consolidated University
of North Carolina

Ernest Goodrich

College of William and Mary

Mrs. C. Edward Howard
University of Minnesota

Jack S. Josey

University of Texas System

Stuart W. McLaughlin

State Colleges in Colorado

James M. Mitchell

George Washington University

Wellington Powell

Colgate University

Francis M. Wheat

Pomona College

John H. Wheeler

Atlanta University
Morehouse College

Dear Bob:

As a part of a special project, I am asking your assistance in something that you may enjoy doing.

In brief, it would help us to know what one or two principal concerns are uppermost in the minds of your trustees--and whether these coincide with your own principal concerns. If not, please let me have a few words about your concerns.

A short note at the bottom of this letter will do; or if you prefer, let me have a full letter.

Whatever you say will not be quoted or otherwise attributed; it will remain private information.

Sincerely yours,


J. L. Zwingle

President Robert E. Lahti
William Rianey Harper College
Algonquin and Roselle Roads
Palatine, Illinois 60067

*Thanks for the call
from your office J*

PROPOSED CONSTRUCTION PROJECT PHASE II
First Half of 76 Biennium
Summary

I.	Unit D Science Addition*	
	Unit K Music Wing Addition*	
	Sub Central Mechanical Room	
	Site Development	
	Fixed Equipment	
	Architect Fees	\$1,893,215
II.	Southwest Corner Development--P.E.	366,368
III.	Vocational Educational Shops	109,323
IV.	Fine Arts Laboratory and Lecture Center	611,094
V.	Land, 10 acres @ \$10,000	100,000
VI.	Miscellaneous Costs	50,000
VII.	Contingency	<u>70,000</u>
	TOTAL PROJECT BUDGET	<u>\$3,200,000**</u>

Cash and Non-Cash Funding

I.	Prepaid Architect Fees	79,309
II.	Southwest Corner	366,368
III.	Vocational Educational Shops	109,323
IV.	Land	100,000
V.	Cash	125,000
VI.	Miscellaneous Costs	<u>20,000</u>
	Harper 25%	800,000
	State 75%	<u>2,400,000</u>
	TOTAL	<u>\$3,200,000</u>

*Title I Grant for movable equipment, \$70,000 not included.

**Original 76th Grant \$1,720,000.

8/1/69

WILLIAM RAINEY HARPER COLLEGE

August 1, 1969

COST ESTIMATE - PHASE II

		<u>Average Cost/S.F.</u>	<u>Total</u>
I. UNIT D--SCIENCE ADDITION AND UNIT K-- MUSIC WING ADDITION			
A. Building 47760 S.F. @ 30.26 S.F.	\$1,445,510	\$30.26	
B. Sub Central Mechanical Unit #4 and Tunnel Ext. 2418 S.F. @ \$67.88	164,140	32.07 (A. + B.)	
C. Site Development (12 acres)	108,000		
D. Fixed Equipment	<u>68,000</u>		
Sub-total	1,785,650		
E. Architects' Fees @ 6% of sub-total	<u>107,565</u>		
Total		37.72	\$1,893,215*

*Estimate based on spring 1969 bidding.

II. SOUTHWEST CORNER DEVELOPMENT--PHYSICAL EDUCATION

A. Sitework (35 acres)	90,000		
B. Drainage, Curbs and Gutters, Seeding and Planting	120,500		
C. Paving	90,000		
D. Electrical	<u>42,300</u>		
Sub-total	342,800		
E. Architects' Fees @ 6% of sub-total	20,568		
F. Soil Testing	<u>3,000</u>		
Total			366,368

III. VOCATIONAL EDUCATIONAL SHOPS

A. Construction 5400 S.F.	103,135
B. Architects Fees @ 6% of A.	<u>6,188</u>

Total	109,323
-------	---------

IV. FINE ARTS--SPEECH AND DRAMA LABORATORY 611,094

V. LAND COST, 10 ACRES @ \$10,000/ACRE 100,000

VI. MISCELLANEOUS COSTS

A. Consultants' Fees	20,000
B. Inspection Costs	10,000
C. Supervision	18,000
D. Financing	<u>2,000</u>

Total	50,000
-------	--------

VII. CONTINGENCY 70,000

GRAND TOTAL \$3,200,000

HARPER COLLEGE
 PHASE 2 POSSIBILITIES
 LEF (8/11/69)

	<u>Construction Costs</u>	<u>Architect Fees</u>	<u>IBA & College Contingency</u>	<u>Total</u>
1. Music and Science Add'n.	1,785,650	107,570	178,560	2,071,780
2. Unit B. Addition	103,140	6,190	5,160*	114,490
3. Southwest Corner Contract	342,800	20,570	17,140*	380,510
4. Southwest Corner (Deferred)				
a. Water System	114,190	6,850	11,420	132,460 ✓
b. Tennis Courts and Backstops	110,590	6,640	11,060	128,290
c. Tennis Lighting	45,900	2,750	4,590	53,240
d. Track	46,290	2,780	4,630	53,700
e. Football Sprinkler System	38,000	2,280	3,800	44,080
5. East Loop Road and Dental Service	137,000	8,220	13,700	158,920 ✓
6. Services Building	67,500	4,050	6,750	78,300
7. Parking Lot	92,000	6,520	9,200	107,720 ✓
8. Little Theatre	<u>659,650</u>	<u>39,580</u>	<u>65,970</u>	<u>765,200</u>
Total	\$3,542,710	214,000	331,980	<u>\$4,088,690</u>

*Power plant
wiring*

Note: Contingency @ 10% for all items except those marked * which are at 5%.

SUBJECT:

Proposed facilities use policy and rental rates for same.

REASON FOR CONSIDERATION BY BOARD:

Subject materials and their content are intended to help carry out Board policy relative to encouraging use of College facilities and services for educational and cultural purposes by all citizens of the community (6.0.2 Objectives F.)

BACKGROUND INFORMATION:

These materials have been developed by the Facilities Committee, an administrative committee. Consideration has been given in their development to legal requirements through the advice to the Committee of the Board attorney, Mr. Frank Hines. Consideration has also been given to similar prevailing policies and rental rates in effect among underlying high school districts and among other Illinois public institutions of higher education.

ANALYSIS AND CONCLUSIONS:

The proposed policy and rental rates provide a general, workable set of guidelines and a system of control, flexible enough for future modification or expansion as need and experience may require.

ATTACHMENTS:

Facilities Policy: Rationale and Priorities

Facilities Requisition Form, including (on reverse)
General Terms and Conditions Governing the Use
of Harper College Facilities

Rate Schedule: Harper College Facilities

FACILITIES POLICY

Rationale

William Rainey Harper College recognizes and welcomes its obligation to provide educational services to residents of Junior College District 512 to the extent that facilities and resources permit.

This service involves the use of its campus facilities by community organizations for educational, cultural, religious, and other not-for-profit purposes as well as by members of the business and industrial community for seminars and other educational programs.

During the hours that Harper College is open for business, there will be nominal charges made for the use of the facilities by organizations and groups other than students, faculty or staff members of the college.

Priority for Facilities Assignments

College facilities will be assigned in accordance with the following priority schedule:

1. Student organizations and events.
2. Faculty organizations and events.
3. Educational meetings sponsored by the college.
4. Educational meetings or seminars sponsored by the college in conjunction with business and industrial groups.
5. Community activities contributing to the welfare of the Harper College community, sponsored by:
 - a. Other educational institutions or organizations.
 - b. Local government, civic and political organizations.
 - c. Fraternal, religious and professional organizations.
 - d. Business and industrial firms or organizations.
6. Events otherwise fulfilling college requirements and sponsored entirely by outside organizations.

Office Hours:
 Monday-Friday
 8:15 A.M.- 4:30 P.M.

FACILITIES REQUISITION FORM

USE OF FACILITIES

Date Requested		Day of Week	
Space Reserved		Organization	
Hours Needed From to	Meeting Begins	Est. Attendance	Person in Charge of Event Phone No.
WILL THERE BE AN ADMISSION CHARGE? YES NO			Nature of Function
Food Services: (Meals will be catered for 12 or more people)			Hour of
Refreshments	Breakfast	Luncheon	Dinner
Details for all catering will be worked out with Food Services Department			Other Serving

BILLING:

Bill To _____ Dept. No. _____

<u>SKETCH ROOM LAYOUT REQUESTED</u>	<u>CHECK EQUIPMENT NEEDS</u>	<u>CHECK AUDIO-VISUAL NEEDS</u>
	<input type="checkbox"/> Lectern <input type="checkbox"/> Speaker's Table <input type="checkbox"/> Other Tables <input type="checkbox"/> No. of Chairs <input type="checkbox"/> Chalkboard <input type="checkbox"/> Visual Aid Stand <input type="checkbox"/> Portable Divider <input type="checkbox"/> Piano <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Record Player <input type="checkbox"/> Tape Recorder <input type="checkbox"/> 3-1/4 x 4 Projector <input type="checkbox"/> Sound Slide Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Opaque Projector <input type="checkbox"/> Movie Projector <input type="checkbox"/> Portable Screen <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Table _____ Floor <input type="checkbox"/> Lectern _____ Neck

I, the undersigned, hereby certify that I am the appointed representative of the organization requesting use of the building. I hereby expressly agree, individually and in behalf of said organization, to indemnify, defend, and forever hold harmless Junior College District #512 (Harper College), its officers, Board members, and employees, individually and collectively, as to any claim or claims which might arise out of the use of the school facilities as herein provided. And in addition, I agree to abide strictly by the regulations governing use of college facilities as stated on the reverse side of this form.

Signature of Applicant _____ Telephone _____

Address _____

Approved by _____ Date _____

CHARGES:

Room Rental* _____ A-V Operator _____ /hr. Custodial** _____ /hr.

Food Services _____ Campus Security** _____ /hr. Date Billed _____

Total Billed _____

* Charged only when food is not served.

** Charged only when facilities are used at a time when college is not in regular session; Friday evening, and on weekends.

NOTE: Please read general terms and conditions on reverse side before submitting this form. Item seven (7) requires Certificate of Insurance to be submitted with this requisition.

GENERAL TERMS AND CONDITIONS GOVERNING
THE USE OF HARPER COLLEGE FACILITIES

1. Only that part of the building for which the request is made shall be used. Other classrooms, storerooms, offices, etc, will not be used.
 2. Only the equipment in specifically requested room will be used.
 3. Proper care will be given the building and the contents therein. I assume the financial responsibility individually and in behalf of said organization of any part of the school or the contents therein that might be damaged or stolen during the hours the organization is using the building.
 4. If the activity involves minors, ample adult supervision will be in attendance the entire time of the activity. (At least one adult supervisor for every fifteen children.)
 5. There is NO SMOKING in any part of the school buildings at any time except for specifically designated areas, i.e. cafeteria, college center, private dining rooms, first floor lounges in buildings C and D.
 - 6.* I agree individually and in behalf of said organization, to meet any financial obligations for building rental and/or custodial service that might be required by the College Board. Custodial fees must be paid to the District for time to set up and/or clean up, not just for the time of the activity.
 - 7.* Attached is a Certificate of Insurance providing liability coverage for the above organization as to the proposed use in amounts not less than \$1000,000/\$3000,000 bodily injury and \$25,000 property damage.
 8. It is understood that the College Board may refuse or cancel the requested use for any reason. I realize that the College Board or a representative thereof, can revoke the privilege of using the building should it deem it necessary to do so for any reason.
 9. Intoxicating beverages will not be served or consumed at any time on school property.
 10. Gambling of any kind is prohibited on school property.
 11. Conduct of all persons making use of College facilities and equipment shall be in conformance with all state, local and federal laws.
- * Not applicable to facilities use in any way sponsored by the College itself.

RATE SCHEDULE

HARPER COLLEGE FACILITIES

FACILITIES	DESCRIPTION	SIZE	CAPACITY	RATE
A-24J Community Dining	Meeting/Dining Room	1219 Sq. Ft.	80	\$25.00*
A-242 Community Dining	Meeting/Dining Room	1482 Sq. Ft.	100	\$25.00*
Small Classroom	Instruction/Seminars	500-600 Sq. Ft.	40 armchairs or 25 chairs/tables	\$15.00
Large Classroom	Instruction/Seminars	1000 Sq. Ft. (and over)	80 armchairs or 50 chairs/tables	\$20.00
Small Lecture/Demo				
E-107	Lecture/Meeting	1989 Sq. Ft.	143	\$20.00
E-108	Lecture/Meeting	1989 Sq. Ft.	143	\$20.00
Large Lecture/Demo				
E-106	Lecture/Meeting	3774 Sq. Ft.	257	\$30.00**
College Center Lounge	Large Meetings/Dances	11,626 Sq. Ft.	1,000	\$55.00***

* Charged only when meals are not served.

** \$50.00 will be charged when admission is charged by organization using facility.

*** \$100.00 will be charged when admission is charged by organization using facility.

11/19/69

WILLIAM RAINEY HARPER COLLEGE

November 20, 1969

To: Board of Trustees

From: Office of the President

Subject: Preparation of the Annual Budget

The following resolution should be adopted and made a part of the formal minutes:

IT IS HEREBY RESOLVED BY THE BOARD of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the following Board Members be designated to prepare a budget in tentative form, for the fiscal year beginning July 1, 1970, and ending June 30, 1971:

Chairman - Member
- Member
- Member

Exhibit C

Frank M. Hines *Attorney at Law*

31 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

November 5, 1969

RECEIVED
NOV 7 - 1969
OFFICE OF THE PRESIDENT

Dr. Robert Lahti
William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois

Dear Dr. Lahti:

Enclosed is a draft of possible agreement between Mr. Singelmann and Harper College. The terms are so minimal, it would be sufficient and might even be preferable to adjust the form to a letter, which could be sent from one party to the other and approved by the recipient.

Let me know what your thoughts are on this subject, as well as regards any additions and changes which are felt desirable.

By copy of this letter, I am requesting the same comments from Mr. Singelmann.

Sincerely,

Frank M. Hines

FMH:cas

Encl.

CC: Mr. Jay Singelmann

A G R E E M E N T

WHEREAS Jay Singelmann (hereinafter referred to as Employee) is employed as an Instructor by Harper College (hereinafter referred to as Employer) and

WHEREAS, the Employee has developed an "Instructional Outline For Data Processing" (hereinafter referred to as the Outline) and the Employer and Employee desire to reach a preliminary agreement concerning the possible distribution of the said outline outside of the college district,

IT IS HEREBY AGREED:

(1) That if the Board of Trustees consents to such external distribution, a charge will be made for each copy of at least \$3.00 (including shipping charges);

(2) That ten percent of the gross proceeds received from the said external distribution will remain unallocated until a policy concerning patents and copyrights is approved by the College Trustees, at which time said amount will be distributed in accordance with said policy, provided that in no event will the Employee be entitled to receive more than the amount thus allocated;

(3) That this agreement is intended to be preliminary only, and is not designed nor intended to oblige either of the parties hereto other than as expressly herein set forth;

(4) That the provisions hereof shall terminate at such time as the Board of Trustees adopts a policy containing rules and regulations governing the subject matter, and that any rights relating to the "Outline" shall be governed thereby.

IN WITNESS WHEREOF the parties hereto have hereunto put their signatures this _____ day of _____, 1969.

Frank M. Hines *Attorney at Law*

31 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

November 13, 1969

RECEIVED
NOV 17 1969
OFFICE OF THE PRESIDENT

Dr. Robert Lahti
William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois

Re: Jay Singelmann

Dear Dr. Lahti:

Mr. Singelmann called and advised that he was agreeable to either approach mentioned in my note to you.

I'll mark time on this subject until I hear from you.

Sincerely,



FMH:cas

PROPERTY CONTROL

and

TAGGING METHODS

Buildings and Grounds
November, 1969

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Permanent Procedure..... 3
Alternate Procedure (Direct Shipments)..... 5

INTRODUCTION

To maintain a complete record of college-owned furniture and equipment and to insure its proper control (identification, security, storage, and disposal) are the primary purposes of the following procedures.

Prior to the summer of 1969 the furniture and equipment of Harper College was located at Elk Grove High School, Forest View High School, Harper Grove, and the Fieldhouse near Algonquin and Roselle Roads. This furniture and equipment was tagged with serially numbered metal tags during 1967 and 1968. Corresponding form XF003-0 inventory cards were completed for each tagged item. These inventory cards specify tag #, model no., location, date of acquisition, manufacturer, description, and classification code number. Only those pieces of furniture and equipment costing \$15 or more are to be inventoried. The inventory cards reflecting old locations range up to Tag #3637, with a few exceptions.

During the summer of 1969, the furniture and equipment of Harper College was moved to the new campus. This created the need to update the location information on the property control master cards.

In addition, much new furniture and equipment was purchased and distributed throughout the new buildings. This created a need for someone to make a building-to-building check to tag all new items and any other untagged furniture and equipment costing more than \$15 each.

The proposed method of tagging furniture and equipment is to fix tags on items as they are received by the Receiving Department. This was not possible during the summer of 1969. The newly purchased furniture and equipment was distributed to the respective buildings soon after arrival to facilitate opening the school on time.

Therefore, it has been necessary to take a room-by-room inspection of the new buildings to record the new location of previously tagged items and to affix tags to the newly purchased furniture and equipment. This room-by-room inspection is a temporary procedure to establish an inventory record which, when completed, can be maintained by the permanent procedure.

TEMPORARY PROCEDURE

The furniture and equipment most likely to be permanently located was in the K wing of A Building so the tagging of new furniture was started in this area on the third floor. Because the items in this area are a mixture of previously tagged, relocated furniture and newly purchased untagged furniture, different routines must be followed depending on whether the items were new or relocated.

The relocated furniture must have its tag number and new location recorded on a small worksheet. This can later be used to note on the main inventory cards the new location of relocated items. The respective punched cards can be withdrawn from the master file of cards and the new location can be written on the punched card in pencil below the old location. There is a six character maximum for location designation.

Each item of new furniture will need a serial inventory tag attached to it. For each tag attached, there must be a Form XF003-0 inventory card filled out designating tag no., date of acquisition, manufacturer, description, location, date, and classification code. The classification code is determined by referring to the classification code steno notebook.

In addition to the new untagged furniture and the relocated furniture, there will be miscellaneous 900,000 series items of furniture characterized by their portability ability to be stacked, or the presence of folding legs. These items are not tagged, but will have "Harper College" spray painted on the underside.

Periodically, the XF003-0 forms are taken to be keypunched. The punched cards are then added to the master file of inventory punched cards which is kept in order by tag #.

PERMANENT PROCEDURE

A completed purchase requisition, Form XE001-0 is Purchasing's authorization to place an order for furniture and/or equipment. If the amount of the expenditure exceeds \$15 per item, then the Storekeeper in Receiving will enter Form XF003-0, furniture and equipment inventory card. On this form the Storekeeper will note a description of the item, the Division requesting the purchase, and the specific new location for the item. When equipment is received, the Storekeeper will assign the next inventory tag number to the equipment and affix the tag to the equipment. The storekeeper should enter on the inventory card the tag number, the model number, and the serial number where applicable. The storekeeper will then complete the receiving copy of the purchase order and return it to the Purchasing Department and write a Move Order to transfer the item from Receiving to Addressee.

The Storekeeper will forward the completed furniture and equipment inventory card to the Data Processing Department which will assign the standard classification code number to each item of furniture or equipment and record this code and the other information on the inventory card into punched cards and the inventory control computer program.

The Data Processing Department will then return the furniture and equipment inventory cards (handwritten) to the Building and Grounds Division where they will be maintained in an active file of furniture and equipment on hand.

If at a later date, the Department to which the furniture is assigned has no further use of the items, the Division Chairman may initiate a Move Order to transfer the equipment to Central Storage. The Move Order will then be sent to the Storekeeper for transfer. The Storekeeper will then complete a new inventory form XF-003-0 card in red ink noting the new location and send this to Data Processing.

The Receiving Department will use the pink copy of the Move Order to transfer the individual item in their inventory.

When equipment is returned to storage it will be warehoused in an organized manner by type of equipment.

The furniture and equipment inventory card will be transferred from the Buildings and Grounds active file to a warehouse file of equipment on hand. This warehouse file will be maintained according to classification code.

When an authority to trade-in or dispose of individual pieces of furniture or equipment is received, approval by the Director will be necessary to retire the equipment tag number and place the inventory card in an inactive file.

Upon sale or disposal of furniture and equipment, the Director will report this to the Vice President of Business Affairs and send report copies to Accounting and Purchasing.

DIRECT SHIPMENTS (Alternate Procedure)

When a shipment of furniture or equipment consists of very large items or very many items, then it is likely for the items to be unloaded directly at the building where they will be used. In these cases, it is necessary for a representative of the Storekeeper to go to the respective locations and affix tags to the furniture and/or equipment. This individual will also enter a form XF-003-0 inventory for each item tagged.

BA. Info.

TO: Dr. Robert Lahti

Nov. 20, 1969

FROM: Donald Andries, Director of Community Relations

SUBJECT: Facilities Use Summary, October thru December, 1969

The following use has been reported by our Facilities Coordinator, Jacquie Landry. This summary is limited to a report of use by outside groups and organizations and by Harper College meetings attended by advisory committee members. It does not include faculty meetings, or the speaker, film and music programs booked into the College by the Office of Student Activities or by other Student Clubs and groups within the College.

<u>Sponsoring Group</u>	<u>Frequency</u>	<u>Activity</u>
October, 1969		
Triton College Faculty	1	Tour
Mayfair College Faculty	1	Tour
Hersey High School Faculty	1	Tour
Electronic Engineering	4	Seminar
Arlington Heights Chamber of Commerce	1	Dinner and Tour
Marketing In-service Seminar	1	Meeting and Luncheon
State Apportionment	1	Meeting and Luncheon
F. B. K. Realtors	1	Luncheon and Tour
Rolling Meadows Jaycees	1	Dinner and Tour
A. A. U. W. - Arlington Heights Executive Board	1	Tour
Marketing In-service	1	Luncheon and Tour
Palatine Township Youth Organization	1	Meeting
Arlington Heights Rotary	1	Luncheon and Meeting
November, 1969		
Barrington Rotary	1	Luncheon and Tour
Law and Order Seminar	1	Luncheon and Tour

Facilities Use Summary, Page Two

<u>Sponsoring Group</u>	<u>Frequency</u>	<u>Activity</u>
Advisory Committee of Vocational Technical Programs	1	Dinner and Meeting
Computer Study Commission	1	Meeting
Palatine Jaycees	1	Dinner and Tour
Harper Marketing In-service Advisory Board	1	Meeting
High Schools District Supts.	1	Luncheon and Tour
United Air Lines Dental Board	1	Meeting and Luncheon
Area Counselors Seminar	1	Seminar, Luncheon and Tour
Rolling Meadows City Hall Officials	1	Luncheon and Tour
Arlington Heights Pastors Fellowship	1	Luncheon and Tour
Electronic Engineers Seminar	4	Meeting (Seminar)
American Tech. Association Conference Committee	1	Dinner and Tour
Ill. Community College Financial Aid Division	1	Seminar, Luncheon and Tour
Marketing In-service Seminar	1	Meeting (Seminar)
North Cook County Public High Schools Supts.	1	Luncheon and Tour
A. A. U. W. - Arlington Heights Chapter	1	Coffee and Tour
Language Professors District	1	Luncheon and Seminar with Tour
Migrant Family Study Group	1	Meeting
Audio-Tutorial Seminar	1	Coffee and Tour
Palatine Township Youth Organization	1	Dance

Facilities Use Summary, Page Three

<u>Sponsoring Group</u>	<u>Frequency</u>	<u>Activity</u>
December, 1969		
Illinois Jr. College Board	1	Meeting, Luncheon and Tour
A. A. J. C. Harper Workshop	1	Luncheon and Tour
Electronic Engineer Seminar	2	Meeting (Seminar)
Northern Illinois Conference of Business Administration	1	Seminar, Luncheon and Tour
Kiwanis Club of Wheeling Township	1	Luncheon and Tour
Hoffman - Schaumberg Clergy Council	1	Breakfast and Tour
Barrington Lions Club	1	Dinner and Tour
Barrington High School June Graduates	1	Tour

November 20, 1969



Roland J. Meyer, Mayor
Gertrude E. Darnall, City Clerk

City of Rolling Meadows

3600 Kirchoff Road
Rolling Meadows, Illinois 60008
Clearbrook 3-8343

November 10, 1969

Mrs. Jackie Landry
William Rainey Harper College
510 West Elk Grove Boulevard
Elk Grove Village, Illinois 60007

Dear Mrs. Landry:

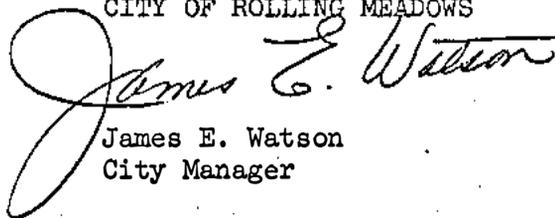
On behalf of the Mayor and all of the other Rolling Meadows city Officials I would like to express my appreciation for your hospitality extended to us on Thursday, November 6th.

Please extend our thanks to the two young ladies who acted as guides on our tour and to Mr. Dave Groth who made an excellent presentation of the background and available courses at Harper Junior College. A special thanks to the Chef and the young ladies who served a most delicious meal which made an informative and enlightening evening into a very enjoyable evening.

You, the Board and the community can take pride in having an educational facility such as Harper Junior College available for the citizens of this area. Our congratulations and again, thank you.

Sincerely,

CITY OF ROLLING MEADOWS



James E. Watson
City Manager

JEW/eah
cc: Mayor Roland J. Meyer

The Rolling Meadows Jaycees
4710 Arbor Drive Apt. 109
Rolling Meadows, Ill. 60008
October 27, 1969

Mrs. Jacquie Landry
Facilities Coordinator
William Rainey Harper College
Algonquin and Roselle Roads,
Palatine, Illinois 60067

Dear Mrs. Landry:

Enclosed is our check for \$35.00 in payment for our dinner meeting held at Harper on October 15, 1969. We were extremely disappointed and must apologize for our turn out that night. Only five of our members out of the 10-12 expected were able to attend.

We found the dinner excellent and a special thanks goes to Suzanne Herron for the hospitality given us. The room met our needs very well and we found the surroundings sufficient for a business meeting. We would also like to thank Terry Beyer and Audrey Long, the two young ladies that were our guides. Many of us had never been to Harper and we were impressed by your new facilities, especially with your Dental Hygiene Dept. and the classrooms. Harper would be an excellent place to hold a regional or state Jaycee meeting and we are considering it for the future. The only drawback seems to be the fact that "refreshments" could not be served. We realize your position on this matter however.

The only difficulty that we did encounter was the lack of some sort of direction to find the dining room. This is probably my fault more than yours. Three of our members could not make the 6:30 tour and arrived around 7:15 after we were in the room. Being unfamiliar with the college, they couldn't find us and eventually left.

Perhaps a schematic layout of the main building plus a few well placed signs would have been some help. This is not a complaint but rather a suggestion for the future. Thank you again for your service. I will keep Harper in mind and let you know when we are planning another dinner meeting.

Sincerely,

James L. Gould

James L. Gould
Vice President
Rolling Meadows Jaycees.

The attached letter was sent to these people:

Mr. Walter Gillis
District #224
Barrington, Illinois

Mr. Gerald A. McElroy
District #211
Palatine, Illinois

Dr. Edward Gilbert
District #214
Mount Prospect, Illinois

Mr. Wayne E. Schaible
District #54
Hoffman Estates, Illinois

Mr. E. S. Castor
District #15
Palatine, Illinois

Dr. Robert Campbell
District #4
Barrington, Illinois

Mr. Kenneth F. Gill
District #21
Wheeling, Illinois

Mr. Daryl D. Frey
District #1
Barrington, Illinois

Mr. Edward Grodsky
District #23
Prospect Heights, Illinois

Dr. Donald Strong
District #25
Arlington Heights, Illinois

Mr. Winston L. Harwood
District #26
Mount Prospect, Illinois

Dr. Eric A. Sahlberg
District #57
Mount Prospect, Illinois

Mr. Albeon Waltman
District #59
Arlington Heights, Illinois

BOARD INFORMATION



WILLIAM RAINEY HARPER COLLEGE ALGONQUIN & ROSLIE ROADS, PALATINE, ILLINOIS 60067

OFFICE OF THE PRESIDENT

November 6, 1969

To all Area Superintendents
and their respective Board
Members plus two administrative
assistants if desired.

Dear _____:

The Board of Trustees of William Rainey Harper College
cordially invite you and the Board of Education of District
____ to be their guests at a dinner on December 9, 1969,
at Harper College beginning at 6:30 p.m.

Should you wish to bring one or two additional administrators
of your choice, please feel free to include them.

A tour of our facilities is scheduled for 6:30 p.m. with
dinner at 7:30 p.m., and a short program about Harper
College immediately following dinner. The evening should
be concluded by 9:30 p.m.

We look forward to seeing you on Tuesday, December 9, 1969,
at 6:30 p.m.

Sincerely,

Richard L. Johnson
Chairman, Board of Trustees

RSVP to:
Mrs. Adams
359-4200 Extension 224 or 225

Comments

MENU SUGGESTIONS FOR DECEMBER 9

Epicurean Fruit Cocktail \$4.75

Tenderloin Tips, French Market Style
Over Buttered Rice

Asparagus Spears

Chefs Salad Bowl

Homemade Rolls and Butter

Strawberry Meringue Tart

Frosted Fruit Shrub \$4.50

Chicken Breast in Orange Sauce
With Mushrooms

Long Grain And Wild Rice

Chefs Salad Bowl

Buttered Green Beans

Homemade Rolls and Butter

Chocolate Peppermint Pie