

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

AGENDA

February 26, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - January 16, 1970 to February 15, 1970
 - d. Estimated Payroll - February 16, 1970 to April 15, 1970
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Recommendation: Certificate of Substantial Completion Exhibit A
 - b. Recommendation: Change Order Approvals (to be hand carried) Exhibit B
 - c. Recommendation: Bid Award of Electronics Equipment Exhibit C
 - d. Recommendation: Proposal for a Community College Counseling Center Exhibit D
 - e. Recommendation: Opening of Director of Testing Position Exhibit E
 - f. Progress Report & Discussion: Health Center Exhibit F
 - g. Discussion: Pollution Control at Harper College Exhibit G
 - h. Presentation: Lighting System (to be hand carried) Exhibit H
 - i. Progress Report & Discussion: Food Service Operation (to be hand carried) Exhibit I
 - j. Progress Report & Discussion: Referendum
 - k. Other

VIII. President's Report

IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, February 26, 1970

CALL TO ORDER:

In the absence of Chairman Johnson, Vice-Chairman Hansen called the regular meeting of the Board of Trustees of Junior College District No. 512 to order on February 26, 1970, at 8:07 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Present: Members James Hamill, Milton Hansen, LeRoi Hutchings and Jessalyn Nicklas

Absent: Members John Haas, Richard Johnson and Lawrence Moats

Also present: Robert E. Lahti, Donald Andries, R. M. Bernstein, John R. Birkholz, Larry Collister, Anton A. Dolejs, Guerin Fischer, E. Goodwin, James Harvey, Robert J. Hughes, John Januszko, D. Klingenberg, Robert J. Lakatos, C. H. Schauer, J.L.Upton, Fred Vaisvil, Frank Vandever, and G. A. Voegel--Harper College; Frank M. Hines--Board Attorney; Ed Finlay--Caudill, Rowlett & Scott; Kathy Radtke--The Day; Tom Wellman--Paddock Publications; Mark Cooper and James R. Schmitt--Harper Students; Joseph Morton, Pat Schmidt, Pauline Dupuis, and Mr. and Mrs. Robert J. Wilson, Jr.

MINUTES:

Member Nicklas moved and Member Hamill seconded the motion that the minutes of the February 12, 1970, meeting be approved as distributed.

Member Hamill requested the minutes be corrected on page 10, paragraph 4, point 4, to read:

"Question of precedent. Member Hamill stated, as far as he knew, no school districts in the northwest suburbs had arbitration procedures, and many."

Member Moats entered the meeting at 8:10 p.m.

Member Hutchings requested the minutes be corrected on page 13, paragraph 7, on the second line, to read:the majority of the Board was not afraid of arbitration, and that. "

MINUTES:
(Cont.)

Member Nicklas moved and Member Hamill seconded the motion that the minutes of February 12, 1970, be approved as amended. Motion unanimously carried.

DISBURSEMENTS:
Bills Payable

After discussion, Member Hutchings moved and Member Nicklas seconded the motion to approve for payment the bills payable as of February 26, 1970, as follows:

Educational Fund	\$155,589.58
Building Fund	230,610.76
Site and Construction Fund	342,136.43
Auxiliary Fund	<u>98,835.67</u>
Total	<u>\$827,172.44</u>

Upon roll call, the vote was as follows:

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

Nays: None

Member Hamill moved and Member Moats seconded the motion to approve for payment the payroll of Jan. 31, 1970, in the amount of \$169,990.51; the payroll of February 15, 1970, in the amount of \$140,400.94; and the estimated payroll of February 16 to April 15, 1970, in the amount of \$656,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Dr. Lahti informed the Board he had received a communication asking that the Board of Trustees appoint an official delegate and alternate to attend the 5th Annual Spring Convention of the IACJC to be held on May 7, 8, and 9. Vice-Chairman appointed Member Nicklas as official delegate and Member Moats as the alternate.

UNFINISHED
BUSINESS:
Grievance
Committee

Member Hamill reported the Grievance Committee had held two meetings, with the faculty committee present at both meetings. He stated that outstanding progress had been made in that they had come to agreement on almost every issue, except the one on arbitration. Member Hamill reported there was one additional question which Dr. Schauer and the faculty senate wanted to

UNFINISHEDBUSINESS:

Grievance
Committee (cont.)

study further--the question of non-retention of untenured faculty, whether it is a grievable matter. He stated it seems it is a question when there has been an evaluation. Member Hamill informed the Board the committee should be getting a final draft of what had been agreed upon. He stated there were two points which the committee wanted brought to the attention of the Board:

1. That they investigate the possibility of meeting directly with the faculty senate in some sort of forum, and have a discussion particularly on the matter of arbitration.
2. Have a meeting with the faculty senate and Board of Trustees and bring in someone, such as the A.A.U.P., and discuss arbitration and have them mediate it.

Member Moats stated he felt there was a recognized need that the Board have something more than is now in existence, and he recommended the Board do something further along both these lines--meeting with the faculty and inviting someone in with a lot of experience in these areas.

Member Hamill stated he had talked with Chairman Johnson on this matter, and suggested this question be deferred until everything in the area of non-retention had been clarified.

Salary Committee

Member Nicklas reported the Salary Committee had one meeting. Another meeting had been scheduled but had to be canceled. She stated they had been collecting data on all discussion items in order to resolve them and come to a better understanding of what the needs are and what can be done. Member Nicklas stated she would like to call a meeting on Monday, March 2, 1970, at 8:00 p.m., of the Salary Committee and that she would notify Chairman Johnson.

NEW BUSINESS:

Certificate of
Substantial
Completion

Dr. Lahti stated that Mr. Mann and the architect both recommended approval of the Certificate of Substantial Completion. Attorney Hines, in answer to a question, stated the college was fully insured.

NEW BUSINESS:
Certificate of
Substantial
Completion

After further discussion, Member Hamill moved the approval of the Certificate of Substantial Completion and authorization for W. J. Mann, Vice-President of Business Affairs, to sign the certificate. Member Moats seconded the motion.

Upon roll call, the vote was as follows:

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

Nays: None

Change Orders

Dr. Lahti informed the Board that there would be no action on the matter of change orders. He reported he had met with Mr. Egidi, President of Corbetta Construction Company, and believed they had reached substantial agreement. However, the paper work had not been received. Dr. Lahti stated this was a complex task, and when the paper work did come in with certain conditions, he would support and recommend it to the Board.

Bid Award of
Electronics
Equipment

Mr. Mistic discussed the bid on electronics equipment and pointed out it was difficult to get a number of bids on this equipment as the items are quite specialized. He stated these items fall under 60/40 Vocational Educational reimbursement.

Member Hamill moved and Member Hutchings seconded the motion to approve the award of bid on electronic equipment as outlined in Exhibit C, as follows:

Wavetek, Inc.	\$ 9,443.00
Telonic Instruments	<u>1,050.00</u>
Total Award	<u>\$10,493.00</u>

Mr. Bernstein discussed the use of this equipment in the electronics program and stated that probably about 95% of the courses in the program would use this equipment.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Proposed Community
College Counseling
Center

Dr. Harvey stated the proposed community college counseling center had been discussed originally when the college was being developed and stated that the facilities were now available and also the opportunity to serve the community.

Dr. Fischer discussed the counseling center in more detail, stating it would provide vocational and educational counseling and testing to the community-at-large, as well as to Harper students. He discussed the future growth of the college community. Dr. Lahti expressed concern in reference to future growth and controlling the overload on the college counselors. Dr. Fischer pointed out the counselors would not be used beyond an acceptable overload, as per the policy of the board, and stated outside agencies had been contacted and other well-qualified counselors would also be used. He informed the board accreditation as an approved counseling agency by the American Personnel and Guidance Association is expected within the next several months, and pointed out that Harper would be the second community college in the United States to have this certification. Dr. Fischer discussed fees to be charged for services to non-students, stating this would be a non-profit, self-supporting community counseling service. He reported on the need for a director of testing to assist in setting up this center and in carrying out the program, stating this person would serve half time in the community counseling center and half time in the regular guidance program.

Dr. Lahti complimented Dr. Fischer on his leadership and the maturity of the counseling staff. He stated the degree of maturity which has taken place in counseling in the last year is evidenced by the fact that they are in the final stages of accreditation, which is not common in community colleges.

Member Nicklas moved and Member Moats seconded the motion that the Board authorize the establishment of a non-profit self-supporting community counseling service and authorize the establishment of a fee structure to support the service.

Member Hutchings suggested the possibility in reference to fees in differentiating between residents of the district and non-residents.

NEW BUSINESS

Community College
Counseling Center
(Cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Member Hamill stated he felt this was a community service which would provide many benefits, and thanked Dr. Fischer on behalf of the Board.

Opening of
Director of
Testing Position

Member Hamill moved and Member Nicklas seconded the motion to approve the employment of a Director of Testing, effective July 1, 1970, on a twelve month basis within a salary range of \$15,000 - \$19,000.

Upon roll call, the vote was as follows:

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

Nays: None

Health Center
Progress Report
and Consulting
Physician

Dr. Fischer discussed the health center report which had been compiled by the college nurse, Miss Szymasek, summarizing the major functions of the first semester. He stated the need for a physician consultant had manifested itself many times during the first semester of existence of the Health Service, and discussed the responsibilities which a college physician would be asked to accept. Dr. Lahti informed the Board of the qualifications of Dr. John W. Brouhard, who had agreed to accept the position of college physician, and discussed with the Board a fee for the budget year not to exceed \$3,000.

Member Nicklas moved and Member Hutchings seconded the motion to approve the employment of Dr. John W. Brouhard as consultant to the health center effective immediately.

Upon roll call, the vote was as follows:

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

Nays: None

Pollution Control

Dr. Lahti stated pollution control had been discussed with the architects when the decision on the original fuel had been made. He discussed an Anti-Pollution Questionnaire from the Illinois Junior College Board.

NEW BUSINESS:
Pollution Control
(cont.)

Mr. Hughes informed the Board that because of the size of the present campus, the college is operating at less than full load on all boilers and consequently producing some pollutants in the air in the form of soot. He discussed the costs of operating on fuel oil as compared to natural gas.

Dr. Lahti stated the college faces the question of whether in the future they want to shift from oil to gas, which would make some difference in the degree of pollutants entering the air. He informed the Board that if there were further need for examination of this problem it would be brought back to the Board.

Lighting System

Mr. Misic reported this presentation was a continuance of the discussion on lighting which the Board had requested the administration explore further.

Mr. E. Finlay, of Caudill, Rowlett & Scott, presented drawings on a second proposal being offered to solve the lighting system. He discussed the three systems which the architects were proposing and displayed a sample of the fixture proposed.

After discussion, Member Hamill moved to accept the recommended lighting system and proceed with authorization at a cost not to exceed \$34,100.00.

Further discussion followed. Member Hamill withdrew his motion.

Member Hamill moved and Member Moats seconded the motion to approve the proposed lighting system design and the layout, as per drawing attached, at a cost not to exceed \$34,100.00.

Upon roll call, the vote was as follows:

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

Nays: None

Food Service
Operation
Progress Report

Mr. E. Goodwin, Director of Food Services, distributed a report on food services to the board members. He discussed the food service operating report, productivity per man hour, menu analysis and comparison price sheet.

NEW BUSINESS:
Food Services
Report (cont.)

Member Haas entered the meeting at 10:00 p.m.

Mr. Goodwin, in discussing the operation of the cafeteria, pointed out they had served approximately one quarter of a million students through December. He discussed the services offered by the dining room and the catering service. Mr. Goodwin discussed the training of students. He stated he believed they would have the revenue from the vending machines next year. Mr. Goodwin reported he felt there would be increased catering volume and increased general volume next year, both as a function of increased campus population and as increased better merchandising and better service on the part of food services. He assured the Board they would watch price structures carefully and charge prices they feel are necessary, and at the same time remain competitive.

Dr. Lahti informed the Board that the faculty dining room is a place where faculty and staff can take visitors and conduct business in a relatively pleasant atmosphere. He stated the administration felt this service should be continued. Dr. Lahti stated the administration would like to look at **this** area for one more year to see if volume and through scheduling this area could break even.

Vice-Chairman Hansen thanked Mr. Goodwin for his report.

Progress Report
on Referendum

Dr. Upton reported on the progress on the referendum. He discussed the list of meetings and speakers which had been lined up, and the summary of talks given in each community. He stated the college was still receiving requests from various organizations for additions to the list of speaking engagements. Dr. Upton informed the Board the reports the college has been getting back indirectly on these meetings are mostly positive. He reported Dr. Olson has been meeting with the citizen group and they are beginning to schedule more meetings.

Mr. Andries reported on the open house activities. He stated the attendance on Feb. 8 was approximately 200, on Feb. 15--600, and on Feb. 22--750, for a total of approximately 1550. He pointed out the

NEW BUSINESS:
Referendum
(cont.)

college has had excellent cooperation from the local press, student volunteers and faculty, and that, in addition, food service and buildings and grounds have had personnel on hand. He stated the administration was very enthused with the team effort of the whole college in making these open houses a success. Mr. Andries also stated the college has had assistance from the media of TV and radio.

Board members congratulated the administration and staff on the fine job they have done in developing the open house, the level of enthusiasm of the guides, and the hard work done by everyone.

OTHER:

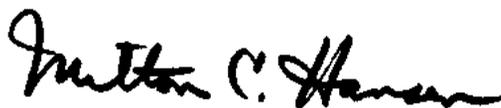
Dr. Lahti distributed a report on facilities use for February, pointing out that the number of groups within this report reflects the philosophy of the community college.

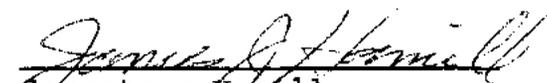
Dr. Lahti discussed a proposed conference of the Association of Governing Boards of Colleges and Universities in September. The Board requested that Dr. Lahti inform the association that Harper's Board of Trustees expressed interest in such a conference.

ADJOURNMENT:

Vice-Chairman Hansen informed the Board that Dr. Lahti had requested an executive session of the Board on a personnel matter. Mr. Hines stated that as no action by the Board would be needed, the Board meeting should be adjourned.

Member Nicklas moved and Member Hamill seconded the motion that the meeting be adjourned at 10:42 p.m. Motion unanimously carried.


Vice-Chairman Hansen


Secretary Hamill

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

BILLS FOR APPROVAL
February 26, 1970

I.	BILLS PAYABLE		PAGE
	Educational Fund	<u>\$155,589.58</u>	<u>8</u>
	Building Fund	<u>\$230,610.76</u>	<u>2</u>
	Site & Construction Fund	<u>\$342,136.43</u>	<u>2</u>
	Auxiliary Fund	<u>\$ 98,835.67</u>	<u>7</u>
		<u>\$827,172.44</u>	
II.	PAYROLLS		
	Payroll, January 31, 1970	<u>\$169,990.51</u>	<u>12</u>
	Payroll, February 15, 1970	<u>\$140,400.94</u>	<u>10</u>
	Estimated Payroll, February 16 - to April 15, 1970	<u>\$656,000.00</u>	<u>1</u>
III.	IMPREST FUND (Approved by Board as part of 1 above.)	<u>\$ 16,259.62</u>	<u>7</u>

Vice

Fredrick Hansen

James A. Hill

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12017
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12018
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12019
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12020
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12021
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12022
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12023
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12024
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12025
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12026
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12027
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12028
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12029
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12030
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12031
Addressograph Multigraph	Equipment Repair	123.15	12032
Allen Wales Adding Machine Agency	Office Equipment	143.65	12033
Allied Electronics Corp.	A-V & Instructional Supplies	514.97	12034
American College Testing Program	Office Supplies	350.72	12035
Amundsen - Mayfair Campus	Charge Back	52.88	12036
Arkay Corp.	Art Equipment	425.00	12037
Pace/Avnet Electronics	Electronics Supplies	120.00	12038
Babbey Office Machines	Equipment Repair	27.25	12039
E.W. Boehm Co.	Equipment Repair - Duplicating & Instructional Supplies	644.15	12040
Brodhead Garrett Co.	Art & Instructional Supplies & Equipt.	1,657.55	12041
The Burrows Co.	Instructional Equipment	9.13	12042
University of California	Publications	18.00	12043
Campbell & Hall, Inc.	Library Books	167.55	12044

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
H. Paul Carstens, M.D.	Medical Exam. - D.Groth	20.00	12045
Chicago Hospital Supply Co.	Equipment	602.35	12046
Susan Davidson	Music Jury Examinations	36.00	12047
Easy Travel Service	Travel - C.Stockman, R.Trunk, G.Voegel, R.Thieda, C.Schauer, C.Hinton, W.Bush, J.Harvey, J.Upton, J.Birkholz, M.Bartos	2,426.50	12048
Easy Travel Service	Travel - D.Misic, K.Arns	160.00	12049
The General Camera Co.	A V Supplies & Equipment	2,181.54	12050
Irving Gerson	Music Jury Examinations	16.00	12051
Gary Hicks	Music Jury Examinations	16.00	12052
C.R. Hill Co.	Art Supplies	23.80	12053
Frank M. Hines	Legal Services	930.00	12054
Maria Hoar	Music Jury Examinations	24.00	12055
Order from Horder	Office & Library Supplies & Equipment	117.55	12056
Illinois Library Assoc.	Membership Dues	25.00	12057
Instructograph Co.	Electronics Supplies	69.50	12058
--VOID--	-----	.00	12059
Lakeview Rubber Stamp Co.	Office Supplies	29.31	12060
Library of Congress	Subscriptions	625.00	12061
William J. Mann	Tuition Reimbursement	105.00	12062
Nancy Abell	Medical Examination	6.00	12063
Group Ten Community Colleges for the 70's	Feasibility Study	1,600.00	12064
Midwest Visual Equipment Co.	A V Supplies	22.99	12065
Donald M. Misic	Tuition Reimbursement	90.00	12066
Mosler	Office Equipment	2,525.00	12067
3M Business Products Sales	Equipment Rental-January	461.15	12068
University of Minnesota Press	Office Supplies & Equipment	5.36	12069
North Shore Equipment Co.	Instructional Supplies	510.60	12070
Douglas Peterson	A V Equipment	16.00	12071
Pitney Bowes Inc.	Music Jury Examinations	45.00	12072
Regent Products Co.	Equipment Rental	314.34	12073
Rembrandt Graphic Arts Co.	Art Supplies	352.36	12074

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
D.L. Saslow Co.	Lab. Supplies	539.48	12075
Saville Organ Corp.	Equipment Repair	95.65	12076
School Health Supply Co.	Health Equipment & Supplies	143.25	12077
Sears Roebuck & Co.	Lab. Supplies & Instructional Equipt.	548.26	12078
Roy A. Sedrel	Tuition Reimbursement	90.00	12079
Semiconductor Specialists	Electrical Supplies	1,098.93	12080
E.H. Sheldon Equipment Co.	Instructional Equipment - Art	1,008.00	12081
Singer Friden Division	Equipment Repair	77.00	12082
Universal Stationers Inc.	Office Supplies	27.36	12083
Alfred M. Steinman, M.D.	Medical Exam. - Rick Dockery	20.00	12084
Stivers Lifesavers	Contractual Office Services	862.99	12085
Karen Tillotson	Music Jury Examinations	32.00	12086
Lloyd Wilkes	Medical Examination	15.00	12087
Wayne Wirth	Music Jury Examinations	16.00	12088
AMS Press	Library Books	102.65	12089
AMS Press	Library Books	27.42	12090
Addressograph Multigraph	Equipment Repair	15.00	12091
Advance Process Supply Co.	Art Equipment & Supplies	591.35	12092
American Educ. Theatre Assoc.	Library Subscription	12.50	12093
American Gas Assoc.	Film Purchases	150.00	12094
American Library Assoc.	Library Books	35.00	12095
American Psychological Assoc.	Library Subscription	380.00	12096
Anti Defamation League	Film Purchases	490.35	12097
Standard Catalogue Co.	Library Subscription	16.50	12098
Argosy Book Stores	Library Books	61.01	12099
Art In America	Library Subscription	15.00	12100
Art Institute of Chicago	Library Books & Film	94.25	12101
Art News	Library Subscription	17.45	12102
Baker and Taylor Co.	Library Books	2,337.95	12103
Baker and Taylor Co.	Library Books	126.31	12104
W.A. Benjamin Inc.	Voc. Library	15.98	12105
The Bendix Corp.	Electronics Equipment	1,131.35	12106
Berkey Marketing Co.	Library Books	118.20	12107
Books for Libraries	Library Books	1,243.25	12108

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Joseph Boonin Inc.	Library Books	377.28	12109
R.R. Bowker Co.	Library Books	726.75	12110
Brudno Art Supply	Office Supplies	27.68	12111
Cambion	Instructional Supplies	196.10	12112
Campbell & Hall, Inc.	Library Books	216.70	12113
Cenco Instruments	Instructional Equipment	720.00	12114
Chamber of Commerce of U.S.	Publications	12.00	12115
Colonial Book Service	Library Books	1,446.58	12116
Community Camera	A V Supplies	11.91	12117
Conde Nast Publications	Library Subscription	10.00	12118
Curtis 1000 Inc.	Office Supplies	59.94	12119
Day Publications	Want Ads	252.76	12120
Denoyer Geppert	Library Books	41.56	12121
Eugene Dietzgen Co.	Instructional Supplies	32.52	12122
Dura Craft Book Bindery	Library Books	215.47	12123
The Ealing Corp.	Film Purchase	74.85	12124
Thomas A. Edison Industries	Instructional Equipment	1,815.00	12125
Educational Aids Service	A V Supplies & Equipment	3,937.60	12126
Educational & Institutional Cooperative Service Inc.	Office & Instructional Supplies & Equipment; A V Supplies	158.02	12127
Encyclopedia Britannica Education	Film Purchases	200.15	12128
L.G. Evans Co.	Installation & Freight	250.00	12129
Film Center Inc.	Film Purchase	398.96	12130
Fisher Scientific Co.	Instructional Supplies & Equipment	595.08	12131
General Binding Corp.	Office & A V Supplies & Equipment	1,261.41	12132
General Exhibits & Displays	Contractual Services	800.00	12133
General Services Administration	Film - Library	98.00	12134
Gerber Scientific Instrument	Equipment Repair	1,558.52	12135
Graphic Curriculum, Inc.	Film Purchase	600.00	12136
Harcourt Brace & World, Inc.	Library Film Strips	105.00	12137
Harvard Business Review	Library Subscription	12.00	12138
Hertzberg New Method Inc.	Binding	295.55	12139

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
University of Illinois	Library Film Rental	78.30	12140
Institute of Continuing Legal Educ.	Library Books	13.10	12141
International Film Bureau	Library Film	115.79	12142
Journal of Periodontology	Library Subscription	20.00	12143
Lapine Scientific Co.	Instructional Supplies & Equipment	1,456.15	12144
La Salle Messinger Paper Co.	Office Supplies	93.42	12145
Le Publishers, Inc.	Library Subscriptions	50.00	12146
Life Filmstrips	Library Filmstrips	32.90	12147
A.C. Mc Clurg & Co.	Library Books	195.81	12148
Morgan Sign Machine Co.	A V Supplies	513.60	12149
Murnane Paper Co.	Duplicating Supplies	632.50	12150
National Film Board of Canada	Library Films	130.00	12151
National Photo Service	Contractual Services	34.75	12152
National Restaurant Assoc.	Library Film	28.90	12153
Nelson Printing & Lettershop	Advertising	398.18	12154
Newark Electronics	Instructional Supplies & Equipment	866.67	12155
New York Times	Film Purchases	6,346.00	12156
Oxbridge Publishing Co.	Library Books	26.50	12157
Paddock Publications	Want Ads Advertising Spring Schedule	3,201.28	12158
Poetry	Library Subscription	12.00	12159
Prompt Printing Service	Printing	786.50	12160
R & S Construction	Capital Outlay - P.E.	867.75	12161
Peter M. Robeck & Co.	Library Film	750.00	12162
W.B. Saunders & Co.	Library Subscription	18.00	12163
Schiele Faierson Co.	Printing - Second Sheets	88.00	12164
Science Research Assoc.	Equipment Repair	45.77	12165
Society of Mfg. Engineers	Library Books	92.05	12166
South-Western Publishing Co.	Library Film	125.55	12167
Special Libraries Assoc.	Library Subscriptions	20.00	12168
Starr Book Shop	Library Books	14.00	12169
Story House Corp.	Library Books	284.90	12170
Strand Book Store	Library Books	52.65	12171
Times Newspapers of Great Britain Inc.	Library Subscription	15.50	12172
Time, Incorporated	Library Subscription	12.00	12173

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
U.S. Book Exchange, Inc.	Library Books	55.65	12174
Books by U.S. News & World Report	Library Books	11.70	12175
United Visual Aids	A V Equipment	1,701.60	12176
Van Nostrand Reinhold Co.	Library Books	23.72	12177
Voca Corporation	Office Supplies	15.00	12178
John Willy Inc.	Library Books	15.95	12179
Arlington Heights Camera Shop	A V Supplies	337.19	12180
Kathleen Arns	Tuition Reimbursement	45.00	12181
The Associated Press	Wire Service	122.00	12182
Assoc. of School Business Officials	Membership - W.J. Mann	30.00	12183
Barrington Press Newspapers	Advertising	6.00	12184
Chicago Hospital Supply	Service Supplies	137.71	12185
Cinema Processors, Inc.	A V Supplies	14.05	12186
Darrell W. De Geeter	Tuition Reimbursement	90.00	12187
College of Du Page	Charge Back	283.50	12188
Educational Resource Systems	Subscriptions	42.50	12189
Elk Grove Blueprint & Supply	A V Supplies - Blueprints	25.50	12190
Gamma Photo Labs.	Photographs	3.40	12191
The Graphis Press	Library Subscription	4.00	12192
University of Illinois	Travel Expense - J.Nicklas	10.00	12193
Intercollegiate Press Bulletin	Subscription	45.00	12194
I B M Corp.	Equipment Rental \$10,474.60		
	Office Equipment 685.00		
	Supplies & Repairs 555.89		
I B M Corp.	Machine Maintenance	11,715.49	12195
Karnes Music Co.	Equipment Rental	450.98	12196
Langer Printing Co.	Office Supplies	75.00	12197
Mc Graw-Hill Publications	Travel Expense	66.50	12198
Mc Graw-Hill Book Co.	Library Books & Tapes	150.00	12199
Nationwide Business Forms	Office Supplies	296.06	12200
National Computing Industries	Equipment Rental	27.00	12201
National Council on Crime and Delinquency		650.75	12202
Northwest Clean Towel Service	Library Subscription	12.25	12203
	Contractual Services	493.79	12204

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Pivan	Instructional Supplies	13.26	12205
Frederick Post	Instructional Supplies	228.64	12206
Prudential Insurance Co.	Group Medical & Life Insurance	8,907.15	12207
William R. Punkay	Tuition Reimbursement	40.00	12208
Reference Book Center	Library Books	40.00	12209
L.S. Riedel Dental Supplies	Instructional Supplies	216.59	12210
Janet Savin	Tuition Reimbursement	80.00	12211
Ned Singers Sport Supply	Athletic Equipment	1,761.80	12212
Remington Rand	Office Equipment	408.00	12213
Standard Register Co.	Office Supplies	16.80	12214
Superintendent of Documents	Office Supplies	25.00	12215
Superintendent of Documents	Library Books - Deposit	500.00	12216
Terrace Supply Co.	Instructional Supplies	219.24	12217
Varityper Corp.	A V Supplies	55.62	12218
Vogue Fabric Shop	Instructional Supplies	247.50	12219
Wang Labs., Inc.	Instructional Supplies	54.00	12220
Williams & Wilkins Co.	Library Subscription	15.00	12221
Xerox Corporation	Duplicating Supplies	58.00	12222
Robert Zilkowski	Tuition Reimbursement	45.00	12223
Alpine Camera Co.	Instructional Equipment	375.00	12224
Dick Blick	A V Supplies	89.95	12225
Bro Dart, Inc.	Library Equipment	209.00	12226
CCM General Biological Inc.	Instructional Supplies	10.75	12227
The Comet Press	Library Books	24.50	12228
Darrill Connelly	Printing	180.00	12229
Eastman Kodak Co.	Equipment Repair	17.00	12230
Efengee Electrical Supply Co.	A V Supplies	241.56	12231
Order from Horder	Office Supplies	32.40	12232
Keuffel & Esser Co.	Instructional Equipment	60.00	12233
C.P. Lesh Paper Co.	Office Supplies	138.96	12234
Marsh & Mc Lennan Insurance	Liability Insurance	3,100.00	12235
Nissen Corp.	Athletic Equipment	520.00	12236
Non-Linear Systems	Instructional Equipment	1,097.00	12237
Uarco, Inc.	Office Supplies	392.10	12238

EDUCATIONAL FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Visualcraft, Inc.	A V Equipment	945.00	12239
Imprest Fund	To Provide Funds for Imprest Fund	9,000.00	12240
Accounting Machines Sales	Equipment Rental - January	90.00	12241
Arlington Heights Camera Shop	A V Supplies	500.15	12242
Axtell Brown & Lindley	Campus Directory	2,361.50	12243
Norman E. Cook	Campus Directory	202.75	12244
Imprest Fund	Reimbursement	5,636.81	12245
Kelly Services	Contractual Office Services	114.38	12246
Frederic Ryder Co.	Campus Directory	675.35	12247
Trans World Airlines	Travel - R.Lahti, W.Mann, C.Schauer	699.85	12248
Lloyd Wilkes	Office Equipment	105.00	12249
Harper College Site & Construction Fund	Interfund Payables	19.67	12250
Harper College Bond & Interest Fund	Interfund Payables	733.31	12251
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12252
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12253
A. Dolejs - Refund Account	Funds for Tuition Refunds	1,000.00	12254
A. Dolejs - Refund Account	Funds for Tuition Refunds	500.00	12255
William Rainey Harper College Trust & Agency Fund	Partial Transfer of Student Activity Fees	16,537.00	12256
		<u>\$155,589.58</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 12017 to 12256 are hereby authorized for payment.

Date of Approval: February 26, 1970

Vice Chairman Justin C. Hansen

Secretary Julia A. Spencer

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Corbetta Construction Co.	Building "B" Addition-Final Payment	\$5,000.00	2249
Aerosol Exterminators	Contractual Services	170.00	2250
American Industrial	Contractual Services	134.00	2251
Andrews Decal	Building Signs	180.00	2252
Gaare Oil Co.	Gasoline	353.51	2253
Barrington Trucking Co.	Contractual Services	105.00	2254
Illinois Bell Telephone Co.	Phone Service	18.15	2255
Tolleiv Tjelmeland	Medical Examination	20.00	2256
Sinclair Oil Corp.	Fuel-Heating	2,939.83	2257
Ability Glass & Mirror	Contractual Services-Glazing	230.72	2258
Aries Enterprises, Inc.	Building Remodeling-Field House	2,000.00	2259
Arlington Auto Parts, Inc.	Repair Parts	83.85	2260
Arlington Heights Camera Shop	Security Supplies	51.75	2261
Arlington Park Dodge, Inc.	Auto Repair	141.21	2262
L.M. Brownsey Supply Co.	Equipment Repair	369.80	2263
Butler Paper Co.	Office Supplies	21.12	2264
L.K. Comstock & Co. of Illinois, Inc.	Building Remodeling, Science Building	1,250.00	2265
Educational & Institutional Co.	Supplies & Equipment	406.66	2266
Efengee Electrical Supply Co., Inc.	Maintenance Supply	289.08	2267
Glasscraft Signs System	Signs	78.00	2268
P & W Industrial Sales, Inc.	Security Supplies	32.00	2269
Prell Body Shop, Inc.	Equipment Maintenance	10.50	2270
Sears Roebuck & Co.	Supplies	3.14	2271
Zimmer Hardware	Maintenance Supplies	187.64	2272
B & H Blueprint & Supply	Building Remodeling	2.94	2273
Brulin & Co., Inc.	Custodial Supplies	135.32	2274
Busch Auto Service Center Inc.	Contractual Services	10.85	2275
Arthur Cllesen	Service Supplies-Urea	458.00	2276

BUILDING FUND EXPENDITURES - February 26, 1970

PAYEE

Commonwealth Edison Co.
 Culligan Water Conditioning
 Hansen Hardware
 Illinois Bell Telephone Co.
 Northern Illinois Gas Co.
 Mine Safety Appliances Co.
 Northwest Electrical Supply Co.
 Village of Palatine
 Pure Oil Division
 The Roscoe Co.
 Stevens Chemical Co.
 Up-Right Scaffolds
 Wolverine Sports Supply
 Accurate Sign Co.
 Day Publications
 Fleet Air Communications
 Northern Chemical Co.
 Standard Oil
 William Rainey Harper College-
 Educational Fund

DESCRIPTION

Electricity-December & January
 Contractual Services-February
 Custodial Supplies
 Phone Service
 Gas
 Service Supplies
 Building Remodeling
 Contractual Services-Security
 Maintenance Services
 Contractual Services
 Custodial Supplies
 Service Equipment
 Maintenance Material
 Signs
 Want Ad
 Security Supplies
 Custodial Supplies
 Gasoline
 To Pay Interfund Payable Salaries &
 Misc. for 7/1/69 to 1/31/70
 Reimbursement

CHECK
AMOUNT

2277 6,811.25
 2278 9.75
 2279 118.30
 2280 127.80
 2281 769.14
 2282 14.65
 2283 185.05
 2284 270.00
 2285 85.42
 2286 565.20
 2287 39.50
 2288 421.00
 2289 60.06
 2290 302.50
 2291 36.96
 2292 5.50
 2293 143.00
 2294 67.48

205,779.35
115.78
\$230,610.76

Imprest Fund

To: Treasurer

From: Board of Trustees

The above listed checks number 2249 to 2296 are hereby authorized for payment.

Date of Approval: February 26, 1970

Chairman Milton C. Hansen

Secretary James J. Johnson

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

SITE & CONSTRUCTION FUND EXPENDITURES - February 26, 1970

PAYEE
 Educational & Institutional
 Coop Service, Inc.
 The Larson Equipment & Furn. Co.
 Do All Northern Illinois Co.
 L.G. Evans & Co.
 The Singer Co.
 General Exhibits & Displays Inc.
 General Radio Co.
 Jacobs Office Equipment, Inc.
 Service Associated, Inc.
 Illinois Building Authority
 Federal China & Supply Co.
 Remington Rand

DESCRIPTION
 Transportation
 Furniture
 Reimbursable Equipment
 Partial Payment - Reimbursable Equipt.
 Fashion Design Equipment - Reimbursable
 Campus Signs
 Equipment Strobotac - Reimbursable
 Furniture
 Educational Equipment - Reimbursable
 To Transfer Funds Received from Dept.
 of Health Education & Welfare
 Cafeteria Equipment - Reimbursable
 Library Furniture - Reimbursable

<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
6.07	780
1,024.00	781
309.00	782
580.00 *	783
870.32	784
8,089.35	785
347.10	786
2,545.92 **	787
527.77	788
305,564.00	789
2,237.45	790
20,035.45 ***	791
<u>\$342,136.43</u>	

To: Treasurer

From: Board of Trustees

The above listed checks number 780 to 791 are hereby authorized for payment.

Date of Approval: February 26, 1970

Wilton C. Hansen
 Vice Chairman

James J. H. H. H.
 Secretary

SITE & CONSTRUCTION FUND EXPENDITURES - February 26, 1970

* Approved by Board 3/27/69

** Approved by Board 1/23/69

*** Approved by Board 4/24/69

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books	\$2,000.00	1398
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books	2,000.00	1399
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books	2,000.00	1400
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books	2,000.00	1401
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books	2,000.00	1402
Addison Wesley Publishing Co.	Purchases - Books	158.58	1403
Allen Brothers Inc.	Purchases - Food	393.79	1404
Allyn and Bacon	Purchases - Books	222.48	1405
American Lock Co.	Purchases - Supplies	198.52	1406
American Unifax	Purchases - Supplies	8.45	1407
Amlings Flowerland	Purchases - Supplies	20.80	1408
Amsco School Publications	Purchases - Books	32.13	1409
Arlington Produce	Purchases - Food	359.50	1410
Bit O Gold Eggs	Purchases - Food	174.19	1411
Barnes & Noble Inc.	Purchases - Books	369.22	1412
Boise Cascade	Purchases - Books	236.46	1413
Boorum & Pease Co.	Purchases - Supplies	59.51	1414
Boosey & Hawkes Inc.	Purchases - Supplies	35.54	1415
Borden Inc.	Purchases - Books	15.60	1416
Broadman Press	Purchases - Food	15.00	1417
Wm. C. Brown Co. Publishers	Purchases - Books	56.20	1418
Burgess Publishing Co.	Purchases - Books	266.30	1419
Clark Products Inc.	Purchases - Books	466.46	1420
Cummings Publishing Co.	Purchases - Supplies	96.96	1421
Edward Don & Co.	Purchases - Books	411.91	1422
Food Marketers	Purchases - Service Equipment	356.21	1423
H. Gerstner & Sons	Purchases - Food	831.11	1424

AUXILIARY FUND EXPENDITURES - February 26, 1970

PAYEE

DESCRIPTION

CHECK
AMOUNT

CHECK
NUMBER

Blaisdell Publishing Co.	Purchases - Books	48.67	1425
Goldenrod Ice Cream Co.	Purchases - Food	182.54	1426
Lou Gordon Provision Co.	Purchases - Food	803.17	1427
George H. Hathaway & Co.	Purchases - Food	59.76	1428
Hawthorn Mellody Farms Dairy	Purchases - Food	525.56	1429
Holleb and Co.	Purchases - Food	236.91	1430
L. Karp & Sons	Purchases - Food & Supplies	329.15	1431
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books-March	2,000.00	1432
W. Klingenberg-Book Purchase Fund	Funds to Purchase Books-March	1,000.00	1433
Kraft Foods	Purchases - Food	158.72	1434
Krunchee Potato Chips	Purchases - Food	132.60	1435
Marano Bros.	Purchases - Food	608.92	1436
Merchants Cash Register Co.	Cafeteria Equipment	5,773.50	1437
Northwest Clean Towel Service	Contractual Services	199.49	1438
Obee Institutional Foods	Purchases - Food & Supplies	180.51	1439
Oscar Mayer & Co.	Purchases - Food	199.72	1440
Pfaelzer Brothers	Purchases - Food	402.11	1441
B.A. Railton Co.	Purchases - Food	64.80	1442
Silvercup Bakeries Inc.	Purchases - Food	227.87	1443
Standard Brands Inc.	Purchases - Food	138.30	1444
John Sexton & Co.	Purchases - Food	804.57	1445
Western Candy & Tobacco Co.	Purchases - Food	348.75	1446
Acme Parcel Delivery Service	Purchases - Supplies	6.00	1447
Act 1 Sales of Indiana	Purchases - Supplies	72.00	1448
Adlers Foreign Books	Purchases - Books	18.60	1449
American Inst. of Steel Construction	Purchases - Books	60.00	1450
Angelica Uniform Co.	Uniforms	172.50	1451
L.G. Balfour Co.	Purchases - Supplies	46.50	1452
Ronald Bessemer	Entry Fees - Midlands Wrestling Tourn.	36.00	1453
E.W. Boehm Co.	Purchases - Supplies	516.00	1454
Wm. C. Brown Co. Publishers	Purchases - Books	1,044.35	1455
Burgess Publishing Co.	Purchases - Books	102.66	1456
Burks Carbonic Co.	Purchases - Food	40.00	1457

AUXILIARY FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Carver Plastics Corp.	Purchases - Supplies	1.64	1458
Celestial Arts	Purchases - Supplies	35.35	1459
- - VOID - -	-----	.00	1460
Champion Products Inc.	Purchases - Books & Supplies	2,479.77	1461
Chicago Terminal Clearance	Transportation	20.87	1462
Cliffs Notes Inc.	Purchases - Books	192.25	1463
The Colad Co.	Purchases - Supplies	222.60	1464
Collegiate Mfg. Co.	Purchases - Supplies	470.48	1465
Columbia University Press	Purchases - Books	15.60	1466
Commerce Clearing House	Purchases - Books	35.01	1467
Computer Documents Co.	Purchases - Supplies	575.82	1468
L.K. Comstock-Gibson Electric Co.	Installation - Vending Machines	110.00	1469
Thomas Y. Crowell Co.	Purchases - Books	6.77	1470
Crown Publishers Inc.	Purchases - Book	4.24	1471
Curtis 1000 Inc.	Purchases - Supplies	98.34	1472
Cutters Exchange Inc.	Purchases - Supplies	172.09	1473
The Garment Equipment Corp.	Purchases - Supplies	410.53	1474
Data Guide	Purchases - Supplies	54.70	1475
Consolidated Freightways	Transportation	8.65	1476
Demco Educational Corp.	Purchases - Supplies	24.30	1477
Ray De Palma	Basketball Official	70.00	1478
Eugene Dietzgen Co.	Purchases - Supplies	626.51	1479
Edward Don & Co.	Cafeteria Equipment	189.45	1480
The Dorsey Press	Purchases - Books	733.36	1481
Doubleday & Co.	Purchases - Books	347.77	1482
Dow Jones-Irwin Inc.	Purchases - Books	5.99	1483
College of Du Page Bookstore	Purchases - Books	50.60	1484
E.P. Dutton & Co.	Purchases - Books	4.41	1485
Eaton Paper Co.	Purchases - Supplies	179.81	1486
Easy Travel Service	Travel - J. Gelch	214.00	1487
Educational Innovators Press	Purchases - Books	39.00	1488
Educational Systems Development	Purchases - Books	2.23	1489
Educational Testing Service	Purchases - Books	28.00	1490
Elgin Paper Co.	Purchases - Supplies	351.06	1491

AUXILIARY FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Farrar Straus & Co.	Purchases - Books	71.63	1492
Fashion Institute of Technology	Purchases - Books	126.60	1493
Fearon Publishers	Purchases - Books	232.72	1494
Federal Office Products	Purchases - Supplies	462.10	1495
Follett College Book Co.	Purchases - Books	430.73	1496
Gumprecht Trucking Co.	Transportation	86.80	1497
Hafner Publishing Co.	Purchases - Books	65.29	1498
Hamilton Bell Co.	Purchases - Supplies	841.24	1499
Harcourt Brace & Co.	Purchases - Books	2,525.44	1500
Harper & Row	Purchases - Books	3,923.59	1501
Harris Hospital Supply	Purchases - Supplies	48.00	1502
Herman F. Hinz Co.	Advertising	261.26	1503
The Hobart Mfg. Co.	Bookstore - Supplies	2.29	1504
Holbrook Press	Purchases - Books	187.06	1505
Holt Rinehart & Winston	Purchases - Books	3,478.78	1506
Houghton Mifflin Co.	Purchases - Books	1,942.15	1507
Hu-Friedy Mfg. Co.	Purchases - Supplies	1,838.30	1508
Inland Book Distributors	Purchases - Books	735.64	1509
Richard Irwin Inc.	Purchases - Books	2,455.03	1510
Kamar Inc.	Purchases - Supplies	55.89	1511
Roy Kearns	Contractual Services - Ticket Manager	105.00	1512
Keep 'N Touch Greeting Cards	Purchases - Supplies	81.23	1513
Keuffel & Esser Co.	Purchases - Supplies	534.48	1514
Neil A. Kjos Music Co.	Purchases - Books	73.02	1515
Lakeside Central Co.	Purchases - Supplies	1,494.59	1516
Lakeview Rubber Stamp Co.	Purchases - Supplies	2.12	1517
La Salle Messinger Paper Co.	Purchases - Supplies	107.55	1518
Liberty Trucking Co.	Purchases - Books - Freight	6.07	1519
Lifschultz Fast Freight	Freight	10.42	1520
Little Brown & Co.	Purchases - Books	1,155.00	1521
J.B. Lippincott Co.	Purchases - Books	13.00	1522
David Mc Kay Co.	Purchases - Books	85.18	1523
Mc Graw Hill Book Co.	Purchases - Books	7,836.34	1524
The Mac Millan Co.	Purchases - Books	1,474.14	1525

AUXILIARY FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Matthews Book Co.	Purchases - Books	32.22	1526
G & C Merriam Co.	Purchases - Books	38.09	1527
3M Business Products Sales	Purchases - Supplies	572.33	1528
Mitchells College Book Co.	Purchases - Books	189.50	1529
Modern Language Assoc.	Purchases - Books	170.00	1530
C.V. Mosby Co.	Purchases - Books	791.79	1531
Nacscorp Inc.	Purchases - Books	369.31	1532
National Blank Book Co.	Purchases - Supplies	1,071.71	1533
National Collegiate Athletic Assoc.	Purchases - Books	63.80	1534
Nebraska Book Co.	Purchases - Books	1,607.95	1535
Niedert Motor Service	Transportation	46.42	1536
Robert Nolan	Basketball Official	70.00	1537
Northwest Clean Towel Service	Contractual Services	7.80	1538
W.W. Norton & Co.	Purchases - Books	439.80	1539
The Odyssey Press	Purchases - Books	65.10	1540
Oxford University Press	Purchases - Books	200.45	1541
Palatine News Agency	Purchases - Newspapers	13.99	1542
Pitman Publishing Co.	Purchases - Books	19.03	1543
Frederick Post	Purchases - Supplies	37.50	1544
Frederick A. Praeger	Purchases - Books	30.84	1545
Prentice Hall Inc.	Purchases - Books	2,529.13	1546
G.P. Putnams Sons	Purchases - Books	141.62	1547
Random House, Inc.	Purchases - Books	795.65	1548
Regent Products Co.	Purchases - Supplies	706.76	1549
Repro Graphics Inc.	Purchases - Supplies	185.00	1550
Research Press	Purchases - Books	3.62	1551
Henry Regenery Co.	Purchases - Books	7.23	1552
H.M. Rowe Co.	Purchases - Books	109.75	1553
W.B. Saunders Co.	Purchases - Books	336.10	1554
School Health Supply Co.	Instructional Supplies	158.40	1555
Science Research Assoc.	Purchases - Books	9.86	1556
Scott Foresman & Co.	Purchases - Books	738.35	1557
Shippers Dispatch	Transportation	6.60	1558
Simon & Schuster	Purchases - Books	246.44	1559
Charles Scribners	Purchases - Books	231.93	1560

AUXILIARY FUND EXPENDITURES - February 26, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK AMOUNT</u>	<u>CHECK NUMBER</u>
Seventeen Specialties Inc.	Purchases - Supplies	28.70	1561
Ned Singers Sport Supply Co.	Instructional Supplies	185.75	1562
South-Western Publishing Co.	Purchases - Books	3,183.97	1563
Spirico Inc.	Purchases - Supplies	339.48	1564
J.S. Staedtler Inc.	Purchases - Supplies	22.73	1565
Standard Safety Equipment Co.	Purchases - Supplies	134.96	1566
Stripes Publishing Co.	Purchases - Books	355.95	1567
Bernard Stolar Plbg. & Htng. Co.	Installation - Vending Machines	830.95	1568
Charles C. Thomas Publisher	Purchases - Books	220.32	1569
Traffic Institute - Northwestern Univ.	Purchases - Books	370.47	1570
Triton College Bookstore	Purchases - Books	54.58	1571
Trussell Mfg. Co.	Purchases - Supplies	326.42	1572
Universal Carloading & Dist.	Transportation	18.41	1573
University of Chicago Press	Purchases - Books	117.39	1574
Velva Sheen	Purchases - Supplies	100.62	1575
University of Michigan Press	Purchases - Books	125.59	1576
V & G Printers Inc.	Purchases - Supplies	250.00	1577
Van Nostrand Reinhold Co.	Purchases - Books	148.43	1578
Viewpoint Books	Purchases - Supplies	25.00	1579
Wadsworth Publishing Co.	Purchases - Books	2,941.02	1580
West Publishing Co.	Purchases - Books	112.00	1581
John Willy Inc.	Purchases - Books	66.40	1582
John Wiley & Sons	Purchases - Books	1,666.48	1583
The World Publishing Co.	Purchases - Books	489.72	1584
Writing Sales	Purchases - Supplies	1,990.65	1585
Imprest Fund	Reimbursement	830.58	1586
		<u>\$98,835.67</u>	

AUXILIARY FUND EXPENDITURES - February 26, 1970

To: Treasurer

From: Board of Trustees

The above listed checks number 1398 to 1586 are hereby authorized for payment.

Date of Approval: February 26, 1970

Vice Milton L. Hansen
Chairman

Secretary James J. Hamill

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS
January 19, 1970 to February 20, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Northwest Industrial Council	Membership-O.Olson	7642	\$ 7.00
Robert E. Lahti	Travel Advance	7643	100.00
Robert E. Lahti	Travel Advance	7644	300.00
Franklyn Mc Clintock	Travel Expense	7645	8.25
--VOID--	-----	7646	.00
Thomas H. Anderson	Travel Expense	7647	19.30
Frank A. Vandever, Jr.	Travel Expense	7648	35.85
John S. Vanko	Travel Expense	7649	12.33
Cal Stockman	Travel Advance	7650	185.00
R. Thieda	Travel Advance	7651	115.00
Guerin Fischer	Travel Advance	7652	100.00
C.H. Schauer	Travel Advance	7653	300.00
John Muchmore	Travel Advance	7654	50.00
Robert R. Zilkowski	Travel Advance	7655	50.00
Robert M. Bocke	Travel Advance	7656	50.00
R.L. De Palma	Travel Advance	7657	35.00
--VOID--	-----	7658	.00
Frank L. Oliver	Travel Advance	7659	56.00
Richard Lockwood	Travel Advance	7660	50.00
William Hock	Travel Advance	7661	50.00
Kenneth Jauch	Travel Expense	7662	6.75
Kenneth W. Parker	Travel Expense	7663	5.00
John H. Upton	Travel Expense	7664	7.50
Roy Kearns	Travel Expense	7665	6.00
Conrad Martinez	Salary Advance	7666	50.00
Margaret Pike	Lab. Supplies	7667	7.86
National Library Week	Library Book	7668	7.50
Project Criterion	Publications	7669	15.50
Nation Business	Publications	7670	12.00
Paul Thompson	Contractual Services	7671	30.00
Richard Thompson	Contractual Services	7672	27.00
Marjorie Thompson	Contractual Services	7673	27.00
Susan Thompson	Contractual Services	7674	18.00
Karen Thompson	Contractual Services	7675	9.00
Greg Maine	Contractual Services	7676	7.50
Thomas De Palma	Contractual Services	7677	6.00
Aliann De Palma	Contractual Services	7678	6.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Daniel De Palma	Contractual Services	7679	6.00
Bruce Wachlin	Contractual Services	7680	6.00
Faith Wachlin	Contractual Services	7681	6.00
Brian Wachlin	Contractual Services	7682	6.00
Merchants Cash Register Co.	Office Supplies	7683	3.40
Ernest E. Olds c/o N.A.E.B.	Membership	7684	5.00
Jack Fabri	Basketball Official	7685	22.50
Mike Gluck	Wrestling Official	7686	30.00
Howard Alder	Wrestling Official	7687	30.00
Travel Consultants	Travel-Dr. Lahti	7688	485.00
Postmaster, Palatine, Ill.	Postcards	7689	17.50
Postmaster, Palatine, Ill.	Postcards	7690	10.00
Postmaster, Palatine, Ill.	Postcards	7691	50.00
Postmaster, Palatine, Ill.	Postage-Final Grade Mailing	7692	330.00
University Extension	Registration	7693	100.00
George Carter	Wrestling Entry Fee	7694	15.00
James Harvey	Local Travel	7695	11.80
The College Law Digest	Subscription	7696	6.00
Donald W. Collins	Travel Advance	7697	106.00
Joseph Yohanan	Travel Advance	7698	140.00
Linda Kruse	Tuition Refund	\$29.00	
Linda Kruse	Parking Fee Refund	<u>3.00</u>	32.00
A.A. Dolejs, Parking Refunds	Refunds paid to Students	7700	28.00
Patrick M. Minx	Tuition Refund	7701	5.80
David L. Brizzi	Application Fee Refund	7702	10.00
Linda L. Lyons	Application Fee Refund	7703	10.00
Renee M. Lowe	Tuition Refund	7704	120.00
Ruth H. Schreiner	Tuition Refund	7705	1.80
Linda Hartman	Application Fee Refund	7706	10.00
Mary Bielinski	Tuition Refund	7707	19.20
Loren C. Schantzen	Application Fee Refund	7708	10.00
David J. Aguirre	Tuition Refund	7709	1.80
Mary Alice Kobler	Music Fee Refund	7710	64.00
Roger A. Mussell	Postage	\$ 5.31	
	Meeting Expense	<u>26.40</u>	
John Gelch	Travel Advance	7711	31.71
Joanne Heinly	Instructional Supplies	7712	86.00
Dr. Nathan Goldman	Honorarium	7713	3.77
Travel Consultants	Travel Expense-J.Hamill	7714	20.00
		\$632.90	
	Travel Expense-J.Hamill	<u>115.00</u>	
		7715	747.90
Dr. George Voegel	Local Travel	7716	25.00
Thomas H. Anderson	Meeting Expense	7717	8.40
Joseph Yohanan	Travel Expense	7718	86.25

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Ray Singelmann	Local Travel	7719	16.80
Robert G. Held	Local Travel	7720	9.00
Charles Falk	Travel Expense	7721	11.34
E.A. Goodwin	Local Travel	7722	17.40
Joyce A. Nolen	Travel Expense	7723	22.50
National Assoc. of College Directors of Athletics	Registration Fee	7724	39.00
College Entrance Examination Board	Travel Expense	7725	15.00
The Horseshoe Club	Meeting Expense	7726	75.95
St. Alexius Hospital	Instructional Supplies	7727	5.65
Northwest Community Hospital	Instructional Supplies	7728	9.20
Consolidated Freightways	Transportation	7729	8.21
Zappone Foods Corp.	Meeting Expense	7730	34.29
Joyce Wills	Photographs	7731	12.00
New York Public Library Bulletin	Library Subscription	7732	7.50
The Architectural Forum Chronicle Guidance Publication	Library Subscription	7733	12.00
Superintendent of Documents	Publication	7734	10.00
Harvard Business Review	Instructional Supplies	7735	5.00
AVI	Subscription	7736	30.00
APGA Publication Sales	Publications	7737	37.50
National School Public Relations Assoc.	Voc. Library Publication	7738	4.50
Assoc. for Supervision & Curriculum Development	Publication	7739	3.50
Village of Palatine	Membership	7740	30.00
Lorraine Hamm, Petty Cash Fund	Contractual Services- Auto Removal	7741	50.00
Fred F. Inden	Reimbursement	7742	29.53
Sander Friedman	Travel Expense	7743	22.00
Sander Friedman	Travel Expense	7744	43.80
Postmaster, Palatine, Ill.	Travel Advance	7745	67.50
Mark Cooper	Postage	7746	30.00
Bernice Garton	Salary Advance	7747	45.00
Postmaster, Palatine, Ill.	Salary Advance	7748	150.00
Robert E. Lahti, Petty Cash Fund	Postage for Meter	7749	1,000.00
Barbara J. May, Petty Cash Fund	Reimbursement	7750	132.85
William R. Bush, Jr.	Reimbursement	7751	189.65
	Travel Expense	\$129.00	
	Travel Advance	(120.00)	9.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Clete Hinton	Travel Expense \$152.23		
	Travel Advance (140.00)	7753	12.23
Roy Sedrel	Travel Expense	7754	28.55
Frank A. Vandever, Jr.	Recruitment	7755	9.80
Jr. College Faculty In-Svc. Account of Ill. State Univ.	Contractual Service	7756	500.00
Bradford B. Boyd	In-Service Seminar	7757	402.57
William F. Hack	Local Travel	7758	11.55
Robert A. Clark	Modeling-Art Dept.	7759	36.00
Charles A. Zehner	Modeling-Art Dept.	7760	48.00
Joseph Yohanan	Travel Expense	7761	33.80
Roger A. Mussell	Travel Expense	7762	22.85
Clete Hinton	Travel Expense	7763	16.00
John Birkholz	Meeting Expense	7764	23.65
Henry J. Lambert	Application Fee Refund	7765	10.00
Ill. Assoc. of Collegiate Registrars & Admissions Officers	Membership	7766	12.00
Travel Consultants	Travel Expense-Dr. Harvey	7767	415.00
Travel Consultants	Travel Expense-Dr. Fischer \$415.00		
	Travel Expense-Dr. Fischer (other) 270.00	7768	685.00
Teri Carter	Student Service Award	7769	128.00
Ron Duenn	Student Service Award	7770	68.00
Chuck Thielman	Student Service Award	7771	60.00
Dr. George H. Voegel	Travel Expense	7772	43.74
Donald M. Misic	Travel Expense	7773	11.30
George Makas	Travel Expense	7774	140.77
Thomas H. Anderson	Travel Expense	7775	14.10
Dr. Omar L. Olson	Meeting Expense \$29.45		
	Travel Expense 8.00	7776	37.45
Ruth B. Rugar	Travel Expense	7777	26.30
Harper College Catering National Conference on Higher Education	Meeting Expense	7778	22.85
	Travel Expense	7779	15.00
Larry King	Meeting Expense	7780	8.65
Terrence Comina	Local Travel	7781	27.00
Renie Remelski	Local Travel	7782	10.90
Ambrose Easterly	Travel Expense	7783	42.90
The Chicago Medical School	Registration Fee- M. Ostrowski	7784	40.00
Richard Miller	Local Travel	7785	8.90
Assoc. for Supervision & Curriculum Development	Publications	7786	5.75

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Galatine News Agency	Library Subscription	7787	30.50
Paddock Publications	Library Subscription	7788	12.00
Midway-The University of Chicago Press	Library Subscription	7789	7.00
The Clearing House	Library Subscription	7790	5.00
The Psychological Record	Library Subscription	7791	6.00
Psychology Today	Library Subscription	7792	24.00
The Instrumentalist	Library Subscription	7793	6.00
Highlights for Children	Library Subscription	7794	7.95
Optics Technology	Library Subscription	7795	25.00
Center for the Study of Evaluation	Publications	7796	13.00
John Gelch	Travel Advance	7797	175.00
Daniel A. Thomas	Tuition Refund	7798	16.20
Thomas A. Wilke	Refund-O/D Fees	7799	148.56
La Pine Scientific	Instructional Supplies	7800	10.00
Christine Allegretti	Refund-O/D Fees	7801	74.28
Terry Kay	Application Fee Refund	7802	10.00
Margo Berg	Tuition Refund	7803	21.00
Fred Velez	Refund-O/D Fees	7804	74.28
The Chicago Medical School	Registration-Cohen	7805	40.00
U.N. Monthly Chronicle	Library Subscription	7806	7.00
Americana Annual Corp.	Library Book	7807	6.65
American Quarterly	Library Subscription	7808	8.00
Ronald L. Tredup	Refund-O/D Fees	7809	74.28
Broadcasting	Library Subscription	7810	10.00
Bulletin of the Atomic Scientist	Library Subscription	7811	8.50
B'Nai B'Rith Vocational Service	Library Book	7812	5.35
American Medical Assoc.	Film Rental	7813	4.00
Sight & Sound	Library Subscription	7814	4.00
Starr Book Shop	Library Books	7815	15.00
Patricia L. Connolly	Travel Advance	7816	98.00
Barbara Kaufman	Travel Advance	7817	98.00
Dorothy Rowe	Travel Advance	7818	98.00
Frank A. Vandever, Jr.	Travel Advance	7819	100.00
Mary Catherine Edwards	Travel Advance	7820	98.00
Robert J. Hughes	Travel Expense	7821	20.70
Travel Consultants	Travel Expense-M. Ryan (other)		
	\$270.00		
	Travel Expense-M. Ryan		
	415.00	7822	685.00
Travel Consultants	Travel Expense-M. Carroll (other)		
	\$270.00		
	Travel Expense-M. Carroll		
	415.00	7823	685.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Harper Food Services	Meeting Expense	7824	10.00
Donald Andries	Meeting Expense	7825	12.40
Betty Gialdini	Travel Expense	7826	27.05
Joe Bob Tillotson	Travel Expense	7827	7.75
Kathleen Arns	Local Travel	7828	19.60
Patricia Connolly	Travel Expense	7829	10.00
Barbara Kaufman	Local Travel	7830	7.40
Mary Lou Holleran	Local Travel	7831	22.40
Patricia Drake	Salary Advance	7832	25.00
Daniel Miller	Salary Advance	7833	50.00
Paul Peale	Modeling-Art Dept.	7834	42.00
Henry Roepken	Membership	7835	31.00
West Publishing Co.	Library Books	7836	4.00
Lancer Books, Inc.	Library Book	7837	1.85
The Instrumentalist Com.	Library Book	7838	2.00
Family Svc. Assoc. of America	Library Book	7839	3.45
Strand Book Store, Inc.	Library Book	7840	6.95
Commerce Clearing House, Inc.	Library Book	7841	6.00
Britannica Home Library Service	Library Book	7842	8.95
MS Press, Inc.	Library Book	7843	7.62
W.B. Saunders Co.	Library Subscription	7844	3.37
The William & Mary Quarterly	Library Subscription	7845	5.00
M. & W. Publications, Ltd.	Library Subscription	7846	1.81
J.B. Reed Motor Express, Inc.	Freight-A-V Equipment	7847	17.52
American College Personnel Assoc. Convention	Travel Expense-F.Vaisvil	7848	31.00
The Behavioral Science Book Service	Professional Books	7849	5.69
Postmaster, Palatine, Ill.	Postage	7850	12.00
Dr. Betty S. Bergersen	Nursing Ceremony	7851	25.00
Flaherty Jewelers	Nursing Ceremony	7852	15.75
Ronald Bessemer	Travel Advance	7853	360.00
Roy Kearns	Travel Advance	7854	600.00
Robert E. Lahti	Travel Advance	7855	50.00
Donn B. Stansbury	Travel Advance	7856	76.00
Larry S. King	Travel Advance	7857	48.00
Postmaster, Palatine, Ill.	Postage for Meter	7858	1,000.00
Postmaster, Palatine, Ill.	Bulk Mail Account	7859	100.00
Chicago Terminal Clearance, Inc.	Transportation	7860	5.50
Illinois Assoc. for Educ. Data Systems	Membership	7861	5.00
Internal Revenue Service	To Pay Shortage on 12/18/69 Remittance	7862	100.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
J. Goodwin, Petty Cash Fund	Reimbursement	7863	51.08
Thomas H. Anderson	Travel Expense	7864	15.90
Sander B. Friedman	Travel Expense \$70.62		
	Travel Advance (67.50)	7865	3.12
Robert J. Hughes	Travel Expense	7866	8.60
Fred A. Vaisvil	Travel Advance	7867	316.00
Mel Painter	Consultant-Counseling	7868	150.00
Renie Remelski	Travel Expense	7869	10.00
Jordan Siedband	Travel Expense	7870	20.20
Betty M. Windham	Travel Expense	7871	17.45
Suellyn D. Collins	Registration Allowance	7872	28.00
Dorothy M. Decker	Registration Allowance	7873	16.00
Colleen Freeman	Registration Allowance	7874	32.00
Dorothy L. Guritz	Registration Allowance	7875	16.00
Doloris M. Johnson	Registration Allowance	7876	34.00
Dorothy B. Magruder	Registration Allowance	7877	20.00
Evelyn Steele	Registration Allowance	7878	16.00
Nancy C. Abell	Registration Allowance	7879	4.00
Elmer Gorham	Registration Allowance	7880	20.00
Elizabeth Mirs	Registration Allowance	7881	28.00
Mary A. Czarnecki	Registration Allowance	7882	4.00
Lois Hansen	Registration Allowance	7883	28.00
Evelyn R. Martinson	Registration Allowance		
	\$24.00		
	20.00	7884	44.00
Virginia Rizzo	Registration Allowance	7885	8.00
Martha Sundblad	Registration Allowance	7886	4.00
Margaret Weinert	Registration Allowance	7887	4.00
Ruth M. Sperling	Registration Allowance	7888	24.00
Richard L. Miller	Travel Expense	7889	41.11
Cash	Meeting expense	1035	125.00
Kinsch Village Florist	Flowers	1036	25.40
--VOID--	-----	7325	(3.00)
			<u>\$16,259.62</u>

Reimbursement:

Educational Fund	\$14,636.81
Auxiliary Fund	830.58
Building Fund	115.78
Trust & Agency Fund	676.45
	<u>\$16,259.62</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

To: Treasurer

From: Board of Trustees

Subject: Approval of Estimated Payroll Expenditures
February 16, 1970 to April 15, 1970.

The following estimated payrolls in the amount of \$656,000.00 are hereby authorized for payment:

February 16 to 28, 1970 Regular Payroll	\$164,000.00
March 1 to 15, 1970 Regular Payroll	\$164,000.00
March 16 to 31, 1970 Regular Payroll	\$164,000.00
April 1 to 15, 1970 Regular Payroll	<u>\$164,000.00</u>
	<u>\$656,000.00</u>

Date of Approval: February 26, 1970

WILLIAM RAINEY HARPER COLLEGE
JUNIOR COLLEGE DISTRICT 512
FINANCIAL STATEMENT
FOR THE PERIOD ENDING JANUARY 31, 1970

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION-EDUCATIONAL FUND
JANUARY 31, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash				
Petty Cash	111.00	\$ 6,300.00	\$-0-	\$ 6,300.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	81,365.23	-0-	81,365.23
Investments				
Treasury Bills	121.00	\$ 973,596.20	\$-0-	\$ 973,596.20
Time Deposits	122.00	100,000.00	-0-	100,000.00
Other	124.00	99,877.50	-0-	99,877.50
Receivables				
Interfund Receivables				
Building Fund	131.02	\$ 205,817.15	\$-0-	\$ 205,817.15
Bond & Interest Fund	131.03	21,712.53	-0-	21,712.53
Auxiliary Fund	131.05	170,967.82	-0-	170,967.82
Trust & Agency Fund	131.06	139,002.52	-0-	139,002.52
Taxes Receivable				
Back Taxes	133.00	\$ 50,998.88	\$-0-	\$ 50,998.88
Governmental Claims				
Receivable	137.00	\$ -0-	\$-0-	\$ -0-
Other Receivables				
Accounts Rec.-Chargebacks	138.11	\$ 416,554.35	\$-0-	\$ 416,554.35
Accounts Rec.-Other	138.90	44,043.62	-0-	44,043.62
Accrued State Apportionment	143.00	\$ 22,780.00	\$-0-	\$ 22,780.00
Deferred Charges				
Inventories	162.01	\$ 4,029.40	\$-0-	\$ 4,029.40
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$2,341,975.20</u>	<u>\$-0-</u>	<u>\$2,341,975.20</u>

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
EDUCATIONAL FUND - JANUARY 31, 1970

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>JANUARY BALANCE</u>	<u>ENCUM.</u>	<u>UNENCUM. BALANCE</u>
<u>Payroll Deductions</u>				
Group Insurance	214.00	\$ 1,125.50	\$ -0-	\$ 1,125.50
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	29,252.20	-0-	29,252.20
Trust & Agency Fund	231.06	70,376.37	-0-	70,376.37
<u>Accounts Payable</u>	240.10	42,501.44	-0-	42,501.44
Reserve for Encumbrances	260.00	-0-	1,869,239.57	1,869,239.57
TOTAL LIABILITIES		<u>\$ 144,250.12</u>	<u>\$1,869,239.57</u>	<u>\$2,013,489.69</u>
Fund Balance	300.00	\$2,197,725.08	(1,869,239.57)	\$ 328,485.51
TOTAL LIABILITIES & FUND BALANCE		<u>\$2,341,975.20</u>	<u>\$ -0-</u>	<u>\$2,341,975.20</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$1,902,561.16	\$ -0-	\$1,902,561.16
Add: Revenue to Date		2,273,931.66	-0-	2,273,931.66
		<u>\$4,176,492.82</u>	\$ -0-	<u>\$4,176,492.82</u>
Less: Expenditures to Date		1,978,767.74	1,869,239.57	3,848,007.31
BALANCE, JANUARY 31, 1970		<u>\$2,197,725.08</u>	<u>(1,869,239.57)</u>	<u>\$ 328,485.51</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

REVENUE	ACCOUNT NUMBER	EXPENDITURES			UNENCUMBERED BALANCE
		BUDGET	JANUARY	TO DATE	
Fund Equity, July 1, 1968	300.00	\$1,825,000.00	\$ -0-	\$1,902,561.16	\$ (77,561.16)
Local Resources	410.00				
Taxes-Current-1969	411.00	\$1,198,000.00	\$ -0-	\$ -0-	\$1,198,000.00
Taxes-Back	412.00	22,000.00	-0-	15,702.10	6,297.90
		\$1,220,000.00	-0-	15,702.10	\$1,204,297.90
Intermediate Resources	420.00				
Tuition-Students	421.00	\$ 819,000.00	\$365,395.93	\$ 927,025.38	\$ (108,025.38)
Other Charges-Chargebacks	422.00	468,000.00	416,468.05	458,779.51	9,220.49
Student Fees	423.00	46,000.00	142.00	232.00	45,768.00
Other-Late Registration Fees	427.00	23,000.00	264.16	845.49	22,154.51
		\$1,356,000.00	\$782,270.14	\$1,386,882.38	\$ (30,882.38)
State Resources	430.00				
State Apportionment	431.10	\$1,386,800.00	\$ -0-	\$ 849,996.50	\$ 536,803.50
State Apportionment-Summer School	431.20	65,500.00	-0-	-0-	65,500.00
Board of Voc. Ed. & Rehab. 1969-70	432.00	182,000.00	-0-	(20,980.00)	202,980.00
Other	433.00	-0-	-0-	-0-	-0-
		\$1,634,300.00	\$ -0-	\$ 829,016.50	\$ 805,283.50
Federal Resources	440.00				
Other-Title VI 1969-70	441.00	\$ 10,155.00	\$ -0-	\$ -0-	\$ 10,155.00
Library Grant-Title II	449.10	\$ -0-	\$ 5,078.00	\$ 5,078.00	\$ (5,078.00)
Public Services-Dental Clinic Rec.	456.10	\$ -0-	\$ 358.00	\$ 1,722.00	\$ (1,722.00)
Interest on Investments	471.00	\$ 25,000.00	\$ 8,975.41	\$ 30,065.68	\$ (5,065.68)
Treasury Bills	474.00	-0-	-0-	4,727.50	(4,727.50)
Interest on Investments		\$ 25,000.00	\$ 8,975.41	\$ 34,793.18	\$ (9,793.18)
		\$ -0-	\$ 55.00	\$ 737.50	(737.50)
Other Revenue	491.00	\$4,245,455.00	\$796,736.55	\$2,273,931.66	\$1,971,523.34
TOTAL ACCRUED REVENUE		\$6,070,455.00	\$796,736.55	\$4,176,492.82	\$1,893,962.18
TOTAL ACCRUED REVENUE & FUND EQUITY					

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UN-ENCUMB. BALANCE
			JANUARY	TO DATE		
Instruction	110-000					
Salaries	110-510					
Administrative	110-511	\$ 206,600.00	\$ 15,282.34	\$111,426.36	\$ 187,837.66	\$ 18,762.34
Professional	110-512	26,614.00	1,250.00	6,475.00	12,725.00	13,889.00
Instructional	110-513	1,777,686.00	126,553.32	584,631.64	1,384,543.89	57,174.73
Instructional-Part Time	110-514	-0-	51,496.92	179,226.63	335,967.38	-0-
Instructional-Substitute	110-515	5,000.00	580.00	880.00	880.00	4,120.00
Office	110-516	101,655.00	8,895.51	54,953.24	103,061.04	(1,406.04)
Student Employees	110-518	23,910.00	801.26	3,599.44	10,543.14	13,366.86
Total Salaries		\$2,141,465.00	\$204,859.35	\$941,192.31	\$2,035,558.11	\$105,906.89
Contractual Services	110-520					
Educational	110-522	\$ 16,200.00	\$ 163.70	\$ 1,222.90	\$ 1,422.90	\$ 14,777.10
Architectural	110-523	-0-	-0-	-0-	-0-	-0-
Maintenance	110-524	28,670.00	546.65	(1,171.41)	3,398.08	25,271.92
Office Services	110-527	200.00	-0-	527.65	527.65	(327.65)
Other Services	110-529	16,735.00	953.57	3,220.76	8,281.12	8,453.88
Total Contractual Services		\$ 61,805.00	\$ 1,663.92	\$ 3,799.90	\$ 13,629.75	\$ 48,175.25
Instr. Matls. & Supplies	110-530					
Instructional Supplies	110-531	\$ 117,726.00	\$ 6,208.25	\$ 29,886.29	\$ 63,295.99	\$ 54,430.01
Audio & Visual Materials	110-535	-0-	-0-	-0-	-0-	-0-
Total Instr. Matls. & Supp.		\$ 117,726.00	\$ 6,208.25	\$ 29,886.29	\$ 63,295.99	\$ 54,430.01
General Matls. & Supplies	110-540					
Office	110-541	\$ 8,450.00	\$ 2,150.95	\$ 6,471.14	\$ 6,849.05	\$ 1,600.95
Printing & Offset Dupl.	110-542	23,200.00	1,266.98	7,198.42	8,888.12	14,311.88
Postage	110-543	1,600.00	-0-	-0-	-0-	1,600.00
Advertising	110-544	24,010.00	158.36	6,133.21	10,053.80	13,956.20
Publications & Dues	110-545	1,250.00	58.64	412.52	450.02	799.98
Repair Matls. & Supplies	110-547	-0-	41.60	1,023.83	1,023.83	(1,023.83)
Total Gen. Matls. & Supplies		\$ 58,510.00	\$ 3,676.53	\$ 21,239.12	\$ 27,264.82	\$ 31,245.18

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		ENCUMB. TO DATE	UNENCUM. BALANCE
			JANUARY	TO DATE		
<u>Travel & Meetings</u>	110-550					
Meetings	110-551	\$ 7,800.00	\$ 170.80	\$ 1,204.06	\$ 1,204.06	\$ 6,595.94
Mileage - Local	110-552	6,600.00	91.35	707.41	707.41	5,892.59
Travel	110-554	22,800.00	2,188.41	8,354.73	8,354.73	14,445.27
Other	110-559	3,000.00	124.00	361.99	361.99	2,638.01
Total Travel & Meetings		\$ 40,200.00	\$ 2,574.56	\$ 10,628.19	\$ 10,628.19	\$ 29,571.81
<u>Fixed Charges</u>	110-570					
Rental of Equipment	110-576	\$ -0-	\$ 274.50	\$ 1,814.77	\$ 3,026.06	\$ (3,026.06)
Total Fixed Charges		\$ -0-	\$ 274.50	\$ 1,814.77	\$ 3,026.06	\$ (3,026.06)
<u>Capital Outlay</u>	110-580					
Equipment - Office	110-585	\$ 12,984.00	\$ 716.54	\$ 8,366.41	\$ 9,544.76	\$ 3,439.24
Equip. Educ. Non-Reimb.	110-586	271,142.00	21,743.78	74,078.58	134,453.80	136,688.20
Equip. Educ. Reimbursable	110-587	14,120.00	31,470.70	33,433.50	35,788.35	(21,668.35)
Total Capital Outlay		\$ 298,246.00	\$ 53,931.02	\$ 115,878.49	\$ 179,786.91	\$ 118,459.09
TOTAL INSTRUCTION EXPENDITURES		\$ 2,717,952.00	\$ 273,188.13	\$ 1,124,439.07	\$ 2,333,189.83	\$ 384,762.17

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & UN- ENCUMB. TO DATE	BALANCE
			JANUARY	TO DATE		
Learning Resource Center	120-000					
Salaries	120-510	\$ 50,000.00	\$ 2,875.00	\$ 20,125.00	\$ 34,500.00	\$ 15,500.00
Administration	120-511	81,977.00	6,010.80	39,452.79	69,506.79	12,470.21
Professional	120-512	59,310.00	4,416.23	29,274.60	60,074.60	(764.60)
Office	120-516	26,500.00	1,654.55	6,464.24	15,560.44	10,939.56
Student Employees	120-518					
TOTAL SALARIES		\$217,787.00	\$14,956.58	\$95,316.63	\$179,641.83	\$38,145.17
Contractual Services	120-520					
Maintenance Service	120-524	\$ -0-	\$ 27.25	\$ 159.05	\$ 204.08	\$ (204.08)
Repairs	120-529	-0-	235.65	428.80	428.80	(428.80)
TOTAL CONTRACTUAL SERVICES		\$ -0-	\$ 262.90	\$ 587.85	\$ 632.88	\$ (632.88)
Instruc. Matls. & Supplies	120-530					
Library	120-534	\$ 5,560.00	\$ 497.20	\$ 1,410.84	\$ 3,043.26	\$ 2,516.74
Audio Visual Aids	120-535	68,250.00	10,694.41	34,572.61	62,340.34	5,909.66
Books & Bindings	120-537	85,000.00	2,768.63	13,943.65	44,812.38	40,187.62
Publications	120-538	15,000.00	220.50	7,635.43	17,313.98	(2,313.98)
TOTAL INSTR. MATLS. & SUPPLIES		\$173,810.00	\$14,180.74	\$57,562.53	\$127,509.96	\$46,300.04
General Matls. & Supplies	120-540					
Office	120-541	\$ 3,100.00	\$ 201.48	\$ 811.55	\$ 1,028.54	\$ 2,071.46
Printing & Offset Dupl.	120-542	1,100.00	231.03	363.84	395.34	704.66
Postage	120-543	-0-	-0-	-0-	-0-	-0-
Advertising	120-544	100.00	-0-	-0-	-0-	100.00
Publications & Dues	120-545	5,200.00	53.50	314.97	319.97	4,880.03
Repairs	120-547	-0-	.52	381.20	1,555.51	(1,555.51)
TOTAL GEN. MATLS. & SUPPLIES		\$ 9,500.00	\$ 486.53	\$ 1,871.56	\$ 3,299.36	\$ 6,200.64
Travel & Meeting Expense	120-550					
Meeting Expense	120-551	\$ 250.00	\$ -0-	\$ 7.00	\$ 7.00	\$ 243.00
Mileage - Local	120-552	300.00	-0-	13.40	13.40	286.60
Travel	120-554	2,450.00	-0-	997.48	997.48	1,452.52
TOTAL TRAVEL & MEETING EXPENSE		\$ 3,000.00	\$ -0-	\$ 1,017.88	\$ 1,017.88	\$ 1,982.12

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UN-ENCUMB. BALANCE
			JANUARY	TO DATE		
Fixed Charges	120-570	\$ 2,500.00	\$ 36.00	\$ 803.00	\$ 1,667.00	\$ 833.00
Rental of Equipment	120-576	\$ 2,500.00	\$ 36.00	\$ 803.00	1,667.00	833.00
TOTAL FIXED CHARGES						
Capital Outlay	120-580					
Equipment - Office	120-585	\$ 4,080.00	\$ 422.65	\$ 1,909.84	\$ 4,927.88	\$ (847.88)
Equip.-Educ.-NonReimb.	120-586	76,649.00	1,204.06	31,735.80	53,253.70	23,395.30
Equip.-Educ.-Reimbursable	120-587	-0-	-0-	13.32	106,892.32	(106,892.32)
TOTAL CAPITAL OUTLAY		\$ 80,729.00	\$ 1,626.71	\$ 33,658.96	\$165,073.90	\$ (84,344.90)
TOTAL LEARNING RESOURCE CENTER EXPENDITURES		\$487,326.00	\$31,549.46	\$190,818.41	\$478,842.81	\$ 8,483.19

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
Student Services & Aids	130-000					
Salaries	130-510					
Administration	130-511	\$ 92,225.00	\$ 7,685.38	\$ 53,797.67	\$ 92,224.57	\$.43
Professional	130-512	167,377.00	12,350.37	73,050.40	137,064.10	30,312.90
Part Time Instructors	130-514	-0-	1,966.94	5,900.00	5,900.00	(5,900.00)
Office	130-516	76,879.00	6,188.44	47,005.64	91,703.94	(14,824.94)
Student Employees	130-518	6,500.00	200.26	1,614.52	2,497.82	4,002.18
TOTAL		\$342,981.00	\$28,391.39	\$181,368.23	\$329,390.43	\$13,590.57
Contractual Services	130-520					
Consultants	130-522	\$ 2,500.00	\$ -0-	\$ 391.00	\$ 391.00	\$ 2,109.00
Other	130-529	-0-	-0-	-0-	525.00	(525.00)
TOTAL		\$ 2,500.00	\$ -0-	\$ 391.00	\$ 916.00	\$ 1,584.00
General Materials & Supplies	130-540					
Office	130-541	\$ 6,700.00	\$ 970.94	\$ 2,834.08	\$ 3,030.52	\$ 3,669.48
Printing & Offset Duplicating	130-542	8,150.00	101.68	3,029.94	3,558.74	4,591.26
Advertising	130-544	100.00	4.50	4.50	4.50	95.50
Publications & Dues	130-545	500.00	126.75	505.95	539.52	(39.52)
Medical Supplies	130-546	500.00	39.95	72.50	177.41	322.59
Vocational Library	130-549	1,000.00	46.51	720.96	767.43	232.57
TOTAL		\$ 16,950.00	\$ 1,290.33	\$ 7,167.93	\$ 8,078.12	\$ 8,871.88
Travel & Meeting Expense	130-550					
Meetings	130-551	\$ 1,050.00	\$ 2.50	\$ 411.83	\$ 411.83	\$ 638.17
Mileage - Local	130-552	400.00	55.90	121.87	121.87	278.13
Travel	130-554	5,050.00	(87.85)	1,431.99	1,431.99	3,618.01
TOTAL		\$ 6,500.00	\$ (29.45)	\$ 1,965.69	\$ 1,965.69	\$ 4,534.31
Capital Outlay	130-580					
Equipment-Office	130-585	\$ 2,145.00	\$ 42.36	\$ 1,213.38	\$ 1,787.88	\$ 357.12
Equip.-Educ.-Non-Reimbursable	130-586	-0-	-0-	-0-	-0-	-0-
Equip.-Educ.-Reimbursable	130-587	-0-	686.35	-0-	-0-	-0-
Service Equipment	130-588	-0-	-0-	739.67	739.67	(739.67)
TOTAL		\$ 2,145.00	\$ 728.71	\$ 1,953.05	\$ 2,527.55	\$ (382.55)
TOTAL STUDENT SERVICES EXPENDITURES		\$371,076.00	\$30,380.98	\$192,845.90	\$342,877.79	\$28,198.21

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UN-ENCUMB. BALANCE
			JANUARY	TO DATE		
Data Processing Center	140-000					
Salaries	148-510					
Administration	148-511	\$ 19,000.00	\$ 1,583.32	\$ 11,083.24	\$ 18,999.84	\$.16
Professional	148-512	53,680.00	3,125.00	21,875.00	40,692.40	12,987.60
Office	148-516	39,830.00	4,629.23	32,215.69	61,008.19	(21,178.19)
Student Employees	148-518	-0-	127.12	167.62	167.62	(167.62)
Total Salaries		\$112,510.00	\$ 9,464.67	\$ 65,341.55	\$120,868.05	\$ 8,358.05
Contractual Services	148-520					
Service Bureau	148-524	-0-	-0-	18.00	\$ 18.00	\$ (18.00)
Other	148-529	2,500.00	186.25	1,571.59	1,571.59	928.41
Total Contractual Services		\$ 2,500.00	\$ 186.25	\$ 1,589.59	\$ 1,589.59	\$ 910.41
Gen. Matls. & Supplies	148-540					
Office	148-541	\$ 4,200.00	\$ 794.07	\$ 5,496.88	\$ 9,677.00	\$ (5,477.00)
Printing & Offset Dupl.	148-542	350.00	202.88	334.51	334.51	15.49
Advertising	148-544	100.00	-0-	109.20	109.20	(9.20)
Publications & Dues	148-545	100.00	-0-	61.00	61.00	39.00
Total Gen. Matls. & Supplies		\$ 4,750.00	\$ 996.95	\$ 6,001.59	\$ 10,181.71	\$ 5,431.71
Travel & Meetings	148-550					
Meetings	148-551	\$ 100.00	\$ -0-	\$ 108.00	\$ 108.00	\$ (8.00)
Mileage - Local	148-552	-0-	16.40	80.40	80.40	(80.40)
Travel	148-554	1,000.00	277.86	1,091.38	1,091.38	(91.38)
Total Travel & Meetings		\$ 1,100.00	\$ 294.26	\$ 1,279.78	\$ 1,279.78	\$ 179.78
Fixed Charges	148-570					
Computer Rental	148-576	\$133,840.00	\$ 9,811.78	\$ 70,240.36	\$ 71,466.76	\$62,373.24
Total Fixed Charges		\$133,840.00	\$ 9,811.78	\$ 70,240.36	\$ 71,466.76	\$62,373.24
Capital Outlay	148-580					
Equipment - Office	148-585	\$ 6,670.00	\$ 2,655.65	\$ 8,528.41	\$ 8,528.41	\$ (1,858.41)
Total Capital Outlay		\$ 6,670.00	\$ 2,655.65	\$ 8,528.41	\$ 8,528.41	\$ (1,858.41)
TOTAL DATA PROCESSING EXPENDITURES		\$261,370.00	\$23,409.56	\$152,981.28	\$213,914.30	\$47,455.70

WILLIAM RAILLEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & UN- ENCUMB. TO DATE	ENCUMB. BALANCE
			JANUARY	TO DATE		
<u>Institutional Research & Development</u>						
Salaries	150-000	\$33,550.00	\$3,004.16	\$18,112.46	\$33,133.26	\$ 416.74
Administration	150-510	-0-	-0-	-0-	-0-	-0-
Professional	150-511	11,100.00	887.00	5,187.50	9,622.50	1,477.50
Office	150-512	5,000.00	63.43	408.65	408.65	4,591.35
Student Employees	150-516					
Total	150-518	\$49,650.00	\$3,954.59	\$23,708.61	\$43,164.41	\$ 6,485.59
<u>Contractual Services</u>	150-520					
Office Services	150-527	\$ -0-	\$ -0-	\$ 49.70	\$ 49.70	\$ (49.70)
Maintenance	150-52	-0-	-0-	-0-	39.90	(39.90)
Other	150-529	2,000.00	6.48	465.18	465.18	1,534.82
Total		\$ 2,000.00	\$ 6.48	\$ 514.88	\$ 554.78	\$ 1,445.22
<u>Gen. Matls. & Supplies</u>	150-540					
Office	150-541	\$ 1,000.00	\$ 339.79	\$ 539.82	\$ 539.82	\$ 460.18
Printing & Offset Dupl.	150-542	1,250.00	66.09	352.97	380.97	869.03
Postage	150-543	-0-	-0-	-0-	-0-	-0-
Advertising	150-544	-0-	-0-	-0-	-0-	-0-
Publications & Dues	150-545	200.00	50.40	736.10	786.10	(586.10)
Other	150-549	750.00	-0-	18.10	18.10	731.90
Total		\$ 3,200.00	\$ 456.28	\$ 1,646.99	\$ 1,724.99	\$ 1,475.01
<u>Travel & Meetings</u>	150-550					
Meetings	150-551	\$ 400.00	\$ -0-	\$ 173.10	\$ 173.10	\$ 226.90
Mileage - Local	150-552	100.00	-0-	-0-	-0-	100.00
Travel	150-554	1,250.00	42.00	579.60	579.60	670.40
Total		\$ 1,750.00	\$ 42.00	\$ 752.70	\$ 752.70	\$ 997.30
<u>Capital Outlay</u>	150-580					
Equipment - Office	150-585	\$ 2,995.00	\$ -0-	\$ 795.00	\$ 2,594.81	\$ 400.19
Total		\$ 2,995.00	\$ -0-	\$ 795.00	\$ 2,594.81	\$ 400.19
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$59,595.00	\$4,459.35	\$27,418.18	\$48,791.69	\$10,803.31

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
General Administration	160-000					
Salaries	160-510					
Administration	160-511	\$ 70,188.00	\$ 6,241.58	\$ 43,733.51	\$ 74,941.41	\$ (4,753.41)
Professional	160-512	56,175.00	3,281.24	27,639.06	50,298.26	5,876.74
Office	160-516	75,984.00	6,648.90	46,656.17	85,701.77	(9,717.77)
Student Employees	160-518	4,200.00	323.64	1,986.56	4,142.46	57.54
Other	160-519	4,000.00	-0-	-0-	-0-	4,000.00
TOTAL		\$210,547.00	\$16,495.36	\$120,015.30	\$215,083.90	\$ (4,536.90)
Contractual Services	160-520					
Audit	160-521	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Consultants	160-522	4,500.00	-0-	313.60	313.60	4,186.40
Architect	160-523	-0-	-0-	-0-	-0-	-0-
Maintenance	160-524	-0-	24.00	30.00	354.33	(354.33)
Legal	160-527	-0-	325.41	1,110.82	1,110.82	(1,110.82)
Other	160-529	3,100.00	28.00	889.32	2,254.76	845.24
TOTAL		\$ 7,600.00	\$ 377.41	\$ 2,343.74	\$ 4,033.51	\$ 3,566.49
General Materials & Supplies	160-540					
Office	160-541	\$ 5,100.00	\$ 459.15	\$ 3,621.58	\$ 4,480.10	\$ 619.90
Printing & Offset Duplicating	160-542	17,290.00	346.69	3,790.18	6,581.43	10,708.57
Postage	160-543	-0-	-0-	30.82	30.82	(30.82)
Advertising	160-544	2,500.00	-0-	2,618.34	2,765.80	(265.80)
Publications & Dues	160-545	2,600.00	115.32	2,409.03	2,478.38	121.62
Other	160-549	400.00	167.33	352.45	387.20	12.80
TOTAL		\$ 27,890.00	\$ 1,088.49	\$ 12,822.40	\$ 16,723.73	\$ 11,166.27
Travel & Meetings	160-550					
Meeting Expense	160-551	\$ 6,450.00	\$ 405.74	\$ 5,315.94	\$ 5,315.94	\$ 1,134.06
Mileage - Local	160-552	-0-	42.95	104.76	104.76	(104.76)
Travel	160-554	9,750.00	852.41	6,209.84	6,209.84	3,540.16
Other	160-559	-0-	-0-	-0-	-0-	-0-
TOTAL		\$ 16,200.00	\$ 1,301.10	\$ 11,630.54	\$ 11,630.54	\$ 4,569.46

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
General Administration	160-570	\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
Fixed Charges	160-576	8,850.00	760.20	3,780.46	14,012.46	(5,162.46)
Rental of Equipment-NCR						
Rental of Equipment-IBM						
TOTAL		\$ 11,850.00	\$ 760.20	\$ 3,780.46	\$ 14,012.46	\$ (2,162.46)
Capital Outlay	160-580					
Equipment-Office	160-585	\$ 2,850.00	\$ -0-	\$ 6,169.53	\$ 7,144.09	\$ (4,294.09)
TOTAL		\$ 2,850.00	\$ -0-	\$ 6,169.53	\$ 7,144.09	\$ (4,294.09)
TOTAL GENERAL ADMINISTRATION		\$ 276,937.00	\$ 20,022.56	\$ 156,761.97	\$ 268,628.23	\$ 8,308.77

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & UN- ENCUMB. TO DATE	ENCUMB. BALANCE
			JANUARY	TO DATE		
<u>General Institutional Exp.</u>						
Salaries	170-000	\$15,000.00	\$1,250.00	\$ 8,750.00	\$15,000.00	\$ -0-
Administration	170-510	45,000.00	569.99	569.99	986.66	44,013.34
Professional	170-512	4,000.00	2,809.08	16,428.25	34,098.55	(30,098.55)
Office	170-516	-0-	117.33	1,046.81	1,361.31	(1,361.31)
Student Employees	170-518	-0-	-0-	-0-	-0-	-0-
Other	170-519	-0-	-0-	-0-	-0-	-0-
TOTAL SALARIES		\$64,000.00	\$4,746.40	\$26,795.05	\$51,446.52	\$12,553.48
<u>Contractual Services</u>						
Audit	170-520	\$ 4,500.00	\$ -0-	\$ -0-	\$ -0-	\$ 4,500.00
Consultants-In Serv.& Ins.	170-521	10,000.00	410.00	5,659.25	5,659.25	4,340.75
Architectural	170-522	-0-	-0-	-0-	-0-	-0-
Maintenance	170-523	1,500.00	31.40	412.05	427.05	1,072.95
Legal	170-524	16,000.00	930.00	10,582.05	10,582.05	5,417.95
Other	170-526	11,000.00	62.00	7,150.50	7,150.50	3,849.50
TOTAL CONTRACTUAL SERVICES		\$43,000.00	\$1,433.40	\$23,803.85	\$23,818.85	\$19,181.15
<u>General Materials & Supplies</u>	170-540					
Office	170-541	\$ 7,000.00	\$ 159.90	\$ 665.86	\$ 822.06	\$ 6,177.94
Printing & Offset Dupl.	170-542	2,500.00	5,068.71	2,577.64	4,257.07	(1,757.07)
Postage	170-543	10,000.00	2,053.99	7,538.85	7,538.85	2,461.15
Advertising	170-544	-0-	-0-	31.50	75.16	(75.16)
Publications & Dues	170-545	1,700.00	-0-	2,484.50	2,484.50	(784.50)
Other	170-549	7,600.00	23.04	2,316.70	2,320.70	5,279.30
TOTAL GEN.MATLS.& SUPPLIES		\$28,800.00	\$7,305.64	\$15,615.05	\$17,498.34	\$11,301.66
<u>Travel & Meeting Expense</u>	170-550					
Meeting Exp.-Graduation	170-551	\$ 3,000.00	\$ 67.40	\$ 1,013.70	\$ 1,013.70	\$ 1,986.30
Mileage - Local	170-552	-0-	-0-	-0-	-0-	-0-
Travel	170-554	-0-	-0-	-0-	-0-	-0-
Vehicles	170-556	-0-	-0-	-0-	-0-	-0-
Moving & Recruitment	170-557	3,000.00	253.55	2,753.09	2,753.09	246.91
Other - Innovative	170-559	\$ 5,000.00	\$2,352.50	\$ 2,559.56	\$ 2,559.56	\$ 2,440.44
TOTAL TRAVEL & MEETING EXPENSE		\$11,000.00	\$2,673.45	\$ 6,326.35	\$ 6,326.35	\$ 4,673.65

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UN-ENCUMB. TO DATE
			JANUARY	TO DATE		
<u>Fringe Benefits</u>						
Group Medical & Life Ins.	170-561	\$ 90,000.00	\$ 7,706.68	\$ 45,341.09	\$ 45,341.09	\$ 44,658.91
Travelers Accident Ins.	170-563	2,000.00	-0-	917.00	917.00	1,083.00
Workman's Compensation	170-564	5,000.00	-0-	3,065.00	3,065.00	1,935.00
Tuition Reimbursement	170-565	7,000.00	285.00	1,914.39	1,914.39	5,085.61
Remission-Employees Tuition	170-566	-0-	-0-	-0-	-0-	-0-
Medical Examination	170-567	2,000.00	78.00	1,231.25	1,231.25	768.75
Professional Expense	170-568	10,000.00	-0-	85.58	85.58	9,914.42
Other-Voc. Ed.Retirement	170-569	30,000.00	-0-	-0-	-0-	30,000.00
TOTAL FRINGE BENEFITS		\$146,000.00	\$8,069.68	\$52,554.31	\$52,554.31	\$93,445.69
<u>Fixed Charges</u>						
Fuel - Heat	170-570	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Electricity	170-571	-0-	-0-	-0-	-0-	-0-
Telephone	170-572	-0-	-0-	-0-	-0-	-0-
Water,Sewer,Refuse Removal	170-573	-0-	-0-	(1.41)	(1.41)	(1.41)
Rental of Facilities	170-574	-0-	-0-	-0-	-0-	-0-
Rental of Equipment	170-575	-0-	-0-	-0-	-0-	-0-
Interest- Tax Warrants	170-576	-0-	-0-	44.00	44.00	(44.00)
Gen.Ins.-Liabl. & Property	170-577	2,400.00	-0-	-0-	-0-	2,400.00
TOTAL FIXED CHARGES		\$ 5,400.00	\$ -0-	\$ 42.59	\$ 42.59	\$ 5,357.41
<u>Capital Outlay</u>						
Equipment & Furniture	170-580	\$ 3,000.00	\$ -0-	\$ 188.91	\$ 188.91	\$ 1,101.12
TOTAL CAPITAL OUTLAY		\$ 3,000.00	\$ -0-	\$ 188.91	\$ 188.91	\$ 1,101.12

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UN-ENCUMB. BALANCE
			JANUARY	TO DATE		
Other	170-590					
Student Employment-C.W.S.	170-591	\$ 18,000.00	\$ 52.88	\$ 28.88	\$ 28.88	\$ 17,971.12
Grants Trustee Scholarships	170-592	7,500.00	-0-	424.00	424.00	7,076.00
Debt.Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	20,000.00	-0-	12,151.69	12,151.69	7,848.31
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
SPED Projects	170-595.2	15,000.00	1,600.00	1,920.00	1,920.00	13,080.00
Summer Workshop	170-595.3	-0-	-0-	-0-	-0-	-0-
Financial Chargeback	170-596	-0-	-0-	-0-	-0-	-0-
Facilities Charges	170-597	(6,000.00)	(6,347.75)	(6,347.75)	(6,347.75)	347.75
Clearing Account	170-598	-0-	-0-	-0-	-0-	-0-
Other-Intercollegiate Athletics	170-599	33,000.00	-0-	-0-	-0-	33,000.00
TOTAL OTHER EXPENDITURES		\$ 112,500.00	\$ (4,691.87)	\$ 8,176.82	\$ 8,176.82	\$104,323.18
TOTAL INSTITUTIONAL EXP.BUDGET		\$ 413,700.00	\$ 19,533.70	\$ 133,502.93	\$ 161,762.66	\$ 251,937.34
TOTAL EDUCATIONAL FUND EXPENDITURES		\$ 4,587,956.00	\$ 402,543.74	\$ 1,978,767.74	\$ 3,848,007.31	\$ 739,948.69

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - JANUARY 31, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/70 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$241,747.89	\$ -0-	\$241,747.89
Investments	121.00	99,081.25	-0-	99,081.25
<u>Interfund Receivables</u>				
Educational Fund	131.01	113.33	-0-	113.33
Bond & Interest Fund	131.03	991.10	-0-	991.10
Auxiliary Fund	131.05	-0-	-0-	-0-
<u>Taxes Receivable</u>				
Back Taxes	133.00	18,537.85	-0-	18,537.85
Accounts Receivable	138.00	60.00	-0-	60.00
<u>Deferred Charges</u>				
Inventory	160.00	165.00	-0-	165.00
TOTAL ASSETS		\$360,696.42	\$ -0-	\$360,696.42
<u>Interfund Payables</u>				
Educational Fund	231.01	\$205,779.35	\$ -0-	\$205,779.35
Bond & Interest Fund	231.03	266.73	-0-	266.73
Auxiliary Fund	231.05	145.77	-0-	145.77
Accounts Payable	240.10	6,551.20	-0-	6,551.20
Reserve for Encumbrances	260.00	-0-	175,819.90	175,819.90
TOTAL LIABILITIES		\$212,743.05	\$175,819.90	\$388,562.95
Fund Balance	300.00	147,953.37	(175,819.90)	(27,866.53)
TOTAL LIABILITIES & FUND BALANCE		\$360,696.42	\$ -0-	\$360,696.42
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$458,436.18	\$ -0-	\$458,436.18
Add: Revenue to Date		41,873.07	-0-	41,873.07
		\$500,309.25	\$ -0-	\$500,309.25
Less: Expenditures to Date		352,355.88	175,819.90	528,175.78
Balance		\$147,953.37	(175,819.90)	\$(27,866.53)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			JANUARY	TO DATE	
<u>Fund Equity, July 1, 1969</u>	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	7.50	28.50	17,971.50
Other Fees - Fines	427.00	1,800.00	419.00	2,230.45	(430.45)
<u>State Resources</u>					
State Apportionment	431.00	101,200.00	-0-	50,600.00	50,600.00
<u>Facilities</u>					
Rentals	461.00	-0-	-0-	120.00	(120.00)
<u>Interest on Investments</u>					
Treasury Bills	471.00	10,000.00	1,660.28	6,412.43	3,587.57
<u>Other</u>					
Miscellaneous	491.00	-0-	36.69	95.49	(95.49)
<u>TOTAL ACCRUED REVENUE</u>		\$ 572,000.00	\$2,123.47	\$ 59,486.87	\$512,513.13
<u>TOTAL ACCRUED REVENUE & FUND EQUITY</u>		\$1,012,000.00	\$2,123.47	\$500,309.25	\$511,690.75

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
<u>General Buildings & Grounds</u>						
<u>Administration</u>						
<u>Salaries</u>	267-510					
Administration	267-511	\$16,000.00	\$1,316.66	\$9,216.62	\$15,799.92	\$200.08
Office Staff	267-516	6,000.00	450.00	3,560.75	5,810.75	189.25
Service Staff	267-517	7,500.00	635.08	5,467.76	8,643.16	(1,143.16)
Student Employees	267-518	-0-	36.90	216.25	216.25	(216.25)
		\$29,500.00	\$2,438.64	\$18,461.38	\$30,470.08	\$ (970.08)
<u>General Materials & Supplies</u>	267-540					
Office Supplies	267-541	\$240.00	\$50.88	\$210.41	\$231.43	\$8.57
Printing & Offset Dupl.	267-542	350.00	67.74	202.50	202.50	147.50
Advertising	267-544	-0-	84.03	257.60	294.56	(294.56)
Publications & Dues	267-545	75.00	-0-	15.00	15.00	60.00
		\$665.00	\$202.65	\$685.51	\$743.49	\$ (78.49)
<u>Travel & Meeting Expense</u>	267-550					
Meeting Expense	267-551	\$300.00	-0-	\$21.25	\$21.25	\$278.75
Travel Expense	267-554	375.00	-0-	206.64	206.64	168.36
		\$675.00	\$-0-	\$227.89	\$227.89	\$447.11
<u>Capital Outlay</u>	267-585					
Office Equipment		\$-0-	\$-0-	\$143.65	\$143.65	\$ (143.65)
TOTAL GENERAL BUILDINGS & GROUNDS		\$30,840.00	\$2,641.29	\$19,518.43	\$31,585.11	\$ (745.11)
<u>ADMINISTRATION EXPENDITURES</u>						
<u>General Institutional Expense</u>						
Fringe Benefits	271-560					
Group Medical Insurance	271-561	\$18,500.00	\$-0-	\$-0-	\$-0-	\$18,500.00
Workman's Compensation	271-564	3,600.00	-0-	2,743.00	2,743.00	857.00
Tuition Reimbursement	271-565	100.00	-0-	-0-	-0-	100.00
Medical Examinations	271-567	800.00	23.00	536.75	536.75	263.25
		\$23,000.00	\$23.00	\$3,279.75	\$3,279.75	\$19,720.25

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
<u>Gen. Institutional Expense</u>						
Fixed Charges	271-570					
Rental of Facilities	271-575	\$ 20,200.00	\$ -0-	\$ -0-	\$ -0-	\$ 20,200.00
General Insurance	271-578	1,100.00	23.00	2,480.00	2,480.00	(1,380.00)
		\$ 21,300.00	\$ 23.00	\$ 2,480.00	\$ 2,480.00	\$ 18,820.00
<u>Capital Outlay</u>						
Site Improvement	271-580					
New Buildings & Additions	271-582	\$ -0-	\$ -0-	\$ 702.00	\$ 702.00	\$ (702.00)
Building Remodeling	271-583	-0-	5,000.00	(457.39)	(457.39)	457.39
Equipment-Non Reim.	271-584	31,225.00	180.00	25,367.36	42,908.10	(11,683.10)
Equipment - Services	271-586	-0-	-0-	(44.96)	(44.96)	44.96
Other	271-588	-0-	-0-	175.68	175.68	(175.68)
	271-589	218.70	-0-	14,282.98	22,989.48	(1,119.48)
		\$ 53,095.00	\$ 5,180.00	\$ 40,025.67	\$ 66,272.91	\$ (13,177.91)
<u>Other</u>						
Provision for Contingency	271-590					
Clearing Account	271-595	\$ 20,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 20,000.00
	271-598	-0-	(450.00)	(450.00)	(450.00)	450.00
TOTAL		\$ 117,395.00	\$ 4,776.00	\$ 45,335.42	\$ 71,582.66	\$ 45,812.34

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	JANUARY TO DATE		
Operation & Maintenance of Physical Facilities	280-000	\$250,549.00	\$165,450.92	\$292,793.72	\$ (42,244.72)
Salaries	280-510	-0-	5,395.23	6,056.23	(6,056.23)
Service Staff	280-517	1,117.50	1,490.13	1,969.41	1,030.59
Student Employees	280-518	436.55			
Other - Overtime	280-519	3,000.00			
TOTAL SALARIES		\$253,549.00	\$172,336.28	\$300,819.36	\$ (47,270.36)
Contractual Services	280-520				
Maintenance Service	280-524	\$12,650.00	\$3,935.42	\$5,784.26	\$6,865.74
Other	280-529	6,420.00	4,489.34	4,538.14	1,881.86
TOTAL CONTRACTUAL SERVICES		\$19,070.00	\$8,424.76	\$10,322.40	\$8,747.60
Gen. Materials & Supplies	280-540				
Office Supplies	280-541	\$384.00	\$103.53	\$183.68	\$200.32
Printing & Offset Dupl.	280-542	1,035.00	136.22	336.22	698.78
Maintenance Supplies	280-546	43,071.00	18,544.83	21,363.42	21,707.58
Repairs	280-547	-0-	58.15	118.93	(118.93)
Other Supplies	280-549	400.00	58.40	58.40	341.60
TOTAL GEN. MATERIALS & SUPPLIES		\$44,890.00	\$18,901.13	\$22,060.65	\$22,829.35
Travel Expense	280-550				
Travel Expense	280-554	\$900.00	-0-	\$-0-	\$900.00
Vehicle Expense	280-556	3,750.00	1,019.19	1,050.20	2,699.80
TOTAL TRAVEL EXPENSE		\$4,650.00	\$1,019.19	\$1,050.20	\$3,599.80
Fixed Charges	280-570				
Fuel - Heating	280-571	\$39,400.00	\$11,088.84	\$11,117.04	\$28,282.96
Electricity	280-572	35,300.00	22,615.02	22,615.02	12,684.98
Telephone	280-573	26,500.00	15,751.88	15,826.88	10,673.12
Water & Fuel Treatment	280-574	1,773.00	1,143.19	1,143.19	629.81
Rental of Equipment	280-576	3,000.00	22.00	22.00	20,978.00
General Insurance	280-578	1,500.00	234.00	234.00	1,266.00
TOTAL FIXED CHARGES		\$107,473.00	\$50,854.93	\$50,958.13	\$56,514.87

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JANUARY	TO DATE		
Capital Outlay	280-580					
Site Improvement	280-582	\$ 4,000.00	\$ -0-	\$ 2,860.55	\$ 3,851.05	\$ 148.95
Office Equipment	280-585	-0-	-0-	286.64	476.20	(476.20)
Equipment-Service	280-588	48,753.00	309.50	32,818.55	35,470.02	13,282.98
TOTAL CAPITAL OUTLAY		\$ 52,753.00	\$ 309.50	\$ 35,965.74	\$ 39,797.27	\$ 12,955.73
TOTAL OPERATION & MAINTENANCE		\$482,385.00	\$41,927.00	\$287,502.03	\$425,008.01	\$ 57,376.99
TOTAL BUILDINGS & GROUNDS EXPENDITURES		\$630,620.00	\$49,344.29	\$352,355.88	\$528,175.78	\$102,444.22

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
BOND & INTEREST FUND, JANUARY 31, 1970

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<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.00	\$ 20,325.26	\$ -0-	\$203,252.26
Investments Treasury Bills	121.00	98,564.13	-0-	98,564.13
Investments - Other	124.00	-0-	-0-	-0-
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	44,660.29	-0-	44,660.29
TOTAL ASSETS		<u>\$164,549.72</u>	<u>\$ -0-</u>	<u>\$164,549.72</u>
<u>LIABILITIES</u>				
Interfund Payable-Education	231.01	\$ 21,712.53	\$ -0-	\$ 21,712.53
Interfund Payable-Building	231.02	991.10	-0-	991.10
Reserve for Encumbrances	260.00	-0-	138,018.13	138,018.13
Fund Equity	300.00	141,846.09	(138,018.13)	3,827.96
TOTAL LIABILITIES & FUND EQUITY		<u>\$164,549.72</u>	<u>\$ -0-</u>	<u>\$164,549.72</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$539,068.29	\$ -0-	\$539,068.29
Add: Revenue to Date		73,496.55	-0-	73,496.55
		<u>\$612,564.84</u>	<u>\$ -0-</u>	<u>\$612,564.84</u>
Less: Expenditures to Date		470,718.75	138,018.13	608,736.88
Balance		<u>\$141,846.09</u>	<u>(138,018.13)</u>	<u>\$ 3,827.96</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

BOND & INTEREST FUND - BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			JAN.	TO DATE	
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>	470.00				
Treasury Bills	471.00	\$ 2,000.00	\$ -0-	\$ 3,609.90	(1,609.90)
Certificate of Deposit	472.00	7,000.00	-0-	-0-	7,000.00
Other	474.00	-0-	-0-	4,695.83	(4,695.83)
TOTAL REVENUE		\$614,700.00	\$ -0-	\$ 8,305.73	\$606,394.27
Total Revenue & Beginning Fund Balance		\$593,106.00	\$ -0-	\$612,564.84	(19,458.84)

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
			JAN.	TO DATE	
<u>General Institutional Exp.</u>					
<u>Fixed Charges</u>	570.00				
Interest - Bonds	577.00	\$283,258.00	\$ -0-	\$145,410.00	\$ 283,257.50
<u>Other</u>					
Bond Principal	593.00	325,000.00	-0-	325,000.00	-0-
Financial Charges	596.00	487.00	-0-	308.75	479.38
		\$325,487.00	\$ -0-	\$325,308.75	\$ 325,479.38
Total Bond & Interest Exp.		\$608,745.00	\$ -0-	\$470,718.75	\$ 608,736.88

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
SITE & CONSTRUCTION FUND, JANUARY 31, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/70 BALANCE</u>	<u>ENCUM.</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$ 20,159.02	\$ -0-	\$ 20,159.02
Investments	121.00	1,971,309.17	-0-	1,971,309.17
Interfund Rec.-Ed.Fund	131.01	19.67	-0-	19.67
<u>Other Receiv.-Long Term</u>				
Long Term	138.91	25,447.74	-0-	25,447.74
Vocational Education	138.92	1,100.22	-0-	1,100.22
<u>Accrued Revenue</u>				
Sale of Relocatable Bldgs	144.00	40,000.00	-0-	40,000.00
TOTAL ASSETS		<u>\$2,058,035.82</u>	<u>\$ -0-</u>	<u>\$2,058,035.82</u>
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 1,030.07	\$ -0-	\$ 1,030.07
Reserve for Encum.	260.00	-0-	480,293.09	480,293.09
Fund Equity	300.00	2,057,005.75	(480,293.09)	1,576,712.66
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,058,035.82</u>	<u>\$ -0-</u>	<u>\$2,058,035.82</u>

<u>SUMMARY OF FUND BALANCE</u>			
Balance, September 1, 1966	\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date	8,693,103.85	-0-	8,693,103.85
	<u>\$8,693,103.85</u>	<u>\$ -0-</u>	<u>\$8,693,103.85</u>
Deduct: Expenditures to Date	6,636,098.10	480,293.09	7,116,391.19
BALANCE, January 31, 1970	<u>\$2,057,005.75</u>	<u>(480,293.09)</u>	<u>\$1,576,712.66</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND BUDGET REPORT

PROJECT BUDGET SEPTEMBER 1, 1966 to JANUARY 31, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			JANUARY	TO DATE	
Intermediate Resources					
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)
State Resources					
Vocational Education Account	432.00	\$ 750,000.00	\$ -0-	\$ 429,338.22	\$ 320,661.78
Federal Resources					
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
Facilities					
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-
Interest on Investments					
Treasury Bills	471.00	90,000.00	-0-	27,217.03	\$ 62,782.97
Certificates of Deposit	472.00	360,000.00	-0-	419,221.22	(59,221.22)
Other Investments	473.00	20,000.00	7,359.37	25,095.48	(5,095.48)
		\$ 470,000.00	\$ 7,359.37	\$ 471,533.73	\$ (1,533.73)
Other					
Miscellaneous	491.00	630.00	\$ -0-	\$ 630.35	\$ (.35)
TOTAL SITE & CONSTRUCTION FUND REVENUE		\$ 9,536,457.00	\$ 7,359.37	\$ 8,693,103.85	\$ 843,353.15

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			JAN.	TO DATE		
<u>Phase I</u>						
<u>Contractual Services</u>						
Financial Consultants	521.00	\$ 2,600.00	\$ -0-	\$ 2,583.46	\$ 2,583.46	\$ 16.54
Educational Consultants	522.10	54,200.00	-0-	53,710.25	53,710.25	489.75
<u>Architectural & Engineering</u>						
Design Development Ph	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	20,707.00	-0-	20,706.60	20,706.60	.40
Interiors	523.40	14,746.00	-0-	14,745.63	14,745.63	.37
Plans	523.50	20,244.00	-0-	19,338.93	19,338.93	905.07
Model	523.60	1,976.00	-0-	1,976.32	1,976.32	(.32)
Other	523.90	116.00	-0-	115.80	115.80	.20
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
<u>Fixed Charges</u>						
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
<u>Capital Outlay</u>						
<u>Site Acquisition</u>						
Land Cost	581.10	1,439,146.00	\$ -0-	\$ 1,439,146.42	\$ 1,439,146.42	\$ (.42)
Real Estate Taxes	581.20	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

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JANUARY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
<u>Capital Outlay</u>						
<u>Site Improvements</u>						
Minor Improvements	582.10	\$ 100.00	\$ 625.00	\$ 3,776.39	\$ 14,746.39	\$ (14,646.39)
WaterConnection	582.20	4,000.00	-0-	4,000.00	4,000.00	-0-
		\$ 4,100.00	\$ 625.00	\$ 7,776.39	\$ 18,746.39	\$ (14,646.39)
<u>New Buildings</u>						
Relocatable Buildings	583.10	\$ 171,605.00	\$ -0-	\$ 171,605.10	\$ 171,605.10	\$ (.10)
Constr. Payout to I.B.A.	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 JANUARY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
Equipment						
Initial Equipment	585.10	\$ -0-	\$ -0-	\$ 75,888.04	\$ 75,888.04	\$ 1.96
Educational Non-Reim.	586.10	\$350,000.00	\$98,699.27	\$219,648.87	\$227,574.99	\$122,425.01
Educational Non-Reim. A-V	586.20	\$ -0-	\$ -0-	\$ -0-	\$ 71,095.00	\$ (71,095.00)
	587.10	\$350,000.00	\$98,699.27	\$219,648.87	\$298,669.99	\$ 51,330.01
Educational Reimbursable						
Title IV	587.10	\$ 61,091.00	\$ -0-	\$ 60,422.56	\$ 60,422.56	\$ 668.44
Voc/Tech	587.20					
Business	110-587.21	\$ 38,089.00	\$ -0-	\$ 34,989.05	\$ 40,107.00	\$ (2,018.00)
Data Processing	116-587.21	63,411.00	-0-	-0-	70,295.11	(6,884.11)
Chemical Technology	617-586.26	-0-	-0-	70,295.11	-0-	-0-
Law Enforcement	418-587.24	5,500.00	-0-	1,481.65	1,481.65	4,018.35
Architecture	311-587.23	20,000.00	-0-	-0-	-0-	20,000.00
Electronics	312-587.23	170,000.00	1,984.12	174,982.77	181,392.77	(11,392.77)
Mechanical Design	314-587.23	140,000.00	100.00	70,206.85	117,340.51	22,659.49
Numerical Control	315-587.23	163,000.00	-0-	167,033.00	167,033.00	(4,033.00)
Fashion Design	517-587.25	-0-	-0-	4,157.10	5,062.42	(5,062.42)
Nursing	713-587.27	2,000.00	-0-	1,714.57	1,929.57	70.43
Practical Nursing	714-587.27	-0-	904.60	1,938.46	1,938.46	(1,938.46)
Dental Hygiene	716-587.27	148,000.00	-0-	100,036.73	100,157.43	47,842.57
		\$750,000.00	\$ 2,988.72	\$626,835.29	\$686,737.92	\$ 63,262.08
DHEW Moveable	587.30	\$242,282.00	\$58,992.49	\$262,784.44	\$262,784.44	\$ (20,502.44)
DHEW Fixed	587.40	\$430,000.00	\$ 3,642.40	\$ 36,424.00	\$314,036.69	\$115,963.31

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JANUARY 31, 1970

EXPENDITURES (Cont.) Phase II	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
Contractual Services						
Architectural	523.00	\$756,058.00	\$22,500.00	\$123,326.91	\$ 123,326.91	\$632,731.09
Capital Outlay						
Site Improvement-S.W. Corner	582.00	\$343,000.00	\$ -0-	\$318,128.95	\$ 343,000.00	\$ -0-
New Buildings						
Science & Music Wings	583.00	\$500,000.00	\$ -0-	\$ 2,288.75	\$ 2,288.75	\$497,711.25
Balance of Phase II Buildings		899,911.00	-0-	-0-	-0-	899,911.00
		\$1,399,911.00	\$ -0-	\$ 2,288.75	\$ 2,288.75	\$1,397,622.25
Equipment						
DHEW Moveable	585.30	\$ 70,000.00	\$ -0-	\$ -0-	\$ 27,915.60	\$ 42,084.40
Other Phase II Moveable	585.50	150,000.00	-0-	-0-	-0-	150,000.00
		\$ 220,000.00	\$ -0-	\$ -0-	\$ 27,915.60	\$192,084.40
TOTAL PROJECT BUDGET		\$9,536,457.00	\$187,474.88	\$6,636,098.10	\$7,116,391.19	\$2,420,065.81

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
STATEMENT OF POSITION
AUXILIARY FUND - JANUARY 31, 1970

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<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>1/31/70 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 150.00	\$ -0-	\$ 150.00
Cash in Bank	113.04	67,573.45	-0-	67,573.45
Charge Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	327.93	-0-	327.93
 <u>Interfund Receivables</u>				
Educational Fund	131.01	25,290.21	-0-	25,290.21
Building Fund	131.02	75.04	-0-	75.04
Trust & Agency Fund	131.06	15.00	-0-	15.00
Intrafund Receivables	131.51	(74.18)	-0-	(74.18)
Misc. Receivables	138.00	13,675.36	-0-	13,675.36
Inventory	162.00	133,432.35	-0-	133,432.35
TOTAL ASSETS		<u>\$241,465.16</u>	<u>\$ -0-</u>	<u>\$241,465.16</u>
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$170,967.82	\$ -0-	\$170,967.82
Building Fund	231.02	-0-	-0-	-0-
Trust & Agency	231.06	4,280.76	-0-	4,280.76
Accounts Payable	240.10	29,210.54	-0-	29,210.54
Retailers Occupation Tax	255.00	3,291.04	-0-	3,291.04
Reserve for Encumbrances	260.00	-0-	91,697.81	91,697.81
TOTAL LIABILITIES		<u>\$207,750.16</u>	<u>\$ 91,697.81</u>	<u>\$299,447.97</u>
Fund Balance		\$ 33,715.00	\$ (91,697.81)	\$ (57,982.81)
TOTAL LIABILITIES & FUND BALANCE		<u>241,465.16</u>	<u>-0-</u>	<u>241,465.16</u>
Fund Balance, July 1, 1969		\$ 27,509.10	\$ -0-	\$ 27,509.10
Add: Revenue to Date		331,381.42	-0-	331,381.42
Less: Expenditures to Date		325,175.52	91,697.81	416,873.33
FUND BALANCE		<u>\$ 33,715.00</u>	<u>\$ (91,697.81)</u>	<u>\$ (57,982.81)</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (CAFETERIA) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	TO DATE	
Fund Equity	300.00	\$ (2,000.00)	\$ (3,442.29)	\$ 1,442.29
Sales-Food Catering	451.20	\$ -0-	5,135.25	(5,135.25)
Sales-Food	451.00	242,150.00	88,010.49	154,139.51
Total Revenue		\$242,150.00	\$93,145.74	\$149,004.26
Total Revenue & Beginning Fund Equity		\$240,150.00	\$89,703.45	\$150,446.55

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	TO DATE		
Public & Auxiliary Service Salaries	511.00	\$ 15,000.00	\$ 4,958.31	\$ 4,958.31	\$ 10,041.69
Administrative	512.00	15,500.00	12,166.60	12,166.60	3,333.40
Professional	516.00	9,000.00	2,449.74	2,449.74	6,550.26
Office	517.00	45,000.00	32,322.31	32,322.31	12,677.69
Service Staff	518.00	22,000.00	2,402.47	2,402.47	19,597.53
Student Employees		\$106,500.00	\$54,299.43	\$54,299.43	\$ 52,200.57
Total Salaries		\$ -0-	\$ 12.50	\$ 12.50	(12.50)
Contractual Services	529.00	7,265.00	1,218.29	1,218.29	6,046.71
Other (Laundry, etc.)		\$ 7,265.00	\$ 1,230.79	\$ 1,230.79	\$ 6,034.21
Total Contractual Services		\$ -0-	\$ 48,552.02	\$ 48,552.02	\$ 53,307.98
Instr. Materials & Supplies	536.10	\$101,860.00	216.85	216.85	(216.85)
Purchases	536.20	-0-	(7,665.01)	(7,665.01)	2,665.01
Beginning Inventory	536.30	(5,000.00)	406.12	406.12	
Ending Inventory		\$ 96,860.00	\$41,103.86	\$41,103.86	\$ 55,756.14
Total Instructional Materials & Supplies		\$ 7,049.30	\$41,103.86	\$41,103.86	\$ 55,756.14

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (CAFETERIA) BUDGET REPORT

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
<u>General Materials & Supplies</u>						
Office Supplies	541.00	\$ 350.00	\$ 34.17	\$ 179.03	\$ 179.03	\$ 170.97
Printing & Offset Dupl.	542.00	350.00	.08	50.85	50.85	299.15
Advertising	544.00	-0-	-0-	60.00	60.00	(60.00)
Publications & Dues	545.00	200.00	37.50	62.50	62.50	137.50
Closing Inven. Supplies	546.60	-0-	(317.35)	(2,527.45)	(2,527.45)	2,527.45
Service Supplies	546.00	9,686.00	1,047.07	8,970.03	8,996.76	689.24
Repairs & Maintenance	547.00	-0-	-0-	-0-	74.85	(74.85)
Total Gen. Materials & Supplies		\$ 10,586.00	\$ 801.47	\$ 6,794.96	\$ 6,896.54	\$ 3,689.46
<u>Travel & Meeting Expense</u>						
Travel - Local	552.00	\$ 200.00	\$ 21.80	\$ 67.10	\$ 67.10	\$ 132.90
Travel - Expense	554.00	900.00	-0-	246.57	246.57	653.43
Total Travel & Meeting Exp.		\$ 1,100.00	\$ 21.80	\$ 313.67	\$ 313.67	\$ 786.33
<u>Fringe Benefits</u>						
Fixed Charges						
Telephone	573.00	\$ 500.00	\$ -0-	\$ -0-	\$ -0-	\$ 500.00
Rental of Facilities	575.00	-0-	-0-	30.00	30.00	(30.00)
Interest	577.00	2,400.00	-0-	-0-	-0-	2,400.00
Total Fixed Charges		\$ 2,900.00	\$ -0-	\$ 30.00	\$ 30.00	\$ 2,870.00
<u>Capital Outlay</u>						
Equipment Office	585.00	\$ 2,000.00	\$ -0-	\$ 1,331.90	\$ 1,331.90	\$ 668.10
Equipment Miscellaneous	588.00	15,000.00	-0-	24,333.75	24,701.31	(9,701.31)
Total Capital Outlay		\$ 17,000.00	\$ -0-	\$ 25,665.65	\$ 26,033.21	\$ (9,033.21)
<u>Other Expenses</u>						
Provision for Contingency	595.00	\$ 1,200.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,200.00
Financial Charges & Adjusts.	596.00	-0-	1.55	163.17	163.17	(163.17)
Facilities Charges	597.00	600.00	-0-	-0-	-0-	500.00
Total		\$ 1,800.00	\$ 1.55	\$ 163.17	\$ 163.17	\$ 1,636.83
TOTAL CAFETERIA EXPENDITURES		\$ 254,849.00	\$ 17,954.05	\$ 130,273.53	\$ 130,742.67	\$ 124,106.33

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

REVENUE	ACCOUNT		REVENUE		UNENCUMBERED BALANCE
	NUMBER	BUDGET	JAN.	TO DATE	
<u>Fund Equity</u>	300.00	\$ (1,000.00)	\$ -0-	\$ 30,133.86	\$ (31,133.86)
<u>Public & Auxiliary Service</u>					
Sales Comm.on News & Magazines	452.70	\$ -0-	\$ 80.42	\$ 80.42	\$ (80.42)
Central Stores Transfers	452.90	-0-	14.85	2,825.03	(2,825.03)
Sales - Books	452.10	285,000.00	36,658.10	199,198.84	85,801.16
Sales - Supplies	452.20	40,000.00	2,981.62	26,753.50	13,246.50
Total Revenue		\$325,000.00	\$39,734.99	\$228,857.79	\$ 96,142.21
<u>TOTAL REVENUE & FUND EQUITY</u>		\$324,000.00	\$39,734.99	\$258,991.65	\$ 65,008.35

EXPENDITURES	ACCOUNT		EXPENDITURES		UNENCUMBERED BALANCE
	NUMBER	BUDGET	JAN.	TO DATE	
<u>Salaries</u>					
Professional	512.00	\$ 12,300.00	\$ 1,025.00	\$ 7,175.00	\$ 5,125.00
Office	516.00	33,700.00	2,163.59	15,272.45	18,427.55
Student Employees	518.00	-0-	318.00	1,547.63	(1,547.63)
Total Salaries		\$ 46,000.00	\$ 3,506.59	\$ 23,995.08	\$ 22,004.92
<u>Contractual Services</u>					
524.00	\$ -0-	\$ -0-	\$ (100.00)	\$ (100.00)	\$ 100.00
<u>Instr. Materials & Supplies</u>					
Purchases-Books-For Resale	536.1	\$237,000.00	\$32,414.95	\$165,999.83	\$ 10,671.55
Beginning Inventory-Books	536.2	22,000.00	-0-	20,760.08	1,239.92
Ending Inventory-Books	536.3	(24,000.00)	(54,592.51)	(81,024.21)	57,024.21
Purchases-Supplies-For Resale	536.4	30,000.00	2,378.33	24,317.86	(14,387.14)
Beginning Inventory-Supplies	536.5	17,400.00	-0-	17,713.86	(313.86)
Ending Inventory-Supplies	536.6	(18,400.00)	(21,079.63)	(42,215.68)	23,815.68
Total Instruc.Matls.& Supplies		\$264,000.00	\$ (40,878.86)	\$105,551.74	\$ 78,050.36

EXP. & ENCUMB.	ACCOUNT		EXP. & ENCUMB.		UNENCUMBERED BALANCE
	NUMBER	BUDGET	JAN.	TO DATE	
<u>General Materials & Supplies</u>					
Office Supplies	541.00	\$ 1,280.00	\$ 14.85	\$ 748.09	\$ 919.14
Printing & Offset Dupl.	542.00	2,100.00	22.55	345.55	345.55
Advertising	544.00	1,450.00	-0-	135.00	396.00

33,054.00

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
Gen.Matls.& Supplies (Cont.)						
Publications & Dues	545.00	\$ 225.00	\$ -0-	\$ 16.95	\$ 16.95	\$ 208.05
Service Supplies	546.00	-0-	20.80	20.80	20.80	(20.80)
Repairs & Maintenance	547.00	-0-	-0-	129.05	136.85	(136.85)
Total Gen.Matls. & Supplies		\$ 5,055.00	\$ 58.20	\$ 1,395.44	\$ 1,835.29	\$ 3,219.71
Travel & Meeting Expense	554.00	\$ 600.00	\$ -0-	\$ -0-	\$ -0-	\$ 600.00
Fringe Benefits	560.00	\$ 1,500.00	\$ 59.00	\$ 59.00	\$ 59.00	\$ 1,441.00
Mixed Charges - Telephone	573.00	\$ -0-	\$ -0-	\$ 26.89	\$ 26.89	\$ (26.89)
Capital Outlay						
Equipment - Office	585.00	\$ -0-	\$ -0-	\$ 4,839.92	\$ 6,112.15	\$ (6,112.15)
Equipment - Miscellaneous	588.00	-0-	-0-	31.76	31.76	(31.76)
Equipment - Service	589.00	8,000.00	-0-	-0-	-0-	8,000.00
Total Capital Outlay		\$ 8,000.00	\$ -0-	\$ 4,871.68	\$ 6,143.91	\$ 1,856.09
Other						
Provision for Contingency	595.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Financial Charges & Adjusts.	596.00	250.00	(.29)	153.77	153.77	96.23
Facilities Charges	597.00	1,000.00	-0-	-0-	-0-	1,000.00
Total Other		\$ 1,250.00	\$ (.29)	\$ 153.77	\$ 153.77	\$ 1,096.23
TOTAL BOOKSTORE EXPENDITURES		\$326,405.00	(37,255.36)	\$135,953.60	\$218,063.58	\$108,341.42

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		JAN.	TO DATE	
300.00	\$ -0-	\$ -0-	\$ 602.53	\$ (602.53)
<u>Public & Auxiliary Services</u>				
455.00	\$ 400.00	\$ 70.00	\$ 116.25	\$ 283.75
	\$ 400.00	\$ 70.00	\$ 116.25	\$ 283.75
<u>Transfers In</u>				
489.10	\$ 33,083.00	\$ -0-	\$ -0-	\$ 33,083.00
<u>Transfers In from Educa. Funds</u>				
<u>Transfers In from Student Activity Fund</u>				
489.60	6,000.00	-0-	-0-	6,000.00
	\$ 39,083.00	\$ -0-	\$ -0-	\$ 39,083.00
	\$ 39,483.00	\$ 70.00	\$ 718.78	\$ 38,764.22

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		JAN.	TO DATE		
512.00	\$ 87.00	\$ -0-	\$ -0-	\$ -0-	\$ 8,700.00
515.00	-0-	-0-	-0-	-0-	-0-
518.00	-0-	-0-	-0-	-0-	-0-
	\$ 87.00	\$ -0-	\$ -0-	\$ -0-	\$ 8,700.00
<u>Contractual Services</u>					
520.00					
529.00	\$ 30.68	\$ 305.10	\$ 1,372.65	\$ 1,972.65	\$ 1,095.35
	\$ 30.68	\$ 305.10	\$ 1,372.65	\$ 1,972.65	\$ 1,095.35
<u>Instruc. Materials & Supplies</u>					
531.00	\$ 96.00	\$ 26.85	\$ 3,342.54	\$ 8,419.00	\$ 1,181.00
	\$ 96.00	\$ 26.85	\$ 3,342.54	\$ 8,419.00	\$ 1,181.00

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

EXPENDITURES (Cont.) Item, Materials & Supplies	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
Office	541.00	\$ 170.00	\$ 1.00	\$ 134.83	\$ 134.83	\$ 35.17
Printing & Offset Dupl.	542.00	700.00	11.38	731.84	1,246.84	(546.84)
Postage	543.00	-0-	-0-	-0-	-0-	-0-
Advertising	544.00	-0-	-0-	-0-	-0-	-0-
Publications & Dues	545.00	500.00	12.00	315.30	315.30	184.70
Total Gen. Materials & Supplies		\$ 1,370.00	\$ 24.38	\$ 1,181.97	\$ 1,696.97	\$ (326.97)
<u>Travel & Meetings</u>						
Meeting Expense	551.00	\$ -0-	\$ -0-	\$ 5.00	\$ 5.00	\$ (5.00)
Mileage - Local	552.00	-0-	-0-	-0-	-0-	-0-
Travel Expense	554.00	33.00	8.20	905.43	905.43	2,394.57
Vehicle Expense	556.00	3,500.00	330.00	718.42	718.42	2,718.58
Total Meeting & Travel		\$ 6,800.00	\$ 338.20	\$ 1,691.85	\$ 1,691.85	\$ 5,108.15
<u>Fringe Benefits</u>						
Insurance	566.00	\$ -0-	\$ -0-	\$ 72.00	\$ 72.00	\$ (72.00)
Other	569.00	-0-	-0-	90.00	90.00	(90.00)
Total Fringe Benefits		\$ -0-	\$ -0-	\$ 162.00	\$ 162.00	\$ (162.00)
<u>Fixed Charges</u>						
Rental Facilities	575.00	\$ 1,700.00	\$ -0-	\$ 300.00	\$ 300.00	\$ 1,400.00
General Insurance	578.00	800.00	-0-	108.00	108.00	692.00
Total Fixed Charges		\$ 2,500.00	\$ -0-	\$ 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	-0-	5,274.21	7,030.85	294.15
Total Capital Outlay		\$ 7,445.00	\$ -0-	\$ 5,274.21	\$ 7,030.85	\$ 414.15
TOTAL INTER-COLLEGIATE EXPENDITURES		\$ 39,483.00	\$ 694.53	\$ 13,433.22	\$ 21,381.32	\$ 18,101.68

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		JAN.	TO DATE	
300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
459.00	15,000.00	140.17	4,337.49	10,662.51
TOTAL REVENUE	\$15,000.00	\$140.17	\$4,337.49	\$10,662.51

ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
		JAN.	TO DATE	
510.00	\$ 4,000.00	\$ -0-	\$ 59.85	\$ 3,940.15
540.00	1,000.00	-0-	61.45	938.55
570.00	8,000.00	-0-	3,528.50	4,471.50
597.00	2,000.00	-0-	-0-	2,000.00
TOTAL EXPENDITURES	\$15,000.00	\$ -0-	\$3,649.80	\$11,350.20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT
FOR THE SEVEN MONTHS ENDED JANUARY 31, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		JAN.	TO DATE	
300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
450.00	\$ -0-	\$ -0-	\$ 34.66	\$ (34.66)
459.00	6,000.00	751.13	4,820.34	1,179.66
459.10	2,500.00	-0-	-0-	2,500.00
Total Revenue	\$8,500.00	\$751.13	\$4,855.00	\$3,645.00

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		JAN.	TO DATE		
510.00	\$6,000.00	\$359.10	\$1,715.43	\$1,715.43	\$4,284.57
Total Salaries	\$6,000.00	\$359.10	\$1,715.43	\$1,715.43	\$4,284.57
540.00	\$ 500.00	\$ -0-	\$ 111.79	\$ 220.84	\$ 279.16
Total Gen. Materials & Supplies	\$ 500.00	\$ -0-	\$ 111.79	\$ 220.84	\$ 279.16

585.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
588.00	-0-	-0-	35.00	35.00	(35.00)
Total Capital Outlay	\$ -0-	\$ -0-	\$ 35.00	\$ 35.00	\$ (35.00)

597.00	\$ 500.00	\$ -0-	\$ 710.00	\$ 710.00	\$ (210.00)
Total Facilities Charges	\$ 500.00	\$ -0-	\$ 710.00	\$ 710.00	\$ (210.00)

TOTAL EXPENDITURES	\$7,000.00	\$359.10	\$2,572.22	\$2,681.27	\$4,318.73
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WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (PUBLICATIONS)

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JAN. TO DATE	
Publications	459.00	\$ -0-	\$ 69.15	\$ (69.15)
TOTAL REVENUE		\$ -0-	\$ 69.15	\$ (69.15)

AUXILIARY FUND - (EQUIPMENT LEASING)

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JAN.	TO DATE		
Capital Outlay						
Service Equipment	598-000-588	\$ -0-	\$ -0-	\$ 348.84	\$ 348.84	\$ (348.84)
Cafeteria Service Equip.	598-100-588	-0-	6,530.03	12,843.75	13,905.29	(13,905.29)
Bookstore Service Equip.	598-200-588	-0-	-0-	26,100.56	26,100.56	(26,100.56)
TOTAL EXPENDITURES		\$ -0-	\$ 6,530.03	\$ 39,293.15	\$ 40,354.69	\$ (40,354.69)

AUXILIARY FUND - (OTHER ACTIVITIES)

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JAN. TO DATE	
Fund Equity	300.00	\$ -0-	\$ -0-	\$ (215.00)
		\$ -0-	\$ 215.00	\$ (215.00)

EXHIBIT A

February 10, 1970

RECEIVED
FEB 11 1970
BUSINESS OFFICE

Mr. William Mann
William Rainey Harper College
District 512
1501 South Roselle Road
Palatine, Illinois 60067

Re: William Rainey Harper College - Phase I

Dear Mr. Mann:

Enclosed are three (3) copies of the "Punch List" books and the related certificate of substantial completion on the above project.

Please sign all copies of the certificates of substantial completion (including the three "loose" copies in the IBA book), retain the "Users" book and certificate, and forward the two books, and the three "loose" certificates to the IBA for signing and distribution.

Yours very truly,


Frank L. Larocca

FLL/C

Enclosures 3 Punch List Books

cc: Mr. Charles Martini, IBA

Frank M. Hines *Attorney at Law*

31 PARK LANE
AT HIGGINS & ARLINGTON HEIGHTS ROAD
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

RECEIVED
FEB 17 1970
BUSINESS OFFICE

February 17, 1970

Mr. William Mann
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois

Re: Certificate of Substantial Completion

Dear Mr. Mann:

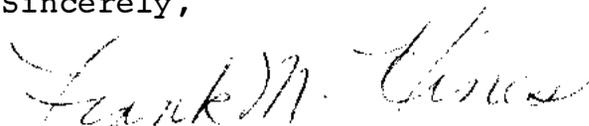
I have reviewed the above document, prepared by the Architect, and also have discussed same with Mr. Hughes in conjunction with the contractual references to this subject.

Assuming only that the work is, in the opinion of the Architect, substantially completed, it is my opinion that it would be appropriate for the Board of Trustees to approve the certificate and execution thereof.

A review of the certificate and the agreement makes it evident that ample protection exists as to any remaining work required by contract.

The fact that a number of claimed change orders are or might be yet outstanding, injects some uncertainty into the status of this matter, but does not, in my opinion, warrant, require, or make desirable the delaying of the approval and processing of the certificate of substantial completion.

Sincerely,



FMH:cas

ILLINOIS BUILDING AUTHORITY

WILLIAM RAINEY HARPER COLLEGE - PHASE I

CERTIFICATE OF SUBSTANTIAL COMPLETION

Date of

Issuance: January 9, 1970

IBA Project No: 74-95-01

HEW Project No: 3-5-00009-0

Project, or
Specified Area,

Project: William Rainey Harper College

Shall Include: All Buildings and Site

Address: Palatine, Illinois

IBA Contract No: 74-95-01

Contract Date: September 29, 1967

TO: THE ILLINOIS BUILDING AUTHORITY

OWNER

The Work performed under the subject Contract has been reviewed on this date and found to be substantially completed.

DEFINITION OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of a project or specified area of a project is the date when the construction is sufficiently completed, in accordance with the Contract Documents, as modified by any change orders agreed to by the parties, so that the User can occupy the project or specified area of the project for the use for which it was intended.

Roofs, Sitework and Landscaping are not included in enclosed "Punch List"

A list of items to be completed or corrected, prepared by the Architect and distributed to the Contractor, is appended hereto. This list may not be exhaustive, and the failure to include an item on it does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereto.

Fitch Larocca Carington Jones

ARCHITECT



AUTHORIZED REPRESENTATIVE

January 19, 1970

DATE

The Contractor will complete or correct the work on the list of items appended hereto within 45 days from the above date of issuance of this Certificate.

Corbetta Construction Co., of Illinois

CONTRACTOR



AUTHORIZED REPRESENTATIVE

2/2/70

DATE

The User accepts the project or specified area of the project as substantially complete and will assume full possession of the project or specified area of the project at _____ (time), on _____ (date).

William Rainey Harper College

District #512
USER

AUTHORIZED REPRESENTATIVE

DATE

Illinois Building Authority

OWNER

AUTHORIZED REPRESENTATIVE

DATE

Exhibit D
Board Action

- I. Subject
Establishment of a Community Counseling Center

- II. Reason for Consideration by the Board
This is a policy matter regarding institution of a new service to the community on a fee basis.

- III. Background Information
(See attached proposal)

- IV. Recommendation
That the board authorize the establishment of a non-profit self supporting community counseling service and authorize the establishment of a fee structure to support the service.

PROPOSAL FOR A COMMUNITY COLLEGE COUNSELING CENTER

Rationale

Harper College has an excellent opportunity to become one of the outstanding vocational and educational counseling and testing centers in the country. We have the manpower and professional expertise to expand our current counseling services into a thoroughly comprehensive center, offering aid and assistance to the community-at-large, as well as to Harper students.

Furthermore, there has been an expression of interest and need from the community relating to the possible counseling and testing services which the college could offer. The Dean of Guidance has received a number of referrals soliciting educational-vocational testing from concerned parents, faculty, and others in the community.

The counseling and testing service would be available to non-Harper clients regardless of age on a fee basis. A student finishing high school or recently out of school could become a client because of problems that involve choosing an appropriate occupational goal; finding a suitable college or other educational institution; obtaining information about different kinds of work; or diagnosing academic difficulties. An older client may be wondering about the desirability of returning to school; the suitability of some specialized career training program; or the wisdom of changing to another occupation after some years of experience in his present work.

Harper already has developed and is utilizing a comprehensive battery of tests measuring various qualities in the student that are known to be related to successful life adjustment. The significant factors in the test results, which influence the decision making process are thoroughly reviewed with the student, hopefully resulting in the student being better able to actualize his own potential.

In addition to the educational-vocational testing and counseling there are other areas which the center could cover. There is a need for an agency to administer individual psychological tests. Some of the elementary school districts and other agencies may well send clients here for testing and writeups of the results. The college has recently been approved as a GED (General Educational Development) test center. It is estimated that close to 700 people may take this test here next year. The college receives \$5.00 per person to administer the test. In addition, we may become a central testing center for other national standardized tests.

Facilities

Our new campus facilities were designed with the thought in mind that we could develop a community counseling center, therefore, we are well set up to conduct the program in our central counseling facilities.

Accreditation

The counseling center is in the final stages of being accredited as

An approved counseling agency by the American Personnel and Guidance Association. We expect accreditation within the next several months. While this accreditation is not essential to our beginning the community counseling service it would enhance our program and it would help us in developing our services.

Staff

The community counseling center would be administered by Dr. Fischer. He is well qualified for this task having his doctorate in counseling psychology with good experience at all levels of counseling. His graduate work includes a solid background in testing and psychometrics as well as in counseling and therapy. In addition we would like to employ (see exhibit F) a director of testing with a strong credential in Psychometrics (hopefully a doctorate) to assist Dr. Fischer in setting up the community counseling center and in carrying out the program. This person would serve half time in the community counseling center and half time in the regular guidance program. The counseling staff of the college would be used on an overtime basis along with certain well qualified counselors to interpret tests and carry on the consultations. The Harper counseling staff includes two doctorates in counseling and several counselors with graduate work beyond the masters, therefore, the staff would be highly competent to service the community.

The total program would be supervised by Dr. Harvey, the Vice-president of Student Affairs who has his doctorate in counseling and guidance and who has directed two different college counseling centers. As a graduate student he counseled in a college center that served as a community

counseling center in addition to serving the college population.

Cost to the Client

In order to make the community counseling service a self sustaining non-profit enterprise fees would be charged for services to non-students. The fee schedule would include fees for consultations and for testing. We estimate the vocational testing service would cost \$85. This would provide the client with a battery of vocational tests, a test profile and an interpretation of the results. At present Northwestern and I.I.T. offer this same service at costs well above what we would need to charge. Northwestern charges \$100 and I.I.T. \$100-\$125. Individual consultations would cost between \$10-\$15 per hour and the individual psychological tests would be priced individually based on the test, length of time to administer, etc.

We conservatively estimate that if the service is properly publicized we could serve as many as 200 clients for the vocational testing service in 1970-71.

A number of senior colleges and universities offer similar services but few if any community colleges have developed a quality community counseling and testing service. The senior institutions often use these outside clients for the training of their graduate students. In our program the client would be seen by fully trained professionals.

Estimated Budget for 1970-71

	<u>Expenditures</u>	<u>Income</u>
Salary of Director of Testing ($\frac{1}{2}$ time)	\$ 9,000	
Cost of secretary ($\frac{1}{2}$ time)	2,750	
Supplies (office and testing)	2,000	
Office Equipment (furniture and typewriter)	2,000	
Salaries for counselor consultations and test interpretations	3,000	\$
GED Tests (700 @ \$5.00 per test)		3,500
Vocational test batteries (200 @ \$85)		17,000
Other tests and consultation		<u>1,250</u>
	<u>\$18,750</u>	<u>\$21,750</u>

Exhibit E
Board Action

I. Subject

Opening of Director of Testing Position

II. Reason for Consideration by Board

This is a new position

III. Background Information

This position would involve half time in developing the new community counseling service and half time in developing the internal testing program of the college (see attached job description). Half of the Director of Testings salary would be paid from the funds of the community counseling center and half from the educational fund. We believe this person is needed to develop the placement and vocational testing program of the college as well as to work with faculty and assissment problems. He would be a line officer, reporting to the Dean of Guidance.

The person desired would need a minimum of an M.A. degree in psychology or counseling plus additional graduate work and experience in psycometrics, and either have or be qualified to receive a license in Illinois as a registered psychometrist. A doctorate preferred.

IV. Recommendation

That the board approve the employment of a Director of Testing on a twelve month basis within a salary range of \$15,000 - \$19,000.

DIRECTOR OF TESTING

Functions

1. Supervise a testing service for Harper students; (e.g., Math, English placement tests, vocational tests, etc)
2. Develop and administer (on a fee basis) a comprehensive educational-vocational testing and diagnostic service for extension to the entire community.
3. Aid the faculty in the development of measurement instruments to assess behavioral objectives.
4. Administer individual psychological tests.
5. Employ and train part-time help to assist in the interpretation of the vocational-educational tests given to non-Harper students.
6. Aid the Coordinator of Developmental Programs in the selection-assessment of developmental students.
7. Provide supervision for all national testing programs; (e.g., ACT, SAT, GED)
8. Consult on specific assessment needs with counselors, faculty and administrators.
9. Review and distribute information on new tests and instruments.
10. Produce and update testing handbook for counselor use.
11. Cooperate with the Director of Institutional Research when common needs or problems develop.
12. Provide inservice training in testing for faculty and staff.
13. Supervise secretarial and/or paraprofessional staff under his direction.
14. Articulate with test centers throughout the country.

THE ESTABLISHMENT AND ORGANIZATION OF
STUDENT HEALTH SERVICE

During the first weeks of existence of the Health Service a great deal of time went into the actual physical development of the service. Files had to be moved and systems established; equipment was ordered and set up.

All student health forms were screened and records with abnormalities were coded. Students with these abnormalities were contacted and interviewed with regard to their physical problem. In certain cases students were followed regularly. The counseling folders of the students with abnormalities were also coded. Faculty, administration and staff health forms were also screened.

Students with Physical Education limitations were contacted and counseled with regard to the limits of their restriction. Students with physical disabilities affecting ambulation were given special parking privileges. In instances of prolonged absenteeism, instructors were contacted.

Plans were made to have the National Tuberculosis Association bring the mobile x-ray unit on campus.

A committee of concerned faculty members under the direction of the Health Service have formed a Safety and Environmental Committee. This committee's direct concern is a safe campus community.

Preparation for a drug abuse program has been started and completed. A three day seminar will be held March 3rd, 4th and 5th.

The need for a physician consultant has manifested itself many times during the first semester of existence of the Health Service.

The following are a list of responsibilities we would ask the College Physician to accept:

1. Accept medico-legal responsibility for Harper College Health Service.
2. Authorize a list of standing orders and update them periodically.
3. Assist the Registered Nurse in screening health records.
4. See those students who have major medical problems that need to be investigated more thoroughly.
5. Be available to the Health Service on a consultation basis whenever an unusual circumstance arises.
6. Assist the nurse in establishing policies and procedures for the Health Service.

In proposing such a position it would not be necessary to exceed payment of \$3000 for the year 1970 - 71.

SUMMARY FOR FALL SEMESTER 1969 - '70

HEALTH SERVICE

Loretta Szymaszek, R.N.

January 22, 1970

1. Total number of Health Services given -----	4264
2. Total number of contacts by nurse -----	356
3. Total number seen for First Aid or illness -----	108
4. Total number seen for Health Counseling -----	220
5. Total number of students seen on a regular basis -----	6
6. Total number of student contacts through correspondence -----	525
7. Total of number of students with special parking priviliges -----	8
8. Conference with College personnel -----	14
9. Number of students referred to private physician -----	14
10. Number of students sent to Community Agency -----	10
11. Number of memorandums regarding absenteeism -----	21
12. Total number of student health records screened -----	3218
13. Other health records screened -----	272

*I called
this in
wfm*



MEMBERS
FRANK F. FOWLE, CHAIRMAN
JOHN K. COX, VICE-CHAIRMAN
JAMES A. BRALLEY
WILLARD A. BROWN
RICHARD G. BROWNE
LEE O. DAWSON
MRS. BARNEY KAHN
RAY PAGE
MRS. PATRICK B. PRESCOTT

STATE OF ILLINOIS
ILLINOIS JUNIOR COLLEGE BOARD

544 ILES PARK PLACE
SPRINGFIELD, ILLINOIS 62706

GERALD W. SMITH
EXECUTIVE SECRETARY

ASSOCIATE SECRETARIES
G. ROBERT DARNES
ALBERT H. MARTIN
CHESTER PACHUCKI
CARL E. THORNBLAD
F. C. TOMPKINS

AREA CODE 217
525-2495



February 12, 1970

RECEIVED
FEB 13 1970
OFFICE OF THE SECRETARY

To: Presidents, Illinois Public Junior Colleges
From: F. C. Tompkins, Associate Secretary
Illinois Junior College Board
Subject: ANTI-POLLUTION

As you probably have noted, the stress of the moment is the concern of pollution -- air, water and earth.

The Board of Higher Education has been asked to make a survey concerning the part public junior colleges and universities play in the pollution of any one or all three of the above areas.

The Illinois Junior College Board staff is asked to have a report from each and every public junior college campus in Illinois by Tuesday, February 17. Please telephone the Illinois Junior College Board office, area 217-525-2495, Monday or Tuesday, February 16 or 17, with answers to the enclosed questionnaire. Mrs. Wilson or Mr. Tompkins will take the calls and record the information which must be turned over to the Board of Higher Education on February 18.

Your cooperation in the past has been excellent and I know I can expect the same now. Thanks.

FCT:ew
Enclosure

State of Illinois
ILLINOIS JUNIOR COLLEGE BOARD
544 Iles Park Place
Springfield, Illinois 62706

ANTI-POLLUTION QUESTIONNAIRE

1. What type of fuel is planned for the heating system for your school?

April 1 - Oct. 15 Oct. 15 - Apr. 1
Electric _____ Gas X Oil X Coal _____
#6 1% or less sulfur

2. What type of incinerator is planned for your school?

Gas X Electric _____ Other _____ with gas after burner

3. How do you dispose of your refuse?

Burning X Separation and packaging X garbage
Paper

4. Do you have any course offerings which would discharge pollutants into the air, such as automobile or furniture finishes? If so, how are pollutants reduced?

NO

Do you have any chemical pollutants? If so, how are these reduced?

NO

5. Sewage system:

What pollutants enter your sewage system, such as chemicals, oil products, etc.?

NONE

District Ownership?

Primary _____ Complete _____
If primary, what precautions are taken to breakdown pollutants?

City or County line connection? Yes X No _____

6. Do you have your own well? Yes _____ No X

If yes, how is the water purified? _____

THE ABOVE INFORMATION IS TO BE TELEPHONED TO MR. TOMPKINS OR MRS. WILSON AT THE ILLINOIS JUNIOR COLLEGE BOARD OFFICE, TELEPHONE AREA 217-525-2495, MONDAY OR TUESDAY, FEBRUARY 16 or 17.

FOR BOARD ACTION

I. SUBJECT:

Recommendation for additional exterior lighting on campus.

II. INFORMATION:

After a few preliminary recommendations from our architect, we made our own survey and sent our recommendations to the architect. In addition, Mr. William Given, of Caudill, Rowlett and Scott, visited the campus and a nighttime tour was made. The results of this tour, plus our own input to CRS, was the basis for the present recommendation.

We have attached a copy of Mr. Finlay's letter, in which the cost for each system, plus the total cost is listed. A representative sample of one of the recommended fixtures, plus pictures, will be presented at the Board Meeting. In addition, Mr. Finlay will be present to make the presentation and respond to any questions.

10 February 70

Mr. D. M. Mistic, Director of Business Services, William Rainey Harper College, Algonquin and Roselle Roads, Palatine, Illinois 60067

cc: William Mann

RE: NEW EXTERIOR LIGHT LAYOUT

DON, we are forwarding under separate cover three prints of our recommendation for additional exterior lighting at the campus. We have color coded on one print the three systems that we are using. Our cost estimate at this time for this work would be:

Fixture Unit A System	\$15,200	19 UNITS
Fixture Unit B System	\$15,000	42 UNITS
Fixture Unit C System	<u>\$ 3,900</u>	15 UNITS
Total	\$34,100	

I feel like this new system gives us great flexibility to add additional new lighting that can be used in our Phase 2A and 2B work. We are asking that a representative of this company in the Chicago area bring by the College samples for your inspection. If you have any questions about this, please let me know.

Best regards.



A handwritten signature in cursive script, appearing to read 'Louis E. Finlay'.

Louis E. Finlay, AIP, Associate Partner

WILL ROWLETT SCOTT
ARCHITECTS PLANNERS ENGINEERS
1111 WEST LOOP, SOUTH
PO. BOX 22427
HOUSTON TEXAS 77027
CABLE: CROSCOT HOUSTON
713-621-9600

FOOD SERVICE REPORTS

February 26, 1970

CONTENTS:

Projected Sales & Expenses through June 30, 1970

February 15 - Operating Report

Productivity Analysis

Menu Pricing Report

Submitted By: E. A. Goodwin

PROJECTED SALES AND EXPENSES
Through June 30, 1970

	TO DATE						Year End	Budget	% of Budget
	Jan. 31	Feb.	March	April	May	June			
Days Full		20	19/\$1000	19/\$1 M	21/\$1 M	0/1 M			
Days Partial			2@150	3@150		22@150			
Income Cafe.	80,561	20,000	19,300	19,450	21,000	3,300	163,611		
Dining Room	6,332	1,740	1,653	1,653	1,827	---	13,205		
Catering	8,388	1,000	1,000	1,000	1,000	300	12,688		
Total Income	95,281	22,740	21,953	22,103	23,827	3,600	189,504	242,150	78.3%
Salaries Adm.	8,750	1,250	1,250	1,250	1,250	1,250	15,000	15,000	
" " Prof.	9,044	1,292	1,292	1,292	1,292	1,292	15,504	15,500	
" " Office	3,020	425	425	425	425	425	5,145	9,000	
" " Stud.	2,774	480	456	456	504	-0-	4,670	22,000	
" " Hourly	35,333	6,960	7,160	6,912	7,308	2,200	65,873	45,000	
" " Fringe	5,168	1,040	1,058	1,033	1,077	5.16	9,892		
Total Payroll	64,090	11,447	11,641	11,368	11,856	5,683	116,085	117,338	98%
Total Fd. Cost	40,275	9,323	9,000	9,062	9,769	1,476	78,905	96,860	81.4%
Service Supplies									
Cleaning	819	182	176	177	191	29	1,574		
Disposables	3,321	795	768	774	834	126	6,618		
Laundry	1,257	296	285	287	309	47	2,481		
Service Supp.	702	159	154	155	167	25	1,362		
To Serv. Supplies	6,100	1,432	1,383	1,393	1,501	227	12,035	16,951	70.9%
Office Supp. 541	179	25	25	25	25	25	304	350	
Printing 542	50	7	7	7	7	7	85	350	
Publications 545	62	50	40	--	--	--	152	200	
Travel Local 552	67	25	25	25	25	25	.92	200	
Travel Exp. 554	247	250	100	100	100		797	900	
Advert. 544	60	--	--	--	--	--	60	-0-	
Finance Chg.	163	--	--	--	--	--	163	-0-	
Total Other	828	357	197	157	157	57	1,753		
Total Expenses	111,293	22,559	22,221	21,980	23,283	7,443	208,778		
Gain (loss)	(16,012)	181	(268)	123	544	(3,843)	(19,274)		
Pre-opening expenses							9,000		
YEAR END NET LOSS									(\$10,274)

FOOD SERVICE OPERATING REPORT ALL expenses other than labor are estimated.

PERIOD ENDING 2-15-70 P & L

DATE	Total	Meat	Pantries	Veget.	Groceries	Dairy	Ice Cream	Re-sale	Other	Snack P. M.	Catering	Other
2-11	546.12	546.12										
Total	546.12	546.12										

DATE	Caf. A. M.	Caf. P. M.	Dining Room	Snack A. M.	Snack P. M.	Catering	Other
2-11	43	415	36	37	37	89	
2-12	42	487	32	38	40	90	
2-13	43	602	36	36	34	81	
2-14	41	556	39	40	20	62	
2-15	41	556	39	40	20	62	
2-16	41	556	39	40	20	62	
2-17	41	556	39	40	20	62	
2-18	41	556	39	40	20	62	
2-19	42	552	37	38	39	63	
2-20	39	480	38	38	37	57	
2-21	41	494	26	26	27	18	
2-22	41	528	40	40	40	62	
2-23	38		111.70	83	15	36	
2-24	411	4316	294	891.40	653	1349	
Total	10,775.43						

TOTAL SALES FOR PERIOD 10,775.43 Average Sale Per Customer as below

TOTAL CUSTOMERS SERVED 23073 + 711 = 23,784 Average Sale Per Hour Worked 6.42 + catering

TOTAL HOURS WORKED 1,463 + 120 + 140 = 1723 Average Customer Per Hour Worked 13

OPERATION 3003 FTE + 225 Fac. & Staff = 3,228 Sales Per Capita

PERIOD OF DAYS OF OPERATION 31.66 % Participation 31.66

AVERAGE CUSTOMERS PER DAY 10 days-av. sales cafe day 744.58

FIGURES SHOWN AFTER TAXES 8 " " " nite 197.91

of Student Employees 5 Average " " " Caf. PM 29.4

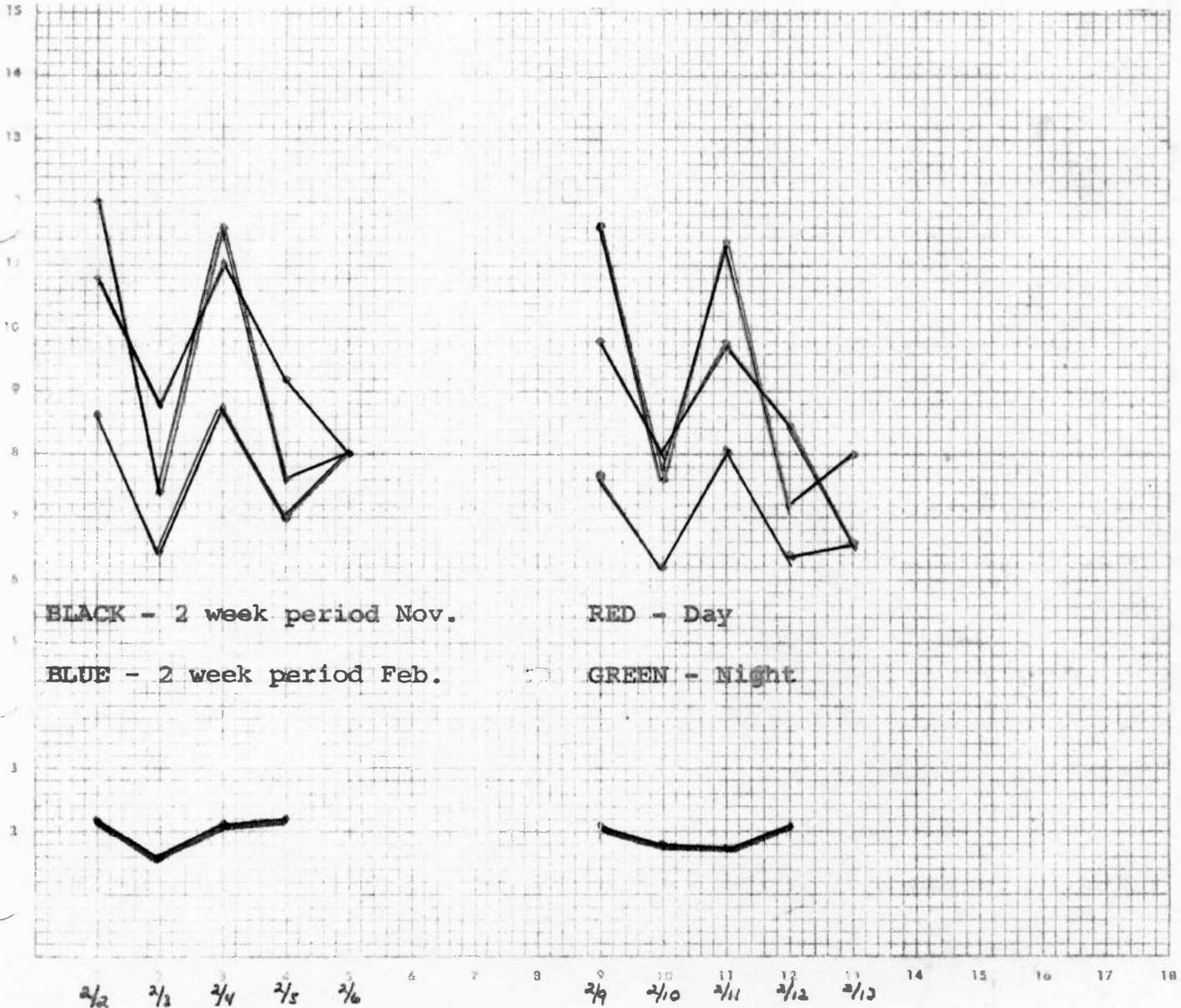
of hourly employees 27 Average " " " FDR 1.35

Total Average sale per cust. 46.6 Average sales day w/o catering 1,022.04

ITEM	\$	%
Cafeteria	9,329.08	
Snack Bar		
Dining Room	891.40	
Catering	854.95	
Other		
Total Income	11,075.43	
Salaries Admin.	625.00	
Salaries Profes.	646.00	
Salaries Office	212.50	
Salaries Hourly	3,472.23	
Salaries Student	238.71	
Fringe	519.44	
Vac. & Holiday		
A equal		
Total Labor	5,713.88	51.5
Purchases Meat		
Purchases Ft. & Veg.		
Purchases Groceries		
Purchases Dairy		
Purchases Ice Cream		
Purchases Re-Sale		
Purchases Other		
Total Food Cost Est.	4,651.50	42
(Cleaning Supplies	91	.8%
Disposables	393	3.5%
Laundry	148	1.3%
Misc.	79	.7
Total Supplies	711	6.3%
Materials & Supp.	25	
Travel & Meeting	25	
Telephone/Printing	7	
Rep-Publicity	25	
Interest	--	
Equip. Office	--	
Equip. Misc.	200	
Contingency		
Financial Charges	539.00	
Total Other	539.00	
TOTAL EXPENSES	11,615.38	
TOTAL GAIN (LOSS)	(539.95)	

PRODUCTIVITY - FEBRUARY 9-12

	Mon. <u>2-9</u>	Mon. <u>2-10</u>	Tues. <u>2-11</u>	Wed. <u>2-12</u>	Thurs. <u>2-12</u>	Total <u>Week</u>
Hrly. & Student Staff Total	156.00 <u>28.00</u>	158.75 <u>28.00</u>	148.00 <u>28.00</u>	155.00 <u>28.00</u>		
Hours Worked	184 hours	187 hrs.	176	183		730 hours
Sales w/o cater.	1,063.00	916.28	1,058.82	930.30		3,968.40
Productivity per man hour worked	\$5.77	4.89	6.01	5.08		5.44



SAMPLE FOOD ITEMS AND PRICE STRUCTURE

I Entree Items and Combination Plates

A. Meats

Sliced roast beef - potato/gravy	.80
Grilled veal steak	.65
Sliced meat loaf - vegetable	.70
Grilled liver and onions	.65
Salisbury steak - vegetable	.75
Ham and broccoli roll - cheese sauce	.70
Corned beef - cabbage	.70
Grilled cube steak - potato and vegetable	.90
Breaded beef pattie - potato and vegetable	.85
Sliced ham - sweet potato	.80
Breaded pork cutlet - vegetable	.75
Pepperloaf - potato/gravy	.70
Baked veal steak - dressing	.80
Beef turnover - vegetable	.80
Swiss steak - potato/gravy	.80
Veal parmesian - vegetable	.75
Meatballs - noodle and gravy	.75

B. Fowl

Sliced turkey - dressing	.85
Breaded chicken cutlet - vegetable	.75
Fried chicken - potato	.90
Turkey ala king - vegetable	.80

C. Fish

Breaded ocean perch	.65
Fillet of sole	.75
Fillet of whitefish	.75
Seafood plate - fries	.90
Clam krisps - fries	.80
Breaded shrimp and fries	1.00

D. Extended Items

Macaroni and beef casserole - vegetable	.70
Beef chop suey - rice	.70
Ham and scalloped potato	.65
Potato topped ham pie - vegetable	.75
Roast beef hash - vegetable	.70
Baked spaghetti - garlic toast	.70
Seafood Newburg - vegetable	.80
Hungarian goulash - noodles and vegetable	.80
Tuna ala king - rice and vegetable	.70
Macaroni and cheese - vegetable	.60
Manicotti and meat sauce - vegetable	.75
Stuffed peppers - potato	.75
Egg foo yong - rice	.65
Tuna croquettes - vegetable	.75
Potato pancakes - sausage links	.65
Bratwurst and Baked beans	.65

Page 2 - Sample Food Items and Price Structure

E. Hot Sandwich Items

Coney island hot dog - fries	.65
Smoked thuringer and sauerkraut	.65
Ruben Sandwich - fries	.80
Sloppy joe on bun	.45
Frank and cheese on bun	.40
Stacked beef sandwich	.65
Italian sausage on bun	.65
Meatball hero sandwich	.65
Open-faced hot turkey sandwich	.70
Smoked thuringer on bun	.65

II Salad Prices

Plain gelatin	.15
Plain cottage cheese	.15
Cole slaw	.20
Hard boiled eggs	.20
Fruit and cottage cheese	.25
Tossed salad	.25
Potato salad	.30
Macaroni salad	.30
Combination bean salad	.30
Macaroni and fish/meat salad	.35
Stuffed tomato	.45

III Dessert Items

Fruit pies	.25
Cream pies	.25
Whipped jello	.20
Fruit cup	.20
Pudding	.20
Yogurt	.25
Bavarian creme	.15
Bread pudding	.25
Cakes	.25
Ice cream novelties	.15 -.20

	Walgreens	Dairy Queen	Burger King	McDonald	Lum's	Jack-in-BOX	Mr. Donut	Amy Joy	Arby's	Toodle Home	Harper
Lg. Hamb.		55	55	49		54				55	55
Lg. Hamb-Cheese						59				65	60
Fish			49	35	50						40
Hamb.			25	20		28					35
Cheeseburg			30	25		34					40
Sloppy Joe					45						45
Hot Dog		35	29		40						35
Cheese Dog		40									
Fries		22	22	20	30	22					25
Carb. & Non Drinks	20 30		15 20	15 20	15 25	15 20	15	15	15 20	15	15
Coffee		10	15	15	15		15*	15 25	15	15	10
Hot Choc.					15			15			15
Tea	20				15		15		15	15	10
Milk	20-25 30-35		20	15			15		15	20	12 17
Donuts							13	10			12
Sweet rolls											15
Fruit Pies					35					35	25
Cream Pies	35				40						25
Chili					55						25 45
Sanka	20									20	10

COMPARISON PRICE SHEET

SPEAKERS ON REFERENDUM

- ✓ February 5 - Arlington Heights Jaycee Wives
8:30 PM Clearbrook School
Campbell Street
Rolling Meadows
(30 minutes)
- ✓ February 9 - YMCA Board
8 PM Des Plaines YMCA
(15 minutes)
25 people
- ✓ February 10 - Fairview School PTA
8 PM Arizona Blvd.
Hoffman Estates
(10 to 15 Minutes)
- ✓ February 12 - Palatine Jaycees
9 PM Old Fire House
Slade Street
Palatine
(30 minutes)
30-40 members
- ✓ February 12 - AAUW
7:45 PM Pioneer Park Rec. Bldg.
coffee 500 S. Fernandez
8:15 Arlington Heights
program (5 minutes)
100 people
Prefer student representative
- ✓ February 13 - Administrative meeting
9:30 AM District #21
999 West Dundee Road
Wheeling
- February 17 - Robert Frost PTA
8 PM Wise Road
Hoffman Estates
(10 to 15 minutes)
- February 17 - Windsor School PTA
7 PM 1315 East Minor
Dinner Arlington Heights
(30 minutes)
Large group, wants good
speaker, tired of tax
referendums

- February 18 - Indian Grove PTA
8 PM 208 Lee St.
Prospect Heights
(15 minutes)
45 members
- February 19 - Inverness Garden Club
12:15 PM Inverness Fieldhouse
Light (30 minutes)
luncheon 25 members
- February 24 - Arlington Heights Chamber of Commerce
6:30PM Arlington Carousel Restaurant
dinner (15 to 20 minutes)
7:30 15 members
meeting Influential men have questions
- February 24 - Palatine Kiwanis
6:30 PM Andy's Cow Palace
Dinner Route 14
(20 to 25 minutes)
- February 24 - Nathan Hale PTA
8 PM 1300 Wise Road
Schaumburg
(10 to 15 minutes)
- February 24 - Pleasant Hill PTA
8:30 PM 434 W. Illinois
Palatine
(15 minutes)
50 people
- February 24 - Lakeview School PTA
8 PM Lakeview Lane
Hoffman Estates
(10 to 15 minutes)
discussion
Probably poor turnout
- March 4 - Barrington High School Faculty
3:30 PM 616 West Main
Barrington
(1 hour)

February 16 - <u>8 PM</u> Monday	Rolling Meadows Jaycees R. M. Bowling Alley Rolling Meadows (15 minutes) 15 people
February 19 8:30 PM <u>Thursday</u>	JayCeetts' of Buffalo Grove Home of Peggy McQueen 328 Cottonwood Buffalo Grove 15-35 people
February 24 8 PM <u>Tuesday</u>	Hillcrest PTA Hillcrest Blvd H. E. (<u>only</u> 15 minutes)
March 11 7:30 PM <u>Wednesday</u>	Board of Admiral Byrd School (PTA) 265 Wellington Teachers Lounge E. Grove No film just talk (6-15 people)
March 17 8:30 PM <u>Tuesday</u>	Westbrook School PTA 103 S. Busse Mt. Prospect 15-20 minutes
February 17 8:15 PM <u>Tuesday</u>	Westgate Dwyer PTA 1211 W. Grove A. H. only 5 minute talk 100 members
<u>February 19</u> 9 PM <u>Thursday</u>	Palatine Jaycee Anne's Home of Mrs. David Clifford 208 Boynton Winston Park East Palatine (20 minutes) 25-30 people
March 12 8 PM <u>Thursday</u>	Dan Cook PTA Chelmsford Lane Elk Grove (5-10 Minutes) 50 members

February 25 - Central Road PTA
8 PM Central Road
Rolling Meadows
(10 minutes)
175 members

March 4 - Women's Club of Prospect Heights
11 AM Old Orchard Country Club
700 Rand Rd.
Mt. Prospect
(15 minutes)
40 attending

March 5 - Newcomers Club of Des Plaines
3 PM Matre D' Restaurant
Elk Grove
(15 minutes)

March 10 - Salt Creek Parents Organization
9 PM 65 E. Kennedy
Elk Grove
(5 to 10 minutes)

March 10 - Dunton School PTA
8:15 PM 1200 South Dunton
Arlington Heights
(only 10 minutes)
General Meeting

March 11 - District #25
1:30 PM Board Members of 17 schools
Greenbrier School
2330 North Verde
Arlington Heights
(only 5 minutes)
Just the facts

March 17 North School PTA
7:30 PM 410 N. Arlington Heights
All purpose room
(5-10 minutes)

March 17 Hellen Keller Jr. High PTA
8 PM Bode Road
H.Estates
(15 to 20 minutes)
30-50 attending

March 17 - Cardinal Drive School PTA
7:30 PM 2300 Cardinal Drive
Tuesday Rolling Meadows
(only 10 minutes)
160 people

March 18 Cambridge Country-Side Club
8 PM Rosebowl Bowling Alley
Wednesday Ranch Mart Shopping Center
Dundee Road
Buffalo Grove
(5 to 10 minutes)

Late Additions

March 2 Women's Club of Inverness
1:15 PM Inverness Fieldhouse
Monday End of Highland
(25-30?) 5 minutes
70 women *no speech*

February 25 - Mother's of Pre-School Children
10 to Dunton Room
10:30 AM A. H. Library
Wednesday Euclid
(25 to 30 minutes)
20-25 members

February 25 Beth Tikvah Sisterhood
9 PM Temple
Wednesday 275 Hillcrest
Hoffman Estates
(20 minutes)
25-30 members

February 26 Barrington Chamber of Commerce
7PM K of C Building
Dinner Outside of Barrington toward
Served Cary. Right on Kelsey
Thursday White Barn
(5 minutes)
100 members. Pass out lit.
before dinner

March 12 Newcomers Club
8:15 PM Winston Park School
Thursday 900 E. Palatine
Palatine
(5 to 10 minutes)
75-80 members

February 24 <u>8 PM</u> Tuesday	Twinbrook PTA Ash Road Hoffman Estates (10 to 15 minutes) 50 members
<u>February 10</u> <u>8 PM</u> Tuesday	Campanelli School Springingsguth Road Schaumburg (15 to 20 minutes) 50-75 people
March 5 <u>1:15 PM</u> Thursday	Sunset Park PTA Lonquist and Wapella Mt. Prospect (5 to 10 minutes) 75 people Coffee afterwards for ?'s
March 11 <u>9 PM</u> Monday	Fire Department Auxillary Home of Mrs. Rose Dove 450 Buffalo Grove Rd. Buffalo Grove 11-13 people
February 11 8:45 PM <u>Wednesday</u>	Mt. Prospect Junior Women's Club Mt. Prospect Country Club 600 Seegwum (5-10 minutes) 50 people
March 10 8 PM <u>Tuesday</u>	Ridge School PTA Fine Arts Room 650 Ridge Elk Grove (15 minutes) 20-50 people
March 10 8 PM <u>Tuesday</u>	Grant Wood School 225 Elk Grove Blvd Elk Grove (10 minutes) 50-75 people
March 17 7:30-9:00 <u>Tuesday</u>	Park School PTA Open House-no meeting 306 W. Park Arlington Heights 300 people

March 19 8 PM <u>Thursday</u>	Lincoln School PTA 700 W. Lincoln Mt. Prospect Call after 3/10 for time People - ?
March 3 8 PM <u>Tuesday</u>	Thomas Dooley PTA Lowell and Newood Schaumburg (10-15 minutes) 100-150 people
February 18 7:30-meeting 8:30-speaker <u>Wednesday</u>	Wheeling Chamber of Commerce Borchardt's Restaurant 269 S . Milwaukee Wheeling (15 to 20 minutes) 17 people
March 9 7:30PM dinner <u>Monday</u>	Schaumburg J. C.'s Embers Restaurant Route 20 Elgin Short talk and ?'s but can bring slides 70 people
March 4 8 PM <u>Wednesday</u>	Schaumburg Lions Club Embers Restaurant Lake Street Elgin (20 minutes) 15-20 people
February 23 8PM <u>Monday</u>	Joyce Kilmer School PTA Corner Raupp and Golf View Terrace Buffalo Grove (10 minutes)
February 23 12:15PM <u>Monday</u>	Palatine Rotary Uncle Anyd's Cow Palace NW Highway Palatine (15-20 minutes) 40-45 gentlemen Meeting must be over at 1:30

February 19 8 PM <u>Tuesday</u>	Forest View PTO 1901 Estates Drive M. Prospect 5-10 minute talk <u>only</u> 125 people
February 18 3:30 PM <u>Wednesday</u>	Barrington Teachers Association Roslyn School Barrington 15 minutes maximum 110 people
February 26 8:00 PM <u>Thursday</u>	Palatine Township Youth Committee 37 North Plum Grove Road Palatine, Ill. 10 minutes 10 people
February 23 7:30 PM <u>Monday</u>	Barrington Business and Professional Women's Club Howard Johnson Restaurant Route 25 Elgin, Ill. 30 minutes 35-50 women
March 11 8 PM <u>Wednesday</u>	Dist. #59 School Community Council Holmes Jr. High School Longuist Blvd. Mount Prospect 15-20 minutes 50 people
March 3 7 PM <u>Tuesday</u>	Arlington Heights Lion Club Harper College Dinner, Tour and meeting 50 people
March 17 8 PM <u>Tuesday</u>	Wilson School PTA 15 West Palatine Road Arlington Heights 10 minutes 50-80 people
March 5 8 PM <u>Thursday</u>	Wheeling Township Republican Organization American Legion Hall Corner of Douglas and Miner A. H. 10 minutes 75 persons
March 10 7:45 PM <u>Tuesday</u>	Euclid School PTA 1211 Wheeling Mount Prospect 5 minutes <u>only</u> 100 people

TO: Dr. Robert Lahti

Feb. 25, 1970

FROM: Donald Andries, Director of Community Relations

SUBJECT: Facilities Use Summary, February, 1970

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 and Numbers</u>
	February, 1970	
Holy Cross School, Deerfield	1	Tour & Lunch - 37
Co-Op. Data	1	Meeting 15
Area Business Managers	2	Meeting & Lunch 20 each.
Citizen's Referendum Committee	2	Meeting 80
School Districts Business Managers	1	Meeting 20
Arlington Heights Cub Scouts	1	Banquet 135
Elk Grove Village Kiwanis Club	1	Lunch & Tour 15
Ralph Nader Dinner	1	Reception & Dinner 50
Ralph Nader Press Conference	1	Conference 30
NEC Seminar	2	Dinner, Breakfast and Seminar 80 each
Area Superintendents	1	Meeting & Lunch 15
Palatine High School	1	Conference 13

<u>Sponsoring Group</u>	<u>Frequency</u>	<u>Activity and Number</u>
Faculty Wives' Club	1	Lunch 40
Palatine Lions Club	1	Dinner 80
Barrington Chamber of Commerce Board Members	1	Lunch & Tour 14
NEC Budget Administrators	2	Seminar, Lunch, Breakfast 40 each meeting
Electronic Engineers	2	Seminar & Breakfast 50 each meeting
Dental Accreditation Committee	1	Conference 20
Illinois State U./ Harper College Faculty Seminar	1	Meeting 40
Open House (Sundays)	3	Slide-film, Tours and Refreshments 1550

William Rainey Harper College

REPORT ON SUNDAY OPEN HOUSE ACTIVITIES AS

PRESENTED TO BOARD OF TRUSTEES FEB. 26, 1970

A series of six consecutive Sunday open house programs, the first series of such program since the campus opened, is currently being coordinated by the Office of Community Relations. The series began February 8, 1970 and will continue through March 15, 1970.

Attendance thus far has been as follows:

<u>2/8/70</u>	<u>2/15/70</u>	<u>2/22/70</u>	<u>Cumulative</u>
200	600	750	1,550

We have received excellent local press cooperation. Most importantly, the series has been a success so far because this has been a real team effort from the start. Students, faculty members, administrators and classified staff members have all pitched in and contributed their efforts. Each Sunday, approximately 35 to 40 Harper people are on duty from 12:15 p.m. to 5:00 p.m. in order to act as tour guides, receptionists or to man instructional exhibits set up by each division. Also, the Food Service staff and Buildings and Grounds staff have personnel on duty.

Virtually all campus visitors follow a planned program. They are received in "E" building lobby after being greeted by a receptionist in the College Center and given directions to "E". Beginning at 1:00 p.m. and approximately every twenty minutes thereafter, groups of about 60 to 80 are invited into E106 for the slide-film show: "The Community College: Creative Environment for Learning." After this orientation, each group is split into three smaller groups, turned over to a tour guide, and escorted on a one-hour campus tour.

During each slide-film presentation, new guests arriving at "E" are provided with a literature display in the lobby to occupy their time while waiting for E106 to empty and another slide-film show to start. Each tour is given a number which the tour guide wears. The number enables faculty members in divisional areas to double check on amount of traffic reaching their areas, facilitates rapid check-in of completed tours, and assists in shutting down the campus at the end of the day. In short, what goes out must come back in. At each stop on the tour route, guests receive a presentation by faculty members which lasts about three minutes. All tours finish at the cafeteria where coffee and soft drinks are waiting.

In addition to the guided tour program, other stops on campus, at the option of the individual visitors, include:

- A. Admissions Office and Information Booth in College Center
- B. Numerical Control and Mechanical Design Shop Areas in Bldg."B"

(continued)

C. Special added attractions, as follows:

Feb. 22 -- Third District Con-Con delegates

Mar. 1 -- Village board presidents and/or mayors of college district communities

Mar. 8 -- State legislators

March 15 -- District #214 Gold Card Club members and other senior citizens from the Harper district and Harper Board of Trustees

Guests are given the opportunity, before leaving the cafeteria, to fill out a request card which will put them on the Harper Citizen's Mailing List, and provide information on their specific educational interests.

Community support of this open house program has taken several forms. In addition to local press cooperation, we have been successful in distributing 1,000 open house posters to stores and shops for window display and to churches throughout the district. In addition, we have received signage space on the marquees of Holiday Inns (Hoffman Estates, Elk Grove Village and Mt. Prospect), on "community events" signs in downtown Palatine, Arlington Heights and Mt. Prospect, and on the Kennedy Expressway moving light signs of Magikist Rug Cleaners, Walton Carpets and Meister Brau Beer.

Radio-TV support has been good. During the week preceding our first open house, we secured a guest booking on the Jack Eigen Show, WMAQ-NBC Radio (10:30 p.m. to 1:00 a.m. Monday through Saturday). Mrs. Fred S. Nicklas of the Board of Trustees was the guest and she was given ample opportunity to speak about Harper and encourage listeners to attend the open houses. Additionally, we received generous support on the Virginia Gale show over WGN on February 14 and on her Sunday television show over WGN-TV on February 15. Other broadcast activities in connection with the open house include weekly "spot" announcements on Saturdays over WFMT (Chicagoland's fine arts station), and occasional public service spots from local suburban AM and FM stations.

Open house handbills (10,000) were distributed in several ways. Five-thousand were given to students in their classes (through cooperation of division chairmen and faculty members) to take home to their families. The remaining 5,000 have been used as mailing enclosures with other materials going out during the open house period and as hand-outs distributed by Harper students to homeward bound commuters at Northwestern RR stations in the College district.

Attachments (6):

Open House handbill	Mailing list fill-in card
Blue tour map	State legislator Sunday press release
Tour guide routing sheet	Radio spot announcement

OPEN HOUSE

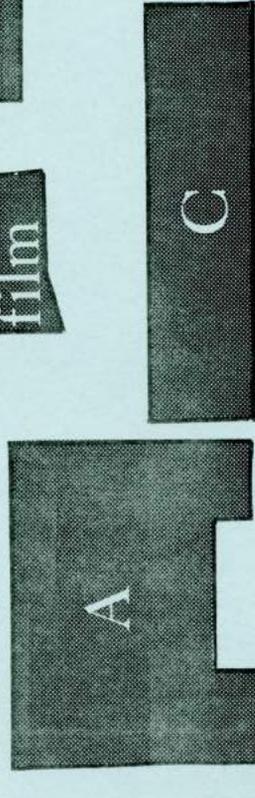
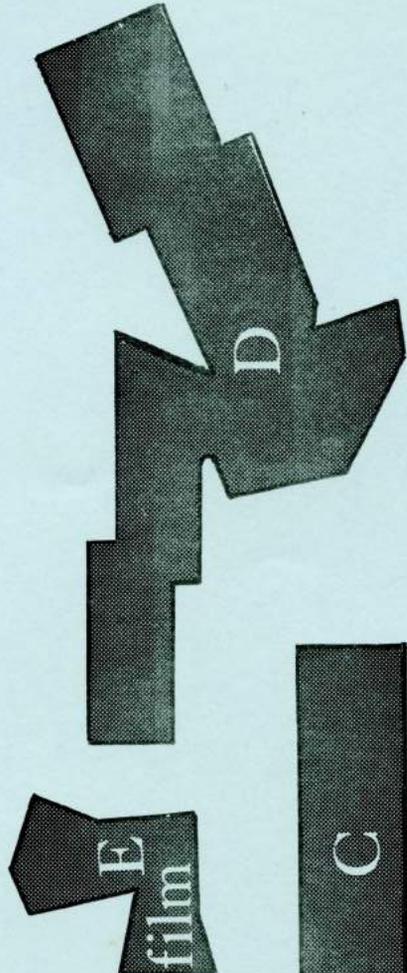
HARPER

COLLEGE

Campus Tour
Film Program
Refreshments

Sundays
1 to 4 PM
February 8
through
March 15

Phone: 359-4200
Algonquin &
Roselle Roads
Palatine



You are invited for coffee and soft drinks in the cafeteria following your campus tour. Please fill out the card provided and drop in one of the metal boxes located at the cafeteria entrances.

THANK YOU - IT HAS BEEN A PLEASURE TO SERVE YOU.

BUILDING B

Numerical Control
Mechanical Design (not on guided tour, but public is welcome.)

1st floor

Cafeteria
Data Processing (Rm. 116)

2nd floor

Student Lounge
Admissions
Information Booth

3rd floor

Counseling (Rm.347)
Health Services (Rm.362)

BUILDING D

Lobby-Social Science
Math & Physical Science (Rms.260-1)
Dental Clinics & Nursing Lab. (Rms. 170,172)
Electronics Lab (Rm. 150)

BUILDING C

Art Studios & Humanities (Rms. 201-204)
Engineering & Technology (Rm. 102)

BUILDING F

Business & Secretarial Science (Rm. 128)
Instructional Services Exhibit (Rm. 132)
Developmental Program (Rm. 119)
Library (2nd floor)

HARPER COLLEGE OPEN HOUSE

SUN., FEB. 22 TOUR ROUTE

Tour guides are requested to follow this schedule as faculty members will be on duty in the areas indicated. Faculty members will make a short presentation to each group visiting their area and answer questions. All tours depart from "E" building, Lecture-Demonstration Center, following showing of film.

<u>BUILDING</u>	<u>ROOM</u>	<u>ACTIVITY</u>
A	116	Data Processing
	2nd Floor	College Center Lounge
	347	Counseling
	362	Health Services (enter through Counseling)
	376	Journalism and other Communications Division programs
C	201-204	(Walk through): Art Studios and other Humanities programs
	102	Division of Engineering & Technology
F	128	Business Division and Secretarial Science Exhibit
	132	Instructional Services Exhibit
	119	Developmental Program (unmanned, walk by)
	2nd Floor (take main stair from 1st floor)	Library (from head of stairs proceed straight ahead between stacks, turn right toward circulation desk.)
D	Lobby - 1st Floor	Social Science
	260, 261	Math & Physical Science plus Audio-Tutorial Lab
	170, 172	Dental Clinics and Nursing Lab
	150	Electronics Lab

NOTE: College Center Information Booth and Admissions Office are open but not on tour.

(Announce to group that following tour they are invited to our cafeteria for coffee and soft drinks. Escort them from end point of tour to cafeteria by shortest available route. Once at cafeteria, pass out cards (sample attached), ask them to fill one out before they leave and deposit it in one of the boxes provided at cafeteria entrances. Blank cards will be on table between doorways to cafeteria serving areas.

PLEASE PUT ME ON HARPER'S MAILING LIST

(Please print)

NAME _____

ADDRESS _____

CITY _____ ZIP _____

TELEPHONE _____

Please describe your specific needs in program areas listed below:

TRANSFER PROGRAM _____
(preparation for college degree)

CAREER PROGRAM _____
(certification for specific career)

CONTINUING EDUCATION _____
(general interest and "how to" courses)

CULTURAL ARTS PROGRAMS _____
(films, concerts, art exhibits, lectures)

OTHER _____
(specify)

CHECK HERE IF YOU HAVE RECEIVED MATERIAL FROM US BY MAIL IN THE PAST SIX MONTHS.

N E W S



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

Contact: Don Andries, Director
Community Relations

HARPER COLLEGE TO HOST
THIRD DISTRICT STATE LEGISLATORS
AT "OPEN HOUSE" ON MARCH 8

Fifth in Open House Series
To Focus on State Government

State legislators from Illinois' Third District and their wives will be hosted by William Rainey Harper College in Palatine on March 8, 1970 in the fifth of a series of six Sunday afternoon open houses.

Legislators who have accepted Harper's invitation to participate in "Meet Your Legislators" day are Senator John A. Graham (R) of Barrington, Representatives Eugenie S. Chapman (D) and Eugene F. Schlickman (R) of Arlington Heights, and David J. Regner (R), Mt. Prospect.

In addition to meeting the Third District legislators, all visitors will be given an opportunity to tour the Harper campus and are invited to view a slide film on the history, development and meaning of the community college.

The current series of Harper open houses, which started on Sunday, February 8, will run through March 15. More than 2,000 visitors have visited the college during the past four Sunday afternoon open house sessions.

Activities will start at 1:00 p.m. and will run continuously throughout the day. Visitors should plan to arrive no later than 2:30 p.m. in order to participate in all of the events, which last about 90 minutes.

(more)

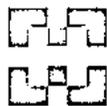
Harper College To Host Legislators
Add one

Open house visitors should use the Algonquin Road entrance to
the campus (Route 62), just east of the Roselle Road intersection.

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February 27, 1970

N E W S



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

Contact: Don Andries, Director
Community Relations

RADIO SPOT ANNOUNCEMENT

For Broadcast Use Beginning
Week of Feb. 1 and Continuing
Through Week of March 8, 1970

Residents of the Northwest Suburban area should plan to visit the open house at Harper College in Palatine this coming Sunday, March 8 or any Sunday through March 15 from 1:00 p.m. through 4:00 p.m.

Open house activities will include a film program about the community college and the northwest suburbs, plus a guided tour of Harper's new campus.

Sounds like a good way to spend part of a Sunday.

Enter the sprawling 220-acre Harper campus in Palatine from Algonquin Road (Route 62) just east of the intersection with Roselle Road.

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NOTE TO STATIONS: We are running six consecutive Sundays of open house activities, Feb. 7 through March 15.

1/31/70