

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

AGENDA

June 30, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Bills Payable
 - b. Financial Report
 - c. Other
- V. Communications
- VI. New Business
 - A. Construction Progress Report: CRS - FLCJ & Corbetta
 - B. Discussion & Recommendation:
 - 1. Faculty Evaluation System Exhibit B-1
 - 2. Administrative Evaluation System Exhibit B-2
 - C. Recommendation: Staffing
 - 1. Administrative Faculty Exhibit C-1
 - 2. Contract Riders Exhibit C-2
 - D. Recommendation: Student Conduct Code Exhibit D
 - E. Recommendation: Purchasing
 - 1. Vehicle Bids Exhibit E-1
 - 2. Collator Exhibit E-2
 - F. Recommendation: Cancellation of (1) Board Meeting in July
 - G. Other
- VII. President's Report
 - 1. Summary Report of 1969-70 Resignations
- VIII. Adjournment

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

MEMORANDUM

TO: BOARD OF TRUSTEES OF HARPER COLLEGE

FROM: James J. Hamill, Chairman

SUBJECT: Re-scheduling of Board Meeting

DATE: June 16, 1970

This will serve as notification that the regularly scheduled Board meeting of the Harper College Trustees on June 25, 1970, will be cancelled and a special meeting will be held on June 30, 1970, at 8:00 p.m. in the Board Room at Harper College.

The Agenda for this meeting will be forthcoming.

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 Tuesday, June 30, 1970

CALL TO ORDER: Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:12 p.m., on June 30, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Robert M. Boeke, Frank Borelli, Mary Ann Buckley, Diane Callin, Anton Dolejs, Guerin Fischer, Jack Fuller, James Harvey, Mimi Hickman, Robert J. Hughes, Jack Lucas, W. J. Mann, Thomas McCabe, Donald Misic, Lee Owens, Robert Powell, Martin J. Ryan, Janet Savin, Clarence Schauer, Frank E. Smith, Irvin Smith, Calvin Stockman, James R. Sturdevant, Marilyn Swanson, Gilbert Tierney, Frank Vandever, George Voegel, W. Von Mayr, and Lloyd Wilkes--Harper College; Tom Wellman--Paddock Publications; Jo Ellen Claws, Cynthia Pisani, Lorraine B. Powell, April Smith, Nancy Tierney, and Bob Wilson; Donald Duffy--Harper Student.

MINUTES: Member Haas moved and Member Moats seconded the motion to approve the minutes of June 11, 1970.

Chairman Hamill stated on page 13, paragraph 2, of the minutes, he felt the word "hampering" should be changed to read "causing." Member Moats moved and Member Haas seconded the motion that the minutes of June 11, 1970, be amended on page 13, so that the last line of paragraph 2 reads as follows: "..... and he stated he felt this would result in Board members causing serious campus problems." Motion unanimously carried.

The Chairman asked for a vote on approval of the minutes of June 11, 1970, as amended. Motion passed unanimously.

Member Nicklas moved and Member Morton seconded the motion to approve the minutes of June 22, 1970, as distributed. Motion unanimously carried.

DISBURSEMENTS:

Member Johnson stated he felt the financial statements and bills payable should show a beginning date, not just "For The Period Ending." Mr. Mann stated the balance sheet is for the current month and the budget sheet is technically beginning July 1 and ending with the current month. He stated the Business Office would take this suggestion into consideration and see if this could be clarified so it is more specific.

Bills Payable

Member Haas moved and Member Nicklas seconded the motion to approve the bills payable as of June 30, 1970, as follows:

Educational Fund	\$53,923.25
Building Fund	56,992.32
Site and Construction Fund	71,653.70
Auxiliary Fund	13,094.15
	<u>\$195,663.42</u>

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

Financial
Statements

Mr. Mann reported this was the next to last financial statement for the year. He stated it appeared the college would be very close on the budget. He estimated they would be over slightly in the Building Fund and very close in the Educational Fund to the budget allocation.

Chairman Hamill announced the public budget hearing would be held at the next Board meeting, July 9, 1970.

Budget Transfer--
Building Fund

Mr. Mann informed the Board there were a number of budget transfers being presented. He stated this is a year end situation, clearing the accounts of balances in order to purchase some of the equipment back from the Site and Construction Fund.

Member Haas moved and Member Johnson seconded the motion to approve the budget transfers as recommended by the administration in the various areas of the college for the Building Fund, in the amount of \$116,250.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

(DISBURSEMENTS: Member Nicklas moved and Member Johnson seconded the Budget Transfers-- Educational Fund motion to approve the budget transfers as recommended by the administration in the various areas of the college for the Educational Fund, as outlined, in the amount of \$395,400.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

COMMUNICATIONS: Chairman Hamill stated Mrs. JoEllen Clawes had requested in writing to be on the agenda, and called upon Mrs. Clawes.

Mrs. Clawes stated she was at the meeting to talk about the 1400 spoiled and rejected ballots from the April 11, 1970, Board election, that she was still concerned about this issue. She stated that as a Board, in the field of education, she felt they should make the public aware of where they are making mistakes. She stated she was still waiting for a letter from Mr. Hines. Mrs. Clawes stated she wanted to see known court cases or tests, that she wanted a definite legal stand, and that she wanted Mr. Hines to write her and tell her specifically why she could not see these 1400 ballots. Mrs. Clawes asked that the Board take some action.

Chairman Hamill stated that if the colleges hired their own judges they would have more control over them. Member Moats stated he would like to clarify one point--had it been established that any fault lay with the judges, and was there any action the Board could take to find out what the 1400 ballots were for.

Member Nicklas stated she felt everyone was concerned and when another election comes up, procedures will be reviewed.

After further discussion, Member Moats moved and Member Haas seconded the motion that the administration be instructed to find out what procedures are necessary, if any, for this Board to follow to find out why the 1400 ballots were void.

COMMUNICATIONS:
(Cont.)

After further discussion, Dr. Lahti stated he felt the next move would be to solicit the Board Attorney for an opinion.

Chairman Hamill stated he felt an opinion had been solicited from the attorney, and that he felt this was a patent attempt to re-open the election. He stated if Mrs. Clawes did not believe the attorney's opinion he did not know what the Board could do for her.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Johnson, Moats, Morton
and Nicklas

Nays: Member Hamill

Dr. Lahti informed the Board the Communications Division had requested to be heard by the Board in reference to the appointment of Michael Bartos as Division Chairman.

Mr. Gilbert Tierney, of the English Department, read the following statement:

"Dr. Lahti, Mr. Hamill, and members of the Board of Trustees:

"We the full-time faculty of the Division of Communications are here tonight to formally present to the Board of Trustees a statement outlining our reasons for being dissatisfied with the administrative handling of a selection and appointment of a new chairman for our division and stating our concern over the present and future role of faculty involvement at Harper.

"Though we are here because we are concerned about the manner in which Mr. Bartos was appointed and the manner in which our next chairman will be chosen, we are also concerned that nothing we say here be construed as a rejection of Mr. Bartos. In fact we are quite in concert with the feelings of Mr. Bartos expressed to Dr. Schauer in a letter of 1 June 1970 (which is addendum #6).

"We are interested in the process of chairman selection and the status of faculty involvement, and we hope therefore that discussion of personalities will be at a minimum.

COMMUNICATIONS:
(Cont.)

"We are here tonight to ask you to speak to the Resolution on the last page of our statement.

"We will be happy to answer any questions you may have.

"Thank you."

Chairman Hamill pointed out that, according to Board policy, the selection of a division chairman is an administrative function.

Mr. Lee Owens stated the faculty does recognize the fact that the selection of a division chairman, as a matter of policy, is the function of the administration and the Board. He stated the faculty have been pleased to note the concern in the past by the administration and the Board on the principle of faculty involvement. He stated the faculty would like to have a clarification to understand what did occur; they were a bit confused as to what had happened in the complex process of selection.

Chairman Hamill read from the Board Policy Manual, Section 3.0.4, paragraphs B and D, referring to the procedures on appointment of division chairmen.

Mr. Tierney stated the division had been consulted, but that they had been lead to believe the position would be open in September. He stated they had met with Dr. Schauer on May 26 and felt they had at that time agreed on Mr. Bartos as an interim candidate. He stated in a sense that agreement appeared to have been overthrown.

Chairman Hamill stated on the question of recommendation the division recommended primarily Mr. Martin Ryan. Then Mr. Bartos was found qualified and recommended.

Dr. Lahti explained that he had the right, according to Board policy, to overthrow the decision on an interim candidate, and he stated he did it in the best interests of the institution. He stated he, as he always would as long as he is held responsible, made a decision independent of his administrators. Dr. Lahti pointed out that a year ago there was a vacancy in the Dean of Career Programs, which was not filled. He explained that when staffing is left until so late in the year, "essentially you are scraping the bottom of the barrel." In the interest of continuity in a division, one person

COMMUNICATIONS:
(Cont.)

is needed who can stay and continue through at least one sequence. Dr. Lahti stated he made the decision on that basis. He stated he had three independent summaries of the conference with Mr. Bartos, prior to his appointment as division chairman, including one from Dr. Schauer and Mr. Birkholz, in which that particular question was raised to Mr. Bartos. He stated there was no misunderstanding between Mr. Bartos and himself, that Mr. Bartos had agreed to the full-time appointment.

Member Morton stated at the time of Mr. Bartos' appointment the question had been asked of Dr. Schauer if the division agreed to it. He said from what he could gather the division had agreed to a year's appointment and he had voted thinking the proposal had the concurrence of the division members.

Mr. Tierney stated after that date Mr. Bartos withdrew.

Member Nicklas stated she felt there were a few things which needed reviewing. According to the policy manual there was consultation. The candidate was found qualified. The appointment was made in the best interests of the institution by the one who was responsible for it. She stated any appointment of this type, whether it be for three years or any length of time, probably would be for a year for someone going into a new position.

Member Moats asked if this was or was not a permanent appointment.

Dr. Lahti stated it may or may not be. It would depend on the person's performance.

Member Moats stated it was clear to him that the faculty concurred with an interim appointment.

Member Haas stated he thought everyone acknowledged this was an appointment for one year, and that the question would come up as to whether or not there was a vacancy at the end of the year. He stated Mr. Bartos had informed the faculty that he proposed to serve in this position only under certain circumstances. Member Haas stated the Board will have to assume that he was going to serve for one year and that this position would be open in one year.

COMMUNICATIONS:

Dr. Lahti stated he was not ready to pre-judge Mr. Bartos until he could see a performance. Member Haas pointed out he did not think the faculty was in a position to pre-judge either.

After further discussion, Member Moats moved and Member Morton seconded the motion that the Board go into a brief executive session to discuss personnel matters pertaining to the appointment of Michael Bartos as Chairman of the Communications Division.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Johnson, Moats, Morton
and Nicklas

Nays: Member Hamill

The meeting was recessed to executive session at 9:30 p.m. The Board meeting was reconvened at 10:15 p.m., with Members Haas, Hamill, Johnson, Moats, Morton and Nicklas present.

The Chairman recognized Member Johnson. Member Johnson stated that in executive session the Board had reviewed the problem with respect to the Division Chairman of Communications. They had listened to the information that was available in executive session and were satisfied that the matter had been properly handled and were also satisfied in reviewing the policy applying to appointments, that this policy is proper. Member Johnson further stated, if the faculty have any questions they would like to ask, they should take them up with Mr. John Birkholz, Dr. Clarence Schauer and Dr. Robert Lahti, who would respond at the proper time in their offices.

Member Moats asked if the faculty wanted to respond.

Mr. Tierney stated he personally must confess to being absolutely confused as to what to do next September. Member Haas informed him he should take it up with the administration at that time.

Mr. Tierney thanked the Board for their time.

NEW BUSINESS:

Construction
Progress Report

Chairman Hamill stated the Board would take up the Construction Progress Report later in the Board meeting.

NEW BUSINESS:
Faculty
Evaluation
System

Dr. Schauer presented the Faculty Evaluation document, Exhibit B-1, which he stated was slightly revised from that which existed on April 30, 1969. He discussed several amendments made to this document, calling attention to Form J the form which will be used by evaluation committee of peers. He called attention to the first paragraph on page 3, where form J is mentioned, and the first paragraph under Section II on page 3 where this is interjected. Dr. Schauer then stated one other alteration had been made, Level #3 on page 4, second sentence which had been changed to read "Could receive an additional increment, not to exceed 3 percent above the base raise indicated in Level #2. It should be understood that this category would rarely exceed 5 percent."

In further discussion, Chairman Hamill asked if this document referred strictly to salary or to other areas also. Mr. McCabe stated the promotions committee could certainly ask for this information on a given person. Mr. Ryan stated it certainly deals with retention and non-retention, referring to Level 1, A and B. Dr. Lahti stated that whether this was used for promotion, retention and non-retention, would be up to the promotions committee in general and the administrators who would be recommending also. He stated he would hope they would all be working from the same information. Dr. Lahti stated he thought this was probably the most comprehensive information that would be gathered on any faculty member. Dr. Schauer referred to the last paragraph on page 4, marked with an asterisk, in reference to an evaluation system.

Dr. Harvey informed the Board the student evaluation instrument would have to be modified to apply to counselors.

Dr. Schauer informed Member Moats there is a promotion committee that stands to review the evaluation document every year and stated they would be accepting proposed changes on March 15. Dr. Schauer and Mr. Ryan agreed they would welcome suggestions from Board members and students at any time.

Member Johnson moved and Member Nicklas seconded the motion to approve the adoption of the Faculty Evaluation procedure as part of the Board policy (Exhibit B-1), but not the forms except as the system is administered.

NEW BUSINESS:
Faculty
Evaluation
System (cont.)

Mr. Ryan stated the faculty agreed with Dr. Schauer that the forms would be changed as necessity warrants.

Dr. Lahti referred to Section VII and stated he wanted to be sure what the Board understands and the faculty understands. He stated it is a guideline but the language in Section VII in no way commits the Board to any specific salary commitments as a result of recommendation for placement of one of the three levels; all references to salaries and percentages are intended for example only. Dr. Lahti stated he wanted this clarified in the record so faculty would understand it when the minutes are distributed.

A discussion on student evaluation followed--how it would be used and to what extent. Dr. Lahti stated he would like to arrive at some understanding between students and faculty. If student evaluation is going to be used, it should be understood how--that the same information or standardized information would be asked or queried on each faculty member. Dr. Schauer read paragraph 3 on page 2 in reference to student evaluation. Dr. Lahti asked if the use of student evaluation was at a faculty member's option, and stated if used by some and not others then this cannot be used in promotion. Mr. Ryan stated in his opinion all faculty members would use an evaluation form. Mr. McCabe added they would distribute it to classes.

Dr. Lahti stated he felt it was not very clear, and he felt a time should be set when this would be clarified in the interest of students, faculty and administration. Member Johnson stated he felt student evaluation was very permissive in this document. Member Moats stated he would question a faculty member's dedication to the education of students if the faculty member was not interested in what a student was thinking. Member Johnson asked if the students want to be sure their in-put is being used. Donald Duffy stated the students do not think it is that important, because they do not know where it is going and how it is going to be used. Dr. Harvey informed the Board that two years ago the student government took action, suggesting they wanted to be involved; they wanted it mandatory.

After further discussion, a roll call vote was taken and the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

NEW BUSINESS:
Faculty
Evaluation
System (cont.)

The Chairman stated he would entertain a motion that the faculty and the students be charged with the responsibility to come up with an effective student evaluation and the use of the evaluation, to set a dead-line for this.

In the discussion which followed, Member Johnson stated he felt the Board should take time to discuss very carefully when, if and how in reference to this motion. He stated he felt there was no hurry on this matter. The Board agreed to postpone action on this.

Administrative
Evaluation
Program

Dr. Lahti discussed Exhibit B-2, the Administrative Evaluation Program, stating this is a system much like the faculty system, with forms included to administer the system. He stated it was not being submitted as a perfect system, but that he found it was workable and on that basis checked with the Vice-Presidents. Dr. Lahti stated they agreed this would be presented to the total administrative group and spend time talking about the system. Member Johnson asked if it was too comprehensive. Dr. Lahti stated it might have to be revised, but they would learn that very quickly when they started using either system--that they might have some problem along those lines with faculty system too. Dr. Lahti stated this system would evaluate the performance of an administrator based on other things than personality, how he works as an administrator. Dr. Lahti stated under this system each administrator sets his goals for the year. As one of the goals, he will agree to try this system out this year. Member Johnson stated he would be in favor of moving ahead with this evaluation system. Chairman Hamill agreed and stated no motion was needed on this.

Staffing--
Administrative
Faculty

Dr. Schauer stated the Board had requested the administration review the history developed on the position of a Graphics Design Coordinator and services it would render. As an example, he stated, Dr. Voegel reported in excess of over 9,000 items produced and new facilities and distribution systems requiring much of this talent are still being installed. Dr. Schauer stated it is important that this service produce this type of material in support of the new facilities being installed.

Member Haas stated he was satisfied with the candidate's qualifications, but that he would like the background on the benefit of this person to the faculty.

NEW BUSINESS:
Staffing--
Administrative
Faculty

Dr. Schauer pointed out that this person would be the man who takes a concept or presentation of an idea and develops it graphically, which most faculty members do not have the time or ability to do.

Dr. Voegel further discussed Exhibit C-1, relative to a questionnaire on the faculty's feelings in terms of production. He pointed out they were concerned about the quality of production and discussed their comments directed to lack of training of student help. In addition, he discussed faculty projects which will need the help of this person.

Chairman Hamill commented on the very expensive audio equipment which the college has and the demonstrated need for this person.

Member Morton stated he thought the man was qualified, but wondered if the college needed a man with those qualifications.

Dr. Schauer stated the college hopefully would get into some other audio tutorial work also in the coming year.

Dr. Lahti stated the college was in a position to actually walk the Board members through the Learning Resource Center to see what the concept is. Member Haas stated he felt this would be the proper way for an uninitiated Board member to understand how this position would greatly benefit the faculty. He stated those of the Board who have had some exposure to this concept feel this would be a great help to the teaching faculty and possibly save considerable of their time in this area. Dr. Lahti stated possibly the administration had been remiss in not explaining the background, rationale, etc., more thoroughly to newer Board members.

Chairman Hamill stated Dr. Voegel was informing the Board that a Graphics Design Coordinator was pretty fundamental to the operation of this quarter million dollar equipment.

Member Johnson moved the employment of Mr. Alfred Dunikoski as Graphics Design Coordinator, effective August 15, 1970 through June 30, 1971, for \$12,690.00 (annual rate of \$14,500) with the rank of Instructor. Member Nicklas seconded the motion.

(NEW BUSINESS:
Staffing--
Administrative
Faculty (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson and Nicklas
Nays: Members Morton and Moats

Staffing--
Contract Riders

Mr. Falk discussed the proposed contract riders for the Business area, explaining that the career programs of Accounting Aide, Marketing, Data Processing, and Secretarial Science involve off-campus work experience. He stated it is necessary to arrange for employer sponsors, student work stations, and student placement for which a contract rider was being recommended for four teachers.

Member Johnson moved and Member Nicklas seconded the motion for approval of two 2-week riders and two 1-week riders for teachers in the Business area, these riders not to exceed the total amount of \$1,810.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Morton
Moats and Nicklas
Nays: None

Dr. Harvey explained the need for riders in the counseling area, as in page two of Exhibit C-2.

Member Moats moved and Member Haas seconded the motion to approve eight (8) five week counselor riders and four (4) four week riders for a total not to exceed the amount of \$19,800.00.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Morton
Moats and Nicklas
Nays: None

Staffing--
Developmental
Counselor

Dr. Harvey explained this candidate was a replacement for Miss Sharon Zamkovitz due to her resignation. He discussed the background and qualifications of Mr. John Papandrea.

Member Johnson moved and Member Moats seconded the motion to approve the appointment of Mr. John Papandrea as a Developmental Counselor for 1970-71 on a 39 week contract for \$10,500, with the rank of Instructor.

NEW BUSINESS:

Staffing--

Developmental
Counselor (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Morton,
Moats and Nicklas

Nays: None

Student Conduct
Code

Member Haas stated he had tried to check some court cases after the Board's last discussion on the Student Conduct Code, in reference to paragraph 9 on page 2. He informed the Board there have been very few cases appealed and therefore of record. Some of the lower courts' synopses which Mr. Haas stated he had had an opportunity to read indicated that any code of conduct a board adopts, and it may have right to adopt it within its power, the contingent on which some cases are getting off is the notice requirement. He stated these are demonstrated by the law and order cases decided by some circuit courts, and this was also a feature in a case in Wisconsin decided by the district court. Mr. Haas stressed that whatever the Board adopts they should not assume, because they have the right to set up rules and regulations, that they do not have to put in notice regulations. Some judge will ask for the documentation. Mr. Haas stated this was his reason for saying that this one paragraph will give people notice that the security officers have the right to search.

Chairman Hamill reviewed the paragraph on page 2 of the Student Conduct Code which had been the point of discussion at the last meeting.

Dr. Harvey stated he had a letter from the Board Attorney, Frank Hines, as a result of the discussion on this particular subject at the last Board meeting. He stated Mr. Hines recommended the change of the language which is incorporated in the recommended Student Conduct Code; suggested "as limited and restricted by law."

Member Nicklas stated she felt it was more fair to the students to include this paragraph, as it would give the student knowledge of what is available to security officers. Member Morton stated he felt that this was a good point, but stated he was still fearful. Member Morton asked if this would give the security men more power than they possess. Member Haas stated

(NEW BUSINESS:
Student Conduct
Code (cont.)

it would not. It gives notice to the students that this is a possibility. It calls to their attention the law as far as the law is concerned. Member Haas stated as far as he was concerned this was a notice provision.

The Chairman asked Donald Duffy if would he would care to comment. Mr. Duffy stated he could only reaffirm the need for it and specifically the paragraph that shows the security is in accordance with state law.

Member Moats asked if the Board has to adopt H.B.112 in order for the security department to be fully empowered to act as regular police officers and if they were qualified to make such arrests. Dr. Lahti stated the people on the staff are being scheduled to go into the police training school. Mr. Mann stated the chief security man is on campus all day and is qualified.

Member Moats asked what training would give any security officer this power. Chairman Hamill replied that he thought a security office would be fully qualified if he is appointed through formal channels, is in uniform, acts in accordance with the law, and has reasonable cause.

Member Johnson moved and Member Nicklas seconded the motion to approve the Student Conduct Code, as presented in Exhibit D.

Donald Duffy asked the Board to consider an alternate recommendation to the Student Conduct Code, which would involve the students at an appeal level. He suggested some type of four man committee involving, possibly, the President, Vice-President of Student Affairs, the President and Vice President of the Student Senate with input to the Board of Trustees. He stated originally the spirit was that there be some kind of student in-put along the line.

Dr. Harvey suggested that since the paragraph formally adopted by the Student Senate was no longer appropriate and since Mr. Duffy had made the comment to the Board and was on record, this matter be deferred to new Student Senate for consideration in the fall and they then come back with proposal at a later date to the Board of Trustees.

NEW BUSINESS:
Student Conduct
Code (cont.)

Mr. Duffy stated he would like to have the Board's reaction so he could convey this to the student government next year.

Member Haas stated he would be very happy to consider such a proposal when he could see what type of structure it would be and the rationale for it. Chairman Hamill pointed out there would be many questions. Mr. Duffy thanked the Board for their consideration.

Member Moats moved and Member Haas seconded the motion that the main motion on the floor be amended to state that the Board of Trustees encourage the Student Senate to come forth with a proposal that would involve the students at an appeal level in the Student Conduct Code. Motion passed unanimously.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson and Nicklas
Nays: Member Morton
Abstained: Member Moats

Vehicle Bids

Mr. Mistic discussed the bids for college vehicles. He stated the dealers do not have prices for 1971 models and will not guarantee delivery. He pointed out the administration had gone out three times for bids. In reference to the 1970 four door sedan, Mr. Mistic recommended the low bidder, Grant Motor Sales.

Member Johnson moved and Member Morton seconded the motion that the bid for a 1970 Plymouth Fury I, four door sedan, fully equipped, including factory installed air conditioning, be awarded to Grant Motor Sales for the amount of \$2,905.53 on the basis of the lowest quotation per specifications.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas
Nays: None

Member Johnson moved and Member Moats seconded the motion that the bid for a 1970 nine passenger Plymouth station wagon fully equipped per specifications, be awarded to the Grant Motor Sales, in the amount of \$3,034.10, on the basis of the lowest bid.

NEW BUSINESS:
Vehicle Bids
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

Collator Bid

Mr. Misic discussed the need for an automatic collator in the centralized duplicating department. He stated the administration was recommending the high bidder and discussed the reasons for this as stated in Exhibit E-2.

Member Johnson moved and Member Moats seconded the motion to approve the bid award for an automatic collator to the Pitney-Bowes, Corp., in the amount of \$7,207.00, as recommended by the administration and based upon the stated rationale in Exhibit E-2.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Johnson, Moats,
Morton and Nicklas

Nays: None

Cancellation of
Board Meeting
in July

Chairman Hamill stated the administration was recommending the cancellation of the second regular Board meeting in July--the 4th Thursday.

Member Haas moved and Member Moats seconded the motion that the second regular Board meeting in July on the fourth Thursday be cancelled. Motion unanimously carried.

Construction
Progress Report

Mr. E. Finlay, of C.R.S., introduced his partner, Ed Ney, and Dick Sinefeld, engineer working on construction. Mr. Finlay stated they had been meeting all day with Fitch, Larocca, Carington & Jones and Corbetta Construction Company on construction problems. He asked Mr. Frank Larocca to report on construction problems and progress report. Mr. Larocca introduced Bill Jarvis, chief superintendent on the project. Mr. Larocca stated in their meeting they had been trying to arrange and resolve some of the outstanding construction or shake-down problems. He discussed some of the problems which had plagued them, such as water, recently some strikes, and a spring of heavy rainfall. He stated they were not ready to say when all the items will be done but could say they would be done much quicker than in the past.

NEW BUSINESS:
Construction
Progress
Report (cont.)

Dr. Lahti stated he did not think this report was very informative and asked when this project would be manned or phased out on a daily basis. Mr. Larocca stated that Corbetta had informed them by the end of next week the entire site clean-up would be finished.

Mr. Mann stated he thought the Board would be interested in a date when a timetable would be available on finishing the job. Mr. Larocca stated they would have a timetable by 11:00 a.m. the next morning, as they were reconvening at 8:30 a.m. to finish their discussions. Dr. Lahti stated he appreciated the problems are difficult. He asked if they would present a schedule to the administration that they, in turn, could present to the Board at the July 9 meeting. Mr. Larocca stated they agreed they would be able to do that and Mr. Jarvis would report. Mr. Egidi, from Corbetta Construction Company, stated that once they knew what the solution to these problems are, they would clean them up immediately. He stated they had not been able to determine exactly what the problems would be.

Dr. Lahti distributed the Carnegie Report on Community Colleges to the Board members.

ADJOURNMENT:

Member Johnson moved and Member Moats seconded the motion that the meeting be adjourned at 12:00 midnight. Motion unanimously carried.

John W. Haas

 Chairman ~~Haas~~ *pro temp*

William R. Moats

 Secretary Moats

Frank H. ...

June 30, 1970

Dr. Lahti, Mr. Hamill, and members of the Board of Trustees:

We the full-time faculty of the Division of Communications are here tonight to formally present to the Board of Trustees a statement outlining our reasons for being dissatisfied with the administrative handling of selection and appointment of a new chairman for our division and stating our concern over the present and future role of faculty involvement at Harper.

Though we are here because we are concerned about the manner in which Mr. Bartos was appointed and the manner in which our next chairman will be chosen, we are also concerned that nothing we say here be construed as a rejection of Mr. Bartos. In fact we are quite in concert with the feelings of Mr. Bartos expressed to Dr. Schauer in a letter of 1 June 1970 (which is addendum #6).

We are interested in the process of chairman selection and the status of faculty involvement, and we hope therefore that discussion of personalities will be at a minimum.

We are here tonight to ask you to speak to the Resolution on the last page of our statement.

We will be happy to answer any questions you may have.

Thank you.

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

BILLS FOR APPROVAL
JUNE 30, 1970

I.	BILLS PAYABLE		PAGES
	Educational Fund	\$53,923.25	9
	Building Fund	\$56,992.32	2
	Site & Construction Fund	\$71,653.70	1
	Auxiliary Fund	<u>\$13,094.15</u>	3
		<u>\$195,663.42</u>	
II.	IMPREST FUND (Approved By Board as Part of I Above)	<u>\$ 6,548.03</u>	4

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

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Allen-Wales Adding Mach. Agency	Equipment - Office	13180	\$ 691.90
Allied Electronics Corp.	Instructional Matls. & A/V Equipment	13181	137.68
AMS Press Inc.	Library Books	13182	1,756.74
Bureau of Audiovisual Services -			
American Dental Assoc.	Film Rental	13183	22.50
Austin Book Shop	Library Books	13184	134.40
Books for Libraries, Inc.	Library Books	13185	999.25
Joseph Branka	Student Achievement Award	13186	68.00
Bro-Dart, Inc.	Library Supplies	13187	18.90
John W. Brouhard, M.D.	Consulting	13188	200.00
The Brudno Art Supply Co.	A/V Aids & Instructional Supplies	13189	193.60
Teri Carter	Student Achievement Award	13190	104.00
Colonial "Out-of-Print" Book Service Inc.	Library Books	13191	48.90
Continental Dataforms	Office Supplies	13192	73.76
Coop. Test Div.-Educat'l. Test. Svc.	Vocational Library	13193	7.32
Country Beautiful	Library Books	13194	18.35
CRM Books	Library Books	13195	18.92
Day Publications, Inc.	Election Expense, Spring Schedule	13196	1,345.80
Dekan Timing & Athletic Equipt.	Instructional Supplies	13197	67.10
A. B. Dick Co.	Maintenance-Instr'l. Supplies & Equipt.	13198	94.83
Ron Duenn	Student Achievement Award	13199	68.00
Easy Travel Service, Inc.	Travel - F. Vaisvil, R. Tillotson, W. Hack, L. King, G. Tierney	13200	288.00
Educational Film Library Assoc.	A/V Aids	13201	32.00
Educational Service Bureau, Inc.	Publications	13202	22.20
Encyclopedia Britannica Educ. Corp.	Film Rental	13203	10.30

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Fisher Scientific Co.	Lab. Supplies	13204	\$ 33.20
General Binding Corp.	Office Supplies	13205	48.76
The General Camera Co.	A/V Equipment & Supplies	13206	442.19
C. R. Hill Co.	Art Equipment	13207	210.00
Frank M. Hines	Legal Services	13208	978.75
Order From Horder	Office Supplies & Instructional Supplies	13209	155.80
International Business Mach. Corp.	Equipment - Educational	13210	3,141.00
International Film Bureau, Inc.	Film Rental	13211	90.75
The Japan Times, Ltd.	Library Subscription	13212	51.00
Alenco Tool Supply Co.	Machine Installation	13213	210.00
Ametek Testing Equipment	Machine Installation	13214	600.00
Benster Welding Supply Co.	Machine Installation	13215	708.00
Dick Blick	Art Supplies	13216	146.70
Chicago Messenger Service	Contractual Services	13217	33.00
Daytronic Corp.	Installation	13218	10.00
Do All Northern Illinois Co.	Installation of Equipment	13219	300.00
Keuffel & Esser Co.	Equipment - Cabinet & A/V Supplies	13220	824.16
Lakeview Rubber Stamp Co.	Office Supplies	13221	4.14
Langer Ptg. Co.	Off. Supplies-Referendum-Ptg. & Duplicating	13222	154.00
LaSalle Messinger Paper Co.	Printing	13223	53.50
R.K. LeBlond Machine Tool Co.	Machine Installation	13224	410.00
Logan Medical Supply, Inc.	Medical Supplies	13225	11.35
Mass Media Associates, Inc.	Film Rental	13226	16.45
Instructional Media Center	Film Rental	13227	9.54
Monarch Box & Paper Co.	Instructional Supplies	13228	53.46
Morgan's	Office Supplies	13229	280.90
Mykroy	A/V Supplies	13230	80.93
National Photo Service	Contractual Services - Other	13231	86.00
National Police Chiefs & Sheriffs Information Bureau	Library Book	13232	12.50
Newark Electronics Corp.	Instructional Supplies	13233	43.19

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Northern Illinois University	Film Rentals	13234	\$ 51.20
Northwest Clean Towel Service	Contractual Services-Feb.Mar.Apr.	13235	667.44
Northwest Letter Service	Printing	13236	551.79
Paddock Publications, Inc.	Want Ads	13237	162.79
Practical Offset, Inc.	Printing Brochures	13238	1,216.25
Schiele Faierson Co.	Printing-Forms	13239	380.00
Schaumburg Township Elem. School	Election Expense	13240	186.81
Science Research Associates, Inc.	Office Supplies	13241	70.43
Sony Corp. of America	Office Equipment	13242	1,610.25
Sterling Institute	Publication	13243	19.50
Strand Book Store, Inc.	Library Books	13244	12.45
Systron Donner	Contractual Services - Maintenance	13245	64.00
Universal Stationers, Inc.	Office Supplies	13246	65.96
Univ. Microfilms	Library Books	13247	35.95
Video Nursing, Inc.	Film Rental	13248	51.00
Vogue Fabric Shop	Instructional Supplies	13249	312.84
Water Information Center, Inc.	Instructional Supplies	13250	28.00
Abercrombie & Fitch Co.	Instructional Supplies	13251	60.00
Addressograph Multigraph Corp.	Machine Maintenance	13252	127.78
Amer. Assoc. for Higher Education	Membership	13253	38.75
T. L. Arzt Foundry Co.	Instructional Supplies	13254	42.00
The Associated Press	Equipment Rental	13255	152.50
The Barrington Press Newspapers	Advertising	13256	268.98
Cadillac Plastics & Chemical Co.	Instructional Supplies	13257	338.08
Caelus Memories, Inc.	Equipment Rental	13258	91.00
Califone/Roberts Electronics	A/V Equipment	13259	1,690.60
Diane Callin	Tuition Reimbursement	13260	120.00
Campbell & Hall	Library Books	13261	79.67
Ciba Pharmaceutical Co.	Library Books	13262	99.50
Contemporary Films	Film Rental	13263	134.50
Cooke Embossing	Printing	13264	115.00

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Void	Void	13265	-0-
Gamma Photo Lab. Inc.	Contractual Services	13266	80.60
The Glen Ellyn Clinic, S.C.	Medical Exam. - A. D'Aversa	13267	13.00
The Good Scouts	Library Books	13268	77.95
Great Expectations	In Service Seminar	13269	248.06
Hospital Publications, Inc.	Publications	13270	20.00
Audio-Visual Center	Film Rental	13271	269.00
Instruction Systems Associates	A/V Aids	13272	24.00
University of Illinois	Film Rental	13273	113.55
Keystone Aniline & Chemical Co.	Instructional Supplies	13274	49.55
Marshall Field & Co.	Instructional Supplies	13275	50.88
Mettler Instrument Corp.	A/V Aids	13276	72.65
Mount Prospect Music Center, Inc.	Music Equipment - Saxophone	13277	219.40
Murphy Carpet & Furniture	Equipment - Carpeting	13278	108.03
National Geographic Society	Library Books	13279	117.75
Henk Newenhouse	A/V Aids	13280	21.00
Northwest Clean Towel Service	Contractual Services	13281	103.35
Paulmar, Inc.	A/V Equipment	13282	2,565.00
Prompt Printing Service	Graduation Expense	13283	61.00
The Psychological Corp.	Vocational Library	13284	16.65
Ritzenthaler Bus Lines, Inc.	Contractual Services	13285	41.20
Riverside Mail Service	Library Books	13286	153.90
Rolling Meadows Prof.Center Lab.	Contractual Services	13287	60.00
Frederic Ryder Co.	In-Service Seminar & Ptg.	13288	522.40
Swingline, Inc.	Equipment - Repair	13289	11.35
Terminal Equipment Sales	Equipment Rental	13290	88.00
Triangle Camera, Inc.	Equipment Maintenance	13291	103.59
The U.S. Book Exchange, Inc.	Library Books & Publications	13292	52.48
United Visual Aids, Inc.	A/V Equipment	13293	1,364.20
Univac Division	Contractual Services	13294	89.29

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Valley Welding Supply	Instructional Equipment	13295	1,062.50
Women's Wear Daily	Advertising	13296	147.84
Imprest Fund	Reimbursement	13297	5,622.44
Sharon Alter	Professional Expense Reimbursement	13298	65.63
Thomas H. Anderson	Professional Expense Reimbursement	13299	54.56
Kathleen Arns	Professional Expense Reimbursement	13300	68.50
Michael W. Bartos	Professional Expense Reimbursement	13301	67.50
Joseph M. Bauer	Professional Expense Reimbursement	13302	56.00
Ronald Bensema	Professional Expense Reimbursement	13303	8.00
Richard Bernstein	Professional Expense Reimbursement	13304	75.00
Ronald Bessemer	Professional Expense Reimbursement	13305	30.95
John R. Birkholz	Professional Expense Reimbursement	13306	67.50
Robert M. Boeke	Professional Expense Reimbursement	13307	67.50
Martha Lynn Bolt	Professional Expense Reimbursement	13308	38.00
Frank L. Borelli	Professional Expense Reimbursement	13309	41.59
William R. Bush, Jr.	Professional Expense Reimbursement	13310	27.00
Diane T. Callin	Professional Expense Reimbursement	13311	67.50
M. W. Carroll	Professional Expense Reimbursement	13312	67.50
Joseph L. Clouser	Professional Expense Reimbursement	13313	67.50
Daniel J. Cohen	Professional Expense Reimbursement	13314	67.50
Donald W. Collins	Professional Expense Reimbursement	13315	67.50
Larry Collister	Professional Expense Reimbursement	13316	67.50
Patricia L. Connolly	Professional Expense Reimbursement	13317	68.50
Harold Cunningham	Professional Expense Reimbursement	13318	66.50
Daniel Danis	Professional Expense Reimbursement	13319	67.50
Angela J. D'Aversa	Professional Expense Reimbursement	13320	44.92
Jerry F. Davidson	Professional Expense Reimbursement	13321	67.50
John W. J. Davis	Professional Expense Reimbursement	13322	57.69
Darrell W. DeGeeter	Professional Expense Reimbursement	13323	41.78
R. L. DePalma	Professional Expense Reimbursement	13324	46.00
Frances L. Dionisio	Professional Expense Reimbursement	13325	67.50
Ambrose Easterly	Professional Expense Reimbursement	13326	67.50

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Mary Catherine Edwards	Professional Expense Reimbursement	13327	67.50
Charles F. Falk	Professional Expense Reimbursement	13328	67.50
David Feinberg	Professional Expense Reimbursement	13329	67.50
Dr. Guerin A. Fischer	Professional Expense Reimbursement	13330	66.00
Marshall Fisher	Professional Expense Reimbursement	13331	67.50
John Flanigan	Professional Expense Reimbursement	13332	56.50
William Foust	Professional Expense Reimbursement	13333	67.50
Gregory C. Franklin	Professional Expense Reimbursement	13334	66.00
Stephen T. Franklin	Professional Expense Reimbursement	13335	67.50
Sander B. Friedman	Professional Expense Reimbursement	13336	67.50
E. M. Garmathy	Professional Expense Reimbursement	13337	25.00
John Gelch	Professional Expense Reimbursement	13338	60.06
Betty Gialdini	Professional Expense Reimbursement	13339	67.50
Edward A. Goodwin	Professional Expense Reimbursement	13340	30.00
William F. Hack	Professional Expense Reimbursement	13341	25.00
James Harvey	Professional Expense Reimbursement	13342	66.00
Joanne Heinly	Professional Expense Reimbursement	13343	67.50
J. A. Heisler	Professional Expense Reimbursement	13344	67.50
Robert G. Held	Professional Expense Reimbursement	13345	67.50
Suzanne Herron	Professional Expense Reimbursement	13346	10.30
Mary Lou Holleran	Professional Expense Reimbursement	13347	67.50
Lester N. Hook	Professional Expense Reimbursement	13348	66.20
Robert J. Hughes	Professional Expense Reimbursement	13349	17.50
Raymond A. Hylander	Professional Expense Reimbursement	13350	62.95
John Januszko	Professional Expense Reimbursement	13351	35.28
K. E. Jauch	Professional Expense Reimbursement	13352	56.00
Pauline Jenness	Professional Expense Reimbursement	13353	38.65
Charles Joly	Professional Expense Reimbursement	13354	67.50
Barbara Kaufman	Professional Expense Reimbursement	13355	68.50
Roy G. Kearns	Professional Expense Reimbursement	13356	54.50
Larry King	Professional Expense Reimbursement	13357	35.94
John A. Knudsen	Professional Expense Reimbursement	13358	67.50
Dr. Soter G. Kokalis	Professional Expense Reimbursement	13359	66.00
Robert J. Lakatos	Professional Expense Reimbursement	13360	34.00
Guenter Lehmann	Professional Expense Reimbursement	13361	67.50

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Carl P. Lewis	Professional Expense Reimbursement	13362	32.00
Janet G. Liptrap	Professional Expense Reimbursement	13363	27.50
Edward Liska	Professional Expense Reimbursement	13364	67.50
Clete Hinton	Professional Expense Reimbursement	13365	39.60
Richard Lockwood	Professional Expense Reimbursement	13366	66.00
Jean Lytle	Professional Expense Reimbursement	13367	68.50
Franklyn G. McClintock	Professional Expense Reimbursement	13368	52.30
Rebecca H. McLoughlin	Professional Expense Reimbursement	13369	63.52
Frances Maguire	Professional Expense Reimbursement	13370	28.00
George P. Makas	Professional Expense Reimbursement	13371	66.00
Richard Miller	Professional Expense Reimbursement	13372	67.50
William E. Miller	Professional Expense Reimbursement	13373	22.50
William H. Miller	Professional Expense Reimbursement	13374	67.50
Donald M. Mistic	Professional Expense Reimbursement	13375	22.28
Raymond M. Moehrlin	Professional Expense Reimbursement	13376	41.69
John Muchmore	Professional Expense Reimbursement	13377	47.85
Roger A. Mussell	Professional Expense Reimbursement	13378	67.50
William Nelson	Professional Expense Reimbursement	13379	67.50
Susan A. Neu	Professional Expense Reimbursement	13380	67.50
Robert L. Nolan	Professional Expense Reimbursement	13381	42.50
Joyce A. Nolen	Professional Expense Reimbursement	13382	67.50
Frank L. Oliver	Professional Expense Reimbursement	13383	67.50
Dr. Omar L. Olson	Professional Expense Reimbursement	13384	57.50
Michael V. Ostrowski	Professional Expense Reimbursement	13385	67.50
E. Lee Owens	Professional Expense Reimbursement	13386	67.50
Anton A. Dolejs	Professional Expense Reimbursement	13387	75.00
Margaret M. Pike	Professional Expense Reimbursement	13388	64.38
Robert Powell	Professional Expense Reimbursement	13389	67.50
William R. Punkay	Professional Expense Reimbursement	13390	67.50
Anne F. Rodgers	Professional Expense Reimbursement	13391	67.50
Henry Roepken	Professional Expense Reimbursement	13392	60.00
Dorothy J. Rowe	Professional Expense Reimbursement	13393	67.50
Meyer Rudoff	Professional Expense Reimbursement	13394	67.50

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Ruth B. Rupar	Professional Expense Reimbursement	13395	67.50
Martin J. Ryan	Professional Expense Reimbursement	13396	67.50
Irene Y. Sanderson	Professional Expense Reimbursement	13397	55.40
Janet Savin	Professional Expense Reimbursement	13398	54.57
Richard Schlager	Professional Expense Reimbursement	13399	32.23
William R. Schooley	Professional Expense Reimbursement	13400	56.09
Roy A. Sedrel	Professional Expense Reimbursement	13401	20.00
Jordan Siedband	Professional Expense Reimbursement	13402	67.50
Robert C. Shaw	Professional Expense Reimbursement	13403	30.00
Jay Singelmann	Professional Expense Reimbursement	13404	12.50
Frank E. Smith	Professional Expense Reimbursement	13405	67.50
Irvin A. Smith III	Professional Expense Reimbursement	13406	7.50
Robert C. Smith	Professional Expense Reimbursement	13407	46.00
Robert L. Smith	Professional Expense Reimbursement	13408	67.50
Donn B. Stansbury	Professional Expense Reimbursement	13409	67.50
Ronald Stewart	Professional Expense Reimbursement	13410	67.50
Siegfried Stober	Professional Expense Reimbursement	13411	55.00
Cal Stockman	Professional Expense Reimbursement	13412	35.00
Marilyn L. Swanson	Professional Expense Reimbursement	13413	56.55
Loretta Szymaszek	Professional Expense Reimbursement	13414	67.50
John H. Thompson	Professional Expense Reimbursement	13415	67.50
Sue Thompson	Professional Expense Reimbursement	13416	67.50
Bob Tillotson	Professional Expense Reimbursement	13417	67.50
Jack D. Tippens	Professional Expense Reimbursement	13418	67.50
Rose Trunk	Professional Expense Reimbursement	13419	31.86
Robert W. Tysl	Professional Expense Reimbursement	13420	67.50
Fred A. Vaisvil	Professional Expense Reimbursement	13421	67.50
Dr. Frank Vandever	Professional Expense Reimbursement	13422	66.00
G. H. Voegel	Professional Expense Reimbursement	13423	66.00
Donovan C. Wachlin	Professional Expense Reimbursement	13424	67.50
Willard F. Williamson	Professional Expense Reimbursement	13425	66.00
Betty M. Windham	Professional Expense Reimbursement	13426	67.50
Joseph Yohanan	Professional Expense Reimbursement	13427	67.50

EDUCATIONAL FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Sharon Zamkovitz	Professional Expense Reimbursement	13428	67.50
Robert R. Zilkowski	Professional Expense Reimbursement	13429	67.50
Harper College Bond & Int. Fund	Adjustment-1968 Tax Receipts	13430	8,422.09
			<u>\$53,923.25</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 13180 to 13430 are hereby approved for payment.

DATE OF APPROVAL: June 30, 1970

CHAIRMAN James J. Hamilton

SECRETARY William J. Mohr

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

BUILDING FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Arlington Park Dodge Inc.	Vehicle Expense	1978	\$ 76.15
Commonwealth Edison Co.	Electricity	1979	300.83
Efengee Electrical Supply Co.	Maintenance Supplies	1980	196.80
Gibson Electric Co.	Building Remodeling	1981	289.59
Great Lakes Fire & Safety Equipment Co.	Service Equipment	1982	50.08
Illinois Bell Telephone Co.	Phone Service	1983	672.81
Industrial Gas & Equipt. Co.	Welding Supplies	1984	30.10
Educational & Institutional Cooperative Services, Inc.	Maintenance Supplies	1985	113.75
Lorberg Industries	Maintenance Supplies	1986	96.00
McMaster - Carr	Supplies	1987	23.75
Moore's Landscape & Nursery Inc.	Capital Outlay - Sodding	1988	887.50
Mykroy, Inc.	Public Safety Supplies	1989	33.08
Northwest Electrical Sup. Co. Inc.	Maintenance Supplies & Equipment Supplies	1990	2,599.15
P & W Industrial Sales, Inc.	Supplies	1991	18.30
Village of Palatine	Contractual Services	1992	60.00
Pittsburgh Glass Co.	Maintenance Supplies	1993	124.00
Rolling Meadows Sports Chalet	Maintenance Supplies	1994	105.95
Sears, Roebuck & Co.	Groundskeeping Supplies	1995	19.20
Aerosol Exterminators, Inc.	Maintenance Services - Machinery	1996	85.00
Brake Align Svc. & Supply Co.	Vehicle Expense	1997	44.00
Carbit Paint Co.	Groundskeeping Supplies	1998	202.95
Commonwealth Edison Co.	Electricity	1999	7,502.64
Gaare Oil Co.	Gasoline & Oil	2000	183.39

BUILDING FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
H-O-H Chemicals, Inc.	Utility Plant Supplies	2001	16.97
Illinois Bell Telephone Co.	Phone Service	2002	4,243.18
Lawn Equip. Distributors Inc.	Groundskeeping Supplies	2003	9.45
M-F Builders Supply Inc.	Maintenance Supplies	2004	103.62
Northern Illinois Gas Co.	Gas	2005	435.50
Palatine Welding & Engr. Co.	Maintenance Service	2006	6.50
Vaino Raag, M. D.	Medical Exam. - Gary Kurtzweil	2007	15.00
Redmon & Sons	Contractual Services	2008	166.50
Zimmer Hardware	Groundskeeping Supplies	2009	33.81
Harper College Educational Fund	Interfund Payables - May	2010	33,620.16
Imprest Fund	Reimbursement	2011	111.14
Harper College Bond & Int. Fund	Adjustment-Tax Receipts-1968;	2012	4,515.47
	Correction-Interfund Account		<u>\$56,992.32</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1978 to 2012 are hereby approved for payment.

Date of Approval: June 30, 1970

James R. Mc...

CHAIRMAN

James R. Mc...

SECRETARY

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

SITE & CONSTRUCTION FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Alenco Tool Supply Co.	Equipment - Reimbursable	837	\$ 2,650.00
Balko Tool & Machine Co.	Equipment - Reimbursable	838	850.00
Benster Welding Supply Co.	Welding Equipment - Reimbursable	839	1,287.86
Brodhead-Garrett Co.	Equipment - Reimbursable	840	3,916.50
Buehler Ltd.	Equipment - Reimbursable	841	630.00
Burgess Publishing Co.	Audio Visual Equipment	842	12,974.00
Chicago Supply & Tool Co.	Equipment - Reimbursable	843	370.00
Cor Plex International Corp.	Partial Payment - Lecture Demo. System	844	10,000.00
Daytronic Corp.	Equipment - Amplifier Indicator - Reimbursable	845	171.85
Do All Northern Illinois Co.	Equipment - Reimbursable	846	3,058.80
R.K. LeBlond Machine Tool Co.	Equipment - Reimbursable	847	1,930.69
Telemation Midwest, Inc.	Audio Visual Equipment	848	60.00
Ametek Testing Equipment	Equipment - Reimbursable	849	614.00
Caudill Rowlett Scott	Arch. Fees - Phase 2A	850	27,000.00
Erickson Machine & Supply Co.	Equipment - Reimbursable	851	1,140.00
Ralph Kottke Landscape	Site Improvement	852	5,000.00
			<u>\$71,653.70</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 837 to 852 are hereby approved for payment.

Date of Approval: June 30, 1970

CHAIRMAN *James J. Hemill*

SECRETARY *Thomas R. Mads*

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

AUXILIARY FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Affiliated Book Distributors, Inc.	Purchases - Books	1909	\$ 139.65
Broadview Motor Express, Inc.	Transportation	1910	5.50
Wm. C. Brown Co.	Purchases - Books	1911	202.20
Burgess Publishing Co.	Purchases - Books	1912	114.46
Celestial Arts	Purchases - Supplies	1913	100.40
The Colad Co. Inc.	Purchases - Books	1914	204.48
Collegiate Manufacturing Co.	Purchases - Supplies	1915	74.65
Columbia University Press	Purchases - Books	1916	34.80
A.W. Faber-Castell Pencil Co.	Purchases - Supplies	1917	3.90
Foster Grant Co., Inc.	Purchases - Supplies	1918	57.60
Hamilton Bell Co., Inc.	Purchases - Supplies	1919	111.15
International Bus.Machines Co.	Purchases - Supplies	1920	16.27
Illinois Bell Telephone Co.	Contractual Services	1921	38.10
Inter.Assoc.of Chiefs of Police	Telephone Service	1922	26.40
The Interstate Prints.& Publrs.	Purchases - Books	1923	77.70
Isca's Medical Books, Inc.	Purchases - Books	1924	40.50
Keep'n Touch Greeting Cards, Inc.	Purchases - Supplies	1925	15.96
Keuffel & Esser Co.	Purchases - Supplies	1926	29.70
Matthews Book Co.	Purchases - Books	1927	179.84
National Blank Book Co., Inc.	Purchases - Books	1928	21.18
Nebraska Book Co.	Purchases - Supplies	1929	437.66
Palatine News Agency	Purchases - Books	1930	54.91
Random House, Inc.	Purchases - Newspapers	1931	25.66
Regent Products Co.	Purchases - Books	1932	18.92
School Health Supply Co.	Purchases - Supplies	1933	26.56
Charles Scribners Sons	Instructional Supplies	1934	139.07

AUXILIARY FUND EXPENDITURES --- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Carolyn Sedrel	Contractual Services	1935	\$ 137.50
Bernard Stolar	Equipment - Cafeteria	1936	110.00
Charles C. Thomas, Publr.	Purchases - Books	1937	15.90
Writing Sales	Purchases - Supplies	1938	293.80
Barnes & Noble Inc.	Purchases - Books	1939	31.50
Clark Products, Inc.	Purchases - Supplies	1940	225.73
College of DuPage Book Store	Purchases - Books	1941	444.69
Federal Office Products	Purchases - Supplies	1942	235.79
Food Marketers	Purchases - Food	1943	122.05
Goldenrod Ice Cream Co.	Purchases - Food	1944	41.16
Harper & Row	Purchases - Books	1945	1,010.10
Holleb & Co.	Purchases - Supplies	1946	37.50
Holt Rinehart & Winston Inc.	Purchases - Books	1947	450.44
Hoskins Motor Leasing	Purchases - Books	1948	61.70
Houghton Mifflin Co.	Vehicle Expense	1949	80.46
Itt Continental Baking Co.	Purchases - Food	1950	28.68
Richard D. Irwin Inc.	Purchases - Books	1951	42.90
Nel A. Kjos Music Co.	Purchases - Books	1952	73.02
Kraft Foods	Purchases - Food	1953	143.27
Krun-Chee Potato Chips	Purchases - Food	1954	74.80
Lea & Febiger	Purchases - Books	1955	64.62
Lou Gordon Provision Co.	Purchases - Food	1956	418.97
McGraw-Hill Book Co.	Purchases - Books	1957	518.66
Marano Bros.	Purchases - Food	1958	338.19
Melrose Farms Co.	Purchases - Food	1959	40.20
The Nedlog Co.	Purchases - Food	1960	82.60
Obee Institutional Food Svc. Co.	Purchases - Supplies	1961	123.70
Oscar Mayer & Co.	Purchases - Food	1962	102.57
Frederick Post	Purchases - Supplies	1963	59.40

AUXILIARY FUND EXPENDITURES -- JUNE 30, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Prentice-Hall Inc.	Purchases - Books	1964	11.22
G. P. Putnam's Sons	Purchases - Books	1965	61.62
Random House Inc.	Purchases - Book	1966	4.73
South-Western Publishing Co.	Purchases - Books	1967	538.46
Silvercup Bakeries, Inc.	Purchases - Food	1968	98.30
Vanderbilt	Purchases - Food	1969	221.78
Western Candy & Tobacco Co.	Purchases - Food	1970	241.75
Writing Sales	Purchases - Supplies	1971	541.71
Davidmeyer Bus Service, Inc.	Vehicle Expense	1972	1,020.00
Imprest Fund	Reimbursement	1973	802.05
Hawthorn-Mellody Farms Dairy	Purchases - Food	1974	405.18
Ned Singer's Sport Supply Co.	Instructional Supplies	1975	1,056.10
Palatine News Agency	Newspapers	1976	73.92
Northwest Clean Towel Service	Contractual Services	1977	109.61
Northwest Clean Towel Service	Contractual Services	1978	25.50
Illinois Department of Revenue	Sales Tax - May	1979	275.10
			<u>\$13,094.15</u>

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1909 to 1979 are hereby approved for payment.

Date of Approval: June 30, 1970

CHAIRMAN *James J. Hamilton*

SECRETARY *Lawrence R. Mott*

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

IMPREST FUND DISBURSEMENTS
June 2, 1970 to June 15, 1970

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Assoc. of Governing Boards	Meeting Expense	8840	\$280.00
Void	-----	8841	-----
Robert E. Lahti	Travel Advance	8842	100.00
Sander B. Friedman	Travel Expense	8843	59.60
ASME	Replacement check	8844	20.00
Nicholas H. Holt	Honorarium	8845	250.00
Northwest Letter Service	Replacement check	8846	227.52
Betty Flynn	Salary Advance	8847	90.00
Ray Ehrle	Consulting Fee	8848	150.00
Dolores Crane	Travel Expense		223.79
	Travel Advance	(210.00)	
Donald Andries	Travel Expense	8849	13.79
Judge Harry C. Hershenson	Honorarium	8850	20.70
Roy G. Kearns	Travel Advance	8851	25.00
Donald Andries	Dedication Expense	8852	503.00
Donald W. Lloyd, M.D.	Medical Exam.-C.Zack	8853	14.70
Frank L. Borelli	Meeting Expense	8854	8.00
Donn Stansbury	Travel Expense	8855	3.05
Kent Williams	Refund-Transcript fee	8856	28.74
Frank L. Borelli	Travel Expense	8857	1.00
Diane Callin	Meeting Expense	8858	6.90
Anton A. Dolejs	Travel Expense	8859	25.50
Diane T. Collin	Meeting Expense	8860	11.05
M. W. Carroll	Travel Expense	8861	9.60
Charles Joly	Meeting Expense	8862	8.04
Janet Liptrop	Meeting Expense	8863	4.20
Travel and Transport, Inc.	Local Travel	8864	11.70
Dr. Florence Seaman	Recruitment	8865	69.30
Bill Reyna	Consultant	8866	20.75
Larry King	Contractual Service	8867	20.00
Robert Pasen	Local Travel	8868	11.35
Ronald Stewart	Recruitment	8869	48.10
William F. Hack	Meeting Expense	8870	10.00
William R. Punkay	Local Travel	8871	18.40
Joseph Yohanan	Local Travel	8872	18.60
William Punkay	Local Travel	8873	44.30
Susan Lipner	Travel Expense	8874	17.98
Western Concessions, Inc.	Refund - tuition	8875	10.00
Superintendent of Documents	Meeting Expense	8876	23.40
Am.Chamber of Comm.Researchers	Publications	8877	2.50
	Publications	8878	35.00

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
John T. Warren	Recruitment		8879	\$ 55.75
Raymond Beebe	Recruitment		8880	9.00
Martin Levine	Recruitment		8881	93.50
Diane L. Franzen	Tuition Refund		8882	10.00
James Harvey	Meeting Expense		8883	12.95
John Gelch	Travel Expense		8884	26.60
Fred A. Vaisvil	Travel Expense	15.50		
	Meeting Expense	3.70	8885	19.20
American Annual Corp.	Library Books		8886	6.70
Indiana Historical Bureau	Library Books		8887	4.50
Pickett Enterprises Inc.	Library Books		8888	2.35
E. A. Goodwin	Travel Expense		8889	9.10
Mrs. Christine McCormick	Contractual Service		8890	100.00
Mrs. Chieko Nambu	Contractual Sergice		8891	100.00
McCutchan Publishing Corp.	Prof. Book		8892	8.50
Mary Ann Keeney	Refund - Reg. fee		8893	10.00
Walter Johnson, Jr.	Replacement check		8894	83.30
Group for the Advancement of Psychiatry	Library Books		8895	2.50
Journal of Nutrition Education	Library Subscription		8896	5.00
Hotel & Motel Red Book	Library Books		8897	15.00
Palatine News Agency	Replacement check		8898	88.79
Patricia L. Connolly	Local Travel		8899	16.00
Frank A. Vandever, Jr.	Travel Expense		8900	88.75
Jack Fuller	Travel Expense		8901	19.80
Amer.College Personnel Assoc.	Prof. Book		8902	2.50
Public Affairs	Library Books		8903	.50
Regional Ed. Laboratory for the Carolinas & Virginia	Publications		8904	5.00
College & Univ.Personnel Assoc.	Publications		8905	4.50
William R. Punkay	Travel Expense		8906	27.01
Frances L. Dionisio	Travel Advance		8907	74.00
John Janusko	Travel Expense		8908	13.50
Ruth B. Rugar	Travel Advance		8909	143.00
Jill Wrede	Refund - Parking fee		8910	1.00
The Virginia Quarterly Review	Publication		8911	5.00
Kansas University	Books		8912	2.40
Studies in English Literature	Library Subscription		8913	7.00
Dwight A. Burill	Consultant		8914	645.00
Joe Bishop	Consultant		8915	645.00
W. J. Mann	Travel Expense	85.50		
	Travel Advance	(84.00)	8916	1.50
ACPRA	Conference		8917	72.00
American Institute of Baking	Conference		8918	75.00
Edward A. Goodwin, Petty Cash	Reimbursement		8919	67.94

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Wilfred Van Mayr	Travel Advance	8920	\$120.00
University of Nebraska at Omaha	Conf. Fee - D. Misic	8921	100.00
Gayle Meske	Refund - Parking fee	8922	1.00
Gene F. Kimmet	Recruitment	8923	58.80
John R. Birkholz	Recruitment	8924	22.05
Guerin Fischer	Recruitment	8925	16.55
Gilbert F. Tierney	Travel Expense	8926	48.45
Guerin Fischer	Travel Expense	8927	20.90
Sylvester Clinical Laboratory	Medical Exam.-Carol Zack	8928	3.00
Mark Obermaier	Instructional Sup.	8929	13.00
Frank L. Borelli	Travel Expense	8930	3.50
Irving Gerson	Contractual Services	8931	16.00
Gary Hicks	Contractual Services	8932	56.00
Douglas Peterson	Contractual Services	8933	16.00
Wayne Werth	Contractual Services	8934	16.00
Karen Tillotson	Contractual Services	8935	24.00
Maxine Kanter	Contractual Services	8936	32.00
Maria Hoar	Contractual Services	8937	24.00
Susan Davidson	Contractual Services	8938	24.00
Frank A. Vandever	Material	8939	10.00
Renie Remelski	Local Travel	8940	12.40
Chgo. & Ill. Restaurant Assoc.	Membership Dues	8941	35.00
Marshall S. Salkins, M.D.	Medical Exam.-J.Humphreys	8942	10.00
National Education Program	Film Rental	8943	4.25
Child Study Assoc.of America	Library Books	8944	7.15
Carver Plastics Corp.	Supplies	8945	.82
Univ. of Michigan-Audio Visual	Film Rental	8946	6.80
University of Oklahoma	Film Rental	8947	2.68
California Test Bureau	Vocational Library	8948	8.84
Southern Regional Council, Inc.	Library Books	8949	3.00
Robert G. Held	Travel Expense	8950	7.40
Northwest Community Hospital	Instructional Sup.	8951	7.50
Susan Barlett	Refund - Grad. Fee	8952	10.00
Eugene Torsay	Refund - Reg. Fee	8953	10.00
Karla S. Bowman	Refund - Reg. Fee	8954	10.00
Laura M. Herzog	Refund - Reg. Fee	8955	10.00
Carol Zack, Petty Cash	Reimbursement	8956	162.66
The Library of Congress	Library Books	8957	500.00
The Library of Congress	Library Books	8958	500.00
Ann S. Frederick	Refund - Tuition	8959	36.00
Shirley Seifert	Replacement Check	8960	58.57
	Adjustment	6694	(.50)
Void		8398	(50.00)
Void		8447	(8.60)
Void		8508	(50.00)

IMPREST FUND DISBURSEMENTS

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Void		8043	\$(99.04)
Void		8825	(28.98)
Correction: December List		6976	25.00
Palatine National Bank	Service Charge	D.M.	6.00
Palatine National Bank	Check Books	D.M.	34.55
Void		1492	(3.00)
Void		1529	(10.00)
Void		1586	(10.00)
Void		1919	(16.20)
Void		5193	(3.50)
Void		5262	(51.28)
Void		5532	(3.00)
Void		6062	(1.15)
Void		6242	(1.50)
Void		6550	(10.00)
			<u>\$6,548.03</u>

Reimbursement:

Educational Fund	\$5,622.44
Building Fund	111.14
Auxiliary Fund	802.05
Trust & Agency Fund	12.40
	<u>\$6,548.03</u>

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

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash</u>				
Petty Cash	111.00	\$ 630.00	\$-0-	\$ 630.00
Imprest Fund	112.00	10,000.00	-0-	10,000.00
Cash in Bank	113.00	154,041.04	-0-	154,041.04
 <u>Investments</u>				
Treasury Bills	121.00	788,108.22	-0-	788,108.22
Time Deposits	122.00	100,000.00	-0-	100,000.00
Other	124.00	-0-	-0-	-0-
 <u>Receivables</u>				
<u>Interfund Receivables</u>				
Building Fund	131.02	100,584.64	-0-	100,584.64
Bond & Interest Fund	131.03	-0-	-0-	-0-
Auxiliary Fund	131.05	230,452.59	-0-	230,452.59
Trust & Agency Fund	131.06	174,198.20	-0-	174,198.20
 <u>Taxes Receivable</u>				
Taxes-Current	132.00	960,885.71	-0-	960,885.71
Back Taxes	133.00	27,714.40	-0-	27,714.40
 <u>Governmental Claims</u>				
Receivable	137.00	-0-0	-0-	-0-
 <u>Other Receivables</u>				
Accounts Rec.-Chargebacks	138.11	659,135.79	-0-	659,135.79
Accounts Rec.-Other	138.90	48,690.95	-0-	48,690.95
Accrued State Apportionment	143.00	22,780.00	-0-	22,780.00
 <u>Deferred Charges</u>				
Inventories	162.01	2,873.39	-0-	2,873.39
Deposits	164.00	600.00	-0-	600.00
TOTAL ASSETS		<u>\$3,280,694.93</u>	<u>-0-</u>	<u>\$3,280,694.93</u>

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

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>MAY BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions</u>				
Group Insurance	214.00	\$ 1,177.50	\$ -0-	\$ 1,177.50
Other	215.00	(9.50)	-0-	(9.50)
 <u>Interfund Payables</u>				
Building Fund	231.02	252.54	-0-	252.54
Bond & Interest Fund	231.03	-0-	-0-	-0-
Site & Construction Fund	231.04	-0-	-0-	-0-
Auxiliary Fund	231.05	2,792.71	-0-	2,792.71
Trust & Agency Fund	231.06	53,839.37	-0-	53,839.37
 <u>Accounts Payable</u>	 240.10	 263,373.20	 -0-	 263,373.20
Reserve for Encumbrances	260.00	-0-	745,393.54	745,393.54
TOTAL LIABILITIES		<u>\$ 321,425.82</u>	<u>\$ 745,393.54</u>	<u>\$ 1,066,819.36</u>
 Fund Balance	 300.00	 \$ 2,959,269.11	 (\$ 745,393.54)	 \$ 2,213,875.57
TOTAL LIABILITIES & FUND BALANCE		<u>\$ 3,280,694.93</u>	<u>\$ -0-</u>	<u>\$ 3,280,694.93</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$ 1,902,561.16	\$ -0-	\$ 1,902,561.16
Add: Revenue to Date		4,671,839.85	-0-	4,671,839.85
		<u>\$ 6,574,401.01</u>	\$ -0-	<u>\$ 6,574,401.01</u>
Less: Expenditures to Date		3,615,131.90	745,393.54	4,360,525.44
BALANCE		<u>\$ 2,959,269.11</u>	<u>(\$ 745,393.54)</u>	<u>\$ 2,213,875.57</u>

WILLIAM RAINEY CARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

REVENUE	ACCOUNT NUMBER	EXPENDITURES		UNENCUMBERED BALANCE
		BUDGET	MAY TO DATE	
Fund Equity, July 1, 1969	300.00	\$ 1,825,000.00	\$ -0-	\$ (77,561.16)
Local Resources	410.00			
Taxes-Current-1969	411.00	\$ 1,198,000.00	\$ -0-	\$ (99,904.00)
Taxes-Back	412.00	22,000.00	-0-	6,297.90
		\$ 1,220,000.00	\$ -0-	\$ (93,606.10)
Intermediate Resources	420.00			
Tuition-Students	421.00	\$ 819,000.00	\$ 5,742.81	\$ (174,262.46)
Other Charges-Chargebacks	422.00	468,000.00	371,754.36	(363,425.23)
Student Fees	423.00	46,000.00	1,860.00	42,843.30
Other-Late Registration Fees	427.00	23,000.00	380.88	21,115.55
Seminars	429.00	-0-	115.00	(2,200.00)
		\$ 1,356,000.00	\$ 379,853.05	\$ (475,928.84)
State Resources	430.00			
State Apportionment	431.10	\$ 1,386,800.00	\$ 621,232.00	\$ (84,428.50)
State Apportionment-Summer School	431.20	65,500.00	-0-	65,500.00
Board of Voc.Ed. & Rehab.1969-70	432.00	182,000.00	-0-	202,980.00
Other	433.00	-0-	-0-	-0-
		\$ 1,634,300.00	\$ 621,232.00	\$ 184,051.50
Federal Resources	440.00			
Library Grant-Title II	449.10	\$ 10,155.00	\$ -0-	\$ -0-
		\$ -0-	\$ 732.50	\$ (4,285.10)
Public & Auxiliary Services	456.10			
Dental Clinic Rec.		\$ -0-	\$ 732.50	\$ (4,285.10)
Interest on Investments	471.00	\$ 25,000.00	\$ 2,965.33	\$ (24,890.48)
Treasury Bills	472.00	-0-	-0-	(1,875.00)
Certificate of Deposit	474.00	-0-	-0-	(8,150.00)
Interest on Investments		\$ 25,000.00	\$ 2,965.33	\$ (34,915.48)
Other Revenue	491.00	-0-	4.00	(1,700.83)
TOTAL ACCRUED REVENUE		\$ 4,245,455.00	\$ 1,004,786.88	\$ (426,384.85)
TOTAL ACCRUED REVENUE & FUND EQUITY		\$ 6,070,455.00	\$ 1,004,786.88	\$ (503,946.01)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
			MAY	TO DATE		
Instruction	110-000					
Salaries	110-510					
Administrative	110-511	\$ 206,600.00	\$ 15,282.34	\$ 172,555.72	\$ 187,838.06	\$ 18,761.94
Professional	110-512	19,114.00	5,041.62	41,738.81	44,197.13	(25,083.13)
Instructional	110-513	1,772,686.00	106,338.74	992,861.69	1,366,630.76	75,370.54
Instructional-Part Time	110-514	-0-	37,437.18	311,717.23	330,684.70	-0-
Instructional-Substitute	110-515	5,000.00	95.00	2,735.00	2,790.00	2,210.00
Office	110-516	104,155.00	9,010.22	91,350.65	99,890.14	4,264.86
Student Employees	110-518	22,910.00	1,782.50	9,387.79	10,781.91	12,128.09
Other	110-519	-0-	382.50	1,059.00	1,307.00	(1,307.00)
Total Salaries		\$2,130,465.00	\$175,370.10	\$1,623,405.89	\$2,044,119.70	\$ 86,345.30
Contractual Services	110-520					
Educational	110-522	\$ 16,200.00	\$ 125.00	\$ 2,052.90	\$ 2,153.65	\$ 14,046.35
Architectural	110-523	-0-	-0-	-0-	-0-	-0-
Maintenance	110-524	33,670.00	5,148.42	10,701.40	19,603.30	14,066.70
Office Services	110-527	200.00	148.03	857.40	857.40	(657.40)
Other Services	110-529	16,735.00	256.75	6,314.84	9,997.84	6,737.16
Total Contractual Services		\$ 66,805.00	\$ 5,678.20	\$ 19,926.54	\$ 32,612.19	\$ 34,192.81
Instr. Matls. & Supplies	110-530					
Instructional Supplies	110-531	\$ 106,814.00	\$ 3,157.19	\$ 67,979.86	\$ 83,711.43	\$ 23,102.57
Library Supplies	110-534	-0-	-0-	-0-	-0-	-0-
Audio & Visual Matls.	110-535	-0-	-0-	-0-	-0-	-0-
Books & Binding	110-537	-0-	-0-	-0-	242.08	(242.08)
Publications	110-538	-0-	-0-	-0-	4.00	(4.00)
Total Instr.Matls.& Suppls.		\$ 106,814.00	\$ 3,157.19	\$ 67,979.86	\$ 83,957.51	\$ 22,856.49
General Matls. & Supplies	110-540					
Office	110-541	\$ 9,900.00	\$ 978.07	\$ 10,159.31	\$ 10,334.60	(434.60)
Printing & Offset Dupl.	110-542	24,350.00	1,809.13	11,596.79	14,622.00	9,728.00
Postage	110-543	300.00	-0-	-0-	-0-	300.00
Advertising	110-544	24,147.00	787.69	11,414.28	13,661.36	10,485.64
Publications & Dues	110-545	1,300.00	32.00	566.24	573.74	726.26
Repair Matls. & Suppls.	110-547	-0-	-0-	1,308.83	1,318.83	(1,318.83)
Total Gen.Matls. & Suppls.		\$ 59,997.00	\$ 3,606.89	\$ 35,045.45	\$ 40,510.53	\$ 19,486.47

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	MAY	TO DATE		
<u>Travel & Meetings</u>						
Meetings	110-550					
Mileage-Local	110-551	\$ 7,900.00	\$ 154.20	\$ 1,992.74	\$ 2,048.24	\$ 5,851.76
Travel	110-552	6,600.00	384.53	1,998.19	2,118.54	4,481.46
Vehicle Expense	110-554	22,800.00	2,799.69	20,071.35	20,803.73	1,996.27
Moving & Recruitment	110-556	400.00	-0-	170.00	170.00	230.00
Other	110-557	-0-	-0-	31.50	31.50	(31.50)
Total Travel & Meetings	110-559	3,000.00	1,012.49	3,047.63	3,420.68	(420.68)
		\$ 40,700.00	\$ 4,350.91	\$ 27,311.41	\$ 28,592.69	\$ 12,107.31
<u>Fixed Charges</u>						
Rental of Equipment	110-570					
Total Fixed Charges	110-576	\$ -0-	\$ 38.60	\$ 3,050.32	\$ 3,895.61	\$ (3,895.61)
		\$ -0-	\$ 38.60	\$ 3,050.32	\$ 3,895.61	\$ (3,895.61)
<u>Capital Outlay</u>						
Building Remodeling	110-580	\$ 9,120.00	\$ -0-	\$ -0-	\$ 108.03	\$ 9,011.97
Equipment - Office	110-584	22,141.50	453.42	10,570.11	15,410.83	6,730.67
Equip.Educ. Non-Reimb.	110-585	268,809.50	7,294.27	136,117.92	166,199.83	102,609.67
Equip.Educ. Reimb.	110-586	5,000.00	-0-	41,469.00	54,639.29	(49,639.29)
Total Capital Outlay	110-587	\$ 305,071.00	\$ 7,747.69	\$ 188,157.03	\$ 236,357.98	\$ 68,713.02
TOTAL INSTRUCTION EXPENDITURES		\$2,709,852.00	\$199,949.58	\$1,964,876.50	\$2,470,046.21	\$239,805.79

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>Learning Resource Center Salaries</u>	120-000					
Administration	120-511	\$ 50,000.00	\$ 2,875.00	\$ 31,625.00	\$ 34,500.00	\$ 15,500.00
Professional	120-512	81,977.00	6,010.80	63,495.99	75,658.84	6,318.16
Part Time Instructional	120-514	-0-	725.00	2,537.50	2,900.00	(2,900.00)
Office	120-516	59,310.00	6,429.02	54,431.00	60,571.70	(1,261.70)
Student Employees	120-518	26,500.00	1,557.71	13,788.95	15,249.95	11,250.05
TOTAL SALARIES		\$217,787.00	\$17,597.53	\$165,878.44	\$188,880.49	\$ 28,906.51
<u>Contractual Services</u>	120-520					
Maintenance Service	120-524	\$ -0-	\$ -0-	\$ 291.85	\$ 291.85	\$ (291.85)
Repairs	120-529	-0-	-0-	428.80	428.80	(428.80)
TOTAL CONTRACTUAL SERVICES		\$ -0-	\$ -0-	\$ 720.65	\$ 720.65	\$ (720.65)
<u>Instruc. Matls. & Suppls.</u>	120-530					
Library	120-534	\$ 5,560.00	\$ -0-	\$ 1,722.20	\$ 3,717.90	\$ 1,842.10
Audio Visual Aids	120-535	68,850.00	8,099.17	73,108.65	84,275.72	(15,425.72)
Books & Bindings	120-537	80,000.00	8,728.47	43,348.02	87,716.09	(7,716.09)
Publications	120-538	20,000.00	591.91	11,021.82	19,079.74	920.26
TOTAL INSTR.MATLS.& SUPPL.		\$174,410.00	\$17,419.55	\$129,200.69	\$194,789.45	\$ (20,379.45)
<u>General Matls. & Supplies</u>	120-540					
Office	120-541	\$ 3,100.00	\$ 144.95	\$ 1,538.08	\$ 1,853.08	\$ 1,246.92
Printing & Offset Dupl.	120-542	1,100.00	14.94	539.20	593.08	506.92
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	83.87	510.21	510.21	4,689.79
Repairs	120-547	-0-	118.66	937.21	2,664.44	(2,664.44)
Other	120-549	-0-	-0-	3,024.70	5.47	(5.47)
TOTAL GEN.MATLS. & SUPPLS.		\$ 9,500.00	\$ 362.42	\$ 3,524.70	\$ 5,626.28	\$ 3,873.72

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

ACCOUNT NUMBER	EXPENDITURES (Cont.)	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUM. BALANCE
		BUDGET	MAY		
120-550	Travel & Meeting Expense	\$ 250.00	\$ -0-	\$ 154.50	\$ 95.50
120-551	Meeting Expense	300.00	-0-	38.40	261.60
120-552	Mileage - Local	2,450.00	585.89	2,222.24	227.76
120-554	Travel	\$ 3,000.00	\$ 585.89	\$ 2,415.14	\$ 584.86
	TOTAL TRAVEL & MEETING EXPENSE				
120-570	Fixed Charges				
120-576	Rental of Equipment	\$ 2,500.00	\$ 40.00	\$ 1,455.00	\$ 181.00
	TOTAL FIXED CHARGES	\$ 2,500.00	\$ 40.00	\$ 1,455.00	\$ 181.00
120-580	Capital Outlay				
120-584	Building & Remodeling	\$ -0-	\$ -0-	\$ 430.00	\$ (430.00)
120-585	Equipment - Office	\$ 4,080.00	\$ -0-	\$ 4,764.20	\$ (684.20)
120-586	Equip.-Educ. Non-Reimb.	76,649.00	2,525.30	71,201.24	5,447.76
120-587	Equip.-Educ. Reimb.	-0-	-0-	13.32	(13.32)
	TOTAL CAPITAL OUTLAY	\$ 80,729.00	\$ 2,525.30	\$ 76,408.76	\$ 4,320.24
	TOTAL LEARNING RESOURCE CENTER EXPENDITURES	\$487,926.00	\$38,530.69	\$471,159.77	\$16,766.23

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Student Services & Aids	130-000					
Salaries	130-510					
Administration	130-511	\$ 92,225.00	\$ 7,685.38	\$ 84,539.19	\$ 92,224.57	\$.43
Professional	130-512	167,377.00	11,801.10	123,258.74	159,993.34	7,383.66
Part Time Instructors	130-514	7,500.00	1,437.50	10,931.25	11,650.00	(4,150.00)
Office	130-516	76,879.00	5,838.76	72,669.90	78,843.78	(1,964.78)
Student Employees	130-518	6,500.00	68.87	2,375.41	2,589.59	3,910.41
TOTAL		\$350,481.00	\$26,831.61	\$293,774.49	\$345,301.28	\$ 5,179.72
Contractual Services	130-520					
Consultants	130-522	\$ 2,500.00	\$ 544.35	\$ 1,401.35	\$ 2,551.35	\$ (51.35)
Maintenance	130-524	-0-	-0-	17.05	67.05	(67.05)
Other	130-529	-0-	-0-	-0-	475.00	(475.00)
TOTAL		\$ 2,500.00	\$ 544.35	\$ 1,418.40	\$ 3,093.40	\$ (593.40)
Gen. Materials & Supplies	130-540					
Office	130-541	\$ 6,700.00	\$ 694.19	\$ 4,547.08	\$ 4,916.09	\$ 1,783.91
Printing & Offset Dupl.	130-542	8,150.00	534.94	4,236.65	4,983.74	3,166.26
Advertising	130-544	100.00	-0-	30.77	30.77	69.23
Publications & Dues	130-545	500.00	5.07	581.51	584.51	(84.51)
Medical Supplies	130-546	500.00	4.99	410.92	421.69	78.31
Vocational Library	130-549	1,000.00	236.60	1,068.46	1,168.73	(168.73)
TOTAL		\$ 16,950.00	\$ 1,475.79	\$ 10,875.39	\$ 12,105.53	\$ 4,844.47
Travel & Meeting Expense	130-550					
Meetings	130-551	\$ 1,050.00	\$ 270.90	\$ 1,049.58	\$ 1,062.53	\$ (12.53)
Mileage - Local	130-552	400.00	8.20	226.32	226.32	173.68
Travel	130-554	5,050.00	196.37	5,811.50	5,917.64	(867.64)
TOTAL		\$ 6,500.00	\$ 475.47	\$ 7,087.40	\$ 7,206.49	\$ (706.49)
Capital Outlay	130-580					
Equipment - Office	130-585	\$ 2,145.00	\$ -0-	\$ 2,009.78	\$ 2,464.18	\$ (319.18)
Equip.-Educ.-Non Reimb.	130-586	-0-	-0-	-0-	-0-	-0-
Equip.-Educ.-Reimb.	130-587	-0-	-0-	-0-	-0-	-0-
Service Equipment	130-588	-0-	-0-	739.67	739.67	(739.67)
TOTAL		\$ 2,145.00	\$ -0-	\$ 2,749.45	\$ 3,203.85	\$ (1,058.85)
TOTAL STUDENT SERVICES EXPENDITURES		\$378,576.00	\$29,327.22	\$315,905.13	\$370,910.55	\$ 7,665.45

WILLIAM RAINEY ROPER COLLEGE
 DISTRICT #512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE		
Data Processing Center	140-000					
Salaries	148-510					
Administration	148-511	\$ 19,000.00	\$ 1,583.32	\$ 17,416.52	\$ 18,999.84	\$.16
Professional	148-512	53,680.00	3,125.00	34,758.53	37,883.53	15,796.47
Office	148-516	39,830.00	4,656.65	51,540.94	56,278.12	(16,448.12)
Student Employees	148-518	-0-	550.03	1,290.70	1,647.02	(1,647.02)
Total Salaries		\$112,510.00	\$ 9,915.00	\$105,006.69	\$114,808.51	\$ (2,298.51)
Contractual Services	148-520					
Service Bureau	148-524	\$ -0-	\$ -0-	\$ 18.00	\$ 18.00	\$ (18.00)
Other	148-529	2,500.00	167.39	2,493.04	2,493.04	6.96
Total Contractual Services		\$ 2,500.00	\$ 167.39	\$ 2,511.04	\$ 2,511.04	\$ (11.04)
General Materials & Supplies	148-540					
Office	148-541	\$ 4,200.00	\$ 1,604.51	\$ 9,097.38	\$ 10,748.38	\$ (6,548.38)
Printing & Offset Dupl.	148-542	350.00	52.73	398.07	398.07	(48.07)
Advertising	148-544	100.00	-0-	109.20	109.20	(9.20)
Publications & Dues	148-545	100.00	21.55	99.55	119.05	(19.05)
Total Gen. Matls. & Supplies		\$ 4,750.00	\$ 1,678.79	\$ 9,704.20	\$ 11,374.70	\$ (6,624.70)
Travel & Meetings	148-550					
Meetings	148-551	\$ 100.00	-0-	\$ 156.00	\$ 156.00	\$ (56.00)
Mileage - Local	148-552	-0-	-0-	92.73	92.73	(92.73)
Travel	148-554	1,000.00	-0-	1,182.77	1,182.77	(182.77)
Innovation & Experimentation	148-559	-0-	-0-	75.27	75.27	(75.27)
Total Travel & Meetings		\$ 1,100.00	\$ -0-	\$ 1,506.77	\$ 1,506.77	\$ (406.77)
Fixed Charges	148-570					
Computer Rental	148-576	\$129,240.00	\$11,285.33	\$112,537.56	\$114,149.17	\$15,090.83
Total Fixed Charges		\$129,240.00	\$11,285.33	\$112,537.56	\$114,149.17	\$15,090.83
Capital Outlay	148-580					
Equipment - Office	148-585	\$ 11,270.00	\$ -0-	\$ 8,565.80	\$ 8,565.80	\$ 2,704.20
Total Capital Outlay		\$ 11,270.00	\$ -0-	\$ 8,565.80	\$ 8,565.80	\$ 2,704.20
TOTAL DATA PROCESSING EXPENDITURES		\$261,370.00	\$23,046.51	\$239,832.06	\$252,915.99	\$ 8,454.01

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MAY		
Institutional Research & Development	150-000	\$33,550.00	\$3,004.16	\$33,129.10	\$ 416.74
Salaries	150-510	-0-	-0-	-0-	-0-
Administration	150-511	11,100.00	1,015.24	9,887.98	1,212.02
Professional Office	150-512	5,000.00	-0-	629.15	4,370.85
Student Employees	150-518	\$49,650.00	\$4,019.40	\$43,650.39	\$5,999.61
Total		\$ 2,000.00	\$ 2,000.00	\$ 84.99	\$ (84.99)
Contractual Services	150-520	-0-	-0-	138.95	(138.95)
Maintenance Service	150-524	-0-	-0-	576.18	1,423.82
Office Services	150-527	2,000.00	-0-	800.12	\$1,199.88
Other	150-529	\$ 2,000.00	\$ -0-	\$ 800.12	\$ 1,199.88
Total		\$ 1,000.00	\$ 30.12	\$ 639.57	\$ 174.97
General Materials & Supplies	150-540	1,250.00	65.97	454.75	767.25
Office	150-541	-0-	-0-	-0-	-0-
Printing & Offset Dup	150-542	-0-	-0-	-0-	-0-
Postage	150-543	-0-	-0-	-0-	-0-
Advertising	150-544	200.00	22.18	935.33	(791.33)
Publications & Dues	150-545	750.00	-0-	18.10	731.90
Other	150-549	\$ 3,200.00	\$ 118.27	\$ 2,047.75	\$ 882.79
Total		\$ 400.00	\$ -0-	\$ 175.90	\$ 224.10
Travel & Meetings	150-550	100.00	-0-	4.40	95.60
Meetings	150-551	1,250.00	341.00	1,401.08	(151.08)
Mileage - Local	150-552	\$ 1,750.00	\$ 341.00	\$ 1,581.38	\$ 168.62
Travel	150-554	\$ 2,995.00	\$ 395.00	\$ 1,414.77	\$ (30.02)
Total		\$ 2,995.00	\$ 395.00	\$ 1,414.77	\$ (30.02)
Capital Outlay	150-580	\$59,595.00	\$4,873.67	\$45,603.25	\$8,220.88
Equipment - Office	150-585				
Total		\$59,595.00	\$4,873.67	\$45,603.25	\$8,220.88
TOTAL INSTITUTIONAL RESEARCH EXPEND.					

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>General Administration</u>						
Salaries	160-000					
Administration	160-511	\$ 75,388.00	\$ 6,232.58	\$ 68,672.83	\$ 74,905.41	\$ 482.59
Professional	160-512	57,975.00	5,306.54	45,576.82	50,108.06	7,866.94
Office	160-516	81,434.00	7,559.30	77,782.63	85,674.31	(4,240.31)
Student Employees	160-518	5,575.00	1,002.04	5,234.51	6,221.01	(646.01)
Other	160-519	-0-	-0-	-0-	-0-	-0-
TOTAL		\$220,372.00	\$20,100.46	\$197,266.79	\$216,908.79	\$ 3,463.21
<u>Contractual Services</u>						
Audit	160-520					
Consultants	160-521	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Architect	160-522	3,000.00	-0-	313.60	1,038.60	\$ 1,961.40
Maintenance	160-523	-0-	-0-	-0-	-0-	-0-
Legal	160-524	50.00	-0-	390.42	480.42	(430.42)
Other	160-527	-0-	24.30	1,803.99	1,803.99	(1,803.99)
TOTAL		\$ 3,300.00	\$ 140.23	\$ 3,136.86	\$ 3,769.50	(469.50)
<u>Gen. Materials & Supplies</u>						
Office	160-540					
Printing & Offset Dupl.	160-541	\$ 6,600.00	\$ 167.16	\$ 6,592.06	\$ 7,065.00	\$ (465.00)
Postage	160-542	13,990.00	778.48	11,810.06	16,607.01	(2,617.01)
Advertising	160-543	-0-	-0-	30.82	30.82	(30.82)
Publications & Dues	160-544	2,500.00	244.97	3,422.76	3,633.70	(1,133.70)
Other	160-545	3,400.00	559.01	4,212.80	4,603.80	(1,203.80)
TOTAL		\$ 27,090.00	\$ 1,771.93	\$ 26,620.99	\$ 32,492.82	\$ (5,402.82)
<u>Travel & Meetings</u>						
Meeting Expense	160-550					
Mileage - Local	160-551	\$ 6,950.00	\$ 316.97	\$ 7,205.61	\$ 7,509.01	\$ (559.01)
Travel	160-552	50.00	-0-	176.16	176.16	(126.16)
Other	160-554	11,200.00	889.34	10,456.52	10,725.07	474.93
TOTAL		\$ 18,200.00	\$ 1,206.31	\$ 17,838.29	\$ 18,410.24	\$ (210.24)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES (Cont.) General Administration Fixed Charges	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Rental of Equipment-NCR	160-570	\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
Rental of Equipment-IBM	160-576	6,350.00	940.20	7,546.26	10,141.86	(3,791.86)
TOTAL		\$ 9,350.00	\$ 940.20	\$ 7,546.26	\$ 10,141.86	\$ (791.86)
Capital Outlay	160-580					
Equipment-Office	160-585	\$ 10,075.00	\$ 395.00	\$ 7,592.09	\$ 9,133.18	\$ 941.82
TOTAL		\$ 10,075.00	\$ 395.00	\$ 7,592.09	\$ 9,133.18	\$ 941.82
TOTAL GENERAL ADMINISTRATION		\$ 291,437.00	\$ 24,578.43	\$ 262,509.29	\$ 294,179.40	\$ (2,742.40)

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT 512
 EDUCATIONAL FUND - BUDGET REPORT
 FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE		
General Institutional Exp.	170-000	\$ -0-	\$1,250.00	\$13,750.00	\$15,000.00	\$ (15,000.00)
Salaries	170-510	15,000.00	833.34	3,903.35	4,736.69	10,263.31
Administration	170-511	36,500.00	2,867.66	29,291.58	32,218.98	4,281.02
Professional	170-512	2,800.00	48.10	1,347.05	1,385.89	1,414.11
Office	170-516	-0-	-0-	-0-	-0-	-0-
Student Employees	170-518	-0-	-0-	-0-	-0-	-0-
Other	170-519	\$54,300.00	\$4,999.10	\$48,291.98	\$53,341.56	\$ 958.44
TOTAL SALARIES						
Contractual Services	170-520	\$ 4,500.00	\$4,800.00	\$ 4,800.00	\$ 4,800.00	\$ (300.00)
Audit	170-521	10,000.00	1,091.15	8,392.57	10,151.80	(151.80)
Consultants-In Serv. & Ins.	170-522	-0-	-0-	-0-	-0-	-0-
Architectural	170-523	1,500.00	169.58	888.29	3,024.63	(1,524.63)
Maintenance	170-524	16,000.00	88.00	17,326.30	18,305.05	(2,305.05)
Legal	170-526	-0-	-0-	114.38	114.38	(114.38)
Office Services	170-527	11,000.00	1,444.20	11,325.90	12,929.98	(1,929.98)
Other	170-529	\$43,000.00	\$7,592.93	\$42,847.44	\$49,325.84	\$6,325.84
TOTAL CONTRACTUAL SERVICES						
General Materials & Supplies	170-540	\$ 7,000.00	\$ 178.60	\$ 1,947.84	\$ 3,900.57	\$ 3,099.43
Office	170-541	2,500.00	1,177.57	6,739.78	7,140.83	(4,640.83)
Printing & Offset Dupl.	170-542	10,000.00	1,552.37	14,791.48	14,791.48	(4,791.48)
Postage	170-543	-0-	-0-	122.76	122.76	(122.76)
Advertising	170-544	1,700.00	-0-	3,184.50	3,184.50	(1,484.50)
Publications & Dues	170-545	7,600.00	39.54	12,516.60	15,413.01	(7,813.01)
Other	170-549	\$28,800.00	\$2,948.08	\$39,302.96	\$44,553.15	\$ (15,753.15)
TOTAL GENERAL MATLS. & SUPPLIES						
Travel & Meeting Expense	170-550	\$ 3,000.00	\$ 261.00	\$ 1,585.45	\$ 6,798.45	\$ (3,798.45)
Meeting Expense-Graduation	170-551	-0-	-0-	-0-	-0-	-0-
Mileage - Local	170-552	-0-	-0-	-0-	-0-	-0-
Travel	170-554	-0-	-0-	-0-	-0-	-0-
Vehicles	170-556	3,000.00	-0-	3,648.79	3,648.79	(648.79)
Moving & Recruitment	170-557	5,000.00	257.39	6,031.11	6,031.11	(1,031.11)
Other - Innovative	170-559	\$11,000.00	\$ 518.39	\$11,265.35	\$16,478.35	\$ (5,478.35)
TOTAL TRAVEL & MEETING EXPENSE						

WILLIAM RAINEY HARPER COLLEGE
DISTRICT 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>Fringe Benefits</u>						
Group Medical & Life Insurance	170-560	\$ 90,000.00	\$ 17,175.02	\$ 86,057.56	\$ 86,057.56	\$ 3,942.44
Travelers Accident Insurance	170-561	2,000.00	-0-	917.00	917.00	1,083.00
Workman's Compensation	170-563	5,000.00	-0-	3,457.00	3,457.00	1,543.00
Tuition Reimbursement	170-564	7,000.00	45.00	3,663.64	3,783.64	3,216.36
Remission-Employees Tuition	170-565	-0-	-0-	-0-	-0-	-0-
Medical Examination	170-566	2,000.00	25.00	1,506.25	1,519.25	480.75
Professional Expense	170-567	10,000.00	-0-	85.58	85.58	9,914.42
Other-Voc. Ed. Retirement	170-568	18,000.00	-0-	-0-	-0-	18,000.00
TOTAL FRINGE BENEFITS	170-569	\$134,000.00	\$ 17,245.02	\$ 95,687.03	\$ 95,820.03	\$ 38,179.97
<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-	1.41	-0-	-0-	-0-
Water, Sewer, Refuse Removal	170-573	-0-	-0-	-0-	-0-	-0-
Rental of Facilities	170-574	-0-	-0-	-0-	-0-	-0-
Rental of Equipment	170-575	-0-	-0-	-0-	-0-	-0-
Interest - Tax Warrants	170-567	-0-	-0-	44.00	44.00	(44.00)
Gen. Ins.-Liab. & Property	170-577	2,400.00	-0-	-0-	-0-	2,400.00
TOTAL FIXED CHARGES	170-579	\$ 3,000.00	\$ 1,260.00	\$ 6,971.00	\$ 6,971.00	\$ (3,971.00)
<u>Capital Outlay</u>						
New Buildings or Additions	170-580	\$ -0-	\$ 91,605.10	\$ 91,605.10	\$ 91,605.10	\$ (91,605.10)
Equipment & Furniture	170-583	10,200.00	-0-	2,386.63	5,059.69	5,140.31
Educ. Equip.-Non-Reimbursable	170-585	-0-	75,888.04	75,888.04	75,888.04	(75,888.04)
TOTAL CAPITAL OUTLAY	170-586	\$ 10,200.00	\$ 167,493.14	\$ 169,879.77	\$ 172,552.83	\$ (162,352.83)

WILLIAM RAINEY HANCOCK COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Other						
Student Employment-C.W.S.	170-591	\$ 18,000.00	\$ -0-	\$ 28.88	\$ 28.88	\$ 17,971.12
Grant Trustee Scholarships	170-592	7,500.00	788.00	1,468.00	1,708.00	5,792.00
Deb. Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	20,000.00	381.50	18,949.61	18,949.61	1,050.39
Provision for Contingency	170-595.1	25,000.00	-0-	-0-	-0-	25,000.00
SPED Projects	170-595.2	15,000.00	-0-	1,932.38	1,932.38	13,067.62
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)	(2,361.06)	(11,766.23)	(11,766.23)	5,766.23
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	\$ (1,191.56)	\$ 10,612.64	\$ 10,852.64	\$ 101,647.36
TOTAL INSTITUTIONAL EXP. BUDGET		\$ 399,200.00	\$ 200,866.51	\$ 424,902.17	\$ 449,939.40	\$ (50,739.40)
TOTAL EDUCATIONAL FUND EXPENDITURES		\$ 4,587,956.00	\$ 521,172.61	\$ 3,615,131.90	\$ 4,360,525.44	\$ 227,430.56

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

<u>ASSETS</u>	ACCOUNT <u>NUMBER</u>	5/31/70 <u>BALANCE</u>	<u>ENCUMBRANCES</u>	UNENCUMBERED <u>BALANCE</u>
Cash in Bank	113.02	\$ 174,015.71	-0-	\$174,015.71
Investments	121.00	-0-	-0-	-0-
<u>Interfund Receivables</u>				
Educational Fund	131.01	252.54	-0-	252.54
Bond & Interest Fund	131.03	724.37	-0-	724.37
Auxiliary Fund	131.05	(308.93)	-0-	(308.93)
<u>Taxes Receivable</u>				
Current	132.00	349,412.77	-0-	349,412.77
Back Taxes	133.00	10,070.75	-0-	10,070.75
Accounts Receivable	138.00	(390.00)	-0-	(390.00)
<u>Deferred Charges</u>				
Inventory	160.00	165.00	-0-	165.00
TOTAL ASSETS		\$ 533,942.21	-0-	\$533,942.21
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$ 33,620.16	-0-	\$ 33,620.16
Bond & Interest Fund	231.03	(724.37)	-0-	(724.37)
Auxiliary Fund	231.05	23.06	-0-	23.06
Accounts Payable	240.10	84,252.36	-0-	84,252.36
Reserve for Encumbrances	260.00	-0-	\$66,232.90	66,232.90
TOTAL LIABILITIES		\$ 117,171.21	\$66,232.90	\$183,404.11
Fund Balance	300.00	416,771.00	(66,232.90)	350,538.10
TOTAL LIABILITIES & FUND BALANCE		\$ 533,942.21	-0-	\$533,942.21
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$ 458,436.18	-0-	\$ 458,436.18
Add: Revenue to Date		568,196.63	-0-	568,196.63
		\$1,026,632.81	-0-	\$1,026,632.81
Less: Expenditures to Date		609,861.81	\$66,232.90	676,094.71
Balance		\$ 416,771.00	(66,232.90)	\$ 350,538.10

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

REVENUE	ACCOUNT NUMBER	BUDGET	MAY	REVENUE TO DATE	UNENCUMBERED BALANCE
Fund Equity, July 1, 1969	300.00	440,000.00	-0-	440,822.38	(822.38)
<u>LOCAL RESOURCES</u>					
Taxes - Current - 1969	411.00	435,000.00	-0-	471,965.00	(36,965.00)
Taxes - Back	412.00	6,000.00	-0-	-0-	6,000.00
<u>Intermediate Resources</u>					
Student Fees - parking	424.00	18,000.00	-0-	108.00	17,892.00
Other Fees - Fines	427.00	1,800.00	374.00	4,371.95	(2,571.95)
<u>State Resources</u>					
State Apportionment	431.00	101,200.00	50,600.00	101,200.00	-0-
<u>Facilities</u>					
Rentals	461.00	-0-	-0-	120.00	(120.00)
<u>Interest on Investments</u>					
Treasury Bills	471.00	10,000.00	-0-	7,331.18	2,668.82
<u>Other</u>					
Miscellaneous	491.00	-0-	433.11	684.30	(684.30)
Rental Facilities	492.00	-0-	-0-	30.00	(30.00)
TOTAL ACCRUED REVENUE		\$ 572,000.00	\$51,407.11	\$585,810.43	\$ (13,810.43)
TOTAL ACCRUED REVENUE & FUND EQUITY		\$1,012,000.00	\$51,407.11	\$1,026,632.81	\$ (14,632.81)

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>General Buildings & Grounds</u>						
<u>Administration</u>						
Salaries	267-510					
Administration	267-511	\$16,000.00	\$1,316.66	\$14,483.26	\$15,853.92	\$ 146.08
Office Staff	267-516	6,000.00	450.00	5,360.75	5,810.75	189.25
Service Staff	267-517	7,500.00	757.40	8,301.99	8,937.07	(1,437.07)
Student Employees	267-518	-0-	54.83	543.70	616.46	(616.46)
		\$29,500.00	\$2,578.89	\$28,689.70	\$31,218.20	\$ (1,718.20)
<u>General Materials & Supplies</u>						
Office Supplies	267-540	\$ 240.00	\$ 8.86	\$ 295.44	\$ 295.44	\$ (55.44)
Printing & Offset Dupl.	267-542	350.00	27.55	256.29	256.29	93.71
Advertising	267-544	-0-	-0-	294.56	294.56	(294.56)
Publications & Dues	267-545	75.00	8.00	93.00	93.00	(18.00)
		\$ 665.00	\$ 44.41	\$ 939.29	\$ 939.29	\$ (274.29)
<u>Travel & Meeting Expense</u>						
Meeting Expense	267-550	\$ 300.00	\$ -0-	\$ 21.25	\$ 21.25	\$ 278.75
Travel Expense	267-551	375.00	324.43	690.67	690.67	(315.67)
		\$ 675.00	\$ 324.43	\$ 711.92	\$ 711.92	\$ (36.92)
<u>Capital Outlay</u>						
Office Equipment	267-585	\$ -0-	\$ -0-	\$ 143.65	\$ 143.65	\$ (143.65)
TOTAL GENERAL BUILDINGS & GROUNDS		\$30,840.00	\$2,947.73	\$30,484.56	\$33,013.06	\$ (2,173.06)
<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	-0-	592.25	592.25	207.75
		\$23,000.00	\$ -0-	\$ 3,335.25	\$3,335.25	\$19,664.75

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

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Gen. Institutional Expense	271-570			\$ -0-		\$20,200.00
Fixed Charges	271-575			\$ -0-		(1,401.00)
Rental of Facilities	271-578			2,501.00	\$ 2,501.00	\$18,799.00
General Insurance				\$ -0-	\$ 2,501.00	
				\$ 21,300.00	\$ 2,501.00	\$18,799.00
Capital Outlay	271-580					
Site Improvement	271-582			\$ -0-	\$ 702.00	\$ (702.00)
New Buildings & Additions	271-583			-0-	(397.39)	397.39
Building Remodeling	271-584			31,225.00	37,546.62	(7,196.99)
Equipment - Non Reim.	271-586			-0-	(44.96)	44.96
Equipment - Services	271-588			-0-	175.68	(175.68)
Other	271-589			21,870.00	22,722.72	(3,920.22)
				\$ 53,095.00	\$60,704.67	\$11,552.54
				\$593.80	\$64,647.54	
Other	271-595			\$ -0-	\$ -0-	\$20,000.00
Provision for Contingency	271-598			-0-	-0-	-0-
Clearing Account				-0-	-0-	-0-
TOTAL				\$117,395.00	\$66,540.92	\$46,911.21
				\$593.80	\$70,483.79	

WILLIAM RAINEY HARPER COLLEGE
 DISTRICT 512
 BUILDING FUND - BUDGET REPORT
 FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Operation & Maintenance of Physical Facilities	280-000					
Salaries						
Office Staff	280-516	\$ -0-	\$ 1,203.52	\$ 3,256.85	\$ 3,638.45	\$ (3,638.45)
Service Staff	280-517	250,549.00	28,036.66	276,518.17	309,901.83	(59,352.83)
Student Employees	280-518	-0-	1,765.14	11,444.45	13,185.35	(13,185.35)
Other - Overtime	280-519	3,000.00	-0-	3,071.18	3,071.18	(71.18)
TOTAL SALARIES		\$253,549.00	\$31,005.32	\$294,290.65	\$329,796.81	\$ (76,247.81)
Contractual Services	280-520					
Maintenance Service	280-524	\$ 12,650.00	\$ 314.51	\$ 5,953.92	\$ 12,273.21	\$ 376.79
Other	280-529	6,420.00	724.78	7,727.52	8,095.92	(1,675.92)
TOTAL CONTRACTUAL SERVICES		\$ 19,070.00	\$ 1,039.29	\$ 13,681.44	\$ 20,369.13	\$ (1,299.13)
Gen. Materials & Supplies	280-540					
Office Supplies	280-541	\$ 384.00	\$ 14.20	\$ 503.03	\$ 554.78	\$ (170.78)
Printing & Offset Dupl.	280-542	1,035.00	8.40	1,704.15	1,904.15	(869.15)
Maintenance Supplies	280-546	43,071.00	1,434.90	29,372.45	41,433.31	1,637.69
Repairs	280-547	-0-	-0-	133.87	196.87	(196.87)
Other Supplies	280-549	400.00	-0-	59.00	59.00	341.00
TOTAL GEN. MATERIALS & SUPPLIES		\$ 44,890.00	\$ 1,457.50	\$ 31,772.50	\$ 44,148.11	\$ 741.89
Travel Expense	280-550					
Travel Expense	280-554	\$ 900.00	\$ 169.70	\$ 170.05	\$ 170.05	\$ 729.95
Vehicle Expense	280-556	3,750.00	618.16	3,104.95	3,234.60	515.40
TOTAL TRAVEL EXPENSE		\$ 4,650.00	\$ 787.86	\$ 3,275.00	\$ 3,404.65	\$ 1,245.35
Fixed Charges	280-570					
Fuel - Heating	280-571	\$ 39,400.00	\$ 1,407.21	\$ 24,018.78	\$ 24,046.98	\$ 15,353.02
Electricity	280-572	35,300.00	5,990.03	55,684.69	55,985.52	(20,685.52)
Telephone	280-573	26,500.00	4,208.43	41,501.70	42,174.51	(15,674.51)
Water & Fuel Treatment	280-574	1,773.00	516.00	2,156.53	2,156.53	(383.53)
Rental of Equipment	280-576	3,000.00	-0-	22.00	22.00	2,978.00
General Insurance	280-578	1,500.00	-0-	1,589.25	1,589.25	(89.25)
TOTAL FIXED CHARGES		\$107,473.00	\$12,121.67	\$124,972.95	\$125,974.79	\$ (18,501.79)

WILLIAM RAINY PER COLLEGE
DISTRICT #512
BUILDING FUND - BUDGET REPORT
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Capital Outlay	280-580					
Site Improvement	280-582	\$ 4,000.00	\$ 498.03	\$ 4,995.58	\$ 7,137.82	\$ (3,137.82)
Office Equipment	280-585	-0-	-0-	476.20	476.20	(476.20)
Equipment - Service	280-588	48,753.00	442.20	39,372.01	41,290.35	7,462.65
TOTAL CAPITAL OUTLAY		\$ 52,753.00	\$ 940.23	\$ 44,843.79	\$ 48,904.37	\$ 3,848.63
TOTAL OPERATION & MAINTENANCE		\$482,385.00	\$47,351.87	\$512,836.33	\$572,597.86	\$ (90,212.86)
TOTAL BUILDINGS & GROUNDS EXPENDITURES		\$630,620.00	\$50,893.40	\$609,861.81	\$676,094.71	\$ (45,474.71)

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.00	\$ 46,277.37	\$ -0-	\$ 46,277.37
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	-0-	-0-	-0-
Interfund Rec.-Building Fund	131.02	(724.37)	-0-	(724.37)
Taxes Receivable-Current	132.00	489,177.48	-0-	489,177.48
Taxes Receivable-Back	133.00	32,007.72	-0-	32,007.72
TOTAL ASSETS		<u>\$665,302.33</u>	<u>-0-</u>	<u>\$665,302.33</u>
 <u>LIABILITIES</u>				
Interfund Payable-Education	231.01	-0-	-0-	-0-
Interfund Payable-Building	231.02	724.37	-0-	724.37
Reserve for Encumbrances	260.00	-0-	-0-	-0-
Fund Equity	300.00	664,577.96	-0-	664,577.96
TOTAL LIABILITIES & FUND EQUITY		<u>\$665,302.33</u>	<u>-0-</u>	<u>\$665,302.33</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$539,068.29	-0-	\$539,068.29
Add: Revenue to Date		734,246.55	-0-	734,246.55
		<u>\$1,273,314.84</u>	<u>-0-</u>	<u>\$1,273,314.84</u>
Less: Expenditures to Date		608,736.88	-0-	608,736.88
Balance		<u>\$664,577.96</u>	<u>-0-</u>	<u>\$664,577.96</u>

WILLIAM RAINERY RPER COLLEGE
 DISTRICT # 512
 BOND & INTEREST FUND - BUDGET REPORT
 FOR THE TEN MONTHS ENDED MAY 31, 1970

REVENUE	ACCOUNT NUMBER	REVENUE			UNENCUMBERED BALANCE
		BUDGET	MAY	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-	660,750.00	\$ (55,050.00)
Taxes - Back	412.00	-0-	-0-	-0-	
<u>Interest on Investments</u>					
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-	\$669,055.73	\$ (54,355.73)
Total Revenue & Beginning Fund Balance		\$593,106.00	-0-	\$1,273,314.84	\$680,208.84

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE		
General Institutional Exp.						
<u>Fixed Charges</u>						
Interest - Bonds	570.00	\$283,258.00	-0-	\$283,257.50	\$	
577.00					.50	
<u>Other</u>						
Bond Principal	593.00	325,000.00	-0-	325,000.00	-0-	
Financial Charges	596.00	487.00	-0-	479.38	7.62	
		\$325,487.00	-0-	\$325,479.38	7.62	
Total Bond & Interest Exp.		\$608,745.00	-0-	\$608,736.88	\$ 8.12	

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WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
STATEMENT OF POSITION
SITE & CONSTRUCTION FUND - MAY 31, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>5/31/70 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$ 96,169.65	\$ -0-	\$ 96,169.65
Investments	121.00	2,026,821.54	-0-	2,026,821.54
<u>Other Receivables - Long Term</u>				
Long Term		21,590.83	-0-	21,590.83
Vocational Education		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>\$2,185,682.24</u>	<u>\$ -0-</u>	<u>\$2,185,682.24</u>
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 87,484.93	\$ -0-	\$ 87,484.93
Reserve for Encumbrances	260.00	-0-	404,068.77	404,068.77
Fund Equity	300.00	<u>2,098,197.31</u>	404,068.77	1,694,128.54
TOTAL LIABILITIES & FUND EQUITY		<u>\$2,185,682.24</u>	<u>\$ -0-</u>	<u>\$2,185,682.24</u>

SUMMARY OF FUND BALANCE

Balance, September 1, 1966	\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date	<u>9,193,972.94</u>	-0-	<u>9,193,972.94</u>
	\$9,193,972.94	\$ -0-	\$9,193,972.94
Less: Expenditures to Date	7,095,775.63	404,068.77	7,499,844.40
Balance, May 31, 1970	<u>\$2,098,197.31</u>	<u>(\$404,068.77)</u>	<u>\$1,694,128.54</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND BUDGET REPORT

PROJECT BUDGET SEPTEMBER 1, 1966 to MAY 31, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			MAY	TO DATE	
<u>Intermediate Resources</u>					
Sale of Bonds	425.00				
September 1, 1966 Bond Issue		\$ 3,375,000.00	\$ -0-	\$ 3,375,000.00	\$ -0-
December 1, 1966 Bond Issue		4,000,000.00	-0-	4,000,000.00	-0-
Premium on Bonds Sold		\$ 7,375,000.00	-0-	\$ 7,375,000.00	-0-
		\$ 360.00	-0-	\$ 360.13	(\$.13)
Accrued Interest		\$ 53,094.00	-0-	\$ 53,094.42	(\$.42)
<u>State Resources</u>					
Vocational Education Account	432.00	\$ 750,000.00	-0-	\$ 429,338.22	\$ 320,661.78
<u>Federal Resources</u>					
Title VI 1967-68	443.00	\$ 61,091.00	-0-	\$ 61,091.00	\$ -0-
DHEW Grant	446.00	-0-	-0-	-0-	-0-
Moveable Equip. Phase I	446.10	242,282.00	-0-	242,282.00	-0-
Fixed Equip. Phase I	446.20	430,000.00	-0-	430,501.00	(501.00)
Moveable Equip. Phase II	446.30	70,000.00	-0-	-0-	70,000.00
		\$ 803,373.00	-0-	\$ 733,874.00	\$ 69,499.00
<u>Facilities</u>					
Sale of Well Site	464.00	\$ 4,000.00	-0-	\$ 4,000.00	\$ -0-
Sale of Portable Classrooms	465.00	80,000.00	-0-	80,000.00	-0-
		\$ 84,000.00	-0-	\$ 84,000.00	-0-
<u>Interest on Investments</u>					
Treasury Bills	471.00	\$ 90,000.00	\$ 7,384.03	\$ 42,925.09	\$ 47,074.91
Certificates of Deposit	472.00	360,000.00	-0-	419,221.22	(59,221.22)
Other Investments	473.00	20,000.00	-0-	55,529.51	(35,529.51)
		\$ 470,000.00	\$ 7,384.03	\$ 517,675.82	\$(47,675.82)
Other	491.00	\$ 630.00	-0-	\$ 630.35	(\$.35)
Miscellaneous					
TOTAL SITE & CONSTRUCTION FUND REVENUE		\$ 9,536,457.00	\$ 7,384.03	\$ 9,193,972.94	\$ 342,484.06

WILLIAM RAINEY FURBER COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			MAY	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 Dev. Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	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 MAY 31, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>Capital Outlay</u>						
<u>Site Improvements</u>						
Minor Improvements	582.10	\$ 100.00	\$ -0-	\$ 3,816.39	\$ 42,031.39	\$ (41,931.39)
Water Connection	582.20	4,000.00	-0-	4,000.00	4,000.00	-0-
Southwest Corner	582.30	-0-	-0-	-0-	10,859.00	(10,859.00)
Campus Lighting	582.40	-0-	-0-	-0-	38,300.00	(38,300.00)
		\$ 4,100.00	\$ -0-	\$ 7,816.39	\$ 95,190.39	\$ (91,090.39)
<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 RAINY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MAY 31, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>Equipment</u>						
Initial Equipment	585.10	\$ 75,890.00	\$ -0-	\$ 75,888.04	\$ 75,888.04	\$ 1.96
Educational Non-Reim.	586.10	350,000.00	2,325.84	240,253.55	259,781.47	90,218.53
Educational Non-Reim. A-V	586.20	-0-	13,489.00	13,489.00	56,403.00	(56,403.00)
		\$350,000.00	\$15,814.84	\$253,742.55	\$316,184.47	\$ 33,815.53
<u>Educational Reimbursable</u>						
Title IV	587.10	\$ 61,091.00	\$ -0-	\$ 60,422.56	\$ 60,422.56	\$ 668.44
<u>Voc/Tech</u>						
Business	587.20					
110-587.21		38,089.00	-0-	40,107.00	40,107.00	(2,018.00)
116-587.21		63,411.00	-0-	70,295.11	70,571.11	(7,160.11)
Chemical Technology	717-586.26	-0-	-0-	-0-	-0-	-0-
Law Enforcement	418-587.24	5,500.00	3,310.00	4,791.65	4,981.15	518.85
Architecture	311-587.23	20,000.00	-0-	-0-	-0-	20,000.00
Electronics	312-587.23	170,000.00	-0-	186,826.31	186,826.31	(16,826.31)
Mechanical Design	314-587.23	140,000.00	7,025.00	106,792.53	148,425.78	(8,425.78)
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-	5,105.76	5,105.76	(5,105.76)
Nursing	713-587.27	2,000.00	-0-	1,929.57	1,929.57	70.43
Practical Nursing	714-587.27	-0-	-0-	1,938.46	1,938.46	(1,938.46)
Dental Hygiene	716-587.27	148,000.00	-0-	99,942.13	100,062.83	47,937.17
		\$750,000.00	\$10,335.00	\$684,761.52	\$726,980.97	\$ 23,019.03
DHEW Moveable	587.30	\$242,282.00	\$ -0-	\$262,784.44	\$262,784.44	\$ (20,502.44)
DHEW Fixed	587.40	\$430,000.00	\$88,125.98	\$286,174.43	\$410,260.23	\$ 19,739.77
DHEW Reimbursable A-V	587.50	\$ -0-	\$ 6,692.00	\$ 45,002.00	\$113,571.00	(\$113,571.00)
DHEW Reimbursable Art Work	587.60	\$ -0-	\$ -0-	\$ 500.00	\$ 1,500.00	\$ (1,500.00)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512

SITE & CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to MAY 31, 1970

EXPENDITURES (Cont.) Phase II	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
Contractual Services Architectural	523.00	\$ 756,058.00	\$ -0-	\$ 120,468.05	\$ 120,468.05	\$ 635,589.95
Capital Outlay Site Improvement-S.W. Corner	582.00	\$ 343,000.00	\$ -0-	\$ 327,604.75	\$ 327,604.75	\$ 15,395.25
New Buildings Science & Music Wings Balance of Phase II Bldgs.	583.00	\$ 500,000.00 899,911.00	\$ 58,500.00 -0-	\$ 58,500.00 -0-	\$ 76,878.60 -0-	\$ 423,121.40 899,911.00
		\$ 1,399,911.00	\$ 58,500.00	\$ 58,500.00	\$ 76,878.60	\$ 1,323,032.40
Equipment DHEW Moveable Other Phase II Moveable	585.00 585.30 585.50	\$ 70,000.00 150,000.00	\$ -0- -0-	\$ 9,537.00 -0-	\$ 9,537.00 -0-	\$ 60,463.00 150,000.00
TOTAL PROJECT BUDGET		\$ 220,000.00 \$ 9,536,457.00	\$ -0- \$ 179,467.82	\$ 9,537.00 7,095,775.63	\$ 9,537.00 \$ 7,499,844.40	\$ 210,463.00 \$ 2,036,612.60

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

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$	\$ -0-	\$ 150.00
Cash in Bank	113.04	102,839.15	-0-	102,839.15
Charge Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	331.93	-0-	331.93
 <u>Interfund Receivables</u>				
Educational Fund	131.01	5,081.80	-0-	5,081.80
Building Fund	131.02	350.79	-0-	350.79
Trust & Agency Fund	131.06	(9,384.17)	-0-	(9,384.17)
Intrafund Receivables	131.51	22.61	-0-	22.61
Misc. Receivables	138.00	16,205.14	-0-	16,205.14
Inventory	162.00	103,603.12	-0-	103,603.12
TOTAL ASSETS		<u>\$220,200.37</u>	<u>\$ -0-</u>	<u>\$220,200.37</u>
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$223,977.25	\$ -0-	\$223,977.25
Building Fund	231.02	(308.93)	-0-	(308.93)
Auxiliary Fund	231.05	-0-	-0-	-0-
Trust & Agency	231.06	-0-	-0-	-0-
Intra Fund Payable to Bookstore	231.52	175.40	-0-	175.40
Accounts Payable	240.10	23,192.73	-0-	23,192.73
Retailers Occupation Tax	255.00	580.66	-0-	580.66
Reserve for Encumbrances	260.00	-0-	44,562.86	44,562.86
TOTAL LIABILITIES		<u>\$247,617.11</u>	<u>\$ 44,562.86</u>	<u>\$292,179.97</u>
Fund Balance		\$(27,416.74)	\$(44,562.86)	\$(71,979.60)
TOTAL LIABILITIES & FUND BALANCE		<u>\$220,200.37</u>	<u>\$ -0-</u>	<u>\$220,200.37</u>
Fund Balance, July 1, 1969	300.00	\$ 27,509.10	\$ -0-	\$ 27,509.10
Add: Revenue to Date		521,321.01	-0-	521,321.01
Less: Expenditures to Date		<u>576,246.85</u>	<u>44,562.86</u>	<u>620,809.71</u>
FUND BALANCE		<u>\$(27,416.74)</u>	<u>\$(44,562.86)</u>	<u>\$(71,979.60)</u>

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

REVENUE	ACCOUNT NUMBER	REVENUE			UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE	
Fund Equity	300.00	\$ (2,000.00)	\$ -0-	\$ (3,442.29)	\$ 1,442.29
Sales-Food Catering	451.20	\$ -0-	\$ 958.10	\$ 7,337.21	(7,337.21)
Sales-Food	451.00	242,150.00	16,888.32	160,045.84	82,104.16
Total Revenue		\$242,150.00	\$17,846.42	\$167,383.05	\$74,766.95
Total Revenue & Beginning Fund Equity		\$240,150.00	\$17,846.42	\$163,940.76	\$76,209.24

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE	
Public & Auxiliary Service Salaries					
Administrative	511.00	\$ 15,000.00	\$ 708.34	\$ 7,791.67	\$ 8,500.01
Professional	512.00	15,500.00	1,875.00	19,666.60	21,541.60
Office	516.00	9,000.00	425.00	4,149.74	4,574.74
Service Staff	517.00	45,000.00	6,868.32	58,794.65	58,794.65
Student Employees	518.00	22,000.00	608.65	4,367.91	4,367.91
Total Salaries		\$106,500.00	\$10,485.31	\$ 94,770.57	\$ 97,778.91
Contractual Services					
Maintenance	524.00	\$ -0-	\$ -0-	\$ 264.96	\$ 308.16
Other (Laundry, etc.)	529.00	7,265.00	275.13	1,925.17	1,940.17
Total Contractual Services		\$ 7,265.00	\$ 275.13	\$ 2,190.13	\$ 2,248.33
Instr. Materials & Supplies					
Purchases	536.10	\$101,860.00	\$ 7,838.78	\$ 77,363.95	\$79,318.27
Beginning Inventory	536.20	-0-	-0-	216.85	216.85
Ending Inventory	536.30	(5,000.00)	866.68	(7,860.89)	(7,860.89)
Total Instr. Matls. & Supplies		\$ 96,860.00	\$ 8,705.46	\$ 69,719.91	\$71,674.23
					\$ 25,185.77

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

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>General Materials & Supplies</u>						
Other	549.00	\$ -0-	\$ -0-	\$ -0-	\$ 100.00	\$ (100.00)
Office Supplies	541.00	350.00	4.13	282.54	282.54	67.46
Printing & Offset Dupl.	542.00	350.00	.08	51.29	51.29	298.71
Advertising	544.00	-0-	-0-	60.00	60.00	(60.00)
Publications & Dues	545.00	200.00	-0-	62.50	97.50	102.50
Closing Inventory Supplies	546.60	-0-	124.52	(2,088.08)	(2,088.08)	2,088.08
Service Supplies	546.00	9,686.00	703.65	11,800.53	12,214.19	(2,528.19)
Repairs & Maintenance	547.00	-0-	-0-	76.41	76.41	(76.41)
Total Gen. Matls. & Supplies		\$ 10,586.00	\$ 832.38	\$ 10,245.19	\$ 10,793.85	\$ (207.85)
<u>Travel & Meeting Expense</u>						
Travel - Local	552.00	\$ 200.00	-0-	\$ 67.10	\$ 67.10	\$ 132.90
Travel - Expense	554.00	900.00	70.85	567.07	655.57	244.43
Total Travel & Meeting Exp.		\$ 1,100.00	\$ 70.85	\$ 634.17	\$ 722.67	\$ 377.33
<u>Fringe Benefits</u>						
560.00		\$ 10,838.00	-0-	\$ 672.00	\$ 672.00	\$ 10,166.00
<u>Fixed Charges</u>						
Telephone	573.00	\$ 500.00	16.67	\$ 55.09	\$ 93.19	\$ 406.81
Rental of Facilities	575.00	-0-	-0-	-0-	-0-	-0-
Equipment Rental	576.00	-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	\$ 16.67	\$ 85.09	\$ 123.19	\$ 2,776.81
<u>Capital Outlay</u>						
Equipment Office	585.00	\$ 2,000.00	-0-	\$ 1,353.50	\$ 1,353.50	\$ 646.50
Equipment Miscellaneous	588.00	15,000.00	-0-	24,605.73	24,946.21	(9,946.21)
Total Capital Outlay		\$ 17,000.00	-0-	\$ 25,959.23	\$ 26,299.71	\$ (9,299.71)
<u>Other Expenses</u>						
Provision for Contingency	595.00	\$ 1,200.00	-0-	\$ -0-	\$ -0-	\$ 1,200.00
Financial Charges & Adjusts.	596.00	-0-	(17.31)	180.24	180.24	(180.24)
Facilities Charges	597.00	600.00	-0-	-0-	-0-	32,600.00
Total		\$ 1,800.00	(17.31)	\$ 180.24	\$ 180.24	\$ 1,619.76
TOTAL CAFETERIA EXPENDITURES		\$ 254,849.00	\$ 20,368.49	\$ 204,456.53	\$ 210,493.13	\$ 44,355.87

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

REVENUE	ACCOUNT NUMBER	REVENUE			UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE	
Fund Equity	300.00	\$ (1,000.00)	\$ -0-	\$ 30,133.86	\$ (31,133.86)
<u>Public & Auxiliary Service</u>					
Sales Comm.on News & Maga.	452.70	\$ -0-	\$ 1.00	\$ 97.32	\$ 97.32
Central Stores Transfers	452.90	-0-	1,906.50	13,571.79	(13,571.79)
Sales - Books	452.10	285,000.00	2,230.45	272,377.39	12,622.61
Sales - Supplies	452.20	40,000.00	3,361.11	51,086.75	(11,086.75)
Total Revenue		325,000.00	7,499.06	337,133.25	(12,133.25)
TOTAL REVENUE & FUND EQUITY		\$ 324,000.00	\$ 7,499.06	\$ 367,267.11	

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES			UNENCUMBERED BALANCE
		BUDGET	MAY	TO DATE	
<u>Salaries</u>					
Professional	512.00	\$ 12,300.00	\$ 1,025.00	\$ 11,275.00	\$ 12,300.00 \$ -0-
Instruct. Substitutes	515.00	-0-	-0-	127.00	127.00 (127.00)
Office	516.00	33,700.00	1,927.97	24,412.70	26,127.70 7,572.30
Student Employees		-0-	288.50	2,745.63	3,245.63 (3,245.63)
Total Salaries	518.00	\$ 46,000.00	\$ 3,241.47	\$ 38,560.33	\$ 41,800.33 \$ 4,199.67
<u>Contractual Services</u>					
Maintenance	524.00	\$ -0-	\$ -0-	\$ (100.00)	\$ (100.00) \$ 100.00
Other	529.00	-0-	-0-	13.00	13.00 (13.00)
Total Contractual Services		\$ -0-	\$ -0-	\$ (87.00)	\$ (87.00) \$ 87.00

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

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			MAY	TO DATE		
<u>Instr. Materials & Supplies</u>						
Purchases-Books-For Resale	536.1	\$ 237,000.00	\$ 421.23	\$242,917.57	\$268,489.32	\$(31,489.32)
Beginning Inventory-Books	536.2	22,000.00	-0-	20,760.08	20,760.08	1,239.92
Ending Inventory-Books	536.3	(24,000.00)	(3,725.66)	(59,832.25)	(59,832.25)	35,832.25
Purchases-Supplies-For Resale	536.4	30,000.00	1,454.83	60,795.48	64,407.61	(34,407.61)
Beginning Inventory-Supplies	536.5	17,400.00	-0-	17,713.86	17,713.86	(313.86)
Ending Inventory-Supplies	536.6	(18,400.00)	2,272.91	(33,821.90)	(33,821.90)	15,421.90
Total Instruc.Matls.& Supplies		\$ 264,000.00	\$ 423.31	\$248,532.84	\$277,716.72	\$(13,716.72)
<u>General Materials & Supplies</u>						
Office Supplies	541.00	\$ 1,280.00	\$ 73.80	\$ 1,162.58	\$ 1,402.58	\$(122.58)
Printing & Offset Dupl.	542.00	2,100.00	3.94	800.24	800.24	1,299.76
Advertising	544.00	1,450.00	-0-	586.26	586.26	863.74
Publications & Dues	545.00	225.00	-0-	16.95	16.95	208.05
Service Supplies	546.00	-0-	-0-	25.78	25.78	(25.78)
Repairs & Maintenance	547.00	-0-	-0-	129.05	129.05	(129.05)
Total Gen.Matls. & Supplies		\$ 5,055.00	\$ 77.74	\$ 2,720.86	\$ 2,960.86	\$ 2,094.14
<u>Travel & Meeting Expense</u>						
Travel & Meeting Expense	554.00	\$ 600.00	\$ 17.00	\$ 363.75	\$ 363.75	\$ 236.25
<u>Fringe Benefits</u>						
Fringe Benefits	560.00	\$ 1,500.00	\$ -0-	\$ 59.00	\$ 59.00	\$ 1,441.00
<u>Fixed Charges</u>						
Telephone	573.00	\$ -0-	\$ -0-	\$ 26.89	\$ 26.89	\$(26.89)
Rental of Equipment	576.00	-0-	-0-	40.00	40.00	(40.00)
Total Fixed Charges		\$ -0-	\$ -0-	\$ 66.89	\$ 66.89	\$(66.89)

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

<u>EXPENDITURES (Cont.)</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>		<u>EXP. & ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
			<u>MAY</u>	<u>TO DATE</u>		
<u>Capital Outlay</u>						
Equipment - Office	585.00	\$ -0-	\$ -0-	\$ 5,902.15	\$ 6,177.85	\$ (6,177.85)
Equipment - Misc.	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-	\$ 5,933.91	\$ 6,209.61	\$ 1,790.39
<u>Other</u>						
Provision for Contingency	595.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Financial Charges & Adjusts.	596.00	250.00	12.42	228.02	228.02	21.98
Facilities Charges	597.00	1,000.00	-0-	-0-	-0-	1,000.00
Total Other		\$ 1,250.00	\$ 12.42	\$ 228.02	\$ 228.02	\$ 1,021.98
TOTAL BOOKSTORE EXPENDITURES		\$ 326,405.00	\$ 3,771.94	\$ 296,378.60	\$ 329,318.18	\$ (2,913.18)

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

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	MAY TO DATE	
Fund Equity	300.00	\$ -0-	\$ 602.53	\$ (602.53)
<u>Public & Auxiliary Services</u>				
Gate Receipts	455.00	\$ 400.00	\$ 172.25	\$ 227.75
Total Receipts		\$ 400.00	\$ 172.25	\$ 227.75
<u>Transfers In</u>				
Transfers in From Educ. Fund	489.10	\$ -0-	\$ -0-	\$ 33,083.00
Transfer In from Student Activity Fund	489.60	6,000.00	-0-	6,000.00
Total Transfers In		\$ 39,083.00	\$ -0-	\$ 39,083.00
Total Revenue		\$ 39,483.00	\$ 172.25	\$ 39,310.75
Total Revenue & Begin. Fund Equity		\$ 39,483.00	\$ 774.78	\$ 38,708.22

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	MAY TO DATE		
<u>Salaries</u>					
Professional	512.00	\$ 8,700.00	\$ -0-	\$ -0-	\$ 8,700.00
Office	515.00	-0-	-0-	-0-	-0-
Student Employees	518.00	-0-	-0-	-0-	-0-
Total Salaries		\$ 8,700.00	\$ -0-	\$ -0-	\$ 8,700.00
<u>Contractual Services</u>					
Other	529.00	\$ 3,068.00	\$ 22.50	\$ 2,229.71	\$ 85.29
Total Contractual Services		\$ 3,068.00	\$ 22.50	\$ 2,229.71	\$ 85.29
<u>Instr. Materials & Supplies</u>					
Athletics	531.00	\$ 9,600.00	\$ 562.90	\$ 7,489.00	\$ 917.98
Audio Visual Aids	535.00	-0-	-0-	-0-	36-0-
Publications	538.00	-0-	-0-	55.15	-0-
Total Instructional Materials & Supplies		\$ 9,600.00	\$ 562.90	\$ 7,545.13	\$ 847.98

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

EXPENDITURES (Cont.)	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMB. BALANCE
		BUDGET	MAY		
<u>Gen. Materials & Supplies</u>					
Office	541.00	\$ 170.00	\$ -0-	\$ 134.83	\$ 35.17
Printing & Offset Dupl.	542.00	700.00	5.68	741.70	(556.70)
Postage	543.00	-0-	-0-	-0-	-0-
Advertising	544.00	-0-	-0-	-0-	-0-
Publications & Dues	545.00	500.00	40.00	510.30	(10.30)
Total Gen. Materials & Supplies		\$ 1,370.00	\$ 45.68	\$ 1,368.83	\$ (531.83)
<u>Travel & Meetings</u>					
Meeting Expense	551.00	\$ -0-	\$ -0-	\$ 5.00	\$ (5.00)
Mileage-Local	552.00	-0-	-0-	-0-	-0-
Travel Expense	554.00	3,300.00	965.20	3,761.89	(488.49)
Vehicle Expense	556.00	3,500.00	40.00	1,787.72	569.58
Total Meeting & Travel		\$ 6,800.00	\$ 1,005.20	\$ 5,554.61	\$ 76.09
<u>Fringe Benefits</u>					
Insurance	566.00	\$ -0-	\$ -0-	\$ 72.00	\$ (72.00)
Other	569.00	-0-	-0-	90.00	(72.00)
Total Fringe Benefits		\$ -0-	\$ -0-	\$ 162.00	\$ (162.00)
<u>Fixed Charges</u>					
Rental Facilities	575.00	\$ 1,700.00	\$ -0-	\$ 600.00	\$ 1,100.00
General Insurance	578.00	800.00	211.50	531.00	269.00
Total Fixed Charges		\$ 2,500.00	\$ 211.50	\$ 1,131.00	\$ 1,369.00
<u>Capital Outlay</u>					
Office	585.00	\$ 120.00	\$ -0-	\$ -0-	\$ 30.00
Educational	586.00	7,325.00	-0-	7,031.10	(56.10)
Total Capital Outlay		\$ 7,445.00	\$ -0-	\$ 7,031.10	\$ (26.10)
TOTAL INTER-COLLEGIATE EXPENDITURES		\$ 39,483.00	\$ 1,847.78	\$ 25,040.38	\$ 10,358.43

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

REVENUE Fund Equity	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			MAY	TO DATE	
	300.00				
Public & Auxiliary Services					
Other	459.00	\$15,000.00	-0-	\$4,657.49	\$10,342.51
TOTAL REVENUE		\$15,000.00	-0-	\$4,657.49	\$10,342.51
EXPENDITURES					
Salaries	510.00	\$ 4,000.00	\$ -0-	\$ 59.85	\$ 3,940.15
General Matls.& Supplies	540.00	1,000.00	-0-	61.45	938.55
Fixed Chgs. - Rental of Equip.	570.00	8,000.00	-0-	3,528.50	4,471.50
Facilities Charges	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 (COLLEGE CENTER) BUDGET
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

<u>REVENUE</u>	<u>BUDGET</u>	<u>MAY</u>	<u>REVENUE</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Fund Equity	\$ -0-	\$ -0-	\$ -0-	\$ -0-	BALANCE
300.00	-	-	-	-	\$ -0-
Public & Auxiliary Services	-	-	34.66	34.66	(34.66)
450.00	-	-	625.20	8,354.73	(2,354.73)
459.00	6,000.00	625.20	585.99	3,361.55	(861.55)
459.10	2,500.00	585.99	1,211.19	\$11,750.94	\$(3,250.94)
Total Revenue	\$ 8,500.00	\$ 1,211.19	\$11,750.94		

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>MAY</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Salaries	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th></th>	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th>	- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th>	- <th style="text-align: right;">BALANCE</th>	BALANCE
510.00	-	-	-	-	-
517.00	-	-	-	-	-
518.00	6,000.00	951.77	2,846.56	3,199.04	1,267.63
Total Salaries	\$ 6,000.00	\$ 1,147.52	\$ 4,196.53	\$ 4,732.37	\$ 1,267.63

<u>Contractual Services</u>	<u>BUDGET</u>	<u>MAY</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Other	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th></th>	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th>	- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th>	- <th style="text-align: right;">BALANCE</th>	BALANCE
529.00	-	-	-	-	-
540.00	500.00	34.78	294.92	294.92	205.08

<u>Capital Outlay</u>	<u>BUDGET</u>	<u>MAY</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Office Equipment	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th></th>	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th>	- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th>	- <th style="text-align: right;">BALANCE</th>	BALANCE
585.00	-	-	-	-	-
588.00	-	-	-	-	-
Total Capital Outlay	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-

<u>Other Expenses</u>	<u>BUDGET</u>	<u>MAY</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
Facilities Charges	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th></th>	- <th style="text-align: center;">- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th></th>	- <th style="text-align: center;">- <th style="text-align: right;">BALANCE</th> </th>	- <th style="text-align: right;">BALANCE</th>	BALANCE
597.00	500.00	-	1,650.95	1,650.95	\$(1,150.95)

<u>TOTAL EXPENDITURES</u>	<u>BUDGET</u>	<u>MAY</u>	<u>EXPENDITURES</u>	<u>TO DATE</u>	<u>UNENCUMBERED</u>
	\$ 7,000.00	\$ 1,182.30	\$ 6,177.40	\$ 7,377.24	\$ (377.24)

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
AUXILIARY FUND - (PUBLICATIONS)
FOR THE ELEVEN MONTHS ENDED MAY 31, 1970

<u>REVENUE</u>	<u>REVENUE</u>		<u>UNENCUMBERED</u>
Publications	<u>BUDGET</u>	<u>MAY</u>	<u>BALANCE</u>
TOTAL REVENUE	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (224.03)</u>
		<u>\$ 224.03</u>	
		<u>\$ 224.03</u>	<u>\$ (224.03)</u>

<u>EXPENDITURES</u>	<u>EXPENDITURES</u>		<u>UNENCUMBERED</u>
Contractual Services	<u>BUDGET</u>	<u>MAY</u>	<u>BALANCE</u>
Other	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (137.50)</u>
		<u>\$ -0-</u>	
		<u>\$ 137.50</u>	<u>\$ (137.50)</u>

<u>AUXILIARY FUND - (EQUIPMENT LEASING)</u>			
<u>EXPENDITURES</u>	<u>EXPENDITURES</u>		<u>UNENCUMBERED</u>
Capital Outlay	<u>BUDGET</u>	<u>MAY</u>	<u>BALANCE</u>
Service Equipment	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (458.84)</u>
Cafeteria Service Equip.	<u>-0-</u>	<u>-0-</u>	<u>(14,094.74)</u>
Bookstore Service Equip.	<u>-0-</u>	<u>-0-</u>	<u>(26,100.56)</u>
TOTAL EXPENDITURES	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (40,654.14)</u>
		<u>\$ 348.84</u>	
		<u>14,094.74</u>	
		<u>26,100.56</u>	
		<u>\$ 40,544.14</u>	
		<u>\$ 40,654.14</u>	<u>\$ (40,654.14)</u>

<u>AUXILIARY FUND (OTHER ACTIVITIES)</u>			
<u>REVENUE</u>	<u>REVENUE</u>		<u>UNENCUMBERED</u>
Fund Equity	<u>BUDGET</u>	<u>MAY</u>	<u>BALANCE</u>
300.00	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ (215.00)</u>
		<u>\$ 215.00</u>	
		<u>\$ 215.00</u>	<u>\$ (215.00)</u>

FOR BOARD ACTION

I. SUBJECT:

Building Fund Budget Transfers.

II. INFORMATION:

Budget transfers have been requested by various budget areas of the College.

III. AUTHORITY:

Article VII, Section 107-15 of the Illinois Public Junior College Act authorizes the Board of Trustees to make budget transfers within any fund by a vote of 2/3 of all its members.

IV. RECOMMENDATION:

The administration recommends the Board of Trustees approve the attached budget transfers.

WILLIAM RAINEY HAYES COLLEGE
 BUDGET TRANSFERS, 1969-70 BUILDING FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
		\$	\$
	<u>Administration</u>		
267-000-517	Salaries - Staff	1,500.00	
267-000-518	Salaries - Student Employees	700.00	
267-000-541	General Materials & Supplies - Office	65.00	
267-000-544	General Materials & Supplies - Advertising	300.00	
267-000-545	General Materials & Supplies - Publications	20.00	
267-000-585	Capital Outlay - Office Equipment	145.00	
	<u>General Institutional Expense</u>		
271-000-564	Fringe Benefits - Workmen's Comp.	800.00	
271-000-565	Fringe Benefits - Tuition Reimbursements		100.00
271-000-567	Fringe Benefits - Medical Examinations		150.00
271-000-575	Fixed Charges - Rental of Facilities		19,000.00
271-000-578	Fixed Charges - General Insurance	1,500.00	
271-000-582	Capital Outlay - Site Improvement	702.00	
271-000-583	Capital Outlay - New Bldgs. & Additions	400.00	
271-000-584	Capital Outlay - Remodeling	14,000.00	
271-000-588	Capital Outlay - Service Equipment	200.00	
271-000-589	Capital Outlay - Other	4,400.00	
271-000-595	Other - Provision for Contingency		80,000.00
	<u>Operations & Maintenance</u>		
280-000-516	Salaries - Office	3,700.00	
280-000-517	Salaries - Staff	10,218.00	
280-000-518	Salaries - Student Employees	13,800.00	
280-000-519	Salaries - Other	100.00	
280-000-529	Contractual Services - Other	1,700.00	
280-000-541	General Materials & Supplies - Office	200.00	
280-000-542	General Materials & Supplies - Printing	1,000.00	
280-000-547	General Materials & Supplies - Other	300.00	

WILLIAM RAINEY HAZEN COLLEGE
 BUDGET TRANSFERS, 1969-70 BUILDING FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>Operations & Maintenance</u>		
280-000-571	Fixed Charges - Fuel		14,000.00
280-000-572	Fixed Charges - Electricity	34,000.00	
280-000-573	Fixed Charges - Telephone	20,000.00	
280-000-576	Fixed Charges - Rental of Equipment	2,500.00	
280-000-582	Capital Outlay - Site Improvement	3,500.00	
280-000-585	Capital Outlay - Office Equipment	500.00	
280-000-588	Capital Outlay - Service		3,000.00
		<u>\$116,250.00</u>	<u>\$116,250.00</u>

June 30, 1970

AAD:bjm

FOR BOARD ACTION

I. SUBJECT:

Educational Fund Budget Transfers.

II. INFORMATION:

Budget transfers have been requested by various budget areas of the College.

III. AUTHORITY:

Article VII, Section 107-15 of the Illinois Public Junior College Act authorizes the Board of Trustees to make budget transfers within any fund by a vote of 2/3 of all its members.

IV. RECOMMENDATION:

The administration recommends the Board of Trustees approve the attached budget transfers.

WILLIAM RAINY H^YER COLLEGE
 BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>Instruction</u>		
110-000-511	Salaries - Administrative		\$ 16,000.00
110-000-512	Salaries - Professional	\$ 26,000.00	
110-000-513	Salaries - Instructional		70,000.00
110-000-515	Salaries - Instructional - Substitutes		1,000.00
110-000-516	Salaries - Office Staff		3,000.00
110-000-518	Salaries - Student Employees		8,400.00
110-000-519	Salaries - Other	1,500.00	
110-000-522	Contractual Services - Educational		12,000.00
110-000-524	Contractual Services - Maintenance		12,000.00
110-000-527	Contractual Services - Office	1,000.00	
110-000-529	Contractual Services - Other		5,000.00
110-000-531	Instructional Materials		15,000.00
110-000-541	General Materials & Supplies - Office	1,000.00	
110-000-542	General Materials & Supplies - Printing		5,000.00
110-000-543	General Materials & Supplies - Postage		300.00
110-000-545	General Materials & Supplies - Publications		300.00
110-000-547	General Materials & Supplies - Repair Matls.	2,000.00	
110-000-551	Meeting Expense		4,000.00
110-000-552	Local Mileage		3,500.00
110-000-559	Other Travel	500.00	
110-000-586	Capital Outlay - Instructional		85,000.00
110-000-587	Capital Outlay - Instructional-Reimbursable	50,000.00	
	<u>Learning Resource Center</u>		
120-000-511	Salaries - Administrative		15,000.00
120-000-512	Salaries - Professional		5,000.00
120-000-514	Salaries - Part Time	3,000.00	
120-000-516	Salaries - Office Staff	2,000.00	
120-000-518	Salaries - Student Employees		8,000.00

WILLIAM RAINY H' PER COLLEGE
 BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>Learning Resource Center</u>		
120-000-524	Contractual Services - Maintenance	500.00	
120-000-529	Contractual Services - Repairs	700.00	
120-000-534	Instructional Materials - Supplies		1,000.00
120-000-537	Instructional Materials - Books	15,000.00	
120-000-541	General Materials & Supplies - Office		900.00
120-000-545	General Materials & Supplies - Publications		4,000.00
120-000-547	General Materials & Supplies - Repair Matls.	3,500.00	
120-000-549	General Materials & Supplies - Other	10.00	
120-000-584	Capital Outlay - Remodeling	500.00	
120-000-585	Capital Outlay - Office Equipment	1,000.00	
120-000-586	Capital Outlay - Instructional	1,000.00	
120-000-587	Capital Outlay - Instructional-Reimbursable	14.00	
	<u>Student Services</u>		
130-000-512	Salaries - Professional		6,200.00
130-000-514	Salaries - Part Time	4,200.00	
130-000-516	Salaries - Office Staff	2,000.00	
130-000-518	Salaries - Student Employees		1,500.00
130-000-522	Contractual Services - Consultants	200.00	
130-000-524	Contractual Services - Maintenance	100.00	
130-000-529	Contractual Services - Other	700.00	
130-000-541	General Materials & Supplies - Office		1,000.00
130-000-542	General Materials & Supplies - Printing	100.00	
130-000-545	General Materials & Supplies - Publications	250.00	
130-000-549	General Materials & Supplies - Voc. Library	50.00	
130-000-551	Meeting Expense		
130-000-585	Capital Outlay - Office Equipment	500.00	
130-000-588	Capital Outlay - Nurses Office	800.00	
	<u>Data Processing Center</u>		
148-000-512	Salaries - Professional		15,000.00
148-000-516	Salaries - Office Staff	17,000.00	
148-000-518	Salaries - Student Employees	2,000.00	
148-000-529	Contractual Services - Other	20.00	

WILLIAM RAINY HAZARD COLLEGE
 BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>Data Processing Center</u>		
148-000-541	General Materials & Supplies - Office	7,500.00	
148-000-542	General Materials & Supplies - Printing	150.00	
148-000-544	General Materials & Supplies - Advertising	10.00	
148-000-545	General Materials & Supplies - Publications	25.00	
148-000-551	Meeting Expense	75.00	
148-000-576	Equipment Rental		2,000.00
148-000-585	Capital Outlay - Office Equipment		2,000.00
	<u>Institutional Research and Development</u>		
150-000-518	Salaries - Student Employees		4,000.00
150-000-524	Contractual Services - Maintenance	100.00	
150-000-527	Contractual Services - Office	150.00	
150-000-529	Contractual Services - Other		1,200.00
150-000-545	General Materials & Supplies - Publications	900.00	
150-000-549	General Materials & Supplies - Other		700.00
150-000-585	Capital Outlay - Office Equipment	50.00	
	<u>General Administration</u>		
160-000-512	Salaries - Professional		7,500.00
160-000-516	Salaries - Office Staff	5,000.00	
160-000-518	Salaries - Student Employees	1,000.00	
160-000-522	Contractual Services - Consultants		1,000.00
160-000-524	Contractual Services - Maintenance	500.00	
160-000-527	Contractual Services - Office	2,000.00	
160-000-529	Contractual Services - Other	600.00	
160-000-541	General Materials & Supplies - Office	1,000.00	
160-000-542	General Materials & Supplies - Printing	3,500.00	
160-000-544	General Materials & Supplies - Advertising	1,700.00	
160-000-545	General Materials & Supplies - Publications	1,400.00	
160-000-576	Fixed Charges - Equipment Rental	2,000.00	
	<u>General Institutional Expense</u>		
170-000-511	Salaries - Administrative	15,000.00	
170-000-512	Salaries - Professional		10,000.00
170-000-516	Salaries - Office Staff		3,000.00

WILLIAM RAINY HAVER COLLEGE
 BUDGET TRANSFERS, 1969-70 EDUCATIONAL FUND BUDGET

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>INCREASE</u>	<u>DECREASE</u>
	<u>General Institutional Expense</u>		
170-000-521	Contractual Services - Audit	300.00	
170-000-522	Contractual Services - Consultants	700.00	
170-000-524	Contractual Services - Maintenance	2,500.00	
170-000-526	Contractual Services - Legal	4,000.00	
170-000-527	Contractual Services - Office	150.00	
170-000-529	Contractual Services - Other	3,000.00	
170-000-542	General Materials & Supplies - Printing	5,500.00	
170-000-543	General Materials & Supplies - Postage	6,500.00	
170-000-544	General Materials & Supplies - Advertising	150.00	
170-000-545	General Materials & Supplies - Publications	1,700.00	
170-000-546	General Materials & Supplies - Other	8,000.00	
170-000-551	Meeting Expense and Graduation	4,500.00	
170-000-557	Recruitment	1,000.00	
170-000-559	Other - Innovative	1,200.00	
170-000-563	Fringe Benefits - Accident Insurance		1,000.00
170-000-564	Fringe Benefits - Workmens Comp.		1,500.00
170-000-565	Fringe Benefits - Tuition Reimbursement		1,500.00
170-000-568	Fringe Benefits - Professional Expense		1,500.00
170-000-569	Fringe Benefits - Voc. Ed. Retirement		18,000.00
170-000-577	Fixed Charges - Tax Warrants		2,400.00
170-000-579	Fixed Charges - Liability Insurance	4,200.00	
170-000-583	Capital Outlay - New Buildings	91,606.00	
170-000-585	Capital Outlay - Office Equipment	4,700.00	
170-000-586	Capital Outlay - Instructional Equip.	75,890.00	
170-000-595.1	Other - Provision for Contingency		25,000.00
170-000-595.2	Other - SPED Projects		8,000.00
170-000-599	Other - Intercollegiate Athletics		6,000.00
		<u>\$395,400.00</u>	<u>\$395,400.00</u>

June 30, 1970

AAD:bjm

20 Communications file

William Harper College
1970

TO: Dr. Robert Lahti
President, Harper College

FROM: Martin Ryan
President, Faculty Senate

DATE: June 22, 1970

RECEIVED
JUN 22 1970
OFFICE OF THE PRESIDENT

Attached is a letter from the Communications Division to the Faculty Senate. The third paragraph contains a formal request for an appearance before the Board of Trustees. Consequently, I am forwarding this request to you for transmission to the Board.

This, I believe, will satisfy the formal aspects of the informal discussion at the last Board meeting regarding the Communications Division's appearance before the Board at the June 30th meeting.

MR:mab

8 June, 1970

Pat Lewis, Secretary
Faculty Senate
William Rainey Harper College
Palatine, Illinois

Mr. Lewis:

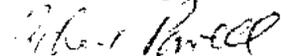
At the 1 June, 1970 meeting of the Communications Division two resolutions were passed in response to the naming of Michael Bartos as Division Chairman.

The first resolution asked that a documentation of the Division's concern over the method of selection of its Chairman be prepared and forwarded to the Faculty Senate, the NFA, the college administration, and members of the Board. The document was passed in its final form in a Division meeting on 4 June, 1970. Subsequently, the document was read into the Senate minutes in a Senate meeting on 5 June, 1970.

The second resolution of the 1 June meeting asked for the Division to request formally through the Faculty Senate, under separate cover from the above document, an appearance before the Harper College Board of Trustees to discuss the document.

I call your attention to the second resolution.

Sincerely,



R. Powell, Chairman
Communications Division

FACULTY EVALUATION*

Harper College is committed to the development of a superior faculty aspiring to high levels of excellence in instruction and service to their profession, the students, the college, and the community. Harper College should continuously and systematically seek evidence of its effectiveness in attaining these aspirations. In order to encourage such excellence, a functioning evaluative process is essential.

All members of the faculty** will be evaluated annually. Students, teaching faculty and academic administrators will be involved in the procedure. Appropriate evaluative instruments will be utilized.

The primary area to be evaluated is the effectiveness of instruction and/or professional services. This process will involve evaluation by peers, self, students and administrative faculty.

Other areas to be evaluated are: Personal and Professional attributes; Professional Contributions; Institutional Service; and Community Service.

The areas evaluated via Forms A (peer), B (self), C (division chairmen or appropriate supervisor), J (Peer Committee); a report on the classroom observation; an acknowledgment and discussion of the areas of special strengths, areas in need of improvement and comments relating to an individual and his professional services; and other specialized supportive material designed by the Division and its faculty suitable to the discipline should serve as the base for evaluation of instruction, or appropriate professional services.

The documentation of professional improvement will serve as an indication of the improvement made as an individual effort. This improvement could be a

* This faculty evaluation system will not be implemented until the Grievance Procedure is adopted and the individual faculty member is assured of the rights and privileges related thereto.

** Hereinafter in this document the term faculty shall mean teaching faculty, counselors, and learning resource personnel who are not administrators and hold academic rank.

necessity for minimum qualifications to promotion in rank in specific cases.

The listing of professional contributions, institutional service and community service would serve as an indicator, in behalf of the faculty member, of which could be above and beyond that of an average effort.

The student evaluation should serve as a constructive criticism to the faculty member only, of his performance with students. The faculty member should use it for improvement in the student-learning process.

Therefore, all documentation, in addition to Forms A, B, C, a report on classroom observation, comments relating to a faculty member and other supportive material, will serve as additional positive support of the faculty member in the process of recommendations for the individual's welfare.

The general process of the evaluative procedure will be:

- I. The appropriate vice president will be responsible for initiating the evaluative process at the designated time. He will issue the appropriate evaluation instruments to the division chairmen, or appropriate supervisor, who will have the responsibility of distributing the forms to the evaluators and evaluatee.

An evaluation committee of peers (a colleague in the same or allied discipline or professional service area) will be selected jointly by the immediate supervisor and the evaluatee. The selection will be made by October 1 for faculty being evaluated in their second, third or more years of service and by January 1 for the faculty in their first year of service.

The committee shall be composed of not less than three (3) nor more than six (6) peer members. The immediate supervisor will suggest the possible appointees and the evaluatee will have the opportunity to reject as many as 2 (in a committee of 3) and a maximum of 3 (in a committee of 6) of the suggested appointees and select the same number of peers that he feels more desirable.

Upon resolution of the committee membership, the immediate supervisor will advise the appointees of their appointment and responsibilities and will initiate their activities. The committee will present their evaluation and recommendation to the immediate supervisor on or before October 15. The immediate supervisor will summarize these evaluations and enter a composite in the appropriate column of Form D (Faculty Evaluation Summary). The committee will forward its recommendation on Form J.

After the evaluation of an individual is completed, the immediate supervisor will dissolve the committee.

- II. The division chairmen or appropriate supervisor will be responsible for arranging mutually agreed upon classroom, or other observational techniques within his division. He will summarize his own, self and composite peer evaluation instruments and forward this summary (Form D), together with his recommendation (Form F), the recommendation of the peer evaluation committee (Form J), Form G (Academic Staff Professional Improvement), Form H (Professional Contributions), and Form I (Institutional Service) in the form of a dossier, to the appropriate dean or supervisor.

Professional ethics would dictate that each appointee be notified when reports are entered in the folder. Further, unfavorable entries should be seen by the candidate and a reply be entered by him if he desires to explain his position.

- III. The dean will review the evaluative material, add his summary and recommendation, and forward the dossier to the appropriate vice president.
- IV. The Vice President's recommendation and the dossier is forwarded to the President.
- V. The President will forward these recommendations and his own to the Board of Trustees for action.
- VI. Review of System

Each year, in March, an ad hoc committee of faculty members will be appointed jointly by the President of the Faculty Senate and the Vice President of

Academic Affairs to review and suggest revision or replacement of this evaluative system. The committee recommendation will be presented to the faculty and administration for their adoption.

VII. Classification of Evaluations and Assigning to Categories

As a result of the evaluation process, each division chairman or appropriate supervisor, and each peer evaluation committee will assign the evaluatee to one of the following categories for salary purposes.

Level #1 - Does not fit Harper divisional educational pattern.*

A - No recommendation for re-appointment.

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

Level #2 - Fits Harper divisional educational pattern without qualification. Is a good educator in every sense of the word. Is entitled to base raise as negotiated by salary committee in annual negotiations.

Level #3 - Outstanding. Has made an outstanding contribution during the year in terms of curriculum, subject matter, educational techniques or institutional reform. Could receive an additional increment, not to exceed 3 percent above the base raise indicated in level #2. It should be understood that this category would rarely exceed 5 percent

* The division chairman or appropriate supervisor and the members of the division or instructional unit will define the terms on the evaluation sheets with respect to the demands of the particular discipline under consideration. In this manner, that particular division will arrive at definition of the term Harper divisional educational pattern consistent with the demands of that area.

of the faculty of any given division.

The faculty reserves the right to discontinue the assignment of evaluatees to categories for salary purposes.

SUGGESTED ADDITIONAL RECOGNITION FOR OUTSTANDING SERVICE

This is based on the idea that money is not the only consideration.

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

EVALUATION DEADLINES

Level 1, Level 2, and Level 3 Ratings.

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

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM A

Faculty Member Being Evaluated _____

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

Complete the form with the number (from 5 - 1) which you think is most appropriate for your peer. Please include further comments in the space provided.

	Peer
<u>PERSONAL & PROFESSIONAL ATTRIBUTES:</u>	
<u>Dependability (Educational Duties)</u>	
<u>Attitude toward W.R.H.C.</u>	
<u>Rapport with students</u>	
<u>Rapport with colleagues</u>	
<u>Enthusiasm (Professional Duties)</u>	
Understands how his particular area of expertise contributes to the total educational needs of the student	
Shows evidence of planning for educational activities	
Effectively evaluates student performance	
Willingly changes plans when conditions suggest a change	
Is concerned about helping students attain optimum achievement	
Recognizes individual differences in students	

FACULTY EVALUATION

	Peer
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments :

Date _____

Signature _____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM B

Procedure:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above Average; 3 - Average; 2 - Below Average;
- 1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self
<u>PERSONAL & PROFESSIONAL ATTRIBUTES:</u>	
<u>Dependability (Educational Duties)</u>	
<u>Attitude toward W.R.H.C.</u>	
<u>Rapport with students</u>	
<u>Rapport with colleagues</u>	
<u>Enthusiasm (Professional Duties)</u>	
<u>Understands how his particular area of expertise contributes to the total educational needs of the student</u>	
<u>Shows evidence of planning for educational activities</u>	
<u>Effectively evaluates student performance</u>	
<u>Willingly changes plans when conditions suggest a change</u>	
<u>Is concerned about helping students attain optimum achievement</u>	
<u>Recognizes individual differences in students</u>	

FACULTY EVALUATION

	Self
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments:

Date _____

Signature _____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION

FORM C

Procedure:

The form is graduate from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory; X - No opportunity to observe, or not applicable.

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Div. Chr. or Appr. Supv.
<u>PERSONAL & PROFESSIONAL ATTRIBUTES:</u>	
<u>Dependability (Educational Duties)</u>	
<u>Attitude toward W.R.H.C.</u>	
<u>Rapport with students</u>	
<u>Rapport with colleagues</u>	
<u>Enthusiasm (Professional Duties)</u>	
<u>Understands how his particular area of expertise contributes to the total educational needs of the student</u>	
<u>Shows evidence of planning for educational activities</u>	
<u>Effectively evaluates student performance</u>	
<u>Willingly changes plans when conditions suggest a change</u>	
<u>Is concerned about helping students attain optimum achievement</u>	
<u>Recognizes individual differences in students</u>	

FACULTY EVALUATION

	Division Chairmen
Welcomes suggestions from students	
Is well informed and up-to-date in subject area	
Participates in professional meetings to advance his knowledge and skills in subject area	
Willingness to explore, utilize and assist in the further developing of innovative approaches	

Comments :

Date _____

Signature _____

WILLIAM RAINEY HARPER COLLEGE
FACULTY EVALUATION SUMMARY

FORM D

Proceudre:

The form is graduated from 5 - 1 as follows:

- 5 - Exceptional; 4 - Above average; 3 - Average; 2 - Below average;
- 1 - Unsatisfactory

The faculty member will complete the form with the number (from 5 - 1) which he thinks appropriate for him; on their copies of the form the dean and the division chairman or appropriate supervisor will make their evaluations of the instructor in the appropriate column on the same basis. All three will enter what they believe to be the strengths and weaknesses. During a conference with the deans, plans will be made to improve areas of weakness, or change and develop plans which may already be satisfactory.

1969-1970

	Self	Peer	Div. Chr. or Appr. Supv.
<u>PERSONAL & PROFESSIONAL ATTRIBUTES:</u>			
<u>Dependability (Educational Duties)</u>			
<u>Attitude toward W.R.H.C.</u>			
<u>Rapport with students</u>			
<u>Rapport with colleagues</u>			
<u>Enthusiasm (Professional Duties)</u>			
<u>Understands how his particular area of expertise contributes to the total educational needs of the student</u>			
<u>Shows evidence of planning for educational activities</u>			
<u>Effectively evaluates student performance</u>			
<u>Willingly changes plans when conditions suggest a change</u>			
<u>Is concerned about helping students attain optimum achievement</u>			
<u>Recognizes individual difference in students</u>			

FACULTY EVALUATION SUMMARY

	Self	Peer	Div. Chr. or Appr. Supv.
Welcomes suggestions from students			
Is well informed and up-to-date in subject area			
Participates in professional meetings to advance his knowledge and skills in subject area			
Willingness to explore, utilize and assist in the further developing of innovative approaches			

Comments:

Date _____

Signature _____ Faculty Member

Date _____

Signature _____ Div. Chr. or Appr. Supervisor

WILLIAM RAINEY HARPER COLLEGE
EVALUATION OF FACULTY AND STAFF MEMBERS

FORM E

Academic Year 19__ - 19__

FACULTY MEMBER: _____ Present Rank _____
and/or Position _____

A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Professional Improvement: (Classes taken, workshops attended, etc.)

Should this employee be reassigned in the same capacity? Yes ___ No ___

Should this employee be considered in a different capacity: Yes ___ No ___

Specify Capacity: _____

Specify Time: Next year _____ Future year _____

Date _____

Division Chairman or Appropriate Supervisor's
Signature

Date _____

Faculty Member's Signature

WILLIAM RAINEY HARPER COLLEGE

FORM F

STUDENT EVALUATION OF FACULTY MEMBERS

PROFESSOR _____

COURSE NO. _____

KNOWLEDGE OF SUBJECT MATTER

- Exceedingly well informed
- Adequately informed
- Not well informed
- Very poorly informed

ATTITUDE TOWARD STUDENTS

- Sympathetic, helpful, concerned
- Usually helpful and sympathetic
- Avoids individual contact
- Distant, cold, aloof

ATTITUDE TOWARD SUBJECT

- Enthusiastic, enjoys teaching
- Rather interested
- Only routine interest displayed
- Uninterested

PERSONALITY

- Attractive personality
- Satisfactory personality
- Not an outgoing personality
- Personality conflict

ABILITY TO EXPLAIN

- Explanations clear and concise
- Explanations usually adequate
- Explanations often adequate
- Explanations absent or inadequate

TOLERANCE AND DISAGREEMENT

- Encourages reasonable disagreement
- Accepts disagreement fairly well
- Discourages disagreement
- Dogmatic, intolerant of disagreement

SPEAKING ABILITY

- Voice and demeanor excellent
- Adequate or average
- Distracting
- A serious handicap

RATING OF TEACHER

- Outstanding
- Better than average
- Average
- Poor

STUDENT EVALUATION OF COURSE

ORGANIZATION OF THE COURSE

- Well organized
- Adequate, but could be better
- Inadequate, organization detracts
- Confused and unsystematic

OPPORTUNITY FOR QUESTIONS AND DISCUSSION

- Ample opportunity
- Occasional opportunity
- Rare opportunity
- Never

ORGANIZATION OF DAILY CLASS WORK

- Well organized in meaningful sequence
- Usually organized
- Organization not too apparent
- Little or no organization

ASSIGNMENTS

- Assignments clear and reasonable
- Clear but too long
- Unclear
- Always unclear and unreasonable

TESTING

- Appropriate, covers material
- Sometimes appropriate
- Rarely appropriate
- Unfair evaluation of student effort

WORK RELATED TO CLASS LEVEL

- Work suited to class level
- Attempt made to suit class level
- Work completely above class level
- Work completely below class level

GRADING

- Absolutely fair and equitable
- Generally fair
- Unfair to some students
- Usually unfair

RATING OF COURSE

- Very inspiring
- Usually interesting
- Uninteresting
- Discourages interest

DO NOT SIGN NAME. Please indicate class standing _____.

Major Subject _____ Approx. accumulative average _____.

(If here first semester, give high school rank in class.) _____.

WILLIAM RAINEY HARPER COLLEGE

ACADEMIC STAFF PROFESSIONAL IMPROVEMENT FORM

FORM G

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual).

Name _____ Rank _____

Address _____ Date _____

I. GRADUATE SCHOOL COURSES TAKEN (Submit transcript by March 1 of each year).

Course Hrs. College or University

Course Hrs. College or University

Course Hrs. College or University

II. CONFERENCES, SEMINARS, WORKSHOPS, AND PROFESSIONAL MEETINGS ATTENDED:

Location

Sponsor

III. SIGNIFICANT BUSINESS, PROFESSIONAL OR INDUSTRIAL EXPERIENCE SINCE LAST REPORT:

IV. INSERVICE WORK

V. VISITATIONS TO OTHER INSTITUTIONS OR ORGANIZATIONS TO GAIN INFORMATION, OR EXPERIENCES, BENEFITING THE COLLEGE AND/OR ITS STUDENTS:

WILLIAM RAINEY HARPER COLLEGE

PROFESSIONAL CONTRIBUTIONS

FORM H

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name _____ Rank _____

Address _____ Date _____

I. Publications. (List all books, manuals, articles or other related materials which have been published, copyrighted, or syndicated. Include title, date of publication, publisher and date of copyright or syndication.)

II. Presentations to professional or other learned societies. (Include unpublished papers, artistic or other professional works.)

III. Innovations in instructional methods. (Briefly describe your work and/or contributions to this area.)

(Attach additional sheets if additional space is required.)

IV. Activities in professional organizations. (Name of organizations, offices held, specialized activities, etc.)

V. Other special professional contributions. (List professional contributions made to organizations outside your professional affiliation.)

VI. Other: (Special recognition, awards, etc.)

WILLIAM RAINEY HARPER COLLEGE

INSTITUTIONAL SERVICE

FORM I

(To be submitted by each member of the Academic Staff. To include the areas of Professional Improvement since the last presentation of this information as specified in the Policy Manual.)

Name _____

Rank _____

Address _____

Date _____

I. College-related activities - Include services rendered the college individually or through participation on institutional committees. (Describe the nature of involvement or contributions including date, location, project, etc.)

II. Student-related activities - Include advisory services to students individually or student groups, the number of students involved, and approximate number of hours per week.

COMMUNITY SERVICE

I. Involvement in and contributions to community projects which directly relate to education and the College. (Describe the nature of involvement or contributions including date, location, project, etc.)

II. Presentations to interested community group in behalf of the faculty member's profession and/or the College. (Describe the presentations, including date, location, name of group, purpose of the presentation, etc.)

WILLIAM RAINEY HARPER COLLEGE
EVALUATION OF FACULTY AND STAFF MEMBERS

FORM J

Academic Year 19__ - 19__

FACULTY MEMBER: _____

A. Areas of special strengths:

B. Areas in need of improvement:

C. Comments:

D. Recommendation: (includes assignment to appropriate category)

Date: _____

Chairman of Peer Evaluation
Committee
(signature)

THE HARPER COLLEGE ADMINISTRATIVE EVALUATION PROGRAM

The Prelude to Performance Appraisal. Fundamental to any evaluation program is a thorough understanding of the organization's goals and objectives or the mission which an organization has established for its existence. This mission or purpose must have primary consideration in all of the activities and processes of the institution as it functions. First and foremost, the management of an organization must adopt objectives and an operating style which will lead to the greatest efficiency in allowing the organization to reach its goals and/or objectives. It is common knowledge that organizations are typically inefficient in realizing the potential of their human resources. Because they function on the basis of incorrect assumptions about the nature of man, they tend to limit the growth of persons who work in them. In other words, they do not give adequate consideration to the human element or the human side of organizational life. Management must understand fundamental behavioral findings and hypotheses about the nature of people as they function in organizations. Some of the findings and hypotheses are as follows:

- a. People have a drive toward growth and self-realization.
- b. Work which is organized to meet people's needs as well as to achieve organizational requirements tends to produce the highest productivity and quality of production.
- c. Individuals whose basic needs are taken care of do not seek a soft and secure environment. They are interested in work, challenge, and responsibility. They expect recognition and

satisfying interpersonal relationships.

- d. Personal growth is facilitated by relationships which are honest, caring and nonmanipulative.
- e. Persons in groups which go through a managed process of increasing openness about both their positive and negative feelings develop a stronger identification with the goals of the group and its other members. The group becomes increasingly capable of dealing constructively with potentially disruptive issues.
- f. The ability to be flexible and responsive flows naturally from groups which feel a common identification and an ability to influence their environment.

Accepting these assumptions and initiating processes which will release the human potential of an organization by diagnosing its road blocks leads to organizational development. Organizational development becomes operative when road blocks to the release of human potential are identified and minimized or eliminated.

All too often, road blocks to effective utilization of human potential are created by institutions which fail to have a fundamentally sound pay administration and classification program for their employees. A well conceived classification and pay administration program will assist the administration in avoiding actions based on expediency, which tend to become inconsistent with and undermine the management philosophy as well as the long-range goals of the institution. The key to a successful classification and pay administration program is a dynamic balance between three elements: labor market, internal consistency, and ability to pay. Achieving balance between these factors is the basic function of a classification and pay administration program.

The rationale for compensation is based on a program of job evaluation. Job evaluation requires analysis of tasks according to such factors as skills, responsibility, working conditions, achievement, effort, etc. A thorough analysis of these factors will yield internal consistency, the final goal of job evaluation. When job evaluation has been completed, each classification may be assigned a salary range that takes into account three factors -- internal consistency, labor market and ability to pay. Having accomplished all of the aforementioned steps, an institution may now be ready to implement an evaluation system, which may operate from a sound, well defined base.

MBO as an Operating Mode. Let's turn to a management system that has been used with success in progressive business and industrial organizations throughout the United States. Although not new in principles, it has gained significant popularity in the last decade under the name of Management By Objectives.

In Management By Objectives, the principle emphasis is on management planning and problem solving rather than on the production of an informed judgment of an individual's performance by his supervisor. The aggregate and direction of individual growth and job performance improvement are largely affected by the quality of the objectives and the plans originally agreed upon. The actual "working out" of objectives and plans is of critical importance to the success of MBO.

Integral to the MBO system are

- I. The central purpose and function of the organization must be generally understood and agreed upon.
- II. Each sub-unit purpose and how it integrates into the overall organization must be generally understood and agreed upon.
- III. Position descriptions must be available for all organizational

jobs. These descriptions provide the basis for establishing routine objectives, authority and accountability relationships.

- IV. Each individual writes down his major performance objectives for the coming year in measurable terms and sets target dates. (Objectives may be classified as problem solving, innovative, routine.)
- V. He submits them to his supervisor for review. Out of the discussion comes a mutually agreed upon set of objectives. (Commitment)
- VI. On a quarterly basis or some other schedule, he verbally reviews progress toward these objectives with his supervisor. Objectives and plans are revised and up-dated as agreed upon. (Coaching and Development)
- VII. At the end of the year, the individual prepares a brief "accomplishment report" which lists all major accomplishments, with comments on variances between results actually achieved and results expected.
- VIII. This appraisal on Report of Progress is discussed with the supervisor. Reasons for goals not being met are explored. (Coaching and Development)
- IX. A new set of objectives is established for the next year.
- X. Long-range objectives are reviewed and adjusted as needed.

The Appraisal Program. Having adopted a MBO system as a basic mode of operation, an effective performance appraisal system may be implemented as a part of the system. A performance appraisal system should have as its objectives:

1. The improvement of performance in the job now assigned. This

suggests the appraisal procedures should not dwell on the past, but should move to a future action plan based on what has been learned from the past.

2. The development of people in two ways:
 - a. providing the organization with people qualified to step into higher positions as they become open;
 - b. serving to help individuals who wish to acquire knowledge and abilities to become eligible for a higher job.
3. To provide answers to the questions; that is, "How am I doing?" "How should I be doing?" and "Where should I go from here?"

The appraisal program is fundamentally a five step process, described in capsule form as follows:

Step 1 The individual discusses his job description with his superior, and they agree on the content of his job and of the relative importance of his major duties in the things he is paid to do and is accountable for.

Step 2 The individual establishes performance objectives for the majority of his responsibilities for specific periods of time. These performance objectives may be classified as routine, problem solving, and innovative-developmental. Characteristics of these performance objectives are that they should be specific, measurable, limited in time, and realistic.

Step 3 The individual meets with his superior to discuss and reach agreement on his performance objectives for the specific period(s) of time. Mutual agreement is reached on the performance objectives, the results desired, and the level

of achievement to be accomplished.

Step 4 At least three appraisal interviews are established as check points for the evaluation of progress. (See Appraisal Interview Exhibits A & B.)

Step 5 Superior and subordinate meet on the specific dates scheduled for the appraisal interview to discuss the results of the subordinate's efforts in meeting his goals as had been previously established. Coaching and development is the password for the superior during this activity. A record should be made of this interview of which both parties must be aware.

After the performance appraisal interviews have been completed and a thorough discussion and evaluation has been achieved between superior and his subordinate, the organization is now ready to reward those who have contributed to the achievement of organizational objectives and to withhold reward from those who have not. The reward system at Harper College is based upon five major categories of performance. (See Exhibit C)

1. Marginal
2. Needs improvement
3. Satisfactory
4. Above average performance
5. Meritorious by exception

It is significant to keep in mind in the appraisal program that reaching the goal is not the sole measure of success. It is expected that some goals will be surpassed and some never even approached. The person who sets meager targets and always hits them is certainly of no more value to the organization than the person who sets unreachably

high goals, falls short consistently, but in doing so makes substantial improvements over his past work. The important elements to keep in mind in the process are the results achieved by the total process of establishing objectives, striving to attain them, and analyzing what intervenes between planned and actual performance. When the final judgment is made, the individual should be evaluated on his ability to set targets as well as his ability to attain them. In checking results, the superior should emphasize success and build on successful accomplishments and should assume the responsibilities for coaching and development for unsuccessful accomplishments observed.

If the superior has been successful in his appraisal interviews and other on-the-spot coaching and development activities, each subordinate should be well aware of his performance during the year and theoretically should be able to classify himself into one of the performance categories established by the institution. The assignment of dollars to each category then assures every individual employee that equity-based results will prevail and that the dollars are based on the market and availability of funds in the institution.

The performance and appraisal process, as adopted at Harper College, can be advantageous for organizational development in the following ways:

1. The subordinate knows in advance the basis on which he will be judged.
2. The superior and subordinate both agree on the content of the subordinate's job.
3. The process is based upon a superior-subordinate relationship and should perhaps strengthen this relationship.
4. The process has a self-correcting, personal growth character-

istic which assists people in setting goals that are challenging and attainable.

5. The process provides a method of spotting individual development needs, thus setting the stage for a total managerial development program within the organization.
6. The performance appraisal system highlights a total managerial approach which allows the individual manager to better understand his individual contribution to the organization as it strives to meet the institutional goals. This program asks the superior to look at the record of managerial success rather than a manager's personality.

In summary, a performance appraisal system has its best chance of succeeding when the following conditions are present in an organization:

- I. A well defined institutional mission is written and agreed upon by all employees of the organization.
- II. A progressive and contemporary style of management leadership and philosophy is understood and practiced by the organization's managers.
- III. A sound wage and salary administration program is in existence and adhered to.
- IV. A well conceived system of results management is understood and practiced by its management.
- V. The objectives and elements of a performance appraisal system are articulated and agreed upon by the organization's managers.
- VI. A substantial orientation program is offered to the individuals who will be involved in the program.

APPRAISAL INTERVIEW

The appraisal interview is an administrative tool used at least three times a year, independent of salary consideration, to assess the progress and productivity of each administrator. It is a significant part of MBO in that it is the review of a manager's progress in carrying out the goals and objectives which he and his supervisor have agreed upon at the beginning of a specific period. As a part of a MBO system, anxiety-producing aspects at the appraisal experience should be minimized for both the supervisor and for his professional, since both individuals are emotionally involved in the review, each having agreed to the original objectives. The appraisal process reinforces the principles of participative management, coaching and development and the maintenance of the best supervisor-professional relationships.

Basic to a successful appraisal interview are the existence of good job descriptions throughout the institution and a degree of sophistication in goal setting arising out of the job descriptions. Additionally, it is imperative that the supervisor be aware of the major elements of the professional's job and that he spend at least 30 to 45 minutes in preparation for the interview. During the preparation period a plan for the interview should be developed, past performance and interview data should be reviewed and the supervisor should refresh himself on the goals and objectives to be discussed. A poorly prepared supervisor is certain to produce anxieties for himself or his client somewhere in the interview.

Perhaps the most productive role for a sensitive supervisor is to practice the art of listening while the professional evaluates his progress in carrying out

each goal, objective or major element of his job description. The supervisor should be careful not to interrupt but should look for the most natural opportunity to probe or clarify the professional's verbalizations. Careful probing or clarification should produce agreements on areas to be improved, or adjustments needed for goal completion. In all cases both should agree to each condition and the appropriate note should be made by the supervisor for the summary which is essential to the closing of a good interview.

Goals not met or off schedule should be adjusted or a plan devised to put them back on schedule.

Most significant to the interview will be the degree to which a supervisor is able to create a non-threatening atmosphere and a respectful exchange of opinions. Within the interview and as subtly as possible, near the end of the evaluation, the professional should be provided the opportunity to respond to questions which it is the supervisor's obligation to ask. The degree to which a supervisor is able to listen attentively and quietly to the professional's response to each question he poses will be significant to the quality of relationship that will continue between the two members of a team. The questions are:

1. Are your duties and responsibilities adequately defined?
2. Do you find your work sufficient and challenging?
3. Do you feel your work and ability are appreciated?
4. Do you feel you get the backing and support you need?
5. Are you informed and consulted when you should be?
6. Do you have access to your supervisor to talk things over freely?

7. Do you have the authority and opportunity to exercise initiative?
8. Do you feel your opportunities are adequate?
9. What could your supervisor or others do to help you do a better job?
10. What kind of place, in general, do you feel this is to work?
11. What other things that you like or dislike about your job would you like to convey to your supervisor?

"We must touch his weakness with a delicate hand. There are some faults so nearly allied to excellence that we can scarce weed out the faults without eradicating the virtue."

Oliver Goldsmith

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

Date of Interview _____

B

HARPER COLLEGE

PERFORMANCE APPRAISAL FORM

I. NAME _____ POSITION _____

Date of Employment _____ Time in Position _____

Length of Interview _____ Interviewed by _____

Prior Appraisal Date _____

Time under appraiser's supervision _____
Years Months

II. REVIEW OF PROGRESS (Note departures from or adjustments to goals)

III. DEVELOPMENTAL PLAN (List suggested improvements, personal development, suggested activities to be undertaken)

IV. CLIMATE OF INTERVIEW

V. OVERALL APPRAISAL

Outstanding	Exceeds Requests			Meets Requests			Below Requests			Inadequate				

COMMENTS:

Appraisal Completed By _____

Date _____

c

HARPER COLLEGE ADMINISTRATIVE PERFORMANCE CATEGORIES

I. Marginal Performance

- A. Has demonstrated little or no response to coaching and development efforts.
- B. Has not met minimal requirements in job description.
- C. Has not achieved objectives of his position as agreed upon.
- D. Has intentionally or deliberately acted unethically in the discharge of his duties.
- E. Has not expressed interest in exerting effort to improve his weaknesses.
- F. Should be terminated at the end of next year's contract if marginal level of performance is continued.

II. Needs Improvement

- A. Has demonstrated minimal response to developmental efforts.
- B. Has achieved minimal requirements outlined in job description.
- C. Has achieved a minimum of objectives of his position as agreed upon.
- D. Has weaknesses that need major improvement.
- E. Has exerted only minimal efforts in service to the college.
- F. May be terminated at the end of next contract year, unless specific improvement is made in agreed upon areas.

III. Satisfactory Performance

- A. Has responded favorably to developmental efforts as outlined to him.
- B. Has met all of the requirements of the position as outlined in the job description.
- C. Has achieved at least 75% of the objectives of his position as agreed upon. Exceptions are those over which he had little control but he exerted little effort to assist in overcoming these exceptions.
- D. Has made satisfactory progress in improvement of weaknesses.
- E. Has exerted sufficient effort to meet the duties, responsibilities and objectives of his position.
- F. Has expressed an interest in further self improvement.
- G. Has exerted some effort to enlarge the services of the college which are beyond his normal obligation.
- H. Has assumed some administrative and leadership responsibilities beyond requirements of his job description and objectives of his position.
- I. Has indicated an understanding of the necessity for a management team approach and has contributed to the development of the concept.
- J. Has expressed enthusiasm toward further serving Harper College and supporting its administrative philosophy.

IV. Above Average Performance

- A. Has worked diligently toward self improvement and professional development.
- B. Has met all of the requirements of his position, as outlined in the job description, and has assumed other duties as assigned or sought.
- C. Has met with integrity at least 90% of the objectives as agreed upon and has maintained satisfactory professional relationships with other personnel.
- D. Has made highly significant progress in the improvement of personal and professional inadequacies.
- E. Has exhibited an awareness of the mission and potential development of Harper College while not losing perspective of his position, capabilities, and potential contributions.
- F. Has indicated a strong desire to constantly modify his administrative behavior to achieve more effective and efficient management.
- G. Has positively supported and contributed to the management team approach.
- H. Has demonstrated the interest and capability to become an outstanding manager and is expending effort to achieve this realization.

V. Meritorious by Exception

- A. Has demonstrated that he is effective and efficient as a manager.
- B. Has demonstrated that he is willing to explore every possible avenue of self and professional improvement, (i.e. further graduate work, professional reading, writing, etc.)
- C. Has consistently demonstrated that he is willing to expend effort beyond expectations of his position.
- D. Has achieved results in his management role which have contributed exceptionally to meeting institutional goals and the development of Harper College.
- E. Has demonstrated exceptional personal and professional integrity.
- F. Has achieved within, or contributed to, his profession which has brought recognition to Harper College and himself.
- G. Has, or is developing, exceptional qualifications for management and has demonstrated outstanding leadership.

FOR BOARD ACTION

SUBJECT:

Employment of a Graphics Design Coordinator

REASON FOR CONSIDERATION BY THE BOARD:

The Learning Resources Center is in need of a Graphics Design Coordinator to fulfill its obligations to the instructional area of the College. This is a replacement for the candidate, Mr. Jerry C. Holt, to whom a contract was offered for this position at the May 14, 1970 Board of Trustees Meeting.

BACKGROUND INFORMATION:

After further review of candidates for the position Mr. Alfred Dunikoski is being selected as the recommended candidate for the Graphics Design Coordinator position.

RECOMMENDED ACTION:

Employment of Mr. Alfred Dunikoski as Graphics Design Coordinator effective August 15, 1970 through June 30, 1971, for \$12,690.00 (annual rate of \$14,500.00) with the Academic Rank of Instructor.

EXHIBIT C-1 (Administrative)

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF Instructional Services - L.R.C.

CANDIDATE

Alfred Dunikoski

POSITION

Graphics Design Coordinator

PREPARATION

B.A. - Univ. of Maryland - Jan., 1968

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

M.S. in Ed. - Indiana Univ - Aug., 1970

Instructional Systems Technology - Graphics

MAJOR AREAS

Minor - Radio Television

TEACHING EXPERIENCE
(Dates of Positions)

None

OTHER EXPERIENCE

1948-1956 - USAF - Drafting & Illustrator Positions

1957-1969 - USAF- Graphics Presentation Supervisor for
SAC and Defense Com'ns Agency; Illustrator & Supervisor,
Nat'l Military Com'd System Support Center.

HONORS &
DISTINCTIONS

PERSONAL
(Age, Marital Status,
Children, Address)

RANK & SALARY

Instructor - \$14,500.00 (12 Months - Prorated, Starting

RECOMMENDED BY

15 Aug., 1970) at \$12,690.00.

W. H. Voegel

DIRECTOR

C. H. ...

DEAN

C. H. ...

VICE-PRESIDENT

LRC - INSTRUCTIONAL SERVICES

GRAPHIC DESIGN COORDINATOR

. Educational Market Salary Comparison

HIGH SCHOOL DISTRICT #214, MT. PROSPECT, ILL.

Director-Production Center \$13,500-\$21,000

COLLEGE OF DU PAGE

Director-Production, 1969-70 \$15,000-\$17,000

PARKLAND COLLEGE, CHAMPAIGN, ILL.

No position there but would pay approximately \$14,000
if budgeted.

MORaine VALLEY COMMUNITY COLLEGE

They would pay 20% above academic contract
for this position.

FOREST PARK COMMUNITY COLLEGE, ST. LOUIS

11 month position would pay approximately ... \$15,000

UNIVERSITY OF ILLINOIS-CHICAGO CIRCLE

Starting position \$12,000-\$15,000

EASTERN ILLINOIS UNIVERSITY

11 month contract, approximately \$13,000-\$14,500

NORthern ILLINOIS UNIVERSITY - Communication Services

Media Designer-leaving N.I.U. for
higher pay with another university \$13,860

Media Designer \$15,000

Graphic Supervisor \$16,000

FACULTY EVALUATION FOR INSTRUCTIONAL SERVICES - 6/1/70

TOTAL RESPONSES 20 (The survey was distributed by each of the seven (7) division chairmen to about five (5) of their instructors.)

A. SERVICE ATTITUDE

	<u>Circulation</u>	<u>Production</u>
Excellent	10	8
Good	5	2
Average	1	4
Fair	1	0
Poor	0	2

COMMENTS:

"Always seemed busy in production."

"One exception, student aid in production who did not care about quality work. All others, - excellent."

"More personnel are needed."

"Three months to get slides duped. Same for copy work. Weeks for developing."

B. AVAILABILITY OF MATERIALS & EQUIPMENTCOMMENTS:

"More 35mm cameras for faculty. 8mm cameras (Bolex 155 Macrozoom & other less complex 8mm) 8mm projectors. More slide projectors, more slide programmers, more sound synchs. Sound synch and strip for Super 8. Need at least 20 study carrels for viewing slides with tape-films, etc."

"People in production to utilize more equipment."

C. PROCEDURESCOMMENTS:

"There is little sense of central coordination. Too many student aides seem to have little training, and less information though they often help more than others."

"Students are able to get equipment for classroom use - that is good. They need also to be able to study films and other audiotutorial materials right there - 20 or 30 at a time (20 different pieces of equipment being used at one time. They also need a production area, where they can tape things, make slide shows, edit films, synch films, etc. There is no such provision now."

"Photographer needs an intake and outgo system badly, which should not be bypassed. Your facilities do not lend themselves to going through the right procedures (poorly arranged)."

"Someone must constantly check E-106 to see that all equipment is present and in working order."

LRC - INSTRUCTIONAL SERVICES

GRAPHIC PRODUCTION DEVELOPMENT

Faculty projects that have been discussed but are presently deferred:

1. ENGINEERING

Electronics
Architecture
Numerical Control

2. HUMANITIES

AT Development - Art & Music
Presentation for Music & Theory
Fashion Design Materials

3. LIFE & HEALTH SCIENCE

Dental Hygiene Materials
Physical Education Materials
Nursing Materials
Biology Materials

4. MATH & PHYSICAL SCIENCES

Math Diagrams & Materials
Physics Materials

5. COMMUNICATIONS

Drama Materials
Speech Materials
Language Materials

I. SUBJECT

Approval of riders to regular faculty contracts.

II. REASON FOR CONSIDERATION BY BOARD

These are extensions of the regular faculty contracts.

III. BACKGROUND INFORMATION

Each year we have extended the counseling contracts by five weeks to provide for the orientation and advisement of new students during the month of August. We have also used some counselor time to cover the counseling center during vacation periods to meet with prospective students, parents, etc.

We are for the first time reducing some riders to four weeks since we can adequately cover our responsibilities with less counselor time due to our expanded staff.

IV. RECOMMENDED ACTION

We recommend approval of eight (8) five week counselor riders and four (4) four week riders for a total not to exceed \$19,800.00.

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We recommend approval of eight (8) five week counselor riders and four (4) four week riders for a total not to exceed \$19,800.00.

I. SUBJECT

Employment of Developmental Counselor

II. REASON FOR CONSIDERATION BY BOARD

This is a new counselor appointment to the staff.

III. BACKGROUND INFORMATION

Due to the resignation of Miss Sharon Zamkovitz an opening was created in the developmental area for a counselor. Mr. Papandrea has been selected and is recommended. Mr. Papandrea is not now under contract so he is free to come to Harper. We have cleared with his supervisors his possible appointment to our staff and there are no problems even though this appointment is late. They feel they can fill his position without difficulty.

IV. RECOMMENDATION

It is recommended that the board appoint Mr. John Papandrea as a developmental counselor for 1970-71 on a 39 week contract for \$10,500 with the academic rank of Instructor.

BOARD INFORMATION SHEET
WILLIAM RAINY HARPER COLLEGE

AREA Counseling

CANDIDATE

John Papandrea

FIELD

Developmental Counseling

PREPARATION

(Degree, School,
Semester Hours in
Subject Field)

B.A. North Park College Speech

M.A. Roosevelt University Counseling & Guidance - 36

Additional graduate hours beyond M.A. 5

MAJOR AREAS

1967-68 Chicago High School - substitute teacher

TEACHING EXPERIENCE
(If applicable)

Dates and positions

1967-68 Niles High School - substitute teacher

1968-70 Conant High School - general educ. counselor

Summer 1969-70 - Director Title I Grant, Low achieving high school students

OTHER EXPERIENCE

1967 Microfilmer, Psychiatric Inst., Chicago, Illinois

1967 Security Guard, F.M. Whiston & Co., Chicago

1966 Construction Worker, Reliance Const. Co., Chicago

1965-66 Delivery, Lind's Catering Service, Addison, Ill.

HONORS AND
DISTINCTIONS

I.P.G.A., A.P.G.A.

PERSONAL

(Age, Marital Status,
Children, Address)

[REDACTED]

RANK & SALARY

Instructor, \$10,500

RECOMMENDED BY
(Signatures)

Guern a Fischer Dean of Guidance

James Hamer Vice President of Student Affairs

I. SUBJECT

Approval of revised Student Conduct Code

II. REASON FOR BOARD CONSIDERATION

The board is being asked to amend the student conduct code which it previously adopted.

III. BACKGROUND INFORMATION

Added experience with our code of conduct plus new developments on the higher education scene nationally have led us to propose some changes in our student conduct code. These revisions and additions are underlined in the attached document. All changes have been approved by the Student Senate and reviewed by the college attorney. We believe we have substantially improved our code with these additions.

IV. RECOMMENDED ACTION

We recommend that the board approve the changes and amendments to the student conduct code as underlined in the attached document.

Proposed revision of student code (Page 7-9 Student Handbook - underlined words represent changes or additions)

Harper College respects the right of each member of the academic community to be free from coercion and harassment. It recognizes that academic freedom is dependent on ordered liberty, as is any other freedom. Freedom to teach and learn are inseparable facets of academic freedom. To discourage conduct which is disruptive and disorderly does not threaten academic freedom; it is, rather, a necessary condition of its very existence.

Harper College fully supports democracy as basis for good government and encourages the student body to govern themselves in accordance with such principles. A viable democracy allows peaceful dissent. The college, therefore, recognizes the right of students to hold peaceful demonstrations and will permit them within the context of the student code.

Harper College upholds all federal, state, and local laws and considers violations of these on college property, or at any college sponsored activities held off-campus, as cause for disciplinary action.

The following code of behavior is relative to conduct on college property and at all college sponsored activities held off-campus. The college will not initiate disciplinary proceedings against students for violation of law which occur off campus unless the nature of the violation is such as to indicate that the continued attendance of the offender represents a threat to the safety or well being of other members of the college community.

The following types of conduct are defined as unacceptable and violators shall be subject to disciplinary action. For serious infractions the college reserves the right to dismiss a student.

1. Possession and/or consumption of alcoholic beverages except at an off-campus activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages. Students of legal age who are in possession of alcoholic beverages with unbroken original seals in their cars shall not be subject to discipline.
2. Possession, sale, use, or distribution of any narcotic drug, marijuana, or other addictive or hallucinogenic substance, except as permitted by law.
3. Gambling.
4. Theft or damage to public or private property.
5. Conduct which is lewd, indecent, or obscene, including the use of profane or abusive language toward members of the college community.

6. Failure to meet financial obligations or writing bad checks relative to college transactions.
7. Furnishing false or misleading information on college records, tampering with Harper College I.D. cards, refusing to identify yourself by Harper College I.D. card, or to surrender Harper College I.D. card upon request of college officials or security officers who have identified themselves as such and have stated their reasons for requesting the I.D. card.
8. Possession or use of firearms, explosives, dangerous chemicals or other weapons except as permitted by law and college regulations.
9. Failure to comply with directions of college officials acting in the performance of their duties.
10. Assaulting, threatening, harassing, or endangering in any manner the health or safety of any person.
11. Unauthorized occupancy of the college facilities or buildings.
12. Picketing, protesting, demonstrating or participating in rallies, or the distribution of leaflets which directly interferes with, or seeks to discourage the orderly operation of the college community or any person otherwise on college premises with the express or implied permission of the college.
13. Interference with the orderly operations of the college by breach of the peace, by physical obstruction or coercion, or by noise, tumult, or other forms of disturbance.

The college reserves the right in behalf of its campus security (formerly "police") officers to search a student's personal belongings and/or automobile when on the college campus "as limited and restricted by state law." (Replaces "in accordance with state law")

The Vice President of Student Affairs Office shall be responsible for handling all administrative details involved in student conduct. Reports of incidents involving student conduct, procedures for handling disciplinary cases and the results of conduct hearings shall be maintained in this office.

Minor offenses which may result in a reprimand, probationary warning, or suspension of less than one week, shall be handled by the Vice President of Student Affairs Office. Conduct violations of a serious nature resulting in charges which entail possible probation, suspension beyond one week, or dismissal, will be referred to the student conduct committee. Any recommendation for the dismissal of a student shall be referred to the college president.

Pending action on the charges, the status of a student should not be changed or his right to be present on the campus and to attend classes suspended, except for reason relating to his physical or emotional safety and well-being, or that of the college community as determined by the Vice President of Student Affairs Office.

Student Conduct Committee

When a student's misconduct may result in serious penalties such as probation, suspension beyond one week, or dismissal, he shall be referred to the student conduct committee for a hearing. Also, if a student questions the fairness of disciplinary action taken against him by the Vice President of Student Affairs Office, he shall be granted, on written request, a hearing before the student conduct committee providing his request is received in the Vice President of Student Affairs Office no later than fourteen days after the date of the letter notifying him of disciplinary action. The student conduct committee shall hear cases within fourteen days of receipt of either incident reports or appeal requests.

Membership (This section has been rewritten incorporating materials from section 1, page 8 and placed at the beginning of the code rather than near the end. It is substantially as before. Underlined statements are additions.)

The student conduct committee shall consist of four faculty members and three student members. Faculty members shall be appointed by the Faculty Senate from a list of twelve faculty members submitted by the Student Senate. Student members shall be appointed by the Student Senate. The chairman shall be a faculty member chosen within the committee. All members shall serve for two-year periods. At least five members must be present to conduct hearings. No member of the committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.

(The former section 1 has been incorporated above and deleted as a separate section.)

1. The student shall be informed, in writing, at least 72 hours prior to the hearing, of the reasons for the proposed disciplinary action with sufficient particularity to insure opportunity to prepare for the hearing.
2. The student appearing before the conduct committee has the right to be assisted in his defense by an advisor of his choice.
3. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
4. A student has the right to remain silent without prejudice in a disciplinary hearing only if his testimony could be used against him in a criminal trial.

5. Witnesses (if they number more than one) are not to be present simultaneously in the hearing room and shall not hear each other's testimony.

6. a. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing and such records shall be available to the student.

b. A written decision of the hearing committee shall be forwarded to the Vice President of Student Affairs Office.

7. The written decision of the student conduct committee is final, subject to appeal by either the student or the Vice President of Student Affairs Office to the college president and Board of Trustees.

8. The conduct committee meetings are closed unless open meetings are requested by either parties and the request is approved by both the conduct committee and the Vice President of Student Affairs.

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of bid Q-1123A for the purchase of a 1970 Four Door Sedan.

II. INFORMATION:

Advertisements were run and bids solicited for the subject vehicle. Eighteen bid requests were sent out and five responses were received.

III. SUMMARY:

Of four active respondents, (one no bid), the Grant Motor Sales quoted the lowest figure, namely, \$2,905.53, agreeing to supply the vehicle thirty days after receipt of order. Actual bids were:

Arlington Dodge	\$3,148.93
Grant Motor Sales	2,905.53
Roto Lincoln Mercury	3,576.00
Roselle Dodge	3,694.20
Burrows Chevrolet	N/B

IV. RECOMMENDATION:

The administration recommends that the Board award the bid to the Grant Motor Sales for a 1970 Plymouth Fury I, Four Door Sedan, fully equipped, including factory installed air conditioning in the amount of \$2,905.53 on the basis of the lowest quotation per specifications.

REQUEST FOR QUOTATION

- | | |
|---|--|
| <p>1. Quotation must be made on this form.
 2. Unsigned bids will not be considered.
 3. Give complete specifications for any substitution offered.</p> | <p>4. Mark envelope "QUOTATION No. Q- 1123 and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden</p> |
|---|--|

QUOTATION REQUEST NO. Q-1123	DATE 6/5/70	PAGE 1 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970
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Item No.	Quantity	Description	Unit Price	Extensi
1.	one	<p><u>1971 Four Door Sedan</u></p> <p>Engine: shall be a V-8 type equipped with full flow oil filter, "Epsco" engine crank case breathing system, and capable of attaining its published horse power rating using regular gasoline.</p> <p>Body: 1971 Four-Door Sedan - One color SEAFOAM GREEN OR EQUIVALENT.</p> <p>Wheel Base: Minimum 119 inches</p> <p>Wheel and Tire Size: Minimum 215 R15 Radial Ply.</p> <p>Suspension: Shall be heavy-duty type, consisting of heavy-duty shock and springs.</p> <p>Brakes: Shall be disc, heavy duty, fade resistant type, with vacuum power assist.</p>		

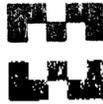
THIS IS NOT AN ORDER

The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F.O.B. Destination, F.F.A

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

DATE OF QUOTATION _____ PER _____
 Authorized Official Title

REQUEST FOR QUOTATION



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Unsigned bids will not be considered.
3. Give complete specifications for any substitution offered.

4. Mark envelope "QUOTATION No. Q-1123" and mail to:
WILLIAM RAINEY HARPER COLLEGE
 Algonquin & Roselle Roads
 Palatine, Illinois 60067
 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1123	DATE 6/5/70	PAGE 2 OF 4	QUOTATION DUE: 2:00 pm. CDST July 1, 1970
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Item No.	Quantity	Description	Unit Price	Extension
		Radio: Shall be equipped with standard transistorized radio Steering: Shall have hydraulic power steering. Transmission: To be manufacturers 3-speed automatic type Windshield Wipers: Shall be two speed electric, equipped with washers Electrical System: Shall be equipped with not less than a 60-amp self-contained alternator, heavy duty type. Battery shall be 70 amp. hour heavy duty type. <u>BODY EQUIPMENT:</u> Interior: The interior shall be furnished with a heavy duty all vinyl upholstery to be the manufacturer's complimentary color.		

THIS IS NOT AN ORDER

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QUOTATION REQUEST NO. Q-1123		DATE 6/5/70	PAGE 3 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extensio
		<p>Front Seat: Shall be heavy duty, with extra spring support in the back and seat, plus foam rubber padding.</p> <p>Arm Rest: Shall be furnished on the right and left front doors.</p> <p>Floor Mats: Shall be heavy duty rubber mats.</p> <p>Back-Up Lights: Shall be equipped with manufacturers installed back-up lights.</p> <p>Service Manual & Parts Book:</p> <p>There shall be furnished by the vendor a manufacturers Service Manual and Parts Book at no charge to the College.</p> <p>Warranty & Service: The dealer shall furnish the College with the standard Warranty and Service Policy given by the manufacturer.</p>			

THIS IS NOT AN ORDER

The right is reserved to accept or reject all or part of your offer. Please submit your price, delivery and terms on this form for the items listed above to be delivered F.O.B. Destination, F.F.A

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

DATE OF QUOTATION _____ PER _____
 Authorized Official Title

REQUEST FOR QUOTATION

William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

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| <ol style="list-style-type: none"> 1. Quotation must be made on this form. 2. Unsigned bids will not be considered. 3. Give complete specifications for any substitution offered. | <ol style="list-style-type: none"> 4. Mark envelope "QUOTATION No. Q-<u>1123</u> and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden |
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QUOTATION REQUEST NO.	Q-1123	DATE	6/5/70	PAGE 4 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description			Unit Price	Extensio
		<p>NOTE: (1) Bidder must clearly state make and model he is offering.</p> <p>(2) Bidder may offer various makes and models as long as vehicles meet above specifications and are celarly identified.</p> <p>(3) Bid will be awarded on the basis of what Harper College determines is the best value for the dollar investment and within our budgetary limits.</p>				

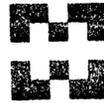
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359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

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QUOTATION REQUEST NO. Q-1123-A		DATE 6/10/70	PAGE 1 OF 2	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extension
1.	1	<p>ADDENDUM NO. 1 TO Q-1123 FOLLOWING SPECIFICATIONS REPLACE THE ORIGINAL Q-1123</p> <p><u>1970 Four Door Sedan</u></p> <p>V-8 type engine equipped with full flow oil filter, capable of attaining its published horsepower rating using regular gasoline,</p> <p>Body 1970 four-door Sedan-one color (Metallic brown <u>NOT</u> Acceptable) Minimum 119" wheel base.</p> <p>Minimum 215 R15 Radial Ply wheel and tire size.</p> <p>Manufacturers standard power brakes.</p> <p>Standard transistorized radio.</p> <p>Equipped with hydraulic power steering.</p> <p>3-speed automatic transmission</p> <p>Two speed electric windshield wipers and washers.</p> <p>Manufacturers standard electrical system.</p> <p>Equipped with standard back-up lights.</p>			

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QUOTATION REQUEST NO. Q-1123-A DATE 6/10/70 PAGE 2 OF 2 QUOTATION DUE: 2:00 pm. CDST July 1, 1970

Item No.	Quantity	Description	Unit Price	Extension
		Manufacturers service manual and parts book to be furnished. Standard Warranty and Service Policy NOTE: 1 Bidder must clearly state make and model he is offering. 2. Bidder may offer various makes and models as long as vehicles meet above specifications and clearly identified. 3. Bid will be awarded on the basis of what Harper College determines is the best value for the dollar investment and within our budgetary limits.		

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FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of bid Q-1122-A for the purchase of a 1970 nine passenger station wagon.

II. INFORMATION

Advertisements were run and bids solicited for the subject vehicle. Eighteen bid requests were sent out and five were received.

III. SUMMARY:

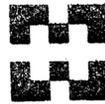
Of the four active^v respondents (one no bid) the Grant Motor Sales quoted the lowest figure, namely \$ 3,034.10 agreeing to supply the vehicle thirty days after receipt of order. Actual bids were:

1. Arlington Dodge	\$3,469.44
2. Grant Motor Sales	3,034.10
3. Roto Lincoln Mercury	3,623.00
4. Roselle Dodge	3,745.00
5. Burrows Chevrolet	NO BID

IV. RECOMMENDATION:

The administration recommends that the board award the bid to the Grant Motor Sales for a 1970, Nine passenger Plymouth station wagon, fully equiped per specifications, in the amount of \$ 3,034.10, on the basis of the lowest bid.

REQUEST FOR QUOTATION



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

1. Quotation must be made on this form.
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4. Mark envelope "QUOTATION No. Q-1122" and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1122		DATE 6/5/70	PAGE 1 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extension
1.	1	<p>1971 <u>9 Passenger Station Wagon</u> as follows:</p> <p>ENGINE: shall be V-8 type equipped with full flow oil filter, "EPSCO" engine crankcase breathing system, and capable of attaining its published horsepower rating using regular gasoline.</p> <p>BODY: 1971 Four Door, 9 Passenger Station, one color- EBONY BLACK with two way tail gate.</p> <p>WHEEL BASE: Minimum 119 inches.</p> <p>WHEEL & TIRE SIZE: Minimum 215 R15 Radial ply.</p> <p>SUSPENSION: Shall be heavy duty type, consisting of heavy duty shock absorbers and springs.</p> <p>BRAKES: Shall be disc, heavy duty, fade resistant, with vacuum power assist.</p>			

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REQUEST FOR QUOTATION



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

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|---|---|

QUOTATION REQUEST NO. Q-1122		DATE 6/5/70	PAGE 2 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extensio
		<p>STEERING: Shall have hydraulic power steering.</p> <p>TRANSMISSION: Shall be manufacturers 2-speed automatic type.</p> <p>WINDSHIELD WIPERS: Shall be two-speed electric, equipped with washer.</p> <p>ELEVYTTIVAL SYSTEM: Shall be equipped with not less than a 60 ampere self-contained alternator, heavy duty type, battery shall be 70 amper-hour heavy duty type.</p> <p style="text-align: center;"><u>BODY EQUIPMENT</u></p> <p>INTERIOR: The interior shall be furnished with a heavy duty all vinyl upholstery - Green, Tan or Black in color.</p>			

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QUOTATION REQUEST NO. Q-1122 DATE 6/5/70 PAGE 3 OF 4 QUOTATION DUE: 2:00 p.m. CDST July 1, 1970

Item No.	Quantity	Description	Unit Price	Extensio
		FRONT AND REAR SEATS: shall be heavy duty, with extra spring support in the back and seat and foam rubber padding.		
		ARM RESTS: Shall be furnished on all doors.		
		FLOOR MATS: shall be heavy duty rubber mats		
		BACK UP LIGHTS: shall be equipped with manufacturers installed back-up lights.		
		HEATER: shall be equipped with manufacturers standard 9 passenger station wagon heating and defrosting system.		
		LUGGAGE RACK: shall be equipped with manufacturers standard 9 passenger station wagon luggage rack.		
		UNDERCOATING: shall be applied as recommended by the manufacturers.		

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QUOTATION REQUEST NO Q-1122		DATE 6/5/70	PAGE 4 OF 4	QUOTATION DUE: 2:00 p.m. CDST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extensio
		<p>OUTSIDE MIRROR: Shall be equipped with adjustable outside mirror on driver's side.</p> <p>SERVICE MANUAL AND PARTS BOOK: There will be furnished by the vendor a manufactureres service manual and parts book at <u>no charge</u> to the College.</p> <p>WARRANTY AND SERVICE: The dealer shall furnish the College the standard warranty and service policy as given by the manufacturer.</p> <p>NOTE: (1) Bidder must clearly state make and model he is offering. (2) Bidder may offer various makes and models as long as vehicles meet above specifications and are clearly identified. (3) Bid will be awarded on the basis of what Harper College determines is the best value for the dollar investment and within our budgetary limits.</p>			

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REQUEST FOR QUOTATION

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QUOTATION REQUEST NO. Q-1122-A DATE 6/10/70 PAGE 1 OF 2 QUOTATION DUE: 2:00 p.m. CDST July 1, 1970

Item No.	Quantity	Description	Unit Price	Extension
1.	1	ADDENDUM NO. 1 TO Q-1122 FOLLOWING SPECIFICATIONS REPLACE THE ORIGINAL Q-1122 <hr/> 1970 <u>9-Passenger station wagon</u> as follows: V-8 type engine equipped with full flow oil filter, capable of attaining its published horsepower rating using regular gasoline. Body 1970 Four door, 9 passenger station, with two way tail gate. Minimum 119 " wheel base. Minimum 215 R15 Radial ply wheel & tire size. Manufacturers standard suspension. Manufacturers standard power brakes Hydraulic power steering. 3-speed automatic transmission. Two-speed electric windshield wipers, equipped with washer. Manufacturers standard electrical system.		

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REQUEST FOR QUOTATION



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

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WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067
Attention: Mr. Fred Inden

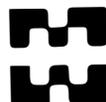
QUOTATION REQUEST NO. Q-1122-A		DATE 6/10/70	PAGE 2 OF 2	QUOTATION DUE: 2:00 p.m. DST July 1, 1970	
Item No.	Quantity	Description		Unit Price	Extension
		Equipped with manufacturers installed back-up lights. Equipped with manufacturers standard 9 passenger station wagon heating and defrosting system. Equipped with manufacturers standard 9 passenger station wagon luggage rack. Undercoating applied as recommended by the manufacturer Equipped with adjustable outside mirror on drivers side. Furnish service and parts manual. NOTE: 1 Bidder must clearly state make and model he is offering NOTE: 2 Bidder may offer various makes and models as long as vehicles meet above specifications and are clearly identified. NOTE: 3 Bid will be awarded on the basis of what Harper College determines is the best value for the dollar investment and with in our budgetary limits. STANDARD WARRANTY AND SERVICE POLICY			

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June 16, 1970

Addendum Number 2 to Bid Requests Q-1122 & Q-1123

Gentlemen:

The due date for Bid Requests Q-1122 & Q-1123 has been changed from 2:00 p.m. DST, July 1, 1970 to the following:

2:00 p.m. DST, FRIDAY JUNE 26, 1970

Yours truly,

A handwritten signature in cursive script that reads "D.M. Misic".

D.M. Misic,
Director of Business Services

DMM/ep

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1141 for the purchase of an Automatic Collator.

II. INFORMATION:

Advertisements were run and bids solicited for the subject equipment. Four bid requests were sent out and three responses were received. A tabulation of the bids is as follows:

A. B. Dick Corporation	\$5,700.00
General Binding Corp.	6,555.00
Pitney Bowes, Inc.	7,207.00
Addressograph-Multigraph	N/B

III. SUMMARY:

After considerable study of the College requirements for copying, duplicating and printing, we researched various other college printing operations to determine their methods of collating. Although we would prefer to use an on-line sorter in conjunction with our multilith duplicating machine we arrived at several conclusions which confirm the necessity of purchasing an off-line collator:

1. Our multilith operator's time is fully utilized in re-producing quality work, much of it on rush basis. From our most qualified sources we established that an on-line sorter would require 15% to 20% of her time.
2. An on-line sorter would operate at the speed of the multilith machine which would average perhaps 2,000 per hour on short runs and maximum 6,000 on long runs.

IV. SUMMARY (continued)

Servicing the on-line sorter, with or without expected mechanical failures and jam-ups, would reduce our operator's effectiveness to the point where we could not provide the present good service.

3. An off-line collator, such as the automatic Thomas Rotogather, can collate up to 30 pages at speeds up to 28,000 per hour. The rotary type collator takes very little space and space is at a premium in our duplicating department. Part-time or student work program employees can be trained to run this equipment. It is also cycled so that two collations of up to 15 pages can be processed at the same time.

Our bid request specified the Thomas Rotogather, or equal, with two inch bin capacity. We received a bid from Pitney-Bowes for their Thomas Rotogather in the amount of \$7,207, with the option of adding a stitcher or folder at a later date, a 30-day trial period with training furnished by the supplier, as requested.

Two other bids were received. One bid from the A. B. Dick Co. for a combination feeder-collator in the amount \$5,700 would provide equipment which would collate at a relatively slow speed of 9,000 to 12,000 per hour. The equipment would feed only one page at a time into 30 bins. Although it could be attached to our multilith machine as a direct feed sorter we had previously determined that this type of equipment would not meet our requirements.

The second bid from General Binding Corporation in the amount of \$6,555.00 would provide only a 16 bin collator.

The machine offered by the A.B. Dick Company did not permit the future addition of a stapler or folder as we had requested. The GBC machine was also a slower operating machine, was not capable of handling two separate collations at the same time, and had a limited bin capacity. We have concluded that the Thomas Rotogather, if tested for a 30 day period and meets our requirements, will better serve the present and future needs of the college.

V. RECOMMENDATION:

The administration, based upon the stated rationale, recommends that the Board award the bid for the collator to the Pitney-Bowes, Corporation in the amount of \$7,207.00.

REQUEST FOR QUOTATION



William Rainey Harper College

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

1. Quotation must be made on this form.
2. Unsigned bids will not be considered.
3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q- 1141 and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1141		DATE 6/19/70	PAGE 1 OF 1	QUOTATION DUE: 2:00 p.m., DST, Monday, June 29, 1970	
Item No.	Quantity	Description		Unit Price	Extension
1.	1	<p>AUTOMATIC COLLATOR: Thomas Rotogather, #1436 or equal, <u>30 station</u> capacity, with option of <u>two 15 station</u> capacity. Each bin to have two inch capacity. Unit to have capability of being compatible with the attachment of a stitcher and/or folder, at some later date.</p> <p>Note 1: Successful bidder to provide on the job training of our personnel at no cost to Harper College.</p> <p>Note 2: Successful bidder agrees to a minimum 30 day trial period and in the event unit is found unacceptable to Harper College it will be removed by the successful bidder at no cost to Harper College.</p> <p>Note 3: Bidders to specify guarantee period.</p> <p>Note 4: If alternate is bid supply complete descriptive literature.</p>			

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RESIGNATIONS 1969-70

NAME	AREA	REASON
Anderson, Thomas	Social Sciences (Law Enforcement)	Desires to enter private business.
Andrushko, Nadia	Life & Health Sciences (Associate Degree Nursing)	Expecting third child.
Bensema, Ronald	Math & Physical Sciences (Mathematics)	Returning to Graduate School to obtain Ph.D., Rutgers University.
Crane, Dolores	Communications (English)	Not interested in considering a contract for 1970-71.
Friedland, Dana	Business (Marketing)	Personal reasons.
Liptrap, Janet	Business (Secretarial Science) (coordinator of program)	Married in July. Moving to South Bend, Indiana.
Rowe, Dorothy	Life & Health Sciences (Dental Hygiene)	Offered doctoral fellowship at the State University of New York, Buffalo.
Smith, Robert C.	Engineering (Division Chairman)	Accepted teaching position at another institution (Fall 1970).
Stewart, Craig	Communications (Speech & Drama)	Accepted a position at another institution (Fall 1970).

MEMORANDUM

6-22-70

RECEIVED

JUN 22 1970

OFFICE OF THE PRESIDENT

TO: Dr. Lahti

FROM: J. Harvey JH

RE: Resignations in 1969-70 academic year

This memo is in response to your recent request to send you a list of all resignations from this area. Those who have resigned are as follows:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
1. Robert Smith	Counselor	To begin doctoral program
2. Sharon Zamkovitz	Counselor	To spend year traveling in Europe
3. Loretta Szymaszek	College Nurse	To accept teaching position at Lutheran General Hospital

All have submitted letters which have been forwarded to your office.

JH:fp

Carnegie Panel Urges A Large Expansion Of Junior Colleges

The Carnegie Commission on Higher Education recommended June 25 a vast expansion of junior colleges by 1980. Declaring that "the community college has proved its great worth to American society," the commission urged the establishment of between 230 and 280 new colleges by 1980 to provide two-year institutions within commuting distance for all persons in urban areas and residential units in "sparsely populated areas."

The commission emphasized that it favors comprehensive community colleges with academic, occupational and general education programs as opposed to specialized institutions.

The commission also urges the creation of systems of community colleges in all states and makes state-by-state recommendations on the numbers to be built in the next ten years. It also cautioned that community colleges "should remain two-year institutions and not expect to become four-year or graduate institutions. They have an important role to play and should not abandon it."

This week's report, the third since the commission was established in 1967, also listed these points:

- Full transfer rights should be provided qualified graduates of community colleges by comprehensive state colleges and universities. There should be no artificial ceiling for students with proven academic ability and interest.
- Occupational programs should be given the fullest support and status within community colleges. These programs need to be flexibly geared to the changing requirements of society. The health-service professions, in particular, will be expanding rapidly, and training for many of them can best be given in the community colleges.
- The Carnegie Commission supports open access to the "open-door" college for all high school graduates and otherwise qualified individuals. The community colleges have a particular role to play in assuring equality of opportunity to all Americans. The Commission, while supporting open access, does not believe that all young people either want higher education or can benefit from it. Many of those who can benefit from higher education and want it would be better off in other endeavors for a time after high school before entering higher education. For this latter group, the community college can stand as a continuing open opportunity over a period of years.
- The community college should charge no tuition, or low tuition.
- Guidance—occupational and personal—is a particularly important function for the community college, which serves so many students who are in the process of choosing their lifetime occupations and their life styles. It is an excellent place for those who are uncertain about their careers and about their lives to canvass their opportunities and make their choices.
- The community college has a special responsibility to enrich the cultural life of its neighborhood and to be an active center for art, music and drama, and intellectual discussions.
- The Carnegie Commission believes that the optimum size of a community college is 2,000 to 5,000 students. If it is much smaller, it cannot provide a rounded program at reasonable cost. If it is much larger, it will compound unnecessarily the problems of commuting and parking, and it will be less likely to be a part of any single neighborhood. More people can be served more conveniently by several colleges of reasonable size than by one large institution.
- The community college by the nature of its purposes should relate to its local community and be governed by a local board or, at least, have a local advisory board.
- Financing should be increased and equitably shared by Federal, state, and local governments. In particular, the Federal Government should provide start-up grants for the additional community colleges needed to provide nationwide coverage.

The 74-page report, *The Open-Door Colleges*, is \$1 from McGraw-Hill Book Company, Hightstown, N.J. 08520.

Two other book-length reports were released by the commission this week.

State Officials and Higher Education—A Survey of the Opinions and Expectations of Policy Makers in Nine States examines the opinions of state officials about the prospects and problems of higher education in their areas. Surveyed were officials in California, Texas, Illinois, New York, Pennsylvania, Iowa,