

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

AGENDA

August 27, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - A. Financial Report
  - B. Other
- V. Communications
  - A. Letter from Charles E. Foxworth
- VI. New Business
  - A. Recommendation: Adoption of Budget Exhibit A
  - B. Recommendation: Approval of Revised Parking Regulations Exhibit B
  - C. Recommendation: Bid Awards Exhibits C-1, 2, 3, 4
  - D. Discussion and Possible Action: Instructional Development Program Exhibit D  
(To be hand carried)
  - E. Report and Discussion: Staff Policy Manual Exhibit E
  - F. Recommendation: Off Campus Work Study Agreement - Exhibit F  
Little City
  - G. Other
- VII. President's Report
- IX. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, August 27, 1970

CALL TO ORDER: Chairman Hamill called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:17 p.m., on August 27, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Moats, Member Haas nominated Member Hansen as Secretary Pro Tempore. Member Morton seconded the nomination. Motion unanimous.

ROLL CALL: Present: Members Haas, Hamill, Hansen, Morton and Nicklas  
Absent: Members Johnson and Moats

Also present: Robert E. Lahti, John Birkholz, Ray DePalma, Anton A. Dolejs, Jr., Guerin Fischer, James Harvey, Robert J. Hughes, Fred F. Inden, Roy Kearns, P.J.Kanikula, Henry Kurowski, John A. Lucas, W.J. Mann, Don Misic, Omar Olson, C.H.Schauer, Fred A. Vaisvil, George Voegel, and W.E.Von Mayr--Harper College; Tom Wellman--Paddock Publications; Charles Foxworth, O.E.Lore and Sharon Lore--Service Employees Local No.11; and Mrs. Robert J. Wilson, Jr.

MINUTES: Member Haas moved and Member Morton seconded the motion to approve the minutes of the adjourned Board meeting of August 17, 1970, as distributed. Motion unanimous.

DISBURSEMENTS: Mr. Mann stated there were no disbursements.

Financial State-  
ments. Mr. Mann reviewed the June financial statements, pointing out they reflected the activity of the last fiscal year. He stated there may be some slight modifications to the statements as the auditors had not yet completed the audit. Mr. Mann pointed out that the budget finished very close to the anticipated expenditures. In terms of the total budget in the Educational Fund, Mr. Mann reported this was approximately within 2%, which, he stated, is about as close as possible--particularly when there are so many budget categories. A discussion followed on the Building Fund which showed a deficit. Chairman Hamill pointed out that the significant factor in the Building Fund was that

Financial  
Statements  
(Cont.)

the college did not have a full year's operation in this fund. Mr. Mann reported that actually the college had transferred \$100,000 from the Educational Fund to this fund and that next year it will take \$400,000 to balance the Building Fund budget. He stated it will be a progressive problem. Mr. Mann also reviewed the Bond and Interest, Site and Construction and Auxiliary Funds.

COMMUNICATIONS:

Chairman Hamill informed the Board a request had been received from Mr. Charles Foxworth, Business Manager for Service Employees Local No. 11, to appear before the Board. Chairman Hamill introduced Mr. Foxworth to the Board members, and Mr. Foxworth introduced his co-workers, Mr. Lore and Miss Lore. Mr. Foxworth was appearing before the Board to present a proposal relative to representation by the union for collective bargaining purposes for custodial and maintenance employees of the college. He stated it was not a matter of the union making solicitation, but that the people involved had been pushing to some extent to have the union appear before the Board. Mr. Foxworth read the following agreement which they were proposing:

PRELIMINARY AGREEMENT

The Board of Trustees, William Rainey Harper College, District 512, Cook County, Illinois (Board), and Local 11, Service Employees International Union AFL-CIO (Union), do hereby enter into the following agreement:

1. The Unit to be represented by the Union for collective bargaining purposes shall consist of all custodial and maintenance employees employed by the Board, excluding all administrative and certificated personnel in the District and also excluding office clerical employees.
2. The Union has submitted satisfactory evidence to the Board showing that a majority of the employees contained in the above defined Unit are members of the Union in good standing.
3. The Board therefore recognizes the Union as the sole bargaining agent for such Unit, and the parties agree to enter into a collective bargaining agreement covering wages, hours,

COMMUNICATIONS:  
(Cont.)

and other matters of mutual concern regarding such Unit.

Dated at Palatine, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 1970.

Board of Trustees  
William Rainey Harper College  
School District No. 512  
Cook County, Illinois

By \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
LOCAL 11, Service Employees  
International Union AFL-CIO

By \_\_\_\_\_  
Business Representative

Mr. Foxworth stated his union represented 24 of the employees in the unit they were requesting. He stated they were not expecting an answer at this meeting; that this was sort of a preliminary agreement. He requested that the Board give careful consideration to this agreement, and if there was any question as to whether they represented the majority of the unit, he asked that someone check the representation.

Chairman Hamill accepted the proposal on behalf of the Board and stated it was the Board's procedure to refer such presentations to the administration for their study. He informed Mr. Foxworth that the administration would then come back with their recommendation at a future meeting of the Board of Trustees. At that time the Board would consider or act upon the administration's recommendations as to the proposal. He assured Mr. Foxworth that within a meeting or two the Board would come to a discussion or agreement on this proposal.

Mr. Foxworth stated he would like to have the administration call on the union for any discussion, if the Board agreed to give them such guidance, and thanked the Board of Trustees for the opportunity to appear before them.

COMMUNICATIONS:  
(Cont.)

Member Haas stated that, as a Board member of District 214, he had worked with Mr. Foxworth and his group and found them a very good organization with which to work.

NEW BUSINESS:  
Adoption of  
Budget

Mr. Mann referred to Exhibit A and stated that the Board had concluded the first six steps on the exhibit at the first meeting in July and were ready to move on step seven, the adoption of the budget by resolution.

Member Haas pointed out that it was apparent that the majority of the Board was in agreement with this budget at their last meeting but did not act upon it because it was a special meeting.

Member Haas moved and Member Nicklas seconded the motion that the following resolution be adopted:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1970, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 9th day of July, 1970, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the college district;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, as follows:

NEW BUSINESS:  
Adoption of  
Budget (cont.)

Section 1. That the fiscal year of this college district be and the same is hereby fixed and declared to begin on the 1st day of July 1970, and end on the 30th day of June, 1971.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this college district for said fiscal year.

Upon roll call, the vote was as follows:

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

Nays: None

Member Haas moved and Member Hansen seconded the motion to adopt the levy for the Educational Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1970 a tax in the sum of \$3,680,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 22, 1970.

Upon roll call, the vote was as follows:

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

Nays: None

Member Haas moved and Member Nicklas seconded the motion to adopt the levy for the Building Fund by the following resolution:

BE IT RESOLVED: That there be and hereby is levied for the year 1970 a tax in the sum of \$1,440,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the

NEW BUSINESS:  
Adoption of  
Budget (cont.)

same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 22, 1970. (Copy of the Certificate of Levy attached to minutes in Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Member Haas moved and Member Nicklas seconded the motion to adopt the following resolution in order to increase the Bond and Interest Fund levy by 9% to cover losses and cost:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No.512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and,

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the college district is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the college district are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

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

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

NEW BUSINESS:

Adoption of  
Budget (cont.)

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

Upon roll call, the vote was as follows:

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

Nays: None

Approval of  
Revised Parking  
Regulations

Dr. Lahti reviewed the background relating to the proposed parking regulations. He informed the Board he had received a letter from the Village of Palatine in reference to the agreement with the college on furnishing of police protection and other police services by the Palatine Police on Harper College property. He pointed out that the village had included in the agreement that the village would retain all fines paid for parking tickets with the understanding that this would be reviewed again after Feb. 1, 1971. Dr. Lahti stated he would not recommend this be a permanent situation. He stated that the letter also stated the village had adopted a fire lane ordinance in reference to Harper College, which had been discussed with the Board previously. Dr. Lahti stated he would have the Board Attorney review this letter from the Village of Palatine. If the agreement were in order, it would become part of the procedures enforced with the parking regulations.

Member Nicklas moved and Member Haas seconded the motion to approve the Campus Traffic and Parking Regulations as presented in Exhibit E (copy attached to minutes in Official Board of Trustees Book of Minutes).

Mr. Mann discussed the faculty's choice of using public lots or purchasing gate cards. Mr. Hughes explained that the student fee of \$3.00 covered the period of September 1 to September 1, the same as the faculty. He reported the fees go into the Building Fund.

Member Morton questioned the definition of "Unauthorized parking," on page 1, first paragraph under PARKING. He stated he was disturbed about this sentence and

NEW BUSINESS:

Approval of  
Parking  
Regulations  
(cont.)

felt it needed clarification. The other Board members agreed. A lengthy discussion followed on alerting the public and students as to what is authorized and what is unauthorized parking. Suggestions were made as to definitions needed to cover various situations, such as campus hours, regulation scheduled campus activities, emergencies, etc. Member Haas suggested these should be in writing in an addendum to the Board.

Member Haas suggested Member Nicklas condition her motion upon further developed definitions to be presented to the Board. Member Nicklas agreed.

After further discussion, Chairman Hamill suggested the Board vote down this motion. He stated as it was conditioned upon developing definitions for the Board, there would be no regulations until the addendum was brought to the Board. He pointed out the college needed the regulations in order for the Police Department of Palatine to enforce the fire lane regulations and in order to maintain the safety of the campus. He stated he did not think it would be wise to hold up the parking regulations at this time.

Upon roll call, the vote was as follows:

Ayes: None

Nays: Members Haas, Hamill, Hansen, Morton  
and Nicklas

Chairman Hamill stated he felt the Board should have a motion to approve Exhibit B, as submitted, and a second motion that the administration further define what is authorized and unauthorized parking, particularly after campus hours.

Member Nicklas stated she did not think it was necessary to bring the definitions back to the Board. Member Hansen stated he felt clarification should come back to the Board, and the other Board members agreed. Member Haas stated he felt the discussion had been fruitful in pointing out areas that had not been clarified, and he felt with a little more opportunity to think about this the Board might have an even more fruitful discussion which would be of benefit to both the Board and the administration.

NEW BUSINESS:  
Approval of  
Parking  
Regulations  
(cont.)

Member Haas moved and Member Hansen seconded the motion to approve the adoption of Campus Parking and Traffic Regulations as in Exhibit B.

Upon roll call, the vote was as follows:

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

Nays: None

Member Haas moved and Member Hansen seconded the motion that the administration prepare and submit to the Board an addendum to Exhibit B further defining such terms as authorized parking and any other phrases or paragraphs that they feel should be clarified.

Upon roll call, the vote was as follows:

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

Nays: None

Bid Awards--  
Audio Visual  
Equipment

Mr. Mistic discussed the bid award for audio visual equipment, explaining in most instances they chose the low bidder. In the case of items where the low bidder was not chosen, it was because the item was an alternate, and after reviewing with the resource people it was decided the alternate was not acceptable.

Member Hansen moved and Member Nicklas seconded the motion to award the bid for audio visual equipment in Exhibit C-1, as follows: Items 7, 11, 14 to General Camera in the amount of \$3,903.46; items 2-5, 8, 9, 10, 12, 13 to Midwest Visual in the amount of \$5,263.75; and item 6 to Instructional Systems in the amount of \$558.00.

Upon roll call, the vote was as follows:

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

Nays: None

Mr. Mistic discussed the bid award for audio visual equipment including quantities of video tape for Instructional Services. He stated that in some instances there was only one bidder. Dr. Voegel discussed the quality of the equipment.

NEW BUSINESS:

Bid Awards--  
Audio Visual  
Equipment  
(cont.)

Member Nicklas moved and Member Haas seconded the motion toward the bid for audio visual equipment as outlined in Exhibit C-2, as follows: Items 1, 2, 3 to the Telemation Corporation in the amount of \$7,597.25; items 6-12 to the Warman Precisions Products in the amount of \$956.46; for a total award of \$8,553.71.

Upon roll call, the vote was as follows:

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

Nays: None

Athletic and  
Instructional  
Materials

Mr. Mistic discussed the bid for various athletic and instructional materials in Exhibit C-3, which included bid tabulations and bid specs.

Member Haas moved and Member Hansen seconded the motion to adopt the administration's recommendation in Exhibit C-3 and award bids on athletic and instructional materials as follows: Ned Singer Sports Co., in the amount of \$3,746.75; Bailey & Hines, in the amount of \$2,562.60; for a total award of \$6,309.35.

Upon roll call, the vote was as follows:

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

Nays: None

Duplicating and  
Offset Paper

Mr. Mistic discussed Exhibit C-4 which covered the approval of the supplier for paper--basically for the duplicating operation. He stated 11 bids were sent out and 6 responses received. He stated he wanted to clarify that this was not for an actual dollar amount; that the administration estimated it would be over \$5,000.00. He stated they wanted approval of the supplier. He informed the Board when the college entered into an agreement with the supplier they would guarantee a minimum purchase requirement in one year's time of 8,000 reams. He discussed the increase in cost of paper mainly due to freight charges.

Member Hansen moved and Member Nicklas seconded the motion to approve the administration's recommendation in Exhibit C-4 for the award of bid for duplicating and offset paper to Forest Atwood Paper Company as required for the fiscal year 1970-71.

NEW BUSINESS:

## Bid Awards--

Duplicating and  
Offset Paper  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Morton and  
Nicklas  
Nays: None

Milk and Milk  
Products

Mr. Mistic discussed the bid for Milk and Milk Products, as attached to the minutes in the Official Board of Trustees Book of Minutes. He explained there was considerable delay in obtaining responses to this bid due to the recent milk strike. Requests were made for a delay in the award which was granted by an addendum. He reported this bid award would cover up to June 30, 1971. Mr. Mistic stated, if possible, this bid award should be with the understanding that it could go over the amount because the actual usage would depend on the volume of the cafeteria.

Member Haas moved and Member Nicklas seconded the motion to approve the administration's recommendation to award the bid for milk and milk products to the Sunflower Milk Distributors (Dean's Dairy Products) in the amount of \$7,905.30.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Morton and  
Nicklas  
Nays: None

Instructional  
Development  
Program

Dr. Schauer discussed the proposed Instructional Development Program for 1970-71, as outlined in Exhibit D. He pointed out that Harper College is committed to meeting the changing educational needs of the community it serves through effective instruction and stated that the Board of Trustees and the community have been quite generous in this institution in trying to meet these educational needs. Dr. Schauer stated the administration was proposing the development of a framework, a training program for a cadre of professional staff and instructional materials designed to enhance the student learning process to be adopted for initiation in September, 1970. This program would involve 15 to 20 of the staff, and, hopefully, this group would develop the framework for future instruction and instruction development. Later they hoped this cadre of people could assist in the development of course materials and become instructional leaders and trainers for the remainder of the staff. Dr.

NEW BUSINESS:  
Instructional  
Development  
Program (cont.)

Schauer stated they proposed to bring some consultants in to review some of the effort the college has undertaken and to look at some of the conditions that may exist for future development. He pointed out there have been many requests for additional programs. He stated released time may have to be considered for the staff, but that he hoped it would be enough of an opportunity in the initial stages to make it voluntary. He stated the time involved would be the equivalent of two days a month for the year, but that it would only be about six months involvement.

Dr. Voegel reviewed the summer workshop of 1968, Curriculum Development Workshop, and the report on the results of the faculty's work on that project.

Dr. Lahti stated it is anticipated that the cost for this project would probably come out of the contingency budget, but that in the future the administration was hopeful that these kinds of projects can be submitted in the budget. This program would be coordinated by the Vice-President of Academic Affairs and the Dean of Learning Resources.

Dr. Schauer stated they were working on the criteria for the selection of participants and would present this criteria at the next Board meeting.

Member Nicklas moved and Member Haas seconded the motion to approve the adoption of the Instructional Development Program Project, with a cost of approximately \$9,100.00, as recommended in Exhibit D.

Dr. Lahti informed the Board that at the meeting of the GT-70 Board the previous week the possibility of federal funds becoming available for instructional development within the community colleges was discussed. He stated there was nothing official about this but that they were rather optimistic about it.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:  
Staff Policy  
Manual

The Staff Policy Manual had been distributed to Board Members as Exhibit E. Mr. Mann explained that the manual had been distributed for their study with the expectation that at the next meeting the administration would solicit discussion and, hopefully, adoption of the manual. He stated the manual under which the college was operating at the present time had been adopted in 1968. Mr. Mann informed the Board that Mr. Von Mayr, Director of Personnel, had done a lot of work on clarifying policy, making it more readable, in the new manual. Mr. Mann reported that "Staff" included essentially all the non-academic staff. He pointed out there was no section on classification of positions but stated that the deadline date for that section was July 1, 1971. Dr. Lahti stated reclassifying the staff people is essential, pointing out this will be very difficult now but it must be done.

Chairman Hamill complimented Mr. Von Mayr on the Staff Policy Manual.

Off Campus Work  
Study Agreement--  
Little City

Dr. Harvey explained that Mr. Vaisvil had developed this agreement. He stated this was the second agreement of its kind presented for Board approval. Previously the Board had approved a similar contract with Camp Reinberg.

Mr. Vaisvil discussed the agreement, stating this would be placement of students in a job situation with some training in a field they would be interested in majoring in eventually.

Member Nicklas moved and Member Morton seconded the motion to approve the adoption of the Harper College-Little City Foundation College Work-Study Off Campus Agreement.

Upon roll call, the vote was as follows:

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

Nays: None

Other--Medical  
Consultant

Dr. Lahti stated Dr. John Brouhard had been approved as Harper's consulting physician in February of 1970. Dr. Lahti explained that since then Dr. Brouhard had incorporated for tax purposes, but stated there would be no change in personalities or services.

NEW BUSINESS:Other--Medical  
Consultant (cont.)

Member Haas moved and Member Nicklas seconded the motion to approve the college's dealings with Dr. Brouhard through his corporate Suburban Thoracic Surgery, Ltd., as a medical consultant at a fee of \$2700 for the 1970-71 fiscal year.

Upon roll call, the vote was as follows:

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

Nays: None

Other--Salt Creek  
Water Shed  
Proposal

Member Nicklas asked if there had been a meeting of the engineers on the Salt Creek Water Shed. Mr. Mistic reported the engineers had met and stated now both are reviewing what they more or less agreed upon. He stated the next step would be a meeting with the Metropolitan Sanitary District to go over the pros and cons of this proposal as it affects Harper College. This meeting is tentatively scheduled for Sept. 14.

Other--Nursing  
Program

Mr. DePalma, Division Chairman of Life and Health Sciences, reported that the nursing program had twenty-five graduate students take the state examination. He informed the Board the college had received the report yesterday on these tests, and all twenty-five had passed. He pointed out this test is on a national basis.

Dr. Lahti stated these results are testimony to the programs that do exist in community colleges and these kinds of facts and figures support and build the name of Harper College as a quality institution. Dr. Lahti pointed out this is a real tribute to the people involved in this program--they have to select students, teach and have coordination with the hospitals.

PRESIDENT'S  
REPORT:

Dr. Lahti reported he had been in Springfield that day. He stated that Mr. Mann and Mr. Mistic have been working on increased space in facilities, and he stated they felt optimistic they might have changed the figures reported to the Board at the last meeting. Dr. Lahti reported they would have a report on this later, and stated if this is true the college may have to step up releasing facilities for design and development and construction drawings because it may be there will be some money coming to the college. He stated the college cannot afford not to be there if they have a chance at all.

PRESIDENT'S  
REPORT:

Dr. Lahti reported the administration felt that about the middle of September the college would be ready for the inspection tour of the facilities. He stated it would take about a half a day and this would be the final walk before they would recommend acceptance or not.

Dr. Lahti discussed progress on the campus and reported on the landscaping and the lighting system.

Dr. Lahti informed the Board the October meeting of the AGB would be in St. Louis, and stated his office had mailed them copies of a letter from Dr. Zwingle endorsing this program with a brochure describing the speakers.

Dr. Lahti distributed several brochures on a meeting of the National School Board Association in Chicago October 1-3.

Dr. Lahti distributed a brochure from the Illinois Junior College Board entitled, "The NOW Colleges in Illinois," showing the placement and actual college districts of all junior colleges in Illinois. He stated this was an exhibit shown at the State Fair.

Dr. Lahti reported on the meeting he had attended in Springfield that day for the Council of Presidents of Illinois Junior Colleges. He discussed the junior colleges' questioning the cost in constructing junior college facilities in the State of Illinois.

Dr. Lahti informed the Board the administration would begin presenting the educational format at the September Board meeting, and asked for some direction from the Board. He stated the administration planned to present all the major cost centers and asked the Board if they had any priority on any area they would like presented first. Dr. Lahti stated last year the Board had preferred a 30 minute presentation with a discussion period after that. He asked if they would like any change in that format and suggested possibly they would prefer advance reading material. Member Nicklas stated she felt that would be helpful, and Chairman Hamill stated he felt the reading material should be very brief.

Member Nicklas suggested a follow-up on students who have left and gone into business or on to college.

PRESIDENT'S  
REPORT:  
(Cont.)

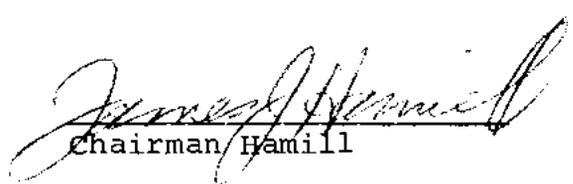
Dr. Lucas reported a follow-up had been made on the graduates of a year ago and stated a more detailed study was being done this year but would not be ready until next spring.

Dr. Lahti reported that in September he would have completed objectives the administration hoped to meet during this fiscal year--the total institutional goals. He suggested if the Board were interested they could move into the specific responsibilities and assignments for each individual area.

Dr. Lahti suggested that in the area of Learning Resources the administration felt the Board should see the facilities. He stated on that occasion they would suggest holding the meeting in the facilities, where each facet could be demonstrated and the Board could see the work being done. He suggested if there were other areas where the Board would be interested in this type of meeting, it could be arranged. Otherwise, the administration would use their judgment as to where it would seem to be most meaningful.

Dr. Lahti stated he would like to discuss a matter of personnel with the Board in executive session. Chairman Hamill stated he would like the Board to discuss Mr. Foxworth's proposal also in executive session after the adjournment of the Board meeting.

Member Morton moved and Member Nicklas seconded the motion that the meeting be adjourned at 11:05 p.m. Motion unanimous.

  
Chairman Hamill

  
Secretary Pro Tempore Hansen

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
FINANCIAL STATEMENT  
FOR THE MONTH OF JUNE 1970 AND  
THE YEAR ENDED JUNE 30, 1970

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WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
STATEMENT OF POSITION - EDUCATIONAL FUND  
JUNE 30, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/70 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	209,532.06	-0-	209,532.06
 <u>Investments</u>				
Treasury Bills	121.00	1,084,261.49	-0-	1,084,261.49
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	49,411.18	-0-	49,411.18
Bond & Interest Fund	131.03	-0-	-0-	-0-
Auxiliary Fund	131.05	243,877.35	-0-	243,877.35
Trust & Agency Fund	131.06	238,768.80	-0-	238,768.80
 <u>Taxes Receivable</u>				
Back Taxes	132.00	616,866.84	-0-	616,866.84
	133.00	37,244.03	-0-	37,244.03
 <u>Governmental Claims</u>				
Receivable	137.00	240,968.50	-0-	240,968.50
 <u>Other Receivables</u>				
Accts. Rec.-Chargebacks	138.11	269,101.27	-0-	269,101.27
Accts. Rec.-Other	138.90	6,803.85	-0-	6,803.85
Accrued State Apportion.	143.00	-0-	-0-	-0-
	144.00	10,510.00	-0-	10,510.00
 <u>Deferred Charges</u>				
Inventories	162.01	-0-	-0-	-0-
Deposits	164.00	600.00	-0-	600.00
<b>TOTAL ASSETS</b>		<b>\$3,118,575.37</b>	<b>\$-0-</b>	<b>\$3,118,575.37</b>

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WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
STATEMENT OF POSITION - EDUCATIONAL FUND  
JUNE 30, 1970

<u>LIABILITIES</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/70 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Payroll Deductions</u>				
Group Insurance	214.00	\$ 1,174.25	\$ -0-	\$ 1,174.25
Other	215.00	-0-	-0-	-0-
<u>Interfund Payables</u>				
Building Fund	231.02	16,051.48	-0-	16,051.48
Bond & Interest Fund	231.03	-0-	-0-	-0-
Site & Construction Fund	231.04	-0-	-0-	-0-
Auxiliary Fund	231.05	6,871.18	-0-	6,871.18
Trust & Agency Fund	231.06	149,768.83	-0-	149,768.83
Accounts Payable	240.10	87,996.83	-0-	87,996.83
Accrued Expenses-Acc. Tuition	252.00	2,800.00	-0-	2,800.00
Reserve for Encumbrances	260.00	-0-	487,824.94	487,824.94
<b>TOTAL LIABILITIES</b>		<u>\$ 264,662.57</u>	<u>\$ 487,824.94</u>	<u>\$ 752,487.51</u>
Fund Balance	300.00	<u>\$2,853,912.80</u>	<u>\$ (487,824.94)</u>	<u>\$2,366,087.86</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<u>\$3,118,575.37</u>	<u>\$ -0-</u>	<u>\$3,118,575.37</u>

SUMMARY OF FUND BALANCE

Balance, July 1, 1969	\$1,902,561.16	\$ -0-	\$1,902,561.16
Add: Revenue to Date	<u>4,951,272.02</u>	-0-	<u>4,951,272.02</u>
	\$6,853,833.18	\$ -0-	\$6,853,833.18
Less: Expenditures to Date	<u>3,999,920.38</u>	487,824.94	<u>4,487,745.32</u>
<b>BALANCE 6/30/70</b>	<u>\$2,853,912.80</u>	<u>\$ (487,824.94)</u>	<u>\$2,366,087.86</u>

WILLIAM RAINEY CARPER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
			JUNE	TO DATE	
Fund Equity, July 1, 1968	300.00	\$ 1,825,000.00	\$ -0-	\$ 1,902,561.16	\$ (77,561.16)
<u>Local Resources</u>	410.00				
Taxes-Current-1969	411.00	\$ 1,198,000.00	\$ (21,276.84)	\$ 1,276,627.16	\$ (78,627.16)
Taxes - Back	412.00	22,000.00	1,107.54	16,809.64	5,190.36
		\$ 1,220,000.00	\$ (20,169.30)	\$ 1,293,436.80	\$ (73,436.80)
<u>Intermediate Resources</u>	420.00				
Tuition - Students	421.00	\$ 819,000.00	\$ 31,356.91	\$ 1,007,809.73	\$ (188,809.73)
Other Charges-Chargebacks	422.00	468,000.00	371.40	831,796.63	(363,796.63)
Student Fees	423.00	46,000.00	13,364.40	16,521.10	29,478.90
Other-Late Registration Fees	427.00	23,000.00	11,353.34	13,237.79	9,762.21
Seminars	429.00	-0-	(275.00)	1,925.00	(1,925.00)
		\$ 1,356,000.00	\$ 56,171.05	\$ 1,871,290.25	\$ (515,290.25)
<u>State Resources</u>	430.00				
State Apportionment	431.10	\$ 1,386,800.00	\$ 532.00	\$ 1,471,760.50	\$ (84,960.50)
State Apportionment--Summer School	431.20	65,500.00	-0-	-0-	65,500.00
Board of Voc.Ed.&Rehab.1969-70	432.00	182,000.00	240,968.50	219,988.50	(37,988.50)
Other	433.00	-0-	-0-	-0-	-0-
		\$ 1,634,300.00	\$ 241,500.50	\$ 1,691,749.00	\$ (57,449.00)
<u>Federal Resources</u>	440.00				
Other-Title VI 1969-70	441.00	\$ 10,155.00	\$ 10,510.00	\$ 10,510.00	\$ (355.00)
Library Grant-Title II	449.10	-0-	-0-	10,155.00	(10,155.00)
		\$ 10,155.00	\$ 10,510.00	\$ 20,665.00	\$ (10,510.00)
<u>Public &amp; Auxiliary Services</u>	456.10				
Dental Clinic Receipts		\$ -0-	\$ 470.00	\$ 4,755.10	\$ (4,755.10)
<u>Interest on Investments</u>	471.00				
Treasury Bills	471.00	\$ 25,000.00	\$ 7,759.56	\$ 57,650.04	\$ (32,650.04)
Certificates of Deposit	472.00	-0-	-0-	1,875.00	(1,875.00)
Interest on Investments-Other	474.00	-0-	-0-	8,150.00	(8,150.00)
		\$ 25,000.00	\$ 7,759.56	\$ 67,675.04	\$ (42,675.04)
Other Revenue	491.00	\$ -0-	\$ -0-	\$ 1,700.83	\$ (1,700.83)
TOTAL ACCRUED REVENUE		\$ 4,245,455.00	\$ 296,241.81	\$ 4,951,272.02	\$ (705,817.02)
TOTAL ACCRUED REVENUE & FUND EQUITY		\$ 6,070,455.00	\$ 296,241.81	\$ 6,853,833.18	\$ (783,378.18)

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>Instruction</u>	110-000					
<u>Salaries</u>	110-510					
Administration	110-511	\$ 190,600.00	\$ 16,139.05	188,694.77	\$ 192,171.62	\$ (1,571.62)
Professional	110-512	45,114.00	5,041.86	46,780.67	46,780.67	(1,666.67)
Instructional	110-513	1,702,686.00	115,297.67	1,108,159.36	1,345,033.21	26,123.27
Instructional Part Time	110-514	-0-	19,812.29	331,529.52	331,529.52	-0-
Instructional Substitute	110-515	4,000.00	79.00	2,814.00	2,814.00	1,186.00
Office	110-516	101,155.00	8,669.58	100,020.23	100,020.23	1,134.77
Student Employees	110-518	14,510.00	3,094.51	12,482.30	12,482.30	2,027.70
Other	110-519	1,500.00	204.00	1,263.00	1,263.00	237.00
<b>TOTAL SALARIES</b>		<b>\$2,059,565.00</b>	<b>\$168,337.96</b>	<b>\$1,791,743.85</b>	<b>\$2,032,094.55</b>	<b>\$27,470.45</b>
<u>Contractual Services</u>	110-520					
Educational	110-522	\$ 4,200.00	\$ 90.75	2,143.65	\$ 2,263.65	\$ 1,936.35
Architectural	110-523	-0-	-0-	-0-	-0-	-0-
Maintenance	110-524	21,670.00	1,774.78	12,476.18	17,593.89	4,076.11
Office Services	110-527	1,200.00	201.08	1,058.48	1,058.48	141.52
Other Services	110-529	11,735.00	6,059.12	12,373.96	12,713.96	(978.96)
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 38,805.00</b>	<b>\$ 8,125.73</b>	<b>\$28,052.27</b>	<b>\$ 33,629.98</b>	<b>\$ 5,175.02</b>
<u>Instruct. Matls. &amp; Supplies</u>	110-530					
Instructional Supplies	110-531	\$ 91,814.00	\$ 8,894.16	76,874.02	\$ 90,359.37	\$ 1,454.63
Books & Bindings	110-537	-0-	-0-	-0-	244.08	(244.08)
<b>TOTAL INSTRUC. MATLS. &amp; SUPPLIES</b>		<b>\$ 91,814.00</b>	<b>\$ 8,894.16</b>	<b>\$76,874.02</b>	<b>\$ 90,603.45</b>	<b>\$ 1,210.55</b>
<u>General Matls. &amp; Supplies</u>	110-540					
Office	110-541	\$ 10,900.00	\$ 482.73	10,642.04	\$ 10,799.16	\$ 100.84
Printing & Offset Dupli.	110-542	19,350.00	733.04	12,329.83	15,334.43	4,015.57
Postage	110-543	-0-	-0-	-0-	-0-	-0-
Advertising	110-544	24,147.00	1,544.50	12,958.78	24,739.38	(592.38)
Publications & Dues	110-545	1,000.00	64.62	630.86	630.86	369.14
Repair Matls. & Supplies	110-547	2,000.00	11.35	1,320.18	1,320.18	679.82
<b>TOTAL GEN. MATLS. &amp; SUPPLIES</b>		<b>\$ 57,397.00</b>	<b>\$ 2,836.24</b>	<b>\$37,881.69</b>	<b>\$ 52,824.01</b>	<b>\$ 4,572.99</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>Travel &amp; Meetings</u>						
Meetings	110-551	\$ 3,900.00	\$ 364.45	\$ 2,357.19	\$ 2,624.09	\$ 1,275.91
Mileage - Local	110-552	3,100.00	362.39	2,360.58	2,455.78	644.22
Travel	110-554	22,800.00	2,423.85	22,495.20	23,107.18	(307.18)
Vehicle Expense	110-556	400.00	-0-	170.00	170.00	230.00
Recruitment	110-557	-0-	-0-	31.50	31.50	(31.50)
Innovation	110-559	3,500.00	835.52	3,883.15	3,958.95	(458.95)
Total Travel & Meetings		\$ 33,700.00	\$ 3,986.21	\$ 31,297.62	\$ 32,347.50	\$ 1,352.50
<u>Fixed Charges</u>						
Rental of Equipment	110-570					
Total Fixed Charges	110-576	\$ -0-	\$ 274.50	\$ 3,324.82	\$ 4,017.61	\$ (4,017.61)
		\$ -0-	\$ 274.50	\$ 3,324.82	\$ 4,017.61	\$ (4,017.61)
<u>Capital Outlay</u>						
Building Remodeling	110-580	\$ 9,120.00	\$ 108.03	\$ 108.03	\$ 108.03	\$ 9,011.97
Equipment - Office	110-585	22,141.50	143.65	10,713.76	17,389.39	4,752.11
Equip.-Edu.-Non-Reimb.	110-586	183,809.50	(16,715.68)	119,402.24	158,523.47	25,286.03
Equip.-Edu. Reimb.	110-587	55,000.00	22,418.60	63,887.60	84,867.47	(29,867.47)
Total Capital Outlay		\$ 270,071.00	\$ 5,954.60	\$ 194,111.63	\$ 260,888.36	\$ 9,182.64
<b>TOTAL INSTRUCTION EXPENDITURES</b>		<b>\$2,551,352.00</b>	<b>\$198,409.40</b>	<b>\$2,163,285.90</b>	<b>\$2,506,405.46</b>	<b>\$ 44,946.54</b>

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
		BUDGET	JUNE	TO DATE	TO DATE	
<u>Learning Resource Center</u>	120-000					
<u>Salaries</u>	120-510					
Administration	120-511	\$ 35,000.00	\$ 2,875.00	\$ 34,500.00	\$ 34,500.00	\$ 500.00
Professional	120-512	76,977.00	6,011.04	69,507.03	75,659.08	1,317.92
Part Time Instructors	120-514	3,000.00	362.50	2,900.00	2,900.00	100.00
Office	120-516	61,310.00	6,879.89	61,310.89	61,310.89	(.89)
Student Employees	120-518	18,500.00	4,184.48	17,973.43	17,973.43	526.57
TOTAL SALARIES		\$194,787.00	\$20,312.91	\$186,191.35	\$192,343.40	\$ 2,443.60
<u>Contractual Services</u>	120-520					
Maintenance Services	120-524	\$ 500.00	\$ -0-	\$ 291.85	\$ 306.85	\$ 193.15
Repairs	120-529	700.00	-0-	428.80	428.80	271.20
TOTAL CONTRACTUAL SERVICES		\$ 1,200.00	\$ -0-	\$ 720.65	\$ 735.65	\$ 464.35
<u>Instruct. Materials &amp; Supplies</u>	120-530					
Library	120-534	\$ 4,560.00	\$ 613.82	\$ 2,336.02	\$ 2,682.64	\$ 1,877.36
Audio Visual Aids	120-535	68,850.00	2,335.62	75,444.27	81,467.83	(12,617.83)
Books & Bindings	120-537	95,000.00	11,348.30	54,696.32	93,005.71	1,994.29
Publications	120-538	20,000.00	939.76	11,961.58	20,020.52	(20.52)
TOTAL INSTRUCT. MATERIALS & SUPPLIES		\$188,410.00	\$15,237.50	\$144,438.19	\$197,176.70	\$ (8,766.70)
<u>General Materials &amp; Supplies</u>	120-540					
Office	120-541	\$ 2,200.00	\$ 166.80	\$ 1,704.88	\$ 2,074.87	\$ 125.13
Printing & Offset Dupli.	120-542	1,100.00	64.11	603.31	603.31	496.69
Postage	120-543	-0-	-0-	-0-	-0-	-0-
Advertising	120-544	100.00	-0-	-0-	-0-	100.00
Publications & Dues	120-545	1,200.00	5.50	515.71	560.71	639.29
Repairs	120-547	3,500.00	193.05	1,130.26	2,459.19	1,040.81
Other	120-549	10.00	-0-	-0-	-0-	10.00
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 8,110.00	\$ 429.46	\$ 3,954.16	\$ 5,698.08	\$ 2,411.92

WILLIAM RAINEY CARPER COLLEGE  
 DISTRICT NO. 512  
 PALATINE, ILLINOIS 60067  
 EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
			JUNE	TO DATE	TO DATE	TO DATE	
Learning Resource Center	120-000						
Travel & Meeting Expense	120-550						
Meeting Expense	120-551	\$ 250.00	\$ -0-	\$ 154.50	\$ 154.50	\$	\$ 95.50
Mileage - Local	120-552	300.00	-0-	38.40	38.40		261.60
Travel	120-554	2,450.00	(184.00)	2,038.24	2,151.57		298.43
TOTAL TRAVEL & MEETING EXPENSE		\$ 3,000.00	\$ (184.00)	\$ 2,231.14	\$ 2,344.47	\$	\$ 655.53
Fixed Charges	120-570						
Rental of Equipment	120-576	\$ 2,500.00	\$ 40.00	\$ 1,495.00	\$ 2,359.00	\$	\$ 141.00
TOTAL FIXED CHARGES		\$ 2,500.00	\$ 40.00	\$ 1,495.00	\$ 2,359.00	\$	\$ 141.00
Capital Outlay	120-580						
Building Remodeling	120-584	\$ 500.00	\$ -0-	\$ -0-	\$ 430.00		\$ 70.00
Equipment - Office	120-585	5,080.00	-0-	4,300.20	5,314.20		(234.20)
Equip.-Educ.-Non-Reimb.	120-586	77,649.00	7,377.56	61,372.92	77,918.58		(269.58)
Equip.-Educ.-Reimbursable	120-587	14.00	-0-	13.32	13.32		.68
TOTAL CAPITAL OUTLAY		\$ 83,243.00	\$ 7,377.56	\$ 65,686.44	\$ 83,676.10	\$	\$ (433.10)
TOTAL LEARNING RESOURCE CENTER EXPEND.		\$481,250.00	\$ 43,213.43	\$404,716.93	\$484,333.40	\$	\$ (3,083.40)

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>Student Services &amp; Aids</u>						
Salaries	130-000					
Administration	130-511	\$ 92,225.00	\$ 7,685.82	\$ 92,225.01	\$ 92,225.01	\$ (.01)
Professional	130-512	161,177.00	12,184.46	135,443.20	159,896.50	1,280.50
Part Time Instructors	130-514	11,700.00	718.75	11,650.00	11,650.00	50.00
Office	130-516	78,879.00	6,854.96	79,524.86	79,524.86	(645.86)
Student Employees	130-518	5,000.00	2,016.93	4,392.34	4,392.34	607.66
TOTAL SALARIES		\$348,981.00	\$29,460.92	\$323,235.41	\$347,688.71	\$1,292.29
<u>Contractual Services</u>						
Consultants	130-520					
Maintenance	130-522	\$ 2,700.00	\$ 491.00	\$ 1,892.35	\$ 4,192.36	\$ (1,492.36)
Other	130-524	100.00	-0-	17.05	67.05	32.95
	130-529	700.00	-0-	-0-	-0-	700.00
TOTAL CONTRACTUAL SERVICES		\$ 3,500.00	\$ 491.00	\$ 1,909.40	\$ 4,259.41	\$ (759.41)
<u>General Materials &amp; Supplies</u>						
Office	130-540					
Printing & Offset Dupli.	130-541	\$ 5,700.00	\$ 418.32	\$ 4,965.40	\$ 5,202.70	\$ 497.30
Advertising	130-542	7,150.00	941.35	5,178.00	6,411.73	738.27
Publications & Dues	130-544	100.00	-0-	30.77	295.57	(195.57)
Medical Supplies	130-545	600.00	37.75	619.26	661.26	(61.26)
Vocational Library	130-546	500.00	11.35	422.27	422.27	77.73
	130-549	1,250.00	104.75	1,173.21	1,205.09	44.91
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 15,300.00	\$ 1,513.52	\$ 12,388.91	\$ 14,198.62	\$ 1,101.38
<u>Travel &amp; Meeting Expense</u>						
Meetings	130-550					
Mileage - Local	130-551	\$ 1,100.00	\$ 26.95	\$ 1,076.53	\$ 1,076.53	\$ 23.47
Travel	130-552	400.00	-0-	226.32	226.32	173.68
	130-554	5,050.00	(161.22)	5,650.28	5,650.28	(600.28)
TOTAL TRAVEL & MEETING EXPENSE		\$ 6,550.00	\$ (134.27)	\$ 6,953.13	\$ 6,953.13	\$ (403.13)
<u>Capital Outlay</u>						
Equipment - Office	130-580					
Equip.-Educ.-Non-Reimb.	130-585	\$ 2,645.00	\$ -0-	\$ 2,009.78	\$ 2,464.18	\$ 180.82
Equip.-Educ.-Reimbursable	130-586	-0-	-0-	-0-	-0-	-0-
Service Equipment	130-587	-0-	-0-	-0-	-0-	-0-
	130-588	800.00	-0-	739.67	739.67	60.33
TOTAL CAPITAL OUTLAY		\$ 3,445.00	\$ -0-	\$ 2,749.45	\$ 3,203.85	\$ 241.15
TOTAL STUDENT SERVICES EXPENDITURES		\$377,776.00	\$31,331.17	\$347,236.30	\$376,303.72	\$1,472.28

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE		
Data Processing Center	140-000				
Salaries	148-510				
Administration	148-511	\$ 19,000.00	\$ 1,583.48	\$ 19,000.00	\$ -0-
Professional	148-512	38,680.00	3,213.20	37,971.73	708.27
Office	148-516	56,830.00	4,896.31	56,437.25	392.75
Student Employees	148-518	2,000.00	532.99	1,823.69	176.31
Total Salaries		\$116,510.00	\$10,225.98	\$115,232.67	\$ 1,277.33
Contractual Services	148-520				
Service Bureau	148-524	\$ -0-	\$ -0-	\$ 18.00	\$ (18.00)
Other	148-529	2,520.00	47.30	2,540.34	(126.24)
Total Contractual Services		\$ 2,520.00	\$ 47.30	\$ 2,558.34	\$ (144.24)
General Matls. & Supplies	148-540				
Office	148-541	\$ 11,700.00	\$ 381.02	\$ 9,478.40	\$ 1,539.65
Printing & Offset Dupl.	148-542	500.00	10.65	408.72	91.28
Advertising	148-544	110.00	-0-	109.20	.80
Publications & Dues	148-545	125.00	19.50	119.05	(.05)
Total Gen. Matls. & Supplies		\$ 12,435.00	\$ 411.17	\$ 10,115.37	\$ 1,631.68
Travel & Meetings	148-550				
Meetings	148-551	\$ 175.00	\$ -0-	\$ 156.00	\$ 19.00
Mileage - Local	148-552	-0-	-0-	92.73	(92.73)
Travel	148-554	1,000.00	(53.00)	1,129.77	(129.77)
Innovation & Experimentation	148-559	-0-	-0-	75.27	(75.27)
Total Travel & Meetings		\$ 1,175.00	\$ (53.00)	\$ 1,453.77	\$ (278.77)
Fixed Charges	148-570				
Computer Rental	148-576	\$127,240.00	\$11,972.51	\$124,510.07	\$ 1,859.43
Total Fixed Charges		\$127,240.00	\$11,972.51	\$124,510.07	\$ 1,859.43
Capital Outlay	148-580				
Equipment - Office	148-585	\$ 9,270.00	\$ -0-	\$ 8,565.80	\$ 704.20
Total Capital Outlay		\$ 9,270.00	\$ -0-	\$ 8,565.80	\$ 704.20
TOTAL DATA PROCESSING EXPENDITURES		\$269,150.00	\$22,603.96	\$262,436.02	\$ 5,049.63

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
			JUNE	TO DATE	TO DATE	BALANCE	
Institutional Research & Dev.	150-000						
Salaries	150-510						
Administration	150-511	\$33,550.00	\$3,004.16	\$33,133.26	\$33,133.26	\$	416.74
Professional Office	150-512	-0-	-0-	-0-	-0-		-0-
Student Employees	150-516	11,100.00	887.00	9,887.98	9,887.98	1,212.02	
TOTAL SALARIES	150-518	1,000.00	117.57	746.72	746.72	253.28	
Contractual Services	150-520	\$45,650.00	\$4,008.73	\$43,767.96	\$43,767.96	\$1,882.04	
Maintenance	150-524	\$	-0-	\$	84.99	\$	15.01
Office Services	150-527	150.00	-0-	138.95	138.95	11.05	
Other	150-529	800.00	-0-	576.18	576.18	223.82	
TOTAL CONTRACTUAL SERVICES	150-540	\$	-0-	\$	800.12	\$	249.88
General Materials & Supplies	150-541	\$	183.06	\$	822.63	\$	172.37
Office	150-542	1,250.00	476.80	931.55	931.55	318.45	
Printing & Offset Dupli.	150-543	-0-	-0-	-0-	-0-	-0-	
Postage	150-544	-0-	-0-	-0-	-0-	-0-	
Advertising	150-545	1,100.00	51.14	986.47	1,522.47	(422.47)	
Publications & Dues	150-549	50.00	-0-	18.10	18.10	31.90	
Other	150-549	50.00	-0-	18.10	18.10	31.90	
TOTAL GENERAL MATERIALS & SUPPLIES	150-550	\$	711.00	\$	2,758.75	\$	100.25
Travel & Meetings	150-551	\$	-0-	\$	175.90	\$	224.10
Meetings	150-552	400.00	-0-	4.40	4.40	95.60	
Mileage - Local	150-554	100.00	-0-	4.40	4.40	95.60	
Travel	150-554	1,250.00	75.41	1,476.49	1,476.49	(226.49)	
TOTAL TRAVEL & MEETING EXPENSE	150-554	\$	75.41	\$	1,656.79	\$	93.21
Capital Outlay	150-580	\$	3,045.00	\$	3,025.02	\$	19.98
Equipment - Office	150-585	\$	3,045.00	\$	3,025.02	\$	19.98
TOTAL CAPITAL OUTLAY	150-585	\$	3,045.00	\$	3,025.02	\$	19.98
TOTAL INSTITUTIONAL RESEARCH EXPENDITURES		\$54,895.00	\$6,405.39	\$52,008.64	\$52,549.64	\$2,345.36	

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>General Administration</u>	160-000					
<u>Salaries</u>	160-510					
Administration	160-511	\$ 75,388.00	\$ 6,232.62	\$ 74,905.45	\$ 74,905.45	\$ 482.55
Professional	160-512	50,475.00	4,706.36	50,283.18	50,283.18	191.82
Office	160-516	86,434.00	8,041.66	85,824.29	85,824.29	609.71
Student Employees	160-518	6,575.00	1,761.72	6,996.23	6,996.23	(421.23)
Other	160-519	-0-	-0-	-0-	-0-	-0-
<b>TOTAL SALARIES</b>		<b>\$218,872.00</b>	<b>\$20,742.36</b>	<b>\$218,009.15</b>	<b>\$218,009.15</b>	<b>\$ 862.85</b>
<u>Contractual Services</u>						
Audit	160-520					
Consultants	160-521	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Architect	160-522	2,000.00	1,280.00	1,593.60	1,593.60	406.40
Maintenance	160-523	-0-	-0-	-0-	-0-	-0-
Legal	160-524	550.00	32.04	422.46	527.67	22.33
Other	160-527	2,000.00	123.53	1,927.52	1,927.52	72.48
	160-529	3,900.00	723.53	3,860.39	4,681.09	(781.09)
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 8,450.00</b>	<b>\$ 2,159.10</b>	<b>\$ 7,803.97</b>	<b>\$ 8,729.88</b>	<b>(279.88)</b>
<u>General Materials &amp; Supplies</u>						
Office	160-540					
Printing & Offset Dupli.	160-541	\$ 7,600.00	\$ 337.95	\$ 6,930.01	\$ 7,393.57	\$ 206.43
Postage	160-542	17,490.00	2,463.62	14,273.68	18,946.78	(1,456.78)
Advertising	160-543	-0-	-0-	30.82	30.82	(30.82)
Publications & Dues	160-544	4,200.00	210.65	3,633.41	3,909.68	290.32
Other	160-545	4,800.00	291.00	4,503.80	4,766.30	33.70
	160-549	600.00	-0-	552.49	581.39	18.61
<b>TOTAL GENERAL MATERIALS &amp; SUPPLIES</b>		<b>\$ 34,690.00</b>	<b>\$ 3,303.22</b>	<b>\$ 29,924.21</b>	<b>\$ 35,628.54</b>	<b>(938.54)</b>
<u>Travel &amp; Meeting Expense</u>						
Meeting Expense	160-550					
Mileage - Local	160-551	\$ 6,950.00	\$ 808.97	\$ 8,014.58	\$ 8,066.58	\$ (1,116.58)
Travel Expense	160-552	50.00	-0-	176.16	176.16	(126.16)
Other	160-554	11,200.00	900.67	11,357.19	11,902.20	(702.20)
	160-559	-0-	-0-	-0-	-0-	-0-
<b>TOTAL TRAVEL &amp; MEETING EXPENSE</b>		<b>\$ 18,200.00</b>	<b>\$ 1,709.64</b>	<b>\$ 19,547.93</b>	<b>\$ 20,144.94</b>	<b>\$ (1,944.94)</b>

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

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>General Administration</u>						
<u>Fixed Charges</u>						
Rental of Equipment-NCR	160-570	\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-	\$ 3,000.00
Rental of Equipment-IBM	160-576	8,350.00	715.20	8,261.46	8,261.46	88.54
<u>TOTAL FIXED CHARGES</u>		<u>\$ 11,350.00</u>	<u>\$ 715.20</u>	<u>\$ 8,261.46</u>	<u>\$ 8,261.46</u>	<u>\$ 3,088.54</u>
<u>Capital Outlay</u>						
Equipment - Office	160-585	\$ 10,075.00	\$ 548.25	\$ 8,140.34	\$ 10,039.52	\$ 35.48
<u>TOTAL CAPITAL OUTLAY</u>		<u>\$ 10,075.00</u>	<u>\$ 548.25</u>	<u>\$ 8,140.34</u>	<u>\$ 10,039.52</u>	<u>\$ 35.48</u>
<u>TOTAL GENERAL ADMINISTRATION EXPEND.</u>		<u>\$301,637.00</u>	<u>\$29,177.77</u>	<u>\$291,687.06</u>	<u>\$300,813.49</u>	<u>\$ 823.51</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	JUNE		
General Institutional Exp.	170-000	\$15,000.00	\$1,250.00	\$15,000.00	\$ -0-
Salaries	170-510	5,000.00	833.34	4,736.69	263.31
Administration	170-511	33,500.00	3,163.72	32,455.30	1,044.70
Professional	170-512	2,800.00	66.09	1,413.14	1,386.86
Office	170-516	-0-	-0-	-0-	-0-
Student Employees	170-518	\$56,300.00	\$5,313.15	\$53,605.13	\$ 2,694.87
Other	170-519	4,800.00	-0-	4,800.00	-0-
TOTAL SALARIES	170-520	10,700.00	1,983.94	10,376.51	(653.14)
Contractual Services	170-521	-0-	-0-	-0-	-0-
Audit	170-522	4,000.00	127.78	1,016.07	1,624.13
Consultants-In Serv. & Ins.	170-523	20,000.00	978.75	18,305.05	683.70
Architectural	170-524	150.00	-0-	114.38	35.62
Maintenance	170-526	14,000.00	1,615.89	12,941.79	(46.79)
Legal	170-527	\$53,650.00	\$4,706.36	\$47,553.80	\$ 1,643.52
Office Services	170-529	7,000.00	\$1,279.60	\$ 3,227.44	\$ 5,901.72
Other	170-540	8,000.00	492.44	7,232.22	737.48
TOTAL CONTRACTUAL SERVICES	170-541	16,500.00	2,164.71	16,956.19	(456.19)
General Materials & Supplies	170-542	150.00	-0-	122.76	27.24
Office	170-543	3,400.00	-0-	3,184.50	215.50
Printing & Offset Dupli.	170-544	15,600.00	1,243.51	13,760.11	274.09
Postage	170-545	\$50,650.00	\$5,180.26	\$44,483.22	\$ 1,896.40
Advertising	170-549	7,500.00	\$1,648.63	\$ 3,234.08	\$ 8,085.44
Publications & Dues	170-550	-0-	-0-	-0-	-0-
Other (Election)	170-551	-0-	-0-	-0-	-0-
TOTAL GENERAL MATLS. & SUPPLIES	170-552	4,000.00	-0-	3,648.79	351.21
Travel & Meeting Expense	170-553	6,200.00	1,462.00	7,493.11	(1,474.11)
Meeting Expense-Graduation	170-554	\$17,700.00	\$3,110.63	\$14,375.98	\$ (1,708.34)
Mileage - Local	170-555	-0-	-0-	-0-	-0-
Travel	170-556	-0-	-0-	-0-	-0-
Vehicles	170-557	-0-	-0-	-0-	-0-
Moving & Recruitment	170-558	4,000.00	-0-	3,648.79	351.21
Other-Innovative	170-559	6,200.00	1,462.00	7,493.11	(1,474.11)
TOTAL TRAVEL & MEETING EXPENSE	170-559	\$17,700.00	\$3,110.63	\$14,375.98	\$ (1,708.34)

WILLIAM RAINY CARPER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>Fringe Benefits</u>						
Group Medical & Life Insurance	170-560	\$ 90,000.00	\$ (18,966.52)	\$ 67,091.04	\$ 67,091.04	\$22,908.96
Travelers Accident Insurance	170-561	1,000.00	-0-	917.00	917.00	83.00
Workman's Compensation	170-563	3,500.00	-0-	3,457.00	3,457.00	43.00
Tuition Reimbursement	170-564	5,500.00	725.00	4,388.64	4,743.64	756.36
Remission-Employees Tuition	170-565	-0-	-0-	-0-	-0-	-0-
Medical Examinations	170-566	2,000.00	15.55	1,521.80	1,556.80	443.20
Professional Expense	170-567	8,500.00	7,674.82	7,760.40	7,760.40	739.60
Other-Voc. Ed. Retirement	170-568	-0-	-0-	-0-	-0-	-0-
<b>TOTAL FRINGE BENEFITS</b>	170-569	<b>\$110,500.00</b>	<b>\$ (10,551.15)</b>	<b>\$ 85,135.88</b>	<b>\$ 85,525.88</b>	<b>\$24,974.12</b>
<u>Fixed Charges</u>						
Fuel - Heat	170-570	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Electricity	170-571	-0-	-0-	-0-	-0-	-0-
Telephone	170-572	-0-	-0-	-0-	-0-	-0-
Water, Sewer, Refuse Removal	170-573	-0-	-0-	-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	170-576	-0-	-0-	44.00	44.00	(44.00)
Gen. Ins.-Liab. & Property	170-577	-0-	-0-	-0-	-0-	-0-
<b>TOTAL FIXED CHARGES</b>	170-579	<b>\$ 7,200.00</b>	<b>\$ -0-</b>	<b>\$ 6,971.00</b>	<b>\$ 6,971.00</b>	<b>229.00</b>
<u>Capital Outlay</u>						
New Bldgs. or Additions	170-580	\$ 91,606.00	\$ -0-	\$ 91,605.10	\$ 91,605.10	\$ .90
Equipment & Furniture	170-583	14,900.00	1,293.77	3,680.40	14,056.69	843.31
Educ. Equip.-Non-Reim.	170-585	75,890.00	-0-	75,888.04	75,888.04	1.96
<b>TOTAL CAPITAL OUTLAY</b>	170-586	<b>\$182,396.00</b>	<b>\$ 1,293.77</b>	<b>\$171,173.54</b>	<b>\$181,549.83</b>	<b>\$ 846.17</b>

WILLIAM RAINEY WARDER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
Other	170-590					
Student Employment-CWS	170-591	\$ 18,000.00	\$ 18,740.82	\$ 18,769.70	\$ 18,769.70	\$ (769.70)
Grants, Trustee Scholarships	170-592	7,500.00	4,717.00	6,185.00	6,209.00	1,291.00
Deb. Principal Retirement	170-593	-0-	-0-	-0-	-0-	-0-
Tuition Chargeback	170-594	20,000.00	49.00	18,998.61	19,142.61	857.39
Provision for Contingency	170-595.1	-0-	-0-	-0-	-0-	-0-
SPED Projects	170-595.2	7,000.00	400.00	2,332.38	2,332.38	4,667.62
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)	(1,613.48)	(13,379.71)	(13,379.71)	7,379.71
Clearing Account	170-598	-0-	(2,699.00)	(2,699.00)	(2,699.00)	2,699.00
Other-Intercollegiate Ath.	170-599	27,000.00	25,000.00	25,000.00	25,000.00	2,000.00
TOTAL OTHER EXPENDITURES		\$ 73,500.00	\$ 44,594.34	\$ 55,206.98	\$ 55,374.98	\$ 18,125.02
TOTAL INSTITUTIONAL EXP. BUDGET		\$551,896.00	\$ 53,647.36	\$478,549.53	\$503,239.24	\$ 48,656.76
TOTAL EDUCATIONAL FUND EXPENDITURES		\$4,587,956.00	\$384,788.48	\$3,999,920.38	\$4,487,745.32	\$100,210.68

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

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/70 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$150,877.03	\$ -0-	\$150,877.03
Investments	121.00	-0-	-0-	-0-
<u>Interfund Receivables</u>				
Educational Fund	131.01	16,043.51	-0-	16,043.51
Bond & Interest Fund	131.03	2,897.48	-0-	2,897.48
Auxiliary Fund	131.05	-0-	-0-	-0-
<u>Taxes Receivable</u>				
Current	132.00	224,315.63	-0-	224,315.63
Back	133.00	13,543.26	-0-	13,543.26
Accounts Receivable	138.00	180.00	-0-	180.00
<u>Deferred Charges</u>				
Inventory	160.00	165.00	-0-	165.00
<b>TOTAL ASSETS</b>		<u>\$408,021.91</u>	<u>\$ -0-</u>	<u>\$408,021.91</u>
 <u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$ 49,403.21	\$ -0-	\$ 49,403.21
Bond & Interest Fund	231.03	-0-	-0-	-0-
Auxiliary Fund	231.05	385.60	-0-	385.60
Accounts Payable	240.10	5,239.50	-0-	5,239.50
Reserve for Encumbrances	260.00	-0-	40,623.25	40,623.25
<b>TOTAL LIABILITIES</b>		<u>\$ 55,028.31</u>	<u>\$ 40,623.25</u>	<u>\$ 95,651.56</u>
Fund Balance	300.00	<u>\$352,993.60</u>	<u>\$(40,623.25)</u>	<u>\$312,370.35</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<u>\$408,021.91</u>	<u>\$ -0-</u>	<u>\$408,021.91</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$458,436.18	\$ -0-	\$458,436.18
Add: Revenue to Date		577,049.16	-0-	577,049.16
		<u>\$1,035,485.34</u>	<u>\$ -0-</u>	<u>\$1,035,485.34</u>
Less: Expenditures to Date		682,491.74	40,623.25	723,114.99
<b>BALANCE, June 30, 1970</b>		<u>\$ 352,993.60</u>	<u>\$(40,623.25)</u>	<u>\$ 312,370.35</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
BUILDING FUND - BUDGET REPORT  
FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>REVENUE</u>		<u>UNENCUMBERED BALANCE</u>
		<u>BUDGET</u>	<u>JUNE TO DATE</u>	
<u>Fund Equity, July 1, 1969</u>	300.00	\$ 440,000.00	\$ -0-	\$ ( 822.38)
<u>LOCAL RESOURCES</u>				
Taxes - Current - 1969	411.00	\$ 435,000.00	\$ (7,736.95)	\$ (29,228.05)
Taxes - Back	412.00	6,000.00	405.78	5,594.22
<u>Intermediate Resources</u>				
Student Fees - Parking	424.00	18,000.00	15,771.50	2,228.50
Other Fees - Fines	427.00	1,800.00	4,899.95	(3,099.95)
<u>State Resources</u>				
State Apportionment	431.00	101,200.00	101,200.00	-0-
<u>Facilities</u>				
Rentals	461.00	-0-	(60.00)	(60.00)
<u>Interest on Investments</u>				
Treasury Bills	471.00	10,000.00	7,331.18	2,668.82
<u>Other</u>				
Miscellaneous	491.00	-0-	7.10	(691.40)
Rental of Facilities	492.00	-0-	45.10	(75.10)
<b>TOTAL ACCRUED REVENUE</b>		<b>\$ 572,000.00</b>	<b>\$ 8,852.53</b>	<b>\$ (22,662.96)</b>
<b>TOTAL ACCRUED REVENUE &amp; FUND EQUITY</b>		<b>\$ 1,012,000.00</b>	<b>\$ 8,852.53</b>	<b>\$ (23,485.34)</b>

WILLIAM RAINEY CARPER COLLEGE  
DISTRICT NO. 512

PALATINE, ILLINOIS 60067

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

BUILDING FUND

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. UNENCUMBERED		
		BUDGET	JUNE	TO DATE	TO DATE	BALANCE
General Buildings & Grounds						
Administration						
Salaries	267-510					
Administration	267-511	\$16,000.00	\$ 1,316.74	\$15,800.00	\$15,800.00	\$ 200.00
Office Staff	267-516	6,000.00	450.00	5,810.75	5,810.75	189.25
Service Staff	267-517	9,000.00	635.08	8,937.07	8,937.07	62.93
Student Employees	267-518	700.00	36.38	580.08	580.08	119.92
TOTAL SALARIES		\$31,700.00	\$ 2,438.20	\$31,127.90	\$31,127.90	\$ 572.10
General Materials & Supplies	267-540					
Office Supplies	267-541	\$ 305.00	\$ 36.94	\$ 332.38	\$ 332.38	\$ (27.38)
Printing & Offset Dupli.	267-542	350.00	22.33	278.62	278.62	71.38
Advertising	267-544	300.00	-0-	294.56	294.56	5.44
Publications & Dues	267-545	95.00	-0-	93.00	93.00	2.00
TOTAL GEN. MATLS. & SUPPLIES		\$ 1,050.00	\$ 59.27	\$ 998.56	\$ 998.56	\$ 51.44
Travel & Meeting Expense	267-550					
Meeting Expense	267-551	\$ 300.00	-0-	\$ 21.25	\$ 21.25	\$ 278.75
Travel Expense	267-554	375.00	(134.00)	556.67	556.67	(181.67)
TOTAL TRAVEL & MEETING EXPENSE		\$ 675.00	\$ (134.00)	\$ 577.92	\$ 577.92	\$ 97.08
Capital Outlay	267-580					
Office Equipment	267-585	\$ 145.00	-0-	\$ 143.65	\$ 143.65	\$ 1.35
TOTAL CAPITAL OUTLAY		\$ 145.00	-0-	\$ 143.65	\$ 143.65	\$ 1.35
TOTAL GEN. BLDGS. & GROUNDS						
ADMINISTRATION EXPENDITURES		\$33,570.00	\$ 2,363.47	\$32,848.03	\$32,848.03	\$ 731.97

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

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

BUILDING FUND

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUM. BALANCE
		BUDGET	JUNE		
General Institutional Expense					
Fringe Benefits	271-560				
Group Medical Insurance	271-561	\$ 18,500.00	\$10,804.97	\$10,804.97	\$ 7,695.03
Workman's Compensation	271-564	4,400.00	-0-	2,743.00	1,657.00
Tuition Reimbursement	271-565	-0-	-0-	-0-	-0-
Medical Examinations	271-567	650.00	40.00	632.25	17.75
TOTAL FRINGE BENEFITS		\$23,550.00	\$10,844.97	\$14,180.22	\$ 9,369.78
Fixed Charges	271-570				
Rental of Facilities	271-575	\$ 1,200.00	\$ 250.00	\$ 250.00	\$ 950.00
General Insurance	271-578	2,600.00	-0-	2,501.00	99.00
TOTAL FIXED CHARGES		\$ 3,800.00	\$ 250.00	\$ 2,751.00	\$ 1,049.00
Capital Outlay	271-580				
Site Improvement	271-582	\$ 702.00	-0-	\$ 702.00	-0-
New Buildings & Additions	271-583	400.00	-0-	(397.39)	797.39
Building Remodeling	271-584	45,225.00	29.72	37,576.34	732.12
Equipment-Non. Reimb.	271-586	-0-	-0-	(44.96)	44.96
Equipment - Service	271-588	200.00	-0-	175.68	24.32
Other	271-589	26,270.00	1,177.09	23,899.81	(698.96)
TOTAL CAPITAL OUTLAY		\$72,797.00	\$ 1,206.81	\$61,911.48	\$ 899.83
Other	271-590				
Provision for Contingency	271-595	\$ -0-	-0-	\$ -0-	-0-
Clearing Account	271-598	-0-	-0-	-0-	-0-
TOTAL OTHER		\$ -0-	-0-	\$ -0-	-0-
TOTAL GENERAL INSTITUTIONAL EXPENSE		\$100,147.00	\$12,301.78	\$78,842.70	\$88,828.39
					\$11,318.61

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXP. &

ENCUMB.  
TO DATE

UNENCUMBERED  
BALANCE

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
			JUNE	TO DATE	
Operation & Maintenance of Physical Facilities	280-000	\$ 3,700.00	\$(1,502.85)	\$ 1,754.00	\$ 1,946.00
Salaries - Office	280-516	260,767.00	34,439.26	310,957.43	(50,190.43)
Service Staff	280-517	13,800.00	2,708.17	14,152.62	(352.62)
Student Employees	280-518	3,100.00	-0-	3,071.18	28.82
Other - Overtime	280-519	\$281,367.00	\$35,644.58	\$329,935.23	\$(48,568.23)
TOTAL SALARIES					
Contractual Services	280-520	\$ 12,650.00	\$ 2,442.46	\$ 8,396.38	\$ (269.44)
Maintenance Service	280-524	8,120.00	612.90	8,340.42	(510.07)
Other	280-529	\$ 20,770.00	\$ 3,055.36	\$ 16,736.80	\$ (779.51)
TOTAL CONTRACTUAL SERVICES					
Gen. Materials & Supplies	280-540	\$ 584.00	\$ 16.67	\$ 519.70	\$ 64.30
Office Supplies	280-541	2,035.00	3.60	1,707.75	327.25
Printing & Offset Dupl.	280-542	43,071.00	4,146.76	33,519.21	792.68
Maintenance Supplies	280-546	300.00	-0-	133.87	166.13
Repairs	280-547	400.00	64.70	123.70	276.30
Other Supplies	280-549	\$ 46,390.00	\$ 4,231.73	\$ 36,004.23	\$ 1,626.66
TOTAL GEN.MATERIALS & SUPPLIES					
Travel Expense	280-550	\$ 900.00	\$ 238.00	\$ 408.05	\$ 491.95
Travel Expense	280-554	3,750.00	329.52	3,434.47	152.20
Vehicle Expense	280-556	\$ 4,650.00	\$ 567.52	\$ 3,842.52	\$ 644.15
TOTAL TRAVEL EXPENSE					
Fixed Charges	280-570	\$ 25,400.00	\$ 1,513.29	\$ 25,532.07	\$ (132.07)
Fuel - Heating	280-571	69,300.00	7,803.47	63,488.16	(1,582.87)
Electricity	280-572	46,500.00	4,762.53	46,264.23	(4,401.40)
Telephone	280-573	1,773.00	-0-	2,156.53	(424.53)
Water & Fuel Treatment	280-574	5,500.00	-0-	22.00	5,382.00
Rental of Equipment	280-576	1,500.00	-0-	1,589.25	(89.25)
General Insurance	280-578	\$149,973.00	\$14,079.29	\$139,052.24	\$(1,248.12)
TOTAL FIXED CHARGES					

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512

BUILDING FUND - BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
Capital Outlay	280-580					
Site Improvement	280-582	\$ 7,500.00	\$ -0-	\$ 4,995.58	\$ 4,995.58	\$ 2,504.42
Office Equipment	280-585	500.00	-0-	476.20	476.20	23.80
Equipment - Service	280-588	45,753.00	386.20	39,758.21	44,491.74	1,261.26
TOTAL CAPITAL OUTLAY		\$ 53,753.00	\$ 386.20	\$ 45,229.99	\$ 49,963.52	\$ 3,789.48
TOTAL OPERATION & MAINTENANCE		\$556,903.00	\$57,964.68	\$570,801.01	\$601,438.57	\$ (44,535.57)
TOTAL BUILDINGS & GROUNDS EXPENDITURES		\$690,620.00	\$72,629.93	\$682,491.74	\$723,114.99	\$ (32,494.99)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
STATEMENT OF POSITION  
BOND & INTEREST FUND, JUNE 30, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.00	\$ 25,484.41	\$ -0-	\$ 25,484.41
Investments Treasury Bills	121.00	301,035.63	-0-	301,035.63
Investments - Other	124.00	-0-	-0-	-0-
Interfund Rec.-Education Fund	131.01	-0-	-0-	-0-
Interfund Rec.-Building Fund	131.02	-0-	-0-	-0-
Taxes Receivable-Current	132.00	313,256.57	-0-	313,256.57
Taxes Receivable-Back	133.00	21,730.04	-0-	21,730.04
<b>TOTAL ASSETS</b>		<u>\$661,506.65</u>	<u>\$ -0-</u>	<u>\$661,506.65</u>
 <u>LIABILITIES</u>				
Interfund Payable-Education	231.01	\$ 1,448.74	\$ -0-	\$ 1,448.74
Interfund Payable-Building	231.02	1,448.74	-0-	1,448.74
Reserve for Encumbrances	260.00	-0-	642,500.00	642,500.00
		<u>\$ 2,897.48</u>	<u>\$642,500.00</u>	<u>\$645,397.48</u>
Fund Equity	300.00	658,609.17	(642,500.00)	16,109.17
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<u>\$661,506.65</u>	<u>\$ -0-</u>	<u>\$661,506.65</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, July 1, 1969		\$539,068.29	\$ -0-	\$539,068.29
Add: Revenue to Date		728,277.76	-0-	728,277.76
		<u>\$1,267,346.05</u>	<u>\$ -0-</u>	<u>\$1,267,346.05</u>
Less: Expenditures to Date		608,736.88	642,500.00	1,251,236.88
Balance		<u>\$ 658,609.17</u>	<u>(642,500.00)</u>	<u>\$ 16,109.17</u>



WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 STATEMENT OF POSITION  
 SITE & CONSTRUCTION FUND, JUNE 30, 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/70 BALANCE</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank	113.02	\$ 4,524.16	\$ -0-	\$ 4,524.16
Investments	121.00	2,141,237.10	-0-	2,141,237.10
Interfund Rec. - Ed. Fund	131.01			
<u>Government Claims Rec.</u>				
Vocational Education	137.11	275,148.72	-0-	275,148.72
<u>Other Receivables-Long Term</u>				
Long Term	138.91	21,590.83	-0-	21,590.83
<u>Accrued Revenue</u>				
Sale of Relocatable Bldgs.	144.00	40,000.00	-0-	40,000.00
<b>TOTAL ASSETS</b>		<u>\$2,482,500.81</u>	<u>\$ -0-</u>	<u>\$2,482,500.81</u>
<u>LIABILITIES</u>				
Accounts Payable	240.10	\$ 4,701.56	\$ -0-	\$ 4,701.56
Reserve for Encumb.	260.00	-0-	324,109.31	324,109.31
Fund Equity	300.00	2,477,799.25	(324,109.31)	2,153,689.94
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>		<u>\$2,482,500.81</u>	<u>\$ -0-</u>	<u>\$2,482,500.81</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, September 1, 1966		\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date		9,402,437.00	-0-	9,402,437.00
		<u>\$9,402,437.00</u>	<u>\$ -0-</u>	<u>\$9,402,437.00</u>
Less: Expenditures to Date		6,924,637.75	324,109.31	7,248,747.06
<b>BALANCE, June 30, 1970</b>		<u>\$2,477,799.25</u>	<u>(324,109.31)</u>	<u>\$2,153,689.94</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
SITE & CONSTRUCTION FUND BUDGET REPORT  
PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1970

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>REVENUE</u>		<u>UNENCUMBERED BALANCE</u>
			<u>JUNE</u>	<u>TO DATE</u>	
<u>Intermediate Resources</u>					
<u>Sale of Bonds</u>	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	\$ 274,048.50	\$ 703,386.72	\$ 46,613.28
<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	(80,000.00)	-0-	80,000.00
		\$ 84,000.00	\$(80,000.00)	\$ 4,000.00	\$ 80,000.00
<u>Interest on Investments</u>					
Treasury Bills	471.00	\$ 90,000.00	\$ 3,165.56	\$ 46,090.65	\$ 43,909.35
Certificates of Deposit	472.00	360,000.00	-0-	419,221.22	(59,221.22)
Other Investments	473.00	20,000.00	11,250.00	66,779.51	(46,779.51)
		\$ 470,000.00	\$ 14,415.56	\$ 532,091.38	\$ (62,091.38)
<u>Other</u>					
Miscellaneous	491.00	\$ 630.00	\$ -0-	\$ 630.35	(\$ .35)
<b>TOTAL SITE &amp; CONSTRUCTION FUND REVENUE</b>		<b>\$9,536,457.00</b>	<b>\$200,164.06</b>	<b>\$9,402,437.00</b>	<b>\$ 134,020.00</b>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT #512  
SITE & CONSTRUCTION FUND  
PROJECT BUDGET SEPTEMBER 1, 1966 TO JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
Phase I						
Contractual Services						
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
Architectural & Engineering						
Design Development Phase	523.10	279,796.00	-0-	279,795.60	279,795.60	.40
Construction Documents Phase	523.20	290,400.00	-0-	290,400.00	290,400.00	-0-
Bid Phase	523.30	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
Fixed Charges		\$ 705,000.00	-0-	\$ 703,587.09	\$ 703,587.09	\$ 1,412.91
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
Capital Outlay		\$ 3,050.00	-0-	\$ 3,041.57	\$ 3,041.57	\$ 8.43
Site Acquisition						
Land Cost	581.10	\$1,439,146.00	-0-	\$1,439,146.42	\$1,439,146.42	(.42)
Real Estate Taxes	581.20	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 JUNE 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>Capital Outlay</u>						
<u>Site Improvements</u>						
Minor Improvements	582.10	\$ 100.00	\$ 5,000.00	\$ 8,816.39	\$ 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-	43,269.90	(43,269.90)
		\$ 4,100.00	\$ 5,000.00	\$ 12,816.39	\$ 100,160.29	\$ (96,060.29)
<u>New Buildings</u>						
Relocatable Buildings	583.10	\$ 171,605.00	\$ (171,605.10)	\$ -0-	\$ -0-	\$ 171,605.00
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	\$ (171,605.10)	\$2,557,469.43	\$2,557,469.43	\$ 171,605.57

WILLIAM RAINEY YARPER COLLEGE  
 DISTRICT NO. 512  
 PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1970  
 SITE & CONSTRUCTION FUND

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	JUNE		
<u>Equipment</u>					
Initial Equipment	585.10	\$ 75,890.00	\$(75,888.04)	\$ -0-	\$ 75,890.00
Educational Non-Reim.	586.10	\$ 350,000.00	\$ 754.96	\$241,008.51	\$ 88,539.27
Educational Non-Reim. A-V	586.20	\$ -0-	\$ 12,974.00	\$ 26,463.00	\$(26,463.00)
		\$ 350,000.00	\$ 13,728.96	\$267,471.51	\$ 62,076.25
<u>Educational Reimbursable</u>					
Title IV	587.10	\$ 61,091.00	\$ -0-	\$ 60,422.56	\$ 668.44
<u>Voc/Tech</u>	587.20				
Business	110-587.21	\$ 38,089.00	\$ 276.00	\$ 40,383.00	\$ (2,294.00)
Data Processing	116-587.21	63,411.00	-0-	70,295.11	(6,884.11)
Chemical Technology	217-586.26	-0-	-0-	-0-	-0-
Law Enforcement	418-587.24	5,500.00	-0-	4,791.65	708.35
Architecture	311-587.23	20,000.00	-0-	-0-	20,000.00
Electronics	312-587.23	170,000.00	-0-	186,826.31	(16,826.31)
Mechanical Design	314-587.23	140,000.00	20,290.30	138,500.00	1,500.00
Numerical Control	315-587.23	163,000.00	-0-	167,033.00	(4,033.00)
Fashion Design	517-587.25	-0-	-0-	5,105.76	(5,105.76)
Nursing	713-587.27	2,000.00	-0-	1,929.57	70.43
Practical Nursing	714-587.27	-0-	-0-	1,938.46	(1,938.46)
Dental Hygiene	716-587.27	148,000.00	-0-	99,942.13	48,057.87
DHEW Moveable	587.30	\$ 750,000.00	\$ 20,566.30	\$705,327.82	\$ 33,255.01
DHEW Fixed	587.40	\$ 242,282.00	\$ -0-	\$262,784.44	\$(20,784.44)
DHEW Reim. A-V	587.50	\$ 430,000.00	\$ 10,000.00	\$296,174.43	\$ 17,277.17
DHEW Reim. Art Work	587.60	\$ -0-	\$ 60.00	\$ 45,062.00	\$(13,631.00)
		\$ -0-	\$ -0-	\$ 500.00	\$ (1,500.00)

WILLIAM RAINY HERRER COLLEGE  
 DISTRICT NO. 512  
 SITE & CONSTRUCTION FUND  
 PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1970

ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		JUNE	TO DATE		
523.00	\$ 756,058.00	\$ 85,500.00	\$ 205,968.05	\$ 206,368.05	\$ 549,689.95
582.00	\$ 343,000.00	\$ -0-	\$ 327,604.75	\$ 327,604.75	\$ 15,395.25
583.00	\$ 500,000.00	\$ (58,500.00)	\$ -0-	\$ -0-	\$ 500,000.00
	899,911.00	\$ -0-	\$ -0-	\$ -0-	899,911.00
	\$1,399,911.00	\$ (58,500.00)	\$ -0-	\$ -0-	\$1,399,911.00
587.00					
587.30	\$ 70,000.00	\$ -0-	\$ 9,537.00	\$ -0-	\$ 51,621.40
587.50	150,000.00	\$ -0-	\$ -0-	\$ -0-	150,000.00
	\$ 220,000.00	\$ -0-	\$ 9,537.00	\$ -0-	\$ 201,621.40
<b>TOTAL PROJECT BUDGET</b>					
	\$9,536,457.00	\$ (171,137.88)	\$6,924,637.75	\$7,548,747.06	\$1,987,709.94

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
STATEMENT OF POSITION  
AUXILIARY FUND - JUNE 1970

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/70 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Petty Cash	111.00	\$ 150.00	\$ -0-	\$ 150.00
Cash in Bank	113.04	126,176.44	-0-	126,176.44
Charge Funds	115.00	1,000.00	-0-	1,000.00
NSF Checks	116.00	346.94	-0-	346.94
<u>Interfund Receivables</u>				
Educational Fund	131.01	\$ 6,871.18	\$ -0-	\$ 6,871.18
Building Fund	131.02	385.60	-0-	385.60
Trust & Agency Fund	131.06	972.82	-0-	972.82
Intrafund Receivables	131.51	29.73	-0-	29.73
Misc. Receivables	138.90	7,944.07	-0-	7,944.07
Book Purchase Fund	138.30	1,899.95	-0-	1,899.95
Inventory	162.10	109,417.88	-0-	109,417.88
<b>TOTAL ASSETS</b>		<b>\$255,194.61</b>	<b>\$ -0-</b>	<b>\$255,194.61</b>

<u>LIABILITIES</u>				
<u>Interfund Payables</u>				
Educational Fund	231.01	\$243,877.35	\$ -0-	\$243,877.35
Building Fund	231.02	-0-	-0-	-0-
Auxiliary Fund	231.05	-0-	-0-	-0-
Trust & Agency Fund	231.06	4,325.16	-0-	4,325.16
Intra-Fund Payable to Bookstore	231.52	182.52	-0-	182.52
Accounts Payable	240.10	11,923.40	-0-	11,923.40
Retailers Occupation Tax	255.00	1,065.08	-0-	1,065.08
Reserve for Encumbrances	260.00	-0-	20,542.12	20,542.12
<b>TOTAL LIABILITIES</b>		<b>\$261,373.51</b>	<b>\$ 20,542.12</b>	<b>\$281,915.63</b>

Fund Balance		(6,178.90)	(20,542.12)	(26,721.02)
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$255,194.61</b>	<b>\$ -0-</b>	<b>\$255,194.61</b>
Fund Balance, July 1, 1969	300.00	\$ 27,509.10	\$ -0-	\$ 27,509.10
Add: Revenue to Date		588,714.96	-0-	588,714.96
		\$613,918.27	\$ -0-	\$613,918.27
Less: Expenditures to Date		622,402.96	20,542.12	642,945.08
<b>FUND BALANCE</b>		<b>\$ (6,178.90)</b>	<b>\$ (20,542.12)</b>	<b>\$ (26,721.02)</b>

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

ACCOUNT NUMBER	REVENUE	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JUNE	
300.00	Fund Equity	\$ (2,000.00)	\$ -0-	\$ (3,442.29)
451.20	Sales - Food Catering	\$ -0-	\$ 1,468.90	\$ 8,806.11
451.00	Sales - Food	242,150.00	6,543.03	166,588.87
	Total Revenue	\$242,150.00	\$8,011.93	\$175,394.98
	Total Rev. & Begin. Fund Equity	\$240,150.00	\$8,011.93	\$171,952.69

ACCOUNT NUMBER	EXPENDITURES	EXPENDITURES		UNENCUMBERED BALANCE
		BUDGET	JUNE	
	Public & Auxiliary Service Salaries			
511.00	Administrative	\$ 15,000.00	\$ 708.34	\$ 8,500.01
512.00	Professional	15,500.00	1,875.00	21,541.60
516.00	Office	9,000.00	425.00	4,574.74
517.00	Service Staff	45,000.00	5,973.59	64,768.24
518.00	Student Employees	22,000.00	333.23	4,701.14
	Total Salaries	\$106,500.00	\$9,315.16	\$104,085.73
520.00	Contractual Services	\$ -0-	\$ -0-	\$ 308.16
529.00	Other (Laundry, etc.)	7,265.00	275.88	2,201.05
	Total Contractual Services	\$ 7,265.00	\$ 275.88	\$ 2,509.21
536.10	Instr. Materials & Supplies			
	Purchases	\$101,860.00	\$3,199.78	\$ 80,563.73
536.20	Beginning Inventory	-0-	-0-	216.85
536.30	Ending Inventory	(5,000.00)	722.13	(7,138.76)

EXP. & ENCUMB. TO DATE

WILLIAM RAINY HARPER COLLEGE  
DISTRICT #512

AUXILIARY FUND (CAFETERIA) BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES (Cont.)	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUMB. TO DATE	UNENCUMBERED BALANCE
			JUNE	TO DATE		
<u>General Matls. &amp; Supplies</u>						
Other	549.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Office Supplies	541.00	350.00	7.12	289.66	289.66	60.34
Printing & Offset Dupl.	542.00	350.00	.60	51.89	51.89	298.11
Advertising	544.00	-0-	-0-	60.00	60.00	(60.00)
Publications & Dues	545.00	200.00	35.00	97.50	97.50	102.50
Closing Inventory Supplies	546.60	-0-	55.60	(2,032.48)	(2,032.48)	2,032.48
Service Supplies	546.00	9,686.00	637.12	12,437.65	12,474.49	(2,788.49)
Repairs & Maintenance	547.00	-0-	-0-	76.41	76.41	(76.41)
Total Gen. Matls. & Supplies		\$ 10,586.00	\$ 735.44	\$ 10,980.63	\$ 11,017.47	\$ (431.47)
<u>Travel &amp; Meeting Expense</u>						
Travel - Local	552.00	\$ 200.00	\$ 19.20	\$ 86.30	\$ 86.30	\$ 113.70
Travel - Expense	554.00	900.00	88.50	655.57	655.57	244.43
Total Travel & Meeting Exp.		\$ 1,100.00	\$ 107.70	\$ 741.87	\$ 741.87	\$ 358.13
<u>Fringe Benefits</u>						
Total Fringe Benefits		\$ 10,838.00	\$ 2,900.00	\$ 3,572.00	\$ 3,572.00	\$ 7,266.00
<u>Fixed Charges</u>						
Telephone	573.00	\$ 500.00	\$ 38.10	\$ 93.19	\$ 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	\$ 38.10	\$ 123.19	\$ 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	4,851.19	29,456.92	29,797.40	(14,797.40)
Total Capital Outlay		\$ 17,000.00	\$ 4,851.19	\$ 30,810.42	\$ 31,150.90	\$ (14,150.90)
<u>Other Expenses</u>						
Provision for Contingency	595.00	\$ 1,200.00	\$ -0-	\$ -0-	\$ -0-	\$ 1,200.00
Financial Charges & Adjusts.	596.00	-0-	1.78	182.02	182.02	(182.02)
Facilities Charges	597.00	600.00	-0-	-0-	-0-	600.00
Total		\$ 1,800.00	\$ 1.78	\$ 182.02	\$ 182.02	\$ 1,617.98
<b>TOTAL CAFETERIA EXPENDITURES</b>		\$254,849.00	\$22,147.16	\$226,603.69	\$227,024.21	\$ 27,824.79

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

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

REVENUE	ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
			JUNE	TO DATE	
Fund Equity	300.00	\$ (1,000.00)	\$ -0-	\$ 30,133.86	\$ (31,133.86)
Public & Auxiliary Services					
Sales - Books	452.10	\$285,000.00	\$20,744.24	\$293,121.63	\$ (8,121.63)
Sales - Supplies	452.20	40,000.00	4,396.56	55,483.31	(15,483.31)
Sales Comm.-Mags. & Newspapers	452.70	-0-	1.00	98.32	(98.32)
Central Stores Transfers	452.90	-0-	1,889.23	15,461.02	(15,461.02)
Sales - Miscellaneous	491.00	-0-	326.29	326.29	(326.29)
TOTAL REVENUE		\$325,000.00	\$27,357.32	\$364,490.57	\$ (39,490.57)
TOTAL REVENUE & FUND EQUITY		\$324,000.00	\$27,357.32	\$394,624.43	\$ (70,624.43)

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
			JUNE	TO DATE	
Salaries					
Professional	512.00	\$ 12,300.00	\$ 1,025.00	\$ 12,300.00	\$ -0-
Instructional Substitutes	515.00	-0-	-0-	127.00	(127.00)
Office	516.00	33,700.00	1,126.42	25,539.12	8,160.88
Student Employees	518.00	-0-	417.50	3,163.13	(3,163.13)
TOTAL SALARIES		\$ 46,000.00	\$ 2,568.92	\$ 41,129.25	\$ 4,870.75
Contractual Services					
Maintenance	524.00	-0-	-0-	(100.00)	\$ 100.00
Other	529.00	-0-	2.60	15.60	15.60
TOTAL CONTRACTUAL SERVICES		\$ -0-	\$ 2.60	(84.40)	\$ 84.40
Instruct. Matls. & Supplies					
Purchases-Books-For Resale	536.1	\$237,000.00	\$21,204.98	\$264,122.55	\$ (42,117.87)
Beginning Inventory-Books	536.2	22,000.00	-0-	20,760.08	1,239.92
Ending Inventory-Books	536.3	(24,000.00)	(5,557.18)	(65,389.43)	41,389.43
Purchases-Supplies-For Resale	536.4	30,000.00	4,742.67	65,538.15	(38,348.62)
Beginning Inventory-Supplies	536.5	17,400.00	-0-	17,713.86	(313.86)
Ending Inventory-Supplies	536.6	(18,400.00)	(1,035.31)	(34,857.21)	16,457.21
TOTAL INSTRUC. MATLS. & SUPPLIES		\$264,000.00	\$19,355.16	\$267,888.00	\$ (21,693.79)

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

AUXILIARY FUND (BOOKSTORE) BUDGET REPORT

FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMB. BALANCE
			JUNE	TO DATE		
General Matls. & Supplies						
Office Supplies	541.00	\$ 1,280.00	\$ 235.50	\$ 1,398.08	\$ 1,398.08	\$ (118.08)
Printing & Offset Dupli.	542.00	2,100.00	193.39	993.63	993.63	1,106.37
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	\$ 428.89	\$ 3,149.75	\$ 3,149.75	\$ 1,905.25
Travel & Meeting Expense	554.00	600.00	-0-	363.75	363.75	236.25
Fringe Benefits	560.00	1,500.00	735.00	794.00	794.00	706.00
Fixed Charges	570.00					
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)
Capital Outlay	580.00					
Equipment - Office	585.00	-0-	65.70	5,967.85	5,967.85	(5,967.85)
Equipment - Miscellaneous	588.00	-0-	8,700.18	8,731.94	8,731.94	(8,731.94)
Equipment - Service	589.00	8,000.00	-0-	-0-	-0-	8,000.00
TOTAL CAPITAL OUTLAY		\$ 8,000.00	\$ 8,765.88	\$ 14,699.79	\$ 14,699.79	\$ (6,699.79)
OTHER	590.00					
Provision for Contingency	595.00	-0-	-0-	-0-	-0-	-0-
Financial Charges & Adjusts.	596.00	250.00	(.94)	227.08	227.08	22.92
Facilities Charges	597.00	1,000.00	-0-	-0-	-0-	1,000.00
TOTAL OTHER		\$ 1,250.00	\$ (.94)	\$ 227.08	\$ 227.08	\$ 1,022.92
TOTAL BOOKSTORE EXPENDITURES		\$326,405.00	\$31,855.51	\$328,234.11	\$346,039.90	\$ (19,608.26)

WILLIAM RAINERY CARPER COLLEGE  
 DISTRICT NO. 512  
 PALATINE, ILLINOIS 60067  
 AUXILIARY FUND (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT  
 FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE	
Fund Equity	300.00	\$ -0-	\$ 602.53	\$ (602.53)
Public & Auxiliary Services				
Gate Receipts	455.00	\$ 400.00	\$ 172.25	\$ 227.75
TOTAL RECEIPTS		\$ 400.00	\$ 172.25	\$ 227.75
Transfers In				
Transfers in from Educ. Fund	489.10	\$ 33,083.00	\$ 25,000.00	\$ 8,083.00
Transfers in from Stud. Act.	489.60	6,000.00	6,000.00	-0-
TOTAL TRANSFERS IN		\$ 39,083.00	\$ 31,000.00	\$ 8,083.00
TOTAL REVENUE		\$ 39,483.00	\$ 31,172.25	\$ 8,310.75
TOTAL REVENUE & BEG. FUND EQUITY		\$ 39,483.00	\$ 31,774.78	\$ 7,708.22

EXPENDITURES	ACCOUNT NUMBER	EXPENDITURES		EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE		
Salaries					
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
Contractual Services					
Other	529.00	\$ 3,068.00	\$ 542.00	\$ 2,771.71	\$ 3,098.51
TOTAL CONTRACTUAL SERVICES		\$ 3,068.00	\$ 542.00	\$ 2,771.71	\$ 3,098.51
Instruct. Matls. & Supplies					
Athletics	531.00	\$ 9,600.00	\$ 1,188.25	\$ 8,678.23	\$ 8,714.28
Audio Visual Aids	535.00	-0-	-0-	-0-	-0-
Publications	538.00	-0-	-0-	55.15	-0-
TOTAL INSTRUCT. MATLS. & SUPPLIES		\$ 9,600.00	\$ 1,188.25	\$ 8,733.38	\$ 8,769.43

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

AUXILIARY FUND (INTER-COLLEGIATE ATHLETICS) BUDGET REPORT  
 FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

EXPENDITURES	ACCOUNT NUMBER	BUDGET	EXPENDITURES		EXP. & ENCUM.		UNENCUMBERED BALANCE
			JUNE	TO DATE	TO DATE	BALANCE	
<u>General Matls. &amp; Supplies</u>							
Office	541.00	\$ 170.00	\$ -0-	\$ 134.83	\$ 134.83	\$ 35.17	
Printing & Offset Dupli.	542.00	700.00	.56	742.26	742.26	(42.26)	
Postage	543.00	-0-	-0-	-0-	-0-	-0-	
Advertising	544.00	-0-	-0-	-0-	-0-	-0-	
Publications & Dues	545.00	500.00	2.00	512.30	512.30	(12.30)	
Repair Matls. & Supplies	547.00	-0-	(3.50)	(3.50)	(3.50)	3.50	
TOTAL GENERAL MATERIALS & SUPPLIES		\$ 1,370.00	\$ (.94)	\$ 1,385.89	\$ 1,385.89	\$ (15.89)	
<u>Travel &amp; Meeting Expense</u>							
Meeting Expense	551.00	\$ -0-	\$ -0-	\$ 5.00	\$ 5.00	\$ (5.00)	
Mileage - Local	552.00	-0-	-0-	-0-	-0-	-0-	
Travel Expense	554.00	3,300.00	275.85	4,037.74	4,037.74	(737.74)	
Vehicle Expense	556.00	3,500.00	1,081.70	2,869.42	2,869.42	630.58	
TOTAL TRAVEL & MEETING EXPENSE		\$ 6,800.00	\$ 1,357.55	\$ 6,912.16	\$ 6,912.16	\$ (112.16)	
<u>Fringe Benefits</u>							
Insurance	566.00	\$ -0-	\$ -0-	\$ 72.00	\$ 72.00	\$ (72.00)	
Other	569.00	-0-	-0-	90.00	90.00	(90.00)	
TOTAL FRINGE BENEFITS		\$ -0-	\$ -0-	\$ 162.00	\$ 162.00	\$ (162.00)	
<u>Fixed Charges</u>							
Rental Facilities	575.00	\$ 1,700.00	\$ 1,110.40	\$ 1,710.40	\$ 1,710.40	\$ (10.40)	
General Insurance	578.00	800.00	(211.50)	319.50	319.50	480.50	
TOTAL FIXED CHARGES		\$ 2,500.00	\$ 898.90	\$ 2,029.90	\$ 2,029.90	\$ 470.10	
<u>Capital Outlay</u>							
Office	585.00	\$ 120.00	\$ -0-	\$ -0-	\$ 90.00	\$ 30.00	
Educational	586.00	7,325.00	-0-	7,031.10	7,081.10	243.90	
TOTAL CAPITAL OUTLAY		\$ 7,445.00	\$ -0-	\$ 7,031.10	\$ 7,171.10	\$ 273.90	
TOTAL INTER-COLLEGIATE ATHLETICS EXPENDITURES		\$ 39,483.00	\$ 3,985.76	\$ 29,026.14	\$ 29,528.29	\$ 9,954.01	

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

AUXILIARY FUND (DATA PROCESSING EQUIPMENT RENTAL) BUDGET REPORT  
 FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

REVENUE	ACCOUNT NUMBER	REVENUE		UNENCUMBERED BALANCE
		BUDGET	JUNE TO DATE	
Fund Equity	300.00	\$ -0-	\$ -0-	\$ -0-
Public & Aukiliary Services				
Other	459.00	\$15,000.00	\$4,657.49	\$10,342.51
TOTAL REVENUE		\$15,000.00	\$4,657.49	\$10,342.51
EXPENDITURES				
Salaries	510.00	\$ 4,000.00	\$ 59.85	\$ 59.85
General Materials & Supplies	540.00	\$ 1,000.00	\$ 67.54	\$ 67.54
Fixed Charges				
Rental of Equipment	570.00	\$ 8,000.00	\$3,528.50	\$ 4,471.50
Facilities Charges	597.00	\$ 2,000.00	\$ -0-	\$ 2,000.00
TOTAL EXPENDITURES		\$15,000.00	\$3,655.89	\$11,344.11
			EXP. & ENCUM. TO DATE	UNENCUMBERED BALANCE
			\$ 59.85	\$ 3,940.15
			\$ 67.54	\$ 932.46
			\$ 3,528.50	\$ 4,471.50
			\$ -0-	\$ 2,000.00
			\$ 3,655.89	\$11,344.11

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

AUXILIARY FUND (COLLEGE CENTER) BUDGET REPORT  
 FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970

ACCOUNT NUMBER	BUDGET	REVENUE		UNENCUMBERED BALANCE
		JUNE	TO DATE	
300.00	\$ -0-	\$ -0-	\$ -0-	\$ -0-
450.00	\$ -0-	\$ 563.80	\$ 598.46	\$ (598.46)
459.00	6,000.00	188.90	8,543.63	(2,543.63)
459.10	2,500.00	-0-	3,361.55	(861.55)
TOTAL REVENUE	\$8,500.00	\$ 752.70	\$12,503.64	\$ (4,003.64)

ACCOUNT NUMBER	BUDGET	EXPENDITURES		UNENCUMBERED BALANCE
		JUNE	TO DATE	
510.00				
517.00		\$ 170.43	\$ 1,520.40	\$ 1,520.40
518.00	6,000.00	564.59	3,411.15	3,411.15
TOTAL SALARIES	\$6,000.00	\$ 735.02	\$ 4,931.55	\$ 1,068.45
Contractual Services				\$ 1,068.45
529.00	\$ -0-	\$ 664.00	\$ 664.00	\$ (749.00)
540.00	\$ 500.00	\$ -0-	\$ 294.92	\$ 205.08
General Materials & Supplies				
Capital Outlay				
585.00	\$ -0-	\$ -0-	\$ -0-	\$ (1,727.96)
588.00	\$ -0-	\$ -0-	\$ 35.00	(35.00)
TOTAL CAPITAL OUTLAY	\$ -0-	\$ -0-	\$ 35.00	\$ (1,762.96)
Other Expenses				
597.00	\$ 500.00	\$ -0-	\$ 1,650.95	\$ (1,150.95)
Facilities Charges				
TOTAL FACILITIES CHARGES	\$ 500.00	\$ -0-	\$ 1,650.95	\$ (1,150.95)
TOTAL EXPENDITURES	\$7,000.00	\$1,399.02	\$ 7,576.42	\$ (2,389.38)

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT #512  
 FOR THE MONTH OF JUNE 1970 AND THE YEAR ENDED JUNE 30, 1970  
 (COMMUNITY COUNSELING CENTER)

<u>REVENUE</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>JUNE</u>	<u>REVENUE TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
Public & Auxiliary Service-Other	456.00	\$ -0-	\$ 270.00	\$ 270.00	\$ ( 270.00)
(PUBLICATIONS)					
	459.00	-0-	2.00	226.03	( 226.03)
<u>REVENUE</u>		\$ -0-	\$ 2.00	\$ 226.03	\$ ( 226.03)

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>JUNE</u>	<u>EXPENDITURES TO DATE</u>	<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
Contractual Services-Other	529.00	\$ -0-	\$ 137.50	\$ 137.50	\$ 137.50	\$ ( 137.50)
General Materials & Supplies-Office	541.00	\$ -0-	\$ 66.44	\$ 66.44	\$ 66.44	\$ ( 66.44)
<u>TOTAL EXPENDITURES</u>		\$ -0-	\$ 203.94	\$ 203.94	\$ 203.94	\$ ( 203.94)

<u>Capital Outlay</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>JUNE</u>	<u>EXPENDITURES TO DATE</u>	<u>EXP. &amp; ENCUMB. TO DATE</u>	<u>UNENCUMBERED BALANCE</u>
Service Equipment	598-000-588	\$ -0-	\$ (348.84)	\$ -0-	\$ -0-	\$ -0-
Cafeteria Service	598-100-588	-0-	(4,392.35)	9,702.39	9,702.39	( 9,702.39)
Bookstore Service	598-200-588	-0-	(8,700.18)	17,400.38	17,400.38	(17,400.38)
<u>TOTAL EXPENDITURES</u>		\$ -0-	\$ (13,441.37)	\$ 27,102.77	\$ 27,102.77	\$ (27,102.77)

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

P R E L I M I N A R Y   A G R E E M E N T

The Board of Trustees, William Rainey Harper College, District 512, Cook County, Illinois (Board), and Local 11, Service Employees International Union AFL-CIO (Union), do hereby enter into the following agreement:

1. The Unit to be represented by the Union for collective bargaining purposes shall consist of all custodial and maintenance employees employed by the Board, excluding all administrative and certificated personnel in the District and also excluding office clerical employees.

2. The Union has submitted satisfactory evidence to the Board showing that a majority of the employees contained in the above defined Unit are members of the Union in good standing.

3. The Board therefore recognizes the Union as the sole bargaining agent for such Unit, and the parties agree to enter into a collective bargaining agreement covering wages, hours and other matters of mutual concern regarding such Unit.

Dated at Palatine, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 1970.

Board of Trustees  
William Rainey Harper College  
School District No. 512  
Cook County, Illinois

By \_\_\_\_\_

ATTEST:

\_\_\_\_\_

LOCAL 11, Service Employees  
International Union AFL-CIO

By \_\_\_\_\_  
Business Representative

ANNUAL BUDGET HEARING PROCEDURE

The following procedures should be followed by the Board of Trustees in order to complete the budget hearing, adopt the budget, and levy taxes:

1. The Chairman of the Board calls the regular meeting to order in the usual manner.
2. The Chairman declares the meeting recessed until after the public hearing for the budget.
3. The Chairman calls the public hearing on the budget to order (copy of legal budget attached).
4. The Chairman of the Budget Committee or the President should briefly review the budget. All persons present should be offered an opportunity to comment on the budget, to make suggestions, or to inquire as to any provisions thereof. (The Board's authority to adopt the budget "as is" is not in any way abrogated or diluted by what might occur at the hearing. Objections and suggestions raised should, of course, be considered by the Board and, if they are found to have merit, they can be taken into consideration in modifying the final budget as approved.)
5. Upon conclusion of the budget hearing, the Chairman declares the hearing closed.
6. The Chairman reconvenes the regular Board meeting.
7. The Board adopts the budget by the following resolution:

RESOLUTION

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has caused to be prepared in tentative form a budget for the fiscal year commencing July 1, 1970, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon; and,

WHEREAS, due notice that said tentative budget was available for public inspection, has been given in full compliance with the law; and,

WHEREAS, a public hearing was held as to such budget on the 9th day of July, 1970, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements complied with; and,

WHEREAS, since the preparation of said tentative budget, the Board has obtained information respecting the current and probably assessed value of all taxable property in the College District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That the fiscal year of this College District be and the same is hereby fixed and declared to begin on the 1st day of July, 1970, and end on the 30th day of June, 1971.

Section 2. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page hereof, containing an estimate of amounts available in the Education and Building Funds, each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this College District for said fiscal year.

8. The Board adopts the levies for the Educational and Building Funds by the following resolutions:

RESOLUTION

BE IT RESOLVED: That there be and hereby is levied for the year 1970 a tax in the sum of \$3,680,000.00 for Educational purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 22, 1970.

BE IT RESOLVED: That there be and hereby is levied for the year 1970 a tax in the sum of \$1,440,000.00 for Building purposes, and that the Secretary and Chairman of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerks of Cook, Kane, Lake, and McHenry Counties, Illinois, on or before Tuesday, September 22, 1970. (A copy of the Certificate of Levy is attached.)

9. The Board adopts the following resolution in order to increase the Bond and Interest Fund levy by 9% to cover losses and cost:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00, and

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 91% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

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

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond resolutions heretofore referred to by the amount equal to 9% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

STATE OF ILLINOIS  
ILLINOIS JUNIOR COLLEGE BOARD  
544 Iles Park Place, Springfield, Illinois 62706

CERTIFICATE OF TAX LEVY

of Junior College District No. 512 County (ies) of Cook, Kane, Lake and McHenry and State of Illinois

AMOUNT OF LEVY			
Educational .....	\$ <u>3,680,000.00</u>	Working Cash .....	\$ <u>0</u>
Building .....	\$ <u>1,440,000.00</u>	Other (Specify) .....	\$ <u>0</u>
Municipal Retirement .....	\$ <u>0</u>		
(Class II Districts Only)			
TOTAL LEVY .....	\$ <u>5,120,000.00</u>		

We hereby certify that we require ..... the sum of 3,680,000 dollars to be levied as a special tax for educational purposes, and ..... the sum of 1,440,000 dollars to be levied as a special tax for building purposes, and ..... the sum of 0 dollars to be levied as a special tax for Municipal Retirement (Class II Districts only) purposes, and ..... the sum of 0 dollars to be levied as a special tax for working cash purposes, and ..... the sum of 0 dollars to be levied as a special tax for (specify) \_\_\_\_\_ purposes on the taxable property of our junior college district for the year 1970.  
Signed this 27th day of August 1970.

James J. Hannell  
Chairman of the Board of Said Junior College District  
William K. Monte  
Secretary of the Board of Said Junior College District

When any junior college district is authorized to issue bonds, the junior college board shall file in the office of the county clerk of each county in which any part of the junior college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the junior college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said junior college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the junior college district is located on or before the last Tuesday in September.

-----  
**DETACH AND RETURN TO JUNIOR COLLEGE DISTRICT**

This is to certify that the certificate of Tax Levy for Junior College District No. \_\_\_\_\_ County (ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said junior college district for the year 19\_\_\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_ 19\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said junior college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as provided in the original resolution(s), for said purpose for the year 19\_\_\_\_ is \$\_\_\_\_\_.

\_\_\_\_\_  
County Clerk  
\_\_\_\_\_  
County  
Date \_\_\_\_\_

Cook, Kane, Lake, McHenry  
COUNTY (IES)

WILLIAM RAINEY HARPER COLLEGE DISTRICT NO. 512  
Name

Algonquin and Roselle Roads  
Street Address

Palatine, Illinois 60067  
City

JUNIOR COLLEGE DISTRICT ANNUAL BUDGET

JULY 1, 1970 - JUNE 30, 1971

JUNIOR COLLEGE DISTRICT BUDGET FORM  
STATE OF ILLINOIS  
For Fiscal Year Beginning in 1970

Budget of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, for the Fiscal Year beginning July 1, 1970, and ending June 30, 1971.

WHEREAS the Junior College Board of Harper Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 9th day of July, 1970, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, Be It Resolved by the Junior College Board of said district as follows:

Section 1: That the fiscal year of the Junior College District be and the same hereby is fixed and declared to be beginning July 1, 1970, and ending June 30, 1971.

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Junior College District for the said fiscal year.

WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET  
1970-71

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>		\$2,151,000
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current - 1970		1,420,000
420	<u>INTERMEDIATE RESOURCES</u>		
421	Tuition - Students	1,186,000	
422	Other Charges (Charge-backs)	340,000	
423	Student Fees	49,000	
427	Other - Registration Fees	<u>20,000</u>	
	Total		1,595,000
430	<u>STATE RESOURCES</u>		
431	State - Apportionment	1,465,000	
432	Board of Vocational Education and Rehabilitation, 1970-71	200,000	
433	Other	<u>0</u>	
	Total		1,665,000
440	<u>FEDERAL RESOURCES</u>		
441	Title VI 1970-71		15,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills		<u>20,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$6,866,000</u>

Supplemental Information

Cash Analysis

Accrued Revenue and Fund Equity	\$6,866,000
Less Non-Cash Items:	
Taxes Received After June 30, 1971	<u>1,116,000</u>
Cash Available 1970-71	<u>\$5,750,000</u>

Expenditures

1-000	<u>INSTRUCTION</u>		
510	Salaries	2,701,514	
520	Contractual Services	42,420	
530	Instructional Materials and Supplies	69,475	
540	General Materials and Supplies	76,100	
550	Travel and Meeting Expense	47,010	
570	Fixed Charges	4,993	
580	Capital Outlay	308,357	
590	Other	<u>0</u>	
	Total		3,249,869
2-000	<u>LEARNING RESOURCE CENTER</u>		
510	Salaries	317,553	
520	Contractual Services	4,000	
530	Instructional Materials and Supplies	191,425	
540	General Materials and Supplies	12,110	
550	Travel and Meeting Expense	3,200	
570	Fixed Charges	5,960	
580	Capital Outlay	46,044	
590	Other	<u>0</u>	
	Total		580,292
3-000	<u>STUDENT SERVICES AND AIDS</u>		
510	Salaries	443,828	
520	Contractual Services	2,820	
530	Instructional Materials and Supplies	0	
540	General Materials and Supplies	18,280	
550	Travel and Meeting Expense	8,400	
570	Fixed Charges	0	
580	Capital Outlay	5,935	
590	Other	<u>0</u>	
	Total		479,263
4-000	<u>DATA PROCESSING</u>		
510	Salaries	135,170	
520	Contractual Services	5,700	
540	General Materials and Supplies	9,200	
550	Travel and Meeting Expense	1,300	
570	Fixed Charges - Computer Rental	173,050	
580	Capital Outlay	5,720	
590	Other	<u>0</u>	
	Total		330,140

Expenditures (cont.)

5-000	<u>INSTITUTIONAL RESEARCH AND DEVELOPMENT</u>		
510	Salaries	58,120	
520	Contractual Services	1,200	
540	General Materials and Supplies	3,860	
550	Travel and Meeting Expense	2,400	
570	Fixed Charges	0	
580	Capital Outlay	400	
590	Other	<u>0</u>	
	Total		65,980
6-000	<u>GENERAL ADMINISTRATION</u>		
510	Salaries	253,928	
520	Contractual Services	8,100	
540	General Materials and Supplies	35,000	
550	Travel and Meeting Expense	18,400	
570	Fixed Charges	13,000	
580	Capital Outlay	4,652	
590	Other	<u>0</u>	
	Total		333,080
7-000	<u>INSTITUTIONAL EXPENSE</u>		
510	Salaries	70,954	
520	Contractual Services	39,800	
530	Instructional Materials and Supplies	0	
540	General Materials and Supplies	52,150	
550	Travel and Meeting Expense	12,400	
560	Fringe Benefits	182,500	
570	Fixed Charges	10,900	
580	Capital Outlay	15,000	
590	Other	<u>110,100</u>	
	Total		<u>493,804</u>
	TOTAL ACCRUED EXPENDITURES		5,532,428
600	Contingency for Student Enrollment Growth		<u>500,000</u>
	TOTAL ACCRUED EXPENDITURES AND CONTINGENCY		<u>\$6,032,428</u>
300	FUND EQUITY JUNE 30, 1971		<u>\$ 833,572</u>

WILLIAM RAINEY HARPER COLLEGE

BUILDING FUND BUDGET (2)  
1970-71

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>		\$340,700
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1970		517,000
420	<u>INTERMEDIATE RESOURCES</u>		
423	Student Fees - Parking	22,000	
427	Other - Parking Fines	<u>1,000</u>	
	Total		23,000
430	<u>STATE RESOURCES</u>		
431	State Apportionment		353,000
460	<u>FACILITIES</u>		
461	Rental of Facilities		4,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills		<u>8,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$1,245,700</u>

BUILDING FUND BUDGET  
1970-71

Expenditure Summary

280	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
281	Custodial Department	333,358	
282	Maintenance Department	49,163	
283	Roads and Grounds Department	115,240	
284	Plant Utilities	222,903	
285	Security Department	75,776	
286	Transportation	<u>12,253</u>	
	Total		\$808,693
267	<u>BUILDINGS AND GROUNDS ADMINISTRATION</u>	36,962	
	Provision for Contingency	<u>30,000</u>	66,962
271	<u>GENERAL INSTITUTIONAL EXPENSE</u>		<u>55,260</u>
	TOTAL ACCRUED EXPENDITURES & CONTINGENCY		<u>\$930,915</u>
300	FUND EQUITY JUNE 30, 1971		<u>\$314,785</u>

BOND AND INTEREST FUND BUDGET  
1970-71

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>		-0-
410	<u>LOCAL RESOURCES</u>		
411	Taxes - Current 1970	<u>719,300</u>	
	Total		719,300
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	3,000	
472	Certificates of Deposit	<u>8,000</u>	
	Total		<u>11,000</u>
	 <u>TOTAL ACCRUED REVENUE AND FUND EQUITY</u>		 <u>\$730,300</u>

Expenditures

7-000	<u>GENERAL INSTITUTIONAL EXPENSE</u>		
570	Fixed Charges		
578	Interest - Bonds	226,395	
590	Other		
593	Debt Principal Retired	460,000	
596	Financial Charges and Adjustments	<u>470</u>	
	 <u>TOTAL ACCRUED EXPENDITURES</u>		 <u>\$686,865</u>
300	 <u>FUND EQUITY JUNE 30, 1971</u>		 <u>\$ 43,435*</u>

\*Accrual Basis

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

Cafeteria

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>	(44,000)
450	<u>PUBLIC AND AUXILIARY SERVICE</u>	
451	Sales - Food Service	<u>232,200</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$188,200</u>

Expenditures

510	Salaries	122,110	
520	Contractual Services	3,300	
530	Purchases for Resale	91,430	
540	Supplies	12,450	
550	Travel	1,100	
560	Fringe Benefits	6,480	
570	Fixed Charges	2,900	
580	Equipment	8,000	
595	Provision for Contingencies	1,200	
597	Facilities Charge	<u>600</u>	
	TOTAL ACCRUED EXPENDITURES		<u>\$249,570</u>
300	FUND EQUITY JUNE 30, 1971		<u>(\$61,370)</u>

AUXILIARY ENTERPRISES FUND BUDGET

1970-71

Bookstore

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>		\$48,000
450	<u>PUBLIC AND AUXILIARY SERVICE</u>		
452.10	Sales - Books	\$330,000	
452.20	Sales - Supplies	<u>95,000</u>	
	Total		<u>425,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$473,000</u>

Expenditures

510	Salaries	58,000	
520	Contractual Services	600	
530	Purchases for Resale	323,400	
540	General Materials and Supplies	7,050	
550	Travel	600	
560	Fringe Benefits	1,500	
570	Fixed Charges	1,150	
580	Capital Outlay	7,000	
590	Provision for Contingency	1,000	
596	Financial Charges	500	
597	Facilities Charge	<u>1,200</u>	
	TOTAL EXPENDITURES		<u>\$402,000</u>
300	FUND EQUITY JUNE 30, 1971		<u>\$ 71,000</u>

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

Inter-Collegiate Athletics

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>		-0-
480	<u>TRANSFERS IN</u>		
489.1	Transfers from Educational Fund	\$36,990	
489.6	Transfers from Student Activity Fund	<u>8,400</u>	
	Total		<u>45,390</u>
	TOTAL REVENUE		<u><u>\$45,390</u></u>

Expenditures

510	Salaries	24,785	
520	Contractual Services	3,275	
530	Instructional Materials and Supplies	5,460	
540	General Materials and Supplies	1,400	
550	Travel	6,900	
570	Fixed Charges	2,700	
580	Capital Outlay	<u>870</u>	
	TOTAL EXPENDITURES		<u><u>\$45,390</u></u>
300	FUND EQUITY JUNE 30, 1971		<u><u>-0-</u></u>

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

Data Processing Equipment Leasing

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>	-0-
450	<u>PUBLIC AND AUXILIARY SERVICES</u>	
459	Other	<u>\$1,000</u>
	TOTAL REVENUE	<u>\$1,000</u>

Expenditures

500	TOTAL EXPENDITURES	<u>\$1,000</u>
300	FUND EQUITY JUNE 30, 1971	<u>-0-</u>

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

College Center

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>	-0-
450	<u>PUBLIC AND AUXILIARY SERVICES</u> Game Room Receipts	<u>\$10,000</u>
	TOTAL REVENUE	<u>\$10,000</u>

Expenditures

510	Salaries	7,000	
520	Contractual Services	500	
540	General Materials and Supplies	500	
585	Capital Outlay	500	
597	Facilities Charges	<u>500</u>	
	TOTAL EXPENDITURES		<u>\$ 9,000</u>
300	FUND EQUITY JUNE 30, 1971		<u>\$ 1,000*</u>

(\*To be transferred to Student Activities Fund)

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

Community Counseling Center

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>	-0-
450	<u>PUBLIC AND AUXILIARY SERVICE</u>	
456	Testing and Consultation Services	<u>21,750</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$21,750</u>

Expenditures

510	Salaries	15,750	
540	Supplies	2,700	
550	Travel	200	
580	Capital Outlay	<u>2,000</u>	
	TOTAL ACCRUED EXPENDITURES		<u>\$20,650</u>
300	FUND EQUITY JUNE 30, 1971		<u>\$ 1,100</u>

AUXILIARY ENTERPRISES FUND BUDGET  
1970-71

Contingency for Student Enrollment Growth

Revenue

300	<u>FUND EQUITY JULY 1, 1970</u>	-0-
450	<u>PUBLIC AND AUXILIARY SERVICE REVENUE</u>	<u>100,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$100,000</u>

Expenditures

500	Expenditures	<u>100,000</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$100,000</u>
300	FUND EQUITY JUNE 30, 1971	<u>-0-</u>

Note: This budget to be transferred to other auxiliary fund operation if student growth produces increased sales from auxiliary operations.

SITE AND CONSTRUCTION FUND  
1970-71

Revenue

410	<u>LOCAL RESOURCES</u>		-0-
420	<u>INTERMEDIATE RESOURCES</u>		
425	Sale of Bonds	<u>\$7,428,454</u>	
	Total		7,428,454
430	<u>STATE RESOURCES</u>		
432.10	Vocational Education Grant	750,000	
432.20	Vocational Education Partial Grant	<u>42,700</u>	
	Total		792,700
440	<u>FEDERAL RESOURCES</u>		
443	Title VI 1967-68	61,091	
446	DHEW Grant		
446.10	Moveable Equip.--Phase I	242,282	
446.20	Fixed Equipment--Phase I	430,000	
446.30	Moveable Equip.--Phase II	<u>70,000</u>	
	Total		803,373
460	<u>FACILITIES</u>		
464	Sale of Well Site	<u>4,000</u>	
	Total		4,000
470	<u>INTEREST ON INVESTMENTS</u>		
471	Treasury Bills	90,000	
472	Certificates of Deposit	474,000	
473	Other Investments	<u>56,000</u>	620,000
490	<u>OTHER</u>		
491	Miscellaneous	<u>630</u>	
	Total		<u>630</u>
	<b>TOTAL SITE AND CONSTRUCTION REVENUE</b>		<b><u>\$9,649,157</u></b>

SITE AND CONSTRUCTION FUND  
1970-71

Expenditures

PHASE Ia & b

520	<u>CONTRACTUAL SERVICES</u>		\$ 705,000
579	<u>FIXED CHARGES</u>		3,050
580	<u>CAPITAL OUTLAY</u>		
581	Site Acquisition	1,467,000	
582	Site Improvement	75,000	
583	New Buildings	2,557,470	
585	Equipment	1,862,373	
	Title VI Equip. '67-68	61,091	
	Voc/Tech.Equip. (Grant)	750,000	
	Voc/Tech.Equip.--		
	(Partial Grant)	107,000	
	DHEW Equip.-Moveable	242,282	
	DHEW Equip.-Fixed	430,000	
	Phase I Moveable	200,000	
	Phase I Audio Visual	72,000	
	Total		<u>5,961,843</u>

PHASE IIa

520	<u>CONTRACTUAL SERVICES</u>		79,400
580	<u>CAPITAL OUTLAY</u>		
582	Site Improvement--S.W. Corner	366,368	
583	New Bldgs.--Science & Mus.Wings	144,909	
585	Equipment	220,000	
	DHEW Equip.-Move.	70,000	
	Bal.of Equipment--		
	Science & Mus.Wing	150,000	
	Total		<u>731,277</u>

PHASE IIb

583	<u>NEW BUILDINGS (Available Funds)</u>		<u>2,168,587</u>
	TOTAL SITE & CONSTRUCTION FUND EXPENDITURES		<u>\$9,649,157</u>

SITE AND CONSTRUCTION FUND  
1970-71

ESTIMATED SOURCES OF FUNDING

PHASE IIa

Transfer of Land - 10 acres @ \$10,000	100,000
Transfer of Prepaid Architects Fees	79,400
Transfer of Southwest Corner Improvements	366,368
Transfer of Power Plant Addition "B"	<u>109,323</u>
Total	\$ 655,091
Construction Payouts	<u>144,909</u>
Total Cash and Non-Cash Items to be Submitted	800,000
I.B.A. Funding 3 x \$800,000	<u>2,400,000</u>
TOTAL ESTIMATED FUNDING, PHASE IIa	<u><u>\$3,200,000</u></u>

PHASE IIb

Non-cash Items to be Submitted to I.B.A.:	
Transfer of Land, 126 acres @ \$5,000	\$ 630,000
Architects Fees - Interiors	14,745
50% of Consultants Fees Deferred from Phase I	<u>35,537</u>
Total	680,282
Construction Payout and Architectural Fees, Phase IIb	<u>2,168,587</u>
Total Cash and Non-Cash Items to be Submitted	2,848,869
I.B.A. Funding, 3 x \$2,848,869	<u>8,546,507</u>
TOTAL ESTIMATED FUNDING, PHASE IIb	<u><u>\$11,395,476</u></u>

The resolution adopting the budget shall be in the following form:

ADOPTION OF BUDGET

The Budget must be approved and signed below by Members of the Junior College Board of Trustees.

Adopted this 9th day of July, 1970, by a roll call vote of \_\_\_\_\_ Yeas, and \_\_\_\_\_ Nays, to wit:

Members Voting Yea:

Members Voting Nay:

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FOR BOARD ACTION

I. Subject

Approval of campus traffic and parking regulation.

II. Information

Each academic year the traffic and parking regulations pertaining to our campus are reviewed in the light of physical changes to the campus and the experience of the previous academic year. Mr. Frank Hines, attorney for the Board of Trustees, has reviewed the attached parking regulations and has recommended their approval.

III. Summary

The basic changes to the traffic and parking regulations are the addition of the Palatine Police Department's joint sharing in the enforcement of Village of Palatine Fire Lane Code Regulations as approved by the Board, tow risk regulations pertaining to improperly parked cars as approved by the Board; and the third change to the parking regulations is the addition of faculty and staff reserved parking for which a \$3.00 per year charge is made for the purchase of an automatic traffic control gate key. The charge for a second parking permit has been reduced from \$2.00 to \$1.00.

IV. Recommendation

The administration recommends that the parking regulations, effective September 1, 1970, attached hereto, be approved by the Board of Trustees.

V. Related Information

1. 1970 Parking Regulations
2. Letter of August 14, 1970 from Board Attorney

## PARKING REGULATIONS

### RESPONSIBILITY FOR CARE AND SAFETY

In extending the privilege of parking and driving on campus roads, the College assumes no risk or responsibility for theft or damage to vehicles brought onto campus. Driving and parking privileges of any driver may be suspended or revoked at the discretion of the College. In accepting parking privileges, all drivers are held to accept responsibility for compliance with campus vehicle regulations, to comply with requirements for order and safety, and to respect the rights and safety of others using the campus.

The drivers of vehicles on College roads and parking lots will be held to compliance with the traffic laws of Illinois and local authorities.

### SPEED LIMITATIONS

On belt roads traversing the perimeter of the campus, the maximum speed will be 30 mph. In parking lots, the maximum speed is 15 mph. During adverse weather conditions or other instances where special care is required, speed will be reduced to limits that are reasonable and proper for existing conditions.

### PARKING

General parking areas have been provided for students, contractors, and daily users of the campus. These areas may be used by any person who has registered his vehicle with the Department of Campus Safety and is lawfully upon campus. Unauthorized parking will not be permitted, whether registered or other, after campus hours.

Certain areas have been restricted to Administrative Reserved and Faculty and Staff parking in order to facilitate the orderly and expedient entrance and egress of College employees. Persons who are not registered for these areas by specific permission of the administration will not be permitted to park in them.

Visitor parking has been provided at various safety islands about the campus; registered parkers will not be permitted to use visitors' spaces.

Dental clinic visitors will be provided with parking space in the visitors' area.

## PARKING (cont.)

Fire lanes are established and signed, such lanes are for the protection of the college community. State and local laws, as well as college regulation, prohibits parking in fire lanes. Access aisles are established to facilitate the flow of traffic in parking areas; parking will not be permitted to access aisles.

In the event that a snow emergency is declared, all parking privileges are suspended until further notice.

Parking is not permitted on roadways, shoulders, lawns, or curbing. Curbs painted yellow denote No Parking area.

## ENFORCEMENT

The Campus Safety Department and the Palatine Police Department jointly share in the enforcement of traffic regulations, either department may issue citations or complaints. Fines have been established by Municipal Code and will be paid to the Cook County Circuit Court, District 2, Palatine, Illinois.

## TOW RISK

Certain areas of the campus are posted with Tow Risk signs. Vehicles improperly parked may be towed at the owner's expense. The tow fee is \$15.00 in addition to the citation for illegal parking.

Students who ignore direction from, or refuse to follow lawful direction of Campus Safety Officers may be required to appear before the Student Conduct Committee.

## PARKING PERMIT FEES

Parking permits must be displayed on automobiles using campus parking facilities as follows:

Sedans: Rear window - left side  
Station Wagons: Left rear side window  
Convertibles: Lower right side - windshield

Failure to display parking permit may result in towing or cancellation of parking privileges.

PARKING PERMIT FEES (cont.)

Schedule

Faculty and Staff - Annual purchase of gate card key, reserved parking*	\$3.00
Students	\$3.00
Spring Semester	\$1.50
Summer Session	\$1.00
Seminars and Short Courses	
4 weeks or more	\$1.00
4 weeks or less	N. C. Special Permit
*Optional	

In all cases, members of the college community desiring to register additional vehicles may do so at the additional charge of \$1.00 per vehicle.

EFFECTIVE SEPTEMBER 1, 1970

Frank M. Hines, Ltd. *Attorney at Law*

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

August 14, 1970

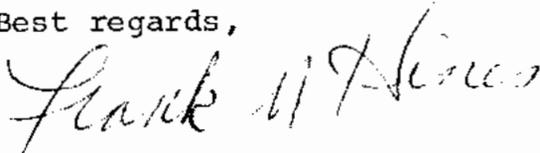
Harper College B & G Division	
	Director
	Maint. Supv.
	R & G Supv.
	Cust. Supv.
	Safety Supv.
	H & V Supv.
	Storekeeper
	File
	Follow up

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

Dear Mr. Hughes:

I have reviewed the parking regulations, and it is my opinion that they are sufficiently succinct and detailed, but they must, of course, be approved by the Board of Trustees at a meeting thereof.

Best regards,



FMH:cas



# VILLAGE OF PALATINE

Fifty-four South Brockway • Palatine, Illinois 60067 • Cook County  
358-7500

VILLAGE MANAGER

August 26, 1970

RECEIVED

AUG 27 1970

OFFICE OF THE PRESIDENT

Dr. Robert Lahti, President  
Wm. Rainey Harper Junior College  
Algonquin and Roselle Rds.  
Palatine, Illinois 60067

Dear Dr. Lahti:

The purpose of this letter is to set forth our agreement relative to the furnishing of police protection and other police services by the Palatine Police on Harper College property.

It is our understanding that you have resolved to bring Harper College under the provisions of the Illinois Police Training Act and as such are in the process of training full-time security officers. Under said Act these persons will be conservators of the peace and shall have all powers possessed by policemen in municipalities.

Accordingly, in connection with your issuance of traffic tickets for violations of parking regulations on college property, you are authorized to use the ticket books of the Palatine Police Department so long as such tickets are written only by your Chief Security Officer or full-time security officers who have completed full training required under the provisions of the Illinois Police Training Act. It is further understood that no officer or other official of Wm. Rainey Harper College will be authorized to adjust or void any such traffic tickets as may be issued by your security officers on the college grounds.

It is further agreed that your Circuit Court of Cook County cases may appear on the regular Palatine Docket and that fines for such parking tickets may be paid in advance of court date at the Palatine Village Hall. In order to defray our costs incurred in this undertaking, including a portion of the Village Prosecutor's salary, it is agreed that the Village shall retain all fines so paid with the understanding that this matter will be reviewed again after February 1, 1971.

Dr. Robert Lahti  
Page two  
August 26, 1970

At your request the Village Board of the Village of Palatine at its Regular Meeting of August 24, 1970, adopted a Fire Lane Ordinance for certain roads on the grounds of Wm. Rainey Harper College. I am enclosing herewith a certified copy of the Fire Lane Ordinance for your records. It is understood that the Palatine Police Department will patrol the fire lanes from time to time to make sure that these lanes are kept open.

It is our mutual intention that the conservation of the peace and general policing and patrolling of the college campus will be performed by your security officers and that our police officers shall not be called upon to patrol the campus. The Village police will respond only to specific requests from authorized college personnel for assistance if necessary in a manner consistent with State Statutes.

Very truly yours,

  
Berton G. Braun  
Village Manager

vb  
enclosure

AN ORDINANCE  
ESTABLISHING A FIRE LANE

WHEREAS, the President and Board of Trustees of the Village of Palatine desires to better secure the safety of its citizen's lives and property against loss, damage and destruction by fire through maintenance or ready access for fire fighting vehicles and equipment to the scene of any fire, and

WHEREAS, the Board of Trustees of Junior College District #512 of the Counties of Cook, Kane, Lake and McHenry, State of Illinois, have determined that certain roadways on the grounds of William Rainey Harper College should remain clear of vehicles and other obstructions of all kinds so as to enable fire fighting and other emergency vehicles immediate and direct access to all campus buildings, and

WHEREAS, the Board of Trustees of said Junior College District #512 has by certified Resolution dated May 28, 1970 requested the President and Board of Trustees of the Village of Palatine to enact an ordinance establishing a fire lane on the grounds of William Rainey Harper College;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: A fire lane as defined in Section 6.301 of the Municipal Code of the Village of Palatine is hereby established on the property located on the northeast corner of Roselle and Algonquin Roads in the Village of Palatine, Illinois, commonly known as William Rainey Harper College in the location designated in Exhibit A, attached hereto and made a part hereof.

SECTION 2: That all ordinances or parts of ordinances in conflict with this ordinance be and the same are hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

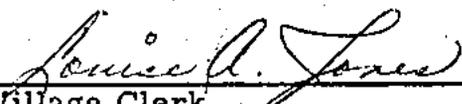
PASSED: This 24th day of August, 1970.

AYES: 5 NAYS: 0 ABSENT: 1 PASS: 0

APPROVED by me this 24th day of August, 1970.

  
\_\_\_\_\_  
President of the Village of Palatine.

ATTESTED AND FILED in the office of the Village Clerk this  
24th day of August, 1970.

  
\_\_\_\_\_  
Village Clerk



FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1158 for Audio Visual equipment including projectors, viewers, tape recorders etc.

II. INFORMATION:

Advertisements were run and bids solicited for the subject equipment. Nine bid requests were sent out and six responses were received.

III. SUMMARY:

Of the seven responses received, General Camera was low bidder on items #7,11,14 totaling \$3,903.46. Midwest Visual was low bidder according to specs. on items 1 thru 5,8,9,10,12,13, totaling \$5,263.75. United Visual Aid were low on two items but substitutions were unacceptable. Total Bids were as follows:

1. General Camera (quoting on 3 items only)	\$3,903.46
2. Midwest Visual	5,263.75
3. Educational Aids (quoting on 4 items only)	4,956.95
4. Instructional Systems (quoting on 3 items only)	1,906.00
5. United Visual Aids (quoting on 8 items with numerous substitutions)	6,867.85
6. Visual Craft	8,500.00

IV. RECOMMENDATIONS:

The administration recommends that the Board award the bid as follows: Items 7,11,14 to General Camera in the amount of \$3,903.46 and Items 2-5,8,9,10,12,13 to Midwest Visual in the amount of 5,263.75. Item 6 to Instructional Systems in the amount of 558.00.

BIDDER → ITEM ↓	General Camera	Midwest Visual	Educational Aids	Instr. Systems	United Visual Aids	Visual Craft
1.	N.B.	N.B.	N.B.	N.B.	N.B.	N.B.
2.	N.B.	$\frac{*14.95}{29.90}$	$\frac{18.30}{36.60}$	N.B.	$\frac{18.20}{36.40}$	$\frac{20.00}{40.00}$
3.	N.B.	*199.50	N.B.	N.B.	N.B.	N.B.
4.	N.B.	*79.00	N.B.	N.B.	N.B.	N.B.
5.	N.B.	*12.50	N.B.	N.B.	N.B.	N.B.
6.	N.B.	N.B.	N.B.	$\frac{*279.00}{558.00}$	N.B.	N.B.
7.	$\frac{*115.00}{3,450.00}$	N.B.	$\frac{118.80}{3564.00}$	N.B.	$\frac{125.80}{3774.00}$	$\frac{128.00}{3840.00}$
8.	N.B.	$\frac{*98.55}{295.65}$	N.B.	N.B.	$\frac{**89.40}{268.20}$	N.B.
9.	N.B.	$\frac{*575.00}{2300.00}$	N.B.	N.B.	$\frac{**518.00}{2072.00}$	$\frac{**475.00}{1900.00}$
10.	N.B.	$\frac{*78.52}{785.20}$	N.B.	N.B.	$\frac{98.90}{989.00}$	$\frac{115.00}{1150.00}$
11.	$\frac{*8.94}{89.40}$	$\frac{11.65}{116.50}$	N.B.	N.B.	$\frac{10.20}{102.00}$	$\frac{9.50}{95.00}$
12.	$\frac{155.79}{778.95}$	$\frac{*144.50}{722.50}$	$\frac{147.15}{735.75}$	767.00	$\frac{**143.45}{717.25}$	$\frac{147.00}{785.00}$
13.	N.B.	$\frac{*53.95}{539.50}$	$\frac{62.82}{628.20}$	$\frac{58.10}{581.00}$	$\frac{61.70}{617.00}$	$\frac{60.00}{690.00}$
14.	$\frac{*182.03}{364.06}$	N.B.	N.B.	N.B.	N.B.	N.B.

\* recommended award

\*\* low bid but subs. not acceptable

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-1158" and mail to:  
WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1158      DATE 7/6/70      PAGE 1 OF 1      QUOTATION DUE: 2:00 p.m. CDST July 20, 1970

Item No.	Quantity	Description	Unit Price	Extension
1.	1	3M Model 96 Transparency Machine		
2.	2	Standard Filmstrip Viewers (Model 1995)		
3.	1	Motiva LTD Theaterama Rear projection unit		
4.	1	Mushroom Pedestal Base for Above		
5.	1	Installed speakers for above		
6.	2	Roberts 771X Stereo Recorders		
7.	30	Kodak M80 8MM projectors 22MM fl. 5 lens		
8.	3	Technicolor 510-A Instant super 8 Projector with Zoom lenses		
9.	4	Bell & Howell 545 T Specialist Autoload Filmsound Projector 2" 1.6 lenses		
10.	10	Carousel 35MM Ektagraphic slide		
11.	10	Kodak Carrying Case Model B for above		
12.	5	Wallensak T-1500 SS Complete With carrying case		
13.	10	Califone Record players, Model 1450 A		
14.	2	Bolex 155 (Macrozoom Super 8MM Camera		

**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

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1126 for Audio-Visual equipment including quantities of video tape.

II. INFORMATION:

Advertisements were run and bids solicited for the subject equipment. Five bid requests were sent out and four responses were received.

III. SUMMARY:

Of the four responses received, the low bidder on the first three items was the Telemation Corp. in the amount of \$ 7,597.25. Only one bid was submitted on items 4 & 5 which was unacceptable due to substitution. These items have since been awarded on a different quote. Of the remaining 7 items there was only one bidder, the Warman Precision Products Corp. Total bids were as follows:

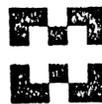
1. Corplex	\$7,650.00
2. Telemation	7,597.25
3. Warman ( items 6-12)	965.46

IV. RECOMMENDATION:

The administration recommends that the board award the bid as follows: Items 1,2,3 to the Telemation Corp. in the amount of \$7,597.25. Items 6-12 to the Warman Precisions Products in the amount of \$956.46. Total award \$8,553.71



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-1126" and mail to:  
WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1126      DATE 6/8/70      PAGE 1 OF 2      QUOTATION DUE: 2:00 p.m. CDST June 24, 1970

Item No.	Quantity	Description	Unit Price	Extension
1.	100	Reels Memorex Video Tape Chroma 4b 1 hour Reels 1 x 2150		
2.	100	Reel memorex Video Tape 1 hour reels 79PON 1 x 3000		
Above items must be packages in square plastic carrying cases 11 x 11 with handles.				
3.	25	Reels Memorex Video Tape 1/2 x 2400 7 inch reels 79LGK 6130B		
THIS BID MUST BE MEMOREX VIDEO TAPE NO SUBSTITUTIONS				
4.	1,000	EDU C-60 Cassette Tape		
5.	1,000	EDU C-90 Cassette Tape		
MAGNETIC RECORDING TAPE AS LISTED BELOW:				
6.	250	Reels Scotch 1/4 x 1200 ft Type 175 7 inch reel		
7.	40	Reels Scotch 1/4 x 2400 ft. Type 200 7 inch Reel		

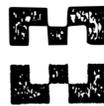
**THIS IS NOT AN ORDER**

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.
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3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q- 1126 and mail to:  
WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1126      DATE 6/9/70      PAGE 2 OF 2      QUOTATION DUE: 2:00 p.m. CDST June 24, 1970

Item No.	Quantity	Description	Unit Price	Extension
8.	48	Reels Scotch RB5 Empty 5 inch Reel in box		
9.	48	Reels Scotch RB7 Empty 7 inch Reel in box		
10.	24	Scotch Leader and Timing Tape 1/4 x 100 ft. (White)		
11.	24	Scotch Leader and Timing Tape 1/4 x 100 ft. (Yellow)		
12.	200	Reels Melody 1/4 x 1200 ft 7 inch reel		

**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

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of Bid Q-1163 for various Athletic and Instructional materials pertaining to the Intercollegiate and Physical Education program.

II. INFORMATION:

Advertisements were run and bids solicited for the subject equipment. Five bid requests were sent out and four responses were received.

III. SUMMARY:

After careful consideration of this thirty-three item bid and discussing various substitutions which were not allowed, the low bidder was the Ned Singer Sporting Goods Co. on 32 of the 33 items. Item #17, an exercise station was submitted according to specs by the Bailey & Hines Co. and should be awarded to them. Total bids were as follows:

1. Parrish Sporting Goods Co. (quoting on only 10 items, 4 of which were unacceptable substitutions.)	\$1,005.30
2. Jarvis & White (quoting on 19 items)	2,366.75
3. Ned Singer Co. (quoting on 32 items)	3,746.75
4. Bailey & Hines (quoting on item #17 only)	2,562.60

The total bids amount to an award of \$ 6,309.35.

IV. RECOMMENDATION:

The administration recommends the Board award the bid as follows: Ned Singer Sports Co. in the amount of \$3,746.75. Bailey & Hines in the amount of \$2,562.60. The above bids were according to specifications. Total award \$6,309.35.

BIDDER → ITEM ↓	Parrish	Jarvis & White	Ned Singer		Bailey & Hines		
1.	18.50 <u>555.00</u>	4.90 <u>147.00</u>	4.85 <u>145.50</u>				
2.	N.B.	4.75 <u>9.50</u>	4.50 <u>9.00</u>				
3.	N.B.	4.75 <u>28.50</u>	4.80 <u>28.80</u>				
4.	N.B.	2.05 <u>24.60</u>	1.60 <u>18.00</u>				
5.	N.B.	1.00/dz <u>4.00</u>	.95 <u>3.80</u>				
6.	* 3.50 <u>42.00</u>	N.B.	32.40				
7.	N.B.	N.B.	45.00				
8.	N.B.	8.75 <u>105.00</u>	8.50 <u>102.00</u>				
9.	*24.00 <u>96.00</u>	31.00 <u>124.00</u>	31.00 <u>124.00</u>				
10.	*11.95 <u>21.90</u>	17.95 <u>35.90</u>	17.95 <u>25.90</u>				
11.	N.B.	N.B.	674.00				
12.	N.B.	N.B.	64.50				
13.	N.B.	160.80	160.80				
14.	9.95 <u>99.50</u>	9.95 <u>99.50</u>	29.00 <u>290.00</u>				
15.	N.B.	N.B.	16.00 <u>48.00</u>				

BIDDER → ITEM ↓	Parrish	Jarvis white	Ned Singer		Bailey & Hines		
16.	N.B.	N.B.	$\frac{16.00}{48.00}$				
17.	N.B.	N.B.	Marcy 2,520.00		2,562.60		
18.	N.B.	N.B.	N.B.				
19.	N.B.	N.B.	$\frac{39.95}{159.80}$				
20.	$\frac{2.30}{27.60}$	$\frac{2.05}{24.60}$	$\frac{1.80}{21.60}$				
21.	$\frac{1.40}{16.80}$	$\frac{1.25}{15.00}$	$\frac{1.10}{13.20}$				
22.	$\frac{4.10}{32.80}$	$\frac{3.75}{30.00}$	$\frac{3.50}{28.80}$				
23.	* $\frac{10.95}{65.70}$	$\frac{9.25}{55.50}$	$\frac{6.00}{36.00}$				
24.	NB.	$\frac{4.95}{29.70}$	$\frac{1.60}{9.60}$				
25.	N.B.	$\frac{75.00}{150.00}$	$\frac{55.00}{110.00}$				
26.	$\frac{12.00}{48.00}$	$\frac{11.95}{47.80}$	$\frac{10.75}{43.00}$				
27.	NB.	N.B.	$\frac{12.95}{51.80}$				
28.	N.B.	1.50/lb.	1.15/lb.				
29.	N.B.	N.B.	28.75				
30.	N.B.	N.B.	$\frac{12.00}{24.00}$				

BIDDER → ITEM ↓	Parrish	Jarvis & White	Ned Singer				
31.	N.B	$\frac{10.00}{20.00}$	$\frac{12.00}{24.00}$				
32.	N.B.	N.B.	$\frac{16.75}{33.50}$				
33.	N.B.	N.B.	$\frac{26.50}{53.00}$				
	* Sub. not	acceptable					

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-1163" and mail to:  
WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois 60067  
Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1163	DATE 7/10/70	PAGE 1 OF 3	QUOTATION DUE: 2:00 p.m., DST, Tuesday, July 28, 1970
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Item No.	Quantity	Description	Unit Price	Extension
1.	30	#04173 Sportcraft Exerciser Pads		
2.	2	doz. Golf Rubber Tees (Singer)		
3.	6	doz. #00288 Sportcraft Indoor Shuttlecocks (Singer)		
4.	12	doz. PAR-70 Practice Golf Balls 6/pkg. (Cosom)		
5.	4	doz. #19295 Sportcraft Table Tennis Balls		
6.	1	gross DC-814 Practice Arrows 24" - 28" (Wolverine)		
7.	1	doz. DC-857 36" Dia. Target Face (Wolverine)		
8.	1	gross Wilson Heavy Duty Tennis Balls.		
9.	4	VBPL-10 Volleyball Nets Rope Cable (Jayfro)		
10.	2	PSBN-60 Badminton Nets Nylon Rope Cable (Jayfro)		

**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- 1163 and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1163	DATE 7/10/70	PAGE 2 OF 3	QUOTATION DUE: 2:00 p.m., DST, Tuesday, July 28, 1970	
Item No.	Quantity	Description	Unit Price	Extension
11.	1	#407 Nissen Parallel Bar		
12.	1	2550D Deluxe Model Exercise Bike (Marcy)		
13.	1	Archery Drop Net 10' x 24' (Jayfro)		
14.	10	Flex-o-Mat Golf Brush Mat (Singer)		
15.	3	DC-854 Archery Mats (Wolverine)		
16.	3	DC-836 Easlet Carrier (Wolverine)		
17.	1	CT-12M Circuit 12 man trainer model		
18.	6	TA-100 Twist-away exerciser		
19.	4	NO 347 Adjustable Chinning Bar		
20.	12	#19199 Table Tennis Paddle		
21.	12	#19140 Rubber Face Paddle		
22.	8	#19066 Net and Post Set		
23.	6	23ZEB Quarter sleeve - official's shirt		

**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-1163" and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1163		DATE 7/10/70	PAGE 3 OF 3	QUOTATION DUE: 2:00 p.m., DST, Tuesday, July 28, 1970	
Item No.	Quantity	Description		Unit Price	Extension
24.	6	23V-BW Knit Official's Vest			
25.	2	12707 Transistor Megaphone			
26.	4	Indoor-Outdoor Throw Down bases- set			
27.	4	No. TB Tumbling Belt			
28.	2	cs. Gymnastic chalk			
29.	4	T-14 Tip-away Bleacher - 14'			
30.	2	cs. Kwik-Kold First Aid Pack			
31.	2	cs. Kwik-Heat First Aid Pack			
32.	2	cs. Bike - 3558 - tape pack			
33.	2	Mueller Chemical Co. - all pro travel kit			

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DATE OF QUOTATION \_\_\_\_\_ PE

Authorized Official

Title

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1210 for the purchase of duplicating and offset paper for the 1970/71 fiscal year.

II. INFORMATION:

Advertisements were run and bids solicited for the subject paper. Eleven bid requests were issued and six responses were received. A tabulation of the bids is attached.

III. SUMMARY:

The paper required is basically for the high volume internal needs on campus. A few of the bidders do not handle the grade required and therefore bid a higher quality. The award would be for the fiscal year and would guarantee the purchase of a minimum number of reams for the year.

IV. RECOMMENDATION

The Administration recommends that the Board award the bid to the Forest Atwood Paper Company.



REQUEST FOR QUOTATION



**William Rainey Harper College**

359-4200 Algonquin and Roselle Roads Palatine, Illinois 60067

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3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q-1210 and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden

QUOTATION REQUEST NO. Q-1210		DATE 8/3/70	PAGE 1 OF 2	QUOTATION DUE: 2:00 p.m., DST Wednesday, August 19, 1970	
Item No.	Quantity	Description		Unit Price	Extension
1.		8½ x 11 Spirit Paper, 20 lb. School Grade - White			
2.		8½ x 11 Mimeo Paper, 20 lb. School Grade - White			
3.		8½ x 11 Mimeo Paper, 20 lb. School Grade - Colored			
4.		8½ x 14 Mimeo Paper, 20 lb. School Grade - White			
5.		8½ x 11 paper for Offset, 20 lb. Bond or 50 lb. Offset, School Grade - White			
6.		8½ x 11 Offset paper, 20 lb. or 50 lb. Offset School Grade - Colored.			
7.		8½ x 14 Offset paper, 20 lb. Bond, School Grade - White			
NOTE: #1 Paper to be packed in 10 individual reams per carton, per color, per size					

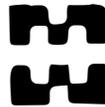
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\_\_\_\_\_ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made \_\_\_\_\_ days after receipt of order except as otherwise indicated.

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"> <li>1. Quotation must be made on this form.</li> <li>2. Unsigned bids will not be considered.</li> <li>3. Give complete specifications for any substitution offered.</li> </ol> | <ol style="list-style-type: none"> <li>4. Mark envelope "QUOTATION No. Q-1210 and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin &amp; Roselle Roads Palatine, Illinois 60067 Attention: Mr. Fred Inden</li> </ol> |
|--|--|

QUOTATION REQUEST NO. Q-1210	DATE 8/3/70	PAGE 2 OF 2	QUOTATION DUE: 2:00 p.m., DST Wednesday, August 19, 1970
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Item No.	Quantity	Description	Unit Price	Extension
		<p>NOTE: #2 Shipments will be comprised of carton quantities of assorted paper amounting to 500 reams per shipment to one location.</p> <p>NOTE: #3 Buyer will guarantee to buy 8000 reams, by June 30, 1971</p> <p>NOTE: #4 Prices quoted to be F.O.B. delivered prices.</p> <p>NOTE: #5 Interested bidders to supply properly identified "no charge" samples of paper being offered on their bid.</p> <p>NOTE: #6 Additional cost per ream for three-hole punching of above paper in various quantities.</p>		

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DATE OF QUOTATION \_\_\_\_\_ PER \_\_\_\_\_  
Authorized Official Title

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bid Q-1118 for Milk and Milk Products.

II. INFORMATION:

Five bids were solicited for the subject products and four responses were received.

III. SUMMARY:

There was considerable delay in obtaining responses to this bid due to the recent milk strike. Requests were made for a delay in the award which was granted by an addendum.

Of the four responses received, Sunflower Milk Distributors, Deans Dairy Products was low bidder totaling \$7,905.30

Total bids were as follows:

1. Borden Dairy	\$8,967.92
2. Western United	8,847.92
3. Deans (Sunflower)	7,905.30
4. Hawthorn Melody	7,995.90

IV. RECOMMENDATIONS:

The administration recommends that the Board award the bid to the Sunflower Milk Distributors (Dean's Dairy Products) in the amount of \$7,905.30.

REQUEST FOR QUOTATION

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-~~1118~~ and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. D. M. Misic

QUOTATION REQUEST NO. 1118	DATE 6/4/70	PAGE 1 OF 2	QUOTATION DUE: 3:00 p.m. CDST June 22, 1970
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Item No.	Quantity	Description	Unit Price	Extension
The following items are to conform to all applicable state and federal regulations and descriptions. Delivery will be in early morning hours preferably between 6:30 am and 9:00 am. The delivering agent will store all products in our coolers and will rotate existing inventory daily.				
The quantities indicated are estimates only of annual usage and are not intended to define minimum amounts to be supplied.				
1	4500	Gallons white whole milk - Grade A - to be packed in 6 gal. poly bags equipped with bases to fit Norris type milk dispensers. Poly bags to be packed in cardboard or plastic shipping containers.		
2	2000	Gallons chocolate flavored whole milk - Grade A - to be packed in 6 gal. poly bags equipped with bases to fit Norris type milk dispensers. Poly bags to be packed in cardboard or plastic shipping containers.		
3	800	Gallons fortified skim milk - Grade A - to be packed in 6 gal. poly bags equipped with bases to fit Norris type milk dispensers. Poly bags to be packed in		

**THIS IS NOT AN ORDER**

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\_\_\_\_\_ 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

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3. Give complete specifications for any substitution offered.
4. Mark envelope "QUOTATION No. Q-1118" and mail to: WILLIAM RAINEY HARPER COLLEGE Algonquin & Roselle Roads Palatine, Illinois 60067 Attention: Mr. D. M. Mistic

QUOTATION REQUEST NO. Q-1118	DATE 6/4/70	PAGE 2 OF 2	QUOTATION DUE: 3:00 p.m. CDST June 22, 1970
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Item No.	Quantity	Description	Unit Price	Extension
		cardboard or plastic shipping containers.		
4	3000	½ pints fortified skim milk in disposable carton.		
5	800	½ pints fortified skim milk in disposable carton.		
6	2500	Quarts of non-dairy coffee whitener.		
7	2700	Pounds of creamed, medium or fine curd cottage cheese packed in 5# units.		
		We would also like a price quote on items such as:		
		a) Baker's Cheese - 5# units		
		b) Egg Nog - Quarts		
		c) Sour Cream - ½ gal. containers		
		d) Buttermilk - Quarts		
		e) Juices (orange, tomato, etc.) individual portions - in disposable containers.		
		f) Yogurt - individual portions.		
		Successful bidder will be awarded blanket order to run to June 30, 1971.		

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\_\_\_\_\_ 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

June 16,1970

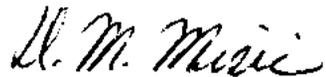
Addendum Number 1 to Bid Request Q-1118

Gentlemen:

The due date of Bid Request Q-1118 has been changed from 3:00pm. DST, June 22,1970 to the following:

2:00 pm. DST, Friday, August 14,1970.

Yours truly,

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

D.M.Misic,  
Director of Business Services

DMM/ep

August 27, 1970

I. SUBJECT

Approval of an Instructional Development Program for 1970-71.

II. REASON FOR CONSIDERATION BY THE BOARD

A renewed emphasis on the continuation of instructional development and further improvement of the development of individual students is considered necessary.

III. BACKGROUND INFORMATION

Harper College is committed to meeting the changing educational needs of the Community it serves through effective instruction. The Board of Trustees has exemplified support for improvement in instructional effectiveness through Special Projects For Educational Development (SPED), Innovative Travel Funds, etc.

It is proposed that the development of a framework, (model), a training program for a cadre of professional staff and instructional materials designed to enhance the student learning process be adopted for initiation September, 1970.

IV. RECOMMENDED ACTION

Adoption of an Instructional Development Program Project with a cost of approximately \$9,100.

A

Proposal

For

INSTRUCTIONAL DEVELOPMENT PROGRAM

Prepared By

Office of Vice President for Academic Affairs

August, 1970

## INSTRUCTIONAL DEVELOPMENT PROGRAM PROJECT

Harper College is committed to meeting the changing educational needs of the community it serves through effective and continuous improvement of the instructional processes. The SPED Project and the Innovative Travel Fund are long-standing examples of the Board's desire to assist teachers in improving their instructional effectiveness. The intent of this proposal is to provide both a framework and an initial in-service training program which will enlarge upon and continue the improvement of instruction at Harper College.

### OBJECTIVES

The ultimate goal of this project is to improve instruction and to further assist in the most appropriate and effective development of individual students.

The immediate objective is to establish a trained cadre of instructional staff which will support a more comprehensive instructional development effort.

The objectives are:

1. To develop a Harper College model and system of instructional development.
2. To create an instructional personnel and resource "pool" designed to support and enhance faculty efforts to improve the quality of education obtained by Harper College students.

THE INSTRUCTIONAL DEVELOPMENT PROGRAM

The instructional development program is proposed to include:

1. A training and orientation period for selected faculty in the instructional development program.

This procedure is proposed to begin in late September, 1970 and is intended to include consultative services from the Teaching Research Division of the Oregon State System of Higher Education which would assist in analyzing the context within which the orientation and training would proceed. The process would include a 2-3 day orientation and planning exercise, the review of models in instructional development, and the exploration of alternative training models for instructional development and the development of specifications for the Harper College instructional development model.

2. The second aspect of the project would include:
  - a. The design and development of an instructional system for Harper College.
  - b. The selected cadre of Harper College instructional staff would be trained to work with the developed model and would also begin to develop new instructional techniques contained with the Harper College model.
3. The third aspect of the instructional development program as proposed would include:
  - a. Further development of course material by the instructional staff involved in the project.

- b. Further preparation of the cadre of instructional staff involved in order to equip them to become instructional development leaders and trainers for the remainder of the Harper College staff.

EVALUATION

Each of the above mentioned phases proposed within the instructional development program would be evaluated at the close of each step and success would be considered achieved when:

1. Twelve-twenty Harper College instructional staff have been appropriately selected for participation in the program by September 20, 1970.
2. A majority of the participants agree on an approach to instructional development at Harper College.
3. A Harper instructional development model has been developed, agreed upon, and adopted.
4. Appropriate orientation and training sessions have been inaugurated by consultative personnel and Harper personnel, by February 1, 1971.
5. At least two units of instruction have been developed by each participant in conjunction with appropriate LRC staff by April 1, 1971.
6. Seventy-five percent of the participants in the instructional development program are considered by the Vice President for Academic Affairs to be familiar enough with the model and program to become trainers for the remainder of the instructional staff at Harper College.
7. A proposal for continuation of the project for the 1971-72 Academic Year is made by June 1 from the Vice President for Academic Affairs.

COSTS

The total cost for the 1970-71 Academic Year contained within this proposal would be:

Visitational/Orientation	\$ 750.00
Planning/Development	1,750.00
Training/Evaluation	<u>6,600.00</u>
Total	\$ 9,100.00

RECOMMENDATIONS

The following recommendations are offered in the interest of implementing the above mentioned program this year:

1. That 15 to 20 instructors be selected to participate in this project for the purpose of developing an instructional model. These instructors to become the cadre of individuals that will train further Harper College staff.
2. That the Vice President for Academic Affairs with the assistance of the Dean of Learning Resources, coordinate this instructional program.

FOR BOARD ACTION

I. SUBJECT

Staff Policies and Procedures Manual

II. HISTORY

The first Manual was created and approved in 1967. It was revised with the help of a classified committee, presented to the Board, and approved as amended in April, 1968. This has been the operating document since that time.

III. RATIONALE

A policies manual is a living document, reflecting changes in philosophy as well as concrete practices of employment. It must therefore be kept current, to reflect these changes and to present a true picture to the staff.

IV. PROCEDURE

The following path was followed in revising the April, 1968 Manual:

- 1) The Manual was reviewed in detail, to eliminate ambiguous wording, clarify policy, and unify procedures.
- 2) The Manual was then reviewed by the Business Office, to insure accuracy of the information.
- 3) The Manual was distributed to the staff with their 1970 Employment Notices. A series of meetings were held on June 19, at which time the document was reviewed in detail with the staff. Suggestions and comments were carefully noted, and in many cases, incorporated into the revised version.

- 4) The final version, now presented for Board review, was again circulated to the staff, and comments solicited. Two letters of constructive comment were received.

V. REPORTS

This revised Manual incorporates policies which are fair to the staff, and consistent in their philosophy. Changes represent clarification of policies and procedures, in line with comments from the staff. We hope to be able to present this Manual for adoption at an early date.

STAFF POLICY AND PROCEDURE  
MANUAL

EXHIBIT E

August 27, 1970

## INTRODUCTION

Every college needs a definitive statement of personnel policies in order to provide practices and procedures that are commonly applied and understood by all staff members.

The primary function of the staff policy manual is to convey policy information to the staff.

Some of the guiding concepts in the development of this manual are:

1. The need to develop a classification of positions by common descriptive titles that will allow salaries to be equitably applied and aid in the recruitment of new staff members.
2. The need for a standard pay plan that provides for equitable salaries based on satisfactory performance.
3. The need for an effective evaluation program that measures job performance as a partial basis for salary increases, as a method for awarding promotions, as a method for improving employee performance, and as a method for testing the effectiveness of the recruitment process.
4. The need to be sensitive to the concerns of the staff by forming an elected committee to act in an advisory capacity to the Director of Personnel.
5. The need for a specific statement of fringe benefits and conditions related to employment that describes the responsibility and rewards of employment at HARPER COLLEGE.

This manual has been compiled based on information gathered from community colleges, a recent survey of college and university personnel practices, several research studies on personnel practices, and in consultation with the staff.

In the future this manual will be amended to meet the needs of the staff and HARPER COLLEGE.

Wilfred Von Mayr  
Director of Personnel

## EMPLOYMENT POLICIES AND PROCEDURES

### I. RECRUITMENT

#### A. General Qualifications

A prospective employee must meet the minimum standards of knowledge and skill specified for a particular job classification.

#### B. Initial Interview and Screening

Employment will be gained through an interview with the Director of Personnel or one of his staff. Employment tests may be administered for initial placement in a job classification. Applicants are evaluated on the basis of the initial interview, experience, recommendations from past employers, performance on employment tests, and requirements of the work to be performed.

#### C. Final Placement

After preliminary screening is completed, qualified applicants are referred with appropriate salary recommendations to the area in which a position is available. Final employment is based on the immediate supervisor's selection among the applicants available for the position. The Director of Personnel will finalize the decision by offering employment at the appropriate salary level and classification. Pre-employment procedures as set forth in this manual will be initiated at this time and must be completed on the first day of employment.

#### D. Non-discrimination

No person shall be subject to discrimination of any kind by the college district on the basis of race, sex, color, or national origin.

#### E. Employment of Relatives

Employees from the same immediate family will not be employed to work in the College, except in unusual situations as approved by the Director of Personnel.

I. RECRUITMENT (Continued)

F. Definitions

1. Staff members are defined as all employees who serve in a non-academic capacity. They carry two of the following four designations:

a. Full-time - The employee works the weekly number of hours regularly assigned to his classification, as specified in his notice of appointment.

OR

b. Part-time - The employee works less than the weekly number of hours regularly assigned to his classification.

c. Permanent - The position which the employee occupies is established for a period longer than six months, and he has successfully completed his probationary period.

OR

d. Temporary - The position which the employee occupies is established for a period of less than six months.

2. Work Year

a. Full-time Calendar Year Employees - Employed for the normal work week of the classification to which assigned on a twelve month basis. Full-time calendar year employees are eligible for all employee fringe benefits.

b. Full-time Academic Year Employees - Employed for the academic school year, working the normal work week of the classification to which assigned. These employees are eligible for employee fringe benefits (insurance, vacation, and sick leave) on a pro-rated basis for time worked.

3. Immediate Family

a. Throughout this manual "immediate family" shall be defined as: husband, wife, children, mother, father, sister, sister-in-law, brother, brother-in-law, foster parents, or any relative living in the immediate household.

## II. EMPLOYMENT

### A. Personal Reference Checks

References given by an applicant will be thoroughly checked after he is appointed to the staff. They may be checked in advance of appointment, but only with the permission of the applicant. Should any information be discovered through these reference checks that is contrary to the conditions and/or personal qualifications represented by the applicant, the appointment may be immediately revoked and the employee dismissed.

### B. Probationary Period

A probationary period of 90 calendar days must be served by all new staff employed in a permanent position. The College reserves the right to terminate a probationary employee before the end of 90 days, if his services prove to be unsatisfactory. In this event, no benefits accrue, except a refund of employee contributions to the State Universities Retirement System. Health or accident insurance claims filed during this period will be valid.

### C. Probationary Increase

A probationary increase of 2.5% will be given for the successful completion of the probationary period, if the hiring rate was at the minimum of the range assigned to the employee's classification.

### D. Permanent Employee Classification

If, at the end of 90 days, the employee's service is satisfactory, he shall be classified as a permanent employee, eligible for promotion.

### E. Temporary Employment Notices

Notices of appointment for temporary employees will be issued for specific periods of time, not to exceed six months. An hourly rate of pay based on the classification of the position will be indicated. Pay will be for hours worked only.

### F. Employment Notice

Positions shall be renewed annually. An employment notice,

II. EMPLOYMENT (Continued)

F. Employment Notice (continued)

setting forth salary and classification, will be issued to each employee no later than June 1 of each year for the period of July 1 to June 30. The duplicate copy of the employment notice must be signed and returned by June 15. This notice is for informational purposes only and should not be considered a contract.

G. Physical Examination

In accordance with the Illinois Public Junior College Act, new employees shall be required to have a physical examination before beginning work. The form is supplied by the College and must be completed by a doctor licensed to practice medicine in the State of Illinois. The initial physical and laboratory fees will be paid for by the College up to a limit of \$20.00. (X-rays are not included in this amount. Mobile x-ray units visit local communities on a monthly basis and provide this service free of charge.) The College may request a physical examination at any time during employment, at its expense.

H. Work Week

The work week varies depending upon the employee's classification, and will be specifically defined in the initial notice of appointment or the annual employment notice.

In certain positions, time demands are associated with the job and are accepted with initial employment as a necessary working schedule. Such work arrangements may include assignments in the evenings, weekends, or combinations thereof. Because of the nature of registration, all HARPER COLLEGE employees should plan to work extra hours during each registration period.

In order to take advantage of the increased daylight hours during the summer months from June 15 through September 15, the work schedule will be modified to allow the normal work day of 7½ hours to end at 4:00 p.m.

### III. PROMOTION, TRANSFER, SALARY INCREASES

#### A. General Qualifications

Promotion, or transfer, from one position to another shall be based on performance, ability, and seniority.

#### B. Seniority

If applicants are equally qualified except in seniority, the employee having the earliest date of employment will be appointed.

#### C. Transfer

If an employee desires a transfer from his present position to a position of like pay, he should communicate such a desire in writing to the Director of Personnel.

Transfers will be arranged if the common goal of the employee and the College are served. Transfer requires the approval of the present supervisor, the potential supervisor, and the Director of Personnel.

#### D. Promotion of College Employees

Every effort will be made to advance qualified employees to higher job classifications, giving them preference over applicants not currently employed by HARPER COLLEGE. Vacancies will be announced to the staff by the Personnel Office, who will post them for five working days.

#### E. Promotion Procedure

Should an employee wish to apply for promotion, such desire should be communicated in writing to the Director of Personnel.

Applications for promotion to a particular vacancy will be reviewed by the Director of Personnel to determine eligibility of applicants according to established requirements of the position. Testing may be required to determine technical qualifications. An interview with the supervisor and/or the Director of Personnel will be arranged for candidates meeting the requirements.

### III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

#### E. Promotion Procedure (Continued)

Selection will be made from those interviews.

An employee selected for promotion to a classification with a higher pay range will receive a suitable salary increase immediately upon promotion.

A probationary period of 60 days must be served by the promoted employee. A person failing probation will not be eligible to re-apply for six months, and will be reduced to his salary prior to promotion.

#### F. Demotion

Demotion is the movement from a position of higher pay to a position of lower pay.

A demotion may be voluntary or involuntary.

##### 1. Voluntary Demotion

An employee requests to be reduced to a lower paying position, either in the same department, or in another department. If the supervisor, or supervisors, involved agree, the employee will be reclassified. Such reclassification will result in a reduction in pay, either to the like step in the lower classification pay range, or to the minimum of that range, whichever is higher.

##### 2. Involuntary Demotion

This usually results from failure to complete a promotional probation, or for severe disciplinary reasons.

Failure to complete probation will result in re-instatement to previous position, with no loss of seniority or rate of pay.

Disciplinary demotion will be handled in the same fashion as voluntary demotion.

#### G. Evaluation

### III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

#### G. Evaluation (continued)

The following procedures will be followed for rating an employee's performance.

1. In the case of new employees, the immediate supervisor shall complete an Employee Performance Report at the end of the 90 day probationary period for submission to the Director of Personnel.
2. For a promotional employee, an Employee Performance Report shall be submitted prior to the expiration of the 60 day promotional probation.
3. Each year by March 15, supervisors should schedule a conference with each employee in their department to discuss job performance evaluations. The Employee Performance Report, which will be filed with the Director of Personnel at this time, is considered confidential information by the administration and will be released only to the supervisor and the employee.

#### H. Annual Compensation

Staff salaries will be reviewed effective July 1 of each year for all employees hired prior to April 1 of that year. Salaries will be reviewed based on the annual Employee Performance Report and recommendations from the appropriate supervisor and Vice-President to the Director of Personnel. The Director of Personnel will prepare recommendations to the Vice-President for Business Affairs, based on the over-all welfare of the College and prevailing salaries of other colleges and the local area of employment.

Revisions in the existing salary program, if required, will be recommended to the President of the College and the Board of Trustees by the Vice-President of Business Affairs. If appropriate, the President will recommend a revised salary program to the Board of Trustees for adoption. If accepted, it will become Board policy.

#### I. Reclassification

An employee who feels his duties and responsibilities have changed should discuss reclassification with his supervisor. If his immediate supervisor decides that a reclassification is warranted, and has the approval of the ap-

### III. PROMOTION, TRANSFER, SALARY INCREASES (Continued)

#### I. Reclassification (continued)

appropriate Vice-President, a description of the duties of the position should be submitted to the Director of Personnel. The Director of Personnel will consider the reclassification in accordance with established job class specifications. The supervisor will be notified in writing of the approval, or the reasons for disapproval, of the request.

Reclassification of a position will result in a promotional salary increase to the incumbent. No probation will have to be served as a result of reclassification.

### IV. INSURANCE PROGRAM

#### A. Cost

Because the Board of Trustees recognizes the need to protect all employees from the financial effect of serious sickness or accident, a comprehensive insurance program has been provided at no cost to the employee. (A part of the cost for dependents' coverage must be borne by the employee.)

#### B. Life Insurance

For employees earning less than \$7,800 per year, the coverage is \$5,000. For those earning in excess of \$7,800, the coverage equals the annual salary to the next highest \$1,000 up to a maximum of \$20,000 per year.

#### C. Health and Accident Insurance

Employees are covered by the College's Major Medical plan 30 days after employment. An employee's wife (husband) and any unmarried children under 19 years of age may be covered by arranging for the necessary payroll deductions. A handbook explaining the coverage in detail is available from the Personnel office. Questions concerning coverage should be referred to the Personnel office.

IV. INSURANCE PROGRAM (Continued)

D. Income Protection Plan

After the 30 day waiting period, employees are covered from the first day of an accident and from the eighth day for illness. Payments are 60% of the normal weekly salary up to \$140.00 with the benefit period extending for a maximum of 26 weeks. Appropriate medical certifications will be required by the insurance carrier.

E. Workmen's Compensation Act

HARPER COLLEGE operates under, and is subject to, the provisions of the Workmen's Compensation Act, which provides for medical expenses and partial salary compensation for accidental injury claims.

Employees shall receive full pay for work absence arising from injury incurred while in the course of employment without deduction from accumulated sick leave, for the first ninety days of such absence. The amount paid by the College shall be the difference between the sums paid to the employee under the College Income Protection Plan, S.U.R.S. benefits, or Workmen's Compensation disability payments and the employee's full wages. An employee must secure a letter from his physician after five days stating that he is unable to perform his normal duties. Depending on the length of disability, further written statements may be requested.

Employees who are injured during working hours at HARPER COLLEGE must immediately report the accident to their supervisor. Supervisors will take steps to see that approved medical attention is secured and will obtain the necessary report forms. It is important that an official report of the accident be initiated, even if the injury does not seem to warrant medical attention.

If complications do ensue from the injury at a later time, coverage may be available. Questions concerning coverage should be referred to the Personnel office.

## PAYROLL PRACTICES AND PROCEDURES

### I. PAYDAYS

Checks are distributed to the staff on the 15th and last day of each month. If that day falls on a holiday or weekend, distribution will take place the nearest preceding work day.

### II. PAYROLL DEDUCTIONS

#### A. Withholding Tax

Federal and state tax deductions are based on tax tables and the number of exemptions claimed by an employee on the W-4 forms. Should exemption status change, another W-4 form should be submitted to the Accounting department.

#### B. State University Retirement System

Full-time permanent employees are required to participate in the State University Retirement System immediately upon employment. (HARPER COLLEGE will determine whether employment is full-time permanent.)

A student who is enrolled and is regularly attending classes is not eligible to participate, unless he is employed on a permanent or full-time basis.

Normal retirement contributions of six and one half percent of full salary are deducted from the earnings of each employee. One percent is deducted for survivors' insurance protection. One half of one percent is deducted for automatic increases in retirement benefits, for a total of 8%.

If an employee terminates his employment before age fifty-five, or before he can qualify for a monthly retirement annuity of at least \$30.00, he may elect to receive a lump sum refund of all of his normal and survivor's insurance contributions, including interest credits to the date of termination.

Further information is available in the Handbook of Information of the State Universities Retirement System, copies of which are available in the Personnel Office. Questions concerning coverage should be referred to the Personnel office.

II. PAYROLL DEDUCTIONS (Continued)

C. Wage Assignments

Wage assignments will be recognized by the Accounting department at the employee's request.

D. Garnishee of Wages

Garnishee of wages will not be recognized by the Accounting department, in accordance with the laws governing this procedure. Repeated requests for garnishees may lead to disciplinary action.

E. Tax-free Annuity Program

A Tax Sheltered Annuity Program is available to all employees of the College. Participants in this program may, on a salary amendment basis, have a portion (up to 20% of gross salary) of their salary set aside and paid into the annuity program. The annuity will return the employee's investment, plus interest and dividends, on a monthly basis at the end of the determined program (20, 25, 30 years, etc.). The advantage of this particular plan is that the amount invested in the annuity is deducted from the gross salary and the employee does not have the current federal income taxes deducted on this amount. Questions concerning this program should be referred to the College annuity representative, David Regner, at 392-8850.

III. PAYROLL ADJUSTMENTS

Changes affecting an employee's payroll check will be recognized by the Accounting department if the information is provided and received in writing at least ten days prior to payday.

IV. SUMMER OR VACATION PAYROLL CHECKS

If an employee provides self-addressed, stamped envelopes to the Accounting department a minimum of two working days prior to payday, payroll checks will be mailed the day before payday.

V. WITHHOLDING OF PAYROLL CHECKS

Payroll checks will be withheld if an employee has not supplied all necessary documents for employment, or completed termination procedures.

VI. PAYROLL REPORTS

The payroll time report must be completed upon receipt of each payroll check and submitted to the Accounting department. This report must be submitted within three working days after the end of the previous payroll period, or the next payroll check will be withheld.

VII. OVERTIME POLICY

- A. It is the general policy of HARPER COLLEGE to staff at a level sufficient to minimize the need for overtime.
- B. In accordance with the Federal Fair Labor Standards Act, the overtime pay rate will be one and one-half times the regular rate of pay after a forty hour work week. The work week is Monday through Sunday, including holidays as listed in this manual. In order to qualify for the overtime rate, an employee must work his regularly assigned hours during the work week. Time lost due to illness, personal business, leave without pay will not apply to the 40 hour work week.
- C. Because of the extended overtime hours required during the registration period, the overtime pay rate will be one and one-half times the regular rate of pay after a 37½ hour work week for office and clerical personnel involved.
- D. Overtime for staff employees, if required, must be approved in advance by the appropriate supervisor and Vice-President. No exception to this rule may be sought except in emergencies, approved as such by the Director of Personnel. Overtime for Buildings and Grounds personnel, if required, must be approved in advance by the Director of Buildings and Grounds, who will certify bona fide cases of emergency. Failure to comply with this regulation will result in the loss of overtime pay.

VII. OVERTIME POLICY (Continued)

E. Overtime between 37½ hours and 40 hours, at the option of the employee, will either be paid in cash at the regular rate of pay or time off within a month.

VIII. CALL-BACK PAY

A minimum of two hours shall be paid at the overtime rate to an employee requested to return to work for emergency or special problems.

IX. SUNDAY PAY

Two times the regular rate of pay will be paid for work performed on Sunday. No overtime pay will be given in addition to Sunday premium.

Sunday premium pay will be given only if a person worked at least one-half day on the Saturday immediately preceding; otherwise, payment will be at 1½ times the regular rate of pay.

## ABSENCE PRACTICES AND PROCEDURES

### I. HOLIDAYS

A. Each employee shall be granted the following holidays with pay.

1. New Year's Day (January 1)
2. Lincoln's Birthday (1st Monday in February)
3. Good Friday
4. Memorial Day (last Monday in February)
5. Independence Day (July 4)
6. Labor Day (1st Monday in September)
7. Columbus Day (2nd Monday in October)
8. Veteran's Day (4th Monday in October)
9. Thanksgiving Day (4th Thursday in November)
10. Christmas Day (December 25)

NOTE: A holiday falling on a Saturday will be observed on the preceding workday. Should it fall on a Sunday, the following workday will be celebrated.

- B. A paid holiday occurring during an employee's scheduled vacation will not be charged to Vacation Leave.
- C. Employees required to work overtime on holidays will be paid  $2\frac{1}{2}$  times their regular rate of pay for all hours worked.

Employees required to work on holidays because of the nature of their duties will be given a day and a half off within seven days, or paid  $2\frac{1}{2}$  times their regular rate of pay for the hours worked. Overtime pay will not be given for work on holidays in addition to the holiday premium.

- D. Employees working less than the fiscal year will be entitled to holidays that fall within their work year, if they are regularly scheduled to work on that day.
- E. Employees must work, or be officially excused, on both the day before and the day after a holiday in order to be paid.

II. VACATION LEAVE

A. Rate of Earning

Permanent full-time employees, or permanent part-time employees working more than 4 hours per day, will receive the following vacation leave allowance:

1. 1 to 5 years continuous service: 2 weeks per year
2. From the 6th year of continuous service: 3 weeks a year.

II. VACATION LEAVE (Continued)

B. Rate of Accumulation

Vacation Leave will be accumulated on the following basis:

1st through 5th year of continuous service: .83 days  
a month.

From the 6th year of continuous service: 1.25 days  
a month.

Vacation Leave will be accumulated in any month in which:

1. The employee started on or before the 14th of the month.
2. The employee terminated after the 15th day of the month.

Total vacation accumulation cannot exceed five days in addition to the amount earned for the calendar year. Any excess leave will be forfeited on January 1 of each year. For record-keeping purposes, leave will be calculated from January 1 to December 31.

Vacation will be pro-rated for employees on less than twelve months' appointment.

- C. Permanent part-time employees will accumulate vacation time in the same proportion as their normal time worked bears to the normal full-time schedule.
- D. Probationary new employees will accumulate vacation leave during the 90 day probationary period, but will not be paid for it if they fail to complete their probation.
- E. Temporary employees will not accumulate vacation leave.

F. Use of Vacation

Employees are encouraged to use vacation leave during the summer. A minimum of five consecutive working days must be taken each year. Vacations will be staggered to insure a reasonable staff level.

- G. Vacation leave can only be taken to the extent it is

II. VACATION LEAVE (Continued)

- G. actually earned.
- H. Vacation leave will be charged on a working day basis.
- I. Requests for additional leave without pay must be submitted, in writing, and approved by the immediate supervisor and the appropriate Vice-President. Approved requests are to be forwarded to the Director of Personnel.
- J. Vacation leave must be taken in half-day increments or more.
- K. Vacation leave must be recorded on the employee's payroll report.
- L. Vacation Leave at Termination

Upon termination of employment, vacation time earned but not used, to a maximum of ten days, will be paid at the employee's salary rate, if a two week written termination notice has been submitted to the Director of Personnel. Vacation leave will be pro-rated to the nearest full day for mid-year terminations.

M. Vacation Leave Schedule

Vacation leave must be approved by the immediate supervisor and the appropriate Vice-President. The vacation leave schedule for the ensuing summer should be completed by April 1. Time preference will be based on seniority if the vacation request is submitted before schedule is established. During vacation periods, work assignments will be shared by the staff, where possible.

III. LEAVE DAYS

A. Sick Leave

Permanent full-time employees or permanent part-time employees are entitled to sick leave earned at the rate of one day per month, cumulative to ninety days. Sick leave

III. LEAVE DAYS (Continued)

A. Sick Leave (continued)

1. may be granted in advance up to eight days during the first year of employment, but in no case can the total be more than could be earned during the accrued year. Should an employee terminate before his earned sick days equal his accrued sick days, the unearned sick days will be deducted from his final paycheck. Because the Board of Trustees provides income protection at no charge to the employee, sick leave payments in excess of eight consecutive days will be coordinated with payments received under the income protection plan.
2. Except as noted in paragraph 1, sick leave can be taken only to the extent it is actually earned.
3. A certificate from an employee's doctor may be requested to verify an illness or to insure that the employee has sufficiently recovered to return to work.
4. Sick leave cannot be used for any purpose other than personal illness, quarantine, or illness in the immediate family. Appointments with doctors or dentists should be scheduled on Saturdays or during the first or last hour of the work day, if possible, and such time off must be compensated for by overtime on another day in the same work week.
5. The employee must call his supervisor promptly on the first day of illness and every day thereafter unless he is in the hospital or convalescing at home from a period of sickness or accident. In the latter case, he must report to the appropriate supervisor either in person, by telephone, or by letter at least once a week during convalescence. The College reserves the right to seek the advice and consent of a physician of their choice in order to determine whether an individual may be entitled to benefits.
6. Sick leave must be recorded on the employee's payroll report.

III. LEAVE DAYS (Continued)

A. Sick Leave (continued)

7. In the case of extended illness, earned vacation time may, at the employee's option, be added to sick leave.
8. In the case of disability, income protection insurance or State University Retirement System benefits may be available. Questions regarding benefits should be referred to the Personnel Office.
9. An employee arriving at work or leaving work two hours before or after his normal starting time due to illness shall be charged for one-half day of sick leave. Overtime may be substituted at the employee's option, within the next work week.
10. During the time an employee is authorized to be absent from work and is on full pay status, all fringe benefits continue to accrue and are in full force,
11. Unused accumulated sick leave will not be paid upon termination.

B. Personal Business

1. Two days of accrued sick leave may be used each year for special occasions when permanent full-time employees cannot attend to personal business on their own time. Personal leave is given to the employee, who therewith states, and the College tacitly agrees, that the business to be transacted is more important than the employee's work to be performed. Personal Business leave does not require an explanation except:
  - a) the first week of a new semester
  - b) registration week.
2. Employees wishing to be excused for personal business must submit a request in writing to their supervisor and appropriate Vice-President for approval.

III. LEAVE DAYS (Continued)

B. Personal Business (continued)

3. Unless unusual conditions exist, personal business leave will not be allowed the day before or after a holiday or a vacation.

C. Bereavement Leave

A leave with pay up to three days will be granted in the event of a death in the immediate family.

D. Jury Duty

An employee called for jury duty, or who has been subpoenaed as a witness, may be granted special leave to fulfill such duty. The College shall, upon full disclosure by the employee, compensate the employee for the difference in pay received during such a period of leave. Reimbursement received for out-of-pocket expenses during jury duty shall not be considered as pay.

E. Reserve Duty

An employee who is a member of an Armed Service Reserve or National Guard unit, when called for summer camp, will be granted leave up to fifteen days to fulfill such duty. If the unit is called for special duty, up to thirty days leave will be granted. The College shall, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such a period of leave.

F. Time Off for Voting

For general elections, an employee will be guaranteed three consecutive hours to vote. This period will be either immediately following the opening of the polls, or immediately prior to the closing of the polls, and must be approved by the supervisor.

G. Leaves of Absence Without Pay

1. General

Leave of absence without pay may be granted for an aggregate period not to exceed thirty days for each three years continuous employment. Leave of absence

III. LEAVE DAYS (Cont.)

G. Leaves of Absence Without Pay (Cont.)

1. without pay does not result in loss of seniority, status, appointment, or accrued sick leave. Accrued vacation leave will be paid prior to leave of absence.

Requests for leave of absence without pay must be approved by the immediate supervisor, the appropriate Vice-President and the Director of Personnel. Reasonable cause for the request must be shown, and individual cases will be decided on their merit.

2. Maternity

Maternity leaves shall extend for a minimum period of five months and a maximum of twelve months. The effective date shall be at least three months before the birth of the child and shall extend to two months after the birth of the child. An employee must request maternity leave by writing to the Director of Personnel a minimum of six months prior to the expected birth of the child. An employee on maternity leave must declare her intention to return in writing to the Director of Personnel a minimum of thirty days prior to such date. The employee shall be reinstated at the salary step in the range most comparable to the position held before the leave was taken, and shall be reinstated in the same or like position, when such position is available.

3. Military Service

An employee shall be granted a leave of absence for the duration of his service upon submission of evidence that he has been drafted into the armed forces. One day with pay will be granted upon submission of orders for taking an induction physical examination. A person on military leave shall declare his intentions to return in writing to the Director of Personnel a minimum of thirty days prior to the expiration of leave. All provisions of Public Law 87-291, Reemployment Rights, Paragraph 226, shall apply.

IV. UNAUTHORIZED ABSENCE

Unauthorized absence may result in loss of pay, demotion, or dismissal.

## TERMINATION PRACTICES AND PROCEDURES

### I. COMPULSORY RETIREMENT

An employee shall retire no later than the end of the fiscal year during which he attains age 65.

### II. EMPLOYEE RESIGNATION

#### A. Notice of Resignation

Should an employee elect to resign from the College, he must submit a notice, in writing, to his supervisor with a copy to the Director of Personnel.

#### B. Unreasonable Notice

Failure to submit written notice at least two weeks before termination will be so noted in the employee's personnel file, and future references issued by the College will contain this information.

#### C. Abandonment of Position

If an employee is absent without a leave authorized by his supervisor, or fails to report to work, or fails to return from an approved leave with pay without notifying his supervisor, for a period of three regularly scheduled working days, he will be considered to have resigned without notice. Such resignation will result in immediate termination, and will render the employee ineligible for rehire by the College.

#### D. Termination Conference

The Director of Personnel will schedule a termination conference with the employee after receiving the written notice of resignation.

#### E. Termination Procedures

All termination procedures must be completed before the final paycheck will be issued.

### III. EMPLOYEE DISMISSAL

#### A. Dismissal

Any employee may be dismissed by the Director of Personnel upon recommendation of the employee's immediate supervisor and the appropriate Vice-President. Such recommendation must be submitted in writing, substantiating the reason for such action.

#### B. Dismissal Policy

Dismissal shall result from any circumstances that prove to be detrimental to the general welfare of HARPER COLLEGE, including, but not limited to:

1. excessive tardiness and absence
2. wilful damage to College property or equipment
3. falsification of a time sheet or any employee record
4. immoral, indecent, or disorderly conduct
5. intoxication on the job, or drinking of intoxicating beverages on College premises
6. theft or dishonesty

#### C. Dismissal Notice

Normally two weeks notice of dismissal will be given. However, the Director of Personnel, in conjunction with the appropriate supervisor and Vice-President reserves the right to terminate employment immediately, without severance pay, if the employee's continued presence interferes with the normal operation of the College.

#### D. Termination Conference

Except when detrimental to the general welfare of HARPER COLLEGE, the supervisor must schedule at least one conference with the employee prior to recommending dismissal, at which time failings shall be discussed. Normally, several attempts should be made by the supervisor to correct failings.

III. EMPLOYEE DISMISSAL (Continued)

E. Dismissal Subject to Grievance Procedure

All cases of dismissal are subject to the regular grievance procedure, except for termination of probation.

IV. DISCIPLINARY PROCEDURES

- A. Due to an employee's failings, it may become necessary to institute disciplinary action.
- B. There are several degrees of severity of offenses which require different disciplinary measures. In all instances, disciplinary action should be taken only after a conference between the supervisor and the employee, and with the advice and consent of the Director of Personnel.
- C. The usual disciplinary sequence would be:
1. verbal warning, during conference
  2. written warning, with copy to employee's folder
  3. three day suspension without pay
  4. five day suspension without pay
  5. dismissal
- D. For certain more serious offenses, suspension may be the first step, with the approval of the Director of Personnel upon recommendation of the supervisor.
- E. Any disciplinary action is appealable through the established grievance procedure.

V. GRIEVANCE PROCEDURE

In the course of day-to-day operation, certain disagreements may arise. Formal decisions may be obtained only by following the steps outlined below. If any of the steps have been bypassed, the administration will request that the procedure be followed in order to secure definite solutions to the problems.

It is with this end in mind that the following grievance procedure is established.

A. First Step

Within three working days after the subject of the grievance becomes known, the employee must discuss it with his immediate supervisor. If the employee does not receive an answer within two working days of the conference, or if he is not satisfied with the answer, he may proceed to the second step.

B. Second Step

The employee must submit the grievance in writing to the appropriate Division Chairman or Director. This must be done within four working days of the initial conference, and in any event, no later than seven working days after the subject of the grievance becomes known. The appropriate Director or Division Chairman will schedule a conference with the aggrieved employee within two working days of the receipt of the written grievance. If the employee receives no answer within three working days of such a conference, or the answer is not satisfactory, he may proceed to the third step.

C. Third Step

The employee should refer the grievance in writing to the Vice-President for Business Affairs within five working days of the date of the conference in the second step. The Vice-President for Business Affairs will arrange a meeting of the Employee Council, as elected, no later than five working days after the receipt of the request from the employee.

The Employee Council will hold a hearing, determine the

V. GRIEVANCE PROCEDURE (cont.)

C. Third Step (cont.)

facts of the case, and make a recommendation in writing, to the Vice-President for Business Affairs for the disposition of the grievance.

The Vice-President for Business Affairs may elect one of three courses: He may endorse the recommendation of the Employee Council, he may reject it, or he may modify it. The determination of the Vice-President for Business Affairs will be binding in all matters involving interpretation of procedure and/or policy.

D. Fourth Step

In unusual circumstances the President of the college may be requested to be involved. Appeals to the President or his designee must be made in writing. The President will review the case and determine whether an additional hearing or additional information are needed. If a solution cannot be reached, the grievance may be presented to the Board of Trustees for final disposition.

VI. TRAINING

The employees may be required to attend training sessions from time to time to learn more about their work. Such training sessions shall be held on paid time or compensated for, if after regular working hours. The college shall assume responsibility for any unusual expenses in connection with these training sessions.

VII . HEALTH AND SAFETY

There shall be maintained such health, safety, and sanitary methods as necessary to protect and preserve the welfare of the employees. Adequate lunchroom, washroom and toilet facilities shall be maintained wherever necessary. Adequate first aid protection shall be made available to all employees during working hours.

VIII. EMPLOYEE'S RECORDS

Employees shall have access to records concerning payment of their salary and deductions therefrom.

IX. USE OF TELEPHONES

Telephones are to be used for College purposes only. Personal calls should be made only in cases of emergency. If a personal toll call is necessary, the College must be reimbursed. If the cost is not known, the Accounting department will furnish the cost when the bill is received.

August 21, 1970

I. SUBJECT

Approval of the Harper College-Little City Foundation  
College Work-Study Off Campus Agreement.  
August 1970 - June 30, 1971

II. REASON FOR CONSIDERATION BY THE BOARD

The Employment Agreement is a contract between Harper  
College and a non-profit community agency.

III. BACKGROUND INFORMATION

This off campus agreement is the second of its kind  
presented for board approval. On June 11 the board  
approved a similar contract with Camp Reinberg.  
Through this agreement students will be working at  
Little City and be paid through federal college  
work-study funds administered by the college. The  
work opportunities and experience which will be made  
available through this agreement for students in  
sociology, psychology, and education is unique.

IV. RECOMMENDED ACTION

Adoption of the Harper College - Little City Foundation  
College Work-Study Off Campus Agreement.

INSTITUTION-AGENCY AGREEMENT FOR EMPLOYMENT OF STUDENTS UNDER

THE COLLEGE WORK-STUDY PROGRAM

This agreement is entered into between William Rainey Harper Community College, hereinafter known as the "Institution" and Little City  
Foundation, hereinafter known as the "Agency" a \_\_\_\_\_  
\_\_\_\_\_, nonprofit organization for the purpose of providing work to students eligible to participate in the College Work-Study

Schedules to be attached to this agreement from time to time, bearing the signature of an authorized official of the institution, and of the Agency, will set forth brief descriptions of the work to be performed by students under this agreement, 1/ the total number of students to be employed, the hourly rates of pay, and the average number of hours per week each student will be utilized during the period of time covered by the agreement. 2/ The institution will inform the agency of the maximum number of hours per week a student may work during the summer, or other period of nonregular enrollment.

Footnotes

1/ In accordance with the requirements of the Federal program, work to be performed under this agreement must be work in the public interest, which (1) will not result in the misplacement of the employed workers or impair existing contracts for services (2) will be governed by such conditions of employment, including compensation, as will be appropriate and reasonable in light of such factors as type of work performed, geographical region and proficiency of the employee, and (3) does not involve the construction, operation, or maintenance of so much of any facility as is used, or is to be used, for sectarian instruction or as a place for religious worship. Further, no project may involve political activity or work for any political party.

Students will be made available to the Agency by the institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution either on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P. L. 88-352; Stat. 252) and the regulations of the Department of Health, Education, and Welfare, which implement that Act. The Agency will be deemed the employer of students participating in any project under this agreement. It will be responsible for the direct supervision of the work performed and will maintain and make available to the Institution the names and qualifications of the Agency supervisors. The Agency will provide to the Institution a record of the hours worked weekly by each student as attested to by an official of the Agency.

Compensation of the students for work performed under this agreement will be paid by the Institution. The Agency will pay 20% of the student's compensation and any and all payments required to be made under Federal Social Security laws.

The Agency shall have the Institution named as co-insured on the agency's liability insurance policies (which policies have been reviewed by the Institution and found acceptable as to coverage and limits), and further, the Agency agrees to indemnify, save harmless, and defend the Institution, the Board of Trustees and its members, and the officers, and employees thereof, against all suits, actions, legal proceedings, claims and demands and against all damages, losses, costs and expenses, and attorneys' fees in any manner caused by, arising from, incidental to, and/or connected with, or growing out of the performance of this agreement.

Termination of this agreement shall be accomplished by either party given at least 30 days advance notice in writing of such cancellation. Any amendment with respect to changes or alterations in this agreement must be made in writing and attached herewith, executed by both parties.

#### Footnotes continued

2/ Students may work an average of 15 hours per week during a semester while classes are in session. They may work up to 40 hours per week when classes are not meeting during that week.

Accepted by (For the Institution) \_\_\_\_\_

Accepted by (For the Agency) Donald R. Becker, Superintendent, Clinical Psychologist  
Name and position)

Name of Agency Little City Foundation

Authorizing Official Agency \_\_\_\_\_

  
\_\_\_\_\_  
(Signature)

Authorizing Official Institution \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Subscribed and sworn to  
(or affirmed) before me  
this \_\_\_\_\_ day of  
\_\_\_\_\_ 19\_\_.

\_\_\_\_\_  
Notary Public

August 27, 1970

I. SUBJECT

Change name of medical consultant.

II. REASON FOR CONSIDERATION BY BOARD

Dr. John Brouhard was approved as Harper's consulting physician on February 26, 1970. He has since formed a corporation and has requested that we pay him through Suburban Thoracic Surgery, Ltd.

III. RECOMMENDED ACTION

Recommend approval of Suburban Thoracic Surgery, Ltd. as the medical consultant at the fee of \$2700 for the 1970-71 fiscal year.