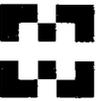

William Rainey Harper College



Program Budget 1979-80

WILLIAM RAINEY HARPER COLLEGE

PROGRAM BUDGET 1979-80

BOARD OF TRUSTEES

Mrs. Joan M. Klussmann, Chairman
Mrs. Shirley A. Munson, Vice Chairman
Mrs. Janet W. Bone, Secretary
Dr. George F. Dasher
Mr. David R. Tomchek
Mr. Ray V. Mills
Mr. Brian M. Barch
Mr. Bruce J. Zanca, Student Representative

EXECUTIVE OFFICERS

Mr. James J. McGrath, President
Dr. James D. Perry, Vice President of Administrative Services
Dr. David L. Williams, Vice President of Academic Affairs
Dr. Guerin A. Fischer, Vice President of Student Services

August, 1979

COLLEGE BUDGET FOR 1979-80 FISCAL YEAR

The proposed budget for the 1979-80 budget year is attached. This budget presents the estimated revenue and expenses necessary to finance the educational program at Harper College. Implicit in its presentation is the commitment to operate within these limitations.

Included in this document is a purpose statement for each budget area, program inputs as represented by this budget, and expected program outputs.

Enrollment for the 1979-80 academic year is projected to decline from 6631 to 6451, or 2.7 percent lower than last year's enrollment. If, however, enrollments exceed the planning assumptions used in this budget, additional funds will be needed from the contingency fund for added costs.

The following information should be noted in a review of the 1979-80 College budget.

1. The 1978-79 year ended with a balanced budget with the following increases in fund balances:

<u>Educational Fund</u>	<u>Building Fund</u>
\$153,785	\$112,357

Approximately \$120,000 was saved in 1978-79 budgeted costs by the delay in completing Building M. There was also a significant increase in interest income during the year.

2. Included in the 1979-80 Site and Construction Fund budget are funds to continue the second phase of the long-range capital improvement program. Budget allocations are as follows:

Capital Outlay

Buildings I, J, and M \$253,483

Remodeling and Major Repairs

Building T	\$ 14,050	
General Building Maintenance	<u>408,410</u>	<u>422,460</u>
		<u>\$675,943</u>

3. In previous budgets, the need for a future referendum has been emphasized. Because of the transfer of \$1,801,988 from the Site and Construction Fund to the Operating Fund, the need for a referendum has been deferred. However, a referendum will be required at a future date if present trends in enrollments and expenditures continue.
4. Reorganization of both the academic and administrative services areas has resulted in a reassignment of functions and responsibilities. These reassignments are reflected in the appropriate cost centers.
5. Chargebacks will continue to decline as surrounding colleges continue to develop.
6. The 1979-80 budget provides for the opening of Buildings I, J, and M, resulting in substantial increases in operating expenditures.

This budget plan has been prepared to provide the Board and staff with detailed financial information concerning the educational commitments of Harper College. This past year provided many challenges for the College. The College will, however, continue to provide a strong educational program for this district in 1979-80.

James J. McGrath
President

Budget Committee of the Whole

Joan M. Klussmann, Chairman
Shirley A. Munson, Vice Chairman
Janet W. Bone, Secretary
George F. Dasher
David R. Tomchek
Ray V. Mills
Brian M. Barch
Bruce J. Zanca, Student Representative
James D. Perry, Vice President
for Administrative Services

August 16, 1979

PROGRAM BUDGET
1979-1980

CONTENTS

The following major sections of the budget are divided by tabs with indexes included at the beginning of each section.

Legal Basis

The legal requirements for a community college budget, and the Board of Trustees' legal responsibilities for the formation, adoption and implementation of the budget are explained in this section.

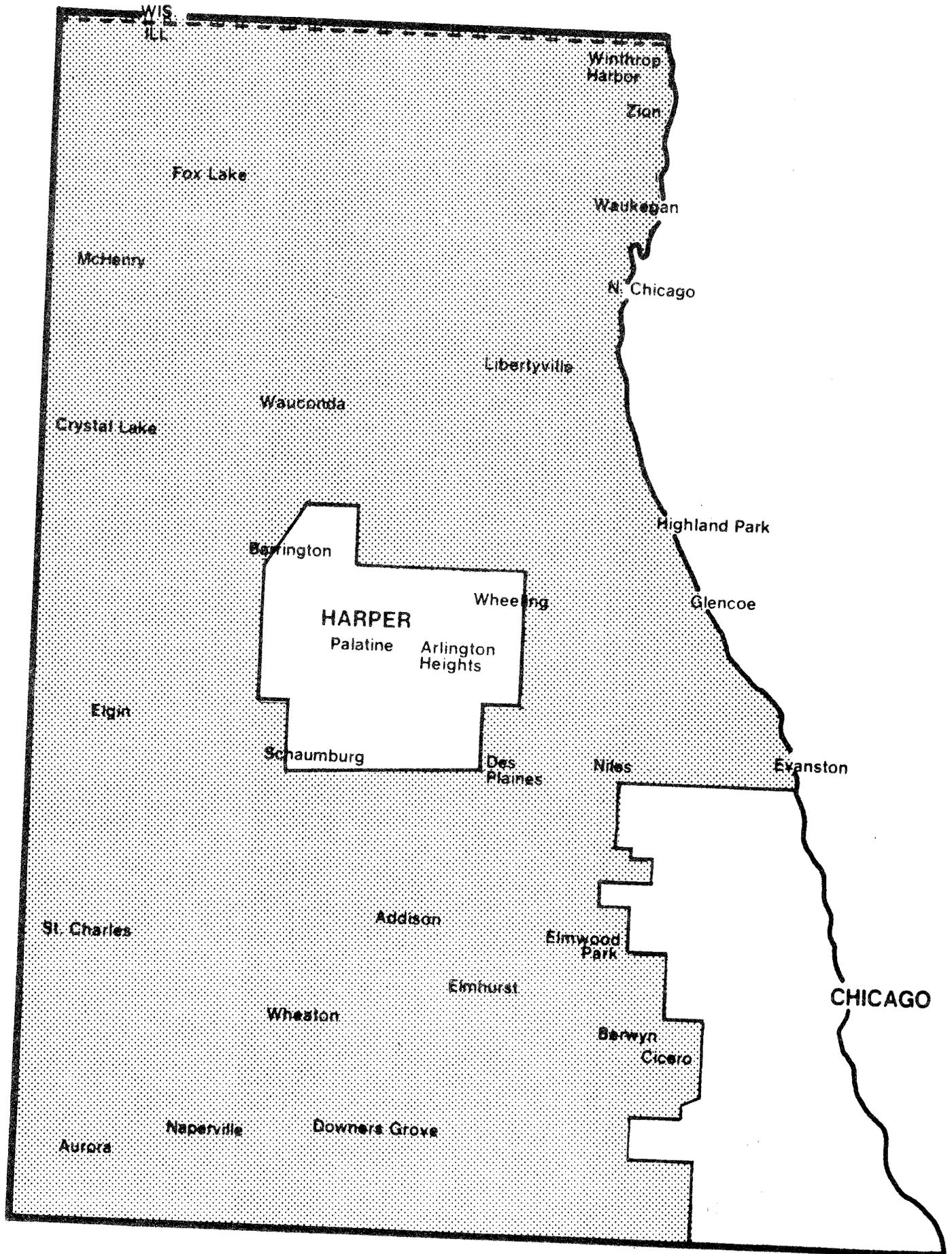
Financial Plan

This section covers the financial plan of operation for various funds, the source of district monies in the Educational Fund, explanations of the tax base and tax levy, analyses of income and cost per student, actual and estimated student growth, the long-range financial plan, the budgetary process, and explanations of the various funds and resources.

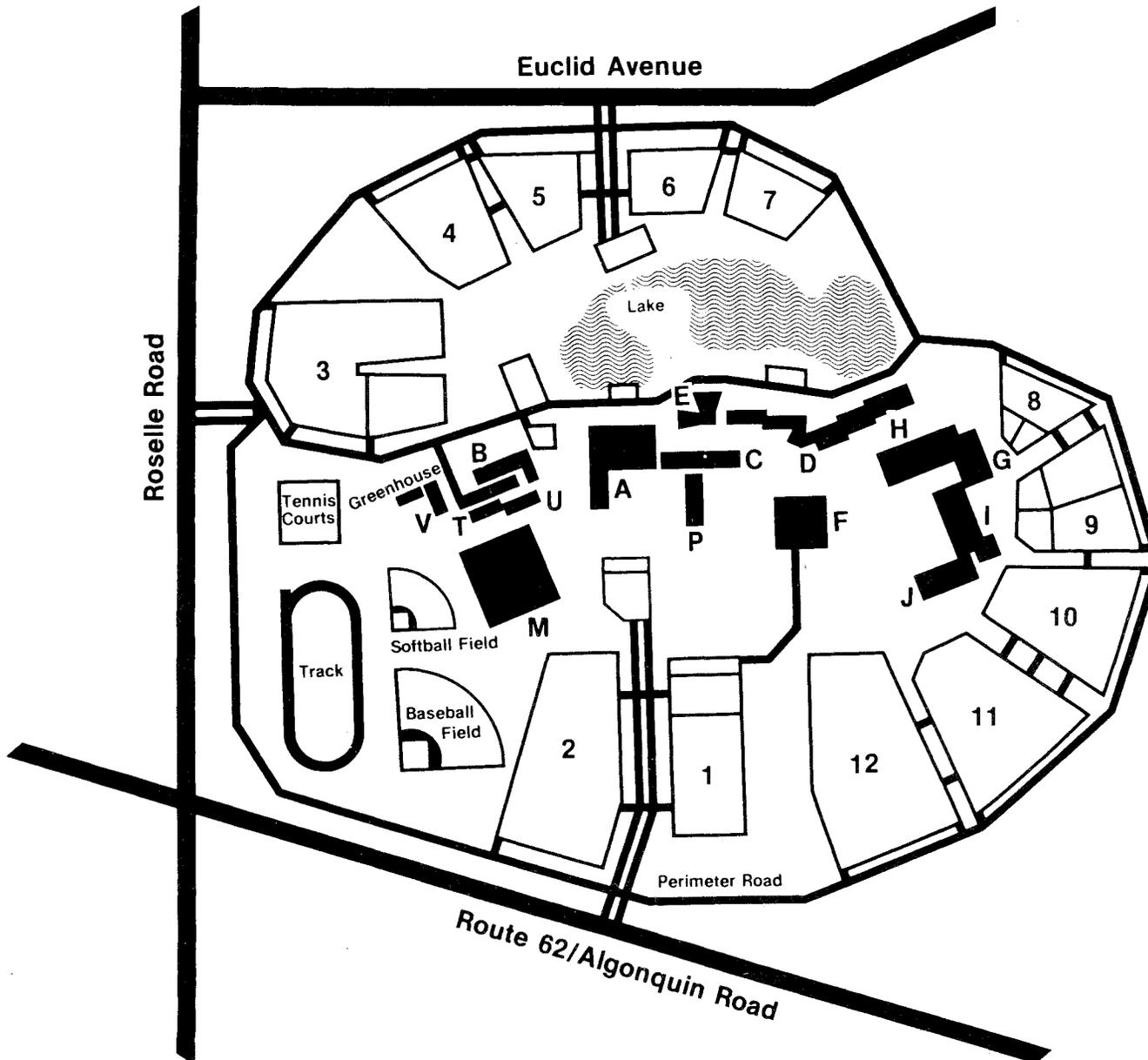
Operating Budget

This section includes college revenue, budget summaries, the capital outlay budget, summer school budget, a breakdown of each cost center's budget in the Educational Fund, plus budgets for the Operations, Building and Maintenance Fund, Auxiliary Enterprises Fund, Bond and Interest Fund, and the Site and Construction Fund.

METROPOLITAN LOCATION OF WILLIAM RAINEY HARPER COLLEGE



William Rainey Harper College



Campus Directory

Building A, College Center
Admissions and Business
Offices, Student Services,
Bookstore

**Building B, Public Safety,
Power Plant**
Vocational Education Shops

**Building C, Art &
Architecture**
Fine Arts & Design Division
Office, Classrooms

**Building D, Mathematics
and Science**
Division Offices: Business,
Lifelong Learning, Life &
Health Sciences, Social
Sciences & Public Service;
Classrooms and Laboratories

**Building E,
Lecture-Demonstration
Center**

**Building F, Learning
Resources Center**
Special Services and Liberal
Arts Division Offices, Library

**Building G, Vocational
Technology Shops and
Laboratories**

**Building H, Vocational
Technology Shops and
Laboratories**
Engineering/Mathematics
Physical Sciences Division
Office

**Building I, Business, Social
Science, and Vocational
Education***
Classrooms, Laboratories,
and Offices

**Building J, Business,
Social Science, and
Vocational Education***
Classrooms, Laboratories,
and Offices

**Building M, Physical
Education, Athletics, and
Recreation***

Building P, Music
Classrooms, Offices, and
Rehearsal Rooms

**Building T, Grounds
Maintenance Shop**

**Building U, Athletics,
Maintenance Shop**

**Building V, Roads and
Grounds, Park
Management**

*Under Construction
Student Parking Lots 1-7,
9-12

Legal Basis

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Illinois Community College Board	5
Board of Trustees	6

COLLEGE BUDGET

I. The College Budget and The Law

- A. "The Tenth Amendment of the Constitution of the United States, with certain limitations imposed by judicial interpretations, reserves the responsibility for education to the States, or to the people."
- B. Article Eight of the Illinois Constitution states: "The General Assembly shall provide a thorough and efficient system of free schools, whereby all children of this State may receive a good common school education."
- C. Under this mandate, the courts have said that the State owns all public school facilities and the management of them rests entirely in legislative discretion. Recognizing the desirability of local control, the State legislature has provided for organization, according to desires of the people. Local governing boards are elected to govern the school districts, within State law, in all matters pertaining to education. All lands, monies, or other property, donated, granted, or received for school, college, seminary or university purposes and the proceeds thereof, shall be faithfully applied to the objectives for which such gifts or grants were made.
- D. William Rainey Harper College was established as a Class I junior college under the Illinois Master Plan for Higher Education of 1964, as implemented by the State General Assembly with the Public Junior College Act of July, 1965.
- E. The Public Community College Act, Section 3-1 et. seq. sets forth the requirements concerning the annual Community College Budget.
 1. The Board of each community college district shall, within or before the first quarter of each fiscal year, adopt an annual budget which it deems necessary to defray all necessary expenses and liabilities of the district, and in such annual budget shall specify the objectives and purposes of each item and amount needed for each objective or purpose.
 2. The budget shall contain a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year. The estimate of taxes to be received may be based upon the amount

of actual cash receipts that may reasonably be expected by the district during such fiscal year, estimated from the experience of the district in prior years and with due regard for other circumstances that may substantially affect such receipts.

3. The Board of each district shall fix a fiscal year.
4. Such budget shall be prepared in tentative form by some person or persons designated by the Board, and in such tentative form shall be made conveniently available to public inspection for at least thirty days prior to final action thereon. At least one public hearing shall be held as to such budget prior to final action thereon. Notice of availability for public inspection and of such public hearing shall be given by publication in a newspaper published in such district, at least thirty days prior to the time of such hearing.

II. The College Budget and the Board

The Board, duly elected by the people in each college district, is responsible for the college budget, its formation, adoption and implementation. The following resolutions reflect the official acts of the Board concerning the college budget.

A. Designate A Person or Persons to Prepare A Tentative Budget

The Board must, by resolution, designate some person or persons to prepare a tentative budget. The suggested form of resolution follows:

BE IT RESOLVED by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, that _____ be and is hereby appointed to prepare a tentative budget for said college district for the fiscal year beginning July 1, 19__, and ending June 30, 19__, which tentative budget shall be filed with the Secretary of this Board.

B. Presentation of Tentative Budget and Resolution Concerning Notice of Public Hearing:

The Finance Committee presented a Tentative Budget for the fiscal year July 1, 19__ to June 30, 19__, to the Board and recommended that it be placed on file until the public hearing. Whereupon _____ moved, seconded by _____, that the following notice of public hearing be published in the following newspapers published in the Community College District,

"Notice is hereby given by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, that a tentative budget for said community college district for the fiscal year July 1, 19__ through June 30, 19__, will be placed on file and conveniently available to public inspection at Harper College, Administration Offices, Algonquin and Roselle Roads, Palatine, Illinois, commencing _____, 19__, at _____ a.m.

"Notice is further given that a public hearing on said budget will be held at _____ p.m., on the _____ day of _____, 19__, at the regularly scheduled Community College Board meeting.

Dated this _____ day of _____, 19__."

Board of Trustees of Community College
District #512, Counties of Cook, Kane,
Lake and McHenry, State of Illinois

Secretary

C. Make Any Needed Changes in the Budget

If, as a result of the public hearing, it is determined that certain changes in the budget are needed, these changes should be made before the budget is adopted.

D. Resolution Concerning Adoption of Budget

_____ moved, seconded by _____:

WHEREAS the Board of Trustees of Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 19__ to June 30, 19__, and the Secretary of this Board had made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the _____ day of _____, 19__, notice of said hearing being published in the _____

_____, newspapers published or distributed in this College District, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, 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, 19__ and end on the 30th day of June, 19__.

Section 2. That the following budget containing an estimate of amounts available in the Educational, Operations, Building and Maintenance, Bond and Interest, and Site and Construction Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this Community College District for the said fiscal year.

E. Budget Transfers

If it is found that during the school year it is necessary to amend certain budget amounts, the Board may make transfers between the various items in the budget of any fund in amounts not exceeding in the aggregate 10% of the total budget of that fund.

F. Amendment of the Budget

If it is found that these transfers must exceed this 10% limitation, or if it is determined that the total expenditures of any fund are to exceed the budgeted total of that fund, the Board should amend the budget by the same procedure as used in its original adoption.

G. Resolution and Certificate Concerning Tax Levy

_____ moved, seconded by _____:

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 19__ be approved and adopted by the Board of William Rainey Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the certificate of levy be filed with the County Clerks' offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 3-20.5 of the Public Community College Act:

We hereby certify that we require the sum of \$ _____ to be levied as a special tax for Educational purposes on the equalized assessed value of the tax property of this district for the year 19__;

We hereby certify that we require the sum of \$ _____ to be levied as a special tax for Operations, Building and Maintenance purposes on the equalized assessed value of the tax property of this district for the year 19__;

We hereby certify that we require the sum of \$ _____
to be levied as a special tax for Liability Insurance
Premium purposes on the equalized assessed value of the tax
property of this district for the year 19__.

We hereby certify that we require the sum of \$ _____
to be levied as a special tax for Workmen's Compensation
or Occupational Diseases Acts Insurance Premium purposes on
the equalized assessed value of tax property of the district
for the year 19__.

Bond and Interest Levy to be determined by each of the County
Clerks.

Signed this _____ day of _____, 19__.

Chairman

Secretary

Board of Trustees of Community College District #512, Counties
of Cook, Kane, Lake and McHenry, State of Illinois.

THE ILLINOIS COMMUNITY COLLEGE BOARD

The Illinois Community College Board was created by the Public Junior College Act, and its powers are defined by law. The State Board's primary function is to guarantee statewide planning. In addition, it serves as a body that may accept federal funds for redistribution to the community colleges of the State and enter into contracts with other governmental bodies.

The Illinois Community College Board also retains the power to establish efficient and adequate standards for the many facets of community colleges. Finally, the Illinois Community College Board serves as a coordinating agency for studies of policies, standards, student characteristics, and other subjects.

The nature of powers of the Illinois Community College Board are such that they both encourage and complement effective local Boards of Trustees for individual community colleges.

BOARD OF TRUSTEES

The role of the Board of Trustees is defined in the provisions of the Illinois Public Community College Act as contained in Section 101 et. seq., ch. 22, Illinois Revised Statutes. It is also set forth in the Harper College Policy Manual.

The following functions are those that constitute some specific tasks to which the members of the Board of Trustees must address their efforts:

1. Selecting a president who shall be the administrative head of the college, directly responsible to the Board of Trustees for the total administration of the college district. The Board shall vest in the president the necessary authority and provide him with appropriate personnel to carry out the educational program of the college district.
2. Providing policy which will substantiate all claims for state aid and maintenance of such records for three (3) years.
3. Providing policy for the revenue necessary to maintain the college.
4. Designating the treasurer who is to receive the taxes of the district and notify the collector in writing accordingly.
5. Adopting and enforcing all necessary policies for the management and government of the college.
6. Providing policy for the appointment of all teachers and fixing the amount of their salaries.
7. Providing policy for the admission of students which does not conflict with the laws of the State of Illinois.
8. Establishing policy and regulations governing conditions under which any person, persons, or associations may acquire, or collect funds in the name of the college.
9. Providing policy for securing adequate insurance as provided by the law.
10. Performing such other acts as are required by the laws of the State of Illinois or the Illinois Community College Board.

Financial Plan

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HARPER COLLEGE FINANCIAL PLAN OF OPERATION

I. Financial Plan of Operation for Harper College

For the purpose of carrying out the entire educational program of this district, the Board, in accordance with the law, has established the following funds for operation. A fund may be defined simply as a sum of money segregated for the purpose of carrying on specific activities or attaining certain objectives. Each fund is a completely separate entity that must maintain its own financial integrity without permanent assistance from another fund.

A. Educational Fund (100-000-000)

The Educational Fund is established by Section 103-1 of "The Illinois Public Community College Act." The statutory maximum tax rate for the Educational Fund is 75¢ per \$100 equalized assessed valuation. The present rate for Harper College is eleven cents (11¢) per \$100 equalized assessed valuation.

Established for the purpose of financing the cost of the academic and service programs, this fund includes the cost of instructional, administrative and professional salaries, supplies and equipment, library books, materials, maintenance of instructional and administrative equipment, and other costs pertaining to the educational program. (See Section 103-20.3 of the "Public Community College Act.")

The Board of Trustees may make a determination within the budget for the distribution of non-tax revenues among the operating funds.

B. Operations, Building and Maintenance Fund (200-000-000)

The Operations, Building and Maintenance Fund is established by Section 103-1 of "The Illinois Public Community College Act." The statutory maximum tax rate is set at ten cents (10¢) per \$100 equalized assessed valuation. The present rate for Harper College is four cents (4¢) per \$100 equalized assessed valuation.

This fund is for the purpose of maintaining and improving existing buildings and grounds, as well as the fixtures and equipment which are a permanent part of the buildings and grounds. Payments on insurance on buildings are to be made from this fund. (See Section 103-20.3.)

Funds may be accumulated for the construction of buildings and site acquisition. Section 103-14 permits an accumulation of funds not to exceed an amount equal to five percent of the equalized assessed valuation of the district. The accumulated funds may not be used for any other purpose. Taxes levied for accumulation purposes should be so defined by resolution of the Board of Trustees

stipulating the rate levied for such purposes, total amount to be accumulated and specific use intended. Funds that are being accumulated should be accounted for separately by annually transferring the accumulated amount to the Site and Construction Fund. Such funds must be transferred annually by Board resolution and accounted for based upon the specific use intended.

The local Board of Trustees may make a determination within the budget for the distribution of revenues other than local property taxes among the operating funds.

C. The Site and Construction Fund (300-000-000)

The Site and Construction Fund is established by implication as authorized in Section 103A-1 of the "Illinois Public Community College Act." This section of the act refers to the Illinois School Code, in the case of bonding for building, equipping, altering, or repairing buildings or purchasing or improving sites, or acquiring and equipping playgrounds, recreation grounds, athletic fields, and other buildings or land used or useful for community college purposes, the reference is specifically directed to Section 19 of the School Code. Proceeds from the sale of general obligation bonds and interest earned are to be accounted for in this fund. Bonded indebtedness of local governments in the State of Illinois is subject to the five percent constitutional limit (an amount equal to five percent of the equalized assessed valuation of the district).

D. Bond and Interest Fund (400-000-000)

The Bond and Interest Fund is established by Section 103-22 of the "Illinois Public Community College Act."

This fund is for the purpose of retiring debt from the sale of general obligation bonds. Bonded indebtedness of local governments in the State of Illinois is subject to the five percent constitutional limit (an amount equal to five percent of the equalized assessed valuation of the district).

E. Auxiliary Enterprises Fund (500-000-000)

The Auxiliary Enterprises Fund is established by Section 103-31.1 of the "Illinois Public Community College Act." This section provides statutory authority for the Auxiliary Enterprises Fund and exists to furnish a service to students and staff for which a fee is charged that is directly related to, although not necessarily equal to, the cost of the service. Only funds over which the institution has complete control and freedom of use are to be included in this fund. The general public may incidentally be served. Examples are: food services and student stores; intercollegiate athletics is also included in this fund. Subsidies for auxiliary services by the Educational Fund, Operations, Building and Maintenance Fund, or Restricted Purposes Fund, would be shown as expenditures to the appropriate fund. Each enterprise should be accounted for individually.

F. Restricted Purposes Fund (600-000-000)

The Restricted Purposes Fund is established by the following sections of "The Illinois Public Community College Act."

103-99.....concerns the acceptance of federal funds for all types of instructional programs, student services and counseling, and construction of physical facilities.

103-39.1...allows the acceptance of gifts, grants, devises and bequests from any source if made for community college purposes.

103-40.....permits the entering into of contracts with any person, organization, association, or governmental agency for providing or securing educational services.

103-27(c)..authorizes the Board of Trustees to establish rules and regulations governing conditions under which classes, clubs, and associations may acquire and collect funds in the name of the college, under such regulations as the State Board may prescribe. The purpose of this fund is to receive and hold funds in the custody of the college acting as custodian or fiscal agent for another agency such as mentioned above. The college has an agency rather than a proprietary interest in these funds.

Restricted Purposes Funds are those funds restricted as to use. These are to be contrasted with funds over which the institution has complete control and freedom of use. Under most conditions revenues and expenditures resulting from authority of any of the four preceding sections should be accounted for within the Restricted Purposes Fund.

G. Working Cash Fund (700-000-000)

The Working Cash Fund is established by Section 103-33.1 of "The Illinois Public Community College Act." This fund may be established by resolution of the Board of Trustees for the purpose of enabling the Board to have on hand at all times sufficient cash to meet the demands for ordinary and necessary expenditures. Bonds may be issued in an amount or amounts not to exceed at any one time outstanding 75 percent of total taxes from the authorized maximum rates for the Educational Fund and the Building Fund combined. These bonds may be issued by resolution of the Board of Trustees without voter approval, and interest payments and bond retirement are to be accounted for in the Bond and Interest Fund. Section 103-33.1 through Section 103-33.6 of "The Illinois Public Community College Act" relate to various provisions for the Working Cash Fund.

H. Investment in Plant Fund

Authority for this fund is implied through Section 103-30 which allows the Board of Trustees powers requisite or proper for the maintenance, operation, and development of any college or colleges under its jurisdiction. Plant is defined as the physical property owned by the college and this fund is established for the purpose of accounting for land, buildings, and equipment.

I. Long Term Liabilities Fund

Authority for this fund is implied through Section 103-30 of "The Illinois Public Community College Act." This fund exists to provide for the recording of liabilities that exist beyond the current year's operation.

J. Imprest Cash Fund

A separate bank account that provides funds for immediate expenditure. This fund is reimbursed to its established amount each month.

II. Source of College District #512 Monies--Educational Fund

A. Local Resources

Harper College will obtain 27.4% of its income from real estate and personal property taxes. The present tax rate is 11¢ per \$100 of equalized assessed valuation.

The following table shows an analysis of current tax rates by fund:

Tax Rate Description	Education	Building	Bond & Int.	Liab. Ins.
Present Dist. 512 Tax Rates	.11	.040	.065	.021
Single Referendum Tax Rate Increase	.125	.05	No limit*	N.A.
Maximum Tax Rate with Referendum	.75	.10	No limit*	N.A.

*The total outstanding debt of the college cannot exceed 5% of the equalized assessed valuation.

B. Intermediate Resources

1. Harper College will obtain 34.0% of its income from student tuition. Resident tuition is \$18.00 per semester hour. Non-resident tuition is based on cost, less state aid and resident tuition charges that are paid by all students.

2. Non-resident tuition is based on cost less state aid and resident tuition charges that are paid by all students. Harper College will obtain 1.8% of its income from charge-backs to those areas outside the Harper district that do not have community colleges. As community colleges have now annexed all of the northeastern Illinois non-district areas, this source of revenue will reduce significantly. This loss of revenue will have to be replaced.
3. Harper College obtains 2.7% of its income from student fees. Fees are charges for laboratory courses and other courses that utilize special materials that are consumed based on each student's needs.
4. Harper College obtains 1.4% of its income from miscellaneous sources, such as interest on investments.

C. State Resources

1. Harper College obtains 34.1% of its income from state aid. The Governor's allocation formula was used in the preparation of this estimate with our best guess as to the "mix" of the various funding categories.
2. Harper College obtains 1.8% of its income from the Board of Vocational Education and Rehabilitation. Vocational education is reimbursed on a credit hour basis and varies based upon funds available.
3. Harper College obtains 1.1% of its income from various state grants to support Adult Basic Education.

D. Federal Resources

1. It is anticipated that the Educational Fund will receive no direct support from the Federal Government in 1979-80 except for a small service fee for processing veterans' records.

E. Fund Balance

It is estimated that Harper College will add to its accumulated fund balance in 1979-80 (4.3%).

F. Referendum

When the college district reaches the point where more revenue is needed to maintain the educational program, a proposal **must** be made to the citizens of the district for a tax rate increase. These increases are most commonly requested for the Education Fund or the Bond and Interest Fund (building new or adding to present buildings). After a notice of the proposed referendum is published in a local paper, the people go to the polls to vote on the tax rate increase. If a simple majority of the votes cast are "yes," the rate increase is approved. On the other hand, if the simple majority is "no," the increase is defeated and the Board must wait 60 days before it can present the referendum again.

The following table shows the percentage income by source for 1972-83.

G. PERCENTAGE ANALYSIS OF INCOME CATEGORIES*
Educational Fund Budget
1971-1983

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83</u>
Taxes	27.8%	30.3%	31.2%	28.1%	24.1%	25.0%	26.9%	29.4%	27.4%	27.1%	27.9%	27.6%
Tuition	30.6	29.7	35.2	33.9	34.2	32.3	31.8	35.6	34.0	33.3	32.4	31.6
Chargebacks	8.8	7.4	6.5	4.2	4.9	4.4	3.2	2.2	1.8	1.3	1.0	0.7
State Aid	35.5	37.0	45.4	43.2	39.3	40.3	39.3	40.2	39.2	38.2	37.2	36.1
Less Bldg. Fund Transfer	(11.2)	(13.9)	(12.1)	(12.8)	(15.9)	(16.7)	(13.6)	(12.5)	(5.1)	(10.6)	(12.2)	(7.2)
Voc/Ed. Act	2.8	3.8	4.9	3.5	2.1	3.7	2.6	1.9	1.8	1.6	1.5	1.4
Student Fees	2.5	2.5	2.7	2.5	2.3	2.1	2.3	2.0	2.7	2.5	2.3	2.1
Misc. Sources	1.7	1.5	3.9	3.2	1.7	1.1	1.9	2.7	2.6	2.0	1.4	0.9
Fund Balance	<u>1.5</u>	<u>1.7</u>	<u>(17.7)</u>	<u>(5.8)</u>	<u>7.3</u>	<u>7.8</u>	<u>5.6</u>	<u>(1.5)</u>	<u>(4.4)</u>	<u>4.6</u>	<u>8.5</u>	<u>6.8</u>
TOTAL	<u>100%</u>											

*Accrual Basis

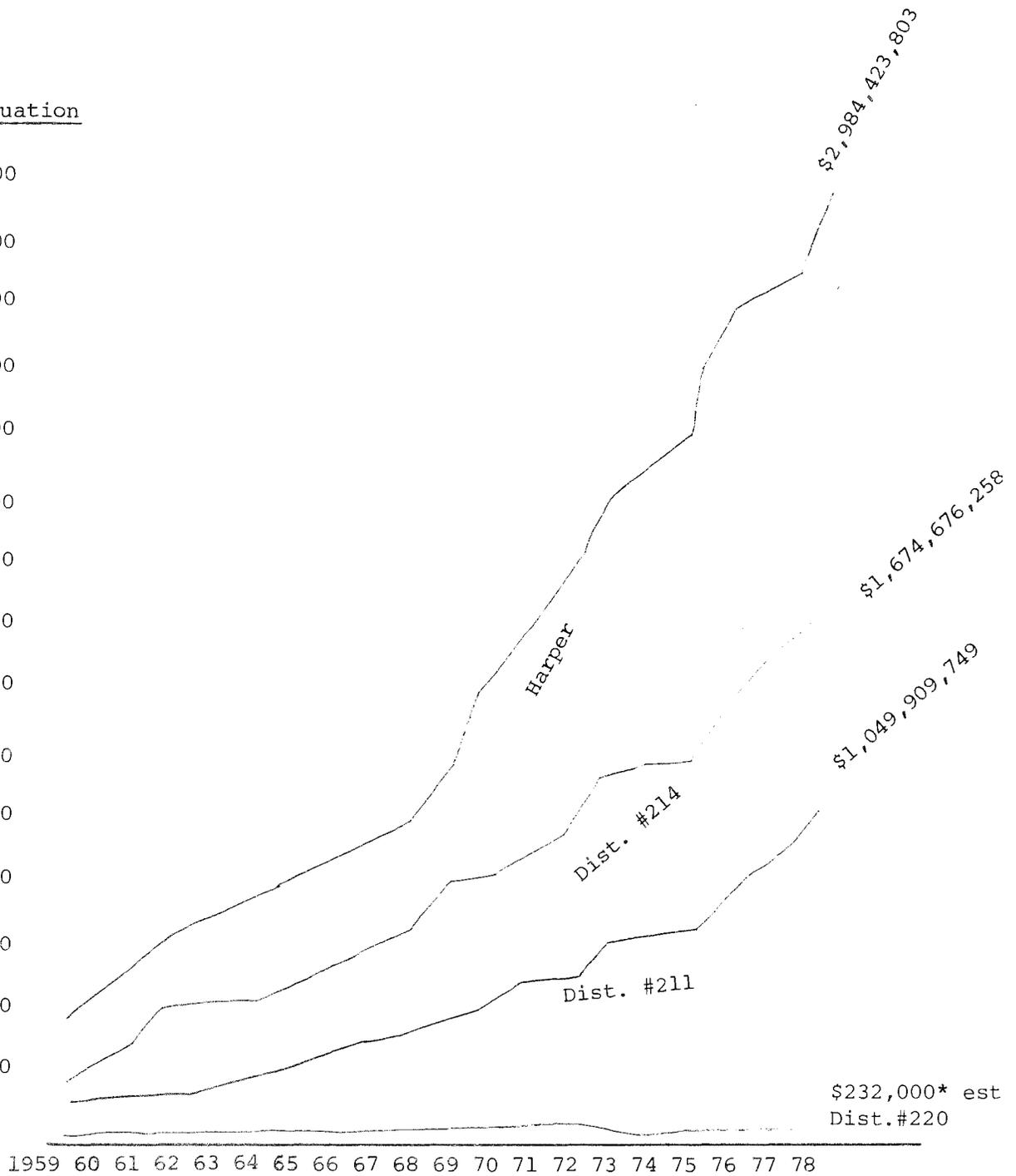
III. Tax Base

The Harper College tax base is expanding. While the numbers seem large, a 100 million dollar increase provides about \$100,000 of additional revenue in the Educational Fund. In comparison to other school districts within the college district, Harper College obtains substantially less tax income on a percentage basis of total income than other districts. For instance, in the past year a local high school district collected about 31¢ of every tax dollar while Harper collected less than 3¢. State aid and tuition provide a much larger percentage of income for Harper than a high school district would receive. This means that Harper is supported to a greater extent from state resources than directly from local property taxes. The following tables show Harper College's tax base:

A. Equalized Assessed Valuation Growth - 1959 - 1978

Dollars of
Assessed Valuation

3,000,000,000
2,800,000,000
2,600,000,000
2,400,000,000
2,200,000,000
2,000,000,000
1,800,000,000
1,600,000,000
1,400,000,000
1,200,000,000
1,000,000,000
800,000,000
600,000,000
400,000,000
200,000,000



* Estimated

B. Harper College Equalized Assessed Valuation by County and Type of Property Levy:

Levy ⁽¹⁾ Year	County	Real Estate	Personal ⁽²⁾ Property	Railroad	Total ⁽³⁾
1965	Cook				<u>\$ 713,352,907</u>
1966	Cook				<u>785,981,588</u>
1967 ⁽¹⁾	Cook	804,145,628	107,323,642	1,403,085	912,872,355
	McHenry	5,038,900	429,270	10,850	5,479,020
	Kane	7,898,610	1,512,370	0	9,410,980
	Lake	50,596,695	5,211,685	282,985	56,091,365
		<u>867,679,833</u>	<u>114,476,967</u>	<u>1,696,920</u>	<u>983,853,720</u>
1968	Cook	899,242,377	124,033,160	1,362,348	1,024,637,885
	McHenry	5,226,000	593,920	10,220	5,830,140
	Kane	7,966,820	1,737,940	0	9,704,760
	Lake	53,564,695	5,750,940	269,269	59,584,904
		<u>965,999,892</u>	<u>132,115,960</u>	<u>1,641,837</u>	<u>1,099,757,689</u>
1969	Cook	1,059,377,911	144,429,503	1,343,465	1,205,150,879
	McHenry	5,876,250	425,430	10,150	6,311,830
	Kane	7,998,860	1,765,140	0	9,764,000
	Lake	62,006,490	6,025,535	263,641	68,295,666
		<u>1,135,259,511</u>	<u>152,645,608</u>	<u>1,617,256</u>	<u>1,289,522,375</u>
1970	Cook	1,202,954,847	124,270,037	1,268,961	1,328,493,845
	McHenry	6,259,400	449,050	10,220	6,718,670
	Kane	8,069,720	771,790	0	8,841,510
	Lake	65,405,775	3,840,210	259,354	69,505,339
		<u>1,282,689,742</u>	<u>129,331,087</u>	<u>1,538,535</u>	<u>1,413,559,364</u>
1971	Cook	1,325,012,368	141,520,729	1,140,034	1,467,673,131
	McHenry	7,653,512	23,402	8,578	7,685,492
	Kane	9,836,310	454,600	0	10,290,910
	Lake	76,121,018	4,118,563	224,147	80,463,728
		<u>1,418,623,208</u>	<u>146,117,294</u>	<u>1,372,759</u>	<u>1,566,113,261</u>
1972	Cook	1,549,972,789	152,691,355	1,156,721	1,703,820,865
	McHenry	7,843,259	244,663	8,540	8,096,462
	Kane	9,909,790	220,660	0	10,130,450
	Lake	79,889,298	2,880,008	208,904	82,978,210
		<u>1,647,615,136</u>	<u>156,036,686</u>	<u>1,374,165</u>	<u>1,805,025,987</u>
1973	Cook	1,717,405,483	180,776,066	1,280,675	1,899,462,224
	McHenry	8,259,115	277,659	8,400	8,545,174
	Kane	10,111,310	260,560	0	10,371,870
	Lake	83,972,463	5,944,885	203,868	90,121,216
		<u>1,819,748,371</u>	<u>187,259,170</u>	<u>1,492,943</u>	<u>2,008,500,484</u>
1974	Cook	1,760,517,253	197,954,272	1,463,959	1,959,935,484
	McHenry	8,819,042	249,316	8,540	9,076,898
	Kane	10,213,880	592,120	0	10,806,000
	Lake	82,471,335	3,339,790	204,998	86,016,123
		<u>1,862,021,510</u>	<u>202,135,498</u>	<u>1,677,497</u>	<u>2,065,834,505</u>

Levy ⁽¹⁾ Year	County	Real Estate	Personal ⁽²⁾ Property	Railroad	Total ⁽³⁾
1975	Cook	1,854,625,200	197,198,605	1,649,968	2,053,473,773
	McHenry	9,643,396	264,249	1,227	9,908,872
	Kane	10,775,048	590,111	0	11,365,159
	Lake	87,745,564	3,123,103	180,809	91,049,476
		<u>1,962,789,208</u>	<u>201,176,068</u>	<u>1,832,004</u>	<u>2,165,797,280</u>
1976	Cook	2,095,800,057	251,906,146	1,383,334	2,349,089,537
	McHenry	10,702,261	245,833	739	10,948,833
	Kane	10,921,688	526,537	0	11,448,225
	Lake	102,583,000	3,913,850	124,475	106,621,325
		<u>2,220,007,006</u>	<u>256,592,366</u>	<u>1,508,548</u>	<u>2,478,107,920</u>
1977	Cook	2,287,709,340	99,578,272	857,666	2,588,145,278
	McHenry	12,990,108	240,766	477	12,231,351
	Kane	11,199,563	497,516	0	11,697,079
	Lake	125,818,633	4,526,099	91,848	130,436,610
		<u>2,437,717,674</u>	<u>304,842,653</u>	<u>949,991</u>	<u>2,742,510,318</u>
1978	Cook	2,477,065,289	325,871,093	986,018	2,803,922,400
	McHenry	15,097,586	272,029	525	15,370,140
	Kane	11,910,042	521,025		12,431,067
	Lake	146,685,713	5,915,876	98,607	152,700,196*
		<u>2,650,758,630</u>	<u>332,580,023</u>	<u>1,085,150</u>	<u>2,984,423,803</u>

*Not certified

(1) Prior to the 1967 levy year, all of Harper College was in Cook County. The annexation of Barrington District #224 (now Dist. #220) added parts of three additional counties.

(2) The basis for personal property assessments has been changed by the revised Illinois Constitution effective July 1, 1971. Effective with 1972 taxes, individual personal property is not assessed for taxation.

(3) Harper College's exact assessed valuation is slightly lower than the combination of High School Districts #211, #214 and #220. The college completely covers Dist. #211, #214 and #220.

IV. Long-Range Financial Plan

The statistics on the following pages show Harper's long-range projections and financial plans.

A. PROJECTIONS OF FALL END OF REGISTRATION ENROLLMENTS TO 1983

<u>In-District</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>
Adult population of Harper Dist.	218,185	229,975	254,950	268,500	283,750	299,100	314,250	323,250	332,250	341,250
High school seniors 1 yr.before	7,154	7,434	7,893	8,108	8,386	8,363	8,247	8,153	8,032	7,514
Percent attending Harper FT new	18.3	20.8	16.1	19.1	17.0	16.9	16.2	15.6	14.8	11.1
New FT non-adults	1,311	1,546	1,270	1,548	1,426	1,413	1,336	1,272	1,189	834
Percent returning of new FT non-adult students	78.9	89.6	83.6	94.6	80.7	80.0	80.0	80.0	80.0	80.0
Returning FT non-adults	978	1,174	1,292	1,190	1,231	1,141	1,130	1,069	1,018	951
Percent PT non-adults of seniors	15.7	17.8	15.9	18.7	17.4	13.1	15.1	15.7	16.0	18.5
PT non-adults	1,123	1,323	1,256	1,514	1,457	1,095	1,243	1,278	1,286	1,386
Percent FT adults of population	.368	.460	.371	.312	.315	.309	.302	.296	.289	.283
FT adults	804	1,059	946	839	897	924	949	957	960	966
Percent PT adults of population	1.837	2.305	2.000	2.186	2.023	1.981	1.939	1.897	1.855	1.813
PT adults	4,009	5,301	5,099	5,869	5,741	5,925	6,093	6,132	6,163	6,187
Sub-total FT heads	3,093	3,779	3,508	3,577	3,554	3,478	3,415	3,298	3,167	2,751
Sub-total PT heads	5,132	6,624	6,355	7,383	7,198	7,020	7,336	7,410	7,449	7,573
Sub-total FTE	4,763	5,900	5,555	5,801	5,659	5,530	5,573	5,486	5,376	5,024
Percent Cont. Ed. of adult pop.	1.246	1.936	1.784	2.310	2.293	2.324	2.270	2.216	2.163	2.109
Continuing Education headcount	2,651	4,332	4,425	6,135	6,273	6,678	6,853	6,883	6,905	6,914
Continuing Education FTE	218	346	499	694	760	791	820	833	844	855
Other heads	900	780	742	822	834	647	647	647	647	647
Other FTE	164	150	141	293	385	228	228	228	228	228
Total in-district heads	11,776	15,515	15,030	17,917	17,859	17,823	18,251	18,238	18,168	17,885
Total in-district FTE	5,145	6,396	6,195	6,788	6,804	6,549	6,621	6,547	6,448	6,107
<u>Out-of-District</u>										
Oakton Community College			1,098	745	669	493	485	478	470	463
College of Lake County			644	541	526	524	516	508	500	492
Elgin Community College			523	498	340	343	340	337	334	331
McHenry County C.C.			261	207	387	286	282	278	274	270
College of DuPage			620	405	256	262	261	260	259	258
City College of Chicago			261	216	109	112	112	111	111	111
Other			262	207	148	136	134	133	131	129
Total out-of-district heads	1,730	2,349	3,669	2,819	2,335	2,156	2,130	2,105	2,079	2,054
Total out-of-district FTE	890	1,074	1,331	1,009	791	703	682	663	645	615
<u>Final Totals</u>										
Total heads	12,972	17,440	17,825	19,369	19,771	19,534	19,897	19,820	19,683	19,325
Total FTE (reimbursable)	5,874	7,285	7,205	7,250	6,975	6,780	6,831	6,743	6,632	6,267
Total FTE	6,114	7,553	7,526	7,797	7,595	7,247	7,303	7,210	7,093	6,722
Day FTE	4,005	4,957	4,799	4,904	4,766	4,638	4,614	4,516	4,402	4,046

C. ASSUMPTIONS FOR USE IN FIVE YEAR PLAN

GENERAL ASSUMPTIONS

The assumptions used in this five year financial plan are the same as were used in Round III of the budget process, with the exception of revenue from state apportionment which was increased by \$135,000 in the 1979-80 budget due to receipt of the approved reimbursement rates and also due to a change in classification of certain courses. Interest on Investments (Educational Fund) also had to be adjusted to reflect this additional revenue.

REVENUE ASSUMPTIONS

Enrollments

The following enrollment figures (actual and estimated) indicate that the current estimates are based on past experience. Enrollment increases greater than estimates will necessitate additional funds and will in turn affect per student costs (lower) and fund balance (greater).

<u>Year</u>	<u>FTE</u>	<u>Percent Increase</u>
1970-71	4066	18.4
1971-72	4449	9.4
1972-73	4780	7.4
1973-74	5266	10.2
1974-75	5867	11.4
1975-76	7097	21.0
1976-77	6944	-2.2
1977-78	<u>6841</u>	<u>-1.4 Actual</u>
1978-79	<u>6631</u>	<u>-3.0 Estimated</u>
1979-80	6451	-2.7
1980-81	6504	+ .8
1981-82	6425	-1.2
1982-83	6323	-1.6

Taxes

It is assumed that tax rates will remain at present levels--11¢ and 4¢ per \$100 assessed valuation. Actual equalized assessed valuation for 1978 taxes proved to be slightly higher (an 8.8% increase instead of a 6.8% increase) than projected. Due to the uncertainty of the rate of collection in this final year of personal property taxes, the original more conservative tax revenue estimates were used.

<u>Year</u>	<u>Act. & Est. Asses. Val.</u>	<u>Operating Tax Rate</u>	<u>Percent Increase</u>	<u>Total Operating Receipts</u>	<u>Percent Increase</u>
1970-71	1413.5	15¢	9.6	1,918,600	9.6
1971-72	1566.1	15¢	10.8	2,206,200	10.8
1972-73	1805.0	15¢	15.3	2,670,700	15.3
1973-74	2008.5	15¢	11.3	2,946,200	11.3
1974-75	2065.8	15¢	2.9	3,018,000	2.9
1975-76	2165.8	15¢	3.4	3,121,000	3.4
1976-77	2478.1	15¢	14.4	3,502,000	12.2
1977-78	<u>2743.5</u>	<u>15¢</u>	<u>10.7</u>	<u>3,917,900</u>	<u>11.9 Actual</u>
1978-79	<u>2984.4</u>	<u>15¢</u>	<u>8.8</u>	<u>4,173,800</u>	<u>6.5 Estimated</u>
1979-80	2784.4*	15¢	-6.7*	4,205,000	.8
1980-81	3062.3	15¢	10.0	4,526,000	7.6
1981-82	3369.2	15¢	10.0	4,978,000	10.0
1982-83	3537.6	15¢	10.0	5,309,000	5.0

*Personal Property tax eliminated

EDUCATIONAL FUND
Long-Range Financial Plan
Estimated Accrued Revenue and Expenditures
1974-1983

	<u>1974-75¹</u>	<u>1975-76¹</u>	<u>1976-77¹</u>	<u>1977-78¹</u>	<u>1978-79²</u>	<u>1979-80³</u>	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83</u>
Taxes	2,202,300	2,281,000	2,552,000	2,869,300	3,060,800	3,084,000	3,319,000	3,651,000	3,833,000
Tuition Students	2,654,600	3,237,000	3,299,000	3,400,000	3,710,321	3,832,000	4,078,000	4,240,000	4,382,000
Student Fees	195,300	213,000	209,000	247,700	205,583	306,000	306,000	302,000	297,000
Chargebacks	326,700	461,000	445,000	345,500	225,000	200,000	165,000	130,000	95,000
State Apportionment	3,383,300	3,711,000	4,043,000	4,202,300	4,182,520	4,423,000	4,683,000	4,857,000	5,019,000
Less Bldg. Fund	(1,000,000)	(1,500,000)	(1,700,000)	(1,450,000)	(1,300,000)	(574,648)	(1,300,000)	(1,600,000)	(1,000,000)
	<u>2,383,300</u>	<u>2,211,000</u>	<u>2,343,000</u>	<u>2,752,300</u>	<u>2,882,520</u>	<u>3,848,352</u>	<u>3,383,000</u>	<u>3,257,000</u>	<u>4,019,000</u>
Other State Sources	0	0	74,000	90,700	100,000	128,000	100,000	100,000	100,000
Board of Voc/Ed Per Credit Hour	270,600	202,000	377,000	281,100	200,000	200,000	200,000	200,000	200,000
Federal Resources	3,200	0	0	0	0	0	0	0	0
Int. on Investments	207,800	141,000	83,000	74,000	139,007	150,000	126,000	60,000	7,000
Other Revenues	<u>36,600</u>	<u>16,000</u>	<u>26,000</u>	<u>33,000</u>	<u>40,554</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
TOTAL CURRENT YEAR REVENUE	8,280,400	8,762,000	9,408,000	10,093,600	10,563,785	11,768,352	11,697,000	11,960,000	12,953,000
Fund Bal. Beginning	3,679,200	4,125,100	3,437,100	2,639,100	2,046,800	2,200,585	2,693,937	2,124,937	1,009,937
Less Expenditures	<u>7,834,500</u>	<u>9,450,000</u>	<u>10,206,000</u>	<u>10,685,900</u>	<u>10,410,000</u>	<u>11,275,000</u>	<u>12,266,000</u>	<u>13,075,000</u>	<u>13,892,000</u>
Fund Bal. Ending	<u>4,125,100</u>	<u>3,437,100</u>	<u>2,639,100</u>	<u>2,046,800</u>	<u>2,200,585</u>	<u>2,693,937</u>	<u>2,124,937</u>	<u>1,009,937</u>	<u>70,937</u>
Cost Per Student:									
Operating	1,313	1,309	1,453	1,549	1,562	1,728	1,866	2,015	2,177
Capital Outlay	22	22	16	13	8	20	20	20	20
Total	<u>1,335</u>	<u>1,331</u>	<u>1,469</u>	<u>1,562</u>	<u>1,570</u>	<u>1,748</u>	<u>1,886</u>	<u>2,035</u>	<u>2,197</u>
FTE Enrollment	<u>5,867</u>	<u>7,097</u>	<u>6,944</u>	<u>6,841</u>	<u>6,631</u>	<u>6,451</u>	<u>6,504</u>	<u>6,425</u>	<u>6,323</u>
Total Cost Per Student ⁴	<u>1,604</u>	<u>1,613</u>	<u>1,786</u>	<u>1,900</u>	<u>1,938</u>	<u>2,224</u>	<u>2,391</u>	<u>2,562</u>	<u>2,769</u>

¹Actual ²Estimated ³Budget ⁴Including Building Fund

Tuition--Students

Tuition receipts are based on student enrollment and tuition charged per credit hour. Past and recommended tuition increases are as follows:

<u>Year</u>	<u>Tuition Rate Per Hour Actual & Est.</u>	<u>Percent Increase Actual & Est.</u>	<u>Tuition Actual & Est.</u>	<u>Percent Increase</u>
1970-71	10.00	0	908,000	-
1971-72	12.00	20.0	1,388,000	52.9
1972-73	12.00	0	1,922,700	38.5
1973-74	14.00	16.7	2,397,100	24.7
1974-75	14.00	0	2,655,000	10.8
1975-76	14.00	0	3,237,000	21.9
1976-77	15.00	7.1	3,299,000	1.9
1977-78	15.00	0	3,400,000	3.0
1978-79	17.00	13.3	3,710,321	9.1 Actual
1979-80	18.00	5.9	3,832,000	3.3 Estimated
1980-81	19.00	5.6	4,078,000	6.4
1981-82	20.00	5.3	4,240,000	4.0
1982-83	21.00	5.0	4,382,000	3.4

Student Fees

Regular student fees have averaged \$31.00 per FTE during the past year and are estimated at approximately \$47.00 per FTE in the future due to approved increases in various student fees.

<u>Year</u>	<u>Rate</u>	<u>Percent Increase</u>	<u>Amount</u>
1972-73	34.25	5.8	163,000
1973-74	34.69	1.3	182,700
1974-75	33.24	(4.2)	195,000
1975-76	33.68	1.3	213,000
1976-77	30.10	(9.7)	209,000
1977-78	36.21	(3.7)	247,700 Actual
1978-79	31.00	0	205,583 Estimated
1979-80	47.43	0	306,000
1980-81	47.05	0	306,000
1981-82	47.00	0	302,000
1982-83	46.97	0	297,000

Chargebacks to Other Districts

Due to the annexation of territory in the area to the North and Northeast of District #512, revenue from chargeback tuition has been decreasing each year. This decrease has been carried forward into subsequent years, each subsequent year revenue estimated to decrease by approximately \$35,000.00.

Board of Vocational Education

Usually we do not know what our reimbursement from this source will be until 60 days after the end of the fiscal year. We have been estimating \$200,000 from this source for the past few years.

<u>Year</u>	<u>Amount Actual and Est.</u>	<u>Percent Change</u>
1972-73	244,400	48.1
1973-74	330,500	35.2
1974-75	271,000	(18.0)
1975-76	202,000	(25.5)
1976-77	377,000	38.1
<u>1977-78</u>	<u>281,100</u>	<u>(25.4) Actual</u>
1978-79	200,000	(28.8) Est.
1979-80	200,000	0
1980-81	200,000	0
1981-82	200,000	0
1982-83	200,000	0

Federal Resources

Revenue from Federal Sources is usually recorded in the Restricted Purposes Fund.

Interest on Investments

Interest on investments are projected as 6 percent of ending fund balances. Interest as a percent of ending fund balance is shown below:

<u>Year</u>	<u>Educational Fund</u>		<u>Building Fund</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
1972-73	84,300	3.4	0	0
1973-74	169,200	4.6	31,500	4.8
1974-75	207,800	4.2	18,000	3.0
1975-76	141,314	4.1	14,855	2.3
1976-77	83,000	3.1	12,000	1.2
1977-78	74,000	3.6	11,500	1.0
1978-79 (Est.)	139,007	6.3	55,440	4.6

Other Revenue

Other revenue is mainly Dental Hygiene Clinic revenue.

The following are the actual and estimated chargeback statistics:

<u>Year</u>	<u>Rate</u>	<u>Percent Increase</u>	<u>Amount</u>
1970-71	22.54	(1.0)	736,000
1971-72	21.85	(3.1)	510,000
1972-73	22.83	4.5	480,500
1973-74	20.55	(10.4)	444,100
1974-75	17.22	(16.2)	327,000
1975-76	21.28	23.6	461,000
1976-77	22.79	7.1	445,000
1977-78	28.81	26.4	345,000 Actual
<u>1978-79</u>	<u>27.55</u>	<u>(4.4)</u>	225,000 Est.
1979-80			200,000
1980-81			165,000
1981-82			130,000
1982-83			95,000

State Apportionment

Revenue from State Apportionment is computed for the budget year using rates recently passed by the legislature. A 5% annual increase is projected in these rates in each subsequent year. Past and projected revenue is as follows:

<u>Year</u>	<u>Rate Actual and Est.</u>	<u>Percent Change</u>	<u>Amount Actual and Est.</u>
1970-71	15.50	0	1,893,000
1971-72	15.50	0	2,071,000
1972-73	16.50	6.1	2,394,000
1973-74	18.50	10.8	3,086,000
1974-75	18.12	(2.1)	3,383,000
1975-76	17.61	(2.8)	3,711,000
1976-77	19.40	10.2	4,043,000
<u>1977-78</u>	<u>20.49</u>	<u>6.0</u>	4,202,300 Actual
<u>1978-79</u>	<u>21.32</u>	<u>4.7</u>	4,182,520 Est.
1979-80	22.56*	7.2	4,423,000
1980-81	24.00	5.0	4,683,000
1981-82	25.20	5.0	4,857,000
1982-83	26.46	5.0	5,019,000

*One dollar develops \$193,530 in 1979-80.

EXPENDITURES

It is estimated that the operation cost (Educational and Building Funds) will be \$74.14 per credit hour for 1979-80, or \$2,224.15 per FTE student, as a result of the budgeted expenditures and enrollments. This figure will be refined as budget analysis continues. For succeeding years, an 8 percent increase in non-capital operating cost was used for the Educational Fund, plus the estimated needs for capital outlay. Building and Maintenance Fund amounts are based on projected needs, not enrollments and include estimated expenditures for the maintenance and operation of three new buildings.

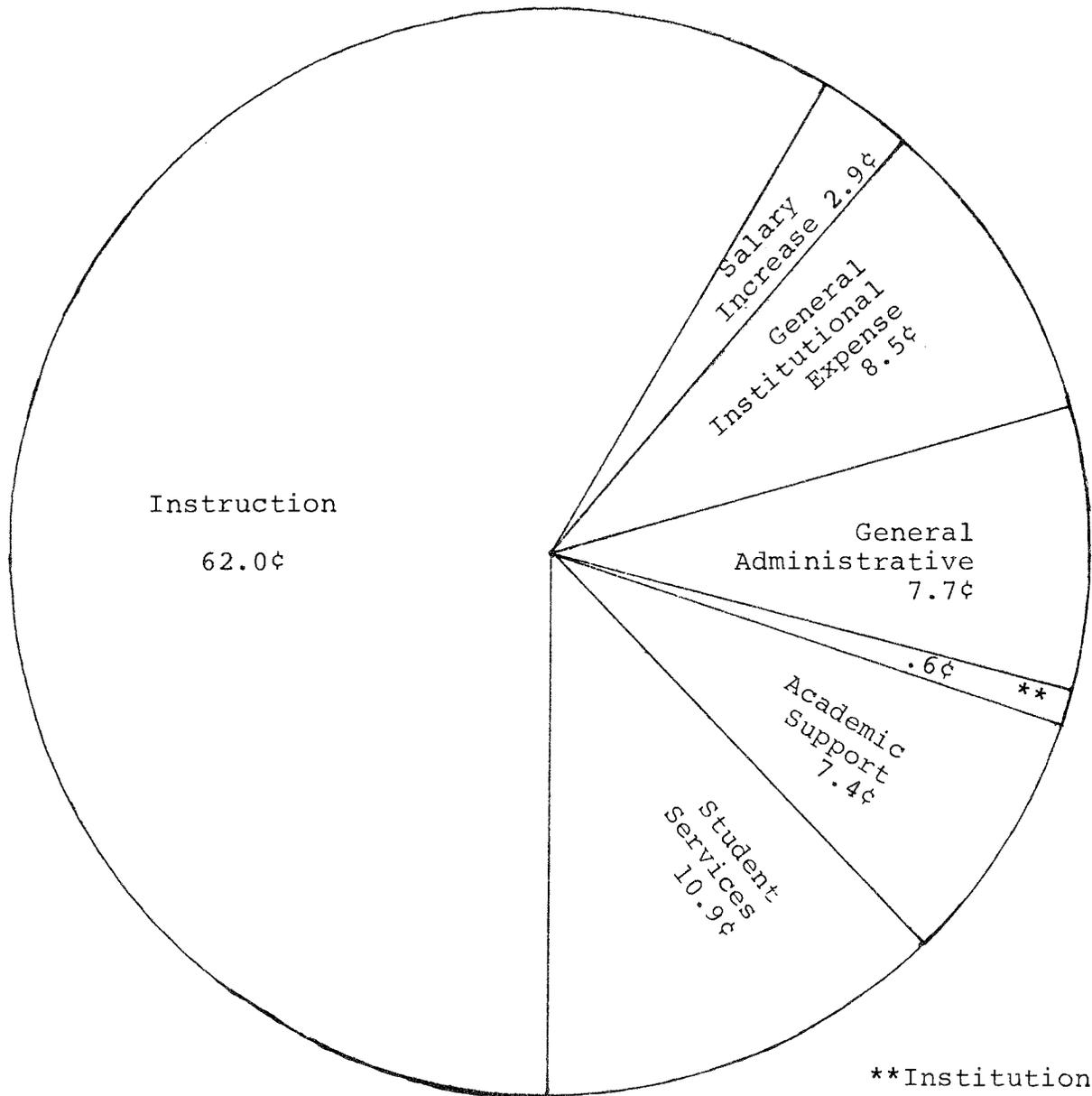
Cost per Credit Hour Computation

<u>Year</u>	<u>Total</u>	<u>FTE</u>	<u>Expenditures</u>		<u>Cost Per Credit Hr.</u>	
		<u>Percent Increase</u>	<u>Total</u>	<u>Percent Increase</u>	<u>Total</u>	<u>Percent Increase</u>
1969-70	3434	53.2	5,200,400	64.8	50.48	7.5
1970-71	4155	21.0	6,023,400	15.8	48.32	(4.3)
1971-72	4449	7.1	6,928,200	15.0	51.91	7.4
1972-73	4780	7.4	7,887,900	13.9	55.00	5.9
1973-74	5266	10.1	8,172,100	3.6	51.73	(5.9)
1974-75	5867	11.4	9,409,400	15.4	53.46	3.3
1975-76	7097	21.0	11,450,000	21.7	53.78	.6
1976-77	6944	-2.2	12,408,600	8.4	59.57	10.8
1977-78	6841	-1.5	12,995,600	4.7	63.32	6.3 Actual
1978-79	6631	-3.1	12,848,000	-1.1	64.59	2.0 Est.
1979-80	6451	-2.7	14,348,000	11.7	74.14	14.8
1980-81	6504	.8	15,553,000	8.4	79.71	7.5
1981-82	6425	-1.2	16,461,000	5.8	85.40	7.1
1982-83	6323	-1.6	17,509,000	6.4	92.30	8.1

E. Disposition of One Dollar of Expense

EDUCATIONAL FUND

1979-80



**Institutional
Research and
Development

D. BUILDING FUND
Long-Range Financial Plan
Estimated Accrued Revenue and Expenditures
1974-1982

	<u>1974-75¹</u>	<u>1975-76¹</u>	<u>1976-77¹</u>	<u>1977-78¹</u>	<u>1978-79²</u>	<u>1979-80³</u>	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83</u>
Taxes	816,500	840,700	950,000	1,048,600	1,113,000	1,121,000	1,207,000	1,327,000	1,393,000
Transfer (to)/from Site & Constr. Fund	<u>(350,000)</u>	<u>(350,000)</u>	<u>(350,000)</u>	<u>0</u>	<u>0</u>	<u>1,801,988</u>	<u>0</u>	<u>0</u>	<u>0</u>
	466,500	490,700	600,000	1,048,600	1,113,000	2,922,988	1,207,000	1,327,000	1,393,000
Student Fees	33,700	38,000	44,000	55,400	54,700	63,000	63,500	62,800	61,800
State Apportionment	1,000,000	1,500,000	1,700,000	1,450,000	1,300,000	574,648	1,300,000	1,600,000	1,000,000
Federal Government	0	0	0	0	13,217	0	0	0	0
Rentals and Other	1,000	5,800	6,000	10,800	14,000	10,000	10,000	10,000	10,000
Interest on Investments	<u>18,000</u>	<u>14,900</u>	<u>18,000</u>	<u>11,500</u>	<u>55,440</u>	<u>120,000</u>	<u>67,000</u>	<u>50,000</u>	<u>8,000</u>
TOTAL CURRENT YEAR REVENUE	1,519,200	2,049,400	2,368,000	2,576,300	2,550,357	3,690,636	2,647,500	3,049,800	2,472,800
Fund Bal. Beginning	662,400	606,200	655,600	821,000	1,087,600	1,199,957	1,817,593	1,178,093	841,893
Less Expenditures	<u>1,575,400</u>	<u>2,000,000</u>	<u>2,202,600</u>	<u>2,309,700</u>	<u>2,438,000</u>	<u>3,073,000</u>	<u>3,287,000</u>	<u>3,386,000</u>	<u>3,617,000</u>
Fund Balance Ending	<u>606,200</u>	<u>655,600</u>	<u>821,000</u>	<u>1,087,600</u>	<u>1,199,957</u>	<u>1,817,593</u>	<u>1,178,093</u>	<u>841,893</u>	<u>(302,307)</u>
Cost Per Student	<u>269</u>	<u>282</u>	<u>317</u>	<u>338</u>	<u>368</u>	<u>476</u>	<u>505</u>	<u>527</u>	<u>572</u>
FTE Enrollment	<u>5,867</u>	<u>7,097</u>	<u>6,944</u>	<u>6,841</u>	<u>6,631</u>	<u>6,451</u>	<u>6,504</u>	<u>6,425</u>	<u>6,323</u>

Additional Building
Maintenance Included

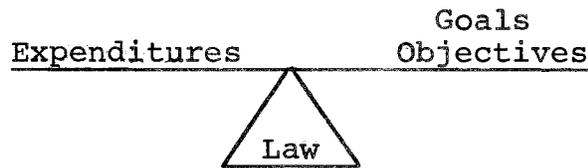
¹ Actual ² Estimated ³ Budget

IX. The Budgetary Process

The budget is more than a statistical tabulation of numbers that show anticipated revenue and expenditures. It is the financial interpretation of the on-going educational program for one year beginning July 1 and ending June 30.

Fisco-educational planning is a continuous process that should culminate in the development of a budget that accurately expresses the district's educational program for the ensuing year.

Evaluation of the budget at the end of a fiscal year must include an evaluation of the educational program in order to appraise the total district's operation. The budget must be in balance. However, this means more than just financial balance. The following concept illustrates the point:



A. Budget Philosophy

One of the cornerstones of William Rainey Harper College's philosophy is the commitment to involve faculty and students in the development and operation of the college. The sharing of authority requires a commensurate sharing of responsibility by the individuals or groups involved. The advisory role of the faculty and students is limited only by the ability of these groups to analyze problems and present recommendations to the faculty, administration, and Board of Trustees. The cornerstone of this philosophy is the belief that the democratic process will ultimately evolve Harper College into one of the outstanding community colleges in higher education.

Based upon this institutional philosophy, a budget philosophy has been developed that involves the faculty in the budget formulation and assigns responsibility to those who share in the authority to implement the budget. The following guidelines have been established:

1. The final authority for the adoption of the budget rests with the Board of Trustees and is based upon the recommendation of the President.
2. The President, in consultation with the three Vice-Presidents, is responsible for balancing expenditures for programs within the framework of the budget based on overall institutional goals.
3. The Vice President of Administrative Services is responsible for the formulation, operation, and control of the adopted budget.

4. In order to obtain faculty involvement, the budget has been decentralized along organizational lines. A decentralized budget places responsibility at the operational level for budgetary planning. A given cost center manager is in the best position to set priorities for efficient operation based upon operating experience. As the budget formulation progresses and reductions are collectively made by all concerned in order to balance the budget, each manager becomes familiar with the operation of all cost centers that in total make up the budget. The result is an agreed upon budget that the faculty can understand and therefore support. Budget formulation therefore begins with the faculty and proceeds along organizational lines until it is legally adopted by the Board of Trustees.
5. While the business office is responsible for the overall control of the budget, individual cost centers are responsible for their estimates and subsequent expenditures. All expenditures initiated by individual cost centers must receive approval through organizational lines of authority.
6. All expenditures must conform to the policies of the Board of Trustees.

B. The Budgetary Cycle

The budgetary cycle consists of the evolution, implementation, and evaluation of the budget. This cycle can be outlined as follows:

1. Preparation
A faculty function.
2. Presentation
A faculty administrative function.
3. Adoption and authorization
A Board of Trustees function.
4. Administration and implementation
A faculty administrative function.
5. Evaluation
A combined faculty and Board of Trustees function.

The budget cycle for Harper College is as follows:

1. July - Long-range budget figures are up-dated based on the budget year that ended June 30.
2. August - Other records are up-dated based on fiscal year completed June 30.

3. September - October - Salary committees are formed by various staff groups.
Preliminary revenue and expenditure estimates are started. (The accuracy of estimates depends on the estimated assessed evaluation that will be announced in March and the estimated number of new students who will attend the district next September.)
4. October - November - An enrollment study for the following year is completed.
Staff salary committees continue to work on salary proposals.
Board of Trustees appoints a budget committee and establishes a detailed budget calendar.
Budget requests sent to deans, directors, division chairmen, and other activity cost centers.
5. November - December - Preliminary revenue and expenditure estimates are completed.
Proposed new programs submitted and analyzed.
Program approvals returned to cost centers.
6. December - January - Budget requests from staff are received, tabulated, and long-range implications charted.
7. January - March - Salaries for all staff members completed.
Budget requests from faculty tentatively approved subject to available funds.
8. March - April - The assessed valuation is normally announced by the County Clerks during March.
Revenue budget revised; expenditure budget finalized.
Requests for fall orders sent to deans, divisional chairmen, and other activity cost centers.
9. May - Requisitions from faculty tabulated and prepared for bidding. Bids approved by the Board of Trustees.
Purchase orders issued for fall equipment and supplies.
10. June - July - Notice of level of State Aid received.
Budget hearing completed.
Board of Trustees approves and adopts budget.
Tax levy filed.
11. July - August - Budget in force for the new fiscal year.
Repeat budget cycle for the following year.

Operating Budget

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Operating Budget

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WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET

1979-80

Revenue

100-000-300	<u>FUND EQUITY JULY 1, 1979</u>		\$2,200,600
100-000-410	<u>LOCAL GOVERNMENTAL SOURCES</u>		
100-000-411	Taxes--Current, 1979	\$3,084,000	
100-000-414	Charges to Other Districts	<u>200,000</u>	
	Total		3,284,000
100-000-420	<u>STATE GOVERNMENTAL SOURCES</u>		
100-000-421	State Apportionment		
100-000-421.1	Flat Grants	3,848,352	
100-000-422	Bd.of Voc/Ed & Rehab. ¹	120,000	
100-000-429	Other--Office of Education	<u>128,000</u>	
	Total		4,096,352
100-000-430	<u>FEDERAL GOVERNMENTAL SOURCES</u>		
100-000-432	Bd.of Voc/Ed & Rehab. ¹		80,000
100-000-440	<u>STUDENT TUITION AND FEES</u>		
100-000-441	Tuition	3,832,000	
100-000-442	Fees	<u>306,000</u>	
	Total		4,138,000
100-000-450	<u>SALES AND SERVICE FEES</u>		
100-000-456	Dental Hygiene Fees		13,000
100-000-470	<u>INTEREST ON INVESTMENTS</u>		
100-000-472	Certificates of Deposit	130,000	
100-000-478	Repurchase Agreements	<u>20,000</u>	
	Total		150,000
100-000-490	<u>OTHER REVENUE</u>		
100-000-499	Miscellaneous Revenue		<u>7,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY, JUNE 30, 1980		<u>\$13,968,952</u>
	LESS ACCRUED EXPENDITURES, 1979-80		<u>11,275,000</u>
100-000-300	FUND EQUITY, JUNE 30, 1980		<u><u>\$2,693,952</u></u>

¹Based on a percentage estimate.

WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET SUMMARY
1979-80

1.	<u>INSTRUCTION (110)</u>		
	111 Business and Social Sciences Division	\$1,665,740	
	112 Communications, Humanities and Fine Arts	1,363,220	
	113 Special Services	386,570	
	114 Physical Education, Athletics and Recreation Division	231,870	
	116 Technology, Mathematics and Physical Science Division	1,220,480	
	117 Life Sciences and Human Services Division	1,278,260	
	119 Continuing Education	<u>134,180</u>	
	Total Divisions	6,280,320	
	118 Instructional Administration	<u>317,210</u>	
	TOTAL INSTRUCTION		\$6,597,530
2.	<u>ACADEMIC SUPPORT (120)</u>		810,520
3.	<u>STUDENT SERVICES (130)</u>		1,207,900
4.	<u>GENERAL ADMINISTRATION (180)</u>		868,460
5.	<u>INSTITUTIONAL SUPPORT (190)</u>		
	Board of Trustees (191)	5,900	
	Institutional Expense (192)	1,000,110	
	Campus Services (193)	224,240	
	Planning and Research, College Relations (194,196)	119,340	
	Data Processing (195) (\$555,010 Allocated)	<u>-0-</u>	
	Total		<u>1,349,590</u>
	<u>TOTAL ACCRUED EXPENDITURES</u>		10,834,000 ⁽¹⁾
	<u>SUMMER SCHOOL 1979 ACCRUED EXPENDITURES</u>		<u>441,000</u>
	<u>TOTAL ACCRUED EXPENDITURES, 1979-80</u>		<u>\$11,275,000</u>

(1) Capital Outlay included \$135,550

EDUCATIONAL FUND BUDGET
Summer School 1979
Direct Costs

1. INSTRUCTION

111	Business Division	111,490	
112	Communications and Fine Arts Division	88,260	
113	Special Services Division	27,790	
114	Physical Education, Athletic and Recreation Division	6,680	
116	Math, Physical Science and Technology Division	95,890	
117	Life Science and Human Services Division	53,560	
119	Continuing Education	<u>9,980</u>	
	Total		393,650

2. LEARNING RESOURCE CENTER

121	Library Services	10,700	
122	Media Services	<u>11,100</u>	
	Total		21,800

3. STUDENT SERVICES

133	Counseling	21,000	
133.1	Environmental Health	3,550	
138	Vice President of Student Services	<u>1,000</u>	
	Total		<u>25,550</u>

	TOTAL SUMMER SCHOOL BUDGET		<u>\$441,000</u>
--	----------------------------	--	------------------

AUXILIARY FUND BUDGET
Summer School 1979
Direct Costs

567	Continuing Education	<u>18,880</u>	
	TOTAL SUMMER SCHOOL BUDGET		<u>\$ 18,880</u>

PROGRAM STATEMENT
Business and Social Science Division

Mission Statement:

Specific objectives of the Business and Social Science Division revolve around providing a comprehensive program tailored to the needs of the greater college community and shaped by the rapidly changing business and societal environment. Efforts fall into three main categories:

1. Providing semi-professional and technical programs for the preparation of technicians and mid-management personnel to meet the requirements of business and society.
2. Providing a broad-based program of credit adult and continuing education courses designed to serve those with a general interest in business or social service and/or those with a need to maintain and/or upgrade their occupational skills and knowledges.
3. Providing lower division programs in business and social service areas for students who may desire to ultimately complete baccalaureate work at four year colleges and universities.

<u>Input Data:</u>	<u>1979-1980</u>
Staff	
Administrative	1
Instructional (FTE)	91.2
Professional-Technical (FTE)	4
Non-Academic (FTE)	5
Total Staff	<u>101.2</u>
Salary cost per staff member	14,257
Supportive cost per staff member	<u>2,203</u>
Total cost per staff member	<u>16,460</u>

<u>Output Data:</u>	<u>Course Enrollments</u>	<u>Student Credit Hours</u>
Sub Program A: #110-Accounting & Business Law	4400	13200
Sub Program B: #120-Management & General Business Management	3100	9300
Sub Program C: #130-Marketing	900	2700
Sub Program D: #140-Economics	1100	3300
Sub Program E: #150-Secretarial Science	2400	6200
Sub Program F: #160-Data Processing	2400	7500
Sub Program G: #170-Food Service Management	625	3125
Sub Program H: #180-Banking, Finance, & Credit	325	975
Sub Program I: #190-Material Management	875	2625
Sub Program J: #220-Real Estate	1600	3500
Sub Program K: #310-Anthropology	375	1125
Sub Program L: #320-Education	200	600
Sub Program M: #330-Geography	120	360
Sub Program N: #340-History	1000	3000
Sub Program O: #350-Legal Technology	825	2475
Sub Program P: #360-Political Science	600	1800
Sub Program Q: #370-Psychology	3400	10200
Sub Program R: #380-Sociology	1950	5850
Sub Program S: #390-Journalism	400	1200

EDUCATIONAL FUND BUDGET
1979-80
Business & Social Science Division (111)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
111-000-510	Salaries		
111-000-511	Administrative	27,750	
111-000-513	Instructional--Full-time	960,410	
111-000-514	Instructional--Part-time	380,560	
111-000-515	Instruct.--Teaching/Assoc.	22,420	
111-000-516	Office	51,710	
111-000-518	Student Aids	<u>2,400</u>	
	Total Salaries		1,445,250
111-000-520	Fringe Benefits		
111-000-521	Group Insurance	49,790	
111-000-525	Tuition Reimbursement	3,220	
111-000-528	Professional Expense	<u>4,770</u>	
	Total Fringe Benefits		57,780
111-000-530	Contractual Services		
111-000-532	Educational Consultants	200	
111-000-534	Maintenance	<u>11,660</u>	
	Total Contractual Services		11,860
111-000-540	General Materials & Supplies		
111-000-541	Office	8,370	
111-000-542	Printing & Duplicating	8,560	
111-000-543	Supplies--Instructional	3,720	
111-000-546	Publications & Dues	<u>120</u>	
	Total Gen.Materials & Supplies		20,770
111-000-550	Travel & Meetings		
111-000-551	Local Meetings	600	
111-000-552	Local Mileage	<u>3,650</u>	
	Total Travel & Meetings		4,250
111-000-560	Fixed Charges		
111-000-561	Rental of Equipment		44,750
111-000-590	Other		
111-000-598	Data Processing Service Charge		<u>81,080</u>
	TOTAL BUSINESS & SOCIAL SCIENCE DIVISION BUDGET		<u>\$1,665,740</u>

1979-80

PROGRAM STATEMENT

COMMUNICATIONS, HUMANITIES & FINE ARTS

Mission:

The Communications, Humanities and Fine Arts Division offers courses that meet the vocational and cultural needs of students in the following areas: English composition, business and technical writing, reading, literature, speech, theatre and film philosophy, humanities, music, art, German, French, Spanish, fashion design, interior design.

Input Data:

Staff	<u>1979-80</u>
Administrative	1
Instructional (FTE)	61.60
Non-academic	<u>3</u>
Total Staff	<u>65.60</u>
Salary cost per staff member	\$18,042
Supportive cost per staff member	<u>2,739</u>
	<u>\$20,781</u>

Output Data:

Total course enrollments--13,699. Annual student credit hours--39,128.

Sub Program A

English/
Literature. Course enrollments, 4,658; annual student credit hours, 13,974.

Sub Program B

Reading. The reading course area serves 468 student course enrollments over 936 annual student credit hours.

Sub Program C

Speech. Course enrollments, 1430; annual student credit hours, 4,290.

Sub Program D

Foreign Language. Course enrollments, 734; annual student credit hours, 2,891.

Sub Program E

Humanities. The humanities course area serves 405 student course enrollments over 1,215 annual student credit hours.

Sub Program F

Philosophy. The philosophy course area serves 1,274 student course enrollments over 3,822 annual student credit hours.

Sub Program G

Art. The art course area serves 1900 student course enrollments in 5000 annual student credit hours, through 13 art courses and three fine arts courses.

Sub Program H

Music. The music course area serves 1600 student course enrollments in 3100 annual student credit hours, through 63 music courses.

Sub Program I

Fashion Design. The fashion design course area serves 960 student course enrollments in 2400 annual student credit hours, through 22 fashion design courses.

Sub Program J

Interior Program. The interior design course area serves 270 student course enrollments over 1500 annual student credit hours, through five interior design courses.

EDUCATIONAL FUND BUDGET
1979-80
Communications, Humanities & Fine Arts Division (112)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
112-000-510	Salaries		
112-000-511	Administrative	36,230	
112-000-513	Instructional--Full-time	862,120	
112-000-514	Instructional--Part-time	252,680	
112-000-515	Instruct.--Teaching/Assoc.	3,500	
112-000-516	Office	28,140	
112-000-518	Student Aids	12,820	
112-000-519	Other (Substitutes)	900	
	Total Salaries		1,196,390
112-000-520	Fringe Benefits		
112-000-521	Group Insurance	43,810	
112-000-525	Tuition Reimbursement	2,740	
112-000-528	Professional Expense	4,070	
	Total Fringe Benefits		50,620
112-000-530	Contractual Services		
112-000-532	Educational Consultants	19,070	
112-000-534	Maintenance	6,170	
112-000-539	Other	3,250	
	Total Contractual Services		28,490
112-000-540	General Materials & Supplies		
112-000-541	Office	3,150	
112-000-542	Printing & Duplicating	2,750	
112-000-543	Supplies--Instructional	20,100	
112-000-546	Publications & Dues	740	
	Total Gen.Materials & Supplies		26,740
112-000-550	Travel and Meetings		
112-000-551	Local Meetings	150	
112-000-552	Local Mileage	730	
	Total Travel and Meetings		880
112-000-560	Fixed Charges		
112-000-561	Rental of Equipment		3,000
112-000-580	Capital Outlay		
112-000-586	Equipment--Instructional		5,800
112-000-590	Other		
112-000-595	Facilities Charges	4,500	
112-000-598	Data Processing Svc. Charge	46,800	
	Total Other		51,300
	TOTAL COMMUNICATIONS, HUMANITIES AND FINE ARTS DIVISION BUDGET		<u>\$1,363,220</u>

PROGRAM STATEMENT
Special Services Division

Mission Statement:

The mission of the Division of Special Services is to provide programs designed to meet the needs of special student populations.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	.5	0
Instructional (FTE)	15	19	18
Professional-Technical	12	13	13
Non-academic	3.5	3.5	3.5
Total Staff	<u>31.5</u>	<u>36.0</u>	<u>34.5</u>
Salary cost per staff member	10,700	9,479	10,114
Supportive costs per staff member	<u>1,098</u>	<u>1,028</u>	<u>1,091</u>
Total cost per staff member	<u>11,798</u>	<u>10,507</u>	<u>11,205</u>

Output Data:

Sub Program A

Basic Skills Development. Instruction for students lacking basic skills required for college level programs is provided through the Learning Laboratory. This instruction includes the areas of reading, writing, spelling, vocabulary, grammar, mathematics, study skills, and personal adjustment and development.

Sub Program B

English as a Second Language. Instruction designed for non-English speaking persons. Courses include: English as a second language--basic, intermediate, and advanced courses.

Sub Program C

Adult Basic Education. Instruction designed for persons whose academic skills are below the twelfth grade level. Courses include: mathematics, reading, English, consumer education, and citizenship.

Sub Program D

Hearing Impaired Program. Instruction and supportive services designed to mainstream hearing impaired students into the curricular offerings of Harper College. Services include program coordination, interpreters, notetakers and tutors.

Sub Program E

Tutoring Program. Through the tutoring program any student who needs assistance with study skills, writing skills, preparation for exams, as well as other academic concerns, can "walk in" or be referred for this free service.

EDUCATIONAL FUND BUDGET
1979-80
Special Services (113)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
113-000-510	Salaries		
113-000-513	Instructional--Full-time	103,460	
113-000-514	Instructional--Part-time	137,180	
113-000-515	Instruct.--Teaching/Assoc.	60,450	
113-000-516	Office	47,752	
113-000-518	Student Aids	12,700	
113-000-519	Other (Substitutes)	<u>100</u>	
	Total Salaries		361,640
113-000-520	Fringe Benefits		
113-000-521	Group Insurance	11,290	
113-000-525	Tuition Reimbursement	540	
113-000-528	Professional Expense	<u>660</u>	
	Total Fringe Benefits		12,490
113-000-530	Contractual Services		
113-000-532	Educational Consultant	3,000	
113-000-534	Maintenance	460	
113-000-539	Other	<u>1,840</u>	
	Total Contractual Services		5,300
113-000-540	General Materials & Supplies		
113-000-541	Office	1,890	
113-000-542	Printing & Duplicating	2,770	
113-000-543	Supplies--Instructional	1,300	
113-000-546	Publications & Dues	80	
113-000-547	Advertising	<u>280</u>	
	Total Gen. Materials & Supplies		6,320
113-000-550	Travel & Meetings		
113-000-551	Local Meetings	40	
113-000-552	Local Mileage	<u>230</u>	
	Total Travel & Meetings		270
113-000-590	Other		
113-000-595	Facilities Charges		<u>550</u>
	TOTAL SPECIAL SERVICES BUDGET		<u>\$386,570</u>

PROGRAM STATEMENT

Physical Education, Athletics and Recreation Division

New Division 1978-79

Mission Statement:

This division provides a curriculum for students who elect to pursue a baccalaureate degree in health and physical education or to attain general education electives toward teacher education degrees. In addition, support services are provided for athletics, intramurals, recreation and student-community use of athletic facilities.

Input Data:

	<u>1978-79</u>	<u>1979-80</u>
Staff		
Administrative	1	1
Instructional (FTE)	6	8
Non-academic	1	2
Non-academic ($\frac{1}{2}$ year)	4	
Total Staff	<u>12</u>	<u>11</u>
Salary cost per staff member	\$14,058	\$16,983
Supportive cost per staff member	2,460	4,096
Total cost per staff member	<u>\$16,518</u>	<u>\$21,079</u>

Output Data:

Sub Program A

Courses in physical education provide a program that correlates to the basic two-year program at four-year institutions, in addition to offering support courses for general education and career programs.

Sub Program B

Courses in health education provide a program that correlates to the basic two-year program at four-year institutions, in addition to offering support courses for general education and career programs.

Sub Program C

Courses in recreation education provide a program that correlates to the basic two-year program at four-year institutions.

Sub Program D

Support budgeted for 14 sport intercollegiate athletic program.

Sub Program E

Support budgeted for intramural and recreation programs.

EDUCATIONAL FUND BUDGET

1979-80

Physical Education, Athletics & Recreation Division (114)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
114-000-510	Salaries		
114-000-511	Administrative	28,330	
114-000-512	Professional	15,500	
114-000-513	Instructional--Full-time	109,640	
114-000-514	Instructional--Part-time	19,600	
114-000-516	Office	13,740	
114-000-518	Student Aids	<u>13,710</u>	
	Total Salaries		200,520
114-000-520	Fringe Benefits		
114-000-521	Group Insurance	7,040	
114-000-525	Tuition Reimbursement	360	
114-000-528	Professional Expense	<u>600</u>	
	Total Fringe Benefits		8,000
114-000-530	Contractual Services		
114-000-532	Educational Consultants	200	
114-000-534	Maintenance	120	
114-000-539	Other	<u>12,000</u>	
	Total Contractual Services		12,320
114-000-540	General Materials & Supplies		
114-000-541	Office	750	
114-000-542	Printing & Duplicating	900	
114-000-543	Supplies--Instructional	9,200	
114-000-546	Publications & Dues	<u>30</u>	
	Tot.Gen.Materials & Supplies		10,880
114-000-550	Travel & Meetings		
114-000-552	Mileage--Local		<u>150</u>
	TOTAL PHYSICAL EDUCATION, ATHLETICS & RECREATION DIVISION BUDGET		<u>\$231,870</u>

PROGRAM STATEMENT

Technology, Mathematics, and Physical Sciences Division

Mission Statement:

The programs and curricular offerings of the Technology, Mathematics and Physical Sciences Division are intended to facilitate the appreciation of science, engineering, architecture, and mathematics in a technological society, to provide for acquisition of skills required for a career in that society, and to provide training for immediate employment. Support for instructional computing for all divisions is also provided through this budget.

<u>Input Data:</u>	<u>1979/80</u>
Staff	
Administrative	1
Instructional (FTE)	59
Professional/Technical	2.2
Non-academic	2
Total staff	<u>64.2</u>
Salary cost per staff member	15,775
Supportive cost per staff member	<u>3,235</u>
Total cost per staff member	<u>19,010</u>

Output Data:

<u>SubProgram</u>	<u>Course Enrollments</u>	<u>Credit Hours</u>
A. Architectural Technology	450	2000
B. Building Code Enforcement	60	180
C. Chemistry	949	4004
D. Engineering	496	1160
E. Electronics/Vending Machine Repair	587	1902
F. Fire Science Technology	400	1200
G. Geology	228	900
H. Mathematics	3456	13521
I. Mechanical Engineering Technology/ Numerical Control Technology	763	2225
J. Physics	253	1098
K. Physical Science/Astronomy	394	1146
L. Refrigeration/Air Conditioning	569	2025
M. Instructional Computing	Provides support of student and faculty activities in computer-based instruction	

EDUCATIONAL FUND BUDGET

1979-80

Technology, Mathematics and Physical Sciences Division

Expenditures

110-000-000	<u>INSTRUCTION</u>		
116-000-510	Salaries		
116-000-511	Administrative	27,150	
116-000-512	Professional	17,150	
116-000-513	Instructional--Full-time	747,330	
116-000-514	Instructional--Part-time	192,700	
116-000-515	Instruct.--Teaching/Assoc.	7,390	
116-000-516	Office	21,020	
116-000-518	Students	<u>12,320</u>	
	Total Salaries		1,025,060
116-000-520	Fringe Benefits		
116-000-521	Group Insurance	35,260	
116-000-525	Tuition Reimbursement	2,280	
116-000-528	Professional Expense	<u>2,630</u>	
	Total Fringe Benefits		40,170
116-000-530	Contractual Services		
116-000-532	Consultants--Educational	600	
116-000-534	Maintenance	10,900	
116-000-539	Other	<u>350</u>	
	Total Contractual Services		11,850
116-000-540	General Materials & Supplies		
116-000-541	Office	3,250	
116-000-542	Printing & Duplicating	2,750	
116-000-543	Supplies--Instructional	36,750	
116-000-544	Materials	3,300	
116-000-546	Publications & Dues	<u>350</u>	
	Tot. Gen. Materials & Supplies		46,400
116-000-550	Travel & Meetings		
116-000-551	Local Meetings	350	
116-000-552	Local Mileage	650	
116-000-556	Vehicles (Field Trips)	<u>2,500</u>	
	Total Travel & Meetings		3,500
116-000-560	Fixed Charges		
116-000-561	Rental of Equipment		1,500
116-000-580	Capital Outlay		
116-000-586	Equipment--Instructional		35,750
116-000-590	Other		
116-000-595	Facilities Charges	200	
116-000-598	D/P Service Charge	<u>56,050</u>	
	Total Other		<u>56,250</u>
	TOTAL MATHEMATICS, PHYSICAL SCIENCES & TECHNOLOGY DIVISION BUDGET		<u>\$1,220,480</u>

PROGRAM STATEMENT
Life Science and Human Services

Mission Statement:

The objective of the Division is to offer a quality program of basic life science and human service courses to provide a curriculum for students who wish to transfer to four-year institutions or enter career areas in the fields of health care, human services or horticulture.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	2.5	1.0	2.0
Instructional (FTE)	55.6	59.0	59.5
Non-academic	4.5	4.5	5.0
Total Staff	<u>62.6</u>	<u>65.0</u>	<u>66.5</u>
Salary cost per staff member	\$16,922	\$13,645	\$16,459
Support cost per staff member	3,503	2,887	2,753
Total cost per staff member	<u>\$20,425</u>	<u>\$16,532</u>	<u>\$19,222</u>

Output Data:

Sub Program A

Biology--Courses in BIO are offered as transfer courses and/or support courses for various career programs.

Sub Program B

Nursing--Courses in NUR serve to prepare students to enter the career fields of Practical Nursing and/or Registered Nursing. Completion of either sequence makes students eligible to write the appropriate licensure examination.

Sub Program C

Dental Hygiene--Courses in DHY serve to prepare students to enter the career field of Dental Hygiene.

Sub Program D

Operating Room Technician--Courses in ORT serve to prepare students to enter the career field of Operating Room Technician.

Sub Program E

Dietetic Technician--Courses in DIT serve to prepare students to enter the career field of Dietetic Technician.

Sub Program F

Park and Grounds Operations Management--Courses in PKM serve to prepare a student to enter the career field of Management of Park and Grounds Operations and Horticulture.

Sub Program G

Health Science Courses--Courses are offered in support of Health Career Programs, Medical Office Assistant, Emergency Medical Technician, and Child Care Programs.

Sub Program H

Criminal Justice--Courses in CRJ serve to prepare students to enter the career fields of law enforcement, corrections and/or industrial security.

Sub Program I

Child Development--Courses in CCA serve to prepare students to enter the field of child care (care and guidance of children).

Sub Program J

Health Care--Courses in LLH make available a broad range of Continuing Education offerings designed for members of the Health Care Professions and consumers of health care.

Sub Program K

Senior Citizens--Courses in this program provide enriching educational experiences especially designed for senior citizens.

EDUCATIONAL FUND BUDGET

1979-80

Life Science & Human Services Division (117)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
117-000-510	Salaries		
117-000-511	Administrative	52,990	
117-000-512	Professional	9,910	
117-000-513	Instructional--Full-time	780,440	
117-000-514	Instructional--Part-time	206,640	
117-000-516	Office	45,190	
117-000-518	Students	<u>4,500</u>	
	Total Salaries		1,099,670
117-000-520	Fringe Benefits		
117-000-521	Group Insurance	42,500	
117-000-525	Tuition Reimbursement	2,520	
117-000-528	Professional Expense	<u>3,200</u>	
	Total Fringe Benefits		48,220
117-000-530	Contractual Services		
117-000-532	Consultants--Educational	10,350	
117-000-534	Maintenance	5,580	
117-000-539	Other	<u>26,080</u>	
	Total Contractual Services		42,010
117-000-540	General Materials & Supplies		
117-000-541	Office	4,200	
117-000-542	Printing & Duplicating	7,370	
117-000-543	Supplies--Instructional	41,360	
117-000-544	Materials	1,100	
117-000-546	Publications and Dues	<u>1,140</u>	
	Tot. Gen. Materials & Supplies		55,170
117-000-550	Travel & Meetings		
117-000-551	Local Meetings	780	
117-000-552	Local Mileage	<u>2,930</u>	
	Total Travel & Meetings		3,710
117-000-560	Fixed Charges		
117-000-561	Rental of Equipment		5,350
117-000-580	Capital Outlay		
117-000-585	Equipment--Office	180	
117-000-586	Equipment--Instructional	<u>21,010</u>	
	Total Capital Outlay		21,190
117-000-590	Other		
117-000-598	D/P Service Charge		<u>2,940</u>
	TOTAL LIFE SCIENCE AND HUMAN SERVICES DIVISION BUDGET		<u>\$1,278,260</u>

PROGRAM STATEMENT
Office of Continuing Education and Program Services/Education Fund

Mission Statement:

The mission of the Office of Continuing Education and Program Services in the Education Fund is to provide educational experiences to those people who are not primarily interested in, or in need of, a traditional college degree. To support this mission, the Office of Continuing Education/Education Fund identifies the following purposes:

1. Provide continuing professional education such as refresher and recurrent seminars and courses to meet changing professional needs.
2. Provide community development education for public and community service organizations.
3. Provide enriching educational experiences which meet personal and social needs.
4. Provide educational design services which assess specific community and group needs.
5. Provide college entry/transition offerings to the community.
6. Provide experimental programming service to the institution.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	2	1.5	.25
Instructional (FTE)	14	16.0	16.0
Non-academic (FTE)	8	9.0	2.5
Total Staff	<u>24</u>	<u>26.5</u>	<u>18.75</u>
Salary cost per staff member	6,777	6,125	5,240
Supportive costs per staff member	<u>4,825</u>	<u>5,322</u>	<u>1,916</u>
Total cost per staff member	<u>11,602</u>	<u>11,447</u>	<u>7,156</u>

Output Data:

Sub Program A

Community Program: Reimbursable Offerings.

Sub Program B

Health Care Program: Reimbursable Offerings.

Sub Program C

Women's Program: Reimbursable Offerings.

Sub Program D

Senior Citizen Program: Reimbursable Offerings.

EDUCATIONAL FUND BUDGET
1979-80
Continuing Education (119)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
119-000-510	Salaries		
119-000-511	Administrative	6,070	
119-000-512	Professional	30,710	
119-000-514	Instructional--Part-time	48,700	
119-000-516	Office	12,760	
119-000-518	Student Aids	<u>7,010</u>	
	Total Salaries		105,250
119-000-520	Fringe Benefits		
119-000-521	Group Insurance	1,540	
119-000-525	Tuition Reimbursement	160	
119-000-528	Professional Expense	<u>190</u>	
	Total Fringe Benefits		1,890
119-000-530	Contractual Services		
119-000-532	Educational Consultant	1,340	
119-000-534	Maintenance	90	
119-000-537	Other--Office Services	<u>120</u>	
	Total Contractual Services		1,550
119-000-540	General Materials & Supplies		
119-000-541	Office	810	
119-000-542	Printing & Duplicating	2,840	
119-000-543	Supplies--Instructional	8,610	
119-000-546	Publications & Dues	250	
119-000-547	Advertising	<u>7,350</u>	
	Tot. Gen. Materials & Supplies		19,860
119-000-550	Travel & Meetings		
119-000-551	Local Meetings	1,400	
119-000-552	Mileage--Local	<u>480</u>	
	Total Travel & Meetings		1,880
119-000-590	Other		
119-000-595	Facilities Charge		<u>3,750</u>
	TOTAL CONTINUING EDUCATION BUDGET		<u>\$134,180</u>

PROGRAM STATEMENT

Dean of Instruction

Mission Statement:

To maintain, extend and improve the instructional programs of the college, to supervise and coordinate the responsibilities of the five academic associate deans and the director of continuing education.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	1
Non-academic	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>2</u>	<u>2</u>	<u>2</u>
Salary cost per staff member	\$21,435	\$21,435	\$23,524
Supportive cost per staff member	<u>3,570</u>	<u>3,525</u>	<u>23,705</u>
Total cost per staff member	<u>\$25,005</u>	<u>\$24,960</u>	<u>\$47,229</u>

Output Data:

Sub Program A

To serve as a coordination link for the daily academic functions of the college including such functions as faculty promotion and evaluation, staffing, preparation of budgets, implementation of master class schedule, etc.

Sub Program B

To provide a full range of credit and non-credit courses and/or workshops and seminars for students interested in pursuing further education.

Sub Program C

To assume leadership in interpreting the academic program to the community and to coordinate activities of local advisory committees.

Sub Program D

To serve as a liaison with the Illinois Community College Board and other agencies on matters relating to the curriculum of the college.

Sub Program E

To serve as the local director of vocational education.

EDUCATIONAL FUND BUDGET
1979-80
Dean of Instruction (118-120)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-120-510	Salaries		
118-120-511	Administrative	34,700	
118-120-516	Office	12,350	
118-120-518	Student Aids	<u>1,500</u>	
	Total Salaries		48,550
118-120-520	Fringe Benefits		
118-120-521	Group Insurance	1,620	
118-120-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		1,820
118-120-530	Contractual Services		
118-120-534	Maintenance	80	
118-120-537	Contractual Office	<u>450</u>	
	Total Contractual Services		530
118-120-540	General Materials & Supplies		
118-120-541	Office	400	
118-120-542	Printing & Duplicating	900	
118-120-546	Publications & Dues	<u>320</u>	
	Tot.Gen.Materials & Supplies		1,620
118-120-550	Travel and Meetings		
118-120-551	Local Meetings	400	
118-120-552	Local Mileage	<u>100</u>	
	Total Travel and Meetings		500
118-120-590	Other		
118-120-598	D/P Service Charge		<u>41,440</u>
	TOTAL DEAN OF INSTRUCTION BUDGET		<u>\$94,460</u>

PROGRAM STATEMENT

Dean of Educational Services

Mission Statement:

The purpose of the office of the Dean of Educational Services is to supervise and coordinate academic support responsibilities as assigned.

Input Data:

Staff	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1
Non-academic	<u>1</u>	<u>1</u>
Total Staff	<u>2</u>	<u>2</u>
Salary cost per staff member	20,450	22,056
Supportive cost per staff member	<u>1,698</u>	<u>1,335</u>
Total cost per staff member	<u>22,148</u>	<u>23,391</u>

Output Data:

Sub Program A

The primary purpose of the office of the Dean of Educational Services is to serve as a coordination and communication link for the operational services of the academic support functions of the college. The Dean supervises and coordinates the responsibilities of the appropriate staff in the Learning Resources and Special Services areas and serves as the grants monitor for the college. Examples of this function are: coordination and preparation of the budgets, evaluation of staff, making recommendations on promotions, reclassifications, staffing as related to Learning Resources and Special Services, and development and monitoring of grants.

EDUCATIONAL FUND BUDGET
1979-80
Dean of Educational Services (118-140)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-140-510	Salaries		
118-140-511	Administrative	32,400	
118-140-516	Office	<u>11,710</u>	
	Total Salaries		44,110
118-140-520	Fringe Benefits		
118-140-521	Group Insurance	1,620	
118-140-525	Tuition Reimbursement	60	
118-140-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		1,780
118-140-530	Contractual Services		
118-140-534	Maintenance		100
118-140-540	General Materials & Supplies		
118-140-541	Office	150	
118-140-542	Printing & Duplicating	150	
118-140-546	Publications & Dues	<u>130</u>	
	Tot. Gen. Materials & Supplies		430
118-140-550	Travel & Meetings		
118-140-551	Local Meeting Expense	130	
118-140-552	Local Mileage	<u>230</u>	
	Total Travel & Meetings		<u>360</u>
	TOTAL DEAN OF EDUCATIONAL SERVICES BUDGET		<u>\$46,780</u>

PROGRAM STATEMENT

Vice President of Academic Affairs

Mission Statement:

The mission of the Office of the Vice President of Academic Affairs is to provide instructional programs necessary to satisfy the needs of the community through courses and programs designed to transfer to four-year colleges and universities: courses and programs in career areas, continuing education and community service; and adequate support to these programs in the Learning Resource Center in the most creative and effective way possible.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	1	1
Non-academic	<u>1</u>	<u>1</u>	<u>2</u>
Total Staff	<u>2</u>	<u>2</u>	<u>3</u>
	<u>=</u>	<u>=</u>	<u>=</u>
Salary cost per staff member	23,196	26,200	21,760
Supportive cost per staff member	<u>54,255</u>	<u>51,930</u>	<u>36,896</u>
Total cost per staff member	<u>77,451</u>	<u>78,130</u>	<u>58,656</u>
Supportive costs for support services for academic affairs (substitutes, consultants, advertising, printing, and duplicating and recruitment)	<u>41,525</u>	<u>45,945</u>	<u>30,133</u>

Output Data:

Sub Program A

The mission of the Dean of Instruction is to plan and develop the activities related to courses and programs designed to provide educational experiences for all students enrolled in credit programs and provide opportunities for students in continuing education programs in a formal or informal manner in non-credit, seminar, workshop and other short-term courses.

Sub Program B

The mission of the Dean of Educational Services is to provide library services and audio visual/media services necessary in the learning process, as well as Special Services functions which include: Learning Skills Laboratory, Tutoring, Handicapped Services, and Adult Basic Education.

EDUCATIONAL FUND BUDGET
1979-80
Vice President of Academic Affairs (118-180)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-180-510	Salaries		
118-180-511	Administrative	37,200	
118-180-516	Office	28,080	
118-180-518	Student Aids	1,000	
118-180-519	Other--Substitutes	<u>7,800</u>	
	Total Salaries		74,080
118-180-520	Fringe Benefits		
118-180-521	Group Insurance	2,290	
118-180-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,390
118-180-530	Contractual Services		
118-180-532	Consultants	8,000	
118-180-534	Maintenance	<u>200</u>	
	Total Contractual Services		8,200
118-180-540	General Materials & Supplies		
118-180-541	Office	750	
118-180-542	Printing & Duplicating	2,600	
118-180-546	Publications & Dues	650	
118-180-547	Advertising	<u>70,000</u>	
	Tot. Gen. Materials & Supplies		74,000
118-180-550	Travel & Meetings		
118-180-551	Local Meeting Expense	7,000	
118-180-552	Local Mileage	300	
118-180-554	Travel	8,000	
118-180-555	Recruitment	<u>2,000</u>	
	Total Travel & Meetings		<u>17,300</u>
	TOTAL VICE PRESIDENT OF ACADEMIC AFFAIRS BUDGET		<u>\$175,970</u>

PROGRAM STATEMENT

Academic Support - Library Services

Mission Statement:

The Library Services objective is to support the college in its community and curricular objectives by identifying, acquiring, cataloging, processing, circulating and interpreting suitable library materials - both books and media.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1.0	1.0	1.0
Instructional (FTE)	3.0	3.0	5.5
Non-academic	<u>7.5</u>	<u>7.0</u>	<u>12.8</u>
Total Staff	<u>11.5</u>	<u>11.0</u>	<u>19.3</u>
Salary cost per staff member	12,544	12,817	12,678
Supportive cost per staff member	<u>11,858</u>	<u>11,579</u>	<u>6,689</u>
Total cost per staff member	<u>24,402</u>	<u>24,396</u>	<u>19,367</u>

Output Data:

Sub Program A

Acquisition. To identify and order suitable learning and teaching materials.

Sub Program B

Cataloging. To catalog, process and make fully accessible all materials acquired.

Sub Program C

Circulation. To circulate and keep records for materials circulated and to manage the collections.

Sub Program D

To interpret the collection by helping all users to find needed materials.

EDUCATIONAL FUND BUDGET
1979-80
Academic Support--Library Services (121)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
121-000-510	Salaries		
121-000-511	Administrative	26,770	
121-000-513	Instructional--Full-time	89,350	
121-000-514	Instructional--Part-time	6,510	
121-000-516	Office	122,060	
121-000-518	Students	<u>17,700</u>	
	Total Salaries		262,390
121-000-520	Fringe Benefits		
121-000-521	Group Insurance	12,400	
121-000-525	Tuition Reimbursement	960	
121-000-528	Professional Expense	<u>600</u>	
	Total Fringe Benefits		13,960
121-000-530	Contractual Services		
121-000-534	Maintenance		2,200
121-000-540	General Materials & Supplies		
121-000-541	Office	690	
121-000-542	Printing & Duplicating	500	
121-000-543	Supplies	2,650	
121-000-544	Materials	22,820	
121-000-544.2	Film Rental	6,800	
121-000-545	Books & Bindings	26,050	
121-000-546	Publications & Dues	<u>20,200</u>	
	Tot. Gen. Materials & Supplies		79,710
121-000-560	Fixed Charges		
121-000-561	Rental of Equipment		4,100
121-000-580	Capital Outlay		
121-000-585	Equipment--Office		<u>11,430</u>
	TOTAL LIBRARY SERVICES BUDGET		<u>\$373,790</u>

PROGRAM STATEMENT

Academic Support--A/V Media Services

Mission Statement:

The Media Services objective is to provide user services which include the production, distribution and utilization of media as well as the operation, distribution and maintenance of media equipment and systems.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	1.0
Professional/Technical	3	3	5.0
Non-academic	<u>6</u>	<u>5</u>	<u>9.9</u>
Total Staff	<u>10</u>	<u>9</u>	<u>15.9</u>
Salary cost per staff member	13,221	13,390	14,519
Supportive cost per staff member	<u>4,128</u>	<u>4,207</u>	<u>6,342</u>
Total cost per staff member	<u>17,349</u>	<u>17,597</u>	<u>20,861</u>

Output Data:

Sub Program A

Graphic Productions. To provide instructional area with quality graphic materials for the learning process. This would include the design and production of art work, projecturals, signs, charts and other processes necessary to produce a finished product for instruction. This would also include appropriate instructional graphic production such as signage, displays and publications.

Sub Program B

Photographic Production. To provide instructional area with quality photographic materials for use in the learning process. This would include color slides, black and white prints, and copy work. This would also include appropriate institutional photography for community relations and duplicating.

Sub Program C

Television Production. To provide instructional area with quality television programs for use in the learning process. This would include scripting, storyboarding, and final production of programs requested by the faculty. This would also include the development of television programs of a co-curricular nature.

Sub Program D

Media Equipment and Systems. To provide the college with equipment and systems for the distribution and transmission of various media. Includes the operation, utilization and maintenance of associated audiovisual equipment, as well as the lecture-demo centers, the closed circuit television systems, and the A/T laboratories.

EDUCATIONAL FUND BUDGET
1979-80
Academic Support--A/V Media Services (122)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
122-000-510	Salaries		
122-000-511	Administrative	24,000	
122-000-512	Professional	81,670	
122-000-516	Office	106,630	
122-000-518	Students	<u>18,550</u>	
	Total Salaries		230,850
122-000-520	Fringe Benefits		
122-000-521	Group Insurance	10,050	
122-000-525	Tuition Reimbursement	700	
122-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		10,850
122-000-530	Contractual Services		
122-000-534	Maintenance	5,200	
122-000-539	Other	<u>1,200</u>	
	Total Contractual Services		6,400
122-000-540	General Materials & Supplies		
122-000-541	Office	700	
122-000-542	Printing & Duplicating	200	
122-000-544	Materials	23,200	
122-000-545	Books & Bindings	250	
122-000-546	Publications & Dues	450	
122-000-549	Other	<u>12,000</u>	
	Tot. Gen. Materials & Supplies		36,800
122-000-580	Capital Outlay		
122-000-586	Equip.--Non-reimbursable	14,560	
122-000-587	Equip., Ed.--Reimbursable	<u>32,230</u>	
	Total Capital Outlay		<u>46,790</u>
			<u>\$331,690</u>
	MEDIA SERVICES BUDGET		

PROGRAM STATEMENT
Academic Support - Extension and Program Services

Mission Statement:

The Program Service objective is to provide extension, off-campus, in-plant and general community services to academic departments and with interested community organizations. These services are administered by the Office of Continuing Education and Program Services.

Input Data:

	<u>1978-79</u>	<u>1979-80</u>
Staff		
Administrative	NA	.50
Professional/Technical	NA	.25
Non-academic	NA	<u>2.00</u>
Total Staff	NA	<u>2.75</u>
Salary cost per staff member	NA	18,698
Supportive cost per staff member	NA	<u>19,498</u>
Total cost per staff member	NA	<u>38,196</u>

Output Data:

Sub Program A

Willow Park Center. Budget totals include funds for operation of the Willow Park Center.

Sub Program B

Off-campus Centers. Budget totals include funds for the rental and management of off-campus instructional facilities.

Sub Program C

Program Services. To provide the instructional services including facilitating in-plant contracts, assisting in designing new instructional methods and community education projects.

Sub Program D

Community Services. To provide services and linkage with community organizations including university extension, high school cooperative program, liaison to community service and educational organizations.

EDUCATIONAL FUND BUDGET

1979-80

Academic Support--Extension and Program Services (127)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
127-000-510	Salaries		
127-000-511	Administrative	12,140	
127-000-512	Professional	1,800	
127-000-516	Office	37,480	
127-000-518	Student Aids	<u>4,400</u>	
	Total Salaries		55,820
127-000-520	Fringe Benefits		
127-000-521	Group Insurance	1,480	
127-000-525	Tuition Reimbursement	200	
127-000-528	Professional Expense	<u>50</u>	
	Total Fringe Benefits		1,730
127-000-530	Contractual Services		
127-000-532	Educational Consultant	100	
127-000-534	Maintenance	680	
127-000-537	Other--Office Svc.	<u>850</u>	
	Total Contractual Services		1,630
127-000-540	General Materials & Supplies		
127-000-541	Office	1,560	
127-000-542	Printing & Duplicating	920	
127-000-543	Supplies, Instructional	500	
127-000-546	Publications & Dues	200	
127-000-547	Advertising	<u>6,250</u>	
	Tot. Gen. Materials & Supplies		9,430
127-000-550	Travel & Meetings		
127-000-551	Local Meetings	450	
127-000-552	Local Mileage	<u>400</u>	
	Total Travel & Meetings		850
127-000-560	Fixed Charges		
127-000-561	Rental of Equipment		15,880
127-000-590	Other		
127-000-595	Facilities Charge	7,500	
127-000-598	D/P Service Charge	<u>12,200</u>	
	Total Other		<u>19,700</u>
	TOTAL EXTENSION AND PROGRAM SERVICES BUDGET		<u>\$105,040</u>

PROGRAM STATEMENT
Admissions and Records

Mission Statement:

The Admissions and Records office has the responsibility for the administration of established policy regarding admissions, registration, and accumulation and dissemination of student data.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1.0	1.0	1.0
Professional/Technical	3.6	3.6	2.0
Non-academic	<u>16.0</u>	<u>16.0</u>	<u>16.0</u>
Total Staff	<u>20.6</u>	<u>20.6</u>	<u>19.0</u>
Salary cost per staff member	10,281	9,846	10,862
Supportive cost per staff member	<u>7,700</u>	<u>7,882</u>	<u>9,050</u>
Total cost per staff member	<u>17,981</u>	<u>17,728</u>	<u>19,912</u>

Output Data:

Sub Program A

Admissions. To select students for admission who meet the admission standards set for Harper College.

Sub Program B

Academic Records. To maintain accurate, complete, and timely student records for dissemination in various forms to authorized recipients.

Sub Program C

Diplomas and Certificates. To certify completion of degree requirements and to provide diplomas to all certified graduates.

Sub Program D

Transcripts and Cumulative Advisory Records. To issue accurate and complete student transcripts as quickly as possible upon proper request.

Sub Program E

Certification. To provide certification information on students to authorized agencies requiring such certification.

Sub Program F

Registration. To bring together students and faculty in credit and continuing education classes, utilizing in the most efficient manner the talents and facilities provided by the college.

Sub Program G

Statistics. To report on student enrollment, state apportionment, charge-backs, degrees awarded, and applications received.

Sub Program H

Systems Development. To assist in the development of an efficient, accurate and simple system for processing, maintaining, and reporting student and course data.

Sub Program I

Academic Bulletins. To provide current, articulate and accurate information (calendar, admissions requirements, curricula offerings, cost, accreditation, organization, faculty college regulations, graduation requirements, degrees offered) about the college for guidance of prospective students for faculty and administrative officers, for students currently enrolled, and for other educational or allied institutions.

EDUCATIONAL FUND BUDGET
1979-80
Admissions and Records (131)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
131-000-510	Salaries		
131-000-511	Administrative	29,460	
131-000-512	Professional	15,520	
131-000-513	Counselors--Full-time	24,120	
131-000-516	Office	<u>137,290</u>	
	Total Salaries		206,390
131-000-520	Fringe Benefits		
131-000-521	Group Insurance	13,290	
131-000-525	Tuition Reimbursement	600	
131-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		14,090
131-000-530	Contractual Services		
131-000-534	Maintenance		940
131-000-540	General Materials & Supplies		
131-000-541	Office	7,000	
131-000-542	Printing & Duplicating	6,680	
131-000-546	Publications & Dues	<u>300</u>	
	Total Gen. Materials & Supplies		13,980
131-000-550	Travel & Meetings		
131-000-551	Local Meeting Expense	100	
131-000-552	Local Mileage	<u>300</u>	
	Total Travel & Meetings		400
131-000-580	Capital Outlay		
131-000-585	Equipment--Office		380
131-000-590	Other		
131-000-595	Facilities Charge	200	
131-000-598	D/P Service Charge	<u>141,960</u>	
	Total Other		<u>142,160</u>
	TOTAL ADMISSIONS & RECORDS BUDGET		<u>\$378,340</u>

PROGRAM STATEMENT
Office of Student Information

Mission Statement:

The Office of Student Information's mission is to attract and help retain a greater number of applicants. The Office serves as the main information source for students, applicants, faculty, staff, and the community. It coordinates high school visitations, plans and organizes open houses, oversees the distribution of appropriate literature to schools, businesses, industries, and agencies and coordinates appropriate faculty, staff, and students for recruitment-related affairs.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1.0	1.0	1.0
Non-academic	<u>1.5</u>	<u>1.5</u>	<u>1.0</u>
Total Staff	<u>2.5</u>	<u>2.5</u>	<u>2.0</u>
Salary cost per staff member	15,508	15,508	18,215
Supportive cost per staff member	<u>3,136</u>	<u>2,496</u>	<u>6,885</u>
Total cost per staff member	<u>18,644</u>	<u>18,004</u>	<u>25,100</u>

Output Data:

Sub Program A

Information Services. To provide information about Harper College to applicants, students and the community.

Sub Program B

Recruitment Activities. To identify target groups for recruitment efforts.

Sub Program C

Planning Activities. To plan recruitment and information activities that best meet the needs of the Harper community and the college.

EDUCATIONAL FUND BUDGET
1979-80
Office of Student Information (132)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-000-510	Salaries		
132-000-511	Administrative	26,770	
132-000-516	Office	9,660	
132-000-518	Students	<u>200</u>	
	Total Salaries		36,630
132-000-520	Fringe Benefits		
132-000-521	Group Insurance	1,620	
132-000-525	Tuition Reimbursement	350	
132-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,070
132-000-530	Contractual Services		
132-000-534	Maintenance	200	
132-000-537	Contractual Office	<u>200</u>	
	Total Contractual Services		400
132-000-540	General Materials & Supplies		
132-000-541	Office	800	
132-000-542	Printing & Duplicating	2,500	
132-000-546	Publications & Dues	200	
132-000-547	Advertising	5,000	
132-000-549	Other--Voc. Lib.	<u>1,000</u>	
	Tot. Gen. Materials & Supplies		9,500
132-000-550	Travel & Meetings		
132-000-551	Local Meeting Expense	100	
132-000-552	Local Mileage	<u>1,500</u>	
	Total Travel & Meetings		<u>1,600</u>
	TOTAL RECRUITMENT BUDGET		<u>\$ 50,200</u>

PROGRAM STATEMENT
Financial Aid

Mission Statement:

The Office of Financial Aid certifies student status for the Illinois Guaranteed Loan Program. It administers the Federal College Work-Study, Supplemental Educational Opportunity Grant, National Direct Student Loan, Federal Nursing Scholarship, Federal Nursing Loan, Basic Educational Opportunity Grant, and the Law Enforcement Grant Programs. The office also administers the Illinois State Scholarship and Grant Programs, the state Vocational-Technical Work-Study Program, Harper Trustee Scholarships, Vocational Rehabilitation Grants, Short Term Loan Program, Student Achievement Recognition Program, and all the local, community, agency, state and national scholarship and grant programs.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Professional/Technical	1.0	1.0	1.0
Non-academic	<u>1.0</u>	<u>1.5</u>	<u>1.5</u>
Total Staff	<u>2.0</u>	<u>2.5</u>	<u>2.5</u>
Salary cost per staff member	9,268	8,156	12,108
Supportive cost per staff member	<u>4,882</u>	<u>3,984</u>	<u>4,100</u>
Total cost per staff member	<u>14,150</u>	<u>12,140</u>	<u>16,208</u>

Output Data:

Sub Program A

Certification Services. To certify student attendance for the Public Aid, Vocational Rehabilitation, Illinois Guaranteed Loan and tuition rebate programs.

Sub Program B

Grant and Scholarship Services. To provide assistance to all students in applying for and receiving all federal, state, private and community grants and scholarships.

Sub Program C

Loan Services. To provide services to students on all federal, state, private and institutional loans.

Sub Program D

Work-Study Services. To assist eligible students in finding on- and off-campus work-study opportunities under federal and state programs.

Sub Program E

Articulation Services. To make available to all members of the community information on all financial assistance programs.

EDUCATIONAL FUND BUDGET
1979-80
Financial Aids (132-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-100-510	Salaries		
132-100-512	Professional	17,853	
132-100-516	Office	<u>12,417</u>	
	Total Salaries		30,270
132-100-520	Fringe Benefits		
132-100-521	Group Insurance	1,340	
132-100-525	Tuition Reimbursement	<u>50</u>	
	Total Fringe Benefits		1,390
132-100-530	Contractual Services		
132-100-534	Maintenance		140
132-100-540	General Materials & Supplies		
132-100-541	Office	440	
132-100-542	Printing & Duplicating	900	
132-100-546	Publications & Dues	<u>160</u>	
	Tot.Gen.Materials & Supplies		1,500
132-100-550	Travel & Meetings		
132-100-551	Local Meeting Expense	100	
132-100-552	Local Mileage	<u>70</u>	
	Total Travel & Meetings		170
132-100-590	Other		
132-100-595	Facilities Charge	50	
132-100-598	D/P Service Charge	<u>7,000</u>	
	Total Other		<u>7,050</u>
	TOTAL FINANCIAL AIDS BUDGET		<u>\$40,520</u>

PROGRAM STATEMENT
Student Development

Mission Statement:

To provide counseling, vocational, educational, and personal-social assistance to Harper students.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1.0	1.0	1.0
Instructional (FTE)	16.0	14.5	14.0
Counselor/Associates	2.5	2.5	0
Professional/Technical			0.5
Non-academic	<u>3.5</u>	<u>3.5</u>	<u>4.0</u>
Total Staff	<u>23.0</u>	<u>21.5</u>	<u>19.5</u>
Salary cost per staff member	\$19,643	\$18,858	\$20,115
Supportive cost per staff member	<u>2,633</u>	<u>2,742</u>	<u>2,832</u>
Total cost per staff member	<u>\$22,276</u>	<u>\$21,600</u>	<u>\$22,947</u>

Output Data:

Sub Program A

Counseling. To provide vocational, educational, and personal-social assistance to Harper students, as authorized by the International Association of Counseling Services, Inc.

Sub Program B

Academic Advising. To authorize the academic program of advisees each semester, and to hold academic exit interviews with advisees withdrawing from Harper.

Sub Program C

New Student Orientation. To provide a learning experience designed to assist the student to make satisfactory adjustment to a new campus.

Sub Program D

Personal Counseling. To reach the counselee psychologically and to be responsible to the counselee from the point of initial contact until termination is effected, or until the responsibility is transferred through an appropriate referral.

Sub Program E

Vocational counseling. To assist the student in exploring careers, narrowing choices, making decisions, and verifying previous decisions which will reinforce positive notions of himself.

Sub Program F

Educational Counseling. To give the counselee a personal educational assessment of himself in a very organized, systematic way.

EDUCATIONAL FUND BUDGET
1979-80
Student Development

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-000-510	Salaries		
133-000-511	Administrative	29,500	
133-000-512	Professionals	7,250	
133-000-513	Counselors--Full-time	288,540	
133-000-514	Counselors--Part-time	31,520	
133-000-516	Office	35,440	
133-000-518	Students	<u>14,900</u>	
	Total Salaries		407,150
133-000-520	Fringe Benefits		
133-000-521	Group Insurance	17,600	
133-000-525	Tuition Reimbursement	1,150	
133-000-528	Professional Expense	<u>1,500</u>	
	Total Fringe Benefits		20,250
133-000-530	Contractual Services		
133-000-534	Maintenance	720	
133-000-539	Contractual - Other	<u>500</u>	
	Total Contractual Services		1,220
133-000-540	General Materials & Supplies		
133-000-541	Office	1,800	
133-000-542	Printing & Duplicating	3,200	
133-000-546	Publications & Dues	150	
133-000-549	Other--Voc. Lib.	<u>1,800</u>	
	Tot.Gen.Materials & Supplies		6,950
133-000-550	Travel & Meetings		
133-000-551	Local Meeting Expense	250	
133-000-552	Local Mileage	<u>200</u>	
	Total Travel & Meetings		450
133-000-590	Other		
133-000-595	Facilities Charge	3,000	
133-000-598	D/P Service Charge	<u>8,450</u>	
	Total Other		<u>11,450</u>
	TOTAL DEAN OF STUDENT DEVELOPMENT BUDGET		<u>\$447,470</u>

PROGRAM STATEMENT
Environmental Health

Mission Statement:

To provide first aid, treat minor illnesses, health counseling, environmental safety, medical care and testing services, and to encourage students, faculty, and administration through a health education program to maintain responsibility for their own health and to seek help when needed.

<u>Input Data:</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	1	1
Professional-Technical	1.5	1.5	1.5
Non-academic	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
Salary cost per staff member	14,773	14,773	15,597
Supportive cost per staff member	<u>3,151</u>	<u>3,037</u>	<u>2,154</u>
Total cost per staff member	<u>\$17,924</u>	<u>17,810</u>	<u>17,751</u>

Output Data:

Sub Program A

Health Care. To provide on-campus care for emergencies and minor illnesses for members of the college community.

Sub Program B

Environmental Health. To carry on a program of preventive medicine for the college community.

Sub Program C

Community Service. To coordinate the college health program with community agencies and resources.

Sub Program D

Student Orientation. To communicate available Health Services to new students and make them aware of sickness and accident insurance.

Sub Program E

Counseling. To counsel individual students and student groups on health needs and problems.

Sub Program F

Service to Special Students. To identify, evaluate, and provide for the needs of physically handicapped students.

Sub Program G

Personnel. To monitor health status of college personnel and to keep health records for academic and non-academic personnel.

Sub Program H

Food Service. To develop health program for Food Service personnel and to identify criteria for inspection of the Food Service area.

Sub Program I

Medical Care. To provide medical care and testing services for the college community.

EDUCATIONAL FUND BUDGET
1979-80
Environmental Health (133-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-100-510	Salaries		
133-100-511	Administrative	20,920	
133-100-512	Professionals	23,720	
133-100-516	Office	9,950	
133-100-518	Students	<u>1,000</u>	
	Total Salaries		55,590
133-100-520	Fringe Benefits		
133-100-521	Group Insurance	2,290	
133-100-525	Tuition Reimbursement	60	
133-100-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,450
133-100-530	Contractual Services		
133-100-532	Consultants	1,100	
133-100-534	Maintenance	40	
133-100-537	Contract.--Office	<u>200</u>	
	Total Contractual Services		1,340
133-100-540	General Materials & Supplies		
133-100-541	Office	350	
133-100-542	Printing & Duplicating	600	
133-100-543	Supplies, Medical	1,400	
133-100-546	Publications & Dues	150	
133-100-549	Other--Voc. Lib.	<u>200</u>	
	Tot. Gen. Materials & Supplies		2,700
133-100-550	Travel & Meetings		
133-100-551	Local Meeting Expense		<u>50</u>
	TOTAL ENVIRONMENTAL HEALTH BUDGET		<u>\$62,130</u>

PROGRAM STATEMENT
Student Activities

Mission Statement:

To provide a comprehensive program of social, cultural, and recreational activities, and special interest programs and services to complement and enhance the educational experience of the college and community.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	1
Professional/Technical	1	1	0
Non-academic	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>3</u>	<u>3</u>	<u>2</u>
Salary cost per staff member	14,380	15,247	14,430
Supportive cost per staff member	<u>3,853</u>	<u>3,663</u>	<u>5,375</u>
Total cost per staff member	<u>18,233</u>	<u>18,910</u>	<u>19,805</u>

Output Data:

Sub Program A

Cultural Activities. To provide the college and community with programs in the performing and creative arts--drama, art, film, music and a forum for discussion of issues and ideas through a lecture series.

Sub Program B

Social Activities. To provide opportunities for student involvement in developing and participating in social activities through programs of a popular nature--concerts, dances, films, and special events.

Sub Program C

Recreational/Other Activities. To provide opportunities for participation in billiards, chess, bridge, forensics, drama and related activities.

Sub Program D

Self-Governance. To develop a strong Student Senate which can become the main vehicle through which students participate in the policy formation process of the college.

Sub Program E

Student Media. To provide opportunities for student expression through the newspaper, Harbinger, the literary and visual arts booklet, Point of View, and the campus radio station, WHCM.

Sub Program F

Service Programs. To provide students with helpful services in such areas as child care, legal advice, emergency loans, and group travel.

Sub Program G

Student Leadership. To provide opportunities for student leadership development to improve individual skills in working with others in group situations and to help organizations achieve their objectives and build group unity.

Sub Program H

Clubs and Organizations. To provide opportunities for the development of present and new interests, attitudes, and skills through curricular and special interest clubs.

EDUCATIONAL FUND BUDGET
1979-80
Student Activities (134)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
134-000-510	Salaries		
134-000-511	Administrative	19,200	
134-000-516	Office	9,660	
134-000-518	Students	<u>1,200</u>	
	Total Salaries		30,060
134-000-520	Fringe Benefits		
134-000-521	Group Insurance	1,620	
134-000-525	Tuition Reimbursement	750	
134-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,470
134-000-530	Contractual Services		
134-000-534	Maintenance		200
134-000-540	General Materials & Supplies		
134-000-541	Office	600	
134-000-542	Printing & Duplicating	1,200	
134-000-546	Publications & Dues	<u>300</u>	
	Tot. Gen. Materials & Supplies		2,100
134-000-550	Travel & Meetings		
134-000-551	Local Meeting Expense	50	
134-000-552	Local Mileage	<u>50</u>	
	Total Travel & Meetings		100
134-000-580	Capital Outlay		
134-000-585	Equipment--Office		680
134-000-590	Other		
134-000-595	Facilities Charge		<u>4,000</u>
	TOTAL STUDENT ACTIVITIES BUDGET		<u>\$39,610</u>

PROGRAM STATEMENT
Scholarships/Grants/Loans

Mission Statement:

The Harper College Trustee Scholarship, short term rotating loan fund, and the student service awards were established by the Board of Trustees to assist students in need and to recognize effort, leadership and achievement. The institutional share of National Direct Student Loans and Nursing Loans are also provided from these funds.

EDUCATIONAL FUND BUDGET
1979-80
Scholarships/Loans/Grants (135)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
135-000-590	Other	
135-000-592	Student Grants and Scholarships	<u>27,100</u>
	TOTAL SCHOLARSHIPS/LOANS/GRANTS BUDGET	<u>\$27,100</u>

PROGRAM STATEMENT
Student Employment

Mission Statement:

The College Work-Study Program provides students with:

1. Employment opportunities for earning funds to cover educational expense.
2. Work experiences to further develop their skills, creativity, sense of awareness and responsibility.
3. Off-campus work experiences in fields related to their college major.

EDUCATIONAL FUND BUDGET
1979-80
Student Employment (136)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
136-000-590	Other	
136-000-591	College Work Study	<u>3,630</u>
	TOTAL STUDENT EMPLOYMENT BUDGET	<u>\$3,630</u>

PROGRAM STATEMENT
Vice President of Student Affairs

Mission Statement:

This cost center is accountable to students for admissions and records, counseling, health services, student activities, placement and financial aids, intercollegiate athletics, testing, orientation, lecture/concert series, foreign travel program and food service.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1.00	1.00	1.00
Instructional (FTE)	0.75	0.75	0.75
Non-academic	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Staff	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
Salary cost per staff member	\$20,156	\$20,451	\$22,396
Supportive cost per staff member	<u>42,414</u>	<u>32,164</u>	<u>35,386</u>
Total cost per staff member	<u>\$62,570</u>	<u>\$52,615</u>	<u>\$57,782</u>

Output Data:

Sub Program A - Student Development. To provide counseling, vocational, educational, and personal-social assistance to Harper students.

Sub Program B - Food Service. To provide a need-centered food service for the students, faculty, staff and guests of the college. The service operates on a break-even financial policy.

Sub Program C - Student Activities. To meet the needs and challenges of today's students in a changing society through a viable activities program.

Sub Program D - Placement and Student Aids. To certify student status for the Social Security, Veterans, and Illinois Guaranteed Loan programs. To administer the Federal College Work-Study, Educational Opportunity Grant, National Direct Student Loan, Federal Nursing Scholarship, and the Law Enforcement Grant and Loan programs; also the state scholarship and grant programs, state Vocational Technical Work-Study program, state Veterans Scholarship program, state County Teacher Educational Scholarship, Harper Trustee Scholarship, and Short Term Loan Program, and all the local community, agency, state and national scholarship programs and grants. Placement services are also provided for students for full, part-time and summer work.

Sub Program E - Admissions and Records. To administer established policy regarding admissions, registration and accumulation and dissemination of student data.

Sub Program F - Community Counseling Center. To assist the individual to realize his full potential as a person, through vocational and academic testing, counseling, personal counseling, marriage counseling, and family counseling.

Sub Program G - Intercollegiate Athletics. To provide opportunities for qualified students to participate in a number of sports in contest with their peers at similar institutions organized in a manner compatible with the philosophies of the college.

Sub Program H - Environmental Health. To provide first aid, treat minor illnesses, health counseling, environmental safety, and to encourage students, faculty and administration through a health education program to maintain responsibility for their own health and to seek help when needed.

Sub Program I - Office of Student Information (Recruitment). To provide information to a greater percentage of potential applicants and/or students, and identify target groups and plan recruitment activities that best meet the needs of the community and college.

EDUCATIONAL FUND BUDGET
1979-80
Vice President of Student Affairs (138)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
138-000-510	Salaries		
138-000-511	Administrative	38,690	
138-000-514	Counselors--Part-time	9,000	
138-000-516	Office	13,900	
138-000-518	Students	<u>1,000</u>	
	Total Salaries		62,590
138-000-520	Fringe Benefits		
138-000-521	Group Insurance	1,620	
138-000-525	Tuition Reimbursement	60	
138-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		1,780
138-000-530	Contractual Services		
138-000-532	Consultants	2,200	
138-000-534	Maintenance	<u>50</u>	
	Total Contractual Services		2,250
138-000-540	General Materials & Supplies		
138-000-541	Office	600	
138-000-542	Printing & Duplicating	2,300	
138-000-546	Publications & Dues	300	
138-000-547	Advertising	<u>5,000</u>	
	Tot. Gen. Materials & Supplies		8,200
138-000-550	Travel & Meetings		
138-000-551	Local Meeting Expense	3,000	
138-000-552	Local Mileage	200	
138-000-554	Travel	2,000	
138-000-555	Recruitment	<u>1,000</u>	
	Total Travel & Meetings		6,200
138-000-590	Other		
138-000-595	Facilities Charge	200	
138-000-597	Subs.--Inter.Coll.Ath.	<u>77,680</u>	
	Total Other		<u>77,880</u>
	TOTAL VICE PRESIDENT OF STUDENT AFFAIRS' BUDGET		<u>\$158,900</u>

PROGRAM STATEMENT
Office of the President

Mission Statement:

The mission of Harper College is to provide the highest quality community college program of education designed to offer each student maximum opportunity to learn and develop, to seek out the most modern, creative, and effective organizational and educational ideas, and to test, improve, and implement those ideas which meet the needs of the community at a reasonable cost.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	2
Non-academic	<u>2</u>	<u>2</u>	<u>3</u>
Total Staff	<u>3</u>	<u>3</u>	<u>5</u>
Salary cost per staff member	22,830	23,260	18,944
Supportive cost per staff and board member	<u>2,525</u>	<u>3,084</u>	<u>3,334</u>
Total cost per staff and board member	<u>25,355</u>	<u>26,344</u>	<u>22,278</u>

Output Data:

The Institutional Goals for 1979-80 provide a flexible framework for college planning for the next year. Additional ideas and activities can be added to the basic goals to result in an effective college program for 1979-80.

Institutional Goals for 1979-80 are to:

I. Maintain quality in academic programs through:

- A. Development of a plan for review and maintenance of academic standards for instructional programs.
- B. Continuation of high quality academic support systems.
- C. Appropriate full-time and part-time staffing and class size.
- D. Implementation of a schedule for educational equipment replacement.

II. Work toward a balanced budget through:

- A. Implementation of cost savings measures.
- B. Identification of additional revenue-generating measures.

III. Encourage recruitment and retention of students through:

- A. Development of college-wide recruitment and retention effort.
- B. Feasibility study of an information center to expedite telephone inquiries, maintain publication inventories, fill requests, and provide follow-up on potential students.
- C. Feasibility study of a student assessment, advisement, and registration center.
- D. Monitor attrition and take appropriate action to eliminate causes when attributable to the college.

- IV. Implement appropriate components of Master Plan.
- V. Prepare for North Central Accreditation Self Study.
- VI. Take appropriate actions concerning the Physical Plant, including:
 - A. Completion of occupancy of Buildings I, J, and M, and reassignment of space in vacated areas.
 - B. Schedule of maintenance for all buildings.
- VII. Work toward development of a comprehensive management information system.
- VIII. Strengthen communication internally with college community. Improve external relationships with:
 - A. College district primary and secondary school systems.
 - B. Commerce and industry.
 - C. Civic organizations.
 - D. Communities in the college district.
- IX. Continue strengthening media relations.
- X. Continue compliance with Federal regulations, including:
 - A. Section 504 of the Rehabilitation Act of 1973.
 - B. Title IX.
 - C. Affirmative Action.

EDUCATIONAL FUND BUDGET
1979-80
Office of the President (101)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
181-000-510	Salaries		
181-000-511	Administrative	75,990	
181-000-516	Office	18,730	
181-000-518	Students	<u>6,200</u>	
	Total Salaries		100,920
181-000-520	Fringe Benefits		
181-000-521	Group Insurance	5,570	
181-000-525	Tuition Reimbursement	<u>250</u>	
	Total Fringe Benefits		5,820
181-000-530	Contractual Services		
181-000-534	Maintenance		200
181-000-540	General Materials & Supplies		
181-000-541	Office	600	
181-000-542	Printing & Duplicating	400	
181-000-546	Publications & Dues	300	
181-000-549	Other	<u>300</u>	
	Tot. Gen. Materials & Supplies		1,600
181-000-550	Travel & Meetings		
181-000-551	Local Meeting Expense	1,350	
181-000-554	Travel	1,000	
181-000-559	Other (Recruitment)	<u>500</u>	
	Total Travel & Meetings		<u>2,850</u>
	TOTAL PRESIDENT'S BUDGET		<u><u>\$111,390</u></u>

PROGRAM STATEMENT

PURCHASING

Mission Statement:

The Buyer/Mail Coordinator is responsible for purchasing and the mailroom. These responsibilities are service oriented and are accomplished in a manner consistent with good business practices.

Input Data:

<u>Staff</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	0
Professional-Technical	1	1	1
Non-academic	2	2	2
	<u>4</u>	<u>4</u>	<u>3</u>
Salary cost per staff member	14,636	14,638	12,193
Supportive cost per staff member	<u>1,640</u>	<u>1,503</u>	<u>1,203</u>
Total cost per staff member	<u>16,276</u>	<u>16,141</u>	<u>13,396</u>

Output Data:

Sub Program A

Purchasing. To obtain the materials, equipment, and services as required for the proper operation of Harper College in the most efficient manner possible within the limitations of the monetary and physical resources available and according to state statutes, Board policy, and good business practices.

Sub Program B

Mailroom (See Mailroom)

EDUCATIONAL FUND BUDGET
1979-80
Office of the President (101)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
181-000-510	Salaries		
181-000-511	Administrative	75,990	
181-000-516	Office	18,730	
181-000-518	Students	<u>6,200</u>	
	Total Salaries		100,920
181-000-520	Fringe Benefits		
181-000-521	Group Insurance	5,570	
181-000-525	Tuition Reimbursement	<u>250</u>	
	Total Fringe Benefits		5,820
181-000-530	Contractual Services		
181-000-534	Maintenance		200
181-000-540	General Materials & Supplies		
181-000-541	Office	600	
181-000-542	Printing & Duplicating	400	
181-000-546	Publications & Dues	300	
181-000-549	Other	<u>300</u>	
	Tot. Gen. Materials & Supplies		1,600
181-000-550	Travel & Meetings		
181-000-551	Local Meeting Expense	1,350	
181-000-554	Travel	1,000	
181-000-559	Other (Recruitment)	<u>500</u>	
	Total Travel & Meetings		<u>2,850</u>
	TOTAL PRESIDENT'S BUDGET		<u>\$111,390</u>

PROGRAM STATEMENT

PURCHASING

Mission Statement:

The Buyer/Mail Coordinator is responsible for purchasing and the mailroom. These responsibilities are service oriented and are accomplished in a manner consistent with good business practices.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	0
Professional-Technical	1	1	1
Non-academic	<u>2</u>	<u>2</u>	<u>2</u>
	<u>4</u>	<u>4</u>	<u>3</u>
Salary cost per staff member	14,636	14,638	12,193
Supportive cost per staff member	<u>1,640</u>	<u>1,503</u>	<u>1,203</u>
Total cost per staff member	<u>16,276</u>	<u>16,141</u>	<u>13,396</u>

Output Data:

Sub Program A

Purchasing. To obtain the materials, equipment, and services as required for the proper operation of Harper College in the most efficient manner possible within the limitations of the monetary and physical resources available and according to state statutes, Board policy, and good business practices.

Sub Program B

Mailroom (See Mailroom)

EDUCATIONAL FUND BUDGET
1979-80
Purchasing (182-100)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-100-510	Salaries		
182-100-512	Professional	19,290	
182-100-516	Office	<u>17,290</u>	
	Total Salaries		36,580
182-100-520	Fringe Benefits		
182-100-521	Group Insurance	2,010	
182-100-525	Tuition Reimbursement	180	
182-100-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,290
182-100-530	Contractual Services		
182-100-534	Maintenance		70
182-100-540	General Materials & Supplies		
182-100-541	Office	350	
182-100-542	Printing & Duplicating	350	
182-100-546	Publications & Dues	100	
182-100-547	Advertising	<u>450</u>	
	Tot. Gen. Materials & Supplies		<u>1,250</u>
	TOTAL PURCHASING BUDGET		<u>\$40,190</u>

PROGRAM STATEMENT
Director of Finance

Mission Statement:

The Director of Finance provides financial services in the areas of financial planning, budgeting, cash management, and internal auditing. This administrator has responsibility for the Administrative Services' financial functions, including budgeting, accounting and bookstore services.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	1	1
Professional	1	1	1
Non-academic	<u>5.3</u>	<u>1</u>	<u>1</u>
Total Staff	<u>7.3</u>	<u>3</u>	<u>3</u>
Salary cost per staff member	12,804	17,330	18,023
Supportive cost per staff member	<u>2,534</u>	<u>2,163</u>	<u>1,820</u>
Total cost per staff member	<u>\$15,338</u>	<u>\$19,493</u>	<u>\$19,843</u>

Output Data:

Sub Program A

Financial Planning. To prepare financial projections for budgeting purposes and long-range financial planning. To prepare cash flow information for financial planning purposes.

Sub Program B

Budgeting. To prepare the annual college budget.

Sub Program C

Cash Management. To forecast and plan cash flow and notify Treasurer of funds available for investment.

Sub Program D

Internal Auditing. To audit cash disbursements to assure that they meet legal, Board policy, and procedural requirements. To audit cash receipts, to insure that proper internal control is being observed, and to verify that institutional regulations are being followed. To audit various college operations for compliance with college policy and to suggest improvements in operating procedures.

Sub Program E

Accounting Services. To provide supervision for the Controller and the Accounting Department.

Sub Program F

Bursar Services. To provide supervision for the Bursar and the Cashier's Department.

Sub Program G

Bookstore Services. To provide supervision for the College Bookstore Manager.

Sub Program H

Other Duties. To perform other duties as required; such as, governmental reports, and claims against governmental agencies.

EDUCATIONAL FUND BUDGET
1978-79
Director of Finance (182-200)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-200-510	Salaries		
182-200-511	Administrative	27,850	
182-200-512	Professional	15,000	
182-200-516	Office	<u>11,220</u>	
	Total Salaries		54,070
182-200-520	Fringe Benefits		
182-200-521	Group Insurance	2,290	
182-200-525	Tuition Reimbursement	200	
182-200-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,590
182-200-530	Contractual Services		
182-200-534	Maintenance	400	
182-200-537	Contractual Office	<u>100</u>	
	Total Contractual Services		500
182-200-540	General Materials & Supplies		
182-200-541	Office	1,400	
182-200-542	Printing & Duplicating	600	
182-200-546	Publications & Dues	<u>100</u>	
	Tot. Gen. Materials & Supplies		2,100
182-200-550	Travel & Meetings		
182-200-552	Mileage--Local		60
182-200-560	Fixed Charges		
182-200-561	Rental of Equipment		<u>210</u>
	TOTAL DIRECTOR OF FINANCE BUDGET		<u>\$59,530</u>

PROGRAM STATEMENT
Accounting and Systems

Mission Statement:

The Controller provides a comprehensive accounting system with detailed financial information on a timely basis and coordinates systems planning for the Administrative Services area.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	0
Professional	0	1	1
Non-academic	9	8	9
Total Staff	<u>10</u>	<u>10</u>	<u>10</u>
Salary cost per staff member	11,328	11,719	12,698
Supportive cost per staff member	<u>18,813</u>	<u>17,020</u>	<u>14,830</u>
Total cost per staff member	<u>30,141</u>	<u>28,739</u>	<u>27,528</u>

Output Data:

Sub Program A

Accounting Systems. To manage accounting system in accordance with generally accepted accounting principles and guidelines established by the Illinois Community College Board.

Sub Program B

Financial Information. To prepare monthly financial statements for all funds and detailed financial statements for all cost centers. To prepare special financial reports as needed.

Sub Program C

Systems Planning. To implement, direct and coordinate a system for a computerized financial accounting system.

Sub Program D

Disbursements. To process all approved disbursements and charge various cost centers for the expense. To process the bi-monthly payroll and insure safeguards to protect the validity of the payroll system.

Sub Program E

Auditing. To coordinate the annual audit with the external auditors. To provide the necessary financial information as needed to complete the auditing requirements for the State of Illinois and the requirements of the local district.

EDUCATIONAL FUND BUDGET
1979-80
Accounting & Systems (182-300)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-300-510	Salaries		
182-300-512	Professional	19,380	
182-300-516	Office	107,600	
182-300-518	Students	<u>4,200</u>	
	Total Salaries		131,180
182-300-520	Fringe Benefits		
182-300-521	Group Insurance	6,700	
182-300-525	Tuition Reimbursement	200	
182-300-528	Professional Expense	<u>50</u>	
	Total Fringe Benefits		6,950
182-300-530	Contractual Services		
182-300-534	Maintenance	350	
182-300-537	Contractual Office	<u>330</u>	
	Total Contractual Services		680
182-300-540	General Materials & Supplies		
182-300-541	Office	5,200	
182-300-542	Printing & Duplicating	2,800	
182-300-547	Advertising	<u>100</u>	
	Tot. Gen. Materials & Supplies		8,100
182-300-580	Capital Outlay		
182-300-585	Equipment--Office		700
182-300-590	Other		
182-300-598	D/P Service Charge		<u>127,670</u>
	TOTAL ACCOUNTING & SYSTEMS BUDGET		<u>\$275,280</u>

PROGRAM STATEMENT
Personnel Director

Mission Statement:

The Personnel Office explores the present and future needs of the institution. The position of the Personnel function is to participate in formulating policies, establish effective recruitment, wage and salary structure, and to develop teamwork among administrators, faculty and staff in order to maximize each student's opportunity to learn and develop.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	1
Professional	2	1	1
Non-academic	5	5	4
Total Staff	<u>8</u>	<u>7</u>	<u>6</u>
Salary cost per staff member	12,818	13,951	15,370
Supportive cost per staff member	8,603	11,121	10,103
Total cost per staff member	<u>21,421</u>	<u>25,072</u>	<u>25,480</u>

Output Data:

Sub Program A

Recruitment and Staffing. To provide qualified applicants to staff all positions within the college.

Sub Program B

Wage and Salary Administration. To establish and maintain a competitive compensation program for all staff.

Sub Program C

Benefit Administration. To review and administer programs which provide protection for all staff members for loss of salary and/or medical expenses.

Sub Program D

Training. To establish and conduct in-service development programs for supportive staff.

Sub Program E

Labor Relations. To establish and maintain relations with unionized employees, and to conduct negotiations.

Sub Program F

Policies and Procedures. To provide and review modern personnel practices and policies applicable to all college staff.

EDUCATIONAL FUND BUDGET
1979-80
Director of Personnel (182-400)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-400-510	Salaries		
182-400-511	Administrative	25,950	
182-400-512	Professional	17,340	
182-400-516	Office	45,970	
182-400-518	Students	2,000	
182-400-519	Other	<u>3,000</u>	
	Total Salaries		94,260
182-400-520	Fringe Benefits		
182-400-521	Group Insurance	3,630	
182-400-525	Tuition Reimbursement	800	
182-400-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		4,530
182-400-530	Contractual Services		
182-400-532	Educational	3,000	
182-400-534	Maintenance	250	
182-400-537	Contractual Office	600	
182-400-539	Other	<u>5,000</u>	
	Total Contractual Services		8,850
182-400-540	General Materials & Supplies		
182-400-541	Office	4,000	
182-400-542	Printing and Duplicating	2,520	
182-400-546	Publications and Dues	2,000	
182-400-547	Advertising	20,000	
182-400-549	Other	<u>3,600</u>	
	Tot.Gen.Materials & Supplies		32,120
182-400-550	Travel & Meetings		
182-400-551	Local Meeting Expense	200	
182-400-552	Local Mileage	<u>150</u>	
	Total Travel & Meetings		350
182-400-580	Capital Outlay		
182-400-585	Equipment--Office		750
182-400-590	Other		
182-400-598	D/P Service Charge		<u>12,020</u>
	TOTAL PERSONNEL DIRECTOR BUDGET		<u>\$152,880</u>

PROGRAM STATEMENT

Bursar

Mission Statement:

The Bursar provides cashiering services including receipts, deposits, billing and collections of all overdue accounts. The release of all college checks is part of the duties of this office.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Professional	0	0	1
Non-academic	<u>4.3</u>	<u>5.3</u>	<u>4</u>
Total Staff	<u>4.3</u>	<u>5.3</u>	<u>5</u>
Salary cost per staff member		8,048	12,994
Supportive cost per staff member		<u>2,753</u>	<u>2,308</u>
Total cost per staff member		<u>10,801</u>	<u>15,302</u>

Output Data:

Sub Program A

Cash Receipts. To receive all tuition and accounts receivable due to the college.

Sub Program B

Cash Deposits. To deposit all receipts in designated depositories.

Sub Program C

Billing. To invoice appropriate agencies for scholarships, grants, and other receivables through the cashiering process.

Sub Program D

Collections. To collect all overdue items, including tuition, loans from loan funds, charges for services rendered, and all other accounts receivable.

Sub Program E

Disbursements. To release all checks issued by the college treasurer.

EDUCATIONAL FUND BUDGET

1979-80

Bursar (182-500)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-500-510	Salaries		
182-500-512	Professional	19,370	
182-500-516	Office	45,600	
182-500-518	Students	<u>2,870</u>	
	Total Salaries		67,840
182-500-520	Fringe Benefits		
182-500-521	Group Insurance		4,020
182-500-530	Contractual Services		
182-500-534	Maintenance		200
182-500-540	General Materials & Supplies		
182-500-541	Office	4,000	
182-500-542	Printing & Duplicating	<u>450</u>	
	Tot.Gen. Materials & Supplies		<u>4,450</u>
	TOTAL BURSAR BUDGET		<u><u>\$76,510</u></u>

PROGRAM STATEMENT
Vice President of Administrative Services

Mission Statement:

In order to maximize each student's opportunity to learn and develop, the purpose of Administrative Services is to provide a high quality organization capable of delivering comprehensive management information, physical facilities, materials, and supportive services as its contribution to achievement of the College mission.

<u>Input Data:</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	1	1
Non-academic	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>2</u>	<u>2</u>	<u>2</u>
Salary cost per staff member	27,885	27,680	28,155
Supportive cost per staff member	<u>3,670</u>	<u>2,970</u>	<u>4,145</u>
Total cost per staff member	<u>31,555</u>	<u>30,650</u>	<u>32,300</u>

Output Data:

Sub Program A

Accounting Services. To provide a comprehensive accounting system that provides detailed financial accounting information on a timely basis and to coordinate systems planning for the Administrative Services area.

Sub Program B

Purchasing Services. To provide the regularly expected services of procurement and mail, plus special services, in the most efficient manner possible within the limitations of the monetary and physical resources available.

Sub Program C

Computer Services. To provide a comprehensive computing facility supporting academic and administrative programs comprehending both current and long-range needs.

Sub Program D

Financial Services. To provide financial services which are responsive to the needs of the various segments of the college, and at the same time to meet all legal, reporting, and accountability requirements of a public institution.

Sub Program E

Physical Plant Services. To provide efficient physical plan facilities wherein citizens of the community may explore and pursue to their satisfaction the broad offerings of the college.

Sub Program F

Planning. To provide a long-range plan that is broadly supported through cooperative planning efforts.

Sub Program G

Personnel Services. To provide well balanced personnel services that foster employee satisfaction based upon modern personnel practices.

EDUCATIONAL FUND BUDGET
1979-80
Vice President of Administrative Services (182-980)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-980-510	Salaries		
182-980-511	Administrative	40,000	
182-980-516	Office	<u>16,310</u>	
	Total Salaries		56,310
182-980-520	Fringe Benefits		
182-980-521	Group Insurance	1,690	
182-980-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		1,890
182-980-530	Contractual Services		
182-980-534	Maintenance	50	
182-980-537	Contractual Office	<u>700</u>	
	Total Contractual Services		750
182-980-540	General Materials & Supplies		
182-980-541	Office	300	
182-980-542	Printing & Duplicating	1,800	
182-980-546	Publications & Dues	<u>500</u>	
	Tot. Gen. Materials & Supplies		2,600
182-980-550	Travel & Meetings		
182-980-551	Local Meeting Expense	250	
182-980-552	Local Mileage	200	
182-980-554	Travel	<u>2,000</u>	
	Total Travel & Meetings		2,450
182-980-580	Capital Outlay		
182-980-585	Equipment--Office		500
182-980-590	Other		
182-980-598	D/P Service Charge		<u>100</u>
	TOTAL VICE PRESIDENT OF ADMINISTRATIVE SERVICES BUDGET		<u>\$64,600</u>

PROGRAM STATEMENT
Institutional Communications

Mission Statement:

As a staff function of the Office of College Relations, the office of Institutional Communications gives support in coordinating the information program of the college by communicating and interpreting institutional goals among the college's various publics (students and faculty, parents of students, alumni, local governments, educational institutions, churches, business and industry, and the general citizenry) through the print and electronic news media, exhibits, special events, publications, and the use of college facilities by community groups and organizations.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Professional/Technical	1.5	1.5	1.00
Non-academic	<u>2.8</u>	<u>2.8</u>	<u>2.25</u>
Total Staff	<u>4.3</u>	<u>4.3</u>	<u>3.25</u>
Salary cost per staff member	10,460	10,460	13,394
Supportive cost per staff member	<u>14,877</u>	<u>14,377</u>	<u>13,708</u>
Total cost per staff member	<u>\$25,337</u>	<u>\$24,837</u>	<u>\$27,102</u>

Output Data:

Sub Program A

Publicity and Press Relations. To originate and disseminate (or place) news and feature stories on a timely basis which deal with college programs and services, professional activities of faculty and staff, student awards and honors, Board elections and tax referendums, management efficiency and fiscal accountability of Harper's administration; to produce and distribute internal and external newsletters; to originate and place advertisements and announcements to increase enrollment; to assist faculty and staff in designing effective combinations of media coverage, advertising, and publications.

Sub Program B

College Publications. To provide coordination, management and evaluation for such publications as the catalog, course schedules, admissions pieces, and other institutional print pieces used in a major public relations way; to provide copy-writing and editing services for the same publications; and as time permits, for those other publications required by administrative offices.

Sub Program C

Mailing List System. To update and maintain a mailing list system for use by administrative offices of various publics within the college district; to service requests for output from the system; to provide assistance in mailings on behalf of the Educational Foundation and a proposed alumni recordkeeping system.

EDUCATIONAL FUND BUDGET
1979-80
Institutional Communications (183)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
183-000-510	Salaries		
183-000-512	Professional	16,450	
183-000-516	Office	27,080	
183-000-518	Students	<u>1,000</u>	
	Total Salaries		44,530
183-000-520	Fringe Benefits		
183-000-521	Group Insurance	2,010	
183-000-525	Tuition Reimbursement	<u>130</u>	
	Total Fringe Benefits		2,140
183-000-530	Contractual Services		
183-000-534	Maintenance	200	
183-000-539	Other	<u>5,000</u>	
	Total Contractual Services		5,200
183-000-540	General Materials & Supplies		
183-000-541	Office	800	
183-000-542	Printing & Duplicating	2,500	
183-000-546	Publications & Dues	180	
183-000-549	Other	<u>20,000</u>	
	Tot. Gen. Materials & Supplies		23,480
183-000-550	Travel & Meetings		
183-000-552	Local Mileage		70
183-000-590	Other		
183-000-595	Facilities Charge	100	
182-000-498	D/P Service Charges	<u>12,560</u>	
	Total		<u>12,660</u>
	TOTAL INSTITUTIONAL COMMUNICATIONS BUDGET		<u>\$88,080</u>

PROGRAM STATEMENT
Board of Trustees

Mission Statement:

The function of the Board of Trustees is defined in Chapter 122, Sections 103-22 to 103-29 of the Community College Act and is described in general terms in the "Legal Basis" section of the Program Budget.

Input Data:

Not applicable.

Output Data:

Sub Program A

General Materials and Supplies. To provide for publications and memberships pertaining to Board of Trustees activities.

Travel and Meetings. To provide for travel expenses of the Board of Trustees.

EDUCATIONAL FUND BUDGET
1979-80
Board of Trustees (191)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
191-000-540	General Materials & Supplies		
191-000-542	Printing & Duplicating	600	
191-000-546	Publications & Dues	<u>3,700</u>	
	Total Gen. Materials & Supplies		4,300
191-000-550	Travel and Meetings		
191-000-551	Local Meeting Expense	600	
191-000-554	Travel	<u>1,000</u>	
	Total Travel and Meetings		<u>1,600</u>
	TOTAL BOARD OF TRUSTEES BUDGET		<u>\$5,900</u>

PROGRAM STATEMENT
General Institutional Expense

Mission Statement:

General Institutional Expense is a non-operating cost center which provides for those expenditures which by their nature cannot be charged or allocated to other cost centers.

Input Data:

Not applicable.

Output Data:

Sub Program A

Salaries. To provide funds for salary increases which cannot be budgeted to specific cost centers because of unsettled salary negotiations. Budget transfers will later allocate these funds to cost centers.

Sub Program B

Fringe Benefits. To provide for those fringe benefits not charged to other cost centers--mainly insurance and medical examinations.

Sub Program C

Contractual Services. To provide for legal, audit, and other institutional contractual services.

Sub Program D

Materials. To provide for institutional dues, referendum and election expense.

Sub Program E

Travel and Meetings. To provide for innovation and administrative development.

Sub Program F

Fixed Charges. To provide for interest and general insurance.

Sub Program G

Other Charges. To provide for chargebacks paid to other districts, financial charges, and a provision for contingencies.

PROGRAM STATEMENT

Campus Services--Mailroom (193-100)

Mission Statement:

To provide both educational and support administrative staff with efficient and orderly processing of mail service for the campus.

Input Data:

Staff	<u>1979-80</u>
Professional Technical	0
Non-academic	<u>3</u>
Total Staff	<u>3</u>
Salary cost per staff member	8,764
Supportive cost per staff member	<u>1,436</u>
Total cost per staff member	<u>10,200</u>

Output Data:

Mail Distribution: To receive, sort, and distribute on a timely basis all incoming mail, and to pick up inter-office and outgoing mail at the several mail stations located throughout the campus, and to sort weigh, and meter as required by the U. S. Postal Regulations on a regular daily schedule. The mail room personnel account for monthly mail expenses of metered, bulk, and postage due accounts, and tally the monthly volume of pieces handled according to incoming, inter-office, and outgoing metered mail.

EDUCATIONAL FUND BUDGET
1979-80
Campus Services--Mailroom (193-100)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-100-510	Salaries		
193-100-516	Office		26,290
193-100-520	Fringe Benefits		
193-100-521	Group Insurance		2,030
193-100-530	Contractual Services		
193-100-534	Maintenance		330
193-100-540	General Materials & Supplies		
193-100-541	Office	850	
193-100-542	Printing & Duplicating	500	
193-100-544	Materials--Postage	<u>110,000</u>	
	Tot. Gen. Materials & Supplies		111,350
193-100-560	Fixed Charges		
193-100-561	Rental of Equipment		<u>600</u>
	TOTAL MAILROOM BUDGET		<u>\$140,600</u>

PROGRAM STATEMENT
LRC Media Services
Campus Services - Duplicating and Printing

Mission Statement:

To provide the college with a variety of printed material in support of the instructional program as well as for institutional purposes.

Input Data:

Staff	<u>1979-80</u>
Professional/Technical	0.0
Non-academic	<u>4.3</u>
Total Staff	<u>4.3</u>
Salary cost per staff member	9,543
Supportive cost per staff member	<u>(4,234)</u>
Total cost per staff member	<u>5,309</u>

Output Data:

Sub Program A

Print Production. To provide the college with offset, printed materials including reports, examinations, brochures, flyers, posters, manuals and correspondence including their collation and binding where necessary.

EDUCATIONAL FUND BUDGET
1979-80
Campus Services--Duplicating (193-200)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-200-510	Salaries		
193-200-516	Office		41,030
193-200-520	Fringe Benefits		
193-200-521	Group Insurance	2,680	
193-200-525	Tuition Reimbursement	<u>200</u>	
	Total Fringe Benefits		2,880
193-200-530	Contractual Services		
193-200-534	Maintenance	6,970	
193-200-539	Other	<u>300</u>	
	Total Contractual Services		7,270
193-200-540	General Materials & Supplies		
193-200-541	Office	25,850	
193-200-542	Printing & Duplicating	<u>34,500</u>	
	Tot. Gen. Materials & Supplies		60,350
193-200-560	Fixed Charges		
193-200-561	Rental		10,000
193-200-580	Capital Outlay		
193-200-586	Equipment--Non-reimbursable		1,300
193-200-590	Other		
193-200-595	Facilities Charges		<u>(100,000)</u>
	TOTAL DUPLICATING BUDGET		<u>\$ 22,830</u>

PROGRAM STATEMENT

Campus Services--Word Processing (193-300)

Mission Statement:

To provide both educational and administrative typing and transcription support through the professional service center of Word Processing under the direction of the Personnel Office.

Input Data:

Staff	<u>1979-80</u>
Non-academic	<u>4</u>
Total Staff	<u>4</u>
Salary cost per staff member	10,785
Supportive cost per staff member	<u>4,417</u>
Total cost per staff member	<u>\$15,202</u>

Output Data:

Sub Program A

Typing and Transcription Service: Transcribe telephone dictation. Provide professional typing support for various Harper departments using IBM Mag A and Mag II typewriters as well as regular typing requests within a reasonably short time. Examples of typing assignments accomplished in the Word Processing Center are: dictaphone tapes, mag card repetitive letters, tests, articles, class schedules, film catalogs, manuals, study guides, course outlines, Who-Where Faculty-Staff Directory, etc.

Sub Program B

Form Control: Maintains file of form masters and schedules periodic and timely duplication of forms during non-peak periods in Duplicating Department. Maintains mag card storage of documents to be updated periodically.

Sub Program C

Copy Machine Chargebacks: Prepares monthly departmental billings for copy machines and offset requests.

Sub Program D

College Message Center: Provides support for Campus Telephone Message Center recording and delivering incoming off-campus calls.

EDUCATIONAL FUND BUDGET
1979-80
Campus Services--Word Processing (193-300)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>	
193-300-510	Salaries	
193-300-516	Office	43,140
193-300-520	Fringe Benefits	
193-300-521	Group Insurance	2,680
193-300-530	Contractual Services	
193-300-534	Maintenance	610
193-300-540	General Materials & Supplies	
193-300-541	Office	2,800
193-300-542	Printing & Duplicating	<u>1,000</u>
	Tot. Gen. Materials & Supplies	3,800
193-300-560	Fixed Charges	
193-300-561	Rental of Equipment	8,600
193-300-580	Capital Outlay	
193-300-585	Equipment & Furniture	<u>1,980</u>
	TOTAL WORD PROCESSING BUDGET	<u>\$60,810</u>

PROGRAM STATEMENT
Office of Planning and Research

Mission Statement:

To provide and to coach others in providing information for management in the planning and operation of Harper College.

Input Data:

Staff	1977-78	1978-79	1979-80
Administrative	1	1	1
Non-academic	2.5	2.5	3.5
Total Staff	<u>3.5</u>	<u>3.5</u>	<u>4.5</u>
Salary cost per staff member	15,221	13,209	12,293
Supportive cost per staff member	4,885	3,534	2,280
Total cost per staff member	<u>\$20,106</u>	<u>\$16,743</u>	<u>\$14,573</u>

Output Data:

Sub Program A

Enrollment Projections. Every fall, project mid-term, winter, summer and the following fall's enrollment. In the spring, refine the following fall's projection along with the long-term projections.

Sub Program B

Measurement and Evaluation of On-Going Activities. Evaluations-surveys are made of students who have graduated, withdrawn, and who are still in school. Longitudinal performance studies are made on samples of students each year, and the traffic flow in and out of Harper is measured at least twice per year. Evaluations of specific projects are made upon request.

Sub Program C

Long-range Planning. Long-range planning activity is coordinated among all budget units. A summary is made for institution, a review is organized and the plan is monitored. Coordinate the production of RAMP as required by state.

Sub Program D

Coordination of Management Information Needs. Serve as liaison officer between institution and state. Coordinate the production of data to meet state requirements and local needs.

Sub Program E

Determination of New Program Needs. Business, community, and high school surveys are carried out to determine need for new programs and services.

Sub Program F

Internal Consulting and Advisory Service. Consulting help is offered faculty and administrators who are conducting educational research projects. In addition, research projects are promoted through in-service workshops and the publication, "Heuristic."

Sub Program G

External Consulting Service. Consulting help is offered community service groups who are conducting public service research projects.

EDUCATIONAL FUND BUDGET
1979-80
Planning and Research (194)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
194-000-510	Salaries		
194-000-511	Administrative	29,440	
194-000-516	Office	<u>25,880</u>	
	Total Salaries		55,320
194-000-520	Fringe Benefits		
194-000-521	Group Insurance	2,290	
194-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,390
194-000-530	Contractual Services		
194-000-534	Maintenance		180
194-000-540	General Materials & Supplies		
194-000-541	Office	300	
194-000-542	Printing & Duplicating	2,200	
194-000-546	Publications & Dues	<u>300</u>	
	Tot. Gen. Materials & Supplies		2,800
194-100-550	Travel & Meetings		
194-100-552	Local Mileage		50
194-100-590	Other		
194-100-598	D/P Service Charge		<u>4,840</u>
	TOTAL PLANNING AND RESEARCH BUDGET		<u>\$65,580</u>

PROGRAM STATEMENT
Data Processing Center

Mission Statement:

The mission of the Computer Center is to develop and maintain an efficient, effective cadre of skilled technical and professional personnel fully utilizing modern computer equipment to meet instructional and administrative computing needs while reducing or avoiding overall costs wherever possible.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	1	1
Professional-Technical	8	6	6
Non-academic	<u>7</u>	<u>7</u>	<u>7</u>
Total Staff	<u>16</u>	<u>14</u>	<u>14</u>
Salary cost per staff member	14,454.00	14,062.00	15,850.71
Supportive cost per staff member	<u>24,587.00</u>	<u>28,543.00</u>	<u>25,135.71</u>
Total cost per staff member	<u>\$39,041.00</u>	<u>\$42,605.00</u>	<u>\$40,986.42</u>

Output Data:

Sub Program A

Instructional Support. To provide systems, programming, and operational facilities for direct use by students and faculty in programs of instruction requiring access to computing facilities for problem-solving, technical skill development, simulation, and other forms of computer assisted instruction to enhance the learning experience of all students.

Sub Program B

Administrative Support. To provide systems, programming, and operational facilities for use in support of a computer-based college information system producing useful operational reports, information summaries, and institutional research data necessary to achieve the college mission while providing basic student information systems that allow for the achievement of effective and rapid processing.

EDUCATIONAL FUND BUDGET
1979-80
Data Processing Center (195)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
195-000-510	Salaries		
195-000-511	Administrative	29,000	
195-000-512	Professional	113,830	
195-000-516	Office	79,080	
195-000-518	Students	<u>6,440</u>	
	Total Salaries		228,350
195-000-520	Fringe Benefits		
195-000-521	Group Insurance	9,660	
195-000-525	Tuition Reimbursement	4,290	
195-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		14,050
195-000-530	Contractual Services		
195-000-534	Maintenance	63,990	
195-000-539	Other	<u>9,000</u>	
	Total Contractual Services		72,990
195-000-540	General Materials & Supplies		
195-000-541	Office	25,100	
195-000-542	Printing & Duplicating	500	
195-000-544	Materials	550	
195-000-546	Publications & Dues	<u>170</u>	
	Tot.Gen.Materials & Supplies		26,320
195-000-560	Fixed Charges		
195-000-561	Rental of Equipment		223,550
195-000-580	Capital Outlay		
195-000-585	Office Equipment		8,300
195-000-590	Other		
195-000-598.1	Data Proc.Service Charge	(555,010)	
195-000-598.2	Data Proc.Service Charge	<u>(18,800)</u>	
	Total Other		<u>(573,810)</u>
	TOTAL DATA PROCESSING CENTER BUDGET		<u><u>-0-</u></u>

PROGRAM STATEMENT
College Relations

Mission Statement:

It is the general purpose of this area to support the development and expansion of the college's human resources by providing direct assistance to the president, administrators, and faculty through the coordination of special projects, maintaining effective legislative and public relations, coordination of external surveys and reports and other staff services.

<u>Input Data:</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative (FTE)	1	1	1
Professional	0.5	0	0
Non-academic	<u>2</u>	<u>2.5</u>	<u>1.75</u>
Total Staff	<u>3.5</u>	<u>3.5</u>	<u>2.75</u>
Salary cost per staff member	14,657	13,427	16,916
Supportive cost per staff member	<u>2,492</u>	<u>2,326</u>	<u>2,632</u>
Total cost per staff member	<u>17,149</u>	<u>15,753</u>	<u>19,548</u>

Output Data:

Sub Program A

To provide an effective public relations/community information program for the college.

Sub Program B

To maintain effective relationships with state representatives and federal officials in order to insure that legislative action is in the best interests of the college.

Sub Program C

To assemble information requested in surveys, reports, and studies from outside agencies in order to insure that information provided by the college is recorded consistently, correctly, and within appropriate deadlines.

Sub Program D

To provide staff support to the president as requested in order to assist him in the performance of his duties.

Sub Program E

To receive and promptly fulfill requests for the use of college facilities for co-curricular and extra-curricular uses by faculty, students, and staff; to similarly respond to facilities requests by off-campus groups and organizations in conformance with the College Facilities Use and Rental Policy. This sub-program includes the recruitment, training, and assignment of campus tour guides for the convenience of groups visiting the campus.

EDUCATIONAL FUND BUDGET
1979-80
College Relations (196)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
196-000-510	Salaries		
196-000-511	Administrative	25,760	
196-000-516	Office	20,760	
196-000-518	Students	<u>500</u>	
	Total Salaries		47,020
196-000-520	Fringe Benefits		
196-000-521	Group Insurance	2,120	
196-000-525	Tuition Reimbursement	220	
196-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,440
196-000-530	Contractual Services		
196-000-534	Maintenance	70	
196-000-537	Contractual Office	<u>500</u>	
	Total Contractual Services		570
196-000-540	General Materials & Supplies		
196-000-541	Office	440	
196-000-542	Printing & Duplicating	1,450	
196-000-546	Publications & Dues	400	
196-000-547	Advertising	<u>200</u>	
	Tot. Gen. Materials & Supplies		2,490
196-000-550	Travel & Meetings		
196-000-551	Local Meetings	890	
196-000-552	Local Mileage	<u>50</u>	
	Total Travel & Meetings		940
196-000-590	Other		
196-000-595	Facilities Charges		<u>300</u>
	TOTAL COLLEGE RELATIONS BUDGET		<u>\$53,760</u>

BUILDING FUND BUDGET
1979-80

Revenue

200-000-300	<u>FUND EQUITY, JULY 1, 1979</u>		\$1,200,000
200-000-410	<u>LOCAL GOVERNMENT SOURCES</u>		
200-000-411	<u>Taxes--Current, 1979</u>		1,121,000
200-000-420	<u>STATE SOURCES</u>		
200-000-421	State Apportionment		574,648
200-000-440	<u>STUDENT TUITION AND FEES</u>		
200-000-442	Student Fees--Parking		63,000
200-000-460	<u>FACILITIES</u>		
200-000-461	Rental of Facilities		10,000
200-000-470	<u>INTEREST ON INVESTMENTS</u>		
200-000-472	Time Deposits	\$110,000	
200-000-478	Repurchase Agreements	<u>10,000</u>	
	Total		120,000
200-000-490	<u>OTHER REVENUE</u>		
200-000-498	Transfer in from Site & Construction Fund		<u>1,801,988</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY, JUNE 30, 1980		<u>\$4,890,636</u>
	LESS ACCRUED EXPENDITURES, 1979-80		<u>3,073,010</u>
200-000-300	FUND EQUITY, JUNE 30, 1980		<u>\$1,817,626</u>

BUILDING FUND BUDGET
1979-80

Expenditure Summary

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-000	Maintenance Department	\$ 292,730	
272-000-000	Custodial Department	705,010	
273-000-000	Roads and Grounds Department	201,060	
274-000-000	Safety Department	181,140	
275-000-000	Central Receiving and Transportation Department	62,750	
276-000-000	Utility Department	1,020,440	
278-000-000	Building & Grounds, Admin.	97,490	
270-007-000	Willow Park Center	<u>153,040</u>	
	Total		\$2,713,660
290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
291-000-000	Center for Physical Education, Athletics and Recreation	42,350	
299-000-000	Institutional Support	<u>317,000</u>	
	Total		<u>359,350</u>
	<u>TOTAL ACCRUED EXPENDITURES</u>		<u>\$3,073,010</u>

BUILDING AND MAINTENANCE FUND BUDGET - 1979-80

	Maint. Dept. 271	Custod. Dept. 272	Grounds Dept. 273	Safety Dept. 274	Transp. Dept. 275	Utility Dept. 276	Admin. 278	Willow Pk.Cent. 170-007	Instit. Support 291-299	Total Physical Plant
510 Salaries										
510 Salary Increment									90,000	90,000
511 Administrative							27,270			27,270
512 Professional			1,200				26,440		40,340	67,980
516 Office						37,090	32,560			69,650
517 Service	209,270	609,800	95,230	104,610	40,850	137,770		12,620		1,210,150
518 Students				35,000						35,000
519 Overtime	10,440	7,600	9,550	9,920	1,600	5,550				44,660
Total Salaries	<u>219,710</u>	<u>617,400</u>	<u>105,980</u>	<u>149,530</u>	<u>42,450</u>	<u>180,410</u>	<u>86,270</u>	<u>12,620</u>	<u>130,340</u>	<u>1,544,710</u>
520 Fringe Benefits										
521 Group Insurance	9,380	31,490	4,690	5,360	2,010	8,710	3,630	670	2,010	67,950
524 Workmen's Comp.									46,500	46,500
525 Tuition Reimbursement							200			200
528 Professional Exp.							150			150
529 Other (Unemploy. Comp.)									28,000	28,000
Total Fringe Benefits	<u>9,380</u>	<u>31,490</u>	<u>4,690</u>	<u>5,360</u>	<u>2,010</u>	<u>8,710</u>	<u>3,980</u>	<u>670</u>	<u>76,510</u>	<u>142,800</u>
530 Contractual Services										
534 Contractual Maint.	20,600	13,080	26,300	4,300		20,400	360	3,900		88,940
Total Contractual Services	<u>20,600</u>	<u>13,080</u>	<u>26,300</u>	<u>4,300</u>		<u>20,400</u>	<u>360</u>	<u>3,900</u>		<u>88,940</u>
540 General Mat. & Supplies										
541 Office Supplies	120	140	120	480	120	120	600			1,700
542 Printing & Duplicating				3,100			1,440			4,540
543 Service Supplies		40,000	38,010	4,200	2,660	37,000		1,400		123,270
544 Maint. Materials	38,500									38,500
546 Publications & Dues							350			350
549 Service Uniforms	750	2,900	300	3,000	100	400		50		7,500
Total Materials & Supplies	<u>39,370</u>	<u>43,040</u>	<u>38,430</u>	<u>10,780</u>	<u>2,880</u>	<u>37,520</u>	<u>2,390</u>	<u>1,450</u>		<u>175,860</u>
550 Travel & Meeting Expense										
551 Meeting Expense							650			650
552 Local Travel Mileage					450			400		850
554 Travel							3,840			3,840
556 Vehicle	1,500		8,100	3,300	6,460					19,360
Total Travel & Meeting Exp.	<u>1,500</u>		<u>8,100</u>	<u>3,300</u>	<u>6,910</u>		<u>4,490</u>	<u>400</u>		<u>24,700</u>

PROGRAM STATEMENT

Maintenance Department

Mission Statement:

This service organization deals with the routine repair of building systems, structures, and utility systems, including normal recurring repairs and preventive maintenance.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	2	2	2
Non-academic	<u>11</u>	<u>11</u>	<u>12</u>
Total Staff	<u>13</u>	<u>13</u>	<u>14</u>
Salary cost per staff member	\$14,496	\$14,803	\$15,694
Supportive cost per staff member	<u>6,972</u>	<u>10,514</u>	<u>5,215</u>
Total cost per staff member	<u>\$21,468</u>	<u>\$25,317</u>	<u>\$20,909</u>

Output Data:

Sub Program A

Maintenance of interior and exterior of buildings including plumbing, heating, air conditioning and ventilation, repair and installation of plant electrical system, carpentry, cabinet repairs, painting and glazing, repairs to hardware (locks, closers, etc.), roofing, gutters, downspouts and sheet metal work, classroom and laboratory furniture repairs, and interior and exterior painting.

Sub Program B

Preventive maintenance of the following distribution systems within plant buildings; electrical, heating, process steam, potable and sanitary water, natural gas fuel, sanitary and sewer lines.

PROGRAM STATEMENT

Maintenance Department

Mission Statement:

This service organization deals with the routine repair of building systems, structures, and utility systems, including normal recurring repairs and preventive maintenance.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	2	2	2
Non-academic	<u>11</u>	<u>11</u>	<u>12</u>
Total Staff	<u>13</u>	<u>13</u>	<u>14</u>
Salary cost per staff member	\$14,496	\$14,803	\$15,694
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Output Data:

Sub Program A

Maintenance of interior and exterior of buildings including plumbing, heating, air conditioning and ventilation, repair and installation of plant electrical system, carpentry, cabinet repairs, painting and glazing, repairs to hardware (locks, closers, etc.), roofing, gutters, downspouts and sheet metal work, classroom and laboratory furniture repairs, and interior and exterior painting.

Sub Program B

Preventive maintenance of the following distribution systems within plant buildings; electrical, heating, process steam, potable and sanitary water, natural gas fuel, sanitary and sewer lines.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Maintenance Department (271)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-510	Salaries		
271-000-517	Service	209,270	
271-000-519	Overtime	<u>10,440</u>	
	Total Salaries		219,710
271-000-520	Fringe Benefits		
271-000-521	Group Insurance		9,380
271-000-530	Contractual Services		
271-000-534	Maintenance		
271-000-534.1	Glazing	3,800	
271-000-534.2	Elevator	7,800	
271-000-534.3	Sanitary Sewers	1,000	
271-000-534.5	Switchgear	5,500	
271-000-534.6	Exterior Lighting	<u>2,500</u>	
	Total Contractual Services		20,600
271-000-540	General Materials & Supplies		
271-000-541	Office	120	
271-000-544	Maintenance Materials	38,500	
271-000-549	Other--Uniforms	<u>750</u>	
	Tot. Gen. Materials & Supplies		39,370
271-000-550	Travel Expense		
271-000-556	Vehicle Expense		1,500
271-000-580	Capital Outlay		
271-000-588	Service Equipment		<u>2,170</u>
	TOTAL MAINTENANCE DEPARTMENT BUDGET		<u>\$292,730</u>

PROGRAM STATEMENT

Custodial Department

Mission Statement:

The Custodial Department performs all janitorial and custodial services for college buildings and structures.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	5	5	6
Non-academic	<u>45</u>	<u>41</u>	<u>41</u>
Total Staff	50	46	47
Salary cost per staff member	\$11,678	\$11,845	\$13,136
Supportive cost per staff member	<u>2,137</u>	<u>2,332</u>	<u>1,864</u>
Total cost per staff member	<u>\$13,815</u>	<u>\$14,177</u>	<u>\$15,000</u>

Output Data:

Sub Program A

This department maintains the cleanliness of buildings, including windows, walls, ceilings, floors, and rest-rooms, based on frequency schedules.

Sub Program B

This department provides for equipment and furniture set-ups to support all activities of the college.

Sub Program C

This department provides for snow removal from building sidewalks and steps.

Sub Program D

This department issues and replenishes paper towels, tissue, cleaners, wax, and operates custodial machinery.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Custodial Department (272)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
272-000-510	Salaries		
272-000-517	Service	609,800	
272-000-519	Overtime	<u>7,600</u>	
	Total Salaries		617,400
272-000-520	Fringe Benefits		
272-000-521	Group Insurance		31,490
272-000-530	Contractual Services		
272-000-534	Maintenance		
272-000-534.2	Window Washing	3,850	
272-000-534.3	Pest and Insect Control	1,050	
272-000-534.4	Dust and Floor Mop	2,970	
272-000-534.5	Laundry Service	500	
272-000-534.6	Machinery Repair	990	
272-000-534.7	Carpet and Upholstery Rep.	3,000	
272-000-534.8	Minor Equip. Repair	<u>720</u>	
	Total Contractual Services		13,080
272-000-540	General Materials & Supplies		
272-000-541	Office	140	
272-000-543	Service Supplies	40,000	
272-000-549	Other--Uniforms	<u>2,900</u>	
	Tot. Gen. Materials & Supplies		<u>43,040</u>
	TOTAL CUSTODIAL DEPARTMENT BUDGET		<u>\$705,010</u>

PROGRAM STATEMENT

Roads and Grounds Department

Mission Statement:

The Roads and Grounds Department maintains the college grounds, road network, and parking facilities.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	1	1	1
Non-academic	<u>13</u>	<u>10.5</u>	<u>6</u>
Total Staff	14	11.5	7
Salary cost per staff member	\$10,609	\$12,915	\$15,140
Supportive costs per staff member	<u>5,007</u>	<u>6,004</u>	<u>13,582</u>
Total cost per staff member	<u>\$15,686</u>	<u>\$18,919</u>	<u>\$28,722</u>

Output Data:

Sub Program A

This department cares for and maintains all growing things on the campus; such as flowers, grass, ground cover, trees, shrubs, and nursery stock.

Sub Program B

Routine and preventive maintenance of campus roads, sidewalks, and parking lots is performed according to program.

Sub Program C

Snow removal and ice control on walkways, roadways, and parking lots is performed as demand occurs.

Sub Program D

Maintenance of athletic playing fields, including seeding, planting, and control of growth.

Sub Program E

Trash hauling and refuse disposal is accomplished by this department.

Sub Program F

Shipping and receiving delivery service is provided by this department.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Roads and Grounds Department (273)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
273-000-510	Salaries		
273-000-512	Professional	1,200	
273-000-517	Service	95,230	
273-000-519	Overtime	<u>9,550</u>	
	Total Salaries		105,980
273-000-520	Fringe Benefits		
273-000-521	Group Insurance		4,690
273-000-530	Contractual Services		
273-000-534	Maintenance		
273-000-534.1	Seal Parking Lot #3	19,000	
273-000-534.2	Snow Removal	<u>7,300</u>	
	Total Contractual Services		26,300
273-000-540	General Materials & Supplies		
273-000-541	Office	120	
273-000-543	Service Supplies	38,010	
273-000-549	Other--Uniforms	<u>300</u>	
	Tot. Gen. Materials & Supplies		38,430
273-000-550	Travel & Meeting Expense		
273-000-556	Vehicle Expense		8,100
273-000-560	Fixed Charges		
273-000-561	Rental of Equipment		2,000
273-000-570	Plant Utilities		
273-000-576	Refuse Disposal		9,060
273-000-580	Capital Outlay		
273-000-588	Other		
273-000-588.2	Tar Kettle	3,000	
273-000-588.3	Compressor	<u>3,500</u>	
	Total Capital Outlay		<u>6,500</u>
	TOTAL ROADS AND GROUNDS DEPARTMENT BUDGET		<u><u>\$201,060</u></u>

PROGRAM STATEMENT

Public Safety Department

Mission Statement:

The Public Safety Department provides public safety services for the college community.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	2	2	1
Non-academic	<u>6</u>	<u>7</u>	<u>7</u>
Total Staff	8	9	8
Salary cost per staff member	\$17,186	\$13,554	\$14,316
Supportive cost per staff member	<u>3,131</u>	<u>5,487</u>	<u>8,326</u>
Total cost per staff member	<u>\$20,317</u>	<u>\$19,041</u>	<u>\$22,642</u>

Output Data:

Sub Program A

Building foot patrols and motorized road and parking lot partols are performed for the safety and security of the college community by this department.

Sub Program B

Vehicle registration and control of vehicular traffic is performed, including the issuance of parking permits and the enforcement of campus traffic regulations.

Sub Program C

Safety and fire inspection patrols of campus and college buildings are performed by this department.

Sub Program D

Special motorist assistance program is performed by this department.

Sub Program E

Campus security radio network is operated and maintained by this department.

Sub Program F

This department provides safety and security for all campus activities and athletic home game activities off-campus.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Safety Department (274)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
274-000-510	Salaries		
274-000-517	Service Staff	104,610	
274-000-518	Students	35,000	
274-000-519	Overtime	<u>9,920</u>	
	Total Salaries		149,530
274-000-520	Fringe Benefits		
274-000-521	Group Insurance		5,360
274-000-530	Contractual Services		
274-000-534	Maintenance		
274-000-534.1	Radio Repair	1,580	
274-000-534.2	Fire Extinguisher	1,000	
274-000-534.3	Traffic Signs	480	
274-000-534.5	Intr. Alarms, Ansul.	<u>1,240</u>	
	Total Contractual Services		4,300
274-000-540	General Materials & Supplies		
274-000-541	Office	480	
274-000-542	Printing & Duplicating	3,100	
274-000-543	Service Supplies	4,200	
274-000-549	Other--Uniforms	<u>3,000</u>	
	Tot. Gen. Materials & Supplies		10,780
274-000-550	Travel & Meeting Expense		
274-000-556	Vehicle Expense		3,300
274-000-580	Capital Outlay		
274-000-588	Service Equipment		<u>7,870</u>
	TOTAL PUBLIC SAFETY DEPARTMENT BUDGET		<u>\$181,140</u>

PROGRAM STATEMENT

Central Receiving and Transportation Department

Mission Statement:

The Central Receiving and Transportation Department operates the central warehouse and provides for the acquisition, dispatch, care and maintenance of all college-owned automotive equipment.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	1	1	1
Non-academic	<u>2</u>	<u>2</u>	<u>2</u>
Total Staff	<u>3</u>	<u>3</u>	<u>3</u>
Salary cost per staff member	\$12,513	\$12,663	\$14,150
Supportive cost per staff member	<u>6,974</u>	<u>5,583</u>	<u>6,766</u>
Total cost per staff member	<u>\$19,487</u>	<u>\$18,246</u>	<u>\$20,916</u>

Output Data:

Sub Program A

Receiving. Receives new supplies and equipment and confirms that new supplies and equipment have been received as ordered to permit payment.

Sub Program B

Inventory. Inventory tags new capital items and prepares data for initial entry into computer master file.

Sub Program C

Acquisition of Automotive Equipment. Provides written specifications for new or replacement automotive equipment; provides operating cost studies to determine time of replacement of college-owned vehicles.

Sub Program D

Dispatching of Vehicles. Provides an orderly method of dispatching college-owned vehicles to using members of the college community.

Sub Program E

Preventive Maintenance. Provides a systemic method of inspection, servicing, and repairing college-owned automotive vehicles.

Sub Program F

Automotive Insurance. Provides for full automotive insurance coverage for all college-owned automobiles.

Sub Program G

State Licenses. Provides for annual licensing of all college-owned automotive vehicles.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Central Receiving and Transportation (275)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
275-000-510	Salaries		
275-000-517	Service Staff	40,850	
275-000-519	Overtime	<u>1,600</u>	
	Total Salaries		42,450
275-000-520	Fringe Benefits		
275-000-521	Group Insurance		2,010
275-000-540	General Materials & Supplies		
275-000-541	Office	120	
275-000-543	Service		
275-000-543.1	Supplies	160	
275-000-543.2	Forklift Batteries	2,500	
275-000-549	Other--Uniforms	<u>100</u>	
	Tot. Gen. Materials & Supplies		2,880
275-000-550	Travel Expense		
275-000-552	Local Mileage	450	
275-000-556	Vehicle Expense	<u>6,460</u>	
	Total Travel Expense		6,910
275-000-560	Fixed Charges		
275-000-564	Auto Insurance		<u>8,500</u>
	TOTAL CENTRAL RECEIVING AND TRANSPORTATION DEPARTMENT BUDGET		<u>\$62,750</u>

PROGRAM STATEMENT

Utilities Department

Mission Statement:

This service organization deals with the routine repair of building systems, structures and utility systems, including normal recurring repairs and preventive maintenance.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Supervisory	1	1	1
Non-academic	<u>10</u>	<u>10.5</u>	<u>11</u>
Total Staff	<u>11</u>	<u>11.5</u>	<u>12</u>
Salary cost per staff member	\$13,706	\$13,811	\$15,034
Supportive costs per staff member	<u>55,918</u>	<u>63,892</u>	<u>70,002</u>
Total cost per staff member	<u>\$69,624</u>	<u>\$77,703</u>	<u>\$85,036</u>

Output Data:

Sub Program A

The Utility Department operates and maintains the college high pressure steam generating plant and selective fuel systems.

Sub Program B

The Utility Department operates the central plant environment control center located in the Physical Plant Building, and operates and maintains all sub-central mechanical rooms in campus.

Sub Program C

The Utility Department operates and maintains all utility systems, sewage, potable and sanitary water, natural gas and fuel oil, electrical and water hardness control systems, and bacterial control and filtering system of pool.

Sub Program D

The Utility Department maintains and operates all air conditioning/heating air handling units, including the system balance and filter media control.

Sub Program E

The Utility Department trains and qualifies all employees to stand watch in the steam generation plant and operate the high pressure steam generating system.

Sub Program F

The Utility Department operates the college telephone switchboard.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Utilities Department (276)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
276-000-510	Salaries		
276-000-516	Office	37,090	
276-000-517	Service Staff	137,770	
276-000-519	Overtime	<u>5,550</u>	
	Total Salaries		180,410
276-000-520	Fringe Benefits		
276-000-521	Group Insurance		8,710
276-000-530	Contractual Services		
276-000-534	Maintenance		
276-000-534.1	A/C Maintenance	9,200	
276-000-534.2	HVAC Controls	3,000	
276-000-534.5	Traffic Signals	2,400	
276-000-534.6	EDP A/C System	500	
276-000-534.7	Elec. Transmiss. Lines	2,000	
276-000-534.8	Water--Chemical Treat.	<u>3,300</u>	
	Total Contractual Services		20,400
276-000-540	General Materials & Supplies		
276-000-541	Office	120	
276-000-543	Service Supplies	37,000	
276-000-549	Other--Uniforms	<u>400</u>	
	Tot. Gen. Materials & Supplies		37,520
276-000-570	Fixed Expense		
276-000-571	Fuel, Heating	162,000	
276-000-573	Electricity	402,000	
276-000-574	Water and Sewage	12,000	
276-000-575	Telephone	<u>195,700</u>	
	Total Fixed Expense		771,700
276-000-580	Capital Outlay		
276-000-588	Equipment--Service		<u>1,700</u>
	TOTAL UTILITIES DEPARTMENT BUDGET		<u>\$1,020,440</u>

PROGRAM STATEMENT

Administration

Mission Statement:

The Physical Plant Operations Office is responsible for the operation and planning, remodel designing, estimating, drafting, overall administration of maintenance, safety and fire protection, custodial and utility operations, roads and grounds maintenance, Building and Maintenance Fund accounting and budgeting, and central receiving and transportation, in order to provide efficient physical plant facilities.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	1	0	1
Supervisory	1	1	1
Non-academic	3	3	3
Total Staff	<u>5</u>	<u>4</u>	<u>5</u>
Salary cost per staff member	\$15,184	\$11,985	\$17,254
Supportive cost per staff member	1,754	2,035	2,244
Total cost per staff member	<u>\$16,938</u>	<u>\$14,020</u>	<u>\$19,498</u>

Output Data:

Sub Program A

Maintenance Department provides routine care and repair of building systems, structures, and utility systems, including normal recurring repairs and preventive maintenance.

Sub Program B

Custodial Department provides janitorial and custodial service, including routine housekeeping functions, cleaning and set-up support.

Sub Program C

Grounds Department provides care and maintenance of campus grounds, road network and parking facilities.

Sub Program D

Central Receiving and Transportation Department operates the central warehouse and provides for the acquisition, dispatch, care and maintenance of all college-owned automotive equipment.

Sub Program E

Utility Department provides for the operation, care, and maintenance of all campus utility systems.

Sub Program F

Public Safety Department provides safety services for the college community.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Administration (278)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
278-000-510	Salaries		
278-000-511	Administrative	27,270	
278-000-512	Professional	26,440	
278-000-516	Office Staff	<u>32,560</u>	
	Total Salaries		86,270
278-000-520	Fringe Benefits		
278-000-521	Group Insurance	3,630	
278-000-525	Tuition Reimbursement	200	
278-000-528	Professional Expense	<u>150</u>	
	Total Fringe Benefits		3,980
278-000-530	Contractual Services		
278-000-534	Maintenance--Office Machines		360
278-000-540	General Materials & Supplies		
278-000-541	Office	600	
278-000-542	Printing & Duplicating	1,440	
278-000-546	Publications & Dues	<u>350</u>	
	Tot. Gen. Materials & Supplies		2,390
278-000-550	Travel & Meeting Expense		
278-000-551	Local Meetings	650	
278-000-554	Travel	<u>3,840</u>	
	Total Travel & Meeting Expense		<u>4,490</u>
	TOTAL ADMINISTRATION BUDGET		<u>\$ 97,490</u>

BUILDING AND MAINTENANCE FUND BUDGET

1979-80

Willow Park Center (270-007)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
270-007-510	Salaries		
270-007-517	Service Staff		12,620
270-007-520	Fringe Benefits		
270-007-521	Group Insurance		670
270-007-530	Contractual Services		
270-007-534	Maintenance		
270-007-534.1	Window Cleaning	700	
270-007-534.2	Pest Control	210	
270-007-534.3	Machinery Repair	250	
270-007-534.4	A/C Filter Replacement	340	
270-007-534.5	A/C & Heat. Repairs	1,700	
270-007-534.6	Elevator Maintenance	<u>700</u>	
	Total Contractual Services		3,900
270-007-540	General Materials & Supplies		
270-007-543	Service Supplies	1,400	
270-007-549	Other--Uniforms	<u>50</u>	
	Tot. Gen. Materials & Supplies		1,450
270-007-550	Travel & Meeting Expense		
270-007-552	Local Travel		400
270-007-560	Fixed Charges		
270-007-561	Facilities Charges	116,500	
270-007-564	Insurance	<u>1,210</u>	
	Total Fixed Charges		117,710
270-007-570	Plant Utilities		
270-007-571	Heating, Gas	2,350	
270-007-573	Electricity	10,410	
270-007-574	Water and Sewage	310	
270-007-575	Telephone	2,670	
270-007-576	Refuse Disposal	<u>550</u>	
	Total Plant Utilities		<u>16,290</u>
	TOTAL WILLOW PARK CENTER BUDGET		<u>\$153,040</u>

PROGRAM STATEMENT
Physical Education Building Facility Operations

Mission Statement:

Physical Education Building Facility Operations is responsible for facility scheduling, care and maintenance of equipment, safety procedures and facility conditions for the appropriate use of Building "M."

Input Data:

Staff	<u>1979-80</u>
Administrative	0
Supervisory	0
Non-academic	<u>3</u>
Total Staff	<u>3</u>
Salary cost per staff member	\$13,446
Supportive cost per staff member	670
Total cost per staff member	<u>\$14,116</u>

Output Data:

Sub Program A

This area provides facility scheduling and coordinates Building "M" rentals.

Sub Program B

This area ensures safety procedures and appropriate pool conditions for Building "M" pool operation.

Sub Program C

This area provides equipment maintenance and issue services for all Building "M" functions.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Physical Education Building Facility Operations (291)

Expenditures

290-000-000	<u>INSTITUTIONAL SUPPORT</u>	
291-000-510	Salaries	
291-000-512	Professional	40,340
291-000-520	Fringe Benefits	
291-000-521	Group Insurance	<u>2,010</u>
	TOTAL CENTER FOR PHYSICAL EDUCATION, ATHLETICS & RECREATION BUDGET	<u>\$42,350</u>

PROGRAM STATEMENT

Institutional Support

Mission Statement:

This program provides for accumulation of expenses that benefit the entire institution and are not readily assignable to particular cost centers in the Building and Maintenance Fund.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative	0	0	0
Professional-Technical	0	0	0
Non-academic	0	0	0
Total Staff	<u>0</u>	<u>0</u>	<u>0</u>
Salary cost per staff member	0	0	0
Supportive cost per staff member	0	0	0
Total cost per staff member	0	0	0
Total cost of program	<u>\$178,860</u>	<u>\$332,240</u>	<u>\$317,000</u>

Output Data:

Sub Program A

General Insurance. Provides for insurance risk coverage of college-owned property, equipment, professional and property owner's liability, professional malpractice, and other special risk coverages.

Sub Program B

Workman's Compensation Insurance. Provides Workman's Compensation insurance coverage as required by state law.

Sub Program C

Unemployment Insurance. Provides unemployment insurance coverage as required by state law.

Sub Program D

Building Remodeling. Provides for remodeling of institutional facilities to meet changing requirements of the college community.

Sub Program E

Salary Increment. Provides a contingency amount for salary increments to be transferred as required to other salary accounts when salary negotiations are completed.

BUILDING AND MAINTENANCE FUND BUDGET
1979-80
Institutional Support (299)

Expenditures

290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
299-000-510	Salaries		
299-000-510	Salary Increment		90,000
299-000-520	Fringe Benefits		
299-000-524	Workmen's Compensation	46,500	
299-000-529	Unemployment Compensation	<u>28,000</u>	
	Total Fringe Benefits		74,500
299-000-560	Fixed Charges		
299-000-564	Insurance		
299-000-564.1	Malpractice	8,500	
299-000-564.2	Liability Umbrella	15,000	
299-000-564.3	EDP Exposure	11,000	
299-000-564.4	Wrongful Acts	3,000	
299-000-564.5	Foreign Travel Liability	500	
299-000-564.6	Fidelity Bond	2,500	
299-000-564.7	Master Contents & Liab.	<u>71,000</u>	
	Total Fixed Charges		111,500
299-000-580	Capital Outlay		
299-000-584	Building Remodeling		
299-000-584.1	FA&D Remodeling	6,650	
299-000-584.2	L&HS Remodeling	2,530	
299-000-584.3	LRC Remodeling	380	
299-000-584.4	"U" Bldg. Remodeling	3,440	
299-000-584.504	Handicapped Projects	<u>8,000</u>	
	Total Capital Outlay		21,000
299-000-600	Provision for Contingency		<u>20,000</u>
	TOTAL INSTITUTIONAL SUPPORT BUDGET		<u>\$ 317,000</u>

AUXILIARY ENTERPRISES FUND BUDGET
1979-80

Revenue

500-000-300	<u>FUND EQUITY, JULY 1, 1979</u>	\$ 33,600
500-000-440	<u>STUDENT TUITION AND FEES</u>	
500-000-441	Tuition	
500-000-441.50	Tuition, Continuing Ed.	250,440
500-000-442	Fees	<u>980</u>
	Total Tuition and Fees	251,420
500-000-450	<u>SALES AND SERVICE FEES</u>	
500-000-451	Sales, Food	435,000
500-000-452	Sales, Books	1,125,000
500-000-453	Sales, Supplies	312,000
500-000-455	Sales, Athletic Fees	1,400
500-000-456	Other Sales and Services	<u>67,360</u>
	Total Sales and Service Fees	1,940,760
500-000-490	<u>OTHER REVENUE</u>	
500-000-498	Transfers In from Other Funds	<u>104,530</u>
	TOTAL REVENUE AND FUND EQUITY	2,330,310
500-000-500	LESS TOTAL EXPENDITURES	<u>2,297,550</u>
500-000-300	FUND EQUITY, JUNE 30, 1980	<u><u>\$ 32,760</u></u>

PROGRAM STATEMENT
Food Services

Mission Statement:

The Food Service Department is organized under the Vice President of Student Affairs to reflect its mission of providing a need centered food operation for the students, faculty, staff, and guests of the college. The services are attempted to be operated on a break-even financial policy.

Input Data:

Staff	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Administrative (FTE)	1	1	0.5
Professional-Technical (FTE)	1.5	1	1
Non-academic*	<u>21</u>	<u>25</u>	<u>19</u>
Total Staff	<u>23.5</u>	<u>27</u>	<u>20.5</u>

*1872 hours used to compute full-time non-academic equivalents.

Salary costs per staff member (does not include student salaries)	9,107	7,006	8,461
Supportive non-food costs per staff member	<u>3,804</u>	<u>10,518</u>	<u>13,666</u>
Total non-food costs per staff member	<u>12,911</u>	<u>17,524</u>	<u>22,127</u>

Output Data:

Sub Program A

Student Cafeteria. Provides for hot food and snack service for students, faculty, staff, and guests of the college. Functions as a campus gathering center for day and evening students.

Sub Program B

Catering. Provides refreshments and meals for meetings, seminars, and special events on campus. Functions as an integral part of the campus public relations program.

Sub Program C

Vending Food/Game. Provides for the beverage, snack and tobacco, and leisure time recreational needs of the college community in locations where these needs are desired and are financially feasible.

Sub Program D

Instructional. Provides training stations for students involved in the Food Service Management, Cooking and Baking curricula and is staffed specifically to fulfill this unique function.

AUXILIARY ENTERPRISES FUND BUDGET
1979-80
Food Services

Revenue

561-300	FUND EQUITY JULY 1, 1979	\$(36,000)
561-450	PUBLIC AND AUXILIARY SERVICES	
561-451	Sales--Food	\$435,000
561-456	Sales--Vending Machines	<u>4,500</u>
	Total	<u>439,500</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$403,000</u>

Expenditures

561-510	SALARIES	
561-511	Administrative	\$13,600
561-512	Professional	19,270
561-516	Office	12,190
561-517	Cafeteria	128,400
561-518	Students	<u>15,000</u>
	Total Salaries	\$188,460
561-520	FRINGE BENEFITS	
561-521	Group Insurance	13,200
561-524	Workmen's Compensation	5,600
561-525	Tuition Reimbursement	300
561-527	Medical Examinations	-0-
561-528	Professional Expense	<u>100</u>
	Total Fringe Benefits	19,200
561-530	CONTRACTUAL SERVICES	
561-534	Maintenance	4,000
561-539	Other--Laundry	<u>5,000</u>
	Total Contractual Services	9,000
561-540	GENERAL MATERIALS AND SUPPLIES	
561-541	Office	600
561-542	Printing and Duplicating	700
561-543	Service Supplies	20,000
561-546	Publications and Dues	280
561-547	Advertising	<u>100</u>
	Total General Materials & Supplies	21,680
561-548	PURCHASES FOR RESALE	
561-548.1	Purchases	190,000
561.548.2	Beginning Inventory	19,000
561.548.3	Ending Inventory	<u>(19,000)</u>
	Total Purchases for Resale	190,000

Food Services

Expenditures (continued)

561-550	TRAVEL AND MEETINGS		
561-552	Mileage--Local	160	
561-554	Travel Expense	<u>-0-</u>	
	Total Travel and Meetings		160
561-560	FIXED CHARGES		
561-561	Rental of Equipment	200	
561-564	General Insurance	<u>9,000</u>	
	Total Fixed Charges		9,200
561-580	CAPITAL OUTLAY		
561-588	Equipment--Service		10,400
561-590	OTHER		
561-595	Facilities Charges		500
561-600	PROVISION FOR CONTINGENCY		<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$453,600</u>
561-300	FUND EQUITY JUNE 30, 1980		<u>\$(50,100)</u>

PROGRAM STATEMENT
Bookstore

Mission Statement:

The purpose of the Bookstore is to provide the college community with the educational materials and services necessary in the learning process, and, within the scope of the college purchasing policy, to provide instructional and office supplies to the college staff.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	1	1	1
Non-academic (FTE)	<u>9.9</u>	<u>9.9</u>	<u>9.9</u>
Total Staff (FTE)	<u>10.9</u>	<u>10.9</u>	<u>10.9</u>
Salary cost per staff member	10,518	10,446	11,878
Supportive cost per staff member*	<u>11,325</u>	<u>13,269</u>	<u>10,679</u>
Total cost per staff member	<u>\$21,843</u>	<u>\$23,715</u>	<u>\$22,557</u>

Output Data:

Sub Program A

Bookstore Retail Operation. To provide books, miscellaneous supplies, and related services through economical and efficient methods.

Sub Program B

Central Stores. To provide the general office supplies needed by the college at the most economical cost in an expeditious and efficient manner.

*Not including cost of sales.

AUXILIARY ENTERPRISES FUND BUDGET

1979-80
Bookstore

Revenue

562-300	FUND EQUITY JULY 1, 1979		\$ 70,000
562-450	PUBLIC AND AUXILIARY SERVICES		
562-452	Sales--Books	\$1,125,000	
562-453	Sales--Supplies	<u>312,000</u>	
	Total		<u>1,437,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$1,507,000</u>

Expenditures

562-510	SALARIES		
562-512	Professional, Technical	\$20,000	
562-516	Office	30,880	
562-517	Service	78,600	
562-518	Students	<u>30,820</u>	
	Total Salaries		\$160,300
562-520	FRINGE BENEFITS		
562-521	Group Insurance	8,320	
562-524	Workmen's Compensation	700	
562-525	Tuition Reimbursement	300	
562-527	Medical Examinations	80	
562-528	Professional Expense	<u>80</u>	
	Total Fringe Benefits		9,480
562-530	CONTRACTUAL SERVICES		
562-534	Maintenance	950	
562-539	Other	<u>150</u>	
	Total Contractual Services		1,100
562-540	GENERAL MATERIALS AND SUPPLIES		
562-541	Office	2,200	
562-542	Printing and Duplicating	2,500	
562-543	Service Supplies	500	
562-544	Postage and Freight Out	2,500	
562-546	Publications and Dues	500	
562-547	Advertising	<u>500</u>	
	Total General Materials & Supplies		8,700
562-548.0	PURCHASES FOR RESALE		
562-548.1	Purchases--Books	900,000	
562-548.2	Beginning Inventory--Books	200,000	
562-548.3	Ending Inventory--Books	(200,000)	
562-548.4	Purchases--Supplies	260,000	
562-548.5	Beginning Inventory--Supplies	150,000	
562-548.6	Ending Inventory--Supplies	<u>(150,000)</u>	
	Total Purchases for Resale		1,160,000

Bookstore

Expenditures (continued)

562-550	TRAVEL AND MEETING EXPENSE		
562-552	Mileage--Local	150	
562-554	Travel Expense	<u>200</u>	
	Total Travel and Meeting		350
562-560	FIXED CHARGES		
562-561	Rentals	5,000	
562-563	Interest	5,000	
562-564	General Insurance	<u>6,000</u>	
	Total Fixed Charges		16,000
562-570	PLANT UTILITIES		
562-575	Telephone		3,000
562-580	CAPITAL OUTLAY		
562-588	Equipment--Service		450
562-590	OTHER		
562-594	Financial Charges and Adjust.	6,500	
562-595	Facilities Charges	<u>35,000</u>	
	Total Other		41,500
562-600	PROVISION FOR CONTINGENCY		<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$1,405,880</u>
562-300	FUND EQUITY JUNE 30, 1980		<u>\$ 101,120</u>

PROGRAM STATEMENT

Intercollegiate Athletics

Mission Statement;

To provide opportunities for qualified students to participate in a number of sports in contests with their peers at similar institutions organized in a manner that is compatible with philosophies of the college.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	.5		
Instructional (FTE)	6.0	6.0	7.0
Non-academic	<u>1.0</u>	<u>.5</u>	
Total Staff	<u>7.5</u>	<u>6.5</u>	<u>7.0</u>
Salary cost per staff member	\$ 5,443	\$ 2,832	\$ 3,109
Supportive cost per staff member	<u>11,074</u>	<u>12,708</u>	<u>11,824</u>
Total cost per staff member	<u>\$16,517</u>	<u>\$15,540</u>	<u>\$14,933</u>

Output Data:

To provide intercollegiate sports activities as follows that are supervised and conducted according to the rules of the North Central Community College Conference and the National Junior College Athletic Association.

1. Baseball
2. Basketball
3. Cross Country
4. Football
5. Golf
6. Track
7. Tennis
8. Wrestling
9. Soccer
10. Swimming
11. Women's Tennis
12. Women's Gymnastics
13. Women's Basketball
14. Women's Volleyball
15. Women's Softball
16. Women's Track
17. Women's Swimming

AUXILIARY ENTERPRISES FUND BUDGET
1979-80
Inter-Collegiate Athletics

Revenue

564-300	FUND EQUITY JULY 1, 1979		-0-
564-450	PUBLIC AND AUXILIARY SERVICES		
564-455	Athletics	\$1,200	
564-455.20	Other Revenue	<u>200</u>	
	Total		<u>1,400</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$ 1,400</u>

Expenditures

564-510	SALARIES		
564-512	Professional	\$20,410	
564-514	Instructional---Part-time	1,350	
564-518	Students	<u>1,450</u>	
	Total Salaries		\$23,210
564-530	CONTRACTUAL SERVICES		
564-539	Other		16,000
564-540	GENERAL MATERIALS AND SUPPLIES		
564-542	Printing and Duplicating	300	
564-543	Supplies, Instructional	28,720	
564-546	Publications and Dues	<u>2,130</u>	
	Total General Materials and Supp.		31,150
564-550	TRAVEL AND MEETING EXPENSE		
564-552	Mileage--Local	50	
564-554	Travel Expense	13,450	
564-556	Vehicle Expense	<u>14,370</u>	
	Total Travel and Meeting Expense		27,870
564-560	FIXED CHARGES		
564-564	General Insurance		6,280
564-580	CAPITAL OUTLAY		
564-586	Equipment--Educational		120
564-590	OTHER		
564-595	Facilities Charges	1,300	
564-597.1	Subsidy from Educ. Fund	(77,680)	
564-597.6	Subsidy from Stu.Act.Fund	<u>(26,850)</u>	
	Total Other		<u>(103,230)</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$ 1,400</u>
564-300	FUND EQUITY JUNE 30, 1980		<u>-0-</u>

PROGRAM STATEMENT
Child Development Laboratory School

Mission Statement:

The purpose of the Child Development Laboratory School is to provide students enrolled in the Child Development Program with laboratory and internship experience and training, mothers attending Harper College with supervised child care, and to assist in the development of innovative and exemplary child care.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	0	0	0
Professional Technical	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>1</u>	<u>1</u>	<u>1</u>
Salary cost per staff member (FTE)	\$9,000	\$10,100	\$10,100
Supportive cost per staff member	<u>3,000</u>	<u>1,900</u>	<u>1,900</u>
Total cost per staff member	<u>\$12,000</u>	<u>\$12,000</u>	<u>\$12,000</u>

AUXILIARY ENTERPRISES FUND BUDGET
1979-80
Child Development Laboratory School

Revenue

565-300	FUND EQUITY JULY 1, 1979	-0-
565-450	PUBLIC AND AUXILIARY SERVICES	
565-456	Fees	<u>12,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$12,000</u>

Expenditures

565-510	SALARIES	\$10,100
565-530	CONTRACTUAL SERVICES--Maintenance	400
565-540	GENERAL MATERIALS AND SUPPLIES	900
565-560	FIXED CHARGES--Insurance	100
565-580	CAPITAL OUTLAY--Instructional Equipment	<u>500</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$12,000</u>
565-300	FUND EQUITY JUNE 30, 1980	<u>-0-</u>

PROGRAM STATEMENT
College Center

Mission Statement:

To provide facilities and programs for students' leisure time activities.

Input Data:

	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>
Staff			
Administrative	0	0	0
Non-academic	<u>1</u>	<u>1</u>	<u>1</u>
Total Staff	<u>1</u>	<u>1</u>	<u>1</u>
Salary cost per staff member	2.650	2.800	3,500
Supportive cost per staff member	<u>6,500</u>	<u>7,700</u>	<u>6,500</u>
Total cost per staff member	<u>\$9,150</u>	<u>\$10,500</u>	<u>\$10,000</u>

Output Data:

Sub Program A

Recreational Activities. To provide opportunities for participation and instruction in billiards, chess, bridge, and related activities.

AUXILIARY ENTERPRISES FUND BUDGET
1979-80
College Center

Revenue

566-300	FUND EQUITY JULY 1, 1979	\$ (1,000)
566-450	PUBLIC AND AUXILIARY SERVICES	
566-456	Game Room Receipts	<u>10,500</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$ 9,500</u>

Expenditures

566-510	SALARIES	
566-516	Office	\$ 3,500
566-518	Students	<u>3,580</u>
	Total Salaries	\$ 7,080
566-520	FRINGE BENEFITS	
566-521	Group Insurance	670
566-530	CONTRACTUAL SERVICES	1,400
566-540	GENERAL MATERIALS AND SUPPLIES	<u>850</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$ 10,000</u>
566-300	FUND EQUITY JUNE 30, 1980	<u>\$ (500)</u>

PROGRAM STATEMENT
Office of Continuing Education and Program Services/Auxiliary Fund

Mission Statement:

The mission of the Office of Continuing Education and Program Services in the Auxiliary Fund is to provide educational experiences to those people who are not primarily interested in, or in need of, a traditional college degree. To support this mission, the Office of Continuing Education/Auxiliary Fund identifies the following purposes:

1. Provide continuing professional education such as refresher and recurrent seminars and courses to meet changing professional needs.
2. Provide community development education for public and community service organizations.
3. Provide enriching educational experiences which meet personal and social needs.
4. Provide educational design services which assess specific community and group needs.
5. Provide college entry/transition offerings to the community.
6. Provide experimental programming service to the institution.

Input Data:

Staff	1977-78	1978-79	1979-80
Administrative	1	0.5	0.25
Instructional (FTE)	16	19.0	17.00
Non-academic (FTE)	6	6.0	3.00
Total Staff	<u>23</u>	<u>23.5</u>	<u>20.25</u>
Salary cost per staff member	6,136	6,078	5,212
Supportive cost per staff member	<u>6,950</u>	<u>7,865</u>	<u>6,876</u>
Total cost per staff member	<u>13,086</u>	<u>13,943</u>	<u>12,088</u>

Output Data:

Sub Program A

Institute for Management Development.

Sub Program B

Center for Community Development Education.

Sub Program C

Center for Material Management Education.

Sub Program D

Center for Real Estate Education.

Sub Program E

Center for Office Administration Education.

Sub Program F

Community Program: Non-reimbursable Offerings.

Sub Program G

Women's Program: Non-reimbursable Offerings.

Sub Program H

Health Care Program: Non-reimbursable Offerings.

AUXILIARY ENTERPRISES FUND BUDGET
1979-80

Continuing Education

	<u>567-200</u>	<u>567-500</u>	<u>567-700</u>	<u>567-980</u>	<u>Auxiliary</u>
	<u>Health</u>	<u>Women's</u>	<u>Continuing</u>	<u>Admin.</u>	<u>Fund</u>
	<u>Care</u>	<u>Program</u>	<u>Education</u>		<u>Total</u>
567-300	<u>FUND EQUITY, JULY 1, 1979</u>				<u>5,000</u>
567-400	<u>REVENUE</u>				<u>5,000</u>
567-440	<u>Intermediate Resources</u>				
567-441.5	19,650	20,090	210,700		250,440
567-442	800	180			980
	<u>20,450</u>	<u>20,270</u>	<u>210,700</u>		<u>251,420</u>
	<u>TOTAL REVENUE AND</u>				
	<u>FUND BALANCE</u>				<u>5,000</u>
	<u>20,450</u>	<u>20,270</u>	<u>210,700</u>	<u>5,000</u>	<u>256,420</u>
567-500	<u>EXPENDITURES</u>				
567-510	<u>Salaries</u>				
567-511				6,070	6,070
567-512		5,300	16,000		21,300
567-514	7,100	2,000	60,270		69,370
567-516				8,800	8,800
567-518		860	4,000	1,000	5,860
	<u>7,100</u>	<u>8,160</u>	<u>80,270</u>	<u>15,870</u>	<u>111,400</u>
567-520	<u>Fringe Benefits</u>				
567-521		190	670	400	1,260
567-525			60	100	160
567-528		30	100	30	160
		<u>220</u>	<u>830</u>	<u>530</u>	<u>1,580</u>
567-530	<u>Contractual Services</u>				
567-532	3,500	5,250	57,350	50	66,150
567-534				90	90
567-537				120	120
	<u>3,500</u>	<u>5,250</u>	<u>57,350</u>	<u>260</u>	<u>66,360</u>

Financial Plan

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Financial Plan

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HARPER COLLEGE FINANCIAL PLAN OF OPERATION

I. Financial Plan of Operation for Harper College

For the purpose of carrying out the entire educational program of this district, the Board, in accordance with the law, has established the following funds for operation. A fund may be defined simply as a sum of money segregated for the purpose of carrying on specific activities or attaining certain objectives. Each fund is a completely separate entity that must maintain its own financial integrity without permanent assistance from another fund.

A. Educational Fund (100-000-000)

The Educational Fund is established by Section 103-1 of "The Illinois Public Community College Act." The statutory maximum tax rate for the Educational Fund is 75¢ per \$100 equalized assessed valuation. The present rate for Harper College is eleven cents (11¢) per \$100 equalized assessed valuation.

This fund is for the purpose of financing the cost of the academic and service programs. It includes the cost of instructional, administrative and professional salaries, supplies and equipment, library books, materials, maintenance of instructional and administrative equipment, and other costs pertaining to the educational program. (See Section 103-20.3 of the "Public Community College Act.")

The Board of Trustees may make a determination within the budget for the distribution of revenues other than local property taxes among the operating funds.

B. Operations, Building and Maintenance Fund (200-000-000)

The Operations, Building and Maintenance Fund is established by Section 103-1 of "The Illinois Public Community College Act." The statutory maximum tax rate is set at ten cents (10¢) per \$100 equalized assessed valuation. The present rate for Harper College is four cents (4¢) per \$100 equalized assessed valuation.

This fund is for the purpose of maintaining and improving existing buildings and grounds, as well as the fixtures and equipment which are a permanent part of the buildings and grounds. Payments on insurance on buildings are to be made from this fund. (See Section 103-20.3 of the "Public Community College Act.")

C. The Site and Construction Fund (300-000-000)

The Site and Construction Fund is established by implication as authorized in Section 103A-1 of the "Illinois Public Community College Act." This section of the act refers to the Illinois School Code, in the case of bonding for building, equipping, altering, or repairing buildings or purchasing or improving sites, or acquiring and equipping playgrounds, recreation grounds, athletic fields, and other buildings or land used or useful for community college purposes, the reference is specifically directed to Section 19 of the School Code. Proceeds from the sale of general obligation bonds and interest earned are to be accounted for in this fund. Bonded indebtedness of local governments in the State of Illinois is subject to the five percent constitutional limit (an amount equal to five percent of the equalized assessed valuation of the district).

Operations, Building and Maintenance Fund (Restricted)
(300-000-000) (New for 1980-81)

Funds may be accumulated for the construction of buildings and site acquisition. Section 103-14 permits an accumulation of funds not to exceed an amount equal to five percent of the equalized assessed valuation of the district. The accumulated funds may not be used for any other purpose. Taxes levied for accumulation purposes should be so defined by resolution of the Board of Trustees stipulating the rate levied for such purposes, total amount to be accumulated, and specific use intended. Funds that are being accumulated should be accounted for separately in the Operations, Building and Maintenance Fund (Restricted).

The local Board of Trustees may make a determination within the budget for the distribution of revenues other than local property taxes among the operating funds.

D. Bond and Interest Fund (400-000-000)

The Bond and Interest Fund is established by Article IIIA of the "Illinois Public Community College Act."

This fund is for the purpose of retiring debt from the sale of general obligation bonds. Bonded indebtedness of local governments in the State of Illinois is subject to the five percent constitutional limit (an amount equal to five percent of the equalized assessed valuation of the district).

E. Auxiliary Enterprises Fund (500-000-000)

The Auxiliary Enterprises Fund is established by Section 103-31.1 of the "Illinois Public Community College Act." This section provides statutory authority for the Auxiliary Enterprises Fund and exists to furnish a service to students

and staff for which a fee is charged that is directly related to, although not necessarily equal to, the cost of the service. Only funds over which the institution has complete control and freedom of use are to be included in this fund. The general public may incidentally be served. Examples are: food services and student stores; intercollegiate athletics is also included in this fund. Subsidies for auxiliary services by the Educational Fund, Operations, Building and Maintenance Fund, or Restricted Purposes Fund, would be shown as expenditures to the appropriate fund. Each enterprise should be accounted for individually.

F. Restricted Purposes Fund (600-000-000)

The Restricted Purposes Fund is established by the following sections of the "Illinois Public Community College Act."

103-39.....concerns the acceptance of federal funds for all types of instructional programs, student services and counseling, and construction of physical facilities.

103-39.1...allows the acceptance of gifts, grants, devises and bequests from any source if made for community college purposes.

103-40.....permits the entering into of contracts with any person, organization, association, or governmental agency for providing or securing educational services.

103-27(c)..authorizes the Board of Trustees to establish rules and regulations governing conditions under which classes, clubs, and associations may acquire and collect funds in the name of the college, under such regulations as the State Board may prescribe. The purpose of this fund is to receive and hold funds in the custody of the college acting as custodian or fiscal agent for another agency such as mentioned above. The college has an agency rather than a proprietary interest in these funds.

Restricted Purposes Funds are those funds restricted as to use and for which a specific fund has not been otherwise provided in this fund structure. These are to be contrasted with funds over which the institution has complete control and freedom of use and with funds of a restricted nature.

Under most conditions, revenues and expenditures from any of the four preceding categories (including any federal and state grants for projects or student aid, any gifts or bequests for specific purposes, any projects carried out under contractual arrangements with any person, organization, association, or governmental agency, any scholarship or loan

funds, any endowment funds, and any agency funds) should be accounted for within the Restricted Purposes Funds. Public Service or Organized Research Programs may be accounted for in this fund.

Each specific project or fund should be accounted for by a complete self-balancing group of accounts, or sub-fund, within the Restricted Purposes Fund. Care should be taken in establishing each self-balancing group of accounts that the accounting and reporting requirements of the grantor will be met by the accounts. If the grantor provides an accounting manual, the accounts required by the grantor should be used in the self-balancing group of accounts.

Any matching contributions required should be transferred from the appropriate fund, and all expenditures for the project should be made from the Restricted Purposes Fund. In transferring these matching contributions, the transferring fund should show a debit to "Transfers to Other Funds--Matching Contributions" and a credit to "Cash" or an appropriate expenditure account for in-kind contributions and a credit to "Transfers from Other Funds--Matching Contributions."

G. Working Cash Fund (700-000-000)

The Working Cash Fund is established by Section 103-33.1 of the "Illinois Public Community College Act." This fund may be established by resolution of the Board of Trustees for the purpose of enabling the Board to have on hand at all times sufficient cash to meet the demands for ordinary and necessary expenditures. Outstanding bonds may be issued in an amount or amounts not to exceed at any one time 75% of the total taxes from the authorized maximum rates for the Educational Fund and the Building and Maintenance Fund combined. These bonds may be issued by resolution of the Board of Trustees without voter approval. That portion of the Working Cash Fund used for the payment of the principal of and interest on Working Cash Fund Bonds and any costs directly related to such payments shall be accounted for by use of a self-balancing group of accounts within the Bond and Interest Fund. Section 103-33.1 through Section 103-33.6 of the Illinois Public Community College Act relate to various provisions for the Working Cash Fund.

H. Investment in Plant Fund (800-000-000)

Authority for this fund is implied through Section 103-30 which allows the Board of Trustees powers requisite or proper for the maintenance, operation, and development of any college or colleges under its jurisdiction. Plant is defined as the physical property owned by the college; and this fund is established for the purpose of accounting for land, buildings, and equipment.

I. Long-Term Liabilities Fund (900-000-000)

Authority for this fund is implied through Section 103-30 of the "Illinois Public Community College Act." This fund exists to provide for the recording of liabilities that exist beyond the current year's operation.

J. Imprest Cash Fund

A separate bank account that provides funds for immediate expenditure. This fund is reimbursed to its established amount each month.

II. Source of College District #512 Monies--Educational Fund

A. Local Resources

Harper College will obtain 28.3% of its income from real estate taxes. The present tax rate is 11¢ per \$100 of equalized assessed valuation.

The following table shows an analysis of current (1978) tax rates by fund:

Tax Rate Description	Education	Building	Bond & Int.	Liab. Ins.
Present Dist. 512 Tax Rates	.11	.040	.061	.021
Single Referendum Tax Rate Increase	.125	.05	No limit*	N.A.
Maximum Tax Rate with Referendum	.75	.10	No limit*	N.A.

*The total outstanding debt of the college cannot exceed 5% of the equalized assessed valuation.

B. Intermediate Resources

1. Harper College will obtain 34.5% of its income from student tuition. Resident tuition is \$19.00 per semester hour.
2. Non-resident tuition is based on cost less state aid and resident tuition charges that are paid by all students. Harper College will obtain 1.3% of its income from chargebacks to those areas outside the Harper district that do not have community colleges. As community colleges have now annexed all of the north-eastern Illinois non-district areas, this source of revenue will reduce significantly. This loss of revenue will have to be replaced.

3. Harper College obtains 2.2% of its income from student fees. Fees are charges for laboratory courses and other courses that utilize special materials that are consumed based on each student's needs.
4. Harper College obtains 1.8% of its income from miscellaneous sources, such as interest on investments.

C. State Resources

1. Harper College obtains 24.6% of its income from state aid. The Governor's allocation formula was used in the preparation of this estimate with our best guess as to the "mix" of the various funding categories.
2. Harper College obtains 2.7% of its income from the Board of Vocational Education and Rehabilitation. Vocational education is reimbursed on a credit hour basis and varies based upon funds available.
3. Harper College obtains .9% of its income from various state grants to support Adult Basic Education.

D. Federal Resources

1. It is anticipated that the Educational Fund will receive no direct support from the Federal Government in 1980-81.

E. Fund Balance

It is estimated that Harper College will use part of its accumulated fund balance in 1980-81.

F. Referendum

When the college district reaches the point where more revenue is needed to maintain the educational program, a proposal must be made to the citizens of the district for a tax rate increase. These increases are most commonly requested for the Educational Fund or the Bond and Interest Fund (building new or adding to present buildings). After a notice of the proposed referendum is published in a local paper, the people go to the polls to vote on the tax rate increase. If a simple majority of the votes cast are "yes," the rate increase is approved. On the other hand, if the simple majority is "no," the increase is defeated and the Board must wait 60 days before it can present the referendum again.

The following table shows the percentage income by source for 1973-84.

G. PERCENTAGE ANALYSIS OF INCOME CATEGORIES*
Educational Fund Budget
1972-1984

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>	<u>1982-83</u>	<u>1983-84</u>
Taxes	30.3%	31.2%	28.1%	24.1%	25.0%	26.9%	30.2%	30.0%	28.3%	28.1%	27.1%	26.8%
Tuition	29.7	35.2	33.9	34.2	32.3	31.8	35.7	37.4	34.5	33.2	31.8	29.6
Chargebacks	7.4	6.5	4.2	4.9	4.4	3.2	2.2	1.7	1.3	1.1	.9	.7
State Aid	37.0	45.4	43.2	39.3	40.3	39.3	41.0	43.8	38.3	38.2	36.8	36.3
Less Bldg. Fund Transfer	(13.9)	(12.1)	(12.8)	(15.9)	(16.7)	(13.6)	(12.7)	(5.2)	(13.7)	(11.4)	(10.4)	(9.7)
Voc/Ed. Act	3.8	4.9	3.5	2.1	3.7	2.6	3.1	3.2	2.7	2.5	2.3	2.1
Student Fees	2.5	2.7	2.5	2.3	2.1	2.3	2.3	2.4	2.2	2.0	1.8	1.7
Misc. Sources	1.5	3.9	3.2	1.7	1.1	1.9	3.3	4.4	2.7	2.0	1.1	.9
Fund Balance	<u>1.7</u>	<u>(17.7)</u>	<u>(5.8)</u>	<u>7.3</u>	<u>7.8</u>	<u>5.6</u>	<u>(5.1)</u>	<u>(17.7)</u>	<u>3.7</u>	<u>4.3</u>	<u>8.6</u>	<u>11.6</u>
TOTAL	<u>100%</u>											

*Accrual Basis

III. Tax Base

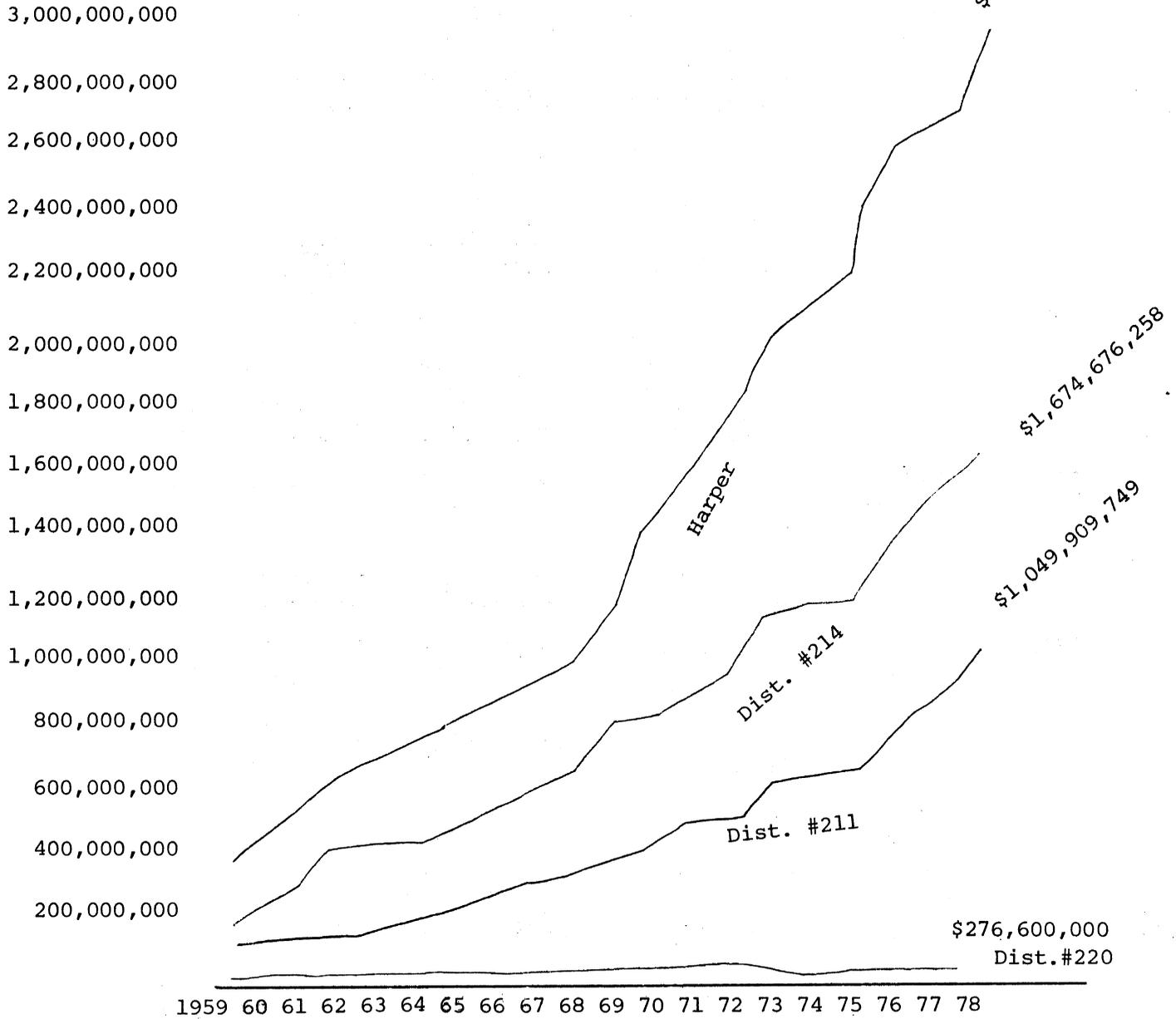
The Harper College tax base is expanding. While the numbers seem large, a 100 million dollar increase provides about \$100,000 of additional revenue in the Educational Fund. In comparison to other school districts within the college district, Harper College obtains substantially less tax income on a percentage basis of total income than other districts. For instance, in the past year a local high school district collected about 31¢ of every tax dollar while Harper collected less than 3¢. State aid and tuition provide a much larger percentage of income for Harper than a high school district would receive. This means that Harper is supported to a greater extent from direct tuition and from state resources than from local property taxes.

In the 1979 tax year, corporate personal property taxes were eliminated by law from the college tax base. A replacement tax based on a corporation income tax has been provided for.

The following tables show Harper College's tax base:

A. Equalized Assessed Valuation Growth - 1959 - 1978

Dollars of
Assessed Valuation



Cook County 1979 Equalized Assessed Valuation not available.

B. Harper College Equalized Assessed Valuation by County and Type of Property Levy:

Levy ⁽¹⁾ Year	County	Real Estate	Personal ⁽²⁾ Property	Railroad	Total ⁽³⁾
1965	Cook				<u>\$ 713,352,907</u>
1966	Cook				<u>785,981,588</u>
1967 ⁽¹⁾	Cook	804,145,628	107,323,642	1,403,085	912,872,355
	McHenry	5,038,900	429,270	10,850	5,479,020
	Kane	7,898,610	1,512,370	0	9,410,980
	Lake	50,596,695	5,211,685	282,985	56,091,365
		<u>867,679,833</u>	<u>114,476,967</u>	<u>1,696,920</u>	<u>983,853,720</u>
1968	Cook	899,242,377	124,033,160	1,362,348	1,024,637,885
	McHenry	5,226,000	593,920	10,220	5,830,140
	Kane	7,966,820	1,737,940	0	9,704,760
	Lake	53,564,695	5,750,940	269,269	59,584,904
		<u>965,999,892</u>	<u>132,115,960</u>	<u>1,641,837</u>	<u>1,099,757,689</u>
1969	Cook	1,059,377,911	144,429,503	1,343,465	1,205,150,879
	McHenry	5,876,250	425,430	10,150	6,311,830
	Kane	7,998,860	1,765,140	0	9,764,000
	Lake	62,006,490	6,025,535	263,641	68,295,666
		<u>1,135,259,511</u>	<u>152,645,608</u>	<u>1,617,256</u>	<u>1,289,522,375</u>
1970	Cook	1,202,954,847	124,270,037	1,268,961	1,328,493,845
	McHenry	6,259,400	449,050	10,220	6,718,670
	Kane	8,069,720	771,790	0	8,841,510
	Lake	65,405,775	3,840,210	259,354	69,505,339
		<u>1,282,689,742</u>	<u>129,331,087</u>	<u>1,538,535</u>	<u>1,413,559,364</u>
1971	Cook	1,325,012,368	141,520,729	1,140,034	1,467,673,131
	McHenry	7,653,512	23,402	8,578	7,685,492
	Kane	9,836,310	454,600	0	10,290,910
	Lake	76,121,018	4,118,563	224,147	80,463,728
		<u>1,418,623,208</u>	<u>146,117,294</u>	<u>1,372,759</u>	<u>1,566,113,261</u>
1972	Cook	1,549,972,789	152,691,355	1,156,721	1,703,820,865
	McHenry	7,843,259	244,663	8,540	8,096,462
	Kane	9,909,790	220,660	0	10,130,450
	Lake	79,889,298	2,880,008	208,904	82,978,210
		<u>1,647,615,136</u>	<u>156,036,686</u>	<u>1,374,165</u>	<u>1,805,025,987</u>
1973	Cook	1,717,405,483	180,776,066	1,280,675	1,899,462,224
	McHenry	8,259,115	277,659	8,400	8,545,174
	Kane	10,111,310	260,560	0	10,371,870
	Lake	83,972,463	5,944,885	203,868	90,121,216
		<u>1,819,748,371</u>	<u>187,259,170</u>	<u>1,492,943</u>	<u>2,008,500,484</u>
1974	Cook	1,760,517,253	197,954,272	1,463,959	1,959,935,484
	McHenry	8,819,042	249,316	8,540	9,076,898
	Kane	10,213,880	592,120	0	10,806,000
	Lake	82,471,335	3,339,790	204,998	86,016,123
		<u>1,862,021,510</u>	<u>202,135,498</u>	<u>1,677,497</u>	<u>2,065,834,505</u>

Levy (1) Year	County	Real Estate	Personal (2) Property	Railroad	Total (3)
1975	Cook	1,854,625,200	197,198,605	1,649,968	2,053,473,773
	McHenry	9,643,396	264,249	1,227	9,908,872
	Kane	10,775,048	590,111	0	11,365,159
	Lake	87,745,564	3,123,103	180,809	91,049,476
		<u>1,962,789,208</u>	<u>201,176,068</u>	<u>1,832,004</u>	<u>2,165,797,280</u>
1976	Cook	2,095,800,057	251,906,146	1,383,334	2,349,089,537
	McHenry	10,702,261	245,833	739	10,948,833
	Kane	10,921,688	526,537	0	11,448,225
	Lake	102,583,000	3,913,850	124,475	106,621,325
		<u>2,220,007,006</u>	<u>256,592,366</u>	<u>1,508,548</u>	<u>2,478,107,920</u>
1977	Cook	2,287,709,340	99,578,272	857,666	2,588,145,278
	McHenry	12,990,108	240,766	477	12,231,351
	Kane	11,199,563	497,516	0	11,697,079
	Lake	125,818,633	4,526,099	91,848	130,436,610
		<u>2,437,717,674</u>	<u>304,842,653</u>	<u>949,991</u>	<u>2,742,510,318</u>
1978	Cook	2,477,065,289	325,871,093	986,018	2,803,922,400
	McHenry	15,097,586	272,029	525	15,370,140
	Kane	11,910,042	521,025		12,431,067
	Lake	146,685,713	5,915,876	98,607	152,700,196
		<u>2,650,758,630</u>	<u>332,580,023</u>	<u>1,085,150</u>	<u>2,984,423,803</u>
1979	Cook	2,728,474,270*	0	276,085*	2,728,750,355*
	McHenry	18,878,093	0	76	18,878,169
	Kane	13,732,046	(4) 0	0	13,732,046
	Lake	180,351,254	0	27,480	180,378,734
		<u>2,941,435,663</u>	<u>0</u>	<u>303,641</u>	<u>2,941,739,304</u>

*Estimated

- (1) Prior to the 1967 levy year, all of Harper College was in Cook County. The annexation of Barrington District #224 (now Dist. #220) added parts of three additional counties.
- (2) The basis for personal property assessments has been changed by the revised Illinois Constitution effective July 1, 1971. Effective with 1972 taxes, individual personal property is not assessed for taxation.
- (3) Harper College's exact assessed valuation is slightly lower than the combination of High School Districts #211, #214 and #220. The college completely covers Dist. #211, #214 and #220.
- (4) Corporate personal property taxes were eliminated effective with 1979 taxes. A replacement tax is recorded as revenue as a separate item. (Account 427).

C. Harper College Equalized Assessed Valuation by County:

Levy (1)					
Year	Cook	Kane	Lake	McHenry	Total (2)
1967	912,872,355	9,410,980	56,091,365	5,479,020	983,853,720
1968	1,024,637,885	9,704,760	59,584,904	5,830,140	1,099,757,689
1969	1,205,150,879	9,764,000	68,295,666	6,311,830	1,289,522,375
1970	1,328,493,845	8,841,510	69,505,339	6,718,620	1,413,559,314
1971	1,467,673,131	10,290,910	80,463,728	7,685,492	1,566,113,261
1972	1,703,820,865	10,130,450	82,978,210	8,096,462	1,805,025,987
1973	1,899,462,224	10,371,870	90,121,216	8,545,174	2,008,500,484
1974	1,959,935,484	10,806,000	86,016,123	9,076,898	2,065,834,505
1975	2,053,473,773	11,365,159	91,049,476	9,908,872	2,165,797,280
1976	2,349,089,537	11,448,225	106,621,325	10,948,833	2,478,107,920
1977	2,588,145,278	11,697,079	130,436,610	12,231,351	2,742,510,318
1978	2,803,922,400	12,431,067	152,700,196	15,370,140	2,984,423,803
1979	N.A.	13,732,046	180,378,734	N.A.	N.A.

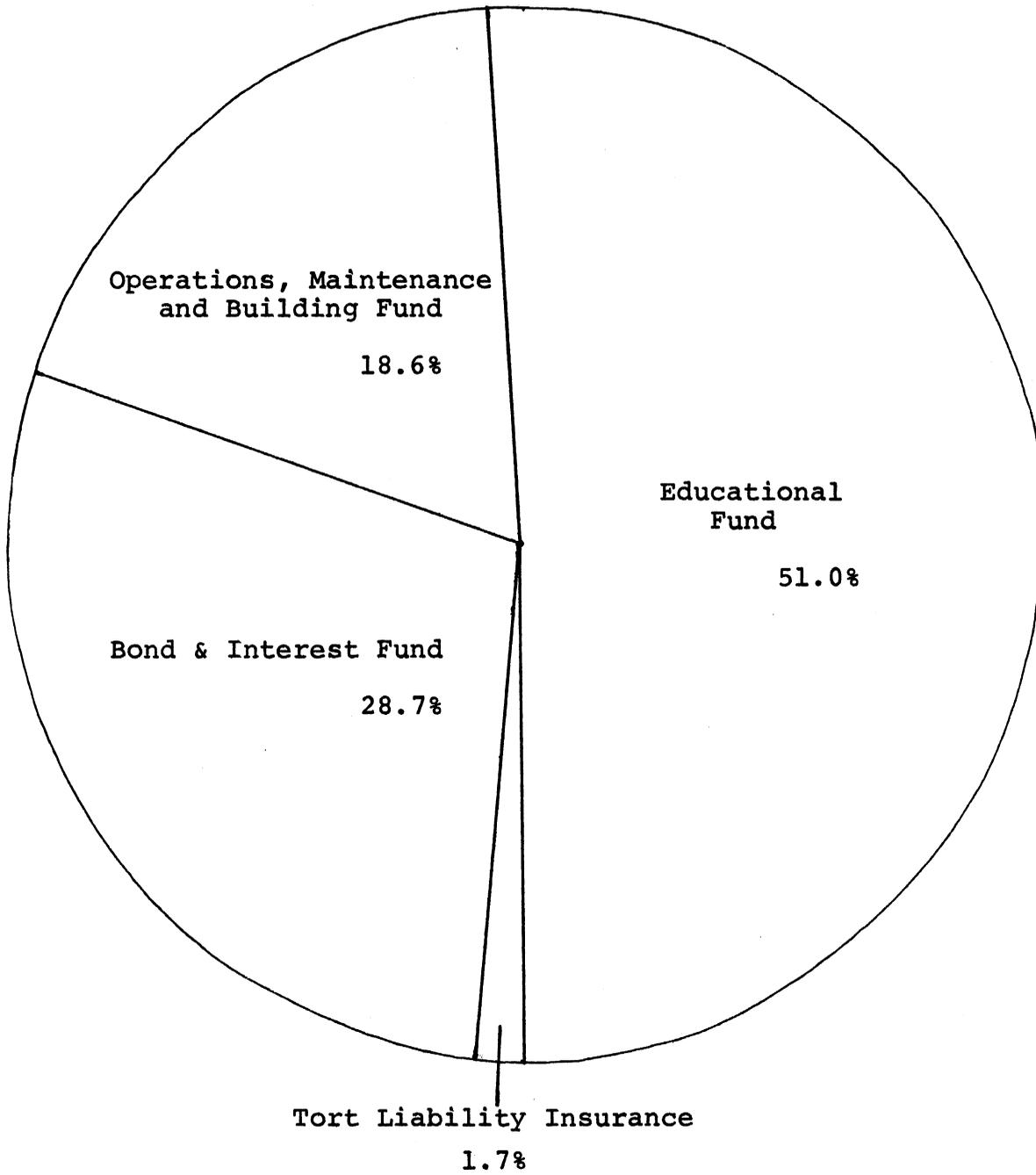
D. Assessed Valuation Per Student - 1967-1983

Year	F.T.E. Students	Assessed Evaluation	Assessed Evaluation Per Student
1967-68	1037	983,853,720	948,750
1968-69	2241	1,099,757,689	490,744
1969-70	3434	1,289,522,375	375,516
1970-71	4155	1,413,559,364	340,207
1971-72	4449	1,566,113,261	352,015
1972-73	4780	1,805,025,987	377,620
1973-74	5266	2,008,500,484	381,409
1974-75	5867	2,065,834,505	352,111
1975-76	7097	2,165,797,280	305,170
1976-77	6944	2,478,107,920	356,870
1977-78	6841	2,742,510,318	400,893
1978-79	6549	2,984,423,803	455,707
1979-80	6839	2,937,751,728* (3)	429,559
1980-81	6890	3,202,149,383*	464,753
1981-82	6957	3,490,342,828*	501,702
1982-83	7018	3,699,763,398*	527,182

*Estimated

- (1) Prior to the 1967 levy year, all of Harper College was in Cook County. The annexation of Barrington Dist. #224 added parts of three additional counties.
- (2) Harper College completely covers districts #211, #214 and #220 (formerly #224).
- (3) Corporate Personal Property taxes were eliminated by law effective with the 1979 tax year.

Distribution of College District 512's Share of One Tax Dollar
1978 Levy



IV. Long-Range Financial Plan

The statistics on the following pages show Harper's long-range projections and financial plans.

Ed Fund

A. PROJECTIONS OF FALL END OF REGISTRATION ENROLLMENTS TO 1984

<u>In-District</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>	<u>1984</u>
Adult population of Harper Dist.	229,975	254,950	268,500	283,750	299,100	314,250	323,250	332,250	341,250	350,250
High school seniors 1 yr. before	7,434	7,893	8,108	8,386	8,363	8,304	8,103	7,938	7,554	7,047
Percent attending Harper FT new	20.8	16.1	19.1	17.0	18.3	18.0	17.8	17.4	15.7	14.3
New FT non-adults	1,546	1,270	1,548	1,426	1,528	1,498	1,440	1,382	1,183	1,010
Percent returning of new FT non-adult students	89.6	83.6	94.6	80.7	92.7	86.3	85.9	85.9	86.1	86.2
Returning FT non-adults	1,174	1,292	1,190	1,231	1,322	1,319	1,287	1,237	1,190	1,020
Percent PT non-adults of seniors	17.8	15.9	18.7	17.4	18.3	18.5	18.9	19.1	20.3	21.5
PT non-adults	1,323	1,256	1,514	1,457	1,533	1,534	1,528	1,512	1,536	1,514
Percent FT adults of population	.460	.371	.312	.315	.283	.287	.288	.289	.290	.292
FT adults	1,059	946	839	897	846	903	930	959	989	1,022
Percent PT adults of population	2.305	2.000	2.186	2.023	2.097	2.122	2.142	2.156	2.174	2.196
PT adults	5,301	5,099	5,869	5,741	6,273	6,669	6,924	7,163	7,417	7,691
Sub-total FT heads	3,779	3,508	3,577	3,554	3,696	3,720	3,657	3,578	3,362	3,052
Sub-total PT heads	6,624	6,355	7,383	7,198	7,806	8,203	8,452	8,675	8,953	9,205
Sub-total FTE	5,900	5,555	5,801	5,659	5,962	6,111	6,130	6,127	6,010	5,797
Percent Cont. Ed. of adult pop.	1.936	1.784	2.310	2.293	2.007	2.298	2.444	2.541	2.652	2.758
Continuing Education headcount	4,332	4,425	6,135	6,273	5,694	6,872	7,527	8,053	8,637	9,227
Continuing Education FTE	346	499	694	760	711	881	970	1,043	1,123	1,204
Other heads	780	742	822	834	679	679	679	679	679	679
Other FTE	150	141	293	385	163	163	163	163	163	163
Total in-district heads duplicated	15,515	15,030	17,917	17,859	17,875	19,474	20,315	20,985	21,631	22,163
Total in-district FTE	6,396	6,195	6,788	6,804	6,836	7,155	7,263	7,333	7,296	7,164
<u>Out-of-District</u>										
Oakton Community College		1,098	745	669	646	480	320	320	320	320
College of Lake County		644	541	526	406	333	275	275	275	275
Elgin Community College		523	498	340	440	435	427	427	427	427
McHenry County C.C.		261	207	287	296	293	290	290	290	290
College of DuPage		620	405	256	367	360	352	352	352	352
City College of Chicago		261	216	109	240	232	221	221	221	221
Other		262	207	148	200	273	152	152	152	152
Total out-of-district heads	2,349	3,669	2,819	2,335	2,595	2,306	1,037	1,037	1,037	1,037
Total out-of-district FTE	1,074	1,331	1,009	791	807	716	627	621	610	596
<u>Final Totals</u>										
Total heads	17,440	17,825	19,369	19,771	20,379	21,370	21,902	22,529	23,132	23,617
Total FTE (reimbursable)	7,285	7,205	7,250	6,975	7,283	7,491	7,500	7,555	7,496	7,339
Total FTE	7,553	7,526	7,797	7,595	7,644	7,871	7,890	7,954	7,906	7,760
Day FTE	4,957	4,799	4,904	4,766	4,724	4,811	4,760	4,732	4,589	4,355

EDUCATIONAL FUND
 Long-Range Financial Plan
 Estimated Accrued Revenue and Expenditures
 1975-1984

rate .11
04
Ed Bldg

	<u>1975-76¹</u>	<u>1976-77¹</u>	<u>1977-78¹</u>	<u>1978-79¹</u>	<u>1979-80²</u>	<u>1980-81³</u>	<u>1981-82²</u>	<u>1982-83²</u>	<u>1983-84²</u>
Taxes ⁵	2,281,000	2,552,000	2,869,300	3,099,000	3,316,300	3,618,800	3,944,500	4,181,200	4,432,000
Chargebacks	461,000	445,000	345,500	224,000	186,000	170,000	150,000	130,000	110,000
State Apportionment	3,711,000	4,043,000	4,202,300	4,195,000	4,847,000	4,894,500	5,367,200	5,676,000	6,019,200
Less Bldg. Fund	(1,500,000)	(1,700,000)	(1,450,000)	(1,300,000)	(574,648)	(1,750,000)	(1,600,000)	(1,600,000)	(1,600,000)
	<u>2,211,000</u>	<u>2,343,000</u>	<u>2,752,300</u>	<u>2,895,000</u>	<u>4,272,352</u>	<u>3,144,500</u>	<u>3,767,200</u>	<u>4,076,000</u>	<u>4,419,200</u>
Board of Voc. Ed.	202,000	377,000	281,100	320,000	350,000	350,000	350,000	350,000	350,000
Adult Basic Ed.	0	74,000	90,700	162,000	110,000	110,000	110,000	110,000	110,000
Tuition-Students	3,237,000	3,299,000	3,400,000	3,660,000	4,140,000	4,411,500	4,658,100	4,905,000	4,905,400
Fees-Students	213,000	209,000	247,700	233,000	270,000	275,600	278,300	280,700	277,000
Sales and Service Fees	14,000	18,200	16,100	12,000	14,500	14,000	14,000	14,000	14,000
Interest on Investments	141,000	83,000	74,000	150,000	<u>340,000</u>	216,000	158,000	40,000	10,000
Other Revenue	2,000	7,800	17,100	10,000	18,488	<u>3,000</u>	3,000	3,000	3,000
Appropriation of 1979-80									
Excess Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(587,840)</u>	<u>587,840</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CURRENT YEAR REVENUE	8,762,000	9,408,000	10,093,800	10,765,000	12,429,800	12,901,240	13,433,100	14,089,900	14,630,600
Fund Bal. Beginning	4,125,100	3,437,100	2,639,100	2,047,000	2,572,000	3,941,800	4,052,180	3,453,080	2,124,480
Less Expenditures	<u>9,450,000</u>	<u>10,206,000</u>	<u>10,685,900</u>	<u>10,240,000</u>	<u>11,060,000</u>	<u>12,790,860</u>	<u>14,032,200</u>	<u>15,418,500</u>	<u>16,562,200</u>
Fund Bal. Ending	<u>3,437,100</u>	<u>2,639,100</u>	<u>2,047,000</u>	<u>2,572,000</u>	<u>3,941,800</u>	<u>4,052,180</u>	<u>3,453,080</u>	<u>2,124,480</u>	<u>192,880</u>
Cost Per Student:									
Operating	1,309	1,453	1,549	1,557	1,596	<u>1,832</u>	1,997	2,177	2,372
Capital Outlay	22	16	13	7	21	<u>24</u>	20	20	20
Total	<u>1,331</u>	<u>1,469</u>	<u>1,562</u>	<u>1,564</u>	<u>1,617</u>	<u>1,856</u>	<u>2,017</u>	<u>2,197</u>	<u>2,392</u>
FTE Enrollment	<u>7,097</u>	<u>6,944</u>	<u>6,841</u>	<u>6,549</u>	<u>6,839</u>	<u>6,890</u>	<u>6,957</u>	<u>7,018</u>	<u>6,924</u>
Total Cost Per Student ⁴	<u>1,613</u>	<u>1,786</u>	<u>1,900</u>	<u>1,925</u>	<u>2,026</u>	<u>2,366</u>	<u>2,537</u>	<u>2,744</u>	<u>2,986</u>

(1) Actual (2) Estimated (3) Budget (4) Including Building Funds (5) Including Corporate Personal Property Replacement Tax

C. ASSUMPTIONS FOR USE IN FIVE YEAR PLAN

GENERAL ASSUMPTIONS

The assumptions used in this five year plan are essentially the same as were used in the final stages of the budget process. Projected Tax Revenue and Parking Fee Revenue were increased and Interest Income was decreased on the basis of later information. Enrollment projections are the basis of many of the revenue and expenditure budgets shown here.

REVENUE ASSUMPTIONS

Enrollments

The estimated following enrollment figures shown were prepared after a review of enrollment trends, population projections and discussions with individual program directors. Enrollment increases greater than estimates will necessitate additional funds and will in turn affect per student costs (lower) and fund balance (greater).

<u>Year</u>	<u>FTE</u>	<u>Percent Increase</u>	<u>FTE For State Apportionment</u>
1970-71	4066	18.4	
1971-72	4449	9.4	
1972-73	4780	7.4	
1973-74	5266	10.2	
1974-75	5867	11.4	
1975-76	7097	21.0	
1976-77	6944	-2.2	
1977-78	6841	-1.4	
1978-79	6549	-4.3 Actual	
1979-80	6839	4.4 Estimated	
1980-81	6890	0.8	6549
1981-82	6957	1.0	6839
1982-83	7018	.9	6890
1983-84	6924	-1.3	6957

Taxes

It is assumed that tax rates will remain at present levels--11¢ and 4¢ per \$100 assessed valuation. Actual equalized assessed valuation for 1979 taxes is not available but preliminary releases indicate that the increase for 1979 taxes for the district will exceed historical averages when adjusted for elimination of corporate personal property taxes. Estimates for subsequent tax years reflects consideration of the current slowdown in the economy and a decrease in construction.

Taxes - Cont.

<u>Year</u>	<u>Act. & Est. Asses. Val.</u>	<u>Operating Tax Rate</u>	<u>Percent Increase</u>	<u>Total Operating Receipts</u>	<u>Percent Increase</u>
1970-71	1413.5	15¢	9.6	1,918,600	9.6
1971-72	1566.1	15¢	10.8	2,206,200	10.8
1972-73	1805.0	15¢	15.3	2,670,700	15.3
1973-74	2008.5	15¢	11.3	2,946,200	11.3
1974-75	2065.8	15¢	2.9	3,018,000	2.9
1975-76	2165.8	15¢	3.4	3,121,000	3.4
1976-77	2478.1	15¢	14.4	3,502,000	12.2
1977-78	2743.5	15¢	10.7	3,917,900	11.9
<u>1978-79</u>	<u>2984.4</u>	<u>15¢</u>	<u>8.8</u>	<u>4,281,000</u>	<u>9.2</u> Actual
1979-80	2937.8*	15¢	-1.6*	4,363,000	1.9 Estimated
1980-81	3202.1*	15¢	9.0	4,755,000	9.0
1981-82	3490.3*	15¢	9.0	5,183,000	9.0
1982-83	3699.7*	15¢	6.0	5,494,000	6.0
1983-84	3921.7*	15¢	6.0	5,824,000	6.0

*Personal Property Tax Eliminated

Chargebacks to Other Districts

Prior to the annexation of the North Shore communities into the Oakton College district, and the annexation of unassigned areas into the College of Lake County district, Harper College received chargeback payments from the respective high school districts for students from those unassigned areas who attended Harper College. Chargeback revenue is now limited primarily to enrollment from other college districts in programs at Harper College which are not offered by the resident district.

The following are the actual and estimated chargeback statistics:

<u>Year</u>	<u>Rate</u>	<u>Percent Increase</u>	<u>Amount</u>
1970-71	22.54	(1.0)	736,000
1971-72	21.85	(3.1)	510,000
1972-73	22.83	4.5	480,500
1973-74	20.55	(10.4)	444,100
1974-75	17.22	(16.2)	327,000
1975-76	21.28	23.6	461,000
1976-77	22.79	7.1	445,000
1977-78	28.81	26.4	345,000
1978-79	27.55	(4.4)	224,000
<u>1979-80</u>	<u>26.31</u>	<u>(4.5)</u>	<u>186,000</u> Actual
1980-81			170,000 Estimate
1981-82			150,000
1982-83			130,000
1983-84			110,000

State Apportionment

The new state funding formula for community college apportionment claims is based on enrollment data from two years prior to the date of the claim. This will have the effect of decreasing revenue from this source as long as enrollment at Harper College continues to grow. An annual 5 percent increase in the average rate paid in apportionment funds has been assumed. Past and projected revenue is as follows:

<u>Year</u>	<u>Rate Actual and Est.</u>	<u>Percent Change</u>	<u>Amount Actual and Est.</u>
1970-71	15.50	0	1,893,000
1971-72	15.50	0	2,071,000
1972-73	16.50	6.1	2,394,000
1973-74	18.50	10.8	3,086,000
1974-75	18.12	(2.1)	3,383,000
1975-76	17.61	(2.8)	3,711,000
1976-77	19.40	10.2	4,043,000
1977-78	20.49	6.0	4,202,300
<u>1978-79</u>	<u>21.32</u>	<u>4.7</u>	<u>4,195,000</u> <u>Actual</u>
1979-80	23.62	10.8	4,847,000 <u>Est.</u>
1980-81	24.91*	5.0	4,874,000
1981-82	26.16	5.0	5,367,200
1982-83	27.47	5.0	5,676,000
1983-84	28.84	5.0	6,019,000

* One dollar develops \$196,470 in 1980-81.

Board of Vocational Education

Usually we do not know what our reimbursement from this source will be until 60 days after the end of the fiscal year. We are estimating \$350,000 from this source for the next and subsequent years.

<u>Year</u>	<u>Amount Actual and Est.</u>	<u>Percent Change</u>
1972-73	244,400	48.1
1973-74	330,500	35.2
1974-75	271,000	(18.0)
1975-76	202,000	(25.5)
1976-77	377,000	38.1
1977-78	281,100	(25.4)
<u>1978-79</u>	<u>320,000</u>	<u>13.8</u> <u>Actual</u>
1979-80	350,000	9.4 <u>Estimated</u>
1980-81	350,000	0
1981-82	350,000	0
1982-83	350,000	0
1983-84	350,000	0

Federal Resources

Revenue from Federal Sources is usually recorded in the Restricted Purposes Fund.

Adult Basic Education

It is assumed that this revenue will remain constant at \$110,000 including both State and Federal Sources.

Tuition - Students

In previous long-range projections, tuition was raised \$2.00 every other year. This projection has been modified to include a \$1.00 raise in tuition each year as indicated in the following schedule:

<u>Year</u>	<u>Tuition Rate Per Hour Actual & Est.</u>	<u>Percent Increase Actual & Est.</u>	<u>Tuition Actual & Est.</u>	<u>Percent Increase</u>
1970-71	10.00	0	908,000	-
1971-72	12.00	20.0	1,388,000	52.9
1972-73	12.00	0	1,922,700	38.5
1973-74	14.00	16.7	2,397,100	24.7
1974-75	14.00	0	2,655,000	10.8
1975-76	14.00	0	3,237,000	21.9
1976-77	15.00	7.1	3,299,000	1.9
1977-78	15.00	0	3,400,000	3.0
1978-79	17.00	13.3	3,660,000	5.9
1979-80	18.00	5.9	4,140,000	13.1 Actual
<u>1980-81</u>	<u>19.00</u>	<u>5.6</u>	<u>4,411,000</u>	<u>6.5 Estimated</u>
1981-82	20.00	5.3	4,658,100	5.6
1982-83	21.00	5.0	4,905,000	5.3
1983-84	22.00	4.8	4,905,400	0

Furthermore, an additional 8 percent is projected to be received from students who drop courses in the future. It is assumed that tuition chargebacks received from other districts will be matched by an equal amount paid directly by out-of-district students attending Harper and paying the out-of-district charges themselves.

Student Fees

Revenue from academic fees is computed on the basis of \$40.00 per FTE student. Parking fees are estimated at \$8.50 per FTE student.

Academic Fees, actual and estimated are as follows:

<u>Year</u>	<u>Rate</u>	<u>Percent Increase</u>	<u>Amount</u>
1972-73	34.25	5.8	163,000
1973-74	34.69	1.3	182,700
1974-75	33.24	(4.2)	195,000
1975-76	33.68	1.3	213,000
1976-77	30.10	(9.7)	209,000
1977-78	36.21	(3.7)	247,700
<u>1978-79</u>	<u>35.58</u>	<u>0</u>	<u>233,000</u> Actual
1979-80	39.48	11.0	270,000 Estimated
1980-81	40.00	1.3	275,600
1981-82	40.00	0	278,300
1982-83	40.00	0	280,700
1983-84	40.00	0	277,000

Sales and Service Fees

Dental Hygiene fees are computed at \$14,000 each year (current year estimate).

Rental of Facilities

Revenue from facilities rental is estimated at \$10,000 per year for 1980-81 and subsequent years.

Interest on Investments

Interest is computed on the average monthly balance at the following rates:

1980-81	10%
1981-82	9%
1982-83	8%
1983-84	8%
1984-85	8%

Other Revenue

Estimated at \$5,000 per year.

Appropriation of 1979-80 Excess Revenue

1979-80 excess revenue in the amount of \$927,500 was appropriated for use in 1980-81 as follows:

Educational Fund	\$587,840
Building Fund	<u>339,660</u>
	<u>\$927,500</u>

Expenditures

It is estimated that the operation cost (Educational and Building Funds) will be \$78.89 per credit hour for 1980-81, or \$2,366.30 per FTE student, as a result of the budgeted expenditures and enrollments. This figure will be refined as budget analysis continues. For succeeding year, a 9 percent increase in non-capital operating cost was used for the Educational Fund, plus the estimated needs for capital outlay. Building and Maintenance Fund amounts are based on projected needs, not enrollments and includes estimated expenditures for the maintenance and operation of three new buildings.

Cost per Credit Hour Computation

<u>Year</u>	<u>Total</u>	<u>FTE</u>	<u>Expenditures</u>		<u>Cost Per Credit Hr.</u>	
		<u>Percent Increase</u>	<u>Total</u>	<u>Percent Increase</u>	<u>Total</u>	<u>Percent Increase</u>
1969-70	3434	53.2	5,200,400	64.8	50.48	7.5
1970-71	4155	21.0	6,023,400	15.8	48.32	(4.3)
1971-72	4449	7.1	6,928,200	15.0	51.91	7.4
1972-73	4780	7.4	7,887,900	13.9	55.00	5.9
1973-74	5266	10.1	8,172,100	3.6	51.73	(5.9)
1974-75	5867	11.4	9,409,400	15.4	53.46	3.3
1975-76	7097	21.0	11,450,000	21.7	53.78	.6
1976-77	6944	-2.2	12,408,600	8.4	59.57	10.8
<u>1977-78</u>	<u>6841</u>	<u>-1.5</u>	<u>12,995,600</u>	<u>4.7</u>	<u>63.32</u>	<u>6.3</u> Actual
1978-79	6549	-4.2	12,602,900	-3.0	64.15	1.3 Estimated
1979-80	6839	4.4	13,860,000	10.0	67.55	5.3
1980-81	6890	.8	16,303,780*	17.7	78.89	16.8
1981-82	6957	1.0	17,652,200	8.3	84.58	7.2
1982-83	7018	.9	19,257,500	9.1	91.47	8.2
1983-84	6924	-1.4	20,678,200	7.4	99.55	8.8

* 1980-81 reflects the first full year of operations with three new buildings.

Bldg Fund

D. BUILDING FUND
 Long-Range Financial Plan
 Estimated Accrued Revenue and Expenditures
 1975-1984

	<u>1975-76¹</u>	<u>1976-77¹</u>	<u>1977-78¹</u>	<u>1978-79¹</u>	<u>1979-80¹</u>	<u>1980-81²</u>	<u>1981-82³</u>	<u>1982-83²</u>	<u>1983-84²</u>
Taxes ⁴	840,700	950,000	1,048,600	1,121,500	1,205,900	1,315,900	1,434,370	1,520,400	1,611,700
Transfer (to)/from Site & Constr. Fund	(350,000)	(350,000)	0	0	1,801,988	0	0	0	0
	490,700	600,000	1,048,600	1,121,500	3,007,888	1,315,900	1,434,370	1,520,400	1,611,700
State Apportionment	1,500,000	1,700,000	1,450,000	1,300,000	574,648	1,750,000	1,600,000	1,600,000	1,600,000
Student Fees-Parking	38,000	44,000	55,400	54,800	73,500	72,300	73,000	73,700	72,700
Rental of Facilities	2,400	6,000	10,800	16,400	0	10,000	10,000	10,000	10,000
Interest on Investments	14,900	18,000	11,500	56,700	250,024	118,800	104,000	81,000	35,000
Other	3,400	0	0	13,300	0	2,000	2,000	2,000	2,000
Appropriation of 1979-80 Excess Revenue	0	0	0	0	(339,660)	339,660	0	0	0
TOTAL CURRENT YEAR REVENUE	2,049,400	2,368,000	2,576,300	2,562,700	3,566,400	3,608,660	3,223,370	3,287,100	3,331,400
Fund Bal. Beginning	606,200	655,600	821,000	1,087,600	1,287,400	2,053,800	2,149,540	1,752,910	1,201,010
Less Expenditures	<u>2,000,000</u>	<u>2,202,600</u>	<u>2,309,700</u>	<u>2,362,900</u>	<u>2,800,000</u>	<u>3,512,920</u>	<u>3,620,000</u>	<u>3,839,000</u>	<u>4,116,000</u>
Fund Balance Ending	<u>655,600</u>	<u>821,000</u>	<u>1,087,600</u>	<u>1,287,400</u>	<u>2,053,800</u>	<u>2,149,540</u>	<u>1,752,910</u>	<u>1,201,010</u>	<u>416,410</u>
Cost Per Student	<u>282</u>	<u>317</u>	<u>338</u>	<u>361</u>	<u>409</u>	<u>510</u>	<u>520</u>	<u>547</u>	<u>594</u>
FTE Enrollment	<u>7,097</u>	<u>6,944</u>	<u>6,841</u>	<u>6,549</u>	<u>6,839</u>	<u>6,890</u>	<u>6,957</u>	<u>7,018</u>	<u>6,924</u>

¹Actual

²Estimated

³Budget

⁴Including Corporate Personal Property Replacement Tax

50,178 Phy 50

A. Cost Per Student Analysis
Educational Fund Budget

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
1. Instruction	723	757	774	792	805	886	960	1005	1034	1148
2. Learn.Resource Center	122	122	115	115	108	117	116	104	113	126
3. Student Services	139	145	152	158	152	173	170	156	158	177
4. Data Processing	83	88	69	75	70	83	84	80	79	90
5. Instit.Research & Develop.	14	21	19	23	20	15	23	23	18	18
6. Gen.Administration	92	91	87	92	85	95	98	96	100	117
7. Gen.Instit.Expense	<u>59</u>	<u>66</u>	<u>70</u>	<u>58</u>	<u>69</u>	<u>85</u>	<u>98</u>	<u>93</u>	<u>94</u>	<u>156</u>
Total. Cost Per Student (Operating)	1232	1290	1286	1313	1309	1454	1549	1557	1596	1832
Add Capital Outlay (Total for year)	<u>73</u>	<u>64</u>	<u>6</u>	<u>22</u>	<u>22</u>	<u>16</u>	<u>13</u>	<u>7</u>	<u>21</u>	<u>24</u>
	<u><u>1305</u></u>	<u><u>1354</u></u>	<u><u>1292</u></u>	<u><u>1335</u></u>	<u><u>1331</u></u>	<u><u>1470</u></u>	<u><u>1562</u></u>	<u><u>1564</u></u>	<u><u>1617</u></u>	<u><u>1856</u></u>
Accounting Basis	Actual Cost	Est. Cost	Budget							

B. Percentage Analysis of Expenditures by Function
Educational Fund Budget

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
1. Instruction	58.7%	58.7%	60.2%	60.3%	61.5%	60.9%	62.0%	64.5%	64.8%	62.6%
2. Learn.Resource Center	9.9	9.5	8.9	8.8	8.3	8.1	7.5	6.7	7.1	6.9
3. Student Services	11.3	11.2	11.8	12.0	11.6	11.8	11.0	10.0	9.9	9.7
4. Data Processing	6.7	6.8	5.4	5.7	5.3	5.6	5.4	5.1	4.9	4.9
5. Instit. Research & Dev.	1.1	1.6	1.5	1.8	1.5	1.0	1.5	1.5	1.1	1.0
6. Gen.Administration	7.5	7.1	6.8	7.0	6.5	6.5	6.3	6.2	6.3	6.4
7. Gen.Instit.Expense	<u>4.8</u>	<u>5.1</u>	<u>5.4</u>	<u>4.4</u>	<u>5.3</u>	<u>6.1</u>	<u>6.3</u>	<u>6.0</u>	<u>5.9</u>	<u>8.5</u>
Total	<u><u>100%</u></u>									
Accounting Basis	Actual Cost	Est. Cost	Budget							

F. Cost Per Student Analysis
Educational Fund and Building and Maintenance Funds Combined

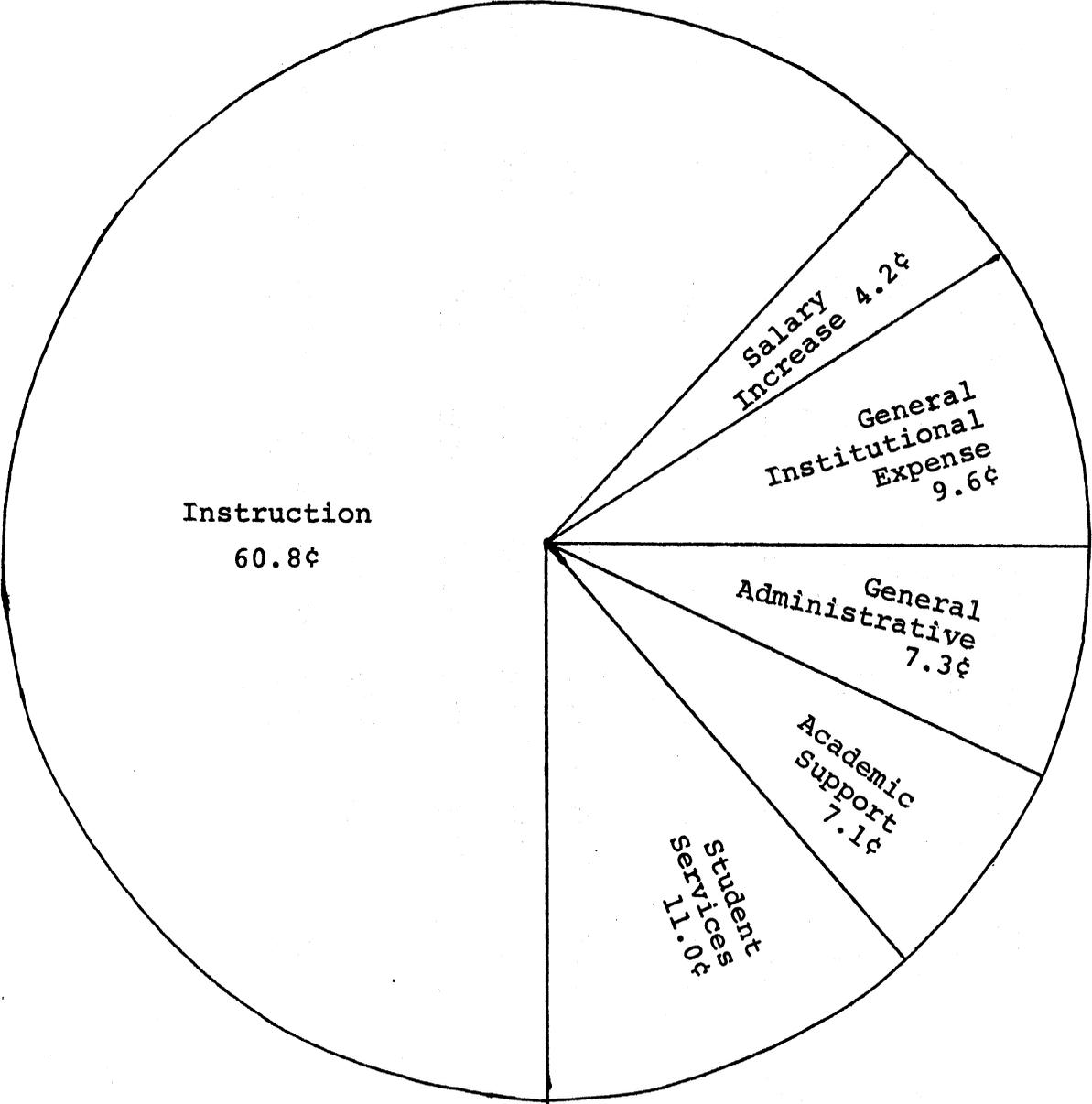
	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
1. Instruction	723	757	774	792	805	886	960	1005	1034	1148
2. Learning Resource Center	122	122	115	115	108	117	116	104	113	126
3. Student Services	139	145	152	158	152	173	170	156	158	177
4. Data Processing	83	88	68	75	70	83	84	80	79	90
5. Inst. Research & Dev.	14	21	19	23	20	15	23	23	18	18
6. General Administration	92	91	87	92	85	95	98	96	100	117
7. Gen. Institutional Exp.	<u>59</u>	<u>66</u>	<u>70</u>	<u>58</u>	<u>69</u>	<u>85</u>	<u>98</u>	<u>93</u>	<u>94</u>	<u>156</u>
Total Cost Per Student (Operating)	1232	1290	1285	1313	1309	1454	1549	1557	1596	1832
Add Capital Outlay (Total for year)	<u>73</u>	<u>64</u>	<u>7</u>	<u>22</u>	<u>22</u>	<u>16</u>	<u>13</u>	<u>7</u>	<u>21</u>	<u>24</u>
	1305	1354	1292	1335	1331	1470	1562	1564	1617	1856
Add Building Fund	<u>251</u>	<u>296</u>	<u>260</u>	<u>269</u>	<u>282</u>	<u>317</u>	<u>338</u>	<u>361</u>	<u>417</u>	<u>510</u>
Total	<u>1556</u>	<u>1650</u>	<u>1552</u>	<u>1604</u>	<u>1613</u>	<u>1787</u>	<u>1900</u>	<u>1925</u>	<u>2034</u>	<u>2366</u>
Full-time Equivalent Students at Mid-term ⁽¹⁾	<u>4449</u>	<u>4780</u>	<u>5266</u>	<u>5867</u>	<u>7097</u>	<u>6944</u>	<u>6841</u>	<u>6549</u>	<u>6839</u>	<u>6890</u>
Accounting Basis	Actual Cost	Est. Cost	Est. Budget							

1
25
1

G. Disposition of One Dollar of Expense

EDUCATIONAL FUND

1980-81

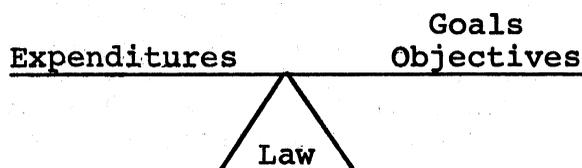


IX. The Budgetary Process

The budget is more than a statistical tabulation of numbers that show anticipated revenue and expenditures. It is the financial interpretation of the on-going educational program for one year beginning July 1 and ending June 30.

Fisco-educational planning is a continuous process that should culminate in the development of a budget that accurately expresses the district's educational program for the ensuing year.

Evaluation of the budget at the end of a fiscal year must include an evaluation of the educational program in order to appraise the total district's operation. The budget must be in balance. However, this means more than just financial balance. The following concept illustrates the point:



A. Budget Philosophy

One of the cornerstones of William Rainey Harper College's philosophy is the commitment to involve faculty and students in the development and operation of the college. The sharing of authority requires a commensurate sharing of responsibility by the individuals or groups involved. The advisory role of the faculty and students is limited only by the ability of these groups to analyze problems and present recommendations to the faculty, administration, and Board of Trustees. The cornerstone of this philosophy is the belief that the democratic process will ultimately evolve Harper College into one of the outstanding community colleges in higher education.

Based upon this institutional philosophy, a budget philosophy has been developed that involves the faculty in the budget formulation and assigns responsibility to those who share in the authority to implement the budget. The following guidelines have been established:

1. The final authority for the adoption of the budget rests with the Board of Trustees and is based upon the recommendation of the President.
2. The President, in consultation with the three Vice-Presidents, is responsible for balancing expenditures for programs within the framework of the budget based on overall institutional goals.
3. The Vice President of Administrative Services is responsible for the formulation, operation, and control of the adopted budget.

4. In order to obtain faculty involvement, the budget has been decentralized along organizational lines. A decentralized budget places responsibility at the operational level for budgetary planning. A given cost center manager is in the best position to set priorities for efficient operation based upon operating experience. As the budget formulation progresses and reductions are collectively made by all concerned in order to balance the budget, each manager becomes familiar with the operation of all cost centers that in total make up the budget. The result is an agreed upon budget that the faculty can understand and therefore support. Budget formulation therefore begins with the faculty and proceeds along organizational lines until it is legally adopted by the Board of Trustees.
5. While the business office is responsible for the overall control of the budget, individual cost centers are responsible for their estimates and subsequent expenditures. All expenditures initiated by individual cost centers must receive approval through organizational lines of authority.
6. All expenditures must conform to the policies of the Board of Trustees.

B. The Budgetary Cycle

The budgetary cycle consists of the evolution, implementation, and evaluation of the budget. This cycle can be outlined as follows:

1. Preparation
A faculty function.
2. Presentation
A faculty administrative function.
3. Adoption and authorization
A Board of Trustees function.
4. Administration and implementation
A faculty administrative function.
5. Evaluation
A combined faculty and Board of Trustees function.

Operating Budget

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Operating Budget

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WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET

1980-81

Revenue

100-000-300	<u>FUND EQUITY JULY 1, 1980</u>		\$3,941,800
100-000-410	<u>LOCAL GOVERNMENTAL SOURCES</u>		
100-000-411	Taxes--Current, 1980	\$3,487,100	
100-000-414	Charges to Other Districts	<u>170,000</u>	
	Total		3,657,100
100-000-427	REPLACEMENT OF CORPORATE PERSONAL PROPERTY TAX		131,700
100-000-420	<u>STATE GOVERNMENTAL SOURCES</u>		
100-000-421	State Apportionment		
100-000-421.1	Flat Grants	3,144,500	
100-000-422	Bd.of Voc/Ed & Rehab. ¹	234,000	
100-000-429	Other--Office of Education	<u>110,000</u>	
	Total		3,488,500
100-000-430	<u>FEDERAL GOVERNMENTAL SOURCES</u>		
100-000-432	Bd.of Voc/Ed & Rehab. ¹		116,000
100-000-440	<u>STUDENT TUITION AND FEES</u>		
100-000-441	Tuition	4,411,500	
100-000-442	Fees	<u>275,600</u>	
	Total		4,687,100
100-000-450	<u>SALES AND SERVICE FEES</u>		
100-000-456	Dental Hygiene Fees		14,000
100-000-470	<u>INTEREST ON INVESTMENTS</u>		
100-000-472	Certificates of Deposit	170,000	
100-000-478	Repurchase Agreements	<u>46,000</u>	
	Total		216,000
100-000-490	<u>OTHER REVENUE</u>		
100-000-499	Miscellaneous Revenue	3,000	
	Appropriation of 1979-80 Excess Revenue	<u>587,840</u>	
	Total		<u>590,840</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY, JUNE 30, 1980		<u>\$16,843,040</u>
	LESS ACCRUED EXPENDITURES, 1980-81		<u>12,790,860</u>
100-000-300	FUND EQUITY, JUNE 30, 1981		<u>\$ 4,052,180</u>

¹Based on a percentage estimate.

WILLIAM RAINEY HARPER COLLEGE
EDUCATIONAL FUND BUDGET SUMMARY
1980-81

1. INSTRUCTION (110)		
111 Business and Social Sciences Division	\$1,895,720	
112 Communications, Humanities and Fine Arts	1,545,890	
113 Special Services	401,120	
114 Physical Education, Athletics and Recreation Division	280,140	
116 Technology, Mathematics and Physical Science Division	1,327,840	
117 Life Sciences and Human Services Division	1,397,990	
119 Continuing Education	163,120	
Total Divisions	7,011,820	
118 Instructional Administration	338,200	
TOTAL INSTRUCTION		\$7,350,020
2. <u>ACADEMIC SUPPORT</u> (120)		879,530
3. <u>STUDENT SERVICES</u> (130)		1,374,550
4. <u>GENERAL ADMINISTRATION</u> (180)		927,120
5. <u>INSTITUTIONAL SUPPORT</u> (190)		
Board of Trustees (191)	2,200	
Institutional Expense (192)	1,360,550	
Campus Services (193)	274,310	
Planning and Research, College Relations (194,196)	131,130	
Data Processing (195) (\$636,200 Allocated)	-0-	
Total		<u>1,768,190</u>
<u>TOTAL ACCRUED EXPENDITURES</u>		12,229,410 ⁽¹⁾
<u>SUMMER SCHOOL 1980 ACCRUED EXPENDITURES</u>		<u>491,450</u>
<u>TOTAL ACCRUED EXPENDITURES, 1980-81</u>		<u>\$12,790,860</u>

(1) Capital Outlay included \$164,510

WILLIAM RAINEY HARPER COLLEGE

CAPITAL OUTLAY - 1980-81 EDUCATIONAL FUND BUDGET

INSTRUCTION

Divisions

Business and Social Science Division	3,970	
Communications, Humanities and Fine Arts Division	7,580	
Special Services	2,860	
Technology, Mathematics and Physical Science Division	16,410	
Life Science and Human Services Division	<u>20,880</u>	51,700

Instructional Administration

Dean of Instruction		<u>910</u>
---------------------	--	------------

Total Instruction 52,610

ACADEMIC SUPPORT

Library Services	5,210	
Media Services	<u>51,680</u>	

Total Academic Support 56,890

STUDENT SERVICES

Admissions and Records	1,000	
Environmental Health	<u>830</u>	

Total Student Services 1,830

GENERAL ADMINISTRATION

Purchasing	350	
Accounting and Systems	1,180	
Bursar	350	
Vice President of Administrative Services	<u>1,330</u>	

Total General Administration 3,210

INSTITUTIONAL SUPPORT

Campus Services		
Mail Room	2,970	
Print Shop	4,700	
Word Processing	2,300	
Data Processing	<u>40,000</u>	

Total Institutional Support 49,970

TOTAL EDUCATIONAL FUND CAPITAL OUTLAY \$164,510

EDUCATIONAL FUND BUDGET
Summer School 1980
Direct Costs

1. INSTRUCTION

111	Business and Social Science Division	134,050	
112	Communications, Humanities and Fine Arts Division	88,760	
113	Special Services	55,690	
114	Physical Education, Athletics and Recreation Division	8,860	
116	Technology, Math and Physical Science Division	91,160	
117	Life Science and Human Services Division	36,830	
119	Continuing Education and Public Services Division	<u>8,480</u>	
	Total		423,830

2. ACADEMIC SUPPORT

121	Library Services	20,180	
122	Media Services	11,100	
127	Program and Extension Services	<u>1,950</u>	
	Total		33,230

3. STUDENT SERVICES

131	Admissions and Records	1,500	
133	Student Development	28,340	
133.1	Environmental Health	3,550	
138	Vice President of Student Services	<u>1,000</u>	
	Total		<u>34,390</u>

TOTAL SUMMER SCHOOL BUDGET 491,450

AUXILIARY FUND BUDGET
Summer School 1980
Direct Costs

567	Continuing Education (Women's)	<u>17,230</u>	
	TOTAL SUMMER SCHOOL BUDGET		<u>17,230</u>

PROGRAM STATEMENT

Business and Social Science Division

MISSION STATEMENT:

Objectives of the Business and Social Science Division fall into three main categories: (1) Providing semi-professional and technical programs for the preparation of technicians and mid-management personnel to meet the requirements of business and society; (2) Providing a broad-based program of credit and continuing education courses designed to serve those with a general interest in business or social service and/or those who need to maintain or upgrade their occupational skills and knowledges; (3) Providing lower division programs in business and social service areas for students who desire to complete baccalaureate work at four-year colleges and universities.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	1.0	1.0
Professional/Technical		1.5	0.0
Full-Time Instruction		46.0	46.0
Part-Time Instruction (FTE)		47.7	54.8
(includes Teaching Associates)			
Classified		<u>5.0</u>	<u>5.5</u>
TOTAL STAFF		<u>101.2</u>	<u>107.3</u>
SALARY COST/STAFF MEMBER		\$14,257	\$15,083
SUPPORT COST/STAFF MEMBER		<u>2,203</u>	<u>2,584</u>
TOTAL COST/STAFF MEMBER		<u>\$16,460</u>	<u>\$17,667</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1980-81 Budgeted FTE</u>
Accounting and Business Law	9	898
Anthropology	4	80
Banking Finance and Credit	16	90
Data Processing	19	804
Economics	5	278
Education	2	25
Food Service Management	16	102
Geography	1	17
History	8	189
Journalism	8	61
Legal Technology	14	170
Management	17	763
Marketing	17	170
Material Management	16	148
Political Science	4	90
Psychology	11	760
Real Estate	11	85
Secretarial Science	33	311
Sociology	6	315

EDUCATIONAL FUND BUDGET
1980-81
Business & Social Science Division (111)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
111-000-510	Salaries		
111-000-511	Administrative	30,130	
111-000-513	Instructional--Full-time	1,028,050	
111-000-514	Instructional--Part-time	439,810	
111-000-515	Instruct.--Teaching/Assoc.	49,100	
111-000-516	Office	59,320	
111-000-518	Student Aids	12,000	
	Total Salaries		1,618,410
111-000-520	Fringe Benefits		
111-000-521	Group Insurance	75,600	
111-000-525	Tuition Reimbursement	2,880	
111-000-528	Professional Expense	3,600	
	Total Fringe Benefits		82,080
111-000-530	Contractual Services		
111-000-532	Educational Consultants	400	
111-000-534	Maintenance	23,320	
	Total Contractual Services		23,720
111-000-540	General Materials & Supplies		
111-000-541	Office	2,000*	10,130
111-000-542	Printing & Duplicating		9,440
111-000-543	Supplies--Instructional	18,500*	29,400
111-000-546	Publications & Dues		1,820
	Total Gen.Materials & Supplies		50,790
111-000-550	Travel & Meetings		
111-000-551	Local Meetings		600
111-000-552	Local Mileage		3,450
	Total Travel & Meetings		4,050
111-000-560	Fixed Charges		
111-000-561	Rental of Equipment		43,600
111-000-564	Gen'l. Liability Insurance		900
	Total Fixed Charges		44,500
111-000-580	Capital Outlay		
111-000-585	Equipment Office	60*	60
111-000-586	Equipment--Instructional	2,550*	2,550
111-000-588	Equipment--Service	1,360*	1,360
	Total Capital Outlay		3,970
111-000-590	Other		
111-000-598	Data Processing Service Charge		68,200
	TOTAL BUSINESS & SOCIAL SCIENCE DIVISION BUDGET		<u>\$1,895,720</u>

* Funds provided from 1979-80 excess revenue, \$24,470.

PROGRAM STATEMENT

Communications, Humanities and Fine Arts

MISSION STATEMENT:

The Communications, Humanities and Fine Arts Division offers courses that meet the vocational and cultural needs of students in the following areas: English composition, business and technical writing, reading, literature, speech, theatre and film, philosophy, humanities, music, art, German, French, Spanish, fashion design, interior design.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	1.0	1.0
Professional/Technical		0.0	0.0
Full-Time Instruction		43.0	38.4
Part-Time Instruction (FTE) (includes Teaching Associates)		18.6	25.8
Classified		3.0	3.0
TOTAL STAFF		<u>65.6</u>	<u>68.2</u>
SALARY COST/STAFF MEMBER		\$18,742	\$20,327
SUPPORT COST/STAFF MEMBER		3,388	3,752
TOTAL COST/STAFF MEMBER		<u>\$22,130</u>	<u>\$24,079</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1980-81 Budgeted FTE</u>
Art	16	1,600
English/Literature	20	5,554
Fashion Design	23	970
Foreign Language	18	751
Humanities	4	316
Interior Design	5	320
Music	63	1,300
Philosophy	10	1,346
Reading	2	250
Speech	7	1,493

EDUCATIONAL FUND BUDGET
1980-81

Communications, Humanities and Fine Arts Division (112)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
112-000-510	Salaries		
112-000-511	Administrative	31,500	
112-000-513	Instructional--Full-Time	947,340	
112-000-514	Instructional--Part-Time	318,630	
112-000-515	Instructional--Teaching/Assoc.	7,500	
112-000-516	Office	26,840	
112-000-518	Students	14,380	
112-000-519	Other (Substitutes)	1,200	
	Total Salaries		1,347,390
112-000-520	Fringe Benefits		
112-000-521	Group Insurance	61,500	
112-000-525	Tuition Reimbursement	2,920	
112-000-528	Professional Expense	4,400	
	Total Fringe Benefits		68,820
112-000-530	Contractual Services		
112-000-532	Consultants	20,320	
112-000-534	Maintenance Services	7,340	
112-000-539	Other	3,550	
	Total Contractual Services		31,210
112-000-540	General Materials & Supplies		
112-000-541	Office Supplies	4,990	
112-000-542	Printing & Duplicating	3,870	
112-000-543	Instructional Supplies 23,739*	25,210	
112-000-546	Publications and Dues	800	
	Total General Materials & Supplies		34,870
112-000-550	Travel & Meetings		
112-000-551	Local Meetings	200	
112-000-552	Local Mileage	530	
	Total Travel & Meetings		730
112-000-560	Fixed Charges		
112-000-561	Rental of Equipment		3,990
112-000-580	Capital Outlay		
112-000-585	Equipment--Office 430*	430	
112-000-586	Equipment--Instructional 7,150*	7,150	
	Total Capital Outlay		7,580
112-000-590	Other		
112-000-595	Facilities Charges	4,500	
112-000-598	Data Processing Service Charge	46,800	
	Total Other		51,300
	TOTAL COMMUNICATIONS, HUMANITIES AND FINE ARTS DIVISION		<u>\$1,545,890</u>

* Funds provided from 1979-80 excess revenue \$31,319.

PROGRAM STATEMENT

Special Services Division

MISSION STATEMENT:

The mission of the Division of Special Services is to provide programs designed to meet the needs of special student populations.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		0.0	0.0
Full-Time Instruction		8.0	7.0
Part-Time Instruction (FTE) (includes Teaching Associates)		23.0	34.0
Classified		<u>3.5</u>	<u>3.5</u>
TOTAL STAFF		<u>34.5</u>	<u>44.5</u>
SALARY COST/STAFF MEMBER		\$10,114	\$ 8,194
SUPPORT COST/STAFF MEMBER		<u>1,091</u>	<u>582</u>
TOTAL COST/STAFF MEMBER		<u>\$11,205</u>	<u>\$ 8,776</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Course Offerings</u>	<u>1980-81 Budgeted FTE</u>
Adult Basic Ed. (ABE/GED/ESL)	19	930
Associate in Liberal Studies	0	.3
Communications	6	66
English as a Second Language (098-099)	2	2
Individual Developmental		
Psychology	3	126
Remedial Math	3	184
Remedial Reading	<u>1</u>	<u>18</u>
Totals	34	1,326.3

Hearing Impaired Program. Instruction and supportive services are designed to mainstream hearing impaired students into the curricular offerings of Harper College. Services include program coordination, interpreters, notetakers, and tutors.

Tutoring Program. Any student may request or be referred to this free service for assistance with study skills, writing skills, preparation for exams, or other academic concerns.

EDUCATIONAL FUND BUDGET
1980-81
Special Services (113)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
113-000-510	Salaries		
113-000-513	Instructional--Full-Time	112,560	
113-000-514	Instructional--Part-Time	143,070	
113-000-515	Instructional--Teaching/Assoc.	62,080	
113-000-516	Office	47,750	
113-000-518	Students	<u>9,700</u>	
	Total Salaries		375,160
113-000-520	Fringe Benefits		
113-000-521	Group Insurance	15,000	
113-000-525	Tuition Reimbursement	1,300	
113-000-528	Professional Expense	<u>660</u>	
	Total Fringe Benefits		16,960
113-000-530	Contractual Services		
113-000-534	Maintenance	460	
113-000-537	Clerical Staff	500	
113-000-539	Other	<u>1,840</u>	
	Total Contractual Services		2,800
113-000-540	General Materials & Supplies		
113-000-541	Office Supplies 500*	800	
113-000-542	Printing and Duplicating	1,840	
113-000-543	Instructional Supplies	300	
113-000-547	Advertising	<u>100</u>	
	Total General Materials & Supplies		3,040
113-000-550	Travel and Meetings		
113-000-551	Meeting Expenses	100	
113-000-552	Local Mileage	<u>200</u>	
	Total Travel & Meetings		300
113-000-580	Capital Outlay		
113-000-585	Office Equipment 2,135*	2,170	
113-000-586	Instructional Equipment 690*	<u>690</u>	
	Total Capital Outlay		<u>2,860</u>
	TOTAL SPECIAL SERVICES BUDGET		<u>\$401,120</u>

* Funds provided from 1979-80 excess revenue \$3,325.

PROGRAM STATEMENT

Physical Education, Athletics and Recreation

MISSION STATEMENT:

This division provides a curriculum for students who elect to pursue a baccalaureate degree in health and physical education or to attain general education electives toward teacher education degrees. In addition, support services are provided for athletics, intramurals, recreation and student-community use of athletic facilities.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	1.0	1.0
Professional/Technical		0.0	1.5
Full-Time Instruction		5.0	6.0
Part-Time Instruction (FTE)		3.0	5.0
(includes Teaching Associates)			
Classified		<u>1.5</u>	<u>2.0</u>
TOTAL STAFF		<u>10.5</u>	<u>15.5</u>
SALARY COST/STAFF MEMBER		\$16,983	\$14,827
SUPPORT COST/STAFF MEMBER		4,096	2,150
TOTAL COST/STAFF MEMBER		<u>\$21,079</u>	<u>\$16,977</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1980-81 Budgeted FTE</u>
Physical Education	40	130

EDUCATIONAL FUND BUDGET

1980-81

Physical Education, Athletics & Recreation Division (114)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
114-000-510	Salaries		
114-000-511	Administrative	30,460	
114-000-512	Professional	36,170	
114-000-513	Instructional--Full-Time	134,650	
114-000-514	Instructional--Part-Time	23,100	
114-000-516	Office	20,280	
114-000-518	Students	<u>4,000</u>	
	Total Salaries		248,660
114-000-520	Fringe Benefits		
114-000-521	Group Insurance	15,200	
114-000-525	Tuition Reimbursement	400	
114-000-528	Professional Expense	<u>700</u>	
	Total Fringe Benefits		16,300
114-000-530	Contractual Services		
114-000-532	Consultants	200	
114-000-534	Maintenance Services	140	
114-000-539	Other	1,600*	
	Total Contractual Services	<u>4,080</u>	4,420
114-000-540	General Materials & Supplies		
114-000-541	Office Supplies	950	
114-000-542	Printing and Duplicating	1,000	
114-000-543	Instructional supplies	6,000*	
114-000-546	Publications and Dues	<u>60</u>	
	Total General Materials & Supplies		10,510
114-000-550	Travel and Meetings		
114-000-551	Meeting Expense	100	
114-000-552	Local Mileage	<u>150</u>	
	Total Travel and Meetings		<u>250</u>
	TOTAL PHYSICAL EDUCATION, ATHLETICS & RECREATION DIVISION BUDGET		<u>\$280,140</u>

* Funds provided from 1979-80 excess revenue \$7,600.

PROGRAM STATEMENT

Technology, Mathematics, and Physical Sciences Division

MISSION STATEMENT:

The programs and curricular offerings of the Technology, Mathematics and Physical Sciences Division are intended to facilitate the appreciation of science, engineering, architecture, and mathematics in a technological society, to provide for acquisition of skills required for a career in that society, and to provide training for immediate employment. Support for instructional computing for all divisions is also provided through this budget.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	1.0	1.0
Professional/Technical		1.2	0.2
Full-Time Instruction		31.0	32.0
Part-Time Instruction (FTE) (includes Teaching Associates)		29.0	25.9
Classified		2.0	2.0
TOTAL STAFF		<u>64.2</u>	<u>61.1</u>
SALARY COST/STAFF MEMBER		\$15,775	\$18,117
SUPPORT COST/STAFF MEMBER		3,235	3,612
TOTAL COST/STAFF MEMBER		<u>\$19,010</u>	<u>\$21,729</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1980-81 Budgeted FTE</u>
Architectural Technology	18	133
Building Code Enforcement	5	10
Chemistry	10	307
Electronics	19	162
Engineering	8	95
Fire Science Technology	12	48
Geology	4	56
Mathematics	18	991
Mechanical Engineering Technology/ Numerical Control	25	187
Physics	7	97
Physical Science/Astronomy	5	122
Refrigeration/Air Conditioning	11	149

EDUCATIONAL FUND BUDGET

1980-81

Technology, Mathematics and Physical Sciences Division (116)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
116-000-510	Salaries		
116-000-511	Administrative	29,470	
116-000-512	Professional	2,600	
116-000-513	Instructional--Full-Time	778,220	
116-000-514	Instructional--Part-Time	274,750	
116-000-515	Instructional--Teaching/Assoc.	4,500	
116-000-516	Office	24,520	
116-000-518	Students	<u>14,970</u>	
	Total Salaries		1,129,030
116-000-520	Fringe Benefits		
116-000-521	Group Insurance	46,850	
116-000-525	Tuition Reimbursement	1,650	
116-000-528	Professional Expense	<u>3,300</u>	
	Total Fringe Benefits		51,800
116-000-530	Contractual Services		
116-000-532	Consultants	650	
116-000-534	Maintenance Services	14,000	
116-000-539	Other	<u>250</u>	
	Total Contractual Services		14,900
116-000-540	General Materials & Supplies		
116-000-541	Office Supplies 1,050*	3,800	
116-000-542	Printing and Duplicating 500*	3,050	
116-000-543	Instructional Supplies 40,540*	43,450	
116-000-544	Supplies, Repair	2,200	
116-000-546	Publications and Dues 225*	<u>400</u>	
	Total General Materials & Supplies		52,900
116-000-550	Travel and Meetings		
116-000-551	Meeting Expense	650	
116-000-552	Local Mileage	1,000	
116-000-556	Field Trips	<u>3,000</u>	
	Total Travel & Meetings		4,650
116-000-560	Fixed Charges		
116-000-561	Rental of Equipment		2,100
116-000-580	Capital Outlay		
116-000-584	Bldg. Remodel & Improv.	200	
116-000-586	Equipment-Instructional 16,210*	<u>16,210</u>	
	Total Capital Outlay		16,410
116-000-590	Other		
116-000-598	Data Processing Service Charges		<u>56,050</u>
	TOTAL TECHNOLOGY, MATHEMATICS AND PHYSICAL SCIENCES DIVISION BUDGET		<u>\$1,327,840</u>

* Funds provided from 1979-80 excess revenue \$58,525.

PROGRAM STATEMENT

Life Science and Human Services Division

MISSION STATEMENT:

The objectives of the division are to offer a quality program of basic life science and human service credit courses and to provide a curriculum for students who wish to transfer to four-year institutions or enter career areas in the fields of health care, human services or horticulture. The division also offers continuing education courses for health care professionals, consumers of health care and senior citizens.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	2.0	2.0
Professional/Technical		0.0	0.5
Full-Time Instruction		36.0	39.0
Part-Time Instruction (FTE) (includes Teaching Associates)		23.5	24.8
Classified		5.0	5.0
TOTAL STAFF		<u>66.5</u>	<u>71.3</u>
SALARY COST/STAFF MEMBER		\$17,068	\$16,828
SUPPORT COST/STAFF MEMBER		1,957	2,778
TOTAL COST/STAFF MEMBER		<u>\$19,025</u>	<u>\$19,606</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1980-81 Budgeted FTE</u>
Biology	12	619
Child Development	16	169
Criminal Justice Program	23	160
Dental Hygiene Program	17	94
Dietetic Technician Program	10	53
Health Science Courses	6	40
Nursing Program	7	282
Operating Room Technician Program	6	28
Park/Grounds Management and Horticulture Program	18	82
Health Care--CE Program	11	48
Senior Citizens Courses	3	30

EDUCATIONAL FUND BUDGET

1980-81

Life Science & Human Services Division (117)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
117-000-510	Salaries		
117-000-511	Administrative	53,730	
117-000-512	Professional	10,350	
117-000-513	Instructional--Full-Time	848,640	
117-000-514	Instructional--Part-Time	238,030	
117-000-516	Office	44,800	
117-000-518	Students	<u>4,350</u>	
	Total Salaries		1,199,900
117-000-520	Fringe Benefits		
117-000-521	Group Insurance	62,250	
117-000-525	Tuition Reimbursement	2,500	
117-000-528	Professional Expense	<u>3,080</u>	
	Total Fringe Benefits		67,830
117-000-530	Contractual Services		
117-000-532	Consultants	11,850	
117-000-534	Maintenance Services	7,020	
117-000-539	Other	500* <u>24,200</u>	
	Total Contractual Services		43,070
117-000-540	General Materials & Supplies		
117-000-541	Office Supplies	500* 4,500	
117-000-542	Printing and Duplicating	100* 8,800	
117-000-543	Instructional Supplies	35,400* 38,810	
117-000-544	Materials	600	
117-000-546	Publications & Dues	<u>1,400</u>	
	Total General Materials & Supplies		54,110
117-000-550	Travel and Meetings		
117-000-551	Meeting Expense	800	
117-000-552	Local Mileage	<u>2,460</u>	
	Total Travel and Meetings		3,260
117-000-560	Fixed Charges		
117-000-561	Rental of Equipment		6,000
117-000-580	Capital Outlay		
117-000-585	Equipment-Office	750* 750	
117-000-586	Equipment-Instructional	18,650* <u>20,130</u>	
	Total Capital Outlay		20,880
117-000-590	Other		
117-000-598	Data Processing Service Charges		<u>2,940</u>
	TOTAL LIFE SCIENCE AND HUMAN SERVICES DIVISION BUDGET		<u>\$1,397,990</u>

* Funds provided from 1979-80 excess revenue \$55,900.

PROGRAM STATEMENT

Office of Continuing Education/Education Fund

MISSION STATEMENT:

The mission of the Office of Continuing Education in the Education Fund is to provide educational experiences to those people who are not primarily interested in, or in need of, a traditional college degree. To support this mission, the Office of Continuing Education/Education Fund identifies the following purposes:

1. Provide continuing professional education such as refresher and recurrent seminars and courses to meet changing professional needs.
2. Provide community development education for public and community service organizations.
3. Provide enriching educational experiences which meet personal and social needs.
4. Provide educational design services which assess specific community and group needs.
5. Provide college entry/transition offerings to the community.
6. Provide experimental programming service to the institution.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.5	.25	.25
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	16.0	16.0	20.0
Classified	<u>9.0</u>	<u>2.5</u>	<u>2.5</u>
TOTAL STAFF	<u>26.5</u>	<u>18.75</u>	<u>22.75</u>
SALARY COST/STAFF MEMBER	\$ 6,125	\$ 5,240	\$ 5,608
SUPPORT COST/STAFF MEMBER	<u>5,322</u>	<u>1,916</u>	<u>1,272</u>
TOTAL COST/STAFF MEMBER	<u>\$11,447</u>	<u>\$ 7,156</u>	<u>\$ 6,880</u>

PROGRAM FUNCTIONS:

Community Program. Reimbursable Offerings.

Health Care Program. Reimbursable Offerings.

Women's Program. Reimbursable Offerings

Senior Citizen Program. Reimbursable Offerings.

EDUCATIONAL FUND BUDGET
1980-81
Continuing Education (119)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
119-000-510	Salaries		
119-000-511	Administrative	24,390	
119-000-512	Professional	14,150	
119-000-514	Instructional--Part-Time	62,600	
119-000-516	Office	19,720	
119-000-518	Students	<u>6,730</u>	
	Total Salaries		127,590
119-000-520	Fringe Benefits		
119-000-521	Group Insurance	4,480	
119-000-525	Tuition Reimbursement	260	
119-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		4,940
119-000-530	Contractual Services		
119-000-532	Consultants	1,550	
119-000-534	Maintenance Services	170	
119-000-539	Other	<u>150</u>	
	Total Contractual Services		1,870
119-000-540	General Materials & Supplies		
119-000-541	Office Supplies	920	
119-000-542	Printing and Duplicating	2,880	
119-000-543	Instructional Supplies 5,000*	7,560	
119-000-546	Publications & Dues	450	
119-000-547	Advertising	<u>10,130</u>	
	Total General Materials & Supplies		21,940
119-000-550	Travel and Meetings		
119-000-551	Meeting Expense	1,500	
119-000-552	Local Mileage	<u>530</u>	
	Total Travel and Meetings		2,030
119-000-590	Other		
119-000-595	Facilities Charge		<u>4,750</u>
	TOTAL CONTINUING EDUCATION BUDGET		<u>\$163,120</u>

* Funds provided from 1979-80 excess revenue \$5,000.

PROGRAM STATEMENT

Dean of Instruction

MISSION STATEMENT:

The mission of the Office of the Dean of Instruction is to maintain, extend and improve the instructional programs of the College, to supervise and coordinate the responsibilities of the five academic associate deans and the director of continuing education.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>2.0</u>
TOTAL STAFF	<u>2.0</u>	<u>2.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$21,435	\$23,524	\$20,605
SUPPORT COST/STAFF MEMBER	<u>3,525</u>	<u>23,705</u>	<u>16,890</u>
TOTAL COST/STAFF MEMBER	<u>\$24,960</u>	<u>\$47,229</u>	<u>\$37,495</u>

PROGRAM FUNCTIONS:

Academic. To serve as a coordination link for the daily academic functions of the College including such functions as faculty promotion and evaluation, staffing, preparation of budgets, implementation of master class schedule, etc.

Continuing Education. To provide a full range of credit and non-credit courses and/or workshops and seminars for students interested in pursuing further education.

Community. To assume leadership in interpreting the academic program to the community and to coordinate activities of local advisory committees.

Curriculum. To serve as a liaison with the Illinois Community College Board and other agencies on matters related to the curriculum of the College.

Vocational. To serve as the local director of vocational education.

EDUCATIONAL FUND BUDGET
1980-81
Dean of Instruction (118-120)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-120-510	Salaries		
118-120-511	Administrative	37,310	
118-120-516	Office	23,970	
118-120-518	Students	<u>1,000</u>	
	Total Salaries		62,280
118-120-520	Fringe Benefits		
118-120-521	Group Insurance	3,650	
118-120-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		3,850
118-120-530	Contractual Services		
118-120-534	Maintenance Services	100	
118-120-537	Contractual Office	<u>350</u>	
	Total Contractual Services		450
118-120-540	General Materials & Supplies		
118-120-541	Office Supplies	600	
118-120-542	Printing & Duplicating	1,600	
118-120-546	Publications & Dues	<u>320</u>	
	Total General Materials & Supplies		2,520
118-120-550	Travel and Meetings		
118-120-551	Meeting Expense	400	
118-120-552	Local Mileage	<u>100</u>	
	Total Travel and Meetings		500
118-120-580	Capital Outlay		
118-120-585	Equipment-Office		910
118-120-590	Other		
118-120-598	Data Processing Service Charges		<u>41,440</u>
	TOTAL DEAN OF INSTRUCTION BUDGET		<u>\$111,950</u>

PROGRAM STATEMENT

Dean of Educational Services

MISSION STATEMENT:

The purpose of the Office of the Dean of Educational Services is to supervise and coordinate academic support responsibilities as assigned.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER	\$20,450	\$22,056	\$23,210
SUPPORT COST/STAFF MEMBER	<u>1,698</u>	<u>1,335</u>	<u>1,775</u>
TOTAL COST/STAFF MEMBER	<u>\$22,148</u>	<u>\$23,391</u>	<u>\$24,985</u>

PROGRAM FUNCTIONS:

The primary function of the Office of the Dean of Educational Services is to serve as a coordination and communication link for the operational services of the academic support functions of the College. The Dean supervises and coordinates the responsibilities of the appropriate staff in the Learning Resources and Special Services areas and serves as the grants monitor for the College. Examples of this function are: coordination and preparation of the budgets; evaluation of staff; making recommendations on promotions, reclassifications, staffing as related to Learning Resources and Special Services; and development and monitoring of grants.

EDUCATIONAL FUND BUDGET
1980-81
Dean of Educational Services (118-140)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-140-510	Salaries		
118-140-511	Administrative	35,180	
118-140-516	Office	<u>11,240</u>	
	Total Salaries		46,420
118-140-520	Fringe Benefits		
118-140-521	Group Insurance	2,500	
118-140-525	Tuition Reimbursement	60	
118-140-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,660
118-140-530	Contractual Services		
118-140-534	Maintenance Services		100
118-140-540	General Materials & Supplies		
118-140-541	Office Supplies	150	
118-140-542	Printing & Duplicating	150	
118-140-546	Publications & Dues	<u>130</u>	
	Total General Materials & Supplies		430
118-140-550	Travel and Meetings		
118-140-551	Meeting Expense	130	
118-140-552	Local Mileage	<u>230</u>	
	Total Travel and Meetings		<u>360</u>
	TOTAL DEAN OF EDUCATIONAL SERVICES BUDGET		<u><u>\$49,970</u></u>

PROGRAM STATEMENT

Vice President of Academic Affairs

MISSION STATEMENT:

The mission of the Office of the Vice President of Academic Affairs is to provide leadership and direction for all instructional programs of the College.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>2.0</u>	<u>1.0</u>
TOTAL STAFF	<u>2.0</u>	<u>3.0</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER	\$26,200	\$21,760	\$33,790
SUPPORT COST/STAFF MEMBER	<u>51,930</u>	<u>36,896</u>	<u>54,350</u>
TOTAL COST/STAFF MEMBER	<u>\$78,130</u>	<u>\$58,656</u>	<u>\$88,140</u>

PROGRAM FUNCTIONS:

Baccalaureate Transfer Courses and Programs.

Career Vocational Programs.

Continuing Education and Program Services.

Library Services.

Media Services.

Special Services.

EDUCATIONAL FUND BUDGET
1980-81
Vice President of Academic Affairs (118-180)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-180-510	Salaries		
118-180-511	Administrative	40,920	
118-180-516	Office	14,660	
118-180-518	Students	1,000	
118-180-519	Other-Substitutes	<u>11,000</u>	
	Total Salaries		67,580
118-180-520	Fringe Benefits		
118-180-521	Group Insurance	2,500	
118-180-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,600
118-180-530	Contractual Services		
118-180-532	Consultants	6,000	
118-180-534	Maintenance Services	<u>200</u>	
	Total Contractual Services		6,200
118-180-540	General Materials & Supplies		
118-180-541	Office Supplies	600	
118-180-542	Printing & Duplicating	2,400	
118-180-546	Publications & Dues	600	
118-180-547	Advertising	<u>78,000</u>	
	Total General Materials & Supplies		81,600
118-180-550	Travel and Meetings		
118-180-551	Meeting Expense	8,000	
118-180-552	Local Mileage	300	
118-180-554	Travel Expense	9,000	
118-180-555	Recruitment	<u>1,000</u>	
	Total Travel and Meetings		<u>18,300</u>
	TOTAL VICE PRESIDENT OF ACADEMIC AFFAIRS BUDGET		<u>\$176,280</u>

PROGRAM STATEMENT

Library Services

MISSION STATEMENT:

The Library Services objective is to support the College in its community and curricular objectives by identifying, acquiring, cataloging, processing, circulating, and interpreting suitable library materials--both print and media.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	1.0	1.0
Professional/Technical		0.0	0.0
Full-Time Instruction		5.0	5.0
Part-Time Instruction (FTE) (includes Teaching Associates)		0.5	0.5
Classified		12.8	12.8
TOTAL STAFF		<u>19.3</u>	<u>19.3</u>
SALARY COST/STAFF MEMBER		\$12,678	\$13,384
SUPPORT COST/STAFF MEMBER		6,689	7,204
TOTAL COST/STAFF MEMBER		<u>\$19,367</u>	<u>\$20,588</u>

PROGRAM FUNCTIONS:

Acquisitions. To identify and order suitable learning and teaching materials.

Cataloging. To catalog, process, and make fully accessible all materials acquired.

Circulation. To circulate and keep records for materials circulated, to manage the collections, and to interpret the collection by helping all users to find needed materials.

EDUCATIONAL FUND BUDGET

1980-81

Academic Support--Library Services (121)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
121-000-510	Salaries		
121-000-511	Administrative	29,070	
121-000-513	Instructional--Full-time	100,730	
121-000-514	Instructional--Part-time	8,090	
121-000-516	Office	120,420	
121-000-518	Students	<u>18,700</u>	
	Total Salaries		277,010
121-000-520	Fringe Benefits		
121-000-521	Group Insurance	19,600	
121-000-525	Tuition Reimbursement	960	
121-000-528	Professional Expense	<u>600</u>	
	Total Fringe Benefits		21,160
121-000-530	Contractual Services		
121-000-534	Maintenance Services		2,200
121-000-540	General Materials & Supplies		
121-000-541	Office Supplies	690	
121-000-542	Printing & Duplicating	1,000	
121-000-543	Instructional Supplies	2,650	
121-000-544	Materials	7,642*	22,820
121-000-544.2	Materials-Film Rental		6,800
121-000-545	Books & Bindings	35,000*	35,180
121-000-546	Publications & Dues		<u>20,200</u>
	Total General Materials & Supplies		89,340
121-000-550	Travel and Meetings		
121-000-552	Local Mileage		150
121-000-560	Fixed Charges		
121-000-561	Rental of Equipment		2,280
121-000-580	Capital Outlay		
121-000-585	Equipment--Office	5,210*	<u>5,210</u>
	TOTAL LIBRARY SERVICES BUDGET		<u>\$ 397,350</u>

* Funds provided from 1979-80 excess revenue \$47,852.

PROGRAM STATEMENT

LRC Media Services

MISSION STATEMENT:

The Media Services objective is to provide user services which include the operation, distribution and utilization of media as well as the operation, distribution and maintenance of media equipment and systems.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	3.0	5.0	6.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>5.0</u>	<u>9.9</u>	<u>9.5</u>
TOTAL STAFF	<u>9.0</u>	<u>15.9</u>	<u>16.5</u>
SALARY COST/STAFF MEMBER	\$13,390	\$14,519	\$14,510
SUPPORT COST/STAFF MEMBER	<u>4,207</u>	<u>6,342</u>	<u>7,729</u>
TOTAL COST/STAFF MEMBER	<u>\$17,597</u>	<u>\$20,861</u>	<u>\$22,239</u>

PROGRAM FUNCTIONS:

Graphic Productions. To provide instructional area with quality graphic materials for the learning process. This would include the design and production of art work, projected visuals, signs, charts, and other materials for instruction. This would also include appropriate institutional production such as sound-slide presentations, signage, displays, and publications.

Photographic Production. To provide instructional area with quality photographic materials for use in the learning process. This would include color slides, black and white prints, and copy work. This would also include appropriate institutional photography for community relations and duplicating.

Television Production. To provide instructional area with quality television programs for use in the learning process. This would include scripting, story boarding, and final production of programs requested by the faculty. This would also include the development of television programs of a co-curricular nature.

Media Equipment and Systems. To provide the College with equipment and systems for the distribution and transmission of various media. Includes the operation, utilization and maintenance of associated audiovisual equipment, as well as the lecture-demo centers, the closed circuit television systems and the A/T laboratories.

EDUCATIONAL FUND BUDGET
1980-81
Academic Support--Media Services (122)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
122-000-510	Salaries		
122-000-511	Administrative	26,070	
122-000-512	Professional	95,810	
122-000-516	Office	97,150	
122-000-518	Students	<u>20,400</u>	
	Total Salaries		239,430
122-000-520	Fringe Benefits		
122-000-521	Group Insurance	19,600	
122-000-525	Tuition Reimbursement	1,200	
122-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		20,900
122-000-530	Contractual Services		
122-000-534	Maintenance Services	9,200	
122-000-539	Other	<u>1,200</u>	
	Total Contractual Services		10,400
122-000-540	General Material & Supplies		
122-000-541	Office Supplies	700	
122-000-542	Printing & Duplicating	200	
122-000-543	Instructional Supplies	5,000*	24,900
122-000-545	Books & Bindings	250	
122-000-546	Publications & Dues	550	
122-000-549	Other	7,000*	<u>17,100</u>
	Total General Materials & Supplies		43,700
122-000-550	Travel and Meetings		
122-000-552	Local Mileage		300
122-000-560	Fixed Charges		
122-000-561	Rental of Equipment		550
122-000-580	Capital Outlay		
122-000-585	Equipment Office	1,150	
122-000-586	Equipment-Instructional	49,950*	<u>50,530</u>
	Total Capital Outlay		<u>51,680</u>
	TOTAL MEDIA SERVICES		<u>\$ 366,960</u>

* Funds provided from 1979-80 excess revenue \$61,950.

PROGRAM STATEMENT

Academic Support - Program Services

MISSION STATEMENT:

The Program Services objective is to provide extension, off-campus, in-plant and general program services to academic departments in cooperation with interested community organizations. These services are administered by the Office of Continuing Education and Program Services.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	.5	.75
Professional/Technical		.25	1.0
Full-Time Instruction		0.0	0.0
Part-Time Instruction		0.0	0.0
Teaching Associates		0.0	0.0
Classified		<u>2.0</u>	<u>1.0</u>
TOTAL STAFF		<u>2.75</u>	<u>2.75</u>
SALARY COST/STAFF MEMBER		\$18,698	\$20,432
SUPPORT COST/STAFF MEMBER		<u>19,498</u>	<u>21,463</u>
TOTAL COST/STAFF MEMBER		<u>\$38,196</u>	<u>\$41,895</u>

PROGRAM FUNCTIONS:

Off-Campus Centers. Budget totals include funds for the rental and management of off-campus instructional facilities.

Program Services. To provide instructional services including facilitating in-plant contracts and assisting in the design of new instructional methods and community education projects. In addition, the office provides services and linkage with community organizations including university extension, high school cooperative programs and liaison with community service and educational organizations.

EDUCATIONAL FUND BUDGET

1980-81

Academic Support--Extension and Program Services (127)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
127-000-510	Salaries		
127-000-511	Administrative	20,010	
127-000-516	Office	30,780	
127-000-518	Students	<u>5,400</u>	
	Total Salaries		56,190
127-000-520	Fringe Benefits		
127-000-521	Group Insurance	2,170	
127-000-525	Tuition Reimbursement	400	
127-000-528	Professional Expense	<u>80</u>	
	Total Fringe Benefits		2,650
127-000-530	Contractual Services		
127-000-532	Consultants	150	
127-000-534	Maintenance Services	350	
127-000-537	Contractual Office Services	<u>400</u>	
	Total Contractual Services		900
127-000-540	General Materials & Supplies		
127-000-541	Office Supplies	400*	1,200
127-000-542	Printing and Duplicating		1,200
127-000-543	Instructional Supplies		800
127-000-546	Publications and Dues		300
127-000-547	Advertising		<u>8,500</u>
	Total General Materials & Supplies		12,000
127-000-550	Travel and Meetings		
127-000-551	Meeting Expense	550	
127-000-552	Local Mileage	<u>530</u>	
	Total Travel and Meetings		1,080
127-000-560	Fixed Charges		
127-000-561	Rental of Equipment		15,200
127-000-590	Other		
127-000-595	Facility Charge	7,000	
127-000-598	Data Processing Service Charges	<u>20,200</u>	
	Total Other		<u>27,200</u>
	TOTAL EXTENSION AND PROGRAM SERVICES BUDGET		<u>\$115,220</u>

* Funds provided from 1979-80 excess revenue \$400.

PROGRAM STATEMENT

Admissions and Records

MISSION STATEMENT:

The Admissions and Records Office has the responsibility for the administration of established policy regarding admissions, registration, and accumulation and dissemination of student data.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	2.6	1.0	1.0
Full-Time Instruction (FTE)	1.0	1.0	1.0
Part-Time Instruction (includes Teaching Associates)	0.0	0.0	0.0
Classified	16.0	16.0	16.0
TOTAL STAFF	<u>20.6</u>	<u>19.0</u>	<u>19.0</u>
SALARY COST/STAFF MEMBER	\$ 9,846	\$10,862	\$11,143
SUPPORT COST/STAFF MEMBER	7,882	9,050	13,919
TOTAL COST/STAFF MEMBER	<u>\$17,728</u>	<u>\$19,912</u>	<u>\$25,062</u>

PROGRAM FUNCTIONS:

Academic Bulletins. To provide current, articulate and accurate information about the College (calendar, admissions requirements, curricular offerings, cost, accreditation, organization, faculty college regulations, graduation requirements, degrees offered) for guidance of prospective students by faculty and administrative officers, for students currently enrolled, and for other educational or allied institutions.

Academic Records. To maintain accurate, complete, and timely student records for dissemination in various forms to authorized recipients.

Admissions. To select students for admissions who meet the admissions standards set for Harper College.

Certification. To provide certification information on students to authorized agencies requiring such certification.

Diplomas and Certificates. To certify completion of degree requirements and to provide diplomas to all certified graduates.

Registration. To bring together students and faculty in credit and continuing education classes, utilizing in the most efficient manner the talents and facilities provided by the College.

Statistics. To report on student enrollment, state apportionment, charge-backs, degrees awarded, and applications received.

Systems Development. To assist in the development of an efficient, accurate and simple system for processing, maintaining, and reporting student and course data.

Transcripts and Cumulative Advisory Records. To issue accurate and complete student transcripts as quickly as possible upon proper request.

EDUCATIONAL FUND BUDGET
1980-81
Admissions and Records (131)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
131-000-510	Salaries		
131-000-511	Administrative	31,980	
131-000-512	Professional	12,570	
131-000-513	Instructional--Full-Time	26,260	
131-000-516	Office	138,900	
131-000-518	Students	<u>2,000</u>	
	Total Salaries		211,710
131-000-520	Fringe Benefits		
131-000-521	Group Insurance	22,250	
131-000-525	Tuition Reimbursement	600	
131-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		23,050
131-000-530	Contractual Services		
131-000-534	Maintenance Services		940
131-000-540	General Materials & Supplies		
131-000-541	Office Supplies	2,109*	6,450
131-000-542	Printing and Duplicating	6,925*	6,950
131-000-546	Publications and Dues		<u>330</u>
	Total General Materials & Supplies		13,730
131-000-550	Travel and Meetings		
131-000-551	Meeting Expense		250
131-000-552	Mileage-Local		<u>300</u>
	Total Travel and Meetings		550
131-000-580	Capital Outlay		
131-000-585	Equipment-Office	1,000*	1,000
131-000-590	Other		
131-000-595	Facilities Charge		200
131-000-598	Data Processing Service Charges		<u>225,000</u>
	Total Other		<u>225,200</u>
	TOTAL ADMISSIONS & RECORDS BUDGET		<u><u>\$476,180</u></u>

* Funds provided from 1979-80 excess revenue \$10,034.

PROGRAM STATEMENT

Office of Public Information

MISSION STATEMENT:

The Office of Public Information mission is to attract and help retain a greater number of applicants. The office serves as the main information source for applicants, students, faculty, staff, and the community. It coordinates high school visitations, plans and organizes open houses, oversees the distribution of appropriate literature to schools, businesses, industries, and agencies, and coordinates appropriate faculty, staff, and student efforts in recruitment-related activities.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	1.0	1.0	1.0
TOTAL STAFF	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER	\$15,508	\$18,215	\$19,215
SUPPORT COST/STAFF MEMBER	<u>2,496</u>	<u>6,885</u>	<u>6,950</u>
TOTAL COST/STAFF MEMBER	<u>\$18,004</u>	<u>\$25,100</u>	<u>\$26,165</u>

PROGRAM FUNCTIONS:

Information Services. To provide information about Harper College to applicants, students, and the community.

Recruitment Activities. To identify target groups for recruitment efforts.

Planning Activities. To plan recruitment and information activities that best meet the needs of the Harper community and the College.

EDUCATIONAL FUND BUDGET
1980-81
Office of Public Information (132)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-000-510	Salaries		
132-000-511	Administrative	28,770	
132-000-516	Office	9,660	
132-000-518	Students	200	
	Total Salaries	<u>38,630</u>	38,630
132-000-520	Fringe Benefits		
132-000-521	Group Insurance	2,500	
132-000-528	Professional Expense	100	
	Total Fringe Benefits	<u>2,600</u>	2,600
132-000-530	Contractual Services		
132-000-534	Maintenance Services	200	
132-000-537	Contractual Office Staff	200	
132-000-539	Other	2,000	
	Total Contractual Services	<u>2,400</u>	2,400
132-000-540	General Materials & Supplies		
132-000-541	Office Supplies	700	
132-000-542	Printing and Duplicating	2,000	
132-000-546	Publications and Dues	200	
132-000-547	Advertising	2,000	
132-000-549	Other	1,000	
	Total General Materials & Supplies	<u>5,900</u>	5,900
132-000-550	Travel and Meetings		
132-000-551	Meeting Expense	100	
132-000-552	Local Mileage	1,500	
	Total Travel and Meetings	<u>1,600</u>	1,600
132-000-590	Other		
132-000-595	Facilities Charge		<u>1,200</u>
	TOTAL OFFICE OF PUBLIC INFORMATION BUDGET		<u>\$52,330</u>

PROGRAM STATEMENT

Financial Aid

MISSION STATEMENT:

The Office of Financial Aid certifies student status for the Illinois Guaranteed Loan Program. It administers the Federal College Work-Study, Supplemental Educational Opportunity Grant, National Direct Student Loan, Federal Nursing Scholarship, Federal Nursing Loan, Basic Educational Opportunity Grant, and the Illinois State Scholarship and Grant Programs, Harper Trustee Scholarships, Vocational Rehabilitation Grants, Short Term Loan Program, and all the local, community, agency, state and national scholarship and grant programs.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
TOTAL STAFF	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
SALARY COST/STAFF MEMBER	\$ 8,156	\$12,108	\$12,108
SUPPORT COST/STAFF MEMBER	<u>3,984</u>	<u>4,100</u>	<u>4,472</u>
TOTAL COST/STAFF MEMBER	<u>\$12,140</u>	<u>\$16,208</u>	<u>\$16,580</u>

PROGRAM FUNCTIONS:

Certification Services. To certify student attendance for the Public Aid, Vocational Rehabilitation, Illinois Guaranteed Loan and Tuition rebate programs.

Grant and Scholarship Services. To provide assistance to all students in applying for and receiving all federal, state, private and community grants and scholarships.

Loan Services. To provide services to students on all federal, state, private and institutional loans.

Work-Study Services. To assist eligible students in finding on- and off-campus work-study opportunities under federal and state programs.

Articulation Services. To make available to all members of the community information on all financial assistance programs.

EDUCATIONAL FUND BUDGET
1980-81
Financial Aids (132-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-100-510	Salaries		
132-100-511	Administrative	17,860	
132-100-516	Office	<u>12,410</u>	
	Total Salaries		30,270
132-100-520	Fringe Benefits		
132-100-521	Group Insurance		2,300
132-100-530	Contractual Services		
132-100-534	Maintenance Services		160
132-100-540	General Materials & Supplies		
132-100-541	Office Supplies	40*	440
132-100-542	Printing and Duplicating		900
132-100-546	Publications and Dues		<u>160</u>
	Total General Materials & Supplies		1,500
132-100-550	Travel and Meetings		
132-100-551	Meeting Expense	100	
132-100-552	Local Mileage	<u>70</u>	
	Total Travel and Meetings		170
132-100-590	Other		
132-100-595	Facilities Charge	50	
132-100-598	Data Processing Service Charges	<u>7,000</u>	
	Total Other		<u>7,050</u>
	TOTAL FINANCIAL AIDS BUDGET		<u>\$ 41,450</u>

* Funds provided from 1979-80 excess revenue \$40.

PROGRAM STATEMENT

Student Development

MISSION STATEMENT:

The mission of the Office of Student Development is to provide counseling, vocational, educational, and personal-social assistance to Harper College students.

	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>		
Administrative	1.0	1.0
Professional/Technical	0.5	0.5
Full-Time Instruction (FTE)	14.0	14.0
Part-Time Instruction (includes Teaching Associates)	0.0	0.0
Classified	4.0	4.0
TOTAL STAFF	<u>19.5</u>	<u>19.5</u>
SALARY COST/STAFF MEMBER	\$20,115	\$21,262
SUPPORT COST/STAFF MEMBER	2,832	3,552
TOTAL COST/STAFF MEMBER	<u>\$22,947</u>	<u>\$24,814</u>

PROGRAM FUNCTIONS:

Academic Advising. To authorize the academic program of advisees each semester, and to hold academic exit interviews with advisees withdrawing from Harper.

Counseling. To provide vocational, educational, and personal-social assistance to Harper students, as authorized by the International Association of Counseling Services, Inc.

Educational Counseling. To give the counselee a personal educational assessment in an organized, systematic way.

New Student Orientation. To provide a learning experience designed to assist the student to make satisfactory adjustment to a new campus.

Personal Counseling. To reach the counselee psychologically and to be responsible to the counselee from the point of initial contact until termination is effected, or until the responsibility is transferred through an appropriate referral.

Vocational Counseling. To assist the student in exploring careers, narrowing choices, making decisions, and verifying previous decisions which will reinforce positive notions of self.

EDUCATIONAL FUND BUDGET
1980-81
Student Development (133)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-000-510	Salaries		
133-000-511	Administrative	31,700	
133-000-512	Professional	6,140	
133-000-513	Instructional--Full-Time	308,560	
133-000-514	Instructional--Part-Time	32,660	
133-000-516	Office	35,560	
133-000-518	Students	<u>18,250</u>	
	Total Salaries		432,870
133-000-520	Fringe Benefits		
133-000-521	Group Insurance	26,780	
133-000-525	Tuition Reimbursement	1,150	
133-000-528	Professional Expense	<u>1,600</u>	
	Total Fringe Benefits		29,530
133-000-530	Contractual Services		
133-000-534	Maintenance Services	720	
133-000-539	Other	<u>550</u>	
	Total Contractual Services		1,270
133-000-540	General Materials & Supplies		
133-000-541	Office Supplies 1,500*	2,300	
133-000-542	Printing and Duplicating 1,800*	2,490	
133-000-543	Instructional Supplies 200*	300	
133-000-546	Publications and Dues	170	
133-000-549	Other 3,700*	<u>5,000</u>	
	Total General Materials & Supplies		10,260
133-000-550	Travel and Meetings		
133-000-551	Meeting Expense	280	
133-000-552	Local Mileage	<u>220</u>	
	Total Travel and Meetings		500
133-000-590	Other		
133-000-595	Facilities Charge	1,000	
133-000-598	Data Processing Service Charges	<u>8,450</u>	
	Total Other		<u>9,450</u>
	TOTAL STUDENT DEVELOPMENT BUDGET		<u>\$ 483,880</u>

* Funds provided from 1979-80 excess revenue \$7,200.

PROGRAM STATEMENT

Environmental Health

MISSION STATEMENT:

The mission of the Office of Environmental Health is to provide health services for the maintenance of physical and mental health with strong emphasis on health education and counseling; to educate and guide the individual in the acceptance and promotion of optimum health as a positive life value; and to recognize and take action to alleviate hazards which would be detrimental to the health and safety of the campus community.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.5	1.5	1.5
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
SALARY COST/STAFF MEMBER	\$14,773	\$16,043	\$16,043
SUPPORT COST/STAFF MEMBER	<u>3,037</u>	<u>2,154</u>	<u>3,149</u>
TOTAL COST/STAFF MEMBER	<u>\$17,810</u>	<u>\$18,197</u>	<u>\$19,190</u>

PROGRAM FUNCTIONS:

Health Care. To provide on-campus care for emergencies and minor illnesses for members of the College community.

Environmental Health. To carry on a program of preventive medicine for the College community.

Community Service. To coordinate the College health program with community agencies and resources.

Student Orientation. To communicate available Health Services to new students and make them aware of sickness and accident insurance.

Counseling. To counsel individual students and student groups on health needs and problems.

Service to Special Students. To identify, evaluate, and coordinate services for disabled students.

Personnel. To monitor health status of College personnel and to keep health records for academic and non-academic personnel.

Food Service. To develop health program for Food Service personnel and to identify criteria for inspection of the Food Service area.

Medical Care. To provide medical care and testing services for the College community.

EDUCATIONAL FUND BUDGET
1980-81
Environmental Health (133-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-100-510	Salaries		
133-100-511	Administrative	22,480	
133-100-512	Professional	23,720	
133-100-516	Office	9,950	
133-100-518	Students	<u>1,200</u>	
	Total Salaries		57,350
133-100-520	Fringe Benefits		
133-100-521	Group Insurance	3,650	
133-100-525	Tuition Reimbursement	250	
133-100-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		4,000
133-100-530	Contractual Services		
133-100-532	Consultants	1,800	
133-100-534	Maintenance Services	40	
133-100-537	Contractual Office	<u>200</u>	
	Total Contractual Services		2,040
133-100-540	General Materials & Supplies		
133-100-541	Office Supplies	50*	300
133-100-542	Printing and Duplicating	200*	650
133-100-543	Instructional Supplies	600*	1,500
133-100-546	Publications and Dues	125*	150
133-100-549	Other--Voc. Lib.	100*	<u>250</u>
	Total General Materials & Supplies		2,850
133-100-550	Travel and Meetings		
133-100-551	Meeting Expense	50	
133-100-552	Local Mileage	<u>50</u>	
	Total Travel and Meetings		100
133-100-580	Capital Outlay		
133-100-585	Equipment-Office	830*	<u>830</u>
	TOTAL ENVIRONMENTAL HEALTH BUDGET		<u>\$67,170</u>

* Funds provided from 1979-80 excess revenue \$1,905.

PROGRAM STATEMENT

Student Activities

MISSION STATEMENT:

The mission of the Student Activities Office is to provide a comprehensive program of social, cultural, and recreational activities, and special interest programs and services to complement and enhance the educational experience of the College and community.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER	\$15,247	\$14,430	\$15,150
SUPPORT COST/STAFF MEMBER	<u>3,663</u>	<u>5,375</u>	<u>5,495</u>
TOTAL COST/STAFF MEMBER	<u>\$18,910</u>	<u>\$19,805</u>	<u>\$20,595</u>

PROGRAM FUNCTIONS:

Cultural Activities. To provide the College and community with programs in the performing and creative arts-drama, art, film, music and a forum for discussion of issues and ideas through a lecture series.

Social Activities. To provide opportunities for student involvement in developing and participating in social activities through programs of a popular nature-concerts, dances, films, and special events.

Recreational/Other Activities. To provide opportunities for participation in billiards, chess, bridge, forensics, drama, intramurals and related activities.

Self-Governance. To develop a strong Student Senate which can become the main vehicle through which students participate in the policy formation process of the College.

Student Media. To provide opportunities for student expression through the newspaper, Harbinger, the literary and visual arts booklet, Point of View, and campus radio station, WHCM.

Service Programs. To provide students with helpful services in such areas as legal advice, medical advice, emergency loans, and group travel.

Student Leadership. To provide opportunities for student leadership development enabling students to improve individual skills in working with others in group situations and to help organizations achieve their objectives and build group unity.

Clubs and Organizations. To provide opportunities for the development of present and new interests, attitudes, and skills through curricular and special interest clubs.

Student Recognition Programs. To provide recognition of student leadership and achievements through a student awards program, student service grants program, and "Who's Who Among Students" program.

EDUCATIONAL FUND BUDGET
1980-81
Student Activities (134)

Expenditures

130-000-000	STUDENT SERVICES		
134-000-510	Salaries		
134-000-511	Administrative	20,640	
134-000-516	Office	9,660	
134-000-518	Students	1,500	
	Total Salaries	<u>31,800</u>	31,800
134-000-520	Fringe Benefits		
134-000-521	Group Insurance	2,500	
134-000-525	Tuition Reimbursement	250	
134-000-528	Professional Expense	100	
	Total Salaries	<u>2,850</u>	2,850
134-000-530	Contractual Services		
134-000-532	Maintenance Services		240
134-000-540	General Materials & Supplies		
134-000-541	Office Supplies	50*	650
134-000-542	Printing and Duplicating		1,250
134-000-546	Publications and Dues		350
	Total Materials & Supplies	<u>2,250</u>	2,250
134-000-550	Travel and Meetings		
134-000-551	Meeting Expense	50	
134-000-552	Local Mileage	50	
	Total Travel and Meetings	<u>100</u>	100
134-000-590	Other		
134-000-595	Facilities Charge		4,000
			<u>4,000</u>
	TOTAL STUDENT ACTIVITIES BUDGET		<u>\$41,240</u>

* Funds provided from 1979-80 excess revenue \$50.

PROGRAM STATEMENT

Scholarships/Grants/Loans

MISSION STATEMENT:

The Harper College Trustee Scholarship, short-term rotating loan fund, and the student service awards were established by the Board of Trustees to assist students in need and to recognize effort, leadership and achievement. The institutional share of National Direct Student Loans and Nursing Loans are also provided from these funds.

EDUCATIONAL FUND BUDGET
1980-81
Scholarships/Loans/Grants (135)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
135-000-590	Other	
135-000-592	Student Grants and Scholarships	<u>31,760</u>
	TOTAL SCHOLARSHIPS/LOANS/GRANTS BUDGET	<u>\$31,760</u>

PROGRAM STATEMENT

Student Employment

MISSION STATEMENT:

The College Work-Study Program provides students with:

1. Employment opportunities for earning funds to cover educational expense.
2. Work experiences to further the development of skills, creativity, sense of awareness and responsibility.
3. Off-campus work experiences in fields related to the chosen college major.

EDUCATIONAL FUND BUDGET
1980-81
Student Employment (136)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
136-000-590	Other	
136-000-591	College Work Study	<u>6,000</u>
	TOTAL STUDENT EMPLOYMENT BUDGET	<u>\$ 6,000</u>

PROGRAM STATEMENT

Vice President of Student Affairs

MISSION STATEMENT:

This cost center is accountable to students for admissions and records, counseling, health services, student activities, financial aids and placement, intercollegiate athletics, testing, orientation, lecture/concert series, travel program, and public information (recruitment).

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction (FTE)	0.0	0.0	0.0
Part-Time Instruction (includes Teaching Associates)	0.75	0.75	0.75
Classified	1.0	1.0	1.0
TOTAL STAFF	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
SALARY COST/STAFF MEMBER	\$20,451	\$22,396	\$23,924
SUPPORT COST/STAFF MEMBER	32,164	35,386	39,545
TOTAL COST/STAFF MEMBER	<u>\$52,615</u>	<u>\$57,782</u>	<u>\$63,469</u>

PROGRAM FUNCTIONS:

Admissions and Records. To administer established policy regarding admissions, registration, and accumulation and dissemination of student data.

Community Counseling Center. To assist the individual to realize his full potential as a person, through vocational and academic testing and counseling, and personal, marriage, and family counseling.

Environmental Health. To provide first aid, treatment of minor illnesses, health counseling, environmental safety through a health education program; to encourage students, faculty, and administration to maintain responsibility for their own health and to seek help when needed.

Intercollegiate Athletics. To provide opportunities for qualified students to participate in a number of sports in contest with their peers at similar institutions, organized in a manner compatible with the philosophies of the College.

Office of Public Information (Recruitment). To provide information to a greater percentage of potential applicants and/or students, identify target groups, and plan recruitment activities that best meet the needs of the community and College.

Student Activities. To meet the needs and interests of today's students through a viable activities program which serves to complement and enhance the educational experience of the College and community.

Student (Financial) Aids and Placement. To certify student status for the Social Security, Veterans, and Illinois Guaranteed Loan programs. To administer the Federal College Work-Study, Educational Opportunity Grant, National Direct Student Loan, Federal Nursing Scholarship, and the Law Enforcement Grant and Loan Programs; also the state scholarship and grant programs, state Veterans Scholarship program, Harper Trustee Scholarship, and Short Term Loan program, and all the local community, agency, state and national scholarship programs and grants. Placement services are also provided for students for full-time, part-time, and summer work.

Student Development. To provide counseling, vocational, educational, and personal-social assistance to Harper students. To provide a learning experience designed to assist the student make satisfactory adjustment to the Harper campus through the new student orientation program.

EDUCATIONAL FUND BUDGET
1980-81
Vice President of Student Affairs (138)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
138-000-510	Salaries		
138-000-511	Administrative	41,590	
138-000-514	Instructional--Part-Time	10,300	
138-000-516	Office	13,900	
138-000-518	Students	<u>2,000</u>	
	Total Salaries		67,790
138-000-520	Fringe Benefits		
138-000-521	Group Insurance	2,500	
138-000-525	Tuition Reimbursement	60	
138-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		2,660
138-000-530	Contractual Services		
138-000-532	Consultants	2,200	
138-000-534	Maintenance Services	<u>50</u>	
	Total Contractual Services		2,250
138-000-540	General Materials & Supplies		
138-000-541	Office Supplies	300	
138-000-542	Printing and Duplicating	1,200	
138-000-546	Publications and Dues	1,450	
138-000-547	Advertising	<u>5,000</u>	
	Total General Materials & Supplies		7,950
138-000-550	Travel and Meetings		
138-000-551	Meeting Expense	3,000	
138-000-552	Local Mileage	200	
138-000-554	Travel Expense	2,000	
138-000-555	Recruitment	<u>1,000</u>	
	Total Travel and Meetings		6,200
138-000-590	Other		
138-000-595	Facilities Charge	200	
138-000-597	Subsidy to Int. Coll. Ath.	<u>87,490</u>	
	Total Other		<u>87,690</u>
	TOTAL VICE PRESIDENT OF STUDENT AFFAIRS' BUDGET		<u>\$174,540</u>

PROGRAM STATEMENT

Board of Trustees
and
Office of the President

MISSION STATEMENT:

The mission of Harper College is to provide the highest quality community college program of education designed to offer each student maximum opportunity to learn and develop; to seek out the most modern, creative, and effective organizational and educational ideas; and to test, improve, and implement those ideas which meet the needs of the community at a reasonable cost.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	2.0	1.0
Professional/Technical	0.0	0.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>2.0</u>	<u>1.5</u>	<u>1.5</u>
TOTAL STAFF	<u>3.0</u>	<u>3.5</u>	<u>3.5</u>
SALARY COST/STAFF MEMBER	\$23,260	\$28,834	\$26,040
SUPPORT COST/STAFF MEMBER	<u>11,303</u>	<u>4,677</u>	<u>6,714</u>
TOTAL COST/STAFF MEMBER	<u>\$34,563</u>	<u>\$33,511</u>	<u>\$32,754</u>
TOTAL COST/STAFF AND BOARD MEMBER	\$ 9,426	\$10,199	\$ 9,968

The Institutional Goals for 1980-81 provide a flexible framework for College planning for the next year. Additional ideas and activities are added to the basic goals to achieve an effective college program.

Institutional Goals for 1980-81 are as follows:

- I. Maintain quality of academic programs by:
 - A. Evaluating the core requirements for the associate in arts and associate in science degree.
 - B. Preparing a statement of the academic credentials required of an instructor in each discipline at the College.
 - C. Strengthening holdings of the Learning Resource Center.
- II. Continue to operate with a balanced budget.
- III. Review and revise the College's affirmative action plan.
- IV. Reach a decision on the second site.
- V. Develop and implement a college-wide energy conservation program.
- VI. Develop an outreach program involving all areas of the College. This outreach program would focus on potential student enrollment, relationships with organizations in the district, and the image of the College in the community.

EDUCATIONAL FUND BUDGET
1980-81
Office of the President (181)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
181-000-510	Salaries		
181-000-511	Administrative	52,000	
181-000-512	Professional	19,500	
181-000-516	Office	<u>19,640</u>	
	Total Salaries		91,140
181-000-520	Fringe Benefits		
181-000-521	Group Insurance		7,550
181-000-530	Contractual Services		
181-000-534	Maintenance Services	200	
181-000-537	Contractual Office	<u>1,200</u>	
	Total Contractual Services		1,400
181-000-540	General Materials & Supplies		
181-000-541	Office Supplies	600	
181-000-542	Printing & Duplicating	400	
181-000-546	Publications & Dues	350	
181-000-549	Other	<u>300</u>	
	Total General Materials & Supplies		1,650
181-000-550	Travel and Meetings		
181-000-551	Meeting Expense	2,000	
181-000-554	Travel Expense	<u>2,000</u>	
	Total Travel and Meetings		<u>4,000</u>
	TOTAL OFFICE OF THE PRESIDENT BUDGET		<u>\$105,740</u>

PROGRAM STATEMENT

Purchasing

MISSION STATEMENT:

The Buyer/Mail Coordinator is responsible for purchasing and the mailroom. These responsibilities are service-oriented and are accomplished in a manner consistent with good business practices.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	0.0	0.0
Professional/Technical	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	2.0	2.0	2.0
TOTAL STAFF	<u>4.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$14,638	\$12,193	\$13,133
SUPPORT COST/STAFF MEMBER	1,503	1,203	2,222
TOTAL COST/STAFF MEMBER	<u>\$16,141</u>	<u>\$13,396</u>	<u>\$15,355</u>

PROGRAM FUNCTIONS:

Purchasing. To obtain materials, equipment, and services as required for the proper operation of Harper College in the most efficient manner possible within the limitations of the monetary and physical resources available, and according to state statutes, Board policy, and good business practices.

Mailroom. (See Mailroom)

EDUCATIONAL FUND BUDGET
1980-81
Purchasing (182-100)

Expenditures

180-000-000	GENERAL ADMINISTRATION		
182-100-510	Salaries		
182-100-512	Professional	19,300	
182-100-516	Office	<u>16,820</u>	
	Total Salaries		36,120
182-100-520	Fringe Benefits		
182-100-521	Group Insurance	3,450	
182-100-525	Tuition Reimbursement	360	
182-100-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		3,910
182-100-530	Contractual Services		
182-100-534	Maintenance Services		100
182-100-540	General Materials & Supplies		
182-100-541	Office Supplies	425	
182-100-542	Printing and Duplicating	650	
182-100-546	Publications and Dues	100	
182-100-547	Advertising	<u>475</u>	
	Total General Materials & Supplies		1,650
182-100-550	Travel and Meetings		
182-100-554	Travel Expense		100
182-100-580	Capital Outlay		
182-100-585	Equipment-Office	350*	<u>350</u>
	TOTAL PURCHASING BUDGET		<u>\$ 42,230</u>

* Funds provided from 1979-80 excess revenue \$350.

PROGRAM STATEMENT

Director of Finance

MISSION STATEMENT:

The Director of Finance provides financial services in the areas of financial planning, budgeting, cash management, and internal auditing. This administrator has responsibility for the Administrative Services' financial functions, including budgeting, accounting and bookstore services.

<u>STAFFING DATA:</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
Administrative	1.0	1.0	1.0
Professional/Technical	1.0	1.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>3.0</u>	<u>3.0</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER	\$17,330	\$18,023	\$20,750
SUPPORT COST/STAFF MEMBER	<u>2,163</u>	<u>1,820</u>	<u>2,745</u>
TOTAL COST/STAFF MEMBER	<u>\$19,493</u>	<u>\$19,843</u>	<u>\$23,495</u>

PROGRAM FUNCTIONS:

Financial Planning. To prepare financial projections for budgeting purposes and long-range financial planning. To prepare cash flow information for financial planning purposes.

Budgeting. To prepare the annual College budget.

Cash Management. To forecast and plan cash flow and notify Treasurer of funds available for investment.

Internal Auditing. To audit cash disbursements to assure that they meet legal, Board policy, and procedural requirements. To audit cash receipts, to insure that proper internal control is being observed, and to verify that institutional regulations are being followed. To audit various College operations for compliance with College policy and to suggest improvements in operating procedures.

Accounting Services. To provide supervision for the Controller and the Accounting Department.

Bursar Services. To provide supervision for the Bursar and the Cashier's Department.

Bookstore Services. To provide supervision for the College Bookstore Manager.

Other Duties. To perform other duties as required, such as governmental reports, and claims against government agencies.

EDUCATIONAL FUND BUDGET
1980-81
Director of Finance (182-200)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-200-510	Salaries		
182-200-511	Administrative	29,940	
182-200-516	Office	<u>11,570</u>	
	Total Salaries		41,510
182-200-520	Fringe Benefits		
182-200-521	Group Insurance	2,500	
182-200-528	Professional Expense	<u>100</u>	2,600
182-200-530	Contractual Services		
182-200-534	Maintenance Services	450	
182-200-537	Contractual Office	<u>100</u>	
	Total Contractual Services		550
182-200-540	General Materials & Supplies		
182-200-541	Office Supplies	1,000	
182-200-542	Printing and Duplicating	1,000	
182-200-546	Publications and Dues	<u>100</u>	
	Total Materials & Supplies		2,100
182-200-550	Travel and Meetings		
182-200-552	Local Milage		30
182-200-560	Fixed Charges		
182-200-561	Rental of Equipment		<u>210</u>
	TOTAL DIRECTOR OF FINANCE BUDGET		<u>\$47,000</u>

PROGRAM STATEMENT

Accounting and Systems

MISSION STATEMENT:

The mission of Accounting and Systems is to provide and coordinate detailed financial information to meet legal requirements and provide a basis for cost analysis.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	0.0	0.0
Professional/Technical	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.0	0.0	0.0
Classified	8.0	9.0	9.0
TOTAL STAFF	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
SALARY COST/STAFF MEMBER	\$11,719	\$12,698	\$13,200
SUPPORT COST/STAFF MEMBER	17,020	14,830	15,370
TOTAL COST/STAFF MEMBER	<u>\$28,739</u>	<u>\$27,528</u>	<u>\$28,570</u>

PROGRAM FUNCTIONS:

Accounting Systems. To manage the accounting system in accordance with generally accepted accounting principles and guidelines established by the Illinois Community College Board.

Auditing. To coordinate the annual audit with the external auditors. To provide the necessary financial information as needed to complete the auditing requirements for the State of Illinois and the requirements of the local district.

Disbursements. To process all approved disbursements and charge various cost centers for the expense. To process the bi-monthly payroll and insure safeguards to protect the validity of the payroll system.

Financial Information. To prepare monthly financial statements for all funds and detailed financial statements for all cost centers. To prepare special financial reports as needed.

Systems Planning. To implement, direct and coordinate a system for a computerized financial accounting system.

EDUCATIONAL FUND BUDGET
1980-81
Accounting & Systems (182-300)

Expenditures

182-000-000	<u>GENERAL ADMINISTRATION</u>		
182-300-510	Salaries		
182-300-512	Professional	22,500	
182-300-516	Office	109,500	
182-300-518	Students	<u>4,200</u>	
	Total Salaries		136,200
182-300-520	Fringe Benefits		
182-300-521	Group Insurance	12,650	
182-300-525	Tuition Reimbursement	450	
182-300-528	Professional Expense	<u>50</u>	
	Total Fringe Benefits		13,150
182-300-530	Contractual Services		
182-300-534	Maintenance Services	500	
182-300-537	Contractual Office Staff	<u>450</u>	
	Total Contractual Services		950
182-300-540	General Materials & Supplies		
182-300-541	Office Supplies	3,300	
182-300-542	Printing and Duplicating	2,800	
182-300-546	Publications and Dues	100	
182-300-547	Advertising	<u>300</u>	
	Total General Materials & Supplies		6,500
182-300-550	Travel and Meetings		
182-300-552	Local Mileage		50
182-300-580	Capital Outlay		
182-300-585	Equipment-Office	380*	1,180
182-300-590	Other		
182-300-598	Data Processing Service Charges		<u>127,670</u>
	TOTAL ACCOUNTING & SYSTEMS BUDGET		<u>\$ 285,700</u>

* Funds provided from 1979-80 excess revenue \$380.

PROGRAM STATEMENT

Personnel Department

MISSION STATEMENT:

The Personnel Office explores the present and future needs of the institution. The position of the personnel function is to participate in formulating policies; to establish effective recruitment, wage and salary structure; and to develop teamwork among administrators, faculty and staff in order to maximize each student's opportunity to learn and develop.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	4.0	4.0	4.0
TOTAL STAFF	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
SALARY COST/STAFF MEMBER	\$13,951	\$15,710	\$15,801
SUPPORT COST/STAFF MEMBER	11,121	9,606	11,192
TOTAL COST/STAFF MEMBER	<u>\$25,072</u>	<u>\$25,316</u>	<u>\$26,993</u>

PROGRAM FUNCTIONS:

Recruitment and Staffing. To provide qualified applicants to staff all positions with the College.

Wage and Salary Administration. To establish and maintain a competitive compensation program for all staff.

Benefit Administration. To review and administer programs which provide protection for all staff members regarding loss of salary and/or medical expenses.

Training. To establish and conduct in-service development programs for supportive staff.

Labor Relations. To establish and maintain relations with unionized employees, and to conduct negotiations.

Policies and Procedures. To provide and review modern personnel practices and policies applicable to all College staff.

EDUCATIONAL FUND BUDGET
1980-81
Director of Personnel (182-400)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-400-510	Salaries		
182-400-511	Administrative	29,000	
182-400-512	Professional	17,340	
182-400-516	Office	45,970	
182-400-518	Students	<u>2,500</u>	
	Total Salaries		94,810
182-400-520	Fringe Benefits		
182-400-521	Group Insurance	7,100	
182-400-525	Tuition Reimbursement	1,200	
182-400-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		8,400
182-400-530	Contractual Services		
182-400-532	Consultants	3,000	
182-400-534	Maintenance Services	300	
182-400-537	Contractual Office	1,200	
182-400-539	Other	<u>4,000</u>	
	Total Contractual Services		8,500
182-400-540	General Materials & Supplies		
182-400-541	Office Supplies 500*	3,500	
182-400-542	Printing and Duplicating	2,600	
182-400-546	Publications and Dues 500*	1,500	
182-400-547	Advertising	24,000	
182-400-549	Other	<u>3,000</u>	
	Total General Materials & Supplies		34,600
182-400-550	Travel and Meetings		
182-400-551	Meeting Expense	400	
182-400-552	Local Mileage	<u>200</u>	
	Total Travel and Meetings		600
182-400-590	Other		
182-400-598	Data Processing Service Charges		<u>15,050</u>
	TOTAL DIRECTOR OF PERSONNEL BUDGET		<u>\$ 161,960</u>

* Funds provided from 1979-80 excess revenue \$1,000.

PROGRAM STATEMENT

Bursar

MISSION STATEMENT:

The Bursar provides cashiering services including receipts, deposits, billing and collections of all overdue accounts. The release of all College checks is a duty of this office.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	0.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	5.3	4.0	4.0
TOTAL STAFF	<u>5.3</u>	<u>5.0</u>	<u>5.0</u>
SALARY COST/STAFF MEMBER	\$ 8,048	\$12,994	\$13,255
SUPPORT COST/STAFF MEMBER	2,753	2,308	3,894
TOTAL COST/STAFF MEMBER	<u>\$10,801</u>	<u>\$15,302</u>	<u>\$17,149</u>

PROGRAM FUNCTIONS:

Cash Receipts. To receive all tuition and accounts receivable due to the College.

Cash Deposits. To deposit all receipts in designated depositories.

Billing. To invoice appropriate agencies for scholarships, grants, and other receivables through the cashiering process.

Collections. To collect all overdue items, including tuition, loans from loan funds, charges for services rendered, and all other accounts receivable.

Disbursements. To release all checks issued by the College treasurer.

Investments. To receive bids on investible funds and to make investment recommendations to the College treasurer.

EDUCATIONAL FUND BUDGET
1980-81
Bursar (182-500)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-500-510	Salaries		
182-500-512	Professional	19,370	
182-500-516	Office	46,910	
182-500-518	Students	<u>3,620</u>	
	Total Salaries		69,900
182-500-520	Fringe Benefits		
182-500-521	Group Insurance	5,750	
182-500-525	Tuition Reimbursement	<u>100</u>	
	Total Fringe Benefits		5,850
182-500-530	Contractual Services		
182-500-534	Maintenance Services		200
182-500-540	General Materials & Supplies		
182-500-541	Office Supplies	9,000	
182-500-542	Printing and Duplicating	<u>450</u>	
	Total General Materials & Supplies		9,450
182-500-580	CAPITAL OUTLAY		
182-500-585	Equipment-Office		<u>350*</u>
	TOTAL BURSAR'S BUDGET		<u><u>\$85,750</u></u>

* Funds provided from 1979-80 excess revenue \$350.

PROGRAM STATEMENT

Vice President of Administrative Services

MISSION STATEMENT:

In order to maximize each student's opportunity to learn and develop, the purpose of Administrative Services is to provide a high quality organization capable of delivering comprehensive management information, physical facilities, materials, and supportive services as its contribution to achievement of the College mission.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.0	0.0	0.0
Classified	1.0	1.0	1.0
TOTAL STAFF	<u>2.0</u>	<u>2.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$27,680	\$28,155	\$26,546
SUPPORT COST/STAFF MEMBER	2,970	4,145	5,400
TOTAL COST/STAFF MEMBER	<u>\$30,650</u>	<u>\$32,300</u>	<u>\$31,946</u>

PROGRAM FUNCTIONS:

Accounting Services. To provide a comprehensive accounting system that provides detailed financial accounting information on a timely basis, and to coordinate systems planning for the Administrative Services area. Funds have been added to employ a budget analyst to aid in providing detailed monthly financial analyses and appropriate reports.

Computer Services. To provide a comprehensive computing facility supporting academic and administrative programs for both current and long-range needs.

Financial Services. To provide financial services which are responsive to the needs of the various segments of the College, and to meet all legal, reporting, and accountability requirements of a public institution.

Food Services. To provide an appropriate food operation for the students, faculty, staff, and guests of the College.

Personnel Services. To provide well balanced personnel services that are based upon modern personnel practices and foster employee satisfaction.

Physical Plant Services. To provide efficient physical plant facilities wherein citizens of the community may explore and pursue the broad offerings of the College.

Planning. To provide a long-range plan that is broadly supported through cooperative planning efforts.

Purchasing Services. To provide the regularly expected services of procurement and mail, plus special services, in the most efficient manner possible within the limitations of the monetary and physical resources available.

EDUCATIONAL FUND BUDGET

1980-81

Vice President of Administrative Services (182-980)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-980-510	Salaries		
182-980-511	Administrative	42,000	
182-980-512	Professional	22,000	
182-980-516	Office	<u>15,640</u>	
	Total Salaries		79,640
182-980-520	Fringe Benefits		
182-980-521	Group Insurance	3,650	
182-980-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		3,850
182-980-530	Contractual Services		
182-980-534	Maintenance Services	50	
182-980-537	Contractual Office	<u>5,670</u>	
	Total Contractual Services		5,720
182-980-540	General Materials & Supplies		
182-980-541	Office Supplies 400*	400	
182-980-542	Printing and Duplicating	1,800	
182-980-546	Publications and Dues 500*	<u>500</u>	
	Total General Materials & Supplies		2,700
182-980-550	Travel and Meetings		
182-980-551	Meeting Expense	250	
182-980-552	Local Mileage	250	
182-980-554	Travel Expense	<u>2,000</u>	
	Total Travel and Meetings		2,500
182-980-580	Capital Outlay		
182-980-585	Equipment-Office 1,330*		1,330
182-980-590	Other		
182-980-598	Data Processing Service Charges		<u>100</u>
	TOTAL VICE PRESIDENT OF ADMINISTRATIVE SERVICES BUDGET		<u>\$ 95,840</u>

*Funds provided from 1979-80 excess revenue \$2,230.

PROGRAM STATEMENT

Institutional Communications

MISSION STATEMENT:

As a staff function of the Office of College Relations, the Office of Institutional Communications gives support in coordinating the information program of the College by communicating and interpreting institutional goals among the College's various publics. The office disseminates College information through the print and electronic news media, exhibits, and publications, and furthers college/community relations through participation in special events and assistance to community organizations using College facilities and resources.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	1.5	1.0	1.0
Full-Time Instruction (FTE)	0.0	0.0	0.0
Part-Time Instruction (includes Teaching Associates)	0.0	0.0	0.0
Classified	<u>2.8</u>	<u>2.25</u>	<u>3.0</u>
TOTAL STAFF	<u>4.3</u>	<u>3.25</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$10,460	\$13,394	\$12,917
SUPPORT COST/STAFF MEMBER	<u>14,377</u>	<u>13,708</u>	<u>12,806</u>
TOTAL COST/STAFF MEMBER	<u>\$24,837</u>	<u>\$27,102</u>	<u>\$25,723</u>

PROGRAM FUNCTIONS:

College Publications. To provide coordination, management and evaluation for such publications as the catalog, course schedules, admissions pieces, and other institutional print pieces used in a major public relations way; to provide copywriting and editing services.

Mailing List System. To update and maintain a mailing list and label system for use by College offices; to coordinate with commercial mailers the bulk mailing of College publications; to provide assistance in mailings on behalf of the Educational Foundation and a proposed alumni organization.

Publicity and Press Relations. To prepare and disseminate news and feature stories; to produce and distribute internal and external newsletters; to originate and place advertisements and announcements to increase enrollment; to assist faculty and staff in designing effective media coverage, advertising, and publications.

EDUCATIONAL FUND BUDGET
1980-81
Institutional Communications (183)

Expenditures

183-000-000	<u>GENERAL ADMINISTRATION</u>		
183-000-510	Salaries		
183-000-512	Professional	16,450	
183-000-516	Office	35,220	
183-000-518	Students	<u>1,000</u>	
	Total Salaries		52,670
183-000-520	Fringe Benefits		
183-000-521	Group Insurance	3,450	
183-000-525	Tuition Reimbursement	<u>130</u>	
	Total Fringe Benefits		3,580
183-000-530	Contractual Services		
183-000-534	Maintenance Services	200	
183-000-539	Other	<u>5,000</u>	
	Total Contractual Services		5,200
183-000-540	General Materials & Supplies		
183-000-541	Office Supplies	800	
183-000-542	Printing & Duplicating	2,500	
183-000-546	Publications & Dues	310	
183-000-547	Advertising	<u>25,000</u>	
	Total General Materials & Supplies		28,610
183-000-550	Travel and Meetings		
183-000-551	Meeting Expense	80	
183-000-552	Local Mileage	<u>100</u>	
	Total Travel and Meetings		180
183-000-590	Other		
183-000-595	Facilities Charge	100	
183-000-598	Data Processing Service Charge	<u>12,560</u>	
	Total Other		<u>12,660</u>
	TOTAL INSTITUTIONAL COMMUNICATIONS BUDGET		<u>\$ 102,900</u>

PROGRAM STATEMENT

Board of Trustees
and
Office of the President

MISSION STATEMENT:

The mission of Harper College is to provide the highest quality community college program of education designed to offer each student maximum opportunity to learn and develop; to seek out the most modern, creative, and effective organizational and educational ideas; and to test, improve, and implement those ideas which meet the needs of the community at a reasonable cost.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	2.0	1.0
Professional/Technical	0.0	0.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>2.0</u>	<u>1.5</u>	<u>1.5</u>
TOTAL STAFF	<u>3.0</u>	<u>3.5</u>	<u>3.5</u>
SALARY COST/STAFF MEMBER	\$23,260	\$28,834	\$26,040
SUPPORT COST/STAFF MEMBER	<u>11,303</u>	<u>4,677</u>	<u>6,714</u>
TOTAL COST/STAFF MEMBER	<u>\$34,563</u>	<u>\$33,511</u>	<u>\$32,754</u>
TOTAL COST/STAFF AND BOARD MEMBER	<u>\$ 9,426</u>	<u>\$10,199</u>	<u>\$ 9,968</u>

The Institutional Goals for 1980-81 provide a flexible framework for College planning for the next year. Additional ideas and activities are added to the basic goals to achieve an effective college program.

Institutional Goals for 1980-81 are as follows:

- I. Maintain quality of academic programs by:
 - A. Evaluating the core requirements for the associate in arts and associate in science degree.
 - B. Preparing a statement of the academic credentials required of an instructor in each discipline at the College.
 - C. Strengthening holdings of the Learning Resource Center.
- II. Continue to operate with a balanced budget.
- III. Review and revise the College's affirmative action plan.
- IV. Reach a decision on the second site.
- V. Develop and implement a college-wide energy conservation program.
- VI. Develop an outreach program involving all areas of the College. This outreach program would focus on potential student enrollment, relationships with organizations in the district, and the image of the College in the community.

EDUCATIONAL FUND BUDGET
1980-81
Board of Trustees (191)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
191-000-540	General Materials & Supplies		
191-000-542	Printing & Duplicating	600	
191-000-546	Publications & Dues	<u>400</u>	
	Total General Materials & Supplies		1,000
191-000-550	Travel and Meetings		
191-000-551	Meetings	600	
191-000-552	Local Mileage	<u>600</u>	
	Total Travel and Meetings		<u>1,200</u>
	TOTAL BOARD OF TRUSTEES BUDGET		<u>\$ 2,200</u>

PROGRAM STATEMENT

General Institutional Expense

MISSION STATEMENT:

General Institutional Expense is a non-operating cost center which provides for those expenditures which by their nature cannot be charged or allocated to other cost centers.

STAFFING DATA:

Not applicable.

PROGRAM FUNCTIONS:

Salaries. To provide funds for salary increases which cannot be budgeted to specific cost centers because of unsettled salary negotiations. Budget transfers will later allocate these funds to cost centers.

Fringe Benefits. To provide for those fringe benefits not charged to other cost centers--mainly insurance and medical examinations.

Contractual Services. To provide for legal, audit, and other institutional contractual services.

Materials. To provide for institutional dues, referendum and election expense.

Travel and Meetings. To provide for innovation and administrative development.

Fixed Charges. To provide for general liability insurance.

Other Charges. To provide for chargebacks paid to other districts, financial charges including money delivery services, and a provision for contingencies.

EDUCATIONAL FUND BUDGET
1980-81
General Institutional Expense (192)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
192-000-510	Salaries		
192-000-510	Salary Increments		542,880
192-000-520	Fringe Benefits		
192-000-521	Group Medical & Life Insurance	30,000	
192-000-522	Voc. Ed. Retirement	20,000	
192-000-523	Travelers' Accident Ins.	1,200	
192-000-524	Workmen's Compensation	25,000	
192-000-527	Medical Examinations	5,000	
192-000-529	Other (Unemployment) Ins.	<u>70,000</u>	
	Total Fringe Benefits		151,200
192-000-530	Contractual Services		
192-000-531	Audit	34,700	
192-000-532	Consultants	3,000	
192-000-536	Legal	<u>50,000</u>	
	Total Contractual Services		87,700
192-000-540	General Materials & Supplies		
192-000-546	Publications & Dues (No. Cent.)	6,070	
192-000-549	Other (Incl. Elections)	<u>4,000</u>	
	Total General Materials & Supplies		10,070
192-000-550	Travel & Meetings		
192-000-551	Meetings--Local	2,000	
192-000-559	Other--Innovative		
192-000-559.1	Professional Development	3,900	
192-000-559.2	Curriculum Development	3,900	
192-000-559.3	Student Enrollment Development	<u>3,900</u>	
	Total Other--Innovative	<u>11,700</u>	
	Total Travel & Meetings		13,700
192-000-560	Fixed Charges		
192-000-564	Gen. Ins.--Liab. & Prop.		20,000
192-000-590	Other		
192-000-593	Tuition Chargebacks	180,000	
192-000-594	Financial Chgs. & Adjust.	<u>5,000</u>	
	Total Other		185,000
192-000-600	PROVISION FOR CONTINGENCIES	\$200,000*	<u>350,000</u>
	TOTAL INSTITUTIONAL EXPENSE BUDGET		<u>\$1,360,550</u>

* Funds provided from 1979-80 excess Revenue \$200,000.

PROGRAM STATEMENT

Campus Services--Mailroom

MISSION STATEMENT:

The mission of the mailroom is to provide both educational and support administrative staff with efficient and orderly processing of mail service for the campus.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		0.0	0.0
Full-Time Instruction		0.0	0.0
Part-Time Instruction		0.0	0.0
Teaching Associates		0.0	0.0
Classified		<u>3.0</u>	<u>4.0</u>
TOTAL STAFF		<u>3.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER		\$ 8,764	\$ 8,025
SUPPORT COST/STAFF MEMBER		<u>1,436</u>	<u>2,478</u>
TOTAL COST/STAFF MEMBER		<u>\$10,200</u>	<u>\$10,503</u>

PROGRAM FUNCTIONS:

Mail Distribution. To receive, sort and distribute on a timely basis all incoming mail; to pick up interoffice and outgoing mail at the several mail stations located throughout the campus; and to sort, weigh, and meter as required by the U.S. Postal Regulations on a regular daily schedule. The mail room personnel account for monthly mail expenses of metered, bulk and postage due accounts, and tally the monthly volume of pieces handled in categories of incoming, interoffice, and outgoing metered mail.

EDUCATIONAL FUND BUDGET
1980-81
Campus Services--Mailroom (193-100)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-100-510	Salaries		
193-100-516	Office		32,100
193-100-520	Fringe Benefits		
193-100-521	Group Insurance		4,600
193-100-530	Contractual Services		
193-100-534	Maintenance Services		390
193-100-540	General Materials & Supplies		
193-100-541	Office Supplies	850	
193-100-542	Printing & Duplicating	500	
193-100-544	Postage	<u>130,000</u>	
	Total General Materials & Supplies		131,350
193-100-560	Rental of Equipment		
193-100-561	Rental of Equipment		600
193-100-580	Capital Outlay		
193-100-585	Equipment-Office	2,750*	<u>2,970</u>
	TOTAL MAILROOM BUDGET		<u>\$172,010</u>

* Funds provided from 1979-80 excess revenue \$2,750.

PROGRAM STATEMENT

LRC Media Services
Campus Services - Printing and Copying

MISSION STATEMENT:

The mission of the Printing and Copying area is to provide the College with a variety of printed material in support of the instructional program as well as for institutional purposes.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		0.0	0.0
Full-Time Instruction		0.0	0.0
Part-Time Instruction		0.0	0.0
Teaching Associates		0.0	0.0
Classified		<u>4.3</u>	<u>4.3</u>
TOTAL STAFF		<u>4.3</u>	<u>4.3</u>
SALARY COST/STAFF MEMBER		\$ 9,543	\$10,033
SUPPORTIVE COST/STAFF MEMBER		<u>(4,234)</u>	<u>(1,065)</u>
TOTAL COST/STAFF MEMBER		<u>\$ 5,309</u>	<u>\$ 8,968</u>

PROGRAM FUNCTIONS:

Print Production. To provide the College with offset printed materials including reports, examinations, brochures, flyers, posters, manuals and correspondence, including collating and binding as required.

Copying Service. To provide the College with copying service at convenient locations throughout the campus.

EDUCATIONAL FUND BUDGET
1980-81
Campus Services--Print Shop (193-200)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-200-510	Salaries		
193-200-516	Office	41,140	
193-200-518	Students	<u>2,000</u>	
	Total Salaries		43,140
193-200-520	Fringe Benefits		
193-200-521	Group Insurance	4,600	
193-200-525	Tuition Reimbursement	<u>500</u>	
	Total Fringe Benefits		5,100
193-200-530	Contractual Services		
193-200-534	Maintenance Services	7,670	
193-200-539	Other	<u>300</u>	
	Total Contractual Services		7,970
193-200-540	General Materials & Supplies		
193-200-541	Office Supplies	9,000	
193-200-542	Printing & Duplicating	15,000*	32,500
193-200-546	Publications & Dues		100
193-200-549	Other	<u>2,500</u>	
	Total General Materials & Supplies		44,100
193-200-550	Travel & Meetings		
193-200-552	Local Mileage		100
193-200-560	Rental of Equipment		
193-200-561	Rental		33,450
193-200-580	Capital Outlay		
193-200-585	Equipment-Office		4,700
193-200-590	Other		
193-200-595	Facilities Charge		<u>(100,000)</u>
	TOTAL PRINT SHOP BUDGET		<u>\$ 38,560</u>

* Funds provided from 1979-80 excess revenue \$15,000.

PROGRAM STATEMENT

Campus Services--Word Processing

MISSION STATEMENT:

The mission of the Word Processing service is to provide both educational and administrative typing and transcription support through the professional service center under the direction of the Personnel Office.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		0.0	0.0
Full-Time Instruction		0.0	0.0
Part-Time Instruction		0.0	0.0
Teaching Associates		0.0	0.0
Classified		4.0	4.0
TOTAL STAFF		<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER		\$10,785	\$10,785
SUPPORT COST/STAFF MEMBER		<u>4,417</u>	<u>5,150</u>
TOTAL COST/STAFF MEMBER		<u>\$15,202</u>	<u>\$15,935</u>

PROGRAM FUNCTIONS:

Typing and Transcription Service. Transcribes telephone dictation. Provides professional typing support for various Harper departments using IBM Mag A and Mag II typewriters as well as regular typing requests within a reasonably short time. Examples of typing assignments accomplished in the Word Processing Center are: dictaphone tapes, mag card repetitive letters, tests, articles, class schedules, film catalogs, manuals, study guides, course outlines, Who-Where Faculty-Staff Directory, etc.

Form Control. Maintains file of form masters and schedules periodic and timely duplication of forms during non-peak periods in Duplicating Department. Maintains mag card storage of documents to be updated periodically.

Copy Machine Chargebacks. Prepares monthly departmental billings for copy machines and offset requests.

College Message Center. Provides support for Campus Telephone Message Center in recording and delivering incoming off-campus calls.

EDUCATIONAL FUND BUDGET
1980-81
Campus Services--Word Processing (193-300)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-300-510	Salaries		
193-300-516	Office		43,140
193-300-520	Fringe Benefits		
193-300-521	Group Insurance	4,600	
193-300-525	Tuition Reimbursement	<u>400</u>	
	Total Fringe Benefits		5,000
193-300-530	Contractual Services		
193-300-534	Maintenance Services		700
193-300-540	General Materials & Supplies		
193-300-541	Office Supplies	300*	2,500
193-300-542	Printing & Duplicating		<u>1,300</u>
	Total General Materials & Supplies		3,800
193-300-560	Fixed Charges		
193-300-561	Rental of Equipment		8,800
193-300-580	Capital Outlay		
193-300-585	Equipment-Office		<u>2,300</u>
	TOTAL WORD PROCESSING BUDGET		<u>\$ 63,740</u>

* Funds provided from 1979-80 excess revenue \$300.

PROGRAM STATEMENT

Office of Planning and Institutional Research

MISSION STATEMENT:

The Office of Planning and Research provides and assists others in gathering and analyzing information for management in effective planning and operation of Harper College.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>2.5</u>	<u>2.5</u>	<u>3.0</u>
TOTAL STAFF	<u>3.5</u>	<u>3.5</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$13,209	\$15,806	\$14,315
SUPPORT COST/STAFF MEMBER	<u>3,534</u>	<u>2,931</u>	<u>2,933</u>
TOTAL COST/STAFF MEMBER	<u>\$16,743</u>	<u>\$18,737</u>	<u>\$17,248</u>

PROGRAM FUNCTIONS:

Enrollment Projections and Reports. Enrollment projections and reports are prepared every fall, to project mid-term, winter, summer and the following fall's enrollment. In the spring, the following fall's projection along with the long-term projections are refined. Official enrollment reports are issued several times each semester.

Measurement and Evaluation of On-Going Activities. Evaluation surveys are made of students who have graduated, withdrawn and who are still in school. Longitudinal performance studies are made on samples of students each year, and the rate of student retention at Harper is measured at least twice per year. Evaluations of specific projects are made upon request.

Long-Range Planning. Long-range planning advising services are provided where required. The office also coordinates the production of (RAMP) as required by state.

Coordination of Management Information Needs. The Director serves as liaison officer between institution and state. The Director also coordinates the compilation of data to meet state requirements and local needs.

Determination of New Program Needs. Business, community, and high school surveys are conducted to determine need for new programs and services.

Special Projects. Special surveys are conducted each year on financial resources, enrollment trends, and perception of the College by residents of the District.

External Consulting Service. Assistance is offered to in-district organizations conducting public service research projects.

EDUCATIONAL FUND BUDGET
1980-81
Planning and Research (194)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
194-000-510	Salaries		
194-000-511	Administrative	31,660	
194-000-516	Office	<u>25,600</u>	
	Total Salaries		57,260
194-000-520	Fringe Benefits		
194-000-521	Group Insurance	3,650	
194-000-525	Tuition Reimbursement	80	
194-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		3,830
194-000-530	Contractual Services		
194-000-534	Maintenance Services		220
194-000-540	General Materials & Supplies		
194-000-541	Office Supplies	300	
194-000-542	Printing & Duplicating	2,200	
194-000-546	Publications & Dues	<u>300</u>	
	Total General Materials & Supplies		2,800
194-000-550	Travel and Meetings		
194-000-552	Local Mileage		50
194-000-590	Other		
194-000-598	Data Processing Service Charges		<u>4,840</u>
	TOTAL PLANNING AND RESEARCH BUDGET		<u>\$69,000</u>

PROGRAM STATEMENT

Data Processing Center

MISSION STATEMENT:

The mission of the Computer Center is to develop and maintain an efficient, effective cadre of skilled technical and professional personnel effectively utilizing modern computer equipment to meet instructional and administrative computing needs while reducing or avoiding overall costs wherever possible.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	6.0	6.0	8.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	7.0	7.0	7.0
TOTAL STAFF	<u>14.0</u>	<u>14.0</u>	<u>16.0</u>
SALARY COST/STAFF MEMBER	\$14,062	\$15,851	\$17,775
SUPPORT COST/STAFF MEMBER	28,543	25,135	22,371
TOTAL COST/STAFF MEMBER	<u>\$42,605</u>	<u>\$40,986</u>	<u>\$40,146</u>

PROGRAM FUNCTIONS:

Instructional Support. To provide systems, programming, and operational facilities for direct use by students and faculty in programs of instruction requiring access to computing facilities for problem solving, technical skill development, simulation, and other forms of computer assisted instruction to enhance the learning experience of all students.

Administrative Support. To provide systems, programming, and operational facilities for use in support of a computer based college information system producing useful operational reports, information summaries, and institutional research data necessary to achieve the college mission, while providing basic student information systems that allow for the achievement of effective and rapid processing.

EDUCATIONAL FUND BUDGET
1980-81
Data Processing Center (195)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
195-000-510	Salaries		
195-000-511	Administrative	29,000	
195-000-512	Professional	173,070	
195-000-516	Office	82,320	
195-000-518	Students	<u>6,500</u>	
	Total Salaries		290,890
195-000-520	Fringe Benefits		
195-000-521	Group Insurance	11,040	
195-000-525	Tuition Reimbursement	5,080	
195-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		16,220
195-000-530	Contractual Services		
195-000-534	Maintenance Services	60,500	
195-000-539	Other	<u>10,000</u>	
	Total Contractual Services		70,500
195-000-540	General Materials & Supplies		
195-000-541	Office Supplies	14,000*	14,000
195-000-542	Printing & Duplicating		500
195-000-544	Materials		550
195-000-546	Publications & Dues		<u>170</u>
	Total General Materials & Supplies		15,220
195-000-550	Travel and Meetings		
195-000-554	Travel Expense		250
195-000-560	Fixed Charges		
195-000-561	Rental of Equipment		209,250
195-000-580	Capital Outlay		
195-000-585	Equipment-Office	38,140*	40,000
195-000-590	Other		
195-000-598.1	Data Processing Service Charges	(636,200)	
195-000-598.2	Data Processing Service Charges	<u>(6,130)</u>	
	Total Other		<u>(642,330)</u>
	TOTAL DATA PROCESSING CENTER BUDGET		<u><u>-0-</u></u>

* Funds provided from 1979-80 excess revenue \$52,140.

PROGRAM STATEMENT

College Relations

MISSION STATEMENT:

The general purpose of this area is to support the development and expansion of the College by providing assistance to the president, administrators and faculty by maintaining effective legislative, media and public relations, coordinating special events and projects, coordinating external surveys and reports, originating and supervising College news features and publications, and supervising use of College facilities by campus and community groups.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction (FTE)	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
(includes Teaching Associates)			
Classified	2.5	1.75	2.0
TOTAL STAFF	<u>3.5</u>	<u>2.75</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$13,427	\$16,916	\$17,497
SUPPORT COST/STAFF MEMBER	2,326	2,632	3,213
TOTAL COST/STAFF MEMBER	<u>\$15,753</u>	<u>\$19,548</u>	<u>\$20,710</u>

PROGRAM FUNCTIONS:

Community. To provide an effective public relations/community information program for the College. To maintain an effective working relationship with and provide information to representatives of the media, other educational institutions, and the Harper College community.

State. To maintain effective relationships with state representatives and federal officials in order to insure that legislative action is in the best interests of the College.

To respond to requests for information about the College from organizations and agencies outside the College.

To represent the President at community functions upon request.

Facilities. To receive and promptly fulfill requests for the use of College facilities for co-curricular and extra-curricular purposes by faculty, students, and staff; to respond to facilities requests by off-campus groups and organizations in conformance with the College Facilities Use and Rental Policy. This function includes coordinating campus tours and special events for visitors to the campus.

EDUCATIONAL FUND BUDGET
1980-81
College Relations (196)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
196-000-510	Salaries		
196-000-511	Administrative	29,030	
196-000-516	Office	23,460	
196-000-518	Students	750	
	Total Salaries		53,240
196-000-520	Fringe Benefits		
196-000-521	Group Insurance	3,650	
196-000-525	Tuition Reimbursement	220	
196-000-528	Professional Expense	100	
	Total Fringe Benefits		3,970
196-000-530	Contractual Services		
196-000-534	Maintenance Services	70	
196-000-537	Contractual Office Staff	500	
	Total Contractual Services		570
196-000-540	General Materials & Supplies		
196-000-541	Office Supplies	500	
196-000-542	Printing & Duplicating	1,500	
196-000-546	Publications & Dues	450	
196-000-547	Advertising	500	
	Total General Materials & Supplies		2,950
196-000-550	Travel and Meetings		
196-000-551	Meeting Expense	1,000	
196-000-552	Local Mileage	100	
	Total Travel and Meetings		1,100
196-000-590	Other		
196-000-595	Facilities Charge		300
			<u>300</u>
	TOTAL COLLEGE RELATIONS BUDGET		<u>\$ 62,130</u>

BUILDING FUND BUDGET
1980-81

Revenue

200-000-300	FUND EQUITY, JULY 1, 1980		\$2,053,800
200-000-410	<u>LOCAL GOVERNMENT SOURCES</u>		
200-000-411	Taxes--Current, 1980		1,268,000
200-000-427	<u>REPLACEMENT OF CORPORATE PERSONAL</u> <u>PROPERTY TAX</u>		47,900
200-000-420	<u>STATE SOURCES</u>		
200-000-421	State Apportionment		1,750,000
200-000-440	<u>STUDENT TUITION AND FEES</u>		
200-000-442	Student Fees--Parking		72,300
200-000-460	<u>FACILITIES</u>		
200-000-461	Rental of Facilities		10,000
200-000-470	<u>INTEREST ON INVESTMENTS</u>		
200-000-472	Time Deposits	100,000	
200-000-478	Repurchase Agreements	18,800	
	Total	<u>118,800</u>	118,800
200-000-490	<u>OTHER REVENUE</u>		
200-000-499	Other Revenue	2,000	
	Appropriation of 1979-80 Excess		
	Revenue	339,660	
	Total	<u>341,660</u>	341,660
	TOTAL ACCRUED REVENUE AND		
	FUND EQUITY, JUNE 30, 1981		<u>\$5,662,460</u>
	LESS ACCRUED EXPENDITURES, 1980-81		<u>3,512,920</u>
200-000-300	FUND EQUITY, JUNE 30, 1981		<u>\$2,149,540</u>

BUILDING FUND BUDGET
1980-81

Expenditure Summary

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-000	Maintenance Department	\$ 354,310	
272-000-000	Custodial Department	847,050	
273-000-000	Roads and Grounds Department	211,440	
274-000-000	Safety Department	202,650	
275-000-000	Central Receiving and Transportation Department	66,030	
276-000-000	Utility Department	1,191,890	
278-000-000	Building & Grounds, Admin.	90,980	
270-007-000	Willow Park Center	<u>24,880</u>	
	Total		\$2,989,230
290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
299-000-000	Institutional Support		<u>523,690</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$3,512,920</u>

BUILDING AND MAINTENANCE FUND BUDGET -- 1980-81

	Main. Dept. 271	Cust. Dept. 272	Grnds. Dept. 273	Safety Dept. 274	Trans. Dept. 275	Utility Dept. 276	Admin. 278	Willow Park 270-007	Instit. Support 299	Total Physical Plant
510 Salaries										
510 Salary Increment									112,780	112,780
511 Administrative							29,560			29,560
512 Professional			1,200				26,440			27,640
516 Office				9,660		34,610	22,900			67,170
517 Service	240,600	717,760	104,550	112,860	42,830	148,520		2,270		1,369,390
518 Students				35,000						35,000
519 Overtime	10,960	7,600	9,550	10,910	1,650	5,550				46,220
Total Salaries	<u>251,560</u>	<u>725,360</u>	<u>115,300</u>	<u>168,430</u>	<u>44,480</u>	<u>188,680</u>	<u>78,900</u>	<u>2,270</u>	<u>112,780</u>	<u>1,687,760</u>
520 Fringe Benefits										
521 Group Insurance	17,250	58,650	8,050	11,500	3,450	13,800	4,800			117,500
524 Workmen's Comp.								51,150		51,150
525 Tuition Reimbursement							300			300
528 Professional Exp.							100			100
529 Other (Unemploy. Comp.)								18,000		18,000
Total Fringe Benefits	<u>17,250</u>	<u>58,650</u>	<u>8,050</u>	<u>11,500</u>	<u>3,450</u>	<u>13,800</u>	<u>5,200</u>	<u>69,150</u>		<u>187,050</u>
530 Contractual Services										
534 Contractual Maint.	34,330	14,800	23,500	5,020		23,840	300			101,790
Total Contractual Svcs.	<u>34,330</u>	<u>14,800</u>	<u>23,500</u>	<u>5,020</u>		<u>23,840</u>	<u>300</u>			<u>101,790</u>
540 Gen. Mtls. & Supplies										
541 Office Supplies	120	140	120	530	150	120	600			1,780
542 Printing & Duplicating				3,410			1,440			4,850
543 Service Supplies		44,000	41,800	5,340	200	42,100				133,440
544 Maint. Materials	46,200									46,200
546 Publications & Dues							350			350
549 Service Uniforms	750	2,550	300	3,300	150	400				7,450
Total Mtls. & Supplies	<u>47,070</u>	<u>46,690</u>	<u>42,220</u>	<u>12,580</u>	<u>500</u>	<u>42,620</u>	<u>2,390</u>			<u>194,070</u>
550 Travel & Meeting Exp.										
551 Meeting Expense							350			350
552 Local Travel Mileage					450					450
554 Travel							3,840			3,840
556 Vehicle	1,600		9,300	4,620	7,150					22,670
Total Travel Exp.	<u>1,600</u>		<u>9,300</u>	<u>4,620</u>	<u>7,600</u>		<u>4,190</u>			<u>27,310</u>

BUILDING AND MAINTENANCE FUND BUDGET -- 1980-81

	Main. Dept. 271	Cust. Dept. 272	Grnds. Dept. 273	Safety Dept. 274	Trans. Dept. 275	Utility Dept. 276	Admin. 278	Willow Park 270-007	Instit. Support 299	Total Physical Plant
560 Fixed Charges										
561 Equipment & Facil. Rental			2,200					19,420		21,620
564 Gen. & Auto. Insurance					10,000			200	111,500	121,700
Total Fixed Charges			2,200		10,000			19,620	111,500	143,320
570 Plant Utilities										
571 Gas, Heating						205,000		430		205,430
573 Electricity						502,000		1,900		503,900
574 Water & Sewage						16,000		60		16,060
575 Telephone						195,700		500		196,200
576 Refuse			9,970					100		10,070
Total Plant Utilities			9,970			918,700		2,990		931,660
580 Capital Outlay										
584 Building Remodlg.									208,260	208,260
585 Office Equipment										9,700
588 Equipment, Service	2,500	1,550	900	500		4,250				217,960
Total Capital Outlay	2,500	1,550	900	500		4,250			208,260	
600 Provision for Contingency									22,000	22,000
									22,000	22,000
TOTAL BLDG. AND MAINT. FUND	354,310	847,050	211,440	202,650	66,030	1,191,890	90,980	24,880	523,690	3,512,920

STAFFING

	New Ttl								
Administrative	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 0	0 1
Supervisory	0 2	0 6	0 1	0 1	0 1	0 1	0 1	0 0	0 13
Service	1 13	4 45	0 6	1 8	0 2	0 8	0 0	0 1*	6 83
Office	0 0	0 0	0 0	0 1	0 0	0 3	0 2	0 0*	0 6
Totals	1 15	4 51	0 7	1 10	0 3	0 12	0 4	0 1*	6 103

*Custodian will be transferred back to college from WPC effective 9/1/80.

PROGRAM STATEMENT

Maintenance Department

MISSION STATEMENT:

This service organization deals with the routine repair of building systems, structures, and utility systems, including normal recurring repairs and preventive maintenance.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	2.0	2.0	2.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	11.0	12.0	13.0
TOTAL STAFF	<u>13.0</u>	<u>14.0</u>	<u>15.0</u>
SALARY COST/STAFF MEMBER	\$14,803	\$15,694	\$16,770
SUPPORT COST/STAFF MEMBER	<u>10,514</u>	<u>5,215</u>	<u>6,850</u>
TOTAL COST/STAFF MEMBER	<u>\$25,317</u>	<u>\$20,909</u>	<u>\$23,620</u>

PROGRAM FUNCTIONS:

Maintenance of interior and exterior of buildings including plumbing, heating, air conditioning and ventilation, repair and installation of plant electrical system, carpentry, cabinet repairs, painting and glazing, repairs to hardware (locks, closers, etc.), roofing, gutters, downspouts and sheet metal work, classroom and laboratory furniture repairs, and interior and exterior painting.

Preventive maintenance of the following distribution systems within plant buildings; electrical, heating, process steam, potable and sanitary water, natural gas fuel, sanitary and sewer lines.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Maintenance Department (271)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-510	Salaries		
271-000-517	Service	240,600	
271-000-519	Other	<u>10,960</u>	
	Total Salaries		251,560
271-000-520	Fringe Benefits		
271-000-521	Group Insurance		17,250
271-000-530	Contractual Services		
271-000-534.1	Glazing	4,370	
271-000-534.2	Elevator Maintenance	9,360	
271-000-534.3	Sanitary Sewers	1,000	
271-000-534.4	Switchgear	6,600	
271-000-534.5	Exterior Lighting	<u>13,000</u>	
	Total Contractual Services		34,330
271-000-540	General Materials & Supplies		
271-000-541	Office Supplies	120	
271-000-544	Materials	25,000*	46,200
271-000-549	Other--Uniforms	<u>750</u>	
	Total General Materials & Supplies		47,070
271-000-550	Travel and Meetings		
271-000-556	Vehicle Expense		1,600
271-000-580	Capital Outlay		
271-000-588	Equipment, Service		<u>2,500</u>
	TOTAL MAINTENANCE DEPARTMENT BUDGET		<u>\$354,310</u>

* Funds provided from 1979-80 excess revenue \$25,000.

PROGRAM STATEMENT

Custodial Department

MISSION STATEMENT:

This service organization performs all janitorial and custodial services for College buildings and structures.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	5.0	6.0	6.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>41.0</u>	<u>41.0</u>	<u>45.0</u>
TOTAL STAFF	<u>46.0</u>	<u>47.0</u>	<u>51.0</u>
SALARY COST/STAFF MEMBER	\$11,845	\$13,136	\$14,222
SUPPORT COST/STAFF MEMBER	<u>2,332</u>	<u>1,864</u>	<u>2,386</u>
TOTAL COST/STAFF MEMBER	<u>\$14,177</u>	<u>\$15,000</u>	<u>\$16,608</u>

PROGRAM FUNCTIONS:

Cleans College buildings, including windows, walls, ceilings, floors, and restrooms, based on frequency schedules.

Sets up equipment and furniture to support all activities of the College.

Removes snow from building sidewalks and steps.

Supplies paper towels, tissue, cleaners, wax, and operates custodial machinery.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Custodial Department (272)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
272-000-510	Salaries		
272-000-517	Service	717,760	
272-000-519	Other	<u>7,600</u>	
	Total Salaries		725,360
272-000-520	Fringe Benefits		
272-000-521	Group Insurance		58,650
272-000-530	Contractual Services		
272-000-534.1	Window Washing	4,500	
272-000-534.2	Pest & Insect Control	1,200	
272-000-534.3	Dust & Floor Mops	3,000	
272-000-534.4	Laundry Service	500	
272-000-534.5	Machinery Repair	1,100	
272-000-534.6	Carpet & Upholstery Repair	3,500	
272-000-534.7	Minor Equipment Repair	<u>1,000</u>	
	Total Contractual Services		14,800
272-000-540	General Materials & Supplies		
272-000-541	Office Supplies	140	
272-000-543	Service Supplies	44,000*	44,000
272-000-549	Other--Uniforms	<u>2,550</u>	
	Total General Materials & Supplies		46,690
272-000-580	Capital Outlay		
272-000-588	Equipment, Service	1,550*	<u>1,550</u>
	TOTAL CUSTODIAL DEPARTMENT BUDGET		<u>\$847,050</u>

* Funds provided from 1979-80 excess revenue \$45,550.

PROGRAM STATEMENT

Roads and Grounds Department

MISSION STATEMENT:

This service organization maintains the College grounds, road network, and parking facilities.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	10.5	6.0	6.0
TOTAL STAFF	<u>11.5</u>	<u>7.0</u>	<u>7.0</u>
SALARY COST/STAFF MEMBER	\$12,915	\$15,140	\$16,471
SUPPORT COST/STAFF MEMBER	<u>6,004</u>	<u>13,582</u>	<u>13,734</u>
TOTAL COST/STAFF MEMBER	<u>\$18,919</u>	<u>\$28,722</u>	<u>\$30,205</u>

PROGRAM FUNCTIONS:

Plantings. Cares for and maintains all growing things on the campus; such as flowers, grass, ground cover, trees, shrubs, and nursery stock.

Paved Surfaces. Performs routine and preventive maintenance of campus roads, sidewalks and parking lots.

Snow and Ice. Provides snow removal and ice control on walkways, roadways, and parking lots.

Athletic Fields. Maintains athletic playing fields, including seeding, planting, and control of growth.

Disposal. Provides trash pickup and refuse disposal.

Delivery. Provides shipping and receiving delivery service.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Roads and Grounds Department (273)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
273-000-510	Salaries		
273-000-512	Professional		1,200
273-000-517	Service		104,550
273-000-519	Other		<u>9,550</u>
	Total Salaries		115,300
273-000-520	Fringe Benefits		
273-000-521	Group Insurance		8,050
273-000-530	Contractual Services		
273-000-534.1	Sidewalk Repairs	6,500*	6,500
273-000-534.2	Misc. Contractual		2,000
273-000-534.3	Snow Removal		8,000
273-000-534.4	Seal Lots 4 and 5	7,000*	<u>7,000</u>
	Total Contractual Services		23,500
273-000-540	General Materials & Supplies		
273-000-541	Office Supplies		120
273-000-543	Service Supplies	20,000*	41,800
273-000-549	Other--Uniforms		<u>300</u>
	Total General Materials & Supplies		42,220
273-000-550	Travel and Meetings		
273-000-556	Vehicle Expense		9,300
273-000-560	Fixed Charges		
273-000-561	Rental of Equipment		2,200
273-000-570	Plant Utilities		
273-000-576	Refuse Disposal		9,970
273-000-580	Capital Outlay		
273-000-588	Equipment--Service	900*	<u>900</u>
	TOTAL ROADS AND GROUNDS DEPARTMENT BUDGET		<u>\$211,440</u>

* Funds provided from 1979-80 excess revenue \$34,400.

PROGRAM STATEMENT

Public Safety Department

MISSION STATEMENT:

This service organization provides public safety services for the College community.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA</u>			
Administrative	0.0	0.0	0.0
Supervisory	2.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	7.0	7.0	9.0
TOTAL STAFF	<u>9.0</u>	<u>8.0</u>	<u>10.0</u>
SALARY COST/STAFF MEMBER	\$13,554	\$14,316	\$13,343
SUPPORT COST/STAFF MEMBER	5,487	8,326	6,922
TOTAL COST/STAFF MEMBER	<u>\$19,041</u>	<u>\$22,642</u>	<u>\$20,265</u>

PROGRAM FUNCTIONS:

Security. Provides building foot patrols and motorized road and parking lot patrols for safety and security of the College community.

Parking and Traffic. Provides vehicle registration and control of vehicular traffic, including the issuance of parking permits and the enforcement of campus traffic regulations.

Inspection. Provides safety and fire inspection patrols of campus and College buildings.

Assistance. Provides special motorist assistance program.

Communication. Operates and maintains campus security radio network.

College Activities. Provides safety and security for all campus activities and athletic home game activities off-campus.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Safety Department (274)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
274-000-510	Salaries		
274-000-516	Office	9,660	
274-000-517	Service	112,860	
274-000-518	Students	35,000	
274-000-519	Other	<u>10,910</u>	
	Total Salaries		168,430
274-000-520	Fringe Benefits		
274-000-521	Group Insurance		11,500
274-000-530	Contractual Services		
274-000-534.1	Radio Repair	1,890	
274-000-534.2	Fire Extinguisher R & R	1,200	
274-000-534.3	Traffic Signs	580	
274-000-534.4	Intrusion Alarm Maint.	950	
274-000-534.5	Inspect Ansul Fire Ext.	<u>400</u>	
	Total Contractual Services		5,020
274-000-540	General Materials & Supplies		
274-000-541	Office	530	
274-000-542	Printing & Duplicating	3,410	
274-000-543	Service Supplies	4,000*	5,340
274-000-549	Other--Uniforms	<u>3,300</u>	
	Total General Materials & Supplies		12,580
274-000-550	Travel and Meetings		
274-000-556	Vehicle Expense		4,620
274-000-580	Capital Outlay		
274-000-588	Equipment, Service	500*	<u>500</u>
	TOTAL SAFETY DEPARTMENT BUDGET		<u>\$202,650</u>

* Funds provided from 1979-80 excess revenue \$4,500.

PROGRAM STATEMENT

Receiving and Transportation Department

MISSION STATEMENT:

This service organization operates the central warehouse and provides for the acquisition, dispatch, care, and maintenance of all College-owned automotive equipment.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	2.0	2.0	2.0
TOTAL STAFF	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$12,663	\$14,150	\$14,826
SUPPORT COST/STAFF MEMBER	5,583	6,766	7,183
TOTAL COST/STAFF MEMBER	<u>\$18,246</u>	<u>\$20,916</u>	<u>\$22,009</u>

PROGRAM FUNCTIONS:

Receiving. Receives new supplies and equipment and confirms that these new supplies and equipment have been received as ordered to permit payment.

Inventory. Tags new capital items with College inventory number and prepares data for initial entry into computer master inventory file.

Equipment. Provides written specifications for new or replacement automotive equipment; provides operating cost studies to determine time of replacement of College-owned vehicles.

Scheduling. Provides an orderly method of dispatching College-owned vehicles to using members of the College community.

Service. Provides a systematic method of inspection, servicing, and repairing College-owned automotive vehicles.

Insurance. Provides for full automotive insurance coverage for all College-owned automobiles.

Licensing. Provides for annual licensing of all College-owned automotive vehicles.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Central Receiving and Transportation (275)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
275-000-510	Salaries		
275-000-517	Service	42,830	
275-000-519	Other	<u>1,650</u>	
	Total Salaries		44,480
275-000-520	Fringe Benefits		
275-000-521	Group Insurance		3,450
275-000-540	General Materials & Supplies		
275-000-541	Office Supplies	150	
275-000-543.1	Service Supplies	200	
275-000-549	Other--Uniforms	<u>150</u>	
	Total General Materials & Supplies		500
275-000-550	Travel and Meetings		
275-000-552	Local Mileage	450	
275-000-556	Vehicle Expense	<u>7,150</u>	
	Total Travel and Meetings		7,600
275-000-560	Fixed Charges		
275-000-564	Auto Insurance		<u>10,000</u>
	TOTAL CENTRAL RECEIVING AND TRANSPORTATION DEPARTMENT BUDGET		<u>\$66,030</u>

PROGRAM STATEMENT

Utility Department

MISSION STATEMENT:

This service organization deals with the routine repair of building systems, structures and utility systems, including normal recurring repairs and preventive maintenance.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>10.5</u>	<u>11.0</u>	<u>11.0</u>
TOTAL STAFF	<u>11.5</u>	<u>12.0</u>	<u>12.0</u>
SALARY COST/STAFF MEMBER	\$13,811	\$15,034	\$15,723
SUPPORT COST/STAFF MEMBER	<u>63,892</u>	<u>70,002</u>	<u>83,600</u>
TOTAL COST/STAFF MEMBER	<u>\$77,703</u>	<u>\$85,036</u>	<u>\$99,323</u>

PROGRAM FUNCTIONS:

Generating Plant. Operates and maintains the College high-pressure steam generating plant and control systems.

Environment Control. Operates the central plant environment control center located in the Physical Plant Building, and operates and maintains all subcentral mechanical rooms on campus.

Utility Systems. Operates and maintains all utility systems, sewage, potable and sanitary water, natural gas, electrical and water hardness control systems, and bacterial and chemical control and filtering system of the swimming pool.

Air Handling. Maintains and operates all air conditioning/heating air handling units, including the system balance and filter media control.

Training. Trains and qualifies all their employees to stand watch in the steam generation plant and operate the high pressure steam generating system.

Telephones. Responsible for the College telephone switchboard.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Utilities Department (276)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
276-000-510	Salaries		
276-000-516	Office	34,610	
276-000-517	Service	148,520	
276-000-519	Other	<u>5,550</u>	
	Total Salaries		188,680
276-000-520	Fringe Benefits		
276-000-521	Group Insurance		13,800
276-000-530	Contractual Services		
276-000-534.1	A/C Maintenance	9,200	
276-000-534.2	HVAC Controls	3,000	
276-000-534.3	Clean Stove Hoods	1,500	
276-000-534.4	FD SER Refrigeration Svc.	1,000	
276-000-534.5	Traffic Signals	2,640	
276-000-534.6	EDP A/C System	500	
276-000-534.7	Elec. Transmission Lines	2,000	
276-000-534.8	Water Chemical Treatment	<u>4,000</u>	
	Total Contractual Services		23,840
276-000-540	General Materials & Supplies		
276-000-541	Office Supplies	120	
276-000-543	Service Supplies	42,100	
276-000-549	Other--Uniforms	<u>400</u>	
	Total General Materials & Supplies		42,620
276-000-570	Plant Utilities		
276-000-571	Gas (Heating)	205,000	
276-000-573	Electricity	502,000	
276-000-574	Water, Sewerage	16,000	
276-000-575	Telephone	<u>195,700</u>	
	Total Plant Utilities		918,700
276-000-580	Capital Outlay		
276-000-588	Equipment, Service	4,250*	<u>4,250</u>
	TOTAL UTILITIES DEPARTMENT BUDGET		<u>\$1,191,890</u>

* Funds provided from 1979-80 excess revenue \$24,250.

PROGRAM STATEMENT

Administration

MISSION STATEMENT:

The Physical Plant is responsible for the operation and planning, remodeling, estimating, drafting, and overall administration of maintenance, safety and fire protection, custodial and utility operations, roads and grounds maintenance, central receiving and transportation, and the Building and Maintenance Fund accounting and budgeting.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	1.0	1.0
Supervisory	1.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	3.0	3.0	2.0
TOTAL STAFF	<u>4.0</u>	<u>5.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$11,985	\$17,254	\$19,725
SUPPORT COST/STAFF MEMBER	2,035	2,244	3,020
TOTAL COST/STAFF MEMBER	<u>\$14,020</u>	<u>\$19,498</u>	<u>\$22,745</u>

PROGRAM FUNCTIONS:

Maintenance Department provides routine care and repair of building systems, structures, and utility systems, including normal recurring repairs and preventive maintenance. This department also handles remodeling projects as assigned.

Custodial Department provides janitorial and custodial service, including routine housekeeping functions, cleaning, and set-up support.

Roads and Grounds Department provides care and maintenance of campus grounds, road network and parking facilities.

Public Safety Department provides safety services for the College community.

Receiving and Transportation Department operates the central warehouse and provides for the acquisition, dispatch, care and maintenance of all College-owned automotive equipment.

Utility Department provides for the operation, care, and maintenance of all campus utility systems.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Administration (278)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
278-000-510	Salaries		
278-000-511	Administrative	29,560	
278-000-512	Professional	26,440	
278-000-516	Office Staff	<u>22,900</u>	
	Total Salaries		78,900
278-000-520	Fringe Benefits		
278-000-521	Group Insurance	4,800	
278-000-525	Tuition Reimbursement	300	
278-000-528	Professional Expense	<u>100</u>	
	Total Fringe Benefits		5,200
278-000-530	Contractual Services		
278-000-534	Maintenance Services		300
278-000-540	General Materials & Supplies		
278-000-541	Office Supplies	600	
278-000-542	Printing & Duplicating	1,440	
278-000-546	Publications & Dues	<u>350</u>	
	Total General Materials & Supplies		2,390
278-000-550	Travel and Meetings		
278-000-551	Meeting Expenses	350	
278-000-554	Travel Expense	<u>3,840</u>	
	Total Travel and Meetings		<u>4,190</u>
	TOTAL ADMINISTRATION BUDGET		<u>\$90,980</u>

PROGRAM STATEMENT

Willow Park Center

MISSION STATEMENT:

The Willow Park Center budget provides the operating cost center for leased facilities at the extension center. This center is being phased out this summer and the 1980-81 budgetary figures are for two months only.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	2.0	1.0	1.0
TOTAL STAFF	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>
SALARY COST/STAFF MEMBER	\$11,075	\$12,620	\$ 2,270
SUPPORT COST/STAFF MEMBER	<u>69,630</u>	<u>140,420</u>	<u>22,610</u>
TOTAL COST/STAFF MEMBER	<u>\$80,705</u>	<u>\$153,040</u>	<u>\$24,880</u>

PROGRAM FUNCTIONS:

Custodial effort provides housekeeping services.

Utility Department arranges for utility service and payment of utility expense.

Oversees leasing agreement for the Willow Park facilities, assuring conformance to the agreement by parties involved.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Willow Park Center (270-007)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
270-007-510	Salaries		
270-007-517	Service		2,270
270-007-560	Fixed Charges		
270-007-561	Rental of Facilities	19,420	
270-007-564	General Insurance	<u>200</u>	
	Total Fixed Charges		19,620
270-007-570	Plant Utilities		
270-007-571	Gas (Heating)	430	
270-007-573	Electricity	1,900	
270-007-574	Water, Sewerage	60	
270-007-575	Telephone	500	
270-007-576	Refuse Disposal	<u>100</u>	
	Total Plant Utilities		<u>2,990</u>
	TOTAL WILLOW PARK CENTER BUDGET		<u>\$ 24,880</u>

Note: This budget covers operations for a maximum of two month's.

PROGRAM STATEMENT

Institutional Support

MISSION STATEMENT:

This program provides for accumulation of expenses that benefit the entire institution and are not readily assignable to particular cost centers in the Building and Maintenance Fund.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	0.0	0.0	0.0
TOTAL STAFF	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
SALARY COST/STAFF MEMBER	0.0	0.0	0.0
SUPPORT COST/STAFF MEMBER	0.0	0.0	0.0
TOTAL COST/STAFF MEMBER	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
TOTAL COST OF PROGRAM	<u>\$332,240</u>	<u>\$317,000</u>	<u>\$408,910</u>

PROGRAM FUNCTIONS:

Salary Increment. Provides a contingency amount for salary increments to be transferred as required to other salary accounts when salary negotiations are completed.

Workmen's Compensation Insurance. Provides insurance coverage as required by state law.

Unemployment Insurance. Provides insurance coverage as required by state law.

General Insurance. Provides for insurance risk coverage of College-owned property, equipment, professional and property owner's liability, professional malpractice, and other special risk coverages.

Building Remodeling. Provides for remodeling of institutional facilities to meet changing requirements of the College community.

BUILDING AND MAINTENANCE FUND BUDGET
1980-81
Institutional Support (299)

Expenditures

290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
299-000-510	Salaries		
299-000-510	Salary Increment		112,780
299-000-520	Fringe Benefits		
299-000-524	Workmen's Compensation	51,150	
299-000-529	Unemployment Compensation	<u>18,000</u>	
	Total Fringe Benefits		69,150
299-000-560	Fixed Charges		
299-000-564.1	Malpractice	8,500	
299-000-564.2	Liability Umbrella	15,000	
299-000-564.3	EDP Exposure	11,000	
299-000-564.4	Wrongful Acts	3,000	
299-000-564.5	Foreign Travel Liability	500	
299-000-564.6	Fidelity Bond	2,500	
299-000-564.7	Master Contents & Liability	<u>71,000</u>	
	Total Fixed Charges		111,500
299-000-580	Capital Outlay		
299-000-584.1	Metal Roof, Bldg. E	78,400*	78,400
299-000-584.2	Flat Roof, Bldg. D	79,500*	79,500
299-000-584.3	Metal Roof, Bldg. D Knuckle	9,400*	9,400
299-000-584.4	Refurb. Chillers, Bldg. D	25,000*	25,000
299-000-584.5	Of. Bkshlvs. Bldgs. I & J	1,070*	1,070
299-000-584.6	Exh. Hood, Lights D-295a	7,620*	7,620
299-000-584.7	Overhead Lights D-278	420*	420
299-000-584.8	4 Power Posts, H-122c		300
299-000-584.9	Lock-D-137; Wall s/Door D-136	530*	530
299-000-584.10	Remodel D-142	250*	250
299-000-584.11	Install 220v Lines, F-106	3,240*	3,240
299-000-584.12	Rmdl. Mail Cntr., A-148	530	530
299-000-584.13	Bleacher Seating		<u>2,000</u>
	Total Capital Outlay		208,260
299-000-600	Provision for Contingency		<u>22,000</u>
	TOTAL INSTITUTIONAL SUPPORT		<u>\$523,690</u>

* Funds provided from 1979-80 excess revenue \$205,960

AUXILIARY ENTERPRISES FUND BUDGET
1980-81

Revenue

500-000-300	<u>FUND EQUITY, JULY 1, 1980</u>	\$ 206,000
500-000-440	<u>STUDENT TUITION AND FEES</u>	
500-000-441	Tuition	
500-000-441.5	Tuition, Continuing Ed.	312,890
500-000-442	Fees	<u>7,990</u>
	Total Tuition and Fees	320,880
500-000-450	<u>SALES AND SERVICE FEES</u>	
500-000-451	Sales, Food	428,700
500-000-452	Sales, Books	1,470,000
500-000-453	Sales, Supplies	332,500
500-000-455	Sales, Athletic Fees	6,200
500-000-456	Other Sales and Services	<u>133,800</u>
	Total Sales and Service Fees	2,371,200
500-000-460	<u>FACILITIES REVENUE</u>	
500-000-461	Facilities Rental	58,700
500-000-490	<u>OTHER REVENUE</u>	
500-000-498	Transfers In From Other Funds	<u>116,390</u>
	TOTAL REVENUE AND FUND EQUITY	3,073,170
500-000-500	LESS TOTAL EXPENDITURES	<u>2,858,100</u>
500-000-300	FUND EQUITY, JUNE 30, 1981	<u>\$ 215,070</u>

PROGRAM STATEMENT

Food Services

MISSION STATEMENT:

The mission of the Food Service department is to provide an appropriate food operation for the students, faculty, staff, and guests of the College.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	0.5	0.5
Professional/Technical	1.0	1.0	1.4
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.0	0.0	0.0
Classified	25.0	19.0	22.7
TOTAL STAFF	<u>27.0</u>	<u>20.5</u>	<u>24.6</u>
SALARY COST/STAFF MEMBER	\$ 7,006	\$ 8,461	\$ 8,859
SUPPORT COST/STAFF MEMBER	3,481	4,397	4,071
*TOTAL COST/STAFF MEMBER	<u>\$10,487</u>	<u>\$12,858</u>	<u>\$12,930</u>

PROGRAM FUNCTIONS:

Catering. Provides refreshments and meals for meetings, seminars and special events on campus. Functions as an integral part of the campus public relations program.

Instructional. Provides training stations for students involved in the Food Service Management, Cooking and Baking curricula and is staffed specifically to fulfill this unique function.

Snack Bar. Provides snack, meal, and beverage service in the snack bar (College Center Building A) on days and times where there is a sufficient customer need.

Student Cafeteria. Provides for hot food and snack service for students, faculty, staff, and guests of the College. Functions as a campus gathering center for day and evening students.

Vending Food/Games. Provides for the beverage, snack and tobacco, and leisure time recreational needs of the College community in locations where these services are desired and are financially feasible.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81
Food Services

Revenue

561-300	FUND EQUITY JULY 1, 1980		(\$ 25,000)
561-450	PUBLIC AND AUXILIARY SERVICES		
561-451	Sales--Food	\$428,700	
561-456	Sales--Vending Machines	<u>6,500</u>	
	Total		<u>435,200</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u><u>410,200</u></u>

Expenditures

561-510	SALARIES		
561-511	Administrative	\$ 14,550	
561-512	Professional	26,680	
561-516	Office	9,780	
561-517	Cafeteria	166,930	
561-518	Students	<u>14,000</u>	
	Total Salaries		\$231,940
561-520	FRINGE BENEFITS		
561-521	Group Insurance	25,000	
561-524	Workmen's Compensation	6,000	
561-525	Tuition Reimbursement	400	
561-527	Medical Examinations	150	
561-528	Professional Expense	<u>150</u>	
	Total Fringe Benefits		31,700
561-530	CONTRACTUAL SERVICES		
561-534	Maintenance	6,400	
561-539	Other--Laundry	<u>3,750</u>	
	Total Contractual Services		10,150
561-540	GENERAL MATERIALS AND SUPPLIES		
561-541	Office	375	
561-542	Printing and Duplicating	525	
561-543	Service Supplies	23,750	
561-546	Publications and Dues	150	
561-547	Advertising	<u>100</u>	
	Total General Materials & Supplies		24,900
561-548	PURCHASES FOR RESALE		
561-548.1	Purchases	153,450	
561-548.2	Beginning Inventory	17,500	
561-548.3	Ending Inventory	<u>(17,500)</u>	
	Total Purchases for Resale		153,450

Food Services

Expenditures (continued)

561-550	TRAVEL AND MEETINGS		
561-552	Mileage--Local	150	
561-554	Travel Expense	<u>-0-</u>	
	Total Travel and Meetings		150
561-560	FIXED CHARGES		
561-561	Rental of Equipment	200	
561-564	General Insurance	<u>8,100</u>	
	Total Fixed Charges		8,300
561-580	CAPITAL OUTLAY		
561-588	Equipment--Service		5,460
561-590	OTHER		
561-595	Facilities Charges		500
561-600	PROVISION FOR CONTINGENCY		<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$471,550</u>
561-300	FUND EQUITY JUNE 30, 1981		<u>(\$ 61,350)</u>

PROGRAM STATEMENT

Bookstore

MISSION STATEMENT:

The purpose of the Bookstore is to provide the College community with the educational materials and services necessary in the learning process, and, within the scope of the College purchasing policy, to provide instructional and office supplies to the College staff.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	0.0	0.0
Professional/Technical	0.0	1.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>9.9</u>	<u>9.9</u>	<u>9.9</u>
TOTAL STAFF	<u>10.9</u>	<u>10.9</u>	<u>10.9</u>
SALARY COST/STAFF MEMBER	\$10,446	\$11,878	\$11,753
SUPPORT COST/STAFF MEMBER	<u>13,269</u>	<u>10,679</u>	<u>11,803</u>
TOTAL COST/STAFF MEMBER	<u>\$23,715</u>	<u>\$22,557</u>	<u>\$23,556</u>

PROGRAM FUNCTIONS:

Bookstore Retail Operation. To provide books, miscellaneous supplies and related services through economical and efficient methods.

Central Stores. To provide the general office supplies needed by the College at the most economical cost in an expeditious and efficient manner.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81
Bookstore

Revenue

562-300	FUND EQUITY JULY 1, 1980		\$ 160,000
562-450	PUBLIC AND AUXILIARY SERVICES		
562-452	Sales--Books	\$1,470,000	
562-453	Sales--Supplies	<u>332,500</u>	
	Total		<u>1,802,500</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u><u>\$1,962,500</u></u>

Expenditures

562-510	SALARIES		
562-512	Professional, Technical	\$ 17,720	
562-516	Office	33,620	
562-517	Service	76,770	
562-518	Students	<u>34,000</u>	
	Total Salaries		\$ 162,110
562-520	FRINGE BENEFITS		
562-521	Group Insurance	11,500	
562-524	Workmen's Compensation	700	
562-525	Tuition Reimbursement	300	
562-527	Medical Examinations	80	
562-528	Professional Expense	<u>80</u>	
	Total Fringe Benefits		12,660
562-530	CONTRACTUAL SERVICES		
562-534	Maintenance	950	
562-539	Other	<u>150</u>	
	Total Contractual Services		1,100
562-540	GENERAL MATERIALS AND SUPPLIES		
562-541	Office	2,200	
562-542	Printing and Duplicating	2,500	
562-543	Service Supplies	500	
562-544	Postage and Freight Out	3,500	
562-546	Publications and Dues	500	
562-547	Advertising	<u>500</u>	
	Total General Materials & Supplies		9,700
562-548.0	PURCHASES FOR RESALE		
562-548.1	Purchases--Books	1,200,000	
562-548.2	Beginning Inventory--Books	250,000	
562-548.3	Ending Inventory--Books	(250,000)	
562-548.4	Purchases--Supplies	285,000	
562-548.5	Beginning Inventory--Supplies	175,000	
562-548.6	Ending Inventory--Supplies	<u>(175,000)</u>	
	Total Purchases for Resale		1,485,000

Bookstore

Expenditures (continued)

562-550	TRAVEL AND MEETING EXPENSE		
562-552	Mileage--Local	150	
562-554	Travel Expense	<u>550</u>	
	Total Travel and Meeting		700
562-560	FIXED CHARGES		
562-561	Rentals	5,000	
562-563	Interest	6,000	
562-564	General Insurance	<u>7,000</u>	
	Total Fixed Charges		18,000
562-570	PLANT UTILITIES		
562-575	Telephone		3,000
562-590	OTHER		
562-594	Financial Charges and Adjust.	6,500	
562-595	Facilities Charges	<u>38,000</u>	
	Total Other		44,500
562-600	PROVISION FOR CONTINGENCY		<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$1,741,770</u>
562-300	FUND EQUITY JUNE 30, 1981		<u>\$ 220,730</u>

PROGRAM STATEMENT

Physical Education Center

MISSION STATEMENT:

The Physical Education Center operation is responsible for facility scheduling, care and maintenance of equipment, safety procedures and facility conditions for the appropriate community use of Building M.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	NA	0.0
Professional/Technical			1.5
Full-Time Instruction			0.0
Part-Time Instruction			0.0
Teaching Associates			0.0
Classified			0.0
TOTAL STAFF			<u>1.5</u>
SALARY COST/STAFF MEMBER			\$16,533
SUPPORT COST/STAFF MEMBER			<u>29,134</u>
TOTAL COST/STAFF MEMBER			<u>\$45,667</u>

PROGRAM FUNCTIONS:

Rentals. Provides facility scheduling and coordinates Building M rentals.

Pool. Ensures safety procedures and appropriate pool conditions for Building M pool operation.

Services. Provides equipment maintenance and issue services for all Building M functions.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81

Physical Education Center

Revenue

563-300	FUND EQUITY, JULY 1, 1980		\$ 5,900
563-450	PUBLIC AND AUXILIARY SERVICES		
563-455	Athletics-Health Club	\$ 4,400	
563-561.1	Facilities Rental	<u>58,700</u>	
	Total		<u>63,100</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$69,000</u>

Expenditures

563-510	SALARIES		
563-512	Professional	\$24,800	
563-518	Students	<u>16,800</u>	
	Total Salaries		\$41,600
563-530	CONTRACTUAL SERVICES		
563-539	Other		10,000
563-540	GENERAL MATERIALS AND SUPPLIES		
563-542	Printing and Duplicating	600	
563-543	Instructional Supplies	<u>4,300</u>	
	Total General Materials and Supplies		4,900
563-590	OTHER		
563-959	Facilities Charges		<u>12,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$68,500</u>
563-300	FUND EQUITY, JUNE 30, 1981		<u>\$ 500</u>

PROGRAM STATEMENT

Intercollegiate Athletics

MISSION STATEMENT:

Intercollegiate athletics provides opportunities for qualified students to participate in a number of sports in contests with their peers at similar institutions organized in a manner that is compatible with philosophies of the College.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	6.5	7.0	7.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	0.0	0.0	0.0
TOTAL STAFF	<u>6.5</u>	<u>7.0</u>	<u>7.0</u>
SALARY COST/STAFF MEMBER	\$ 2,832	\$ 3,109	\$ 3,088
SUPPORT COST/STAFF MEMBER	<u>12,708</u>	<u>11,824</u>	<u>13,795</u>
TOTAL COST/STAFF MEMBER	<u>\$15,540</u>	<u>\$14,933</u>	<u>\$16,883</u>

PROGRAM FUNCTIONS:

To provide the following intercollegiate sports activities, supervised and conducted according to the rules of the North Central Community College Conference and the National Junior College Athletic Association.

- | | |
|------------------|------------------------|
| 1. Baseball | 11. Women's Tennis |
| 2. Basketball | 12. Women's Gymnastics |
| 3. Cross Country | 13. Women's Basketball |
| 4. Football | 14. Women's Volleyball |
| 5. Golf | 15. Women's Softball |
| 6. Track | 16. Women's Track |
| 7. Tennis | 17. Women's Swimming |
| 8. Wrestling | |
| 9. Soccer | |
| 10. Swimming | |

AUXILIARY ENTERPRISES FUND BUDGET

1980-81

Inter-Collegiate Athletics

Revenue

564-300	FUND EQUITY JULY 1, 1980		-0-
564-450	PUBLIC AND AUXILIARY SERVICES		
564-455	Athletics	\$1,500	
564-455.20	Other Revenue	<u>300</u>	
	Total		<u>\$ 1,800</u>
564-490	OTHER REVENUE		
564-498.1	Transfer in from Educational Fund	87,490	
564-498.6	Transfer in from Student Activity Fund	<u>28,900</u>	
	Total		<u>116,390</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$118,190</u>

Expenditures

564-510	SALARIES		
564-512	Professional	\$19,770	
564-514	Instructional--Part-Time	1,850	
564-518	Students	<u>1,500</u>	
	Total Salaries		\$ 23,120
564-530	CONTRACTUAL SERVICES		
564-539	Other		16,000
564-540	GENERAL MATERIALS AND SUPPLIES		
564-542	Printing and Duplicating	800	
564-543	Supplies, Instructional	28,500	
564-546	Publications and Dues	<u>2,130</u>	
	Total General Materials & Supplies		31,430
564-550	TRAVEL AND MEETING EXPENSE		
564-552	Mileage--Local	200	
564-554	Travel Expense	20,900	
564-556	Vehicle Expense	<u>16,000</u>	
	Total Travel & Meeting Expense		37,100
564-560	FIXED CHARGES		
564-564	General Insurance		7,500
564-580	CAPITAL OUTLAY		
564-586	Equipment--Educational		1,740
564-590	OTHER		
564-595	Facilities Charges		<u>1,300</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$118,190</u>
564-300	FUND EQUITY JUNE 30, 1981		<u>-0-</u>

PROGRAM STATEMENT

Child Learning Center

MISSION STATEMENT:

The mission of the Child Learning Center is to provide laboratory and internship training and experience to students enrolled in the Child Development Program; to provide supervised child care to parents from the community and those attending Harper College; and to assist in the development of innovative and exemplary child care.

STAFFING DATA:

	<u>1979-80</u>	<u>1980-81</u>
Administrative	NA	0.0
Professional/Technical		0.0
Full-Time Instruction (FTE)		0.0
Part-Time Instruction (includes Teaching Associates)		2.0
Classified		<u>2.0</u>
TOTAL STAFF		<u>4.0</u>
SALARY COST/STAFF MEMBER		\$8,416
SUPPORT COST/STAFF MEMBER		<u>1,200</u>
TOTAL COST/STAFF MEMBER		<u>\$9,616</u>

PROGRAM FUNCTIONS:

Child Care Service.

Preschool.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81

Child Learning Center

Revenue

565-300	FUND EQUITY JULY 1, 1980		\$ 8,000
565-450	PUBLIC AND AUXILIARY SERVICES		
565-456	Fees		<u>38,800</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$46,800</u>

Expenditures

565-510	SALARIES		
565-515	Teaching Associates	\$17,680	
565-516	Office	<u>15,980</u>	
	Total Salaries		\$33,660
565-520	FRINGE BENEFITS		1,150
565-530	CONTRACTUAL SERVICES--Maintenance		200
565-540	GENERAL MATERIALS AND SUPPLIES		2,650
565-580	CAPITAL OUTLAY--Instructional Equipment		<u>800</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$38,460</u>
565-300	FUND EQUITY JUNE 30, 1981		<u>\$ 8,340</u>

PROGRAM STATEMENT

College Center

MISSION STATEMENT:

The mission of the College Center is to provide facilities and programs for students' leisure time activities.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	1.0	1.0	0.0
TOTAL STAFF	<u>1.0</u>	<u>1.0</u>	<u>0.0</u>
SALARY COST/STAFF MEMBER	\$ 2,800	\$ 3,500	\$ 0.0
SUPPORT COST/STAFF MEMBER	7,700	6,500	0.0
TOTAL COST/STAFF MEMBER	<u>\$10,500</u>	<u>\$10,000</u>	<u>0.0</u>

PROGRAM FUNCTIONS:

Recreational Activities. To provide opportunities for participation and instruction in billiards, chess, bridge, and related activities.

AUXILIARY ENTERPRISES FUND BUDGET
1980-81
College Center

Revenue

566-300	FUND EQUITY JULY 1, 1980	(\$ 1,000)
566-450	PUBLIC AND AUXILIARY SERVICES	
566-456	Game Room Receipts	<u>9,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$ 8,000</u>

Expenditures

566-510	SALARIES	
566-518	Students	\$ 6,250
566-530	CONTRACTUAL SERVICES	1,400
566-540	GENERAL MATERIALS AND SUPPLIES	<u>850</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$ 8,500</u>
566-300	FUND EQUITY JUNE 30, 1981	<u>(\$ 500)</u>

PROGRAM STATEMENT

Office of Continuing Education/Auxiliary Fund

MISSION STATEMENT:

The mission of the Office of Continuing Education in the Auxiliary Fund is to provide educational experiences to those people who are not primarily interested in, or in need of, a traditional college degree. To support this mission, the Office of Continuing Education/Auxiliary Fund identifies the following purposes:

1. Provide continuing professional education such as refresher and recurrent seminars and courses to meet changing professional needs.
2. Provide community development education for public and community service organizations.
3. Provide enriching educational experiences which meet personal and social needs.
4. Provide educational design services which assess specific community and group needs.
5. Provide college entry/transition offerings to the community.
6. Provide experimental programming service to the institution.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	.5	.25	0.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	19.0	17.0	34.43
Classified	<u>6.0</u>	<u>3.0</u>	<u>3.0</u>
TOTAL STAFF	<u>25.5</u>	<u>20.25</u>	<u>33.43</u>
SALARY COST/STAFF MEMBER	\$ 6,078	\$ 5,212	\$ 3,144
SUPPORT COST/STAFF MEMBER	7,865	6,876	6,283
TOTAL COST/STAFF MEMBER	<u>\$13,943</u>	<u>\$12,088</u>	<u>\$ 9,427</u>

PROGRAM FUNCTIONS:

- Center for Community Development Education.
- Center for Material Management.
- Center for Office and Administrative Services.
- Center for Real Estate Education.
- Community Program: Non-reimbursable Offerings.
- Community Services Program.
- Health Care Program: Non-reimbursable Offerings.
- Institute for Management Development.
- Women's Program: Non-reimbursable Offerings.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81

Continuing Education

	<u>567-200</u>	<u>567-500</u>	<u>567-700</u>	<u>567-800</u>	<u>Total</u>
	Health	Women's	Continuing	Community	Auxiliary
	Care	Programs	Education	Serv. Prog.	Fund
567-300 FUND EQUITY, JULY 1, 1980	9,000	0	31,500	17,500	58,000
567-400 REVENUE					
567-440 <u>Intermediate Resources</u>					
567-441.5 Tuition	21,200	24,840	139,200	0	185,240
567-441.6 Seminars	0	0	127,650	0	127,650
567-442 Fees	200	830	6,960	0	7,990
Total	<u>21,400</u>	<u>25,670</u>	<u>273,810</u>	<u>0</u>	<u>320,880</u>
567-500 EXPENDITURES					
567-510 <u>Salaries</u>					
567-512 Professional	0	3,530	16,000	0	19,530
567-514 Instruction--Part-time	3,600	2,000	90,260	1,850	97,710
567-516 Office	0	1,740	8,800	0	10,540
567-518 Students	0	630	4,500	0	5,130
Total Salaries	<u>3,600</u>	<u>7,900</u>	<u>119,560</u>	<u>1,850</u>	<u>132,910</u>
567-520 <u>Fringe Benefits</u>					
567-521 Group Insurance	0	460	2,300	0	2,760
567-525 Tuition Reimbursement	0	0	60	0	60
567-528 Professional Expense	0	20	100	0	120
Total Fringe Benefits	<u>0</u>	<u>480</u>	<u>2,460</u>	<u>0</u>	<u>2,940</u>
567-530 <u>Contractual Services</u>					
567-532 Educational Consultants	3,500	8,200	56,940	6,250	74,890
567-537 Other	0	0	7,500	0	7,500
Total Contractual Services	<u>3,500</u>	<u>8,200</u>	<u>64,440</u>	<u>6,250</u>	<u>82,390</u>

Continuing Education

	<u>567-200</u> Health Care	<u>567-500</u> Women's Programs	<u>567-700</u> Continuing Education	<u>567-800</u> Community Serv.Prog.	<u>Total</u> Auxiliary Fund
567-540	<u>General Materials and Supplies</u>				
567-541	0	90	1,500	700	2,290
567-542	2,500	330	12,690	3,800	19,320
567-543	400	150	12,160	1,600	14,310
567-546	0	0	150	200	350
567-547	0	2,000	20,980	0	22,980
	<u>2,900</u>	<u>2,570</u>	<u>47,480</u>	<u>6,300</u>	<u>59,250</u>
567-550	<u>Travel and Meetings</u>				
567-551	2,500	6,500	23,520	1,000	33,520
567-552	50	0	500	525	1,075
567-554	0	0	0	1,575	1,575
	<u>2,550</u>	<u>6,500</u>	<u>24,020</u>	<u>3,100</u>	<u>36,170</u>
567-580	<u>Capital Outlay</u>				
567-586	100	0	0	0	100
567-590	<u>Other</u>				
567-595	400	0	0	0	400
	<u>13,050</u>	<u>25,650</u>	<u>257,960</u>	<u>17,500</u>	<u>314,160</u>
567-300	17,350	20	47,350	0	64,720

PROGRAM STATEMENT

Community Counseling Center

MISSION STATEMENT:

The objective of the Community Counseling Center is to assist the individual to realize his full potential as a person. The objective is accomplished through vocational and academic testing and counseling, personal counseling, marriage counseling, and family counseling.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	0.3	0.0	0.0
Professional/Technical	2.0	0.5	0.5
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Teaching Associates	0.0	0.0	0.0
Classified	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>3.3</u>	<u>1.5</u>	<u>1.5</u>
SALARY COST/STAFF MEMBER	\$10,546	\$ 9,567	\$ 7,700
SUPPORT COST/STAFF MEMBER	<u>1,092</u>	<u>17,340</u>	<u>18,713</u>
TOTAL COST/STAFF MEMBER	<u>\$11,638</u>	<u>\$26,907</u>	<u>\$26,413</u>

PROGRAM FUNCTIONS:

Vocational Counseling and Testing. To help the individual obtain information about his interests and aptitudes that can assist him to make decisions about vocational choices, career selection, and job training.

Personal Counseling. To work with the individual psychologically and to help him reach a predefined goal or provide assistance in identifying appropriate referral sources.

Educational Counseling and Testing. To assist the individual to assess his abilities, interests, and aptitudes and to use this information to make appropriate educational decisions.

Family Counseling. To provide assistance to families faced with internal conflicts by helping them reach decisions that allow the family to operate as a viable unit.

Marriage Counseling. To provide the opportunity for marriage partners to identify and discuss conflicts in their relationship and to assist them in setting realistic goals for satisfactory solutions.

General Education Development. To provide assistance to adult members of the community who lack a high school diploma meet the requirements of a high school equivalency certificate.

AUXILIARY ENTERPRISES FUND BUDGET
1980-81
Community Counseling Center

Revenue

568-300	FUND EQUITY JULY 1, 1980		(\$15,000)
568-450	PUBLIC AND AUXILIARY SERVICES		
568-456	Counseling Services	\$32,620	
568-456.1	Testing Services	<u>7,130</u>	
	Total Public and Auxiliary Services		<u>39,750</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u><u>\$24,750</u></u>

Expenditures

568-510	SALARIES		
568-512	Professional	\$ 6,140	
568-514	Counselors--Part-time	20,000	
568-516	Office	5,410	
568-518	Students	<u>1,560</u>	
	Total Salaries		\$33,110
568-520	FRINGE BENEFITS		
568-521	Group Insurance		575
568-530	CONTRACTUAL SERVICES		
568-532	Consultants	1,425	
568-537	Consultants--Office Clerical	<u>2,800</u>	
	Total Contractual Services		4,225
568-540	GENERAL MATERIALS AND SUPPLIES		
568-541	Office	140	
568-542	Printing and Duplicating	250	
568-546	Publications and Dues	120	
568-549	Other, Testing Materials	<u>1,000</u>	
	Total General Materials & Supplies		1,510
568-550	TRAVEL AND MEETINGS		
568-551	Meeting Expense--Local	100	
568-552	Mileage--Local	<u>100</u>	
	Total Travel and Meetings		200
568-594	OTHER--Financial Charges and Adj.		<u>50</u>
	TOTAL ACCRUED EXPENDITURES		<u><u>\$39,670</u></u>
568-300	FUND EQUITY JUNE 30, 1981		<u><u>(\$14,920)</u></u>

PROGRAM STATEMENT

Academic Support--Employer-Based Program

MISSION STATEMENT:

The Academic Support--Employer-Based Program objective is to provide educational services to degree-credit and continuing education offerings offered with local industries and community agencies. These services include functions related to needs assessment, program development and liaison.

	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>
<u>STAFFING DATA:</u>			
Administrative	NA	NA	0.0
Professional/Technical			0.0
Full-Time Instruction			0.0
Part-Time Instruction (FTE) (includes Teaching Associates)			3.0
Classified			0.0
TOTAL STAFF			<u>3.0</u>
SALARY COST/STAFF MEMBER			\$ 4,266
SUPPORT COST/STAFF MEMBER			<u>2,833</u>
TOTAL COST/STAFF MEMBER			<u>\$ 7,099</u>

PROGRAM FUNCTIONS:

Liaison Service.

Needs Assessment.

Program Development.

AUXILIARY ENTERPRISES FUND BUDGET

1980-81
Other (569)

	<u>569-000</u> <u>Other</u>	<u>569-700</u> <u>Employee</u> <u>Based</u> <u>Program</u>	<u>Auxiliary</u> <u>Fund</u> <u>Total</u>
<u>Revenue</u>			
569-300 FUND EQUITY, JULY 1, 1980	\$ 15,300	\$ 0	\$ 15,300
569-450 SALES AND SERVICE FEES			
569-456 Service Fees	0	39,750	39,750
TOTAL REVENUE AND FUND BALANCE	<u>\$ 15,300</u>	<u>\$ 39,750</u>	<u>\$ 55,050</u>

Expenditures

SALARIES			
569-510 Salary Increments	\$ 36,000	\$ 0	\$ 36,000
569-514 Instructional--Part-time	0	10,800	10,800
569-516 Office	0	1,000	1,000
569-518 Students	0	1,000	1,000
Total Salaries	<u>36,000</u>	<u>12,800</u>	<u>48,800</u>
CONTRACTUAL SERVICES			
569-542 Consultants	0	5,000	5,000
GENERAL MATERIALS AND SUPPLIES			
569-542 Printing and Duplicating	0	2,500	2,500
TRAVEL AND MEETINGS			
569-551 Meeting Expense	0	500	500
569-552 Mileage-Local	0	500	500
Total Travel and Meetings	<u>0</u>	<u>1,000</u>	<u>1,000</u>
TOTAL ACCRUED EXPENDITURES	<u>\$ 36,000</u>	<u>\$ 21,300</u>	<u>\$ 57,300</u>
569-300 FUND EQUITY, JUNE 30, 1981	<u>(\$ 20,700)</u>	<u>\$ 18,450</u>	<u>(\$ 2,250)</u>

BOND AND INTEREST FUND BUDGET
1980-81

Revenue

400-300	FUND EQUITY JULY 1, 1980			\$ 763,000
400-410	LOCAL RESOURCES			
400-411	Taxes--Current 1980	1,505,510		
400-412	Taxes--Back	<u>3,000</u>		
	Total			1,508,510
400-427	REPLACEMENT OF CORPORATE PERSONAL PROPERTY TAX			197,490
400-470	INTEREST ON INVESTMENTS			
400-471	Treasury Bills		0	
400-472	Certificates of Deposit	85,000		
400-478	Repurchase Agreements	<u>15,000</u>		
	Total			<u>100,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY			<u>\$2,569,000</u>

Expenditures

490-000	GENERAL INSTITUTIONAL EXPENSE			
491-000	Institutional Expense			
491-560	Fixed Charges			
491-563	Interest-Bonds	<u>\$ 62,600</u>		
	Total			\$ 62,600
491-590	Other			
491-594	Financial Chgs. & Adjust.	<u>450</u>		
	Total			<u>450</u>
	Total 1st Bond Issue			<u>\$ 63,050</u>
492-000	Institutional Expense			
492-560	Fixed Charges			
492-563	Interest--Bonds	<u>282,400</u>		
	Total			282,400
492-590	Other			
492-594	Financial Chgs. & Adjust.	<u>850</u>		
	Total			<u>850</u>
	Total 2nd Bond Issue			<u>\$ 283,250</u>
497-000	Non-Operating Expense			
497-560	Fixed Charges			
497-562.1	Debt Princ. Ret. 1st Issue	460,000		
497-562.2	Debt Princ. Ret. 2nd Issue	<u>900,000</u>		
	Total Non-Operating Expense			<u>\$1,360,000</u>
	TOTAL ACCRUED EXPENDITURES			<u>\$1,706,300</u>
400-300	FUND EQUITY, JUNE 30, 1981			<u>\$ 862,700*</u>

*Accrual Basis

SITE AND CONSTRUCTION FUND
September 1966 - June 30, 1981
Project Budget

Revenue

300-000-410	<u>LOCAL GOVERNMENT RESOURCES</u>		
300-000-415.10	Sale of Bonds '66-67 1st Ref. '66	7,428,455	
300-000-415.20	Sale of Bonds '75-76 2nd Ref. '75	6,025,651	
300-000-415.30	Sale of Bonds '76-77 2nd Ref. '75*	<u>3,000,200</u>	
	Total		16,454,306
300-000-420	<u>STATE RESOURCES</u>		
300-000-422.02	Voc. Ed. Grant 1967-68	750,000	
300-000-422.02	Voc. Ed. Partial Grant 1970-71	<u>21,050</u>	
	Total		771,050
300-000-430	<u>FEDERAL RESOURCES</u>		
300-000-431	Title VI 1967-68	61,091	
300-000-433	DHEW Grant		
300-000-433.10	Mov.Equip.--Phase I, 1969-70	242,282	
300-000-433.20	Fix.Equip.--Phase I, 1969-70	430,501	
300-000-433.30	Mov.Equip.--Phase II	<u>72,311</u>	
	Total		806,185
300-000-460	<u>FACILITIES REVENUE</u>		
300-000-461	Rental of Land--Second Site	18,870	
300-000-464	Sale of Well Site 1967-68	<u>4,000</u>	
	Total		22,870
300-000-470	<u>INTEREST ON INVESTMENTS</u>		
300-000-471.10	Treasury Bills, 1st Referendum	158,000	
300-000-471.20	Treasury Bills, 2nd Referendum	77,000	
300-000-472.10	Cert.of Deposit, 1st Referendum	1,713,000	
300-000-472.20	Cert.of Deposit, 2nd Referendum	580,000	
300-000-478.10	Repurchase Agreements, 1st Ref.	9,900	
300-000-478.20	Repurchase Agreements, 2nd Ref.	15,000	
300-000-479.10	Other Invest., 1st Referendum	140,002	
300-000-479.20	Other Invest., 2nd Referendum	<u>795,000</u>	
	Total		3,487,902
300-000-480	<u>NON-GOVT'L. GIFTS, GRANTS, REQUESTS</u>		
300-000-489	Other--Gifts from Stu.Act.Fund	6,000	
300-000-489.01	So. Palatine Little League	3,000	
300-000-489.02	Gift/Stu.Act.Fund for P.E.Equip.	<u>45,000</u>	
	Total		54,000
300-000-490	<u>OTHER REVENUES</u>		
300-000-498	Transfers in from Other Funds		
300-000-498.01	Transfer from Bldg. Maint. Fund for Site, Bldgs. & Equip.	1,370,000	
300-000-498.02	Transfer from Bldg. Maint. Fund for Greenhouse	5,000	
300-000-499.02	Proceeds from Fldhse. Fire Loss	356,736	
300-000-499.03	Proceeds from Instr.Equip. Loss	24,925	
300-000-499.04	Proceeds from Bldg. & Maint. Equipment Loss	42,935	
300-000-499.05	Proceeds for Bldg. Demolition	9,500	
300-000-499.06	Proceeds for Ath. Equip. Loss	46,600	
300-000-499.07	Proceeds for Other Equip. & Supplies	<u>26,105</u>	
	Total		<u>1,881,801</u>
	TOTAL SITE & CONSTRUCTION FUND REVENUE		<u>\$23,478,114</u>

*\$3,000,000 authorized by 1975 referendum unissued to date.

SITE AND CONSTRUCTION FUND
September 1966 - June 30, 1981
Project Budget

Expenditures

390-000-000	GENERAL INSTITUTIONAL EXPENSE		
391-000-000	<u>FIRST BOND ISSUE 1966</u>		
391-100-000	Phase I (A and B)		
391-100-530	Contractual Services		
391-100-532	Consultants (A.D.L.Study)	53,711	
391-100-533	Architectural Services		
391-100-533.1	Design & Develop.Phase	279,796	
391-100-533.2	Construction Document	290,400	
391-100-533.3	Bid Phase	20,707	
391-100-533.4	Interiors	14,746	
391-100-533.5	Plans	19,340	
391-100-533.6	Model	1,976	
391-100-533.9	Other	116	
	Total	627,081	
391-100-537.0	Legal Counsel	20,215	
391-100-539.0	Other Serv.(Financial)	2,600	
	Tot.Contr.Services 1967-1970	703,607	
391-100-560	Fixed Charges		
391-100-569.10	Other Fixed Charges--Treas.Bond	4,000	
391-100-569.9	Other Fixed Charges	50	
	Total Fixed Charges	4,050	
391-100-580	Capital Outlay		
391-100-581	Site Acquisition		
391-100-581.10	Land Cost 1966-67	1,425,390	
391-100-581.20	Real Estate Taxes	14,010	
391-100-581.30	Rev.Stamps & Title Policies	6,970	
391-100-581.40	Appraisals	6,792	
	Total	1,453,162	
391-100-583	New Buildings		
391-100-583.10	Construction Payout to IBA 1968-69	2,557,470	
391-100-583.20	Add'l. Lighting	1,500	
	Total	2,558,970	
391-100-587.0	Instr.Equip.--Reimb.		
391-100-587.30	Move.Equip.--DHEW	262,785	
391-100-587.40	Fix.Equip.--DHEW	412,723	
391-100-587.50	Fix.Equip.--A.V.	72,855	
391-100-587.60	Art.Work--DHEW	17,345	
	Total	765,708	
	Total Capital Outlay	4,777,840	
	TOTAL PHASE I	\$5,485,497	

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

391-200-000	<u>PHASE II (A) (Building P)</u>		
391-200-530	Contractual Services		
391-200-533	Architectural Fees	<u>114,005</u>	
	Total		114,005
391-200-581	Site Acquisition		
391-200-581.30	Title Policies	<u>220</u>	
	Total		220
391-200-586	Equipment--Non-reimbursable		
391-200-586.50	Moveable Equipment	<u>100,860</u>	
	Total		100,860
391-200-587	Equipment--Reimbursable		
391-200-587.0	DHEW Moveable Equipment	<u>85,825</u>	
	Total		85,825
391-200-583.10	Construction Payout to IBA		<u>474,929</u>
	TOTAL PHASE II (A)		<u>\$ 775,839</u>
391-250-000	<u>PHASE II (B) (Buildings G & H)</u>		
391-250-530	Contractual Services		
391-250-533	Architectural Fees	<u>242,703</u>	
	Total		242,703
391-250-583	New Buildings		
391-250-583.10	Construction Payout to IBA	<u>786,147</u>	
	Total		786,147
391-250-586	Instruct. Equip. Mov. Non-reimb.	230,340	
391-250-587	Instruct. Equip. Mov. Reimb.	6,470	
391-250-588	Service Equipment	<u>22,963</u>	
	Total		<u>259,773</u>
	TOTAL PHASE II (B)		<u>\$1,288,623</u>
391-270-000	<u>OTHER EXPENDITURES--CONSTRUCTION</u>		
391-271-000	Other Expenditures--"U" Bldg.		
391-271-530	Contractual Services		
391-271-533	Architectural Fees	18,525	
391-271-583	Capital Outlay--New Buildings		
391-271-583.0	"U" Building	<u>193,547</u>	
	Total		212,072

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

91-270-000	<u>OTHER EXPENDITURES--CONSTRUCTION (cont.)</u>		
91-272-000	Other Construction--"V" Bldg.		
91-272-530	Contractual Services		
91-272-533	Architectural Fees	5,570	
91-272-580	Capital Outlay		
91-272-583.0	New Buildings	<u>181,900</u>	
	Total		187,470
91-273-000	Other Construction--"T" Bldg.		
91-273-580	Capital Outlay		
91-273-584	Building Remodeling		
91-273-584.2	Art	<u>8,250</u>	
	Total		8,250
91-274-000	Other Construction S.W. Corner		
91-274-582	Site Improvements		
91-274-582.10	Phys. Ed. Facilities	<u>352,830</u>	
	Total		352,830
91-275-000	Other Construct.--Tennis & Track		
91-275-582	Site Improvements		
91-275-582.00	P.E.--Tennis & Track (1970-71)	<u>130,870</u>	
	Total		130,870
91-276-000	Other Construct.--"V" Bldg.,		
	Greenhouse		
91-276-583.10	New Bldgs. 1975-76	<u>27,030</u>	
	Total		27,030
91-277-000	Other Construction "A" Bldg.		
91-277-584.00	Building Remodeling		
91-277-584.10	Replace Fallen Spandrel 1979-80	116,800	
91-277-584.20	Replace Roof 1979-80	<u>180,000</u>	
	Total		<u>296,800</u>
	TOTAL OTHER EXPENDITURES--CONSTRUCTION		<u>\$1,215,322</u>
91-300-000	<u>BUILDING "I"</u>		
91-300-530	Contractual Services		
91-300-533	Architectural Fees	<u>53,770</u>	
	Total		53,770
91-300-583	New Buildings		
91-300-583.10	Construction Payout to CDB	<u>615,553</u>	
	Total		615,553
91-300-586	Instructional Equipment		
91-300-586.10	Data Processing 1979-80	215,000	
91-300-586.20	Other Equipment 1979-80	<u>100,000</u>	
	Total		<u>315,000</u>
	TOTAL BUILDING "I"		<u>\$ 984,323</u>

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

391-700-000	<u>SECOND SITE</u>		
391-700-585	Office Equipment		
391-700-585.00	Office Equip. 1975-76	<u>4,021</u>	
	Total		4,021
391-700-586	Instructional Equipment		
391-700-586.00	Instruct. Equip. 1975-76	<u>30,786</u>	
	Total		<u>30,786</u>
	TOTAL SECOND SITE		<u>\$ 34,807</u>
391-900-000	<u>OTHER EXPENDITURES</u>		
391-900-530	Contractual Services		
391-900-532	Consultants--Master Plan	<u>44,400</u>	
	Total		44,400
391-900-581.0	Site Acquisition		
391-900-581.20	Site Appraisal, Site Eval. 1973-75	7,026	
391-900-581.40	Site Appraisal, Population Study, 2nd Campus, 1972-74	<u>18,581</u>	
	Total		25,607
391-900-585.0	Office Equipment		
391-900-585.20	Micro.Fische Equip. 1975-76	<u>12,448</u>	
	Total		12,448
391-900-586.0	Instructional Equipment		
391-900-586.10	LRC Security System 1975-76	<u>23,524</u>	
	Total		23,524
391-900-587.0	Instructional Equip.--Reimb. Title VI 1976-78	<u>60,423</u>	
	Total		60,423
391-900-587.20	Instr. Equip. Voc/Tech. Reimb. '67-70		
391-911-587.21	Business	40,383	
391-911-587.21	Data Processing	70,296	
391-918-587.24	Law Enforcement	4,982	
391-912-587.23	Electronics	185,200	
391-914-587.23	Mechanical Design	145,054	
391-915-587.23	Numerical Control	167,033	
391-917-587.25	Fashion Design	5,106	
391-913-587.28	Nursing	1,930	
391-914-587.27	Practical Nursing	1,939	
391-916-587.27	Dental Hygiene	<u>99,943</u>	
	Total		721,866

SITE AND CONSTRUCTION FUND

Project Budget

Expenditures (cont.)

891-000-000	<u>OTHER EXPENDITURES (cont.)</u>		
891-900-582.00	Site Improve.--Special Projects		
891-900-582.01	Dredge College Lake ('76-77)	96,340	
891-900-582.10	General Improvements	74,780	
891-900-582.20	Water Connection	4,000	
891-900-582.30	Remedial Work	25,468	
891-900-582.40	Parking Gates	4,970	
891-900-582.40	Add'l. S.W. Corner (Ath.Field)	10,859	
891-900-582.60	Add'l. Outside Lighting	38,300	
891-900-582.70	Special Projects		
891-900-582.72	Irrig.S.W.Cor.'72-73	35,171	
891-900-582.73	Irrig.Syst.'76-77	8,625	
891-900-582.76	Entrance Sign	7,380	
891-900-582.77	Guardrail over Dam	5,460	
891-900-582.78	Softball Diamond '74-75	2,867	
891-900-582.79	Entrance Sign '74-75	<u>6,730</u>	
	Total Special Projects	<u>66,233</u>	
	Total		320,950
891-900-584	Building Remodeling		
891-900-584.01	Exterior Brick, Bldg.V '76-77	37,312	
891-900-584.10	Building Remodeling '75-76		
	Bldg. A & C Alarm System	0	
891-900-584.20	Building Remodeling '75-76		
	Tile Bldgs. C & D	0	
891-900-584.30	Campus Signage	<u>16,000</u>	
	Total		<u>53,312</u>
	TOTAL OTHER EXPENDITURES		<u>\$1,262,530</u>

891-990-000	<u>OTHER EXPENDITURES--FIRE LOSS</u>		
891-990-589	Capital Outlay--Other		
891-990-589.03	Fire Loss--Instruct. P.E. Equip.	41,000	
891-990-589.04	Fire Loss--Other Instruct.Equip.	27,000	
891-990-589.05	Fire Loss--Office Equip.	4,000	
891-990-589.06	Fire Loss--Other Equip.	<u>59,948</u>	
	TOTAL OTHER EXPENDITURES--FIRE LOSS		<u>\$ 131,948</u>

891-999-000	<u>OTHER EXPENDITURES--TRANSFERS TO OTHER FUNDS</u>		
891-999-598	Transfer to Operations, Building and Maintenance Fund 1979-80		<u>1,801,988</u>
	TOTAL OTHER EXPENDITURES--TRANSFERS		<u>\$1,801,988</u>
	TOTAL ALL OTHER EXPENDITURES		<u>\$3,196,466</u>

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

392-000-000	<u>SECOND BOND REFERENDUM 1976</u>		
392-600-000	<u>PALATINE CAMPUS</u>		
392-600-530	Contractual Services		
392-600-533	Consultants--Stoplight	<u>7,960</u>	
	Total		7,960
392-600-560	Fixed Charges		
392-600-569	Other--Treasurer's Bond	<u>1,000</u>	
	Total		1,000
392-601-580	Capital Outlay		
392-601-582	Site Improvements		
392-601-582.01	Stoplight	48,033	
	Total	<u>48,033</u>	48,033
392-601-582.20	Site Improve.--Physical Ed.		
392-601-582.21	Electric Service	16,730	
392-601-582.22	Press Box	6,500	
392-601-582.23	Public Address System	2,804	
392-601-582.24	Scoreboard & Flagpole	5,459	
392-601-582.25	Moveable Bleachers	5,986	
392-601-582.26	Benches	762	
392-601-582.27	Windscreen	2,656	
392-601-582.28	Bumpboards	1,450	
392-601-582.29	Tennis Courts (2)	15,995	
392-601-582.30	Concession Stand	<u>0</u>	
	Total		58,342
392-601-583.00	New Buildings & Additions		
392-601-583.01	Third Heat. Boiler '77-78	<u>204,500</u>	
	Total		204,500
392-601-584.0	Building Remodeling		
392-601-584.10	Tile Floors--"D" Building	0	
392-601-584.20	Install Gutters--"D" & "P" Bldgs.	0	
392-601-584.30	"D" Bldg. Elev. for Handicapped	22,560	
392-601-584.40	Roof Repairs '79-80	92,590	
392-601-584.50	Environmental Control System	180,000	
392-601-584.55	Chiller Controls	36,000	
392-601-584.60	Seal Tennis Cts., Repair Posts	17,440	
392-601-584.65	Resurface Parking Lot #1	78,620	
	Total	<u>427,210</u>	427,210
392-601-586.0	Instructional Equipment		
392-601-586.10	Color TV Conv.--Phase I	<u>77,734</u>	
	Total		<u>77,734</u>
			<u>\$ 824,779</u>

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

392-000-000	<u>SECOND BOND REFERENDUM 1976 (cont.)</u>		
392-600-000	<u>Palatine Campus (cont.)</u>		
392-604-000	<u>BUILDING "J"</u>		
392-604-530	Contractual Services		
392-604-533	Architectural Fees	<u>5,100</u>	
	Total		5,100
392-604-583	New Buildings		
392-604-583.10	Construct.Payout to CDB	<u>624,970</u>	
	Total		624,970
392-604-586	Instructional Equipment	<u>153,830</u>	
	Total		<u>153,830</u>
	TOTAL BUILDING "J"		<u>\$ 783,900</u>
392-610-000	<u>BUILDING "M"</u>		
392-610-530	Contractual Services		
392-610-533	Architectural Services	<u>13,902</u>	
392-610-539	Total		13,902
392-610-580	Capital Outlay		
392-610-583	New Buildings		
392-610-583.10	Payment to CDB	<u>5,670,702</u>	
	Total		5,670,702
392-610-587	Instructional Equipment		
392-610-587.10	Referendum Funded	202,223	
392-610-587.30	Student Funded	<u>45,000</u>	
	Total		<u>247,223</u>
	TOTAL BUILDING "M"		<u>\$5,931,827</u>
392-620-000	<u>GREENHOUSE #2 (1980-81)</u>		
392-620-580	Capital Outlay		
392-620-583	New Buildings	<u>80,090</u>	
	Total		<u>\$ 80,090</u>
392-660-000	<u>CAPITAL OUTLAY FOR 1979-80 BUILDING CONSTRUCTION</u>		
392-660-580	Capital Outlay-Instructional Equipment (1980-81)		
392-661-586	Data Processing Equipment	9,000	
392-662-586.10	Secretarial Science Equipment	9,000	
392-662-586.20	Secretarial Science Equipment	3,800	
392-663-586	Instructional Computing Equipment	6,600	
392-664-586	Mechanical Engineering Equipment	1,200	
392-665-586	Fire Sciences Equipment Equipment	<u>4,000</u>	
	Total		\$ 33,600
392-670-580	<u>Capital Outlay Audio-Visual Equipment (1980-81)</u>		
392-671-586	Lecture Hall Improvements	50,000	
392-672-586	A.V. Equipment for Lecture Hall	23,000	
392-673-586	A.V. Equipment for Bldgs. I, J, & M	41,115	

SITE AND CONSTRUCTION FUND
Project Budget

Expenditures (cont.)

392-680-580	<u>Capital Outlay-Office Equipment</u>		
392-681-585	Business, Social Science Division	\$ 2,680	
392-682-585	Student Services	<u>500</u>	
			\$ 3,180
392-690-580	<u>Capital Outlay-Service Equipment</u>		
392-691-588	Custodial	4,000	
392-692-588	Roads and Grounds	5,600	
392-693-588	Public Safety	2,700	
392-694-588	Receiving and Transportation	13,500	
392-695-588	Utilities	<u>7,800</u>	
			\$ 33,600
			<u>\$ 184,495</u>
	Total		
392-800-000	<u>SECOND SITE</u>		
392-800-530	Contractual Services		
392-800-533	Architectural Fees	100	
392-800-536	Legal Services	9,000	
392-800-539	Financial Services	<u>19,518</u>	
	Total		28,618
392-800-540	Materials and Supplies		
392-800-542	Printing	<u>2,893</u>	
	Total		2,893
392-800-560	Fixed Charges		
392-800-569	Other Fixed Charges	<u>3,000</u>	
	Total		3,000
392-800-580	Capital Outlay		
392-800-581	Site Acquisition		
392-800-581.1	Land Cost	2,106,000	
392-800-581.2	Real Estate Taxes	7,085	
392-800-581.3	Rev. Stamps & Title Policy	<u>530</u>	
	Total		2,113,615
392-800-582.01	Site Improvements		
392-800-582.01	Perimeter Sidewalk '77-'78	<u>14,000</u>	
	Total		<u>14,000</u>
	TOTAL SECOND SITE		<u>\$2,162,126</u>
399-000-000	<u>UNALLOCATED FUNDS</u>		
399-000-580	Funds Available for Construction	<u>530,020</u>	
	TOTAL UNALLOCATED FUNDS		<u>\$ 530,020</u>
	TOTAL SITE AND CONSTRUCTION FUND EXPENDITURES		<u>\$23,478,114</u>