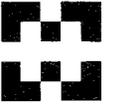


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William Rainey Harper College



***Program  
Budget  
1981-82***

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WILLIAM RAINEY HARPER COLLEGE

PROGRAM BUDGET 1981-82

BOARD OF TRUSTEES

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

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Dr. David L. Williams, Vice President of Academic Affairs  
Mr. Peter R. Bakas, Vice President of Administrative Services  
Mr. Donn B. Stansbury, Vice President of Student Affairs  
Mr. Anton A. Dolejs, Director of Finance

July, 1981

## COLLEGE BUDGET FOR 1981-82 FISCAL YEAR

The proposed budget for the 1981-82 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.

Enrollment for the 1981-82 academic year is projected to increase from 7800 to 7844 full time equivalent students. Contingency funds have been provided and will be used should enrollments exceed the planning assumption.

The following information should be noted in a review of the 1981-82 College budget:

1. It is anticipated that for 1980-81 fiscal year, revenues will exceed expenses by approximately \$350,000 in the Operating Fund.

This excess was the result of an increase in enrollments, a greater increase in tax revenue than anticipated and favorable interest earnings on investments.

2. The new state funding formula will again result in deferment of state apportionment revenue for increases in enrollment over the past two years. This deferred revenue is estimated to be \$793,000.
3. This budget addresses the problem of the aging plant and equipment at Harper College. Site and building repairs totaling \$2.1 million have been budgeted and an additional \$244,500 was added to the instructional equipment budget for modernization.
4. Largely as a result of the above, Harper College will be using over \$2.6 million of its accumulated operating fund balances in the current budget year.
5. A decrease in enrollment is conservatively estimated for each succeeding year. This will contribute to a decline in future fund balances.
6. Tuition has been increased by \$3.00 per credit hour effective July 1, 1981, partially to fund instructional equipment needs and partially to offset increased costs.

7. The amount of revenue to be generated from 1980 taxes is unavailable at this time, making financial planning difficult.

This budget plan has been prepared to provide the Board and staff with detailed information on the financial resources supporting the educational commitments of Harper College.

James J. McGrath  
President

Budget Committee of the Whole

Brian M. Barch, Chairman  
Joan M. Klussmann, Vice Chairman  
Janet W. Bone, Secretary  
George F. Dasher  
Ray V. Mills  
Shirley A. Munson  
David R. Tomchek  
John R. Malkowski, Student Representative  
Anton A. Dolejs, Director of Finance

## PROGRAM BUDGET

1981-82

### 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.

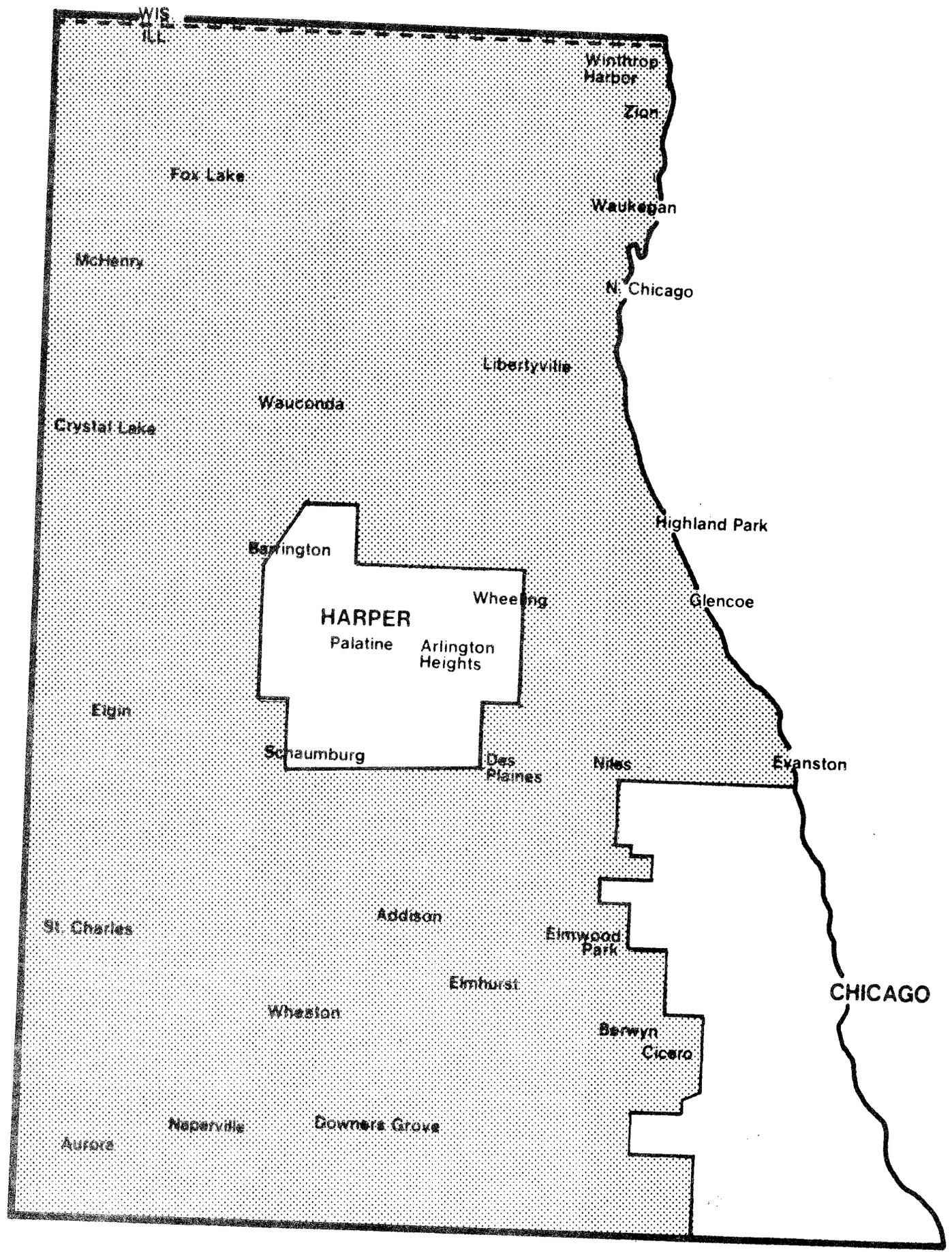
#### Financial Plan

This section covers the financial plan of operation for various funds, the source of district monies in the Operational Funds, 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.

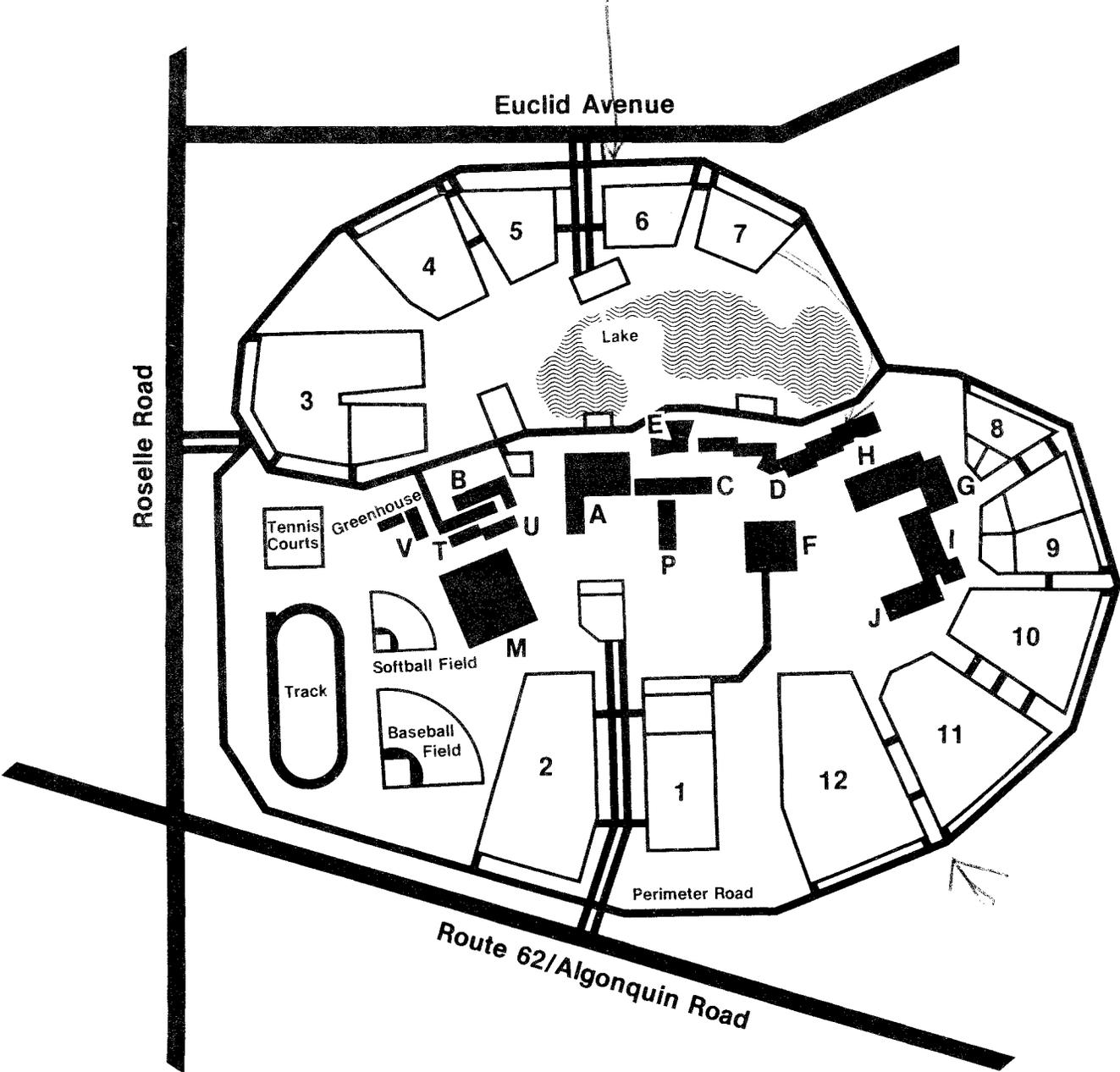
#### Operating Budget

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, (Operations, Building and Maintenance Fund, Restricted).

# METROPOLITAN LOCATION OF WILLIAM RAINY 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**

Student Parking Lots 1-7,  
9-12

# Legal Basis

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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,

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"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 Tort Liability Insurance  
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 Worker's Compensation and  
Occupational Diseases Insurance 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 Unemployment Insurance  
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 Financial Audit purposes  
on the equalized assessed value of the tax property of this  
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.

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) (1966-1980)

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--Operating Fund--  
(Educational and Operations, Building and Maintenance Funds Combined)

A. Local Resources

Harper College will obtain 26.3% of its income from real estate taxes. The present tax rates per \$100 of equalized assessed valuation are 11¢ for the Educational Fund and 4¢ for the Operations, Building and Maintenance Fund.

The following table shows an analysis of current (1979) tax rates by fund and/or levy:

	Present Average Tax Rates	Present Maximum Tax Rate	Maximum Tax Rate	
			Single Referendum	Statutory Maximum
Educational	.103	.11	.125	.75
Operations, Building and Maintenance	.037	.04	.05	.10
Bond and Interest	.060	None*	N.A.	N.A.*
Tort Liability Insurance	.002	None	N.A.	N.A.
Workmen's Compensation Insurance	.002	None	N.A.	N.A.
Deficiency (Cook County)	.005	None	N.A.	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 26.7% of its income from student tuition. Resident tuition is \$22.00 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 .6% of its income from chargebacks to community colleges and high schools for courses not offered in these districts. As community colleges have now annexed all of the area northeast of the district, this source of revenue has declined significantly.

3. Harper College obtains 2.1% 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 2.7% of its income from miscellaneous sources, such as interest on investments.

C. Replacement of Personal Property Taxes

Harper College obtains 1.2% of its income from a new tax which was established to replace the corporate personal property tax, eliminated by statute.

D. State Resources

1. Harper College obtains 25.3% of its income from state aid. The Governor's allocation formula was used in the preparation of this estimate.
2. Harper College obtains 1.5% 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 .2% of its income from various state grants to support Adult Basic Education.

E. Federal Resources

Harper College obtains certain Federal funds through the State of Illinois. Represented by this category are Board of Vocational Education and Rehabilitation, .7%, and Adult Basic Education, .4%.

F. Fund Balance

It is estimated that Harper College will use part of its accumulated fund balance in 1981-82, amounting to 12.3% of total revenue.

G. Referendum

When the college district reaches the point where more revenue is needed to maintain the educational program the Board of Trustees decides whether to take a proposal to the citizens of the district for a tax rate increase. A resolution for an increase in tax rate must first be passed by the Board of Trustees sixty days before a regular election date. The resolution must then be certified and tendered to the County Clerk 55 days before the election (any of the five regularly scheduled elections). The people then 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 until the next of the scheduled elections before a tax referendum can be put on the ballot.

The following table shows the percentage income by source for 1974-86:

H. PERCENTAGE ANALYSIS OF INCOME CATEGORIES \*  
Operating Fund Budget  
1974-1986

	<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>	<u>1984-85</u>	<u>1985-86</u>
Taxes	32.0%	27.3%	28.2%	30.1%	33.5%	31.1%	30.6%	26.3%	30.4%	29.8%	30.5%	31.0%
Transfer (to)/from Site & Const. Fund	(3.7)	(3.1)	(2.8)	0	0	13.1	0	0	0	0	0	0
Chargebacks	3.5	4.0	3.6	2.7	1.8	1.3	0.9	0.6	0.7	0.6	0.5	0.4
Replacement Taxes	0	0	0	0	0	1.2	1.7	1.2	1.4	1.4	1.4	1.4
State Apportionment	36.0	32.4	32.6	32.3	33.3	35.2	29.4	25.3	33.0	32.3	29.0	28.1
Board of Voc. Ed.	2.9	1.7	3.0	2.2	2.5	2.8	2.8	2.2	2.0	1.9	1.8	1.7
Adult Basic Ed.	0	0	0.6	0.7	1.3	0.7	0.9	0.6	0.8	0.7	0.7	0.6
Tuition	28.2	28.3	26.6	26.2	29.0	30.0	29.2	26.7	26.6	24.3	23.1	22.0
Student Fees	2.4	2.2	2.0	2.3	2.3	2.5	2.6	2.1	2.1	1.9	1.7	1.6
Interest	2.4	1.4	0.8	0.7	1.6	4.6	5.1	2.6	2.4	1.7	0.7	0.3
Misc. Sources	0.4	0.2	0.3	0.3	0.4	0.2	0.8	0.1	0.1	0.1	0.1	0.1
Fund Balance	<u>(4.1)</u>	<u>5.6</u>	<u>5.1</u>	<u>2.5</u>	<u>(5.7)</u>	<u>(22.7)</u>	<u>(4.0)</u>	<u>12.3</u>	<u>0.5</u>	<u>5.3</u>	<u>10.5</u>	<u>12.8</u>
TOTAL	<u>100%</u>											

\*Accrual Basis

### III. Tax Base

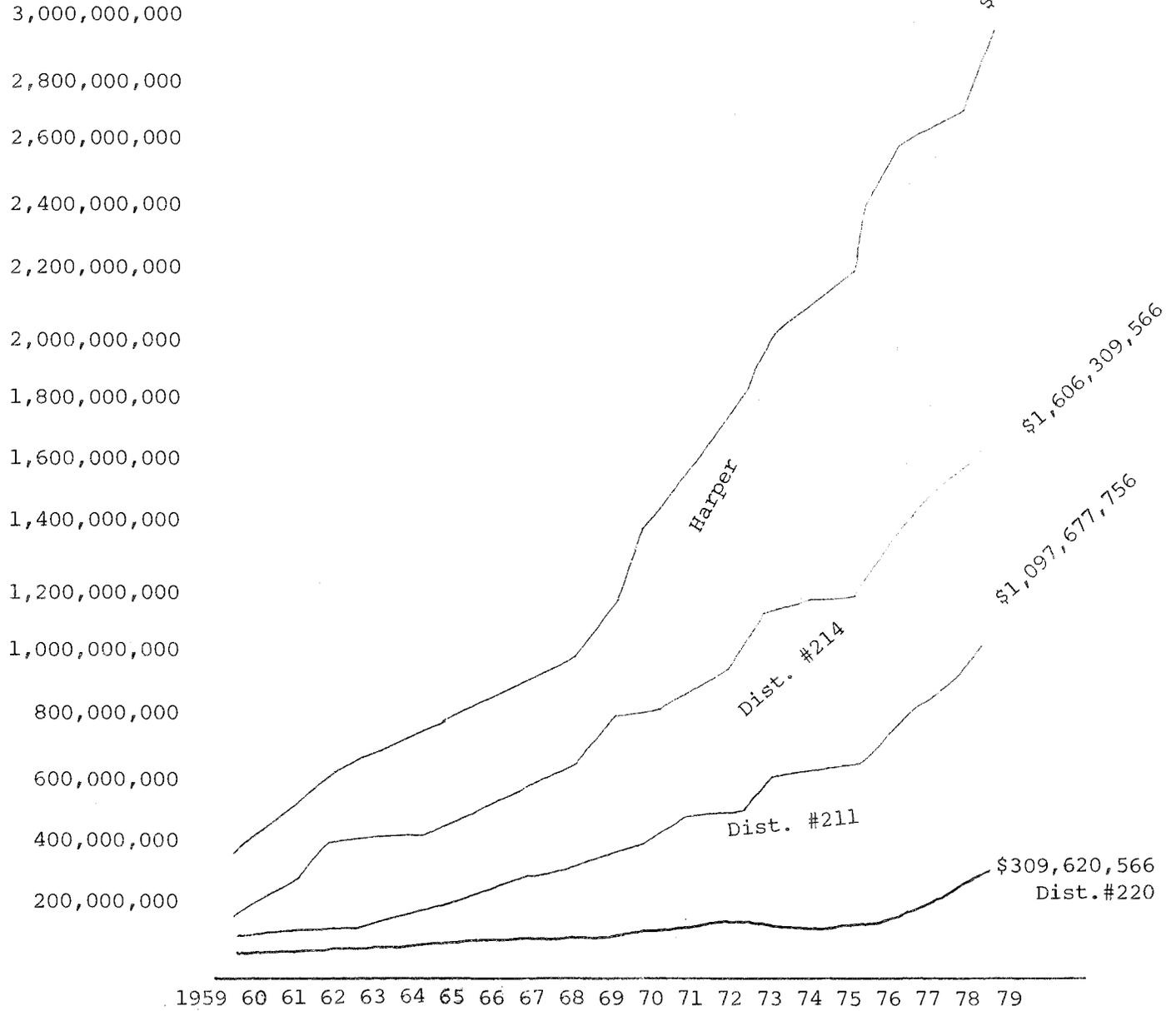
The Harper College tax base is expanding. While the numbers seem large, a 100 million dollar increase provides about \$100,000 of additional revenue in the Educational Fund. In comparison to other school districts within the college district, Harper College obtains substantially less tax income on a percentage basis of total income than other districts. For instance, in the past year a local high school district collected about 27¢ of every tax dollar while Harper collected less than 2½¢. In addition, tuition and state aid 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 - 1979

Dollars of  
Assessed Valuation



Cook County 1980 Equalized Assessed Valuation not available.

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

Levy <sup>(1)</sup> Year	County	Real Estate	Personal <sup>(2)</sup> Property	Railroad	Total <sup>(3)</sup>
1965	Cook				<u>\$ 713,352,907</u>
1966	Cook				<u>785,981,588</u>
1967 <sup>(1)</sup>	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	299,578,272	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	125,818,663	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	2,783,418,731	0	462,649	2,783,881,380
	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>2,996,380,124</u>	<u>0</u>	<u>490,205</u>	<u>2,996,870,329</u>
1980	Cook	3,015,859,743*	0	470,000*	3,016,329,743*
	McHenry	23,228,524	0	83	23,228,607
	Kane	16,128,261	(4) 0	0	16,128,261
	Lake	210,872,359	0	29,688	210,902,047
		<u>3,266,088,887*</u>	<u>0</u>	<u>499,771*</u>	<u>3,266,588,658*</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.
- (4) Corporate personal property taxes were eliminated effective with 1979 taxes. A replacement tax is recorded as revenue as a separate item. (Account 427).

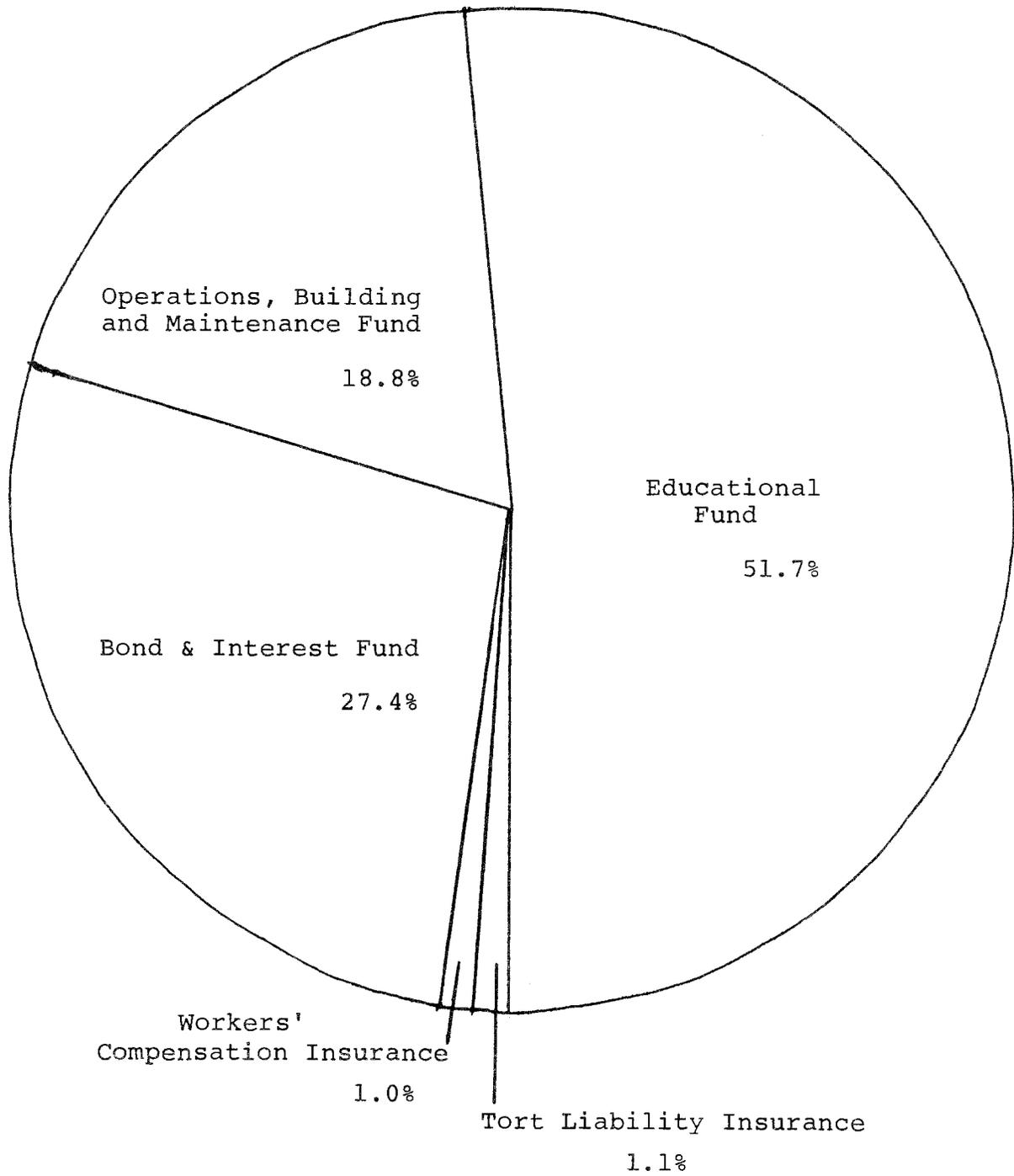
C. Harper College Equalized Assessed Valuation by County:

Levy <sup>(1)</sup> Year	<u>Cook</u>	<u>Kane</u>	<u>Lake</u>	<u>McHenry</u>	<u>Total</u> <sup>(2)</sup>
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	2,783,881,380	13,732,046	180,378,734	18,878,169	2,996,870,329
1980	N.A.	16,128,261	210,902,047	23,228,607	N.A.

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

(2) Harper College completely covers districts #211, #214, and #220 (formerly #224).

D. Distribution of College District 512's Share of One Tax Dollar  
1979 Levy



IV. Long-Range Financial Plan

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

8'18  
8841  
6841  
-----  
2,077

8'18  
8848  
6841  
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EDUCATIONAL FUND  
 Long-Range Financial Plan  
 Estimated Accrued Revenue and Expenditures  
 1977-1986

	1977-78 <sup>1</sup>	1978-79 <sup>1</sup>	1979-80 <sup>1</sup>	1980-81 <sup>2</sup>	1981-82 <sup>3</sup>	1982-83 <sup>2</sup>	1983-84 <sup>2</sup>	1984-85 <sup>2</sup>	1985-86 <sup>2</sup>
Taxes	2,869,300	3,099,000	3,088,000	3,654,500	4,009,400	4,250,000	4,505,000	4,910,400	5,352,400
Chargebacks	345,500	224,000	186,000	145,000	137,300	130,000	120,000	110,000	100,000
Pers. Prop. Repl. Tax	0	0	120,000	202,900	186,000	197,100	209,000	221,500	234,800
State Apportionment	4,202,300	4,195,000	4,860,848	4,932,800	5,397,900	6,467,800	6,829,000	6,553,200	6,811,000
Less Bldg. Fund	<u>(1,450,000)</u>	<u>(1,300,000)</u>	<u>( 574,648)</u>	<u>(1,750,000)</u>	<u>(2,500,000)</u>	<u>(2,400,000)</u>	<u>(2,500,000)</u>	<u>(2,600,000)</u>	<u>(2,800,000)</u>
	2,752,300	2,895,000	4,286,200	3,182,800	2,897,900	4,067,800	4,329,000	3,953,200	4,011,000
Board of Voc. Ed.	281,100	320,000	381,000	470,000	470,000	400,000	400,000	400,000	400,000
Adult Basic Ed.	90,700	162,000	91,200	150,000	120,000	150,000	150,000	150,000	150,000
Tuition-Students	3,400,000	3,660,000	4,142,400	4,890,600	5,694,700	5,204,700	5,152,400	5,231,800	5,334,900
Fees-Students	247,700	233,000	270,600	350,000	351,000	320,800	317,600	308,500	301,400
Sales and Service Fees	16,100	12,000	14,600	14,000	14,000	14,000	14,000	14,000	14,000
Interest on Investments	74,000	150,000	382,300	610,000	407,000	402,000	298,000	96,000	10,000
Other Revenue	17,100	10,000	18,500	70,000	3,000	3,000	3,000	3,000	3,000
TOTAL CURRENT YEAR REVENUE	10,093,800	10,765,000	12,980,800	13,739,800	14,290,300	15,139,400	15,498,000	15,398,400	15,911,500
Fund Bal. Beginning	2,639,100	2,047,000	2,572,000	4,581,500	5,221,300	4,441,900	4,298,400	3,168,100	817,000
Less Expenditures	<u>10,685,900</u>	<u>10,240,000</u>	<u>10,971,300</u>	<u>13,100,000</u>	<u>15,069,700</u>	<u>15,282,900</u>	<u>16,628,300</u>	<u>17,749,500</u>	<u>19,069,600</u>
Fund Bal. Ending	<u>2,047,000</u>	<u>2,572,000</u>	<u>4,581,500</u>	<u>5,221,300</u>	<u>4,441,900</u>	<u>4,298,400</u>	<u>3,168,100</u>	<u>817,000</u>	<u>(2,341,100)</u>
Cost Per Student:									
Operating	1,549	1,557	1,585	1,653	1,870	2,113	2,324	2,556	2,812
Capital Outlay	13	7	19	26	51	19	19	19	19
Total	<u>1,562</u>	<u>1,564</u>	<u>1,604</u>	<u>1,679</u>	<u>1,921</u>	<u>2,132</u>	<u>2,343</u>	<u>2,575</u>	<u>2,831</u>
FTE Enrollment	<u>6,841</u>	<u>6,549</u>	<u>6,839</u>	<u>7,800</u>	<u>7,844</u>	<u>7,169</u>	<u>7,097</u>	<u>6,893</u>	<u>6,736</u>
Total Cost Per Student <sup>4</sup>	<u>1,900</u>	<u>1,925</u>	<u>2,018</u>	<u>2,146</u>	<u>2,722</u>	<u>2,731</u>	<u>2,982</u>	<u>3,276</u>	<u>3,592</u>
(1) Actual (2) Estimated (3) Budget (4) Including Building Fund									

8000  
/

OPERATING FUND  
Long-Range Financial Plan

Estimated Accrued Revenue and Expenditures  
1977-1986

	<u>1977-78<sup>1</sup></u>	<u>1978-79<sup>1</sup></u>	<u>1979-80<sup>1</sup></u>	<u>1980-81<sup>2</sup></u>	<u>1981-82<sup>3</sup></u>	<u>1982-83<sup>2</sup></u>	<u>1983-84<sup>2</sup></u>	<u>1984-85<sup>2</sup></u>	<u>1985-86<sup>2</sup></u>
Taxes	3,917,900	4,220,500	4,295,000	5,121,200	5,619,100	5,956,300	6,313,700	6,881,800	7,501,300
Transfer (to)/from Site & Construction Fund	<u>0</u>	<u>0</u>	<u>1,801,988</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	3,917,900	4,220,500	6,096,988	5,121,200	5,619,100	5,956,300	6,313,700	6,881,800	7,501,300
Chargebacks	345,500	224,000	186,000	145,000	137,300	130,000	120,000	110,000	100,000
Personal Property Replacement Tax	0	0	163,600	283,900	261,000	276,600	293,300	310,800	329,500
State Apportionment	4,202,300	4,195,000	4,860,848	4,932,800	5,397,900	6,467,800	6,829,000	6,553,200	6,811,000
Board of Voc. Ed.	281,100	320,000	381,000	470,000	470,000	400,000	400,000	400,000	400,000
Adult Basic Ed.	90,700	162,000	91,200	150,000	120,000	150,000	150,000	150,000	150,000
Tuition	3,400,000	3,660,000	4,142,400	4,890,600	5,694,700	5,204,700	5,152,400	5,231,800	5,334,900
Fees	303,100	287,800	344,400	439,000	440,400	402,500	398,500	387,100	378,200
Rental of Facilities	10,800	16,400	0	41,800	0	0	0	0	0
Sales and Service Fees	16,100	12,000	14,600	14,000	14,000	14,000	14,000	14,000	14,000
Interest on Investments	85,500	206,700	633,864	850,000	562,000	479,000	372,000	169,000	80,000
Other Revenue	<u>17,100</u>	<u>23,300</u>	<u>18,500</u>	<u>75,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL CURRENT YEAR REVENUE	12,670,100	13,327,700	16,933,400	17,413,300	18,721,400	19,485,900	20,047,900	20,212,700	21,103,900
Fund Balance Beginning	3,460,100	3,134,600	3,859,400	6,992,900	7,661,200	5,032,020	4,940,020	3,821,820	1,450,720
Less Expenditures	<u>12,995,600</u>	<u>12,602,900</u>	<u>13,799,900</u>	<u>16,745,000</u>	<u>21,350,580</u>	<u>19,577,900</u>	<u>21,166,100</u>	<u>22,583,800</u>	<u>24,194,000</u>
Fund Balance Ending	<u>3,134,600</u>	<u>3,859,400</u>	<u>6,992,900</u>	<u>7,661,200</u>	<u>5,032,020</u>	<u>4,940,020</u>	<u>3,821,820</u>	<u>1,450,720</u>	<u>( 1,639,380)</u>
TOTAL COST PER STUDENT	<u>1,900</u>	<u>1,925</u>	<u>2,018</u>	<u>2,146</u>	<u>2,722</u>	<u>2,731</u>	<u>2,982</u>	<u>3,276</u>	<u>3,592</u>
FTE ENROLLMENT	<u>6,841</u>	<u>6,549</u>	<u>6,839</u>	<u>7,800</u>	<u>7,844</u>	<u>7,169</u>	<u>7,097</u>	<u>6,893</u>	<u>6,736</u>

(1) Actual (2) Estimated (3) Budget

D. Projections of Fall End of Registration Enrollments to 1985

<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>	<u>1985</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	359,250
High school seniors 1 yr. before	7,434	7,893	8,108	8,386	8,363	8,304	8,028	7,782	7,483	6,997	6,833
Percent attending Harper FT new	20.8	16.1	19.1	17.0	18.3	21.4	18.8	18.5	17.5	15.7	15.1
New FT non-adults	1,546	1,270	1,548	1,429	1,530	1,774	1,509	1,440	1,310	1,098	1,032
Percent returning of new FT non-adult students	89.6	83.6	94.6	80.7	93.5	103.3	93.5	92.2	92.2	92.2	92.2
Returning FT non-adults	1,174	1,292	1,190	1,249	1,336	1,581	1,659	1,371	1,328	1,208	1,012
Percent PT non-adults of seniors	17.8	15.9	18.7	17.3	18.3	19.6	20.1	19.7	20.2	22.1	22.2
PT non-adults	1,323	1,256	1,514	1,453	1,526	1,627	1,617	1,531	1,509	1,548	1,520
Percent FT adults of population	.460	.371	.312	.319	.285	.260	.285	.278	.278	.278	.278
FT adults	1,059	946	839	906	853	817	921	924	949	974	999
Percent PT adults of population	2.305	2.000	2.186	2.014	2.091	2.192	2.131	2.087	2.087	2.087	2.087
PT adults	5,301	5,099	5,869	5,716	6,253	6,889	6,888	6,934	7,122	7,310	7,498
Sub-total FT heads	3,779	3,508	3,577	3,584	3,719	4,172	4,089	3,735	3,587	3,280	3,043
Sub-total PT heads	6,624	6,355	7,383	7,169	7,779	8,516	8,505	8,465	8,631	8,858	9,018
Sub-total FTE	5,900	5,555	5,801	5,659	5,962	6,641	6,559	6,212	6,125	5,907	5,734
Percent Cont.Ed. of adult pop.	1.936	1.784	2.310	2.293	2.007	2.169	2.200	2.215	2.215	2.215	2.215
Continuing Education headcount	4,332	4,425	6,135	6,273	5,699	6,746	7,112	7,285	7,482	7,680	7,877
Continuing Education FTE	346	499	694	760	711	856	880	916	940	965	990
Other heads	780	742	822	834	679	278	278	278	278	278	278
Other FTE	150	141	293	385	163	72	72	72	72	72	72
Total in-district heads duplicated	15,515	15,030	17,917	17,860	17,876	19,712	19,984	19,763	19,978	20,096	20,216
Total in-district FTE	6,396	6,195	6,788	6,804	6,836	7,569	7,511	7,200	7,137	6,944	6,796
<u>Out-of-District</u>											
Oakton Community College		1,098	745	668	647	537	442	434	435	434	432
College of Lake County		644	541	526	406	500	509	501	502	501	500
Elgin Community College		523	498	340	440	494	498	490	490	488	487
McHenry County C.C.		261	207	287	297	231	230	226	226	225	224
College of DuPage		620	405	256	367	446	448	441	441	440	439
City College of Chicago		261	216	109	241	215	214	210	210	209	208
Other		262	207	148	201	256	256	252	252	252	252
Total out-of-district heads	2,349	3,669	2,819	2,334	2,599	2,679	2,597	2,554	2,556	2,549	2,542
Total out-of-district FTE	1,074	1,331	1,009	791	803	756	714	689	682	667	655
<u>Final Totals</u>											
Total heads	17,440	17,825	19,197	19,003	19,470	20,675	20,918	20,689	20,869	20,944	21,020
Total FTE (reimbursable)	7,285	7,205	7,250	6,975	7,278	8,001	7,907	7,546	7,470	7,256	7,090
Total FTE	7,553	7,526	7,797	7,595	7,639	8,325	8,225	7,839	7,819	7,611	7,451
Day FTE	4,957	4,799	4,904	4,766	4,724	5,203	5,423	5,103	4,991	4,737	4,542

BUILDING FUND

Long-Range Financial Plan

Estimated Accrued Revenue and Expenditures  
1977-1986

	<u>1977-78</u> <sup>1</sup>	<u>1978-79</u> <sup>1</sup>	<u>1979-80</u> <sup>1</sup>	<u>1980-81</u> <sup>2</sup>	<u>1981-82</u> <sup>3</sup>	<u>1982-83</u> <sup>2</sup>	<u>1983-84</u> <sup>2</sup>	<u>1984-85</u> <sup>2</sup>	<u>1985-86</u> <sup>2</sup>
Taxes	1,048,600	1,121,500	1,207,000	1,466,700	1,609,700	1,706,300	1,808,700	1,971,400	2,148,900
Transfer (to)/from Site & Constr. Fund	<u>0</u>	<u>0</u>	<u>1,801,988</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	1,048,600	1,121,500	3,008,988	1,466,700	1,609,700	1,706,300	1,808,700	1,971,400	2,148,900
Personal Property Replacement Tax	0	0	43,600	81,000	75,000	79,500	84,300	89,300	94,700
State Apportionment	1,450,000	1,300,000	574,648	1,750,000	2,500,000	2,400,000	2,500,000	2,600,000	2,800,000
Student Fees - Parking	55,400	54,800	73,800	89,000	89,400	81,700	80,900	78,600	76,800
Rental of Facilities	10,800	16,400	0	41,800	0	0	0	0	0
Interest on Investments	11,500	56,700	251,564	240,000	155,000	77,000	74,000	73,000	70,000
Other	<u>0</u>	<u>13,300</u>	<u>0</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
TOTAL CURRENT YEAR REVENUE	2,576,300	2,562,700	3,952,600	3,673,500	4,431,100	4,346,500	4,549,900	4,814,300	5,192,400
Fund Bal. Beginning	821,000	1,087,600	1,287,400	2,411,400	2,439,900	590,120	641,620	653,720	633,720
Less Expenditures	<u>2,309,700</u>	<u>2,362,900</u>	<u>2,828,600</u>	<u>3,645,000</u>	<u>6,280,880</u>	<u>4,295,000</u>	<u>4,537,800</u>	<u>4,834,300</u>	<u>5,124,400</u>
Fund Balance Ending	<u>1,087,600</u>	<u>1,287,400</u>	<u>2,411,400</u>	<u>2,439,900</u>	<u>590,120</u>	<u>641,620</u>	<u>653,720</u>	<u>633,720</u>	<u>701,720</u>
Cost Per Student	<u>338</u>	<u>361</u>	<u>414</u>	<u>467</u>	<u>801</u>	<u>599</u>	<u>639</u>	<u>701</u>	<u>761</u>
FTE Enrollment	<u>6,841</u>	<u>6,549</u>	<u>6,839</u>	<u>7,800</u>	<u>7,844</u>	<u>7,169</u>	<u>7,097</u>	<u>6,893</u>	<u>6,736</u>

<sup>1</sup>Actual    <sup>2</sup>Estimated    <sup>3</sup>Budget

E. 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. 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	
1979-80	6839	4.4 Actual	
1980-81	7800	0.8 Estimated	6549
1981-82	7844	0.6	6839
1982-83	7169	-8.6	7800
1983-84	7097	-1.0	7844
1984-85	6893	-2.9	7169
1985-86	6736	-2.2	7097

Taxes

It is assumed that tax rates will remain at present levels--11¢ and 4¢ per \$100 assessed valuation. Actual equalized assessed valuation for 1980 taxes is not available but preliminary releases indicate that the increase for 1980 taxes for the district will exceed historical averages. 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. &amp; 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
1978-79	2984.4	15¢	8.8	4,220,500	7.7
1979-80	2996.9*	15¢	0.4	4,295,000	1.8 Actual
1980-81	3266.6	15¢	9.0	5,121,200	19.24 Estimated
1981-82	3560.6	15¢	9.0	5,619,100	9.7
1982-83	3774.2	15¢	6.0	5,956,300	6.0
1983-84	4000.7	15¢	6.0	6,313,700	6.0
1984-85	4360.7	15¢	9.0	6,881,800	9.0
1985-86	4753.2	15¢	9.0	7,501,300	9.0

\*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	345,500
1978-79	27.55	(4.4)	224,000
1979-80	26.31	(4.5)	186,000 Actual
1980-81	24.15	(8.2)	145,000 Estimate
1981-82			137,300
1982-83			130,000
1983-84			120,000
1984-85			110,000
1985-86			100,000

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
1978-79	21.32	4.7	4,195,000
1979-80	23.62	10.8	4,860,848 Actual
1980-81	24.91	5.0	4,932,800 Estimated
1981-82	26.32*	5.0	5,397,900
1982-83	27.64	5.0	6,467,800
1983-84	29.02	5.0	6,829,000
1984-85	30.47	5.0	6,553,200
1985-86	31.99	5.0	6,811,000

\* One dollar develops \$205,170 in 1981-82.

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 \$470,000 from this source for the current year and \$400,000 for the succeeding 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)
1978-79	320,000	13.8
1979-80	381,000	19.1 Actual
1980-81	470,000	23.4 Estimated
1981-82	470,000	0
1982-83	400,000	(14.9)
1983-84	400,000	0

Federal Resources

Federally funded Vocational Education and Adult Basic Education revenue have been combined with State funded revenue in this projection.

Adult Basic Education

It is assumed that this revenue will be \$120,000 for the current year and \$150,000 for the succeeding years which include both State and Federal sources.

Tuition - Students

The following projection reflects a \$3.00 per credit hour tuition increase in the current year approved by the Board of Trustees. No further tuition increases are projected until the 1984-85 fiscal year.

<u>Year</u>	<u>Rate Per Hour Actual &amp; Est.</u>	<u>Percent Increase Actual &amp; Est.</u>	<u>Tuition Actual &amp; 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	4,142,400	13.2
1980-81	19.00	5.6	<u>4,890,600</u>	<u>18.1 Actual</u>
<u>1981-82</u>	<u>22.00</u>	<u>15.6</u>	<u>5,694,700</u>	<u>16.4 Estimated</u>
1982-83	22.00	0	5,204,700	(8.6)
1983-84	22.00	0	5,152,400	(1.0)
1984-85	23.00	4.6	5,231,800	1.5
1985-86	24.00	4.4	5,334,900	2.0

An additional 10 percent is projected to be received from students who drop courses.

Student Fees

Revenue from academic fees is computed on the basis of \$44.75 per FTE student. Parking fees are estimated at \$11.40 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
1978-79	35.58	0	233,000
<u>1979-80</u>	<u>39.57</u>	<u>11.0</u>	<u>270,600 Actual</u>
1980-81	44.87	13.4	350,000 Estimated
1981-82	44.75	(.3)	351,000
1982-83	44.75	0	320,800
1983-84	44.75	0	317,600
1984-85	44.75	0	308,500
1985-86	44.75	0	301,400

### Sales and Service Fees

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

### Rental of Facilities

It is anticipated that revenue from facilities rental will be reflected in the Auxiliary Fund in the current and subsequent years.

### Interest on Investments

Interest is computed on the average monthly balance using a 9 percent rate of return.

### Other Revenue

Estimated at \$5,000 per year, \$3,000 in the Educational Fund and \$2,000 in the Building Fund.

### Deferred State Apportionment Revenue

The state funding formula adopted for 1980-81 by the State of Illinois is based on enrollments for the period two years prior rather than the current year. It is estimated that Harper College would have received \$793,000 additional state apportionment revenue if the current projected enrollment was used as a basis for calculation. This is now considered to be deferred revenue which will be received two years from now.

### Expenditures

It is estimated that the operational cost (Educational and Building Funds combined) will be \$90.73 per credit hour or \$2,722 per FTE student, for 1981-82. This cost reflects a re-appropriation of the \$2,110,000 budget amendment approved by the Board of Trustees during the previous year, as well as expenditures for the replacement of instructional equipment.

For succeeding years, a 10 percent increase in non-capital operating cost was used for the Educational Fund, plus estimated capital outlay requirements. In 1982-83 an additional \$400,000 was added because this percentage did not generate funds for salary increases.

The five year Building Fund expenditure plan was used in estimating Building Fund expenditures since these expenditures are based on facility usage rather than enrollments.

Cost per Credit Hour Computation

<u>Year</u>	<u>Total</u>	FTE	<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
1978-79	6549	(4.2)	12,602,900	(3.0)	64.15	1.3
<u>1979-80</u>	<u>6839</u>	<u>4.4</u>	<u>13,799,900</u>	<u>9.5</u>	<u>67.26</u>	<u>4.8 Actual</u>
1980-81	7800	14.0	16,745,000 *	21.3	71.56	6.4 Estimated
1981-82	7844	.6	21,350,580**	27.5	90.73	26.79
1982-83	7169	(8.6)	19,577,900	(8.3)	91.03	.33
1983-84	7097	(1.0)	21,166,100	8.1	99.41	9.2
1984-85	6893	(2.9)	22,583,800	6.7	109.21	9.8
1985-86	6736	(2.3)	24,194,000	7.1	119.72	9.6

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

\*\* Includes \$2,110,000 for building and site maintenance and repair.

Cost Per Student Analysis  
Educational Fund Budget

	<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>
1. Instruction	757	773	793	805	886	960	1005	1022	1096	1133
2. Academic Support (LRC)	121	115	115	109	117	116	104	111	122	139
3. Student Services	145	152	158	152	173	170	156	156	158	174
4. Computer Services	88	68	75	72	78	84	80	84	75	75
5. General Administration	91	87	91	85	95	98	96	97	101	106
6. Institutional Support	<u>88</u>	<u>89</u>	<u>81</u>	<u>87</u>	<u>104</u>	<u>121</u>	<u>116</u>	<u>115</u>	<u>107</u>	<u>243</u>
Total Cost Per Student (Operating)	1290	1284	1313	1310	1453	1549	1557	1585	1659	1870
ADD CAPITAL OUTLAY	64	8	22	21	16	13	7	19	20	51
TOTAL	<u>1354</u>	<u>1292</u>	<u>1335</u>	<u>1331</u>	<u>1469</u>	<u>1562</u>	<u>1564</u>	<u>1604</u>	<u>1679</u>	<u>1921</u>
Accounting Basis	Actual Cost	Est. Cost	Budget							

Percentage Analysis Of Expenditures By Function  
Educational Fund Budget

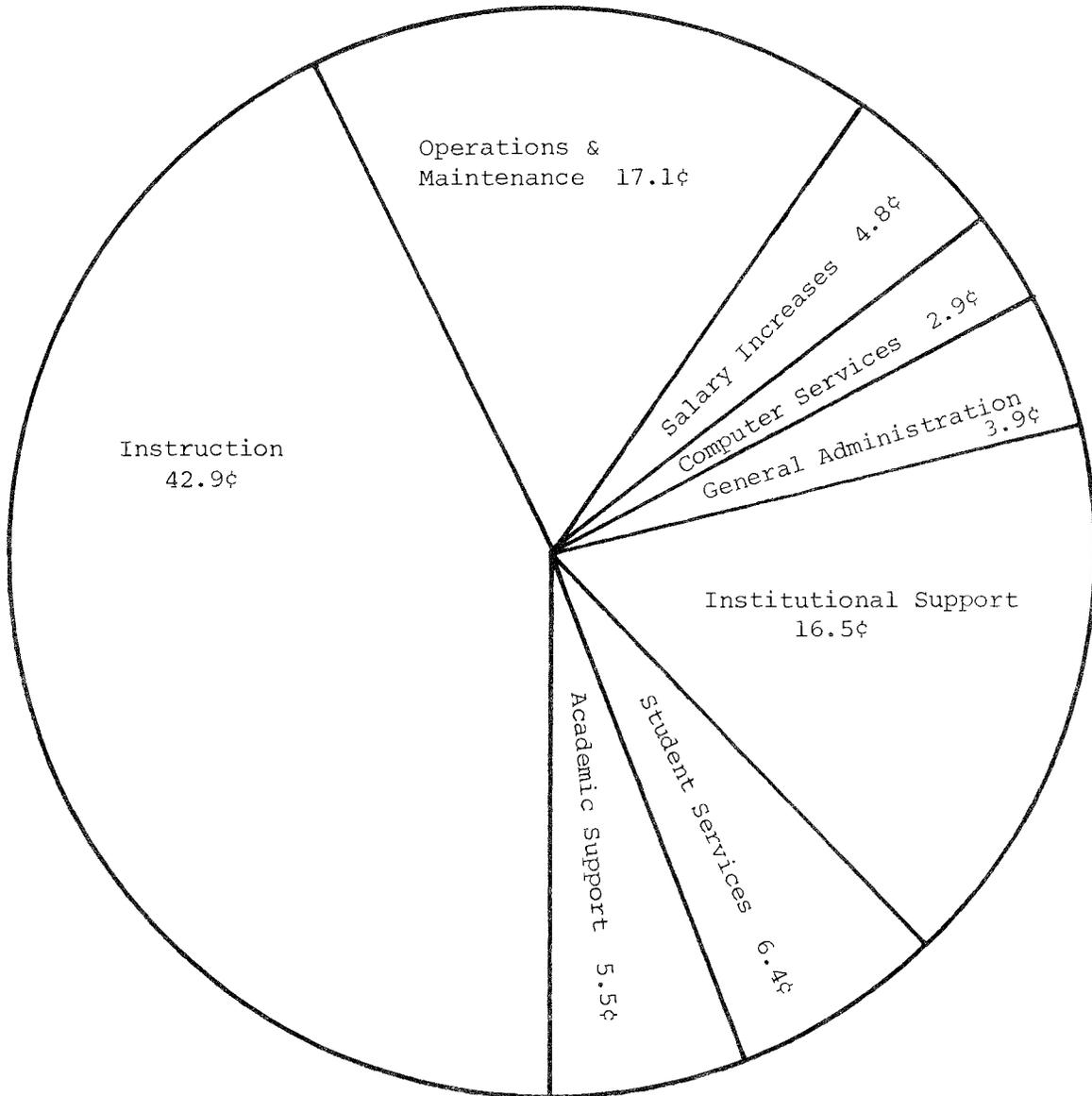
	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
1. Instruction	58.7	60.2	60.4	61.5	61.0	62.0	64.5	64.5	66.1	60.6
2. Academic Support (LRC)	9.4	9.0	8.8	8.3	8.0	7.5	6.7	7.0	7.4	7.4
3. Student Services	11.2	11.8	12.0	11.6	11.9	11.0	10.0	9.8	9.5	9.3
4. Computer Services	6.8	5.3	5.7	5.5	5.4	5.4	5.1	5.3	4.5	4.0
5. General Administration	7.1	6.8	6.9	6.5	6.5	6.3	6.2	6.1	6.1	5.7
6. Institutional Support	<u>6.8</u>	<u>6.9</u>	<u>6.2</u>	<u>6.6</u>	<u>7.2</u>	<u>7.8</u>	<u>7.5</u>	<u>7.3</u>	<u>6.4</u>	<u>13.0*</u>
TOTAL	<u>100%</u>									
Accounting Basis	Actual Cost	Est. Cost	Budget							

\* Includes contingency funds for salary increases to be transferred to other cost areas.

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

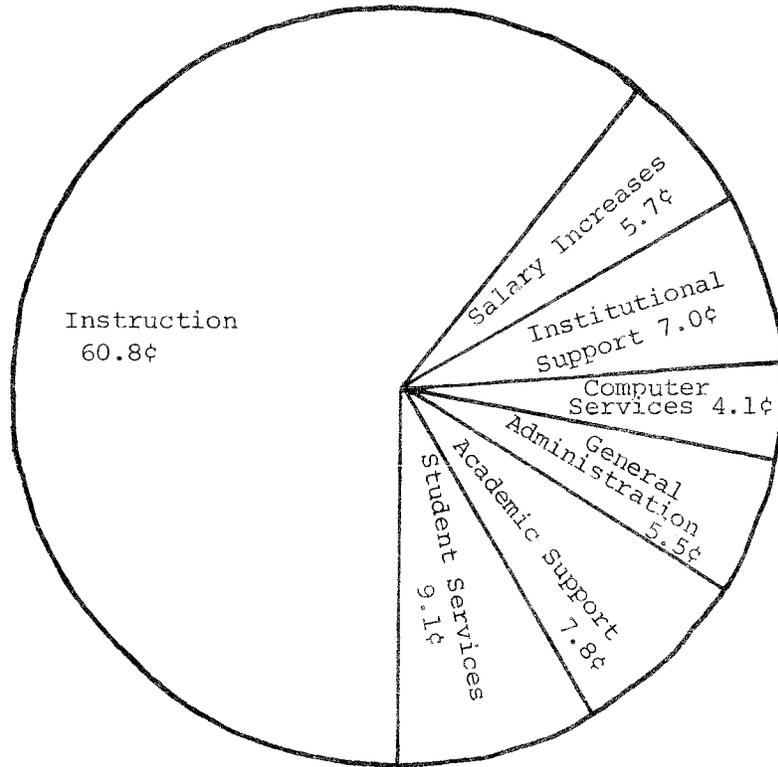
	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>	<u>1978-79</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
1. Instruction	757	773	793	805	886	960	1005	1022	1096	1133
2. Academic Support (LRC)	121	115	115	109	117	116	104	111	122	139
3. Student Services	145	152	158	152	173	170	156	156	158	174
4. Computer Services	88	68	75	72	78	84	80	84	75	75
5. General Administration	91	87	91	85	95	98	96	97	101	106
6. Institutional Support	<u>88</u>	<u>89</u>	<u>81</u>	<u>87</u>	<u>104</u>	<u>121</u>	<u>116</u>	<u>115</u>	<u>107</u>	<u>243</u>
Total Cost Per Student (Operating)	1290	1284	1313	1310	1453	1549	1557	1585	1659	1870
Add Capital Outlay	64	8	22	21	16	13	7	19	20	51
	<u>1354</u>	<u>1292</u>	<u>1335</u>	<u>1331</u>	<u>1469</u>	<u>1562</u>	<u>1564</u>	<u>1604</u>	<u>1679</u>	<u>1921</u>
Add Building Fund	296	260	269	282	317	338	361	414	467	801
TOTAL	<u>1650</u>	<u>1552</u>	<u>1604</u>	<u>1613</u>	<u>1786</u>	<u>1900</u>	<u>1925</u>	<u>2018</u>	<u>2146</u>	<u>2722</u>
Full-time Equivalent Students at Mid-term	<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>7800</u>	<u>7844</u>
Accounting Basis	Actual Cost	Est. Cost	Budget							

H. DISPOSITION OF ONE DOLLAR OF EXPENSE  
OPERATING FUNDS\*  
1981-82

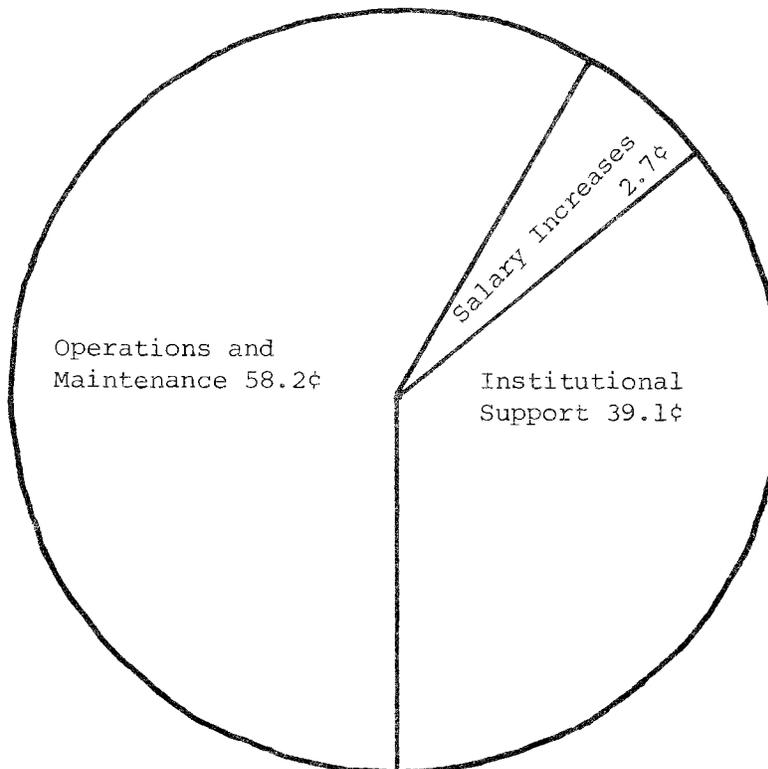


\*Educational Fund and Operations, Building and Maintenance Fund combined.

DISPOSITION OF ONE DOLLAR OF EXPENSE  
EDUCATIONAL FUND  
1981-82



DISPOSITION OF ONE DOLLAR OF EXPENSE  
OPERATIONS, BUILDING & MAINTENANCE FUND  
1981-82

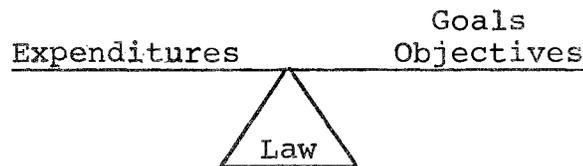


## v. The Budgetary Process

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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WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET

1981-82

Revenue

100-000-300	<u>FUND EQUITY JULY 1, 1981</u>		\$ 5,221,300
100-000-410	<u>LOCAL GOVERNMENTAL SOURCES</u>		
100-000-411	Taxes--Current, 1981	\$4,009,400	
100-000-414	Charges to Other Districts	<u>137,300</u>	
	Total		4,146,700
100-000-427	<u>REPLACEMENT OF CORPORATE PERSONAL PROPERTY TAX</u>		186,000
100-000-420	<u>STATE GOVERNMENTAL SOURCES</u>		
100-000-421	State Apportionment		
100-000-421.1	Flat Grants	2,897,900	
100-000-422	Bd. of Voc/Ed & Rehab. <sup>1</sup>	313,000	
100-000-429	Other--Office of Education	<u>40,000</u>	
	Total		3,250,900
100-000-430	<u>FEDERAL GOVERNMENTAL SOURCES</u>		
100-000-432	Bd. of Voc/Ed & Rehab. <sup>1</sup>	157,000	
100-000-439	Other--Office of Education	<u>80,000</u>	
	Total		237,000
100-000-440	<u>STUDENT TUITION AND FEES</u>		
100-000-441	Tuition	5,694,700	
100-000-442	Fees	<u>351,000</u>	
	Total		6,045,700
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	367,000	
100-000-478	Repurchase Agreements	<u>40,000</u>	
	Total		407,000
100-000-490	<u>OTHER REVENUE</u>		
100-000-499	Miscellaneous Revenue		<u>3,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY, JUNE 30, 1982		<u>19,511,600</u>
	LESS ACCRUED EXPENDITURES, 1981-82		<u>15,069,700</u>
100-000-300	FUND EQUITY, JUNE 30, 1982		<u>\$ 4,441,900</u>

<sup>1</sup>Based on a percentage estimate.

WILLIAM RAINEY HARPER COLLEGE  
EDUCATIONAL FUND BUDGET SUMMARY  
1981-82

INSTRUCTION

Business and Social Science Division	\$2,093,390
Communications, Humanities and Fine Arts Division	1,737,370
Special Services Division	538,770
Physical Education, Athletics and Recreation Division	346,260
Technology, Mathematics and Physical Science Division	1,602,170
Life Science and Human Services Division	1,606,970
Continuing Education Division	<u>221,160</u>
Total Divisions	8,146,090
Instructional Administration	<u>324,010</u>
TOTAL INSTRUCTION	\$ 8,470,100
<u>ACADEMIC SUPPORT</u>	1,131,290
<u>STUDENT SERVICES</u>	1,319,410
<u>GENERAL ADMINISTRATION</u>	837,420
<u>INSTITUTIONAL SUPPORT</u>	<u>2,532,390</u>
<u>TOTAL ACCRUED EXPENDITURES</u>	14,290,610
<u>SUMMER SCHOOL 1981 ACCRUED EXPENDITURES</u>	<u>779,090</u>
<u>TOTAL ACCRUED EXPENDITURES, 1981-82</u>	<u>\$15,069,700</u>

WILLIAM RAINEY HARPER COLLEGE

EDUCATIONAL FUND BUDGET

1981-82

Capital Outlay

INSTRUCTION

Business and Social Science Division	46,210	
Communications, Humanities and Fine Arts Division	27,530	
Special Services Division	14,530	
Technology, Math and Physical Science Division	98,020	
Life Science and Human Services Division	84,010	
Continuing Education Division	980	
Total Divisions		\$271,280
Dean of Instruction	250	
Dean of Educational Services	880	
Vice-President of Educational Services	850	
Total Instructional Administration		<u>1,980</u>
TOTAL INSTRUCTION		273,260

ACADEMIC SUPPORT

Library Services	14,850	
Media Services	62,750	
Extension and Program Services	<u>1,020</u>	
TOTAL ACADEMIC SUPPORT		78,620

STUDENT SERVICES

Admissions and Records	2,060	
Office of Public Information	830	
Environmental Health	730	
Student Activities	330	
Vice-President of Student Affairs	<u>830</u>	
TOTAL STUDENT SERVICES		4,780

GENERAL ADMINISTRATION

Purchasing	1,690	
Director of Finance	2,750	
Accounting and Systems	<u>1,500</u>	
TOTAL GENERAL ADMINISTRATION		5,940

INSTITUTIONAL SUPPORT

Print Shop	1,250	
Word Processing	2,800	
Planning and Research	830	
Computer Services	27,440	
College Relations	<u>400</u>	
TOTAL INSTITUTIONAL SUPPORT		<u>32,720</u>

TOTAL EDUCATIONAL FUND CAPITAL OUTLAY		<u>\$395,320</u>
---------------------------------------	--	------------------

WILLIAM RAINY HARPER COLLEGE

EDUCATIONAL FUND BUDGET

Summer School 1981

Direct Costs

INSTRUCTION

Business and Social Science Division	\$156,700
Communications, Humanities and Fine Arts Division	124,350
Special Services	146,440
Physical Education, Athletics and Recreation Division	29,450
Technology, Math and Physical Science Division	144,690
Life Science and Human Services Division	72,060
Continuing Education Division	<u>19,000</u>

TOTAL INSTRUCTION \$692,690

ACADEMIC SUPPORT

Library Services	22,820
Media Services	11,100
Extension and Program Services	<u>4,600</u>

TOTAL ACADEMIC SUPPORT 38,520

STUDENT SERVICES

Admissions and Records	1,650
Student Development	40,080
Environmental Health	5,150
Vice President of Student Services	<u>1,000</u>

TOTAL STUDENT SERVICES 47,880

TOTAL SUMMER SCHOOL BUDGET \$779,090

AUXILIARY FUND BUDGET

Summer School 1981

Direct Costs

Child Learning Center	1,440
Continuing Education and Program Services	<u>21,110</u>

TOTAL SUMMER SCHOOL BUDGET \$ 22,550

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.

	1979-80	1980-81	1981-82
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	0.5
Professional/Technical	1.5	0.0	0.0
Full-Time Instruction	46.0	46.0	49.0
Part-Time Instruction (FTE) (includes Teaching Associates)	47.7	54.8	56.5
Classified	5.0	5.0	5.5
TOTAL STAFF	<u>101.2</u>	<u>107.3</u>	<u>111.5</u>
SALARY COST/STAFF MEMBER	\$14,257	\$15,083	\$16,115
SUPPORT COST/STAFF MEMBER	2,257	2,584	2,660
TOTAL COST/STAFF MEMBER	<u>\$16,460</u>	<u>\$17,667</u>	<u>\$18,775</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1981-82 Budgeted FTE</u>
Accounting and Business Law	9	963
Anthropology	4	72
Banking Finance and Credit	16	69
Data Processing	19	926
Economics	5	293
Education	2	41
Food Service Management	16	136
Geography	1	18
History	8	206
Journalism	8	63
Legal Technology	14	176
Management	17	842
Marketing	17	225
Material Management	16	198
Political Science	5	82
Psychology	11	829
Real Estate	11	73
Secretarial Science	33	261
Sociology	6	356

EDUCATIONAL FUND BUDGET  
1981-82  
Business & Social Science Division (111)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
111-000-510	Salaries		
111-000-511	Administrative	\$ 20,870	
111-000-513	Instructional--Full-Time	1,169,310	
111-000-514	Instructional--Part-Time	487,720	
111-000-515	Instructional--Teaching Assoc.	51,310	
111-000-516	Office	67,640	
111-000-518	Students	22,050	
	Total Salaries		\$1,818,900
111-000-520	Fringe Benefits		
111-000-521	Group Insurance	77,510	
111-000-525	Tuition Reimbursement	3,960	
111-000-528	Professional Expense	3,930	
	Total Fringe Benefits		85,400
111-000-530	Contractual Services		
111-000-532	Consultants	400	
111-000-534	Maintenance Services	36,980	
111-000-539	Other	1,050	
	Total Contractual Services		38,430
111-000-540	General Materials & Supplies		
111-000-541	Office Supplies	14,630	
111-000-542	Printing & Duplicating	17,490	
111-000-543	Instructional Supplies	35,270	
111-000-546	Publications & Dues	970	
	Total General Materials & Supplies		68,360
111-000-550	Travel and Meetings		
111-000-551	Meeting Expense	600	
111-000-552	Local Mileage	3,750	
	Total Travel and Meetings		4,350
111-000-560	Fixed Charges		
111-000-561	Rental of Equipment	30,840	
111-000-564	General Liability Insurance	900	
	Total Fixed Charges		31,740
111-000-580	Capital Outlay		
111-000-586	Equipment--Instructional	44,850	
111-000-588	Equipment--Service	1,360	
	Total Capital Outlay		46,210
	TOTAL BUSINESS & SOCIAL SCIENCE DIVISION BUDGET		<u>\$2,093,390</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	43.0	38.4	37.4
Part-Time Instruction (FTE) (includes Teaching Associates)	18.6	25.8	33.2
Classified	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
TOTAL STAFF	<u>65.6</u>	<u>68.2</u>	<u>74.6</u>
SALARY COST/STAFF MEMBER	\$18,742	\$20,327	\$20,866
SUPPORT COST/STAFF MEMBER	<u>3,388</u>	<u>3,752</u>	<u>3,263</u>
TOTAL COST/STAFF MEMBER	<u>\$22,130</u>	<u>\$24,079</u>	<u>\$24,129</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1981-82 Budgeted FTE</u>
Art	17	1,665
English/Literature	21	6,159
Fashion Design	23	794
Foreign Language	18	835
Humanities	4	314
Interior Design	5	348
Music	64	1,449
Philosophy	10	1,451
Reading	2	195
Speech	7	1,345

EDUCATIONAL FUND BUDGET

1981-82

Communications, Humanities and Fine Arts Division (112)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
112-000-510	Salaries		
112-000-511	Administrative	\$	31,250
112-000-513	Instructional--Full-Time		1,051,080
112-000-514	Instructional--Part-Time		405,420
112-000-515	Instructional--Teaching Assoc.		6,220
112-000-516	Office		29,680
112-000-518	Students		20,220
112-000-519	Other (Substitutes)		1,650
	Total Salaries		<u>\$1,545,520</u>
112-000-520	Fringe Benefits		
112-000-521	Group Insurance		62,850
112-000-525	Tuition Reimbursement		3,320
112-000-528	Professional Expense		4,500
	Total Fringe Benefits		<u>70,670</u>
112-000-530	Contractual Services		
112-000-532	Consultants		31,060
112-000-534	Maintenance Services		8,300
112-000-539	Other		4,000
	Total Contractual Services		<u>43,360</u>
112-000-540	General Materials & Supplies		
112-000-541	Office Supplies		5,740
112-000-542	Printing & Duplicating		4,150
112-000-543	Instructional Supplies		29,350
112-000-546	Publications and Dues		1,640
	Total General Materials & Supplies		<u>40,880</u>
112-000-550	Travel and Meetings		
112-000-551	Meeting Expense		2,470
112-000-552	Local Mileage		3,600
	Total Travel and Meetings		<u>6,070</u>
112-000-560	Fixed Charges		
112-000-561	Rental of Equipment		3,340
	Total Fixed Charges		<u>3,340</u>
112-000-580	Capital Outlay		
112-000-585	Equipment--Office		900
112-000-586	Equipment--Instructional		26,630
	Total Capital Outlay		<u>27,530</u>
	TOTAL COMMUNICATIONS, HUMANITIES AND FINE ARTS DIVISION		<u><u>\$1,737,370</u></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.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	0.0	0.0	1.0
Full-Time Instruction	8.0	7.0	7.0
Part-Time Instruction (FTE) (includes Teaching Associates)	23.0	34.0	44.5
Classified	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
TOTAL STAFF	<u>34.5</u>	<u>44.5</u>	<u>56.0</u>
SALARY COST/STAFF MEMBER	\$10,114	\$ 8,194	\$ 7,226
SUPPORT COST/STAFF MEMBER	1,091	582	2,395
TOTAL COST/STAFF MEMBER	<u>\$11,205</u>	<u>\$ 8,776</u>	<u>\$ 9,621</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Course Offerings</u>	<u>1981-82 Budgeted FTE</u>
Adult Basic Ed. - ESL	37	1,050
Adult Basic Ed. - GED	8	220
Communication (including Sign Language)	9	143
Individual Developmental Psychology	3	117
Remedial Math	7	204
Remedial Reading	1	19

PROGRAM FUNCTIONS:

Disabled Student Service and Hearing Impaired Program. Disabled student supportive services are designed to assist students with access problems and help mainstream them. Services include program (HIP) coordination, interpreters, notetakers, and tutors.

Tutoring Program. Any student may request or be referred to this free service for assistance with review, study, and tutoring in most academic courses.

EDUCATIONAL FUND BUDGET  
1981-82  
Special Services Division (113)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
113-000-510	Salaries		
113-000-512	Professional	\$ 3,400	
113-000-513	Instructional--Full-Time	112,960	
113-000-514	Instructional--Part-Time	163,030	
113-000-515	Instructional--Teaching Assoc.	58,600	
113-000-516	Office	66,640	
113-000-518	Students	<u>25,300</u>	
	Total Salaries		\$429,930
113-000-520	Fringe Benefits		
113-000-521	Group Insurance	15,400	
113-000-525	Tuition Reimbursement	800	
113-000-528	Professional Expense	<u>1,200</u>	
	Total Fringe Benefits		17,400
113-000-530	Contractual Services		
113-000-534	Maintenance Services	460	
113-000-539	Other	<u>2,340</u>	
	Total Contractual Services		2,800
113-000-540	General Materials & Supplies		
113-000-541	Office Supplies	1,450	
113-000-542	Printing and Duplicating	7,240	
113-000-543	Instructional Supplies	1,300	
113-000-547	Advertising	<u>200</u>	
	Total General Materials & Supplies		10,190
113-000-550	Travel and Meetings		
113-000-551	Meeting Expense	140	
113-000-552	Local Mileage	<u>200</u>	
	Total Travel and Meetings		340
113-000-580	Capital Outlay		
113-000-585	Equipment--Office	9,530	
113-000-586	Equipment--Instructional	<u>5,000</u>	
	Total Capital Outlay		14,530
113-000-590	Other		
113-000-598.8	Transfer to Restricted Purposes (H.I.P)	<u>63,580</u>	
	Total Other		<u>63,580</u>
	TOTAL SPECIAL SERVICES DIVISION BUDGET		<u>\$538,770</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	2.0
Professional/Technical	0.0	1.5	2.5
Full-Time Instruction	5.0	6.0	6.0
Part-Time Instruction (FTE) (includes Teaching Associates)	3.0	5.0	5.5
Classified	<u>1.5</u>	<u>2.0</u>	<u>2.5</u>
TOTAL STAFF	<u>10.5</u>	<u>15.5</u>	<u>18.5</u>
SALARY COST/STAFF MEMBER	\$16,983	\$14,827	\$16,820
SUPPORT COST/STAFF MEMBER	<u>4,096</u>	<u>2,150</u>	<u>1,900</u>
TOTAL COST/STAFF MEMBER	<u>\$21,079</u>	<u>\$16,977</u>	<u>\$18,720</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1981-82 Budgeted FTE</u>
Physical Education	45	120
Recreation	6	6
Cardiac Exercise Technician	4	4

EDUCATIONAL FUND BUDGET

1981-82

Physical Education, Athletics & Recreation Division (114)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
114-000-510	Salaries		
114-000-511	Administrative	\$ 61,500	
114-000-512	Professional	47,100	
114-000-513	Instructional--Full-Time	148,900	
114-000-514	Instructional--Part-Time	30,650	
114-000-516	Office	23,100	
114-000-518	Students	4,200	
	Total Salaries	\$315,450	\$315,450
114-000-520	Fringe Benefits		
114-000-521	Group Insurance	16,550	
114-000-525	Tuition Reimbursement	500	
114-000-528	Professional Expense	800	
	Total Fringe Benefits	17,850	17,850
114-000-530	Contractual Services		
114-000-532	Consultants	200	
114-000-534	Maintenance Services	280	
	Total Contractual Services	480	480
114-000-540	General Materials & Supplies		
114-000-541	Office Supplies	1,150	
114-000-542	Printing & Duplicating	1,000	
114-000-543	Instructional Supplies	4,000	
114-000-546	Publications and Dues	80	
	Total General Materials & Supplies	6,230	6,230
114-000-550	Travel and Meetings		
114-000-551	Meeting Expense	100	
114-000-552	Local Mileage	150	
	Total Travel and Meetings	250	250
114-000-560	Fixed Charges		
114-000-561	Rental of Equipment	6,000	
	Total Fixed Charges	6,000	6,000
	TOTAL PHYSICAL EDUCATION, ATHLETICS & RECREATION DIVISION BUDGET	\$346,260	\$346,260

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.2	0.2	0.2
Full-Time Instruction	31.0	32.0	34.0
Part-Time Instruction (FTE) (includes Teaching Associates)	29.0	25.9	34.0
Classified	<u>2.0</u>	<u>2.0</u>	<u>2.5</u>
TOTAL STAFF	<u>64.2</u>	<u>61.1</u>	<u>71.7</u>
SALARY COST/STAFF MEMBER	\$15,775	\$18,117	\$18,425
SUPPORT COST/STAFF MEMBER	<u>3,235</u>	<u>3,612</u>	<u>3,920</u>
TOTAL COST/STAFF MEMBER	<u>\$19,010</u>	<u>\$21,729</u>	<u>\$22,345</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1981-82 Budgeted FTE</u>
Architectural Technology	18	116
Building Code Enforcement	5	5
Chemistry	10	323
Electronics	19	241
Engineering	8	114
Fire Science Technology	12	50
Geology	4	59
Mathematics	18	1137
Mechanical Engineering Technology/ Numerical Control	25	208
Physics	7	98
Physical Science/Astronomy	5	102
Refrigeration/Air Conditioning	11	194

EDUCATIONAL FUND BUDGET

1981-82

Technology, Mathematics and Physical Sciences Division (116)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
116-000-510	Salaries		
116-000-511	Administrative	\$ 32,420	
116-000-512	Professional	3,600	
116-000-513	Instructional--Full-Time	883,700	
116-000-514	Instructional--Part-Time	361,170	
116-000-515	Instructional--Teaching Assoc.	9,400	
116-000-516	Office	30,750	
116-000-518	Students	<u>17,760</u>	
	Total Salaries		\$1,338,800
116-000-520	Fringe Benefits		
116-000-521	Group Insurance	49,700	
116-000-525	Tuition Reimbursement	3,500	
116-000-528	Professional Expense	<u>3,700</u>	
	Total Fringe Benefits		56,900
116-000-530	Contractual Services		
116-000-532	Consultants	5,600	
116-000-534	Maintenance Services	14,200	
116-000-539	Other	<u>350</u>	
	Total Contractual Services		20,150
116-000-540	General Materials & Supplies		
116-000-541	Office Supplies	4,600	
116-000-542	Printing & Duplicating	5,300	
116-000-543	Instructional Supplies	50,750	
116-000-544	Supplies, Repair	3,800	
116-000-546	Publications & Dues	<u>450</u>	
	Total General Materials & Supplies		64,900
116-000-550	Travel and Meetings		
116-000-551	Meeting Expense	450	
116-000-552	Local Mileage	1,200	
116-000-556	Field Trips	<u>4,250</u>	
	Total Travel and Meetings		5,900
116-000-560	Fixed Charges		
116-000-561	Rental of Equipment	<u>17,500</u>	
	Total Fixed Charges		17,500
116-000-580	Capital Outlay		
116-000-585	Equipment--Office	400	
116-000-586	Equipment--Instructional	<u>97,620</u>	
	Total Capital Outlay		<u>98,020</u>
	TOTAL TECHNOLOGY, MATHEMATICS AND PHYSICAL SCIENCES DIVISION BUDGET		<u>\$1,602,170</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	2.0	2.0	1.0
Professional/Technical	0.0	0.5	1.0
Full-Time Instruction	36.0	39.0	38.0
Part-Time Instruction (FTE) (includes Teaching Associates)	23.5	24.8	25.2
Classified	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>
TOTAL STAFF	<u>66.5</u>	<u>71.3</u>	<u>70.2</u>
SALARY COST/STAFF MEMBER	\$17,068	\$16,828	\$18,905
SUPPORT COST/STAFF MEMBER	1,957	2,778	3,985
TOTAL COST/STAFF MEMBER	<u>\$19,025</u>	<u>\$19,606</u>	<u>\$22,890</u>

ENROLLMENT PROJECTIONS:

<u>Discipline</u>	<u>Number of Courses Offered</u>	<u>1981-82 Budgeted FTE</u>
Biology	18	650
Child Development	19	184
Criminal Justice Program	26	192
Dental Hygiene Program	15	93
Dietetic Technician Program	11	57
Health Science Courses	7	41
Nursing Program	6	272
Operating Room Technician Program	4	27
Park/Grounds Management and Horticulture Program	19	76
Health Care--CE Program	23	161
Senior Citizens Courses	3	32
Pharmacy Technician	1	6

EDUCATIONAL FUND BUDGET

1981-82

Life Science and Human Services Division (117)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
117-000-510	Salaries		
117-000-511	Administrative	\$ 31,820	
117-000-512	Professional	23,750	
117-000-513	Instructional--Full-Time	948,260	
117-000-514	Instructional--Part-Time	252,370	
117-000-515	Instructional--Teaching Assoc.	20,700	
117-000-516	Office	50,210	
117-000-518	Students	<u>7,450</u>	
	Total Salaries		\$1,334,560
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>4,300</u>	
	Total Fringe Benefits		69,050
117-000-530	Contractual Services		
117-000-532	Consultants	12,070	
117-000-534	Maintenance Services	5,770	
117-000-539	Other	<u>25,970</u>	
	Total Contractual Services		43,810
117-000-540	General Materials & Supplies		
117-000-541	Office Supplies	5,000	
117-000-542	Printing & Duplicating	12,200	
117-000-543	Instructional Supplies	46,100	
117-000-546	Publications & Dues	<u>1,780</u>	
	Total General Materials & Supplies		65,080
117-000-550	Travel and Meetings		
117-000-551	Meeting Expense	950	
117-000-552	Local Mileage	2,510	
117-000-556	Vehicle Expense	<u>1,000</u>	
	Total Travel and Meetings		4,460
117-000-560	Fixed Charges		
117-000-561	Rental of Equipment	<u>6,000</u>	
	Total Fixed Charges		6,000
117-000-580	Capital Outlay		
117-000-586	Equipment--Instructional	<u>84,010</u>	
	Total Capital Outlay		<u>84,010</u>
	TOTAL LIFE SCIENCE AND HUMAN SERVICES DIVISION BUDGET		<u>\$1,606,970</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	.25	.25	.25
Professional/Technical	0.0	0.0	2.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE)	16.0	20.0	20.4
(includes Teaching Associates)			
Classified	<u>2.5</u>	<u>2.5</u>	<u>1.5</u>
TOTAL STAFF	<u>18.75</u>	<u>22.75</u>	<u>24.15</u>
SALARY COST/STAFF MEMBER	\$ 5,240	\$ 5,608	\$ 7,087
SUPPORT COST/STAFF MEMBER	<u>1,916</u>	<u>1,272</u>	<u>2,071</u>
TOTAL COST/STAFF MEMBER	<u>\$ 7,156</u>	<u>\$ 6,880</u>	<u>\$ 9,158</u>

PROGRAM FUNCTIONS:

Community Program. Reimbursable Offerings.

Health Care Program. Reimbursable Offerings.

Women's Program. Reimbursable Offerings

Senior Citizen Program. Reimbursable Offerings.

Job Skills Training Program. Reimbursable Offerings.

EDUCATIONAL FUND BUDGET

1981-82

Office of Continuing Education Division (119)

Expenditures

110-000-000	<u>INSTRUCTION</u>		
119-000-510	Salaries		
119-000-511	Administrative	\$ 7,310	
119-000-512	Professional	59,150	
119-000-514	Instructional--Part-Time	75,770	
119-000-516	Office	28,930	
119-000-518	Students	<u>7,790</u>	
	Total Salaries		\$178,950
119-000-520	Fringe Benefits		
119-000-521	Group Insurance	5,520	
119-000-525	Tuition Reimbursement	670	
119-000-528	Professional Expense	<u>300</u>	
	Total Fringe Benefits		6,490
119-000-530	Contractual Services		
119-000-532	Consultants	1,950	
119-000-534	Maintenance Services	480	
119-000-537	Contractual Office	<u>150</u>	
	Total Contractual Services		2,580
119-000-540	General Materials & Supplies		
119-000-541	Office Supplies	1,160	
119-000-542	Printing & Duplicating	3,760	
119-000-543	Instructional Supplies	11,360	
119-000-546	Publications and Dues	460	
119-000-547	Advertising	<u>11,760</u>	
	Total General Materials & Supplies		28,500
119-000-550	Travel and Meetings		
119-000-551	Meeting Expense	1,050	
119-000-552	Local Mileage	<u>610</u>	
	Total Travel and Meetings		1,660
119-000-580	Capital Outlay		
119-000-585	Equipment--Office	<u>980</u>	
	Total Capital Outlay		980
119-000-590	Other		
119-000-595	Facilities Charge	<u>2,000</u>	
	Total Other		<u>2,000</u>
	TOTAL OFFICE OF CONTINUING EDUCATION DIVISION BUDGET		<u><u>\$221,160</u></u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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>2.0</u>	<u>2.0</u>
TOTAL STAFF	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$23,524	\$20,605	\$21,140
SUPPORT COST/STAFF MEMBER	<u>23,705</u>	<u>16,890</u>	<u>4,267</u>
TOTAL COST/STAFF MEMBER	<u>\$47,229</u>	<u>\$37,495</u>	<u>\$25,407</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  
1981-82  
Dean of Instruction (118-120)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-120-510	Salaries		
118-120-511	Administrative	\$35,000	
118-120-516	Office	28,420	
118-120-518	Students	<u>1,600</u>	
	Total Salaries		\$65,020
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		
118-120-532	Consultants	1,200	
118-120-534	Maintenance Services	100	
118-120-537	Contractual Office	<u>350</u>	
	Total Contractual Services		1,650
118-120-540	General Materials & Supplies		
118-120-541	Office Supplies	1,300	
118-120-542	Printing & Duplicating	2,100	
118-120-546	Publications & Dues	<u>250</u>	
	Total General Materials & Supplies		3,650
118-120-550	Travel and Meetings		
118-120-551	Meeting Expense	1,500	
118-120-552	Local Mileage	100	
118-120-554	Travel Expense	<u>200</u>	
	Total Travel and Meetings		1,800
118-120-580	Capital Outlay		
118-120-585	Equipment--Office	<u>250</u>	
	Total Capital Outlay		<u>250</u>
	TOTAL DEAN OF INSTRUCTION BUDGET		<u>\$76,220</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	\$22,056	\$23,210	\$25,535
SUPPORT COST/STAFF MEMBER	<u>1,335</u>	<u>1,775</u>	<u>2,485</u>
TOTAL COST/STAFF MEMBER	<u>\$23,391</u>	<u>\$24,985</u>	<u>\$28,020</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

1981-82

Dean of Educational Services (118-140)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-140-510	Salaries		
118-140-511	Administrative	\$38,700	
118-140-516	Office	<u>12,370</u>	
	Total Salaries		\$51,070
118-140-520	Fringe Benefits		
118-140-521	Group Insurance	2,500	
118-140-528	Professional Expense	<u>150</u>	
	Total Fringe Benefits		2,650
118-140-530	Contractual Services		
118-140-534	Maintenance Services	<u>100</u>	
	Total Contractual Services		100
118-140-540	General Materials & Supplies		
118-140-541	Office Supplies	150	
118-140-542	Printing & Duplicating	500	
118-140-546	Publications & Dues	<u>160</u>	
	Total General Materials & Supplies		810
118-140-550	Travel and Meetings		
118-140-551	Meeting Expense	400	
118-140-552	Local Mileage	<u>130</u>	
	Total Travel and Meetings		530
118-140-580	Capital Outlay		
118-140-585	Equipment--Office	<u>880</u>	
	Total Capital Outlay		<u>880</u>
	TOTAL DEAN OF EDUCATIONAL SERVICES BUDGET		<u><u>\$56,040</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 and academic support services of the College.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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>2.0</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	\$21,760	\$33,790	\$39,225
SUPPORT COST/STAFF MEMBER	36,896	54,350	56,650
TOTAL COST/STAFF MEMBER	<u>\$58,656</u>	<u>\$88,140</u>	<u>\$95,875</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  
1981-82  
Vice President of Academic Affairs (118-180)

Expenditures

118-000-000	<u>INSTRUCTIONAL ADMINISTRATION</u>		
118-180-510	Salaries		
118-180-511	Administrative	\$45,830	
118-180-516	Office	16,120	
118-180-518	Students	1,500	
118-180-519	Other--Substitutes	15,000	
	Total Salaries	<u>78,450</u>	\$ 78,450
118-180-520	Fringe Benefits		
118-180-521	Group Insurance	2,500	
118-180-528	Professional Expense	100	
	Total Fringe Benefits	<u>2,600</u>	2,600
118-180-530	Contractual Services		
118-180-532	Consultants	3,000	
118-180-534	Maintenance Services	200	
	Total Contractual Services	<u>3,200</u>	3,200
118-180-540	General Materials & Supplies		
118-180-541	Office Supplies	650	
118-180-542	Printing & Duplicating	2,600	
118-180-546	Publications & Dues	600	
118-180-547	Advertising	81,000	
	Total General Materials & Supplies	<u>84,850</u>	84,850
118-180-550	Travel and Meetings		
118-180-551	Meeting Expense	8,500	
118-180-552	Local Mileage	300	
118-180-554	Travel Expense	12,000	
118-180-555	Recruitment	1,000	
	Total Travel and Meetings	<u>21,800</u>	21,800
118-180-580	Capital Outlay		
118-180-585	Equipment--Office	850	
	Total Capital Outlay	<u>850</u>	850
	TOTAL VICE PRESIDENT OF ACADEMIC AFFAIRS BUDGET		<u>\$191,750</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 print and media.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	0.0	0.0
Full-Time Instruction	5.0	5.0	5.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.5	0.5	0.5
Classified	<u>12.8</u>	<u>12.8</u>	<u>12.8</u>
TOTAL STAFF	<u>19.3</u>	<u>19.3</u>	<u>19.3</u>
SALARY COST/STAFF MEMBER	\$12,678	\$13,384	\$14,821
SUPPORT COST/STAFF MEMBER	<u>6,689</u>	<u>7,204</u>	<u>10,073</u>
TOTAL COST/STAFF MEMBER	<u>\$19,367</u>	<u>\$20,588</u>	<u>\$24,894</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  
1981-82  
Academic Support--Library Services (121)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
121-000-510	Salaries		
121-000-511	Administrative	\$ 31,980	
121-000-513	Instructional--Full-Time	112,760	
121-000-514	Instructional--Part-Time	8,550	
121-000-516	Office	132,750	
121-000-518	Students	<u>26,250</u>	
	Total Salaries		\$312,290
121-000-520	Fringe Benefits		
121-000-521	Group Insurance	19,600	
121-000-525	Tuition Reimbursement	500	
121-000-528	Professional Expense	<u>950</u>	
	Total Fringe Benefits		21,050
121-000-530	Contractual Services		
121-000-534	Maintenance Services	<u>2,350</u>	
	Total Contractual Services		2,350
121-000-540	General Materials & Supplies		
121-000-541	Office Supplies	1,000	
121-000-542	Printing & Duplicating	1,600	
121-000-543	Instructional Supplies	3,150	
121-000-544	Materials	30,320	
121-000-544.2	Materials--Film Rental	8,300	
121-000-545	Books & Bindings	50,680	
121-000-546	Publications & Dues	27,720	
121-000-549	Other	<u>4,000</u>	
	Total General Materials & Supplies		126,770
121-000-550	Travel and Meetings		
121-000-552	Local Mileage	<u>150</u>	
	Total Travel and Meetings		150
121-000-560	Fixed Charges		
121-000-561	Rental of Equipment	<u>2,980</u>	
	Total Fixed Charges		2,980
121-000-580	Capital Outlay		
121-000-585	Equipment--Office	<u>14,850</u>	
	Total Capital Outlay		<u>14,850</u>
	TOTAL LIBRARY SERVICES BUDGET		<u>\$480,440</u>

PROGRAM STATEMENT

Academic Support--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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	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	9.9	9.5	12.5
TOTAL STAFF	<u>15.9</u>	<u>16.5</u>	<u>19.5</u>
SALARY COST/STAFF MEMBER	\$14,519	\$14,510	\$14,699
SUPPORT COST/STAFF MEMBER	<u>6,342</u>	<u>7,729</u>	<u>10,363</u>
TOTAL COST/STAFF MEMBER	<u>\$20,861</u>	<u>\$22,239</u>	<u>\$25,062</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  
1981-82  
Academic Support--Media Services (122)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
122-000-510	Salaries		
122-000-511	Administrative	\$ 29,200	
122-000-512	Professional	113,820	
122-000-516	Office	143,610	
122-000-518	Students	<u>32,500</u>	
	Total Salaries		\$319,130
122-000-520	Fringe Benefits		
122-000-521	Group Insurance	22,050	
122-000-525	Tuition Reimbursement	500	
122-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		22,750
122-000-530	Contractual Services		
122-000-534	Maintenance Services	13,000	
122-000-539	Other	<u>2,000</u>	
	Total Contractual Services		15,000
122-000-540	General Material & Supplies		
122-000-541	Office Supplies	1,000	
122-000-542	Printing & Duplicating	1,000	
122-000-544	Materials	38,400	
122-000-545	Books & Bindings	250	
122-000-546	Publications & Dues	700	
122-000-549	Other	<u>26,700</u>	
	Total General Materials & Supplies		68,050
122-000-550	Travel and Meetings		
122-000-552	Local Mileage	<u>500</u>	
	Total Travel and Meetings		500
122-000-560	Fixed Charges		
122-000-561	Rental of Equipment	<u>550</u>	
	Total Fixed Charges		550
122-000-580	Capital Outlay		
122-000-585	Equipment--Office	3,050	
122-000-586	Equipment--Instructional	<u>59,700</u>	
	Total Capital Outlay		<u>62,750</u>
	TOTAL MEDIA SERVICES BUDGET		<u>\$488,730</u>

EDUCATIONAL FUND BUDGET

1981-82

Academic Support--Extension and Program Services (127)

Expenditures

120-000-000	<u>ACADEMIC SUPPORT</u>		
127-000-510	Salaries		
127-000-511	Administrative	\$ 21,940	
127-000-512	Professional	19,450	
127-000-514	Instructional--Part-Time	2,000	
127-000-516	Office	19,780	
127-000-518	Students	<u>5,400</u>	
	Total Salaries		\$ 68,570
127-000-520	Fringe Benefits		
127-000-521	Group Insurance	3,650	
127-000-525	Tuition Reimbursement	400	
127-000-528	Professional Expense	<u>80</u>	
	Total Fringe Benefits		4,130
127-000-530	Contractual Services		
127-000-534	Maintenance Services	630	
127-000-537	Contractual Office	400	
127-000-539	Other	<u>600</u>	
	Total Contractual Services		1,630
127-000-540	General Materials & Supplies		
127-000-541	Office Supplies	1,300	
127-000-542	Printing and Duplicating	2,700	
127-000-543	Instructional Supplies	800	
127-000-546	Publications and Dues	300	
127-000-547	Advertising	<u>13,440</u>	
	Total General Materials & Supplies		18,540
127-000-550	Travel and Meetings		
127-000-551	Meeting Expense	550	
127-000-552	Local Mileage	<u>680</u>	
	Total Travel and Meetings		1,230
127-000-560	Fixed Charges		
127-000-561	Rental of Equipment	<u>67,000</u>	
	Total Fixed Charges		67,000
127-000-580	Capital Outlay		
127-000-585	Equipment-Office	<u>1,020</u>	
	Total Capital Outlay		<u>1,020</u>
	TOTAL EXTENSION & PROGRAM SERVICES BUDGET		<u><u>\$162,120</u></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.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.0	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	<u>16.0</u>	<u>16.0</u>	<u>18.0</u>
TOTAL STAFF	<u>19.0</u>	<u>19.0</u>	<u>21.0</u>
SALARY COST/STAFF MEMBER	\$10,862	\$11,143	\$11,112
SUPPORT COST/STAFF MEMBER	9,050	13,919	2,419
TOTAL COST/STAFF MEMBER	<u>\$19,912</u>	<u>\$25,062</u>	<u>\$13,531</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  
1981-82  
Admissions and Records (131)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
131-000-510	Salaries		
131-000-511	Administrative	\$ 30,000	
131-000-512	Professional	13,840	
131-000-513	Instructional--Full-Time	24,100	
131-000-516	Office	165,430	
131-000-518	Students	<u>4,000</u>	
	Total Salaries		\$237,370
131-000-520	Fringe Benefits		
131-000-521	Group Insurance	22,250	
131-000-525	Tuition Reimbursement	300	
131-000-528	Professional Expense	<u>300</u>	
	Total Fringe Benefits		22,850
131-000-530	Contractual Services		
131-000-534	Maintenance Services	1,010	
131-000-539	Other	<u>2,000</u>	
	Total Contractual Services		3,010
131-000-540	General Materials & Supplies		
131-000-541	Office Supplies	7,020	
131-000-542	Printing and Duplicating	10,650	
131-000-546	Publications and Dues	<u>360</u>	
	Total General Materials & Supplies		18,030
131-000-550	Travel and Meetings		
131-000-551	Meeting Expense	650	
131-000-552	Local Mileage	<u>200</u>	
	Total Travel and Meetings		850
131-000-580	Capital Outlay		
131-000-585	Equipment-Office	<u>2,060</u>	
	Total Capital Outlay		<u>2,060</u>
	TOTAL ADMISSIONS & RECORDS BUDGET		<u>\$284,170</u>

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, helps plan and organize 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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	\$18,215	\$19,215	\$20,100
SUPPORT COST/STAFF MEMBER	<u>6,885</u>	<u>6,950</u>	<u>8,170</u>
TOTAL COST/STAFF MEMBER	<u>\$25,100</u>	<u>\$26,165</u>	<u>\$28,270</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.

Correspondence. To answer community requests for brochures, catalogs, and course schedules.

Mailings. To create, collate, organize, and mail recruitment letters to high school juniors, seniors, their parents, and high school counselors.

EDUCATIONAL FUND BUDGET  
1981-82  
Office of Public Information (132)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-000-510	Salaries		
132-000-511	Administrative	\$30,060	
132-000-516	Office	10,140	
132-000-518	Students	<u>1,000</u>	
	Total Salaries		\$41,200
132-000-520	Fringe Benefits		
132-000-521	Group Insurance	2,500	
132-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		2,700
132-000-530	Contractual Services		
132-000-534	Maintenance Services	220	
132-000-537	Contractual Office	200	
132-000-539	Other	<u>1,800</u>	
	Total Contractual Services		2,220
132-000-540	General Materials & Supplies		
132-000-541	Office Supplies	1,100	
132-000-542	Printing and Duplicating	2,300	
132-000-546	Publications and Dues	300	
132-000-547	Advertising	2,900	
132-000-549	Other	<u>1,000</u>	
	Total General Materials & Supplies		7,600
132-000-550	Travel and Meetings		
132-000-551	Meeting Expense	100	
132-000-552	Local Mileage	<u>1,500</u>	
	Total Travel and Meetings		1,600
132-000-580	Capital Outlay		
132-000-585	Equipment-Office	<u>830</u>	
	Total Capital Outlay		830
132-000-590	Other		
132-000-595	Facilities Charge	<u>400</u>	
	Total Other		<u>400</u>
	TOTAL OFFICE OF PUBLIC INFORMATION BUDGET		<u><u>\$56,550</u></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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	0.0
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	1.5	1.5	1.5
TOTAL STAFF	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>
SALARY COST/STAFF MEMBER	\$12,108	\$12,108	\$14,644
SUPPORT COST/STAFF MEMBER	4,100	4,472	1,676
TOTAL COST/STAFF MEMBER	<u>\$16,208</u>	<u>\$16,580</u>	<u>\$16,320</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  
1981-82  
Financial Aid (132-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-100-510	Salaries		
132-100-512	Professional	\$21,410	
132-100-516	Office	<u>15,200</u>	
	Total Salaries		\$36,610
132-100-520	Fringe Benefits		
132-100-521	Group Insurance	<u>2,300</u>	
	Total Fringe Benefits		2,300
132-100-530	Contractual Services		
132-100-534	Maintenance Services	<u>170</u>	
	Total Contractual Services		170
132-100-540	General Materials & Supplies		
132-100-541	Office Supplies	470	
132-100-542	Printing and Duplicating	970	
132-100-546	Publications and Dues	<u>160</u>	
	Total General Materials & Supplies		1,600
132-100-550	Travel and Meetings		
132-100-551	Meeting Expense	50	
132-100-552	Local Mileage	<u>70</u>	
	Total Travel and Meetings		<u>120</u>
	TOTAL FINANCIAL AID BUDGET		<u>\$40,800</u>

PROGRAM STATEMENT

Veterans Affairs

MISSION STATEMENT

The Office of Veterans Affairs certifies status for students under Chapter 34, 35, and 32 of the Veterans Administration Regulations. Provides certification of Illinois veterans to the State of Illinois Department of Veterans Affairs.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	NA	NA	0.0
Professional/Technical			0.0
Full-Time Instruction			0.0
Part-Time Instruction			0.0
Teaching Associates			0.0
Classified			<u>2.5</u>
TOTAL STAFF			<u>2.5</u>
SALARY COST/STAFF MEMBER			\$7,100
SUPPORT COST/STAFF MEMBER			<u>460</u>
TOTAL COST/STAFF MEMBER			<u>\$7,560</u>

PROGRAM FUNCTIONS:

Certification Services. To certify veterans attendance for G.I. Bill, Veterans Vocational Rehabilitation and Chapter 32 Veterans Educational Benefits.

Scholarship Service. To provide services to all veterans in application and processing of the POW-MIA and Illinois Veterans Scholarship Programs.

Work-Study Services. To assist eligible veterans in applying for work-study opportunities under Federal Veterans Program.

Tutorial Assistance. To assist all veterans in acquiring tutorial assistance.

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

EDUCATIONAL FUND BUDGET  
1981-82  
Veterans Affairs (132-200)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
132-200-510	Salaries		
132-200-516	Office	<u>\$17,750</u>	
	Total Salaries		\$17,750
132-200-520	Fringe Benefits		
132-200-521	Group Insurance	<u>1,150</u>	
	Total Fringe Benefits		<u>1,150</u>
	TOTAL VETERANS AFFAIRS BUDGET		<u><u>\$18,900</u></u>

EDUCATIONAL FUND BUDGET  
1981-82  
Student Development (133)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-000-510	Salaries		
133-000-511	Administrative	\$ 31,000	
133-000-512	Professional	6,950	
133-000-513	Instructional--Full-Time	359,810	
133-000-514	Instructional--Part-Time	68,680	
133-000-516	Office	45,610	
133-000-518	Students	<u>19,080</u>	
	Total Salaries		\$531,130
133-000-520	Fringe Benefits		
133-000-521	Group Insurance	27,320	
133-000-525	Tuition Reimbursement	1,150	
133-000-528	Professional Expense	<u>1,740</u>	
	Total Fringe Benefits		30,210
133-000-530	Contractual Services		
133-000-534	Maintenance Services	720	
133-000-539	Other	<u>600</u>	
	Total Contractual Services		1,320
133-000-540	General Materials & Supplies		
133-000-541	Office Supplies	2,530	
133-000-542	Printing and Duplicating	3,000	
133-000-543	Instructional Supplies	250	
133-000-546	Publications and Dues	170	
133-000-549	Other	<u>3,750</u>	
	Total General Materials & Supplies		9,700
133-000-550	Travel and Meetings		
133-000-551	Meeting Expense	710	
133-000-552	Local Mileage	<u>240</u>	
	Total Travel and Meetings		950
133-000-590	Other		
133-000-595	Facilities Charge	<u>1,000</u>	
	Total Other		<u>1,000</u>
	TOTAL STUDENT DEVELOPMENT BUDGET		<u><u>\$574,310</u></u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	1.5	1.5	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	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
TOTAL STAFF	<u>3.5</u>	<u>3.5</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$16,043	\$16,043	\$16,690
SUPPORT COST/STAFF MEMBER	<u>2,154</u>	<u>3,149</u>	<u>2,760</u>
TOTAL COST/STAFF MEMBER	<u>\$18,197</u>	<u>\$19,192</u>	<u>\$19,450</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 and refer those disabled students needing support services to the Coordinator of Disabled Student Services.

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  
1981-82  
Environmental Health (133-100)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
133-100-510	Salaries		
133-100-511	Administrative	\$24,740	
133-100-512	Professional	31,080	
133-100-516	Office	10,940	
133-100-518	Students	<u>1,600</u>	
	Total Salaries		\$68,360
133-100-520	Fringe Benefits		
133-100-521	Group Insurance	3,650	
133-100-525	Tuition Reimbursement	150	
133-100-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		4,000
133-100-530	Contractual Services		
133-100-532	Consultants	1,350	
133-100-534	Maintenance Services	40	
133-100-537	Contractual Office	<u>200</u>	
	Total Contractual Services		1,590
133-100-540	General Materials & Supplies		
133-100-541	Office Supplies	300	
133-100-542	Printing and Duplicating	750	
133-100-542	Instructional Supplies	1,500	
133-100-546	Publications and Dues	220	
133-100-549	Other--Voc. Lib.	<u>250</u>	
	Total General Materials & Supplies		3,020
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	<u>730</u>	
	Total Capital Outlay		<u>730</u>
	TOTAL ENVIRONMENTAL HEALTH BUDGET		<u><u>\$77,800</u></u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	\$14,430	\$15,150	\$17,095
SUPPORT COST/STAFF MEMBER	<u>5,375</u>	<u>5,495</u>	<u>5,270</u>
TOTAL COST/STAFF MEMBER	<u>\$19,805</u>	<u>\$20,595</u>	<u>\$22,365</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  
1981-82  
Student Activities (134)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
134-000-510	Salaries		
134-000-511	Administrative	\$22,910	
134-000-516	Office	11,280	
134-000-518	Students	<u>1,500</u>	
	Total Salaries		\$35,690
134-000-520	Fringe Benefits		
134-000-521	Group Insurance	2,500	
134-000-525	Tuition Reimbursement	300	
134-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		3,000
134-000-530	Contractual Services		
134-000-532	Maintenance Services	<u>260</u>	
	Total Contractual Services		260
134-000-540	General Materials & Supplies		
134-000-541	Office Supplies	650	
134-000-542	Printing and Duplicating	1,250	
134-000-546	Publications and Dues	<u>400</u>	
	Total General Materials & Supplies		2,300
134-000-550	Travel and Meetings		
134-000-551	Meeting Expense	70	
134-000-552	Local Mileage	<u>80</u>	
	Total Travel and Meetings		150
134-000-580	Capital Outlay		
134-000-585	Equipment-Office	<u>330</u>	
	Total Capital Outlay		330
134-000-590	Other		
134-000-595	Facilities Charge	<u>3,000</u>	
	Total Other		<u>3,000</u>
	TOTAL STUDENT ACTIVITIES BUDGET		<u>\$44,730</u>

PROGRAM STATEMENT

Scholarships/Loans/Grants

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  
1981-82  
Scholarships/Loans/Grants (135)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
135-000-590	Other	
135-000-592	Student Grants and Scholarships	<u>\$41,770</u>
	TOTAL SCHOLARSHIPS/LOANS/GRANTS BUDGET	<u>\$41,770</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  
1981-82  
Student Employment (136)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>	
136-000-590	Other	
136-000-591	College Work Study	<u>\$5,100</u>
	TOTAL STUDENT EMPLOYMENT BUDGET	<u>\$5,100</u>

Vice President of Student AffairsMISSION STATEMENT:

This cost center is accountable to students for admissions and records, counseling, health services, public information (recruitment), student financial aids and placement, testing, orientation, student activities, lecture/concert series, travel program, and intercollegiate athletics.

<u>STAFFING DATA:</u>	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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 (incl. 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	\$22,396	\$23,924	\$23,851
SUPPORT COST/STAFF MEMBER	35,386	39,545	39,887
TOTAL COST/STAFF MEMBER	<u>\$57,782</u>	<u>\$63,469</u>	<u>\$63,738</u>

PROGRAM FUNCTIONS:

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

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.

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.

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 (Financial) Aids and Placement. To certify student status for the Social Security and Illinois Guaranteed Loan programs. To administer the Federal College Work-Study, Supplemental Educational Opportunity Grant, Basic Pell Grant, National Direct Student Loan, Federal Nursing Scholarship, and Law Enforcement Grant and Loan programs; also state scholarship and grant programs, state Veterans Scholarship program, Harper Trustee Scholarship, Harper Foundation Scholarship, Short Term Loan program, and all 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.

Office of Veterans Affairs. To provide certification of veterans' student status to the Veterans Administration and State of Illinois Department of Veterans Affairs, and to inform veterans in the community of financial assistance programs and other services available to them.

Student Activities. To meet the needs and interests of today's students through a viable activities program, including lectures, concerts, drama, and travel, which serves to complement and enhance the educational experience of the College and community.

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.

EDUCATIONAL FUND BUDGET  
1981-82  
Vice President of Student Affairs (138)

Expenditures

130-000-000	<u>STUDENT SERVICES</u>		
138-000-510	Salaries		
138-000-511	Administrative	\$39,000	
138-000-514	Instructional--Part-Time	11,300	
138-000-516	Office	15,290	
138-000-518	Students	<u>3,000</u>	
	Total Salaries		\$ 68,590
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	1,700	
138-000-534	Maintenance Services	<u>50</u>	
	Total Contractual Services		1,750
138-000-540	General Materials & Supplies		
138-000-541	Office Supplies	300	
138-000-542	Printing and Duplicating	1,000	
138-000-546	Publications and Dues	2,250	
138-000-547	Advertising	<u>3,800</u>	
	Total General Materials & Supplies		7,350
138-000-550	Travel and Meetings		
138-000-551	Meeting Expense	3,000	
138-000-552	Local Mileage	200	
138-000-554	Travel Expense	3,000	
138-000-555	Recruitment	<u>1,000</u>	
	Total Travel and Meetings		7,200
138-000-580	Capital Outlay		
138-000-585	Equipment-Office	<u>830</u>	
	Total Capital Outlay		830
138-000-590	Other		
138-000-595	Facilities Charge	200	
138-000-597	Subsidy to Int. Coll. Ath.	<u>86,700</u>	
	Total Other		<u>86,900</u>
	TOTAL VICE PRESIDENT OF STUDENT AFFAIRS' BUDGET		<u><u>\$175,280</u></u>

PROGRAM STATEMENT

Board of Trustees  
and  
Office of the President

MISSION STATEMENT:

The mission of William Rainey Harper College, as part of the system of public community colleges of Illinois, is to provide a comprehensive program of postsecondary education services for residents of its district as well as certain specialized educational programs and services in cooperation with other nearby community colleges. Programs and services offered are those that best meet the needs of the community and simultaneously enable each student maximum opportunity to learn and develop. Innovative and creative programs and services are offered to as many residents as possible while attempting to maintain the highest quality permitted by available resources. These programs and services are provided at a reasonable cost to students and at an efficient and reasonable cost to the district taxpayers and the State of Illinois. Each student is welcomed without social discrimination and encouraged to seek and consider every idea and opportunity available that will contribute toward setting realistic individual goals and achieving them through successful educational experiences.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	2.0	1.0	1.0
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>1.5</u>	<u>1.5</u>	<u>1.5</u>
TOTAL STAFF	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
SALARY COST/STAFF MEMBER	\$28,834	\$26,040	\$28,789
SUPPORT COST/STAFF MEMBER	<u>4,677</u>	<u>6,714</u>	<u>8,071</u>
	<u>\$33,511</u>	<u>\$32,754</u>	<u>\$36,860</u>
TOTAL COST/STAFF AND BOARD MEMBER	\$10,199	\$ 9,968	\$11,218

The Institutional Goals for 1981-82 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 1981-82 are as follows:

- I. Maintain the quality of academic programs by developing a more comprehensive process for review of curriculum.
- II. Continue to operate with a balanced budget.
- III. Develop specific procedures for replacement of capital equipment.
- IV. Evaluate current computer systems and develop a plan for
  - A. coordinating administrative and instructional use of computers;
  - B. achieving optimum utilization of computer services; and
  - C. determining the cost effectiveness of academic programs.
- V. Formulate a program for Human Resource development.
- VI. Develop a procedure for record retention consistent with state regulations.

EDUCATIONAL FUND BUDGET  
1981-82  
Office of the President (181)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
181-000-510	Salaries		
181-000-511	Administrative	\$59,600	
181-000-512	Professional	21,450	
181-000-516	Office	<u>19,710</u>	
	Total Salaries		\$100,760
181-000-520	Fringe Benefits		
181-000-521	Group Insurance	<u>7,700</u>	
	Total Fringe Benefits		7,700
181-000-530	Contractual Services		
181-000-534	Maintenance Services	200	
181-000-537	Contractual Office	<u>1,000</u>	
	Total Contractual Services		1,200
181-000-540	General Materials & Supplies		
181-000-541	Office Supplies	1,000	
181-000-542	Printing and Duplicating	800	
181-000-546	Publications and Dues	550	
181-000-549	Other	<u>1,000</u>	
	Total General Materials & Supplies		3,350
181-000-550	Travel and Meetings		
181-000-551	Meeting Expense	2,000	
181-000-554	Travel Expense	<u>3,600</u>	
	Total Travel and Meetings		<u>5,600</u>
	TOTAL OFFICE OF THE PRESIDENT BUDGET		<u>\$118,610</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	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	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
TOTAL STAFF	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$12,193	\$13,133	\$14,800
SUPPORT COST/STAFF MEMBER	<u>1,203</u>	<u>2,222</u>	<u>2,510</u>
TOTAL COST/STAFF MEMBER	<u>\$13,396</u>	<u>\$15,355</u>	<u>\$17,310</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  
1981-82  
Purchasing (182-100)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-100-510	Salaries		
182-100-512	Professional	\$23,140	
182-100-516	Office	<u>21,260</u>	
	Total Salaries		\$44,400
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	<u>100</u>	
	Total Contractual Services		100
182-100-540	General Materials & Supplies		
182-100-541	Office Supplies	430	
182-100-542	Printing and Duplicating	720	
182-100-546	Publications and Dues	100	
182-100-547	Advertising	<u>480</u>	
	Total General Materials & Supplies		1,730
182-100-550	Travel and Meetings		
182-100-554	Travel Expense	<u>100</u>	
	Total Travel and Meetings		100
182-100-580	Capital Outlay		
182-100-585	Equipment--Office	<u>1,690</u>	
	Total Capital Outlay		<u>1,690</u>
	TOTAL PURCHASING BUDGET		<u>\$51,930</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.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	\$18,023	\$20,750	\$22,670
SUPPORT COST/STAFF MEMBER	<u>1,820</u>	<u>2,745</u>	<u>4,670</u>
TOTAL COST/STAFF MEMBER	<u>\$19,843</u>	<u>\$23,495</u>	<u>\$27,310</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  
1981-82  
Director of Finance (182-200)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-200-510	Salaries		
182-200-511	Administrative	\$32,930	
182-200-516	Office	<u>12,410</u>	
	Total Salaries		\$45,340
182-200-520	Fringe Benefits		
182-200-521	Group Insurance	2,500	
182-200-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		2,700
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	1,500	
182-200-542	Printing and Duplicating	1,200	
182-200-546	Publications and Dues	<u>100</u>	
	Total General Materials & Supplies		2,800
182-200-550	Travel and Meetings		
182-200-552	Local Mileage	<u>30</u>	
	Total Travel and Meetings		30
182-200-560	Fixed Charges		
182-200-561	Rental of Equipment	<u>450</u>	
	Total Fixed Charges		450
182-200-580	Capital Outlay		
182-200-585	Equipment-Office	<u>2,750</u>	
	Total Capital Outlay		<u>2,750</u>
	TOTAL DIRECTOR OF FINANCE BUDGET		<u>\$54,620</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	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	9.0	9.0	9.0
TOTAL STAFF	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
SALARY COST/STAFF MEMBER	\$12,698	\$13,200	\$14,335
SUPPORT COST/STAFF MEMBER	14,830	15,370	2,620
TOTAL COST/STAFF MEMBER	<u>\$27,528</u>	<u>\$28,570</u>	<u>\$16,955</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  
1981-82  
Accounting & Systems (182-300)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-300-510	Salaries		
182-300-512	Professional	\$ 24,750	
182-300-516	Office	118,600	
182-300-518	Students	<u>4,050</u>	
	Total Salaries		\$147,400
182-300-520	Fringe Benefits		
182-300-521	Group Insurance	12,650	
182-300-525	Tuition Reimbursement	400	
182-300-528	Professional Expense	<u>50</u>	
	Total Fringe Benefits		13,100
182-300-530	Contractual Services		
182-300-534	Maintenance Services	450	
182-300-537	Contractual Office	<u>400</u>	
	Total Contractual Services		850
182-300-540	General Materials & Supplies		
182-300-541	Office Supplies	3,000	
182-300-542	Printing and Duplicating	3,300	
182-300-546	Publications and Dues	100	
182-300-547	Advertising	<u>250</u>	
	Total General Materials & Supplies		6,650
182-300-550	Travel and Meetings		
182-300-551	Meeting Expense	20	
182-300-552	Local Mileage	<u>30</u>	
	Total Travel and Meetings		50
182-300-580	Capital Outlay		
182-300-585	Equipment-Office	<u>1,500</u>	
	Total Capital Outlay		<u>1,500</u>
	TOTAL ACCOUNTING & SYSTEMS BUDGET		<u>\$169,550</u>

PROGRAM STATEMENT

Director of Personnel

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
TOTAL STAFF	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
SALARY COST/STAFF MEMBER	\$15,710	\$15,801	\$16,583
SUPPORT COST/STAFF MEMBER	<u>9,606</u>	<u>11,192</u>	<u>8,909</u>
TOTAL COST/STAFF MEMBER	<u>\$25,316</u>	<u>\$26,993</u>	<u>\$25,492</u>

PROGRAM FUNCTIONS:

Recruitment and Staffing. To provide qualified applicants to staff all positions within 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  
1981-82  
Director of Personnel (182-400)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-400-510	Salaries		
182-400-511	Administrative	\$31,900	
182-400-512	Professional	19,070	
182-400-516	Office	48,530	
182-400-518	Students	<u>2,500</u>	
	Total Salaries		\$102,000
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>200</u>	
	Total Fringe Benefits		8,500
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>2,000</u>	
	Total Contractual Services		6,500
182-400-540	General Materials & Supplies		
182-400-541	Office Supplies	4,000	
182-400-542	Printing and Duplicating	2,800	
182-400-546	Publications and Dues	1,500	
182-400-547	Advertising	25,000	
182-400-549	Other	<u>2,000</u>	
	Total General Materials & Supplies		35,300
182-400-550	Travel and Meetings		
182-400-551	Meeting Expense	450	
182-400-552	Local Mileage	<u>200</u>	
	Total Travel and Meetings		<u>650</u>
	TOTAL DIRECTOR OF PERSONNEL BUDGET		<u>\$152,950</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 a duty of this office.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	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	<u>4.0</u>	<u>4.0</u>	<u>4.6</u>
TOTAL STAFF	<u>5.0</u>	<u>5.0</u>	<u>5.6</u>
SALARY COST/STAFF MEMBER	\$12,994	\$13,255	\$13,946
SUPPORT COST/STAFF MEMBER	<u>2,308</u>	<u>3,894</u>	<u>3,363</u>
TOTAL COST/STAFF MEMBER	<u>\$15,302</u>	<u>\$17,149</u>	<u>\$17,309</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

1981-82

Bursar (182-500)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-500-510	Salaries		
182-500-512	Professional	\$18,530	
182-500-516	Office	59,570	
182-500-518	Students	<u>4,530</u>	
	Total Salaries		\$82,630
182-500-520	Fringe Benefits		
182-500-521	Group Insurance	<u>4,600</u>	
	Total Fringe Benefits		4,600
182-500-530	Contractual Services		
182-500-534	Maintenance Services	<u>250</u>	
	Total Contractual Services		250
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		<u>9,450</u>
	TOTAL BURSAR'S BUDGET		<u>\$96,930</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	0.0	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	1.0	1.0	1.0
TOTAL STAFF	<u>2.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$28,155	\$26,546	\$28,277
SUPPORT COST/STAFF MEMBER	4,145	5,400	3,366
TOTAL COST/STAFF MEMBER	<u>\$32,300</u>	<u>\$31,946</u>	<u>\$31,643</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.

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

1981-82

Vice President of Administrative Services (182-980)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
182-980-510	Salaries		
182-980-511	Administrative	\$45,000	
182-980-512	Professional	17,590	
182-980-516	Office	<u>22,240</u>	
	Total Salaries		\$84,830
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>1,000</u>	
	Total Contractual Services		1,050
182-980-540	General Materials & Supplies		
182-980-541	Office Supplies	700	
182-980-542	Printing and Duplicating	1,500	
182-980-546	Publications and Dues	<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		<u>2,500</u>
	TOTAL VICE PRESIDENT OF ADMINISTRATIVE SERVICES BUDGET		<u>\$94,930</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. 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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	1.0	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	2.25	3.0	2.75
TOTAL STAFF	<u>3.25</u>	<u>4.0</u>	<u>3.75</u>
SALARY COST/STAFF MEMBER	\$13,394	\$12,917	\$14,427
SUPPORT COST/STAFF MEMBER	13,708	12,806	11,680
TOTAL COST/STAFF MEMBER	<u>\$27,102</u>	<u>\$25,723</u>	<u>\$26,107</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; to maintain a permanent record of press coverage and distribute copies of newspaper items on the College or related subjects.

EDUCATIONAL FUND BUDGET  
1981-82  
Institutional Communications (183)

Expenditures

180-000-000	<u>GENERAL ADMINISTRATION</u>		
183-000-510	Salaries		
183-000-512	Professional	\$18,090	
183-000-516	Office	36,010	
183-000-518	Students	<u>1,000</u>	
	Total Salaries		\$55,100
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>2,500</u>	
	Total Contractual Services		2,700
183-000-540	General Materials & Supplies		
183-000-541	Office Supplies	800	
183-000-542	Printing and Duplicating	2,500	
183-000-546	Publications and Dues	440	
183-000-547	Advertising	<u>32,500</u>	
	Total General Materials & Supplies		36,240
183-000-550	Travel and Meetings		
183-000-551	Meeting Expense	130	
183-000-552	Local Mileage	<u>50</u>	
	Total Travel and Meetings		180
183-000-590	Other		
183-000-595	Facilities Charge	<u>100</u>	
	Total Other		<u>100</u>
	TOTAL INSTITUTIONAL COMMUNICATIONS BUDGET		<u><u>\$97,900</u></u>

PROGRAM STATEMENT

Board of Trustees  
and  
Office of the President

MISSION STATEMENT:

The mission of William Rainey Harper College, as part of the system of public community colleges of Illinois, is to provide a comprehensive program of postsecondary education services for residents of its district as well as certain specialized educational programs and services in cooperation with other nearby community colleges. Programs and services offered are those that best meet the needs of the community and simultaneously enable each student maximum opportunity to learn and develop. Innovative and creative programs and services are offered to as many residents as possible while attempting to maintain the highest quality permitted by available resources. These programs and services are provided at a reasonable cost to students and at an efficient and reasonable cost to the district taxpayers and the State of Illinois. Each student is welcomed without social discrimination and encouraged to seek and consider every idea and opportunity available that will contribute toward setting realistic individual goals and achieving them through successful educational experiences.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	2.0	1.0	1.0
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>1.5</u>	<u>1.5</u>	<u>1.5</u>
TOTAL STAFF	<u>3.5</u>	<u>3.5</u>	<u>3.5</u>
SALARY COST/STAFF MEMBER	\$28,834	\$26,040	\$28,789
SUPPORT COST/STAFF MEMBER	<u>4,677</u>	<u>6,714</u>	<u>8,071</u>
	<u>\$33,511</u>	<u>\$32,754</u>	<u>\$36,860</u>
TOTAL COST/STAFF AND BOARD MEMBER	<u>\$10,199</u>	<u>\$ 9,968</u>	<u>\$11,218</u>

The Institutional Goals for 1981-82 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 1981-82 are as follows:

- I. Maintain the quality of academic programs by developing a more comprehensive process for review of curriculum.
- II. Continue to operate with a balanced budget.
- III. Develop specific procedures for replacement of capital equipment.
- IV. Evaluate current computer systems and develop a plan for
  - A. coordinating administrative and instructional use of computers;
  - B. achieving optimum utilization of computer services; and
  - C. determining the cost effectiveness of academic programs.
- V. Formulate a program for Human Resource development.
- VI. Develop a procedure for record retention consistent with state regulations.

EDUCATIONAL FUND BUDGET  
1981-82  
Board of Trustees (191)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
191-000-540	General Materials & Supplies		
191-000-542	Printing and Duplicating	\$ 600	
191-000-546	Publications and Dues	<u>8,200</u>	
	Total General Materials & Supplies		\$ 8,800
191-000-550	Travel and Meetings		
191-000-551	Meeting Expense	600	
191-000-554	Travel Expense	<u>1,000</u>	
	Total Travel and Meetings		<u>1,600</u>
	TOTAL BOARD OF TRUSTEES BUDGET		<u>\$10,400</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 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  
1981-82  
General Institutional Expense (192)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
192-000-510	Salaries		
192-000-510	Salary Increments		\$ 856,060
192-000-520	Fringe Benefits		
192-000-522	Voc. Ed. Retirement	\$ 20,000	
192-000-523	Travelers' Accident Ins.	1,200	
192-000-524	Workmen's Compensation	50,000	
192-000-526	Tuition Waivers	40,000	
192-000-527	Medical Examinations	5,000	
192-000-529	Other (Unemployment Ins.)	50,000	
	Total Fringe Benefits		166,200
192-000-530	Contractual Services		
192-000-531	Audit	32,000	
192-000-532	Consultants	3,000	
192-000-536	Legal	60,000	
	Total Contractual Services		95,000
192-000-540	General Materials & Supplies		
192-000-546	Publications & Dues (No. Cent.)	1,500	
192-000-549	Other (Incl. Elections)	500	
	Total General Materials & Supplies		2,000
192-000-550	Travel and 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		11,700
	Total Travel & Meetings		13,700
192-000-590	Other		
192-000-593	Tuition Chargebacks	150,000	
192-000-594	Financial Chgs. & Adjust.	5,000	
	Total Other		155,000
192-000-600	PROVISION FOR CONTINGENCIES		<u>150,000</u>
	TOTAL INSTITUTIONAL EXPENSE BUDGET		<u>\$1,437,960</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>
TOTAL STAFF	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$ 8,764	\$ 8,025	\$ 9,458
SUPPORT COST/STAFF MEMBER	<u>1,436</u>	<u>2,478</u>	<u>1,773</u>
TOTAL COST/STAFF MEMBER	<u>\$10,200</u>	<u>\$10,503</u>	<u>\$11,231</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  
1981-82  
Campus Services--Mailroom (193-100)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-100-510	Salaries		
193-100-516	Office	\$ 37,830	
	Total Salaries		\$ 37,830
193-100-520	Fringe Benefits		
193-100-521	Group Insurance	4,600	
	Total Fringe Benefits		4,600
193-100-530	Contractual Services		
193-100-534	Maintenance Services	540	
	Total Contractual Services		540
193-100-540	General Materials & Supplies		
193-100-541	Office Supplies	850	
193-100-542	Printing and Duplicating	500	
193-100-544	Postage	150,000	
	Total General Materials & Supplies		151,350
193-100-560	Fixed Charges		
193-100-561	Rental of Equipment	600	
	Total Fixed Charges		600
	TOTAL MAILROOM BUDGET		<u>\$194,920</u>

PROGRAM STATEMENT

Campus Services--Print Shop

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>4.3</u>	<u>4.3</u>	<u>5.3</u>
TOTAL STAFF	<u>4.3</u>	<u>4.3</u>	<u>5.3</u>
SALARY COST/STAFF MEMBER	\$ 9,543	\$10,033	\$10,793
SUPPORTIVE COST/STAFF MEMBER	<u>(4,234)</u>	<u>(1,065)</u>	<u>(68)</u>
TOTAL COST/STAFF MEMBER	<u>\$ 5,309</u>	<u>\$ 8,968</u>	<u>\$10,725</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  
1981-82  
Campus Services--Print Shop (193-200)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-200-510	Salaries		
193-200-516	Office	\$ 57,200	
193-200-518	Students	<u>3,500</u>	
	Total Salaries		\$ 60,700
193-200-520	Fringe Benefits		
193-200-521	Group Insurance	5,750	
193-200-525	Tuition Reimbursement	<u>250</u>	
	Total Fringe Benefits		6,000
193-200-530	Contractual Services		
193-200-534	Maintenance Services	9,240	
193-200-539	Other	<u>500</u>	
	Total Contractual Services		9,740
193-200-540	General Materials & Supplies		
193-200-541	Office Supplies	11,000	
193-200-542	Printing and Duplicating	40,500	
193-200-546	Publications and Dues	100	
193-200-549	Other	<u>2,500</u>	
	Total General Materials & Supplies		54,100
193-200-550	Travel and Meetings		
193-200-552	Local Mileage	<u>100</u>	
	Total Travel and Meetings		100
193-200-560	Fixed Charges		
193-200-561	Rental of Equipment	<u>49,950</u>	
	Total Fixed Charges		49,950
193-200-580	Capital Outlay		
193-200-585	Equipment-Office	<u>1,250</u>	
	Total Capital Outlay		1,250
193-200-590	Other		
193-200-595	Facilities Charge	<u>(125,000)</u>	
	Total Other		<u>(125,000)</u>
	TOTAL PRINT SHOP BUDGET		<u>\$ 56,840</u>

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 Director of Personnel.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
TOTAL STAFF	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$10,785	\$10,785	\$11,862
SUPPORT COST/STAFF MEMBER	<u>4,417</u>	<u>5,150</u>	<u>5,288</u>
TOTAL COST/STAFF MEMBER	<u>\$15,202</u>	<u>\$15,935</u>	<u>\$17,150</u>

PROGRAM FUNCTIONS:

Typing and Transcription Service. To provide professional typing support for departments within the College and mag card storage of documents.

Forms Control. To maintain master file of forms.

EDUCATIONAL FUND BUDGET  
1981-82  
Campus Services--Word Processing (193-300)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
193-300-510	Salaries		
193-300-516	Office	<u>\$47,450</u>	
	Total Salaries		\$47,450
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	<u>850</u>	
	Total Contractual Services		850
193-300-540	General Materials & Supplies		
193-300-541	Office Supplies	2,000	
193-300-542	Printing and Duplicating	<u>1,000</u>	
	Total General Materials & Supplies		3,000
193-300-560	Fixed Charges		
193-300-561	Rental of Equipment	<u>9,500</u>	
	Total Fixed Charges		9,500
193-300-580	Capital Outlay		
193-300-585	Equipment--Office	<u>2,800</u>	
	Total Capital Outlay		<u>2,800</u>
	TOTAL WORD PROCESSING BUDGET		<u>\$68,600</u>

PROGRAM STATEMENT

Office of Planning and Institutional Research

MISSION STATEMENT:

The Office of Planning and Institutional Research provides and assists others in gathering and analyzing information for effective management planning at Harper College.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	2.5	3.0	3.0
TOTAL STAFF	<u>3.5</u>	<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$15,806	\$14,315	\$16,117
SUPPORT COST/STAFF MEMBER	2,931	2,933	2,053
TOTAL COST/STAFF MEMBER	<u>\$18,737</u>	<u>\$17,248</u>	<u>\$18,170</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 in attendance and those who have graduated or withdrawn. Longitudinal studies of student performance are made each year, and the rate of student retention at Harper is measured at least twice a year. Evaluations of specific projects and programs are made upon request of faculty or administrators.

Long-Range Planning. The Director chairs the Long Range Planning Committee and prepares planning reports. The office also coordinates the production of RAMP which is required by state.

Coordination of Management Information Needs. The Director serves as liaison officer between institution and ICCB and IBHE. 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 perceptions 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

1981-82

Office of Planning and Institutional Research (194)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
194-000-510	Salaries		
194-000-511	Administrative	\$33,060	
194-000-516	Office	<u>31,410</u>	
	Total Salaries		\$64,470
194-000-520	Fringe Benefits		
194-000-521	Group Insurance	3,650	
194-000-525	Tuition Reimbursement	150	
194-000-528	Professional Expense	<u>200</u>	
	Total Fringe Benefits		4,000
194-000-530	Contractual Services		
194-000-534	Maintenance Services	<u>240</u>	
	Total Contractual Services		240
194-000-540	General Materials & Supplies		
194-000-541	Office Supplies	440	
194-000-542	Printing and Duplicating	2,200	
194-000-546	Publications and Dues	<u>350</u>	
	Total General Materials & Supplies		2,990
194-000-550	Travel and Meetings		
194-000-551	Meeting Expense	100	
194-000-552	Local Mileage	<u>50</u>	
	Total Travel and Meetings		150
194-000-580	Capital Outlay		
194-000-585	Equipment--Office	<u>830</u>	
	Total Capital Outlay		<u>830</u>
	TOTAL OFFICE OF PLANNING AND INSTITUTIONAL RESEARCH BUDGET		<u><u>\$72,680</u></u>

PROGRAM STATEMENT

Computer Services

MISSION STATEMENT:

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

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	1.0	1.0
Professional/Technical	6.0	8.0	9.0
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	6.0
TOTAL STAFF	<u>14.0</u>	<u>16.0</u>	<u>16.0</u>
SALARY COST/STAFF MEMBER	\$15,851	\$17,775	\$18,728
SUPPORT COST/STAFF MEMBER	<u>25,135</u>	<u>22,371</u>	<u>20,397</u>
TOTAL COST/STAFF MEMBER	<u>\$40,986</u>	<u>\$40,146</u>	<u>\$39,125</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  
1981-82  
Computer Services (195)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
195-000-510	Salaries		
195-000-511	Administrative	\$ 33,000	
195-000-512	Professional	194,140	
195-000-516	Office	72,510	
195-000-518	Students	<u>9,500</u>	
	Total Salaries		\$309,150
195-000-520	Fringe Benefits		
195-000-521	Group Insurance	19,750	
195-000-525	Tuition Reimbursement	5,080	
195-000-528	Professional Expense	<u>150</u>	
	Total Fringe Benefits		24,980
195-000-530	Contractual Services		
195-000-534	Maintenance Services	78,580	
195-000-539	Other	<u>10,000</u>	
	Total Contractual Services		88,580
195-000-540	General Materials & Supplies		
195-000-541	Office Supplies	30,000	
195-000-542	Printing and Duplicating	700	
195-000-544	Materials	550	
195-000-546	Publications and Dues	<u>170</u>	
	Total General Materials & Supplies		31,420
195-000-550	Travel and Meetings		
195-000-551	Meeting Expense	300	
195-000-552	Local Mileage	250	
195-000-554	Travel Expense	<u>3,000</u>	
	Total Travel and Meetings		3,550
195-000-560	Fixed Charges		
195-000-561	Rental of Equipment	<u>140,880</u>	
	Total Fixed Charges		140,880
195-000-580	Capital Outlay		
195-000-585	Equipment-Office	<u>27,440</u>	
	Total Capital Outlay		27,440
195-000-590	Other		
195-000-598.2	Computer Services Service Charges	<u>(5,000)</u>	
	Total Other		<u>(5,000)</u>
	TOTAL COMPUTER SERVICES BUDGET		<u>\$621,000</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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)	0.0	0.0	0.0
Classified	<u>1.75</u>	<u>2.0</u>	<u>2.0</u>
TOTAL STAFF	<u>2.75</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$16,916	\$17,497	\$19,837
SUPPORT COST/STAFF MEMBER	<u>2,632</u>	<u>3,213</u>	<u>3,493</u>
TOTAL COST/STAFF MEMBER	<u>\$19,548</u>	<u>\$20,710</u>	<u>\$23,330</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  
1981-82  
College Relations (196)

Expenditures

190-000-000	<u>INSTITUTIONAL SUPPORT</u>		
196-000-510	Salaries		
196-000-511	Administrative	\$31,930	
196-000-516	Office	27,580	
196-000-518	Students	750	
	Total Salaries	<u>          </u>	\$60,260
196-000-520	Fringe Benefits		
196-000-521	Group Insurance	3,650	
196-000-525	Tuition Reimbursement	160	
196-000-528	Professional Expense	150	
	Total Fringe Benefits	<u>          </u>	3,960
196-000-530	Contractual Services		
196-000-534	Maintenance Services	70	
196-000-537	Contractual Office	500	
	Total Contractual Services	<u>          </u>	570
196-000-540	General Materials & Supplies		
196-000-541	Office Supplies	500	
196-000-542	Printing and Duplicating	1,500	
196-000-546	Publications and Dues	400	
196-000-547	Advertising	500	
	Total General Materials & Supplies	<u>          </u>	2,900
196-000-550	Travel and Meetings		
196-000-551	Meeting Expense	1,500	
196-000-552	Local Mileage	100	
	Total Travel and Meetings	<u>          </u>	1,600
196-000-580	Capital Outlay		
196-000-585	Equipment-Office	400	
	Total Capital Outlay	<u>          </u>	400
196-000-590	Other		
196-000-595	Facilities Charge	300	
	Total Other	<u>          </u>	300
	TOTAL COLLEGE RELATIONS BUDGET		<u><u>\$69,990</u></u>



WILLIAM RAINEY HARPER COLLEGE

BUILDING FUND BUDGET  
1981-82

Revenue

200-000-300	FUND EQUITY, JULY 1, 1981		\$2,439,900
200-000-410	<u>LOCAL GOVERNMENT SOURCES</u>		
200-000-411	Taxes--Current, 1981		1,609,700
200-000-427	<u>REPLACEMENT OF CORPORATE PERSONAL</u> <u>PROPERTY TAX</u>		75,000
200-000-420	<u>STATE GOVERNMENT SOURCES</u>		
200-000-421	State Apportionment		2,500,000
200-000-440	<u>STUDENT TUITION AND FEES</u>		
200-000-442	Student Fees--Parking		89,400
200-000-470	<u>INTEREST ON INVESTMENTS</u>		
200-000-472	Time Deposits	\$132,000	
200-000-478	Repurchase Agreements	<u>23,000</u>	
	Total		155,000
200-000-490	<u>OTHER REVENUE</u>		
200-000-499	Other Revenue		<u>2,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY, JUNE 30, 1982		<u>6,871,000</u>
	LESS ACCRUED EXPENDITURES, 1981-82		<u>6,280,880</u>
200-000-300	FUND EQUITY, JUNE 30, 1982		<u>\$ 590,120</u>

WILLIAM RAINEY HARPER COLLEGE

BUILDING FUND BUDGET

1981-82

Expenditure Summary

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-000	Maintenance Department	\$ 375,230	
272-000-000	Custodial Department	968,790	
273-000-000	Roads and Grounds Department	289,890	
274-000-000	Public Safety Department	259,430	
275-000-000	Receiving and Transportation Department	80,110	
276-000-000	Utility Department	1,582,630	
278-000-000	Administration	<u>101,270</u>	
	Total		\$3,657,350
290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
299-000-000	Institutional Support		<u>2,623,530</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$6,280,880</u>

BUILDING AND MAINTENANCE FUND BUDGET--1981-82

	Main. Dept. 271	Cust. Dept. 272	Grnds. Dept. 273	Safety Dept 274	Trans. Dept. 275	Utility Dept. 276	Admin. 278	Inst. Support 299	Total Physical Plant
510 Salaries									
510 Salary Increment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 168,530	\$ 168,530
511 Administrative	0	0	0	0	0	0	33,150	0	33,150
512 Professional	0	0	1,200	0	0	0	28,550	0	29,750
516 Office	0	0	0	10,760	0	35,660	27,460	0	73,880
517 Service	267,150	792,810	116,840	135,220	48,720	172,470	0	0	1,533,210
518 Students	0	0	35,000	45,000	0	0	0	0	80,000
519 Overtime	12,000	10,000	9,550	12,000	1,000	7,050	0	0	51,600
Total Salaries	<u>279,150</u>	<u>802,810</u>	<u>162,590</u>	<u>202,980</u>	<u>49,720</u>	<u>215,180</u>	<u>89,160</u>	<u>168,530</u>	<u>1,970,120</u>
520 Fringe Benefits									
521 Group Insurance	17,250	59,800	8,050	12,650	3,450	14,380	4,800	0	120,380
524 Workmen's Comp.	0	0	0	0	0	0	0	98,900	98,900
525 Tuition Reimbursement	0	0	0	0	0	0	500	0	500
526 Tuition Waivers	0	0	0	0	0	0	0	4,000	4,000
528 Professional Exp.	0	0	0	0	0	0	100	0	100
529 Other (Unemp. Comp.)	0	0	0	0	0	0	0	33,300	33,300
Total Fringe Benefits	<u>17,250</u>	<u>59,800</u>	<u>8,050</u>	<u>12,650</u>	<u>3,450</u>	<u>14,380</u>	<u>5,400</u>	<u>136,200</u>	<u>257,180</u>
530 Contractual Services									
534 Contractual Maint.	39,980	35,980	25,000	12,400	0	31,640	300	2,176,700	2,322,000
Total Contractual Svcs.	<u>39,980</u>	<u>35,980</u>	<u>25,000</u>	<u>12,400</u>	<u>0</u>	<u>31,640</u>	<u>300</u>	<u>2,176,700</u>	<u>2,322,000</u>
540 Gen. Mtls. & Supplies									
541 Office Supplies	120	140	120	600	160	120	500	0	1,760
542 Printing & Duplicat'g	0	0	0	7,000	0	0	1,440	0	8,440
544 Maint. Materials	35,820	63,000	45,980	6,000	4,300	45,100	0	0	200,200
546 Publications & Dues	0	0	0	0	0	0	350	0	350
549 Service Uniforms	840	3,060	360	3,800	180	510	0	0	8,750
Total Mtls. & Supplies	<u>36,780</u>	<u>66,200</u>	<u>46,460</u>	<u>17,400</u>	<u>4,640</u>	<u>45,730</u>	<u>2,290</u>	<u>0</u>	<u>219,500</u>
550 Travel & Meeting Exp.									
551 Meeting Expense	0	0	0	0	0	0	250	0	250
552 Local Travel Mileage	0	0	0	0	300	0	0	0	300
554 Travel	0	0	0	0	0	0	3,800	0	3,800
556 Vehicle	1,600	0	10,230	9,000	10,000	0	0	0	30,830
Total Travel Exp.	<u>1,600</u>	<u>0</u>	<u>10,230</u>	<u>9,000</u>	<u>10,300</u>	<u>0</u>	<u>4,050</u>	<u>0</u>	<u>35,180</u>

BUILDING AND MAINTENANCE FUND BUDGET--1981-82

	Main. Dept. 271	Cust. Dept. 272	Grnds. Dept. 273	Safety Dept 274	Trans. Dept. 275	Utility Dept. 276	Admin. 278	Inst. Support 299	Total Physical Plant
560 Fixed Charges									
561 Equip. & Facil. Rent.	\$ 0	\$ 0	\$ 2,420	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,420
564 Gen. & Auto. Insur.	0	0	0	0	12,000	0	0	97,500	109,500
Total Fixed Charges	0	0	2,420	0	12,000	0	0	97,500	111,920
570 Plant Utilities									
571 Gas, Heating	0	0	0	0	0	250,000	0	0	250,000
573 Electricity	0	0	0	0	0	775,000	0	0	775,000
574 Water & Sewage	0	0	0	0	0	55,000	0	0	55,000
575 Telephone	0	0	0	0	0	195,700	0	0	195,700
576 Refuse	0	0	10,940	0	0	0	0	0	10,940
Total Plant Utilities	0	0	10,940	0	0	1,275,700	0	0	1,286,640
580 Capital Outlay									
584 Building Remodlg.	0	0	0	0	0	0	0	22,600	22,600
588 Equipment, Service	470	4,000	24,200	5,000	0	0	70	0	33,740
Total Capital Outlay	470	4,000	24,200	5,000	0	0	70	22,600	56,340
600 Prov. for Contingency	0	0	0	0	0	0	0	22,000	22,000
TOTAL BLDG. & MAINT. FUND	<u>\$375,230</u>	<u>\$968,790</u>	<u>\$289,890</u>	<u>\$259,430</u>	<u>\$80,110</u>	<u>\$1,582,630</u>	<u>\$101,270</u>	<u>\$2,623,530</u>	<u>\$6,280,880</u>

STAFFING

	New Ttl							
Administrative	0 0	0 0	0 0	0 0	0 0	0 0	0 1	0 1
Supervisory	0 2	0 6	0 1	1 2	0 1	0 1	0 1	1 14
Service	0 13	1 46	0 6	0 8	0 2	0 9	0 0	1 84
Office	0 0	0 0	0 0	0 1	0 0	0 3	0 2	0 6
Totals	0 15	1 52	0 7	1 11	0 3	0 13	0 4	2 105

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>12.0</u>	<u>13.0</u>	<u>13.0</u>
TOTAL STAFF	<u>14.0</u>	<u>15.0</u>	<u>15.0</u>
SALARY COST/STAFF MEMBER	\$15,694	\$16,770	\$18,610
SUPPORT COST/STAFF MEMBER	<u>5,215</u>	<u>6,850</u>	<u>6,405</u>
TOTAL COST/STAFF MEMBER	<u>\$20,909</u>	<u>\$23,620</u>	<u>\$25,015</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  
1981-82  
Maintenance Department (271)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
271-000-510	Salaries		
271-000-517	Service	\$267,150	
271-000-519	Other	<u>12,000</u>	
	Total Salaries		\$279,150
271-000-520	Fringe Benefits		
271-000-521	Group Insurance	<u>17,250</u>	
	Total Fringe Benefits		17,250
271-000-530	Contractual Services		
271-000-534	Maintenance Services	<u>39,980</u>	
	Total Contractual Services		39,980
271-000-540	General Materials & Supplies		
271-000-541	Office Supplies	120	
271-000-544	Materials	35,820	
271-000-549	Other--Uniforms	<u>840</u>	
	Total General Materials & Supplies		36,780
271-000-550	Travel and Meetings		
271-000-556	Vehicle Expense	<u>1,600</u>	
	Total Travel and Meetings		1,600
271-000-580	Capital Outlay		
271-000-588	Equipment--Service	<u>470</u>	
	Total Capital Outlay		<u>470</u>
	TOTAL MAINTENANCE DEPARTMENT BUDGET		<u><u>\$375,230</u></u>

PROGRAM STATEMENT

Custodial Department

MISSION STATEMENT:

This service organization performs all janitorial and custodial services for College buildings and structures.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	6.0	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>45.0</u>	<u>46.0</u>
TOTAL STAFF	<u>47.0</u>	<u>51.0</u>	<u>52.0</u>
SALARY COST/STAFF MEMBER	\$13,136	\$14,222	\$15,438
SUPPORT COST/STAFF MEMBER	<u>1,864</u>	<u>2,386</u>	<u>3,192</u>
TOTAL COST/STAFF MEMBER	<u>\$15,000</u>	<u>\$16,608</u>	<u>\$18,630</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  
1981-82  
Custodial Department (272)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
272-000-510	Salaries		
272-000-517	Service	\$792,810	
272-000-519	Other	<u>10,000</u>	
	Total Salaries		\$802,810
272-000-520	Fringe Benefits		
272-000-521	Group Insurance	<u>59,800</u>	
	Total Fringe Benefits		59,800
272-000-530	Contractual Services		
272-000-534	Maintenance Services	<u>35,980</u>	
	Total Contractual Services		35,980
272-000-540	General Materials & Supplies		
272-000-541	Office Supplies	140	
272-000-544	Materials	63,000	
272-000-549	Other--Uniforms	<u>3,060</u>	
	Total General Materials & Supplies		66,200
272-000-580	Capital Outlay		
272-000-588	Equipment--Service	<u>4,000</u>	
	Total Capital Outlay		<u>4,000</u>
	TOTAL CUSTODIAL DEPARTMENT BUDGET		<u><u>\$968,790</u></u>

PROGRAM STATEMENT

Roads and Grounds Department

MISSION STATEMENT:

This service organization maintains the College grounds, road network, and parking facilities.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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
Student Interns	0.0	0.0	3.0
Classified	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
TOTAL STAFF	<u>7.0</u>	<u>7.0</u>	<u>10.0</u>
SALARY COST/STAFF MEMBER	\$15,140	\$16,471	\$16,259
SUPPORT COST/STAFF MEMBER	<u>13,582</u>	<u>13,734</u>	<u>12,730</u>
TOTAL COST/STAFF MEMBER	<u>\$28,722</u>	<u>\$30,205</u>	<u>\$28,989</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  
1981-82  
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	116,840	
273-000-518	Students	35,000	
273-000-519	Other	<u>9,550</u>	
	Total Salaries		\$162,590
273-000-520	Fringe Benefits		
273-000-521	Group Insurance	<u>8,050</u>	
	Total Fringe Benefits		8,050
273-000-530	Contractual Services		
273-000-534	Maintenance Services	<u>25,000</u>	
	Total Contractual Services		25,000
273-000-540	General Materials & Supplies		
273-000-541	Office Supplies	120	
273-000-544	Materials	45,980	
273-000-549	Other--Uniforms	<u>360</u>	
	Total General Materials & Supplies		46,460
273-000-550	Travel and Meetings		
273-000-556	Vehicle Expense	<u>10,230</u>	
	Total Travel and Meetings		10,230
273-000-560	Fixed Charges		
273-000-561	Rental of Equipment	<u>2,420</u>	
	Total Fixed Charges		2,420
273-000-570	Plant Utilities		
273-000-576	Refuse Disposal	<u>10,940</u>	
	Total Plant Utilities		10,940
273-000-580	Capital Outlay		
273-000-588	Equipment--Service	<u>24,200</u>	
	Total Capital Outlay		<u>24,200</u>
	TOTAL ROADS AND GROUNDS DEPARTMENT BUDGET		<u><u>\$289,890</u></u>

PROGRAM STATEMENT

Public Safety Department

MISSION STATEMENT:

This service organization provides public safety services for the College community.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Supervisory	1.0	1.0	1.5
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction	0.0	0.0	0.0
Student Cadets	0.0	0.0	5.5
Classified	7.0	9.0	9.0
TOTAL STAFF	<u>8.0</u>	<u>10.0</u>	<u>16.0</u>
SALARY COST/STAFF MEMBER	\$14,316	\$13,343	\$12,686
SUPPORT COST/STAFF MEMBER	8,326	6,922	3,528
TOTAL COST/STAFF MEMBER	<u>\$22,642</u>	<u>\$20,265</u>	<u>\$16,214</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.

BUILDING AND MAINTENANCE FUND BUDGET

1981-82

Public Safety Department (274)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
274-000-510	Salaries		
274-000-516	Office	\$ 10,760	
274-000-517	Service	135,220	
274-000-518	Students	45,000	
274-000-519	Other	<u>12,000</u>	
	Total Salaries		\$202,980
274-000-520	Fringe Benefits		
274-000-521	Group Insurance	<u>12,650</u>	
	Total Fringe Benefits		12,650
274-000-530	Contractual Services		
274-000-534	Maintenance Services	<u>12,400</u>	
	Total Contractual Services		12,400
274-000-540	General Materials & Supplies		
274-000-541	Office Supplies	600	
274-000-542	Printing & Duplicating	7,000	
274-000-544	Materials	6,000	
274-000-549	Other--Uniforms	<u>3,800</u>	
	Total General Materials & Supplies		17,400
274-000-550	Travel and Meetings		
274-000-556	Vehicle Expense	<u>9,000</u>	
	Total Travel and Meetings		9,000
274-000-580	Capital Outlay		
274-000-588	Equipment--Service	<u>5,000</u>	
	Total Capital Outlay		<u>5,000</u>
	TOTAL PUBLIC SAFETY DEPARTMENT BUDGET		<u>\$259,430</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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>2.0</u>	<u>2.0</u>	<u>2.0</u>
TOTAL STAFF	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
SALARY COST/STAFF MEMBER	\$14,150	\$14,826	\$16,573
SUPPORT COST/STAFF MEMBER	<u>6,766</u>	<u>7,183</u>	<u>10,130</u>
TOTAL COST/STAFF MEMBER	<u>\$20,916</u>	<u>\$22,009</u>	<u>\$26,703</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  
1981-82  
Receiving and Transportation Department (275)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
275-000-510	Salaries		
275-000-517	Service	\$48,720	
275-000-519	Other	<u>1,000</u>	
	Total Salaries		\$49,720
275-000-520	Fringe Benefits		
275-000-521	Group Insurance	<u>3,450</u>	
	Total Fringe Benefits		3,450
275-000-540	General Materials & Supplies		
275-000-541	Office Supplies	160	
275-000-544	Materials	4,300	
275-000-549	Other--Uniforms	<u>180</u>	
	Total General Materials & Supplies		4,640
275-000-550	Travel and Meetings		
275-000-552	Local Mileage	300	
275-000-556	Vehicle Expense	<u>10,000</u>	
	Total Travel and Meetings		10,300
275-000-560	Fixed Charges		
275-000-564	Auto Insurance	<u>12,000</u>	
	Total Fixed Charges		<u>12,000</u>
	TOTAL RECEIVING AND TRANSPORTATION DEPARTMENT BUDGET		<u>\$80,110</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	11.0	11.0	11.5
TOTAL STAFF	<u>12.0</u>	<u>12.0</u>	<u>12.5</u>
SALARY COST/STAFF MEMBER	\$15,034	\$15,723	\$ 17,214
SUPPORT COST/STAFF MEMBER	70,002	83,600	109,396
TOTAL COST/STAFF MEMBER	<u>\$85,036</u>	<u>\$99,323</u>	<u>\$126,610</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  
1981-82  
Utility Department (276)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
276-000-510	Salaries		
276-000-516	Office	\$ 35,660	
276-000-517	Service	172,470	
276-000-519	Other	<u>7,050</u>	
	Total Salaries		\$ 215,180
276-000-520	Fringe Benefits		
276-000-521	Group Insurance	<u>14,380</u>	
	Total Fringe Benefits		14,380
276-000-530	Contractual Services		
276-000-534	Maintenance Services	<u>31,640</u>	
	Total Contractual Services		31,640
276-000-540	General Materials & Supplies		
276-000-541	Office Supplies	120	
276-000-544	Materials	45,100	
276-000-549	Other--Uniforms	<u>510</u>	
	Total General Materials & Supplies		45,730
276-000-570	Plant Utilities		
276-000-571	Gas (Heating)	250,000	
276-000-573	Electricity	775,000	
276-000-574	Water, Sewerage	55,000	
276-000-575	Telephone	<u>195,700</u>	
	Total Plant Utilities		<u>1,275,700</u>
	TOTAL UTILITY DEPARTMENT BUDGET		<u>\$1,582,630</u>

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	1.0	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	<u>3.0</u>	<u>2.0</u>	<u>2.0</u>
TOTAL STAFF	<u>5.0</u>	<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER	\$17,254	\$19,725	\$22,290
SUPPORT COST/STAFF MEMBER	<u>2,244</u>	<u>3,020</u>	<u>3,027</u>
TOTAL COST/STAFF MEMBER	<u>\$19,498</u>	<u>\$22,745</u>	<u>\$25,317</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

1981-82

Administration (278)

Expenditures

270-000-000	<u>OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES</u>		
278-000-510	Salaries		
278-000-511	Administrative	\$33,150	
278-000-512	Professional	28,550	
278-000-516	Office	27,460	
	Total Salaries		\$89,160
278-000-520	Fringe Benefits		
278-000-521	Group Insurance	4,800	
278-000-525	Tuition Reimbursement	500	
278-000-528	Professional Expense	100	
	Total Fringe Benefits		5,400
278-000-530	Contractual Services		
278-000-534	Maintenance Services	300	
	Total Contractual Services		300
278-000-540	General Materials & Supplies		
278-000-541	Office Supplies	500	
278-000-542	Printing & Duplicating	1,440	
278-000-546	Publications & Dues	350	
	Total General Materials & Supplies		2,290
278-000-550	Travel and Meetings		
278-000-551	Meeting Expense	250	
278-000-554	Travel Expense	3,800	
	Total Travel and Meetings		4,050
278-000-580	Capital Outlay		
278-000-588	Equipment--Service	70	
	Total Capital Outlay		70
	TOTAL ADMINISTRATION BUDGET		<u>\$101,270</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.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
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	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
TOTAL COST/STAFF MEMBER	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
TOTAL COST OF PROGRAM	<u>\$317,000</u>	<u>\$408,910</u>	<u>\$2,623,530</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  
1981-82  
Institutional Support (299)

Expenditures

290-000-000	<u>INSTITUTIONAL SUPPORT</u>		
299-000-510	Salaries		
299-000-510	Salary Increment		\$ 168,530
299-000-520	Fringe Benefits		
299-000-524	Workmen's Compensation	\$ 98,900	
299-000-526	Tuition Waivers	4,000	
299-000-529	Unemployment Compensation	33,300	
	Total Fringe Benefits		136,200
299-000-530	Contractual Services		
299-000-534	Maintenance Services		
299-000-534.101	Remodel H-122	20,000	
299-000-534.102	Remodel Dishroom	4,300	
299-000-534.103	Bleacher Covers	8,000	
299-000-534.104	Resurface--Convert Track to Metric	15,200	
299-000-543.105	Ducting & Fan for C-202	11,000	
299-000-534.106	Carpet B-101, B-103	1,200	
299-000-534.107	Underground Gas Tank	7,000	
	Facility Rehabilitation		
299-000-534.108	Architect/Structural	520,000	
299-000-534.109	Roof Replacement	613,000	
299-000-534.110	Mech./Elect. Inspection	32,000	
299-000-534.111	Energy Conserv. Analysis	8,000	
299-000-534.112	Repair Mech./Elect. Systems	300,000	
299-000-534.113	Engineering & Testing	6,000	
299-000-534.114	Resurface Pkg. Lots & Roads	631,000	
	Total Contractual Services		2,176,700
299-000-560	Fixed Charges		
299-000-564	General Insurance		
299-000-564.1	Malpractice	15,000	
299-000-564.2	Liability Umbrella	11,000	
299-000-564.3	EDP Exposure	1,200	
299-000-564.4	Wrongful Acts	4,800	
299-000-564.5	Foreign Travel Liability	500	
299-000-564.6	Fidelity Bond	2,000	
299-000-564.7	Master Contents & Liability	63,000	
	Total Fixed Charges		97,500

BUILDING AND MAINTENANCE FUND BUDGET  
1981-82  
Institutional Support (299) (continued)

Expenditures

299-000-580	Capital Outlay		
299-000-584.101	Rewire I-234	\$	480
299-000-584.102	Remodel F-128		640
299-000-584.103	Fluorescent lights, D-296a, D-290b		350
299-000-584.104	Shelves & Corkboard, D-291c		100
299-000-584.105	Remodel "V" Bldg.	10,470	
299-000-584.106	Counter Top & Shelves, F-102	1,020	
299-000-584.107	Storage Cabinets, F-106	1,270	
299-000-584.108	TV Room, Game Room Area	1,000	
299-000-584.109	Football Field Maintenance	6,000	
299-000-584.110	Remodel Counter, A-101, A-102	570	
299-000-584.111	Dividers between A-139 & A-145	<u>700</u>	
	Total Capital Outlay		\$ 22,600
299-000-600	Provision for Contingency		<u>22,000</u>
	TOTAL INSTITUTIONAL SUPPORT BUDGET		<u>\$2,623,530</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.5	0.5	0.5
Professional/Technical	1.0	1.4	3.3
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE) (includes Teaching Associates)	0.0	0.0	0.0
Classified	<u>19.0</u>	<u>22.7</u>	<u>20.0</u>
TOTAL STAFF	<u>20.5</u>	<u>24.6</u>	<u>23.8</u>
SALARY COST/STAFF MEMBER	\$ 8,461	\$ 8,859	\$10,570
SUPPORT COST/STAFF MEMBER	<u>4,397</u>	<u>4,071</u>	<u>4,447</u>
TOTAL COST/STAFF MEMBER	<u>\$12,858</u>	<u>\$12,930</u>	<u>\$15,017</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  
1981-82  
Food Services

Revenue

561-300	FUND EQUITY JULY 1, 1981		\$(23,000)
561-450	PUBLIC AND AUXILIARY SERVICES		
561-451	Sales--Food	\$515,000	
561-456	Sales--Vending Machines	37,000	
	Total	<u>552,000</u>	
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$529,000</u>

Expenditures

561-510	Salaries		
561-511	Administrative	\$ 15,950	
561-512	Professional	29,350	
561-516	Office	20,060	
561-517	Cafeteria	186,220	
561-518	Students	15,400	
	Total Salaries	<u>266,980</u>	
561-520	Fringe Benefits		
561-521	Group Insurance	24,750	
561-524	Workmen's Compensation	6,000	
561-525	Tuition Reimbursement	400	
561-527	Medical Examinations	150	
561-528	Professional Expense	200	
	Total Fringe Benefits	<u>31,500</u>	
561-530	Contractual Services		
561-534	Maintenance Services	6,850	
561-539	Other--Laundry	4,010	
	Total Contractual Services	<u>10,860</u>	
561-540	General Materials & Supplies		
561-541	Office Supplies	400	
561-542	Printing and Duplicating	600	
561-543	Service Supplies	25,000	
561-546	Publications and Dues	200	
561-547	Advertising	150	
	Total General Materials & Supplies	<u>26,350</u>	
561-548	Purchases for Resale		
561-548.1	Purchases	200,000	
561-548.2	Beginning Inventory	23,400	
561-548.3	Ending Inventory	(23,400)	
	Total Purchases for Resale	<u>200,000</u>	

Food Services

Expenditures (continued)

561-550	Travel and Meetings		
561-552	Local Mileage	\$ 200	
	Total Travel and Meetings		\$ 200
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		2,720
561-590	Other		
561-595	Facilities Charges		500
561-600	Provision for Contingency		<u>10,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$557,410</u>
561-300	FUND EQUITY JUNE 30, 1982		<u>\$ (28,410)</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	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	<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	\$11,878	\$11,753	\$13,076
SUPPORT COST/STAFF MEMBER	<u>10,679</u>	<u>11,803</u>	<u>12,842</u>
TOTAL COST/STAFF MEMBER	<u>\$22,557</u>	<u>\$23,556</u>	<u>\$25,918</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

1981-82

Bookstore

Revenue

562-300	FUND EQUITY JULY 1, 1981		\$ 350,000
562-450	PUBLIC AND AUXILIARY SERVICES		
562-452	Sales--Books	\$1,500,000	
562-453	Sales--Supplies	335,000	
	Total	<u>1,835,000</u>	<u>1,835,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u><u>\$2,185,000</u></u>

Expenditures

562-510	Salaries		
562-512	Professional	19,500	
562-516	Office	37,350	
562-517	Service	85,680	
562-518	Students	36,000	
	Total Salaries	<u>178,530</u>	\$ 178,530
562-520	Fringe Benefits		
562-521	Group Insurance	13,800	
562-524	Workmen's Compensation	700	
562-525	Tuition Reimbursement	300	
562-526	Tuition Waiver	750	
562-527	Medical Examinations	80	
562-528	Professional Expense	80	
	Total Fringe Benefits	<u>15,710</u>	15,710
562-530	Contractual Services		
562-534	Maintenance Services	950	
562-539	Other	150	
	Total Contractual Services	<u>1,100</u>	1,100
562-540	General Materials & Supplies		
562-541	Office Supplies	2,500	
562-542	Printing and Duplicating	2,500	
562-543	Service Supplies	2,000	
562-544	Postage and Freight Out	4,000	
562-546	Publications and Dues	500	
562-547	Advertising	500	
	Total General Materials & Supplies	<u>12,000</u>	12,000
562-548.0	Purchases for Resale		
562-548.1	Purchases--Books	1,225,000	
562-548.2	Beginning Inventory--Books	300,000	
562-548.3	Ending Inventory--Books	(300,000)	
562-548.4	Purchases--Supplies	285,000	
562-548.5	Beginning Inventory--Supplies	200,000	
562-548.6	Ending Inventory--Supplies	(200,000)	
	Total Purchases For Resale	<u>1,510,000</u>	<u>1,510,000</u>

Bookstore

Expenditures (continued)

562-550	Travel and Meetings		
562-552	Local Mileage	\$	150
562-554	Travel Expense		550
	Total Travel and Meetings		<u>700</u>
562-560	Fixed Charges		
562-561	Rentals		5,000
562-563	Interest		7,000
562-564	General Insurance		7,000
	Total Fixed Charges		<u>19,000</u>
562-570	Plant Utilities		
562-575	Telephone		3,000
562-580	Capital Outlay		
562-585	Equipment-Service		2,970
562-590	Other		
562-594	Financial Charges and Adjust.		6,500
562-595	Facilities Charges		38,000
	Total Other		<u>44,500</u>
562-600	PROVISION FOR CONTINGENCY		<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$1,792,510</u>
562-300	FUND EQUITY JUNE 30, 1982		<u>\$ 392,490</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		1.5	2.0
Full-Time Instruction		0.0	0.0
Part-Time Instruction		0.0	0.0
Teaching Associates		0.0	0.0
Classified		0.0	0.0
TOTAL STAFF		<u>1.5</u>	<u>2.0</u>
SALARY COST/STAFF MEMBER		\$16,533	\$13,635
SUPPORT COST/STAFF MEMBER		<u>29,134</u>	<u>12,150</u>
TOTAL COST/STAFF MEMBER		<u>\$45,667</u>	<u>\$25,785</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.

Community. Provides supervision and coordination of community use of Building M.

AUXILIARY ENTERPRISES FUND BUDGET  
1981-82  
Physical Education Center

Revenue

563-100-300	FUND EQUITY JULY 1, 1981			\$(20,000)
563-100-450	PUBLIC AND AUXILIARY SERVICES			
563-100-455	Athletics-Health Club	\$ 2,000		
563-100-461.1	Facilities Rental	46,570		
563-100-498.1	Transfer in from Education Fund	<u>3,000</u>		
	Total			<u>51,570</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY			<u>\$ 31,570</u>

Expenditures

563-100-510	Salaries			
563-100-512	Professional	27,270		
563-100-518	Students	<u>15,800</u>		
	Total Salaries			43,070
563-100-530	Contractual Services			
563-100-539	Other			1,000
563-100-540	General Materials & Supplies			
563-100-542	Printing and Duplicating	200		
563-100-543	Instructional Supplies	<u>2,300</u>		
	Total General Materials & Supplies			2,500
563-100-590	Other			
563-100-595	Facilities Charges			<u>5,000</u>
	TOTAL ACCRUED EXPENDITURES			<u>51,570</u>
563-100-300	FUND EQUITY, JUNE 30, 1982			<u>\$ (20,000)</u>

PROGRAM STATEMENT

Facilities Rental Operations

MISSION STATEMENT:

The Facilities Rental Operations objective is to provide an efficient system of scheduling campus facilities for rental by community and business organizations, and also to provide for scheduling of college-sponsored activities.

PROGRAM FUNCTIONS:

Facilities Rental.

Facilities Scheduling.

AUXILIARY ENTERPRISES FUND BUDGET  
1981-82  
Facilities Rental Operations

Revenue

563-600-300	FUND EQUITY JULY 1, 1981	\$ 0
563-600-460	FACILITIES REVENUE	
563-600-461.1	Facilities Rental	<u>49,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$ 0</u>

Expenditures

563-600-510	Salaries	
563-600-512	Professional	\$ 5,000
563-600-517	Service	<u>20,000</u>
	Total Salaries	\$25,000
563-600-530	Contractual Services	
563-600-539	Other	2,000
563-600-540	General Materials & Supplies	
563-600-543	Instructional Supplies	3,000
563-600-580	Capital Outlay	
563-600-586	Equipment	4,000
563-600-590	Other	
563-600-595	Facilities Charges	<u>15,000</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$49,000</u>
563-600-300	FUND EQUITY JUNE 30, 1982	<u>\$ 0</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	7.0	7.0	0.0
Full-Time Instruction	0.0	0.0	7.0
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>7.0</u>	<u>7.0</u>	<u>7.0</u>
SALARY COST/STAFF MEMBER	\$ 3,109	\$ 3,088	\$ 3,320
SUPPORT COST/STAFF MEMBER	11,824	13,795	13,920
TOTAL COST/STAFF MEMBER	<u>\$14,933</u>	<u>\$16,883</u>	<u>\$17,240</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

1981-82

Inter-Collegiate Athletics

Revenue

564-300	FUND EQUITY JULY 1, 1981		\$ -0-
564-450	PUBLIC AND AUXILIARY SERVICES		
564-455	Athletics	\$ 1,700	
564-455.2	Other Revenue	<u>300</u>	
	Total		2,000
564-490	OTHER REVENUE		
564-498.1	Transfer in from Educational Fund	86,700	
564-498.6	Transfer in from Student Activity Fund	<u>31,960</u>	
	Total		<u>\$118,660</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u><u>\$120,660</u></u>

Expenditures

564-510	Salaries		
564-514	Instructional--Part-Time	23,260	
564-518	Students	<u>2,500</u>	
	Total Salaries		\$ 25,760
564-530	Contractual Services		
564-539	Other		16,300
564-540	General Materials & Supplies		
564-542	Printing and Duplicating	1,100	
564-543	Supplies--Instructional	26,000	
564-546	Publications and Dues	<u>2,500</u>	
	Total General Materials & Supplies		29,600
564-550	Travel and Meetings		
564-552	Local Mileage	200	
564-554	Travel Expense	23,000	
564-556	Vehicle Expense	<u>16,500</u>	
	Total Travel and Meetings		39,700
564-560	Fixed Charges		
564-564	General Insurance		7,500
564-580	Capital Outlay		
564-586	Equipment--Educational		1,300
564-590	Other		
564-595	Facilities Charges		<u>500</u>
	TOTAL ACCRUED EXPENDITURES		<u><u>\$120,660</u></u>
564-300	FUND EQUITY JUNE 30, 1982		<u><u>\$ -0-</u></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 preschool child care services to children of parents from the community and those attending Harper College; and to assist in the development of innovative and exemplary child care.

	<u>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	NA	0.0	0.0
Professional/Technical		0.0	0.0
Full-Time Instruction (FTE)		0.0	2.0
Part-Time Instruction (includes Teaching Associates)		2.0	0.0
Classified		<u>2.0</u>	<u>2.0</u>
TOTAL STAFF		<u>4.0</u>	<u>4.0</u>
SALARY COST/STAFF MEMBER		\$ 8,416	\$ 9,063
SUPPORT COST/STAFF MEMBER		<u>1,200</u>	<u>2,482</u>
TOTAL COST/STAFF MEMBER		<u>\$ 9,616</u>	<u>\$11,545</u>

PROGRAM FUNCTIONS:

Child Care Service.

Preschool.

AUXILIARY ENTERPRISES FUND BUDGET  
1981-82  
Child Learning Center

Revenue

565-300	FUND EQUITY JULY 1, 1981	\$ 8,500
565-450	PUBLIC AND AUXILIARY SERVICES	
565-456	Fees	<u>50,450</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$58,950</u>

Expenditures

565-510	Salaries		
565-515	Teaching Associates	20,250	
565-516	Office	<u>16,000</u>	
	Total Salaries		36,250
565-520	Fringe Benefits		4,500
565-530	Contractural Services--Maintenance		400
565-540	General Materials & Supplies		3,750
565-550	Travel & Meetings		1,000
565-580	Capital Outlay--Instructional Equipment		<u>280</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$46,180</u>
565-300	FUND EQUITY JUNE 30, 1982		<u>\$12,770</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>1979-80</u>	<u>1980-81</u>	<u>1981-82</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	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
TOTAL STAFF	<u>1.0</u>	<u>0.0</u>	<u>0.0</u>
SALARY COST/STAFF MEMBER	\$ 3,500	\$ 0.0	\$ 0.0
SUPPORT COST/STAFF MEMBER	6,500	\$ 0.0	0.0
TOTAL COST/STAFF MEMBER	<u>\$10,000</u>	<u>\$ 0.0</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  
1981-82  
College Center

Revenue

566-300	FUND EQUITY JULY 1, 1981	\$ 0
566-450	PUBLIC AND AUXILIARY SERVICES	
566-456	Game Room Receipts	<u>9,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY	<u>\$ 9,000</u>

Expenditures

566-510	Salaries	
566-518	Students	6,250
566-530	Contractual Services	1,400
566-540	General Materials & Supplies	850
566-590	Other	
566-598	Transfer to Student Activities	<u>500</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$ 9,000</u>
566-300	FUND EQUITY JUNE 30, 1982	<u>\$ 0</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 and program support services to the academic departments of the College. To support this mission, the Office of Continuing Education and Program Services/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.
7. 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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	.25	0.0	0.0
Professional/Technical	0.0	0.0	1.0
Full-Time Instruction	0.0	0.0	0.0
Part-Time Instruction (FTE)	17.0	34.43	36.0
(includes Teaching Associates)			
Classified	<u>6.0</u>	<u>3.0</u>	<u>1.5</u>
TOTAL STAFF	<u>20.25</u>	<u>33.43</u>	<u>38.5</u>
SALARY COST/STAFF MEMBER	\$ 5,212	\$ 3,144	\$ 5,176
SUPPORT COST/STAFF MEMBER	<u>6,876</u>	<u>6,283</u>	<u>7,684</u>
TOTAL COST/STAFF MEMBER	<u>\$12,088</u>	<u>\$ 9,427</u>	<u>\$12,860</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.
- Institute for Management Development.
- Health Care Program: Non-reimbursable Offerings.
- Employer-Based Program Services.
- Women's Program: Non-reimbursable Offerings.

AUXILIARY ENTERPRISES FUND BUDGET  
1981-1982

Continuing Education and Program Services

		<u>567-100</u>	<u>567-200</u>	<u>567-400</u>	<u>567-500</u>	<u>567-600</u>	<u>567-700</u>	<u>567-800</u>	<u>Total</u>
		<u>Program</u>	<u>Health</u>	<u>Employer</u>	<u>Women's</u>	<u>Senior</u>	<u>Continuing</u>	<u>Community</u>	<u>Continuing</u>
		<u>Development</u>	<u>Care</u>	<u>Based Prog.</u>	<u>Programs</u>	<u>Citizens</u>	<u>Education</u>	<u>Serv.Prog.</u>	<u>Education</u>
567-300	FUND EQUITY, JULY 1, 1981	\$ 50,000	\$ 9,000	\$ 1,000	\$ (4,000)	\$ 0	\$ 18,000	\$ 16,600	\$ 90,600
567-400	REVENUE								
567-440	<u>Intermediate Resources</u>								
567-441.5	Tuition	0	\$ 14,890	0	25,500	2,740	434,700	0	477,830
567-442	Fees	0	200	0	230	0	0	0	430
567-456	Other Sales and Serv.	0	0	26,000	0	0	0	0	26,000
	Total	<u>\$ 0</u>	<u>\$ 15,090</u>	<u>\$ 26,000</u>	<u>\$ 25,730</u>	<u>\$ 2,740</u>	<u>\$434,700</u>	<u>\$ 0</u>	<u>\$ 504,260</u>
567-500	EXPENDITURES								
567-510	<u>Salaries</u>								
567-512	Professional	\$ 0	\$ 0	\$ 0	\$ 2,120	\$ 0	\$ 18,360	\$ 0	\$ 20,480
567-514	Instruction--Part-time	6,000	2,500	12,000	5,000	700	122,000	1,600	149,800
567-516	Office	12,000	0	1,000	1,090	0	14,930	0	29,020
567-518	Students	4,000	0	1,000	370	0	5,000	0	10,370
	Total Salaries	<u>22,000</u>	<u>2,500</u>	<u>14,000</u>	<u>8,580</u>	<u>700</u>	<u>160,290</u>	<u>1,600</u>	<u>209,670</u>
567-520	<u>Fringe Benefits</u>								
567-521	Group Insurance	0	0	0	230	0	1,150	0	1,380
567-522	Tuition Reimbursement	0	0	0	100	0	60	0	160
567-528	Professional Expense	0	0	0	20	0	100	0	120
	Total Fringe Benefits	<u>0</u>	<u>0</u>	<u>0</u>	<u>350</u>	<u>0</u>	<u>1,310</u>	<u>0</u>	<u>1,660</u>
567-530	<u>Contractual Services</u>								
567-532	Consultants	9,000	4,000	7,000	5,000	1,000	84,040	6,600	116,640
567-534	Maintenance	2,000	0	0	0	0	0	0	2,000
567-539	Other	0	0	0	0	0	17,650	0	17,650
	Total Contractual Services	<u>\$ 11,000</u>	<u>\$ 4,000</u>	<u>\$ 7,000</u>	<u>\$ 5,000</u>	<u>\$ 1,000</u>	<u>\$101,690</u>	<u>\$ 6,600</u>	<u>\$136,290</u>

Continuing Education and Program Services

	567-100 Program Development	567-200 Health Care	567-400 Employer Based Prog.	567-500 Women's Programs	567-600 Senior Citizens	567-700 Continuing Education	567-800 Community Serv. Prog.	Total Continuing Education	
567-540	<u>General Materials &amp; Supplies</u>								
567-541	\$ 2,500	\$ 0	\$ 500	\$ 110	\$ 0	\$ 1,500	\$ 300	\$ 4,910	
567-542	3,000	2,000	2,500	460	150	14,000	2,700	24,810	
567-543	5,000	1,000	750	270	100	13,750	3,300	24,170	
567-544	0	0	0	0	0	800	0	800	
567-546	0	200	0	0	0	150	0	350	
567-547	0	400	0	1,070	0	31,030	800	33,300	
	<u>10,500</u>	<u>3,600</u>	<u>3,750</u>	<u>1,910</u>	<u>250</u>	<u>61,230</u>	<u>7,100</u>	<u>88,340</u>	
567-550	<u>Travel and Meetings</u>								
567-551	500	2,500	500	8,350	600	32,930	1,300	46,680	
567-552	0	50	500	0	30	0	0	580	
	<u>500</u>	<u>2,550</u>	<u>1,000</u>	<u>8,350</u>	<u>630</u>	<u>32,930</u>	<u>1,300</u>	<u>47,260</u>	
567-560	<u>Fixed Charges</u>								
567-561	6,000	0	0	0	0	2,700	0	8,700	
567-580	<u>Capital Outlay</u>								
567-585	0	0	0	0	0	2,710	0	2,710	
567-590	<u>Other</u>								
567-595	0	400	0	0	100	0	0	500	
	<u>\$ 50,000</u>	<u>\$ 13,050</u>	<u>\$ 25,750</u>	<u>\$ 24,190</u>	<u>\$ 2,680</u>	<u>\$362,860</u>	<u>\$ 16,600</u>	<u>\$495,130</u>	
567-300	FUND EQUITY, JUNE 30, 1982	\$ 0	\$ 11,040	\$ 1,250	\$ (2,460)	\$ 60	\$ 89,840	\$ 0	\$ 99,730

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>1979-80</u>	<u>1980-81</u>	<u>1981-82</u>
<u>STAFFING DATA:</u>			
Administrative	0.0	0.0	0.0
Professional/Technical	0.5	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>1.5</u>	<u>1.5</u>	<u>1.5</u>
SALARY COST/STAFF MEMBER	\$ 9,567	\$ 7,700	\$ 7,806
SUPPORT COST/STAFF MEMBER	<u>17,340</u>	<u>18,713</u>	<u>18,210</u>
TOTAL COST/STAFF MEMBER	<u>\$26,907</u>	<u>\$26,413</u>	<u>\$26,016</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  
1981-82  
Community Counseling Center

Revenue

568-300	FUND EQUITY JULY 1, 1981		\$(14,000)
568-450	PUBLIC AND AUXILIARY SERVICES		
568-456	Counseling Services	\$31,530	
568-456.1	Testing Services	<u>7,500</u>	
	Total Public and Auxiliary Services		<u>39,030</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$ 25,030</u>

Expenditures

568-510	Salaries		
568-512	Professional	6,920	
568-514	Counselors--Part-time	20,000	
568-516	Office	4,790	
568-518	Students	<u>500</u>	
	Total Salaries		32,210
568-520	Fringe Benefits		
568-521	Group Insurance		580
568-530	Contractual Services		
568-532	Consultants	1,500	
568-537	Contractual Office	<u>3,000</u>	
	Total Contractual Services		4,500
568-540	General Materials & Supplies		
568-541	Office	140	
568-542	Printing and Duplicating	250	
568-546	Publications and Dues	100	
568-549	Other, Testing Materials	<u>1,000</u>	
	Total General Materials & Supplies		1,490
568-550	Travel and Meetings		
568-551	Meeting Expense	150	
568-552	Local Mileage	<u>50</u>	
	Total Travel and Meetings		200
568-594	Other--Financial Charges and Adj.		<u>50</u>
	TOTAL ACCRUED EXPENDITURES		<u>\$ 39,030</u>
568-300	FUND EQUITY JUNE 30, 1982		<u><u>\$(14,000)</u></u>

PROGRAM STATEMENT

Auxiliary Enterprises - Other

MISSION STATEMENT:

The Auxiliary Enterprises - Other budget has two purposes in the current year. The salary increment budget account will provide the necessary funds after current year salary adjustments have been approved by the Board of Trustees. The capital outlay account will provide necessary funds for non-routine food service equipment replacements.

AUXILIARY ENTERPRISES FUND BUDGET

1981-82  
Other (569)

		<u>569-000</u>	<u>569-800</u>	<u>Total</u>
		<u>Other</u>	<u>Capital</u>	<u>Other</u>
			<u>Program</u>	<u>Auxiliary</u>
			<u>Fd. Serv.</u>	<u>Fund</u>
	<u>Revenue</u>			
569-300	FUND EQUITY, JULY 1, 1981	0	0	0
569-490	OTHER REVENUE			
569-498.1	Transfer in from Ed. Fund	\$ 0	\$10,000	\$10,000
	TOTAL REVENUE AND FUND BALANCE	<u>\$ 0</u>	<u>\$10,000</u>	<u>\$10,000</u>
	<u>Expenditures</u>			
569-510	Salaries			
569-510	Salary Increments	\$53,300	\$ 0	\$53,300
569-580	Capital Outlay			
569-588	Equipment--Service	<u>0</u>	<u>32,900</u>	<u>32,900</u>
	TOTAL ACCRUED EXPENDITURES	<u>\$53,300</u>	<u>\$32,900</u>	<u>\$86,200</u>
569-300	FUND EQUITY, JUNE 30, 1982	<u>(\$53,300)</u>	<u>(\$22,900)</u>	<u>(\$76,200)</u>

BOND AND INTEREST FUND BUDGET  
1981-82

Revenue

400-300	FUND EQUITY JULY 1, 1981		\$ 518,000
400-410	LOCAL RESOURCES		
400-411	Taxes--Current 1981	\$1,519,120	
400-412	Taxes--Back	<u>3,000</u>	
	Total		\$1,522,120
400-427	REPLACEMENT OF CORPORATE PERSONAL PROPERTY TAX		123,980
400-470	INTEREST ON INVESTMENTS		
400-471	Treasury Bills		0
400-472	Certificates of Deposit	90,000	
400-478	Repurchase Agreements	<u>15,000</u>	
	Total		<u>105,000</u>
	TOTAL ACCRUED REVENUE AND FUND EQUITY		<u>\$2,269,100</u>

Expenditures

490-000	GENERAL INSTITUTIONAL EXPENSE		
491-000	Institutional Expense		
491-560	Fixed Charges		
491-563	Interest--Bonds	\$ 44,700	
	Total		\$ 44,700
491-590	Other		
491-594	Financial Chgs. & Adjust.	<u>400</u>	
	Total		400
	Total 1st Bond Issue		<u>\$ 45,100</u>
492-000	Institutional Expense		
492-560	Fixed Charges		
492-563	Interest--Bonds	<u>240,200</u>	
	Total		240,200
492-590	Other		
492-594	Financial Chgs. & Adjust.	<u>800</u>	
	Total		800
	Total 2nd Bond Issue		<u>\$ 241,000</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>\$1,646,100</u>
400-300	FUND EQUITY, JUNE 30, 1982		<u>\$ 623,000*</u>

\*Accrual Basis

SITE AND CONSTRUCTION FUND  
September 1966 - June 30, 1982  
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	850,000	
300-000-478.10	Repurchase Agreements, 1st Ref.	9,900	
300-000-478.20	Repurchase Agreements, 2nd Ref.	23,000	
300-000-479.10	Other Invest., 1st Referendum	140,002	
300-000-479.20	Other Invest., 2nd Referendum	<u>865,000</u>	
	Total		3,835,902
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>
	<b>TOTAL SITE &amp; CONSTRUCTION FUND REVENUE</b>		<b><u>\$23,826,114</u></b>

\*\$3,000,000 authorized by 1975 referendum unissued to date.

SITE AND CONSTRUCTION FUND  
 September 1966 - June 30, 1982  
Project Budget

Expenditures

390-000-000	GENERAL INSTITUTIONAL EXPENSE		
391-000-000	<u>FIRST BOND ISSUE 1966</u>		
391-100-000	<u>PHASE I (A and B)</u>		
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	<u>116</u>	
	Total		627,081
391-100-537.0	Legal Counsel		20,215
391-100-439.0	Other Serv. (Financial)		<u>2,600</u>
	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	<u>50</u>	
	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	<u>6,792</u>	
	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	<u>1,500</u>	
	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	<u>17,345</u>	
	Total		<u>765,708</u>
	Total Capital Outlay		<u>4,777,840</u>
	TOTAL PHASE I		<u><u>\$5,485,497</u></u>

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	DHEW 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 &amp; 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.)

391-270-000	<u>OTHER EXPENDITURES--CONSTRUCTION (Cont.)</u>		
391-272-000	Other Construction--"V" Bldg.		
391-272-530	Contractual Services		
391-272-533	Architectural Fees	\$ 5,570	
391-272-580	Capital Outlay		
391-272-583.0	New Buildings	<u>181,900</u>	
	Total		\$ 187,470
391-273-000	Other Construction--"T" Bldg.		
391-273-580	Capital Outlay		
391-273-584	Building Remodeling		
391-273-584.2	Art	<u>8,250</u>	
	Total		8,250
391-274-000	Other Construction S.W. Corner		
391-274-582	Site Improvements		
391-274-582.10	Phys. Ed. Facilities	<u>352,830</u>	
	Total		352,830
391-275-000	Other Construct.--Tennis & Track		
391-275-582	Site Improvements		
391-275-582.00	P.E.--Tennis & Track (1970-71)	<u>130,870</u>	
	Total		130,870
391-276-000	Other Construct.--"V" Bldg.,		
	Greenhouse		
391-276-583.10	New Bldgs. 1975-76	<u>27,030</u>	
	Total		27,030
391-277-000	Other Construction "A" Bldg.		
391-277-584.00	Building Remodeling		
391-277-584.10	Replace Fallen Spandrel 1979-80	116,800	
391-277-584.20	Replace Roof 1979-80	<u>180,000</u>	
	Total		<u>296,800</u>
	<b>TOTAL OTHER EXPENDITURES--CONSTRUCTION</b>		<b><u>\$1,215,322</u></b>
391-300-000	<u>BUILDING "I"</u>		
391-300-530	Contractual Services		
391-300-533	Architectural Fees	<u>53,770</u>	
	Total		53,770
391-300-583	New Buildings		
391-300-583.10	Construction Payout to CDB	<u>592,500</u>	
	Total		592,500
391-300-586	Instructional Equipment		
391-300-586.10	Data Processing 1979-80	215,000	
391-300-586.20	Other Equipment 1979-80	<u>100,000</u>	
	Total		<u>315,000</u>
	<b>TOTAL BUILDING "I"</b>		<b><u>\$ 961,270</u></b>

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 Equipment 1975-76	<u>\$ 4,021</u>	
	Total		\$ 4,021
391-700-586	Instructional Equipment		
391-700-586.00	Instructional 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.)

391-000-000	<u>OTHER EXPENDITURES (cont.)</u>		
391-900-582.00	Site Improve.--Special Projects		
391-900-582.01	Dredge College Lake '76-77	\$ 96,340	
391-900-582.10	General Improvements	74,780	
391-900-582.20	Water Connection	4,000	
391-900-582.30	Remedial Work	25,468	
391-900-582.40	Parking Gates	4,970	
391-900-582.40	Add'l. S.W. Corner (Ath.Field)	10,859	
391-900-582.60	Add'l. Outside Lighting	38,300	
391-900-582.70	Special Projects		
391-900-582.72	Irrig.S.W.Cor.'72-73	\$35,171	
391-900-582.73	Irrig.Syst.'76-77	8,625	
391-900-582.76	Entrance Sign	7,380	
391-900-582.77	Guardrail over Dam	5,460	
391-900-582.78	Softball Diamond		
	'74-75	2,867	
391-900-582.79	Entrance Sign '74-75	<u>6,730</u>	
	Total Special Projects	<u>66,233</u>	
	Total		\$ 320,950
391-900-584	Building Remodeling		
391-900-584.01	Exterior Brick, Bldg.V'76-77	37,312	
391-900-584.10	Building Remodeling '75-76		
	Bldg. A & C Alarm System	0	
391-900-584.20	Building Remodeling '75-76		
	Tile Bldgs. C & D	0	
391-900-584.30	Campus Signage	<u>16,000</u>	
	Total		<u>53,312</u>
	TOTAL OTHER EXPENDITURES		<u>\$1,262,530</u>
391-990-000	<u>OTHER EXPENDITURES--FIRE LOSS</u>		
391-990-589	Capital Outlay--Other		
391-990-589.03	Fire Loss-Instruct. P.E. Equip.	41,000	
391-990-589.04	Fire Loss--Other Instruct.Equip.	27,000	
391-990-589.05	Fire Loss--Office Equip.	4,000	
391-990-589.06	Fire Loss--Other Equip.	<u>59,948</u>	
	TOTAL OTHER EXPENDITURES--FIRE LOSS		<u>\$ 131,948</u>
391-999-000	<u>OTHER EXPENDITURES--TRANSFERS TO OTHER FUNDS</u>		
391-999-598	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><u>\$3,196,466</u></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	\$ 7,960	
	Total		\$ 7,960
392-600-560	Fixed Charges		
392-600-569	Other--Treasurer's Bond	1,000	
	Total		1,000
392-601-580	Capital Outlay		
392-601-582	Site Improvements		
392-601-582.01	Stoplight	48,033	
	Total		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	0	
	Total		58,342
392-601-583.00	New Buildings & Additions		
392-601-583.01	Third Heat. Boiler '77-78	204,500	
	Total		204,500
392-601-584.0	Building Improvements & 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	77,650	
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	52,770	
	Total		386,420
392-601-586.0	Instructional Equipment		
392-601-586.10	Color TV Conv.--Phase I	77,734	
	Total		77,734
			<u>\$783,989</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	\$ 5,100	
	Total		\$ 5,100
392-604-583	New Buildings		
392-604-583.10	Construct. Payout to CDB	603,201	
	Total		603,201
392-604-586	Instructional Equipment	153,830	
	Total		153,830
	TOTAL BUILDING "J"		<u>\$ 762,131</u>
392-610-000	<u>Building "M"</u>		
392-610-530	Contractual Services		
392-610-533	Architectural Services	13,902	
	Total		13,902
392-610-580	Capital Outlay		
392-610-583	New Buildings		
392-610-583.10	Payment to CDB	5,670,702	
	Total		<u>5,670,702</u>
392-610-587	Instructional Equipment		
392-610-587.10	Referendum Funded	202,223	
392-610-587.30	Student Funded	45,000	
	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	50,000	
	Total		<u>\$ 50,000</u>

SITE AND CONSTRUCTION FUND  
Project Budget

Expenditures (cont.)

392-660-000	<u>CAPITAL OUTLAY FOR 1979-80 BUILDING CONSTRUCTION</u>		
392-660-580	Capital Outlay--Instructional Equipment		
392-661-586.10	Data Processing Equipment 80-81	\$ 9,000	
392-661-586.20	Data Processing Equipment 81-82	49,330	
392-661-586.30	Data Processing Equipment 81-82	30,130	
392-662-586.10	Secretarial Science Equip. 80-81	9,000	
392-662-586.20	Word Processing Equipment 81-82	29,100	
392-663-586	Instruc. Computing Equip. 80-81	6,600	
392-664-586	Mech. Engineering Equip. 80-81	1,200	
392-665-586	Fire Sciences Equip. 80-81	4,000	
392-666-586	General Instruc. Equip., Lecterns 81-82	1,200	
392-667-586.10	Physical Education Equip. 81-82	6,370	
392-667-586.20	Physical Education Equip. 81-82	1,420	
392-668-586.00	Child Learning Center 81-82	500	
	Total		\$147,850
392-670-580	Capital Outlay Audio-Visual Equipment		
392-671-586.00	Lecture Hall Improvements 80-82	50,000	
392-672-586.10	AV Equip. for Lecture Hall 80-81	23,000	
392-672-586.20	Lecture Hall Improvements 81-82	56,250	
392-672-586.30	AV Equip. for Bldg. "J" 81-82	35,200	
392-673-586.10	AV Equip. for Bldgs. I, J, & M 80-81	41,115	
392-673-586.20	AV Equip. for Bldgs. I, J, & M 81-82	32,880	
	Total		238,445
392-680-580	Capital Outlay--Office Equipment		
392-681-585.10	Bus., Soc. Science Div. 80-81	2,680	
392-681-585.20	Sec. Science Furniture 81-82	1,710	
392-681-585.30	Bus., Soc. Science Equipment 81-82	4,450	
392-681-585.40	Bus., Soc. Science Offices 81-82	3,500	
392-682-585	Student Services 80-81	500	
392-683-585	Student Development Equip. 81-82	2,000	
392-684-585	Student Activities Equip. 81-82	1,250	
	Total		16,090
392-690-580	Capital Outlay--Service Equipment		
392-691-588	Custodial 80-81	4,000	
392-692-588	Roads & Grounds 80-81	5,600	
392-693-588	Public Safety 80-81	2,700	
392-694-588	Receiving & Transportation 80-81	13,500	
392-695-588	Utilities 80-81	7,800	
	Total		33,600
			<u>\$435,985</u>

SITE AND CONSTRUCTION FUND  
Project Budget

Expenditures (cont.)

392-700-000	<u>Transfers</u>		
392-700-598.8	Transfer to Restricted Purpose Fund 80-81	\$ 3,700	
	Total		<u>\$ 3,700</u>
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	19,518	
	Total		28,618
392-800-540	Materials and Supplies		
392-800-542	Printing	2,893	
	Total		2,893
392-800-560	Fixed Charges		
392-800-569	Other Fixed Charges	3,000	
	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	530	
	Total		2,113,615
392-800-582.01	Site Improvements		
392-800-582.01	Perimeter Sidewalk '77-'78	14,000	
	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	738,532	
	TOTAL UNALLOCATED FUNDS		<u>\$ 738,532</u>
	TOTAL SITE AND CONSTRUCTION FUND EXPENDITURES		<u>\$23,826,114</u>