

# **BOARD OF TRUSTEES RECORDS AC.001.BT**

**Finding aid prepared by Martin Firestein**

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This finding aid was produced using the Archivists' Toolkit

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06/19/2012  
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## Summary Information

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<b>Repository</b>	William Rainey Harper College
<b>Title</b>	<b>Board of Trustees Records</b>
<b>Date</b>	1965-
<b>Extent</b>	33.03 Linear feet
<b>Language</b>	English

### Preferred Citation

Please cite materials in this collection as follows:

"[Name of document], AC001BT Board of Trustees Records, [Box/Folder/Date]. William Rainey Harper College Archives. [Date the item was retrieved]."

## Scope and Content Note

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The records in this collection document the activities and decision making processes of the Board of Trustees of William Rainey Harper College from the establishment of the college in 1965 to the present day. The files include policies, plans, and procedural manuals; profiles of the college; financial records; minutes; and collected articles and interviews with various members of the board.

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## Administrative Information

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### Publication Information

William Rainey Harper College 06/19/2012

### Electronic Files

The Board of Trustees Records contains born digital records, primarily power point presentations, Word documents, and PDF files. These files are regularly burned to a blank Archival Gold Standard disc, and placed with the Archives "Digital/Electronic Records" collection.

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## Controlled Access Headings

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### Subject(s)

- Community college trustees--Illinois--Palatine.
- William Rainey Harper College. Board of Trustees

## College History and Vision

**Collection Inventory****BT001CHV College History and Vision 1966-Present****Folder**

Digest of Development Guidelines 1966

01-10  
(CHV 1)

Development Guidelines for Harper College 1966

Development of a New Community College n.d.

Harper College Management Information n.d.

Mission Statement - Harper College n.d.

Harper College Profile 1980-1998

**Folder**

Strategic Long Range Plans 1970-2011

01-16  
(CHV 2)**BT002ADM Administration 1967-Present****Folder**

**Administration**

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Guide to Trusteeship - Draft 1989

01-35  
(ADM 1)

Guide to Trusteeship - Final 1990

Guide to Trusteeship - Draft 1992

Accounting and Budget Instructions 1969

Accountability System 1972

Copyright and Ownership Reference Examples 1972

Administrative Audit 1977

Information Manual 1979

Evaluation Reports of the Occupational Education Program 1974-1979

Budget Guidelines ca. 2002

Policy Manuals 1967-2001

Policy Revisions 1977-1996

**Minutes/Correspondence**

Pennsylvania College of Technology 1998

Annual Plans 1996-2008

Institutional Outcomes Reports 2000-2011

**Name change**

Now known as Institutional Accountability Reports starting with 2010-2011

Policy Manual 2010

	<b>Box</b>	<b>Bin</b>
Computer disks / tapes	1 (Digital/ Electronic Records)	1

**BT003MIN Minutes/Correspondence 1965-Present****Consent Agendas for Board Minutes**

Beginning in May, 2003, the Consent Agendas for the Board Meetings are only available electronically.

**Board Meetings no longer published in paper format**

Beginning in December, 2009, the Board Meetings are only available electronically, and will no longer be published in paper format. Paper copies of the Meetings are still available prior to December, 2009.

## Minutes/Correspondence

Electronic copies of the full Board Meetings first became available in June, 2009, and now include the Consent Agendas.

**Box**

05/1965 - 06/1980

01-07  
(Board  
Minutes)

06/1980 - 12/1996

08-13  
(Board  
Minutes)

12/1996 - 02/1999

14 (Board  
Minutes)

03/1999 - 04/2003

15-16  
(Board  
Minutes)

05/2003 - 08/2005

17 (Board  
Minutes)

09/2005 - 02/2008

18 (Board  
Minutes)**Folder**

03/2008 - 11/2009

01-15  
(Board  
Minutes)

12/2009 -

## Contracts/Agreements

	<b>Box</b>	<b>Bin</b>
Computer disks / tapes	1 (Digital/ Electronic Records)	1

**BT004CAP Contracts/Agreements 1977-Present**

**Folder**  
01-12  
(Contracts)

Agreements with Faculty Senate 1977-2010 5 Folders

RAMP Study 1976-1991 4 Folders

Vocational Education Plan 1982-1986 4 Folders

Community Assessment Program 1996

**BT005FIN Financial 1966-Present**

**Folder**

College Plan and Budget, 1968-1997

01-28  
(FIN 1)

College Plan and Budget, 1997-2011

01-12  
(FIN 2)

**Box**

School Bonds 1966

01 (FIN 3)

**Financial**

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## General Specifications for Financial Affairs 1970

Financial Statements 1971

## Divisional Budget Statements 1980

**Box**

Financial/Divisional Statements 1980

02 (FIN 3)

## Financial Review 1984

Financial Audit 1989

## Financial Statements, 1990-1999

**Box**

Financial Statements, 2000-2004

03 (FIN 3)

Financial Statements, 2005-2009

04 (FIN 4)

Financial Statements, 2010-2011

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**Box**

## Miscellaneous

Text		5 (FIN 5)
Computer disks / tapes	<b>Box</b> 1 (Digital/ Electronic Records)	<b>Bin</b> 1
<b>BT006MISC Miscellaneous 1975-2005</b>		<b>Box</b> 01 (Misc)
Special Committee Investigation 1976		
Correspondence/Announcements 1975-2000		
Interview: Kris Howard 1988		
ICCTA Meritorious Nominations 2005		
<b>BT007PRES Board Presentations 2009-2011</b>	<b>Box</b> 1 (Digital/ Electronic Records)	<b>Bin</b> 1
<b>Existence and Location of Originals note</b>		
The Board Presentations are only available in electronic format.		
<b>BT008ADD01 Additions to Collection 1967-1994</b>		<b>Box</b>
Budget Process/Salary Analysis 1967		01 (ADD)

Additions to Collection

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Financial Statements 1968

Long Range Financial Plan 1972

Board Action Reports 1977-1986

Board Agenda Books, 1973-1984

**Box**

02 (ADD)

Board Agenda Books, 1985-1989

Budget 1993-1994