

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

A G E N D A

September 8, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Unfinished Business
  - A. Jayne property negotiation report - Attorney Hines
- VI. New Business
  - A. Board approval of Data Processing equipment specifications (Exhibit A)
  - B. Board approval of Advisory Committee Guidelines (Exhibit B)
  - C. Adoption of resolution for 1966-1967 levy for Harper College (Exhibit C - to be brought to meeting)
  - D. Report and recommendation of facilities for opening of classes at Harper College, Fall 1967 (Exhibit D - to be brought to meeting)
  - E. Recommendation for housing Librarian and staff 1966-1967 at Elk Grove School
    1. Contract approval (Exhibit E)
  - F. Adoption of resolution for participation in Title I Grant application to Health, Education and Welfare under Higher Education Facilities Act of 1963 (Exhibit F)
  - G. Board authorization for Testing Service Corporation to proceed with soil compaction tests on college site (Exhibit G)
  - H. Presentation of Design and Development specifications for first phase facilities of Harper College - Caudill, Rowlett & Scott, and Fridstein & Fitch
  - I. Fringe Benefit Committee Report
- VII. Other Items
- VIII. Adjournment

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF JUNIOR COLLEGE DISTRICT 512  
COOK COUNTY, ILLINOIS

Minutes of Regular Board Meeting, Thursday, September 8, 1966

CALL TO ORDER: Upon notification that President Haas would be temporarily detained the meeting of the Board of Junior College District No. 512 was called to order at 8:10 p.m. by Secretary Nicklas. In the absence of President Haas and the presence of a quorum, Member Hamill moved and Member O'Dea seconded the appointment of Member Hansen as president pro-tempore. Motion carried.

ROLL CALL: Present: Hamill, Hansen, O'Dea, and Nicklas

Absent: Bernstein, Haas, and Johnson

Others present: Lawrence E. Frazee, Prospect Publishing Company Jim Ross, Arlington Day; Donn B. Stansbury, John H. Upton, and Stan Lotko, Harper College; Alan S. Gage, Barrington.

Minutes: Member O'Dea moved and Member Nicklas seconded the approval of the minutes of the regular meeting of August 11, 1966 and the adjourned regular meeting of August 25, 1966.

BILLS: Member O'Dea moved and Member Nicklas seconded the approval of the payroll of September 30, 1966 in the amount of \$14,570.64 and the invoices of September 8, 1966 in the amount of \$75,594.76. Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, and O'Dea.

Nay: None

Member O'Dea informed the board of the impression several news papers had received with regard to the commitment by the junior college board toward limiting Harper College contributions to 25% of the state matching funds. He asked that a clarification be obtained from the state in regard to credit on local monies committed in Phase I so that they might be matched with state funds at a later date. The board directed attorney Hines to clarify the requirements of matching fund commitments with the Board of Higher Education and investigate the possible limitations in the matching formulae. It was further indicated that our architectural plans and drawings should be developed to provide adequate flexibility to adjust to the decision of the Board of Higher Education. Member O'Dea asked this matter be included on the agenda for our next meeting.

BILLS CONT.

At this point Dr. Lahti outlined recent action taken toward the appointment of a firm to act as a reviewing authority for the junior colleges within the State of Illinois. A letter in this regard was sent to Mr. Gerald Smith, Executive Secretary of the State Junior College Board. Mr. Smith has responded and has indicated that the State Jr. College Board is seriously investigating this possibility.

**COMMUNICATIONS:** Secretary Nicklas read a communication from Municipal Research Associates relative to the listing of underwriters and bond dealers to whom a bond prospectus was submitted. In addition, she read a communication from the First National Bank of Chicago inviting board members to attend a municipal bond sale demonstration to be held on Thursday, September 22nd at the Sherman House. Several members indicated an interest in attending this meeting.

UNFINISHED BUSINESS:

Member O'Dea moved and Member Nicklas seconded a motion to postpone unfinished business until later in the meeting. Upon roll call vote, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, and O'Dea.

Nay: None

**NEW BUSINESS:** Mr. Roy Sedrel, Director of Data Processing, and Data Processing Dr. Lahti, introduced the Data Processing Equipment Equipment Spec. Specifications for approval of the board. After some discussion, Member Nicklas moved and Member O'Dea seconded the approval of the Data Processing Equipment Specifications. Motion carried.

ADVISORY COMMITTEE GUIDE LINES:

Advisory Committee Guide Lines were presented for approval of the board relative to the selection and make-up of advisory committees for all specialized areas within the junior college curriculum. Member O'Dea moved and Member Nicklas seconded the approval of the Advisory Committee Guide Lines with the following amendment: Strike out the last delineated items under RESPONSIBILITIES "Publicize programs and secure community cooperation."

Member Bernstein entered the meeting at 9:15 p.m.

TAX LEVY:

The following resolution for the adoption of a 1966-67 tax levy was presented by Dr. Perry, Dean of Business Affairs, for the educational fund:

TAX LEVY:

CONT.

RESOLUTION:

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, that there be and hereby is levied for the year 1966 a tax in the sum of \$900,000.00 for Educational purposes, and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook County, Illinois, on or before the 27th day of September, 1966, being the fourth and last Tuesday in September, 1966.

Member Hansen moved and Member O'Dea seconded that the educational fund levy be set at \$900,000.00. Upon roll call vote, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, O'Dea, and Bernstein  
Nay: None

The following resolution for the adoption of a 1966-67 tax levy was presented by Dr. Perry, Dean of Business Affairs, for the building fund:

RESOLUTION:

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, that there be and hereby is levied for the year 1966 a tax in the sum of \$330,000.00 for Building purposes, and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook County, Illinois, on or before the 27th day of September, 1966, being the fourth and last Tuesday in September, 1966;

Member Hansen moved and Member O'Dea seconded that the building fund levy be set at \$330,000.00. Upon roll call vote, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, O'Dea, and Bernstein  
Nay: None

Dr. Pankratz presented a report on possible facilities to house the junior college during the 1966-67 school year. Communications with Dr. Gilbert of High School District No. 214 were reviewed along with those of Assistant Principal Thomas Rife of Elk Grove High School.

NEW BUSINESS

CONTD.

Tax Levy:

He also presented an evaluation of mobile classrooms built by Midwest-Relocatable Corporation, Hilton Homes, and Commerce Investment Trust Classrooms in addition to the financial implications of such facilities for Junior College District 512. The recommendation of the staff included continued communications with District 214, specifically the Elk Grove High School site and the possibility of the use of six mobile classrooms to house a bookstore, guidance office facilities, and a student lounge. The board directed the staff to continue investigation of these facilities.

LEASE AGREEMENT:

A lease agreement was presented to the board relative to the use of Room 227 in the Elk Grove High School to house the library for the 1966-67 school year. This lease provides an area of 733 square feet at the rate of \$2.50 per square foot, to extend from September 15, 1966 to August 31, 1967.

Member Hamill moved and Member O'Dea seconded the approval of the lease agreement with High School District No. 214, whereby Harper College will be leasing room 227 in the Elk Grove High School for library purposes. Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, O'Dea, and Bernstein.  
Nay: None

Title I Grant  
Application:

Member Hamill moved and Member O'Dea seconded the adoption of the resolution whereby Junior College District No. 512 will participate in the Title I Grant Allocation with the United States Commission on Education, under the Higher Education Facilities Act of 1963, for the construction, rehabilitation, and improvement of academic and related facilities. Upon roll call, the vote was as follows:

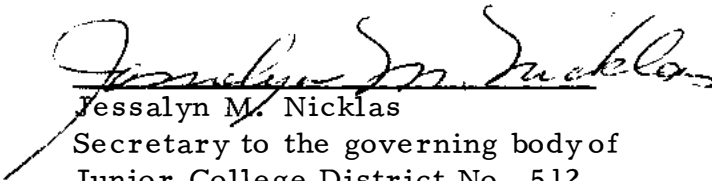
Aye: Nicklas, Hansen, Hamill, O'Dea, and Bernstein.  
Nay: None

Member Bernstein moved and Member Hamill seconded the approval to have Testing Service Corporation proceed with soil compaction tests on the college site; said work to include borings, drilling, sampling of the soil throughout the site, and the preparation of an engineering report at a price not to exceed \$4,000.00. Upon roll call, the vote was as follows:

Aye: Nicklas, Hansen, Hamill, O'Dea, and Bernstein.  
Nay: None

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution authorizing the filing of an application under Title I of the Higher Education Facilities Act of 1963 adopted by the governing body of Junior College District Number 512, County of Cook, State of Illinois, on September 8, 1966 and attest to the above signature.

  
Jessalyn M. Nicklas  
Secretary to the governing body of  
Junior College District No. 512

\_\_\_\_\_  
Date

NEW BUSINESS:

CONT.

Fringe Benefit  
Committee  
Report

A Fringe Benefit Report was presented to the board relative to the progress of the Fringe Benefit Committee on their project to determine an interim schedule of benefits for the employees of Harper College. This report was placed on file.

(At 10:30 p.m. President Haas entered the meeting.)

Design & Development Spec. For  
First Phase  
Facilities

Representatives of Caudill, Rowlett, and Scott presented the design and development specifications for first phase facilities for Harper College. Upon conclusion of the presentation and a complete discussion of the first phase facilities, Member Hamill moved and Member Bernstein seconded the authorization for the architect to prepare working drawings for the following buildings:

1. Central Power Plant
2. College Center
3. Art block and walk-way
4. Lecture-Demo Center
5. Science Center
6. Learning Resources Center

Upon roll call the vote was as follows:

Aye: Nicklas, Hansen, Hamill, Bernstein, and Haas.

Nay: O'Dea

Member Hansen moved and Member Hamill seconded the motion to proceed with the plans as presented by the architect, with one adjustment; namely that the south parking lot be moved closer to Algonquin Road and away from the college complex. Upon roll call the vote was as follows:

Aye: Nicklas, Hansen, Hamill, Bernstein, and Haas.

Nay: O'Dea

UNFINISHED  
BUSINESS

A brief report was given by attorney Hines relative to the progress he has made in negotiating for the Jayne property (Tri-Color Farms). A contract for the purchase of this property was signed by Mr. Jayne and his wife for a total price of \$925,000.00. Attorney Hines indicated that this price was negotiated from a recent appraisal of \$1,283,000.00 but since the contract was considerably less and it was possible to avoid a complicated condemnation proceeding, he recommended the approval of this contract as signed by Mr. & Mrs. Jayne.

Member Bernstein moved and Member Hamill seconded the motion to authorize the president and secretary to sign

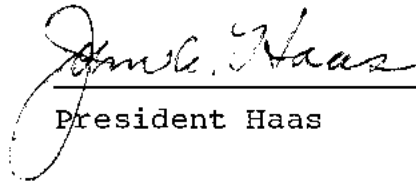
UNFINISHED  
BUSINESS  
(CONTD.)

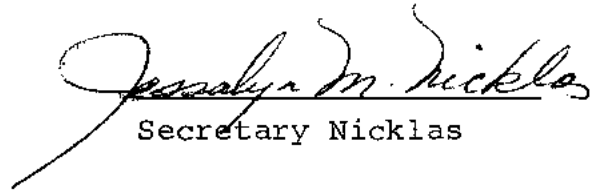
motion to authorize the president and secretary to sign the Jayne contract on behalf of the board of Junior College District No. 512 and authorize earnest payment of \$25,000. to Mr. & Mrs. Jayne. Upon roll call, the vote was as follows:.

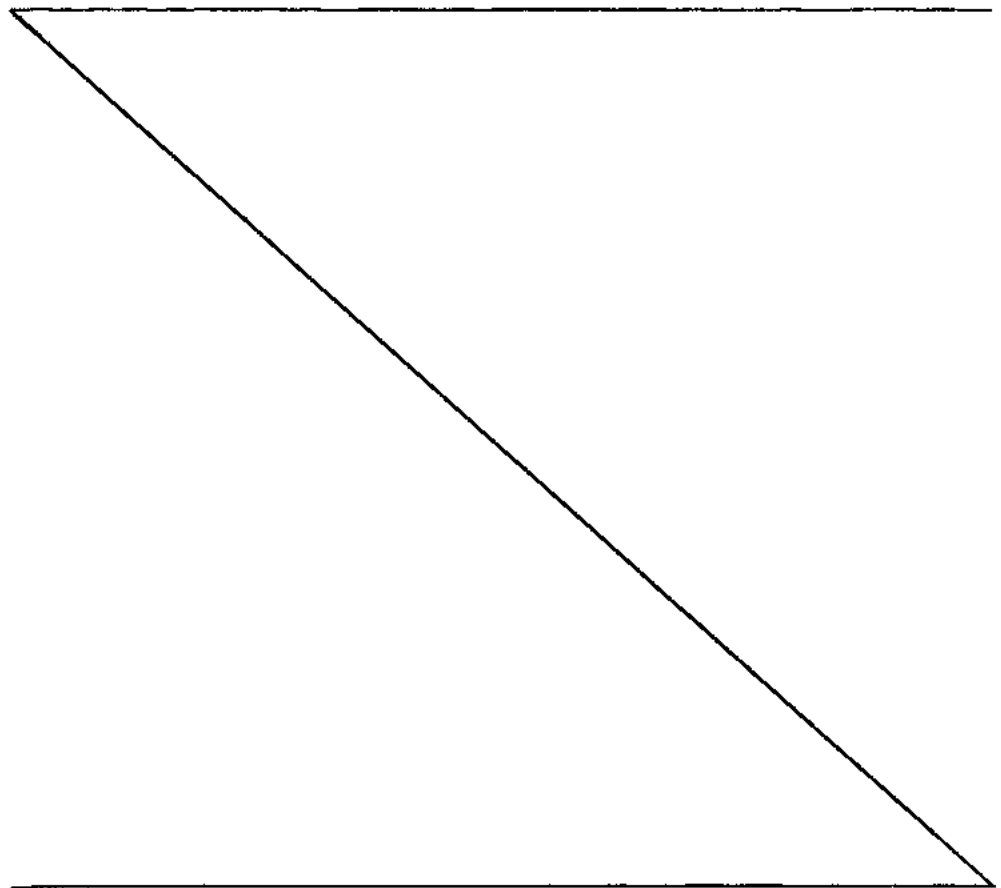
Aye: Nicklas, Hansen, Hamill, O'Dea,  
Bernstein, and Haas.

Nay: None

Member Hamill moved and Member Bernstein seconded the adjournment of the meeting to Thursday, September 15th, 8:00 p.m. at 799 West Kensington Road.

  
President Haas

  
Secretary Nicklas





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

EDUCATIONAL FUND EXPENDITURES - September 8, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Check Amount</u>
Edward C. McAuliff	Accounting	1-501.21		\$ 191.25
Frank Hines	Legal Services	1-501.22		1,287.50
Universal Stationers, Inc.	Supplies	1-501.31		71.78
The Randolph School Supply Co.	"	1-501.31		14.00
Moore Bus. Forms, Inc.	"-Printing	1-501.33		51.46
Herman F. Hinz & Co.	" "	1-501.33		82.56
Accurate Sign Co. of Palatine	"	1-501.35		22.50
Carousel Travel & Tours	Travel-Faculty	1-501.72		117.05
" " "	" Other	1-501.79		308.00
Paddock Publications	Advertisements	1-501.90		32.20
Journal News Publications	"	1-501.90		19.50
American Assoc. of Junior Colleges	Subscription	1-501.90		45.00
Teachers College Press	Publications	1-501.90		4.75
Universal Stationers, Inc.	"	1-501.90		32.40
The Bond Buyer	Bond Sale Advertising	1-501.90		323.40
Imprest Fund	Reimbursement	1-501.90		3,022.88
Herman F. Hinz	Supplies-Painting	1-502.39		7.00
Carousel Travel & Tours	Travel-Faculty	1-502.71		611.70
H. R. Pankratz	" "	1-502.71		24.64
Stanley Lotko	" "	1-502.71		27.75
Bellman Publishing Company	Publications	1-502.90		10.40
American Library Association	"	1-502.90		11.00
Flynn, Harrison & Conroy, Inc.	Insurance-Liability	1-508.55		297.15
Xerox Corporation	Rental-Office Machines	1-508.61		95.00
Pitney Bowes, Inc.	" " "	1-508.61		21.60
International Bus. Machines Corp.	Office Equipment	1-563.00		1,605.00
F. & E. Check Protector Co.	" "	1-563.00		338.00
Horder's	Office Furniture	1-563.00		1,740.70
Business Interiors, Inc.	" Equipment	1-563.00		289.50
Palatine Office Supply	" "	1-563.00		1,826.80
Universal Stationers, Inc.	" "	1-563.00		18.92

TOTAL EDUCATIONAL FUND EXPENDITURES

\$ 12,551.39

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

SITE AND CONSTRUCTION FUND EXPENDITURES - September 8, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Check Amount</u>
Caudill Rowlett Scott	Schematic Design	6-562.00		\$ 59,912.40
Gremley & Biedermann	Site Purchase Surveys	6-561.00		<u>675.00</u>
TOTAL SITE AND CONSTRUCTION FUND EXPENDITURES				<u>\$ 60,587.40</u>

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

BUILDING FUND EXPENDITURES - September 8, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Check Amount</u>
Illinois Bell Telephone Co.	Telephone	2-506.54		\$ 1,437.64
Roy Lalonde	Building Rental	2-508.62		<u>1,018.33</u>
TOTAL BUILDING FUND EXPENDITURES				<u>\$ 2,455.97</u>

WILLIAM RAINY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE, ILLINOIS

MEMORANDUM

TO President of Harper College

FROM Director of Data Processing and Research

DATE August 31, 1966

SUBJECT Computer Systems Proposal Specifications

The attached specifications were developed for the purpose of providing guidelines for various computer equipment manufacturers in submitting proposals for the Harper College educational computer system.

I would like to acknowledge the cooperation and assistance received from the following individuals in preparing these specifications:

Mr. Darrell Schultz, Systems Planning Director, Illinois  
Bell Telephone  
Mr. Bob Peterson, Data Processing Manager  
Sola Electric Company  
Mr. Lowell F. Christy  
Illinois Bell Telephone  
Mr. W. H. Spomer, Manager Systems and Procedures  
Pure Oil  
Mr. James R. Gerdes, Technical Services Office  
Argonne National Laboratory  
Mr. William M. Comier, Statistical Systems Manager  
Allstate Insurance

Comments and suggestions received from the above are presented on the following page.

"Have manufacturer list other customers in the area."

"Have manufacturer list experience in the field."

"Specify cost of removable random storage devices."

"Indicate where pre-installation test time is available."

"Your specifications look good and seem to be very complete. I am quite please with these specifications and would like to keep a copy for my own reference file."

"Software is a major consideration in a computer system. Make sure that the Fortran compiler will handle the random storage device."

"A number of our people have gone over your specs and we feel that it is in excellent shape."

"Your program is ambitious, however, in the current period of progress in data processing it should be attainable. My primary questions would be in the area of equipment specifications where I believe you have become too specific."

"I would eliminate the PL 1 Compiler requirement."

# SPECIFICATIONS FOR HARPER COLLEGE

## COMPUTER SYSTEM PROPOSALS

### INTRODUCTION

Harper College will be implementing a system-wide comprehensive program of applications of information and computer science technology to the functions of an educational institution.

The primary application will be in the instructional function. A comprehensive curriculum of vocational-technical courses will be offered in both the college parallel and the Associate Degree programs. These curricula will be designed to prepare students for such vocations as key punch operators, computer operators, computer programmers, and systems analysts. Selected courses of technical nature will be offered in other programs such as vocational office occupations, general business, distributive education, and accounting. The facilities of the computer center will be utilized as an instructional tool in mathematics, physics, science, and economics where the students will learn to use the computer as a problem solving media. The use of simulation techniques will provide the student of economics, business management, and social studies a unique and stimulating learning experience.

In addition to the above instructional uses, it is planned that Harper College will work closely with leaders in the data processing field in planning and conducting special seminars for programmers, systems analysts, managers, and others working in the various industries in the College District.

The second area of application will be in administrative services. A total, integrated administrative information system will be implemented. This system will be designed to enable administrative personnel to relate information across several "tracks" or sub-systems in order to produce operating data which are complete, comparable, comprehensive, and timely. The sub-system will include student admissions and registration; financial

accounting; centralized supply inventory, purchasing, and distribution; bookstore inventory and sales control; library book cataloging, inventory, and circulation; class scheduling and grade reporting; guidance and counseling services; test construction and test correcting services; institutional cost accounting; and personnel record system.

The third area of application will be in faculty and student-research. The computer facility will be used for various statistical processing such as factor analysis, analysis of variance, and correlation.

In addition, services of the data processing center will be made available to elementary and secondary schools in the college district.

#### SPECIFICATIONS

The following specifications are to be used by all manufacturers or their representatives in submitting proposals for the Harper College computer system. All proposals are to be submitted in writing to the Director of Data Processing and Research. Final decision on the selection of equipment will be the responsibility of the Board of Trustees of Harper College.

The proposal must indicate the unit identification number and model number (where appropriate), monthly lease rate, purchase price, purchase option schedule, and delivery schedule from date of order. Educational allowances, if granted, must be specified and requirements for receiving such allowances clearly stated. Equipment maintenance programs must be described in full, clearly stating services which are included in lease and purchase agreements. The rates for all maintenance services which are billed to the customer under lease and purchase agreements must be stated.

The proposed system must be modular in design, capable of being expanded without extensive re-writing of customer programs. All equipment submitted on the proposal must be new equipment.

The following represent minimum requirements for equipment, software, training support, installation support, and educational material and supplies. All proposals must include reference to each item, either indicating the features of the proposed item or non-availability of the item. The final configuration of the system will be the decision of the Administration and Board of Harper College.

#### I. Equipment Specifications

##### A. Central Processor

1. Solid-state circuitry
2. Decimal and binary arithmetic capabilities
3. Multiply and divide
4. High-low-equal-compare
5. Indexing and indirect addressing capabilities
6. Financial edit instructions
7. Communication capability with automatic program interrupt
8. Interval timer for automatic interrupt
9. Multi-program or simultaneous operating capabilities

##### B. Input/Output Unit Capability

1. Card Reader
  - a. Capable of handling 80 column punched card
  - b. Minimum read speed--400 cards per minute
2. Card Punch (may be an integral unit with card reader)
  - a. Capable of handling 80 column punched card
  - b. Minimum punch speed--100 cards per minute
3. Printer
  - a. One hundred thirty-two characters per line print capacity
  - b. Minimum speed of 600 LPM at maximum output
  - c. Variety of standard and optional character sets available
4. Typewriter Operator Console



5. Random Access Storage
  - a. Main drive unit(s) must have removable storage devices to provide for off-line data storage
  - b. Indicate purchase or lease prices for the removable storage devices
6. Communications Terminals
  - a. Remote communications terminals for both typewriter and punched card input, and printed and visual output must be available
  - b. Terminal located up to 2,000 feet from central processor location
7. Optical Mark Test Scoring Machine
  - a. Must be capable of reading standard 8 $\frac{1}{2}$ " x 11" paper documents or standard 80 column size cards
  - b. Must be capable of providing input directly into the central processor via appropriate buffer or control unit.
  - c. Feeding of individual documents must be under program control
8. Paper Tape Reader
  - a. Punched paper tape reader capable of handling 5, 6, 7, or 8 track codes must be available

#### C. Control Units

The proper control unit for each input/output device must be listed with the proposed device. If an individual control unit is shared by two or more devices, list the unit with all devices but indicate the lease and purchase price only once.

## II. Software Specifications

### A. Operating System

A complete operating system must be available upon delivery of equipment. The operating system must be capable of providing complete control over the entire system including such functions as program loading, memory allocation, time sharing among concurrent programs, library search, and communications between console operator and operating programs.

### B. Data Handling Programs

A complete series of data handling programs must be available at the time of delivery of equipment. This series must include an input/output program capable of handling all I/O functions for all I/O units delivered with the system, a data sort and collate program for the random access device installed, and a library of scientific and mathematical subroutines.

C. Specific Applications Programs

A student class scheduling and pupil master file processing program and an information retrieval system must be available at the time of delivery of the system.

D. Program Assemblers and Compilers

The following assembler and compiler programs are to be available at the time of submitting the system proposal:

1. Symbolic Language Assembler
2. COBOL Compiler
3. FORTRAN Compiler (must be capable of handling I/O from the random storage device proposed)

III. Customer Training Support

The proposal must contain a list of customer training classes in programming, system operation, and educational applications which are offered on a regularly scheduled basis.

IV. Installation Support

The proposal must present in detail the type of installation support (e.g. systems design assistance, programming assistance, physical planning assistance, etc.) that is available. In addition, the proposal must show the number of hours of preinstallation and post-installation program test time provided, and the location where test time will be available.

V. Educational Materials and Supplies

A brief description of the various educational materials and supplies which are available from the manufacturer must be included in the proposal. Availability of technical manuals, programming aids, and audio-visual aids for classroom instruction must be indicated.

GUIDELINES FOR ORGANIZATION AND FUNCTION  
OF ADVISORY COMMITTEES

The Board of Education of Harper College has established specific objectives for the institution which are consistent with the role of the community college in a modern, dynamic and highly technological society. Among these objectives, the following relate directly to the educational program to be offered at Harper College:

1. To offer the first two years of transfer or pre-professional education of the highest quality to each student and to prepare him within his chosen field of study with a sound background commensurate with the first two years of education at a four-year college or university.
2. To provide technical-vocational training programs, with certification, to enhance the student's employment opportunities; to provide retraining courses to facilitate the student's adjustment to and reemployment in a labor market of changing technological demands.
3. To provide appropriate general education for all citizens, assisting them in preparing for a more effective participation in a free society as well as for personal and cultural enrichment in an era which promises more and more leisure time.
4. To offer opportunities for adults in the community to initiate or to continue a collegiate education.

In order to fulfill the objectives stated above, the Board and faculty must be constantly aware of information on the redistribution of employment opportunities, new occupations, job standards, and specialty requirements. The use of advisory committees provides an opportunity for community leaders in business, industry, and government to participate in the planning of the educational program and contribute valuable counsel and service to the board, administration, and faculty of Harper College in meeting the objectives of the institution.

In accordance with the policies of the Board and Administration of Harper College, the following guidelines on objectives, responsibilities, and organization are established to assist advisory committees in fulfilling their vital role.

#### OBJECTIVES

The primary objective of the advisory committee will be to provide a communications channel between the Board and Administration of Harper College, and leaders in various professional and vocational fields. Through this communication channel, the faculty of Harper College will be able to maintain a constant awareness of the changing vocational and professional needs of business, industry, and government and thus respond to these needs by providing a modern, dynamic educational program.

#### RESPONSIBILITIES

The following responsibilities are assigned to the committees:

- Recommend content of vocational and professional educational programs.
- Recommend standards for selection of students for various professional and vocational educational programs.
- Recommend space and equipment needed.
- Evaluate programs and make recommendations for improvement.
- Keep the college informed as to changes occurring in the vocations and professions.
- Assist in opening avenues of employment to those trained.
- Assist in locating qualified instructional personnel.
- Publicize programs and secure community cooperation.

A written report containing the recommendations and evaluations of the committee is to be submitted to the appropriate designate of Harper College at a date established by the Chairman of the committee and the college designate.

#### ORGANIZATION

Advisory committees will serve as continuing committees subject to regulations and policies of the Board of Trustees of Harper College. The

term of office of committee members shall be one year. However, members may be reappointed from year to year for a maximum of five consecutive terms. The advisory committees will convene on invitation of the Administration on stated occasions whenever necessary.

#### MEMBERSHIP

A list of interested persons wishing to serve on an advisory committee, along with recommendations, will be submitted to the Board of Trustees of Harper College. The Board will select not less than seven (7) nor more than fifteen (15) persons to serve as members of an advisory committee. One or more (not more than three) representatives of the administrative or instructional faculty of the College will serve as members of the committee.

#### STRUCTURE

The chairman of each committee will be appointed by Harper College. A College representative will serve as Secretary and will be responsible for all correspondence, duplicating, and communications under the direction of the committee.


#### MEETING

Each advisory committee will hold a "formation" meeting within ten (10) days after receiving notification from the College of the convention of the committee. The committee will then hold such additional meetings as are deemed necessary by the Chairman. Place and time of meetings are to be a decision of the committee. Existing facilities of the College will be made available for meetings of the advisory committees and will be considered the office headquarters where all records, monies, and supplies will be housed.

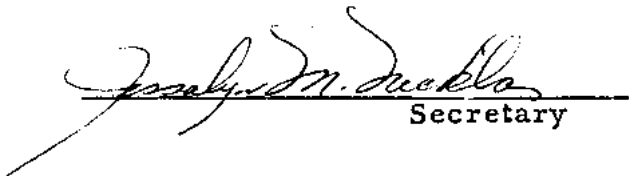
R E S O L U T I O N

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, that there be and hereby is levied for the year 1966 a tax in the sum of \$ \_\_\_\_\_ for Educational purposes, and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook County, Illinois, on or before the 24th day of September, 1966, being the fourth and last Tuesday in September, 1966.

PASSES this 8 day of Sept, 1966.

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

R E S O L U T I O N

BE IT RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, that there be and hereby is levied for the year 1966 a tax in the sum of \$ \_\_\_\_\_ for Building purposes, and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook County, Illinois, on or before the 24th day of September, 1966, being the fourth and last Tuesday in September, 1966.

PASSED this 8 day of Sept, 1966.

James Haas  
PRESIDENT

ATTEST:

Jessie M. Nicholas  
SECRETARY

Township High School District 214 agrees to lease to WILLIAM RAINY HARPER COLLEGE areas in Elk Grove High School comprising a total area of 733 square feet, at the rate of \$2.50 per square foot, for a total charge of \$1,832.50 under the following conditions:

1. The facilities shall be for the exclusive use of the WILLIAM RAINY HARPER COLLEGE.
2. The lease period will be from September 1, 1966, to August 31, 1967. District 214 will bill WILLIAM RAINY HARPER COLLEGE monthly.
3. Township High School District 214 will provide utilities, maintenance, and custodial services during the lease period. Insurance coverage on the building will be provided by District 214. Insurance coverage on personal property, workmen's compensation, and personal liability of the employees of WILLIAM RAINY HARPER COLLEGE shall be the responsibility of WILLIAM RAINY HARPER COLLEGE. Telephone facilities will be provided by WILLIAM RAINY HARPER COLLEGE.
4. WILLIAM RAINY HARPER COLLEGE may make necessary modifications including temporary wall installations within the lease area provided all such modifications and installations are acceptable to District 214 and are effected at the expense of WILLIAM RAINY HARPER COLLEGE. Any modifications and/or installations are to be effected under the supervision of a qualified architect and must conform to all Life Safety Code requirements.
5. At the expiration of the lease period the area is to be restored to a condition acceptable to District 214 before being returned to District 214. The expense of the restoration is to be borne by WILLIAM RAINY HARPER COLLEGE.
6. WILLIAM RAINY HARPER COLLEGE hereby stipulates and agrees to indemnify and forever hold harmless said Township High School District 214 against any or all claims and demands or actions which may hereafter at any time be made or instituted against said Township High School District 214, arising out of WILLIAM RAINY HARPER COLLEGE occupancy of the facilities described above.

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WILLIAM RAINY HARPER COLLEGE

---

Date of Agreement

EGHS/aln/8/30/66

---

Township High School District 214



RESOLUTION AUTHORIZING THE FILING  
OF AN APPLICATION FOR GRANT FUNDS UNDER TITLE I  
THE HIGHER EDUCATION FACILITIES ACT OF 1963

APPROVED \_\_\_\_\_  
Date

WHEREAS, the U.S. Commissioner of Education is authorized under the Higher Education Facilities Act of 1963 to grant funds for the construction, rehabilitation, and improvement of certain academic and related facilities; and

WHEREAS, the governing body of Junior College District Number 512, County of Cook, State of Illinois, hereinafter called the Applicant, is cognizant of the conditions under which such grant funds are made available and approved for payment to an applicant; and

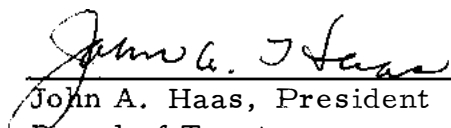
WHEREAS, it is the sense of the governing body of the Applicant that it is desirable to apply for a grant under the aforementioned act for the project described as follows:

now, therefore, be it

RESOLVED, that an application for the project described above is authorized and directed to be filed with the Board of Higher Education, with the understanding that if upon due consideration by said commission, applying the criteria of the State plan, said application receives a priority rating sufficiently high to receive grant funds under the aforementioned act, said application will be forwarded to the U.S. Commissioner of Education for consideration for his approval and be it further

RESOLVED, that the governing body of the applicant designates Robert E. Lahti, President, as the person authorized to file the application and act as the representative of the applicant in connection with said application.

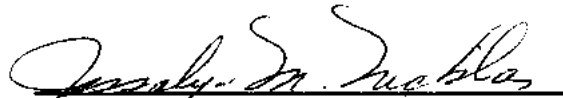
Signed

  
\_\_\_\_\_  
John A. Haas, President  
Board of Trustees

\_\_\_\_\_  
Date

CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of a Resolution authorizing the filing of an application under Title I of the Higher Education Facilities Act of 1963 adopted by the governing body of Junior College District Number 512, County of Cook, State of Illinois, on September 8, 1966 and attest to the above signature.



Jessalyn M. Nicklas  
Secretary to the governing body of  
Junior College District No. 512

---

Date

DR. L. A. DuBOSE, *president*  
DANIEL M. KEUSAL, *director of engineering*  
LYLE E. THOMPSON, *materials engineer*  
EDDIE E. SWOPE, *supervisor of drilling operations*  
*testing and inspection of: concrete*  
*soils*  
*asphalt*  
*foundation*  
*borings*  
*corings*

# TSC

TESTING SERVICE CORPORATION  
457 East Gundersen Drive, Wheaton, Illinois 60187

September 1, 1966  
L-4853

Telephone: 653-3920  
Area Code 312

DR. ROBERT LAHTI, PRESIDENT  
William Rainey Harper Junior College  
District 512  
34 West Palatine Road  
Palatine, Illinois 60067

RE: Proposed Campus Site  
Algonquin Road and  
Roselle Road

Dear Dr. Lahti:

We have been requested to make an estimated 1000 lineal feet of soils borings for the above captioned project subject to approval from your office and property entry clearances.

Our work will include the layout of the borings, drilling and sampling according to currently recommended ASTM procedures and the preparation of an engineering report.


The Engineering Report will be prepared by a Registered Structural Engineer of Illinois who is qualified by both experience and education as a Soils and Foundation Engineer. The Report will contain all field and laboratory test data with bearing capacity recommendations being made.

The total cost for this work will not exceed \$4,000.00.

Please call us if there are any questions.

Respectfully submitted,

TESTING SERVICE CORPORATION

  
Lawrence A. DuBose  
President

LAD:jj  
cc: CAUDILL ROWLETT SCOTT  
3636 Richmond Avenue  
Houston, Texas  
Attention: Mr. Louis E. Finlay

MINUTES OF FRINGE BENEFIT COMMITTEE MEETING  
September 1, 1966

Present: Board Members: Richard Johnson, Chairman;  
Jessalyn Nicklas, Paul O'Dea  
Staff Members: Robert E. Lahti, Roy Sedrel,  
Herbert Pankratz, Secretary  
Special Guest: Insurance Consultant, Joseph B. Gatts

Order of Business

1. Interim Insurance Package

Travelers (Travel Accident) plan was considered first. After brief discussion the provisions were adopted as outlined by Mr. Gatts.

2. Life Insurance, Accidental Death and Dismemberment, and Major Medical provisions were considered next.

Specifications of several companies (Blue Cross - Blue Shield, Continental Casualty, Horance Mann, Metropolitan, Prudential, and Travelers) were compared and contrasted.

It was agreed to eliminate Blue Cross - Blue Shield, Continental, and Horace Mann from serious contention because of higher cost and/or less favorable benefits. This left Metropolitan, Travelers and Prudential. After rather careful analysis it appeared that Prudential offered the best package, coming nearest to our specifications with the fewest deviations or exceptions. For example, whereas Metropolitan and Travelers require that full commission must be paid or be charged against the case, Prudential specified that commission applied on a one year selling basis only. Prudential's lifetime maximum in hospitalization was more favorable also: up to \$20,000 rather than only \$10,000.

It was agreed to remove maternity provision from Income Protection so as to increase the Surgical Schedule to \$500. Looking ahead to a long range plan, it was agreed that at age 65 the employees' Life Insurance and Accidental Death and Dismemberment benefits should be cut back 50% and that he would lose Major Medical benefits. At age 70 there would be another 50% cut bringing the total to a maximum of \$5,000 and a minimum of \$2,000.

In general, our plan would try to supplement and cover some of the gaps left by Medicare.

3. The question of Sabbatical coverage was raised. All coverages on the group plan would continue but here it would be very important for the individual to contact the insurance representative before leaving for points outside the continental United States. We will look into Travelers Accident coverage for sabbaticals but it seems unlikely that this would apply, because a sabbatical is not on college business and does not include payment for travel.

During the period of the interim insurance package, we will continue to carry two part-time office workers under the plan.

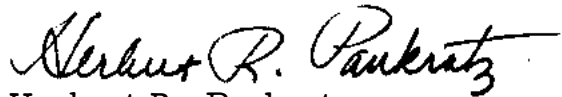
Mr. Gatts was thanked for his clear and complete presentation of the information.

4. Preliminary discussion was held on Academic Freedom, with a full discussion to follow at the next meeting along with a consideration of tenure.

The meeting was adjourned until September 22, 8:00 P. M. , at the Palatine office.

5. A summary of benefits agreed upon will be distributed at the Board meeting, September 8.

Respectfully submitted,



Herbert R. Pankratz  
Secretary

William Rainey Harper College  
 District Number 512  
 Imprest Fund Reconciliation  
 September 2, 1966

Cash in Bank		\$1,376.12
Check on Hand to be Deposited		1.00
Petty Cash - R. Lahti	\$400.00	
"    "    - E. Williams	<u>200.00</u>	600.00
Bills to be Reimbursed		<u>3,022.88</u>
 Total Imprest Fund		 <u>\$5,000.00</u>
 Balance Per Bank Statement		 \$2,728.43
Less Checks Outstanding		
	<u>Number</u>	<u>Amount</u>
	138	\$ 3.00
	143	6.00
	147	18.84
	148	3.20
	149	1.00
	150	170.98
	151	93.60
	152	142.69
	153	604.00
	154	<u>450.00</u>
		<u>1,493.31</u>
		\$1,235.12
Add Deposit in Transit		<u>141.00</u>
 Balance Per Books		 <u>\$1,376.12</u>

William Rainey Harper College  
District Number 512

Statement of Position  
Educational Fund - August 31, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT 8-31-66</u>
CASH:		
Imprest Fund	101.20	\$ 5,000.00
Cash in Banks	101.30	127,831.66
INVESTMENTS	102.10	124,540.28
Total Assets		<u>\$257,371.94</u>
<u>LIABILITIES</u>		
PAYROLL DEDUCTIONS		
PAYABLE:		
Retirement	204.10	\$
Survivors Ins.	204.11	
Federal Income	204.20	
Tax Withheld		
Social Security	204.31	<u>31.05</u>
Total Liabilities		\$ 31.05
<u>FUND BALANCE</u>	300.00	<u>\$257,340.89</u>
Total Liabilities and Fund Balance		<u>\$257,371.94</u>

WILLIAM RAINEY HARPER COLLEGE  
 District Number 512  
 Educational Fund Budget Report  
 August 31, 1966

<u>EXPLANATION</u>	<u>Account Number</u>	<u>Budget</u>	<u>Month of August</u>	<u>Year to Date</u>	<u>Balance</u>
Revenue:					
Taxes-Current 1965	401.10	\$482,797.24	\$2,817.36	\$307,690.92	\$175,106.32
Governmental Divisions	402.00	15,000.00	5,000.00	5,000.00	10,000.00
Interest on Investments	404.00	2,477.27			2,477.27
Total Revenue		<u>\$500,274.51</u>	<u>\$7,817.36</u>	<u>\$312,690.92</u>	<u>\$187,583.59</u>
<u>EXPENDITURES:</u>					
Administration:	501.00				
Salaries:	501.10				
President	501.11	\$ 16,500.00	1,791.67	3,583.34	12,916.66
Dean of Business Affairs	501.11	14,000.00	1,541.66	2,999.99	11,000.01
Administrative Assistant	501.11	16,000.00			16,000.00
Data Processing	501.15	10,000.00	1,125.00	2,250.00	7,750.00
Secretarial and Clerical	501.16	31,900.00	1,482.14	3,097.19	28,802.81
Other	501.19	7,500.00			7,500.00
Total Administrative Salaries		<u>\$95,900.00</u>	<u>5,940.47</u>	<u>11,930.52</u>	<u>83,969.48</u>
Contractual Services:	501.20				
Accounting	501.21	\$3,000.00	405.00	810.00	2,190.00
Legal	501.22	9,000.00	867.50	1,930.00	7,070.00
Service Bureau Data Processing	501.23	4,000.00			4,000.00
Architectural	501.24	2,500.00		30.00	2,470.00
Educational	501.25	5,000.00		125.00	4,875.00
Financial	501.26	10,750.00			10,750.00
Other	501.29	5,000.00	35.00	35.00	4,965.00
Total Contractual Services		<u>\$39,250.00</u>	<u>1,307.50</u>	<u>2,930.00</u>	<u>36,320.00</u>



Budget Report-Educational Fund

- 2 -

August 31, 1966

EXPLANATION:	Acct. Number	Budget	Month	Year to	Balance
			August	Date	
Supplies:					
Office Supplies	501.30	\$7,500.00	\$618.30	\$1,005.92	\$6,494.08
Copying Supplies	501.31	2,000.00		86.90	1,913.10
Printing	501.32	7,000.00	175.83	570.65	6,429.35
Postage	501.33	5,000.00	5.91	519.18	4,480.82
Election	501.34	3,000.00		1,649.72	1,350.28
Other	501.35	<u>5,000.00</u>			<u>5,000.00</u>
Total Supplies	501.39	\$29,500.00	<u>800.04</u>	<u>3,832.37</u>	<u>25,667.63</u>
<u>Travel:</u>					
Board and President	501.70				
Business Office	501.71	5,000.00	201.92	250.62	4,749.38
Data Processing	501.72	2,000.00	247.91	295.59	1,704.41
Administrative Asst.	501.73	1,500.00	110.33	163.86	1,336.14
Other	501.74	2,000.00			2,000.00
	501.79	<u>1,000.00</u>	<u>84.51</u>	<u>165.83</u>	<u>834.17</u>
Total Travel Expenses		\$11,500.00	<u>644.67</u>	<u>875.90</u>	<u>10,624.10</u>
Other Administrative Expenses	501.90	<u>5,000.00</u>	<u>649.79</u>	<u>914.78</u>	<u>4,085.22</u>
Total Administrative Expenses		\$181,150.00	<u>9,342.47</u>	<u>20,483.57</u>	<u>160,666.43</u>
INSTRUCTION:					
Salaries:					
Dean of Instruction	502.00				
Dean of Student Affairs	502.10				
Ass't. Dean of Voc. Tech.	502.11	\$18,000.00	1,500.00	3,000.00	15,000.00
Director of Nursing Education	502.11	17,000.00	1,416.67	2,833.34	14,166.66
Ass't. Nursing Education	502.12	17,000.00			17,000.00
Registrar & Admissions	502.12	13,000.00			13,000.00
Secretarial, Clerical	502.12	10,000.00			10,000.00
Programmer	502.14	14,000.00	583.33	583.33	13,416.67
Librarian	502.16	32,000.00	1,105.96	1,555.96	30,444.04
Library Assistants					
Other	502.17	13,500.00	1,125.00	1,125.00	12,375.00
Total Instruction Salaries	502.19	15,000.00			15,000.00
		<u>1,500.00</u>			<u>1,500.00</u>
Total Instruction Salaries		\$151,000.00	<u>5,730.96</u>	<u>9,097.63</u>	<u>141,902.37</u>

Budget Report-Educational Fund

August 31, 1966

<u>Instruction: cont'd</u>	<u>Account Number</u>	<u>Budget</u>	<u>Month of August</u>	<u>Year to Date</u>	<u>Balance</u>
Contractual Services	502.20	\$2,500.00		\$162.00	\$2,338.00
Educational Consultants	502.26	2,500.00			2,500.00
Data Processing	502.27				
Total Contractual Services		<u>\$5,000.00</u>	-	<u>\$162.00</u>	<u>\$4,838.00</u>
Supplies	502.30				
Professional Books	502.32	\$2,500.00			\$ 2,500.00
Library Supplies	502.37	10,000.00			10,000.00
Other	502.39	15,000.00			15,000.00
Total Supplies		<u>\$27,500.00</u>	-	-	<u>\$27,500.00</u>
Travel:	502.70				
Faculty	502.71	\$5,000.00	\$528.82	\$630.55	\$ 4,369.45
Librarian	502.77	1,000.00			1,000.00
Other	502.79	2,000.00			2,000.00
Total Travel		<u>\$8,000.00</u>	<u>\$528.82</u>	<u>\$630.55</u>	<u>\$ 7,369.45</u>
Tuition Paid	502.80	92,820.00			92,820.00
Other Instructional Expenses	502.90	1,000.00			1,000.00
Total Instructional Expenses		<u>\$285,320.00</u>	<u>\$6,259.78</u>	<u>\$9,890.18</u>	<u>\$275,429.82</u>
HEALTH:	504.00				
Salaries	504.10	\$ 500.00	-	-	500.00
Supplies	504.30	500.00			500.00
Total Health Expenses		<u>\$1,000.00</u>	-	-	<u>\$1,000.00</u>

Budget Report-Educational Fund

- 4 -

August 31, 1966

<u>Explanation: cont'd</u>	<u>Acct. No.</u>	<u>Budget</u>	<u>Month of August</u>	<u>Year to Date</u>	<u>Balance</u>
Fixed Charges	508.00				
Employers Share of Retirement	508.40	\$24,000.00	\$1,177.64	\$2,121.73	\$21,878.27
Fringe Benefit Program	508.50	15,000.00			15,000.00
Other Insurance	508.51	1,500.00			1,500.00
Rentals	508.60	7,500.00	387.04	983.61	6,516.39
Interest	508.80	2,000.00			2,000.00
Operational Bond	508.84	380.00			380.00
Other	508.89	6,000.00			6,000.00
Total Fixed Charges		<u>\$56,380.00</u>	<u>\$1,564.68</u>	<u>\$3,105.34</u>	<u>\$53,274.66</u>
Capital Outlay:	560.00				
Additional Equipment	563.00	\$119,790.00	2,855.39	5,123.15	\$114,666.85
Provision for Contingencies	590.00	64,914.00			64,914.00
Total Expenditures		<u>\$708,554.00</u>	<u>\$20,022.32</u>	<u>\$38,602.24</u>	<u>\$669,951.76</u>

William Rainey Harper College  
District Number 512

Statement of Position  
Building Fund - August 31, 1966

<u>ASSETS</u>	ACCOUNT NUMBER	AMOUNT 8-31-66
CASH:		
CASH IN BANK	101.30	\$33,714.29
INVESTMENTS:	102.10	<u>46,830.72</u>
Total Assets		<u>\$80,545.01</u>
<u>FUND BALANCE</u>		<u>\$80,545.01</u>

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NUMBER 512  
 BUILDING FUND - BUDGET REPORT  
 August 31, 1966

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE
<b>REVENUE:</b>					
Taxes - Current 1965	401.10	\$134,109.80	\$ 782.64	\$85,474.06	\$ 48,635.74
Interest on Investments	404.00	1,040.20	--	--	1,040.20
<b>TOTAL REVENUE</b>		<u>\$135,150.00</u>	<u>\$ 782.64</u>	<u>\$85,474.06</u>	<u>\$ 49,675.94</u>
<b>EXPENDITURES:</b>					
Tuition Paid	502.80	\$ 16,380.00	--	--	\$ 16,380.00
Operation	506.00				
Salaries:	506.10				
President	506.11	\$ 5,000.00			\$ 5,000.00
Dean of Business Affairs	506.11	4,000.00			4,000.00
Data Processing	506.15	3,500.00			3,500.00
Contractual Services-					
Custodian	506.20	2,000.00			2,000.00
Supplies	506.30	500.00			500.00
Utilities:	506.50				
Water and Sewerage	506.51	250.00			250.00
Electricity	506.52	1,000.00			1,000.00
Telephone & Telegraph	506.54	7,000.00	274.76	651.80	6,348.20
Other	506.59	1,000.00			1,000.00
<b>TOTAL OPERATING EXPENSES</b>		<u>\$ 24,250.00</u>	<u>274.76</u>	<u>651.80</u>	<u>\$ 23,598.20</u>

BUILDING FUND - BUDGET REPORT

(2)

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE
Maintenance:	507.00				
Contractual Services	507.20	\$ 2,000.00	\$1,583.00	\$1,583.00	\$ 417.00
Supplies	507.30	200.00			200.00
<b>TOTAL MAINTENANCE EXPENSES</b>		<b>\$ 2,200.00</b>	<b>\$1,583.00</b>	<b>\$1,583.00</b>	<b>617.00</b>
Fixed Charges:	508.00				
Employers Share of Retirement	508.40	\$ 1,300.00			\$ 1,300.00
Fire Insurance	508.50	1,000.00			1,000.00
Rentals - Office	508.60	20,000.00	\$1,018.33	\$2,619.99	17,380.01
Other	508.65	2,000.00		74.26	1,925.74
<b>TOTAL FIXED CHARGES</b>		<b>\$ 24,300.00</b>	<b>\$1,018.33</b>	<b>\$2,694.25</b>	<b>\$ 21,605.75</b>
Capital Outlay:	560.00				
New Buildings and Improvements	562.00	\$ 61,291.00			\$ 61,291.00
Additional Equipment	563.00	5,500.00			5,500.00
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 66,791.00</b>	<b>--</b>	<b>--</b>	<b>\$ 66,791.00</b>
Provision for Contingencies	590.00				
		\$ 1,229.00	--	--	\$ 1,229.00
<b>TOTAL EXPENDITURES</b>		<b>\$135,150.00</b>	<b>\$2,876.09</b>	<b>\$4,929.05</b>	<b>\$130,220.95</b>

William Rainey Harper College  
District Number 512

Statement of Position  
Site And Construction Fund  
August 31, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT 8-31-66</u>
CASH:		
Cash in Bank	101.30	<u>\$(90,017.25)</u>
FUND BALANCE:	300.00	<u>\$(90,017.25)</u>

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
SITE AND CONSTRUCTION FUND - BUDGET REPORT  
August 31, 1966

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF AUGUST	YEAR TO DATE	BALANCE
<b>REVENUE:</b>					
Governmental Divisions	402.00				
Higher Ed. Facilities Act	402.81	\$ 1,000,000.00			\$ 1,000,000.00
Other - State	402.90	3,500,000.00			3,500,000.00
Sale of Bonds:	403.00				
Principal on Bonds Sold	403.10	7,375,000.00			7,375,000.00
Interest on Investments	404.00	25,000.00			25,000.00
<b>TOTAL REVENUE</b>		<b>\$11,900,000.00</b>			<b>\$11,900,000.00</b>
<b>EXPENDITURES:</b>					
Fixed Charges:	508.00				
Insurance	508.50	\$ 2,000.00			\$ 2,000.00
Capital Outlay:	560.00				
Site Acquisition and Improvement	561.00	\$ 2,000,000.00			\$ 2,000,000.00
New Buildings and Improvements	562.00	3,500,000.00		\$90,017.25	3,409,982.75
Additional Equipment	563.00	25,000.00			25,000.00
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 5,525,000.00</b>		<b>\$90,017.25</b>	<b>\$ 5,434,982.75</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,527,000.00</b>		<b>\$90,017.25</b>	<b>\$ 5,436,982.75</b>



**WILLIAM RAINEY HARPER COLLEGE**

**JUNIOR COLLEGE DISTRICT 512**

**34 W. Palatine Road**

**Palatine, Illinois**

**Budget of the William Rainey Harper College  
Junior College District Number 512,  
County of Cook, State of Illinois for the  
Fiscal Year Beginning July 1, 1966  
and Ending June 30, 1967.**

# ESTIMATED EDUCATIONAL FUND BUDGET

1966 - 1967

## ESTIMATED EXPENDITURES

### 501.00 ADMINISTRATION

Administration consists of those activities which have as their purpose the general regulation, direction, and control of the affairs of the college that are system wide. Included are all the categories listed below. Services such as, research and public relations, in addition to all administrative consumable supplies, are included within this area.

### 501.10 SALARIES

#### 501.11 Administration

President \$ 16,500.

Dean of Business Affairs 14,000.

Administrative Assistant 16,000.

501.15 Data Processing 10,000.

501.16 Secretarial and Clerical  
(3 secretaries, 1 clerk,  
1 programmer, 1 receptionist)  
(6500-5600-5000-4800-5000-50000) 31,900.

501.19 Other Salaries 7,500.

#### TOTAL ADMINISTRATIVE SALARIES

\$ 95,900.

### 501.20 CONTRACTUAL SERVICES

501.21 Accounting \$ 3,000.

501.22 Legal 9,000.

501.23 Service Bureau  
Data Processing 4,000.

501.24 Architectural 2,500.

501.25 Educational 5,000.

501.26 Financial 10,750.

501.29 Other Services 5,000.

#### TOTAL CONTRACTUAL SERVICES

\$ 39,250.

### 501.30 SUPPLIES

501.31 Office Supplies \$ 7,500.

501.32 Copying Supplies (Offset) 2,000.

501.33 Printing (policy books,  
stationery, envelopes,  
office memos, etc.) 7,000.

501.34 Postage 5,000.

501.35 Election 3,000.

501.39 Other Supplies 5,000.

#### TOTAL SUPPLIES

\$ 29,500.

501.00 ADMINISTRATION (Continued)

..70 TRAVEL

501.71	Board and President	\$	5,000.
501.72	Business Office		2,000.
501.73	Data Processing		1,500.
501.74	Administrative Assistant		2,000.
501.79	Other Travel		<u>1,000.</u>

OTHER TRAVEL EXPENSES \$ 11,500.

501.90 OTHER ADMINISTRATIVE EXPENSES

(Publication of reports, subscriptions,  
postage meter rental, etc.) \$ 5,000.

TOTAL OTHER ADMINISTRATIVE EXPENSES \$ 5,000.

TOTAL ADMINISTRATIVE EXPENSES \$181,150.

502.00 INSTRUCTION

Instruction consists of those activities dealing directly with or aiding in the teaching of students or improving the quality of teaching. They include the activities of the deans, assistant deans, student, personnel supervisors, librarians, and related personnel. In addition, consultant's fees, library books, professional books, instructional supplies, and charge-back tuition commitments are included within this area.

502.10 SALARIES

502.11	Dean of Instruction	\$	18,000.
502.11	Dean of Student Affairs		17,000.
502.12	Ass't. Dean of Voc.-Tech.		17,000.
502.12	Director of Nursing Education		13,000.
502.12	Assistant Nursing Education		10,000.
502.14	Registrar and Admissions		14,000.
502.16	Secretarial, Clerical, Programmer		32,000.
502.17	Librarian		13,500.
502.17 <sup>1</sup>	Library Assistants		15,000.
502.19	Other		<u>1,500.</u>

TOTAL INSTRUCTIONAL SALARIES \$ 151,000.

502.20 CONTRACTUAL SERVICES

Educational Consultants	\$	2,500.
Data Processing		<u>2,500.</u>

TOTAL CONTRACTUAL SERVICES \$ 5,000.

## 502.30 SUPPLIES

502.32 Professional Books - encyclopedias, atlas, etc.	\$ 2,500.
502.37 Library Supplies	10,000.
502.39 Other Instructional Supplies	<u>15,000.</u>

TOTAL SUPPLIES	<u>\$ 27,500.</u>
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## 502.70 TRAVEL

502.72 Faculty: Dean of Instruction	\$ 3,000.
Dean of Students	2,000.
502.77 Librarian	1,000.
502.79 Other	<u>2,000.</u>

TOTAL TRAVEL EXPENSES	<u>\$ 8,000.</u>
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## 502.80 TUITION PAID

273 @ \$400. per year = \$109,200 less 15% Bldg. and Rent Costs 16,380	\$ <u>92,820.</u>
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TOTAL TUITION COST	<u>\$ 92,820.</u>
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## 502.90 OTHER EXPENSES

	<u>\$ 1,000.</u>
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TOTAL OTHER EXPENSES	<u>\$ 1,000.</u>
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## TOTAL INSTRUCTIONAL EXPENSES

	<u><u>\$285,320.</u></u>
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## 503.00 ATTENDANCE

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## 504.00 HEALTH

Health services are activities in the field of physical and mental health which are not direct instruction. Health services such as physical examinations and chest x-rays for employed personnel are provided for in this area.

504.1 Salaries	\$ 500.
504.3 Supplies	<u>500.</u>

TOTAL HEALTH EXPENSES	<u>\$ 1,000.</u>
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## 506.00 OPERATION - In Building Fund

## 507.00 MAINTENANCE - In Building Funds

**508.00 FIXED CHARGES**

Fixed Charges are expenditures of a generally recurrent nature such as insurance, rents, interest, and employer benefits.

508.4	Employer's share of Retirement Insurance	\$	24,000.
508.5	Fringe Benefit Program		15,000.
508.5	Other Insurance		1,500.
508.6	Rentals (Equipment)		7,500.
508.8	Interest (Tax Anticipation Warrants)		2,000.
508.84	Operational Bond		380.
508.89	Other		<u>6,000.</u>

**TOTAL FIXED CHARGES****\$ 56,380.****509.00 OTHER EXPENDITURES**

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**510.00 STUDENT AND COMMUNITY SERVICES**

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**560.00 CAPITAL OUTLAY**

Capital Outlay expenditures are those which result in the acquisition of capital assets. They are expenditures for the purchase of additional or replacement equipment.

**563.00 Additional Equipment**

Dictating Machines	4 @ \$430.		
	4 @ \$405.	\$	3,340.
Filing Cabinets			4,000.
Calculator			750.
Postage Machine			500.
Check Writer			500.
Offset Machine (Addressograph Multigraph)			3,200.
Typewriters	7 @ \$385.		2,700.
Collator			1,000.
Furniture: Under Order			4,200.
8 secretarial desks			2,000.
11 desks			3,500.
19 chairs			1,900.
4 book cases			700.
4 credenzas			700.
4 adding machines			800.
library books (8,900 @ \$10)			80,000.
library equipment			5,000.
audio-visual and misc. equip.			<u>5,000.</u>

**TOTAL CAPITAL OUTLAY****\$119,790.****590.00 PROVISION FOR CONTINGENCIES****\$ 64,914.****TOTAL EDUCATIONAL FUND EXPENDITURES****\$708,554.**

EDUCATIONAL FUND

ESTIMATED REVENUE

401.00	TAXES		
401.1	Current Taxes		
	1965 Taxes (Amount of extension 503,627.15)		
	Amount expected at 94% collections	<u>\$473,409.52</u>	
	TOTAL		<u>\$473,409.52</u>
402.00	FROM GOVERNMENTAL DIVISIONS		
402.8	Federal Subsidies (Higher Education Act, N.D.E.A., Ntl. Science Foundation, Voc. Ed. Act. etc.)	<u>\$ 15,000.00</u>	
	TOTAL		<u>\$ 15,000.00</u>
404.00	INTEREST ON INVESTMENTS	<u>\$ 2,477.27</u>	
	TOTAL		<u>\$ 2,477.27</u>
	TOTAL REVENUE		<u>\$490,886.79</u>

EDUCATION FUND

ESTIMATED RECEIPT AND DISBURSEMENT REPORT

BUDGET SUMMARY

RECEIPTS

401.1	Taxes (Estimated amount of extension- \$503,627.15) Amount expected to be received at 94% collections . . . . .	\$473,406.52	
402.8	Federal Subsidies . . . . .	15,000.00	
404.0	Interest on Investments . . . . .	2,477.27	
	TOTAL		\$490,886.79
	Tax Anticipation Warrants necessary to balance budget		<u>234,415.00</u>
			<u>\$725,301.79</u>

DISBURSEMENTS

	Estimated Educational Fund Disbursements		
	Disbursements over receipts - 1965/66 . . . . .	\$ 16,747.79	
	1966/67 Estimated Disbursements . . . . .	708,554.00.	
	TOTAL		<u>\$725,301.79</u>

Estimated Balance

-0-

ESTIMATED BUILDING FUND BUDGET

1966 - 1967

ESTIMATED EXPENDITURES

500.00 BUILDING FUND EXPENDITURES

502.80 Tuition Paid ( 15% building and rental costs on charge backs) \$16,380.

This account includes expenditures relating to the portion of charge-back tuition payments that can be attributed to building or rental costs assessed to our junior college district.

506.00 OPERATION

Operation consists of the activities concerned with keeping the physical plant open and ready for use. In this instance it consists of payments that can be attributed to the rental and operation of our present facilities. In as much as a portion of present salaries can be attributed to the operation of our present facility that have been allocated to it. In addition, custodial expense, supplies, and utilities have been accounted for under operational expenditures.

506.10	Salaries: President	\$ 5,000.
	Dean of Business Affairs	4,000.
	Data Processing	3,500.
506.20	Contractual Services - Custodian	2,000.
506.30	Supplies	500.
506.40	Heating (none)	
506.50	Utilities	
506.51	Water and Sewage	250.
506.52	Electricity	1,000.
506.53	Gas	
506.54	Telephone and Telegraph	7,000.
506.59	Other	<u>1,000.</u>

TOTAL OPERATING EXPENSES \$24,250.

507.00 MAINTENANCE

Maintenance consists of those activities related to keeping the grounds, buildings, and equipment at their original condition of completeness or efficiency. Expenditures for the repair and upkeep of buildings are recorded in these accounts.

507.20	Contractual Services	
	Remodeling of Offices	\$ 2,000.
507.30	Supplies	<u>200.</u>

TOTAL MAINTENANCE \$ 2,200.



## 508.00 FIXED CHARGES

Fixed charges are expenditures of a generally recurrent nature that can be attributed to these accounts.

508.40	Employers share of Retirement Insurance	\$ 1,300.	
508.50	Insurance, fire	1,000.	
508.60	Rentals		
	Office Rentals	\$20,000.	
508.65	Other fixed charges	<u>2,000.</u>	
	TOTAL FIXED CHARGES		<u>\$ 24,300.</u>

## 560.00 CAPITAL OUTLAY

Capital outlay expenditures are those which result in the acquisition of capital assets or additions to capital assets such as site acquisition and improvements, new buildings and improvements, initial or additional equipment.

561.00	Site Acquisition and Improvements		
562.00	New Buildings and Improvements	\$	\$ 61,291.
563.00	Additional Equipment		5,500.
590.00	Provision for Contingencies		<u>1,229.</u>
	TOTAL BUILDING FUND EXPENDITURES		<u>\$135,150.</u>

**BUILDING FUND**  
**ESTIMATED REVENUE**

401.0 TAXES

401.1 Current Taxes  
1965 Taxes (Amount of Extension \$134,109.80)  
Amount expected at 94% Collections \$134,109.80

TOTAL \$134,109.80

404.0 Interest on Investments \$ 1,040.20

TOTAL \$ 1,040.20

TOTAL REVENUE \$135,150.00

**BUILDING FUND**  
**RECEIPT AND DISBURSEMENT REPORT**

**RECEIPTS**

Taxes (Estimated amount of extension - \$142,670.00) Amount expected to be received at 94% collections . . . . .	\$134,109.80	
Interest on Investments . . . . .	<u>1,040.20</u>	
<b>TOTAL</b>		<b>\$135,150.00</b>

**DISBURSEMENTS**

Estimated Building Fund Disbursements	<b>\$135,150.00</b>
<b>ESTIMATED BALANCE</b>	<b><u>-0-</u></b>

MUNICIPAL RETIREMENT FUND

RECEIPTS

401.0 Taxes (Estimated amount of extension -  
\$10,000.) Amount expected to be  
received at 94% collections . . . . .

TOTAL \$9,387.72

DISBURSEMENTS

To be transferred to the Educational Fund  
for Payment of the Board Contributions to  
the State Universities Retirement System

TOTAL \$9,387.72

ESTIMATED BALANCE -0-

**ESTIMATED SITE AND CONSTRUCTION BUDGET**

**ESTIMATED REVENUE**

402.0	From Governmental Divisions		
402.8	Federal Subsidies		
402.81	Higher Educational Facilities Act	\$1,000,000.	
402.9	Other Governmental Aid-State	<u>3,500,000.</u>	
	<b>TOTAL</b>		<u><u>\$4,500,000.</u></u>
403.00	SALE OF BONDS		
403.1	Principal on Bonds Sold	\$7,375,000.	
	<b>TOTAL</b>		<u><u>\$7,375,000.</u></u>
404.00	INTEREST ON INVESTMENTS	\$ 25,000.	
	<b>TOTAL</b>		<u><u>\$ 25,000.</u></u>
	<b>TOTAL REVENUE</b>		<u><u>\$11,800,000.</u></u>

**ESTIMATED EXPENDITURES**

508.0	<b>FIXED CHARGES</b>		
508.5	Insurance	\$ 2,000.	
	<b>TOTAL</b>		<u><u>\$ 2,000.</u></u>
560.0	CAPITAL OUTLAY		
561.0	Site Acquisition and Improvement	\$2,000,000.	
562.0	New Buildings and Improvements	3,500,000.	
563.0	Additional Equipment	<u>25,000.</u>	
	<b>TOTAL</b>		<u><u>\$5,525,000.</u></u>
	<b>TOTAL EXPENDITURES</b>		<u><u>\$5,527,000.0</u></u>

**BUDGET SUMMARY**

REVENUE	\$11,800,000.	
Less Expenditures	<u>5,527,000.</u>	
<b>ESTIMATED BALANCE on HAND JUNE 30, 1967</b>		<u><u>\$6,273,000.</u></u>