

WILLIAM RAINEY HARPER COLLEGE  
34 West Palatine Road  
Palatine, Illinois

AGENDA  
December 8, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Elk Grove Facilities Preliminary Agreement (Exhibit A)
  - B. Recommendation for Supplementary Temporary Facilities, Fall 1967 (Exhibit B)
  - C. Recommendation for Nursing Advisory Committee (Exhibit C)
  - D. Recommendation for Admission Policies
    - 1. Advanced Placement Policy (Exhibit D-1)
    - 2. Tuition Policy (Exhibit D-2)
  - E. Analysis of Proposals and Recommendations on College Computer System (Exhibit E)
  - F. Recommendation for Grievance Procedure (Exhibit F)
  - G. Recommendation for Appointment of Librarian (Assistant) (Exhibit G)

H. Recommendation for Appointment of Assistant Dean of  
Career Programs

I. Other

VIII. President's Report

A. Property Status

B.

C.

IX. Adjournment

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

Minutes of the Regular Board Meeting, Thursday, December 8, 1966.

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:15 PM at 799 W. Kensington Road, Mt Prospect, Illinois by Secretary Nicklas. Secretary Nicklas stated that a quorum was present. Member Hansen nominated and Member O'Dea seconded the motion to appoint Member Hamill as chairman pro tem.

Upon roll call, the vote was as follows:

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

Nay: None

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

Absent: Bernstein, Haas, and Johnson.

Also present: Allan S. Gage, Barrington;  
Ralph P. Klatt, DesPlaines Surburban Times;  
Lawrence E. Frazer, Mt. Prospect Publishing  
Company; Elaine Mehlman, Paddock Publications;  
Bill Peterson, Day Publications.

MINUTES: Member O'Dea moved and Member Nicklas seconded the approval of the minutes of the meeting of November 10, 1966 with the following amendments: Page 2 regarding credit card system. Add the following phrase after the words "credit card resolution" --"upon the advice of Attorney Hines regarding the legality of such resolution." Page 4 regarding professional rank and promotion. After the words "professional rank and promotion policy" add "as outlined in attached Exhibit A." Page 7 regarding the college logogram. Change the last sentence by striking out the word "following" and adding "shown in attached Exhibit B".

Member Bernstein arrived at 8:19 PM.

INVOICES:

Member Bernstein moved and Member O'Dea seconded the approval of the payroll December 31, 1966 in the amount of \$17,952.20 and the invoices of December 8, 1966 as follows:

|                                     |                     |
|-------------------------------------|---------------------|
| Educational Fund. . . . .           | \$ 16,036.40        |
| Building Fund . . . . .             | 1,929.10            |
| Site and Construction Fund. . . . . | <del>6,880.50</del> |
|                                     | \$ 24,846.00        |

Upon roll call, the vote was as follows:

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

Nay: None

COMMUNICATIONS:

Secretary Nicklas read a letter from the League of Women Voters in Palatine, extending an invitation to the members of the Board to attend a series of meetings conducted by the League of Women Voters dealing with the topic of problems of citizens of the area. The first meeting is to be held on January 30, 1967. Member Bernstein suggested that a team of administrators attend the meetings along with members of the Board. The letter was placed on file.

Secretary Nicklas read a letter from the Midwest Community College Leadership Program asking for reservations to the Leadership Program meeting at Jefferson City, Missouri, in January. It was pointed out that Chairman Haas will be participating in a panel discussion at this meeting. The letter was placed on file.

UNFINISHED  
BUSINESS:

A report on the various charges contained in the statement of November, 1966 from Chapman and Cutler was given by Attorney Hines. Mr. Hines indicated that the billing in question included all services from approximately June, 1965, including the work on the bond sale and the 1966 referendum. Mr. Hines stated that if an itemized bill is desired it will be obtained from Chapman and Cutler. It was indicated by Attorney Hines that payment of the statement in question will bring the College up to date on all fees charged to the College by Chapman and Cutler.

NEW BUSINESS:

Elk Grove  
Facilities  
Agreement

Attorney Hines handed out a preliminary draft of an agreement to be later adopted between High School District 214 and Harper College. The agreement is to cover the use of the Elk Grove facilities by Harper College beginning in the fall of 1967. Mr. Hines pointed out that a provision must be made to provide flexibility in the agreement to take care of various situations as needs arise. The document was presented for preliminary Board approval, and not for final adoption at this time. The Board was asked to communicate their suggestions to the administration so that they might be incorporated into the final draft of the agreement.

Recommendation  
for Supplementary  
Temporary  
Facilities, Fall  
1967

Dr. Lahti reported to the Board on the studies on each of the temporary structures. Dr. Lahti indicated that the Holiday facilities were recommended for continued exploration of purchase. The opinion of Fridstein and Fitch was passed out for examination. Dr. Lahti stated that tests on "live" load weights on the roofs had been made and that structurally the Holiday unit did meet specifications. Dr. Lahti further indicated that the recommendation was not intended for final approval at this time, but rather simply as an approval to continue negotiations with the Holiday Inn Company. Member Nicklas moved and Member O'Dea seconded the motion that the administration proceed with negotiations with the Holiday Inn Company.

Upon roll call the vote was as follows:

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

Nay: None

Recommendation  
for Nursing  
Advisory  
Committee

Dr. Pankratz discussed the establishment of the nursing advisory committee. Miss Heinly, Director of Nursing Education, indicated that she had visited with each of the prospective members and that she felt that each member had a

Nursing  
Advisory  
Committee  
Continued

sincere interest in the College, a good professional knowledge of nursing education, and were excellent representatives of the medical interests of the community. Dr. Lahti stressed the need for in-depth planning and development of all vocational programs at Harper College and indicated that the use of professional advisory committees provided invaluable assistance to the administrators. Dr. Lahti further indicated that the quality of the various vocational programs will truly reflect the time and effort that has been spent in the various planning and developmental activities. Member Hansen moved and Member Nicklas seconded the approval of the Nursing Advisory Committee. (See Attachment Ex. C)

Upon roll call the vote was as follows:

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

Nay: None

Recommendation  
for Admission  
Policies

1) Advanced Placement Policy

Mr. Stansbury commented on a meeting with various State institutions on the subject of advanced placement. He indicated that such placement must be on a basis of college board tests if credit is to be given to transfer students. Member O'Dea suggested that specific scores be stricken from the policy and replaced with the phrase, "acceptable grades." Member Hansen moved and Member Nicklas seconded the approval of advanced placement policy as amended.

Upon roll call the vote was as follows:

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

Nay: None

2) Tuition Policy

Dr. Lahti asked that this matter be tabled until after the administration had an opportunity to consult further with the State Board in order to

Tuition Policy  
Continued

clarify more fully State policies regarding out-of-state tuition. In addition, Dr. Lahti indicated that there was a need to study more thoroughly the method used in determining the per-pupil cost calculations. Member Nicklas indicated that she did not feel that our taxpayers were responsible to underwrite the cost of educating out-of-state students. The tuition policy was tabled at this time.

Analysis of  
Proposals and  
Recommendations  
on the College  
Computer System

Mr. Sedrel, Director of Data Processing, gave a presentation on the planned uses of data processing facilities at Harper College, an analysis of the various proposals submitted, and recommendation on the college computer system. It was recommended that the College place on order an IBM 360/Model 30 computer system as outlined in attached Exhibit A. Mr. Sedrel further recommended that if Federal funds in a sufficient amount become available at a future time that the 360/Model 40 be ordered for purchase with Federal funds when the money is available. Member Hamill asked that the administration receive assurances from IBM that the company will maintain an adequate maintenance and service schedule on the 360 System. Member Hamill further suggested that the administration negotiate with IBM to secure additional pre-installation test time. Member Hansen moved and Member Bernstein seconded the motion that the College place on order the IBM 360/Model 30 System as outlined in attached Exhibit E (Title: Analysis of Proposals and Recommendations on the College Computer System). The delivery schedule of the system is to be 22 months from date of order. Net monthly rental of the system after manufacture discount and State Vocational reimbursements (based on current rate of reimbursement) not to exceed \$3,696.

Upon Roll call vote was as follows:

Aye: Bernstein, Hansen, Hamill, O'Dea.

Nay: None

Abstaining: Nicklas

Recommendations  
for Grievance  
Procedure

Recommendations for grievance procedures were presented to the Board. Member Hamill indicated the need to include a statement in the procedures regarding the appropriate Board procedure in a grievance matter. Member Hamill moved that procedures be amended to include such a statement. The motion died for lack of a second. Member Hansen asked that provisions be made in the procedure for the agrieved person to have an option for either a public or non-public hearing. Member O'Dea moved and Member Nicklas seconded the approval of the recommendations for the grievance procedure as amended.

Upon roll call, the vote was as follows:

Aye: Bernstein, O'Dea, and Nicklas

Nay: Hansen, Hamill

Recommendations  
for Appointment  
of Librarian

Dr. Lahti recommended to the Board that they appoint Mr. Robert W. Thieda as librarian at a salary of \$8,400 annually, effective December 12, 1966. Dr. Lahti stated that Mr. Thieda was a very capable individual, and that the College was extremely fortunate to secure Mr. Thieda's services. Member Nicklas moved and Member Bernstein seconded the approval of the appointment of Mr. Robert W. Thieda.

Upon roll call, the vote was as follows:

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

Nay: None

Recommendations  
for Appointment  
of Assistant  
Dean of Career  
Programs

Dr. Lahti pointed out that the College had been searching for almost a year to find a highly qualified individual to serve as Assistant Dean of Career Programs. Dr. Lahti recommended that Mr. Harold C. Cunningham be appointed Assistant Dean of Career Programs at an annual salary of \$18,000, beginning in June, 1967. Dr. Lahti further stated that inasmuch as Mr. Cunningham



Appointment of  
Assistant  
Dean of Career  
Programs Cont'd.

will not be available on a fulltime basis until June that the College use a portion of his budgeted salary to hire Mr. Cunningham on a consulting basis as the needs arise. Member O'Dea moved and Member Nicklas seconded the approval of the appointment of Mr. Harold C. Cunningham, as Assistant Dean of Career Programs at a salary of \$18,000 on a one-year contract, and the approval to retain Mr. Cunningham on a consulting basis at \$100 per day plus expenses until the effective date of his employment in June, 1967.

Upon roll call the vote was as follows:

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

Nay: Hamill

OTHER:

Consultant to  
Assist in the  
Establishment  
of Moveable  
Equipment Lists

Dr. Lahti indicated to the Board the need for a consultant to assist in developing moveable equipment lists for the College. Dr. Lahti stated that although the architect is responsible for establishing fixed equipment needs, the responsibility for establishing moveable equipment lists is that of the College. Dr. Lahti indicated the need for detailed equipment specifications is two-fold. First, such specifications will be necessary for bidding purposes, and Secondly, many of the Federal applications which the College now has on file will require detailed specification lists at the time they are approved. It was indicated that inasmuch as we do not have the staff available to draw up the required equipment lists for each area of the school program, a qualified educational equipment consultant would provide invaluable assistance at this time. Dr. Lahti recommended that R. H. Jackman Associates, Educational Equipment Consultants, be engaged to assist the College in developing moveable equipment specifications. Member Hansen moved and Member Bernstein seconded the

Consultants approval to employ R. H. Jackman as educational  
Continued consultants as specified in their letter of  
December 2, 1966. (Attachment, Exhibit I)

Upon roll call the vote was as follows:

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

Nay: None

PRESIDENT'S  
REPORT

Property Status Attorney Hines indicated that there were no new  
acquisitions of College property, although at  
this time some negotiations are under way.

ADL Final Dr. Lahti indicated that he had talked with  
Report Mr. Clagget of ADL and that the final printing  
of the report should be available during the  
week of December 12.

Curriculum Dr. Lahti indicated that Dr. Pankratz, Dr. Harvey,  
and Mr. Stansbury have been conducting meetings  
with the various department chairmen of the local  
high schools. The purpose of these meetings is to  
insure the development of a college curriculum  
that is responsive to the needs of the high  
school students in the area. Dr. Lahti emphasize  
ed the fine cooperation that has been displayed  
by the local high schools and further stated  
that only by this kind of cooperative efforts  
can a curriculum which relates to the local needs  
be fully developed. Dr. Lahti said the next step  
is to work with the colleges and universities to  
insure that Harper's curriculum will meet the  
needs of those students planning to continue their  
education at the senior institutions.

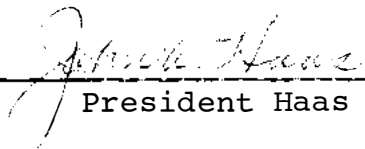
Facilities Dr. Lahti reported to the Board that the  
architects will be in Palatine next Thursday  
to present the final design of the new campus.  
Dr. Lahti indicated that he had recently been  
in Houston and had seen preliminary drawings

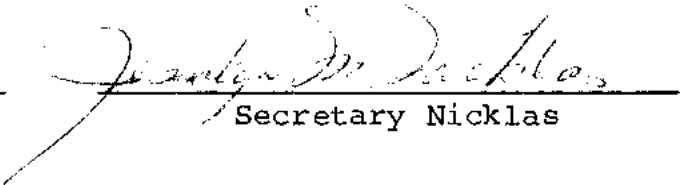
Facilities  
Continued

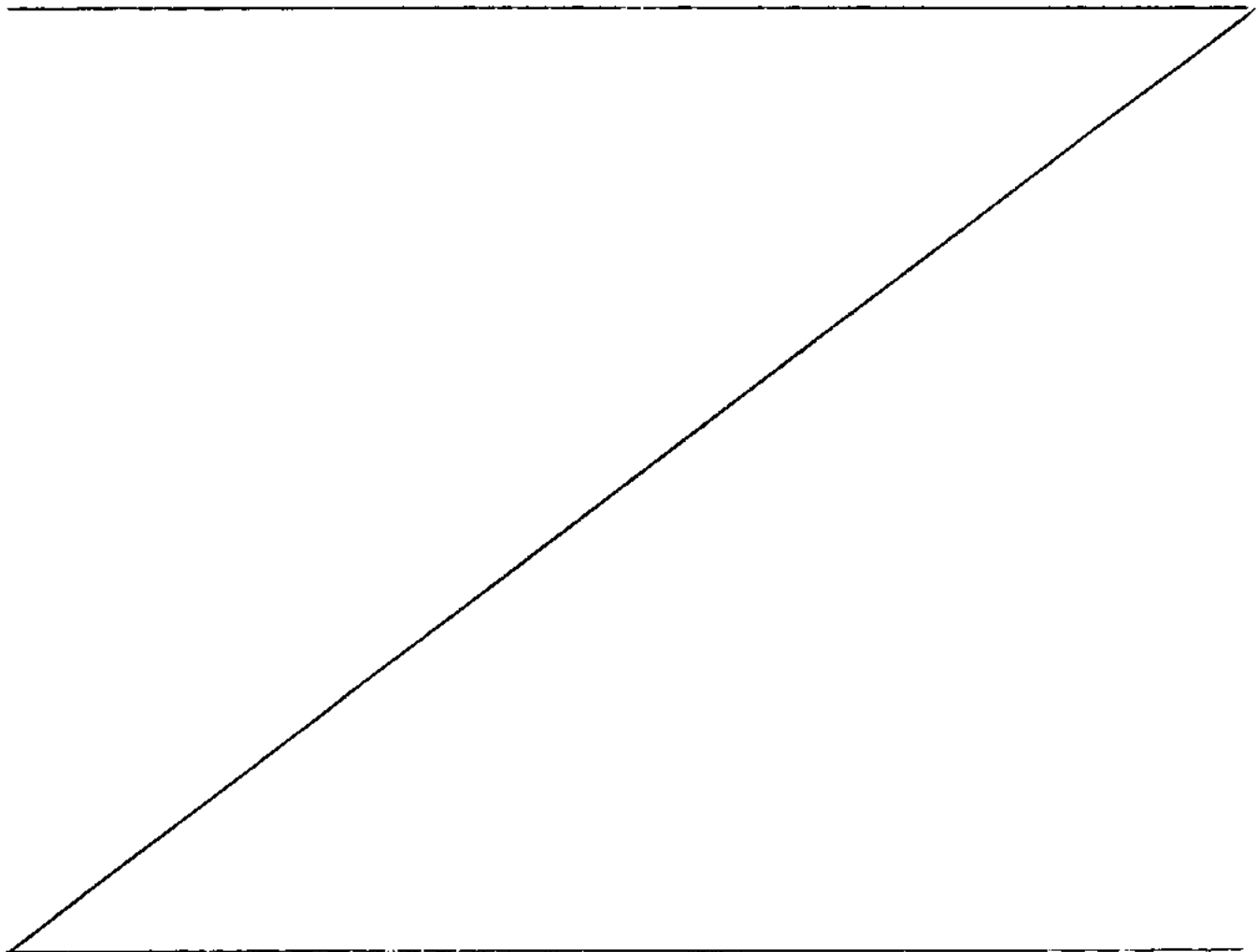
and he felt that the architects had responded fully to the Board's wishes.

Member Hansen moved and Member Nicklas seconded the motion to adjourn the meeting. The time was 11:55 PM.

Motion carried.

  
\_\_\_\_\_  
President Haas

  
\_\_\_\_\_  
Secretary Nicklas



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
Educational Fund  
Statement of Position

| <u>ASSETS</u>                         | <u>ACCOUNT NUMBER</u> | <u>BALANCES 11-30-66</u>    |
|---------------------------------------|-----------------------|-----------------------------|
| Cash:                                 |                       |                             |
| Imprest Fund                          | 101.20                | \$ 5,000.00                 |
| In Bank                               | 101.30                | 124,227.73                  |
| Investments                           | 102.10                | <u>199,048.43</u>           |
| TOTAL ASSETS                          |                       | \$ <u><u>328,276.16</u></u> |
| <br><u>Liabilities</u>                |                       |                             |
| Payroll Deductions Payable            |                       |                             |
| Retirement                            | 204.10                | \$ 8.75                     |
| Survivors Insurance                   | 204.11                | 1.45                        |
| Federal Income Tax Withheld           | 204.20                | 40.00                       |
| Social Security                       | 204.31                | -                           |
| TOTAL LIABILITIES                     |                       | <u>50.20</u>                |
| <br><u>Fund Balance</u>               |                       |                             |
| Fund Balance                          | 300.00                | \$ <u>328,276.16</u>        |
| TOTAL LIABILITIES AND<br>FUND BALANCE |                       | \$ <u><u>328,276.16</u></u> |
| <br><u>Summary of Fund Balance</u>    |                       |                             |
| Balance July 1, 1966                  |                       | \$ (16,747.79)              |
| Add: Revenues to Date                 |                       | <u>465,079.99</u>           |
|                                       |                       | \$ 448,332.20               |
| Less: Expenditures to Date            |                       | <u>120,106.24</u>           |
| Fund Balance                          |                       | <u><u>328,225.96</u></u>    |

WILLIAM RAINY HART COLLEGE  
 DISTRICT NUMBER 312  
 EDUCATIONAL FUND BUDGET REPORT  
 NOVEMBER 30, 1966

| <u>EXPLANATION</u>                   | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u>     |
|--------------------------------------|-----------------------|---------------------|--------------------------|---------------------|--------------------|
| Revenue:                             |                       |                     |                          |                     |                    |
| Taxes - Current 1965                 | 401.10                | \$482,797.24        | \$ 9,452.59              | \$457,917.20        | \$24,880.04        |
| Governmental Divisions               | 402.00                | 15,000.00           | -                        | 5,000.00            | 10,000.00          |
| Interest on Investments              | 404.00                | 2,477.27            | 1,217.66                 | 2,162.79            | 314.48             |
| <b>TOTAL REVENUE</b>                 |                       | <b>\$500,274.51</b> | <b>\$10,670.25</b>       | <b>\$465,079.99</b> | <b>\$35,194.52</b> |
| Expenditures:                        |                       |                     |                          |                     |                    |
| Administration                       | 501.00                |                     |                          |                     |                    |
| Salaries                             | 501.10                |                     |                          |                     |                    |
| President                            | 501.11                | \$ 16,500.00        | \$ 2,083.33              | \$ 9,395.86         | \$ 7,104.14        |
| Dean of Business Affairs             | 501.11                | 14,000.00           | 1,541.66                 | 7,624.97            | 6,375.03           |
| Administrative Assistant             | 501.11                | 16,000.00           | 1,166.67                 | 3,388.98            | 12,611.02          |
| Data Processing                      | 501.15                | 10,000.00           | 1,125.00                 | 5,625.00            | 4,375.00           |
| Secretarial and Clerical             | 501.16                | 31,900.00           | 2,633.33                 | 10,803.19           | 21,096.81          |
| Other                                | 501.19                | 7,500.00            | -                        | -                   | 7,500.00           |
| <b>TOTAL ADMINISTRATIVE SALARIES</b> |                       | <b>\$ 95,900.00</b> | <b>\$ 8,549.99</b>       | <b>\$ 36,838.00</b> | <b>\$59,062.00</b> |
| Contractual Services:                |                       |                     |                          |                     |                    |
| Accounting                           | 501.20                |                     |                          |                     |                    |
| Legal                                | 501.21                | \$ 3,000.00         | \$ 1,375.00              | \$ 1,375.00         | \$ 1,625.00        |
| Service Bureau Data Processing       | 501.22                | 9,000.00            | -                        | 4,460.00            | 4,540.00           |
| Architectural                        | 501.23                | 4,000.00            | -                        | -                   | 4,000.00           |
| Educational                          | 501.24                | 2,500.00            | -                        | 30.00               | 2,470.00           |
| Financial                            | 501.25                | 5,000.00            | -                        | 825.00              | 4,175.00           |
| Other                                | 501.26                | 10,750.00           | 318.75                   | 1,696.36            | 9,053.64           |
|                                      | 501.29                | 5,000.00            | 65.00                    | 500.00              | 4,500.00           |
| <b>TOTAL CONTRACTUAL SERVICES</b>    |                       | <b>\$ 39,250.00</b> | <b>\$ 1,758.75</b>       | <b>\$ 8,886.36</b>  | <b>\$30,363.64</b> |

| <u>EXPLANATION</u>                   | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u>      |
|--------------------------------------|-----------------------|---------------------|--------------------------|---------------------|---------------------|
| Supplies:                            | 501.30                |                     |                          |                     |                     |
| Office Supplies                      | 501.31                | \$ 7,500.00         | \$730.23                 | \$2,411.50          | \$5,088.50          |
| Copying Supplies                     | 501.32                | 2,000.00            | -                        | 86.90               | 1,913.10            |
| Printing                             | 501.33                | 7,000.00            | 42.00                    | 853.55              | 6,146.45            |
| Postage                              | 501.34                | 5,000.00            | .95                      | 705.86              | 4,294.14            |
| Election                             | 501.35                | 3,000.00            | -                        | 1,672.22            | 1,327.78            |
| Other                                | 501.39                | 5,000.00            | ( 84.00)                 | 70.75               | 4,929.25            |
| <b>TOTAL SUPPLIES</b>                |                       | <b>\$29,500.00</b>  | <b>\$689.18</b>          | <b>\$5,800.78</b>   | <b>\$23,699.22</b>  |
| Travel:                              | 501.70                |                     |                          |                     |                     |
| Board and President                  | 501.71                | \$ 5,000.00         | \$892.55                 | \$1,891.93          | \$3,108.07          |
| Business Office                      | 501.72                | 2,000.00            | 486.91                   | 1,172.05            | 827.95              |
| Data Processing                      | 501.73                | 1,500.00            | 285.40                   | 730.61              | 769.39              |
| Administrative Assistant             | 501.74                | 2,000.00            | 39.88                    | 98.72               | 1,901.28            |
| Other                                | 501.79                | 1,000.00            | 18.23                    | 311.30              | 688.70              |
| <b>TOTAL TRAVEL EXPENSES</b>         |                       | <b>\$11,500.00</b>  | <b>\$1,722.97</b>        | <b>\$4,204.61</b>   | <b>\$7,295.39</b>   |
| Other Administrative Expenses        | 501.90                | \$ 5,000.00         | \$ 480.34                | \$2,161.09          | \$2,838.91          |
| <b>TOTAL ADMINISTRATIVE EXPENSES</b> |                       | <b>\$181,150.00</b> | <b>\$13,201.23</b>       | <b>\$57,890.84</b>  | <b>\$123,259.16</b> |
| Instruction:                         | 502.00                |                     |                          |                     |                     |
| Salaries                             | 502.10                |                     |                          |                     |                     |
| Dean of Instruction                  | 502.11                | \$18,000.00         | \$1,500.00               | \$7,500.00          | \$ 10,500.00        |
| Dean of Student Affairs              | 502.11                | 17,000.00           | 1,416.67                 | 7,083.35            | 9,916.65            |
| Ass't Dean of Voc. Tech.             | 502.12                | 17,000.00           | -                        | -                   | 17,000.00           |
| Director of Nursing Ed.              | 502.12                | 13,000.00           | 1,150.77                 | 1,150.77            | 11,849.23           |
| Ass't. Nursing Education             | 502.12                | 10,000.00           | -                        | -                   | 10,000.00           |
| Registrar and Admissions             | 502.14                | 14,000.00           | 1,166.67                 | 4,083.34            | 9,916.66            |
| Secretarial,ClericalProgrammer       | 502.16                | 32,000.00           | 1,272.19                 | 4,858.47            | 27,141.53           |
| Librarian                            | 502.17                | 13,500.00           | 1,125.00                 | 4,500.00            | 9,000.00            |
| Library Assistants                   | 502.17                | 15,000.00           | 575.00                   | 1,261.75            | 13,738.25           |
| Other                                | 502.19                | 1,500.00            | -                        | -                   | 1,500.00            |
| <b>TOTAL INSTRUCTION SALARIES</b>    |                       | <b>\$151,000.00</b> | <b>\$8,206.30</b>        | <b>\$30,437.68</b>  | <b>\$120,562.32</b> |

| <u>EXPLANATION</u>                 | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</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                |                     |                          |                     |                     |
| <b>TOTAL CONTRACTUAL SERVICES</b>  |                       | <b>\$5,000.00</b>   | <b>-</b>                 | <b>\$ 162.00</b>    | <b>\$4,838.00</b>   |
| <b>Supplies:</b>                   |                       |                     |                          |                     |                     |
| Professional Books                 | 502.30                | \$ 2,500.00         | \$ 544.86                | \$ 544.86           | \$1,955.14          |
| Library Supplies                   | 502.32                | 10,000.00           | 103.10                   | 103.10              | 9,896.90            |
| Other                              | 502.37                | 15,000.00           | 4.11                     | 12.00               | 14,988.00           |
| <b>TOTAL SUPPLIES</b>              | 502.39                | <b>\$27,500.00</b>  | <b>\$ 652.07</b>         | <b>\$ 659.96</b>    | <b>\$26,840.04</b>  |
| <b>Travel:</b>                     |                       |                     |                          |                     |                     |
| Faculty                            | 502.70                | \$ 5,000.00         | \$ 549.77                | \$2922.68           | \$ 2,077.32         |
| Librarian                          | 502.71                | 1,000.00            | 11.84                    | 345.75              | 654.25              |
| Other                              | 502.77                | 2,000.00            | -                        | 156.61              | 1,843.39            |
| <b>TOTAL TRAVEL</b>                | 502.79                | <b>\$ 8,000.00</b>  | <b>\$ 561.61</b>         | <b>\$3425.04</b>    | <b>\$ 4,574.96</b>  |
| Tuition Paid                       | 502.80                | 92,820.00           | \$ -                     | -                   | \$ 92,820.00        |
| Other Instructional Expenses       | 502.90                | \$ 1,000.00         | \$ 16.45                 | \$ 213.87           | \$ 786.13           |
| <b>TOTAL INSTRUCTIONAL EXPENSE</b> |                       | <b>\$285,320.00</b> | <b>\$9436.43</b>         | <b>\$34,898.55</b>  | <b>\$250,421.45</b> |
| <b>Health</b>                      |                       |                     |                          |                     |                     |
| Salaries                           | 504.00                | \$ 500.00           | -                        | -                   | \$ 500.00           |
| Supplies                           | 504.10                | 500.00              | -                        | -                   | 500.00              |
| <b>TOTAL HEALTH EXPENSES</b>       |                       | <b>1,000.00</b>     | <b>-</b>                 | <b>-</b>            | <b>\$ 1,000.00</b>  |
| <b>Fixed Charges:</b>              |                       |                     |                          |                     |                     |
| Employers Share of Retirement      | 508.00                | \$ 24,000.00        | \$1530.11                | \$ 6,305.54         | \$ 17,694.46        |
| Fringe Benefit Program             | 508.40                | 15,000.00           | -                        | 1,054.00            | 13,946.00           |
| Other Insurance                    | 508.50                | 1,500.00            | -                        | 433.15              | 1,066.85            |
| Rentals                            | 508.51                | 7,500.00            | 713.71                   | 2,106.95            | 5,393.05            |
| Interest                           | 508.60                | 2,000.00            | -                        | -                   | 2,000.00            |
| Operational Bond                   | 508.80                | 380.00              | -                        | -                   | 380.00              |
| Other                              | 508.84                | 6,000.00            | -                        | -                   | 6,000.00            |
| <b>TOTAL FIXED CHARGES</b>         | 508.89                | <b>\$ 56,380.00</b> | <b>\$2243.82</b>         | <b>\$ 9,899.64</b>  | <b>\$ 46,480.36</b> |

| <u>EXPLANATION</u>          | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u>      |
|-----------------------------|-----------------------|---------------------|--------------------------|---------------------|---------------------|
| Capital Outlay:             | 560.00                |                     |                          |                     |                     |
| Additional Equipment        | 563.00                | \$119,790.00        | \$ 2,584.05              | \$ 17,417.21        | \$102,372.79        |
| Provision for Contingencies | 590.00                | 64,914.00           | --                       | --                  | 64,914.00           |
| <b>Total Expenditures</b>   |                       | <b>\$708,554.00</b> | <b>\$27,465.53</b>       | <b>\$120,106.24</b> | <b>\$588,447.76</b> |



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
Building Fund  
Statement of Position  
November 30, 1966

| <u>ASSETS</u>                  | <u>ACCOUNT NUMBER</u> | <u>BALANCES 11-30-66</u> |
|--------------------------------|-----------------------|--------------------------|
| Cash:                          |                       |                          |
| Cash in Bank                   | 101.30                | \$ 68,063.73             |
| Investments                    | 102.10                | <u>46,830.72</u>         |
| Total Assets                   |                       | <u>\$ 114,894.45</u>     |
|                                |                       |                          |
| Liabilities                    |                       | -                        |
|                                |                       |                          |
| <u>Fund Balance</u>            |                       |                          |
| Fund Balance                   | 300.00                | <u>\$ 114,894.45</u>     |
|                                |                       |                          |
| <u>Summary of Fund Balance</u> |                       |                          |
|                                |                       |                          |
| Balance - July 1, 1966         |                       | \$ -                     |
| Add: Revenues to date          |                       | <u>127,205.71</u>        |
|                                |                       | 127,205.71               |
| Deduct: Expenditures           |                       | <u>12,311.26</u>         |
| Balance                        |                       | <u>\$ 114,894.45</u>     |

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
BUILDING FUND - BUDGET REPORT  
NOVEMBER 30, 1966

| <u>EXPLANATION</u>                | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u>      |
|-----------------------------------|-----------------------|---------------------|--------------------------|---------------------|---------------------|
| Revenue:                          |                       |                     |                          |                     |                     |
| Taxes - Current 1965              | 401.10                | \$134,109.80        | \$ 2,625.85              | \$127,205.71        | \$ 6,904.09         |
| Interest on Investments           | 404.00                | 1,040.20            | -                        | -                   | 1,040.20            |
| <b>TOTAL REVENUES</b>             |                       | <b>\$135,150.00</b> | <b>\$ 2,625.85</b>       | <b>\$127,205.71</b> | <b>\$ 7,944.29</b>  |
| Expenditures:                     |                       |                     |                          |                     |                     |
| 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 ServicesCustodian     | 506.20                | 2,000.00            | 95.00                    | 95.00               | 1,905.00            |
| Supplies                          | 506.30                | 500.00              | 12.02                    | 12.02               | 487.98              |
| Utilities:                        | 506.50                |                     |                          |                     |                     |
| Water & Sewerage                  | 506.51                | 250.00              | -                        | -                   | 250.00              |
| Electricity                       | 506.52                | 1,000.00            | -                        | -                   | 1,000.00            |
| Telephone & Telegraph             | 506.54                | 7,000.00            | 697.56                   | 3,467.06            | 3,532.94            |
| Other                             | 506.59                | 1,000.00            | -                        | -                   | 1,000.00            |
| <b>TOTAL OPERATING EXPENSE</b>    |                       | <b>\$ 24,250.00</b> | <b>\$ 804.58</b>         | <b>\$ 3,574.08</b>  | <b>\$20,675.92</b>  |
| Maintenance:                      |                       |                     |                          |                     |                     |
| Contractual Services              | 507.00                | \$ 2,000.00         | -                        | \$ 2,589.50         | \$ ( 589.50)        |
| Supplies                          | 507.20                | 200.00              | -                        | -                   | 200.00              |
| <b>TOTAL MAINTENANCE EXPENSES</b> | 507.30                | <b>\$ 2,200.00</b>  | <b>-</b>                 | <b>\$ 2,589.50</b>  | <b>\$ ( 389.50)</b> |

Budget Report - Building Fund Cont'd. November 30, 1966

| <u>EXPLANATION</u>             | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u>       | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u>      |
|--------------------------------|-----------------------|---------------------|--------------------------|---------------------|---------------------|
| Expenditures cont'd            |                       |                     |                          |                     |                     |
| Fixed Charges:                 |                       |                     |                          |                     |                     |
| Employers Share of Retirement  | 508.00                | \$ 1,300.00         | -                        | -                   | \$ 1,300.00         |
| Fire Insurance                 | 508.40                | 1,000.00            | -                        | -                   | 1,000.00            |
| Rentals - Office               | 508.50                | 20,000.00           | 1,416.77                 | \$6,073.42          | 13,926.58           |
| Other                          | 508.60                | 2,000.00            | -                        | 74.26               | 1,925.74            |
|                                | 508.65                |                     |                          |                     |                     |
| <b>TOTAL FIXED CHARGES</b>     |                       | <b>\$24,300.00</b>  | <b>\$1,416.77</b>        | <b>\$6,147.68</b>   | <b>\$18,152.32</b>  |
| Capital Outlay:                |                       |                     |                          |                     |                     |
| New Buildings and Improvements | 560.00                | \$61,291.00         | -                        | -                   | \$61,291.00         |
| Additional Equipment           | 562.00                | 5,500.00            | -                        | -                   | 5,500.00            |
|                                | 563.00                | \$66,791.00         | -                        | -                   | \$66,791.00         |
| <b>TOTAL CAPITAL OUTLAY</b>    |                       | <b>\$ 1,229.00</b>  | <b>-</b>                 | <b>-</b>            | <b>\$ 1,229.00</b>  |
| Provision for Contingencies    | 590.00                |                     |                          |                     |                     |
| <b>TOTAL EXPENDITURES</b>      |                       | <b>\$135,150.00</b> | <b>\$2,221.35</b>        | <b>\$12,311.26</b>  | <b>\$122,838.74</b> |

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NUMBER 512  
SITE AND CONSTRUCTION FUND  
STATEMENT OF POSITION  
NOVEMBER 30, 1966

| <u>ASSETS</u>                      | <u>ACCOUNT NUMBER</u> | <u>BALANCES 11-30-66</u>     |
|------------------------------------|-----------------------|------------------------------|
| <b>Cash:</b>                       |                       |                              |
| Cash in Bank-Mt. Prospect State    | 101.30                | \$ (180,585.05)              |
| Cash in Bank-1st Nat, l. of Chgo.  | 101.31                | 240,375.93                   |
| Investments                        | 102.10                | 1,707,450.00                 |
| <b>TOTAL ASSETS</b>                |                       | <u><u>\$1,767,240.88</u></u> |
| <b>Liabilities</b>                 |                       | \$ -                         |
| <br><u>Fund Balance</u>            |                       |                              |
| Fund Balance                       | 300.00                | <u><u>\$1,767,240.88</u></u> |
| <br><u>Summary of Fund Balance</u> |                       |                              |
| Balance - July 1, 1966             |                       | \$                           |
| Add: Revenues to date              |                       | <u>3,394,938.88</u>          |
|                                    |                       | 3,394,938.88                 |
| Deduct: Expenditures to date       |                       | <u>1,627,698.00</u>          |
| Balance                            |                       | <u><u>\$1,767,240.88</u></u> |

WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT NUMBER 512  
 SITE AND CONSTRUCTION FUND  
 NOVEMBER 30, 1966

| <u>EXPLANATION</u>             | <u>ACCOUNT NUMBER</u> | <u>BUDGET</u> | <u>MONTH OF NOVEMBER</u> | <u>YEAR TO DATE</u> | <u>BALANCE</u> |
|--------------------------------|-----------------------|---------------|--------------------------|---------------------|----------------|
| Revenue:                       |                       |               |                          |                     |                |
| Governmental Divisions         | 402.00                |               |                          |                     |                |
| Higher Educational Facilities  |                       |               |                          |                     |                |
| Act                            | 402.81                | \$1,000,000.  | -                        | -                   | \$1,000,000.   |
| Other State                    | 402.90                | 3,500,000.    | -                        | -                   | 3,500,000.     |
| Sale of Bonds:                 | 403.00                |               |                          |                     |                |
| Principal on Bonds Sold        | 403.10                | 7,375,000.    | -                        | 3,375,000.00        | 4,000,000.00   |
| Premium on Bonds Sold          | 403.20                | -             | -                        | 171.13              | ( 171.13)      |
| Accrued Interest on Bonds Sold | 403.30                | -             | -                        | 19,767.75           | ( 19,767.75)   |
| Interest on Investments        | 404.00                | 25,000.       | -                        | -                   | -              |
| TOTAL REVENUE                  |                       | \$11,900,000. | -                        | \$3,394,938.88      | \$8,480,061.12 |
| Expenditures:                  |                       |               |                          |                     |                |
| Fixed Charges:                 | 508.00                |               |                          |                     |                |
| Insurance                      | 508.50                | \$ 2,000.     | -                        | -                   | \$ 2,000.00    |
| Capital Outlay                 | 560.00                |               |                          |                     |                |
| Site Acquisition and Improve-  |                       |               |                          |                     |                |
| ments                          | 561.00                | \$ 2,000,000. | \$1,436,470.95           | \$1,477,768.35      | \$ 522,231.65  |
| New Building and Improvements  | 562.00                | 3,500,000.    | -                        | 149,929.65          | 3,350,070.35   |
| Additional Equipment           | 563.00                | 25,000.       | -                        | -                   | 25,000.00      |
| TOTAL CAPITAL OUTLAY           |                       | \$ 5,525,000. | \$1,436,470.95           | \$1,627,698.00      | \$3,897,302.00 |
| TOTAL EXPENDITURES             |                       | \$ 5,527,000. | \$1,436,470.95           | \$1,627,698.00      | \$3,899,302.00 |

WILLIAM RAINE HARPER COLLEGE  
 DISTRICT NUMBER 512  
 PALATINE, ILLINOIS 60067

EDUCATIONAL FUND EXPENDITURES  
 DECEMBER 8, 1966

| <u>PAYEE</u>          | <u>DESCRIPTION</u> | <u>ACCOUNT<br/>NUMBER</u> | <u>ACCOUNT<br/>AMOUNT</u> | <u>CHECK<br/>AMOUNT</u> | <u>CHECK<br/>NUMBER</u> |
|-----------------------|--------------------|---------------------------|---------------------------|-------------------------|-------------------------|
| Frank M. Hines        | Attorney           | 1- 3-501.22               | \$ 315.00                 | \$ 315.00               | 5152                    |
| Edward McAuliff       | Accounting         | 1- 3-502.26               | 605.63                    | 605.63                  | 5153                    |
| Horders               | Furniture          | 1- 3-563.00               | 3,836.00                  |                         |                         |
| "                     | Furniture          | 1-53-563.00               | 981.54                    |                         |                         |
| "                     | Supplies           | 1- 3-501.31               | 32.20                     |                         |                         |
| Universal Stationers  | Supplies           | 1- 3-501.31               | 146.02                    | 4,849.74                | 5154                    |
| "                     | "                  | 1-63-502.39               | 5.15                      | 151.17                  | 5155                    |
| Paddock Publications  | Subscription       | 1-52-502.39               | 6.00                      |                         |                         |
| "                     | Want Ads           | 1-52-502.90               | 22.58                     |                         |                         |
| "                     | "                  | 1- 3-501.90               | 14.00                     | 42.58                   | 5156                    |
| American Assoc. J. C. | Books              | 1- 6-502.32               | 4.15                      | 4.15                    | 5157                    |
| Northwest Ofc. Mach.  | Supplies           | 1- 3-501.31               | 38.00                     |                         |                         |
| "                     | Adding Machine     | 1- 3-563.00               | 125.00                    | 163.00                  | 5158                    |
| Consumers Reports     | Subscription       | 1-53-563.00               | 10.00                     | 10.00                   | 5159                    |
| Chicagoland Guide     | Book               | 1- 3-501.90               | 1.95                      | 1.95                    | 5160                    |
| Duns Review           | Subscription       | 1-53-563.00               | 2.95                      | 2.95                    | 5161                    |
| Bro-Dart              | Supplies           | 1-53-563.00               | 11.70                     | 11.70                   | 5162                    |
| Demco                 | Supplies           | 1-53-563-00               | 16.75                     | 16.75                   | 5163                    |
| Amer. Council on Ed.  | Book               | 1- 3-502.32               | 4.50                      |                         |                         |
| "                     | Subscription       | 1- 1-502.32               | 12.00                     | 16.50                   | 5164                    |
| Ill. Assoc. of J.C.   | Dues               | 1- 3-501.90               | 25.00                     | 25.00                   | 5165                    |
| Gaylord Bros. Inc.    | Supplies           | 1-63-502.39               | 32.40                     | 32.40                   | 5166                    |
| Herman F. Hinz        | Supplies-Printing  | 1- 2-501.31               | 14.00                     |                         |                         |
| "                     | " Postage          | 1-63-502.39               | 38.40                     | 52.40                   | 5167                    |
| E. W. Boehm           | Supplies-Paper     | 1- 3-501.31               | 302.00                    | 302.00                  | 5168                    |

| <u>PAYEE</u>             | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|--------------------------|--------------------|-----------------------|-----------------------|---------------------|---------------------|
| I. B. M.                 | Office Machines    | 1- 3-563.00           | \$1,895.50            |                     |                     |
| I. B. M.                 | MAINTENANCE        | 1- 3-501.29           | 80.50                 | 1,976.00            | 5169                |
| Pitney Bowes             | Postage Machine    | 1- 3-508.61           | 12.29                 | 12.29               | 5170                |
| Psychodynamics Research  | Book               | 1- 3-502.32           | 33.00                 | 33.00               | 5171                |
| Palatine Office Supply   | Supplies           | 1- 3-501.31           | 10.41                 | 10.41               | 5172                |
| Baker and Taylor         | Books              | 1-53-563.00           | 788.05                | 788.05              | 5173                |
| Wilson Company           | Subscription       | 1-53-563.00           | 5.00                  | 5.00                | 5174                |
| Scarecrow Press, Inc.    | Book               | 1-53-563.00           | 5.75                  | 5.75                | 5175                |
| E.B.S. Book Co.          | Book               | 1-53-563.00           | 47.05                 | 47.05               | 5176                |
| Chicagoland Guide        | Book               | 1- 3-502.32           | 1.95                  | 1.95                | 5178                |
| Chgo. Assoc. of Commerce | Maps               | 1- 2-501.90           | 3.36                  | 3.36                | 5179                |
| Ditto                    | Supplies           | 1- 3-501.31           | 33.25                 |                     |                     |
| "                        | Office Machine     | 1-53-563.00           | 262.00                | 295.25              | 5180                |
| Henricksen               | Furniture          | 1- 1-501.31           | 7.50                  | 7.50                | 5181                |
| Western Concessions      | Meeting Expense    | 1- 1-501.90           | 18.50                 |                     |                     |
| "                        | "                  | 1- 2-501.90           | 16.85                 |                     |                     |
| "                        | "                  | 1- 3-501.90           | 9.10                  |                     |                     |
| "                        | "                  | 1- 5-502.90           | 5.70                  | 50.15               | 5182                |
| A.C. McClurg Co.         | Books              | 1-53-563.00           | 19.31                 | 19.31               | 5183                |
| R. R. Bowker Co.         | Book               | 1-53-563.00           | 10.00                 | 10.00               | 5184                |
| Harpers                  | Subscription       | 1-53-563.00           | 4.25                  | 4.25                | 5184                |
| A&M Printing             | Book               | 1-53-563.00           | 6.00                  | 6.00                | 5185                |
| Popular Science          | Subscription       | 1-53-563.00           | 6.00                  | 6.00                | 5186                |
| Polk Bros.               | Camera & Supplies  | 1- 3-563.00           | 246.02                | 246.02              | 5187                |
| Amer. Library Assoc.     | Books              | 1-53-563.00           | 22.00                 | 22.00               | 5188                |
| F. A. Davis              | Books              | 1-52-502.32           | 8.55                  | 8.55                | 5189                |
| Xerox Corporation        | Supplies           | 1- 3-501.31           | 58.00                 |                     |                     |
| "                        | Maintenance        | 1- 3-508.61           | 322.85                | 380.85              | 5190                |
| C & S. Printing          | Supplies-Printing  | 1-53-502.37           | 121.42                | 121.42              | 5191                |
| Horizon                  | Book               | 1-53-563.00           | 12.95                 | 12.95               | 5192                |

| <u>PAYEE</u>                        | <u>DESCRIPTION</u>   | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|-------------------------------------|----------------------|-----------------------|-----------------------|---------------------|---------------------|
| College Student Inst.               | Subscription         | 1- 6-502.90           | 19.50                 | 19.50               | 5193                |
| Ames Supply Company                 | Supplies             | 1- 3-563.00           | 42.50                 | 42.50               | 5194                |
| University of Ill.                  | Books                | 1-53-563.00           | 8.14                  | 8.14                | 5195                |
| Hillison & Etten                    | Supplies             | 1- 3-501.33           | 331.40                | 331.40              | 5196                |
| Lattof Car Rental                   | Rental of Car        | 1- 3-508.62           | 124.32                |                     |                     |
| " "                                 | " " Wagon            | 1- 1-508.62           | 120.95                | 245.27              | 5197                |
| Imprest Fund                        | Reimbursement        |                       | 1,916.33              | 1916.33             | 5198                |
| Uhle Offset Corp.                   | Supplies             | 1- 2-501.33           | 1,023.02              | 1023.02             | 5199                |
| Carl Regehr Design, Inc.            | Contractual Services | 1- 2-501.29           | 729.50                | 729.50              | 5200                |
| Ryder                               | Advertising          | 1- 2-501.33           | 142.80                |                     |                     |
| " "                                 | " "                  | 1-63-502.39           | 744.86                | 887.66              | 5201                |
| Northwest Newsletter                | Supplies             | 1- 2-501.33           | 99.60                 |                     |                     |
| " "                                 | Postage              | 1- 2-501.34           | 57.45                 | 157.05              | 5202                |
| TOTAL EDUCATIONAL FUND EXPENDITURES |                      |                       |                       | <u>\$16,036.40</u>  |                     |



WILLIAM RAINE. HARPER COLLEGE  
 DISTRICT NUMBER 152  
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES  
 DECEMBER 8, 1966

| <u>PAYEE</u>                     | <u>DESCRIPTION</u> | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|----------------------------------|--------------------|-----------------------|-----------------------|---------------------|---------------------|
| Shamrock Best Maint.             | Cont. Services     | 2-508.62              | 95.00                 | \$ 95.00            | 5203                |
| Township H. S. #214              | Rent for Library   | 2-508.62              | 159.34                | 159.34              | 5204                |
| Roy LaLonde                      | Office Rent        | 2-508.62              | 1,018.33              | 1,018.33            | 5205                |
| Illinois Bell Tele.              | Tele. Bill         | 2-506.54              | 656.43                | 656.43              | 5206                |
| TOTAL BUILDING FUND EXPENDITURES |                    |                       |                       | <u>\$1,929.10</u>   |                     |

WILLIAM RAINES HARPER COLLEGE  
 DISTRICT NUMBER 512  
 PALATINE, ILLINOIS 60067

SITE AND CONSTRUCTION FUND  
 DECEMBER 8, 1966

| <u>PAYEE</u>                     | <u>DESCRIPTION</u>            | <u>ACCOUNT NUMBER</u> | <u>ACCOUNT AMOUNT</u> | <u>CHECK AMOUNT</u> | <u>CHECK NUMBER</u> |
|----------------------------------|-------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| Frank M. Hines                   | Legal Services                | 6-561.00              | \$1,000.00            | \$1,000.00          | 5207                |
| Accurate Sign Co.                | Sign Installation             | 6-561.00              | 247.50                | 247.50              | 5208                |
| Testing Service Corp.            | Lab. Testing Report           | 6-561.00              | 4,000.00              | 4,000.00            | 5209                |
| Chicago Title & Trust            | Purchasing Property           | 6-561.00              | 933.00                | 933.00              | 5210                |
| Library Building Consult.        | Consultation Service          | 6-561.00              | 100.00                | 100.00              | 5211                |
| Ben F. Eidamiller Co.            | Appraisal Service             | 6-561.00              | 300.00                | 300.00              | 5212                |
| Raymond S. Wright                | Appraisal Service<br>Property | 6-561.00              | 300.00                | 300.00              | 5213                |
| TOTAL SITE AND CONSTRUCTION FUND |                               |                       |                       | <u>\$6,880.50</u>   |                     |

**Exhibit A**

**ELK GROVE FACILITIES PRELIMINARY AGREEMENT**

**(Supporting information on Exhibit A will be hand carried to the Board meeting.)**

EVALUATION AND RECOMMENDATION FOR SUPPLEMENTARY FACILITIES  
FOR THE ELK GROVE HIGH SCHOOL SITE

In order to accommodate the Harper College Staff for the 1967-68 school year, it will be necessary to obtain additional (on site) administrative space above and beyond that available in the Elk Grove High School contract agreement.

To alleviate this situation the most appropriate alternative is to go to some type of temporary facilities. In view of future uncertainties in enrollment projections--VS--construction time-tables it appears that temporary facilities may be needed over a longer period of time than originally estimated.

A survey has been made with several schools within the Junior College District to determine the possible future sale of these facilities. Although no commitments can be made by the districts contacted, there is a definite interest in the future acquisition of these units.

It has been estimated that seven units will be needed to house the staff, bookstore and student lounge for the 67-68 school year. A diagram of the contemplated location of the temporary facilities and the administrative units to be housed in them is included in this report.

An extensive evaluation and on-site inspection has been made of four separate relocatable units included herein.

The following manufacturers of relocatable classrooms have been contacted and quotations submitted on a per-unit basis.  
(See attachment)

ANALYSIS OF RELOCATABLE FACILITIES

FOR

WILLIAM RAINEY HARPER COLLEGE

Prepared By  
Approved By

Initials Date  
Add'l.  
Cost  
for Extra  
Features

Manufacturer

Bldg. Sz. Sq. Feet

Standard  
Features

Extra  
Features

| Manufacturer  | Bldg. Sz.          | Sq. Feet | Standard Features  | Extra Features  | Add'l. Cost for Extra Features  |
|---|--------------------|----------|--|---|---|
| CIT   | Beta II<br>24 x 44 | 1056     | Teachers Closet<br>Storms & Screens  | Air Conditioning  | 900.00  |
| Ed. Bldgs.<br>Incorporated<br>(Chicago, Ill.)                 |                    |          | Paneling-Masonite<br>Chalk&Tack Board<br>Carpeting<br>Drinking Fountain<br>Drapes<br>Coat Rack<br>2 Washrooms<br>4 Windows 1 Side<br>Electric Heat and<br>Ventilation<br>Wood Porch<br>Site Preparation                                    |   |   |
| Imperial<br>Equipment<br>(National Homes)                     | 24 x 36            | 864      | Teachers Closet<br>2 Washrooms<br>Carpeting<br>Tack&Chalk Board<br>Electric Heat<br>& Ventilation<br>Air Conditioning<br>4 Windows - 1 Side  | Fiber Glass<br>Brick Front<br>Storms and Screens<br>Drapes  | 152.00<br>115.00<br><u>120.00</u><br>387.00                               |
| Portable Schools<br>Equipment Co.<br>(Hilton Mobile<br>Homes) | 20 x 40            | 800      | Teachers Closet<br>Storms & Screens<br>2 Washrooms<br>Drinking Fountain<br>Chalk Board-Tack<br>Board-Tile Floor<br>Shades- StepsMetal<br>Air Conditioning<br>Full Skirts to<br>ground - Heating<br>Ventilation<br>10 Windows Both<br>Sides | NONE  | NONE  |
| Holiday<br>Mfg. Company                                       | 26 x 56            | 1466     | Heating Air<br>Conditioning-Vinyl<br>Floors-Electrical<br>Heating- 8 Windows<br>4 Per Side   | Storms & Screens<br>Increased Heating<br>Plant<br>Door Entrance<br>Cover<br>Extra Floor Insul-<br>ation<br>Trans.<br>Service Charge<br>Accoustical Flame<br>Spray - Ill. Code | 134.00<br>123.54<br>152.00<br>420.32<br>436.76<br>148.60<br><u>101.50</u> |
|   |                    |          |  |   | 1,516.72  |

| Basic Unit Cost | Total Cost PerCent | Cost per Sq. Feet | Delivery Schedule | Future Commitment   | Lease Option<br>3 YEARS  | On Site Rating |
|-----------------|--------------------|-------------------|-------------------|---|--------------------------|----------------|
| 17,553.         | 18,453.            | 17.47             | 90 days           | Will Re locate  | Total Investment 21,590. | (GOOD)         |
|                 |                    |                   |                   | Cost not estimated  |                          |                |
| 9,600.          | 9,987.             | 11.56             | 30 days           | Will not Re locate<br>Are cutting back on production                  | 11,917.                  | (Fair)         |
| 10,410.         | 10,410.            | 13.01             | 30-60 days        | Will Re locate at \$400. per unit<br>Dist. obligation to prepare site | No lease option proposal | (Poor)         |
| 13,643.         | 15,159.72          | 10.34             | 90 days           | Will Re locate<br>Current labor cost at time of relocation            | No lease option proposal | (Very Good)    |

Pending a decision on structural features from Mr. Robert Carington, engineer with Fridstein & Fitch, and permission from the Village of Elk Grove to install relocatable classrooms, it is my recommendation to seriously consider the purchase of seven units from Holiday Inn, Incorporated for the following reasons:

1. Cost per square foot.
2. Size of unit.
3. Adaptability to our needs in terms of office facilities, particularly with reference to:
  - a. Module concept from which can be developed offices of either 10' x 14' or 10' x 10' size with a 6' corridor.
  - b. A savings in labor costs related to building partitions if installed at factory (Camden, Arkansas labor is approximately 50% less than the Chicago area).
4. A practically maintenance free exterior.
5. The attractiveness and general appearance of the buildings.
6. An on site inspection of the four buildings included in this analysis and the definite superior quality of workmanship.

December 2, 1966

Dr. Robert Lahti  
President  
William Rainey Harper College  
34 West Palatine Road  
Palatine, Illinois

RE: Relocatable Buildings for Harper College

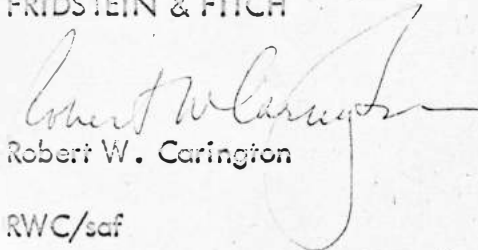
Dear Dr. Lahti:

After a meeting with Dr. Perry this afternoon, we are beginning an investigation of the four types of relocatable buildings under consideration by you.

We will have our conclusions in your hand by Wednesday, December 7, 1966.

Very truly yours,

FRIDSTEIN & FITCH

  
Robert W. Carington

RWC/saf



|                      |            |            |                                  |                      |                 |
|----------------------|------------|------------|----------------------------------|----------------------|-----------------|
| Dean Insl.           | Asst. Dean | Div. Chrmn | Nurse                            | Dean Admiss.         | Dean Students   |
| Conf.                | Asst. Dean | Div. Chrmn | Dir. of Nursing                  | Placement            | Conf. Interview |
| Files Sec. Reception |            | Div. Chrmn | Expansion Area Clerical - Recaf. | Files Sec. Reception |                 |

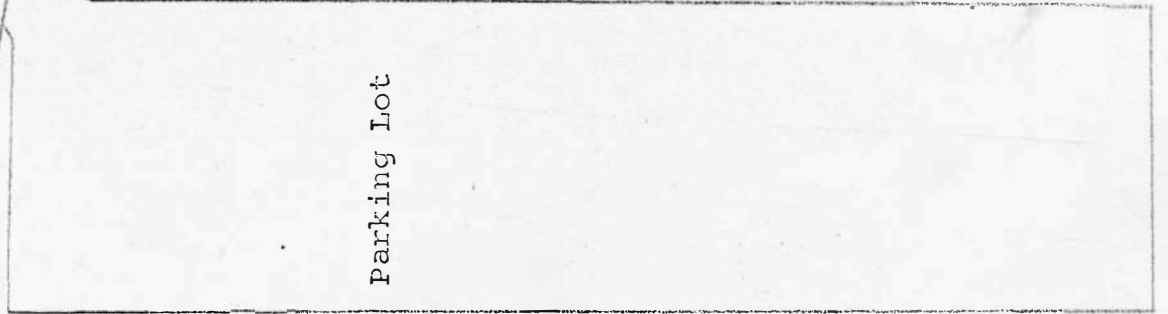
|            |                        |                      |           |           |                    |
|------------|------------------------|----------------------|-----------|-----------|--------------------|
| Book Store | Student Faculty Lounge | Files Sec. Reception |           |           |                    |
| Storage    | Storage Office         | Counselor            | Counselor | Counselor | Dir. of Counseling |

This layout indicates a temporary arrangement of spaces for our relocatable facilities. This does not however, relate to arrangement on the site.

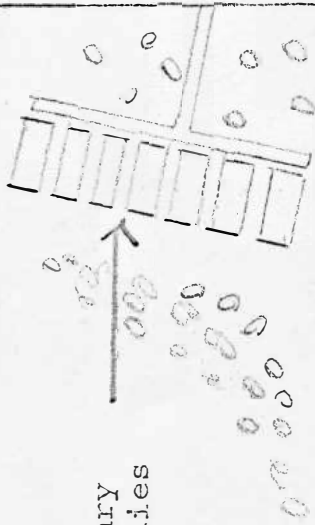
Proposed Location of Temporary  
Facilities

(North West)

Arlington Heights Road



(South East)



(South West)

Elk Grove High School

(North East)



RECOMMENDED ADVISORY COMMITTEE  
FOR THE ASSOCIATE DEGREE NURSING PROGRAM

Hospital:

Mr. Alan Campbell  
Administrator  
Northwest Community Hospital, Arlington Heights

Miss Elizabeth Wesseling, R.N.  
Director of Nursing  
Northwest Community Hospital, Arlington Heights

Brother Ferdinand, R.N.  
Director of Nursing  
St. Alexius Hospital, Elk Grove

Mrs. Jeannette R. Kramer  
Administrator  
Plum Grove Nursing Home, Palatine

Medicine:

George G. Keverian, M.D.  
Chairman, Internal Medicine  
Northwest Community Hospital, Arlington Heights  
Also on the staff of St. Alexius Hospital, Elk Grove

Lee A. Malmed, M.D.  
Radiologist  
Northwest Community Hospital, Arlington Heights

Nursing Education:

Miss Eleanor Carlson  
Director, Associate Degree Nursing Program  
Morton Junior College, Cicero

Community:

Mrs. Charles L. Toot  
Housewife  
Physical Therapist, AAUW  
Arlington Heights

Mrs. Charles A. Aldag  
Housewife  
Educational Area Representative AAUW  
Past leadership in teenage program work of the YWCA  
Arlington Heights

EXHIBIT D-1

ADVANCED PLACEMENT POLICY

William Rainey Harper College will award credit and placement to students with CEEB Advanced Placement Examination grades of 3, 4, and 5 in areas comparable to the Harper Curriculum.

The number of semester hours of credit allowed will be determined following an evaluation of the examination by the Divisional Chairman.

## OUT OF DISTRICT COSTS

Students attending William Rainey Harper from Out of State or from a district not responsible for the charge back will pay fees based on the per capita cost of the previous year. Out of District Non-Charge Back students shall pay the per capita cost less state apportionment. Out of State students shall pay the total per capita of their education at Harper College.

1967-68 COSTS

As we have no prior basis upon which to compute, we have estimated a per capita cost of \$1,000 and used a normal class load of 15 hours per semester in arriving at a per hour cost.

|                                 | <u>Per Semester Hour</u> |
|---------------------------------|--------------------------|
| Out of State Cost               | \$ 33.50                 |
| Out of District Non-Charge Back | 22.00                    |

Exhibit E

WILLIAM RAINEY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE, ILLINOIS

MEMORANDUM

TO Dr. Robert Lahti

FROM Roy A. Sedrel DATE December 1, 1966

SUBJECT Harper College Computer System Proposals -- Analysis and Recommendations

INTRODUCTION

During September of 1966, specifications on submitting computer system proposals were made available to manufacturers and other vendors of computer systems. Solicitations for proposals were made in both Chicago and local suburban newspapers. Eight firms secured copies of the specifications. The deadline for submitting proposals was October 15, 1966. On that date, three major computer manufacturers had presented proposals on equipment. The remainder of this memorandum contains a detailed presentation of the analysis of the proposals and a recommendation on a computer system for Harper College.

DATA PROCESSING APPLICATIONS

The first step in establishing equipment specifications and in analyzing proposals is to define the functions to be performed by the computer system. The resources of a data processing department in a comprehensive community college can be applied to produce a broad range of services to the institution.

The application of data processing technology in an educational

institution can be categorized into three major functional areas. These areas are educational, administrative, and research and other services.

I. The Educational Function

The primary use of the data processing facilities at Harper College will be in the educational function. Within this functional area, four major uses can be defined.

These are:

A. Occupational Education

The primary purpose of occupational education is to provide in-depth technical training for immediate employment as computer programmers, systems analysts, machine operators, and keypunch and related clerical operations.

B. College Transfer Program

A recent survey of colleges and universities indicates a need to develop appropriate programs in computer education for transfer students in business, mathematics and science, engineering, and computer and information science.

C. A Teaching-Learning Device

In this area of application, the computer is used by students and teachers as a tool to aid in

the learning process. Student use for problem solving, simulation and gaming, and Computer Assisted Instruction are planned applications.

D. Learning Resources

This area of application applies to the library and the audio-visual department.

Applications include acquisitions control, serials control, book catalogs, audio-visual catalogs, circulation control, information retrieval, and selective dissemination of information.

II. The Administrative Function

In order to assist the college administrator in the decision making process, a total integrated information system is planned. This system will employ the technology of random storage and remote inquiry systems to enable the administrator to secure complete, comparable, and timely information on all aspects of the educational institution. The total system consists of five sub-files of data on students, curriculum, staff, finances, and facilities. These sub-files will contain some 20-25 categories of data and will permit the preparation of 45-50 operational reports and analyses (a complete listing of data and activities and reports are contained in Appendix A).



The remote inquiry system will enable the user to have access to information at the time, the place, and in a manner most beneficial to him. The remote inquiry system will also provide teachers and students access to the computer for use in course work.

The major advantages of the system are:

1. The ability to fulfill the information needs of a wide range of users, and
2. A reduction of clerical and related costs.

A complete testing service including the construction of a test question file, preparation of test sets, and scoring and analyzing both teacher-made and standard achievement tests will be developed.

### III. Research and Other Services Function

It is anticipated that most of the research which will be conducted at Harper College will be carried on by the faculty and administration. The computer and its related statistical programs will be a valuable tool to assist the researcher in performing a scientific analysis of research data.

It is planned that Harper College will extend its data processing resources to elementary and secondary schools in the college district. Many of

these schools have already indicated an interest in such services as scheduling, grade and attendance accounting, financial accounting, testing services, and local research.

#### ANALYSIS OF PROPOSALS

A computer system is not simply equipment, but rather, it is an intricate combination of several important elements. Thus, in analyzing a proposal, one must first investigate each element independently and then as a combination of total elements. The elements in a computer system are defined as:

A. Hardware

The hardware is the electronic and mechanical units such as central processors, data input and output units, and data storage devices.

B. Software

Software, consists of the various programs produced by the manufacturer to be utilized in preparing and running user problem programs. Software packages include operating systems, utility programs, assemblers, compilers, and application programs, such as scheduling, grade and attendance accounting, payroll, etc.

With the introduction of third generation computers software has become as important consideration as hardware in the analysis of a computer system.

C. Back-up Support

This aspect of a computer system might appropriately be labeled the "human" element of the system. It consists primarily of the assistance and service that is provided by the manufacturer. It includes systems and programming assistance; machine service and maintenance; technical training and management seminars for customer employees; educational materials such as manuals, form, and A-V aids; and, a very important area which is product research and development.

In analyzing the proposals submitted to Harper College, many sessions were held with the manufacture representatives, including systems and programming personnel as well as sales personnel. Also, several visits were made to both educational and commerical installations presently using the proposed systems. In addition, each manufacturer supplied several manuals on both hardware and software, which were studied at length in order to gain a thorough understanding of the capabilities of the various systems aspects.

Three major companies submitted complete proposals. The companies and the systems proposed were:

1. National Cash Register - 315 RMC System
2. Minneapolis - Honeywell H-1200 and H-200 Systems
3. IBM - 360 Model 30 and 1401 Systems.

The H-200 and the 1401 were alternate proposals.

After analyzing the proposals, an attempt was made to rate each system on the three basic elements. A five point scale was established, with a rating of "5" being considered as ultimate. Following is a table showing the comparative ratings of each system:

Table 1  
COMPARATIVE RATINGS

| ASPECT RATED    | NCR | IBM | HW   |
|-----------------|-----|-----|------|
| Hardware        | 3.0 | 4.8 | 4.7  |
| Software        | 2.5 | 4.8 | 4.8  |
| Back-up Support | 2.5 | 4.9 | 4.2  |
| Mean Rating     | 2.6 | 4.8 | 4.56 |

Of the three proposals submitted, the Honeywell and the IBM proposals were the only two which met the specifications established. In view of the fact that the NCR 315-RMC system was significantly higher in price and the comparative rating was significantly lower than either Honeywell or IBM, the remainder of the analyses will be devoted to the H-1200 and the 360-Model 30. Table 2 contains a cost comparison between the H-1200 and the 360/30.

Table 2

COMPUTER SYSTEMS COST

| ITEM                                 | H-1200   | 360/30    |
|--------------------------------------|----------|-----------|
| Central Processor                    | \$5,205. | \$ 4,911. |
| Card Reader <sup>1</sup>             | 280.     | 1,233.    |
| Card Punch <sup>2</sup>              | 420.     |           |
| Printer <sup>3</sup>                 | 900.     | 1,304.    |
| Disk Control                         | 530.     | 576.      |
| Disk Storage Drives <sup>4</sup> (3) | 1,500.   | 1,770.    |
| Optical Disk Reader                  | 1,065.   | 505.      |
| TOTAL                                | \$9,900. | \$10,299. |
| Mfg. Discounts                       | 1,874.   | 1,587.    |
| TOTAL                                | \$8,026. | \$ 8,712. |
| State Reimbursement                  | 5,351.   | 5,808.    |
| TOTAL                                | \$2,675. | \$ 2,904. |
| Remote Inquiry                       | 1,178.   | 792.      |
| NET MONTHLY COST                     | \$3,853. | \$ 3,696. |

<sup>1</sup>The IBM Unit includes the punch and has a rated read speed of 1000 cards per minute and a punch speed of 300 CPM. The H-1200 has a rated read speed of 800 CPM.

<sup>2</sup>The H-1200 punch has a rated speed of 100 - 400 cards per minute.

<sup>3</sup>The H-1200 printer has a rated speed of 650 lines per minute; the IBM 360 a rated speed of 600 LPM.

<sup>4</sup>The H-1200 storage capacity is 28.8 million characters; the IBM 360 has a capacity of 21.75 to 43.5 million characters.

<sup>5</sup>Honeywell proposed a Digitek scanner with magnetic tape output; IBM 1231 is connected directly to the computer.

Harper College will be submitting an application on January 1 to become an approved Area Vocational School. If our application is approved, funds from the Vocational Education Act of 1965 will be available to purchase equipment for use in vocational education programs. The amount of money that is received is determined by the construction costs of vocational education facilities. After studying the college construction plans with the architect it is estimated that we could receive as much as \$230,000 - \$250,000 for use in purchasing equipment for data processing vocational education.

When, and if, this money is available, it would be to our advantage to purchase certain units of the computer system hardware. The major unit which I would recommend purchasing is the central processor. This recommendation is based on the opinion of manufacturers and users, that technological development during the next 5-10 years will be primarily concentrated on data input - output devices and data storage devices. Thus, a central processor purchased and delivered late in 1968 or early 1969 should have a useful life of at least seven to ten years. If money is available and the college does purchase the central processor, it is recommended that a large central processor be secured. The larger processor will provide more future growth capacity than will the smaller processor which should be adequate for the first few years of operation. Table 3 contains a projected cost analysis of the H-1200 and Model 40 on a combined purchase - lease arrangement.

Table 3

PURCHASE PLAN

| ITEM                    | H-1200       | 360/40     |
|-------------------------|--------------|------------|
| CPU PURCHASE            | 189,619      | 230,528    |
|                         | RENTAL UNITS |            |
| Printer                 | \$ 900.      | \$ 1,304.  |
| Card Reader             | 280.         | 1,233.     |
| Card Punch              | 420.         |            |
| Disk Storage Control    | 530.         | 576.       |
| Disk Storage Drives (3) | 1,500.       | 1,770.     |
| Optical Mark Reader     | 1,065.       | 505.       |
| TOTAL (Rent)            | \$ 4,695.    | \$ 5,388.  |
| Mfg. Discounts (20%)    | 833.         | 1,078.     |
| TOTAL                   | \$ 3,862.    | \$ 4,310.  |
| State Reimbursement     | 2,575.       | 2,873.     |
| TOTAL                   | \$ 1,287.    | \$ 1,437.  |
| Remote Terminals        | 1,178.       | 792.       |
| TOTAL                   | \$ 2,465.    | \$ 2,229.  |
| Maint. On CPU           | 386.         | 335.       |
| TOTAL (Monthly Rent)    | \$ 2,851.    | \$ 2,564.  |
| TOTAL YEARLY COST       | \$ 34,212.   | \$ 30,768. |

Personnel is equally as important to the successful operation of a data processing department as is equipment. Too often educational institutions fail to fully utilize the resources of their equipment simply because they have not provided a sufficient number of qualified personnel to design, develop, program, and implement various applications. A schedule of developmental and operational activities for the data processing department is contained in Appendix B. In conjunction with these schedules, an estimate of personnel needs through FY - 1970, for both administrative and educational operations, is presented in Table 4, Page 12.

Table 5 contains a projection of departmental costs through FY - 1970. The income projected for FY - 1968 and 1969 is expected to be derived from providing services to local schools. I feel that this figure may be rather conservative in view of the potential that exists. I have visited with several school business managers in the area and all have indicated a desire to avail themselves of any services we may be able to offer. I am sure that it would be to our mutual advantage to begin working with the local schools in a cooperative data processing service program. Table 5 is on Page 13.



Table 4

PERSONNEL NEEDS

| POSITION                      | 1966-7  | 1967-8  | 1968-9  | 1969-0 |
|-------------------------------|---------|---------|---------|--------|
| Director                      | 1       | 1       | 1       | 1      |
| Program - Analyst             | Feb.-67 | 1       | 1       | 1      |
| Junior Programmer             |         | Jul.-67 | 1       | 1      |
| Student Programmer            |         |         | 2       | 2      |
| Secretary                     | 1       | 1       | 1       | 1      |
| Keypunch - Clerk              |         | Jul.-67 | 1       | 1      |
| Keypunch (Part-time)          |         |         | 2       | 2      |
| Keypunch                      |         |         |         | 1      |
| Computer Operator             |         |         | Jan.-69 | 1      |
| Computer Operator (Part-time) |         |         | 1       | 2      |
| Instructors                   |         | 2       | 2       | 2      |
| Instructors                   |         | 1       | 3       | 4      |

Table 5

COST PROJECTIONS

| ITEM              | 1966-7 | 1967-8 | 1968-9 | 1969-0  |
|-------------------|--------|--------|--------|---------|
| Personnel         | 21,200 | 49,334 | 57,234 | 66,237  |
| Computer          |        | 2,454  | 17,820 | 30,768  |
| Unit Record       |        | 16,341 | 2,924  | 2,924   |
| Supplies          |        | 4,400  | 7,000  | 5,000   |
| TOTAL             | 21,200 | 72,529 | 85,078 | 104,929 |
| Income            |        |        | 15,000 | 40,000  |
| NET               | 21,200 | 72,529 | 70,078 | 64,929  |
| Additional Rental |        |        | 5,660  | 13,584  |
| NET               |        |        | 75,738 | 79,513  |

Instructional Salaries

\$7,667.

\$11,667.

\$13,000.

Another major consideration in the selection of a computer system for an educational institution is the experience of the manufacturer in educational applications. The analysis of a recent (1965 - 1966) survey by the American Association of College Registrars showed that of the more than 500 computer installations in colleges and universities across the nation, over 90% were IBM installations. Also, one must consider the implications of a prevalence of a particular manufacturer when selecting a computer for use in a vocational training program. Mr. Koschler, of Administrative Services at Miami-Dade Junior College made the following statement when asked why Miami-Dade had selected IBM equipment: "If you are going to train students in a particular job skill, why not train on equipment that is most widely used."

#### RECOMMENDATIONS

In view of the total applications of data processing technology at Harper College and after a thorough analysis of equipment costs, performance capabilities, software capabilities, and back-up support, I recommend that:

- A. Harper College immediately place on order an IBM System 360-Model 30 computer system with a scheduled delivery date of 22 months from date of order. (The configuration of the system is shown in Table 6)
- B. If Federal funds in a sufficient amount are available,

before delivery date, a Model 40 central processor be purchased to replace the Model 30 central processor.

- C. If the current applications design, development, and implementation schedule is delayed, certain elements of the rental system be re-scheduled at the appropriate time so that delivery dates will coincide with implementation dates. Re-scheduling, if necessary, will permit the college to take advantage of all rental cost savings possible. Table 6 will be found on Page 16.

At this point, we have approximately 22 months lead-time to design, develop, program and test planned applications. In some instances, interim systems will have to be developed to accommodate operations beginning in the fall of 1967. However, further significant delay will only mean the development of more interim systems which will ultimately result in costly duplicate efforts. Therefore, it is to the benefit of the college to reach a decision wisely and judiciously, but with as much expediency as possible.

Table 6

RECOMMENDATION - IBM 360/30

|                          |                  |
|--------------------------|------------------|
| Central Processor (65K)  | \$ 4,911.        |
| Printer - Reader Control | 1,057.           |
| Printer                  | 775.             |
| Card Reader/Punch        | 705.             |
| Disk Drive Control       | 576.             |
| Disk Storage Drives (3)  | 1,770.           |
| Optical Mark Reader      | <u>505.</u>      |
| TOTAL                    | \$ 10,299.       |
| Mfg. Discounts           | <u>1,587.</u>    |
| TOTAL                    | \$ 8,712.        |
| State Reimbursements     | <u>5,808.</u>    |
| TOTAL                    | \$ 2,904.        |
| Remote I/O System        | <u>792.</u>      |
| Net Monthly Cost         | <u>\$ 3,696.</u> |
| PURCHASE                 |                  |
| 360/40 Central Processor | \$230,528.       |
| Net Monthly Cost         | 2,564.           |

# SUB-FILE DATA

## STUDENT FILE:

BIOGRAPHICAL DATA  
PAST PERFORMANCE DATA  
CAREER PLANS  
CURRENT ENROLLMENT DATA

## STAFF FILE:

BIOGRAPHICAL DATA  
EDUCATION AND EXPERIENCE  
CURRENT ASSIGNMENT DATA  
PAYROLL DATA

PERSONNEL DATA

## CURRICULUM FILE:

DESCRIPTIVE DATA  
RESOURCE USE DATA  
ENROLLMENT DATA

## FACILITY FILE:

PHYSICAL FACILITIES DATA  
FUNCTIONAL DEFINITION  
UTILIZATION DATA  
FURNITURE AND EQUIPMENT DATA  
INVENTORY AND COST DATA

## FINANCE FILE:

RECEIPT AND EXPENDITURE DATA  
BUDGET INFORMATION  
EXPENDABLE SUPPLIES INVENTORY DATA  
BOOKSTORE INVENTORY DATA  
BOOKSTORE SALES CONTROL DATA

ACTIVITIES AND REPORTING FUNCTIONS

STUDENT SCHEDULES  
CLASS LISTS  
STUDENT FEES ACCOUNTING  
GRADE REPORTING  
TRANSCRIPT MAINTENANCE AND PREPARATION  
HONOR LISTS  
PROBATION LISTS AND NOTICES  
GUIDANCE AND COUNSELING STATISTICS  
MASTER SCHEDULE SIMULATION  
ADMISSION PROFILES  
ADVANCE STANDING AND PREDICTIONS  
ENROLLMENT REPORTS AND ANALYSES  
SCHOLARSHIPS AND STUDENT LOAN ACCOUNTING  
A. STUDENT BILLING AND REMINDER NOTICES  
B. CASH RECEIPTS CONTROL  
C. GOVERNMENTAL REPORTING  
D. STUDENT PAYROLL

STATISTICAL LISTS ON NEW EMPLOYEES  
HEALTH AND ATTENDANCE REPORTS  
TERMINATION REPORTS  
STAFF DIRECTORY  
DEPARTMENTAL LISTS  
STAFF UTILIZATION ANALYSES  
PAYROLL REPORTS  
INSURANCE REPORTS  
FACILITY UTILIZATION ANALYSES  
EQUIPMENT REPLACEMENT PROJECTIONS  
EQUIPMENT INVENTORY CONTROL  
EXPENDITURE ANALYSIS AND ACCOUNTING  
CASH RECEIPTS ANALYSIS AND ACCOUNTING  
CASH FLOW ANALYSIS AND CASH REQUIREMENT PROJECTIONS  
SHORT-TERM INVESTMENT SCHEDULES

SUPPLIES INVENTORY CONTROL:

- A. RECEIVING
- B. REQUISITIONS
- C. E.O.Q. ANALYSIS AND AUTOMATIC PURCHASE ORDER
- D. INVENTORY CATALOGS

PLANT MAINTENANCE REPORTS AND ANALYSES

BUDGET CONTROL AND ANALYSES

BOOKSTORE INVENTORY CONTROL

BOOKSTORE CASH CONTROL AND SALES ANALYSIS

STATEMENTS OF NET WORTH

BALANCE SHEETS AND STATEMENTS OF REVENUE AND EXPENDITURES

INSTITUTIONAL COST ANALYSIS BY DEPARTMENT, DIVISION, PROGRAM, ETC.

ALL STATISTICAL REPORTS FOR STATE AND FEDERAL GOVERNMENT REPORTING



APPENDIX B

SCHEDULE OF SYSTEMS

DEVELOPMENT AND IMPLEMENTATION

Factors involved in establishing a schedule:

- A. Volume of Work to be Performed
- B. Degree of Urgency
- C. Resources Available

Master Plan for Implementation

1. Establish Data Specifications
2. Design the System
3. Complete Programming
4. Implement the System

I. Educational Data Specifications

- A. Determine Information Needs
- B. Determine Various Elements of Data
- C. Establish Format and Structure of Data

II. Systems Design

- A. Establish Source Level of Input Data
- B. Design All Documents Used In Data and Information Flow
- C. Develop Layout Of All Machine Forms and Magnetic Storage Files
- D. Establish Detailed For Manual and Machine Operatic

### III. Programing

- A. Establish Programs Needed For:
  - 1. File Creation
  - 2. Data Collection and File Maintenance
  - 3. Data Retrieval and Manipulation
  - 4. Information Reporting
- B. Develop Detailed Block Diagrams
- C. Coding (Writing) of Individual Programs
- D. Machine Testing (Debugging)
- E. System and Program Documentation

### IV. Implementation

- A. Order and Printing of All Forms
- B. Instruct Operating Personnel In The Mechanics of the System
- C. Conduct Parallel Run
- D. Systems Review and Modification
- E. Cut-Off Manual System

SCHEDULE OF  
ADMINISTRATIVE APPLICATIONS

STUDENT MASTER FILE

|                                     |   |              |
|-------------------------------------|---|--------------|
| Est. Data Specs - 2 Man Weeks       | } | 35 Man Weeks |
| Interim System Design - 3 Man Weeks |   |              |
| Final System Design - 5 Man Weeks   |   |              |
| Programming - 22 Man Weeks          |   |              |
| Implementation - 3 Man Weeks        |   |              |

CURRICULUM MASTER FILE

|                                 |   |              |
|---------------------------------|---|--------------|
| Est. Data Specs - 1.5 Man Weeks | } | 12 Man Weeks |
| System Design - 3 Man Weeks     |   |              |
| Programming - 6 Man Weeks       |   |              |
| Implementation - 1.5 Man Weeks  |   |              |

STAFF MASTER FILE

|                               |   |              |
|-------------------------------|---|--------------|
| Est. Data Specs - 3 Man Weeks | } | 19 Man Weeks |
| System Design - 5 Man Weeks   |   |              |
| Programming - 8 Man Weeks     |   |              |
| Implementation - 3 Man Weeks  |   |              |

FACILITIES MASTER FILE

|                               |   |                |
|-------------------------------|---|----------------|
| Est. Data Specs - 3 Man Weeks | } | 16.5 Man Weeks |
| Systems Design - 5 Man Weeks  |   |                |
| Programming - 7 Man Weeks     |   |                |
| Implementation - 20 Man Weeks |   |                |

FINANCE MASTER FILE

|                               |   |              |
|-------------------------------|---|--------------|
| Est. Data Specs - 5 Man Weeks | } | 53 Man Weeks |
| Systems Design - 16 Man Weeks |   |              |
| Programming - 26 Man Weeks    |   |              |
| Implementation - 6 Man Weeks  |   |              |

LIBRARY SERVICES

|                               |   |              |
|-------------------------------|---|--------------|
| Est. Data Specs - 3 Man Weeks | } | 20 Man Weeks |
| Systems Design - 5 Man Weeks  |   |              |
| Programming - 8 Man Weeks     |   |              |
| Implementation - 4 Man Weeks  |   |              |

TESTING SERVICE

Est. Data Specifications - 1 Man Week  
Systems Design - 3 Man Weeks  
Programming - 6 Man Weeks  
Implementation - 2 Man Weeks

} 12 Man Weeks

TOTAL

167.5



## GRIEVANCE POLICY

The following procedures should become effective only after all possible preliminary avenues of good will have been exhausted. Differences of opinion are not only inevitable but desirable in normal human discourse and interaction. If, notwithstanding the best of efforts and intentions to differ amicably, a grievance situation should arise, the following steps shall apply:

1. Differences between faculty members of the same department should be referred through channels to the next highest authority--the department chairman, division head, or other administrator.
2. Differences between faculty members of different departments should be discussed between the respective department chairmen and then referred to the next highest authority if necessary.
3. Differences between a faculty member and students should be brought to the attention of the department head or higher authority and, if necessary, be resolved through discussion between the student or a delegation of students and a faculty member.
4. Differences between a faculty member and the public should be referred to the appropriate Dean or the President.
5. Should discussion prove unavailing, the President will appoint a College Grievance Committee, in cooperation with the President of the Faculty Senate. Where student grievances are involved, student representation may be included in the Committee.

## PROCEDURE

The procedure for appeals to the Committee shall be as follows:

1. The aggrieved party shall submit a written statement setting forth the nature of his grievance with specific instances of the statements or incidents which, he alleges, constitutes the basis of the grievance. If the chairman of the Committee is of the opinion that the written statement submitted is not sufficiently specific, an additional detailed statement may be required from the appellant.
2. Within fifteen (15) days after submission of the written statement the Committee shall conduct a non-public hearing at which the appellant and his witnesses shall be heard.
3. The Committee shall have the right to call persons and to have records produced.
4. The Committee shall arrive at a determination in executive session within fifteen (15) days after the hearing and such determination shall be made from the record.
5. The Committee shall make a written report of its decision to the President within seven (7) days after arriving at the decision. If the determination of the Committee is adverse to the appellant, the appellant may request of the President that the matter be brought to the Board at the next regular meeting.
6. All rights in this Grievance Policy are to be regarded as mutually exclusive, non-overlapping, and non-cumulative with respect to rights created by the Tenure Policy.

WILLIAM RAINEY HARPER COLLEGE  
34 WEST PALATINE ROAD  
PALATINE , ILLINOIS

December 8, 1966

R E L E A S E

The Board of William Rainey Harper College, upon recommendation of President Robert E. Lahti and Dean of Instruction, Herbert R. Pankratz, approved the appointment of Robert W. Thieda, 35, as Librarian at a salary of \$8,400, effective December 12, 1966.

Mr. Thieda assisted in coordinating plans for Bellwood's new library building which was constructed in 1960. He has served as Assistant Librarian (May, 1959 - January, 1960); Acting Librarian (January, 1960 - May, 1960); and Librarian (May, 1960 - May, 1964) at Bellwood's Public Library. Since 1964 he has served as Branch Librarian at the Police Training Academy in Chicago and as a Reference Librarian at the Municipal Reference Library.

He received his Master's Degree in Library Science from the University of Chicago Graduate Library School in 1962.

Mr. Thieda has had considerable experience in dealing with the public in all phases of library contact and has served on various committees which have dealt with problems in library service.



RELEASE

The Board of William Rainey Harper College, upon recommendation of President Robert E. Lahti and Dean of Instruction, Herbert R. Pankratz, approved the appointment of Harold C. Cunningham, 33, as Assistant Dean of Career Programs.

As assistant dean, Mr. Cunningham will assume major responsibility for planning, organizing, and administering the career-oriented programs of the college. He will be responsible for organizing and working with business and industry through business and industrial advisory committees to each career program. In addition, Mr. Cunningham will assist in maintaining a program of community relations designed to develop community understanding and acceptance of career programs and will develop avenues of continuous coordination, support and evaluation from business and industrial representatives.

Mr. Cunningham received his formal education at Wayne State University (B.S.M.E., 1957; M.S.E.M., 1960). In addition, he studied advanced courses in engineering, professional education, administration, and psychology at various National Science Foundation summer institutes.

Mr. Cunningham has gained teaching experience on the faculties of Henry Ford Community College, Dearborn, Michigan public schools, and Wayne State University College of Engineering. Since September, 1964, he has served as Department Head - Engineering and related technologies at Dutchess Community College in Poughkeepsie, New York.

Mr. Cunningham and his wife, Darlene, will move to the Chicago area in June, 1967.