

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
April 13, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation - Teaching Staff (Exhibit A)
 - B. Recommendation - Policy
 - 1. Salary Schedule (Exhibit B-1)
 - 2. Tuition Payment Plan for Staff (Exhibit B-2)
 - C. Recommendation - Advisory Committee Membership Additions
 - 1. Law Enforcement (Exhibit C-1)
 - 2. Dental Hygienics (Exhibit C-2)
 - D. Recommendation - Harper College Electrical Utility Plan (Exhibit D)
 - E. Canvassing of Election Results
 - F. May Board Meeting - Elk Grove Facilities (Exhibit E)
 - G. Other Items
- VIII. President's Report
 - A. Zoning
 - B. Report of Progress of the Library - Librarian
- IX. Adjournment

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

Minutes of the Regular Board Meeting, Thursday, April 13, 1967.

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:06 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by President Haas.

ROLL CALL: Present: Haas, Bernstein, Hamill, Johnson, Nicklas, and O'Dea.

Absent: Hansen

Also present: Charlene Baron, League of Women Voters; Ralph P. Klatt, Des Plaines Suburban Times; Elizabeth Alanne, Day Publications; Elaine Mahlman, Paddock Publications, Inc.; R. Thieda and John Upton, Harper College and H. E. Rundle.

Member Hansen entered the meeting at 8:09 p.m.

CANVASS OF
ELECTION: President Haas moved to Item 7 on the agenda "Canvass of Election", before the formal business of the meeting continued.

President Haas appointed Attorney Hines, Members Hamill and Johnson to canvass the election results. The Certificates of Results for the thirty-six junior college precincts were canvassed with the following results:

Jessalyn M. Nicklas . . .	6503
Abraham (Bud) Bernstein . . .	6237
Write-In Votes.	<u>168</u>
Total Votes Cast.	12908

Member Johnson moved and Member Hansen seconded the motion to accept the following election resolution:

(ORIGINAL COPY OF RESOLUTION ATTACHED TO OFFICIAL COPY OF MINUTES)

R E S O L U T I O N

WHEREAS the regular annual election in and for the Board of Junior College District #512, County of Cook and State of Illinois, was held on the 8th day of April, 1967 for the purpose of electing two members of the Board of said district to serve for a term of three (3) years, and

WHEREAS this Board has caused proper notice of said election to be given to the electors of said district by publishing a notice thereof once in the Paddock Publications, the same being newspapers published in said district, the date of said publication being more than ten days prior to said election, and

WHEREAS proper ballots were used at said election and

WHEREAS the returns of said election have been submitted to this Board for canvassing thereof as provided by law,

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, County of Cook and State of Illinois, as follows:

Section 1. That this Board has given proper notice of and that proper ballots were used at the regular annual election for Board members held in and for Junior College District No. 512, County of Cook and State of Illinois, on Saturday, the 8th day of April, 1967.

Section 2. That the total number of votes cast at said election for members of the Board to serve for a term of three years, as shown on the voters' affidavits which were used in lieu of poll lists and poll books pursuant to a duly adopted resolution of this Board was 12,908 ..

Section 3. That the following candidates for members of the Board to serve for a term of three years, received the number of votes set opposite their respective names:

Jessalyn M. Nicklas 6503
Abraham Bernstein 6237

Section 4. That it is hereby found and determined that Jessalyn M. Nicklas and Abraham Bernstein each received a plurality of the votes cast and by the proceedings aforesaid have each been elected a member of the Board of Junior College District No. 512, County of Cook and State of Illinois, for the full term of three years.

Upon roll call, the vote was as follows:

Ayes: Haas, Bernstein, Hamill, Johnson, Nicklas, and O'Dea.

Nays: None

The Chairman declared the foregoing resolution adopted.

REORGANIZATION OF
THE BOARD:

President Haas opened nominations for the Office of President of the Board of Junior College District 512, for the 1967 - 1968 term of office.

Member Johnson nominated Member Haas for the Office of President.

Member Hansen moved and Member Johnson seconded the motion, that nominations be closed and directed the secretary to cast a unanimous ballot for Member Haas as President of the Board. Motion carried.

Member Haas, having received a unanimous ballot, was declared the President of the Board of Junior College District 512 for the 1967-68 term of office. President Haas opened nominations for the Office of Secretary of the Board of Junior College District 512 for the 1967 - 1968 term of office.

Member Johnson nominated Member Nicklas as Secretary of the Board of Junior College District 512.

Member Hansen moved and Member Johnson seconded the motion that nominations be closed and directed the secretary to cast a unanimous ballot for Member Nicklas as Secretary of the Board of Junior College District 512. Motion carried.

Member Nicklas, having received a unanimous ballot, was declared the Secretary of the Board of Junior College District 512 for the 1967-68 term of office.

President Haas and Secretary Nicklas expressed their appreciation for the opportunity of serving as President and Secretary during the past year and further indicated their pleasure at the Boards' decision to re-elect them to these positions for the ensuing term of office.

ESTABLISHMENT OF
REGULAR BOARD
MEETINGS:

Member Hamill moved and Member Johnson seconded the motion to return to the policy of holding two regular meetings per month, to be scheduled for the second and fourth Thursday of every month.

Upon roll call, the vote was as follows:

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

Nay: None

ESTABLISHMENT OF
REGULAR BOARD
MEETINGS (Cont.)

Member Hamill felt that with the academic staff coming on board, two meetings would be necessary to keep in touch with the new developments of Harper College. He further suggested that at least one meeting should be held in the Elk Grove High School to observe the staff in operation.

President Haas suggested that the administration determine the feasibility of such a move.

Member Johnson felt that past experience has shown us that this move may cause an agenda problem and that documentation for Board meetings would be particularly difficult when time is such a critical factor. However, Dr. Lahti stated that we could respond to this if allowed to schedule one educational meeting per month and relate the progress of the college by reporting on divisional and departmental activities. He further indicated that this type of meeting would result in a more informed Board. Member Johnson stated that being an educational institution, it would be comparatively easy for a Board to become involved and look at the quality side of the product. He indicated that "if this is healthy", he would consider it a good idea.

It was the consensus of opinion of the Board to move to two meetings per month. At this point, Member Hansen suggested that we schedule all meetings in one location. Member Bernstein suggested that we meet in our Administrative Office and visit Elk Grove only on a controlled and announced basis.

Member Johnson moved and Member O'Dea seconded the motion to hold all regular Board meetings at our Administrative Offices at 34 West Palatine Road, Palatine, Illinois.

Upon roll call, the vote was as follows:

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

Nay: None

MINUTES:

Member Bernstein moved and Member O'Dea seconded the motion to approve the minutes of the regular Board meeting held on Thursday, March 9, 1967. Motion carried.

INVOICES & PAYROLL:

Member Johnson moved and Member Hamill seconded the motion to approve the payroll of April 30, 1967, in the amount of \$23,801.18 and the invoices of April 13, 1967 as follows:

Educational Fund	\$18,702.33
Building Fund	2,612.85
Site & Construction	<u>80,330.65</u>
	\$101,635.83

Upon roll call, the vote was as follows:

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

Nay: None

COMMUNICATIONS:

Secretary Nicklas read a communication from the I.A.J.C. relative to a legislative dinner to be held on April 25, 1967 in the Illinois Room of the St. Nicklas Hotel in Springfield. Dr. Lahti stated that he and President Haas would attend this meeting.

A communication was received from Mr. Lewis Pansino, Secretary of the Arlington Area Superintendents' informing the Board of a meeting to be held at the Arlington Carousel for the purpose of discussing the possibility of establishing a regional computer center at Harper College. Dr. Lahti reported on the program for this meeting.

Member Nicklas left the meeting at 9:35 p.m.

NOMINATIONS FOR SECRETARY PRO TEM:

President Haas opened nominations for the position of secretary pro tem.

Member O'Dea moved and Member Hamill seconded the motion to appoint Member Johnson as secretary pro tem. Motion carried.

BOARD-CALENDAR OF EVENTS:

Dr. Lahti referred to the calendar of coming events for Board purposes and indicated that in addition to those listed, a public hearing before the Board of Higher Education was scheduled for April 25th to

BOARD-CALENDAR
OF EVENTS CONT:

discuss Capital Construction Fund Guide Lines.
At this point, Member Bernstein asked if we were up to date with the payment of our obligations to Caudill, Rowlett, and Scott and stated he felt that this firm should be ready with bid documents consistant with the fulfillment of our obligations to them.

Member Hamill expressed concern about the necessity of proceeding with working drawings on additional buildings at the earliest possible date so that they are complete and ready for submission when future monies become available.

PERSONNEL
RECOMMENDATIONS:

Dr. Pankratz presented a list of faculty members for Board consideration for the 1967 - 1968 school year. Dr. Lahti requested Board approval and asked permission to issue contracts to these individuals.

Member Johnson moved and Member Hamill seconded the motion to approve the employment of the following staff members for the 1967 - 1968 school year, at the rank and salary listed below:

<u>Name</u>	<u>Department</u>	<u>Rank</u>	<u>Annual Salary</u>
Charles F. Falk	Business	Instructor	\$10,500.
Henry C. Meier	Language Dept.	Instructor of German	9,450.
Irene Y. Sanderson	Language Dept.	Instructor of French	9,800.
Mary M. Dugan	Nursing	Instructor of Nursing	9,100.
Edward M. Kalish	Social Science	Instructor of History	10,150.
Michael V. Ostrowski	Social Science	Asst. Prof., Psychology	11,550.

Upon roll call, the vote was as follows:

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

Nay: None

RECOMMENDATION FOR
BOOKSTORE MANAGER:

Dr. Harvey presented a resume of the education and experience of Mr. Walter Klingenberg, for Board consideration as Bookstore Manager of Harper College. He stated that the original salary range established for this position was \$7,000 to \$9,000. and requested that the Board increase the starting salary to \$9,600. in order to employ Mr. Klingenberg for this position.

RECOMMENDATIONS
FOR BOOKSTORE
MANAGER:

Member Johnson moved and Member Hamill seconded the motion to employ Mr. Walter Klingenberg, as Bookstore Manager for Harper College, at an annual salary of \$9,600. for 12 months pending the successful clearance of two more references.

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen, & O'Dea.

Nay: None

HARPER COLLEGE
POLICY:

The Board reviewed the policy change recommendations presented by Dr. Pankratz relative to the salary schedule, rank, evaluation, and implication for the academic staff. (The changes referred to were underlined in red and are included within the minutes.)

It was the consensus of the opinion of the Board that Part "B" of Page 2, starting with Advancement on the Salary Schedule was quite vague in its implications and that clarification should be made of this section. In addition, it was felt that a consistent thought pattern should be applied to both salary placement and promotion in rank. It was recommended that guide questions be developed so that they could be consistently applied at the time advancements for outstanding service were made on the salary schedule.

It was the consensus that this portion of the schedule be brought back within a year with more definite recommendations.

It was also decided to strike Part E, page 3 completely, as the Board did not feel "lay readers" were relevant to our situation.

After considerable discussion, Member Hamill moved and Member Johnson seconded the motion to adopt the Faculty Tuition Reimbursement recommendation as presented. (Copy attached to minutes.)

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen & O'Dea.

Nay: None

HARPER COLLEGE
POLICY Cont.:

Member Hamill moved and Member Johnson seconded the motion to adopt the recommended changes as outlined, with the exception of Part E and the reconsideration of Part B which is to be brought back to the Board at a later date with more definitive recommendations.

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen, & O'Dea.

Nay: None

NEW BUSINESS:

Advisory Committee
Additions:

Member Hamill moved and Member O'Dea seconded the motion to approve the membership additions to the Law Enforcement Advisory and the Dental Hygienics Advisory Committees as follows:

Law Enforcement Advisory Committee:

Mr. Harold W. Dotts
501 West Miner Street
Arlington Heights, Illinois

Dental Hygienics Advisory Committee:

Mrs. Judy Dahlstrom
1802 N. Kennicott Court
Arlington Heights, Illinois

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen & O'Dea.

Nay: None

Electrical
Utility Require-
ments for Harper
College:

Dr. Lahti presented a recommendation from the Commonwealth Edison Company as agreed upon between Mr. Robert Lawson and the engineers from Caudill, Rowlett, and Scott. He pointed out that our architect had established and negotiated an excellent contract with a savings of approximately \$87,000. plus continuous maintenance of our utility system for the new campus.

Electrical
Utility Require-
ments for Harper
College: (Cont.)

Member Johnson moved and Member Bernstein seconded the motion to approve the electrical utility plan as negotiated between Caudill, Rowlett, and Scott, and the Commonwealth Edison Company.

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen, & O'Dea.

Nay: None

Change in Location
of May 11 Meeting:

Member Bernstein moved and Member Hamill seconded the motion to hold the May 11 Board meeting in the Elk Grove High School to allow the Board an opportunity to see the college facilities that will be used next fall.

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen, & O'Dea.

Nay: None

PRESIDENT'S
REPORT:

President Lahti indicated that we had received no further word in regard to possible action taken by the County in the zoning of the property on Algonquin Road, West of Little City. He stated that the Planning Commission of Palatine voted 5-2 to approve the zoning being requested by the applicants for the property located west of Roselle Road.

Member Hamill stated that he would like to attend the Palatine Village Board Meeting accompanied by an expert in the "land use field". To date, the Palatine Village Board has not taken action on the Planning Commission's recommendation.

Member Hansen moved and Member Hamill seconded the motion to authorize Attorney Hines, at his option, to take on an assistant, possibly an expert in zoning laws, for the next sixty days.

Member Bernstein moved to amend the motion to further authorize the attorney to obtain such testimony and witnesses that will strengthen our case before the village board.

PRESIDENT'S
REPORT
(Continued)

Amendment accepted by Members Hansen and Hamill.

Upon roll call, the vote was as follows:

Aye: Haas, Bernstein, Hamill, Johnson, Hansen, & O'Dea.

Nay: None

Member Hamill moved and Member Johnson seconded the motion to send a letter to the Board of High School District No. 211, requesting that they join us in opposing this zoning.

Member Bernstein moved to table the motion posed by Members Hamill and Johnson. This tabling request was accepted by Members Hamill and Johnson.

Member Bernstein moved and Member Hamill seconded the motion to direct Attorney Hines to obtain all possible supporting evidence in opposition to this zoning request. Motion carried.

Member Bernstein reported on legislation now in the "Hopper" in Springfield. He specifically related to Bill 1264 which is being introduced by Representative Chapman and goes to the Higher Education Committee on the 18th of April. This bill authorizes grants to junior colleges to extend tax levys through the County Clerk for purposes of purchasing college equipment. The passage of this bill would relieve a tremendous burden from the equipment acquisition schedule. Amounts of \$500,000. to \$1,000,000. can be obtained over a three year period. This bill corresponds somewhat to the Bond and Interest Fund Levy and enhances the power of local boards.

Member Bernstein and Dr. Lahti recommended that further effort be made to aid in passing this bill which would make additional initial equipment funds available to many junior college districts in the State of Illinois.

Progress of
Harper College
Library:

Mr. Thieda, Assistant Librarian, made a report on the progress of the Harper College Library. He indicated that the library is planning to have 6,000 volumes on hand for students who enroll in September of 1967. In addition, a variety of


Progress of
Harper College
Library (Cont.)

records, slides, periodicals, and film strips will also be available for student use. He briefly reviewed Mr. Lotko's plans for the library, for the ensuing school year. Dr. Lahti reviewed the progress of the development of the junior colleges in the State of Illinois and indicated there were approximately 26 to 27 Class I Junior Colleges now in existence.

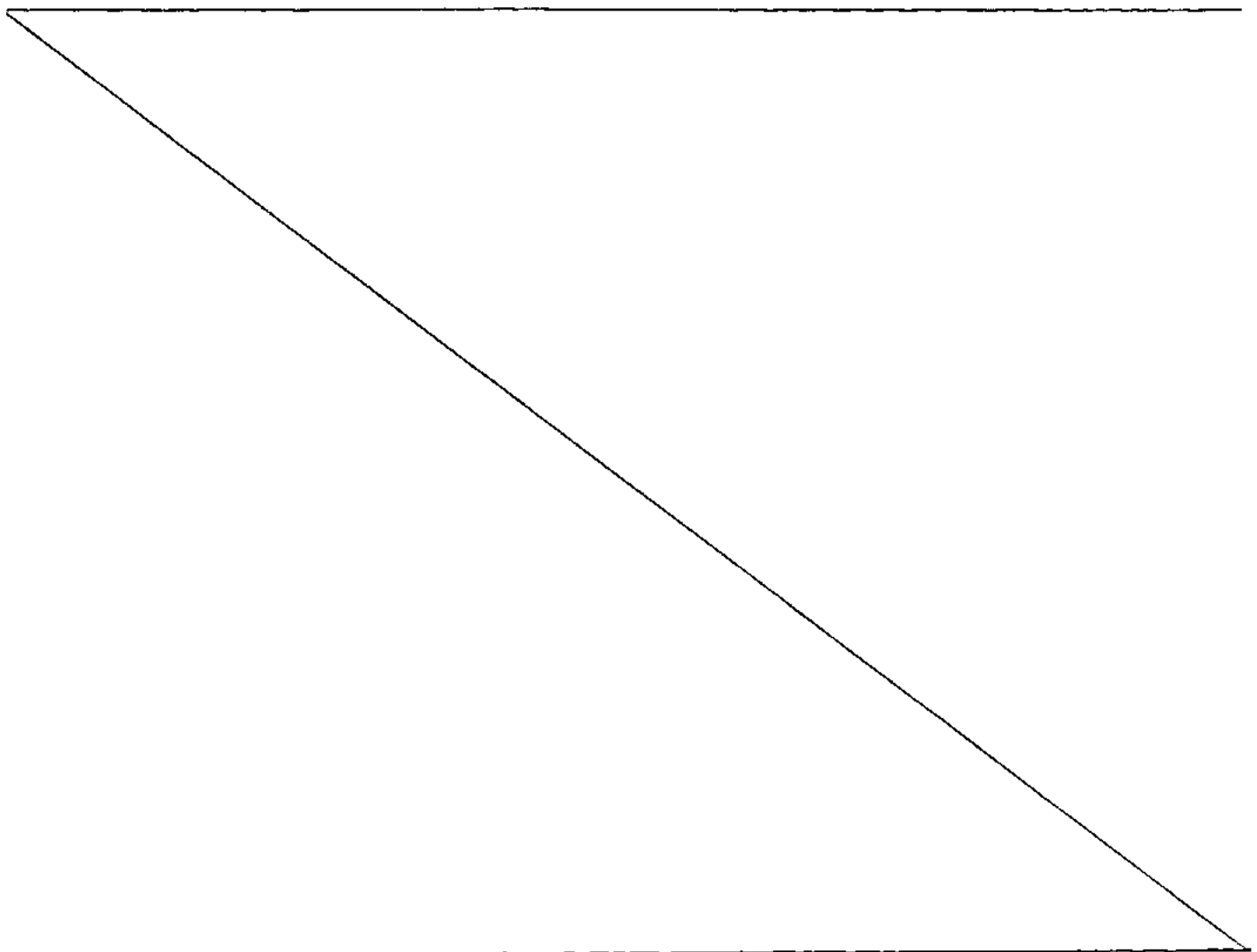
Member Hamill moved and Member Johnson seconded the motion to adjourn at 11:50 p.m.



John A. Haas, President



Jesslyn M. Nicklas, Secretary



WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512
EDUCATION FUND REPORT
STATEMENT OF POSITION

ASSETS	ACCOUNT NUMBER	3-31-67 BALANCES	ENCUMBRANCES	UNENCUMBERED BALANCES
Cash:				
Imprest Fund	101.20	\$ 5,000.00	\$ -	\$ 5,000.00
In Bank	101.30	8,413.41	-	8,413.41
Deposits	101.80	300.00	-	300.00
Investments	102.10	170,808.00	-	170,808.00
TOTAL ASSETS		\$ 184,521.41	\$ -	\$ 184,452.41
 <u>Liabilities</u>				
Payroll Deductions Payable:				
Retirement	204.10	-	-	-
Survivors Insurance	204.11	-	-	-
Federal Income Tax Withheld	204.20	-	-	-
Social Security	204.31	-	-	-
Reserve for Encumbrances		\$ -	\$67,390.03	\$ 67,390.03
TOTAL LIABILITIES		\$ -	\$67,390.03	\$ 67,390.03
 <u>Fund Balance</u>				
Fund Balance	300.00	\$ 184,521.41	\$(67,390.03)	\$ 117,131.38
TOTAL LIABILITIES & FUND BALANCE		\$ 184,521.41	\$ -	\$ 184,521.41
 <u>Summary of Fund Balance</u>				
Balance July 1, 1966		\$ (16,747.79)	\$ -	\$ (16,747.79)
Add: Revenues to Date		478,418.32	(1.00)	478,417.32
		\$ 461,670.53	\$ (1.00)	\$ 461,669.53
Less: Expenditures to Date		277,149.12	67,389.03	344,538.15
FUND BALANCE		\$ 184,521.41	\$(67,390.03)	\$ 117,131.38

WILLIAM RAI HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF MARCH	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
Revenue:							
Taxes - Current 1965	401.10	\$482,797.24	\$ -	\$465,492.96	\$ 17,304.28	\$ -	\$ 17,304.28
Governmental Divisions	402.00	15,000.00	-	5,000.00	10,000.00	-	10,000.00
Interest on Investments	404.00	2,477.27	1,405.00	5,114.36	(2,637.09)	-	(2,637.09)
Tuition	406.00	- 0 -	1,080.00	2,811.00	(2,811.00)	(1.00)	(2,810.00)
TOTAL REVENUE		\$500,274.51	\$ 2,485.00	\$478,418.32	\$ 21,856.19	\$ (1.00)	\$ 21,857.19
Expenditures:							
Administration:							
Salaries							
President	501.11	\$ 16,500.00	\$ 854.15	\$ 16,500.00	\$ -	\$ -	\$ -
Dean of Business Affairs	501.11	14,000.00	1,500.00	13,708.29	291.71	-	291.71
Administrative Assistant	501.11	16,000.00	1,166.67	8,055.66	7,944.34	-	7,944.34
Data Processing	501.55	10,000.00	1,000.00	10,000.00	-	-	-
Secretarial and Clerical	501.16	31,900.00	3,385.18	22,163.36	9,736.64	-	9,736.64
Other	501.19	7,500.00	1,891.67	3,783.34	3,716.66	-	3,716.66
TOTAL ADMINSTRATIVE SALARIES		\$ 95,900.00	\$ 9,797.67	\$ 74,210.65	\$ 21,689.35	\$ -	\$ 21,689.35
Contractual Services:							
Accounting	501.21	\$ 3,000.00	\$ -	\$ 2,875.00	\$ 125.00	\$ -	\$ 125.00
Legal	501.22	9,000.00	-	5,883.00	3,117.00	1,420.00	1,697.00
Service Bureau Data Processing	501.23	4,000.00	-	-	4,000.00	-	4,000.00
Architectural	501.24	2,500.00	-	30.00	2,470.00	-	2,470.00
Educational	501.25	5,000.00	1,334.61	3,479.45	1,520.55	1,564.65	(44.10)
Financial	501.26	10,750.00	-	3,306.99	7,443.01	-	7,443.01
Other	501.29	5,000.00	(49.17)	1,601.37	3,398.63	247.26	3,151.37
TOTAL CONTRACTUAL SERVICES		\$ 39,250.00	\$ 1,285.44	\$ 17,175.81	\$ 22,074.19	\$ 3,231.91	\$ 18,842.28
Supplies:							
Office Supplies	501.31	\$ 7,500.00	\$ 553.26	\$ 4,289.60	\$ 3,210.40	\$ 239.91	\$ 2,970.49
Copying Supplies	501.32	2,000.00	54.65	436.75	1,563.25	224.33	1,338.92
Printing	501.33	7,000.00	296.19	3,271.32	3,728.68	67.40	3,661.28
Postage	501.34	5,000.00	48.78	1,326.89	3,673.11	289.74	3,383.37
Election	501.35	3,000.00	-	1,672.22	1,327.78	-	1,327.78
Other	501.39	5,000.00	-	186.92	4,813.08	209.20	4,603.88
TOTAL SUPPLIES		\$ 29,500.00	\$ 952.88	\$ 11,183.70	\$ 18,316.30	\$ 1,030.58	\$ 17,285.72

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF MARCH	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
Travel:							
Board and President	501.71	\$ 5,000.00	\$ 243.89	\$ 3,664.02	\$ 1,335.98	\$ 324.21	\$ 1,011.77
Business Office	501.72	2,000.00	(178.08)	1,497.27	502.73	402.65	100.08
Data Processing	501.73	1,500.00	25.00	936.45	563.55	56.78	506.77
Administrative Assistant	501.74	2,000.00	77.07	868.68	1,131.32	31.77	1,099.55
Other	501.79	1,000.00	512.80	864.74	135.26	57.55	77.71
TOTAL TRAVEL EXPENSES		\$11,500.00	\$ 680.68	\$ 7,831.16	\$ 3,668.84	\$ 872.96	\$ 2,795.88
Other Administrative Expenses							
	501.90	\$ 5,000.00	\$ 1,347.82	\$ 4,993.66	\$ 6.34	\$ 714.51	\$ (708.17)
TOTAL ADMINISTRATIVE EXPENSES		\$181,150.00	\$ 14,064.49	\$115,394.98	\$65,755.02	\$ 5,849.96	\$ 59,905.06
Instruction							
Salaries:							
Dean of Instruction	502.11	\$18,000.00	\$ 1,500.00	\$13,500.00	\$ 4,500.00	-	\$ 4,500.00
Dean of Student Affairs	502.11	17,000.00	1,416.67	12,750.03	4,249.97	-	4,249.97
Ass't. Dean of Voc. Tech.	502.12	17,000.00	-	-	17,000.00	-	17,000.00
Director of Nursing Education	502.12	13,000.00	833.33	4,484.09	8,515.91	-	8,515.91
Ass't. Nursing Education	502.12	10,000.00	-	-	10,000.00	-	10,000.00
Registrar & Admissions	502.14	14,000.00	1,166.67	8,750.02	5,249.98	-	5,249.98
Secretarial, Clerical Programmer	502.16	32,000.00	4,082.58	15,018.38	16,981.62	-	16,981.62
Librarian	502.17	13,500.00	1,125.00	9,000.00	4,500.00	-	4,500.00
Library Assistants	502.17	15,000.00	(1,075.50)	2,418.10	12,581.90	-	12,581.90
Other	502.19	1,500.00	-	-	1,500.00	-	1,500.00
TOTAL INSTRUCTION SALARIES		\$151,000.00	\$ 9,048.75	\$65,920.62	\$85,079.38	-	\$ 85,079.38
Contractual Services							
Educational Consultants	502.26	\$ 2,500.00	\$ 742.57	\$ 1,167.07	\$ 1,332.93	\$ 816.25	\$ 516.68
Data Processing	502.27	2,500.00	-	-	2,500.00	-	2,500.00
TOTAL CONTRACTUAL SERVICES		\$ 5,000.00	\$ 742.57	\$ 1,167.07	\$ 3,832.93	\$ 816.25	\$ 3,016.68
Supplies:							
Professional Books	502.32	\$ 2,500.00	\$ 195.11	\$ 1,032.65	\$ 1,467.35	\$ 285.20	\$ 1,182.15
Library Supplies	502.37	10,000.00	17.90	335.04	9,664.96	506.98	9,157.98
Other	502.39	15,000.00	826.11	1,957.71	13,042.29	5,532.37	7,509.92
TOTAL SUPPLIES		\$27,500.00	\$ 1,039.12	\$ 3,325.40	\$24,174.60	\$ 6,324.55	\$ 17,850.05

EXPLANATION	ACCOUNT NUMBER	MONTH OF MARCH	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
Travel:						
Faculty	502.70	\$ 1,252.29	\$ 5,229.58	\$ (229.58)	\$ 614.15	\$ (843.73)
Librarian	502.77	-	815.35	184.65	44.36	140.29
Other	502.79	839.14	1,107.66	892.34	-	892.34
TOTAL TRAVEL		\$ 2,091.43	\$ 7,152.59	\$ 847.41	\$ 685.51	\$ 188.90
Tuition Paid	502.80	\$ 690.05	\$25,234.95	\$ 67,585.05	\$ 356.00	\$ 67,229.05
Other Instructional Expenses	502.90	\$ 157.38	\$ 555.68	\$ 444.32	254.52	189.80
TOTAL INSTRUCTIONAL EXPENSES		\$13,769.30	\$103,356.31	\$181,963.69	\$ 8,409.83	\$173,553.86
Health						
Salaries	504.10	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Supplies	504.30	-	-	500.00	-	500.00
TOTAL HEALTH EXPENSES		\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Fixed Charges:						
Employers Share of Retirement	508.00	\$ 1,754.33	\$ 12,941.32	\$ 11,058.68	\$ -	\$ 11,058.68
Fringe Benefit Program	508.50	1,676.31	4,744.13	10,255.87	863.19	9,392.68
Other Insurance	508.51	-	577.76	922.24	-	922.24
Rentals	508.60	540.55	4,079.31	3,420.69	1,069.02	2,351.67
Interest	508.80	-	-	2,000.00	-	2,000.00
Operational Bond	508.84	-	-	380.00	-	380.00
Other	508.89	-	-	6,000.00	-	6,000.00
TOTAL FIXED CHARGES		\$ 3,971.19	\$ 22,342.52	\$ 34,037.48	\$ 1,932.21	\$ 32,105.27
Capital Outlay:						
Additional Equipment	560.00	\$ 3,941.51	\$ 36,055.31	\$ 83,734.69	\$ 51,197.03	\$ 32,537.66
Provision for Contingencies	563.00	\$ -	\$ -	\$ 64,914.00	\$ -	\$ 61,914.00
TOTAL EXPENDITURES		\$35,746.49	\$277,149.12	\$431,404.88	\$ 67,389.03	\$364,015.85

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND REPORT
STATEMENT OF POSITION

ASSETS	ACCOUNT NUMBER	3-31-67 BALANCES	ENCUMBRANCES	UNENCUMBERED BALANCES
Cash:				
Cash in Bank	101.30	\$ 9,623.90	\$ -	\$ 9,623.90
Investments	102.10	98,610.00	-	98,610.00
TOTAL ASSETS		\$108,233.90	\$ -	\$ 108,233.90
<u>Liabilities</u>				
Reserve for Encumbrances		\$ -	\$ 2,612.85	\$ 2,612.85
<u>Fund Balance</u>				
Fund Balance	300.00	\$108,233.90	\$ (2,612.85)	\$ 105,621.05
TOTAL LIABILITIES & FUND BALANCE		\$108,233.90	\$ -	\$ 108,233.90
<u>Summary of Fund Balance</u>				
Balance - July 1, 1967		\$ -	\$ -	\$ -
Add: Revenues to Date		130,479.48	-	130,479.48
		130,479.48		130,479.48
Deduct: Expenditures to Date		22,245.58	2,612.85	24,858.43
		22,245.58		24,858.43
BALANCE		\$108,233.90	\$ (2,612.85)	\$ 105,621.05

WILLIAM RAINY HARPER COLLEGE
 DISTRICT O. 512
 BUILDING FUND REPORT

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO		ENCUMBRANCES	UNENCUMBERED BALANCE
		BUDGET	MARCH	DATE	BALANCE		
Revenue:							
Taxes - Current 1965	401.10	\$ 134,109.80	\$ -	\$ 129,310.20	\$ 4,799.60	\$ -	\$ 4,799.60
Interest on Investments	404.00	1,040.20	-	1,169.28	(129.08)	-	(129.08)
TOTAL REVENUE		\$ 135,150.00	\$ -	\$ 130,479.48	\$ 4,670.52	\$ -	\$ 4,670.52
Expenditures:							
Tuition Paid	502.80	\$ 16,380.00	\$ -	\$ -	\$ 16,380.00	\$ -	\$ 16,380.00
Operations							
Salaries:							
President	506.11	\$ 5,000.00	\$ 1,229.18	\$ 1,229.18	\$ 3,770.82	\$ -	\$ 3,770.82
Dean of Business Affairs	506.11	4,000.00	-	-	4,000.00	-	4,000.00
Data Processing	506.15	3,500.00	125.00	125.00	3,375.00	-	3,375.00
Contractual Services - Cust.	506.20	2,000.00	95.00	591.30	1,408.70	190.00	1,218.70
Supplies	506.30	500.00	-	12.02	487.98	65.00	422.98
Utilities:							
Water & Sererage	506.50	250.00	-	-	250.00	-	250.00
Electricity	506.52	1,000.00	-	-	1,000.00	-	1,000.00
Telephone & Telegraph	506.54	7,000.00	1,005.29	6,745.22	254.78	1,180.18	(925.40)
Other	506.59	1,000.00	-	-	1,000.00	-	1,000.00
TOTAL OPERATING EXPENSE		\$ 24,250.00	\$ 2,454.47	\$ 8,702.72	\$ 15,547.28	\$ 1,435.18	\$ 14,112.10
Maintenance:							
Contractual Services	507.20	\$ 2,000.00	\$ -	\$ 2,589.50	\$ (589.50)	\$ -	\$ (589.50)
Supplies	507.30	200.00	-	-	200.00	-	200.00
Total Maintenance Expenses		\$ 2,200.00	\$ -	\$ 2,589.50	\$ (389.50)	\$ -	\$ (389.50)
Fixed Charges:							
Employers Share of Retirement	508.00	\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	\$ -	\$ 1,300.00
Fire Insurance	508.50	1,000.00	-	-	1,000.00	-	1,000.00
Rentals - Office	508.60	20,000.00	1,177.67	10,879.10	9,120.90	1,177.67	7,943.23
Other	508.65	2,000.00	-	74.26	1,925.74	-	1,925.74
TOTAL FIXED CHARGES		\$ 24,300.00	\$ 1,177.67	\$ 10,953.36	\$ 13,346.64	\$ 1,177.67	\$ 12,168.97
Capital Outlay:							
New Building & Improvements	562.00	\$ 61,291.00	\$ -	\$ -	\$ 61,291.00	\$ -	\$ 61,291.00
Additional Equipment	563.00	5,500.00	-	-	5,500.00	-	5,500.00
TOTAL CAPITAL OUTLAY		\$ 66,791.00	\$ -	\$ -	\$ 66,791.00	\$ -	\$ 66,791.00
Provision for Contingencies	590.00	\$ 1,229.00	\$ -	\$ -	\$ 1,229.00	\$ -	\$ 1,229.00
TOTAL EXPENDITURES		\$ 135,150.00	\$ 3,632.14	\$ 22,245.58	\$ 112,904.42	\$ 2,612.85	\$ 110,291.57

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE & CONSTRUCTION FUND
STATEMENT OF POSITION

ASSETS	ACCOUNT NUMBER	3-31-67 BALANCES	ENCUMBRANCES	UNENCUMBERED BALANCES
<u>Cash:</u>				
Cash in Bank - 1st National of Chicago	101.31	\$ 14,999.52	\$ -	\$ 14,999.52
Investments	102.10	5,625,000.00		5,625,000.00
TOTAL ASSETS		\$5,639,999.52	\$ -	\$5,639,999.52
<u>Liabilities</u>				
Reserve for Encumbrances		\$ -	\$ 90,698.65	\$ 90,698.65
 <u>Fund Balance</u>				
Fund Balance	300.00	\$5,639,999.52	\$(90,698.65)	\$5,549,300.87
TOTAL LIABILITIES & FUND BALANCE		\$5,639,999.52	\$ -	\$5,639,999.52
 <u>Summary of Fund Balance</u>				
Balance - July 1, 1966		\$ -	\$ -	\$ -
Add: Revenues to Date		7,453,143.76	-	7,453,143.76
		7,453,143.76	-	7,453,143.76
Deduct: Expenditures to Date		1,813,144.24	90,698.65	1,903,842.89
 BALANCE		\$5,639,999.52	\$(90,698.65)	\$5,549,300.87

WILLIAM RAINEY HARRIS COLLEGE
DISTRICT NO. 512

SITE & CONSTRUCTION FUND
BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF MARCH	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCES
Revenue:							
Governmental Divisions	402.00						
Higher Educational Facilities Act	402.81	\$ 1,000,000.00	\$		\$ 1,000,000.00	\$	\$ 1,000,000.00
Other - State	402.90	3,500,000.00			3,500,000.00		3,500,000.00
Sale of Bonds	403.00						
Principal on Bonds Sold	403.10	7,375,000.00		7,375,000.00			
Premium on Bonds Sold	403.20			360.13	(360.13)		(360.13)
Accrued Interest on Bonds Sold	403.30			53,094.42	(53,094.42)		(53,094.42)
Interest on Investments	404.00	25,000.00	176.72	24,689.21	310.79		310.79
TOTAL REVENUE		\$ 11,900,000.00	\$ 176.72	\$ 7,453,143.76	\$ 4,446,856.24	\$	\$ 4,446,856.24
Expenditures:							
Fixed Charges:	508.00						
Insurance	508.50	\$ 2,000.00	\$		\$ 2,000.00	\$ 907.00	\$ 1,093.00
Other Expenditures	509.00			4.57	(4.57)		(4.57)
Capital Outlay:	560.00						
Site Acquisition & Improvement	561.00	\$ 2,000,000.00	\$ 38,444.02	\$ 1,663,210.02	\$ 336,789.98	\$ 70,548.90	\$ 266,241.08
New Buildings & Improvements	562.00	3,500,000.00		149,929.65	3,350,070.35	19,242.75	3,330,827.60
Additional Equipment	563.00	25,000.00			25,000.00		25,000.00
TOTAL CAPITAL OUTLAY		\$ 5,525,000.00	\$ 38,444.02	\$ 1,813,139.67	\$ 3,711,860.33	\$ 89,791.65	\$ 3,622,068.68
TOTAL EXPENDITURES		\$ 5,527,000.00	\$ 38,444.02	\$ 1,813,144.24	\$ 3,713,855.76	\$ 90,698.65	\$ 3,623,157.11

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SCHOLARSHIP FUND

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	3-31-67 <u>BALANCES</u>
CASH:		
IN BANK	101.32	<u>\$452.00</u>
<u>FUND BALANCE</u>		
Scholarship Fund Balance	300.00	<u>\$452.00</u>

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

EDUCATIONAL FUND EXPENDITURES - APRIL 13, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Frank M. Hines	Legal Fees - January	1-3-501.22	\$ 700.00		\$
Frank M. Hines	Legal Fees - February	1-3-501.22	720.00	5424	1,420.00
R. H. Jackman Associates	Consultant Fees	1-1-501.25	1,564.65	5425	1,564.65
Robert L. Kocher	Consultant Fees	1-1-502.26	160.00		
Robert L. Kocher	Consultant Fees	1-1-501.29	190.00	5426	350.00
Universal Stationers	Supplies	1-1-501.31	.72		
Universal Stationers	Supplies	1-2-501.31	10.40		
Universal Stationers	Supplies	1-3-501.31	116.41		
Universal Stationers	Supplies	1-53-502.37	22.58		
Universal Stationers	Supplies	1-5-502.39	12.65		
Universal Stationers	Supplies	1-52-502.39	10.16	5427	172.92
Langer Printing Company	Supplies	1-3-501.31	18.00	5428	18.00
Xerox Corporation	Supplies	1-3-501.32	58.00		
Xerox Corporation	Equipment Rental	1- -508.61	784.57		
Xerox Corporation	Sales Tax Paid	1-3-508.61	(10.82)	5429	831.75
E. W. Boehm Company	Supplies	1-3-501.32	151.83	5430	151.83
Publishers Typesetters, Inc.	Supplies	1-2-501.33	15.00	5431	15.00
Herman F. Hinz	Supplies	1-3-501.33	52.40	5432	52.40
Bruce Blackwell	Photographic Work	1-2-501.39	20.00	5433	20.00
Standard Oil	Travel	1-3-501.79	15.15		
Standard Oil	Travel	1-5-502.72	5.16	5434	20.31
Hansen Hardware	Office Clocks	1-3-501.39	40.40	5435	40.40
Carousel Travel & Tours	Travel	1- -501.72	717.65	5436	717.65
Anton Dolejs	Travel	1-3-501.72	27.19	5437	27.19
Joanne L. Heinly	Travel	1-52-502.72	23.09	5438	23.09
Stanley Lotko	Travel	1-53-502.72	39.36	5439	39.36
College & University Personnel Assn.	Book	1-1-501.91	12.50	5440	12.50
University of Michigan Press	Book	1-1-501.91	4.95		
University of Michigan Press	Book	1-53-563.00	28.05	5441	33.00

EDUCATIONAL AND EXPENDITURES Cont'd APRIL 13, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Arlington Day	Subscription	1-2-501.91	\$ 10.00		\$
Arlington Day	Want Ad	1-4-501.93	8.40		
Arlington Day	Want Ad	1-6-502.93	20.16		
Arlington Day	Want Ad	1-53-502.93	42.00		
Arlington Day	Want Ad	1-63-502.93	25.20	5442	105.76
Pioneer Newspapers Inc.	Want Ad	1-3-501.93	19.80	5443	19.80
Paddock Publications	Supplies	1-4-501.31	12.50		
Paddock Publications	Want Ad & Public Notice	1-3-501.93	297.43		
Paddock Publications	Want Ad	1-53-502.93	26.25	5444	336.18
North American Publishing Col	Want Ad	1-4-501.93	22.80	5445	22.80
Harold Cunningham	Consultant Fees	1-1-502.26	156.25	5446	156.25
Bro-Dart Industries	Library Supplies	1-53-502.37	237.05	5447	237.05
United Press International	Photography Services	1-4-502.39	68.70	5448	68.70
Encyclopedia Britannica Press	Books	1-5-502.32	229.00	5449	229.00
Houghton Mifflin Company	Books	1-5-502.39	57.68	5450	57.68
Lee and Ames Advertising	Design - College Catalog	1-4-502.39	125.88		
Lee and Ames Advertising	Design - College Catalog	1-5-502.39	318.88		
Lee and Ames Advertising	Design - College Catalog	1-52-502.39	125.89	5451	570.65
Harcourt, Brace & World, Inc.	Books	1-6-502.39	39.75	5452	39.75
Cooperative Test Division	Supplies	1-6-502.39	25.03	5453	25.03
Psychometric Affiliates	Supplies	1-6-502.39	12.70	5454	12.70
Science Research Associates	Supplies & Books	1-6-502.39	80.73	5455	80.73
California Test Bureau	Supplies & Books	1-6-502.39	20.25	5456	20.25
The Psychological Corporation	Books	1-6.502.39	43.90	5457	43.90
Wright College	Charge Back	1-5-502.80	268.00	5458	268.00
Crane Campus Chicago City	Charge Back	1-5-502.80	88.00	5459	88.00
Des Plaines Publishing Company	Want Ad	1-6-502.93	12.50		
Des Plaines Publishing Company	Want Ad	1-63-502.93	12.50	5460	25.00
Prudential Insurance Company	Employee Insurance	1- -508.51	725.49		
Prudential Insurance Company	Employee Insurance	1- -508.53	137.70	5461	863.19
Lattof Car Rental	Car Rental	1-1-508.62	124.32		
Lattof Car Rental	Station Wagon Rental	1-3-508.62	120.95		
Lattof Car Rental	Station Wagon - Expense	1- -508.62	50.00	5462	295.27
Midwest Visual Equipment Co.	Overhead Projector	1-4-563.00	148.70		
Midwest Visual Equipment Co.	Sound Projector	1-5-563.00	675.00	5463	823.70
International Business Machines	Typewriter	1-0-563.00	510.00		
International Business Machines	Typewriter	1-53-563.00	387.40		
International Business Machines	Maintenance	1-3-501.29	57.26	5464	954.66

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Horders	Furniture & Supplies	1-0-563.00	\$1,605.08		\$
Horders	Supplies	1-5-502.39	(4.10)	5465	1,600.98
St. Martin's Press	Book	1-53-563.00	22.35	5466	22.35
The Scarecrow Press	Books	1-53-563.00	14.00	5467	14.00
International Publications Service	Books	1-53-563.00	25.35	5468	25.35
Rowman and Littlefield, Inc.	Books	1-53-563.00	123.50	5469	123.50
American Library Association	Books	1-53-563.00	14.00	5470	14.00
Colonial "out-of-print" Book Service	Book	1-53-563.00	12.80	5471	12.80
R. R. Bowker Company	Books	1-53-563.00	68.00	5472	68.00
Notes (Music Library Association)	Books	1-53-563.00	12.50	5473	12.50
Dodd, Mead & Company	Books	1-53-563.00	79.42	5474	79.42
Johns Hopkins Press	Books	1-53-563.00	34.60	5475	34.60
Funk & Wagnalls Company	Books	1-53-563.00	16.50	5476	16.50
Humanities Press Inc.	Books	1-53-563.00	11.73	5477	11.73
Harper & Row Publishers	Books	1-53-563.00	43.10	5478	43.10
Oxbridge Publishing Col	Book	1-53-563.00	26.45	5479	26.45
Collier MacMillan Distribution Center	Books	1-53-563.00	445.00		
Collier MacMillan Distribution Center	Book	1-1-501.91	5.71	5480	450.71
United Nations, Sales Section	Books	1-53-563.00	37.80	5481	37.80
University of Chicago Press	Books	1-53-563.00	16.41	5482	16.41
University of Nebraska Press	Books	1-53-563.00	14.38	5483	14.38
David McKay	Books	1-53-563.00	25.83	5484	25.83
Baker & Taylor	Books	1-53-563.00	45.51	5485	45.51
Frederick A. Praeger	Books	1-53-563.00	204.16	5486	204.16
International Bookfinders	Books	1-53-563.00	25.00	5487	25.00
Americana Corporation	Books	1-53-563.00	229.50	5488	229.50
Alanar Book Processing	Books	1-53-563.00	3,177.45	5489	3,177.45
Imprest Fund	Reimbursement		1,516.20	5490	1,516.20

TOTAL EDUCATIONAL FUND EXPENDITURES \$18,702.33

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

BUILDING FUND EXPENDITURES - APRIL 13, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Chalet Builders	Maintenance - Shelving	2-506.30	\$ 65.00	5490	\$ 65.00
Shamrock Best Maintenance	Maintenance - February & March	2-506.20	190.00	5491	190.00
Illinois Bell Telephone	Telephone Service - February&March	2-506.54	1,180.18	5492	1,180.18
Roy La Londe	Office Rent	2-508.62	1,018.33	5493	1,018.33
Township High School District #214	Library Rental	2-508.62	159.34	5494	159.34
TOTAL BUILDING FUND EXPENDITURES					<u>\$2,612.85</u>

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

SITE AND CONSTRUCTION FUND EXPENDITURES - APRIL 13, 1967

PAYEE	DESCRIPTION	ACCOUNT NUMBER	ACCOUNT AMOUNT	CHECK NUMBER	CHECK AMOUNT
Frank M. Hines	Legal Services	6-562.24	\$1,382.50	161	\$1,382.50
Flynn Harrison & Conroy	Bond - Bond Issue	6-508.50	907.00	162	907.00
Arthur D. Little, Inc.	Professional Services	6-562.24	17,860.25	163	17,860.25
Caudill Rowlett & Scott	Architects	6-561.24	53,280.00	164	53,280.00
Chapman and Cutler	Legal Services	6-561.22	3,850.00	165	3,850.00
Mount Prospect State Bank	Transfer	6-561.22	3,050.90	166	3,050.90
TOTAL SITE & CONSTRUCTION FUND EXPENDITURES					\$80,330.65

RECOMMENDATION - TEACHING STAFF

(To be hand-carried to Board meeting by Dr. Herbert Pankratz)

Memo to:

BOARD MEMBERS

from

Dr. Pankratz

You will find two copies of the Salary Schedule (Exhibit B1) attached. For your convenience we have underlined or otherwise marked the changed portions in the new version in red so that you may compare the changes with the corresponding sections in the original version. The section on salary schedule for part-time and temporary faculty is being temporarily omitted pending further study.

WILLIAM RAINEY HARPER COLLEGE

34 W. PALATINE ROAD • PALATINE, ILLINOIS • TELEPHONE 358-9100

Eph part B,

WILLIAM RAINL, HARPER COLLEGE
 34 West Palatine Road
 Palatine, Illinois

Proposed Salary Schedule 1967-68
 (2 Semester Schedule)

Base \$7,000.00
 Increments \$350.00

<u>Steps*</u>	<u>Ratio</u>	<u>Instructor</u> (1.0)	<u>Assistant</u> <u>Professor</u> (1.15)	<u>Associate</u> <u>Professor</u> (1.3)	<u>Professor</u> (1.45)
1		\$ 7,000.00	\$ 8,050.00	\$ 9,100.00	\$10,150.00
2	.05	7,350.00	8,400.00	9,450.00	10,500.00
3	.10	7,700.00	8,750.00	9,800.00	10,850.00
4	.15	8,050.00	9,100.00	10,150.00	11,200.00
5	.20	8,400.00	9,450.00	10,500.00	11,550.00
6	.25	8,750.00	9,800.00	10,850.00	11,900.00
7	.30	9,100.00	10,150.00	11,200.00	12,250.00
8	.35	9,450.00	10,500.00	11,550.00	12,600.00
9	.40	9,800.00	10,850.00	11,900.00	12,950.00
10	.45	10,150.00	11,200.00	12,250.00	13,300.00
11	.50	10,500.00	11,550.00	12,600.00	13,650.00
12	.55	10,850.00	11,900.00	12,950.00	14,000.00
13	.60	11,200.00	12,250.00	13,300.00	14,350.00
14	.65		12,600.00	13,650.00	14,700.00
15	.70		12,950.00	14,000.00	15,050.00
16	.75		13,300.00	14,350.00	15,400.00
17	.80			14,700.00	15,750.00
18	.85			15,050.00	16,100.00
19	.90				16,450.00
20	.95				16,800.00
21	1.00				17,150.00

*Not synonymous with "year".

Guidance Counselors - add \$600.00 per year.

Division Chairmen - add \$600.00 per year and reduce load at specified levels.

- A. Assignment to the academic ranks (Instructor; Assistant, Associate, and Full Professor) will depend in the first instance upon fulfilling the minimum requirements for initial placement, as detailed on page 4. Step placement within the respective rank will take previous professional and/or military experience into account. Steps are not necessarily synonymous with years.
- B. Advancement on the salary schedule is independent of promotion in rank. Although advancement on the schedule will normally be one step for each year of service at Harper, upon recommendation of the divisional chairman or other appropriate official and approval by the President, faculty members showing outstanding professional growth and who have rendered services to the institution beyond the normal expectation may be advanced a maximum of two steps during any one year.
- C. Release time schedule for Division Chairmen:

<u>Size of Division</u>	<u>Release Time</u> for Division
5-9	3-5 contact hours
10-14	4-6
15-19	5-7
20-24	6-8
25-29	7-0
30 +	8-10 At this point, administrative time should be split with Department Chairmen

- D. Fringe Benefits. See separate statement for details.

- E. Salary rate for Lay Readers is \$2.25 an hour. Readers must be a four-year college graduate with a major in English and must meet requirements of the English Department.

The following is a guide for initial placement on the regular teaching schedule.

MINIMUM QUALIFICATIONS

Instructor	Master's Degree in Subject Field*, or Bachelor's Degree plus three to five years experience in Technical Field.
Assistant Professor	Doctor's Degree in Subject Field*, or Master's Degree in Subject Field* plus at least 15 graduate hours beyond the Master's degree <u>in the Subject Field</u> and five years professional experience, or Bachelor's Degree plus five years experience in Technical Field plus five years in teaching experience, or Bachelor's Degree plus at least ten years experience in Technical Field.
Associate Professor	Doctor's Degree in Subject Field* and five years professional experience at least two of which must be successful college teaching, or Master's Degree in Subject Field* plus at least 30 graduate hours beyond the Master's Degree of which a minimum of 15 must be in the Subject Field and half of the remainder must be in related fields, and ten years professional experience, at least <u>five</u> years of which must be successful college teaching, or Master's Degree in the Subject Field* and fifteen years professional experience.
Professor	Doctor's Degree in the Subject Field* and ten years professional experience at least five of which must be successful college teaching, or Master's Degree in Subject Field*, plus at least 60 graduate hours beyond the Master's Degree of which a minimum of 30 must be in the Subject Field and half of the remainder must be in related fields, fifteen years professional experience at least <u>eight</u> of which must be successful college teaching, and other exceptional qualifications and demonstrated instructional leadership.

* or approved related area

Approximate Percentages of Levels

Level A	Professor	15%
Level B	Associate Professor	25%
Level C	Assistant Professor	30%
Level D	Instructor	30%

THE EARLY YEARS

The foregoing percentages will not be applicable during the first years of operation. Later, however, the total distribution will approximate the proportions shown.

HARPER COLLEGE

FACTORS IN EVALUATION OF ACADEMIC STAFF
FOR INITIAL PLACEMENT AND PROMOTION IN RANK

In order to make judgments concerning initial placement and promotion in academic rank as objective and uniform as possible it is important to set forth criteria according to which such evaluations shall be made. Judgments regarding formal education and professional experience, in particular, may be based upon objective evidence and may therefore be expected to be fairly uniform. Although some of the following categories may be relevant to original appointment in the institution, they are all important in arriving at a determination of the candidate's progress since his arrival:

1. Mastery of Subject Matter: As evidenced by advanced degrees and further study, licenses or certificates, awards, honors, and recognition by colleagues in the subject area;
2. Effectiveness in Teaching: As evidenced by student development and accomplishment, judgment of colleagues, development of teaching materials and techniques as they relate to existing or new courses;
3. Scholarly Ability: As evidenced by publication in the subject field or other area of competence, formulation and completion of significant educational research, participation in and contributions to conventions or other gatherings of scholars, and recognition amongst colleagues;
4. Effectiveness of College Service: As evidenced by successful committee or administrative work with students or community in educational, cultural, scientific, or service functions in addition to formal classroom relationships.

HARPER COLLEGE

PROCEDURES TO IMPLEMENT PROMOTION IN RANK
OF ACADEMIC STAFF

1. All criteria to be used as a basis for consideration for promotion in rank must have been filed in the office of the Dean of Instruction before October 15 of each year. Division heads and other appropriate administrators, using the above Factors of Evaluation as a guide, will formulate recommendations for promotion within their area of responsibility by November 1. They should themselves be as fully cognizant as possible concerning the capabilities and accomplishments of their staff as a result of some regular and ongoing procedure of observation and evaluation. At the time of consideration they may also request faculty members to submit written recommendations concerning candidates whom they feel to be worthy of consideration. Any faculty member who thinks he should be eligible for promotion may inquire of his chairman whether he is being considered and, if not, has the right to initiate his own recommendation and submit it to his chairman. Faculty members are responsible for fulfilling requests for transcripts, confidential papers, and other necessary personal papers which may be needed in the President's Office.
2. The foregoing recommendations will be referred for review to the appropriate Dean who will pass them on to the President with his comments and recommendations by November 15.
3. The President, having examined the recommendations, including such as he or the Deans may have added will refer them to the Faculty Promotions Committee by December 1. Membership of this Committee shall be as follows: one for each of the divisions, one for the library and/or learning resources area, one for the career programs, and one for the counseling area. The Committee will be elected through procedures set up by the Faculty Senate which will determine what proportion of ranks are to be represented, if this is judged to be a critical factor. The Committee will elect its own Chairman. A favorable vote in excess of a simple majority shall be necessary for the Committee's decision to be regarded as affirmative. Dissenting opinions may be submitted. The Committee shall conclude its deliberations on or before January 1.

4. The Promotions Committee shall submit the foregoing recommendations together with its selections to the President who will arrive at a final recommendation to the Board by February 1. The President shall also at this time include recommendations concerning such administrative officers as he deems worthy of consideration.
5. The President shall announce the decision of the Board concerning promotions in rank and the respective salary adjustment on or before March 1, if possible, but no later than March 15 of the spring semester. Salary adjustments for those promoted in rank shall provide for a minimum increase of two increments in the Salary Schedule for the coming academic year beyond the faculty member's current figure. Promotions shall become effective with the start of the next fall semester.

Administrative Rank

Harper College will grant rank for administrators. The same criteria will be applied as for the teaching faculty except that administrators may substitute successful college administrative experience for college teaching experience.

Promotion of administrators in rank will be by recommendation of the President and approval by the Board.

WILLIAM RAINY HARPER COLLEGE
 34 West Palatine Road
 Palatine, Illinois

Proposed Salary Schedule 1967-68
 (9 Month Schedule)

Base \$7,000.00
 Increments \$350.00

<u>Steps*</u>	<u>Ratio</u>	<u>Instructor</u> (1.0)	<u>Assistant</u> <u>Professor</u> (1.15)	<u>Associate</u> <u>Professor</u> (1.3)	<u>Professor</u> (1.45)
1		\$ 7,000.00	\$ 8,050.00	\$ 9,100.00	\$10,150.00
2	.05	7,350.00	8,400.00	9,450.00	10,500.00
3	.10	7,700.00	8,750.00	9,800.00	10,850.00
4	.15	8,050.00	9,100.00	10,150.00	11,200.00
5	.20	8,400.00	9,450.00	10,500.00	11,550.00
6	.25	8,750.00	9,800.00	10,850.00	11,900.00
7	.30	9,100.00	10,150.00	11,200.00	12,250.00
8	.35	9,450.00	10,500.00	11,550.00	12,600.00
9	.40	9,800.00	10,850.00	11,900.00	12,950.00
10	.45	10,150.00	11,200.00	12,250.00	13,300.00
11	.50	10,500.00	11,550.00	12,600.00	13,650.00
12	.55	10,850.00	11,900.00	12,950.00	14,000.00
13	.60	11,200.00	12,250.00	13,300.00	14,350.00
14	.65		12,600.00	13,650.00	14,700.00
15	.70		12,950.00	14,000.00	15,050.00
16	.75		13,300.00	14,350.00	15,400.00
17	.80			14,700.00	15,750.00
18	.85			15,050.00	16,100.00
19	.90				16,450.00
20	.95				16,800.00
21	1.00				17,150.00

*Not synonymous with "year".

Guidance Counselors - add \$600.00 per year.
 Division Chairmen - add \$600.00 per year and reduce load at specified levels.

- A. Credit for prior experience allowed as specified in minimum rank qualifications. Maximum allowable credit for prior professional experience is fifteen years, at least five of which must be successful college teaching.
- B. Credit up to a maximum of two years allowed for military experience
- C. Release time schedule for Division Chairmen:

<u>Size of Division</u>	<u>Release Time for Division Chairmen (on semester basis)</u>
5-9	5 teaching hours or (1/3 load)
10-14	6
15-19	7)beyond this--start split-
20-24	8)ting with a Dept. Chairman
25-29	9
30 +	10

- D. Fringe Benefits. See separate statement for details.

SALARY SCHEDULE FOR
PART-TIME # AND TEMPORARY ## TEACHERS

(Salary rate per course - 3 semester hrs.)

Teaching Experience	B.A.	M.A.	M.A. +30	M.A. + 60	Ph.D. or Ed.D.
0 - 3 Years	400	450	500	550	600
4 - 10 Years	450	500	550	600	650
More than 10 Years	500	550	600	650	700

A "Part-time academic employee" is one who teaches more than fourteen but less than twenty-four semester hours per contract year, excluding the summer term.

A "Temporary academic employee" is one who is under contract for less than a contract year.

Approximate Percentages of Levels

Level A	Professor	15%
Level B	Associate Professor	25%
Level C	Assistant Professor	30%
Level D	Instructor	30%

THE EARLY YEARS

It should be realized that in the early years of the operation of the college the upper levels may not be filled, and there will be a disproportionate percentage of faculty in the lower levels. In general, an attempt will be made to reserve a major portion of the upper levels for faculty members who may be able to qualify within a reasonable period of time.

The following is a guide for initial placement on the regular teaching schedule.

MINIMUM QUALIFICATIONS

Instructor	Master's Degree in Subject Field*, or Bachelor's Degree plus three to five years experience in Technical Field.
Assistant Professor	Doctor's Degree in Subject Field*, or Master's Degree in Subject Field* plus at least 15 graduate hours beyond the Master's Degree and five years professional experience, or Bachelor's Degree plus five years experience in Technical Field plus five years in teach- ing experience, or Bachelor's Degree plus at least ten years experience in Technical Field.
Associate Professor	Doctor's Degree in Subject Field* and five years professional experience at least two of which must be successful college teaching, or Master's Degree in Subject Field* plus at least 30 graduate hours beyond the Master's Degree, and ten years professional experience, at least two years of which must be successful college teaching, or Master's Degree in the Subject Field* and fifteen years professional experience.
Professor	Doctor's Degree in Subject Field* and ten years professional experience at least five of which must be successful college teaching, or Master's Degree in Subject Field*, plus at least 60 graduate hours beyond the Master's Degree, fifteen years professional experience at least five of which must be successful college teaching, and other exceptional qualifications and demonstrated instructional leadership.

* or approved related area

RECOMMENDATION OF PROMOTIONS

In the early part of the spring semester of each school year all positions will be evaluated, and consideration will be given to maintain the following proportion of academic level.

HARPER COLLEGE

FACTORS IN EVALUATION OF ACADEMIC STAFF FOR INITIAL PLACEMENT AND PROMOTION IN RANK

In order to make judgments concerning initial placement and promotion in academic rank as objective and uniform as possible it is important to set forth criteria according to which such evaluations shall be made. Judgments regarding formal education and professional experience, in particular, may be based upon objective evidence and may therefore be expected to be fairly uniform. Although some of the following categories may be relevant to original appointment in the institution, they are all important in arriving at a determination of the candidate's progress since his arrival:

1. Mastery of Subject Matter: As evidenced by advanced degrees and further study, licenses or certificates, awards, honors, and recognition by colleagues in the subject area.
2. Effectiveness in Teaching: As evidenced by student development and accomplishment, judgment of colleagues, development of teaching materials and techniques as they relate to existing or new courses.
3. Scholarly Ability: As evidenced by publication in the subject field or other area of competence, formulation and completion of significant educational research, and recognition amongst colleagues.
4. Effectiveness of College Service: As evidenced by successful committee or administrative work with students or community in educational, cultural, scientific, or service functions in addition to formal classroom relationships.
5. Continuing Growth: As evidenced in reading or other study, additional course work in the subject field, research or other activities aimed at keeping abreast with or making contributions to knowledge in the subject field, significant participation in conventions or other gatherings of scholars, and the ability to handle successfully increased responsibility.

HARPER COLLEGE

PROCEDURES TO IMPLEMENT PROMOTION IN RANK
OF ACADEMIC STAFF

1. With the above Factors of Evaluation as a guide, division heads and other appropriate administrators will formulate recommendations for promotion within their area of responsibility by November 1 of each year. They should themselves be as fully cognizant as possible concerning the capabilities and accomplishments of their staff as a result of some regular and ongoing procedure of observation and evaluation. At the time of consideration they may also request faculty members to submit written recommendations concerning candidates whom they feel to be worthy of consideration. Any faculty member who thinks he should be eligible for promotion may inquire of his chairman whether he is being considered and, if not, has the right to initiate his own recommendation and submit it to his chairman. Faculty members must ascertain that all transcripts, confidential papers, and other necessary personal papers are up to date and on file in the President's Office.
2. The foregoing recommendations will be referred for review to the appropriate Dean who will pass them on to the President by November 15.
3. The President, having examined the recommendations, including such as he or the Deans may have added will refer them to the Faculty Promotions Committee by December 1. This Committee shall consist of eight members--one for each of the six divisions, one for the career programs, and one for the counseling area. The Committee will be elected through procedures set up by the Faculty Senate which will determine what proportion of ranks are to be represented, if this is judged to be a critical factor. The Committee will elect its own Chairman. A favorable vote of at least 5 to 3 shall be necessary for the Committee's decision to be regarded as affirmative. Dissenting opinions may be submitted. The Committee shall conclude its deliberations on or before January 1.
4. The Promotions Committee shall submit its selections to the President who will arrive at a final recommendation to the Board by February 1. The President shall also at this time include recommendations concerning such administrative officers as he deems worthy of consideration.

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Promotion of administrators in rank will be by recommendation of the President and approval by the Board.

FACULTY TUITION REIMBURSEMENT

The Board has committed itself to the principle of assisting our faculty in financing the cost of tuition and fees in approved courses of study which will improve their effectiveness as staff members.

A survey of institutions of learning in Illinois to which our faculty might apply for such graduate study reveals a considerable range in cost. At the lower end of the scale we have:

Northern Illinois	\$ 9.00 per semester hr.	\$258.00 per yr.
University of Illinois	55.00 for 0-6 hrs. per semester	270.00 per yr.
Circle Campus (U of I)	45.00 for 0-5 hrs. per quarter	285.00 per yr.

At the upper end we have:

Northwestern University	45.00 per quarter hr.	\$1260.00 per yr.
University of Chicago	90.00 per quarter hr. = 3 1/3 sem. hrs.	1980.00 per yr.

We suggest that the rates of the state institutions be met, but that the rates of the higher-priced schools be offset only by that amount that may be agreed upon.

Recommended as replacement for the present section 3.7.1 Education Grants, the following be entered under the same heading:

The College shall assume payment of tuition and fees for courses taken by full-time academic employees at other institutions approved by the Dean of Instruction, or other appropriate administrative officer, according to the following schedule:

- A. Full-year study. Applicable, if at all, during a sabbatical: \$100.00 per quarter or \$150.00 per semester, for tuition and fees.
- B. Summer, full-time study: Same as foregoing rates.
- C. Part-time study: \$80.00 per quarter or \$120.00 per semester, applicable to tuition and fees.

Note: All payments will be made only upon submission of paid receipts and other appropriate bills by the faculty members.

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- C. Part-time study: \$80.00 per quarter or \$120.00 per semester, applicable to tuition and fees.

Note: All payments will be made only upon submission of paid receipts and other appropriate bills by the faculty members.

LAW ENFORCEMENT ADVISORY COMMITTEE -
MEMBER ADDITION

It is recommended that Mr. Harold W. Dotts, 501 West Miner Street, Arlington Heights, member of the Arlington Heights Fire and Police Board, appointed thereto in 1966 for a three year term, be appointed to the Harper College advisory committee for the program in Law Enforcement.

DENTAL HYGIENICS ADVISORY COMMITTEE -
MEMBER ADDITION

It is recommended that Mrs. Judy Dahlstrom, 1802 N. Kennicott Ct.,
Arlington Heights, a dental hygienist in the Arlington Heights area, be
appointed to the Harper College advisory committee for the program in
Dental Hygienics.

ELECTRICAL UTILITY REQUIREMENTS FOR
HARPER COLLEGE

We recently heard from Mr. Robert Lawson, power engineer for the Commonwealth Edison Company, relative to their proposal in providing us with electrical service. Their proposal includes furnishing the college a three phase cable in a duct line provided by the college, and transformers, and two cable terminal structures for the total sum of \$40,900. All of this equipment will be installed, owned and maintained by the Commonwealth Edison Company. This plan is based on using secondary metering on each transformer vault location but monthly billing will be based on a multiple meter rate for the three transformers on rate 22-0 (or a higher voltage). Registration of all meters for kilowatt hours will be added together and billed at the appropriate rate steps along with the demand charge as if it were a single account.

If the college had to do this on their own, it would cost us approximately \$87,000, plus the maintenance of this system. This is a savings of approximately 50% plus college maintenance.

The engineers from Caudill, Rowlett & Scott recommend that we proceed on the basis of the system proposed by Mr. Robert Lawson of the Commonwealth Edison Company. The administration concurs with the Caudill, Rowlett & Scott recommendation. This plan is therefore recommended to the Board of Trustees of Harper College for official action.

March 9, 1967

Mr. Robert Sohn
Caudill, Rowlett and Schtt
3636 Richmond Avenue
Houston, Texas

Dear Bob,

RE: William Rainey Harper College

We appreciated the opportunity of again meeting with you to discuss the electrical requirements of this project. This letter confirms the information we covered concerning our proposed service plan dated February 21, 1967.

Based on the plot plan, which you furnished us, our estimate of the cost of installing a 12.7 KV, 500 MCM, three phase cable in duct line with necessary manholes supplied by the owner would be approximately \$37,400. We would also install the transformers and associated equipment in the three vaults furnished by the owner, and two cable terminal structures for the sum of \$7,000. From this total of \$44,400 we would deduct the amount of \$3,500 as an allowance for normal facilities, leaving a net cost of \$40,900. All of the above equipment would be installed, owned and maintained by Commonwealth Edison Company. As shown on our service plan, this system would provide the advantage of a two-way supply to each of the transformer vaults. This system could also be expanded in the future if required.

We would not require any easement or rights-of-way on the owner's property for the above equipment, but, of course, would need the right of access for necessary maintenance.

This plan is based on using secondary metering at each transformer vault location. The monthly billing demand, on our Rate 22-0, will be the average of the three highest simultaneous thirty minute demands. The registrations of all meters for kilowatthours will be added together and billed at the appropriate rate steps along with the demand charge as if it were a single account.

The monthly charges for line bay disconnects, fuse bays, metering and transformers cannot be determined until we receive final load data. At that time, we will give you this estimate.

Robert Sohn

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March 9, 1967

In regard to your question about the payment for the facilities to be installed by the Commonwealth Edison Company, we can arrange this so that payment will not be required until after completion of our work. As you know, the prices quoted are preliminary and are based on our proposed service plan which includes a two-way feed. Their costs will be finalized when we are furnished with your final service plans and loads.

The parking lot lighting can be served several ways. We can furnish you with an estimate of this cost if you should decide that you want us to supply this from our distribution system on Algonquin Road. We will need to know the location at which the transformer should be located.

We will call you in a few days after you receive this letter, and we are looking forward to meeting you in Chicago. Please give our regards to Joe Thomas.

Yours very truly,



Robert J. Lawson
Power Engineer

RJL/pw

cc: Fridstein and Fitch

RECOMMENDATION - MAY BOARD MEETING

It is recommended that the regular Board meeting be held on Thursday, May 11, 1967 at Elk Grove High School, 500 Elk Grove Boulevard, Elk Grove Village, Illinois, in the Faculty Lounge located in the central foyer of the building. The District 214 Administration Center regularly used for these meetings will be unavailable on this date. If it is desired, a tour of the Elk Grove facilities can be arranged.