

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

August 28, 1968

AGENDA

SPECIAL MEETING

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Reports
 - A. Construction Payouts
 - B. Bills Payable
 - C. Payroll, August 1-15, 1968
 - D. Estimated Payroll, August 16 - Sept. 15, 1968
 - E. Financial Statement, June 30, 1968
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Employment of Staff (To Be Hand Carried)
 - B. Recommendation: Student Accident Insurance Program Exhibit A
 - C. Recommendation: Student Athletic Insurance Program Exhibit B
 - D. Recommendation: Numerical Control Unit Drafting Machine Exhibit C
 - E. Recommendation: Electronic Equipment Exhibit D
 - F. Recommendation: Approval of Change Orders Exhibit E
 - G. Recommendation: Board Policy Manual Exhibit F
 - H. Report - Legal Report - Litigation of Junior College Exhibit G
 - Other - Board Information -
 - 1. Faculty Orientation Program
 - 2. Invitation to Board Dinner
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
Palatine, Illinois

August 23, 1968

To: Members of Board of Trustees

By Order of: Milton Hansen, Vice-Chairman

Notice is hereby given that there will be a Special Meeting of the Board of Trustees of Harper College, District No. 512, at 8:00 p.m., Wednesday, August 28, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, (see attached agenda).

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

CALL TO ORDER: The special meeting of the Board of Junior College District No. 512 was called to order at 8:15 p.m., August 28, 1968, at the Harper College Data Processing Center, 1200 West Algonquin Road, Palatine, Illinois, by Chairman Johnson.

ROLL CALL: Present: James Hamill, Milton Hansen, Roy Hutchings, Richard Johnson, John Kuranz, and Jessalyn Nicklas

Absent: John Haas

Also present: Dr. Robert E. Lahti, Kenneth Andeen, Betty Enbysk, James Harvey, Robert Hughes, William Mann, Donald Misic, Roger Mussell, Roy Sedrel, John Thompson, Robert Thornhill, John Upton, and Frank Vandever, Harper College; Kathy Gosnell, Paddock Publications; Joseph Gatts, Insurance Consultant; Joyce Hansen, Girl Scout Troop #101; and Patricia E. Hansen.

MINUTES: Member Hansen moved and Member Kuranz seconded the motion to approve the minutes of the regular Board meeting of August 8, 1968. Motion unanimously carried.

DISBURSEMENTS: Member Hamill moved and Member Nicklas seconded the motion to authorize W. J. Mann, Dean of Business, to approve construction payouts in the following amounts to the following companies:

Fridstein, Fitch & Partners, Soil Testing	\$2,263.00
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Fridstein, Fitch & Partners, Concrete Testing	1,968.00
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Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

DISBURSEMENTS
(Cont.)
Bills Payable

Member Hansen moved and Member Hamill seconded the motion to approve for payment the Bills Payable as of August 22, 1968, as follows:

Educational Fund	\$25,682.51
Building Fund	15,091.05
Site and Construction Fund	879.84
Auxiliary Fund, 8/22/68	2,727.38
Auxiliary Fund, 8/9/68	2,749.55
	<u>\$47,130.33</u>

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Payrolls

Member Hamill moved and Member Hutchings seconded the motion to approve for payment the Payroll of August 1 through 15, 1968, in the amount of \$54,466.54; the Summer Teachers Payroll of July 16 through August 15, 1968, in the amount of \$20,150.00; and the Estimated Payroll of August 16 through September 15, 1968, in the amount of \$130,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Financial
Statements

Mr. Mann pointed out these were year-end statements, that the incomes projected developed well, and that expenditures were well within the limits the budget had set. He called attention to the Current Taxes--1967, a bookkeeping adjustment accruing the entire 1967 levy in order to bring the books onto a full accrual basis.

Member Hamill expressed concern over charge-backs. Dr. Harvy reported that 33% of the students for the coming year were out-of-district. Dr. Lahti agreed that the charge-backs will have to be watched closely, but stated that with sophomores involved the decline should be gradual.

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

COMMUNICATIONS:

Dr. Lahti mentioned the individual communications which Board members had received from Mr. Hines concerning the junior college litigation. He also called attention to the status of the project, a report prepared by McKee-Berger-Mansueto, Inc., and a summary from CRS showing the percentage completion of each building. Mr. Mann reported that the construction schedule as of August 28 was plus or minus two days overall. Dr. Lahti also commented briefly on the summary from IBA concerning the relationship of the IBA with the state system.

Dr. Lahti discussed the conference Mr. Mann and he had with the Superintendent of the Metropolitan Sanitary District, Mr. Vinton Bacon, and his staff. He also informed the Board of the letter he had sent to Mr. Bacon concerning the temporary solution to this sewer problem. Dr. Lahti stated he was awaiting a response from Mr. Bacon to this critical problem.

Member Nicklas reported the National School Boards Association was having a meeting in September. One of the topics of their conference will be to explore the possibility of some type of junior college board affiliation with their association. Member Nicklas indicated she was going to explore, with two other board members, this affiliation or a possible affiliation with the American Association of Governing Boards. The Board discussed the various alternatives and agreed there was pioneering to be done with these groups.

UNFINISHED

BUSINESS:

None

NEW BUSINESS:

Recommendation--
Employment of
Staff

Mr. Thompson discussed the background and qualifications of Mrs. Kathleen Arns, candidate for Coordinator of the Licensed Practical Nursing Program. Dr. Lahti explained to the Board that since the LPN program is a licensed program, it has to pass the Certification Board. He stated that the Board was being asked to approve Mrs. Arns, pending final approval from the Certification Board.

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS:
Employment of
Staff (Cont.)

Member Hutchings moved and Member Hamill seconded the motion to approve the employment of Mrs. Kathleen Lorraine Arns, with the rank of Instructor, at a salary of \$11,000.00, on a 12 month basis, pending approval of the Certification Board of the LPN Program.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings
Johnson, Kuranz, and Nicklas

Nays: None

Student Accident
Insurance
Program

Dr. Harvey discussed the student accident insurance program being recommended. He stated it was a renewal of the insurance program the college had last year and which the Board had approved. Dr. Harvey pointed out that the students should be presented with the opportunity at registration to take this insurance if they so desired. Mr. Joseph Gatts, insurance company representative, discussed the program and the pros and cons of voluntary and non-voluntary insurance coverage. The Board discussed the possibility of suits where students do not carry the insurance. Mr. Gatts suggested the college could have waivers signed by the students, which basically act as a deterrent but do not establish liability or non-liability. Member Johnson stated he was in favor of a waiver for deterrent purposes, and Member Nicklas also agreed this might be desirable.

In further discussion, the Board agreed the program should be offered on a voluntary basis for the coming year, but the Student Council should be asked to review the insurance to see if they would recommend it be voluntary or required.

Member Hamill moved and Member Hutchings seconded the motion to approve the student accident insurance program with United Insurance Company, as recommended by the administration in Exhibit A.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Kuranz, and Nicklas

Nays: Member Johnson

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS:
Student Athletic
Insurance Program

A discussion on the student athletic insurance program followed. Mr. Gatts, insurance representative, stated that Mr. Gelch and he had investigated various alternatives. He went on to discuss the coverage offered under the program being recommended. This program would cover athletes for injuries sustained during athletic tryouts, practice and competition. The college would assume the full cost of this insurance program.

Member Hamill moved and Member Hansen seconded the motion to approve the student athletic insurance program with Continental National Insurance Company, as recommended by the administration in Exhibit B.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Numerical Control
Unit Drafting
Machine

Mr. Misic discussed the bids on the Numerical Control Unit Drafting Machine. He explained that the lower bid was not recommended because it had not met the specifications. Mr. Thornhill went on to explain from a technical standpoint why this bid was not acceptable. He discussed the use of this machine in three programs--the architectural program, numerical design, and the numerical control. Dr. Lahti informed the Board that Mr. Thornhill is on sabbatical leave from Wayne State University, and commented that the college was very fortunate in having such a fine resource in Mr. Thornhill in setting up this program.

Member Nicklas moved and Member Hansen seconded the motion to approve the bid award on the Numerical Control Unit Drafting Machine to Gerber Scientific Instrument Company for the sum of \$61,500.00.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS:Electronic
Equipment

Mr. Misic discussed the bids, pointing out that all items are 100% reimburseable. Mr. Mussell stated that this equipment is the final 100% money allocated to the electronics department, and will include additions to some of the specific instruments the college already has and more equipment for the opening of the second electronics lab at Forest View High School.

Member Hamill moved and Member Hansen seconded the motion to approve the bid awards on electronics equipment to the following companies in the following amounts:

Items 1,4,5,6,& 7, to Allied Electronics	\$1,917.00
Items 2,8,9,10, & 11, to Newark Electronics	1,660.15
Items 12,19,& 20, to Carter Electronics	13,387.00
Items 13,14,15,16,17,& 18, to Hewlett Packard	<u>11,855.46</u>
Total Award	<u>\$28,819.61</u>

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Approval of
Change Orders

Mr. Mann discussed the change orders proposed for approval, explaining that all of the change orders were of the type that basically needed decision on the site.

After discussion, Member Hamill moved and Member Nicklas seconded the motion that the Board approve the following change orders:

Culvert	\$1,655.00
Revised Footings	1,365.00
Temporary Water Serv.	2,969.00
Expansion Devices	3,187.00
Pilasters	1,551.00
Standby Compressor and Motor	2,302.00

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS:
Board Policy
Manual

Chairman Johnson stated the Policy Manual had been received by Board Members a week ago, with modifications in wording of existing policy that had been previously passed by the Board underlined in red. Dr. Lahti pointed out that this manual was pure Board policy, and a procedure manual would be developed. Chairman Johnson commented that the manual reflected the policy of the college, plus three years of the Board's and administration's efforts. Dr. Lahti reported that the Faculty Committee is reviewing, and will continue to review, the Policy Manual.

Member Nicklas suggested that the philosophy of the college should be in the front of the manual instead of near the back.

Member Hansen suggested the following changes:

Section 1.3.2, Officers of the Board--
should read "Officers of the Board shall be a Chairman and a Vice-Chairman who shall be members of the Board, and a Secretary who may be a member of the Board."

Section 1.3.4, Duties of Officers--Vice-Chairman
should read "It is the duty of the Vice-Chairman to serve in the absence of the Chairman of the Board. In the absence of the Chairman and Vice-Chairman, the Board shall appoint a Chairman Pro Tempore."

Section 1.4.2, Special Meetings--
should read "Special meetings may be called by the Chairman of the Board..."

Member Hutchings questioned the wording of the last sentence under 3.0.9, Health Requirements, and suggested the last sentence in this section read

"Employment is contingent upon satisfactory results of the physical examination and chest x-ray, as approved by a licensed physician."

Member Hansen stated he felt the Policy Manual should be reviewed by the Board Attorney. After discussion, the consensus of the Board was that this was not necessary.

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS: Member Hamill moved and Member Kuranz seconded the Board Policy Manual (Cont.) motion to approve the Policy Manual as amended by Member Hansen and Member Hutchings.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings,
Johnson, Kuranz, and Nicklas

Nays: None

Chairman Johnson complimented the administration on the Policy Manual, stating he knew what a difficult job it had been. Dr. Lahti stated credit should be given to Mr. Upton and Dr. Pahnkratz.

Other

Dr. Lahti discussed the faculty orientation program, pointing out that Dr. Andeen, the division chairmen, and the faculty senate are really the spirit behind this program. He reported that three very interesting speakers had been obtained--Dr. Norman Harris on September 6, Dr. Karl Smith on September 9, and Dr. Richard Richardson on September 10--and invited Board members to come and hear any or all of these speakers.

Dr. Lahti called the Board members attention to the evening of September 10 when the Board will be hosting the faculty at dinner. He stated there would be some two hundred people there.

Chairman Johnson asked about the faculty's reaction to the Board's statement with respect to evaluation. Dr. Andeen stated their reaction had been very positive and reported their committee is hopeful they will have some kind of program ready for the October deadline.

Member Hamill stated that if possible he thought it important that Board members make an effort to hear one of the three speakers at the faculty orientation program. Dr. Andeen asked Board members to stay for the division meetings if they were able to attend.

Member Hansen asked about touring the two high school facilities. Dr. Andeen commented that this would be much appreciated as the college is putting pressure

Minutes of the Special Board Meeting of Wednesday, August 28, 1968

NEW BUSINESS:

Other

on these high schools and any word of appreciation would be helpful. He went on to say he felt the Board would be impressed with the temporary quarters.

Member Hutchings suggested notifying the high school boards and inviting them to take a tour of the college facilities.

Chairman Johnson commented on the debt the college owes to the high school districts, their superintendents and boards.

After discussion, the Board agreed that Dr. Lahti should contact the superintendents of the three high school districts to arrange a time when Harper College could host the three high school boards for dinner prior to January 1, and also extend an invitation to tour the facilities.

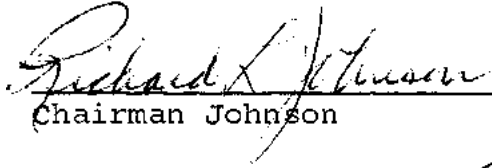
Mr. Thornhill invited Board members to the NCR Open House on September 11.

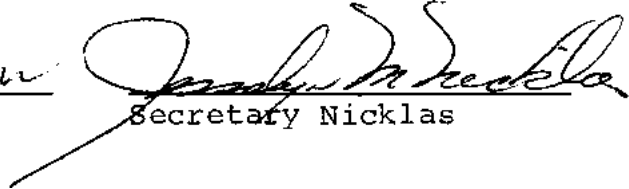
PRESIDENT'S
REPORT:

None

ADJOURNMENT:

Member Nicklas moved and Member Hutchings seconded the motion that the meeting be adjourned at 11:15 p.m. Motion unanimously carried.


Chairman Johnson


Secretary Nicklas

WILLIAM RAINEY HARPER COLLEGE

August 16, 1968

To: Board of Trustees

From: Administration

Subject: Construction Payouts

The following construction payouts have been recommended for payment by our architect and have been reviewed by Mr. Hughes, Superintendent of Buildings and Grounds.

The administration recommends that W. J. Mann, Dean of Business, be authorized to approve the following construction payouts:

Fridstein, Fitch & Partners	\$2,263.00
Soil Testing (Voucher totals \$4,940.50, including \$2,677.50 approved at Aug. 8, 1968, Board meeting.)	
Fridstein, Fitch & Partners	1,968.00
Concrete Testing	

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

TO: TREASURER

FROM: BOARD OF TRUSTEES

SUBJECT: Approval of Estimated Payroll Expenditures
 August 16 to September 15, 1968.

The following estimated Payrolls in the amount of \$130,000.00
are hereby authorized for payment.

<u>AUGUST 16 - 31, 1968</u>	
Regular Payroll	\$ 60,000.00
<u>SEPTEMBER 1 - 15, 1968</u>	
Regular Payroll	<u>70,000.00</u> *
	<u>\$130,000.00</u>

DATE OF APPROVAL: AUGUST 22, 1968

CHAIRMAN: Richard R. Johnson SECRETARY: Jessie M. Dickla

*Includes compensation for orientation program.

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

BILLS FOR APPROVAL
AUGUST 22, 1968

I.	BILLS PAYABLE		<u>PAGES</u>
	Educational Fund	\$25,682.51	3
	Building Fund	15,091.05	2
	Site & Construction Fund	879.84	1
	Auxiliary Fund 8/22/68	2,727.38	1
	Auxiliary Fund 8/9/68	<u>2,749.55</u>	2
		<u>\$47,130.33</u>	
II.	PAYROLLS		
	Payroll, August 1 - 15, 1968	\$54,466.54	5
	Summer Teachers Payroll, July 16 - August 15, 1968	\$20,150.00	
	Estimated Payroll, August 16 - September 15, 1968	\$130,000.00	

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

EDUCATIONAL FUND EXPENDITURES -- AUGUST 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
Order from Horder	Office Supplies & Equipment	\$ 154.77	8660
R. Shick Publishing Co.	Laboratory Supplies - Biology	8.50	8661
Burgess Publishing Co.	Laboratory Equipment - Biology	198.96	8662
Wards Natural Science Establishment	Laboratory Supplies - Geology	53.82	8663
Cenco Instruments Corp.	Laboratory Supplies & Equipment - Science	2,080.80	8664
Fisher Scientific Co.	Laboratory Supplies & Equipment - Biology	877.51	8665
General Biological Inc.	Laboratory Supplies & Equipment - Biology	2,290.05	8666
Sargent-Welch Scientific	Laboratory Supplies & Equipment - Geology, Chemistry	719.40	8667
Welch Scientific Co.	Laboratory Equipment & Supplies - Physics, Geology, Chemistry		
White Collar Girls of America	Chemistry	2,270.13	8668
Schiele-Faieron Co.	Contractual Services	73.13	8669
Hertz System, Inc.	College Catalog	8,110.70	8670
American Society of Engineering Education	Travel - Thornhill, Cunningham	183.83	8671
University of Illinois Press	Want Ads	120.00	8672
ENA, Inc.	Library Subscription	6.00	8673
University of Illinois	Film Rental	45.00	8674
Midwest Visual Equipment Co.	Film Rentals	41.00	8675
American Public Welfare Association	Audio Visual Supplies	7.99	8676
Baker & Taylor Co.	Library Books	12.50	8677
Barres & Noble, Inc.	Library Books	25.80	8678
Bro-Dart, Inc.	Library Books - Freight	8.00	8679
L E Publishers, Inc.	Library Supplies & Books	583.01	8680
3M Business Products Sales	Library Books	90.00	8681
Reprographic Supply Co.	Equipment Rental - July & August	60.00	8682
Tab Products Co.	Copy Paper	150.00	8683
Ditto Division	Office Furniture & Equipment	53.24	8684
I. B. M. Corp.	Office Supplies	43.50	8685
Allen Hollander Illinois Corp.	Freight Charges - Equipment	15.20	8686
Automated Education Center	Office Supplies	184.02	8687
National Commission on Accrediting	Subscription	25.00	8688
Accounting Machines Sales	Annual Dues	50.00	8689
Harcourt, Brace & World, Inc.	Office Supplies	332.70	8690
Addressograph Multigraph Corp.	Office Supplies	5.78	8691
Day Publications	Machine Repair & Maintenance	127.18	8692
Paddock Publications	Bid and Want Ads	239.20	8693
	Bid Notices, Want Ads	78.44	8694

EDUCATIONAL FUND EXPENDITURES -- AUGUST 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
A. Dolejs	Travel Expenses	\$ 75.70	8695
Capital Discount Co.	Rental Payment - Accounting Machine	95.00	8696
Joan G. Roloff	Travel Expenses	65.04	8697
William Foust	Tuition Reimbursement	40.00	8698
J. P. McKay, M. D.	Employee Examination - Diane Callin	20.00	8699
Betty J. Enbysk	Professional Expenses	75.00	8700
Triton Community College	Charge-Back	784.00	8701
Dr. Susan Markle	Summer Workshop Consultant	204.87	8702
Mrs. Anne K. Roe	Summer Workshop Consultant	340.60	8703
Dr. Jack Edling	Summer Workshop Consultant	220.39	8704
Dr. Steven Yelon	Summer Workshop Consultant	265.00	8705
Dr. K. Gene Faris	Summer Workshop Consultant	234.00	8706
George Voegel	Meeting Expense - Summer Workshop	45.05	8707
Pace/Anvet Electronics	Supplies - Electronics	75.00	8708
Test Item Associates	Classroom Material	35.00	8709
Xerox Corporation	Equipment Rental	15.00	8710
Easy Travel Service	Travel Expense - Mann, Collins, Andeen, Sedrel, Stansbury	80.00	8711
Prudential Insurance Co.	Life & Health Insurance	3,687.70	8712
		<u>\$25,682.51</u>	

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 8660 to 8712 are hereby authorized for payment.

Date of Approval: August 22, 1968

Chairman: *Richard L. Johnson*

Secretary: *Joseph M. Lucifora*

EDUCATIONAL FUND SUMMARY

Administration

General Materials & Supplies

Travel

Insurance

Fixed Charges

Other

540
550
560
570
590

\$ 849.63
48.14
3,822.70
95.00
2,093.91

Instructional

Contractual Services

Materials & Supplies - Classroom

Materials & Supplies - Office

Travel

Fixed Charges

Capital Outlay - Office

Capital Outlay - Instructional

520
530
540
550
570
585
586

88.33
2,968.90
8,786.66
356.43
60.00
53.24
6,459.57
\$25,682.51

WILLIAM RAINY H...ER COLLEGE
 DISTRICT NO. 512
 PALATINE, ILLINOIS 60067

BUILDING FUND EXPENDITURES -- AUGUST 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
Addison Building Materials Co.	Building Materials	\$ 43.68	1023
Arlington Concrete Products Co.	Building Material	94.30	1024
Arlington Structural Steel Co.	Building Material	130.00	1025
Heller Lumber Co.	Building Materials	171.29	1026
Laystrom-Buescher, Inc.	Building Materials	38.01	1027
Mt. Prospect Electrical Construction Co.	Electrical Contractor - Building Remodeling	1,944.88	1028
Rich Engineering Co.	Instructional TV, Title VI	11,179.12	1029
Stearnes-Imperial Inc.	Custodial Supplies	15.90	1030
Country Gas Co.	Fuel - Gas	135.15	1031
Commonwealth Edison Co.	Electric Service	419.87	1032
Illinois Bell Telephone Co.	Telephone Service - 359-2300	127.49	1033
Western Union	Telegraph Charge	10.07	1034
Abana Products	Equipment Tags	191.47	1035
General Fire Extinguisher Co.	Fire Extinguishers	100.84	1036
Wm. Mounsey Sons, Movers	Moving Expense	456.00	1037
Sears Roebuck & Co.	Truck Tires	32.98	1038
		<u>\$15,091.05</u>	

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 1023 to 1038 are hereby authorized for payment.

Date of Approval: August 22, 1968

Chairman: Richard L. Johnson

Secretary: Jeanette M. Tucker

BUILDING FUND SUMMARY

Contractual Services 520
General Material & Supplies 540
Travel 550
Fixed Charges 570
Capital Outlay - Building Remodeling 584
Equipment & Furniture 585
Instructional Equipment 586

\$ 456.00
207.37
32.98
692.58
2,398.46
124.54
11,179.12
\$15,091.05

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

SITE AND CONSTRUCTION FUND EXPENDITURES -- AUGUST 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
Keuffel & Esser Co.	Instructional Equipment - Engineering	<u>\$879.84</u>	603

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed check number 603 is hereby authorized for payment.

Date of Approval: August 22, 1968

Chairman: Richard L. Johnson

Secretary: Jesselyn M. Suebla

SITE AND CONSTRUCTION FUND SUMMARY

Capital Outlay - Equipment 585.

\$879.84

WILLIAM RAINY HARPER COLLEGE
 DISTRICT 512
 PALATINE, ILLINOIS 60067

AUXILIARY FUND EXPENDITURES -- AUGUST 22, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
Be-Mac Transport Co.	Purchase Books - Freight	\$ 32.89	125
J. F. Martin Cartage Co.	Purchase Books - Freight	15.12	126
McGraw-Hill Book Co.	Purchases - Books	22.37	127
Paddock Publications	Purchases - Supplies	26.00	128
Writing Sales, Inc.	Purchases - Supplies	303.65	129
Frederick Post Co.	Purchases - Supplies	110.76	130
Federal Office Products	Purchases - Supplies	166.59	131
W. D. Klingenberg, Book Purchase Fund	Funds to purchase books from students	500.00	132
W. D. Klingenberg, Book Purchase Fund	Funds to purchase books from students	500.00	133
W. D. Klingenberg, Book Purchase Fund	Funds to purchase books from students	500.00	134
W. D. Klingenberg, Book Purchase Fund	Funds to purchase books from students	500.00	135
W. D. Klingenberg, Petty Cash	To establish Petty Cash Fund	50.00	136
		<u>\$2,727.38</u>	

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 125 to 136 are hereby authorized for payment.

Date of Approval: August 22, 1968

Chairman: *Richard L. Johnson*

Secretary: *Joseph M. Suckale*

AUXILIARY FUND SUMMARY

Petty Cash	111
Accounts Receivable	138
Materials & Supplies	530
	<u>\$2,727.38</u>

\$ 50.00
2,000.00
677.38
<u>\$2,727.38</u>

AUXILIARY FUND EXPENDITURES -- AUGUST 8, 1968

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>CHECK NUMBER</u>
Department of Revenue	Sales Tax - Bookstore	\$ 511.35	100
W. D. Klingenberg, Book Purchase Fund	Funds to Purchase Books	1,000.00	101
Department of Revenue	Sales Tax	9.05	102
Affiliated Book Distributors	Purchases - Books	16.00	103
Fearon Publishers	Purchases - Books	1.55	104
Follett College Book Co.	Purchases - Books	22.05	105
Harcourt, Brace & World, Inc.	Purchases - Books	45.08	106
Inland Book Distributors	Purchases - Books	8.44	107
Lake Forest College Bookstore	Purchases - Books	45.56	108
Mathews Book Co.	Purchases - Books	36.00	109
National Education Association	Purchases - Books	20.75	110
Nebraska Book Co.	Purchases - Books	11.26	111
Prentice-Hall, Inc.	Purchases - Books	110.00	112
Random House, Inc.	Purchases - Books	12.33	113
Rutgers University Press	Purchases - Books	8.18	114
Supt. of Documents	Purchases - Books	33.75	115
Wadsworth Publishing Co.	Freight - Books	9.41	116
Wayne State Bookstore	Purchases - Books	58.35	117
Collegiate Mfg. Co.	Purchases - Supplies	210.56	118
Eugene Dietzgen Co.	Purchases - Supplies	265.36	119
Pompilio Cartage Co.	Freight - Supplies	4.70	120
Regents Products Co.	Purchases - Supplies	178.38	121
R. R. Bowker Co.	Subscription	16.95	122
W. D. Klingenberg	Travel Expense	90.00	123
Illinois Bell Telephone Co.	Telephone Expense	24.49	124
		<u>\$2,749.55</u>	

TO: TREASURER

FROM: BOARD OF TRUSTEES

The above listed checks number 100 to 124 are hereby authorized for payment.

Date of Approval: August 8, 1968

Chairman: *Richard L. Johnson*

Secretary: *Janet A. Huetla*

AUXILIARY FUND SUMMARY

Accounts Receivable	138
Sales Tax	255
Materials & Supplies	530
General Materials & Supplies	540
Travel	550
Fixed Charges	570

\$1,000.00
520.40
1,097.71
16.95
90.00
24.49
<u>\$2,749.55</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
FINANCIAL STATEMENTS
FOR THE PERIOD ENDING JUNE 30, 1968

		PAGE
I	EDUCATIONAL FUND	
	A) Statement of Position	1
	B) Budget Report	2
II	BUILDING FUND	
	A) Statement of Position	7
	B) Budget Report	8
III	SITE & CONSTRUCTION FUND	
	A) Statement of Position	10
	B) Project Budget Report	11
IV	BOND & INTEREST FUND	
	A) Statement of Position	15
	B) Budget Report	16
V	TRUST AND AGENCY FUND REPORT	17
VI	AUXILIARY FUND	
	A) Statement of Position	18
	B) Result of Operations - Bookstore	19
	C) Result of Operations - Cafeteria	20

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND
STATEMENT OF POSITION, JUNE 30, 1968

ASSETS	ACCOUNT NUMBER	6/30/68 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Imprest Fund	101.20	\$ 5,000.00	-0-	\$ 5,000.00
Cash in Bank, 1st Bank & Trust	101.32	44,823.54	-0-	44,823.54
Petty Cash Funds	101.40	200.00	-0-	200.00
Tuition Refund Fund		-0-	-0-	-0-
Deposits	101.80	600.00	-0-	600.00
Investments	102.10	492,567.09	-0-	492,567.09
Interfund Receivables, Bldg. Fund	103.20	4,448.31	-0-	4,448.31
Interfund Receivables, Trust & Agency	103.40	137.00	-0-	137.00
Interfund Receivables, Auxiliary	103.50	18,793.28	-0-	18,793.28
Accounts Receivable, Current Taxes 1966	105.10	8,951.21	-0-	8,951.21
Accounts Receivable, Current Taxes 1967	105.101	783,143.86	-0-	783,143.86
Accounts Receivable, Other	105.90	79,244.87	-0-	79,244.87
Inventories	108.30	851.88	-0-	851.88
Other	108.90	2,352.00	-0-	2,352.00
		<u>\$1,441,113.04</u>	-0-	<u>\$1,441,113.04</u>

LIABILITIES

Interfund Payables, Building Fund	203.20	\$ 1,116.50	\$ -0-	\$ 1,116.50
Interfund Payables, Bond & Interest	203.30	1,563.11	-0-	1,563.11
Site & Construction	203.60	28,045.29	-0-	28,045.29
Payroll Deductions-Group Insurance	204.50	411.25	-0-	411.25
Accounts Payable	205.00	44,302.81	-0-	44,302.81
Accounts Payable - Other	205.40	88.26	-0-	88.26
Deferred Summer School Tuition	209.91	31,669.95	-0-	31,669.95
Reserve for Encumbrances	210.90	-0-	119,685.83	119,685.83
TOTAL LIABILITIES		<u>\$ 107,197.17</u>	<u>\$119,685.83</u>	<u>\$ 226,883.00</u>

FUND BALANCE

Fund Balance	300.00	1,333,915.87	\$(119,685.83)	\$1,214,230.04
TOTAL LIABILITIES & FUND BALANCE		<u>\$1,441,113.04</u>	-0-	<u>\$1,441,113.04</u>

SUMMARY OF FUND BALANCE

Balance, June 30, 1967		\$ 12,932.60	\$ -0-	\$ 12,932.60
Add: Revenue to Date		<u>2,764,949.20</u>	-0-	<u>2,764,949.20</u>
		<u>\$2,777,881.80</u>	-0-	<u>\$2,777,881.80</u>
Less: Expenditures		<u>1,443,965.93</u>	<u>119,685.83</u>	<u>1,563,651.76</u>
FUND BALANCE		<u>\$1,333,915.87</u>	<u>\$(119,685.83)</u>	<u>\$1,214,230.04</u>

WILLIAM RAINEY HAMER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND -- BUDGET REPORT
TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION REVENUE	ACCOUNT NUMBER	BUDGET	MONTH OF JUNE	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNEN- CUMBERED BALANCE
Taxes	400.00						
Current Taxes 1966	401.10	\$786,767.00	\$ -0-	\$ 786,767.00	\$ -0-	-0-	\$ -0-
Current Taxes 1967	401.10	-0-	990,248.00	990,248.00	(990,248.00)	-0-	(990,248.00)
Prior Year Taxes	401.11	2,340.00	-0-	3,170.97	(830.97)	-0-	(830.97)
		<u>\$789,107.00</u>	<u>\$990,248.00</u>	<u>\$1,780,185.97</u>	<u>\$(991,078.97)</u>	<u>-0-</u>	<u>\$(991,078.97)</u>
From Governmental Divisions	402.00						
Junior College Aid	402.30	\$396,750.00	\$ -0-	\$ 358,064.00	\$ 38,686.00	-0-	\$ 38,686.00
Vocational Education Act	402.60						
Nursing Aid	402.61	\$ 18,844.00	\$ 28,368.00	\$ 33,796.00	\$ (32,630.00)	-0-	\$ (32,630.00)
Data Process. -Teaching Supplies	402.62	1,000.00	-0-	-0-	1,000.00	-0-	1,000.00
Office Occupation	402.63	-0-	11,896.00	11,896.00	(9,116.00)	-0-	(9,116.00)
Trades - Industry	402.64	-0-	36,976.00	36,976.00	(22,078.00)	-0-	(22,078.00)
Other	402.69	-0-	19,059.00	19,059.00	(19,059.00)	-0-	(19,059.00)
		<u>\$ 19,844.00</u>	<u>\$ 96,299.00</u>	<u>\$ 101,727.00</u>	<u>\$ (81,883.00)</u>	<u>-0-</u>	<u>\$ (81,883.00)</u>
Federal Subsidies	402.80	\$ 5,000.00	\$ -0-	\$ -0-	\$ 5,000.00	-0-	\$ 5,000.00
Tuition	403.00						
Registration Fees 1968-69		\$ -0-	\$ 1,980.00	\$ 10,840.00	\$ (10,840.00)	-0-	\$ (10,840.00)
Resident Tuition	406.10	240,000.00	731.46	233,204.05	6,795.95	-0-	6,795.95
Non-Resident Tuition	406.20	195,750.00	-0-	232,199.95	(36,449.95)	-0-	(36,449.95)
Extension Courses		-0-	-0-	725.00	(725.00)	-0-	(725.00)
		<u>\$435,750.00</u>	<u>\$ 2,711.46</u>	<u>\$ 476,969.00</u>	<u>\$ (41,219.00)</u>	<u>-0-</u>	<u>\$ (41,219.00)</u>
Interest on Investments	404.00	\$ 25,000.00	\$ 1,074.99	\$ 14,107.63	\$ 10,892.37	-0-	\$ 10,892.37
Student Fees	409.00	\$ 7,500.00	\$ 1,470.09	\$ 8,565.27	\$ (1,065.27)	-0-	\$ (1,065.27)
Refund of Retirement Payments	410.00						
Refund of 1966-67 Payments	410.10	\$ 18,450.00	\$ -0-	\$ 18,062.68	\$ 387.32	-0-	\$ 387.32
Refund of 1967-68 Payments	410.20	7,500.00	-0-	7,267.65	232.35	-0-	232.35
		<u>\$ 25,950.00</u>	<u>\$ -0-</u>	<u>\$ 25,330.33</u>	<u>\$ 619.67</u>	<u>-0-</u>	<u>\$ 619.67</u>
1966-67 Fund Balance	411.00	\$ 12,932.00	\$ -0-	\$ -0-	\$ 12,932.00	-0-	\$ 12,932.00
Bookstore	414.00						
Sale of Textbooks	414.4	\$ 75,000.00	\$(96,015.63)	\$ -0-	\$ 75,000.00	-0-	\$ 75,000.00
Sale of Supplies	414.30	16,000.00	(12,872.46)	-0-	16,000.00	-0-	16,000.00
		<u>\$ 91,000.00</u>	<u>\$(108,888.09)</u>	<u>\$ -0-</u>	<u>\$ 91,000.00</u>	<u>-0-</u>	<u>\$ 91,000.00</u>
Cafeteria	415.00						
Sale of Food		\$ 30,000.00	\$(22,633.01)	\$ -0-	\$ 30,000.00	-0-	\$ 30,000.00
Student Activity Program	417.00						
Activity Fee	417.20	\$ 20,000.00	\$ -0-	\$ -0-	\$ 20,000.00	-0-	\$ 20,000.00
		<u>\$1,858,833.00</u>	<u>\$960,282.44</u>	<u>\$2,764,949.20</u>	<u>\$(906,116.20)</u>	<u>-0-</u>	<u>\$(906,116.20)</u>

WILLIAM RAILLY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND -- BUDGET REPORT
 TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNEN- CUMBERED BALANCE
		JUNE	JUNE				
Administration	500.00						
Salaries:	501.00						
Administrative	501.10						
Business Office Staff	501.11-14	\$ 74,900.00	\$ 6,491.50	\$ 75,406.24	\$ (506.24)	-0-	\$ (506.24)
Data Processing Staff	501.131	22,700.00	2,141.66	23,949.94	(1,249.94)	-0-	(1,249.94)
Secretarial & Clerical	501.141	21,000.00	1,938.44	20,058.69	941.31	-0-	941.31
Other Salaries	501.16	58,500.00	6,153.56	63,321.36	(4,821.36)	-0-	(4,821.36)
TOTAL SALARIES	501.19	7,500.00	-0-	501.60	6,998.40	-0-	6,998.40
Contractual Services:		\$184,600.00	\$16,725.16	\$183,237.83	\$ 1,362.17	-0-	\$ 1,362.17
Accounting	501.20						
Legal	501.21	\$ 3,000.00	\$ -0-	\$ 3,000.00	\$ -0-	\$ -0-	\$ -0-
Service Bureau	501.22	12,000.00	1,215.00	9,635.00	2,365.00	-0-	2,365.00
Architectural	501.23	1,000.00	-0-	30.00	970.00	-0-	970.00
Educational	501.24	1,000.00	-0-	-0-	1,000.00	-0-	1,000.00
Financial	501.25	2,500.00	73.15	2,856.00	(356.00)	-0-	(356.00)
Other	501.26	1,500.00	-0-	4,383.92	(2,883.92)	1,405.00	(4,288.92)
TOTAL CONTRACTUAL SERVICES	501.29	8,000.00	1,014.52	10,914.23	(2,914.23)	-0-	(2,914.23)
Supplies		\$ 29,000.00	\$ 2,302.67	\$ 30,819.15	\$ (1,819.15)	\$ 1,405.00	\$ (2,914.23)
Office Supplies	501.30						
Copying Supplies	501.31	\$ 5,650.00	\$ 509.13	\$ 3,978.68	\$ 1,671.32	\$ 34.90	\$ 1,636.42
Printing	501.32	2,500.00	145.13	1,296.25	1,203.75	69.00	1,134.75
Postage	501.33	6,500.00	2,645.06	11,004.66	(4,504.66)	-0-	(4,504.66)
Election Supplies	501.34	6,000.00	379.15	4,063.91	1,936.09	-0-	1,936.09
Professional Books	501.35	4,000.00	24.16	4,088.46	(88.46)	-0-	(88.46)
Other Supplies	501.38	1,850.00	67.28	969.52	880.48	18.75	861.73
TOTAL SUPPLIES	501.39	6,250.00	440.58	3,957.50	2,292.50	1,258.69	1,033.81
Travel:		\$ 32,750.00	\$ 4,210.49	\$ 29,358.98	\$ 3,391.02	\$ 1,381.34	\$ 2,009.68
Administrative Travel	501.70						
Other Travel	501.71-72	\$ 11,250.00	\$ 815.09	\$ 10,968.90	\$ 281.10	\$ 706.00	\$ (424.90)
TOTAL TRAVEL EXPENSE	501.79	1,000.00	-0-	120.69	879.31	-0-	879.31
Other Administrative Expense	501.90	\$ 12,250.00	\$ 815.09	\$ 11,089.59	\$ 1,160.41	\$ 706.00	\$ 454.41
TOTAL ADMINISTRATIVE EXPENSE		\$ 8,500.00	\$ 422.24	\$ 11,750.26	\$ (3,250.26)	\$ 22.40	\$ (3,272.66)
		\$267,100.00	\$24,475.65	\$266,255.81	\$ 844.19	\$3,514.74	\$ (2,670.55)

WILLIAM RAINEY H. PEPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND -- BUDGET REPORT
 TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF JUNE	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNEN- CUMBERED BALANCE
Instruction							
Salaries:							
Administration	502.11-12	\$ 55,200.00	\$ 4,614.56	\$ 53,571.70	\$ 1,628.30	\$ -0-	\$ 1,628.30
Secretarial & Clerical	502.16	26,950.00	2,594.40	26,770.77	179.23	-0-	179.23
Instructional Staff	502.121	671,792.00	71,419.92	583,828.04	87,963.96	74,916.45	13,047.51
Library		49,700.00	5,768.67	45,079.54	4,620.46	-0-	4,620.46
Extension Courses	-0-	-0-	-0-	650.00	(650.00)	-0-	(650.00)
Student Services							
Administration	502.13-14	97,906.00	7,829.12	91,867.94	6,038.06	6,427.10	(389.04)
Secretarial & Clerical	502.16	37,100.00	3,380.04	36,737.50	362.50	-0-	362.50
Adult Education	502.121	5,103.00	-0-	-0-	5,103.00	-0-	5,103.00
Data Processing	502.15	4,800.00	1,041.66	4,166.64	633.36	-0-	633.36
Other Salaries	502.19	3,000.00	-0-	-0-	3,000.00	-0-	3,000.00
TOTAL SALARIES		\$951,551.00	\$96,648.37	\$842,672.13	\$108,878.87	\$81,343.55	\$27,535.32
Contractual Services	502.20						
Data Processing - Service Bureau	502.23	\$ 1,000.00	\$ -0-	\$ -0-	\$ 1,000.00	\$ -0-	\$ 1,000.00
Educational Consultants	502.26	5,930.00	504.37	3,524.97	2,405.03	142.45	2,262.58
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	\$ 504.37	\$ 3,524.97	\$ 3,405.03	\$ 142.45	\$ 3,262.58
Supplies	502.30						
Office Supplies	502.31	6,000.00	618.85	8,194.60	(2,194.60)	30.00	(2,224.60)
Copying Supplies	502.32	3,000.00	442.98	3,511.46	(511.46)	-0-	(511.46)
Printing	502.33	15,875.00	181.00	8,806.18	7,068.82	8,866.00	(1,797.18)
Postage	502.34	6,000.00	48.97	346.25	5,653.75	-0-	5,653.75
Library - Supplies	502.37	10,000.00	1,288.59	9,099.49	900.51	436.96	463.55
Professional Expenses	502.38	5,500.00	3,014.41	3,135.24	2,364.76	-0-	2,364.76
Data Processing Supplies	502.39	750.00	-0-	677.01	72.99	-0-	72.99
Instructional Supplies	502.39	51,377.00	696.09	42,230.85	9,146.15	2,816.57	6,329.58
TOTAL SUPPLIES		\$ 98,502.00	\$ 6,290.89	\$76,001.08	\$22,500.92	\$12,149.53	\$10,351.39
Travel	502.70						
Instructional Travel	502.72	22,620.00	2,255.26	17,635.29	4,984.71	183.83	4,800.88
Other Travel	502.79	1,690.00	-0-	3,594.62	(1,904.62)	1,032.25	(2,936.87)
Other Travel-Innovation & Experimentation	502.791	10,000.00	847.22	5,362.29	4,637.71	-0-	4,637.71
TOTAL TRAVEL		\$ 34,310.00	\$ 3,102.48	\$26,592.20	\$ 7,717.80	\$ 1,216.08	\$ 6,501.72
Tuition Paid	502.80	45,000.00	520.56	32,133.03	12,866.97	-0-	12,866.97
Other Expenses of Instruction	502.90	18,910.00	1,309.32	8,636.29	10,273.71	39.60	10,234.11
TOTAL INSTRUCTIONAL EXPENSES		\$1,155,203.00	\$108,375.99	\$989,559.70	\$165,643.30	\$94,891.21	\$70,752.09

WILLIAM HENRY HARPER COLLEGE
 DISTRICT NO. 512
 EDUCATIONAL FUND - BUDGET REPORT
 TWELVE MONTHS ENDED, JUNE 30, 1968

EXPLANATION	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		BUDGET	JUNE				
Fixed Charges	508.00	\$ 7,500.00	\$ -0-	\$ 7,267.65	\$ 232.35	\$ -0-	\$ 232.35
Employers Share of Ret. Ins	508.40	30,000.00	2,433.02	23,046.83	6,953.17	-0-	6,953.17
Health Insurance	508.51	5,000.00	480.88	4,427.83	572.17	-0-	572.17
Group Life Insurance	508.52	1,000.00	-0-	865.00	135.00	-0-	135.00
Travel & Accident Insurance	508.53	400.00	-0-	-0-	400.00	-0-	400.00
Surety & Fidelity Insurance	508.56	1,700.00	-0-	2,110.25	(410.25)	-0-	(410.25)
Workman's Comp. Insurance	508.57	500.00	30.00	557.56	(57.56)	-0-	(57.56)
Rental - Other	508.60	2,500.00	245.27	2,914.91	(414.91)	-0-	(414.91)
Rental - Equipment	508.61	5,000.00	222.42	5,363.75	(363.75)	-0-	(363.75)
Rental - Xerox Machine	508.62	\$53,600.00	\$ 3,411.59	\$46,553.78	\$ 7,046.22	\$ -0-	\$ 7,046.22
TOTAL FIXED CHARGES	510.0						
Student & Comm. Services	514.0						
Bookstore	514.10	\$ 9,600.00	(\$ 8,800.00)	\$ -0-	\$ 9,600.00	\$ -0-	\$ 9,600.00
Salaries, Bookstore Mgr.	514.10	5,160.00	(4,676.05)	-0-	5,160.00	-0-	5,160.00
Salaries, Clerical	514.16	20,000.00	(18,715.29)	-0-	20,000.00	-0-	20,000.00
Purchases - Supplies	514.30	(5,600.00)	10,823.68	-0-	(5,600.00)	-0-	(5,600.00)
Less Inventory		90,000.00	(94,911.64)	-0-	90,000.00	-0-	90,000.00
Purchases - Textbooks	514.40	(22,500.00)	21,121.39	-0-	(22,500.00)	-0-	(22,500.00)
Less Inventory		500.00	(361.85)	-0-	500.00	-0-	500.00
Travel	514.70	1,000.00	6,143.75	-0-	1,000.00	-0-	1,000.00
Other Expenses	514.90	\$98,160.00	\$(96,593.51)	\$ -0-	\$98,160.00	\$ -0-	\$98,160.00
TOTAL BOOKSTORE COSTS & EXPENSES							
Cafeteria	515.0						
Salaries	515.10	\$ 9,000.00	\$ (7,037.56)	\$ -0-	\$ 9,000.00	\$ -0-	\$ 9,000.00
Purchases of Food	515.31	17,000.00	(12,281.18)	-0-	17,000.00	-0-	17,000.00
Less Inventory	515.3	-0-	390.34	-0-	-0-	-0-	-0-
Other Expense	515.90	4,000.00	(1,350.33)	-0-	4,000.00	-0-	4,000.00
TOTAL CAFETERIA COSTS & EXPENSES		\$30,000.00	\$ (20,278.73)	\$ -0-	\$30,000.00	\$ -0-	\$30,000.00
Student Activity Program	517.00						
Student Act. Expenditures	517.90	\$20,000.00	\$ -0-	\$ -0-	\$20,000.00	\$ -0-	\$20,000.00
Student & Community Services	518.00						
Trustee Scholarships (5)	518.91	1,400.00	624.00	1,272.00	128.00	-0-	128.00
Grants-in-Aid (3)	518.92	840.00	730.00	730.00	110.00	-0-	110.00
Work Study Program	518.94	5,513.00	-0-	-0-	5,513.00	-0-	5,513.00
Harper Work Program	518.95	21,000.00	6,355.19	16,355.19	4,644.81	-0-	4,644.81
TOTAL STUDENT & COMM. SERVICES		\$28,753.00	\$ 7,709.19	\$18,357.19	\$10,395.81	\$ -0-	\$10,395.81

WILLIAM RAINY HARPER COLLEGE
DISTRICT NO. 512
EDUCATIONAL FUND - BUDGET REPORT
TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JUNE	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Capital Outlay							
Additional Equipment - Libr. Bks.	563.00	\$ 112,000.00	\$24,836.73	\$ 89,761.91	\$ 22,238.09	\$ 21,279.88	\$ 958.21
Additional Equipment Title VI		28,045.29	28,045.29	28,045.29	-0-	-0-	-0-
Add'l. Equip Dup. Equip		5,500.00	1,662.00	5,432.25	67.75	-0-	67.75
Provision for contingency		60,471.71	-0-	-0-	60,471.71	-0-	60,471.71
Cash Statement:		\$1,858,833.00	\$81,644.20	\$1,443,965.93	\$414,867.07	\$119,685.83	\$295,181.24

Cash Balance, 5/31/68 \$ 62,615.59

Add: Cash Receipts

Taxes	\$ 75,451.37
Interest	1,074.99
Bookstore & Cafeteria	11,364.96
Tuition	34,999.75
Chargebacks	30,319.55
Voided Checks	4,500.00
Interfund Receipts	21,524.02
Gov't. Voc. Dpt.	26,005.00
Registration Funds Ret'd	745.40
Travel Advance Ret'd	430.00
Other	407.38
	\$ 206,822.42

Less: Disbursements

Accounts Payable	\$ 51,159.24
Payroll	122,921.30
Net Investments	50,499.43
Other	34.50
	224,614.47

Cash Balance, 6/30/68: \$ 44,823.54

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash				
Palatine National Bank	101.33	\$ 84,019.23	\$ -0-	\$ 84,019.23
Investments	102.10	164,560.23	-0-	164,560.23
Interfund Receivables-Educational Fund	103.10	1,116.50	-0-	1,116.50
Interfund Receivables-Auxiliary Fund		474.00	-0-	474.00
Taxes Receivable-Current Year 1966	105.10	3,255.27	-0-	3,255.27
Taxes Receivable-Current Year 1967		284,779.23	-0-	284,779.23
Taxes Receivable-Prior Years	105.11	-0-	-0-	-0-
Accounts Receivable - Other	105.90	50.00	-0-	50.00
Prepaid Insurance	108.1	909.75	-0-	909.75
Gasoline Inventory	108.30	165.00	-0-	165.00
TOTAL ASSETS		\$539,329.21	\$ -0-	\$539,329.21
LIABILITIES				
Interfund Payables-Educational Fund	203.10	\$ 4,448.31	\$ -0-	\$ 4,448.31
Interfund Payables-Trust & Agency Fund	203.40	555.70	-0-	555.70
Accounts Payable	205.00	49,838.94	-0-	49,838.94
Insurance Refund	208.55	25.00	-0-	25.00
Reserve for Encumbrances	210.90	-0-	71,046.82	71,046.82
TOTAL LIABILITIES		\$ 54,867.95	\$ 71,046.82	\$125,914.77
FUND BALANCE				
Fund Balance	300.00	\$484,461.26	\$(71,046.82)	\$413,414.44
TOTAL LIABILITIES & FUND BALANCE		\$539,329.21	\$ -0-	\$539,329.21
SUMMARY OF FUND BALANCE				
Balance, June 30, 1967		\$ 67,557.44	\$ -0-	\$ 67,557.44
Add: Revenue to Date		657,840.56	-0-	657,840.56
		\$725,398.00	\$ -0-	\$725,398.00
Deduct: Expenditures to Date		240,936.74	71,046.82	311,983.56
Balance, June 30, 1968		\$484,461.26	\$(71,046.82)	\$413,414.44

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BUILDING FUND -- BUDGET REPORT
TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION REVENUE	ACCOUNT NUMBER	BUDGET	MONTH OF JUNE	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Taxes	400.00						
Current Taxes 1966	401.10	\$ 286,097.00	\$ -0-	\$ 286,097.00	\$ -0-	\$ -0-	\$ -0-
Current Taxes 1967		-0-	360,090.00	360,090.00	(360,090.00)	-0-	(360,090.00)
Prior Years Taxes	401.11	660.00	-0-	880.88	(220.88)	-0-	(220.88)
TOTAL TAXES		\$286,757.00	\$360,090.00	\$647,067.88	\$(360,310.88)	\$ -0-	\$(360,310.88)
Interest on Investments	404.00	\$ 10,000.00	\$ 1,348.89	\$ 9,201.22	\$ 798.78	\$ -0-	\$ 798.78
Sale of Property	405.00						
Sale of Buildings & Grounds	405.20	4,000.00	-0-	-0-	4,000.00	-0-	4,000.00
Fund Balance 1966-67	406.00	67,557.00	-0-	-0-	67,557.00	-0-	67,557.00
Refund of 1967-68 Retirement Payments	410.20	1,363.00	-0-	1,359.46	3.54	-0-	3.54
Other Revenue	419.0	500.00	-0-	212.00	288.00	-0-	288.00
TOTAL REVENUE		\$370,177.00	\$361,438.89	\$657,840.56	\$(287,663.56)	\$ -0-	\$(287,663.56)
EXPENDITURES							
Operation	506.00						
Salaries - Supt. Bldgs. & Grounds	506.19	\$ 13,500.00	\$ 1,125.00	\$ 12,964.27	\$ 535.73	\$ -0-	\$ 535.73
Maintenance	506.15	6,600.00	2,867.31	8,344.04	(1,744.04)	-0-	(1,744.04)
Security Officers	506.17	-0-	456.00	1,469.37	(1,469.37)	-0-	(1,469.37)
Harper Work Prog. (Custodians)	506.19	6,000.00	555.70	4,602.80	1,397.20	-0-	1,397.20
Contractual Services	506.20	5,000.00	1,293.31	8,476.50	(3,476.50)	-0-	(3,476.50)
Supplies	506.30	5,000.00	158.97	3,281.58	1,718.42	98.25	1,620.17
Heating - Data Center	506.40	2,500.00	-0-	463.84	2,036.16	-0-	2,036.16
Utilities	506.50						
Water & Sewage	506.51	500.00	-0-	-0-	500.00	-0-	500.00
Electricity	506.52	14,500.00	96.92	5,732.26	8,767.74	364.21	8,403.53
Telephone & Telegraph	506.54	24,000.00	1,557.69	20,190.52	3,809.48	-0-	3,809.48
Other	506.59	1,000.00	-0-	-0-	1,000.00	-0-	1,000.00
Travel	506.70	1,500.00	65.00	862.18	637.82	-0-	637.82
Other Expenses	506.90	500.00	1.29	47.54	452.46	-0-	452.46
		\$80,600.00	\$ 8,177.19	\$ 66,434.90	\$ 14,165.10	\$462.46	\$13,702.64
Fixed Charges	508.00						
Employers Share of Ret. Ins.	508.40	\$ 1,363.00	\$ -0-	\$ 59.46	\$ 1,303.54	\$ -0-	\$ 1,303.54
Insurance	508.50						
Public Liability Insurance	508.54	1,100.00	-0-	850.00	250.00	-0-	250.00
Fire Insurance	508.55	3,370.00	-0-	4,701.39	(1,331.39)	-0-	(1,331.39)
Other Insurance	508.59	1,000.00	51.25	1,590.25	(590.25)	-0-	(590.25)

WILLIAM RAINEY ROPER COLLEGE
DISTRICT NO. 512
BUILDING FUND -- BUDGET REPORT
TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF JUNE	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Rentals	508.60						
Computer Lease Time		\$ 7,350.00	\$ 592.04	\$ 1,034.84	\$ 6,315.16	\$ -0-	\$ 6,315.16
Unit Record Equipment		2,300.00	207.00	1,980.30	319.70	-0-	319.70
Rental of Facilities		87,200.00	509.17	79,070.14	8,129.86	-0-	8,129.86
Other Equipment Rental		2,500.00	50.00	451.47	2,048.53	-0-	2,048.53
TOTAL FIXED CHARGES		\$106,183.00	\$1,409.46	\$89,737.85	\$16,445.15	\$ -0-	\$16,445.15
Capital Outlay:							
New Buildings & Improvements	506.00						
Refurbish Data Center	562.00	\$ 15,000.00	\$42,686.10	\$16,198.70	\$(1,198.70)	\$ 1,847.39	\$(3,046.09)
Building "B" addition		110,000.00	-0-	42,746.40	67,253.60	67,639.77	(386.17)
Temporary Units		-0-	-0-	612.29	(612.29)	-0-	(612.29)
Conversion of North Stall Area		10,700.00	2,942.39	12,764.48	(2,064.48)	-0-	(2,064.48)
Additional Equipment	563.00	30,067.00	2,694.00	12,442.12	17,624.88	1,097.20	16,527.68
TOTAL CAPITAL OUTLAY		\$165,767.00	\$48,322.49	\$84,763.99	\$81,003.01	\$70,584.36	\$10,418.65
Provision for Contingencies	590.00	17,627.00	-0-	-0-	17,627.00	-0-	17,627.00
TOTAL BUILDING FUND EXPENDITURES		\$370,177.00	\$57,909.14	\$240,936.74	\$129,240.26	\$71,046.82	\$58,193.44

CASH STATEMENT:

Cash Balance \$106,675.24

Add: Cash Receipts

Interest \$ 1,348.89
Taxes 27,436.93
Other 25.00

\$135,486.06

Less: Cash Disbursements

Accounts Payable \$20,511.88
Net Investments 30,954.95

CASH BALANCE 6/30/68 \$ 84,019.23

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
SITE AND CONSTRUCTION FUND
STATEMENT OF POSITION, JUNE 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash in Bank</u>				
First National Bank of Chicago	101.31	\$ 24,159.91	\$ -0-	\$ 24,159.91
Investments	102.10	2,423,673.54	-0-	2,423,673.54
Interfund Rec. -Educational Fund	103.10	28,045.29	-0-	28,045.29
Interfund Rec. -Auxiliary Fund	103.50	7,528.09	-0-	7,528.09
Accounts Receivable	105.90	108.00	-0-	108.00
Miscellaneous Receivables (Long Term)	105.91	30,204.65	-0-	30,204.65
TOTAL ASSETS		<u>\$2,513,719.48</u>	<u>\$ -0-</u>	<u>\$2,513,719.48</u>
 <u>LIABILITIES</u>				
Accounts Payable	205.00	\$ 6,033.01	\$ -0-	\$ 6,033.01
Reserve for Encumbrances	210.90	-0-	107,075.50	107,075.50
TOTAL LIABILITIES		<u>\$ 6,033.01</u>	<u>\$107,075.50</u>	<u>\$ 113,108.51</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$2,507,686.47	\$(107,075.50)	\$2,400,610.97
TOTAL LIABILITIES & FUND BALANCE		<u>\$2,513,719.48</u>	<u>\$ -0-</u>	<u>\$2,513,719.48</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, September 1, 1966		\$ -0-	\$ -0-	\$ -0-
Add: Revenue to Date		7,755,542.38	-0-	7,755,542.38
		<u>\$7,755,542.38</u>	<u>\$ -0-</u>	<u>\$7,755,542.38</u>
Deduct: Expenditures to Date		5,247,855.91	107,075.50	5,354,931.41
Balance: 6/30/68		<u>\$2,507,686.47</u>	<u>\$(107,075.50)</u>	<u>\$2,400,610.97</u>

WILLIAM RAINEY KAPER COLLEGE
DISTRICT NO. 512

SITE AND CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 TO JUNE 30, 1968

REVENUE	ACCOUNT NUMBER	PROJECT BUDGET	MONTH OF JUNE	PROJECT TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Government	402.00						
Higher Education Facilities Act	402.80	\$ 750,000.00	\$ -0-	\$ -0-	\$750,000.00	\$ -0-	\$750,000.00
Federal Subsidies	402.89	61,091.00	-0-	61,091.00	-0-	-0-	-0-
Other Federal Subsidies							
Vocational Education Act							
Title VI							
Sale of Bonds	403.00						
Principal on Bonds Sold	403.10						
September 1, 1966 Issue		\$3,375,000.00	-0-	\$3,375,000.00	-0-	\$ -0-	-0-
December 1, 1966 Issue		4,000,000.00	-0-	4,000,000.00	-0-	-0-	-0-
Premium on Bonds Sold	403.20	\$7,375,000.00	\$ -0-	\$7,375,000.00	-0-	\$ -0-	-0-
Accrued Interest on Sale of Bonds	403.30	\$ 360.13	\$ -0-	\$ 360.13	\$ -0-	\$ -0-	-0-
		53,094.42	\$53,094.42	53,094.42	-0-	-0-	-0-
Interest on Investments	404.00	380,000.00	\$ 5,859.46	\$ 261,366.48	\$118,633.52	\$ -0-	\$118,633.52
Sale of Property	405.00						
Sale of Well Site		4,000.00	-0-	4,000.00	-0-	-0-	-0-
Sale of Portable Classrooms		-0-	-0-	-0-	-0-	-0-	-0-
Other Revenue	409.00	630.35	-0-	630.35	-0-	-0-	-0-
TOTAL REVENUE		\$8,624,175.90	\$58,953.88	\$7,755,542.38	\$868,633.52	\$ -0-	\$868,633.52

WILLIAM RAINE HARPER COLLEGE
 DISTRICT NO. 512
 SITE AND CONSTRUCTION FUND
 PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1968

<u>EXPENDITURES</u>	<u>ACCOUNT NUMBER</u>	<u>PROJECT BUDGET</u>	<u>MONTH OF JUNE</u>	<u>PROJECT TO DATE</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Fixed Charges							
Insurance (Treasurers Bond)	508.50	\$ 3,000.00	\$ -0-	\$ 2,516.00	\$ 484.00	\$ -0-	\$ 484.00
Other Expenditures	509.00	\$ 50.00	\$ -0-	\$ 4.57	\$ 45.43	\$ -0-	\$ 45.43
Capital Outlay:	560.00						
Site Acquisition & Improvements	561.00						
Land Cost		\$1,439,146.42	\$(145.38)	\$1,439,146.42	\$ -0-	\$ -0-	\$ -0-
Real Estate Taxes		13,767.70	145.38	13,913.08	(145.38)	-0-	(145.38)
Revenue Stamps & Title Policies		8,000.00	-0-	6,968.55	1,031.45	-0-	1,031.45
Appraisals, Soil Services		6,746.25	-0-	6,746.25	-0-	-0-	-0-
Minor Improvements		500.00	-0-	94.39	405.61	-0-	405.61
Algonquin Road Improvements		-0-	-0-	-0-	-0-	-0-	-0-
Roselle Road Improvements		-0-	-0-	-0-	-0-	-0-	-0-
Water Connection		4,000.00	-0-	-0-	4,000.00	-0-	4,000.00
Buildings & Improvements	562.00	\$1,472,160.37	\$ -0-	\$1,466,868.69	\$5,291.68	\$ -0-	\$5,291.68
Architectural Fees:							
Design Development Phase		\$ 279,795.60	\$ -0-	\$ 279,795.60	\$ -0-	\$ -0-	\$ -0-
Construction Documents Phase		290,400.00	-0-	290,400.00	-0-	-0-	-0-
Bid Phase		20,706.60	-0-	20,706.60	-0-	-0-	-0-
Interiors		10,000.00	-0-	5,564.08	4,435.92	-0-	3,224.06
Plans		25,000.00	-0-	15,176.79	9,823.21	-0-	9,823.21
Model		1,976.32	-0-	1,976.32	-0-	-0-	-0-
Other		1,000.00	-0-	115.80	884.20	-0-	884.20
Architectural Fees, Phase II		792,750.00	-0-	-0-	792,750.00	-0-	792,750.00
Legal Services		25,000.00	-0-	20,214.50	4,785.50	-0-	4,785.50
Consultants		60,000.00	-0-	53,710.25	6,289.75	-0-	6,289.75
Bond Sale Expenses		2,583.46	-0-	2,583.46	-0-	-0-	-0-
Relocatable Buildings		171,605.10	-0-	171,605.10	-0-	-0-	-0-
Construction Payout-Phase I (A & B)		2,557,469.43	-0-	2,557,469.43	-0-	-0-	-0-
Construction Payout-Phase II		1,873,036.02	-0-	-0-	1,873,036.02	-0-	1,873,036.02
		\$6,111,322.53	\$ -0-	\$3,419,317.93	\$2,692,004.60	\$1,211.86	\$2,690,792.74

WILLIAM RAINEY CARPER COLLEGE

DISTRICT NO. 512

SITE AND CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1968

ACCOUNT NUMBER	PROJECT BUDGET	MONTH OF JUNE	PROJECT TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
<u>Additional Equipment</u>						
<u>Instructional Equipment</u>						
Office Furniture & Equipment	\$ 35,497.00	\$ 1,568.58	\$ 28,860.47	\$ 6,636.53	\$ -0-	\$ 6,636.53
Office Machines Classroom	5,625.00	-0-	3,430.00	2,195.00	-0-	2,195.00
Musical Instruments	10,000.00	300.74†	7,626.00	2,374.00	1,015.00	1,359.00
Musical Instruments - Title VI	4,000.00	(4,529.00)†	(529.00)	4,529.00	529.00	4,000.00
Science Equipment	34,800.00	19.00†	2,461.17	32,338.83	-0-	32,338.83
Science Equipment - Title VI	63,258.65	(18,300.27)†	26,923.81	36,334.84	5,515.16	30,819.68
Audio Visual Equipment	7,755.00	(112.00)	948.42	6,806.58	-0-	6,806.58
Audio Visual Equipment - Title VI	51,393.60	-0-	25,926.85	25,466.75	-0-	25,466.75
Data Process. - Instruct. Furniture	4,510.00	-0-	4,687.66	(177.66)	-0-	(177.66)
Data Process. - Disc Packs	3,150.00	-0-	-0-	3,150.00	-0-	3,150.00
Data Process. - Office Furniture	1,535.00	-0-	1,472.40	62.60	-0-	62.60
Nurses Office Equipment	1,850.00	-0-	370.70	1,479.30	-0-	1,479.30
Student Personnel Equip. & Furniture	17,425.00	155.63	15,433.39	1,991.61	-0-	1,991.61
Bookstore Equipment & Furniture	12,000.00	(7,379.34)	-0-	12,000.00	-0-	12,000.00
Instit. Dev. Equipment	1,000.00	82.80	171.21	828.79	-0-	828.79
Business Office Equipment	4,115.00	263.04	4,298.86	(183.86)	-0-	(183.86)
Drinking Fountains	800.00	-0-	-0-	800.00	-0-	800.00
Library Equipment	26,557.00	-0-	1,482.92	25,074.08	1,453.20	23,620.88
Art Department Equipment	-0-	751.24†	1,131.55	(1,131.55)	-0-	(1,131.55)
Art Department Equipment - Title VI	2,776.00	(40.58)†	2,693.26	82.74	-0-	82.74
Other Equipment - Title VI	571.75	-0-	-0-	571.75	-0-	571.75
Communications Equipment	-0-	-0-	393.00	(393.00)	-0-	(393.00)
Social Science Equipment	-0-	-0-	275.45	(275.45)	-0-	(275.45)
Administrative Office Equipment	-0-	255.79	376.24	(376.24)	-0-	(376.24)
TOTAL INSTRUCTIONAL EQUIPMENT	\$288,619.00	(\$26,964.37)	\$128,434.36	\$160,184.64	\$8,512.36	\$151,672.28
<u>Vocational Technical Equipment</u>						
Architecture	\$ 65,500.00	\$ -0-	\$ -0-	\$ 65,500.00	\$ -0-	\$ 65,500.00
Law Enforcement	5,500.00	-0-	-0-	5,500.00	320.00	5,180.00
Closed Circuit TV	13,153.00	-0-	-0-	13,153.00	-0-	13,153.00
Dental Program Equipment	2,000.00	-0-	-0-	2,000.00	-0-	2,000.00
Business	19,500.00	-0-	-0-	19,500.00	-0-	19,500.00
Data Processing	80,656.00	(79.85)	62,434.66	18,221.34	-0-	18,221.34
Nursing	2,050.00	-0-	461.12	1,588.88	-0-	1,588.88

† Adjusted to reflect correct Title VI balances.

WILLIAM RAINES HARPER COLLEGE

DISTRICT NO. 512

SITE AND CONSTRUCTION FUND

PROJECT BUDGET SEPTEMBER 1, 1966 to JUNE 30, 1968

EXPENDITURES	PROJECT BUDGET	MONTH OF JUNE	PROJECT TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Mechanical Design	\$ 254,747.00	-0-	\$ 17,771.07	\$236,975.93	\$ 325.28	\$236,650.65
Numerical Control	121,455.00	-0-	-0-	121,455.00	96,706.00	24,749.00
Electronics	184,463.00	-0-	150,047.51	34,415.49	-0-	34,415.49
TOTAL VOCATIONAL TECH. EQUIPMENT	\$ 749,024.00	\$ (79.85)	\$230,714.36	\$518,309.64	\$ 97,351.28	\$420,958.36
TOTAL EQUIPMENT	\$1,037,643.00	\$(27,044.22)	\$359,148.72	\$678,494.28	\$105,863.64	\$572,630.64
TOTAL EXPENDITURES	\$8,624,175.90	\$(27,044.22)	\$5,247,855.91	\$3,376,319.99	\$107,075.50	\$3,269,244.49

SOURCES OF FUNDING, PHASE I:

Federal HEFA (HEW)

State

I. B. A. Bond Proceeds:

Issued \$7,955,000.00
To Be Issued 80,000.00

Local

Cash \$2,557,469.43
Land (82.37 acres) 411,850.00
Other Credits 654,287.23
Additional Requirements:
25% of Increase in Project (Districts Share) \$ 365.25
75% of Increase in Project (I. B. A.'s Share) 1,095.71

TOTAL PROJECT BUDGET, PHASE I

CASH STATEMENT:

Cash Balance, 5/30/68

Add: Cash Receipts

Interest

Other

Less: Cash Disbursements

Accounts Payable

Net Investments

CASH BALANCE 6/30/68

ESTIMATED SOURCES OF FUNDING, PHASE II:

Non-Cash items to be submitted to I. B. A.:

Transfer of Land 136 acres @\$5000.00

Transfer of Power Plant Addition "B"

50% of Consultant's Fees deferred from Phase I

Architects fees, Phase II and Interiors

Construction Payout, Phase II

TOTAL CASH & NON-CASH ITEMS TO BE SUBMITTED:

I. B. A. Funding, 3 x \$3,499,588.73

TOTAL ESTIMATED FUNDING, PHASE II

*Subject to any equipment or other expenditures not budgeted.

Note: Sources of Funding Phase I and Estimated Sources of Funding Phase II are adjusted to agree with Illinois Building Authority Project Budget.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
BOND & INTEREST FUND
STATEMENT OF POSITION, JUNE 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>6/30/68 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
First National Bank of Chicago	101.31	\$ 750.86	-0-	\$ 750.86
Investments:				
Interfund Receivables	102.10	81,452.32	-0-	81,452.32
Educational Fund	103.10	1,563.11	-0-	1,563.11
Accounts Receivable				
Current Taxes 1966	105.10	10,319.87	-0-	10,319.87
Current Taxes 1967	105.101	398,691.91	-0-	398,691.91
		<u>\$492,778.07</u>	<u>-0-</u>	<u>\$492,778.07</u>
 <u>LIABILITIES</u>				
Reserve for Encumbrances	210.90	-0-	-0-	-0-
 <u>FUND BALANCE</u>				
Fund Balance	300.00	-0-	-0-	-0-
TOTAL LIABILITIES & FUND BALANCE		<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		-0-	-0-	-0-
Add: Revenue to Date		983,076.88	-0-	983,076.88
		<u>\$983,076.88</u>	<u>-0-</u>	<u>983,076.88</u>
Deduct: Expenditures to Date		490,298.81	-0-	490,298.81
Balance, June 30, 1968		<u>\$492,778.07</u>	<u>-0-</u>	<u>\$492,778.07</u>

WILLIAM MAINEY HARPER COLLEGE
DISTRICT NO. 512
BOND & INTEREST FUND BUDGET REPORT
TWELVE MONTHS ENDED JUNE 30, 1968

EXPLANATION REVENUE	ACCOUNT NUMBER	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
		JUNE	JUNE				
Current Taxes 1966	400.00	\$ 9,079.00	\$ 9,079.00	\$ 472,060.00	\$ (9,079.00)	-0-	\$ (9,079.00)
Current Taxes 1967	401.00	504,127.00	504,127.00	504,127.00	(504,127.00)	-0-	(504,127.00)
Interest on Investments	404.00	-0-	-0-	6,889.88	(6,889.88)	-0-	(6,889.88)
1966-67 - Fund Balance	300.00	-0-	-0-	-0-	53,094.42	-0-	53,094.42
		\$516,075.42	\$513,206.00	\$983,076.88	\$ (467,001.46)	-0-	\$ (467,001.46)
EXPENDITURES							
Fixed Charges	500.00						
Interest on Bonds	508.00						
Service Charge on Bonds	508.83			\$ 489,930.05	\$ -0-	-0-	\$ -0-
TOTAL EXPENDITURES	508.84	-0-	-0-	368.76	(368.76)	-0-	(368.76)
		\$489,930.05	-0-	\$489,930.05	\$ -0-	-0-	\$ -0-
		-0-	-0-	368.76	(368.76)	-0-	(368.76)
		\$489,930.05	-0-	\$490,298.81	\$ (368.76)	-0-	\$ (368.76)
FUND BALANCE - 6/30/67							
TOTAL EXPENDITURES & FUND BALANCE	300.00	-0-	-0-	\$ -0-	\$ 26,145.37	-0-	\$ 26,145.37
		\$516,075.42	-0-	\$490,298.81	\$ 25,776.61	-0-	\$ 25,776.61
CASH STATEMENT:							
Cash Balance, 5/31/68		\$ 43,791.48					
Add: Cash Receipts							
Taxes		38,411.70					
		\$ 82,203.18					
Less: Cash Disbursements		81,452.32					
Cash Balance, 6/30/68		\$ 750.86					

17

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
TRUST AND AGENCY FUND
STATEMENT OF POSITION, JUNE 30, 1968

<u>ASSETS</u>	6/30/68 <u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash in Bank:</u>			
Work Study & Grant Sub-Fund	\$ 1,678.47	-0-	\$ 1,678.47
Data Processing Sub-Fund	5,809.17	-0-	5,809.17
Loan Sub-Fund	335.10	-0-	335.10
Scholarship Sub-Fund	1,354.99	-0-	1,354.99
Student Activity Sub-Fund	(253.83)	-0-	(253.83)
Agency Clearing Sub-Fund	46.32	-0-	46.32
	\$ 8,970.22	-0-	\$ 8,970.22
Investment - Student Activity Fund			
Accounts Receivable-Scholarship	14,800.99	-0-	14,800.99
Loans Receivable - Loan Sub-Fund	76.40	-0-	76.40
Interfund Receivables - Building Fund	555.70	-0-	555.70
Interfund Receivables - Student Activities			
TOTAL ASSETS	\$24,403.31	-0-	\$24,403.31
 <u>LIABILITIES</u>			
<u>Interfund Payables</u>			
Educational Fund from Work Study			
Educational Fund from Loan Fund			
Educational Fund from Scholarship Fund	127.00	-0-	\$ 127.00
Educational Fund from Student Activity Fund	10.00	-0-	10.00
Other Liabilities-Agency Clearing	27.00	-0-	27.00
Reserve for Encumbrances		5,672.56	5,672.56
TOTAL LIABILITIES	\$ 164.00	\$ 5,672.56	\$ 5,836.56
 <u>FUND BALANCE</u>			
<u>Fund Balance -</u>			
Work Study & Grant Sub-Fund	\$ 2,234.17	-0-	\$ 2,234.17
Data Processing	5,809.17	-0-	5,809.17
Loan Sub-Fund	411.50	-0-	411.50
Scholarship Sub-Fund	1,227.99	-0-	1,227.99
Student Activity Sub-Fund	14,537.16	(5,672.56)	8,864.60
Agency Clearing Sub-Fund	19.32	-0-	19.32
TOTAL FUND BALANCE	\$24,239.31	(5,672.56)	\$18,566.75
TOTAL LIABILITIES & FUND BALANCE	\$24,403.31	-0-	\$24,403.31
 <u>SUMMARY OF FUND BALANCE</u>			
Balance, June 30, 1967	\$ 857.27		\$ 857.27
Add: Revenue to Date	93,376.26		93,376.26
	\$94,233.53		\$94,233.53
Less: Expenditures to Date	69,994.22	5,672.56	75,666.78
FUND BALANCE, JUNE 30, 1968	\$24,239.31	(\$5,672.56)	\$18,566.75

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
AUXILIARY FUND
STATEMENT OF POSITION, JUNE 30, 1968

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	
Change Fund - Bookstore	101.50	\$ 300.00
Miscellaneous Receivables	105.90	2,483.88
Inventories	108.30	<u>28,941.83</u>
TOTAL ASSETS		<u><u>\$31,725.71</u></u>

<u>LIABILITIES</u>		
Accrued Retailers Occupational Tax	209.14	566.26

<u>INTERFUND PAYABLES</u>		
Due to Educational Fund	20310	19,267.28
Due to Site & Construction Fund	203.60	<u>7,528.09</u>
TOTAL LIABILITIES		<u>\$27,361.63</u>

<u>FUND BALANCE</u>		
Fund Balance, June 30, 1968	300.00	4,364.08

TOTAL LIABILITIES & FUND BLANCE		<u>\$31,725.71</u>
---------------------------------	--	--------------------

Summary of Fund Balance:

Bookstore Profit, August to June 30, 1968	\$2,757.87
Cafeteria Profit, September to June 30, 1968	<u>1,606.21</u>
	<u><u>\$4,364.08</u></u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
AUXILIARY FUND - BOOKSTORE OPERATION
RESULT OF OPERATIONS, AUGUST, 1967, - JUNE 30, 1968

19

	<u>BOOKS</u>	<u>SUPPLIES</u>	<u>TOTAL</u>
Gross Sales	\$113,836.84	\$13,881.43	\$127,718.27
Less Returned Sales	7,823.96	129.93	7,953.89
Net Sales	<u>\$106,012.88</u>	<u>\$13,751.50</u>	<u>\$119,764.38</u>
<u>Cost of Sales:</u>			
Purchaes	\$100,815.40	\$19,006.94	\$119,822.34
Less Inventory, 6/30/68*	17,975.67	10,745.60	28,721.27
Cost of Sales	<u>\$ 82,839.73</u>	<u>\$ 8,261.34</u>	<u>\$ 91,101.07</u>
Gross Profit	23,173.15	5,490.16	28,663.31
Per Cent to Net Sales	<u>21.9%</u>	<u>39.9%</u>	<u>23.9%</u>
<u>Other Expenses</u>			
Salaries - Bookstore Manager			\$ 9,676.12
Salaries - Clerical			5,230.55
Telephone Expenses			474.00
Travel Expense			361.85
Other Expenses			<u>2,634.83</u>
TOTAL OTHER EXPENSES			<u>\$ 18,377.35</u>
Net Profit from Operations			10,285.96
Less Capital Outlay			<u>7,528.09</u>
Net Profit			<u>\$ 2,757.87</u>

* Per Physical Inventory

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NO. 512
AUXILIARY FUND - CAFETERIA OPERATIONS
RESULT OF OPERATIONS, SEPTEMBER, 1967, to JUNE 30, 1968

20

Net Sales		\$22,887.40
<u>Cost of Sales</u>		
Purchases	\$12,415.66	
Less Inventory, 6/30/68	<u>(220.56)</u>	
Cost of Sales		<u>12,195.10</u>
Gross Profit		\$10,692.30
<u>Other Expenses</u>		
Salaries	7,648.31	
Other Expenses	1,437.78	
		<u>9,086.09</u>
		\$ 1,606.21
Net Profit from Operations		<u>\$ 1,606.21</u>

WILLIAM RAINEY HARPER COLLEGE
DIVISION OF SCIENCE & MATHEMATICS

Department of Nursing

CANDIDATE

Mrs. Kathleen Lorraine Arns

FIELD

Nursing Education

PREPARATION

(Degree, School

B.S.N.E. - College of Mt. St. Joseph on the Ohio,

Year Received &

Cincinnati, Ohio, 1950

Semester Hours in

40 hours Nursing; 16 hours Chemistry; 18 hours

Subject Field)

Biology; 15 hours English.

MAJOR AREAS

Medical-Surgical Nursing

TEACHING EXPERIENCE

(Dates of Positions)

Niles Township School of Practical Nursing,

Des Plaines, Illinois, August, 1964 - Present,

Medical-Surgical Nursing.

St. Joseph School of Nursing, Chicago, Illinois,

September, 1950 - July, 1953, Surgical Specialties.

OTHER EXPERIENCE

IBM Key Punch 1947-50, U.S. Treasury Department,
Merchandise Mart, Chicago, Illinois.

Visiting Nurse Association August, 1963 - August, 1964,
Skokie, Illinois.


HONORS &

DISTINCTIONS

SEE REVERSE SIDE OF THIS SHEET

PERSONAL

(Age, Marital Status,
Children, Address)


Coordinator of the Licensed Practical Nursing Program
Instructor (12 months) \$11,000.00

RANK & SALARY

RECOMMENDED BY

John H. Thompson

Department

Chairman

Kenneth Arns

Assistant Dean

Dean

HONORS & DISTINCTIONS

Guest lecturer, DePaul University

Presentation of paper on Audio Visual Aids relevant to Nursing, LaSalle Hotel, Chicago - DePaul University Institute on Nursing.

Presentation of paper on "Role of L.P.N. as a member of the Health Team" - Illinois Nurses Association, Sherman House, Chicago.

Panel member - Symposium on "Cancer and Care of the Dying Patient" - Lutheran General Hospital, Park Ridge.

On three separate occasions addresses given to staff nurses at the following hospitals: Holy Family, Resurrection, and Evanston. All commentaries explored the Role of the Practical Nurse.

I. SUBJECT

Student Accident Insurance Program

II. REASON FOR CONSIDERATION BY THE BOARD

This program was offered on a voluntary basis to our students last year. The entire cost of the benefit program is paid by the student.

III. BACKGROUND INFORMATION

Advertisements appeared in local papers and only two companies, the carrier last year and Guarantee Trust Life Insurance, submitted bids.

IV. RECOMMENDATIONS

Since there is so little difference in the benefit provisions and we have had satisfactory experience with United Insurance Company we recommend continuance with this carrier for the coming year.

I. SUBJECT

Student Athletic Insurance Program

II. REASON FOR CONSIDERATION BY THE BOARD

Realizing that there are numerous areas where our athletes could meet with accidents; either in competition or travel, to and from practice as well as competition, we want to protect the college against such contingencies with an adequate plan of accident benefits.

III. BACKGROUND INFORMATION

Advertisements appeared in local newspapers and four companies submitted bids on this program.

IV. RECOMMENDATIONS

Since the college will assume the entire cost of this liability we reviewed the proposals and selected the benefit program offered by Continental National Insurance Company. The bids ranged from a high of \$1,052 to a low of \$562.50 to cover the estimated 125 students, managers and coaches to be covered by the program. The carrier we selected provided broader coverage, for an estimated annual premium of \$800.75, than the lowest bidder. We recommend approval of this carrier for the athletic year September 1968 to June 1969.

FOR BOARD ACTIONI. SUBJECT:

Recommendation for the awarding of bids for the purchase of a numerically controlled drafting machine.

II. REASON FOR CONSIDERATION BY THE BOARD:

Total request is in excess of \$5000.00 and requires Board Approval.

III. INFORMATION:

In accordance with Board purchasing policy, specifications have been established, advertisements placed and bids tabulated for the subject items.

Five requests were sent out with the following results:

<u>COMPANY</u>	<u>COST</u>	<u>DELIVERY</u>
GERBER SCIENTIFIC	\$60,000.00	90 days
Alt.	61,500.00	4 weeks
BALDWIN KONGSBERG	94,152.00	6 months
UNIVERSAL DRAFTING	111,265.00	120 days
UNITECH (CHARVOZ-CARSEN)	79,560.00	4-6 months
COMPUTER INDUSTRIES	49,500.00	120 days
(GRAPHIC SYSTEMS)		
Alt.	56,300.00	180 days

IV. SUMMARY:

The approved figure for the 100 % reimbursement of this item is 61,000 and therefore only those bids within this amount were considered.

The two bids within the dollar limits were submitted by Gerber Scientific and Computer Industries. The Gerber Scientific unit meets the specifications outlined in our request while the unit offered by Computer Industries does not meet all specification. One specification in particular "The table is to have a 48 x 58 inch plotting area" was not met by the Computer Industries unit.

Additional consideration was delivery time and an alternate offered by Gerber could be delivered to Harper by September 16, which would be in time for our Numerical Control Meeting. This early delivery would also enable Harper to make use of the machine in the Fall semester.

V. RECOMMENDATION:

The administration recommends that the Board of Trustees award the bid to Gerber Scientific Instrument Company for the sum of \$61,500.00.



William Rainey Harper College

Algonquin & Roselle Roads, Palatine, Illinois
60067

1. Quotation must be made on this form.
2. Sign and return original and retain duplicate for your files.
3. Unsigned bids will not be considered.
4. Give complete specifications for any substitution offered.
5. Mark envelope "QUOTATION" and mail to:
WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-277		Date July 29,	Page <u>1</u> of <u>4</u>	Your Quotation No.	Quotation Due 11:00 a.m. DST Aug. 15, 1968
No.	Quantity	1968	DESCRIPTION	Unit Price	Extension
1	1		<p>Drafting machine, numerically controlled to perform the operations of general drafting, product drafting, schematic drafting, chart and graph plotting, and tape verification for numerically controlled machining.</p> <p>The machine is to meet the following general specifications:</p> <ol style="list-style-type: none"> 1. The control is to have linear interpolation of incremental data input via a 300 CPS photoelectric punched tape reader with 8" NAB standard spooler in EIA RS-244 code and RS-274 format. <p>X,Y,Z, dimension words accepted in 2-4 format</p> <p>Full block input buffer</p> <p>Switch selected scale factors of 1,2,3,4,5,6,7,8, 9,10 and 16 times unity</p> <p>Mirror image</p> <p>Axis interchange</p> <p>Automatic acceleration and deceleration and deceleration</p> <p>Decimal display of X and Y carriage position, 5 digits and sign per axis</p>		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

_____ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made _____ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

Title



William Rainey Harper College

Algonquin & Roselle Roads, Palatine, Illinois
60067

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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-277	Date 7/29/68	Page <u>2</u> of <u>4</u>	Your Quotation No.	Quotation Due 11:00 a.m. DST Aug. 15, 1968
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No.	Quantity	DESCRIPTION	Unit Price	Extension
		<p>Manual input keyboard for X and Y (5 digits each)</p> <p>Additional tape control requirements:</p> <ul style="list-style-type: none"> a. Block delete code recognition b. Optional stop (MOI) recognition c. Program stop override switch d. Capability to ignore blocks preceded by a "GO4" dwell command <p>2. The table is to have a 48 x 58 inch plotting area power tilt, with vacuum hold down system. Maximum plotting speed 400 IPM with an accuracy of $\pm .009$ inch (horizontal operation) and a repeatability of $\pm .005$ inch.</p> <p>manual roll paper attachment (one end of table) Single pen head Three power microscope to fit single pen head</p> <p>3. Vendor to bear all costs of installation including electrical connections and leveling in Room 188, Elk Grove High School, Elk Grove Village, Ill. The machine is to be in full operating condition when presented to the owner for acceptance. Vendor must supply a test tape to test all tape operations of the machine in presence of owner before machine is accepted. Owner has the option of satisfactorily running at least two of his own test tapes on the machine before acceptance.</p>		

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_____ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made _____ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

Title



William Rainey Harper College

Algonquin & Roselle Roads, Palatine, Illinois
60067

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5. Mark envelope "QUOTATION" and mail to:

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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-277	Date 7/29/68	Page <u>3</u> of <u>4</u>	Your Quotation No.	Quotation Due 11:00 a.m. DST Aug. 15, 1968
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No.	Quantity	DESCRIPTION	Unit Price	Extension
		4. Training in machine operation and programming for two people at manufacturer's plant at no cost whatever to owner.		
		5. Training in machine operation and programming for two people when machine is installed at customer's site.		
		6. Warranty: one year for parts and service on complete system (table and control) and attachments. The warranty is not to take effect until the machine has been accepted by the customer and has been in full working order for one calendar week.		
		7. Four sets of manuals for the machine. This would include: <ul style="list-style-type: none"> a. Machine operating manuals b. Programming manuals - basic c. Maintenance manuals 		
		8. Vendor should indicate what is available in the way of training films and other educational aids for training individuals in the use of their system.		
		9. Delivery and installation is to be completed by December 6, 1968		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

_____ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made _____ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

Title



William Rainey Harper College

Algonquin & Roselle Roads, Palatine, Illinois
60067

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

ATTENTION: D. M. Mistic --- Purchasing Agent

Quotation Request No. Q-277	Date 7/29/68	Page <u>4</u> of <u>4</u>	Your Quotation No.	Quotation Due <u>11:00 a.m.</u> DST Aug. 15, 1968
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No.	Quantity	DESCRIPTION	Unit Price	Extension
		<p>10. Do not include sales tax in bid price and attach descriptive literature for control, table, and accessories.</p> <p>Any exceptions or explanations to the above listed items must be listed in numerical order, with numbers identical to the item being explained, on a separate attached sheet of paper. Quote one price for the complete system as described in items 1 through 10. Do not quote individual items.</p> <p>For additional information contact:</p> <p style="padding-left: 40px;">Mr. Robert B. Thornhill Associate Professor of Numerical Control Harper College 510 West Elk Grove Boulevard Elk Grove Village, Illinois 60007</p> <p>Note 1: For identification purposes only : A system equivalent to the Gerber 622 Numerical Control drafting system is acceptable.</p> <p>Note 2: Condition: A new and/or demonstration machine may be bid. Demonstrator must carry new machine warranty.</p>		

THIS IS NOT AN ORDER

This is not an order. The right is reserved to accept or reject all or part of your offer. Please submit your prices, delivery, and terms on this form for the items listed above to be delivered F. O. B. destination.

_____ certify that the articles will be delivered or the service rendered as specified above and that shipment or performance will be made _____ days after receipt of order except as otherwise indicated.
Date of Quotation _____ Per _____

Authorized Official

Title

FOR BOARD ACTION

I. SUBJECT:

Recommendation for the awarding of bids for the purchase of electronics equipment.

II. REASON FOR CONSIDERATION BY THE BOARD:

Total request is in excess of \$5,000 and requires Board approval.

III. INFORMATION:

In accordance with Board purchasing policy, specifications have been established, advertisements placed, and bids solicited for the subject items.

Nine requests were sent out and six responses were received and are tabulated on the attached page.

BIDDER	ALLIED	NEWARK	HICKOK	CARTER	KEPCO	HEWLETT PACKARD
ITEM						
1	11.00 440.00*	12.95 518.00	NB	NB	NB	NB
2	55.00 550.00	96.50 965.00*				226.55 2265.50
3	NB	NB				NB
4	12.75 510.00*	14.95 598.00				
5	5.90 59.00*	NB				
6	438.00*	NB	↓			
7	470.00*	525.00	538.00			
8	NB	88.50*	90.00			
9		99.95*	NB			
10		189.95*				
11		316.75*				
12		NB		750.00* ACT 1550.00		↓
13				NB		1786.30*
14						851.55*
15						1732.03*
16						2759.77*
17						1659.10 3318.20*
18						1407.61*
19				226.00* 4520.00	254.63 5092.60	171.40 3428.00
20	↓	↓	↓	811.70 8117.00*	NB	863.79 8637.90

IV. SUMMARY

- Item 2 Allied did not bid the correct unit
- Item 12 Alternate bid by Carter too high in cost and not considered
- Item 19 Unit bid by Carter is not low, bid has greater power capability for the unit cost. The voltages and current regulator has automatic crossover feature, others did not. Unit has dual meters with three ranges for voltages and two ranges for current.

All items on this award will be purchased under the VEA Grant and are 100% reimbursable.

RECOMMENDATION

The Administration recommends that the award be made as follows:

Items 1, 4, 5, 6, & 7 - to Allied Electronics for a total of		1,917.00
Items 2, 8, 9, 10, & 11 - to Newark Electronics	" "	1,660.15
Items 12, 19, & 20 - to Carter Electronics	" "	13,387.00
Items 13, 14, 15, 16, 17, & 18 - to Hewlett Packard	" "	11,855.46
Item 3 - No bidders - no award		
	TOTAL AWARD	<hr/> \$ 28,819.61

WILLIAM RAINEY HARPER COLLEGE

August 21, 1968

To: Board of Trustees
From: President's Office
Subject: Proposed Change Orders

Please find attached the following change order requests that have been recommended by our architects and reviewed by the administration:

- 1. Culvert \$1,655.00
Corbetta Construction Co. #48
Install 110 L.F. of 24" diameter galvanized culvert to be used at the intersection of Road "A" and Algonquin Road. Not shown on drawings.

- 2. Revised Footings 1,365.00

- 3. Temporary Water Service 2,969.00
Corbetta Construction Co. #47
The cost of the temporary water service installed by Corbetta. The City of Palatine has not yet provided the permanent water service.

- 4. Expansion Devices 3,187.00
Corbetta Construction Co. #49.
These additional expansion devices were not shown on the drawings but were necessary for proper design and construction. They have been installed.

- 5. Add pilasters that were omitted from drawings. 1,551.00
Corbetta Construction Co. #41
These pilasters were not shown on the Structural or Architectural Plan. They have already been installed.

- 6. Furnish standby compressor and motor for the 2,302.00
air-operated controls in the Boiler Plant, "B" Building. Corbetta Construction Co.

ILLINOIS BUILDING AUTHORITY

REQUEST AND JUSTIFICATION FOR CHANGE ORDER

REQUEST NO. 5

PROJECT DESCRIPTION: JUNIOR COLLEGE

CONTRACT No. IBA- 74-95

DATE OF REQUEST 8/13/68

WM. RAINEY HARPER COLLEGE

PALATINE, ILLINOIS

User

Location

Facility

DESCRIPTION OF CHANGE:

Install 110 L.F. of 24" diameter galvanized culvert to be used at the intersection of Road "A" and Algonquin Road.

CCC# 48

REASON FOR CHANGE:

Culvert necessary, not shown on drawings.

CHANGE REQUESTED BY: CORBETTA CONSTRUCTION COMPANY

ESTIMATED COST: \$ _____ or AMOUNT OF PROPOSAL (Attached) \$1,655.00

APPROVED:

ARCHITECT: FRIDSTEIN FITCH & PARTNERS

BY: 

USER: WILLIAM RAINEY HARPER COLLEGE BY: _____

ILLINOIS BUILDING AUTHORITY

BY: _____

17A Project No. _____ Contract No. _____ Change Order No. _____
DHEW " "

REQUEST AND JUSTIFICATION FOR CHANGE

1. Necessity for change:

Deeper excavation required due to
Soil conditions

2. Is proposed change an alternate bid? Yes No
3. Will proposed change alter the size of the project?
If yes, explain. Yes No

4. Effect of this change on other prime contractors:

None

5. Has consent of surety been obtained? Yes Not necessary
6. Will this change affect expiration or extent of insurance coverage?
If yes, will the policies be extended? Yes No Yes No
7. Effect on operation and maintenance costs:

x _____
Owner Date

ILLINOIS BUILDING AUTHORITY

REQUEST AND JUSTIFICATION FOR CHANGE ORDER

REQUEST NO. 1

PROJECT DESCRIPTION: JUNIOR COLLEGE

CONTRACT No. IBA- 74-95

DATE OF REQUEST 8/2/68

WM. RAINEY HARPER COLLEGE

PALATINE, ILLINOIS

User

Location

Facility

DESCRIPTION OF CHANGE:

Installation of Temporary Water Supply.

CCC. #47

REASON FOR CHANGE:

The City of Palatine has not yet provided the permanent water service to the Building Site. The Contractor installed this temporary water and electrical service in order to be able to have a water supply for construction purposes.

CHANGE REQUESTED BY: CORBETTA CONSTRUCTION CO.

ESTIMATED COST: \$ _____ or AMOUNT OF PROPOSAL (Attached) \$2,969.00

APPROVED:

ARCHITECT: FRIDSTEIN FITCH & PARTNERS

USER: WILLIAM RAINEY HARPER COLLEGE BY: _____

ILLINOIS BUILDING AUTHORITY

BY: _____

ILLINOIS BUILDING AUTHORITY

IBA

REQUEST AND JUSTIFICATION FOR CHANGE ORDER

REQUEST NO. 4

PROJECT DESCRIPTION: JUNIOR COLLEGE

CONTRACT No. IBA- 74-95

DATE OF REQUEST 8/2/68

WM. RAINEY HARPER COLLEGE

PALATINE, ILLINOIS

User

Location

Facility

DESCRIPTION OF CHANGE:

Installation of expansion devices.

CCC. #49

REASON FOR CHANGE:

These additional expansion devices were not shown on the drawings but were necessary for proper design and construction.

CHANGE REQUESTED BY: CORBETTA CONSTRUCTION COMPANY

ESTIMATED COST: \$ _____ or AMOUNT OF PROPOSAL (Attached) \$3,187.00

APPROVED:

ARCHITECT: FRIDSTEIN FITCH & PARTNERS BY: _____

USER: WILLIAM RAINEY HARPER COLLEGE BY: _____

ILLINOIS BUILDING AUTHORITY

BY: _____

ILLINOIS BUILDING AUTHORITY

REQUEST AND JUSTIFICATION FOR CHANGE ORDER

REQUEST NO. 3

PROJECT DESCRIPTION: JUNIOR COLLEGE

CONTRACT No. IBA- 74-95

DATE OF REQUEST 8/2/68

WM. RAINEY HARPER COLLEGE

PALATINE, ILLINOIS

User

Location

Facility

DESCRIPTION OF CHANGE:

Addition of pilasters in "K" area of Unit "A" & box-outs in footing.
CCC. #41

REASON FOR CHANGE:

These pilasters were not shown on the Structural or Architectural plan.

CHANGE REQUESTED BY: CORBETTA CONSTRUCTION COMPANY

ESTIMATED COST: \$ _____ or AMOUNT OF PROPOSAL (Attached) \$1,551.00

APPROVED:

ARCHITECT: FRIDSTEIN FITCH & PARTNERS

BY: _____

USER: WILLIAM RAINEY HARPER COLLEGE

BY: _____

ILLINOIS BUILDING AUTHORITY

BY: _____

ILLINOIS BUILDING AUTHORITY

REQUEST AND JUSTIFICATION FOR CHANGE ORDER

REQUEST NO. 6

CONTRACT No. IBA- 74-95

DATE OF REQUEST 8/20/68

PROJECT DESCRIPTION: JUNIOR COLLEGE

WM. RAINEY HARPER COLLEGE PALATINE, ILLINOIS

User

Location

Facility

DESCRIPTION OF CHANGE:

Furnish standby compressor and motor for the air operated controls in the Boiler Plant, "B" Building.

REASON FOR CHANGE:

This will alternate with the control compressor specified in the plans.

CHANGE REQUESTED BY: CORBETTA CONSTRUCTION COMPANY

ESTIMATED COST: \$ _____ or AMOUNT OF PROPOSAL (Attached) \$ 2302.00

APPROVED: _____
ARCHITECT: FRIDSTEIN FITCH & PARTNERS BY: [Signature]

USER: WILLIAM RAINEY HARPER COLLEGE BY: _____

ILLINOIS BUILDING AUTHORITY

BY: _____

BOARD OF TRUSTEES

Dear Trustee:

I am enclosing a revised, up-dated copy of our Board Policy Manual for your review, discussion and hopeful approval.

As this manual is presently revised, it should contain all and only Board policy, where as the previous manual had a mixture of Board Policy, Job Descriptions, Procedures, Guidelines, etc. It is our intent to develop several appropriate procedure manuals which will reflect implementation of Board Policy and constitute internal operating procedures which should probably be separated from policy. For example, you recently approved the Classified Personnel Handbook. We are now in the process of developing a Faculty Handbook. This new division should allow faculty and staff to discriminate between Board Policy and Operating Procedures.

You will also note that all proposed changes or additions to board policy are underlined in red. I urge you to review these underlined statements carefully. These changes are recommended because of our experiences of working with present policy for one year. No doubt there will be other revisions necessary as we gain more experience.

It is my hope that we may receive your approval of this document on Aug. 22, in order that we may duplicate the entire manual for distribution to faculty during orientation.

I will be pleased to receive your comments and reactions.

Sincerely,

A handwritten signature in cursive script that reads "Robert E. Lahti" with a small "R.E." monogram below the name.

Robert E. Lahti
President

REL:rb

WILLIAM RAINEY HARPER COLLEGE

POLICY MANUAL

PREFACE

This manual presents the policies adopted by the Board of Trustees for the operation of the William Rainey Harper Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois.

Employees will need to consult this manual frequently in the performance of their duties and responsibilities. The loose-leaf binder allows for keeping the manual up to date. Subsequent policies or amendments enacted by the Board of Trustees will be distributed in a form to permit them to be added within this cover.

CONTENTS

PREFACE

<u>Chapter</u>		<u>Section</u>
I	BOARD OF TRUSTEES	
	Legal Basis and Authority	1.0
	Statutes	1.0.1
	Referendum	1.0.2
	Class I Provisions	1.0.3
	Elections	1.1
	Annual	1.1.1
	Special	1.1.2
	Notices	1.1.3
	Membership	1.2
	Number and Term	1.2.1
	Qualifications	1.2.2
	Geographic Distribution	1.2.3
	Nominations	1.2.4
	Authority of Members of the Board	1.2.5
	Vacancies	1.2.6
	Organization	1.3
	Annual Organization	1.3.1
	Officers of the Board	1.3.2
	Terms of Office	1.3.3
	Duties of Officers	1.3.4
	Other Consultants to the Board	1.3.5
	Committees	1.3.6
	Meetings	1.4
	Regular Meetings	1.4.1
	Special Meetings	1.4.2
	Preparation for Meetings	1.4.3
	Parliamentary Procedures	1.4.4
	Authority to Conduct Business	1.4.5
	Meetings To Be Public	1.4.6
	Citizen Participation	1.4.7
	Quorum	1.4.8
	Order of Business	1.4.9
	Responsibilities	1.5
	Policies	1.6
	Suspension	1.6.1
	Amendment or Repeal	1.6.2
	Board Awards	1.6.3
	College Colors and Mascot	1.6.4

CONTENTS

<u>Chapter</u>		<u>Section</u>
ii	ORGANIZATIONAL STRUCTURE	
	Organization Chart	2.0
	President	2.1
	Officers	2.2
	Administrative and Teaching Faculty	2.3
	Specific Duties and Responsibilities	2.4

CONTENTS

<u>Chapter</u>		<u>Section</u>
III	ACADEMIC PERSONNEL	
	Employment	3.0
	Definitions of Faculty	3.0.1
	Responsibilities of Faculty	3.0.2
	Terms of Appointment	3.0.3
	Types of Appointment	3.0.4
	Non-Retention of Non-Tenured Appointments	3.0.5
	Tenured Appointments	3.0.6
	Non-Retention of Tenured Appointments	3.0.7
	Academic Freedom	3.0.8
	Health Requirements	3.0.9
	Work Load	3.0.10
	Class Size	3.0.11
	Summer or Extended-Day Teaching	3.0.12
	Office Hours	3.0.13
	Committee Assignments	3.0.14
	Extra Curricular Assignments	3.0.15
	Non-Instructional Activities	3.1
	Evaluation	3.2
	Performance Criteria	3.2.1
	Frequency of Evaluations	3.2.2
	Evaluation Procedures	3.2.3
	Maintenance of Rank Proportions	3.2.4
	Administrative Rank	3.2.5
	Salary Provisions	3.3
	Salary Program	3.3.1
	Placement in Rank	3.3.2
	Credit for Experience	3.3.3
	Extra Compensation	3.3.4
	Release Time	3.3.5
	Advancement on Salary Schedule	3.3.6
	Promotion in Rank	3.3.7
	Leave	3.5
	Sabbatical Leave	3.5.1
	Sick Leave	3.5.2
	Family Illness and Bereavement	3.5.3
	Leaves of Absence - Short Term	3.5.4
	Leaves of Absence - Long Term	3.5.5
	Insurance Benefits	3.6
	Group Insurance	3.6.1
	Travel Accident Program	3.6.2
	Summer Status	3.6.3

CONTENTS

<u>Chapter</u>	<u>Section</u>
III (Cont'd)	
Fringe Benefit Privileges	3.7
Educational Grants	3.7.1
Professional Expense Accounts	3.7.2
Priority in Teaching Assignments	3.7.3
Secretarial Service	3.7.4
Book Store	3.7.5
Tax-Sheltered Annuity	3.7.6
Travel	3.8
Travel Expense	3.8.1
Credit Cards	3.8.2
Workshops, Institutes, Conferences, or Their Equivalent	3.9
Authority to Proceed	3.9.1
Application Guidelines	3.9.2
Operational Agreements	3.9.3
Reimbursement	3.9.4

CONTENTS

<u>Chapter</u>		<u>Section</u>
IV	CLASSIFIED PERSONNEL	
	Classified Personnel Policies	4.0
	Requests for Classified Personnel	4.1

CONTENTS

<u>Chapter</u>		<u>Section</u>
V	STUDENT PERSONNEL	
	Admissions	5.0
	Admissions Policy	5.0.1
	Types of Admission	5.0.2
	Classification of Students	5.0.3
	Residency Status	5.0.4
	Advanced Placement Policy	5.0.5
	Tuition	5.0.6
	Fees	5.0.7
	Payment of Tuition and Fees	5.0.8
	Tuition Refund Policy	5.0.9
	Charge-Back	5.0.10
	Registration	5.1
	Records	5.2
	Transcripts	5.2.1
	Regulations	5.3
	Scholarly Achievement	5.4
	Grade Points	5.4.1
	Selective Retention	5.4.2
	Probation	5.4.3
	Incompletes	5.4.4
	Withdrawals	5.4.5
	Health	5.5
	Financial Aid Program	5.6
	Scholarships	5.6.1
	Grants-In-Aid	5.6.2
	Co-curricular Program	5.7
	Student Government	5.7.1
	Intercollegiate Athletics	5.7.2
	Counseling Program	5.8
	Placement Program	5.9

CONTENTS

<u>Chapter</u>		<u>Section</u>
VI	EDUCATIONAL PROGRAM	
	Educational Program	6.0
	Philosophy	6.0.1
	Objectives	6.0.2
	Academic Requirements	6.1
	Academic Calendar	6.1.1
	Degree Structure	6.1.2
	Degree Requirements	6.1.3
	General Education Requirements	6.1.4
	Graduation Requirements	6.1.5
	Certificate Programs	6.1.6
	Instructional Materials	6.3
	Classroom Procedures	6.4
	Evening College Policies	6.5
	Advisory Committees	6.6
	Responsibilities	6.6.1
	Organization	6.6.2
	Membership	6.6.3
	Structure	6.6.4
	Meeting	6.6.5

CONTENTS

Chapter

Section

VII BUSINESS OPERATIONS

Financial Plan of Operation	7.0
Financial Reports	7.1
Fiscal Year	7.1.1
Budget Hearing and Adoption	7.1.2
Accounting System	7.1.3
Accounting and Control of Cash	7.2
Cash Collections	7.2.1
Payroll Estimating	7.2.2
Purchasing	7.3
Policy	7.3.1
The Purchasing of Specifically Budgeted Items	7.3.2

I. BOARD OF TRUSTEES

1.0 Legal Basis and Authority

1.0.1 Statutes

The statutory provisions applicable to junior college districts are contained, for the most part, in chapter 122 (schools) of the Illinois revised statutes.

1.0.2 Referendum

Junior College District No. 512, counties of Cook, Kane, Lake, and McHenry, and State of Illinois, was created by a referendum held on March 27, 1965, and its first Board members were subsequently elected on the first day of May, 1965, as provided by law.

1.0.3 Class I Provisions

The provisions concerning the following subject matters having to do with class I junior college districts are located in those sections of chapter 122 indicated:

- A. State Board - 101-1 to 102-18, inclusive.
- B. Class I Junior Colleges - 103-1 to 103-6, inclusive.
- C. Class I Junior College Boards and their responsibilities.
- D. Building program - 105-1 to 105-10, inclusive.
- E. Tuition, annexation, disannexation and taxation - 106-1 to 106-12, inclusive.
- F. Tort liability - 821 to 831, inclusive.
- G. Elections - 9-1 to 9-2, inclusive.
- H. Teachers - 24-1 to 24-24, inclusive.

1.2 Membership

1.2.1 Number and Terms

Seven members shall constitute the full membership of the Board for the junior college district. The duration of election for each member of the Board shall be for three (3) years, with the exception of the initial Board. The initial Board shall convene within ten (10) days after its election and at such meeting the length of term of each of the members shall be determined by lot so that two (2) shall serve for one (1) year, two (2) for two (2) years, and three (3) for three (3) years from the second Saturday in April next preceding their election.

1.2.2 Qualifications

Each member shall, on the date of his election, be a citizen of the United States and of the age of 21 years or over, a resident of the state and district for at least one (1) year preceding his election and shall not be a member of a common school board. Removal of residence from the unincorporated territory by any member constitutes his resignation from and creates a vacancy on the Board if his removal of residence reduces the representation of the unincorporated territory on the Board below that required by law.

1.2.3 Geographic Distribution

If more than 15 per cent, but less than 30 per cent, of the taxable property in any class I junior college district is located in unincorporated territory, at least one (1) member of the Board shall be a resident of such unincorporated territory; if 30 per cent or more of the taxable property in such school district is located in unincorporated territory, at least two (2) members of the Board shall be residents of such unincorporated territory.

1.2.4 Nominations

Nomination for members of the Board shall be made by a petition signed by at least fifty (50) voters, or 10 percent of the voters, whichever is less, residing within the district, and shall be filed with the secretary of the Board not more than forty-five (45) but at least twenty-one (21) days before the election. When petitions are in apparent conformity with the requirements of the school code section 9-10, they shall be received and filed, and the names of the

1.4 Meetings

1.4.1 Regular Meetings (9-28-67)

The regular meetings of the Board shall be held on the second and fourth Thursday of each and every month in the College Board Room of the Administrative Center located at Algonquin and Roselle Roads, Palatine, Illinois commencing at the hour of 8 p.m. (9/28/67)

1.4.2 Special Meetings

Special meetings may be called by the chairman of the Board or by any three (3) members of the Board, which notice shall state the time, place, and purpose of the meeting and shall be mailed forty-eight hours before the meeting, or personally delivered twenty-four hours prior thereto.

1.4.3 Preparation for Meetings

The president of the college shall mail to each Board member three (3) days prior to each regular meeting, or deliver to the house of each Board member, a written agenda of business to be considered. In addition, the president of the college will enclose a copy of previously unapproved minutes, a list of bills to be approved, and any supplementary reports or information for attention of the Board.

Not later than four (4) days preceding a regular meeting, any member of the Board may inform the college president of items to be included on the written agenda. Items of business which may arrive between the sending of the agenda and the meeting date may be introduced by either a Board member or the president of the college.

1.4.4 Parliamentary Procedures

Unless in conflict with these rules of procedure, the laws of the State of Illinois or the rules and regulations of the State Board, Robert's Rules of Procedure as revised shall govern the procedure of all Board meetings.

1.4.5 Authority to Conduct Business

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

1.4.6 Meetings To Be Public

All meetings of the Board shall be open to the public, provided that the Board may hold executive sessions to consider information regarding personnel matters, and provided further that such portion of a meeting where the acquisition or sale of property is being considered may be closed to the public.

1.4.7 Citizen Participation

Individuals or groups who wish to be heard at a Board meeting must file such a request in writing with the chairman of the Board or the president of the college at least four (4) days prior to the meeting. The request must state the purpose and topic which the public group wishes to present. The hearing will be held in regular sequence of the Board agenda immediately following the agenda item "Communications."

1.4.8 Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. A majority of those voting on an issue shall determine the outcome thereof. ~~Less than a quorum may adjourn any meeting to a future date.~~

1.4.9 Order of Business

At all regular meetings of the Board, the order of business shall be as follows:

- I. Call To Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Reports
- V. Communications
- VI. Unfinished Business
- VII. New Business
- VIII. President's Report
- IX. Adjournment

- E. No relative of a member of the Board shall be considered for initial appointment to any position on the teaching, administrative, or classified staff until all other sources of teaching, administrative, or classified staff have been exploited and unless no other reasonably qualified candidate is available.

3.0.4 Types of Appointment

A. Teaching Faculty

1. Probationary

Probationary appointments are for one year and place no obligation on the college for renewal or to specify cause for non-renewal.

These appointments are subject to renewal on a year-to-year basis for a period of three years but not to exceed seven years. Faculty serving with probationary appointments will enjoy academic freedom on an equal basis with other members of the faculty.

2. Continuous

Continuous appointments are awarded to tenured faculty. Members of the full-time teaching faculty are eligible for a tenure contract after the expiration of the probationary period (but not less than three years but not more than seven years), and tenure service may be terminated only for adequate cause.

B. Chairmen of Departments and Divisions (3/19/68)

Members of the teaching faculty in charge of departments or divisions shall be designated as chairmen of such departments or divisions, which designations shall be in addition to their academic rank.

Chairmen of departments or divisions shall be designated and redesignated by the college president after consultation with appropriate faculty including the department or division concerned. Such designation shall be for any time period up to three years, and renewable; provided, however, that the president may relieve a designee of his duties as chairman at any time.

If the chairman of a department or division is relieved of his duties as chairman he shall retain such rights and privileges as he may have accumulated as a member of the teaching faculty.

Chairmen of departments and divisions shall, in consultation with their respective faculties, be responsible to the Dean of Instruction for the supervision of the personnel and educational program of the department or divisions for which they serve. They shall have such other powers, duties, and responsibilities as may be assigned by the Dean of Instruction and approved by the President of the College.

C. Eligibility

Individuals considered for tenure are members of the faculty who may be broadly interpreted as engaging in teaching or its equivalent (as defined in 3.0.1.D). Other administrative faculty may accumulate, on a prorated basis, credit toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period (three years but not more than seven years), faculty who have engaged in full-time teaching or its equivalent (as defined in 3.0.1.D) may be granted permanent tenure. Those having consecutive years of full-time college teaching experience or who have left a tenure-protected full-time college teaching position prior to employment by Harper College may be granted credit toward tenure.

D. Bases for Appointment

Tenure is not acquired solely because of the number of years of service. Tenure is granted only by specific administrative action. Provisions as to duration of the probationary period merely establish, for the benefit of the college and its staff members, limits beyond which such decisions and actions may not be delayed. Tenure appointments are initiated by the immediate supervisors at the lowest unit levels who recommend candidates for tenure to the faculty committee acting on tenure. Should any non-tenured faculty member feel that he has been unjustly overlooked, he may recommend himself to the faculty committee on tenure for consideration. His candidacy shall then be reviewed without prejudice by the committee. This committee reviews all candidates and recommends appointments of tenure to the college president who shall report all committee recommendations to the Board with his concurrence and/or objections.

E. Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted in writing at least three months prior to the expiration of his current period of appointment.

F. Termination Due to Retirement

Tenure shall expire automatically and without notice in the teaching year in which the faculty member attains 65 years of age. Employment after 65, if any, shall be on a year-to-year basis.

and the faculty member's response. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of all obtainable information and shall attempt to reach a decision which shall be transmitted to the president and the faculty member for final action by the Board; otherwise the hearing shall proceed. The hearing shall be in private unless the faculty member requests otherwise. If any facts are in dispute, the testimony of the witnesses and other evidence concerning the charges shall be received.

The president may attend the hearings. He may designate a representative to assist in developing the case; but the committee shall determine the order of proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence.

The faculty member shall have the option of assistance by counsel (at his own expense). Any employee of the college shall appear and testify if so requested. The faculty member shall have the aid of the committee and of the president in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the president shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally. All testimony shall be under oath administered by the chairman of the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be available to the faculty member. The hearing procedures shall not necessarily adhere to formal rules of court procedure.

f. Consideration by the Judicial Committee

On the basis of the hearing the judicial committee shall reach its decision in conference and by majority vote of the committee, giving opportunity to the faculty member or his counsel and the president's representative to summarize orally before it, and to

III

ACADEMIC PERSONNEL

3.0 Employment

The Board of Trustees must approve the opening of all faculty positions and will receive and act on faculty appointments upon recommendation of the President of the college. Lecturers may be employed, as needed, subject to budget limitations. 1/25/68

3.0.1 Definitions

- A. Academic Personnel - all faculty and lecturers.
- B. Faculty - anyone who has academic rank.
- C. Lecturers - those who perform teaching or its equivalent or administration on a part-time or temporary basis.
- D. Teaching Faculty - all faculty who perform full-time teaching or its equivalent; these shall include counselors, coordinators, librarians, and chairmen.
- E. Administrative Faculty - all those who perform full-time administrative duties.
- F. Full-Time
 - 1. Teaching Faculty - those having at least a 24 semester hour load; or its equivalent, per college calendar year* except where the contract between the individual and the college explicitly states otherwise.
 - 2. Administrative Faculty - those under contract on a full-time basis for a 12 month period.
- G. Lecturers - those who perform teaching or its equivalent having a semester hour load or its equivalent of less than 24 per college calendar year*, and those who perform administrative duties on a part-time basis.
- H. Temporary Lecturers - those who perform teaching or its equivalent on a full-time basis but for less than a college calendar year and those who perform administration on a full-time basis but are under contract for less than 12 months.

*The college calendar year begins in September and ends in June. (see 6.2.1).

3.0.2 Responsibilities of Faculty

Each member of the college faculty shall have the following responsibilities:

- A. To operate within the general framework of college policy and practice.
- B. To represent the college creditably on all occasions.
- C. To give proper notice of resignation as defined by Board policy. (Non-tenured see 3.0.5, tenured see 3.0.6.)
- D. To continually improve his training and experience.
- E. During his period of full-time service to the college not to engage in a regular business or to be regularly employed for remuneration by other agencies except with the approval of the president of the college and the Board of Trustees.
- F. To fulfill all terms of his contract unless through mutual agreement between the college and the individual, an exception is arranged.

19
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3.0.3 Terms of Appointment

- A. All appointments to the faculty shall be made in the name of the college Board upon the recommendation of the president of the college.
- B. The terms and conditions of every appointment will be stated in writing and be in possession of both the college and teacher before the appointment is consummated.
- C. Faculty members are required by Illinois law to participate in the State Universities Retirement System.
- D. The spouse of a member of the faculty shall not be considered for appointment to any position on the faculty until all other sources of faculty have been exploited and unless no other reasonably qualified candidate is available.

- F. No relative of a member of the Board shall be considered for initial appointment to any position on the teaching, administrative, or classified staff until all other sources of teaching, administrative, or classified staff have been exploited and unless no other reasonably qualified candidate is available.

3.0.4 Types of Appointment

A. Teaching Faculty

1. Probationary

Probationary appointments are for one year and place no obligation on the college for renewal or to specify cause. These appointments are subject to renewal on a year-to-year basis for a period of three years but not to exceed seven years. Faculty serving with probationary appointments will enjoy academic freedom on an equal basis with other members of the faculty.

2. Continuous

Continuous appointments are awarded to tenured faculty. Members of the full-time teaching faculty are eligible for a tenure contract after the expiration of the probationary period (but not less than three years but not more than seven years), and tenure service may be terminated only for adequate cause.

B. Chairmen of Departments and Divisions

Members of the teaching faculty in charge of departments or divisions shall be designated as chairmen of such departments or divisions, which designations shall be in addition to their academic rank.

Chairmen of departments or divisions shall be designated and redesignated by the college president after consultation with appropriate faculty including the department or division concerned. Such designation shall be for any time period up to three years, and renewable; provided, however, that the president may relieve a designee of his duties as chairman at any time.

If the chairman of a department or division is relieved of his duties as chairman he shall retain such rights and privileges as he may have accumulated as a member of the teaching faculty.

Chairmen of departments and divisions shall, in consultation with their respective faculties, be responsible to the Dean of Instruction for the supervision of the personnel and educational program of the department or divisions for which they serve. They shall have such other powers, duties, and responsibilities as may be assigned by the Dean of Instruction and approved by the President of the College. 3/19/68

C. Coordinators

Members of the teaching faculty designated as coordinators are responsible to their respective division chairmen, and such designation shall be in addition to their academic rank.

Coordinators shall be designated and redesignated by the college president after consultation with appropriate faculty including the department or division concerned. If the coordinator is relieved of his duties as coordinator, he shall retain such rights and privileges as he may have accumulated as a member of the teaching faculty.

D. Administrative Faculty

Administrative appointments are to specific administrative positions, and service in any administrative position is at the pleasure of the Board upon recommendation of the president of the college.

The positions considered as administrative appointments are: president, vice president, deans, assistant deans, directors, and assistant directors as well as the aforementioned chairmen and coordinators.

A person from the faculty assigned to an administrative position shall not be deprived of tenure nor credit accrued toward tenure nor of the highest academic rank attained as a teacher. Administrative faculty who teach part time are eligible for pro rata credit toward tenure on the same basis as full-time teaching faculty. Administrators shall not otherwise enjoy tenure.

E. Part-Time and Temporary

Each person employed on a part-time or temporary basis shall be given a statement in writing of the conditions and the period of his appointment. Appointment or reappointments to any such position shall create no presumption of a right to a subsequent appointment or to a permanent appointment.

9/19/67

3.0.5 Non-Retention of Non-Tenured Appointments

A. Annual Review

It shall be the responsibility of the head of each unit to review annually the status of each member of his unit who does not have tenure and to make recommendations regarding dismissal or granting of tenure for each person whose non-tenured status calls for a decision.

B. Resignation

Except by mutual consent, a resignation by a faculty member involving a termination of service made within three months of the expiration of his current period of appointment shall be regarded as a breach of contract. _____

C. Non-Retention

The Standards for Notice

The Board and the non-tenured faculty will be given notice of non-reappointment, or intention not to recommend reappointment, in writing and:

1. Not later than March 1 of the first academic year of service, and
2. Not later than December 15 of the second and succeeding academic years of service.

3.0.6 Tenured Appointments

A. Purpose

The objective of establishing a tenure policy is to insure the existence of an environment which is receptive to imaginative, creative, and constructive teaching, to permit employment security during good conduct and competent service, and to protect faculty members from dismissal, or suspension for petty, personal or political reasons. A sound tenure policy will aid morale and provide an atmosphere of freedom if the faculty member, in turn, accords his position a high degree of devotion in keeping with his professional status. Tenure policy should not function as a protection for a faculty member who may come to neglect his professional responsibilities. The aim, then, is to provide appropriate procedures for removing those incompetent to serve while at the same time to provide inducement, security, and freedom for dedicated, competent faculty.

B. Privileges

Subject Individuals on tenure enjoy continuous employment subsequent to dismissal for adequate cause. They will be notified annually in writing on or before March 15 of increases in salary, promotion in rank, or other similar terms or conditions of employment for the next academic year unless budgetary consideration beyond the control of the institution precludes such notice.

C. Eligibility

Individuals considered for tenure are members of the faculty who may be broadly interpreted as engaging in teaching or its equivalent, including counselors and division or department chairmen. Other administrative faculty may accumulate credits toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period (three years but not more than seven years), faculty who have engaged in full-time teaching or its equivalent may be granted permanent tenure. Those having consecutive years of full-time college teaching experience or who have left a tenure-protected full-time college teaching position prior to employment by Harper College may be granted tenure credit.

D. Bases for Appointment

Tenure is not acquired solely because of the number of years of service. Tenure is granted only by specific administrative action. Provisions as to duration of the probationary period merely establish, for the benefit of the college and its staff members, limits beyond which such decisions and actions may not be delayed. Tenure appointments are initiated by the immediate supervisors at the lowest unit levels who recommend candidates for tenure to the faculty committee acting on tenure. Should any non-tenured faculty member feel that he has been unjustly overlooked, he may recommend himself to the faculty committee on tenure for consideration. His candidacy shall then be reviewed without prejudice by the committee. This committee reviews all candidates and recommends appointments of tenure to the college president who shall report all committee recommendations to the Board with his concurrence and/or objections.

E. Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted in writing at least three months prior to the expiration of his current period of appointment.

F. Termination Due to Retirement

Tenure shall expire automatically and without notice in the teaching year in which the faculty member attains 65 years of age. Employment after 65, if any, shall be on a year-to-year basis.

3.0.7 Non-Retention of Tenured Appointments

A. Reduction in Faculty

Termination of a continuous appointment because of financial exigency or because of cutbacks in program shall be demonstrably bona fide. If the Board increases the number of faculty or reinstates the discontinued positions within one year, tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions.

B. Dismissal or Suspension

1. Adequate Cause

A tenured faculty member may be dismissed or suspended only by the Board and only for one or more of the following reasons and after compliance with the procedures herein set forth.

- a. Unprofessional conduct, including willful neglect of duty and insubordination.
- b. Incompetence or incapacity, whether mental or physical.
- c. Moral turpitude.

2. Procedures for Determining Adequate Cause

a. Preliminary Proceedings

When the fitness of a faculty member is under question, the appropriate administrative officer shall discuss the matter with him. If a mutually satisfactory resolution of the matter does not result, the matter shall be referred to an ad hoc hearing committee of the faculty appointed by the president of the faculty senate which shall make an informal inquiry, assist in arriving at an adjustment if possible and, if none is effected, advise the president of the college whether proceedings should be instituted toward determining adequate cause for dismissal. If the president decides, either with or without the concurrence of the committee, to begin proceedings, then he or his representative shall state in writing the specific causes for which the individual is being accused.

b. Initiation of Formal Proceedings

This statement shall then be incorporated in a letter from the president to the faculty member informing him that a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by the faculty-elected judicial committee, meeting at a specified time and place, sufficient time being allowed for the preparation of his defense, such period not to be less than 30 days. The faculty member shall be informed of procedural rights that will be accorded him, such as his right to counsel and the right to be informed of the grounds proposed for dismissal. In particular, the procedures specified in section (e) below shall be made known to him. Failure of the faculty member to appear at the hearing in person or by counsel shall constitute an admission of the charges.

c. Suspension of the Faculty Member

Suspension of a faculty member during the proceedings against him may be imposed only if in the judgment of the president it is warranted, and shall be with pay. (Such suspension shall not be considered prejudicial to the faculty member's case.)

d. Judicial Committee

The judicial committee shall be an elected standing committee of five faculty members, not to include members of the ad hoc hearing committee. The committee shall be elected by the faculty at the first regular faculty meeting in each academic year. All nominees for the committee shall be on tenure.

The committee shall elect its own chairman.

e. Judicial Committee Proceedings

The committee shall proceed by considering the statement of grounds for dismissal and the charges

of misconduct already formulated in the president's letter, and the faculty member's response. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of all obtainable information and shall attempt to reach a decision which shall be transmitted to the president and the faculty member for final action by the Board, otherwise the hearing shall proceed. The hearing shall be in private unless the faculty member requests otherwise. If any facts are in dispute, the testimony of witnesses and other evidence concerning the charges shall be received.

The president may attend the hearings. He may designate a representative to assist in developing the case; but the committee shall determine the order of proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence.

The faculty member shall have the option of assistance by counsel (at his own expense). Any employee of the college shall appear and testify if so requested. The faculty member shall have the aid of the committee and of the president in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the president shall have the right, within reasonable limits set by the committee, to question all witnesses who testify orally. All testimony shall be under oath administered by the chairman of the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be available to the faculty member. The hearing procedures shall not necessarily adhere to formal rules of court procedure.

f. Consideration by the Judicial Committee

On the basis of the hearing the judicial committee shall reach its decision in conference, giving

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opportunity to the faculty member or his counsel and the president's representative to summarize orally before it, and to submit written briefs if the committee desires. The committee shall then arrive at explicit findings with respect to each of the grounds for dismissal and charges of misconduct presented and formulate its decision for or against removal of the faculty member within 30 days. A transcription of the hearing may be used during this decision process, if needed. The president and the faculty member shall be notified in writing of the decision. Each shall receive, as promptly as possible, and at the same time, a copy of the record of the hearing. Publicity concerning the decision may properly be withheld until consideration has been given to the case by the Board. Any release to the public shall be made through the president's office.

g. Consideration by the Board

The president shall transmit the full report of the judicial committee and its action to the Board. The Board's review shall be based on the record of the hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives. The decision of the judicial committee shall either be sustained or returned to the committee with specific objections. In the latter case the committee shall reconsider, taking account of the stated objections and receiving new evidence, if any, framing and communicating its decision as before. Only after study of the committee's reconsideration shall the Board make a final decision.

h. Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers shall be avoided so far as possible until the proceedings have been completed. Announcement of the final decision shall include a

statement of the judicial committee's original action.

i. Payment of Salary

If, as a result of the hearing process described herein, the college terminates an appointment, the faculty member shall receive full pay at his current salary for a period of six months or until the end of the term of appointment, whichever is shorter. This payment practice shall be observed whether or not the faculty member continues to work for the college; however, in the event that the termination results from a judicial committee finding that the faculty member has been guilty of moral turpitude, or willful neglect of duty, the Board shall determine what payments, if any, to make beyond the effective date of dismissal, taking into consideration the length and quality of service of the faculty member prior to the operative facts constituting the basis for dismissal.

3.0.8 Academic Freedom

The principle that freedom and responsibility should in some way be related has ancient roots as well as classic restatements by such writers as John Stuart Mill. Freedom in the academic sphere should be no exception. The following statements seek to establish and set forth these relationships.

Under academic freedom the faculty member has both the right and obligation to adequately investigate the available data on a given question, freely and without bias. His students, in turn, having learned the facts, are free to arrive at their own conclusions. Such a method of inquiry does not require the scholar to be without personal persuasion on controversial issues, but does require him to identify such persuasions if they should arise in the course of discussion and be relevant to it. It is wrong to restrict the presentation of information germane to the issue, whether on the part of students or teacher. On the other hand, the scholar, in particular, should bring to the discussion the fruits of his research and experience, as it bears on his field of competence.

Outside the school precincts the scholar has the same rights and obligations as any other citizen and should therefore be free of any institutional controls. He should make every effort to be accurate in his statements and circumspect in his conduct, respecting the rights of others and making it clear that he speaks for himself as an individual only.

The foregoing statements agree in spirit with pronouncements on academic freedom by the American Association of University Professors and the Middle States Association of Colleges and Secondary Schools, dated 1940 and 1959 respectively. No statements, however well conceived, can prevent cases from arising where academic freedom may be the issue. Some may argue that for the sake of a developing dialogue, the coming to the fore of this issue from time to time is even desirable. Should an instance develop where academic freedom is involved and where the matter cannot be settled freely through simple consultation and discussion, the regular channels of grievance shall be pursued in which the scholar will be judged by a faculty committee of his peers.

3.0.9 Health Requirements

Physical exams and chest X-rays are required of all personnel at the time of employment by the college. The physical examination shall be recorded on a form provided by the college. A physical and/or mental examination may be required whenever a question of fitness may arise. The initial physical examination and basic lab tests (excluding X-rays) upon employment and subsequent examinations requested by the Board will be underwritten by the college at a cost not to exceed \$20.00 per individual.

The chest X-ray and the cost thereof will be the responsibility of the prospective employee. Employment is contingent upon satisfactory results of the physical examination and the chest X-ray.

3.0.10 Work Load

A work load rationale shall be established for the institution that will be in keeping with generally accepted community college practice. The details of this rationale shall be delineated in the Procedure Manual.

3.0.11 Class Size

Class size may vary considerably depending on the nature of the class, the facility, or the method of teaching. Most classes, taught by a single teacher, will average 25 to 35. Ordinarily a class shall have a minimum

of 20 students, but in the discretion of the Dean of Instruction, this limit may be lowered. Class sizes may be much larger in certain lecture situations, but then the students and the faculty involved should be scheduled into one or more sessions per week of small size for discussion or laboratory.

3.0.12 Summer or Extended-Day Teaching

Summer or extended-day teaching will be compensated on a separate schedule as determined by the Board.

3.0.13 Office Hours

Faculty are to maintain regular office hours sufficient to readily serve the needs of their students.

3.0.14 Committee Assignments

Committee work is regarded as a regular part of a faculty member's assignment. Care will be taken to distribute these responsibilities equitably and to rotate tasks as may be appropriate.

3.0.15 Extra Curricular Assignments

Part of a faculty member's professional responsibility is extra curricular student-related activity which may be fulfilled by sponsoring student organizations, by chaperoning student functions, or by working with students in some other college capacity.

3.2 Evaluation

The faculty is responsible for designing a system of evaluation of individual effectiveness on the job. The system must receive Board approval and be operative annually thereafter. 1/25/68

3.2.1 Performance Criteria

In order to make judgments concerning 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:

A. 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.

B. 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.

C. Scholarly Ability

As evidenced by publication in the subject field or other areas of competence, formulation and completion of significant educational research, participation in and contributions to conventions or other gatherings of scholars, and recognition amongst colleagues.

D. 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.

3.2.2 Evaluation for Promotion in Rank

- A. 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 will formulate the recommendations for pro-

motion 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.

- B. 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.
- C. 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.
- D. 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.
- E. 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. Promotions shall become effective with the start of the next fall semester.

3.2.3 Maintenance of Rank Proportions

Consideration will be given to maintaining academic rank levels at the following approximate proportions.

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

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

3.2.4 Administrative Rank

Rank will be granted to 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 of the Board.

3.3 Salary Provisions3.3.1 Salary Program

A faculty salary program which includes a system of rank will be established by the College and in addition will provide for the remuneration of part-time, temporary, summer school, and substitute teachers.

A. Interim Salary Program for the College Year 1968- 969

	<u>Instructor</u>	<u>Asst. Professor</u>	<u>Assoc. Professor</u>	<u>Professor</u>
Range	\$ 8,000 12,500	\$ 9,150 15,000	\$ 10,300 17,600	\$ 11,450 20,300

This interim program is approved by the Board of Trustees for the year in question with the understanding that the faculty will submit an acceptable evaluation system that is compatible with faculty rank in higher education. It is recommended that this be brought to the Board no later than their second meeting in October 1968. 3/28/68

B. Salary Schedule for Part-Time, Temporary, and Summer School Teaching

Years Teaching Experience	B. A.	M. A.	M. A. + 15	M. A. + 30	Earned Doctorate or M. A. + 60
0-3	500	550	600	650	700
4-9	550	600	650	700	750
10+	600	650	700	750	800

Degrees and hours to be in subject field as specified in regular teaching Salary Schedule. In certain critical areas, exceptions to this schedule may be recommended by the Dean of Instruction and approved by the Board.

Above rates are for one semester for a course meeting three (3) periods per week. Courses meeting more or less times per week than this to be compensated as follows: Add or subtract \$100 for each contact hour load above or under three (3) periods respectively. 3/28/68

C. Salaries for Substitute Teachers

Fully qualified substitute teachers (as determined by the Dean of Instruction) shall be paid \$10.00 per hour of class teaching with a maximum of \$50.00 per day. 7/27/67

3.3.2 Placement in Rank

- A. Initial placement in the system of rank will be determined by using the following minimum qualifications as a guide.

Instructor - Master's degree in subject field*; or for teachers of career programs, a 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 fifteen graduate hours beyond the master's degree in the subject field* and five years professional experience; or for teachers of career programs, a 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 thirty graduate hours beyond the master's degree of which a minimum of 15 must

* or approved related area

be in the subject field* and half of the remainder must be in related fields, plus ten years professional experience, at least five years of which must be successful college teaching; or for teachers of career programs, a master's degree in the subject field* and fifteen years technical 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 sixty 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 eight of which must be successful college teaching, and other exceptional qualifications and demonstrated instructional leadership.

- B. Assignment to the academic ranks (Instructor, Assistant Professor, Associate Professor, and Professor) will depend in the first instance upon fulfilling the minimum requirements for initial placement. Salary placement within the respective rank will take previous professional and/or military experience into account.

3.3.3 Credit for Experience

- A. Credit for prior experience will be allowed as specified in 3.3.2. Maximum allowable credit for prior professional experience is fifteen years, at least five of which must be successful college teaching and no more than five of which may be less than high school level.
- B. Credit up to a maximum of two years allowed for military experience for faculty employed at Harper College directly prior to entering military service. Additional credit allowance will be evaluated on an individual basis. Those with military experience who were not previously employed at Harper will be given credit only if the experience can be shown to be related to their professional duties with Harper College.

3.3.4 Extra Compensation

Additional compensation for services rendered by professional employees beyond basic contract specifications shall be by letter of agreement or a contract rider setting forth the additional time, nature of the tasks, and terms of remuneration.

3.3.5 Release Time

(deferred)

* or approved related area

3.3.6 Advancement in Salary

Advancement in salary is independent of promotion in rank. Although some advancement in salary within a given rank may normally be expected with each year of service at Harper, upon recommendation of the division chairman or other appropriate official and approval by the president, faculty members showing outstanding professional growth and who have rendered service to the institution beyond the normal expectation may be granted more generous increases as approved by the Board. This process must be in accord with the faculty-designed and Board-approved system of evaluation.

3.3.7 Promotion in Rank

Salary increases associated with a change in rank may be accorded in addition to those granted for years of service. These increases shall be governed by guidelines set forth in the Faculty Evaluation Procedure, as approved by the Board.

3.5 Leaves

3.5.1 Sabbatical Leave

The college shall grant, upon request, to each faculty member, a sabbatical leave after each six consecutive years of full-time service, provided that in the judgment of the Dean of Instruction and concurrence of the Board such a leave will clearly add to the teaching effectiveness and/or professional status of the faculty member and will not adversely affect either the educational budget of the college or operational efficiency of the teaching staff for the period such leave is requested.

During the sabbatical leave, such faculty member will receive from the college half of his contracted salary for a leave of two semesters, or all of his contracted salary for a leave of one semester, the contracted salary being for the period for which the leave is requested. Fringe benefits will apply and sick leave will accrue during the leave period.

If such faculty member receives, during the period of the leave, remuneration from some other organization or institution, including the federal or state government, the remuneration paid by the college may be lessened or eliminated, depending upon the amount of remuneration.

If such faculty member granted the sabbatical leave shall fail to return to the college as a member of the faculty for at least the contract year immediately subsequent to the leave, he shall make restitution to the college, within two years of the termination of his leave, of the entire salary paid to him by the college during the period of his leave.

3.5.2 Sick Leave

Sick leave is granted as a privilege to employees of Harper College; it is the position of the Board that sick leave be used for sick leave purposes in accordance with the following regulations.

- A. Leave for minor illnesses which do not require a physician will be ratified after notifying the appropriate supervisor. If a faculty member is absent for more than three consecutive work days, he must upon request submit a statement of disability from his physician in order to qualify for sick leave credit.
- B. If a person is convalescing at home from a period of sickness or accident, he must report to the appropriate supervisor of the college either in person, by telephone, or by letter at least once a week during convalescence. The college reserves the right to seek the advice and consent of a physician of their choice in order to determine whether an individual may be entitled to benefits.

- C. The total benefits received under the income protection plan and sick leave shall not exceed the individual's current daily salary.

Sick leave may be cumulative up to 180 days at the rate of one (1) day per month per full year of service. Sick leave for part-time employees may be cumulative at the rate of 1/2 day per month up to a maximum of 90 days. No payment for unused sick time accrued will be made.

3.5.3 Family Illnesses and Bereavement

An employee, by notifying and making arrangements with the college, may take up to three (3) days leave for each illness or bereavement in the immediate family. In cases of family emergencies or hardships, limited additional leave may be arranged through the college administration. Members of the immediate family are defined as: mother, father, foster parents, husband, wife, son, daughter, brother, sister, or any relative living in the immediate household.

3.5.4 Leaves of Absence - Short-Term

- A. Short-term leaves are those not exceeding five working days.
- B. Short-term leaves must have the approval of appropriate administrator and be in accord with current demands of the college situation.
- C. Such leaves are granted with pay.
- D. Travel costs for college related business on short-term leaves are allowable in accordance with Board Policy 3.7.5 except for leaves granted for consulting work or any expenses reimbursed by outside agencies.
- E. Leaves connected with civic responsibility will require that fees, if any, payable to the faculty member be turned over to Harper College.
- F. Those granted leaves for other than consulting purposes may be required by the appropriate administrator to file with him a brief report.

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3.5.5 Leaves of Absence - Long-term

- A. Long-term leaves are those in excess of five working days.
- B. Long-term leaves must have approval of appropriate administrator and be in accord with current demands of the college situation.
- C. Such leaves must be submitted to the appropriate supervisor at least 15 days before the next Board meeting where action is to be taken. Departure date is to be effective not less than 30 days following said Board meeting, except in the case of military leave.
- D. Travel costs for college related business on long-term leaves shall be allowable in accordance with Board Policy 3.7.5 except for leaves granted for work experience, military service, political service, health, and maternity cases.
- E. Expenses reimbursed by agencies outside the college will not be assumed by the college. Salary and expenses will be paid by the college only by specific Board action.
- F. Long-term leaves, if college related, shall count toward accrued service.
- G. College personnel who may be called to fulfill military or other Board-approved governmental obligations shall be compensated only for the difference, if any, between their college salary and government pay and allowances, and only for a period not to exceed one month unless the Board by special action should wish to extend the period.
- H. Leaves for restoration of health of a tenured teacher may be granted by Board action for a period not to exceed six months.
- I. Maternity leaves shall not exceed one year and shall be without pay. Leave must commence not later than the beginning of the fifth month of pregnancy.
- J. Leaves for extended travel, research, study and exchange teaching shall require the filing of a detailed report.

3.6 Insurance Benefits

In order to provide faculty members with the kind of protection they and their families need, the College shall provide a broad plan of insurance coverage. Such a plan may be continued indefinitely, but the Board reserves the right to modify or change elements in the plan if necessary.

3.6.1 Group Insurance

Five basic areas of coverage included in the group insurance plan are:

- A. Life insurance
- B. Accidental death and dismemberment
- C. Short-term income for temporary disability
- D. Long-term income for permanent disability
- E. Major medical expense benefits

Details of the plan, including eligibility, extent of coverage, schedule of benefits, and termination shall be described in an insurance booklet provided by the college. Individual certificates shall be given to each individual insured under the plan. 6/22/67

3.6.2 Travel Accident Program

A Travel Accident Insurance Program shall be established for certain employees of Harper College required to travel on college business.

3.6.3 Summer Status

The Group Insurance Plan shall be continued over the summer months except that should a faculty member not renew his contract and asks for a lump sum payment of his remaining salary, his benefits shall cease.

Travel Accident insurance coverage shall continue in force during the summer months only for those faculty members on summer college assignments.

3.7 Fringe Benefit Privileges

3.7.1 Educational Grants

The college shall assume payment of tuition and laboratory or other educational fees for faculty members for courses taken 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.
- D. When approved graduate study is available only at institutions where tuition rates exceed those cited above, supplemental grants shall be made only if specifically authorized by the Board upon recommendation of the President. 5/23/68

All payments will be made only upon submission of a tuition reimbursement form and an official grade report.

3.7.2 Professional Expense Account

Each faculty member will be allowed a professional expense account not to exceed seventy-five dollars (\$75.00) per year. Expenses such as membership fees for professional organizations, subscriptions to professional journals, and incidental teaching supplies excluding books not approved by the departmental chairmen will be reimbursed by the college upon submission for approval of an itemized statement with receipts or other evidence of payment of the academic employee to his immediate administrative superior not later than May 31, up to the maximum amount. Professional expenses incurred in the month of June may be charged to the following year's professional expense account.

3.7.3 Priority in Teaching Assignments

Any faculty members wishing to teach summer sessions at the college shall have priority in accordance with their seniority over all other candidates for available summer positions.

3.7.4 Secretarial Service

Wherever possible, the services of student aides shall be made available to academic personnel. In addition, the regular secretarial staff shall

assist academic personnel in the preparation of instruction materials.

3.7.5 Book Store Discount

Faculty and their dependents will be allowed a 10% cash discount for the purchase from the college book store of all items it regularly stocks. 12/28/67

3.7.6 Tax-Sheltered Annuity

Retirement annuity contracts shall be made available to all faculty. Contracts shall be arranged individually through the office of the Dean of Business to reflect the amount of salary deduction desired by each individual. 10/12/67

3.8 Travel3.8.1 Travel Expenses

Travel expenses, when incurred specifically for college related business, will be reimbursed by the college. Reimbursement is subject to the following policies:

- A. Air travel will be second class on two class service, and third class on three class service for all trips that are two hours or under in flight time.
- B. On air trips in excess of two hours second class tickets are authorized on planes offering three class service.

First class service is authorized on single class service when seats are not available on two or three class service on desired flights.

Foreign travel at the expense of the college must be authorized on an individual basis by the president's office. Under such circumstances, international air credit cards may be issued.

- B. Travel by rail is at first class service.
- C. When travel is by personal automobile on official business for the college, it will be reimbursed at the rate of ten cents per mile within a radius of 150 miles. Beyond that distance the equivalent air fare shall be used to determine reimbursement.
- D. Travel advances may be made to employees of the college in an amount equal to the anticipated costs of the trip.
- E. Expenses will be reimbursed for living outside the Chicago area while on official business of the college.
- F. Whenever necessary leased automobiles shall be provided for college officials for use in conducting business in behalf of the college.
- G. Lodging - hotel or motel expenditures are to be receipted.
- H. Maximum allowance for food shall be \$12.00 for each full day which shall include gratuities. Expenses for food in excess of this amount shall be receipted.

- I. Transportation, including rental car expenses, must be properly receipted. Taxi fares, parking fees, tolls, gratuities and other necessary college business expenses, including telephone calls, must be listed for each day, though not receipted. 7/27/67

3.8.2 Credit Cards

- A. It is the policy of the college to issue domestic travel credit cards to the president, vice-presidents and deans. At the discretion of the president's office, domestic travel credit cards will be issued to selected faculty members and other administrative staff.
- B. Telephone credit cards may be issued to the president, vice-presidents and deans at the discretion of the president's office. Telephone credit cards will be issued to selected faculty members and administrative staff.
- C. The college shall not pay for, nor be liable for, credit cards other than domestic travel and telephone credit cards issued by the college, even though the use of such credit cards is primarily for the interests of the college.

3.9 Workshops, Institutes, Conferences, or Their Equivalent

3.9.1 Authority to Proceed

The first step in the process of making application to host, conduct or participate as a staff member in an institute, workshop, conference, or any other similar project involving the college shall be to inform the appropriate dean, who in turn will request final approval from the president of the college and Board of Trustees. Authority to proceed will be based on the following considerations:

- A. Performance of the individual staff member and his ability to perform the regular functions of his assignment during the planning and operational period.
- B. The number of other regular staff members who may be involved in this or other concurrent projects and their ability to perform the regular functions of their assignment in addition to a project.
- C. The capacity of the college to have a number of its staff on "additional" projects at the same time.
- D. The number of planning hours involved and the length of operation of the project.

- E. The extent to which the program may be developed without jeopardizing the regular instructional program.
- F. The availability of facilities and equipment.

3. 9. 2 Application Guidelines

- A. The allocation of time for the planning and the operational period of the project shall be specifically spelled out.
- B. Harper staff required to develop and process the application and operate the project will be enumerated.
- C. Staff member making application will consult with the dean of business concerning the overhead cost which may be incurred by Harper College and submit costs as recommended by the dean of business.

3. 9. 3 Operational Agreements

- A. Staff members making application for the project shall agree to follow all policies and procedures in operation at Harper College, or, where exceptions are necessary, will agree to the arrangements recommended in writing by the appropriate dean.
- B. All staff members to participate in the project in any capacity must understand and agree that their participation will not jeopardize the effectiveness of the job for which they are primarily contracted. Should work efficiency in their primary assignment be jeopardized by their participation in the project, they may be relieved of their institute assignment upon recommendation of the appropriate dean and concurrence by the president.

3. 9. 4 Reimbursement

- A. The college and the staff member involved may agree, if necessary, to a specific release of time for developmental and pre-planning functions for which the staff member shall receive reimbursement beyond his regular salary up to a maximum of 50% of his regular salary received during the same time period if the project is funded and planning monies are provided in the project.
- B. Assuming the staff member is the project director or that the project is funded from an independent source, he may receive reimbursement, up to a maximum of his regular salary received during the same time period, for directing the institute, if under contract with the college at the time of the project. Those not under contract at the time of the project may receive up to 100% of their regular salary received during the same time period.

4.0 Classified Personnel Policies

A classified personnel manual shall be established and approved by the Board.

This manual shall include conditions of employment, job descriptions, fringe benefits, and other appropriate items.

4.1 Requests for Classified Personnel

The Board of Trustees will review all requests for classified personnel at the time the budget is presented for approval. Those positions approved in the budget may be filled at the discretion of the Dean of Business in consultation with the President.

V STUDENT PERSONNEL

5.0 Admissions5.0.1. Admissions Policy

All high school graduates are eligible for admission. Nongraduates, 18 years of age or older, may be admitted if they demonstrate the capacity and maturity to benefit from programs and courses offered by the college. To be admitted to some programs within the college, applicants may be required to meet additional requirements.

5.0.2 Types of Admission

A. Regular Admission

Applicants may be admitted as regular students if they are high school graduates and meet the requirements, if any, for admission to a specific program. Applicants not meeting requirements will have an opportunity to demonstrate capacity to do college-level work on an admission examination.

B. Provisional Admission

Applicants who have not met the requirements for entrance into a specific program, or who fail to qualify for admission as regular students, may be admitted on a provisional basis to take the course work necessary to enter the program of their choice.

Applicants who have completed high school requirements by taking and satisfactorily completing the General Education Development (G. E. D.) examination may be admitted as regular or provisional students, depending upon their performance on the admission examination.

C. Special Admissions

Applicants desiring to enroll on a part-time basis but not interested in earning credits applicable toward a degree may be admitted after completing the Special Admissions form. If at a later date, the student wishes to enroll in a degree program, credits earned as a special student may be applicable.

D. Transfer Admission

Individuals who have come from another college or university will be admitted as regular students. Students transferring with less than a "C" (2.0) average will be admitted on a probationary status if it is felt they are ready to pursue a college program. Students must provide the admissions office with official college transcripts covering all previous college work. Credit will be given courses in which a grade of "C" (2.0) or better is earned if the courses meet the requirements of the program for which the student is admitted. The registrar will specify acceptable credits. Students dismissed for academic or disciplinary reasons will not ordinarily be admitted until one semester has elapsed. If extenuating circumstances exist, the student may petition the admissions committee.

E. International Students

International Students will be admitted to William Rainey Harper College providing they :

1. Furnish evidence of having completed the equivalent of a twelfth grade education.
2. Demonstrate their ability to read and write English at the twelfth grade level on a test to be determined by the college.
3. Show means of adequate financial support and medical care.

F. Readmission

Any student who has previously attended Harper College and who is returning after an absence of one semester or more must complete an application for readmission. If a student has attended any other educational institution since previous attendance at this college, transcripts must be supplied for all academic work taken since last attending Harper College. A student who has been dismissed for an academic or disciplinary reason must submit a petition for readmission to be reviewed by the admissions committee.

G. High School Student Admission

High school students may be admitted to selected courses upon the recommendation of their high school principal and the director of admissions.

5.0.3 Classification of Students

Students will be classified as follows:

- A. Freshman - a student who has earned less than 24 credits and does not hold a degree.
- B. Sophomore - a student who has earned 24 or more credits and does not hold a degree.
- C. Graduate - one who has been awarded an Associate Degree or a higher degree.
- D. Full-time - one enrolled in 12 hours or more.
- E. Part-time - one enrolled in less than 12 hours.

5.0.4 Residency Status

Students will be classified as district resident, Illinois non-district resident, or out-of-state resident for tuition and fee purposes. The director of admissions will determine the classification based upon information furnished by the student and all other relevant information. The director of admissions is authorized to require such written documents, affidavits, verifications or other evidence as are deemed necessary to establish the residence of the student. Regulations regarding residence are divided into two categories--those that apply to students who are minors and those that apply to students 21 years of age or older.

A. Students Who Are Minors

The residence of the minor shall follow that of the parents at all times, except in rare cases where emancipation can be proved beyond question. The parents of a minor applying for admission will be considered residents only if they reside within the district during the period of enrollment.

B. Students 21 Years of Age or Older

A resident student twenty-one years of age or older is one whose parents were residents of the district at the time he reached his majority and who has not acquired a domicile outside of the district or (2) one who, while an adult, has established a bona-fide residence in the district.

C. District Resident

A student whose residence has been determined to be within the William Rainey Harper College district (Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois). All military personnel residing within Junior College District 512 shall be classified as district residents. 8/24/67

D. Non-District Resident

A student residing in Illinois but outside Junior College District No. 512.

E. Out-of-State Resident

A student whose residence is outside the State of Illinois.

5.0.5 Advanced Placement Policy

Credit and placement will be awarded to students with adequate CEEB Advanced Placement Examination grades in areas comparable to the Harper curriculum. The granting of credit and/or advanced placement will be determined following an evaluation of the examination by the appropriate division chairman.

5.0.6 Tuition

A. Tuition per semester hour for residents of the college district is \$8.00.

B. Tuition for Illinois residents living outside the college district of attendance is determined by subtracting from the total cost of educating the student such reimbursement as is received from outside agencies, including that received from state apportionment, certain federal funds, and "charge-back" payments when applicable. 7/27/67

C. Tuition for students coming from outside the state is determined by subtracting from the total cost of educating the student such reimbursement as is received from outside agencies, including federal funds not limited to Illinois residents. 7/27/67

5.0.7 Fees

A schedule of fees shall be available to students at each time of registration. All fees are non-refundable.

A. Activity Fees

1. For full-time students the fee is \$10.00 per semester.
2. For part-time students the fee is \$5.00 per semester.

B. Instructional

Instructional fees will be charged for courses involving laboratory or other unusual costs.

5.0.8 Payment of Tuition and Fees

All tuition and fees are due and payable during registration.

5.0.9 Tuition Refund Policy

Tuition refund requests shall be made to the office of the registrar.

Refunds will be made according to the following schedule:

	<u>Per Cent of Refund</u>
First week of classes*	80%
Second week of classes	60%
Third week of classes	40%
Fourth week of classes	20%
After fourth week	None

*Terminates with the Friday following the commencement of the first full week of classes in accordance with the college calendar.

5.0.10 Charge-BackA. Eligibility

Students residing in the Harper Junior College District No. 512 who attend some other Illinois public junior college are eligible for partial payment of their tuition costs only for those semesters during which they are enrolled in a program not offered by Harper College.

7/27/67

B. Payment

Harper College will make its payment to the junior college the student attends. The payment amount shall equal that portion of the student's tuition exceeding the resident tuition charged for that public junior college district. Payment will be made only upon completion of the proper forms within the following deadlines:

First semester of an academic year	-	October 1
Second semester of an academic year	-	March 1
Summer session of an academic year	-	July 1

5.2

RECORDS

5.2.1 Transcripts

Official transcripts of a student's academic record will be issued at his request and sent to other educational institutions and prospective employers. Each student is entitled to two transcripts without charge. A fee will be charged for each additional copy.

5.4 Scholarly Achievement

Grades will be an important criterion in evaluating a student's level of scholarly achievement.

5.4.1 Grade Points

Grade points, which are numerical values indicating the scholarship level of letter grades, shall be assigned according to the following scale:

<u>Grade</u>	<u>Significance</u>	<u>Grade Points</u>
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	.0
X	Incomplete	
W	Withdrawal	

5.4.2 Selective Retention

Students are expected to maintain a cumulative grade-point average in excess of minimum requirements. A system of selective retention shall be used to determine whether the student has made satisfactory progress or should be placed on probation or be disqualified in accordance with the following table:

Cumulative Hours	Grade-Point Average		
	Disqualified	Probation	Satisfactory
7-18	.00 - .99	1.00 - 1.49	1.50 or more
19-36	.00 - 1.29	1.30 - 1.74	1.75 or more
37 or more	.00 - 1.59	1.60 - 1.99	2.00 or more

Students may be disqualified without first being placed on probation if the grade point average is below the standards listed in the above table.

5.4.3 Probation

Probationary students must raise their cumulative grade-point average to the minimum required for the succeeding semester in which they are enrolled or be disqualified. A probationary student may be required to carry a reduced number of units upon the recommendation of his counselor. Students not achieving a satisfactory grade-point average after two semesters on probation will be disqualified from further attendance.

5.4.4 Incompletes

A student may receive a grade of "X" for unfinished work in a course, provided the work was incomplete because of circumstances deemed to be unavoidable or uncontrollable. The unfinished work must be satisfactorily completed by the mid-term of the following semester or a grade of "F" will be assigned.

5.4.5 Withdrawals

Students may officially withdraw from classes after registration.
Failure to withdraw officially subjects the student to a grade of "F."

Procedures for official withdrawal shall be available in the Registrar's Office.

5.6 Financial Aid Program

There will be a program of financial aid sufficient to insure that no student will be denied an education at Harper College due to lack of funds. This program may include loans, grants-in-aid, scholarships, college work opportunities, and such other assistance as may be available.

Students seeking financial aid may be required to participate in the ACT Financial Analysis Program except for those who have already paid to participate in the College Scholarship Service program. 10/12/67

5.6.1 Scholarships

The Board of Trustees of Harper College offers to graduates of high schools within Junior College District #512 a series of scholarships to be called Trustee Scholarships. Each Trustee Scholarship will be for one semester's tuition to Harper College. It will be renewed for three succeeding semesters providing the student maintains at least a "C" (2.0) average.

A. Eligibility

Each high school graduating a senior class will be allotted one tuition scholarship if at least 25 graduates of that high school register at Harper College during the spring semester. Should less than 25 register, the scholarship will still be offered if, in the judgment of the college scholarship committee, any of the students registering are eligible for the award. If a high school does not qualify for its scholarship, the committee may award it to an eligible student from another high school.

B. Evaluation Criteria

These awards are based on scholarship, financial need, and potential contributions to the co-curricular program of the college. The scholarships will be awarded by the college scholarship committee after it reviews applications submitted by the students. The committee will consider only those applications on file at the college as of May 1.

5.6.2 Grants-In-Aid

Harper College will offer tuition grants-in-aid to students occupying certain positions of leadership on campus. Positions assigned a tuition grant-in-aid will be determined by the dean of students and approved by the student personnel committee of the college.

A tuition grant-in-aid is given (or credited to future tuition) following certification by the dean of students that the student has successfully completed a full semester in one of the approved positions.

Students who receive scholarships to Harper College will not be eligible for the above grants-in-aid.

Positions covered by grants-in-aid are the following:

1. President of the Student Government
2. Editor of the college newspaper
3. Editor of the college yearbook

5.7 Co-Curricular Program

The college shall establish a co-curricular program designed to reflect and meet the needs of the student body.

This program may include student government, student publications, social activities, intramural athletics, intercollegiate athletics, dramatics, musical groups, clubs, assembly programs, and any other activities which, in the view of the college student personnel committee, have value for the college community.

5.7.1 Student Government

Students may participate in the policy development process when policies affecting them are being considered. Appropriate college committees will have student representation, and students may appear before any other groups which decide matters that directly affect them. The college expects that when such opportunities to participate are given, concomitant adult responsibility will be shown. The main vehicle through which students participate in policy development with faculty and administrators is the student government.

5.7.2 Intercollegiate Athletics

A program of intercollegiate athletics shall be established by the college.
10/9/67

5. B Counseling Program

The college shall maintain a comprehensive counseling program which will include services to students in the areas of orientation, academic advising, vocational, educational, financial, and personal-social counseling, testing, and psychological referral. The staff of professionally prepared counselors shall be maintained at a student to counselor ratio of 300 to 1.

5.9 Placement Program

A comprehensive placement program shall be established to place students in suitable positions of part-time, summer, or full-time employment.

VI

EDUCATIONAL PROGRAM

6.0 Educational Program6.0.1 Philosophy

— An outstanding program of higher education for the community it serves is both the promise and the guiding philosophy of William Rainey Harper College. Created by a community responsive to the contemporary insistence on more education for more of its citizens, the college is determined to meet the particular educational and vocational requirements of each student and thus serve the community at large.

For a true community college answers to the demands of the total community. In our community, what are these demands? In addition to the specific need for two years of high quality, transferable collegiate credit, the college must recognize the more general but no less important requirement of educating all of its students for a meaningful role in a free and fluid society which promises increased leisure time. Basic to responsible participation in society is the student's realization of his contribution in voting more intelligently, producing more efficiently through the acquisition of a salable skill, and adapting more readily to a complex society. In view of the twin sober realities of the complexity of a dynamic society and the knowledge explosion, the student today must not only learn what is known but also how to acquire knowledge not yet extant.

With a commitment to the dignity and significance of each student, the college will endeavor to bring the student to a realization of what place he can make for himself in modern society and to provide the necessary training for his social and personal goals. To this end, the college must create an environment conducive to the development of sound standards of thinking and conduct and must provide those cultural experiences which open to the student the heritage of the educated man.

6.0.2 Objectives

- A. To offer the first two years of transfer or pre-professional education to each student and to prepare him within his chosen field of study with a sound background commensurate with the

first two years of education at a four-year college or university.

- B. To provide technical-vocational and other career programs with certification, to enhance the student's employment opportunities; to provide retraining courses to facilitate the student's adjustment to and reemployment in a labor market of changing technological demands.
- C. To provide appropriate general education for all citizens, assisting them in preparing for a more effective participation in a free society as well as for personal and cultural enrichment in an era which promises more and more leisure time.
- D. To offer opportunities for adults in the community to initiate or to continue a collegiate education.
- E. To complement the educational programs through an effective counseling service which provides guidance and assistance to each individual student.
- F. To encourage the use of its facilities and services for educational and cultural purposes by all citizens of the community.

6.1 Academic Requirements6.1.1 Academic Calendar 1968-1969FIRST SEMESTER

New Faculty Orientation	Sept. 3 - Sept. 6
All Faculty Report	Sept. 9, 10
Registration	Sept. 11, 12, 13
Classes Begin	Sept. 16
Last Day for Late Registration	Sept. 20
Last Day for Adding Classes	Sept. 27
Last Day for Refund	Oct. 11
Last Day for Withdrawals	Oct. 25
Midterm - Last Day to Make-Up Incompletes	Nov. 1
Thanksgiving Vacation	Nov. 28, 29
Classes Resume	Dec. 2
Christmas Vacation Begins	Dec. 20 (12 p.m.)
Classes Resume	Jan. 6
Final Exams	Jan. 16 - 23

SECOND SEMESTER

Registration for Second Semester	Jan. 29, 30, 31
Classes Begin	Feb. 3
Last Day for Late Registration	Feb. 7
Last Day for Adding Classes	Feb. 14
Last Day for Refund	Feb. 28
Last Day for Withdrawals	March 14
Midterm - Last Day to Make-Up Incompletes	March 21
Spring Vacation	March 31 - April 6
Good Friday	April 4
Easter Sunday	April 6
Classes Resume	April 7
Memorial Day	May 30
Final Exams	May 29 - June 5
Graduation	June 6

SUMMER SESSION (8 WEEKS)

Registration	June 12, 13
Classes Begin	June 16
Independence Day	July 4
Classes Resume	July 7
Final Exams	August 7, 8

6.1.2 Degree Structure

Associate degrees shall be awarded in recognition of successful completion of any two year program offered by the college. These degrees shall include the Associate in Arts (A. A.), Associate in Science (A. S.), and Associate in Applied Science (A. A. S.).

6.1.3 Degree Requirements

	<u>Associate in Arts</u>	<u>Associate in Science</u>	<u>Associate in Applied Science</u>
Communications Skills (English 101, 102)	6 hrs.	6 hrs.	6 hrs. ¹
Social Sciences anthropology, economics geography, history, political science, psychology, sociol- ogy or social science	6 hrs.	6 hrs.	6 hrs.
Science or Mathematics biology, microbiology, zoology, engineering, mathematics, physical science, chemistry, physics, geology	8 hrs.	20 hrs.	8 hrs. ²
Humanities art, literature, humanities, fine arts, philosophy, music	6 hrs.	6 hrs.	3 hrs.
	<hr/>	<hr/>	<hr/>
	26 hrs.	38 hrs.	23 hrs.

¹ Business 130, or 230, or English 99 or 103 may be used in satisfying this requirement under certain conditions. See a counselor for details.

² Students majoring in an approved applied science career program may count courses in their major toward fulfillment of this requirement.

6.1.4 General Education

Degree graduation requirements shall be developed to combine general education with adequate specialization.

6.1.5 Graduation Requirements

- A. A minimum of 60 semester hours is required, at least 30 of which must be earned in attendance at Harper College.
- B. A minimum grade point average of 2.0 is required for all work taken for the associate in arts and the associate in science degrees. A minimum grade point average of 2.0 is required for any applicable 60 semester hours of work for the associate in applied science degree.
- C. Two hours of credit in physical education activity courses is required in addition to the 60 hours of credit above (A).
- D. For the degrees of associate of arts and associate in sciences the 60 hour requirement must be in courses numbered 100 or above.
- E. Students must satisfactorily complete political science 201 or pass a test on the constitutions of the United States and state of Illinois, the principles of American democratic government and the proper use and display of the American flag (sec. 27-4 - school code).
- F. Students must attain a math standard of 14 on the A. C. T.-test, or satisfactory score on a math achievement test administered by the college, or satisfactory completion of a math course at the college numbered 100 or above.
- G. Students must be enrolled at Harper College for the semester in which they intend to graduate. The dean of instruction may waive this requirement where exceptional circumstances warrant.
- H. Degree requirements must be fulfilled as described in section 6.2.3.

6.1.6 Certificate Programs

Certificate programs will be structured in appropriate areas. These programs will normally be one year in length, and upon completion of the prescribed courses, the student will receive a certificate of completion.

6.6 Advisory Committees

Advisory committees shall be established to provide a communications channel between the college and leaders in various professional and vocational fields. Through this communication channel, the faculty of Harper College will be able to maintain a constant awareness of the changing vocational and professional needs of business, industry, and government and thus respond to these needs by providing a modern, dynamic educational program.

6.6.1 Responsibilities

Advisory committees shall be responsible for:

1. Recommending content of vocational and professional educational programs.
2. Recommending standards for selection of students for various professional and vocational educational programs.
3. Recommending space and equipment needed.
4. Evaluating programs and making recommendations for improvement.
5. Keeping the college informed as to changes occurring in the vocations and professions.
6. Assisting in opening avenues of employment to those trained.
7. Assisting in locating qualified instructional personnel.

A written report containing the recommendations and evaluations of each committee shall be submitted to the appropriate Harper College representative at a date established by the chairman of the committee and the college representative.

6.6.2 Organization

Advisory committees will serve as continuing committees subject to regulations and policies of the Board of Trustees of Harper College. The term of office of committee members shall be one year. However, members may be reappointed from year to year. Advisory committees convene on invitation of the administration on stated occasions whenever necessary.

6.6.3 Membership

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

6.6.4 Structure

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

6.6.5 Meeting

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

7.0 Financial Plan of Operation

For the purpose of carrying out the entire ^{Academic} educational program of this ~~district~~, the Board, in accordance with the law, has established the following funds for operation.

A. Education Fund

Established for the purpose of financing the cost of the entire academic program. This fund finances the cost of instructional, administrative, and professional salaries, supplies, and equipment; library books and facilities; maintenance of instructional and administrative equipment; other incidental costs pertaining to the educational program.

B. Building Fund

Established for the purpose of maintaining and improving existing buildings and grounds as well as the fixtures and equipment which are a permanent part of the buildings and grounds. This fund also finances the cost of custodial salaries and insurance on the buildings. This fund is also permitted to accumulate funds for the construction of buildings and site acquisition.

C. Bond and Interest Fund

Established for the purpose of constructing new or adding to existing buildings. Also used to finance the purchase of new sites.

D. Imprest Fund

An Imprest Fund shall be maintained for the paying of current and emergency expenditures. This fund, in the amount of \$5,000.00, shall be established in a bank approved by the Trustees. Checks drawn on the Imprest Fund shall be signed either by the college president or the dean of business.

E. Working Cash Fund (Optional)

Established for the purpose of enabling the district to have in its treasury sufficient money to meet demands thereon for ordinary and necessary expenditures. This is a loan fund and monies can be transferred from it to the Education or Building Funds. All monies loaned, however, must be repaid in full within one year.

F. Site and Construction Fund

Established for the purpose of the acquisition of grounds, improvements thereon, construction of buildings, and the acquisition of equipment.

G. Capital Asset Fund

Established for the purpose of accounting for the value of the land, buildings, and equipment.

H. Trust and Agency Fund

Established for the purpose of accounting for funds that are held in trust by the college for an organization or for a restricted purpose.

I. Auxiliary Enterprises Fund

Established for the purpose of accounting for funds used in the operation of the bookstore, cafeteria, and other auxiliary enterprises.

7.1 Financial Reports

It shall be the function of the office of the dean of business to issue appropriate financial reports.

7.1.1 Fiscal Year

The fiscal year for the district shall begin on the first day of July of each year and end on the following 30th day of June.

7.1.2 Budget Hearing and Adoption

Within the first quarter beginning July 1 of each year, and prior to the adoption of the annual budget, a public hearing shall be held in accordance with the School Code, Sec. 17-1.

7.1.3 Accounting System

The accrual method shall be used in the accounting system of the college.

7.2 Accounting and the Control of Cash

7.2.1 Cash Collections

A. All funds collected by instructors will be deposited with the Business Office. These funds are district funds and will be accounted for in the proper manner.

- B. Designated staff members will issue district sub-receipts in exchange for any cash received in the name of the district. A completed receipt will be issued to each person paying cash for each purchase or fee.

7.2.2 Payroll Estimating

The payroll may be estimated two payroll periods in advance. 3/19/68

7.3 Purchasing

7.3.1 Policy

The business office will coordinate purchasing within the framework of the statutes, rules, and regulations of the Board of Trustees, the State Board of Junior Colleges, and the School Code of Illinois.

Policy shall be based upon the objective of securing for the district its requirements for service, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Common items which are used generally throughout the college shall be purchased in quantity and stored in central warehousing facilities which will assure the lowest possible cost.

7.3.2 The Purchasing of Specifically Budgeted Items

All purchases must be initiated by requisition and must carry a budget code number to insure that funds are available in the proper category to maintain necessary encumbrance control.

The Dean of Business will make all purchases in accordance with the following regulations:

A. Purchases of up to \$500.00

Awards for purchases up to \$500.00 shall have the support of three verbal quotations when deemed desirable. On the basis of these quotations, final approval shall be made by the ~~Dean of Business.~~

B. Purchases of between \$500.00 and \$2,000.00

Awards for purchases in excess of \$500.00, but less than \$2,000.00, shall have the support of a minimum of three written competitive quotations. On the basis of the written quotations, final approval within this category shall be made by the Dean of Business. In the case of identical quotations for competitive materials, supplies, equipment and services, preference will be given to firms having places of business within the junior college district. Exceptions to this policy shall be made only in case of an emergency, as determined by the Dean of Business, requiring immediate action or of inability to obtain competitive quotations on an item of unique manufacture or repairs to equipment or rolling stock, or in the case of maintenance work, when the nature or extent of the repair work necessary cannot be ascertained until the actual work is completed.

C. Purchases of \$2,000.00 or more.

Awards for purchases in excess of \$2,000.00 shall have the support of formal sealed bids.

When any purchase exceeds \$2,000.00, but less than \$5,000.00, the Dean of Business shall cause to be inserted in a newspaper or newspapers of general circulation in the college district, advertisement for bids for the sale and/or furnishing to the college all supplies, equipment, furniture, and sundry items available from more than one source. Advertisements shall be run at least once and, where practicable, twice, with at least five days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required. Bids will be opened in the presence of the Dean of Business or his designated representative and two other staff members. Awards shall be made to the lowest bidder whose bid is in accordance with the conditions and specifications. The right is reserved to reject any or all bids, and to accept or reject any item thereon. In the case of identical bids for competitive material, supplies, equipment and services, preference will be given to firms having places of business within the junior college district.

When any purchase exceeds \$5,000.00, the Dean of Business shall advertise in a newspaper or newspapers of general circulation in the college district, for bids for the sale and/or furnishing to the college all supplies, equipment, furniture, and sundry items available from more than one source. Advertisements shall be run at least once and, where practicable, twice, with at least five days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items required. Bids will be opened by the Dean of Business and on the basis of these bids an analysis will be prepared and submitted to the Board for decision and the approval of the awarding of the bid, at a regular or special meeting of the Junior College District #512 Board. Awards shall be made to the lowest bidder whose bid is in accordance with the conditions and specifications. The right is reserved to reject any or all bids, and to accept or reject any item thereon. In the case of identical bids for competitive material, supplies, equipment and services, preference will be given to firms having places of business within the junior college district.

D. Expenditures in excess of budgeted appropriations

Any funds that are to be expended in excess of budgeted appropriations shall be approved by the Board before the obligation is incurred.

Frank M. Hines *Attorney at Law*

Exhibit *12*

21 PARK LANE
ELK GROVE VILLAGE, ILLINOIS 60007
437-0241 AND 437-0242

August 15, 1968

Dr. Robert Lahti
William Rainey Harper College
Algonquin and Roselle Roads
Palatine, Illinois

Re: Junior College Litigation

Dear Dr. Lahti:

I have discussed the above subject with Mr. L. Ancel, Plaintiff's Attorney, and others, and report as follows.

After Mr. Ancel learned that the suit he was then drafting had been filed, in substance, in Kankakee County, he entered said proceedings as a "Friend of the Court" and in that capacity he has petitioned the Supreme Court of Illinois for a re-hearing.

Although the Supreme Court is not presently in session, I believe efforts are now being made to convene the court to act on the petition. It is reasonable to anticipate that Mr. Ancel's petition will be rejected.

The judge before whom Mr. Ancel's suit was brought, in his discretion, considered the matter only long enough to decide not to consider the merits of the case on the grounds that the previously decided Kankakee litigation rendered Ancel's subsequently filed action defective. This decision has not yet been appealed so far as I know.

Mr. Ancel advises that if his petition for a re-hearing is denied, he personally will take no further action; however, he has no way of knowing whether his clients might continue on with other counsel.

I will advise you as I hear of further developments.

Sincerely,

FMH:cas

CC: Dean William Mann

OFFICE OF THE CHAIRMAN

LETTER SENT TO ALL SINGLE FACULTY AND
ADMINISTRATORS

(on 7 x 10 1/2 stationery)

August 19, 1968

Mr. Marshall Fischer
5625 N. Spaulding
Chicago, Illinois

Dear Mr. Fischer:

The Trustees of William Rainey Harper College cordially invite you and a guest for a buffet dinner on the evening of September 10, 1968, 7:30 P.M., at "The Round Table," Carousel Restaurant, Arlington Heights, Illinois.

A no host social hour will be held in the lounge starting at 6:00 P.M.

Sincerely,

Richard L. Johnson
Chairman

RLJ/rb

RSVP Regrets Only
Ruth Barlow
358-9100