

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois

AGENDA

October 13, 1966

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business

- VII. New Business
 - A. Recommendation for the adoption of Admissions Policy to Harper College (Exhibit A).
 - B. Recommendation for the adoption of Statement of Residence for Harper College (Exhibit B).
 - C. Recommendation for the adoption of Tenure Policy for Harper College (Exhibit C).
 - D. Recommendation for the adoption of Academic Freedom Policy for Harper College (Exhibit D).
 - E. Recommendation for the adoption of Grievance Procedure for Harper College (Exhibit E).
 - F. Recommendation for the adoption of 1967-1968 Calendar for Harper College (Exhibit F).
 - G. Discussion and approval of 1966-1967 Salary for President of Harper College (Exhibit G).
 - H. Recommendation for the discussion and adoption of Salary Schedule for Harper College (Exhibit H).
 - I. Recommendation for the adoption of Tuition Schedule for Harper College (Exhibit I).
 - J. Recommendation for the employment of Director of Nursing for Harper College (Exhibit J).

- VII. New Business (continued)
 - K. Recommendation for the Property Acquisition - Frank Hines, Attorney.
 - L. Discussion and approval for ordering unit record Data Processing Equipment (Exhibit K).
 - M. Recommendation for the adoption of Fringe Benefits as per committee recommendation - R. Johnson.
 - N. Recommendation for the appointment of committee members for Data Processing Advisory Committee (Exhibit L).
 - O. Recommendation for purchase of \$3,375,000 Fidelity Bond - Frank Hines, Attorney.
 - P. Discussion of Investment of Bond Monies.

- VIII. President's Report
 - A. Facility Negotiation
 - B.
 - C.

- IX. Other

- X. Adjournment

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

Minutes of the Regular Board Meeting, Thursday, October 13, 1966

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:00 p.m. at 799 W. Kensington Road, Mount Prospect, Illinois by President Haas.

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

Absent: Bernstein

Also present: Lawrence E. Frazee, Prospect Publications Company; Bill Peterson, Day Publications; Ralph P. Klatt, Des Plaines Suburban Times; John Upton, Harper College; Marty Moser, Paddock Publications, Inc.; and Alan Gage, Barrington.

MINUTES: Member Hamill moved and Member Johnson seconded the approval of the minutes of the meeting of September 8, 1966 and September 15, 1966 with the following amendments. In the minutes of September 8, under TAX LEVY, the motions made under said item should have been indicated as being made by Mr. Hamill and not Mr. Hansen; the minutes of September 15 under Class I Jr. College Meeting, the location of the meeting should have been Edwardsville, Illinois and is to be hosted by Kaskaskia Junior College instead of the Danville Junior College.

INVOICES: Member Hamill moved and Member O'Dea seconded the approval of the invoices for payment as follows:

Educational Fund	\$ 9,338.14
Building Fund	2,704.89
Site and Construction Fund	4,980.40
Payroll 10-14-66	480.49
Payroll 10-30-66	<u>17,138.37</u>
	\$34,642.29

Upon roll call, the vote was as follows:

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

Nay: None

COMMUNICATIONS: Secretary Nicklas read communications from: 1.) The Mount Prospect Planning Committee in regard to an invitation to attend an area planning meeting to be held on the evening of Wednesday, October 19, 1966 at the Mount Prospect Village Hall. 2) A second communication was received from the State Junior College Board relative to an invitation for Board members and administrators of the various junior colleges to meet on December 9 & 10, (Friday and Saturday) to discuss various problems to date. This meeting will be held at the Holiday Inn in Springfield, Illinois. It was indicated that five Board members, and five administrators would attend this meeting.

NEW BUSINESS:
Admissions
Policy

Member Bernstein entered the meeting at 8:25 p.m. A discussion was held relative to the appropriateness of the Admissions Policy as presented to the Junior College Board. Amendments were recommended as follows: Under Transfer Admission, change the first sentence to read as follows: "To individuals who have come from another college or university in good standing, will be admitted as regular students." The second recommendation referred to changing paragraph three, page four, to read as follows: "If extenuating circumstances develop and a student must withdraw from any courses during the last eight weeks of a term he may petition the Office of the Dean of Instruction for permission to do so. If circumstances warrant any consultation with students and/or counselor, the Dean in consultation with the affected student and/or his or her counselor may approve the awarding of a "W" grade for any courses dropped, otherwise an "F" grade will be recorded."

It was the consensus of opinion of the Board that there was a need for an Advance Placement Policy plus a clarification of the use of "W" in paragraph 3 of page 4. In addition, it was suggested by Member O'Dea that a clarification be made of lines 10-11-12 paragraph 3, page 2, relative to dismissed students, and high school student admission policies on page 3 paragraph 3.

Member Johnson moved and Member Hamill seconded the motion to adopt the first four pages of the Admissions Policies with the suggested amendments. Motion carried.

- Adoption of Statement of Residence
Member Hansen brought up the question of the 120 days necessary to qualify as a resident of the junior college district. After some discussion, it was the consensus of opinion of the Board that there should be no limitation on residency since we are here to serve the public in the capacity of an open door college. Member Johnson indicated that he felt there should be a statement included relative to the establishment of preference for resident versus non-resident students. He suggested that a clear distinction was needed to clarify this situation. Member Bernstein moved and Member Hansen seconded the motion to adopt the Statement of Residence with the above mentioned changes, eliminating the following phrase from paragraph 4, page 1 "by residing in the district one-hundred twenty days prior to enrollment." Motion carried.
- Tenure Policy
Attorney Hines presented his opinion and concern relative to the tenure policy proposed for Harper College. It was the Board's suggestion to spell out more specifically Item three, page two and the retrenchment aspect indicated in paragraph one, page three. It was the opinion of Attorney Hines that administrators should serve at the pleasure of the Board and therefore not be provided the opportunity to gain tenure with the college. Since there still remained a great deal of work to be done relative to the legal implications of the tenure policy, this item of business was tabled to the November meeting.
- Academic Freedom Policy
After some discussion, it was recommended by the Board that the following changes be made in the content description for academic freedom: 1. Page 1, paragraph two, line 1, change scholar to faculty member. 2. Paragraph 1, page 2, eliminate the sentence starting with "nevertheless" and ending with "profession." 3. Eliminate the word therefore in line 5, page 2. 4. Use the heading "COMMENTS" preceding the fourth paragraph.

Member Bernstein moved and Member Hansen seconded the motion to adopt the statement on academic freedom as amended by the foregoing statements. Motion carried.
- Grievance Procedure
Attorney Hines indicated that since the suggested grievance procedure was closely tied to the matter of tenure, the full implications and effect on Harper College were not fully realized. Member Hamill suggested that future board opinions of individual

Grievance Procedure board members relative to this grievance procedure and a possible subsequent hearing, should not be made available to the public due to the danger of prejudicial accusations. Because of the many suggestions, and the possible implications of a tenure policy, it was suggested that this item be tabled and be given further consideration and appropriate refinement from both the Junior College Board legal council and the administrators of Harper College.

NEW BUSINESS
1967-68
Calendar

Dr. Harvey presented the proposed calendar for the 1967-68 school year and indicated that it was relatively consistent with the elementary and high school district calendars underlying the Harper College District.

Member Johnson moved and Member Bernstein seconded the motion to adopt the calendar as presented as the official 1967-68 Harper College calendar. Motion carried.

1966-67 Salary
President of
Harper College:

After a brief discussion, a motion was made by Member Hansen and seconded by Member Johnson to set the salary of Dr. R. E. Lahti, President of Harper College at \$25,000.00 annually, effective October 15, 1966.

Salary Schedule
Professional
Personnel:

Member Johnson, chairman of the Fringe Benefit Committee reported on the progress of the committee and the philosophy behind the development of the combination rank-step-ratio salary schedule presented for adoption. Dr. Pankratz reported on the development of the schedule, the work that went into building the schedule and the proposed use of the schedule as indicated by rank classifications. Member Bernstein moved and Member Johnson seconded the motion to adopt the salary schedule as presented. Upon roll call, the vote was as follows:

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

Nay: None

TUITION
SCHEDULE

The Board was presented a tuition study of tuition being charged by Illinois Class I Junior Colleges, state colleges, and the university and projected tuition costs through 1967-68, Member Bernstein moved and Member Johnson seconded the adoption of the Tuition Schedule as follows:

NEW BUSINESS: \$ 8.00 per semester hour
 Tuition Schedule \$ 5.00 per semester activity fee - less than 12 hours
 Continued \$10.00 per semester activity fee - 12 hours or more

Upon roll call, the vote was as follows:

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

Nay: None

Director of
Nursing

President Lahti and Dr. Pankratz recommended the employment of Miss Joanne Heinly as Director of Nursing for Harper College at a salary of \$10,000.00 per year effective November 1, 1966. A resume of her background, experience, and education was presented to the board for their approval. Member Johnson moved and Member Hamill seconded the motion to employ Miss Heinly as Director of Nursing at a salary of \$10,000.00 annually, effective November 1, 1966. Upon roll call, the vote was as follows:

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

Nay: None

Investment
of Monies

Because it was necessary for Member Bernstein to leave, the matter of the investment of bond monies was taken up at this time. Member Bernstein and Dr. Perry presented a proposed spending and investment program of the proceeds of our recent \$3,375,000.00 bond sale. The proposal included the investment of \$25,000.00 in certificates of deposit in each bank in the Junior College District, in addition to the investment of \$100,000.00 in certificate of deposit in the five major loop banks in downtown Chicago. In addition, the proposal included the investment of the balance of funds available for varying periods of time in either Certificate of Deposits, Treasury Bills, FNMA short term notes, depending on the best rate of interest available at the time. Member Bernstein moved, and Member Johnson seconded the motion to approve the investment program as presented, (Investment Exhibit). Upon roll call, the vote was as follows:

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

Nay: None

Member Bernstein left the meeting at 10:45 p.m.

Property
Acquisition:

Attorney Hines recommended and requested that he be authorized to proceed with the issuance of contracts for the small adjacent pieces of property east of the present college site, at a price of \$5,000. per acre. In addition he asked that if he was unable to obtain or proceed with some of the land owners therein, he be given authority to initiate condemnations proceedings against these property owners.

Member Hamill moved and Member Johnson seconded the motion for Attorney Hines to proceed in the manner as stated. Upon roll call, the vote was as follows:

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

Nay: None

NEW BUSINESS:
Data Processing
Equipment:

Member O'Dea moved and Member Johnson seconded the motion for the approval of data processing equipment as presented by Mr. Roy Sedrel, Director of Data Processing. Upon roll call, the vote was as follows:

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

Nay: None

Fringe Benefits

After some discussion by the board, it was the consensus of opinion of the board to withhold the authorization for the use of credit cards by college employees until further information could be obtained from Attorney Hines relative to the legality of such a procedure.

Member Nicklas moved and Member Hamill seconded the motion to delete the Waiver of Tuition from page four of the Fringe Benefit proposal and exclude it from consideration. Motion carried.

It was recommended by Dr. Harvey that since it appeared full time counselors were deleted from consideration because of the definition of a full-time academic employee that the words "or full-time counsellors" be added to "Definition" on page 1, #2 of the Fringe Benefit program.

Member Johnson moved and Member Nicklas seconded the

Fringe Benefits cont'd. motion to adopt the Fringe Benefit program as presented excluding credit cards (awaiting further clarification), and deleting the Waiver of Tuition.

Member O'Dea moved and Member Hansen seconded the motion to amend the previous motion to include full-time counsellors as full-time academic personnel. Upon roll call, of the amended motion the vote was as follows:

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

Nay: None

Data Processing Advisory Committee Member O'Dea moved and Member Nicklas seconded the motion to approve the appointment of the Data Processing Vocational Education Advisory Committee as presented to the board. Upon roll call, the vote was as follows:

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

Nay: None

Purchase of \$3,375,000. Fidelity Bond. Attorney Hines presented a Fidelity Bond from the National Fire Insurance Company of Hartford and the American Casualty Company of Reading, that had previously been approved by Chapman and Cutler for bonding of James D. Perry, college treasurer in the amount of \$3,375,000. to cover the proceeds from the recent sale of General Obligation Bonds. Attorney Hines indicated that he had received three quotations relative to this bond and had accepted the lowest bid in the amount of \$950.00. Member Hamill moved and Member Nicklas seconded the motion to bond the college treasurer, James D. Perry in the amount of \$3,375,000. Upon roll call, the vote was as follows:

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

Nay: None

PRESIDENT'S
REPORT
Facility
Negotiation:

President Lahti and Dr. Perry reported on the progress to date in negotiating for facilities with District 214, in the Elk Grove High School. It was indicated that District 214 was willing to lease the facilities of Elk Grove High School to the Junior College district at a cost equal to that necessary to provide these facilities on a per pupil basis for the combined group of students of both the Elk Grove High School and Junior College District 512. This cost would be adjusted on the basis of the cost experience during the 1967-68 school year but would be estimated on the basis of cost now being experienced in the Wheeling High School.

Member Hansen moved and Member Johnson seconded the motion to indicate to the board of High School District 214 our intent to lease the Elk Grove High School for junior college purposes, from the hours of 4:00 p.m. to 11:00 p.m., during the 1967-68 school year. It was also indicated that a note of appreciation be sent to the administrators of High School District 214 and the Board of Education, expressing our appreciation for their concern and cooperation in providing temporary facilities for Harper College.

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

Nay: None

Dr. Lahti presented to the board, a copy of Time magazine which featured a project completed by our architects, Caudill, Rowlett, and Scott, on a building located in the State of Texas. He reiterated his confidence in the firm of Caudill, Rowlett, and Scott and the fact that this national recognition was just another indication of the general acceptance of this firm as a leader in the junior college architectural field. Dr. Lahti also presented a copy of the Elgin Courier which featured an article on Junior College District 512 and some of the aspects of advanced planning being done at the present time. He also outlined to the board the progress made by Arthur D. Little and the fact that the report from our educational consultants is to reach us by October 24, 1966. Upon receipt of this report, we will be allowed one week to make possible comments and suggestions before the final drafting takes place and the official

PRESIDENT'S
REPORT

Facility
Negotiations
cont'd.

copies are completed.

Dr. Lahti reported on his and Dr. Perry's recent Springfield trip to meet with the administrative staff of the Illinois Junior College Board in Springfield relative to the recommendations for the approval of Phase I-B Construction project. The report recommended that Harper College receive a Phase I-B Capital Construction Apportionment from the State Junior College Board in the amount of \$5,047,812. This would call for a local contribution of one-fourth or an amount equal to \$1,682,604. for a total project cost for Phase I-B \$6,730,416. This would be the largest grant given to any one of the junior colleges in the State of Illinois under the Phase I-B recommendations. Dr. Lahti indicated his approval of this grant and the fact that it seemed as though the junior college board was trying their best to meet the needs of those junior colleges who are ready to proceed with their projects. He also distributed to the board a summary sheet of the present status of all Class I and Class II Junior Colleges in Illinois. Although some of the information was outdated, and did not show the recent growth patterns, it did however, give a basis for comparison between junior college districts.

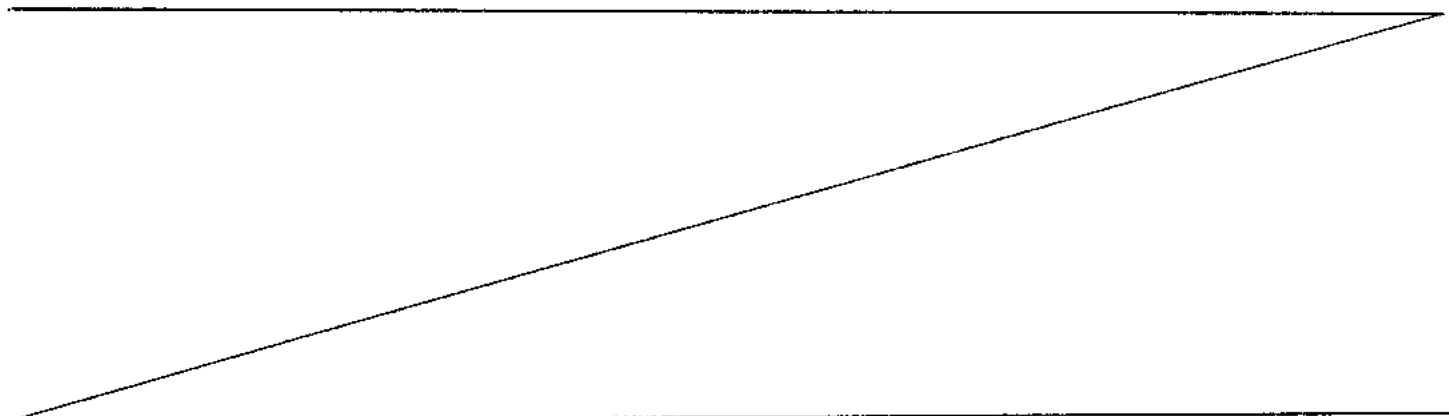
Member Johnson moved and Member Hamill seconded the motion to adjourn the meeting. Motion carried.

John W. Haas

President Haas

Joseph M. Nicklas

Secretary Nicklas



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

EDUCATIONAL FUND EXPENDITURES - OCTOBER 13, 1966

<u>Payee</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Amount</u>	<u>Account Total</u>
Edward C. McAuliff	Accounting	1-501.21	5037	\$ 376.36	
Frank M. Hines	Legal	1-501.22	5038	1242.50	
Herman F. Hinz	Supplies-Printing	1-501.33	5039	106.88	
I.B.M. Corporation	Supplies	1-501.31	5040	6.27	
Universal Stationers	Supplies	1-501.31	5041	505.80	
Xerox Corporation	Supplies	1-501.31	5042	58.00	
Standard Studies	Supplies Heom.&Chrom.	1-501.39	5043	154.75	
Casey's Bonded Delivery Service	Freight	1-501.90	5044	18.50	
Chicago Tribune	Legal Notice	1-501.90	5045	84.00	
College Entrance Exam. Board	Book	1-501.90	5046	4.00	
Day Publications, Inc.	Help Wanted Ads	1-501.90	5047	58.80	
McGraw Publications	Subscription	1-501.90	5048	8.00	
Paddock Publications	Ads	1-501.90	5049	42.20	
Presidents & Deans of American Colleges and Universities	Book	1-501.90	5050	12.50	
Robert E. Lahti	Travel	1-501.72	5051	59.60	
Donn B. Stansbury	Travel	1-502.72	5052	15.05	
Citizen's Transfer & Storage Company	Moving-Dr. Harvey	1-502.72	5053	580.60	
Des Plaines Suburban Times	Ad-Librarian	1-502.90	5054	5.00	
Wm. Mounsey & Sons	Moving of Library	1-502.90	5055	83.00	
Paddock Publications Inc.	Ad-Librarian	1-502.90	5056	4.80	
Illinois Assoc. of College Admissions Counselors	Dues	1-502.90	5057	5.00	
Elk Grove High School Cafeteria	Service	1-502.90	5058	26.22	
Flynn, Harrison & Conroy Inc.	Insurance w/c & e/l	1-508.55	5059	136.00	
Xerox Corporation	Rental Office Equip.	1-508.61	5060	293.03	
National Audio Visual Assoc. Inc.	Library - Books	1-563.00	5061	6.00	
American Library Assoc.	" "	1-563.00	5062	24.25	

<u>Vendor</u>	<u>Description</u>	<u>Account Number</u>	<u>Check Number</u>	<u>Amount</u>	<u>Account Total</u>
The Baker & Taylor Co.	Library - Books	1-563.00	5063	\$2,207.28	
Chicago Tribune	" Maps	1-563.00	5064	1.50	
Supt. of Documents	" Catalog	1-563.00	5065	3.00	
Teachers College Press	" - Book	1-563.00	5066	1.50	
University of Denver	" - Book	1-563.00	5067	3.00	
Toronto Public Libraries	" - Book	1-563.00	5068	2.65	
The Shoe String Press, Inc.	" - "	1-563.00	5069	10.00	
Esther Dever	" - "	1-563.00	5070	5.25	
Fairleigh Dickinson Univ.	" - "	1-563.00	5071	6.00	
Business Interiors, Inc.	Equip. Office	1-563.00	5072	12.48	
Horder's	" "	1-563.00	5073	654.76	
I.B.M. Corporation	" Dict. Mach.	1-563.00	5074	430.00	
Royal Typewriter Co. Inc.	" Typewriter	1-563.00	5075	355.00	
Carl Regehr Design Inc.	Cont. Payment	1-501.25	5085	700.00	
Imprest Fund			5076	<u>1,028.61</u>	

Total Educational Fund Expenditures

\$9,338.14

WILLIAM RAINEY HARPER COLLEGE
 District No. 512
 Palatine, Illinois 60067

BUILDING FUND EXPENDITURES - OCTOBER 13, 1966

PAYEE	DESCRIPTION	Account Number	Check Number	Amount	Account Total
Illinois Bell Tele.	Telephone	2-506.54	5077	\$ 680.06	
Chalet Builders	Cont.Service Remodel	2-507.20	5078	881.00	
Williams Electrical	" " Electrical	2-507.20	5079	24.50	
Maintenance Service					
Shamrock Best	" " Cleaning	2-507.20	5080	95.00	
Maintenance Service	" "				
Barrington Trucking Co.	" " Scavenger	2-507.20	5081	6.00	
Roy LaLonde	Office Rent	2-506.60	5082	<u>1018.33</u>	
Total Building Fund Expenditures				<u>\$2,704.89</u>	

WILLIAM RAINEY HARPER COLLEGE
District Number 512

Statement of Position
Educational Fund - September 30, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>AMOUNT 9-30-66</u>
CASH:		
Imprest Fund	101.20	\$ 5,000.00
Cash in Banks	101.30	165,977.65
INVESTMENTS	102.10	<u>99,328.62</u>
Total Assets		<u>\$270,306.27</u>

LIABILITIES

Payroll Deductions Payable:		
Retirement	204.10	\$ 63.34
Survivors Insurance	204.11	10.56
Federal Income Tax Withheld	204.20	
Social Security	204.31	<u>31.05</u>
Total Liabilities		\$ 104.95

FUND BALANCE

Fund Balance	300.00	<u>270,201.32</u>
Total Liabilities and Fund Balance		<u>\$270,306.27</u>

SUMMARY of FUND BALANCE

Balance July 1, 1966	\$(16,747.79)
Add: Revenues To Date	<u>352,566.87</u>
	\$335,819.08
Less: Expenditures	<u>65,617.76</u>
Fund Balance	<u>\$270,201.32</u>

WILLIAM RAINEY CARPER COLLEGE
 District Number 512
 Educational Fund Budget Report
 September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Revenue:					
Taxes-Current 1965	401.10	\$482,797.24	\$38,930.82	\$346,621.74	\$136,175.50
Governmental Divisions	402.00	15,000.00	—	5,000.00	10,000.00
Interest on Investments	404.00	2,477.27	945.13	945.13	1,532.14
Total Revenue		<u>\$500,274.51</u>	<u>\$39,875.95</u>	<u>\$352,566.87</u>	<u>\$147,707.64</u>
EXPENDITURES:					
Administration	501.00				
Salaries:	501.10				
President	501.11	\$ 16,500.00	\$ 1,791.67	\$ 5,375.01	\$ 11,124.99
Dean of Business Affairs	501.11	14,000.00	1,500.00	4,499.99	9,500.01
Administrative Assistant	501.11	16,000.00	1,055.64	1,055.64	14,944.36
Data Processing	501.15	10,000.00	1,125.00	3,375.00	6,625.00
Secretarial and Clerical	501.16	31,900.00	2,041.69	5,138.88	26,761.12
Other	501.19	7,500.00	—	—	7,500.00
Total Administrative Salaries		<u>\$ 95,900.00</u>	<u>\$ 7,514.00</u>	<u>\$ 19,444.52</u>	<u>\$ 76,455.48</u>
Contractual Services:	501.20				
Accounting	501.21	\$ 3,000.00	\$ 191.25	\$ 1,001.25	\$ 1,998.75
Legal	501.22	9,000.00	1,287.50	3,217.50	5,782.50
Service Bureau Data Process.	501.23	4,000.00	—	—	4,000.00
Architectural	501.24	2,500.00	—	30.00	2,470.00
Educational	501.25	5,000.00	—	125.00	4,875.00
Financial	501.26	10,750.00	—	—	10,750.00
Other	501.29	5,000.00	—	35.00	4,965.00
Total Contractual Services		<u>\$ 39,250.00</u>	<u>\$ 1,478.75</u>	<u>\$ 4,408.75</u>	<u>\$ 34,841.25</u>

Budget Report-Educational Fund

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September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Supplies:	501.30	\$			
Office Supplies	501.31	7,500.00	\$ 103.78	\$ 1,109.70	\$ 6,390.30
Copying Supplies	501.32	2,000.00	—	86.90	1,913.10
Painting	501.33	7,000.00	134.02	704.67	6,295.33
Postage	501.34	5,000.00	175.27	694.45	4,305.55
Election	501.35	3,000.00	22.50	1,672.22	1,327.78
Other	501.39	5,000.00	—	—	5,000.00
Total Supplies		<u>\$ 29,500.00</u>	<u>\$ 435.57</u>	<u>\$ 4,267.94</u>	<u>\$ 25,232.06</u>
<u>Travel:</u>	501.70				
Board and President	501.71	\$ 5,000.00	\$ 331.70	\$ 582.32	\$ 4,417.68
Business Office	501.72	2,000.00	687.20	982.79	1,017.21
Data Processing	501.73	1,500.00	174.90	338.76	1,161.24
Administrative Assistant	501.74	2,000.00	54.69	54.69	1,945.31
Other	501.79	1,000.00	117.05	282.88	717.12
Total Travel Expenses		<u>\$ 11,500.00</u>	<u>\$ 1,365.54</u>	<u>\$ 2,241.44</u>	<u>\$ 9,258.56</u>
Other Administrative Expenses	501.90	5,000.00	392.47	1,307.25	3,692.75
Total Administrative Expenses		<u>\$181,150.00</u>	<u>\$ 11,186.33</u>	<u>\$31,669.90</u>	<u>\$149,480.10</u>
<u>INSTRUCTION:</u>	502.00				
Salaries	502.10				
Dean of Instruction	502.11	\$ 18,000.00	\$ 1,500.00	\$ 4,500.00	\$ 13,500.00
Dean of Student Affairs	502.11	17,000.00	1,416.67	4,250.01	12,749.99
Ass't Dean of Voc. Tech.	502.12	17,000.00	—	—	17,000.00
Director of Nursing Ed.	502.12	13,000.00	—	—	13,000.00
Ass't Nursing Education	502.12	10,000.00	—	—	10,000.00
Registrar & Admissions	502.14	14,000.00	1,166.67	1,750.00	12,250.00
Secretarial, Clerical, Programmers	502.16	32,000.00	512.87	2,068.83	29,931.17
Librarian	502.17	13,500.00	1,125.00	2,250.00	11,250.00
Library Assistants	502.17	15,000.00	—	—	15,000.00
Other	502.19	1,500.00	—	—	1,500.00
Total Instruction Salaries		<u>\$151,000.00</u>	<u>\$ 5,721.21</u>	<u>\$ 14,818.84</u>	<u>\$136,181.16</u>

Budget Report-Educational Fund

-

September 30, 1966

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF SEPTEMBER	YEAR TO DATE	BALANCE
Contractual Services:	502.20				
Educational Consultants	502.26	\$ 2,500.00	—	\$ 162.00	\$ 2,338.00
Data Processing	502.27	2,500.00	—	—	2,500.00
Total Contractual Services		\$ 5,000.00		\$ 162.00	\$ 4,838.00
Supplies:	502.30				
Professional Books	502.32	\$ 2,500.00	\$ —	\$ —	\$ 2,500.00
Library Supplies	502.37	10,000.00	—	—	10,000.00
Other	502.39	15,000.00	7.00	7.00	14,993.00
Total Supplies		\$27,500.00	\$ 7.00	\$ 7.00	\$ 27,493.00
Travel:	502.70				
Faculty	502.71	\$ 5,000.00	\$1,470.39	\$ 2,100.94	\$ 2,899.06
Librarian	502.77	1,000.00	—	—	1,000.00
Other	502.79	2,000.00	—	—	2,000.00
Total Travel		\$ 8,000.00	\$1,470.39	\$ 2,100.94	\$ 5,899.06
Tuition Paid	502.80	\$92,820.00			\$ 92,820.00
Other Instructional Expenses	502.90	\$ 1,000.00	21.40	21.40	978.60
Total Instructional Expenses		\$285,320.00	\$7,220.00	\$17,110.18	\$268,209.82
Health	504.00				
Salaries	504.10	\$ 500.00			\$ 500.00
Supplies	504.30	500.00			500.00
Total Health Expenses		\$ 1,000.00			\$ 1,000.00
Fixed Charges:	508.00				
Employers Share of Retirement	508.40	\$24,000.00	\$1,228.92	\$ 3,350.65	\$ 20,649.35
Fringe Benefit Program	508.50	15,000.00	1,054.00	1,054.00	13,946.00
Other Insurance	508.51	1,500.00	297.15	297.15	1,202.85
Rentals	508.60	7,500.00	116.60	1,100.21	6,399.79
Interest	508.80	2,000.00	—	—	2,000.00
Operational Bond	508.84	380.00	—	—	380.00
Other	508.89	6,000.00	—	—	6,000.00
Total Fixed Charges		\$56,380.00	\$2,696.67	\$ 5,802.01	\$ 50,577.99

Budget Report-Educational Fund

September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Capital Outlay:	560.00				
Additional Equipment	563.00	\$119,790.00	\$ 5,912.52	\$11,035.67	\$108,754.33
Provision for Contingencies	590.00	64,914.00	--	--	64,914.00
 Total Expenditures		<u>\$708,554.00</u>	<u>\$27,015.52</u>	<u>\$65,617.76</u>	<u>\$642,936.24</u>

WILLIAM RAINEY HARPER COLLEGE
 District Number 512
 Building Fund
 Statement of Position
 September 30, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCES 9-30-66</u>
Cash:		
Cash in Bank	101.30	\$42,072.99
Investments	102.10	<u>46,830.72</u>
Total Assets		<u>\$88,903.71</u>
 <u>LIABILITIES</u>		 \$ -
 <u>FUND BALANCE</u>		
Fund Balance	300.00	<u>\$88,903.71</u>
 <u>SUMMARY OF FUND BALANCE</u>		
Balance - July 1, 1966		\$ -
Add: Revenues to Date		<u>96,288.73</u>
		\$96,288.73
Deduct: Expenditures to Date		<u>7,385.02</u>
		\$88,903.71
Balance		<u>\$88,903.71</u>

WILLIAM RAINEY HARPER COLLEGE
 District Number 512
 Building Fund - Budget Report
 September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Revenue:					
Taxes - Current 1965	401.10	\$134,109.80	\$10,814.67	\$96,288.73	\$37,821.07
Interest on Investments	404.00	<u>1,040.20</u>			<u>1,040.20</u>
Total Revenue		<u>\$135,150.00</u>	<u>\$10,814.67</u>	<u>\$96,288.73</u>	<u>\$38,861.27</u>
Expenditures:					
Tuition Paid	502.80	<u>\$ 16,380.00</u>			<u>\$16,380.00</u>
Operation	506.00				
Salaries:	506.10				
President	506.11	\$ 5,000.00	\$	\$	\$ 5,000.00
Dean of Business Affairs	506.11	4,000.00			4,000.00
Data Processing	506.15	3,500.00			3,500.00
Contractual Services Custodian	506.20	2,000.00			2,000.00
Supplies	506.30	500.00			500.00
Utilities:	506.50				
Water & Sewerage	506.51	250.00			250.00
Electricity	506.52	1,000.00			1,000.00
Telephone & Telegraph	506.54	7,000.00	1,437.64	2,089.44	4,910.56
Other	506.59	<u>1,000.00</u>			<u>1,000.00</u>
Total Operating Expenses		<u>\$ 24,250.00</u>	<u>\$ 1,437.64</u>	<u>\$ 2,089.44</u>	<u>\$22,160.56</u>
Maintenance:	507.00				
Contractual Services	507.20	\$ 2,000.00	\$	\$ 1,583.00	\$ 417.00
Supplies	507.30	<u>200.00</u>			<u>200.00</u>
Total Maintenance Expenses		<u>\$ 2,200.00</u>	<u>\$</u>	<u>\$ 1,583.00</u>	<u>\$ 617.00</u>

Budget Report-Building Fund

September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Fixed Charges:	508.00				
Employers Share of Retirement	508.40	\$ 1,300.00	\$ —	\$ —	\$ 1,300.00
Fire Insurance	508.50	1,000.00	—	—	1,000.00
Rentals - Office	508.60	20,000.00	1,018.33	3,638.32	16,361.68
Other	508.65	2,000.00		74.26	1,925.74
Total Fixed Charges		<u>\$24,300.00</u>	<u>\$ 1,018.33</u>	<u>\$ 3,712.58</u>	<u>\$ 20,587.42</u>
Capital Outlay:	560.00				
New Buildings and Improvements	562.00	\$61,291.00	\$ —	\$ —	\$ 61,291.00
Additional Equipment	563.00	5,500.00	—	—	5,500.00
Total Capital Outlay		<u>\$66,791.00</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 66,791.00</u>
Provision for Contingencies	590.00	<u>\$ 1,229.00</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 1,229.00</u>
Total Expenditures		<u>\$135,150.00</u>	<u>\$ 2,455.97</u>	<u>\$ 7,385.02</u>	<u>\$127,764.98</u>

WILLIAM RAINEY HARPER COLLEGE
DISTRICT NUMBER 512
Site and Construction Fund
Statement of Position
September 30, 1966

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>BALANCE 9-30-66</u>
Cash		
Cash in Bank	101.30	\$ (175,604.65)
Investments	102.10	
Total Assets		<u>\$ (175,604.65)</u>
<u>LIABILITIES</u>		\$ —
<u>FUND BALANCE</u>		
Fund Balance	300.00	<u>\$ (175,604.65)</u>
<u>SUMMARY OF FUND BALANCE</u>		
Balance - July 1, 1966		\$ —
Add: Revenues to Date		<u>—</u>
		\$
Deduct: Expenditures to Date		<u>175,604.65</u>
Balance		<u>\$ (175,604.65)</u>

WILLIAM RAINEY HARPER COLLEGE
 District Number 512
 Site and Construction Fund
 Budget Report
 September 30, 1966

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF SEPTEMBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
Revenue:					
Governmental Divisions	402.00				
Higher Educational Facilities Act	402.81	\$1,000,000.00	\$ -	\$ -	\$1,000,000.00
Other - State	402.90	3,500,000.00	-	-	3,500,000.00
Sale of Bonds:	403.00				
Principal on Bonds Sold	403.10	7,375,000.00	-	-	7,375,000.00
Interest on Investments	404.00	25,000.00	-	-	25,000.00
Total Revenue		<u>\$11,900,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$11,900,000.00</u>
Expenditures:					
Fixed Charges:	508.00				
Insurance	508.50	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Capital Outlay:	560.00				
Site Acquisition & Improvements	561.00	\$2,000,000.00	\$ 25,675.00	\$ 25,675.00	\$1,974,325.00
New Buildings & Improvements	562.00	3,500,000.00	59,912.40	149,929.65	3,350,070.35
Additional Equipment	563.00	25,000.00	-	-	25,000.00
Total Capital Outlay		<u>\$5,525,000.00</u>	<u>\$ 85,587.40</u>	<u>\$175,604.65</u>	<u>\$5,349,395.35</u>
Total Expenditures		<u>\$5,527,000.00</u>	<u>\$ 85,587.40</u>	<u>\$175,604.65</u>	<u>\$5,351,395.35</u>

ADMISSIONS

All high school graduates are eligible for admission to William Rainey Harper College. 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. Types of admissions available are:

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.

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.

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.

Transfer Admission: Individuals who have come from another college or university ^{in good standing} 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.

International Students: International students will be admitted to William Rainey Harper College under the following conditions:

1. International students seeking admission shall:
 - a. Provide evidence of having completed the equivalent of a twelfth grade education.
 - b. Demonstrate their ability to read and write English at the twelfth grade level on a test to be determined by the college.
 - c. Be able to show means of adequate financial support and medical care.

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.

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. *(More stringent found)*

Withdrawal from Class: When a student wishes to withdraw from a class after regular registration, he must withdraw officially by petition approved by his counselor. Students will not be allowed

to withdraw from a course after the eighth week of a semester or the fourth week of a summer term.

Students not withdrawing officially through the counseling office are subject to an "F" grade.

If extenuating circumstances develop and a student must withdraw from any courses during the last eight weeks of a term

he may petition the ^{office of the} Dean of Instruction for permission to do so..

If circumstances warrant, the Dean ^{in consultation with students} may approve the awarding of ^{for} a "W" grade for any courses dropped, otherwise an "F" grade will ^{be recorded} be recorded. *(Should have WP)*

Withdrawals from the college are handled in the same way as withdrawals from class. Students who withdraw from college without obtaining an approved formal leave of absence will receive an "F" grade in each course enrolled.

Classification of students

Students enrolling at William Rainey Harper College will be classified as follows:

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

Grades and Grade Points

Grade points are numerical values which indicate the scholarship level of letter grades. Grade points are assigned according to the following scale:

<u>Grade</u>	<u>Significance</u>	<u>Grade Points</u>
A	Superior	4.0
A-	Superior	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Poor	1.3
D	Poor	1.0
D-	Poor	.7
F	Failure	.0
X	Incomplete	
W	Withdrawal	

An example of computing a grade point assignment for a class granting four hours credit is as follows: a student receiving a "B+" will be awarded 3.3 grade points per semester hour, therefore the total grade points for that course would be 13.2 ($3.3 \times 4 = 13.2$ total grade points). A student's grade point average would be his total grade points divided by the total semester hours completed. If a course is repeated, the semester hours and grades from both the original and duplicate effort will be counted in calculating the grade point.

The following illustrates the counting of grade points:

<u>Course</u>	<u>Grade</u>	<u>Semester Hrs. Enroll- ed in</u>	<u>Semester Hours Earned</u>	<u>Sem.Hrs. Counted for Grade Pt. Average</u>	<u>Grade Points Earned</u>
English	D	3	3	3	3
General Psychology	C+	3	3	3	6.9
Algebra	A-	3	3	3	11.1
Applied Music	X	1	0	0	0
Elective	W	1	0	0	0
Elective	B+	3	3	3	9.9
Elective	F	<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>
		17	12	15	30.9

The grade-point average is computed by dividing grade points earned by semester hours counted.

	2.06	(Earned Grade Point Average)
<u>15 (Sem. hrs. counted)</u>	30.9	(Grade Points Earned)

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.

Selective Retention: Students are expected to record normal progress by maintaining a cumulative grade-point average in excess of minimum requirements. Students who have accumulated seven hours of credit and who have failed to achieve normal progress

may be placed on probation or 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.

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.

EXHIBIT B

Resident Student

Students enrolling at William Rainey Harper College shall 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.

(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.

(Students Over 21 Years of Age)

A resident student twenty-one years of age is: (1) 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) who, while an adult, has established a bona-fide residence by residing in the district one hundred and twenty days prior to enrollment. *(to be proven by students)*

District Resident

A student whose residence has been determined to be within the William Rainey Harper College district (Illinois Junior College District 512).

Illinois Non-District Resident

A student residing in Illinois, but outside Junior College District 512.

Out-of-State Resident

A student whose residence is outside of the State of Illinois.

PROPOSED HARPER COLLEGE TENURE POLICY

INTRODUCTORY STATEMENT

The Board of Trustees of Harper College, in establishing a tenure policy for full-time faculty members, seeks to create a favorable environment in which creative teaching can take place. A sound tenure policy will aid morale, provide an atmosphere of freedom, and serve as a reward for competent teachers. However, it is the position of the Board that a tenure policy should not function as a protection for a teacher who may come to neglect his professional responsibilities. The aim, then, shall be to provide appropriate procedures for this eventuality while at the same time to provide inducement, security, and freedom for dedicated, competent faculty. It is within this framework that the following policy is set forth.

Tenure Policy for Full Time Faculty Members

Full time faculty members will normally be employed on one-year probationary contracts for their first three years of service to Harper College. At the end of any one of these contract periods, the faculty member's service to the college may be terminated by notifying him of such action not later than ~~April 1~~ ^{Mar?} prior to the expiration of the contract.

The termination of service of a faculty member on a probationary contract will be for good cause as determined by the Dean of Instruction and the President of the college. The Dean of Instruction will, in such case, notify the faculty member of the reasons for his termination.

If a faculty member has not been notified of termination by ^{Mar} April 1 of his third contract year, he will be granted a contract with tenure beginning with his fourth year of service.

In the case of faculty members with at least three years of previous college teaching experience and/or who leave a tenured position to come to Harper College, the Dean of Instruction, in concurrence with the President, shall have the option of reducing the three year probationary period to one year, thereby granting tenure with the second year's contract.

Tenure shall mean that the faculty member will be continuously employed by the college, receiving yearly contracts as long as he continues to perform his work satisfactorily and as long as he does not give the college cause to request dismissal proceedings for any of the reasons listed below under Section I.

Removal of Faculty on Tenure

I. Reasons for removal of faculty on tenure.

- A. Incompetency as a teacher
- B. Neglect of duty
- C. Insubordination
- D. Subversion of the aims and objectives of Harper College
- E. Moral turpitude
- F. Mental or physical incapacity

II. Procedure for removal

The following provisions will be followed in any removal procedure of a tenured faculty member.

- A. Charges will be presented to him in writing
- B. The faculty will have the right for a hearing under the following procedure:
 - 1. The faculty member will have the right of counsel.
 - 2. The hearing will be before a committee composed of two faculty members appointed by the teacher, two appointed by the President of the college, and one member of the Board of Trustees appointed by the President of the Board of Trustees.
 - 3. The committee will determine if the hearing will be open or closed, call appropriate witnesses, and will make written report to the President, who will present the report for final action to the Board of Trustees.
 - 4. Either the faculty member involved or the Dean of Instruction may request of the President a full hearing before the Board of Trustees which will be held in executive session.
 - 5. The accused faculty member will have the right to face and question all witnesses against him in any hearing held on the matter.
 - 6. In cases where charges of incompetence or neglect of duty are involved, the Dean of Instruction will assume the responsibility of discussing the matter with the faculty member and of giving him a period of at least one semester to rectify the situation before proceeding with a recommendation for removal procedures.
 - 7. If a faculty member is dismissed later than May 1, his termination will be considered to be the end of the following academic year unless he secures another position prior to that time.

Can and should this be opened or closed.

TENURE POLICY-REVISEDFinancial or Program Retrenchment

Should it become necessary for the college to reduce its faculty due to financial or program revisions, faculty members on tenure will be given priority in the assignment of teaching responsibilities. Should the retrenchment require that some members with tenure be separated from the college they will be given the first opportunity to rejoin the staff when and if new positions in their teaching area again become available.

Responsibility of Faculty on Tenure

Certain obligations and responsibilities are assumed by faculty members granted tenure by Harper College. Such faculty members owe the college their best efforts as scholars and teachers and their full support of the aims and objectives of the college. They are also expected to live up to the highest ethical standards of their profession. A part of this ethical responsibility relates to contracts and requires that a faculty member notify the college not later than May 1 if he intends to terminate his relationship with the college for any reason at the end of that contract year. If he does not notify the college by May 1, he will be considered under contract for the succeeding year and any subsequent resignation will be received as a breach of professional ethics.

Tenure Status of Administrators

College Administrators shall not be granted tenure in their administrative positions. If an Administrator is removed from his position for reasons other than malfeasance of office, or if he wishes to voluntarily surrender administrative responsibilities, he may be offered a teaching contract upon recommendation of the President and approval of The Board of Trustees. If the Administrator had tenure at Harper as a teacher before becoming an Administrator, he would, upon returning to his teaching position, be accorded his former tenure status. If he did not have tenure at Harper before becoming an Administrator he may upon recommendation of the President and approval of The Board be offered a teaching contract on the same terms as a new teacher being hired at Harper College.

ALTERNATE PROPOSAL FOR ADMINISTRATIVE TENURE

Administrators shall be hired with rank, meeting the same minimum qualifications for rank placement as teaching faculty. However, salary placement and specific administrative duties shall be subject to definition in the contract, as arranged by the President and approved by the Board of Trustees.

If an administrator successfully completes the first year of his three-year contract he will be continued in service for the remaining two years unless shown to be negligent in the performance of his duties. Upon completion of the three-year contract, unless given notice of termination of services by the tenth month of the final year he shall be on full tenure.

Such tenure shall mean that the administrator shall enjoy the same security of employment as that granted the teaching faculty, as specified in the provisions for tenured teachers listed above. However, an administrator with tenure may be given a change in administrative assignment or may be offered a teaching assignment commensurate with his training and experience, should such a change be in the best interests of the College, as judged by the President and the Board. Such a change in assignment shall involve a salary adjustment commensurate with the new administrative assignment or a placement on the salary schedule nearest his former salary figure.

Covering observations:

The intent of this proposal for TENURE FOR ADMINISTRATORS is to provide protection against unusual employment practices on the part of some future Board or Administration, particularly after the administrator has contributed many years of faithful service and is approaching fulfillment of pension requirements and retirement.

Outside Employment

The administrative and teaching responsibilities of full time college academic employees is such that it requires a conscientious expenditure of time and effort to perform in a quality manner. The college recognizes this fact and seeks at all times to establish salary levels that adequately remunerate such effort. In keeping with this spirit the acceptance of outside work by full time academic employees is discouraged.

Upon occasion, however, in accordance with the needs of the college, full time academic employees may be requested to teach an additional course in the day or evening college. In no case will such an assignment exceed one course per semester. All such assignments must have the prior approval of the Dean of Instruction.

Assignment of Teachers

Teachers may be requested, if it is in the best interest of the college and in order to complete a full academic load, to teach one or two courses on either a day or evening schedule. However, every effort will be made to arrange schedules so that no hardship will result. Such requests, where necessary, will be made of non-tenured teachers first.

Be limited

HARPER COLLEGE
PROPOSED POLICY STATEMENT ON
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.

Faculty

Under academic freedom the ~~scholar~~ 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. ~~Nevertheless, because of his role in the public eye, he should be judicious in his conduct and utterance since the community may tend to identify him as a representative either of the institution or his profession.~~ He should, ~~therefore,~~ 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.

*Johnson suggested
Comments*

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.

GRIEVANCE PROCEDURE

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

1. Differences between faculty members of the same department should be referred through channels to the next highest authority--the department chairman, division head, or other administrator.
2. Differences between faculty members of different departments should be discussed between the respective department chairmen and then referred to the next highest authority if necessary.
3. Differences between a faculty member and students should be brought to the attention of the department head or higher authority and, if necessary, be resolved through discussion between the student or a delegation of students and a faculty member.

4. Differences between a faculty member and the public should be referred to the appropriate Dean or the President.
5. Should discussion prove unavailing, the President will appoint a College Grievance Committee, in cooperation with the President of the Faculty Senate. Where student grievances are involved, student representation may be included in the Committee.

PROCEDURE

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

1. The aggrieved party shall submit a written statement setting forth the nature of his grievance with specific instances of the statements or incidents which, he alleges, constitutes the basis of the grievance. If the chairman of the Committee is of the opinion that the written statement submitted

is not sufficiently specific, an additional detailed statement may be required from the appellant.

2. Within fifteen (15) days after submission of the written statement the Committee shall conduct a non-public hearing at which the appellant and his witnesses shall be heard.
3. The Committee shall have the right to call persons and to have records produced.
4. The Committee shall arrive at a determination in executive session within fifteen (15) days after the hearing and such determination shall be made from the record.
5. The Committee shall make a written report of its decision to the President within seven (7) days after arriving at the decision. If the determination of the Committee is adverse to the appellant, the appellant may request of the President that the matter be brought to the Board at the next regular meeting.

PROPOSEDHARPER COLLEGE CALENDAR 1967-1968 (Revision)FIRST SEMESTER

Registration	September 8, 11 & 12	
Classes Begin	September 13 (Wednesday)	
Thanksgiving Vacation	November 23, 24	3 days of registration
Thanksgiving Day	November 23 (Thursday)	
Classes Resume	November 27 (Monday)	16 weeks of classes
Christmas Vacation	December 22 (12:00 pm) Jan. 5	
Christmas Day	December 25 (Monday)	
New Year's Day	January 1 (Monday)	1 week of exams
Classes Resume	January 8 (Monday)	
Final Exams	January 22-January 27	

SECOND SEMESTER

Registration for Second Semester	January 31, February 1 & 2	
Classes Begin	February 5 (Monday)	
Spring Vacation	April 8-April 15	
Good Friday	April 12	3 days of registration
Easter Sunday	April 14	
Classes Resume	April 16 (Tuesday)	16 weeks (less two days) of classes
Memorial Day Vacation	May 30 (Thursday)	
Classes Resume	May 31 (Friday)	
Final Exams	June 3-June 7	1 week of exams

SUMMER SESSION (8 weeks)

Registration	June 13, 14	
Classes Begin	June 17 (Monday)	2 days of registration
Independence Day Vacation	July 4, 5	
Independence Day	July 4 (Thursday)	8 weeks of classes
Classes Resume	July 8 (Monday)	
Final Exams	August 15, 16	2 days of exams

Exhibit G

SALARY SURVEY OF ILLINOIS CLASS I JUNIOR COLLEGE PRESIDENTS

A survey was made of the following institutions: Sauk Valley College, Triton College, Rock Valley College, Blackhawk College, DuPage Community College, and William Rainey Harper College.

<u>PRESIDENT'S SALARY</u>	<u>OTHER</u>	<u>CONTRACT RENEWAL DATE</u>
\$25,000	\$150 per month in-district travel allowance.	March 1967
\$24,000	Health, Life insurance policy (and dependents)	July 1, 1967
\$22,000	Hospitalization and life insurance for entire family.	October 1966
\$26,000	\$1800 car allowance. Investigating life insurance, health and accident policy	July 1, 1967
\$25,000	College furnishes car and expenses. Hospitalization for employee and dependents.	Up for renewal
\$21,500	Interim fringe benefit package for all employees.	October 15, 1966

WILLIAM RAINEY HARPER COLLEGE
 34 West Palatine Road
 Palatine, Illinois

Proposed Salary Schedule 1967-68
 (9 Month Schedule)

Base \$7,000.00
 Increments \$350.00

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

Guidance Counselors - add \$600.00 per year.

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

Checked #

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

MINIMUM QUALIFICATIONS

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

* or approved related area

RECOMMENDATION OF PROMOTIONS

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

- A. Credit for prior experience allowed as specified in minimum rank qualifications.
- B. Credit up to a maximum of two years allowed for military experience.
- C. Release time schedule for Division Chairmen:

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

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

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

(Salary rate per course - 3 semester hrs.)

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

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

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

Approximate Percentages of Levels

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

THE EARLY YEARS

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

TUITION STUDY AND RECOMMENDATIONS

In developing a recommendation to the Board of Trustees re tuition and fee charges, a study was made of the tuition and fee charges at Illinois State Colleges and Class I junior colleges. A summary of this data follows. The starred (*) colleges are on a quarter schedule and their costs were adjusted to comparable figures for comparison on a semester basis. All figures are based on an average load of fifteen semester hours.

CLASS I JUNIOR COLLEGES

	<u>Resident Tuition</u> <u>Per Semester</u>	<u>Tuition</u> <u>Per Sem.</u> <u>Hour</u>	<u>Activity</u> <u>Fee Per</u> <u>Semester</u>	<u>Total Semester</u> <u>Costs--Tuition</u> <u>and Act. Fee</u>
Black Hawk	\$82.50	\$5.50	\$ 8.00	\$ 90.50
Rock Valley*	\$54.00	\$3.60	\$15.00	\$ 69.00
Triton	\$75.00	\$5.00	\$10.00	\$ 85.00

STATE COLLEGES AND UNIVERSITIES

East. Ill. U.*	\$60.00	\$4.00	\$36.00	\$ 96.00
Ill. State U.	\$60.00	\$4.00	\$36.00	\$ 96.00
Northern Ill. U.	\$60.00	\$4.00	\$58.25	\$118.25
University of Ill.				
Champaign	\$85.00	\$5.67	\$40.00	\$125.00
Chi. Circle*	\$85.50	\$5.70	\$51.00	\$136.50
West.Ill.U.*	\$60.00	\$4.00	\$48.00	\$108.00

Recommended charges for Harper College resident students:

- ~~\$120.00 - per semester for a full-time program.~~
- \$ 8.00 - per semester hour
- \$ 10.00 - per semester activity fee for full-time students.
- \$ 5.00 - per semester activity fee for part-time students (less than 12 semester hours)

10/7/66

jm

EXHIBIT J

Appointment to be confirmed by telephone.

If successful, Release on recommendation for
appointment will be brought to meeting.

WILLIAM RAINY HARPER COLLEGE
34 WEST PALATINE ROAD
PALATINE, ILLINOIS

MEMORANDUM

TO Dr. LahtiFROM Roy A. SedrelDATE October 6, 1966

SUBJECT: Order of Unit Record Equipment for Instructional Purposes for Fall of 1967.

The classification of data processing equipment is divided into two groups--unit record equipment and computer systems. Many companies manufacture computer systems, but for all practical purposes, only two manufacturers produce unit record equipment. These two companies are IBM and Remington Rand. The Remington Rand Corporation manufactures an interpreter, a key punch, a verifier, a sorter, and a combination tabulating machine-calculator. The IBM Corporation produces a complete line of equipment including several models of each type of machine.

It is planned that the College will not have a computer system installed until we are in our own facilities in the fall of 1968. However, it would be practical for us to install unit record equipment at or near the facilities which will be used next fall and later move the equipment to the campus location. The equipment would be used primarily for vocational education purposes and could be housed in a standard classroom or a temporary building, as the physical environment requirements for this type of equipment is not as critical as it is with the computer. An alternative might be to place the equipment in facilities available in the horse barn at the college site. These facilities should be adequate and would be available before September 1, 1967.

Due to recent Government demands for key punches and verifiers, certain models of this equipment are now on a nine month delivery schedule from IBM, and on a two year schedule from Remington Rand. The IBM delivery schedule has a better than 50 percent probability of further increase to twelve months in the very near future.

In view of these facts, I feel that it is imperative that we bring before the Board the need for this equipment and secure permission to order the unit record equipment we will be using in the Data Processing Technology Program beginning in the fall of 1967. It is recommended that we order this equipment from the IBM Corporation for the following reasons:

1. The Remington Rand delivery schedule is two years, thus, they could not provide the equipment by September, 1967.
2. Remington Rand does not carry a complete line of unit record equipment which would necessitate an undesirable "mix" of equipment.
3. The use of this equipment will be primarily for vocational training. Thus, it is important that students develop operating skills on the equipment they will be using upon entering the job market. This is particularly true of young women seeking positions as key punch operators. Therefore, since a vast majority of installations in this area use IBM machines it would be in the best interests of the students to use IBM equipment in our training program.

There are several purchase and lease plans available from IBM. However, before we can analyze the various plans, we need a basis of comparison. It is recommended that we place an initial order for eight (8) key punches, two (2) verifiers, one (1) sorter, one (1) collator, one (1) interpreter, one (1) reproducer, and one (1) accounting machine. This configuration would permit the College to accommodate key punch class sections of eight students, and unit record equipment classes and laboratories of 15-20 students. Table 1, Page 9, contains a lease and purchase cost schedule for the various models of equipment recommended.

The next question to consider is the type and amount of financial assistance that is available from the State and Federal governments. In a telephone conversation with Mr. Kartz of the State Vocational Education Department on September 27, it was indicated that the State would reimburse 66 2/3 percent of either the rental or purchase cost of equipment. This reimbursement is dependent upon the approval of our Data Processing Vocational Education Program which appears to be a virtual certainty. In addition, the College is eligible for Federal funds for the purchase of vocational education equipment in an amount equal to 100 percent of the cost of new construction devoted to vocational education. For Data Processing, this amounts to \$. The 100 percent funds are available upon approval of an application to conduct an area vocational school program. We will be preparing this application and submitting it for approval at the January 1967 meeting of the State Vocational Education Board. For the purposes of comparison in the remainder of this memorandum, we will be using a 66 2/3 percent reimbursement rate, as this applies to both purchase and lease. However, remember that the potential for 100 percent purchase money does exist.

The next question to consider is that of purchase versus lease. Under a lease arrangement, the manufacturer retains title to the equipment and provides all maintenance and service to the equipment. The customer may cancel any piece of equipment after one year by simply giving a 90 day's notice. The net yearly rental cost to the college for all equipment listed on Table 1, Page 9, would be as follows:

Total Yearly Rental	\$13,403.
Less State Reimbursement (66 2/3%)	<u>8,935.</u>
Net Yearly Cost to Harper College	<u>\$ 4,468.</u>

When equipment is purchased, title passes to the buyer. If Federal and State money is used to purchase equipment, the respective governments retain an "interest" in the equipment. This simply means that a periodic inventory of the equipment is made to determine that it has not been sold and that it is in use in the vocational education program. In the event the College would wish to dispose of the equipment, prior approval must be secured from the State Vocational Education Department.

The various options and terms available under purchase and lease-purchase contracts are as follows:

1. Purchase Contract:

A decision to purchase equipment must be made at least 30 days prior to delivery. The only purchase option available to Harper is one in which the purchase price is paid in full at the time of delivery. This is due to a State Vocational Education Board policy under which they will not reimburse a deferred payment contract.

2. Lease-Purchase Option:

At any time during a lease contract a conversion to a purchase contract may be made by giving 30 days prior notice. At any time, 50% of the total rental paid, up to a maximum of two years rent, may be applied to the purchase price of the equipment. The same purchase contract, (i.e. State and Local Government Purchase Contract) outlined above is available, or the entire purchase price may be paid in one lump sum if desired.

Under a purchase agreement, the College would pay for all maintenance and repair service on the equipment. Maintenance costs may be handled in two ways:

1. Maintenance service is paid for on a "per call" basis. The rates are \$16.20 an hour for labor, including travel time from Evanston; travel expense at 9.9 cents per mile; and all parts at 90%. A minimum charge of \$16.20 is made for any single service call.
2. Maintenance contracts wherein the customer pays a flat monthly rate for each machine. This rate covers all service

Calls on a machine, regardless of the number of calls. Travel and parts are also included in the maintenance contract. The information in Table 2, Page 10, contains a cost schedule for maintenance contracts on the recommended machines.

Free maintenance is provided for all purchased equipment for the first 90 days. In addition, all parts except diodes, transistors, and tubes are warranted for one full year. It is recommended that for purchased equipment, maintenance and service be paid on a "per call" basis for the first year. Thereafter, machines should be placed on maintenance contracts only when the service history of the machine indicated a cost savings under a maintenance contract.

Table 3, Page 11, contains a year-by-year purchase contract cost analysis for the recommended equipment. Following is a recapitulation of Table 3:

	<u>Equipment Cost</u>	<u>Estimated Maintenance</u>	<u>Total</u>
Year 1	\$22,962.	\$ 2,000.	\$24,962.
Year 2		2,916.	2,916.
Year 3		2,916.	2,916.
Year 4		2,916.	2,916.
Year 5		2,916.	2,916.
TOTAL	<u>\$22,962.</u>	<u>\$11,664.</u>	<u>\$36,626.</u>

An alternative plan which should be considered is to purchase the key punches, verifiers, sorter, and the interpreter. The remaining three units--the collator, the reproducer, and the accounting machine--would be acquired on a conventional lease. The primary argument supporting the alternate plan is the technically useful life of the key punch, verifier, sorter, and interpreter as compared to the collator, reproducer, and accounting machine. It is estimated that these units would have a useful life of from 8-10 years. Further, these units would serve as basic support machines for the college computer center and, therefore, would have added use value beyond that of technical training.

In addition, changes in data processing education are occurring which have further impact on the need for a collator, reproducer, and accounting machine in a college training program. The high school, under some of the new coordinated curriculum plans, provides a "preparatory program" for students interested in data processing as a career. The introduction to data processing and the training in unit record equipment operation are completed at the high school level. The emphasis at the college level is placed on programming and systems analysis and design. I believe that such an approach has value and will become widely accepted in this area within the next five years.

Table 4, Page 12, contains a cost analysis under the alternate plan for a five year period. A recapitulation of Table 4 follows:

	<u>Equipment Purchase</u>	<u>Equipment Rental</u>	<u>Estimated Maintenance</u>	<u>Total</u>
Year 1	\$13,717.	\$1,424.	\$1,200.	\$ 16,341.
Year 2		1,424.	1,500.	2,924.
Year 3		1,424.	1,500.	2,924.
Year 4		1,424.	1,500.	2,924.
Year 5		1,424.	1,500.	2,924.
TOTAL	<u>\$13,717.</u>	<u>\$7,120.</u>	<u>\$7,200.</u>	<u>\$ 28,037.</u>

In the short run it would appear that the alternative purchase-lease plan is more costly than a full lease plan. However, the savings become apparent when one analyzes the two plans over a period of ten years. Table 5, Page 14, contains a ten year comparative cost analysis of a full lease plan versus a purchase-lease plan. A recapitulation of Table 5 is presented below:

Total Ten Year Cost Under Full Lease Plan	\$37,520.
Total Ten Year Cost Under Purchase-Lease Plan	<u>35,537.</u>
Net Cost Differential	<u>\$ 1,983.</u>

If 100 percent money is used for purchase of the key punches, verifiers, sorter, and interpreter, the cost savings become even more substantial. Following is a comparison of the two plans assuming that 100 percent money is available:

Total Ten Year Cost Under Full Lease	\$37,520.
Total Ten Year Cost Under Purchase-Lease Plan	<u>21,820.</u>
Net Cost Differential	<u>\$15,700.</u>

During the first year it will be necessary to purchase chairs, desks, storage cabinets, control panels, and wires for use in the Data Processing Technical Program. Table 6, Page 15, contains an itemized list and estimated cost of these items. The total estimated cost is \$1,952.

SUMMARY

If the College plans to offer a data processing technology program beginning in the fall of 1967, we must order our equipment within the next 30 days. This urgency is the result of recently announced delivery schedules which range from nine months to two years.

In view of the delivery schedules and the nature of the training program, it is recommended that we order this equipment from the IBM Corporation. The following machines should be placed on order at this time: (3) key punches, (2) verifiers, (1) sorter, (1) interpreter, (1) reproducer, (1) collator, and (1) accounting machine. These machines should be scheduled for delivery on August 1, 1967. If facilities are available in July, it would be advantageous to have one or two key punches and a verifier delivered earlier for use in administrative processing.

The State will reimburse 66 2/3 percent of either the purchase or lease cost of this equipment. In addition, money is available from the Federal government to reimburse the cost of vocational education equipment equal to 100 percent of the cost of new construction of vocational education facilities.

I recommend that we purchase the key punches, verifiers, sorter, and interpreter and lease the collator, reproducer, and accounting machine. The net cost of purchase and lease for a five year period would be approximately \$28,000. In addition, first year costs for supporting classroom equipment would be approximately \$2,000. An estimated total cost for the 1967 - 1968 school year would be \$13,341, exclusive of teaching personnel.

TABLE I

UNIT RECORD EQUIPMENT LEASE AND PURCHASE
SCHEDULE

MACHINE	Qty.	Monthly Rental		Total Net Monthly Rental ¹	Total Net Yearly Rental ¹	Unit Purchase Price		Total Net Purchase Price ¹
		Gross	Net			Gross	Net	
026 Key punch - Model 1	2	\$ 63.	\$ 56.70	\$ 113.	\$1,356.	\$3,625.	\$ 3,262.50	\$ 6,525.
029 Key punch - Model B22	2	81.	72.90	146.	1,752.	4,250.	3,825.00	7,650.
029 Key punch - Model A12	4	49.	44.10	176.	2,112.	2,450.	2,205.00	8,820.
056 Verifier - Model 1	1	53.	47.70	48.	576.	2,350.	2,115.00	2,115.
059 Verifier - Model 2	1	92.	64.80	65.	780.	3,775.	3,397.50	3,398.
083 Sorter - Model 1	1	117.	105.30	103.	1,236.	7,850.	7,065.00	7,065.
085 Collator - Model S50	1	95.	85.50	86.	1,032.	6,625.	5,962.50	5,963.
557 Interpreter - Model 80	1	120.	108.00	108.	1,296.	6,200.	5,580.00	5,580.
514 Reproducer - Model 50	1	70.	63.00	63.	756.	5,500.	4,950.00	4,950.
402 Accounting Machine - Model S62	1	230.	207.00	207.	2,484.	18,690.	16,821.00	16,821.
TOTALS				\$1,115.	\$13,380.			\$68,887.

NOTE: Figures include a 10% educational allowance. An estimated \$414. for transportation must be added to the first year's rental or purchase price.

¹Amounts are rounded to nearest whole dollar.

MAINTENANCE CONTRACT COST SCHEDULE

<u>Unit</u>	<u>Quantity</u>	<u>Monthly Unit Cost</u>	<u>Total Monthly Cost</u>	<u>Total Yearly Cost</u>
026 Keypunch - Model 1	2	\$23.00	\$46.00	\$ 552.00
029 Keypunch - Model B22	2	19.75	39.50	474.00
029 Keypunch - Model A12	4	16.75	67.00	804.00
056 Verifier - Model 1	1	32.00	32.00	384.00
059 Verifier - Model 2	1	16.75	16.75	201.00
083 Sorter - Model 1	1	33.75	33.75	405.00
085 Collator - Model S50	1	25.75	25.75	309.00
557 Interpreter - Model 80	1	59.00	59.00	708.00
514 Reproducer - Model 50	1	23.75	23.75	285.00
402 Accounting Machine - Model S52	1	54.24	<u>54.24</u>	<u>650.88</u>
TOTALS			\$397.74	\$4,772.88

Totals

Less 10% Educational Allowance

Net Estimated Maintenance Contract Cost

39.77
\$357.97

477.29
\$4,294.59

TABLE 3

PURCHASE CONTRACT COST ANALYSIS
FOR A FIVE YEAR PERIOD

Year 1

Total Purchase Cost	\$68,886.
Less: State Reimbursement	<u>45,924.</u>
Net Purchase Cost To Harper College	\$22,962.
Estimated Maintenance Cost	<u>2,000.</u>
Total Cost - Year 1	<u>\$24,962.</u>

Year 2

Estimated Maintenance Cost	\$ 2,916.
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Year 3

Estimated Maintenance Cost	\$ 2,916.
----------------------------	-----------

Year 4

Estimated Maintenance Cost	\$ 2,916.
----------------------------	-----------

Year 5

Estimated Maintenance Cost	\$ 2,916.
----------------------------	-----------

Total Five Year Cost

\$36,624.

TABLE 4

COST ANALYSIS - ALTERNATE PLAN
COMBINATION PURCHASE - LEASE

The following cost analysis is based on the purchase of eight key punches, two verifiers, a sorter, and an interpreter. Net purchase cost of these units is \$41,153. Estimated yearly maintenance on these units would be \$1,500. The amount for net yearly rental is for the reproducer, collator, and accounting machine.

Year 1

Total Purchase	\$41,152.
Net Yearly Rental	4,272.
	<u>\$45,424.</u>
Loss: State Reimbursement	30,283.
	<u>\$15,141.</u>
Estimated Maintenance	1,200.
	<u>1,200.</u>
Total Cost - Year 1	<u>\$16,341.</u>

Year 2

Net Yearly Rental	\$ 4,272.
Less: State Reimbursement	2,848.
	<u>\$ 1,424.</u>
Estimated Maintenance	1,500.
	<u>1,500.</u>
Total Cost - Year 2	<u>\$ 2,924.</u>

Year 3

Net Yearly Rental	\$ 4,272.
Less: State Reimbursement	2,848.
	<u>\$ 1,424.</u>
Estimated Maintenance	1,500.
	<u>1,500.</u>
Total Cost - Year 3	<u>\$ 2,924.</u>

TABLE 4
Page 2

Year 4

Net Yearly Rental	\$ 4,272.
Less: State Reimbursement	<u>2,848.</u>
	\$ 1,424.
Estimated Maintenance	<u>1,500.</u>
Total Cost Year - 4	<u>\$ 2,924.</u>

Year 5

Net Yearly Rental	\$ 4,272.
Less: State Reimbursement	<u>2,848.</u>
	\$ 1,424.
Estimated Maintenance	<u>1,500.</u>
Total Cost - Year 5	<u>\$ 2,924.</u>

Total Five Year Cost = \$28,037.

TABLE 5

TEN YEAR COST COMPARISON OF FULL LEASE
AND PURCHASE LEASE PLANS

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
A. Full Lease Plan; Net Yearly Rental Cost To Harper College	\$ 4,468.	\$ 4,468.	\$ 4,468.	\$ 4,468.	\$ 4,468.	\$ 3,036.	\$ 3,036.	\$ 3,036.	\$ 3,036.	\$ 3,036.
B. Purchase - Lease Plan Equipment Cost	\$13,717.									
Net Rental for Leased Units	1,424.	\$ 1,424.	\$ 1,424.	\$ 1,424.	\$ 1,424.					
Estimated Maintenance	1,200.	1,500.	1,500.	1,500.	1,500.	\$ 1,500.	\$ 1,500.	\$ 1,500.	\$ 1,500.	\$1,500.
	\$16,341.	\$ 2,924.	\$ 2,924.	\$ 2,924.	\$ 2,924.	\$ 1,500.	\$ 1,500.	\$ 1,500.	\$ 1,500.	\$1,500.

NOTE: Based on the assumption that the collator, reproducer, and accounting machine would not be used beyond the 5th year.

Total Ten Year Cost Under Plan A \$37,520.

Total Ten Year Cost Under Plan B 35,537.

Net Savings of Plan B Over Plan A \$ 1,983.

TABLE 6

CLASSROOM AND LABORATORY FURNITURE FOR
DATA PROCESSING TECHNICAL EDUCATION

ITEM	QTY.	UNIT COST	TOTAL COST
Furniture			
Key punch and Verifier			
Chairs	10	\$ 43.00	\$ 430.00
Instructors Desk	2	180.00	360.00
Desk Chairs	2	40.00	80.00
Work Tables	2	50.00	100.00
Storage Cabinets			
Card Filing Cabinet - 20 Drawer	1	222.50	222.50
Control Panel Storage Cabinet	1	256.00	256.00
Control Panels and Wire Complements			
Control Panels - 402	6	31.50	189.00
Control Panels - 557 & 085	6	19.75	118.50
Control Panels - 514	6	16.00	96.00
Control Panel Wires			<u>100.00</u>
Totals			<u><u>\$1,952.00</u></u>

WILLIAM RAINEY HARPER COLLEGE
34 WEST PALATINE ROAD
PALATINE, ILLINOIS

MEMORANDUM

TO Dr. Robert Lahti

FROM Roy A. Sedrel DATE October 7, 1966

SUBJECT Data Processing Vocational Education Advisory Committee

The need for establishing a Data Processing Vocational Education Advisory Committee is becoming critical. The College will be involved in several activities within the next six months which relate to the development of vocational education programs. These activities include the preparation of an application to become an approved Area Vocational School, an application for approval of the data processing vocational education program, the selection of instructional staff, and the selection of equipment.

Early in July, I contacted the Data Processing Management Association, International Office in Park Ridge, and asked for assistance in selecting advisory committee members. The Association, referred me to Mr. James Gerdes of Argonne National Laboratories. Mr. Gerdes contacted several members of DPMA and forwarded a list of names of individuals who indicated a willingness to serve on an advisory committee.

At the same time, I contacted several local firms and secured the names of persons who indicated a desire to serve on the advisory committee. I have had the opportunity to meet

the prospective members of the advisory committee and discuss their role as a committee member and how they could be of assistance to the College. Dr. Pankratz has also met with some of the prospective members and discussed with them the plans for vocational education at Harper College.

I recommend that the following persons be appointed to the Data Processing Vocational Education Advisory Committee. Each of the persons recommended holds a key management position in data processing and would be able to contribute valuable assistance in the establishment, operation, and evaluation of the vocational training program.

Mr. James Gerdes
Management Engineer of Technical Services
Argonne National Laboratory
Argonne, Illinois
Residence: Palatine

Mr. Ken E. Edwards
Manager of Data Processing
Investors Security Life Insurance Company
Arlington Heights, Illinois
Residence: Arlington Heights

Mr. Dennis McCall
Manager of Data Processing
Wallace Business Forms, Inc.
Chicago, Illinois
Residence: Libertyville

Mr. Paul Slegler
Special Projects Assistant
Allstate Insurance Company
Skokie, Illinois
Residence: Arlington Heights

Mr. William Reid
Co-ordinator of Data Processing
High School District 214
Mt. Prospect, Illinois
Residence: Buffalo Grove

Mrs. Phyllis Moss
Manager of Data Processing
High School District 211
Palatine, Illinois
Residence: Villa Park

Mr. Robert Petersen
Manager of Data Processing
Sola Electric Company
Elk Grove Village, Illinois
Residence: McHenry

Mr. Dick Shell
Manager of Manufacturing Engineering
Chicago Aerial Industries, Inc.
Barrington, Illinois
Residence: Mt. Prospect

Mr. Richard G. Edelblute
Assistant Cashier
Palatine National Bank
Palatine, Illinois
Residence: Palatine

The above membership would form the nucleus of the advisory committee as it begins its activities. In addition, it would be desirable to add two more members, hopefully, within the next six months. I have been in contact with United Airlines and they have indicated a desire to be represented on the committee. I would hope to fill the additional two positions with a representative from United and one other large firm in the College District.

I would also recommend that Mr. James Gerdes be appointed chairman of the committee. I feel that Mr. Gerdes has the professional background, the personality traits, and the personal interest which are essential for a good leader. I believe the committee would function very effectively under his guidance.

Exhibit M

WILLIAM RAINEY HARPER COLLEGE

RECOMMENDED POLICIES

TRAVEL REGULATIONS

1. 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 air travel credit cards will be issued to selected faculty members and other administrative staff.
 - (a) It is expected that 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.
 - (c) First class service is authorized on single class service when seats are not available on two or three class service on desired flights.
 - (d) 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.
2. Travel by rail is at first class service.
3. 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.
4. Travel advances may be made to employees of the College in an amount equal to the anticipated costs of the trip.
5. Expenses will be reimbursed for living outside the Chicago area while on official business of the College.

6. Whenever necessary leased automobiles shall be provided for college officials for use in conducting business in behalf of the College.

CREDIT CARDS

7. 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.
8. The College shall not pay for, nor be liable for, credit cards other than air and telephone cards issued by the College, even though the use of such credit cards is primarily for the interests of the College.

HEALTH PROVISIONS

1. 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.

Leave for minor illnesses which do not require a physician, will be ratified after notifying the appropriate supervisor. If an employee 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.

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.

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.

2. 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. Health Examinations and Chest X-rays

Physical exams and chest X-rays are required of all personnel at the time of employment by the College. Such examinations shall be recorded on a form provided by the Board. The Board may require physical and/or a mental examination whenever a question of fitness may arise. Initial examination upon employment and examinations requested by the Board, will be provided at Board expense.

Regular medical and dental examinations and tests are the responsibility of the employee except when they are necessary as treatment for an injury or sickness in conjunction with College business or required in conformity with public health regulations. Employment is contingent upon successful completion of physical and X-ray tests.

Academic Employees

- A. The term "faculty" shall include members of the teaching staff together with the principal administrative offices, librarian, directors or coordinators of various testing or research programs and/or persons with similar duties on the College staff.
- B. The term "teaching staff" shall include professors, instructors, or their equivalent performing part-time or full-time teaching duties.

Full-time Academic Employee

A "full-time academic employee" is one who teaches at least twenty-four semester hours per contract year, excluding the summer term.

Part-time Academic Employee

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

Classified Employees

Classified personnel are defined as all employees other than academic employees (see above) who serve in a non-academic capacity.

Classified Full-time Employee

A "full time classified employee" is one who is regularly employed and regularly scheduled for 30 hours or more per week.

Classified Part-time Employee

A "part-time classified employee" is one who is regularly employed and regularly scheduled for a minimum of 20 hours, but less than 30 hours, per week.

October 5, 1966

Exhibit A

Revised Statement of Definitions and Privileges

relating to

FRINGE BENEFITS

A. Definitions

1. A "contract year" shall mean the 12 consecutive months beginning with the date of contract.
2. A "full-time academic employee" is one who teaches at least 24 semester hours per contract year, *or counsels full time.* excluding the summer term.
3. A "part-time academic employee" is one who teaches more than 14 but less than 24 semester hours per contract year, excluding summer term.
4. A ~~"permanent academic employee"~~ is one who is ~~under contract for a contract year.~~
5. A "temporary academic employee" is one who is under contract for less than a contract year.
6. A "permanent classified employee" is one who at the time of employment is not given a termination date.
7. A "temporary classified employee" is one who at the time of employment is hired with a specified termination date of less than one year.

B. Privileges

1. Leaves of Absence

- a. The College shall grant, upon request therefor, each full-time academic employee a sabbatical leave after each six consecutive years of permanent full-time service, or the equivalent thereof, provided that in the judgment of the Academic Dean and concurrence of the Board such a leave will clearly add to the teaching effectiveness and/or professional status of the academic employee, 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.
- b. During the sabbatical leave, such academic employee 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

not include travel, food, and lodging for the academic employee and his dependents, if any. If an academic employee receives full compensation from another source, the College may still assist him by the payment of retirement and insurance premiums in his absence.

3. Waiver of Tuition

A full tuition scholarship for courses taken at the College shall be made available to every full-time academic employee as well as to his spouse and dependent, unmarried children. No such scholarship recipient shall, however, be accorded priority over non-scholarship applicants for a program or course. The College, moreover, reserves the right to restrict the admission of such scholarship recipients to a program or course where sound budgetary practices so dictate. All fees other than tuition shall be paid by the individual.

4. Professional Expense Account

Each full-time academic employee will be allowed a professional expense account not to exceed seventy-five (\$75.00) dollars per year. Minor, out-of-pocket expenses, such as membership fees for professional organizations, local travel expenses,

subscriptions to professional journals and incidental teaching supplies excluding books not approved by the departmental chairman, will be reimbursed by the College, upon submission of an approval of an itemized statement of the academic employee to his immediate administrative superior in late May, up to the maximum amount. Part-time and temporary academic employees will be allowed a fraction of such maximum amount in proportion to their respective teaching load and/or equivalent professional duties.

5. Secretarial Service

Wherever possible, the services of student aids shall be made available to academic employees. In addition, the regular secretarial staff shall assist academic employees in the preparation of instructional materials and professional papers.

6. Priority in Summer Teaching Assignment

All academic employees wishing to teach summer sessions at the College shall have priority in accordance with their seniority at the College, over all extra-institutional instructors for available summer positions.

B E N E F I T S

Admin.

Travel & Accident Maj. Med. Life Ins. A. D. & D. Wkly. Acc. & Sick. Other Mile Allow. Credit Cards Sick Leave Em

Phillip College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

LONG-TERM DISABILITY PER MILE

12 DAYS PER ANNUM ACCUMULATED INDEFINITELY

Macomb Comm. College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

LONG-TERM DISABILITY PER MILE

1 DAY PER MONTH CUMULATIVE TO 120 DAYS

Oakland Community Coll.

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Rockford College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

San Mateo College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Shimer College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Triton Junior College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Paraiso University

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

10¢ PER MILE

Wheaton College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

10¢ PER MILE

NOT CUMULATIVE

Oberlin College

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

10¢ PER MILE

SERVICE EMPLOYEES ONLY

