

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

AGENDA

November 28, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Monthly Disbursements
  - A. Supplemental Bills Payable
  - B. Payroll November 15 - 30
  - C. Estimated Payroll Dec. 1 - 15
- V. Communications
- VI. Unfinished Business
  - A. Financial Statements for October
- VII. New Business
  - A. Consideration of an increase in the subcontractor's contract. (Exhibit A)
  - B. Consideration of the purchase (Exhibit B) of Duplicating equipment.
  - C. Educational Report - (Exhibit C) Division of Business and Social Science, Mr. John Birkholz and staff
  - D. Other
- VIII. President's Report
- IX. Adjournment

OFFICE OF THE PRESIDENT

November 20, 1967

Dear Trustee:

Enclosed is the Agenda and supporting information for the Board meeting to be held November 28, 1967, at the Data Processing Center, 1200 West Algonquin Road in Palatine.

I shall look forward to seeing you on November 28, 1967, at eight o'clock in the evening.

Sincerely,



Robert E. Lahti  
President

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

Minutes of the Regular Board Meeting of Tuesday, November 28, 1967

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 8:50 p.m., November 28, 1967, at the Harper College Data Processing Center, 1200 W. Algonquin Road, Palatine, Illinois, by Chairman Haas.

ROLL CALL: Present: John Haas, James Hamill, Milton Hansen, Roy Hutchings, Jessalyn Nicklas and Paul O'Dea

Absent: Richard Johnson

Also present: Dr. Robert E. Lahti, John Birkholz, Don Collins, Anton Dolejs, Charles Falk, James Harvey, Robert Hughes, Larry King, William Mann, Donald Misic, H. Pankratz, John Upton, Frank Vandever and R. Wild, Harper College; Ralph Klatt, Des Plaines Suburban Times; Kathy Gosnell, Paddocks Publications; Charlene Baron, League of Women Voters.

MINUTES: Member O'Dea moved and Member Hamill seconded the motion to approve the minutes of the Regular Board Meeting of November 9, 1967. Motion unanimously carried.

APPROVAL OF MONTHLY DISBURSEMENTS Member Hamill moved and Member Nicklas seconded the motion to approve for payment the payroll of Nov. 1-Nov. 15, 1967, in the amount of \$41,531.34, and the estimated payroll of Nov. 16-Nov. 30, 1967, in the amount of \$45,684.47, and the estimated payroll of Nov. 1-Nov. 30, 1967, for part-time teachers in the amount of \$16,400.00.

Upon roll call the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nays: None

Member Hamill moved and Member Hansen seconded the motion to approve for payment the invoice listing of November 28, 1967, as follows:

Educational Fund	\$ 30,598.28
Site & Construction Fund	<u>446,722.01</u>
	\$477,320.29

Upon roll call, the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nays: None

COMMUNICATIONS: None

UNFINISHED  
BUSINESS:  
Financial  
Statements  
for October

Mr. Mann reported that the financial statements for October were complete, including a Cash Receipts and Disbursements statement. He pointed out that the Trust and Agency Fund was included in these statements and also a breakdown of the Imprest Fund as previously requested by the Board. Both Dr. Lahti and Mr. Mann agreed that at the present time the budget was in good shape; it could possibly be affected by a tuition drop-off and back-charge fluctuation, but barring unforeseen problems the budget would balance in June. Mr. Mann informed the Board that the Accounting Department is up-to-date and that from now on the financial statements would be a routine operation.

Chairman Haas complimented Mr. Mann, Mr. Dolejs, and their staff on the financial statements and their efforts in bringing these reports up-to-date.

NEW BUSINESS:  
Consideration of  
an increase in  
the sub-contractors'  
contracts

Mr. Mann explained to the Board that originally CRS felt, and the college agreed, that the general contractor's performance bond would be sufficient. However, I.B.A. refused to accept this. Consequently, the sub-contractors' contracts must be increased in order to provide performance bonds.

Member Hamill moved and Member Hansen seconded the motion that the Board approve the following amounts for the sub-contractors' contracts, in order to provide performance bonds:

William Ziegler & Son, Inc.	\$ 491,950.00
L.K.Comstock & Co. of Illinois, and	
Gibson Electric Company, Inc.	1,678,603.00
H. S. Kaiser Company	1,106,000.00
Reliable Sheet Metal Works, Inc.	622,235.00
TOTAL	<u>\$3,898,788.00</u>

Upon roll call, the vote was

Ayes: Haas, Hamill, Hansen, Hutchings, Nicklas and O'Dea

Nays: None

Consideration of  
the purchase of  
duplicating  
equipment

Dr. Lahti requested that the Board consider purchasing permanent duplicating equipment. He pointed out that the rental costs on the Xerox copier are running high. If this equipment is purchased now, the college will own their own equipment in two years and by then this equipment would be located at the new campus in the central duplicating department.

Member O'Dea asked about the alternative of using spirit duplicators for more of the work. Mr. Mann reported that Harper-Grove Campus does use spirit duplicators for their work; however, he stated that spirit duplicator copy does fade in time. He informed the Board that the college would be able to do large quantity duplicating jobs for the campus with this new equipment; higher quality work could be produced; this equipment does include an offset machine, which is a printing press, and therefore many documents which now must be sent out for printing could be done on the offset.

Member Hutchings asked about the service policy for \$1,000.00. Dr. Lahti stated this policy covered both machines but the college

NEW BUSINESS:

Consideration of  
the purchase of  
duplicating  
equipment (cont.)

should consider carefully the purchasing of a service policy, at least for the first year or two.

Member Hansen moved and Member O'Dea seconded the motion that the Board authorize the administration to solicit bids and recommend purchase of equipment similar to the Addressograph-Multigraph #2650 offset printing press and #2000 copier. Motion carried unanimously.

Educational Report-  
Division of  
Business and Social  
Science

Dr. Pankratz introduced John Birkholz, Chairman of the Social Science and Business Division to the Board. Mr. Birkholz then introduced Charles Falk and Larry King.

Mr. Birkholz summarized for the Board the teachers presently employed and the projections on staff and students for 1968-69 in the Division of Business and Social Science. Members of the staff will attend various business and social science conferences in the next few months and will be doing preliminary screening for staff for the next year. Mr. Birkholz discussed the preparation and teaching experience of the staff. In answer to a query from the Board as to whether the part-time teachers now employed were interested in teaching full-time next year, Mr. Birkholz went over the full-time occupations of the part-time teachers and their general lack of interest in teaching full-time. Member O'Dea asked if the college would have less part-time teachers next year. Mr. Birkholz indicated that they were planning on a 3 to 2 basis, instead of the present 1 to 2 basis, for part-time teachers.

In discussing projected enrollment for 1968-69, Dr. Harvey indicated 3200 head count, with 1900 F.T.E. He stated this was an average of four or five projections.

Mr. Birkholz pointed out that 7 out of 10 courses with the heaviest enrollment were in his division. He reported that investigation revealed strong programs in District 214 high schools in the areas of sociology and psychology, which evidently contribute to the heavy enrollment in Harper College in these courses.

Mr. Birkholz informed the Board that next year the college will offer Accounting 211 and 212; in Management area, Principles of Business, Small Business Management, etc.; in Marketing area, Salesmanship, Retailing, and Advertising--perhaps in conjunction with another department.

Mr. Charles discussed the Department of Business. He stated the main concern with the transfer program is that all subjects taught will transfer to the four-year institutions. Staff members attend conferences at universities to be sure students are adequately prepared. He stated that the prime recipients of Harper College students will be the University of Illinois and Northern University and that the college is correlating their course offerings with four-year schools. He informed the Board that comparison is made in course outlines--not only titles but content as well.

NEW BUSINESS:

Other

Chairman Haas informed the Board that at the I.A.J.C. state-wide Junior College Conference held in Peoria, Member Nicklas presided as chairman of the board session and did a tremendous job. Chairman Haas asked Member Nicklas to report on the meeting. She stated that it was well attended. It was the first meeting of the association since it was reorganized in conjunction with the Junior College State Board and the Association of Junior Colleges, and was hosted by the college in Peoria. Member Nicklas reported those attending felt that at another time it would be more helpful to have new division arrangements of the association, particularly in the divisions of the board of trustees and the presidents of the colleges. Many resolutions were passed. The state board people attended most of the sessions of the divisions and the whole membership and were also present when the discussions were held on resolutions. The main concerns of the membership are legal autonomy of the colleges, communication between the colleges and state board, and having advisors to the state board from the colleges.

Member Hamill asked if the college had a report from the architect on the peat problem. Dr. Lahti informed the Board a construction conference would be held on November 29, and that he assumed this information would be available at that time.

Mr. Hughes reported on construction progress, stating the entrance for Roselle Road, Road B, is completed, and the parking lot, Road B, has been graveled. The college center activity wing has footings in the ground. Power plant boiler and office space have footings. Mr. Hughes informed the Board that the Fine Arts Building site preparation is 75% complete, the Science Building site preparation is 10% complete, and the Learning and Resource Center site preparation is 50% complete. He also reported that 50% of the drains are now in.

Member Nicklas asked about the lights on the entrance gates. Mr. Hughes reported the cable had been cut.

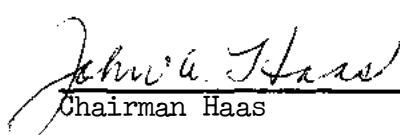
PRESIDENT'S REPORT:

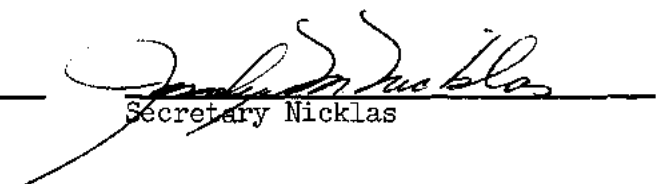
Dr. Lahti discussed the visit of Dr. Hicks to the college. Dr. Hicks, representing North Central, was impressed with the faculty and the work they have done, with the work done by the staff in general, and with the esprit de corps of the institution. Dr. Lahti stated that he did not anticipate any problem, he expected Dr. Hicks would provide a good report, and that a report from North Central would probably be forthcoming in the next week or two.

Dr. Lahti presented copies of the Master Plan Document prepared by the architects to the Board members.

ADJOURNMENT:

Member Nicklas moved and Member Hamill seconded the motion that the meeting be adjourned at 11:45 p.m. Motion unanimously carried.

  
Chairman Haas

  
Secretary Nicklas

WILLIAM RAINERY HARPER COLLEGE  
DISTRICT NO. 512  
EDUCATIONAL FUND  
STATEMENT OF POSITION, OCTOBER 31, 1967

<u>ASSETS</u>	ACCOUNT NUMBER	10/31/67 BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Imprest Fund	101.20	\$ 5,000.00		\$ \$ 5,000.00
Cash in Bank-1st Bank & Trust Co.	101.32	17,666.83		17,666.83
Cash in Bank-Palatine Natl. Bank		394.07		394.07
Petty Cash Funds	101.40	650.00		650.00
Tuition Refund Fund		90.36		90.36
Deposits	101.80	600.00		600.00
Investments	102.10	595,362.86		595,362.86
Interfund Receivables-Bldg. Fund	103.20	4,060.92		4,060.92
Interfund Receivables-Trust & Agency Fund	103.40	12,930.03		12,930.03
Accounts Receivable-Current Taxes	105.10	35,013.58		35,013.58
Accounts Receivable-Back Taxes	105.11	-		-
Accounts Receivable-Other	105.90	3,589.56		3,589.56
Bookstore Inventory	108.30	25,759.43	3,605.49	29,364.92
Cafeteria-Inventory	108.31	847.48		847.48
Stationery Inventory	108.33	233.42		233.42
TOTAL ASSETS		<u>\$702,198.54</u>	<u>\$3,605.49</u>	<u>\$ 705,804.03</u>
<u>LIABILITIES</u>				
Interfund Payables-Bldg. Fund	203.20	\$ 578.74		\$ 578.74
Payroll Deductions-Group Ins.	204.50	617.55		617.55
Accounts Payable	205.00	36,793.92		36,793.92
Accounts Payable-Other	205.40	45.20		45.20
Accrued Retailers Occupation Tax	209.14	2,793.84		2,793.84
Reserve for Encumbrances	210.90	6,444.82	\$98,284.13	104,728.95
Undistributed Taxes	209.99	31,265.67		31,265.67
TOTAL LIABILITIES		<u>\$ 78,539.74</u>	<u>\$98,284.13</u>	<u>\$ 176,823.87</u>
<u>FUND BALANCE</u>				
Fund Balance	300.00	\$ 623,658.80	(\$94,678.64)	\$ 528,980.16
TOTAL LIABILITIES & FUND BALANCE		<u>\$ 702,198.54</u>	<u>\$ 3,605.49</u>	<u>\$ 705,804.03</u>
<u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 12,932.60		\$ 12,932.60
Add: Revenues to Date		<u>1,021,205.25</u>		<u>1,021,205.25</u>
		1,034,137.85		1,034,137.85
Less Expenditures		410,479.05	94,678.64	505,157.69
FUND BALANCE		<u>\$ 623,658.80</u>	<u>(\$94,678.64)</u>	<u>\$ 528,980.16</u>



WILLIAM RAINEY HARPER COLLEGE  
 DISTRICT 512  
 EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Taxes	400.00						
Current Taxes	401.10	\$ 786,767.00	-	\$ 786,767.00	-	-	-
Prior Years Taxes	401.11	2,340.00	-	3,198.89	\$ (858.89)	-	\$ (858.89)
		\$ 789,107.00	-	789,965.89	(858.89)	-	(858.89)
From Governmental Divisions	402.00	\$ 396,750.00	-	-	396,750.00	-	396,750.00
Junior College Aid	402.30						
Vocation Education Act	402.60						
Nursing Aid	402.61	\$ 18,844.00	\$ 5,428.00	5,428.00	13,416.00	-	13,416.00
Data Process. - Teaching							
Supply Aid	402.62	\$ 1,000.00	-	-	1,000.00	-	1,000.00
Federal Subsidies	402.80	\$ 19,844.00	5,428.00	5,428.00	14,416.00	-	14,416.00
Tuition	403.00	\$ 5,000.00	-	-	5,000.00	-	5,000.00
Resident Tuition	403.10	\$ 240,000.00	(649.10)	116,833.40	123,166.60	-	123,166.60
Non-Resident Tuition	403.20	195,750.00		22,409.80	173,340.20	-	173,340.20
Interest on Investments	404.00	\$ 435,750.00	(649.10)	139,243.20	296,506.80	-	296,506.80
Student Fees	409.00	\$ 25,000.00	1,224.30	2,980.30	22,019.70	-	22,019.70
Refund of Retirement Payments	410.00	\$ 7,500.00	-	3,193.00	4,307.00	-	4,307.00
Refund of 1966-67 Payments	410.10	\$ 18,450.00	-	-	18,450.00	-	18,450.00
Refund of 1967-68 Payments	410.20	7,500.00	-	-	7,500.00	-	7,500.00
1966-67 Fund Balance	411.00	\$ 25,950.00	-	-	25,950.00	-	25,950.00
Bookstore	414.00	\$ 12,932.00	-	-	12,932.00	-	12,932.00
Sale of Textbooks	414.4	\$ 75,000.00	2,587.04	54,989.03	20,010.97	-	20,010.97
Sale of Supplies	414.30	16,000.00	861.77	7,330.43	8,669.57	-	8,669.57
Cafeteria	415.00	\$ 91,000.00	3,448.81	62,319.46	28,680.54	-	28,680.54
Sale of Food	415.40	\$ 30,000.00	2,690.65	4,409.40	25,590.60	-	25,590.60
Student Activity Program	417.00						
Activity Fee	417.20	20,000.00	-	13,666.00	6,334.00	-	6,334.00
TOTAL REVENUE		\$1,858,833.00	\$12,142.66	\$1,021,205.25	\$837,627.75	-	\$837,627.75



WILLIAM MAINE HARPER COLLEGE  
 DISTRICT NO. 512  
 EDUCATIONAL FUND - BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Administration	500.00					
Salaries:						
President	501.11	\$ 2,208.34	\$ 8,458.34	\$ 16,541.66	-	\$ 16,541.66
Instut. Dev. - Comm. Rel.	501.12	1,283.04	5,133.34	10,266.66	-	10,266.66
Dean of Business	501.13	1,920.84	4,714.46	14,285.54	-	14,285.54
Business Office Staff	501.131	1,891.66	7,566.66	15,133.34	-	15,133.34
Data Processing Director	501.14	1,291.68	5,166.70	10,333.30	-	10,333.30
Data Processing Staff	501.141	1,802.37	4,552.37	16,447.63	-	16,447.63
Secretarial & Clerical	501.16	4,891.08	17,996.85	40,503.15	-	40,503.15
Other Salaries	501.19	--	--	7,500.00	-	7,500.00
TOTAL SALARIES		\$15,289.01	\$53,588.72	\$ 131,011.28	-	\$131,011.28
Contractual Services:						
Accounting	501.20					
Legal	501.21	\$ 3,000.00	\$ 3,000.00	--	-	--
Service Bureau	501.22	12,000.00	2,412.50	9,587.50	-	9,587.50
Architectural	501.23	1,000.00	--	1,000.00	-	1,000.00
Educational	501.24	1,000.00	--	1,000.00	-	1,000.00
Financial	501.25	2,500.00	1,000.00	1,500.00	-	1,500.00
Other	501.26	1,500.00	172.50	1,327.50	-	1,327.50
Other	501.29	8,000.00	6,545.12	1,454.88	-	1,454.88
TOTAL CONTRACTUAL SERVICES		\$ 29,000.00	\$13,130.12	\$ 15,869.88	-	\$ 15,869.88
Supplies:						
Office Supplies	501.30					
Copying Supplies	501.31	\$ 5,650.00	\$ 1,837.97	\$ 3,812.03	69.86	3,742.17
Printing	501.32	5,500.00	65.26	4,640.55	115.81	4,524.74
Postage	501.33	6,500.00	1,743.90	4,756.10	831.53	3,924.57
Election Supplies	501.34	6,000.00	255.26	4,916.60	-	4,916.60
Professional Books	501.35	4,000.00	--	4,000.00	-	4,000.00
Other Supplies	501.38	1,850.00	498.15	1,351.85	13.02	1,338.83
TOTAL SUPPLIES	501.39	\$ 35,750.00	\$ 7,054.54	\$ 28,695.46	\$1,811.47	\$ 26,883.99
Travel:						
Administrative Travel	501.70					
Other Travel	501.72	\$ 11,250.00	\$ 2,727.54	\$ 8,522.46	-	\$ 8,522.46
TOTAL TRAVEL EXPENSE	501.79	\$ 11,250.00	\$ 2,748.64	\$ 9,501.36	-	\$ 9,501.36

WILLIAM RAINEY HARPER COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF		YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
			OCTOBER					
Other Administrative Expense:	501.90	\$			\$			\$
Dues & Subscriptions	501.91	800.00	168.69	397.49	402.51	50.00	352.51	
Newspapers, Legal Notices, Ads	501.93	1,800.00	32.85	703.18	1,096.82	401.60	695.22	
Meeting Expense	501.95	4,850.00	320.87	3,507.39	1,342.61	-	1,342.61	
Tuition . Reimbursement	501.96	500.00	--	--	500.00	-	500.00	
Miscellaneous Office Expense	501.99	550.00	151.37	304.79	245.21	-	245.21	
TOTAL OTHER ADMINISTRATIVE EXPENSE		\$ 8,500.00	673.78	1,412.85	3,587.15	451.60	3,135.55	
TOTAL ADMINISTRATIVE EXPENSE		\$270,100.00	\$22,524.81	\$81,434.87	\$188,665.13	\$2,263.07	\$186,402.06	



WILLIAM RAINY HIGHER COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION EXPENDITURES	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUM- BRANCES	UNENCUMBERED BALANCE
Instruction							
Salaries:							
Dean of Instruction	502.11	\$ 19,200.00	\$ 1,600.00	\$ 6,400.00	\$ 12,800.00	-	\$ 12,800.00
Asst. Dean of Voc. Tech.	502.12	18,000.00	1,500.00	6,000.00	12,000.00	-	12,000.00
Asst. Dean of Trans. Programs	502.12	18,000.00	1,500.00	4,357.14	13,642.86	-	13,642.86
Secretarial-Clerical	502.16	26,950.00	2,373.12	7,666.55	19,283.45	-	19,283.45
Instructional Staff	502.121						
Business		73,345.00	6,025.26	12,908.95	60,436.05	-	60,436.05
Communications		157,568.00	13,421.51	29,210.94	128,357.06	-	128,357.06
Engineering & Related		78,303.00	4,691.66	13,552.12	64,750.88	-	64,750.88
Health & Biology		143,769.00	12,821.62	30,807.17	112,961.83	-	112,961.83
Humanities & Fine Arts		46,595.00	4,838.32	10,775.60	35,819.40	-	35,819.40
Math & Physical Science		88,959.00	7,404.14	15,964.57	72,994.43	-	72,994.43
Social Science		83,253.00	7,054.21	15,445.29	67,807.71	-	67,807.71
Library		49,700.00	2,886.34	10,741.63	38,958.37	-	38,958.37
Student Services:							
Dean of Students	502.13	19,200.00	1,600.00	6,400.00	12,800.00	-	12,800.00
Student Services Staff	502.14	78,706.00	6,229.38	22,596.41	56,109.59	-	56,109.59
Secretarial & Clerical	502.16	37,100.00	3,036.10	11,134.18	25,965.82	-	25,965.82
Adult Education	502.121	5,103.00	--	--	5,103.00	-	5,103.00
Data Process. Programmer	502.15	4,800.00	--	--	4,800.00	-	4,800.00
Other Salaries	502.19	3,000.00	--	--	3,000.00	-	3,000.00
TOTAL STUDENT SERVICES		\$ 951,551.00	\$ 76,981.66	\$ 203,960.55	\$ 747,590.45	-	\$ 747,590.45
Contractual Services:							
Data Process. -Serv. Bureau	502.23	1,000.00	\$ --	\$ --	\$ 1,000.00	-	\$ 1,000.00
Educational Consultants	502.25	5,930.00	284.50	348.63	5,581.37	-	5,581.37
TOTAL CONTRACTUAL SERVICES		\$ 6,930.00	\$ 284.50	\$ 348.63	\$ 6,581.37	-	\$ 6,581.37
Supplies:							
Office Supplies	502.31	6,000.00	1,378.08	4,402.22	1,597.78	\$ 485.13	\$ 1,112.65
Copying Supplies	502.32	3,000.00	581.68	1,325.13	1,674.87	285.30	1,389.57
Printing	502.33	15,875.00	1,149.79	2,429.80	13,445.20	389.35	13,055.85
Postage	502.34	6,000.00	--	--	6,000.00	-	6,000.00
Library Supplies	502.37	10,000.00	344.15	463.22	9,536.78	684.43	8,852.35
Professional Expenses	502.38	5,500.00	--	75.00	5,425.00	-	5,425.00
Data Processing Supplies	502.39	750.00	--	--	750.00	-	750.00
Instructional Supplies	502.39	51,377.00	5,473.57	24,335.24	27,041.76	5,357.06	21,684.70
TOTAL SUPPLIES		\$ 98,502.00	\$ 8,927.27	\$ 33,030.61	\$ 65,471.39	\$ 7,201.27	\$ 58,270.12

WILLIAM RAINEY HARVARD COLLEGE

DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Travel	502.70						
Instructional Travel	502.72	\$ 22,620.00	\$ 773.98	\$2,283.88	\$20,336.12		\$20,336.12
Other Travel	502.79	1,690.00	2.00	2,895.95	(1,205.95)		(1,205.95)
Other Travel-Innovation & Experimentation		10,000.00	--	--	10,000.00		10,000.00
TOTAL TRAVEL		\$ 34,310.00	\$ 775.98	\$5,179.83	\$29,130.17		\$29,130.17
Tuition Paid	502.80	\$ 45,000.00	--	\$2,851.90	42,148.10		\$42,148.10
Other Expenses of Instruction	502.90	18,910.00	391.65	1,711.42	17,198.58	1,478.39	15,720.19
TOTAL INSTRUCTIONAL EXPENSES		\$1,155,203.00	\$87,361.06	\$247,082.94	\$908,120.06	\$8,679.66	\$899,440.40



WILLIAM RAINY H. COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Fixed Charges	508.00						
Employers Share of Retire. Ins.	508.40	\$ 7,500.00	-	\$ 7,267.65	\$ 232.35	-	\$ 232.35
Health Insurance	508.51	30,000.00	2,718.59	7,243.17	22,756.83	-	22,756.83
Group Life Insurance	508.52	5,000.00	431.04	1,282.51	3,767.49	-	3,767.49
Travel & Accident Insurance	508.53	1,000.00	-	865.00	135.00	-	135.00
Surety & Fidelity Insurance	508.56	400.00	-	-	400.00	-	400.00
Workman's Compensation Ins.	508.57	1,700.00	-	-	1,700.00	-	1,700.00
Rental-Other	508.60	500.00	-	303.56	196.44	-	196.44
Rental-Equipment	508.61	5,000.00	245.27	967.90	4,032.10	-	4,032.10
Rental-Xerox Machine	508.62	5,000.00	612.98	2,295.44	2,704.56	-	2,704.56
TOTAL FIXED CHARGES		\$ 56,100.00	\$ 4,007.88	\$ 20,175.23	\$ 35,924.77	-	\$ 35,924.77
Student & Comm. Services	510 - 519.0						
Bookstore	514.0						
Salaries, Bookstore Mgr.	514.10	9,600.00	800.00	3,200.00	6,400.00	-	6,400.00
Salaries, Clerical	514.16	5,160.00	412.50	1,504.35	3,655.65	-	3,655.65
Purchases-Supplies	514.30	20,000.00	3,188.32	13,518.18	6,481.82	2,533.74	3,948.08
Less Inventory		(5,600.00)	(2,635.34)	(9,016.74)	3,416.74	-	3,416.74
Purchases-Textbooks	514.40	90,000.00	5,766.60	59,680.86	30,319.14	1,071.75	29,247.39
Less Inventory		(22,500.00)	(3,719.79)	(16,742.69)	(5,757.31)	-	(5,757.31)
Travel	514.70	500.00	-	177.00	323.00	-	323.00
Other Expenses	514.90	1,000.00	23.90	608.72	391.28	348.35	42.93
TOTAL BOOKSTORE COSTS & EXPENSES		\$ 98,160.00	\$ 3,836.19	\$ 52,929.68	\$ 45,230.32	\$ 3,953.84	\$ 41,276.48
Cafeteria	515.0						
Salaries	515.10	9,000.00	1,179.09	1,179.09	7,820.91	-	7,820.91
Purchases of Food	515.31	17,000.00	1,358.53	2,772.41	14,227.59	205.26	14,022.33
Less Inventory		--	(297.55)	(247.48)	847.48	-	847.48
Other Expense	515.90	4,000.00	146.50	429.27	3,570.73	90.22	3,480.51
TOTAL CAFETERIA COSTS & EXPENSES		\$ 30,000.00	\$ 2,386.57	\$ 3,533.29	\$ 26,466.71	\$ 295.48	\$ 26,171.23
Student Activity Program	517.00						
Student Activity Expenditures	517.90	20,000.00	401.26	3,740.78	16,259.22	-	16,259.22
Student & Comm. Services	518.00						
Trustee Scholarships (5)	518.91	1,400.00	-	-	1,400.00	-	1,400.00
Grants-in-Aid (3)	518.92	840.00	-	-	840.00	-	840.00
Work Study Program	518.94	5,513.00	-	-	5,513.00	-	5,513.00
Harper Work Program	518.95	21,000.00	-	-	21,000.00	-	21,000.00
TOTAL STUDENT & COMM. SERVICES		\$ 28,753.00	-	-	\$ 28,753.00	-	\$ 28,753.00

WILLIAM RAINEY HARRIS COLLEGE  
DISTRICT NO. 512

EDUCATIONAL FUND -- BUDGET REPORT

<u>EXPLANATION</u>	<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>MONTH OF OCTOBER</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Capital Outlay	563.00	\$112,000.00	\$ 956.06	\$ 1,582.26	\$110,417.74	\$83,092.08	\$ 27,325.66
Additional Equipment	590.00	88,517.00	--	--	88,517.00	--	88,517.00
Provision for Contingencies							
<b>GRAND TOTAL</b>		<b>\$1,858,833.00</b>	<b>\$121,473.83</b>	<b>\$410,479.05</b>	<b>\$1,448,353.95</b>	<b>\$98,284.13</b>	<b>\$1,350,069.82</b>



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
BUILDING FUND  
STATEMENT OF POSITION-OCTOBER 31, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>10/31/67 BALANCES</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash				
Palatine National Bank	101.33	\$ 23,396.17		\$ 23,396.17
Investments	102.10	261,858.67		261,858.67
Interfund Receivables-Educational				
Fund	103.10	578.74		578.74
Taxes Receivable-Current Year	105.10	24,609.11		24,609.11
Taxes Receivable-Prior Years	105.11	--		-
Accounts Receivable-Other	105.90	152.50		152.50
TOTAL ASSETS		<u>\$310,595.19</u>		<u>\$310,595.19</u>
 <u>LIABILITIES</u>				
Interfund Payables-Educational				
Fund	203.10	\$ 4,057.17		4,057.17
Accounts Payable	205.00	19,239.62		19,239.62
Reserve for Encumbrances	210.90	--	\$6,426.50	6,426.50
TOTAL LIABILITIES		<u>\$ 23,296.79</u>	<u>\$6,426.50</u>	<u>\$ 29,723.29</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$287,298.40	(\$6,426.50)	\$280,871.90
TOTAL LIABILITIES & FUND BALANCE		<u>\$310,595.19</u>	<u>-</u>	<u>\$310,595.19</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 67,557.44	-	\$ 67,557.44
Add: Revenues to Date		288,747.88	-	288,747.88
		<u>\$356,305.32</u>	-	<u>356,305.32</u>
Deduct: Expenditures to Date		69,006.92	\$6,426.50	75,433.42
Balance, October 31, 1967		<u>\$287,298.40</u>	<u>(\$6,426.50)</u>	<u>\$ 280,871.90</u>

WILLIAM R. NEY HARPER COLLEGE  
 DISTRICT NO. 512  
 BUILDING FUND - BUDGET REPORT

ACCOUNT NUMBER	EXPLANATION	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
400.00	Taxes						
401.00	Current Taxes	\$286,097.00	-	\$286,097.00	-	-	-
401.10	Prior Years Taxes	660.00	-	888.63	(228.63)	-	\$(228.63)
401.11	TOTAL TAXES	\$286,757.00	-	\$286,985.63	(228.63)	-	\$(228.63)
404.00	Interest on Investments	10,000.00	274.17	1,710.25	8,289.75	-	8,289.75
405.00	Sale of Property						
405.20	Sale of Buildings & Grounds	4,000.00	-	-	4,000.00	-	4,000.00
406.00	Fund Balance 1966-1967	67,557.00	-	-	67,557.00	-	67,557.00
410.20	Refund of 1967-1968 Retirement Payments	1,363.00	-	-	1,363.00	-	1,363.00
419.0	Other Revenue	500.00	50.00	52.00	448.00	-	448.00
	TOTAL REVENUE	\$370,177.00	\$324.17	\$288,747.88	\$81,429.12	-	\$81,429.12
500.00	EXPENDITURES						
506.00	Operation						
506.10	Salaries						
	Supt. of Bldgs. & Grnds.	13,500.00	1,125.00	3,964.27	9,535.73	934.12	9,535.73
	Harper Work Prog. (Custodians)	6,000.00	-	-	6,000.00	-	5,065.88
506.20	Contractual Services	5,000.00	791.54	2,142.37	2,857.63	428.00	2,429.63
506.30	Supplies	5,000.00	261.32	1,184.45	3,815.55	541.95	3,273.60
506.40	Heating - Data Processing	2,500.00	-	110.52	2,389.48	-	2,389.48
506.50	Utilities						
506.51	Water & Sewage	500.00	-	-	500.00	-	500.00
506.52	Electricity	14,500.00	438.66	711.68	13,788.32	271.03	13,517.29
506.54	Telephone & Telegraph	24,000.00	(18.35)	5,434.16	18,565.84	-	18,565.84
506.59	Other	1,000.00	-	-	1,000.00	-	1,000.00
506.70	Travel	1,500.00	76.40	220.10	1,279.90	-	1,279.90
506.90	Other Expenses	500.00	-	-	500.00	-	500.00
	TOTAL OPERATIONAL EXPENSES	\$74,000.00	\$2,674.57	\$13,767.55	\$60,232.45	\$2,175.10	\$58,057.35
508.00	Fixed Charges						
	Employers Share of Retirement Ins.	1,363.00	-	59.46	1,303.54	-	1,303.54
508.50	Insurance						
	Public Liability Insurance	1,100.00	-	-	1,100.00	-	1,100.00
508.54	Fire Insurance	3,370.00	3,389.00	3,398.00	(28.00)	-	(28.00)
508.55	Other Insurance	1,000.00	-	219.00	781.00	-	781.00
508.59	Rentals						
	Computer Lease Time	7,350.00	-	-	7,350.00	-	7,350.00
	Unit Record Equipment	2,300.00	-	-	2,300.00	-	2,300.00
	High School Rental-Elk Grove	75,000.00	5,600.00	28,159.34	46,840.66	-	46,840.66
	Palatine Offices	12,200.00	1,018.33	4,073.32	8,126.68	-	8,126.68
	Other Equipment Rental	2,500.00	39.00	48.75	2,451.25	-	2,451.25
	TOTAL FIXED CHARGES	\$106,183.00	\$10,046.33	\$35,957.87	\$70,225.13	-	\$70,225.13



WILLIAM RAINY HIGHER COLLEGE  
 DISTRICT NO. 512  
 BUILDING FUND -- BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Capital Outlay:	560.00						
New Buildings & Improvements	562.00	\$ 15,000.00	\$ 6,259.00	\$ 15,259.00	(\$ 259.00)	\$	\$ (259.00)
Refurbish Data Center		110,000.00	--	--	110,000.00		110,000.00
Pre-Fab Building			.30	612.29	(612.29)		(612.29)
Temporary Units	563.00	47,367.00	629.19	3,410.21	43,956.79	4,251.40	39,705.39
Additional Equipment		\$172,367.00	\$ 6,888.49	\$ 19,281.50	\$153,085.50	4,251.40	\$148,834.10
TOTAL CAPITAL OUTLAY		17,627.00	--	--	17,627.00	--	\$ 17,627.00
Provision for Contingencies	590.00	\$370,177.00	\$ 19,609.39	\$ 69,006.92	\$301,170.08	\$6,426.50	\$294,743.58
TOTAL BUILDING FUND EXPENDITURES							

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
SITE & CONSTRUCTION FUND  
STATEMENT OF POSITION, OCTOBER 31, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>10/31/67 BALANCES</u>	<u>ENCUM- BRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
1st National Bank of Chicago	101.31	\$ 16,269.66	-	\$ 16,269.66
Deposits	101.80	500.00	-	500.00
Investments	102.10	2,687,292.06	-	2,687,292.06
TOTAL ASSETS		<u>\$2,704,061.72</u>	-	<u>\$2,704,061.72</u>
 <u>LIABILITIES</u>				
Interfund Payables-Bond & Interest				
Fund	203.30	\$ 53,094.42		53,094.42
Accounts Payable	205.00	57,065.75		57,065.75
Reserve for Encumbrances	210.90	--	\$85,934.54	85,934.54
TOTAL LIABILITIES		<u>\$ 110,160.17</u>	<u>\$85,934.54</u>	<u>196,094.71</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$2,593,901.55	(\$85,934.54)	2,507,967.01
TOTAL LIABILITIES & FUND BALANCE		<u>\$2,704,061.72</u>	-	<u>\$2,704,061.72</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$5,193,701.31	-	\$5,193,701.31
Add: Revenues to Date		165,234.47	-	165,234.47
		<u>\$5,358,935.78</u>	-	<u>\$5,358,935.78</u>
Deduct: Expenditures to Date		<u>2,765,034.23</u>	\$85,934.54	2,850,967.77
Balance, October 31, 1967		<u>2,593,901.55</u>	<u>(\$85,934.54)</u>	<u>2,507,967.01</u>



WILLIAM R. KEY HARPER COLLEGE  
DISTRICT NO. 512  
SITE AND CONSTRUCTION FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
REVENUE	400.00	\$ 749,024.00	--	\$ 61,091.00	\$ 749,024.00	--	\$ 749,024.00
Governmental Divisions	402.00	61,000.00	--	\$ 61,091.00	(91.00)	--	(91.00)
Federal Subsidies	402.80	810,024.00	--	\$ 61,091.00	748,933.00	--	\$ 748,933.00
Other Federal Subsidies	402.89	25,000.00	\$ 355.56	100,013.12	(75,013.12)	--	(75,013.12)
Vocational Education Act		--	--	4,000.00	(4,000.00)	--	(4,000.00)
Title VI		--	--	130.35	(130.35)	--	(130.35)
TOTAL FEDERAL SUBSIDIES		5,193,701.31	--	5,193,701.31		--	5,193,701.31
Interest on Investments	404.00	777,000.00	--	--	777,000.00	--	777,000.00
Sale of Buildings & Grounds	405.20	\$6,805,725.31	\$ 355.56	\$165,234.47	\$6,640,490.84	--	\$6,640,490.84
Other Revenue	409.00						
Balance on Hand, 9/31/67	409.10						
Credit from I. B. A. for Architectural Fees, Legal Fees, etc.							
TOTAL REVENUE		\$ 1,000.00	--	--	\$ 1,000.00	--	\$ 1,000.00
EXPENDITURES		\$3,981,928.00	\$1,108.16	\$2,624,073.20	\$1,357,854.80	--	\$1,357,854.80
Fixed Charges	500.00						
Insurance	508.00						
Capital Outlay	508.50						
New Bldgs & Improvements	560.00						
Additional Equipment	562.00						
Instructional Equipment	563.00						
Office Furniture & Equipment		\$ 35,497.00	\$9,024.34	\$ 23,663.64	11,833.36	\$2,416.97	\$ 9,416.39
Office Machines - Classroom		5,625.00	--	--	5,625.00	--	5,625.00
Musical Instruments		10,000.00	1,360.31	2,457.40	7,542.60	6,426.50	1,116.10
Musical Instruments - Title VI		4,000.00	--	--	4,000.00	--	4,000.00
Science Equipment		34,800.00	1,323.75	14,752.28	20,047.72	4,296.75	15,750.97
Science Equipment - Title VI		63,258.65	--	--	63,258.65	--	63,258.65
Audio Visual Equipment		7,755.00	--	--	7,755.00	9,374.59	(1,619.59)
Audio Visual Equipment -- Title VI		51,393.60	--	--	51,393.60	--	51,393.60
Data Process. - Instruct. Furniture		4,510.00	77.82	77.82	4,432.18	1,177.77	3,254.41
Data Process. - Disk Packs		3,150.00	--	--	3,150.00	--	3,150.00
Data Process. - Office Furniture		1,535.00	287.09	1,436.37	98.63	113.00	(14.37)
Nurses Office Equipment		1,850.00	44.50	244.09	1,605.91	--	1,605.91
Student Personnel Equipment & Furniture		17,425.00	984.15	8,595.88	8,829.12	2,919.23	5,909.89
Bookstore Equip. & Furniture		12,000.00	189.50	6,174.18	5,825.82	903.70	4,922.12
Institutional Dev. Equipment		1,000.00	--	--	1,000.00	--	1,000.00
Business Office Equipment		4,115.00	1,904.06	2,358.62	1,756.38	499.70	1,256.68



WILLIAM HONEY HARPER COLLEGE  
DISTRICT NO. 512

SITE & CONSTRUCTION FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
Additional Equipment, cont'd.	563.00						
Drinking Fountain		\$ 800.00	\$ --	\$ --	\$ 800.00	--	\$ 800.00
Library Equipment		26,557.00	8,279.48	11,040.22	15,516.78	223.00	15,293.78
Art Department Equipment			1,024.67	1,200.85	(1,200.85)	160.00	(1,360.85)
Art Department Equipment Title VI		2,776.00	--	--	2,776.00	--	2,776.00
Other Equipment, Title VI		571.75	--	--	571.75	--	571.75
Communications Equipment			--	393.00	(393.00)	--	(393.00)
Social Science Equipment			--	209.70	(209.70)	65.75	(275.45)
Administrative Office Equipment			--	120.45	(120.45)	--	(120.45)
<b>TOTAL INSTRUCTIONAL EQUIPMENT</b>		<b>\$ 288,619.00</b>	<b>\$ 24,499.67</b>	<b>\$ 72,724.50</b>	<b>\$ 215,894.50</b>	<b>\$ 28,576.96</b>	<b>\$ 187,317.54</b>
Vocational Technical Equipment							
Architecture		65,500.00	--	--	65,500.00	--	65,500.00
Law Enforcement		5,500.00	--	--	5,500.00	--	5,500.00
Closed Circuit TV		13,153.00	--	--	13,153.00	--	13,153.00
Dental Program Equipment		2,000.00	--	--	2,000.00	--	2,000.00
Business		19,500.00	--	--	19,500.00	--	19,500.00
Data Processing		80,656.00	28.15	4,855.49	75,800.51	--	75,800.51
Nursing		2,050.00	--	85.62	1,964.38	375.50	1,588.88
Mechanical Design		254,747.00	382.14	382.14	254,364.86	--	254,364.86
Numerical Control		121,455.00	--	--	121,455.00	--	121,455.00
Electronics		184,463.00	31,047.63	62,913.28	121,549.72	56,982.08	64,567.64
<b>TOTAL VOCATIONAL TECHNICAL EQUIP.</b>		<b>\$ 749,024.00</b>	<b>\$ 31,457.92</b>	<b>\$ 68,236.53</b>	<b>\$ 680,787.47</b>	<b>\$ 57,357.58</b>	<b>\$ 623,429.89</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,020,571.00</b>	<b>\$ 57,065.75</b>	<b>\$ 2,765,034.23</b>	<b>\$ 2,255,536.77</b>	<b>\$ 65,934.54</b>	<b>\$ 2,169,602.23</b>
Balance June 30, 1968		1,785,154.31	--	--	1,785,154.31	--	1,785,154.31
<b>TOTAL EXPENDITURES &amp; BALANCE</b>		<b>\$ 6,805,725.31</b>	<b>\$ 57,065.75</b>	<b>\$ 2,765,034.23</b>	<b>\$ 4,040,691.08</b>	<b>\$ 85,934.54</b>	<b>\$ 3,954,756.54</b>

NOTE: Title VI Expenditures to date to be allocated to Title VI budget in November budget report.



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
BOND & INTEREST FUND  
STATEMENT OF POSITION, OCTOBER 31, 1967

<u>ASSETS</u>	<u>ACCOUNT NUMBER</u>	<u>10/31/67 BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
Cash in Bank:				
1st National Bank of Chicago	101.31	\$ 8,991.49	\$ --	\$ 8,991.49
1st Bank & Trust Co.	101.32	394.07	--	394.07
Palatine National Bank	101.33	239.05	--	239.05
Investments	102.10	417,075.39	--	417,075.39
Interfund Receivables-Site & Construction Fund	103.60	53,094.42	--	53,094.42
Accounts Receivable-Current Taxes	105.10	36,281.00	--	36,281.00
TOTAL ASSETS		<u>\$516,075.42</u>	<u>--</u>	<u>\$516,075.42</u>
 <u>LIABILITIES</u>				
Reserve for Encumbrances	210.90	\$ --	\$489,930.05	\$489,930.05
TOTAL LIABILITIES		<u>\$ --</u>	<u>\$489,930.05</u>	<u>\$489,930.05</u>
 <u>FUND BALANCE</u>				
Fund Balance	300.00	\$516,075.42	(\$489,930.05)	\$ 26,145.37
TOTAL LIABILITIES & FUND BALANCE		<u>\$516,075.42</u>	<u>--</u>	<u>\$516,075.42</u>
 <u>SUMMARY OF FUND BALANCE</u>				
Balance, June 30, 1967		\$ 53,094.42	--	\$ 53,094.42
Add: Revenues to Date		462,981.00	--	462,981.00
		<u>\$516,075.42</u>	<u>--</u>	<u>\$516,075.42</u>
Deduct: Expenditures to Date		--	\$489,930.05	\$489,930.05
Balance, October 31, 1967		<u>\$516,075.42</u>	<u>(\$489,930.05)</u>	<u>\$ 26,145.37</u>

WILLIAM FAIRNEY HARPER COLLEGE

DISRICT NO. 512

BOND & INTEREST FUND - BUDGET REPORT

EXPLANATION	ACCOUNT NUMBER	BUDGET	MONTH OF OCTOBER	YEAR TO DATE	BALANCE	ENCUMBRANCES	UNENCUMBERED BALANCE
<u>REVENUE</u>							
Current Taxes	400.00	\$462,981.00	-	\$ 462,981.00	-	-	-
1966-67 Fund Balance	401.10	53,094.42	-	-	53,094.42	-	53,094.42
TOTAL REVENUE	300.00	\$516,075.42	-	\$462,981.00	\$53,094.42	-	\$53,094.42
<u>EXPENDITURES</u>							
Fixed Charges	500.00						
Interest on Bonds	508.00						
Service Charge on Bonds	508.83	\$489,930.05	-	-	\$489,930.05	489,930.05	-
TOTAL EXPENDITURES	508.84	\$489,930.05	-	-	\$489,930.05	\$489,930.05	-
FUND BALANCE - 6/30/68	300.00	26,145.37	-	-	26,145.37	-	26,145.37
TOTAL EXPENDITURES & FUND BALANCE		\$516,075.42	-	-	\$516,075.42	\$489,930.05	\$26,145.37



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512, TRUST & AGENCY FUND  
STATEMENT OF POSITION, OCTOBER 31, 1967

<u>ASSETS</u>	10/31/67 <u>BALANCE</u>	<u>ENCUMBRANCES</u>	<u>UNENCUMBERED BALANCE</u>
<u>Cash in Bank:</u>			
Work Study & Grant Sub-Fund	\$ 7,262.00	\$ --	\$ 7,262.00
Loan Sub-Fund	648.29	--	648.29
Scholarship Sub-Fund	1,467.27	--	1,467.27
Student Activity Sub-Fund	(582.16)	--	(582.16)
Agency Clearing Sub-Fund	944.00	--	944.00
Loans Receivable	680.00	--	680.00
TOTAL ASSETS	\$ 10,419.40	--	\$ 10,419.40
 <u>LIABILITIES</u>			
<u>Interfund Payables-</u>			
Educational Fund from Work Study	\$ 10,234.67	\$ --	\$ 10,234.67
Educational Fund from Loan Fund	1,228.29	--	1,228.29
Educational Fund from Scholarship Fund	967.07	--	967.07
Educational Fund from Student Activity Fund	500.00	--	500.00
Reserve for Encumbrances		4,949.71	4,949.71
TOTAL LIABILITIES	\$ 12,930.03	\$ 4,949.71	\$ 17,879.74
 <u>FUND BALANCE</u>			
<u>Fund Balance:</u>			
Work Study & Grant Sub-Fund	\$ (2,972.67)	\$ --	\$ (2,972.67)
Loan Sub-Fund	100.00	--	100.00
Scholarship Sub-Fund	500.20	--	500.20
Student Activity Sub-Fund	(1,082.16)	(4,949.71)	(6,031.87)
Agency Clearing Sub-Fund	944.00	--	944.00
	\$ (2,510.63)	\$ (4,949.71)	\$ (7,460.34)
TOTAL LIABILITIES & FUND BALANCE	\$ 10,419.40	\$ --	\$ 10,419.40
 <u>SUMMARY OF FUND BALANCE</u>			
Balance June 30, 1967	\$ 857.27	\$ --	\$ 857.27
Add: Revenues to Date	12,347.64	--	12,347.64
	\$ 13,204.91	\$ --	\$ 13,204.91
Less: Expenditures to Date	15,715.54	4,949.71	20,665.25
FUND BALANCE OCTOBER 31, 1967	\$ (2,510.63)	\$ (4,949.71)	\$ (7,460.34)

WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
TRUST & AGENCY FUND--BUDGET REPORT

<u>REVENUE</u>	<u>BUDGET</u>	<u>YEAR TO DATE</u>	<u>BALANCE</u>
<u>Work Study &amp; Grant Sub-Fund</u>			
Federal Government-Work Study	\$16,537.00	\$ 7,087.00	\$ 9,450.00
Federal Government-Economic Opportunity Grant	5,000.00	2,500.00	2,500.00
Harper Work Study Program	5,513.00	--	5,513.00
Harper Work Program	21,000.00	--	21,000.00
Harper Grants-in-Aid	840.00	--	840.00
	<u>\$48,890.00</u>	<u>\$ 9,587.00</u>	<u>\$39,303.00</u>
 <u>Scholarship Sub-Fund</u>			
Contributions	\$ 1,722.00	\$ 1,370.00	\$ 352.00
Trustee Scholarships	1,400.00	--	1,400.00
	<u>\$ 3,122.00</u>	<u>\$ 1,370.00</u>	<u>\$ 1,752.00</u>
 <u>Student Activity Fund</u>			
Dance Number 1	--	\$ 250.14	--
 <u>Agency Clearing Sub-Fund</u>			
American College Testing Program	--	\$ 196.50	--
Music Lesson Receipts	--	944.00	--
		<u>\$ 1,140.50</u>	

Note: The above does not include the Student Loan Program.



WILLIAM RAINEY HARPER COLLEGE  
DISTRICT NO. 512  
TRUST & AGENCY FUND -- BUDGET REPORT

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>YEAR TO</u> <u>DATE</u>	<u>BALANCE</u>
<u>Work Study &amp; Grant Sub-Fund</u>			
Payments to Students -- Work Program	\$43,050.00	\$10,234.67	\$32,815.33
Economic Opportunity Grants Paid	5,000.00	2,325.00	2,675.00
Harper Grants-in-Aid	840.00	--	840.00
	<u>\$48,890.00</u>	<u>\$12,559.67</u>	<u>\$36,330.33</u>
 <u>Scholarship Sub-Fund</u>			
Scholarships Paid	<u>\$ 2,270.00</u>	<u>\$ 1,627.07</u>	<u>\$ 642.93</u>
 <u>Student Activity Sub-Fund</u>			
			<u>ENCUMBRANCES</u>
Dance Number 1		\$ 1,325.00	\$
Administrative Expense		7.30	
Printing - Harbinger		--	699.92
Student Handbook		--	2,220.00
Student I. D. Cards		--	1,068.39
Intramural Athletic Equipment		--	348.05
Parking Stickers		--	210.00
Cameras & Supplies		--	363.35
Membership-Inter-Collegiate Press		--	40.00
		<u>\$ 1,332.30</u>	<u>\$ 4,949.71</u>
 <u>Agency Clearing Sub-Fund</u>			
American College Testing Program		<u>\$ 196.50</u>	

Note: The above does not include the Student Loan Program



SUMMARY OF IMPREST FUND DISBURSEMENTS  
OCTOBER 1 - 31, 1967

<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u> <u>EDUCATIONAL FUND</u>	<u>AMOUNT</u>	
Interfund Receivable-			
Receivable from Bldg. Fund	1-103.20	\$ 3.75	
Accounts Receivable-			
Travel Advances	1-105.72	943.00	
Accounts Receivable-			
Salary Advances	1-105.91	269.05	
 <u>Administrative Expense</u>			
Contractual Services	1-501.29	22.21	
Office Supplies	1-501.31	7.55	
Printing	1-501.33	2.16	
Postage	1-501.34	255.26	
Miscellaneous Expense	1-501.39	.21	
Travel Expense	1-501.71	(37.84)	
Other Expenses:			
Dues, Subscriptions	1-501.91	25.62	
Want Ads	1-501.93	.20	
Meeting Expense	1-501.95	320.87	
Miscellaneous Expense	1-501.99	<u>111.37</u>	\$1923.41
 <u>Instructional Expense</u>			
Contractual Services	1-502.26	\$ 212.50	
Office Supplies	1-502.31	3.65	
Library Supplies	1-502.37	2.00	
Instructional Supplies	1-502.39	1.47	
Travel Expense	1-502.72	25.30	
Other Expenses:			
Meeting Expenses	1-502.95	40.00	
Vocational Library	1-502.97	33.50	
Miscellaneous Expense	1-502.99	<u>50.00</u>	\$ 368.42
Capital Outlay-Books	1-59-563.	\$ 1.50	1.50
Tuition Refunded	1-406.091	<u>1321.60</u>	<u>1321.60</u>
TOTAL EDUCATIONAL FUND EXPENDITURES			\$3614.93
 <u>BUILDING FUND</u>			
Contractual Services	2-506.20	\$ 133.00	
Supplies	2-506.30	<u>18.40</u>	
TOTAL BUILDING FUND EXPENDITURES			<u>\$ 151.40</u>
TOTAL IMPREST FUND DISBURSEMENTS, OCTOBER 1967			<u>\$3766.33</u>



IMPREST FUND DISBURSEMENTS  
OCTOBER 1, 1967 to OCTOBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Corrine L. Doland	Tuition Refund	746	\$ 9.60
Robert L. Stevenson	Tuition Refund	747	9.60
Lee K. Schaedel	Tuition Refund	748	38.40
Susan Hoffman	Tuition Refund	749	6.40
Kathleen A. Scanlon	Tuition Refund	750	12.80
Nancy Fogarty	Tuition Refund	751	9.60
Delvin E. Ressel	Tuition Refund	752	9.60
Leonard J. Wegryn	Tuition Refund	753	16.00
Marjorie J. Meister	Tuition Refund	754	9.60
Wayne P. Larock	Tuition Refund	755	48.00
Ronald V. Follett	Tuition Refund	756	9.60
Randall K. Johnson	Tuition Refund	757	4.80
Monica D. Gammen	Tuition Refund	758	1.60
George E. McLean	Tuition Refund	759	9.60
Melvin Mack	Security Guards	760	42.00
Jay Akely	Security Guards	761	10.50
William Kohnke	Security Guards	762	14.00
Jose Gonzales	Security Guards	763	52.50
William Cox	Security Guards	764	14.00
Carol N. Kemp	Tuition Refund	765	11.20
Denise M. Uher	Tuition Refund	766	6.40
Janice Wilhoit	Tuition Refund	767	3.20
David M. Peters	Tuition Refund	768	4.80
Michael Mitchell	Tuition Refund	769	4.80
Mary Ann Latusa	Tuition Refund	770	4.80
Delano J. Drake	Tuition Refund	771	9.60
Pamela J. Chisholm	Tuition Refund	772	4.80
George Hickman	Tuition Refund	773	3.20
William J. Mann	Travel Advance	774	282.20
Iris Hipple	Salary Advance	775	157.50
Rebecca C. Cold	Tuition Refund	776	1.60
Thomas E. Wells	Tuition Refund	777	4.80
Glen C. Fallett	Tuition Refund	778	4.80
John M. French	Tuition Refund	779	5.60
Robert W. Conte	Tuition Refund	780	4.80
Vince A. Franzone	Tuition Refund	781	4.80
Mary J. Bartell	Tuition Refund	782	9.60
Michael J. Sedlak	Tuition Refund	783	3.20
Ill. College Rel. Conference	Meeting Expense	784	15.00
Centennial Symposium	Meeting Expense	785	8.30
Wm. R. Punkay	Travel Advance	786	20.50
Harold C. Cunningham	Travel Advance	787	121.00
Carmen P. Jacobson	Tuition Refund	788	9.60
Cary-Grove News	Newspaper Subscription	789	7.00
Illinois Notary Association	Notary Fee	790	19.45

IMPREST FUND DISBURSEMENTS  
OCTOBER 1, 1967 to OCTOBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Gerald E. Fedyski	Tuition Refund	676	\$ 85.00
Arthur A. Kalinski	Tuition Refund	677	19.20
Angelina Stanton	Tuition Refund	678	19.20
Joseph P. Diaz	Tuition Refund	679	9.60
Yvonne Larkin	Tuition Refund	680	110.40
John H. Upton	Groundbreaking Expense	681	30.00
-----	-----	682	Void
Andrew J. Aguero	Salary Advance	683	111.55
Bruce Croon	Tuition Refund	684	12.80
John H. Upton	Groundbreaking Expense	685	10.00
Janet Jones	Tuition Refund	686	12.80
Dream Klailat	Tuition Refund	687	12.80
Linda Arrajj	Tuition Refund	688	22.40
Jerome M. Senesac	Tuition Refund	689	9.60
Gilbert Walsh	Tuition Refund	690	52.80
National Electronics Corp.	N. E. Conference Registration	691	40.00
Tom D. Goodman	Tuition Refund	692	8.00
Bruce Done	Tuition Refund	693	9.60
Don J. Boscamp	Tuition Refund	694	9.60
Thomas Birchman	Tuition Refund	695	48.00
Chrisann Redalen	Tuition Refund	696	9.60
Dianne M. Stern	Tuition Refund	697	9.60
Michael W. Rutkowski	Tuition Refund	698	9.60
John B. Oates	Tuition Refund	699	12.80
Brian E. Harvey	Tuition Refund	700	14.40
Em W. Clemans	Tuition Refund	726	14.80
Tom E. Venn	Tuition Refund	727	44.80
Rose Puccinelli	Tuition Refund	728	12.80
Warren C. Andersen	Tuition Refund	729	19.40
James C. Glanville	Tuition Refund	730	9.60
Carol A. Helgesen	Tuition Refund	731	12.80
Rick C. Dockery	Tuition Refund	732	9.60
Wm. J. Geldernick	Tuition Refund	733	28.80
Eugene W. Johnson	Tuition Refund	734	12.80
Thomas Appelhans	Tuition Refund	735	19.20
Henry Schneider	Tuition Refund	736	9.60
Daniel Widell	Tuition Refund	737	44.80
Nellie C. Falder	Tuition Refund	738	19.40
Sharon A. Edward	Tuition Refund	739	19.20
Joseph A. Rockenback	N. J. C. A. A. Dues	740	50.00
Mark D. Coyne	Tuition Refund	741	12.80
Jesus Barrera	Tuition Refund	742	9.60
Christine M. Nagel	Tuition Refund	743	12.80
Cynthia C. Swanson	Tuition Refund	744	20.00
Anthony B. Stark	Tuition Refund	745	9.60



IMPREST FUND DISBURSEMENTS  
OCTOBER 1, 1967, to OCTOBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Frank A. Vaisvil	Travel Advance	791	\$ 34.00
Foundation Library Center	Subscription	792	3.00
Center for Applied Research in Education	Publications	793	4.45
Collier-MacMillan	books	794	3.67
American Library Association	Publication	795	2.00
Arlington Area Educators Council	Membership	796	5.00
Heller Lumber Company	Supplies	797	3.65
Northwest Letter Service	Printing	798	2.16
AAUW - Arlington Branch	Part-time help for registration	799	212.50
Center for Research & Leadership in Vocational & Technical Education	Library Books	800	1.50
Chicago Daily News	Tear Sheets	801	.20
Chicago Magazine	Subscription	802	2.50
Laystrom-Bereacher, Inc.	Padlocks	803	18.40
Superintendent of Documents	Vocational Library Books	804	33.50
Richard S. Lang	Travel Expense	805	4.80
Arlington Park Dodge	Truck Maintenance	806	3.75
Joseph Carol	Tuition Refund	807	4.80
Mary B. Gabel	Tuition Refund	808	1.60
Michael Parzych	Tuition Refund	809	9.60
Gordon H. Langseth	Tuition Refund	810	4.80
James P. Bieg	Tuition Refund	811	11.20
Roger Lowell	Tuition Refund	812	4.80
John N. Irmen	Tuition Refund	813	4.80
Jan W. Graser	Tuition Refund	814	4.80
Lea Brickner	Tuition Refund	815	4.80
Peter T. Laskowski	Tuition Refund	816	19.20
Earl Carlson	Application Fee Refund	817	10.00
Kathryn Graef	Tuition Refund	818	4.80
Walter J. Saul, Jr.	Tuition Refund	819	16.00
Thomas McAvoy	Tuition Refund	820	4.80
Michael W. Pate	Tuition Refund	821	1.60
Sandra J. Wolff	Tuition Refund	822	4.80
Lang W. Farley	Tuition Refund	823	4.80
Gerald J. Graykowski	Tuition Refund	824	4.80
Stanley W. Redmer	Tuition Refund	825	3.20
Mary Ellen Gonser	Activity Fee Refund	826	5.00
Don C. Whiting	Tuition Refund	827	19.20
Joel E. Sear	Tuition Refund	828	4.80

IMPREST FUND DISBURSEMENTS  
OCTOBER 1, 1967, to OCTOBER 31, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
David R. Dost	Tuition Refund	829	\$ 4.80
Bo... J. Ryan	Tuition Refund	830	25.60
Sherwin L. King	Travel Advance	831	42.80
John R. Birkholz	Travel Advance	832	30.00
Robert R. Zilkowski	Travel Advance	833	29.00
William R. Foust	Travel Advance	834	60.00
Pere Marquette	IACJC Conference Dinner	835	189.00
Harold C. Cunningham	Travel Advance	836	70.00
Harold C. Cunningham	Travel Advance	837	80.00
Martha Lynn Bolt	Travel Advance	838	69.00
Dr. Pankratz	Travel Advance	839	125.00
Nelson's Flower Shop	Flowers	840	65.50
Postmaster Palatine, Illinois	Postage for Meter	841	250.00
Jacqueline Harris Petty Cash	Petty Cash Reimbursements	842	38.96
Robert E. Lahti, Petty Cash	Petty Cash, Reimbursement	843	89.56
Adjustment - August Reimbursement		844	.60
Nelson's Flower Shop	Flowers	845	45.27
Nursing Department	Sale of Math Book		(2.50)
Dr. R. Lahti	Return of Cash		(12.50)
Dr. R. Lahti	Return of Cash, North Central		(46.46)
Donald Collins	Return of cash		<u>(19.08)</u>
<b>TOTAL:</b>			<b>\$3,766.33</b>



WILLIAM RAINEY HARPER COLLEGE  
STATEMENT OF OPERATIONS -- CAFETERIA  
SEPTEMBER 13 to OCTOBER 31, 1967

<u>Sales</u>		\$4,409.40
<u>Cost of Sales</u>		
Purchases	\$ 2,977.67	
Less Inventory	<u>847.48</u>	
Cost of Sales		<u>\$2,130.19</u>
GROSS PROFIT		\$2,279.21
<u>Other Expenses</u>		
Salaries	\$ 1,179.09	
Other Expenses	<u>519.49</u>	
		<u>\$1,698.57</u>
NET PROFIT		<u>\$ 580.64</u>

Note: Profit subject to possible unrecorded expenses.

WILLIAM RAINEY HARPER COLLEGE  
 STATEMENT OF OPERATIONS. -- BOOKSTORE  
 AUGUST 21 to OCTOBER 31, 1967

	<u>SUPPLIES</u>	<u>BOOKS</u>	<u>TOTAL</u>
Sales	\$ 7,424.76	\$ 59,709.66	\$ 67,134.42
Less Returns	94.33	4,720.63	4,814.96
NET SALES	\$ 7,330.43	\$ 54,989.03	\$ 62,319.46
<u>Cost of Sales</u>			
Purchases	\$16,051.92	\$ 60,752.61	\$ 76,804.53
Less Inventory	11,550.48	17,814.44	29,364.92
COST OF SALES	\$ 4,501.44	\$ 42,938.17	\$ 47,439.61
Gross Profit on Sales	\$ 2,829.99	\$ 12,050.86	\$ 14,879.85
	38.6%	21.9%	23.9%
<u>Other Expenses:</u>			
Salaries			\$ 4,704.35
Travel			177.00
Other Expenses			957.07
TOTAL OTHER EXPENSES			\$ 5,838.42
NET PROFIT			\$ 9,041.43



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

TRUST AND AGENCY FUND EXPENDITURES -- JULY AND AUGUST, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
--------------	--------------------	---------------------------	---------------------------	-------------------------	-------------------------

NONE

TRUST AND AGENCY FUND EXPENDITURES -- SEPTEMBER, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Pat Whitaker	Schaumburg Nurses Club Scholarship	4-6-509.00	\$ 75.00	101	\$ 75.00
Joe Diaz	Economic Opportunity Grant	4-1-509.12	175.00	102	175.00
Jesus Barrera	Mt. Prospect Womens Club Scholarship	4-6-509.00	150.00	103	150.00
John Barajas	Economic Opportunity Grant	4-1-509.12	225.00	104	225.00
Arthur Contreras	Economic Opportunity Grant	4-1-509.12	257.50	105	257.50
Pauline Cordova	Economic Opportunity Grant	4-1-509.12	VOID	106	VOID
Pauline Cordova	Economic Opportunity Grant	4-1-509.12	400.00	107	400.00
Gary Lovell	Rotary Club of A. H. Scholarship	4-6-509.00	135.00	108	135.00
Bonita Junius	Girls Ath. Assoc. Maine High Scholarship	4-6-509.00	200.00	109	200.00
Sandra Pagliaro	Economic Opportunity Grant	4-1-509.12	100.00	110	100.00
Roberta Adams	Economic Opportunity Grant	4-1-509.12	400.00	111	400.00
Stephen Nelson	Economic Opportunity Grant	4-1-509.12	310.00	112	310.00
Diane Wasik	Economic Opportunity Grant	4-1-509.12	100.00	113	100.00
Michael Rios	Economic Opportunity Grant	4-1-509.12	150.00	114	150.00
Lois Hinckley	Economic Opportunity Grant	4-1-509.12	100.00	115	100.00
Gregory Kroll	Countryside Manor Scholarship	4-6-509.00	100.00	116	100.00
Linda Corral	Economic Opportunity Grant-1 semester	4-1-509.12	107.50	117	107.50
					<u>107.50</u>
					<u>\$2,985.00</u>



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

TRUST AND AGENCY FUND EXPENDITURES -- OCTOBER, 1967

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT AMOUNT</u>	<u>CHECK NUMBER</u>	<u>CHECK AMOUNT</u>
Robert C. King	Loan from Harper Student Loan Fund	4-5-105.90	\$ 50.00	118	\$ 50.00
Michael Rios	Loan from Harper Student Loan Fund	4-5-105.90	50.00	119	50.00
J. P. Marlowe & Associates	Balance due for Band for dance 10-6-67	4-8-519.91	750.00	120	750.00
Frances Palmer	Change fund for dance	4-8-101.50	100.00	121	100.00
American College Testing Program	To pay for ACT Tests Given	4-9-509.30	196.50	122	196.50
Tom Clark	Second Dance Band for Dance	4-8-519.91	75.00	123	75.00
					<u>75.00</u>
					<u>\$1,221.50</u>



Subject:

Consideration of an increase in the subcontractor's contracts in order to provide performance Bonds.

Reason for Consideration by the Board

This recommendation would involve a 22,895 dollar increase in the contract price that would have to be approved by the Board.

Analysis and Background

- a. In the original bid document a credit was allowed by each sub-contractor in the total amount of 22,895 dollars. This credit was applicable if the subcontractors were assigned to the general contractor. The thought being that CRS felt the general contractor's performance bond would be sufficient. I.B.A. has taken the position that the general contractor and each subcontractor must have a performance bond.
- b. The Administration, Mr. Hines and F.F. have explored every avenue to avoid this contract increase. Mr. Hines and F & F's recommendation to approve this increase is attached.
- c. The elimination of the original 22, 895 dollar credit will increase the subcontractor's contracts as follows:

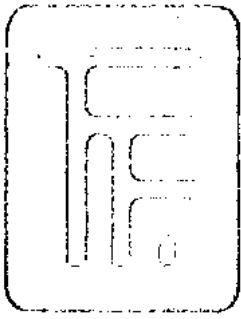
	<u>Original Contract Bid</u>	<u>Bid With Deduct</u>
William Ziegler & Son, Inc.	\$491,950.00	\$489,350.00
L.K. Comstock & Co. of Illinois Gibson Electric Company, Inc.	\$1,678,603.00	\$1,668,208.00
H. S. Kaiser Company	\$1,106,000.00	1,101,000.00
Reliable Sheet Metal Works, Inc.	<u>622,235.00</u>	<u>617,335.00</u>
	\$3,898,788.00	<u>\$3,875,893.00</u>
TOTAL INCREASE		<u>22,895</u>

- d. This increase will be absorbed by the contingency fund and will not charge the total contract amount as authorized by the Board of Trustees

RECOMMENDATION

- e. The administration recommends that the subcontractor's contracts be increased the amount of the original credit allowed on the bid documents for the performance bond as follows:

	<u>Original Contract Bid</u>	<u>Bid With Deduct</u>
William Ziegler & Son, Inc.	\$491,950.00	\$489,350.00
L. K. Comstock & Co. of Illinois Gibson Electric Company, Inc.	\$1,678,603.00	1,668,208.00
H. S. Kaiser Company	\$1,106,000.00	1,101,000.00
Reliable Sheet Metal Works, Inc.	622,235.00	617,335.00



FRIDSTEIN AND FITCH  
ARCHITECTS • ENGINEERS  
351 East Ohio Street • Chicago 11, Illinois • 644-3570

November 8, 1967

Mr. William Mann  
William Rainey Harper College  
34 West Palatine Road  
Palatine, Illinois

RE: Harper College 5155-9

Dear Bill:

You are probably already aware of the problem concerning the bonding of the various prime contractors and the total bond for the complete job from Corbetta Construction Company.

To date no bond has been received from any of the prime contractors including Corbetta.

The IBA has told us that the original bid of each prime contractor which included a performance bond should have been the amount that was accepted and that a deduction should not have been made for the assignment of the contract to a general contractor. The bonding company for Corbetta apparently will not issue a bond to Corbetta until he in turn receives a bond from each of the other prime contractors whose contract will be assigned to him.

Therefore, action will have to be taken by Harper College to increase the contract amounts of each of the prime contractors, except Corbetta, in order that the proper bond can be issued. It is in the best interest of the College that proper bond protection be established as quickly as possible.

Following are the amounts of increase of each contract based on the bid proposal:



November 8, 1967

Mr. William Mann  
William Rainey Harper College

RE: Harper College 5155-9

PAGE TWO:

William Ziegler & Son, Inc.	\$491,950.00
L. K. Comstock & Co. of Illinois Gibson Electric Company, Inc.	\$1,678,603.00
H. S. Kaiser Company	\$1,106,000.00
Reliable Sheet Metal Works, Inc.	622,235.00

Please let us have your decision on this matter as quickly  
as possible.

Very truly yours,

FRIDSTEIN & FITCH



Robert B. Fridstein

RBF/saf

November 14, 1967

Mr. Donald Collins  
Harper College  
34 W. Chicago Ave.  
Palatine, Illinois

RE: Performance Bond of Subcontractors and Premium Therefor

Dear Mr. Collins:

The above subject has been the subject of discussion for some time, it being the current written recommendation of Fridstein and Fitch that a resolution be adopted providing for the increase in the contract amounts heretofore approved so as to reflect the additional amount necessary to absorb the cost of providing a performance bond from each of the subcontractors, to the general contractor.

I concur in that recommendation. Although it seems that in a sense, double coverage is being required, it appears nevertheless unavoidable. The performance bonds in question are in addition to the performance bond required from the general contractor and as a result, dollar coverage of twice the contracts awarded to the subcontractors will be provided, with the general contractor being principal as to one-half of said coverage, and the College and the Building Authority as to the balance.

To the extent that different capacities are involved, as aforesaid, double coverage technically, does not exist.

At first, it would appear that the manner in which our contracts were handled, i.e., award of subcontracts and then assignment thereof to the general, was responsible for an additional insurance cost. In reviewing this approach with the Illinois Building Authority and others, however, and comparing and contrasting it with other approaches, it would appear that the performance bond cost is, for all practical purposes, the same.



Page Two (2)

Mr. Donald Collins  
Harper College

If a single contract were to be awarded to the general contractor, for example, in lieu of the approach adopted, it is invariably required by the general contractor that included in the bids submitted by the prospective subcontractors would be an amount sufficient to cover the cost of a performance bond in the amount of the contract. In that situation, however, there would be no specific mention of or reference to the said cost, insofar as the Owners records were concerned, and thus the question would not ordinarily come up. The general contractor would nevertheless be required by the owner to provide a performance bond to the Owner, giving the same net result as in our situation. In either (or other possible) event, the general contractor would anticipate the reduction he would get in the cost of his performance bond to the Owner (as occasioned by the "back-up coverage" reflected in the performance bonds of the subcontractors) in the structuring of his bid.

I trust the above is sufficiently in detail, however if additional information and/or documentation is necessary please let me know. It would now be appropriate to have the Board adopt a resolution providing for increases in the contract to the amounts set forth from the Architect's record. No specific or special form is required by the Illinois Building Authority.

Sincerely,

FMH:gmc

cc: Mr. William Mann

I. SUBJECT:

Consideration of the purchase of an Addressograph-Multigraph #2650 offset printing press and an Addressograph-Multigraph #2000 copier to replace the Xerox 2400 copier Duplicator.

II. REASON FOR CONSIDERATION BY THE BOARD.

The current rental costs of the Xerox 2400 Copier - Duplicator are running at such a high level, consideration should be given to the purchase of permanent equipment.

III. ANALYSIS OF THE PROBLEM.

- a. Operating costs of the Xerox copier are running in excess of \$6,000 per year.
- b. A detailed analysis of copying and duplicating costs follows this report. This report indicates that the Addressograph-Multigraph equipment would produce copy at the average cost of .025 per copy if the equipment is depreciated over a five year period. The current cost per average copy from the Xerox is .025.

If the Xerox is retained during the next five years, the cost will be an expense. If Addressograph-Multigraph equipment is purchased the same cost would be experienced, however, we would own the equipment. At that point the monthly cost would drop to \$175.00 per month for supplies.

- c. The quality of work produced by the offset is superior to the Xerox. Because the offset is a printing press, many forms will be produced on it. Multicolor printing is possible on the offset.
- d. Secretarial time to type a master and make corrections is less than required for a zerox original.



The per copy speed of the Xerox is 2400 per hour.  
The per copy speed of the offset is 6,000 per hour.

Currently, secretarial time is being used in the operation of the Xerox. An existing business office employee would be transferred to operate the offset and fill central supply requisitions on a full time basis.

- e. Large duplicating jobs would be processed for the HARPER-GROVE campus and the new temporary campus. In two years this equipment would be located at the new campus in the central duplication department.
- f. If this proposal is approved by the Board, bids would be solicited on similar equipment.
- g. A payment schedule of 6,000 this fiscal year and 6,000 next fiscal year, would be arranged. This year's payment would be absorbed by the remainder of the copying supply budget and funds from the capital outlay budget in the building fund.

A bond resolution would be required for the transfer. The remaining 6,000 would be a budget item in the 1968-1969 budget. Operating supplies would be absorbed by the office supply budget.

**RECOMMENDATION:**

It is recommended that the administration be authorized to solicit bids and recommend purchase of this equipment at a later Board meeting.

INTER-OFFICE MEMORANDUM

TO: Mr. W. J. Mann ✓

30 October 1967

FROM: Mr. D. M. Misic

SUBJECT: Analysis Of Copying and Duplicating Costs

At the present time we have the following copying and duplicating equipment at the Palatine office:

- 1 Xerox 2400 copier-duplicator, rental
- 1 A. B. Dick mimeograph, purchased
- 1 A. B. Dick spirit duplicator, electric, purchased

The monthly Xerox bill which is a minimum of \$350. and has gone over \$500. (plus supplies) is the costliest of the three items.

Harper Grove has the following equipment:

- 1 Xerox 813 copier, rental
- 1 Pitney-Bowes copier, rental
- 1 Ditto Combomatic (spirit duplicator & copier), purchased
- 1 Gestetner mimeograph, purchased
- 1 Ditto spirit duplicator, purchased
- 2 A. B. Dick spirit duplicators, purchased

Here again the Xerox monthly bills contribute the greatest to the costs. It should be pointed out that the high Xerox costs are not due to Xerox equipment necessarily being the most costly but rather to our present philosophy on copying and duplicating. There is no question that some economies have been realized with the addition of more spirit duplicators. While we are still in the embryo stage of our growth it would seem that this would be the most opportune time to establish the nucleus of a copying-duplicating department with precise rules and regulations properly administered.

The additional money needed would be more than repayed by the economies realized with this program.



## PROPOSAL:

The following is my proposal for initiating this program:

1. Remove the Xerox 2400 from the Palatine office.
2. Remove the Xerox 813 from Harper Grove.
3. Purchase or rent an Addressograph-Multigraph #2650 offset duplicator for the Palatine office.
4. Purchase or rent an Addressograph-Multigraph #2000 copier for the Palatine office.
5. Purchase or rent a Dennison 09-300 copier with cost controller for Harper Grove.
6. Purchase or continue to rent the Pitney-Bowes or some comparable copier for the Grove.

A1 <u>EQUIPMENT COST ANALYSIS</u>	<u>Purchase w/10yr. write-off</u>	<u>Purchase w/5yr. write-off</u>	<u>5 yr. lease purchase</u>
A-M 2650 Duplicator & A-M 2000 Copier	12,340.00	12,340.00	17,029.80
Approx. Serv. Pol. Cost	11,941.20	5,970.00	5,970.60
Loss of interest at 5%	<u>3,393.50</u>	<u>1,801.00</u>	<u>          </u>
Five Year Cost	27,674.70	20,111.60	23,000.40
Cost Per Year	2,767.47	4,022.32	4,600.08
Cost Per Month	230.62	335.53	383.34

The above analysis covers equipment costs only and does not include copying or duplicating costs. To establish some basis for the cost analysis a figure of 20,000 copies per month was selected. This is reasonable and there is a greater probability that it is on the low side. A greater volume would give the lower per copy cost. Another assumption must be made and that is what percent of the copies will be single copies, the balance being multiple copies. For this analysis we will say that 20% of the volume will be 1, 2 or 3 copies from an original. This means that 80% of the volume will be made of 4 or more copies per original.

A2 COPY COST ANALYSIS ON MONTHLY BASIS

1 to 3 copies per original

20% x 20,000 copies = 4,000 copies

Cost of supplies = 4,000 x .0215/ copy \$ 86.00

4 or more copies

80% x 20,000 = 16,000 copies

Offset master costs (from copier) .0215 ea.

Total offset master costs (average 8 copies from ea.)

2,000 x .0215 = \$43.00

Paper costs 16,000 sheets @ \$2.30/M= \$36.80

Miscellaneous Supplies @ .0005/copy \$ 8.00

Total copy cost not including equipment 87.80

173.80

Equipment Cost (purchase w/10 yr. write-off) 230.62

Total monthly cost 404.42

Cost per copy (based on 20,000 copies) .020

Cost per copy (purchase w/5 yr. write-off)  $\$173.80 + \$335.53 \div 20M$  .025

Cost per copy (5 yr. lease-purchase)  $\$173.80 + \$383.34 \div 20M$  .028

Since the proposed equipment would be used to replace the Xerox 2400, analysis of the costs using the Xerox 2400 under the similar circumstances is outlined below.

B1 Xerox 2400 Copy Cost Analysis on Monthly Basis

1-3 copies per original

20% x 20,000 = 4,000

Meter cost 4,000 x .0415 \$166.00

Supply Cost (Toner & Paper) .006 x 4,000 24.00 \$ 190.00

10 copies per original

30% x 20,000 = 6,000 copies

Meter Cost 600 x .275 165.00

Supply Cost (Toner & Paper) .006 x 6,000 36.00

201.00

50 copies per original

50% x 20,000 = 10,000 copies

Meter Cost = 200 x .26

\$ 52.00

Supply Cost = .006 x 10,000

60.00

\$ 112.00

Total Cost for 20,000 copies

503.00

Cost per copy

.025

The cost per copy using the Xerox 2400 equals the cost per copy arrived at using the A-M offset-copier method when a 5 year write-off for the A-M equipment is considered. It should be noted that an increase in the copying-duplicating volume would mean lower per copy costs on the A-M equipment since the equipment and service costs would be pro-rated over more copies.

CONCLUSION

At our present volume the offset-copier would be economical and as the volume increases, the economies realized would also increase. Although the computations were based on a five and ten year period, there is no doubt that within another year--two at the most--the copying-duplicating needs of Harper College will over tax our present equipment. Instead of waiting for that time to arrive, we could, by initiating the recommended program, be prepared in advance for these increased demands and at the same time realize some savings in our present operations. Finally, we would be paying for equipment that we will eventually buy instead of accumulating monthly rental statements.

To give a broader insight into copying-duplicating costs there is attached a comparison of costs between various methods of copying-duplicating.

Before this recommended program could be initiated, it would be necessary to prepare a firm program outlining in detail exactly how the copy-duplicating procedure would be handled. A properly installed system would have a great bearing as to what extent copying equipment would be needed at Harper Grove. This would mean a



NUMBER OF COPIES FROM ORIGINAL 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 25 50 100 500 1000 3000 7000 8500

XEROX 600  
 1570 copies/mo. .045/copy plus \$25.00 rental  
 6500 copies/mo. .045 .045 .045 .040 .035 .035 .034 .033 .032 .031 .030 .028 .027 .026 .026 .021 .018 .016 .015 ----- plus \$25.00 rental (1

XEROXS13  
 1000 copies/mo. .0525 ----- plus \$15.00 rental  
 3000 copies/mo. .0460 ----- plus \$15.00 rental  
 7000 copies/mo. .0425 ----- plus \$15.00 rental

XEROX 914  
 1225 copies or more/mo. .04/copy ----- plus \$25.00 rental

XEROX 2400  
 5500 copies/mo. .042 .042 .042 -----  
 15,000 copies/mo. .042 .042 .042 .037 .034 .032 .030 .029 .028 .027 .026 .025 .023 .022 .021 .015 .01 .009  
 30,000 copies/mo. (same as 15,000)

MIMEO (stencil) .140 .070 .047 .035 .028 .023 .020 .018 .016 .014 .013 .012 .011 .010 .009 .006 .003 .001

SPRIT (master) .04 .02 .013 .010 .008 .007 .006 .005 .004 .004 .003 .003 .003 .003 .003 .002 .001 .0004

SPRIT (direct fax) .060 .030 .020 .015 .012 .010 .009 .007 .007 .006 .005 .005 .005 .004 .004 .002 .001 .0005

OFFSET (typed master) .060 .030 .020 .015 .012 .010 .009 .008 .007 .006 .005 .005 .005 .004 .004 .002 .001 .001

OFFSET (copier master) .082 .041 .027 .021 .016 .013 .012 .010 .009 .008 .007 .006 .005 .005 .006 .004 .004 .005 .003 .002 .001

The above figures were arrived at by using costs directly attributable to the particular process. Costs common to all processes, such as paper, were excluded. This procedure was followed in the interests of simplification since the end result--comparison of costs--would not be affected.

more thorough evaluation of Harper Grove's needs and possibly a Dennison copier or equal as recommended would not be necessary.

A handwritten signature in cursive script, appearing to read "Don".

dmm jm

OUTLINE FOR  
BOARD OF TRUSTEES PRESENTATION  
NOVEMBER 28  
DIVISION OF BUSINESS & SOCIAL SCIENCE

- I. Overview of Area (John Birkholz)
  - A. Teachers
    - 1. Preparation
    - 2. Full-time
    - 3. Part-time
    - 4. Professional work
  - B. Projections for Staff and Students - 1968-69
    - 1. Number of sections
    - 2. Number of teachers
    - 3. Divisional structure
  
- II. Department of Business (Charles Falk)
  - A. Offerings
    - 1. Transfer program
      - a. Transfer of subjects
      - b. Correlation with four year schools
    - 2. Occupational programs
      - a. Present programs
      - b. New programs - 1968-69
  - B. Adult Education
  - C. Instructional Materials (R. Wild)
  
- III. Department of Social Science (Larry King)
  - A. Offerings
    - 1. Transfer programs
      - a. Transfer of subjects
      - b. Correlation with four year schools
    - 2. Occupational Program
  - B. Adult Education Program
  - C. Instructional Materials (R. Wild)
  
- IV. Summary
  - A. Innovative Trip
  - B. Recruitment for 1968-69
  - C. Questions