

Shida

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois

AGENDA

September 14, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Bills
- V. Communications
- VI. Unfinished Business
 - A. Recommendation - Revisions of Definitions
Full-time and Part-time Faculty
- VII. New Business
 - A. Budget Hearing and Adoption (Exhibit A)
 - B. Discussion of Audit Report and Management Letter -
Ernst & Ernst Representatives (Exhibit B)
 - C. Resolutions
 - 1. Appointment of William J. Mann as Treasurer
of District 512 (Exhibit C-1)
 - 2. Authorization of Signatures for Conducting
Harper College Business (Exhibit C-2)
 - D. Insurance Discussion (Fringe Benefits) (Exhibit D)
 - E. Ratification of Resolutions Concerning Facility
Construction Project
 - F. Meeting Place - Harper College Meetings
 - G. Other
- VIII. President's Report
- IX. Adjournment

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 Thursday, September 14, 1967.

CALL TO ORDER: The regular meeting of the Board of Junior College District No. 512 was called to order at 7:59 p.m. at 799 Kensington Road, Mount Prospect, Illinois, by President Haas.

In the absence of Secretary Nicklas, Member Johnson nominated Member Hansen as Secretary Pro Tempore. There being no other nominations, Member Hutchings moved that nominations be closed and a unanimous ballot be cast for Member Hansen as Secretary Pro Tempore. Motion carried.

ROLL CALL: Present: Haas, Johnson, Hansen, and Hutchings.

Absent: Hamill, Nicklas, and O'Dea.

Also present: Ralph P. Klatt, DesPlaines Suburban Times; Robert E. Alfe, Fridstein & Fitch; Charlene Baron, League of Women Voters; Elaine Mehlman, Paddock Publications; Robert H. Kuhn and Thomas J. Lopina, Ernst and Ernst, Auditors; Elizabeth K. Alanne, Day Publications; Drs. Robert E. Lahti and Kenneth Andeen, John H. Upton, Anton A. Dolejs, Robert J. Hughes, Wm. J. Mann, and Eleanor A. Williams, Harper College.

MINUTES: Member Hansen moved and Member Johnson seconded the motion to approve the minutes of the regular board meeting of Thursday, August 24, 1967. Motion unanimously carried.

INVOICES: Member Hamill entered the meeting at 8:05 p.m.

Member Hansen moved and Member Johnson seconded the motion to approve the payment of the payroll of September 14, 1967 in the amount of \$59,697.60, checks numbered 1639 thru 1765 and the invoice listing of September 14, 1967 as follows:

Educational Fund	\$ 73,336.05
Building Fund.	31,245.75
Site and Construction Fund	33,724.31
	<u>\$138,306.11</u>

Upon roll call, the vote was

Aye: Johnson, Haas, Hutchings, Hamill, and Hansen.
Nay: None

NEW BUSINESS

Pre-Existing
Conditions
Exclusions
Clause in Group
Insurance

The following "Pre-Existing Conditions Exclusion" Clause was presented to the board for discussion: "Present Exclusion: Our insurance contract provides that 'any medical expenses incurred during the 90 days before an employee or dependent is insured is excluded (for that particular condition only).' After the individual is covered for one year, the exclusion is lifted."

Member O'Dea entered the meeting at 8:12 p.m.

After some discussion, Member Johnson moved that the Pre-Existing Conditions Exclusion Clause" be removed at no additional premium to us.

Discussion

Dr. Hutchings commented that we cannot justify the experience plus the cost at the present time as we have not had the experience for comparison of insurance rates.

President Haas commented that we do not have a policy on this.

Member Hamill mentioned that we are leading the state in Fringe Benefits and we should know, from the standpoint of finance, what the cost will be.

Upon roll call, the vote was

Aye: Johnson, O'Dea, and Hansen

Nay: Haas, Hutchings, and Hamill.

Motion failed.

President Haas inquired if a policy should be developed regarding this subject.

Dr. Hutchings felt the need for such a policy.

Member Hansen felt we should hire no one who, in the opinion of the examining physician is incapable of doing his task.

President Haas stated he would like to see this on the agenda for an early meeting.

Dr. Lahti suggested employing three physicians to aid in setting up a policy on this matter.

President Haas inquired if any board members would like to attend any such meetings to which they responded in the affirmative.

NEW BUSINESS

Pre-Existing

Conditions

Exclusions

Clause in Group

Insurance Policy

(Continued)

President Haas asked Dr. Lahti to arrange for such a study and notify the members of the board of such meetings.

Dr. Lahti referred to Items II - "Continuance of Group Program - Conditional on Summer Status" and III - "Travel Accident - Summer Status".

Member Hamill moved and Member Johnson seconded the motion to adopt the following Clauses:

II. Continuance of Group Program - Conditional on Summer Status.

Since our faculty employees are paid on a 24 yearly installment basis, the insurance would be normally continued during summer months.

However, should a faculty employee not renew his contract and ask for a lump sum final payment his benefits should cease.

Other faculty members who have renewed contract and desire continuation (provided proper contributions for dependents coverage have been made) should be continued in benefit.

III. Travel Accident - Summer Status

Coverage should terminate on all faculty members who do not have summer school assignments.

Upon roll call, the vote was

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

Nay: None

Member Johnson referred to a letter written to Dr. Lahti with reference to No. 1. William Rainey Harper Board of Trustees Distinguished Service Award and No. 2. William Rainey Harper Faculty Award for Outstanding Contribution to the Community College Field.

Dr. Lahti responded that this subject was brought to the attention of the board, discussed, and tabled for the time being.

AUDIT REPORT &
MANAGEMENT LETTER

Mr. Robert Kuhn presented the Audit Report to the Board of Trustees with his comment that good judgment was exercised in employing effective procedures for accounting and control during the organizational period ending June 30, 1967.

Member Johnson inquired as to what was meant by "no serious weaknesses", in the report.

Mr. Tom Lopina responded that items discussed would have to change periodically just from the increase in volume of transactions as the college grew.

It was established the Treasurer is not personally responsible for check control but rather responsible for the control procedure.

Member Johnson moved and Member Hamill seconded the motion to adopt the Audit Report as presented by Ernst and Ernst, Auditors.

Upon roll call, the vote was

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

Nay: None

Dr. Lahti asked Mr. Kuhn to comment on the Accounting Working Committee in the State of Illinois, the Accrual System, and the Plans for the future.

Mr. Kuhn stated the committee was formed to prepare a manual for use by the state junior colleges. A working draft of such a manual is about to be produced. This manual will include a Chart of Accounts, a recommendation that the junior colleges in the state do their accounting on an accrual basis, and the financial statement should reflect encumbrances as well as actual expenditures in comparison with budgeted amounts. Accrual Accounting should apply to the revenue items. Most items such as bookstore charges, tuition charges, should be accrued at the time the term starts. The timing of the items to be accrued is not as important as establishing a consistent pattern. A glossary will be included in the manual to standardize definitions.

1967-68 BUDGET
REPORT

At 8:59 p.m., President Haas declared the meeting recessed to discuss the 1967-68 Budget for Harper College.

After discussing the budget in detail, Dr. Lahti informed the board that notification had been received from the State Universities System that Bill 515 had been signed by the Governor providing the State to bear the full cost of employer contributions applicable to Class I Junior College faculty and staff members and that the junior colleges will be reimbursed for all employer contributions prior to September 8, 1967.

Member Hansen inquired of Account 563 in the amount of \$112,000. He was informed that this applied entirely to library books.

Reference was made to 502.23, Data Processing - Service Bureau.

Dr. Lahti explained that this amount may not be used as Roy Sedrel has obtained the services of Western Electric at no cost to us, until our equipment arrives.

Member O'Dea questioned the Pre-fab Building in Account 508.6.

Dr. Lahti replied he had consulted with Messrs. Spencer and Smith and was informed we can either lease or remodel, We can extend or add a unit to the present power or central receiving plant on the present campus. Whatever IBA will accept, they will go along with the approval.

President Haas recessed the Budget Hearing at 9:40 p.m.

The Budget Hearing reconvened at 9:57 p.m.

The public hearing of the 1967-68 Budget for Harper College adjourned at 9:58 p.m.

The Regular Meeting of the Board of Trustees of Harper College reconvened at 9:58 p.m.

Member Johnson moved and Member O'Dea seconded the motion to adopt the 1967-68 Budget for William Rainey Harper College by the following resolution:

1967-68 BUDGET
REPORT
(Continued)

RESOLUTION

WHEREAS, The Board of Trustees of William Rainey Harper College, District 512, has caused to be prepared in tentative form a budget and the Secretary of this Board has made the same conveniently available to the public for inspection for at least thirty days prior to final action thereon; and

WHEREAS, due notice that said tentative budget was available for public inspection has been given in full compliance with the law; and

WHEREAS, a public hearing was held as to such budget on the 14th day of September, 1967, notice of said hearing having been given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with; and

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of William Rainey Harper College, District 512, as follows:

SECTION I. That the budget, copy of which is inserted in the minutes of this meeting immediately following the last page thereof, containing an estimate of amounts available in the Educational, Building, and each separately, and of expenditures for each of the aforementioned funds, be and the same is hereby adopted as the budget of this college district for said fiscal year.

Upon roll call, the vote was

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

Nay: None

Filing of
Tax Levy

Attorney Hines explained the tax levy resolution giving the levy amounts as follows: Educational \$1,210,000. and Building \$440,000.

Filing of
Tax Levy
(Continued)

Member Johnson moved and Member O'Dea seconded the motion to approve the filing of the Tax Levy in the amounts of \$1,210,000. for Educational and \$440,000. for Building, as specified in the following resolution:

TAX LEVY RESOLUTION

BE IT RESOLVED: That there be and hereby is levied for the year 1967, a tax in the sum of \$1,210,000. for Educational purposes, and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook, Kane, Lake, and McHenry Counties, Illinois on or before Tuesday, September 26, 1967.

BE IT RESOLVED: That there be and hereby is levied for the year 1967 a tax in the sum of \$440,000. for Building purposes and that the Secretary and President of this Board be authorized and directed to execute a proper Certificate of Levy and to file the same with the County Clerk of Cook, Kane, Lake, and McHenry Counties, Illinois on or before Tuesday, September 26, 1967.

Upon roll call, the vote was

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

Nay: None

Member Johnson commended Mr. A. Dolejs, Comptroller, for a job well done in completing the Budget. With registration, a pay period, and a Budget Hearing, all falling within the same week, this has been a difficult task.

President Haas added his words of appreciation to those of Member Johnson.

Increase in Bond
Levy

Member Johnson moved and Member Hansen seconded the motion to adopt the following resolution to increase the bond levy to 8% to cover the cost of collection and other losses of non-payment:

RESOLUTION TO INCREASE BOND LEVY

WHEREAS, the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, has heretofore issued Site and Building Bonds in the total principal sum of \$7,375,000.00 and

Increase in
Bond Levy
(Continued)

WHEREAS, a duly adopted and certified Levy Resolution has been filed with each of the County Clerks in which a portion of the College District is located, which Levy Resolution provided for the levying of a tax sufficient to pay the principal of said Site and Building Bonds as it falls due and to pay the interest thereon, and

WHEREAS, taxes thus far received by and/or in behalf of the College District are in an amount equal to less than 92% of the sum of the levies upon which collections have been made, and

WHEREAS, a shortage in the Bond and Interest Fund is thus anticipated,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That it would be timely, appropriate and necessary to increase the amounts levied in the Bond Resolutions heretofore referred to by the amount equal to 8% thereof, so as to offset costs of collection and losses in collection.

Section 2. That the County Clerks in each of the Counties of Cook, Kane, Lake and McHenry be requested to increase the levy provided for in said Bond Levy Resolutions, for the reasons and in the manner set forth above.

Section 3. That this resolution shall be in full force and effect, from and after its date of passage.

Upon roll call, the vote was

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

Nay: None

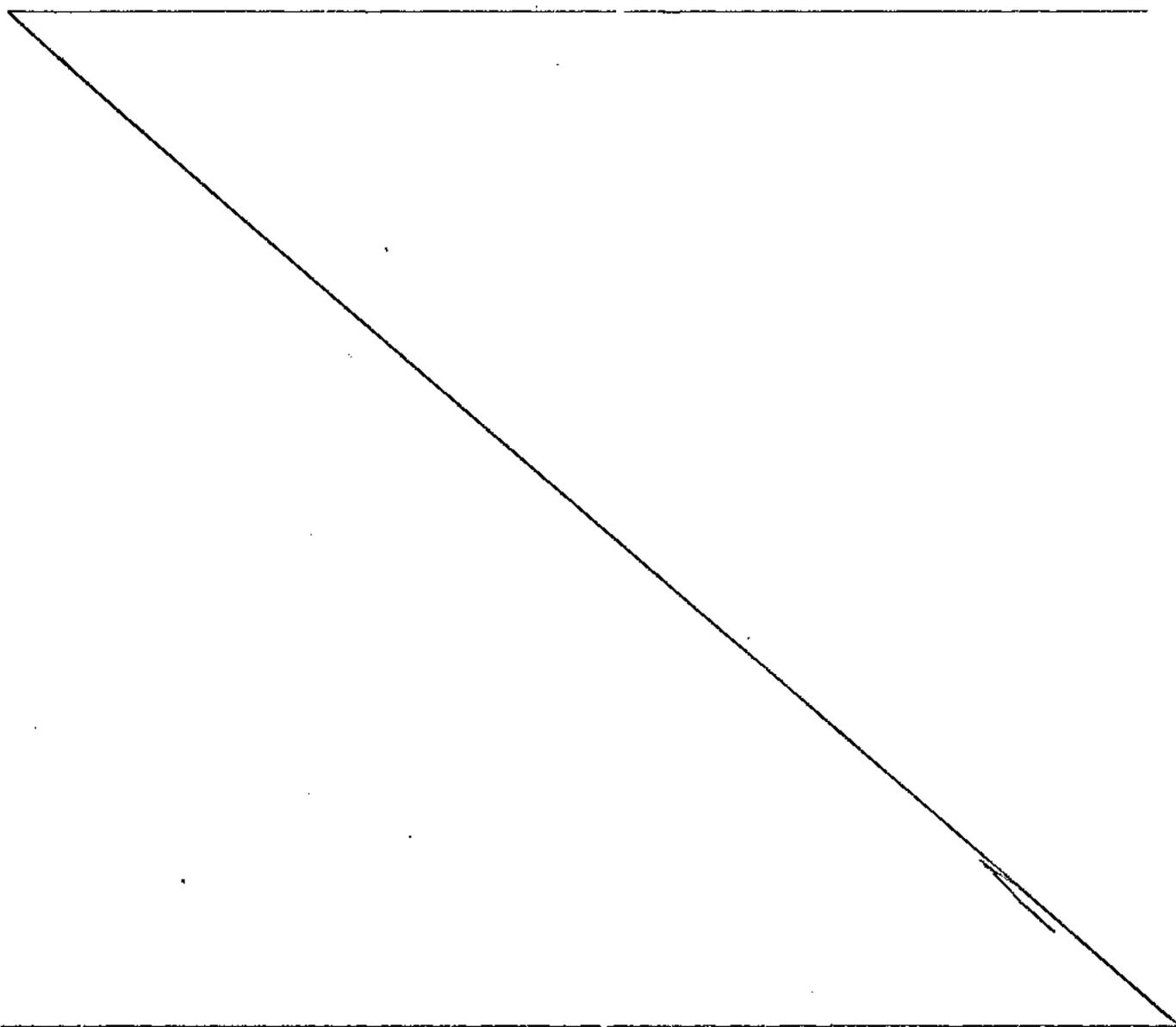
FACILITY CON-
STRUCTION PROJECT

Mr. Alfe, Fridstein & Fitch reported on the Facility Construction Project and gave reasons for the disqualification of Economy Plumbing and Heating Company on the bid for Heating, Refrigeration, and Temperature Control. He stated that Economy had a qualified temperature control bid on the alternate HRTC-1.

FACILITY CON-
STRUCTION PROJECT
(Continued)

Member Hamill moved and Member Johnson seconded the motion to accept the following resolution rejecting Economy Plumbing and Heating Company as low bidder on the bid for heating, refrigeration, and temperature control:

(RESOLUTION ATTACHED TO OFFICIAL COPY OF MINUTES)



FACILITY CON-
STRUCTION PROJECT
(Continued)

Upon roll call, the vote was

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

Nay: None

Member Hamill moved and Member Johnson seconded the motion to accept the following resolution adopting the architect's recommendation on board findings with regards to low acceptable bidders:

(RESOLUTION ATTACHED TO OFFICIAL COPY OF MINUTES)

FACILITY CON-
STRUCTION PROJECT
(Continued)

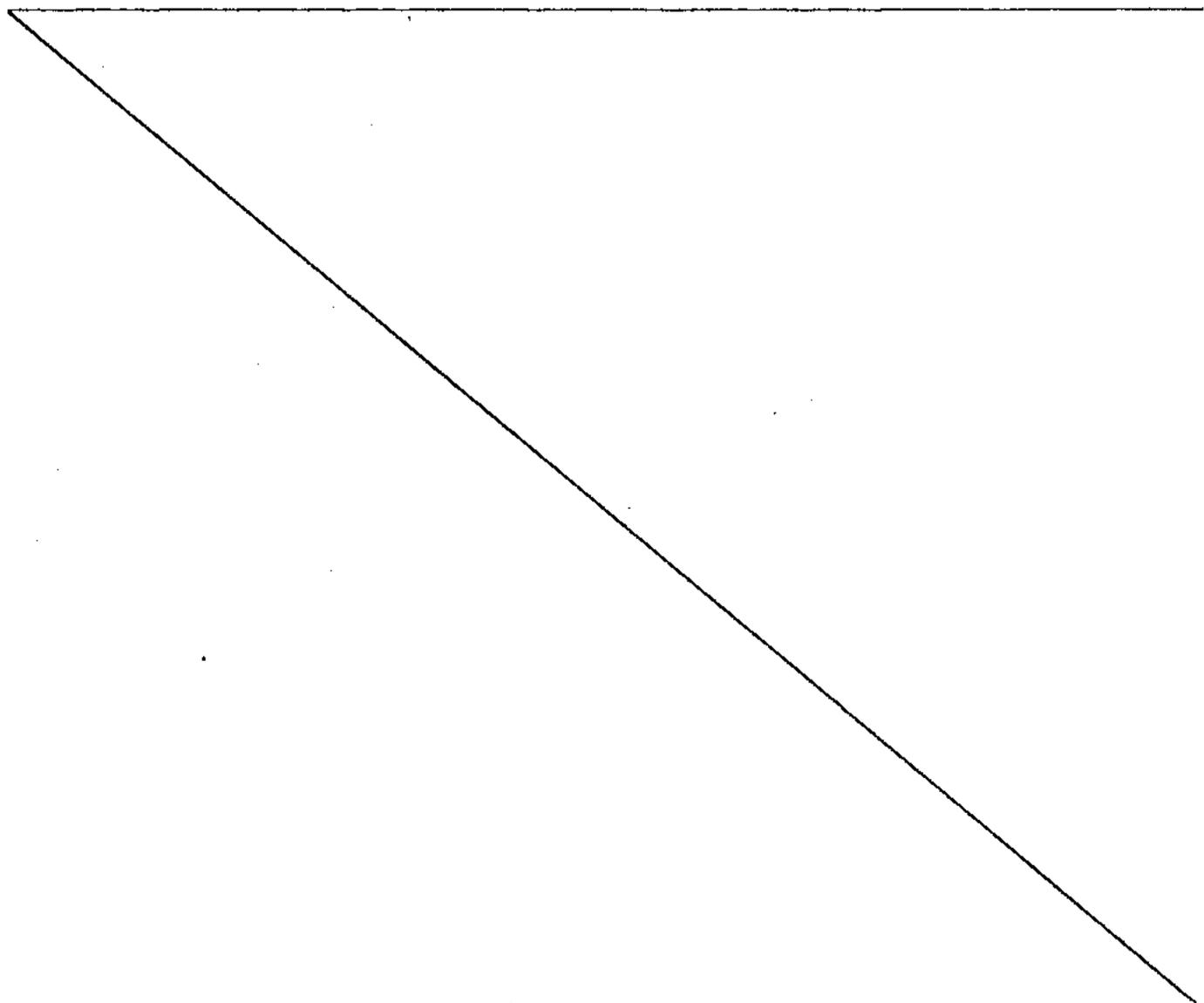
Upon roll call, the vote was

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

Nay: None

Member Hamill moved and Member Johnson seconded the motion to accept the following resolution recommending and requesting the Illinois Building Authority award contracts to the low bidders and provide payment for Harper College's 25% share of the projects; part land, part credits, and part cash:

(RESOLUTION ATTACHED TO OFFICIAL COPY OF MINUTES)



APPOINTMENT OF
TREASURER FOR
HARPER COLLEGE

Member O'Dea moved and Member Hutchings seconded the motion to approve the resolution appointing Mr. Wm. J. Mann as Treasurer of Harper College as follows:

R E S O L U T I O N

WHEREAS, the Law provides that the Boards of Junior College Districts in the State of Illinois shall appoint a Treasurer to serve at the pleasure of the College Board, which Treasurer shall not be a member of the said Board,

IT IS HEREBY RESOLVED by the Board of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

Section 1. That William J. Mann, the Dean of Business of the College District, be and hereby is appointed to the office of College District Treasurer, said appointment to remain in full force and effect until terminated by the College Board.

Section 2. That said Treasurer of the Board of Junior College District No. 512 shall serve in that capacity without compensation, and that prior to entering upon the duties of his office, he shall execute a fidelity bond in the manner and amount provided by law.

Section 3. That all prior appointments to the office of Treasurer of the Board of Junior College District No. 512 be and hereby are terminated, and all resolutions heretofore adopted which are wholly or in part in conflict herewith are hereby rescinded.

Section 4. That this resolution shall be in full force and effect from and after its date of passage.

Upon roll call, the vote was

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

Nay: None

SIGNATOREE FOR
HARPER COLLEGE

Member Hamill moved and Member Johnson seconded the motion to approve the resolution to add the name of William J. Mann as signatorem for the Imprest Fund, as follows:

SIGNATOREE FOR
HARPER COLLEGE
(Continued)

RESOLUTION

IT IS HEREBY RESOLVED BY the Board of Junior College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, as follows:

Section 1. That the Imprest Fund heretofore established by this Board is hereby continued in full force and effect, subject to the following terms and modifications.

Section 2. That said Imprest Fund is established for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly, provided, however, that in no event shall any single expenditure exceed the sum of Five Hundred and 00/100 dollars (\$500.00), and provided further that expenses thus paid in their aggregate shall not exceed the sum of Five Thousand and 00/100 dollars (\$5,000.00) prior to the approval thereof by the Board of the College District.

Section 3. That all withdrawals from the Imprest Fund shall be made by check signed by either Robert E. Lahti (College President), or, William J. Mann (Dean of Business), which persons are hereby appointed as custodians of said fund, subject to the securing of fidelity bonds in their respective names as required and provided by law. No check shall be drawn to cash excepting to maintain a petty cash account.

Section 4. Said custodians shall keep proper books and records and shall make monthly reports and an annual summary of all receipts and expenditures which shall be submitted to the Board and the Treasurer and shall at all times comply with all applicable provisions of the Illinois Revised Statutes, as modified from time to time during the term of this appointment.

Section 5. An audit of the accounts of said custodians shall be made by a duly licensed public accountant no less often than annually.

Section 6. Appointments of custodians of the Imprest Fund heretofore made by this Board are hereby terminated as of this date, it being the intention of this Board that only the said Robert E. Lahti and/or William J. Mann be authorized to sign checks against the Imprest Fund.

SIGNATURE FOR
HARPER COLLEGE
(Continued)

RESOLUTION (Continued)

Section 7. That this resolution shall be in full force and effect from and after the date of its passage.

Upon roll call, the vote was

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

Nay: None

REVISIONS OF
DEFINITIONS FOR
FULL TIME &
PART TIME FACULTY

Dr. Pankratz reported that after discussing the revisions of definitions for Full-Time and Part-Time Faculty, the original definitions will remain as set forth.

MEETING PLACE FOR
HARPER COLLEGE
BOARD OF TRUSTEES

Mr. Mann reported on a location for a meeting place for the Harper College Board of Trustees as follows:

1. Elk Grove High School does not have any rooms available that are consistently open. In addition to the fact that parking facilities are next to "impossible".
2. The Data Processing Center, Harper College Site, would have a room available for one year at which time we would have to relocate because the computer will be delivered at that time. Mention was also made that District 214 has given no indication that they need the space we are now using.

President Haas inquired as to the desirability of meeting at the Data Processing Center.

Mr. Mann felt that by meeting on our own grounds, identity of the board with the actual location, would be established.

Member Hamill proposed meeting at the Elk Grove High School and felt further study should be made of these facilities.

Member O'Dea commented the second floor room at the Data Processing Center would be his first choice and to remain at our present location would be his second.

MEETING PLACE FOR
HARPER COLLEGE
BOARD OF TRUSTEES
(Continued)

President Haas referred the inquiry of a meeting place for the Board of Trustees, to the college administration for their further study and presentation at the next board meeting.

PRESIDENT'S
REPORT

Dr. Lahti reported that registration of students as of September 14, 1967 was as follows:

Full-time students . . . 868
Part-time students . . . 696,

with 123.6 FTE out of district students.

Dr. Pankratz commented that nineteen English Classes were scheduled to open the school year but we now have thirty English Classes opening. The attitude and response of the students was good, from the teachers' viewpoint.

Member Johnson inquired what the reaction to the Orientation Program was on the part of the faculty.

Dr. Pankratz's reply was "almost indescribable" and the big thing were the guest speakers.

Dr. Lahti commended Roy Sedrel, Director of Data Processing and his staff for their efforts on the eve of class opening. Mr. Sedrel and his staff went to Western Electric and completed the data processing of student schedules and had all information in the hands of the instructors on Wednesday morning.

Dr. Lahti mentioned the Faculty Wives had their first meeting today.

A copy of a document from Gerald Smith, Executive Secretary of the Illinois Junior College Board, with reference to decisions by the State College Board usurping some of the power of the local boards. Dr. Lahti recommended the board read this thoroughly and discuss it the next time the board meets.

Title I, Higher
Education Faci-
lities Act

President Haas commented on Title I, Higher Education Facilities Act.

Member Hamill commented on the Title I Higher Education Facilities Act, recommending that we apply.

Title I, Higher
Education Faci-
lities Act
(Continued)

After discussion, it was the consensus of opinion that we apply for the Fine Arts and Little Theatre Facilities.

GROUND BREAKING
CEREMONY

Member Hamill brought up the question of the Ground Breaking Ceremony.

After much discussion, the decision as to whom should be invited was left to the Administrative Staff, indicating the Governor of the State of Illinois should be extended an invitation.

At 11:34 p.m., Member Johnson moved and Member Hutchings seconded the motion to adjourn. Motion unanimously carried.

President Haas

Secretary Pro Tempore Hansen

