

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

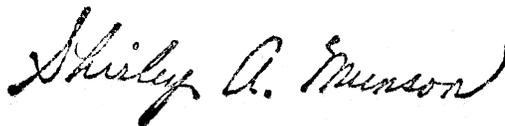
NOTICE OF SPECIAL MEETING

TO: Members of the Board of Trustees of Community College  
District No. 512, Counties of Cook, Kane, Lake and  
McHenry and State of Illinois

NOTICE IS HEREBY GIVEN that there will be a special meeting of  
the Board of Trustees on Thursday, December 15, 1977, at the hour of  
8:00 p.m., in the Board Room of William Rainey Harper College, Palatine,  
Illinois, for the purpose of:

- I. Approval of Bills Payable
- II. Approval of Payroll for the period November 15 and  
November 30, 1977, and Estimated Payroll for December 1  
thru January 31, 1978
- III. Approval of Recommendation for Unemployment Compensation  
Insurance
- IV. Approval of Recommendation for Appointment of District Treasurer
- V. Approval of Recommendation for:
  - A. Increase in Imprest Fund
  - B. Appointment of Custodians of Imprest Fund.

DATED this 9th day of December, 1977, at Palatine, Illinois.



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SHIRLEY A. MUNSON  
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512  
COUNTIES OF COOK, KANE, LAKE, AND MCHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Thursday, December 15, 1977

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, December 15, 1977, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Janet Bone, Joan Klussmann, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, David Tomchek, Natalie C. Weber, and Student Member John Demmert  
Absent: None

Also present: John R. Birkholz, Frank Borelli, Don Carlson, Robert Cormack, Anton Dolejs, Charles Falk, Guerin Fischer, Jean Goodling, Larry Kent, Henry Kurowski, William J. Mann, Liz McKay, William E. Miller, Donald Misic, John Morrow, Joann Powell, Henry Roepken, James J. Smith, Elaine Stoermer, Fred Vaisvil, George Voegel, Clifford Wener, Dave Williams, Robert Wyman and Joan Young--Harper College; Paul Johnson--Harper Student; and Virginia Hayter.

Chairman Munson explained the special meeting had been called to take care of the legal aspects of the regular meeting of December 8, 1977, which had to be canceled. The regular meeting has tentatively been rescheduled for December 21, 1977, at which time the other items on the agenda would be handled. If a quorum is not available for the December 21 meeting, Chairman Munson stated these items could be deferred until the January meeting.

DISBURSEMENTS: Member Klussmann moved, Member Bone seconded,  
Bills Payable approval of the bills payable of December 8, 1977, as follows:

Educational Fund	\$237,757.09
Building Fund	40,766.89
Site & Construction Fund	20,543.30
Auxiliary Fund	119,067.43

Member Tomchek again expressed concern about travel expenditures. He referred to a travel payment in the Imprest Fund to TWA for \$417. He stated the bill did not show the destination, dates of travel, or reason for trip, and he felt the documentation was inadequate. Secondly, Member Tomchek questioned the extraordinary activity in the Imprest Fund,

DISBURSEMENTS  
Bills Payable  
(cont.)

expressing concern about the heavy usage of this fund for other than logical items.

Attorney Stan Eisenhammer, of Robbins, Schwartz, Nicholas & Lifton, Ltd., entered the meeting at 8:15 p.m.

Dr. Mann explained the Accounting Office ties in the travel payments to the travel vouchers and stated the files contain full documentation on the bills. The travel vouchers are complete with all details and are fully available. As it is not possible to have all the files at the Board meeting, Dr. Mann felt a call in advance would take care of providing the details. Dr. Mann suggested the Board might wish to meet some evening and have the system explained thoroughly, after which they could request the reports that would meet their needs.

Member Nicklas noted that the Imprest Fund is carefully audited. Member Bone pointed out that the return of monies from travel advances are not indicated in the Imprest Fund payables.

Chairman Munson pointed out the problem in documentation seemed to be with the TWA bill. If an invoice from TWA is received in the future, she requested that dates of travel, destination, and name should be included on the invoice.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Payrolls

Member Nicklas moved, Member Klussmann seconded, approval of the payroll of November 15, 1977, in the amount of \$475,183.97; the payroll of November 30, 1977, in the amount of \$484,296.38; and the estimated payroll of December 1, 1977 through January 31, 1978, in the amount of \$1,933,352.90.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

DISBURSEMENTS:

Utility  
Bills

Member Nicklas moved, Member Demmert seconded, approval of the estimated utility bills for February, 1978, in the amount of \$45,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

NEW BUSINESS:

Unemployment  
Compensation  
Insurance

Member Moats moved, Member Bone seconded, that the Board of Trustees elect the reimbursement option of financing unemployment insurance claims and authorize the administration to explore the purchase of stop-loss coverage, including the employment of professional personnel consultants to handle unemployment insurance claims.

A discussion followed on the new state law making it mandatory for employers to provide for unemployment insurance for public employees. Dr. Mann informed the Board the stop-loss method would not cost the college any more than the employment insurance tax. He stated further study was needed before coming back to the Board with a package in January. Dr. Mann explained the motion authorizes the administration to explore the employment of professional personnel consultants; he stated there are several companies in the state who specialize in maintaining records on people who file for this insurance, and it is a necessity to employ one of these companies.

Member Klussmann requested that Dr. Mann provide the Board with the figures that have been worked up on both methods by January 1, 1978.

The motion carried in a voice vote.

Appointment of  
District  
Treasurer

Member Tomchek moved, Member Nicklas seconded, that Anton A. Dolejs be appointed Treasurer of William Rainey Harper College, in accordance with the resolution in Exhibit VIII-D (Ex. VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

For the record, Member Tomchek asked for the rationale for the increase in pay for Mr. Dolejs.

Dr. Mann stated the responsibilities of a Treasurer are spelled out in the Statutes. The Board is bonded. However, should something go wrong within the college, the Treasurer's responsibility is very broad. The bonds for the Treasurer could be

NEW BUSINESS:

Appointment  
of District  
Treasurer  
(cont.)

involved. If something happened, and it was necessary for a bond to be activated, the bond would pay back the Board--the college would be protected. The bonding company would then seek redress from the Treasurer which would, in fact, involve the Treasurer's personal assets.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Increase  
in  
Imprest  
Fund

Member Nicklas moved, Member Tomchek seconded, that the Imprest Fund be increased from \$35,000.00 to \$60,000.00.

Member Nicklas referred to the rationale for increasing the Imprest Fund--the increase in volume of student refunds. She asked if there could possibly be an easier way to handle these refunds. Dr. Mann stated it is required that the Board pass on every expenditure. Although the Imprest Fund is an exception, in that these expenditures are allowed before the Board meeting, they are ratified by the Board. Member Tomchek asked about Restricted Funds which are not approved by the Board, such as Student Activity Funds. In the absence of specific statutory authority to the contrary, he felt the Board is responsible for all money going through the institution. Dr. Birkholz stated he had written counsel asking for clarification on concerns expressed by individual Board members at the recent budget meeting. As soon as that information is available, the Board members will receive it.

Dr. Mann distributed a report prepared by Mr. Dolejs regarding the necessity of increasing the Imprest Fund; he stated this motion would raise the Imprest Fund to a figure that experience has shown is necessary.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye

Custodians  
of the  
Imprest Fund

Member Klussmann moved, Member Demmert seconded, that John R. Birkholz and Anton A. Dolejs be appointed custodians of the Imprest Fund, as per resolution in Ex. VIII-E(2) attached to the minutes in the Official Board of Trustees' Book of Minutes.

NEW BUSINESS:

Justodians  
of the  
Imprest Fund  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Tomchek, Nicklas and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

ADJOURNMENT:

Member Moats moved, Member Bone seconded, that the meeting be adjourned at 8:50 p.m. Motion carried.

Chairman Shirley Munson

Secretary Natalie Weber