

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

SPECIAL BOARD MEETING

AGENDA

December 7, 1978

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Committee Reports, Finance Committee Exhibit III
- IV. NEW BUSINESS
 - A. RECOMMENDATION: Establishment of a Reduction
in Force (RIF) Committee
 - B. Review of Charge to RIF Committee Exhibit IV-B
 - C. Review of Timetable for RIF Procedures. Exhibit IV-C
- V. Adjournment.

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 7, 1978

CALL TO ORDER:

The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Thursday, December 7, 1978, at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads. In the absence of Secretary Weber, Chairman Klussmann called the roll.

ROLL CALL:

Present: Members Janet W. Bone, George F. Dasher, Joan M. Klussmann, Shirley A. Munson, Jessalyn M. Nicklas and David Tomchek

Absent: Member Natalie C. Weber and Student Member Peter Mariahazy

Also present: James J. McGrath, Anton A. Dolejs, Guerin Fischer, Jean Goodling, Henry J. Kurowski, William E. Miller, James D. Perry, Elaine Stoermer, and David Williams--Harper College; Scot Dever, Paul Johnson, and Linda Mueller--Harper Students; and Pat Broughton--Countryside Newspapers.

Committee
Reports--Finance
Committee

Chairman Klussmann stated the Finance Committee had met on Tuesday, December 5, 1978, and asked Member Dasher for a report on the meeting.

Member Mariahazy entered the meeting at 8:07 p.m.

Member Dasher reported the Finance Committee had thoroughly discussed college finances, paying particular attention to revenue. He stated expenditures are more easily defined than revenue which is somewhat speculative because of enrollment. The committee decided to assume that enrollment will continue a gradual decline, as it has shown in the past two years, and to leave the details of the cuts in the hands of the administration.

Member Dasher presented the Finance Committee's recommendation, as follows:

1. The Board direct the administration to present a 1979-80 budget in which income is equal to anticipated expenditures.
2. To make certain to provide for expenditures necessary to maintain the existing assets of the college in a safe and usable condition.
3. For budget purposes, the Board should plan on enrollment figures that reflect the actual enrollment trends of the last two years. This amounts to an annual decrease of approximately 2½ percent.

Committee
Reports--
Finance
Committee
(cont.)

Member Dasher moved, Member Nicklas seconded, to adopt the committee report as binding on the administration.

Member Tomchek asked for further explanation on item 2. Member Dasher referred to the exhibits, stating the allocation to the Building Fund had been reduced for the past two years. No provision has been made for replacement of capital. He felt it was important that the physical assets of the college be maintained in good condition. Member Tomchek agreed the Board would like a balanced budget and the buildings maintained safely, and stated he could support this if there were a similar statement with respect to maintaining the educational programs of the college. Member Nicklas felt this would be understood through the Board's mission statement. As the agenda for this meeting did not include action on the Finance Committee report, Member Bone suggested this be acted upon at the regular meeting of the Board on December 14.

With the consent of the seconder, Member Dasher withdrew his motion.

Member Munson stated the committee had agreed to recommend a balanced budget, but she felt in reaching a balanced budget there will be radical changes. She did not feel the Board should be absolute in their direction--that some flexibility should be allowed the President. Member Nicklas felt the point has been reached where there is recognition of the problem. The college has been running a deficit for several years and perhaps the balance in the Educational Fund did not allow everyone to see the problem. The report of the Finance Committee points out the problem. Member Nicklas felt the Board will deal with it and the mission statement will make sure the community is served properly.

Member Tomchek felt the problem did not develop overnight and consequently could not be solved overnight. He thought it would be appropriate for the Board to discuss the possibility of another referendum in the near future, and with a united Board it might be successful. Member Tomchek did not agree the solution is to cut programs. If programs are valuable, he felt the Board should consider another referendum in order to maintain the appropriate educational level. Member Nicklas stated she also was hopeful the Board would have another referendum, but pointed out in the meantime the college needs to operate.

Member Dasher stated his position on the referendum had been clear-cut. He felt it was essential to have a referendum to obtain the taxpayers' approval if the college was to bring its income up to the level of

Committee
Reports--
Finance
Committee
(cont.)

expenditures. Member Dasher stated he was insistent on having a referendum, and stated he voted against it because he feels it is absurd to go into deficit spending and that everything the college has is not necessarily good. He stated his personal philosophy is that 10 percent can be cut from anything, and improve it, without loss.

Chairman Klussmann felt the financial statements demonstrate that the college is facing a critical financial problem. She pointed out the figures provided are on an accrual basis; on a cash basis, it is far more critical. The administration is considering raising fees and tuition wherever practical, legal, and appropriate. Chairman Klussmann pointed out many people had worked hard for the referendum. She stated she did not like to be in the position of making a great many cuts, but the college is facing that problem. She pointed out the results of the referendum were not close. From the feedback she had received, Chairman Klussmann felt the community was saying they will not vote "yes" on another referendum until some cuts are made. She said the Board is considering a special meeting on the second campus issue. The administration has been obtaining information from village boards and village planners. At the appropriate time, the Board will meet on the second campus issue. When a decision is reached on the second campus, perhaps the Board will then know when they can have a second referendum.

NEW BUSINESS:
Establishment
of a Reduction
in Force (RIF)
Committee

Chairman Klussmann discussed the need to establish a Reduction in Force (RIF) Committee. This committee pertains to faculty. However, Chairman Klussmann stated cuts would not be limited to faculty. All segments of the college would be looked into--classified and administrative staff, as well as faculty. Because of the provision in the faculty contract, the RIF Committee recommendation must be made at the January Board meeting. Therefore, the committee must be established at this meeting. However, reports emanating from the RIF Committee do not have to be acted upon if funds are obtained in any other way.

Member Bone moved, Member Munson seconded, that the Board of Trustees has determined that a reduction in force is necessary, and that the Board authorize the President to immediately convene a college-wide Reduction in Force Committee to review all pertinent data.

Member Tomchek pointed out any reduction in force ought to be consistent with the educational standards the college hopes to perpetuate. Chairman Klussmann agreed the college must maintain the highest standards possible, keeping the education of students and the

NEW BUSINESS:
Reduction
in Force
Committee
(cont.)

safety of students and personnel in mind. Mr. Miller, President of the Faculty Senate, questioned the urgency of convening the RIF Committee, stating he did not understand why it had to be done so quickly. Chairman Klussmann pointed out it was because of the timing; anyone whose contract is not to be renewed must be notified by February. President McGrath stated the college is tied in by the contract and the February date, and added that he felt it was not going to be easy for anyone. Member Nicklas felt the more notice the Board could give people, the better it will be for them. Dr. Williams explained that if the report is not received by the Board prior to the January meeting, it would have to be considered at the February meeting which would not allow enough time for notification according to the contract. Mr. Miller asked about holding a special meeting, and Dr. Williams pointed out the contract specifies that this be done at a regularly scheduled Board meeting. Member Munson stated that the Board had just received the figures from the auditors, and it would have been difficult to make these determinations without absolute figures. Member Bone added that the Finance Committee needed to review these figures in order to make their recommendation to the Board. Member Tomchek expressed his skepticism of the figures presented by the staff, noting they had been changed several times in the last week. Chairman Klussmann stated sometimes there are honest mistakes, other times it is difficult to predict.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

President McGrath expressed appreciation for the skepticism of the Board in terms of figures, stating this is part of their responsibility. As an academic institution, one of the many responsibilities of the Board and administration is to maintain the quality of the educational program and also maintain the safety of the buildings. He spoke of the several communities within the institution--classified staff, faculty, and administrators--and asked the Board to deal with the serious problem of reduction in force patiently and as skeptically as possible in order to work this out together.

Member Dasher moved, Member Mariahazy seconded that the meeting be adjourned at 8:40 p.m. Motion carried.