

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

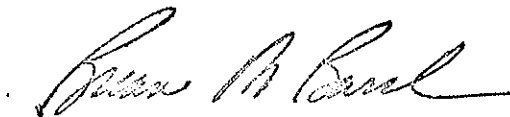
EXECUTIVE SESSION

Revised Notice

TO: Members of the Board of Trustees of Community College
District 512, Counties of Cook, Kane, Lake and McHenry
and State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive session of the Board of Trustees of William Rainey Harper College on Saturday, March 27, 1982, at the hour of 9:00 a.m. in the Board Room of the administration building. The purpose of this meeting is to discuss collective bargaining.

DATED this 15th day of March, 1982, at Palatine, Illinois.



BRIAN M. BARCH
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

Special Meeting

Agenda

March 27, 1982

9:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Discussion: Chargebacks
- IV. Executive Session for the Purpose of Discussing
Collective Bargaining
- 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 Saturday, March 27, 1982

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District #512 was called to order by Chairman Barch on Saturday, March 27, 1982, at 9:03 a.m., in the Board Room of the Administration Building at Harper College, Palatine, Illinois.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Ray Mills, Albert Vajda, Don Torisky, and Student Member John Malkowski
Absent: Member David Tomchek

Also present: James J. McGrath, President; Peter R. Bakas, V.P. Administrative Services; David L. Williams, V.P. Academic Affairs; Donn B. Stansbury, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Steve Catlin, Director of Admissions and Registrar; and Elaine Stoermer, Director of College Relations. Harper Students: Mary Ellen Beagle, Alexander Tiahnybok, and Pete Wicklund.

DISCUSSION:
CHARGEBACKS Chairman Barch stated that this was the second special meeting of the Board of Trustees in recent months. The purpose of this meeting was to enable the administration to present information relating to chargebacks and determine if the Board wishes to continue with cooperative agreements. At the Chairman's request, Mr. Stansbury explained that the chargeback tuition system allows a student to pursue a certificate or degree program at an out-of-district community college if the desired program is not offered by the college district in which the student lives. The student pays the in-district tuition rate of the college offering the desired program. That institution then bills the student's resident district for the difference between the in- and out-of-district tuition costs.

Mr. Catlin referred to the report on chargebacks which was prepared for the Board. He stated that the administration would review the material and invited questions from the Board.

Exhibit 1 summarized the revenue and expenditure statistics on chargebacks for Harper College over the years. In the early years of the College, the revenue was much greater than the expenditures but the trend has been reversed. This is due to the fact that neighboring schools have developed additional programs of study and communities have annexed to specific college districts.

Member Tomchek entered the meeting at 9:10 a.m.

Calling attention to Exhibit 2, Mr. Catlin explained that the chargeback provision was included in the Illinois Community College Act in order to provide a comprehensive network of educational opportunities in Illinois community colleges without unnecessary program duplication or costs.

Exhibit 3 of the report was a copy of the form used by students as notification of intent to attend another Illinois public community college. It contained information concerning the deadline date for submission, proof of residency and eligibility requirements.

Mr. Catlin called attention to Exhibit 4, an analysis of the chargebacks issued by Harper College for the past two years. The exhibit listed the number of students by college district who applied for and received chargebacks for specific programs. He pointed out that there is a difference between the number of approved applications and the number for which the College is billed. This occurs because students may not attend or may withdraw following authorization of the chargeback. The President commented on the presence of Oakton Community College on the eastern edge of the Harper district. Many Harper students choose to attend Oakton because of the proximity but are not eligible for chargebacks inasmuch as Harper offers duplicate programs. In response to Member Bone, Mr. Catlin explained that the College is billed after students have completed the courses. Exhibit 4 contains figures on applications which were submitted and approved, although not necessarily used. Information on the payments made for chargebacks is listed on another exhibit. It was Member Vajda's understanding that the figures represented both full-time and part-time students taking one or more courses in a curriculum not offered by Harper. Mr. Catlin stated that chargebacks are approved for entire programs of study. The billings reflect individuals whether they are taking three credit hours or an 18 credit hour program. He added that chargebacks are not approved for elective classes. A determination must be made to ascertain if the student wants one isolated class or a specific curriculum. The chargeback will be granted when the curriculum is for an approved program of study. Mr. Stansbury pointed out that the administration has no control over what the student does. Although the chargeback is for an approved program, a student may take one course and leave or attend the full two-year program. Member Bone questioned the billing procedures. Mr. Catlin explained that billings are monitored very closely. The activities of the student are examined and, if outside the program of study, are not accepted for payment. This holds true not only for Harper College but for other colleges as well.

Because the guidelines for students are quite clear and the students are aware of their obligations, problems in this regard are minimal.

Mr. Catlin explained that Exhibit 5 was an analysis of chargeback expenditures by discipline for fiscal year 1981. This exhibit indicated the programs at other colleges which were attended by Harper district students. It was noted that Automotive Technology, Medical Laboratory Technology, Physical Therapy Assistant, Respiratory Therapy and Radiologic Technology are highly desired programs. Member Bone commented that state reimbursement for health care programs is higher than for some other programs. She asked who would receive the state aid for Harper students attending another college and what the proportion would be. Mr. Catlin responded that the claims are made by and paid to the institution which receives and instructs the students.

Member Howard noted that dollar figures are affected by the imbalance of chargebacks because they are dependent on the colleges attended. She asked if the College is anticipating that some of the tuitions will increase due to the reduction in state funding in order to correct the imbalance. President McGrath stated that tuition has already been increased at College of DuPage, Elgin and Triton. Mr. Catlin added that chargeback amounts decrease as tuition is increased.

In response to Member Bone, Mr. Catlin stated that chargeback billings are mailed shortly after midterm of each semester in order to be as up-to-date as possible. Payments are received within a reasonable amount of time.

Member Malkowski noted that Harper College was making money until the 1979-80 academic year but is now losing revenue. He felt that this may be the time for the Board to request that the Illinois Community College Board look at the law to determine if a change is needed. In this way, a student would be able to attend the college offering the desired courses and pay the in-district rate for that institution, thereby eliminating the necessity for chargeback. In response to Member Malkowski, Dr. Harrington stated that the reason for chargebacks is due to the amount of money spent on capital equipment to initiate a program. Member Torisky agreed and noted that although Harper expends a great deal of money for Automotive Technology, it is a bargain in comparison with the costs necessary to install the program. In response to Member Mills, Dr. Williams stated that it would cost approximately one-half million dollars for such a program at Harper. Because of the capital investment involved, Member Torisky felt that important consideration should be given to the obsolescence of various technologies.

Member Howard stated that she was in support of the concept of joint agreements so that students could attend another college. However, she felt it was important that every college within a reasonable distance not try to duplicate the same programs. President McGrath advised that the Illinois Community College Board must approve new programs. He called attention to the Dental Hygiene program at Harper and stated that it would be too expensive to start a similar program at another college in the area.

In response to Member Bone, Mr. Catlin stated that the report did not contain a breakdown by discipline of the students attending Harper from other college districts. Member Vajda inquired about student quotas for programs. Dr. Harrington stated that there are limited seats in some programs and sometimes a waiting list.

Mr. Catlin explained that Exhibits 6 and 7 were the Fall, 1981 analyses of chargeback billings both to and from Harper. Exhibit 6 shows the amount of dollars the College will pay for Harper district students to attend other colleges for programs not offered at Harper. The cost per hour ranges from \$10.66 to \$63.81. Exhibit 7 shows the dollar amounts Harper has billed to other districts. Legal Technology, Materials Management, Fashion Design and Interior Design rank highest as far as the number of students received is concerned. Mr. Catlin added that this exhibit also shows that Harper has cooperative agreements with the College of DuPage and Oakton Community College whereby the chargebacks are waived. He explained that the principle of these agreements is to eliminate the expense of monitoring programs because there is no longer a significant difference in the dollar amounts exchanged between the colleges. The administration has been keeping a close watch on this situation.

Exhibit 8 was an explanation of the method used to calculate the amount of tuition charged back to the sending college. This is regulated by the Illinois Community College Board and contained in the Uniform Accounting Manual.

Exhibit 9 was the certification of chargeback reimbursement for Harper College for fiscal year 1982.

Exhibit 10 listed the joint agreements between Harper and other community colleges. The Illinois Community College Board has encouraged contiguous community college districts to enter into cooperative agreements whereby the colleges share programs and students for the purpose of providing additional educational opportunities. Mr. Catlin noted that the early agreements provided limited spaces in programs and chargebacks were issued by each school. More recently, several community colleges

have realized that a fairly even balance of revenue and expenditures exists between their district and other local districts. Consequently, joint educational agreements were developed where no chargeback tuition was involved. In addition to the time saved by the elimination of billing procedures, the students are served efficiently. Mr. Catlin called attention to the chargeback agreement with Triton College. Harper district students attend Triton to study Dental Laboratory Technology, X-ray Technology and Respiratory Therapy. Triton district students attend Harper to study Dietetic Technology and Dental Hygiene. However, chargebacks have been waived in other instances. As examples, Mr. Catlin noted that Harper students can attend Rock Valley College for Aviation Maintenance and the College of DuPage for Library Technology. Under these agreements, students from those colleges attend Harper for Legal Technology.

As outlined in Exhibit 10, Harper presently has the most joint agreements without chargebacks with the College of Lake County.

Dr. Harrington advised the Board that Harper College has been negotiating with College of DuPage and Oakton Community College to expand current agreements, or enter into new agreements such as proposed for McHenry, where chargebacks will be waived. If the Board approves such action, it will mean expanded educational opportunities, more college choices for Harper students, and reduction in expenditures for Harper. Due to the large investments made for capital equipment, it is unlikely that Triton would be interested in agreements without chargebacks. In addition to the economic factor, the President pointed out that Triton draws many students from Chicago and the Triton Board and administration do not foresee a student shortage there in terms of chargebacks.

Under the new proposed agreements, Member Bone asked what courses Harper would offer to Oakton. Dr. Harrington replied that the following would be included: Baking, Cooking, Building Code Enforcement, Dental Hygiene, Dietetic Technology, Fashion Design, Fashion Merchandising, Horticulture, Legal Technology, Medical Office Assistant, and Parks and Grounds Management. He added that, with the exception of Triton, Harper would like to offer courses to all colleges circling Harper. However, there have been no formal discussions with Elgin yet. Dr. Harrington felt that there is a definite value in working to foster more joint agreements.

Member Howard stated that she was aware of the advantages of the joint agreements and inquired about disadvantages. Mr. Catlin replied that the College may receive complaints for not taking chargebacks from the districts.

Inasmuch as a relatively small number of students from the southeastern part of the district would be involved, Member Howard asked why Harper could not allow these students to attend Triton on a chargeback basis if they so desired. In addition, Member Tomchek inquired about the students' option if they did not go to Triton at the present time. In response to Member Tomchek, Dr. Harrington stated that the present option would be the College of Lake County. By next fall, this could be expanded to include McHenry, College of DuPage, and possibly Elgin. Member Tomchek wondered if the lack of interest in Elgin related to the fact that Harper's balance of trade with them is highly favorable at present and Harper may be less than eager to work out an agreement. Dr. Harrington stated that the administration would be happy to work out an agreement; however, Elgin would like to waive the chargebacks although they are not willing to guarantee seats. In answer to Member Bone, Dr. Harrington stated that he did not know if the Elgin Board of Trustees was aware that Harper is interested in discussing this matter.

In reply to Member Howard's question regarding Elk Grove Village students attending Triton, Mr. Catlin stated that there might be other students, possibly from Mount Prospect, who would wish to do the same. He felt that the College would be subject to criticism if a policy were established allowing students from only certain areas to attend other schools. Rather than use village boundaries as a criteria, Member Howard suggested that the policy be flexible and include a statement regarding significant travel distance. Member Tomchek advised that he was interested in a policy that was flexible, not arbitrary. He felt that it is important to serve the academic needs of the students. Mr. Stansbury added that another complaint may be that the quality of programs is not the same. He pointed out that the policy should be applicable to all programs. In reference to quality, Member Howard felt that the joint agreements would enlarge the opportunities for students by giving them more choices.

Member Torisky inquired as to the worst thing that could happen with the freedom of choice. Dr. Harrington felt that bad public relations would result. In addition, Mr. Catlin stated that possibly Harper district residents would attend College Board meetings and speak out if they felt the policy was not right. Although this presently is an uncomfortable position, a move forward would improve the situation. President McGrath agreed and said that this was one of the main reasons for this special meeting. The College has been both flexible and selective in granting waivers on an individual basis in cases that have been heard. However, he felt that this was not totally fair and that a policy needs to be established in order to be equitable to all. A discussion with the Board was the best way to approach this matter.

Member Malkowski stated that he would prefer to remain with the chargeback policy. He noted that freedom of choice is an American right and should not be denied. Therefore, students should be able to attend the college of their choice and he felt that the Board would err in limiting enrollment to Triton. Member Bone pointed out that the taxpayers may not agree because of the money spent and the Board has an obligation to these citizens.

Member Tomchek stated that the College spent \$25,000 more than was taken in last year and, although not a significant amount, he wondered at what point the expenditure would be too much. He felt that Harper did not show much interest in entering into agreements as long as the College was in "fat city" but the situation has changed now. He stated that he was in support of the agreements.

Member Torisky suggested that perhaps public transportation be considered in making the policy. He believed that the Board should do everything possible to assure that students have full opportunities.

Member Howard felt that, if financially feasible, the College should be as flexible as possible to help students get the education desired in the most convenient way. According to the statistics, a great number of students are not involved in the requests for waivers.

It was Member Torisky's feeling that the College should try to avoid judgment calls on a one-to-one basis. The President agreed and stated that a precedent is set whenever a judgment call is made.

Member Howard stated that she assumed that the College would proceed with the joint agreements. She believed that the number of students requesting exceptions would be relatively manageable.

In response to the President, Dr. Harrington felt that the recommendation of the Harper Board would not affect the present negotiations with the College of DuPage. It might influence them to be more willing to negotiate.

Member Bone reminded those present that policy readings are required at two Board meetings prior to approval.

Chairman Barch stated that he was in support of the cooperative agreements. If the policy is changed to allow more flexibility, he asked if students would be allowed a choice for the sake of convenience or geographic criteria. Dr. Harrington stated that courses offered at Harper would not be eligible for chargeback.

Chairman Barch commented that a student could argue about a chargeback for a Triton course when Harper offers the program through a cooperative agreement. It was Member Bone's understanding that chargebacks are paid for chemistry, which is offered at Harper, if it is required for a program taken at another college. Dr. Williams stated that, as a compromise, the technical courses would be paid for and the student would be required to take the general education courses at the home campus.

Chairman Barch felt that the Board had given a consensus to the administration and would look forward to a policy statement draft for review. Member Tomchek suggested that the policy be as broad as possible. Member Torisky advised that the Board's decision should be overwhelmingly in the best interests of the majority of students and taxpayers. Isolated complaints can be handled individually.

In response to Member Bone, Dr. Harrington advised that the chargeback policy has no effect on compact agreements with other colleges. Mr. Stansbury called attention to the fact that some colleges have a requirement that the last thirty hours must be taken on the home campus. He added that other items may arise as work progresses on this matter.

Member Vajda inquired about the publicity of programs that are available at Harper. Mr. Catlin replied that this information is available in the Harper College catalog. In addition, Member Mills stated that high school counselors have a reference book listing the specialities of various schools and whether chargebacks are allowed. Member Howard added that career counseling is offered on campus for the more mature student.

Member Vajda suggested that the policy address the question of whether or not information on programs is made available and what will be done with the chargeback revenue. Ms. Stoermer stated that the College publicizes the programs offered at Harper. In addition to the College catalog, press releases and newspaper mailers are used. The mailers sent out total 250,000 three times per year.

Member Vajda asked the Chairman about the consensus of the Board. Chairman Barch stated that the Board had engaged in a great deal of discussion during this meeting. He felt that the next step is for the administration to prepare a document for detailed review by the Board. Member Vajda advised that he is interested in reviewing the summary of this discussion.

Chairman Barch requested that the administration address the policy and the procedures to be followed in its administration. He reiterated the fact that good judgment must be used in dealing with individual instances. Other Board Members agreed.

EXECUTIVE
SESSION:

Member Bone moved, Member Malkowski seconded, that the Board adjourn to executive session to discuss collective bargaining.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
Tomchek, Torisky and Vajda

Nays: None

Motion carried at 10:45 a.m. Member Malkowski voted aye.

Following the executive session, Chairman Barch reconvened the special meeting at 12:50 p.m.

ADJOURNMENT:

Member Torisky moved, Member Mills seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 12:51 p.m.

Brian M. Barch, Chairman

Janet W. Bone, Secretary

