

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

October 25, 1984

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for September 28, 1984 and October 15, 1984, and Estimated Payroll for October 16 through November 30, 1984 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Committee Report
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Salary Schedule--Adjunct Faculty Exhibit VIII-A-2
 - B. RECOMMENDATION: 1985-86 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: 1983-84 Financial Audit Exhibit VIII-C
 - D. RECOMMENDATION: Resolution for the Referendum Exhibit VIII-D
 - E. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-E
- IX. Other Business
- X. President's Report
- XI. 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 Regular Board Meeting of Thursday, October 25, 1984

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, October 25, 1984 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Chairman Howard welcomed Mr. Rob Mark, Barrington Press, to the meeting.

ROLL CALL: Present: Members Barch, Bone, Coste, Howard, Norwood and Torisky
Absent: Member Tomchek and Student Member Vargas

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Steven Catlin, Dean of Admissions and Registrar; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Eileen Dubin, Director of Library Services; Al Dunikoski, Director of Media Services; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Programs and Services; Don Misic, Director of Business Services; Elaine Stoermer, Director of College Relations, and Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate. Classified staff: Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual; Laurie Wren, Executive Secretary. Students: Dan Coit, Harbinger; Cynthia Bowers and Kim Payne. Other guests: Joan Chojnacki, Paddock Publications, and Rob Mark, Barrington Press.

Student Member Vargas entered the meeting at 8:06 p.m.

APPROVAL OF
MINUTES:

Member Norwood moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of September 27, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Torisky moved, Member Barch seconded, approval of Bills Payable, the payroll for September 28, 1984 and October 15, 1984 Restricted Purposes Fund, and estimated payroll for October 16 through November 30, 1984.

Payroll, Estimated Payroll, and Utility Bills
Member Bone suggested that the motion be amended to include all the items shown in Exhibit V-A.

Member Torisky moved, Member Barch seconded, approval of the bills payable as presented in Exhibit V-A as follows:

Educational Fund (Sept. 18-30)	\$505,481.54
Educational Fund (Oct. 1-15)	121,609.01
Building Fund (Sept. 18-30)	357,655.12
Building Fund (Oct. 1-15)	90,500.55
Site & Construction Fund #2 (Sept.18-30)	5,466.66
Auxiliary Fund (Sept. 18-30)	226,481.97
Auxiliary Fund (Oct. 1-15)	84,344.27
Restricted Purposes Fund	271,890.91

The payroll of September 30, 1984 in the amount of \$834,946.88; the payroll of October 5, 1984 in the amount of \$23,673.63; the payroll of October 15, 1984 in the amount of \$876,022.12; the estimated payroll of October 16, 1984 through November 30, 1984 in the amount of \$2,627,983.59, and the estimated utility bills in the amount of \$120,000.00.

Chairman Howard noted that she has reviewed the imprest fund and has received satisfactory explanations.

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Bone, Coste, Howard, Norwood and Torisky
- Nays: None

Motion carried. Member Vargas voted aye.

Member Tomchek entered the meeting at 8:10 p.m.

Financial Statements
Mr. Bakas stated that the figure of \$5,622,944.71 shown as the fund balance for the Educational Fund does not include encumbrances for salaries. If the encumbrances were included, the figure for the September, 1984 fund balance would be a deficit of approximately \$4,800,000.00.

DISBURSEMENTS: Member Norwood moved, Member Bone seconded, approval of
Bid Awards the bid awards as described in Exhibit V-D (1-5) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-7381 for various biology lab supplies as requested by the Life Science and Human Services Division to Fisher Scientific Co. in the amount of \$1,009.00, Ward's Natural Science Establishment, Inc. in the amount of \$2,037.98, and Carolina Biological for \$2,826.30, the low bidders, for a total amount of \$5,873.28.

Ex. V-D2 Award bid Q-7368 for various items of audio-visual equipment as requested by the Learning Resource Center for the Media Services Department to United Visual Aids in the amount of \$1,776.40, Burke Audio Visual Service in the amount of \$2,800.00, Ancha Electronics, Inc. in the amount of \$696.00, the low bidders, for a total amount of \$10,311.80.

Ex. V-D3 Award bid Q-7377 for printing of the Spring and Summer 1985 Course Schedules to Des Plaines Publishing Co., the low bidder, in the amount of \$23,841.00.

Ex. V-D4 Award bid Q-7386 for printing of the Spring 1985 Women's Program Brochure to Climax Press, the low bidder, in the amount of \$6,895.00.

Ex. V-D5 Award bid Q-7387 for paper towels and toilet tissue as requested by Administrative Services for the Physical Plant Division to Runge Paper Co., Inc., the low bidder, in the amount of \$7,034.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Coste, Howard, Norwood, Tomchek and Torisky

Nays: None

Motion carried. Member Vargas voted aye.

Purchase
Orders

Member Norwood moved, Member Coste seconded, approval of the purchase orders as described in Exhibit V-E (1-3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to Cybex Division of Lumex Inc. for an Orthotron II, Isokinetic Reciprocal Isolated - Joint Exercise System as requested by the Physical Education, Athletics and Recreation Division in the amount of \$7,500.00.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. V-E2 Approve issuance of a purchase order to Itek Graphic Systems for two years of maintenance of a modular digital phototypesetting system as requested by the Learning Resource Center for the Media Services Department in the amount of \$5,373.85.
- Ex. V-E3 Approve issuance of a change order to purchase order D-22818 to Polonia Construction Company, for additional work pertaining to the reconstruction and remodeling of the main entrance to Building A and the replacement of the exterior stairs between Building A and Building C, in the amount of \$10,660.67 for a new total of \$345,253.67.

Member Coste inquired whether the change order to Polonia Construction Company (Ex. V-E3) represents the final charge for the reconstruction and remodeling of the main entrance to Building A and the replacement of the exterior stairs between Building A and Building C. Mr. Bakas replied that this change is the final one for the project. Mr. Coste asked how much the final figure exceeded the original bid. Mr. Bakas replied that the bid was \$322,000.00 and the final figure was \$345,253.67. Chairman Howard added that the amount of \$388,000.00 was budgeted; consequently, the work was completed for less than the budgeted amount.

With regard to the purchase of an Orthorton II, Isokinetic Reciprocal Isolated - Joint Exercise System, Member Coste stated that although this equipment is a one-of-a-kind item, an expensive purchase should be sent out for a bid (Ex. V-E1 in the amount of \$7,500.00). Director of Business Services Don Misic stated that the purchase was offered for bid, but because only one bid was solicited, the order was not classified as a bid. Chairman Howard noted that the equipment is required for the Cardiac Exercise Lab and is not athletic equipment.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Coste, Howard, Norwood
Tomchek and Torisky
Nays: None

Motion carried. Member Vargas voted aye.

COMMUNICATIONS: Member Bone stated that she received a copy of a resolution adopted by the faculty senate on September 20, 1984 as follows: "In view of the present financial condition of the College and that projected for the near future, and considering the future needs of the College, the Faculty Senate recommends the Board pursue a referendum at the earliest possible date."

UNFINISHED BUSINESS:
Committee Reports
--Finance
Member Torisky reported that the Finance Committee met on October 12 and discussed tuition costs, tax rates and the possibility of a referendum. The Annual Financial Audit was also discussed.

--Educational Foundation
Member Torisky reported that newly appointed Director of Development Daniel Blagg will attend the planning session of the Friends of Harper on November 7, 1984.

--Building and Grounds
Member Coste reported that the Building and Grounds Committee met on October 12, 1984 and discussed HB 1587, the Life, Health and Safety legislation. Litigation with the Metropolitan Sanitary District was also discussed.

--Student Trustee
Member Vargas reported that six seats on the Student Senate have been filled. The Student Senate will set goals and members will serve on College committees.

NEW BUSINESS:
Personnel Actions
Member Tomchek moved, Member Norwood seconded, approval of the personnel actions as described in Exhibits VIII-A-1 and VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff and SEIU Appointments

Margaret Miller, Custodian, 9-24-84, \$15,924
Charlene Johnson, Secretary I, 9-25-84, \$11,924
Susan Lello, Messenger, p/t, 10-03-84, \$6,421
Nancy Nelson, LRC Clerk II, p/t, 10-03-84, \$3,542
Lynette Dickens, Messenger, 10-08-84, \$8,764
Mary Huff, Clerk II, p/t, 10-10-84, \$3,849
Susan Walker, Accounts Payable Clerk I, 10-15-84, \$11,700
Susan Grisko, Outreach Suprv., p/t, 10-16-84, \$3,869
Karen Villano, Food Service Helper III, 10-26-84, \$14,000

Classified Staff Reclassifications and Promotions

Ruth Tresselt, Program Asst., 7-01-84, \$13,200
Carol Hembrey, Program Asst., 7-01-84, \$14,815
Alice Keenan, Program Asst., 7-01-84, \$13,773
Nancy Caldron, Program Asst., p/t, 7-01-84, \$11,201
Marke Smith, Operations Suprv., 8-01-84, \$20,620
Karen McDonald, Secretary I, 8-01-84, \$13,225

NEW BUSINESS: Classified Staff Reclassifications and Promotions (cont.)

Personnel

Actions
(cont.)

Margaret Doyle, Secretary I, 8-01-84, \$13,121
Christine Harvey, Secretary I, 8-01-84, \$13,090
Douglas Kangail, Bindery Operator II, 9-17-84, \$11,094
Bernice Russell, Buyer, Supplies, 10-01-84, \$13,008
Angela Stephenson, LRC Clerk I, 10-03-84, \$10,012
Kathy Garrity, Bindery Operator I, 10-15-84, \$10,005
Clara Gong, Ext. Cent. Suprv., p/t, 10-16-84, \$9,640

Classified Staff Terminations

Royanne Alderson, Clerk I, 9-24-84
Mark Bostrom, Asst. Suprv., Cardiac Rehab., p/t, 9-28-84
Penny Thoma, GED Advisor, 10-01-84

Faculty Termination

Michael Belluzzi, Asst. Prof., Data Processing, 10-08-84

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Coste, Howard, Norwood,
Tomchek and Torisky
Nays: None

Motion carried. Member Vargas voted aye.

President McGrath commented that the Adjunct Faculty Compensation Schedule for 1985 was determined by collective bargaining and will take effect in Spring 1985.

1985-86
Academic
Calendar

Member Norwood moved, Member Torisky seconded, approval of the 1985-86 Academic Calendar (as listed in Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Williams explained that the Academic Calendar format is reviewed by a faculty committee. An additional holiday has been added to the 1985-86 calendar commemorating the birthday of Martin Luther King. Three snow days are included in the calendar.

In a voice vote, the motion carried.

Financial
Audit
1983-84

Member Norwood moved, Member Coste seconded, approval of the 1983-84 Financial Audit (as shown in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
1983-84
Financial
Audit
(cont.)

Member Coste inquired whether a policy has been developed for sick leave for part-time faculty members. President McGrath replied that a policy regarding the absences of part-time faculty members and full-time faculty members teaching on an overload is being developed and will be submitted to the Board for approval.

Member Torisky commented that he was pleased that the auditors have recognized the value of new systems put in place this year. The good audit report is a testament to a well-run College.

In a voice vote, the motion carried.

Resolution
for the
Referendum

The Chairman declared that this Board of Trustees should proceed with consideration of the proposed increases in in the maximum annual educational tax rate and the building tax rate of the College in order that this Board of Trustees may maintain and operate an efficient and adequate institution to meet the educational requirements of the College. Each Board member had received prior to the Board meeting a copy of the Resolution Calling Special Election and had the opportunity to read it in full. In order to have a complete discussion of the amount of the increase required in the educational tax rate and the building tax rate of the College, Member Torisky moved, Member Vargas seconded, approval of the following Resolution Calling Special Election.

RESOLUTION CALLING SPECIAL ELECTION

WHEREAS, this Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, has been for many years last past and is now maintaining and operating a Community College, and is presently authorized to levy taxes for educational purposes at the maximum annual rate of .11 percent upon the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue; and

WHEREAS, this Board of Trustees does hereby find and determine that the existing tax rate for educational purposes is not sufficient to provide sufficient funds to pay the cost of providing an efficient and adequate program to meet the educational needs of the College and it is hereby found and determined by this Board of Trustees that the need exists for increasing the present educational tax rate of the College and establishing the same at .175 percent upon the full, fair cash value of taxable property within the District as equalized or assessed by the Department of Revenue; and

WHEREAS, before this Board of Trustees is authorized to levy the taxes at the increased rate of .175 percent for educational purposes, the proposition of increasing said educational tax rate and establishing the same at .175 percent must be submitted to the voters of said Community College District as provided by the Public Community College Act, and such proposition must be approved by a majority of the votes cast on the

proposition at an election to be held within the District, and it is hereby deemed advisable, necessary and in the best interests of said College that the proposition of increasing said education tax rate and establishing the same at the rate of .175 percent, as above referred to, be submitted to the voters of said Community College District at a special election; and

WHEREAS, this Board of Trustees is presently authorized to levy taxes for building purposes at the rate of .04 percent upon the full, fair cash value of taxable property, as equalized or assessed by the Department of Revenue; and

WHEREAS, this Board of Trustees does hereby find and determine that the existing tax rate for building purposes is not sufficient to provide sufficient funds to pay those items and obligations of the District incurred for the improvement, maintenance, repair or benefit of school buildings and property and which are payable from the taxes to be levied for building purposes and it is hereby found and determined by this Board of Trustees that the need exists for increasing the present building tax rate of this School District and establishing the same at .075 percent upon the full, fair cash value of taxable property within the Community College District as equalized or assessed by the Department of Revenue; and

WHEREAS, before this Board of Trustees is authorized to levy the taxes at the increased rate of .075 percent for building purposes, the proposition of increasing said building tax rate and establishing the same at said .075 percent must be

submitted to the voters of said Community College District as provided by the Public Community College Act, and such proposition must be approved by a majority of the votes cast on the proposition at an election to be held within the Community College District, and it is hereby deemed advisable, necessary, and for the best interests of said District that the proposition of increasing said building tax rate and establishing the same at the rate of .075 percent, as above referred to, be submitted to the voters of said Community College District at a special election; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

Section 1: That it is necessary and for the best interest of the College in order that the College may maintain and operate an efficient Community College within the District, that the present annual tax rate of the District for educational purposes be increased and established at .175 percent upon the full, fair cash value of taxable property within the District as equalized or assessed by the Department of Revenue.

Section 2: That it is necessary and for the best interests of the College in order that the College may maintain and operate an efficient system of schools within the District that the present annual tax rate of the District for building purposes be increased and established at .075 percent upon the full, fair

cash value of taxable property within the District as equalized or assessed by the Department of Revenue.

Section 3: That for the purpose of submitting to the legal voters of the Community College District the proposition of increasing the annual tax rate for education purposes and establishing the same at the rate of .175 percent upon the full, fair cash value of the taxable property as equalized or assessed by the Department of Revenue, as hereinabove referred to and described in Section 1 hereof, and the proposition of increasing the annual tax rate of the District for building purposes and establishing the same at the rate of .075 percent upon the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue, as referred to in Section 2 hereof, a special election be and the same is hereby called to be held in and for said College on Tuesday, the 26th day of February, 1985, and that the polls at said special election be open from 6:00 o'clock a.m. to 7:00 o'clock p.m. of said day.

Section 4: That for the purpose of said election, said Community College District shall be divided into election precincts and the boundaries of said election precincts and the polling place designated for each election precinct shall be those election precincts and polling places established by the County Boards of Cook, Kane, Lake and McHenry Counties, State of Illinois.

Section 5: That notice of said election be given by the County Clerks of Cook, Kane, Lake and McHenry Counties, State of

Illinois, by publishing notice of such election once in one or more newspapers published in and having a general circulation in said Community College District, the date of said publication of such notice to be not more than thirty (30) days nor less than ten (10) days prior to the date set for such election.

Section 6: That notice of said special election shall be in substantially the following form:

NOTICE OF SPECIAL ELECTION

WILLIAM RAINEY HARPER
COMMUNITY COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE, LAKE AND McHENRY
STATE OF ILLINOIS

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, on Tuesday, the 26th day of February, 1985, at which there will be submitted to the legal voters of said Community College District the following propositions:

1. Shall the maximum annual tax rate for educational purposes of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, be increased and established at .175 percent on the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue instead of .11 percent, the maximum rate otherwise applicable to the next taxes to be extended for said purpose?
 - (a) The approximate amount of educational taxes extendible under the maximum rate now in force in said School District is the sum of \$5,231,234.58.
 - (b) The approximate amount of educational taxes extendible under the proposed increased rate is the sum of \$8,322,418.65.
2. Shall the maximum annual tax rate for building purposes of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, be increased and established at .075 percent on the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue instead of .04 percent, the maximum rate otherwise applicable to the next taxes to be extended for said purpose?

(a) The approximate amount of building taxes extendible under the maximum rate now in force in said School District is the sum of \$1,902,267.12.

(b) The approximate amount of building taxes extendible under the proposed increased rate is the sum of \$3,566,750.85.

Voters must vote at the polling place designated for the election precinct within which they reside.

The polls at said election will be opened at 6:00 o'clock a.m. and will be closed at 7:00 o'clock p.m. on said day.

By order of the County Clerk of _____ County, State of Illinois.

Dated this ____ day of _____, 19__.

County Clerk
_____ County, State of Illinois

Section 8: That the propositions hereinabove set out shall be submitted to the voters at said special election upon a ballot to be in substantially the following form, with such alterations, changes, deletions and insertions as may be required by Article 24A of The Election Code of the State of Illinois, if an electronic, mechanical or electric voter system is used at this election:

(FACE OF BALLOT)

OFFICIAL BALLOT

1. PROPOSITION TO INCREASE EDUCATIONAL TAX RATE

(INSTRUCTIONS TO VOTERS: Mark a cross (x) in the space opposite the word indicating the way you desire to vote.)

Shall the maximum annual tax rate for educational purposes of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, be increased and established at .175 percent on the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue instead of .11 percent, the maximum rate otherwise applicable to the next taxes to be extended for said purpose?	YES	
	NO	

The approximate amount of educational taxes extendible under the maximum rate now in force in said College District is the sum of \$5,231,234.58.

The approximate amount of educational taxes extendible under the proposed increased rate is the sum of \$8,322,418.65.

2. PROPOSITION TO INCREASE BUILDING TAX RATE

(INSTRUCTIONS TO VOTERS: Mark a cross (x) in the space opposite the word indicating the way you desire to vote.)

Shall the maximum annual tax rate for building purposes of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, be increased and established at .075 percent on the full, fair cash value of taxable property as equalized or assessed by the Department of Revenue instead of .04 percent, the maximum rate otherwise applicable to the next taxes to be extended for said purpose?	YES	
	NO	

The approximate amount of building taxes extendible under the maximum rate now in force in said College District is the sum of \$1,902,267.12.

The approximate amount of building taxes extendible under the proposed increased rate is the sum of \$3,566,750.85.

On the back of the ballot shall appear the following:

(BACK OF BALLOT)

OFFICIAL BALLOT

SPECIAL ELECTION held on February 26, 1985, in and for William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois; Ballot for the purpose of voting on the propositions to increase the annual tax rates for educational purposes and building purposes of said College.

 County Clerk
 _____ County
 State of Illinois

Section 9: That for said election those persons selected by the County Boards of Cook, Kane, Lake and McHenry Counties shall serve as judges of election in each election precinct, and they are hereby appointed to act as judges of election for said election.

Section 10: That not less than sixty-one (61) days prior to February 26, 1985, the Secretary of the Board of Trustees shall certify to the County Clerks of Cook, Kane, Lake and McHenry Counties, State of Illinois, the public questions set forth herein to be voted upon at said election.

Section 11: That said election shall be held and conducted and the returns thereof duly canvassed, all in the manner and the time as provided by law.

Section 12: That all resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed, and this resolution shall be in full force and effect forthwith upon its passage.

APPROVED:

Chairman, Board of Trustees
William Rainey Harper Community
College District No. 512
Counties of Cook, Kane, Lake and
McHenry,
State of Illinois

ATTEST:

Secretary, Board of Trustees
William Rainey Harper Community
College District No. 512
Counties of Cook, Kane, Lake and
McHenry,
State of Illinois

NEW BUSINESS:
Referendum
Resolution
(cont.)

Member Coste expressed his support of the referendum resolution. He said it is his understanding that each one-cent increase in the tax rate would represent a \$500,000 increase in revenue for the College. He enumerated needs of the College which would total a seven-cent increase. Chairman Howard commented that Member Coste did not include an allowance for inflation. Member Coste stated that perhaps eight cents would be appropriate. Mr. Bakas stated that an estimate of \$500,000 for each cent resulting from a rate increase is high; \$470,000 would be a more realistic estimate.

Mr. Bakas stated that if the referendum is successful in 1985, additional tax revenue will not be received until April, 1986. For the 1985-86 fiscal year \$2,115,000 would be received. This sum would approximate the projected deficit in the fund balance for that period. The projected deficit also has no provision for contingency funds and assumes a one-dollar per credit hour tuition increase. More than half of the revenue generated by the increased tax rate would be needed to cover the operating deficits.

Mr. Bakas added that it is advisable to change the full-time/part-time faculty ratio which in 1978-79 was approximately 60 percent full-time/40 percent part-time. A 50-50 ratio would cost an additional \$339,200. Other needs include additional staff, new equipment, and funds for maintenance and repairs. In addition, if no reserves exist, a contingency for emergencies is needed. In the past, the budget provided \$150,000 per year for this purpose. Expenses such as the ones mentioned will total more than \$4.7 million. A ten-cent increase in the tax rate would provide the needed funds.

Member Coste inquired about the use of funds from the sale of the second site. Mr. Bakas responded that the first requirement governing the use of proceeds would be to pay off the bonds which would require approximately \$500,000. After that indebtedness is eliminated, a resolution may be passed by the Board specifying that remaining funds be used for any authorized purpose. The current plan is to invest proceeds from the sale and use the interest income for equipment purchases, and for the major repairs to the facilities.

Member Coste observed that HB 1587, the Life, Health and Safety legislation, may not provide for many of the necessary repairs because these would not be considered necessary to avoid a life-threatening situation. Member Bone commented that guidelines have not yet been established for obtaining funds provided by HB 1587 and it will be some time before any funds might be received. Mr. Bakas

NEW BUSINESS:
Referendum
Resolution
(cont.)

stated that it will not be possible to receive any funds from a levy allowed by HB 1587 until 1986.

Member Torisky asked what the effects would be of two years of budget deficits assuming no referendum is passed. Mr. Bakas stated that the fund balance would soon be depleted, and there would be insufficient funds for cash flow requirements. Mr. Bakas said that in this event it would be necessary to issue tax anticipation warrants and pay interest expenses. Member Bone added that because of the depleted fund balance, the College no longer receives interest income.

Member Barch expressed his support of the referendum, and Member Norwood concurred. Chairman Howard expressed her concern that projected deficits are based on a "bare bones" budget with an inadequate level of funding. She also mentioned that students may not be able to pay additional tuition without hardship.

Member Coste inquired whether a ten-cent rate increase would obviate the need for a tuition increase. Mr. Bakas confirmed this assumption.

After a full and complete discussion of said resolution, the Chairman directed the Secretary to call the roll for a vote.

Upon said motion and upon the roll being called, the vote was as follows:

Ayes: Members Barch, Bone, Coste, Howard, Norwood
and Torisky

Nays: Member Tomchek

Student Member Vargas voted aye.

The Chairman declared the motion carried and the resolution adopted and directed the Secretary to record the same in full in the minutes of the meeting which was done.

Grants and
Gifts
Status
Report

There was no change in the Grants and Gifts Status Report.

PRESIDENT'S
REPORT:

President McGrath asked Dr. John Lucas, Director of Planning and Research, to comment on conclusions of recent surveys. Dr. Lucas reported that recent surveys indicate that former Harper students are highly rated by their employers and have attained an average salary of \$18,000.

PRESIDENT'S
REPORT:

President McGrath announced that Harper student Frank Kaiser has been awarded a Phi Theta Kappa scholarship.

Regarding faculty accomplishments, President McGrath mentioned that Coordinator of the GED Program Pat Mulcrone has written a paper entitled "A System for Teacher-made ABD/GED Materials." Professor Lee Kolzow presented a workshop to Prospect High School teachers on learning skills.

President McGrath continued his report by announcing that Member Bone's book "Opportunities in Telecommunications" has been awarded a "Highly Recommended" rating by the National Vocational Guidance Association.

Food Service Management Instructor Lou Buchenot has been installed as a board member of the Illinois Restaurant Association.

Professors Roger Mussell and Richard Bernstein completed a project for the Arizona Center for Vocational Education regarding curriculum planning.

The Harper College Transfer Program brochure, designed to acquaint prospective students with the baccalaureate-oriented programs available at the College, resulted from the combined efforts of Registrar Steve Catlin, Dean Bonnie Henry, Student Development Professor Joann Powell, College Relations Specialist Joan Young, Student Outreach Coordinator Beverly Hoffman, and Graphics Designers Nawanna Rodgers and Kevin Clarke.

ADJOURNMENT:

Member Torisky moved, Member Coste seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:15 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary