

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

November 21, 1989

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--October 11, 1989 Committee of the Whole Meeting and October 26, 1989 Board Meeting and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for October 20, 1989 and November 3, 1989. Estimated Payrolls for October 7 through December 1, 1989 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee and Liaison Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards/No Awards Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Adjunct Faculty Compensation Schedule Exhibit VIII-A-2
 - B. RECOMMENDATION: Tax Levy Hearing and Adoption of Tax Levy Resolution Exhibit VIII-B
 - C. RECOMMENDATION: Disposal of Obsolete and Unrepairable Equipment Exhibit VIII-C
 - D. RECOMMENDATION: Change in 1990-91 Academic Calendar Exhibit VIII-D
 - E. RECOMMENDATION: Health Care Affiliation Agreements 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 Tuesday, November 21, 1989

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District #512 was called to order by Chairman Barton on Tuesday, November 21, 1989 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine.

ROLL CALL:

Present: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech
Absent: Student Member Ivarson

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Academic Enrichment and Language Studies; Russ Mills, Acting Dean of Student Development; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development and External Affairs; Judy Dincher, Director of Nursing; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Phillip Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Leon Hussissian, Audiovisual Technician. Harper students: Kathy Munson, President, Student Senate and Eric Wurzer. Guests: Dwayne Wong, Paddock Publications; Ken Catelain, Elizabeth Hunsaker and Loren Hunsaker, People Affecting Life in the Suburbs (PALS); Carol Tesmer, National Taxpayers United of Illinois; Michael Schneider, Laidlaw Waste Systems, Inc.; Betty and Martin T. Walsh, district residents.

CITIZEN PARTICIPATION:

Chairman Barton requested that any citizens who wished to address the Board regarding the tax levy wait until that portion of the meeting agenda which relates to the issue. Attendees were in agreement with this request.

COMMUNICATIONS:

Member Orzech called attention to correspondence received from Ms. Noreen Bergesen who voiced her support for the proposed child care facility at Harper College. In addition, a note of appreciation was received from President Thompson's wife, Doriann,

COMMUNICATIONS:
(cont.)

passed away recently. Correspondence was also received from Walt Gasior, Palatine Police Department, who expressed appreciation to the Board and the Educational Foundation for the excellent Career Advisory Program dinner which was held recently at the College.

STUDENT TRUSTEE REPORT:

In the absence of Student Member Ivarson, there was no Student Trustee Report.

CONSENT AGENDA:

Member Orzech moved, Member Norwood seconded, approval of the Consent Agenda which includes the minutes of the October 11, 1989 Committee of the Whole meeting and the October 26, 1989 Board meeting and executive session, bills payable, payrolls, financial statements, committee and liaison reports, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable	Educational Fund	\$563,976.18
	Operations & Maintenance Fund	266,185.44
	Auxiliary Fund	135,859.58
	Restricted Purposes Fund	212,792.12
	Trust & Agency Fund	845,821.62
	Liability, Protection & Settlement Fund	12,086.90
	Federal Funds	34,272.21

The payroll of October 20, 1989 in the amount of \$1,101,972.72; the payroll of November 3, 1989 in the amount of \$1,078,817.75; estimated payrolls of November 4 through December 15, 1989 in the amount of \$3,303,897.25; estimated utility bills in the amount of \$120,000.00; and Baker and Taylor Co. for books in the amount of \$4,709.88.

Financial Statements

There were no questions regarding the financial statements.

Committee and Liaison Reports

There were no questions or comments concerning the committee and liaison reports.

Grants and Gifts Status Report

There were no questions regarding the grants and gifts status report.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech
- Nays: None

Motion carried.

BID AWARDS/
NO AWARDS:

Member Miller moved, Member Howard seconded, approval of the bid awards as described in Exhibits VII-A1 through VII-A7 and the no awards as described in Exhibits VII-B1 through VII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8190 to A. B. Dick Company, Arlington Heights, the low bidder for a high-speed copier/duplicator, in the amount of \$9,260.75.
- Ex. VII-A2 Award bid Q8198 to Hoskins Chevrolet, Inc., the low bidder for a 1990 maintenance van, in the amount of \$9,226.00.
- Ex. VII-A3 Award bid Q8199 to Reed-Randle Ford, the low bidder for a 1990 3/4 ton pick-up truck, in the amount of \$10,084.00.
- Ex. VII-A4 Award bid Q8200 to Reed-Randle Ford, the low bidder for a 1990 one-ton stake truck with a lift gate, in the amount of \$15,181.00.
- Ex. VII-A5 Award bid Q8201 to Zonatherm Products, the sole bidder for an Uninterrupted Power Source, in the amount of \$20,880.00.
- Ex. VII-A6 Award bid Q8203 to Chuck's Dairy, the low bidder for milk and dairy products, in the amount of \$6,622.45.
- Ex. VII-A7 Award bid Q8204 to Laidlaw Waste Systems, the low bidder for trash removal in the amount of \$13,269.20.
- Ex. VII-B1 Approve a no award of bid request Q8194 for an Aeromate mini van.
- Ex. VII-B2 Approve a no award of bid request Q8195 for an Interactive Videodisk System.
- Ex. VII-B3 Approve a no award of bid request Q8202 for a video/keyboard networking system.

Member Howard stated that she appreciates the reports on the No Awards for bids which are not authorized for approval. She noted that this has been done at the request of the Board.

BID AWARDS/
NO AWARDS:
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech
Nays: None

Motion carried.

NEW BUSINESS:
Personnel
Actions

Member Howard moved, Member Orzech seconded, approval of the Personnel Actions as listed in Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Supervisory/Confidential Appointment

Theresa Reinhard, Manager, New Directions, 11/06/89,
\$35,000

Classified Staff Appointment

James Dawson, Clerk, 10/25/89, \$12,383
Donna Drake, Secretary to Vice President, 11/06/89,
\$24,459
Chester Cross, Clerk/Dispatcher, 11/06/89, \$13,935

Faculty Leave of Absence

Lenore Jacobson, Assistant Professor, Nursing,
11/01/89 to 1/09/91

Classified Staff Leave of Absence

Amelia Short, Food Service Helper III, 12/01/89 to
11/30/90
Miriam Kravis, Applications Clerk, 1/04/90 to 1/02/91

Supervisory/Confidential Retirement

Patricia Furtak, Bookstore Manager, 12/01/89,
14 years' service

Professional/Technical Termination

Susan Carlson, Extension Services Specialist,
10/23/89

President Thompson called attention to the retirement of Patricia Furtak, Bookstore Manager, who will be leaving the College next month. He stated that Mrs. Furtak has been a dedicated College employee for 14 years and her services will be missed. President Thompson invited Board members to attend a retirement reception which will be held on November 29 to honor Mrs. Furtak and Mrs. Oates, whose retirement was announced last month.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Personnel

Actions
(cont.)

Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech
Nays: None

Motion carried.

Adjunct
Faculty Salary
Schedule
for 1990

Member Miller moved, Member Norwood seconded, the adoption of the salary schedule for adjunct faculty for the spring 1990, summer 1990 and fall 1990 semesters as described in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats felt that the adjunct faculty members are underpaid in view of their responsibilities and suggested that the matter be reviewed. Member Orzech noted that Board members had received information regarding salaries paid to adjunct faculty by Illinois community colleges and Harper College ranks in the upper one-quarter as far as these salaries are concerned. She felt that this is indicative of the fact that Harper is committed to paying its teachers well. She added that most of the adjunct faculty are employed in other capacities with full-time positions and the College is not their sole source of income.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech
Nays: None

Motion carried.

Tax Levy
Hearing

Chairman Barton declared the regular meeting recessed and opened the public hearing on the tax levy.

Mr. Ken Catalain, a district resident and member of PALS, addressed the Board. Based on a review of his property tax bills for the period from 1983 through 1988, he noted that the portion of his bill allocated to Harper College has increased 121.9 percent and that the College ranks second in percentage increases. He felt that the residents are in need of tax relief and suggested that Harper consider an 8 percent reduction in costs in order to meet next year's budget. He pointed out that there are always more needs than funds. Member Howard explained that the most significant reason for the increase was due to the passage of a tax rate referendum in 1985. At that time, voters approved the first tax rate increase since the College was established in 1965. The rate was increased from .15 cents to .25 cents per \$100 equalized assessed

NEW BUSINESS:

Tax Levy
Hearing
(cont.)

valuation. Mr. Catelain acknowledged that the College has few sources of revenue in comparison with other taxing bodies. He suggested that the Board and administration consider a tuition increase or program cutbacks. He felt that increases should be the responsibility of the users rather than the taxpayers.

Ms. Carol Tesmer addressed the Board in reference to a recent article in the Daily Herald regarding the \$3 million bond sale and Vice President Make's statement that this would have "an insignificant impact" on taxpayers. She requested clarification on this matter. Vice President Manke explained that the tax rate cannot be determined until the bonds have been sold and the interest rate established. It is estimated that the tax rate on a ten-year payback for a \$3 million bond sale would be one-half of one percent, possibly less. If the assessed value of the district increases beyond approximately 20 percent, the tax rate could be approximately one-quarter of one percent to finance these bonds. In addition, Vice President Manke noted that last year's tax rate was 31 cents, and it is quite likely that the new rate could decrease to approximately 28 cents this year, based on an increase in assessed value in conjunction with the proposed levy.

President Thompson briefly reviewed the tax levy resolution and the amounts to be levied for the various College funds.

Chairman Barton thanked the attendees who had addressed the Board in this regard. Inasmuch as there was no further citizen participation, she declared the tax levy hearing closed and reconvened the regular meeting.

1989 Tax Levy
Resolution

Member Miller moved, Member Howard seconded, that the Board of Trustees adopt the levy resolution for 1989 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Coste, Vice President Manke explained that an increase in the assessed valuation will not automatically increase the \$1.6 million estimate. The money will be used to pay the principal and interest on outstanding bonds in the Bond and Interest Fund.

Member Moats reiterated his objection to the levy, in particular, and to the budget, in general. He stated that he was concerned about the fund balances which are in excess of 20 percent and violate the guidelines which were established for fund balances.

NEW BUSINESS:
1989 Tax Levy
Resolution
(cont.)

In addition, he expressed concern about the use of earned interest income from the Working Cash Fund. He felt that the current use of the interest income is not in line with the intent of the legislature in the establishment of working cash funds. He felt that the College has substantial cash reserves and should not be generating interest income for use as operating revenue. In addition, Member Moats expressed concern about the budgeting and use of contingency funds as additional surplus. He pointed out that he is sympathetic to the taxpayers of the district. He acknowledged that he was in support of the 1985 referendum which resulted in a significant increase to taxpayers. However, he noted that other increases have been the result of the ability of school districts to levy taxes without voter approval. He cited his concern for the proposed bond sale which he felt was not the original intent of the taxpayers who supported the 1975 referendum. He questioned why credit hours costs have increased so much over the past seven years when only one-third of the College expenses are associated directly with classroom teaching. He questioned when the College would have sufficient funds. He acknowledged that Harper College is not alone in terms of the costs of higher education -- it is a national problem. He hoped that his concerns could be the basis for serious, good spirited, future budget discussions by the Board, administrators and managers. For these reasons, Member Moats stated that he would vote to oppose the tax levy.

President Thompson explained that school districts have been given the right to levy certain taxes without voter approval when this action was approved by local officials and legislators who have been elected by the voting population. He felt that the Harper Board and administration have been sensitive to the financial concerns of those in the Harper community and have handled the life safety tax levies in a responsible manner over the past few years. In addition, he pointed out that the life safety taxes will decrease in the coming year.

Member Howard noted that the College was not completed in accordance with the original master plan. She called attention to the space study which indicates current and future needs which should be addressed. The Board and the administration are in the process of reviewing these projects. Member Moats inquired about the various options for funding of these projects, including the proceeds of the sale of the second site. Chairman Barton replied that when the second site was sold, the Board voted to retain the principal and use only the interest earned. She added that no official change has been

NEW BUSINESS:
1989 Tax Levy
Resolution
(cont.)

made by the Board regarding the use of the principal proceeds. President Thompson stated that the various options for funding of the projects would be forthcoming in his monthly update to the Board.

Member Miller stated that he would vote in favor of the tax levy resolution. He pointed out that this is the first time, since he has been on the Board, that the College tax rate has decreased and he felt that this is clearly a step in the right direction. He added that the total levy increase is in line with the overall inflation rate.

Member Orzech commented that her taxes decreased this year because of the tax rate and she is paying \$12.00 less to Harper College. She addressed Member Moats' comments regarding cash surpluses and stated that it was a goal of the Board, prior to her election, to have a 20 percent surplus and to set aside some of the second site proceeds for future building plans. She agreed that there are surplus funds at present, but that the current Board is responsible and would not accumulate funds for the sake of cash. She noted that Board members are district taxpayers also and she felt that the Board has been both prudent and frugal in dealing with the financial matters of the College. However, the needs of the College have changed over the years -- not only educationally, but in terms of space. She expressed regret that she was not a member of the Board which determined that 20 percent was an appropriate fund balance to have in order to address space needs. She felt that the issue of surplus funds could be reviewed after the proposed building and remodeling projects have been completed. Member Orzech noted that the Harper College community is composed of many segments with various needs. As in the past, the Board and the administration will continue to listen and address their concerns and act in the best interests of Harper College.

Member Moats felt that the College tax policy is abusive and that the 1975 referendum was approved by the voters for a different purpose than is currently being addressed.

Member Orzech called the question.

Upon roll call, the vote was as follows:

Ayes:	Members Barton, Coste, Howard, Miller, Norwood and Orzech
Nays:	Member Moats

Motion carried.

NEW BUSINESS:
1989 Tax Levy
Resolution
(cont.)

Member Coste stated that he wished to explain his vote. He commented that the tax levy increase is eight percent over last year and is considerably more than the inflation rate. He added that the audits of the past two years have indicated significant surplus funds and he agreed with Member Moats that these have gotten "out of hand." The current tax levy is, in essence, the result of last year's budget discussions and approval. For this reason, he requested that the administration provide the Board with a summary of the past two years which indicates where the surpluses have occurred. He felt that a review of such information, prior to the preparation and receipt of next year's budget materials, would enable the Board and the administration to address this matter. President Thompson stated that the administration would comply with his request.

Disposal of
Obsolete and
Unrepairable
Property

Member Howard moved, Member Orzech seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College through a sealed bid sale, an open sale to the community, or other appropriate means for disposal of the property, according to Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech
- Nays: None

Motion carried.

1990-91
Academic
Calendar
(Revised)

Member Orzech moved, Member Miller seconded, adoption of the revised 1990-91 academic calendar, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation
Agreements

Member Howard moved, Member Norwood seconded, approval of the affiliation agreements between Lutheran General Hospital, Inc., Parkside Lutheran Hospital, Governor's Park and William Rainey Harper College, as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech
- Nays: None

Motion carried.

OTHER BUSINESS:

Chairman Barton requested Board input regarding an in-district retreat for Board members on a Friday and Saturday in the spring. Following discussion of possible dates, it was felt that March 2-3 would be the best possibility. Member Moats will advise the administration regarding his availability on these dates.

PRESIDENT'S REPORT:

President Thompson commenced his report with information regarding the recent retreat which was held for all College administrators. He felt it was a very good experience. One segment of the retreat was spent in a practical analysis of administrative skills. This was accomplished through the use of various case studies which generated substantial interest and discussion related to specific instances. In addition, the institutional goals were reviewed in relation to responsibilities and other matters of concern were identified and are being addressed. President Thompson stated that he has received very positive feedback regarding the retreat and felt it was a refreshing exercise for those in attendance.

The President stated that he and other College administrators recently attended the Illinois Community College Chief Administrators conference in Springfield. Vice President Bonnie Henry and Director Lee Vogel were involved in putting the program together and the consensus of the participants was that it provided a fine group of presenters and stimulating speakers.

The American Council on Education sponsored a recent meeting in San Francisco on "Educating One-Third of a Nation" which he attended with Director Bielawa and faculty members Phil Stewart and Mike Lackey. This was the second in a series regarding people who are not getting access to higher education or who have not achieved success once involved in this field. President Thompson stated that it was an excellent conference which also provided the opportunity to meet counterparts from across the country. A follow-up meeting will be scheduled for various Harper personnel to determine how the College can address this matter.

The College speech team placed third in a recent tournament held at Richland College. The winning participants from Harper were Marsha Delis, Rosemary Langer, Keith Miller, Kathy Brandolino, Michelle Pruzen, Shari Gilmore, Christy Lineburger and Gwen Royston. In addition, Harper's Reader's Theatre Entry "Black Elk Speaks," written and directed by Professor John Muchmore, was awarded second place. The President extended congratulations to Ms. Marsha

**PRESIDENT'S
REPORT:
(cont.)**

Litrenta, faculty member and coach of the speech team, John Muchmore and all the students who took part in the tournament.

The President also called attention to a recent fashion design competition which was held in New York City. Ten winners, including Ms. Rachel McAlpin of Harper College, were awarded financial stipends and a trip to Paris to represent the United States in another competition.

Harper College was also represented by six of 20 finalists in the Midwest Fashion Group competition at the Art Institute. Two students, Rachel McAlpin and Judy Myers, won first place awards of \$2,500 each. President Thompson noted that the College Fashion Design program has had a long record of achievement and he was pleased to note these recent accomplishments. He extended his best wishes to all the students.

In regard to early registration for spring semester, the President stated that this is the first time that a computer-block has been instituted for the assessment requirement.

A Christmas tree-trimming party is scheduled for Monday, December 4, at noon in the fireplace area in Building A. All Board members are invited to attend this activity and to bring an ornament for the College tree. Students will also hold a ceramics art sale during this period.

The awarding-winning musical "Cabaret" is currently being presented at Harper and has been enjoyed by many members of the staff and community. In addition, the recent performance of the Harper Symphony Orchestra was excellent. President Thompson thanked all those who have been involved in these cultural offerings.

Upcoming events include the Harper Festival Chorus winter concert on Sunday, December 3; a lecture by Mark Mathabane, a South African author, on Tuesday, November 28; and the Festival of Lessons and Carols on Sunday, December 10.

The President announced that he and several Board members had attended the Harper College Athletic Banquet which was held prior to the Board meeting. The various College teams have completed another successful season.

President Thompson noted that the next Board meeting will be held on Thursday, December 14. It will commence with a presentation at 7:00 p.m.

ADJOURNMENT:

Member Miller moved, Member Norwood seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:05 p.m.

Chairman

Secretary