

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 Wednesday, March 13, 1991.

Chairman Barton called the meeting to order at 7:30 p.m.

Present: Members Bakas, Barton, Coste, McCulley and Moats
 Absent: Members Howard, Norwood and Student Member Trippiedi

Also present: Paul Thompson, President; Dennis Connors, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; J. Harley Chapman, Interim Dean of Liberal Arts; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; Larry Bielawa, Director of Personnel; Patty Roberts, Media Relations Specialist; and Chuck Faenza, Audiovisual Technician.

President Thompson stated that the purpose of the meeting was to review the 1991-92 budget in terms of new personnel and capital outlay requests. He requested that Vice President Manke review the summary and detail revenue projections for the Educational Fund and the Operations and Maintenance Fund. Member Bakas noted that the total 1992 revenue projections were less than projected in December. Vice President Manke suggested that the Board review the amount charged for tuition at Harper College. He felt that the formula used to determine the tuition rate should be re-examined because the tuition revenues for 1990-91 are significantly greater than projected. The data furnished to the Board does not include any amount for a tuition increase. He also felt that state apportionment should be reviewed because information received from Springfield indicates that there may be a decrease in the future. Vice President Manke also called attention to Interest Income. He noted that it is possible that the College may be able to increase the projected amount because of a higher fund balance. Member Coste called attention to the increased amounts in the schedule of investments. Vice President Manke explained that there was a 117 percent increase in investment revenue in the Education Fund and an 82 percent increase in the Operations and Maintenance Fund. The increases are the result of the receipt of tax money in the fall and additional interest income which was generated due to higher fund balances invested. He noted that College funds are often invested overnight and on weekends.

In regard to the Operations and Maintenance Fund, Vice President Manke reviewed the projected revenue sources. He noted that there will be no state apportionment money put into this Fund this year. Last year, four percent of the state funding was put into this Fund. He felt that there would be unexpended balances in the utility account due to good weather this winter season. In addition, some projects have been less costly than anticipated and it is felt that there will be a larger, or perhaps a break-even, budget rather than the projected budget deficit.

Member Coste inquired about the request from the state for community colleges to voluntarily give back one percent of state funds. President Thompson explained that the Governor requested that institutions of higher education voluntarily rescind one percent from their budgets and return that amount to the State. The matter was discussed at a Council of Presidents' meeting and according to Dr. Cary Israel, executive director of the ICCB, this is influx. If this becomes a mandate, the matter will be discussed in greater detail. The State has been delaying their payments of state apportionment to colleges which results in lost interest income to the various institutions.

President Thompson reviewed the capital outlay requests. Member Bakas inquired about the amount requested for Administrative Services. Vice President Manke replied that the total capital outlay requested exceeds last year because of significant amounts for equipment for the Print Shop. Much of the existing equipment is at least 15 years old and in need of repair. He added that the Print Shop operation affects the entire educational program as well as other areas of the College. Member Bakas felt that a study of future needs of the Print Shop might be advisable prior to expending a considerable amount of money. Vice President Manke replied that this has been done and these requests for equipment represent the first phase of improvements. Next year, a decision will be made regarding the quick copy system. Any pieces of equipment which would require specialized training for personnel will be included in the decision-making process next year. President Thompson stated that he and Vice President Connors have discussed the need to address the future instructional program with this type of equipment. In response to Member Moats, Vice President Manke stated that many of the College brochures are done internally but some documents are done by outside firms.

Member Bakas called attention to the amount of capital outlay requests from the Academic Affairs areas. He inquired about the requests from the Business Division which necessitated such a substantial reduction. Vice President Connors felt that all requests were submitted and there were no attempts to cull the requests. He added that some of the equipment is for replacement purposes and can be phased in and matched up to curricular reform. Member Bakas felt that equipment replacement should be ongoing.

The President called attention to the capital outlay requests for the Operations and Maintenance Fund. Member Bakas questioned whether expenditures for furniture should come from the Education Fund so that the \$200,000 allocation in the Operations and Maintenance Fund could

be earmarked for construction purposes. President Thompson stated that this could be reviewed but, according to projections, he felt that potential financial difficulties would arise in the Education Fund sooner than the Operations and Maintenance Fund.

Vice President Manke noted that some additional items would be added to the capital outlay listing for the Operations and Maintenance Fund. In addition, there may be other adjustments as a result of the computer study which is taking place. He noted that the budget would be fine-tuned within the next few weeks as more data becomes available in terms of revenues. If it is possible to increase the capital expenditures in the Education Fund, some shifts would be made from the Operations and Maintenance Fund.

Vice President Manke called attention to the Auxiliary Fund. He noted that the Executive Council had received a recommendation from the Environmental Health and Safety Committee to consider the elimination of styrofoam and paper from the cafeteria. The proposed budget includes expenditures for a new dishwasher and additional china and for remodeling of the dishroom.

In response to Member Coste, President Thompson stated that the approximate totals for capital outlay were as follows: Education Fund - \$1,107,000; Operations and Maintenance Fund - \$381,564; Auxiliary Fund - \$29,720.

President Thompson called attention to the requests for New Personnel. In regard to Academic Affairs, he reviewed the various positions which will be vacated and the replacement and incremental positions. In response to Chairman Barton, Vice President Connors noted that the proposed salary for a Food Service Director has been reviewed with the Personnel office and the current market and it is felt that the figure is realistic and the best estimate available for purposes of planning. In response to Member Coste, the total amount of new money for faculty positions in the Academic Affairs area is \$45,230.

In regard to the Continuing Education/Program Services requests, Member Bakas felt it might be wiser to have this program in the Education Fund. President Thompson felt that it would be premature to move the area this year but that consideration would be given to this matter for possible future discussion. He noted that continuing education is one of the faster-growing areas in terms of student population at the College. In reference to the request for a clerk-typist in the tutoring center in the AE/LS Division, Vice President Connors noted that an expenditure of \$6,000 from the Education Fund would be required.

In regard to the Administrative Services area, President Thompson noted that two positions have been requested. One request involves a change from part-time to full-time for the second employee in the payroll office. The second request is for an employee training specialist in the personnel office. He noted that this is for staff development for employees and is in response to one of the Preferred Future statements. The President felt that this is a most appropriate request at this time.

In regard to the Student Affairs area, President Thompson stated that Vice President Henry has reviewed the resources available in terms of personnel to determine maximum efficiency of the dollars allocated for personnel. In addition, if there is a requirement to pay SURS for part-time employees, this has been taken into consideration in the reallocation of positions. The estimated cost for positions is \$288,158.

In response to Member Coste, President Thompson stated that the SURS payment for retirement would be required for those employees who work less than 20 hours per week. This would require a payment through social security of 7.65 percent for those employees. SURS has indicated that they do not want such individuals to be included in their system because of the number of persons involved and the lack of staff to handle the change. The President felt that if all institutions of higher education in Illinois would be willing to participate, a great deal of money could be saved by putting these individuals into SURS. The ICCB and the Council of Presidents are working on this matter.

Other Business:

Member Coste requested that the College auditor do an analysis and give an objective opinion on the early retirement cost benefit. This has been going on for approximately five years and seems to be getting more popular every year. He questioned whether the College is making money or losing money as a result of early retirements. Vice President Manke stated that most of the information is available. Member Coste suggested that an auditor furnish the analysis if the costs are not prohibitive. President Thompson stated that his request would be investigated.

Member Bakas moved, Member McCulley seconded, that the Board adjourn to executive session to discuss site acquisition. Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, McCulley and Moats
Nays: None

Motion carried and the Board adjourned into executive session at 8:27 p.m.

Chairman

Secretary