

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, May 10, 1995.

CALL TO ORDER

The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Wednesday, May 10, 1995 at 7:30 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

Present: Members Born, Coste, Howard, Kolze, Moats, and Student Member Solarte

Absent: Members Barton and Norwood

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Vic Berner, George Evans, Ed Gallagher, Robert Getz, Sally Griffith, Tom Johnson, Jean Kline, Barb Knoff, William Miller, Pat Mulcrone, Patty Roberts, Bill Schooley, Pat Wenthold, Laurie Wren - Harper College. Terri Ellis - Student Senate. Guests: Dominick Demonica - Legat Architects; Michael Harkins.

APPROVAL OF MINUTES

Member Howard moved, Member Kolze seconded, that the Minutes of the Special Board Meeting of April 12, 1995 be approved.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

DEVELOPMENT
OFFICE REPORT

Felice Avila, Barbara Knoff, Sally Griffith and Pat Mulcrone reported on the work of the Development Office. They discussed charitable donations, grants, and the organization of the department.

PERSONNEL ACTIONS

Member Kolze moved, Member Howard seconded, that the Board ratify the Faculty Appointments as outlined in Exhibit VIII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Faculty Appointments

Michael Harkins, Instructor - History,
Business & Social Science, 8/15/95,
\$35,485

Charles Brown, Instructor - Philosophy,
Liberal Arts, 8/15/95, \$36,621

Xilao Li, Assistant Professor - English,
Liberal Arts, 8/15/95, \$36,160

Laura Pulio, Instructor - Speech/Theatre,
Liberal Arts, 8/15/95, \$32,286

Jon Gold, Assistant Professor - Chemistry,
Technology, Math and Physical
Science, 8/15/95, \$38,511

Alan Olsen, Instructor - Mathematics,
Technology, Math and Physical
Sciences, 8/15/95, \$35,485

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Howard, Kolze
and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

Vice President Ed Dolan introduced Michael Harkins, newly appointed History Instructor.

CONSTRUCTION
DOCUMENTS

Member Howard moved, Member Kolze seconded, that the Board approve the construction documents, specifications and project layouts for renovation of the Building I technology lab, and proceed to the next phase of the Facility Planning policy, as outlined in Exhibit V (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if the bids on the agenda relate to this renovation project. President Thompson replied that they do. Vice President Manke explained that the order for steel framing needs to be placed early in order to get the project completed before the beginning of the fall semester. The money is in the budget as part of the \$676,000 that was approved at the last Board meeting. Member Coste asked if the cost of the desks and other furniture is also included in the \$676,000. Mr. Manke replied that it is not included because there will be a number of work stations re-used in the new facility. However, the cost of the new furnishings is incorporated into the technology plan and will be paid out of the Restricted Purposes fund. The actual number of new desks needed should be known within the next four to six weeks. The cost of the individual work stations will vary, but the average has been approximately \$500-\$600 each.

Mr. Manke stated that a complete set of construction documents is available for review; a summary of the construction documents was provided in the Board packet. Chairman Moats suggested that a written notification be sent to Board members before the Board meeting to let them know that the plans are available for review.

Member Kolze stated that this vote in effect would approve the process that will allow the administration to go out for bids. Mr. Manke added that this process includes the two upcoming bids which are being submitted because of timing issues.

Upon roll call, the vote was as follows:

Ayes: Members Born, Howard, Kolze and Moats
Nays: None
Present: Member Coste

Motion carried. Student Member Solarte abstained.

BID AWARDS:

Member Howard moved, Member Born seconded, that the Board approve the Bid Awards as outlined in Exhibits VI-A1 and A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-A1 Award Bid Q8689 to CCS Flooring & Interiors, Inc., low bidder for carpeting in Building I, in the amount of \$40,251.50.

Ex. VI-A2 Award bid Q8690 to Edward Stauber Wholesale Hardware, Inc., the low bidder meeting specifications for hollow metal frames and wood doors for Building I remodeling project, in the amount of \$25,477.00

President Thompson noted that it is possible that the project may not be completed by the fall semester. Member Howard expressed concern that the price would not increase due to the liquidated damages clause. Dominick Demonica of Legat Architects stated that there is a liquidated damages clause of \$1,000 per day if the contractor is late with completion. He stated that the additional costs required to complete the project on time will be included in the bids. Chairman Moats stated that it is necessary to decide whether it is worth paying the extra money to have the projected completed at this time, and recommended that this be monitored closely.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

BUDGET HEARING
DATE RESOLUTION

Member Kolze moved, Member Howard seconded, that the Board adopt the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit VII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats stated that it is his understanding that this resolution in effect approves the 1995-96 budget. Mr. Manke explained that the vote on this recommendation only approves the resolution to put the tentative budget on display for 30 days, with formal adoption of the legal budget in June. The total budget amount is \$71,324,375 and represents a 6.6 percent increase from 1994-95 when comparing 1994-95 estimated actual to the 1995-96 legal budget. Mr. Manke stated that the summary report compares the new 1995-96 legal budget to the estimated actual budget for 1994-95. Member Howard noted that a comparison of the legal budgets for the two years would not show as much of a percentage increase. She suggested that it would be helpful to compare estimated actual to legal and legal to legal.

Member Coste noted that the total amount of \$71,324,375 is not listed in the legal budget. Mr. Manke explained that the administration is required to use the ICCB forms, and the format does not provide for that information. Chairman Moats suggested that this information be added as an appendix.

Member Coste asked if there had been faculty input during this budget process. Faculty Senate President George Evans stated that the faculty had not had as much opportunity to evaluate the budget as they had last year. He added that they would appreciate the opportunity to look at it more closely and respond to it before approval if possible. Member Coste stated that he would like to have the faculty's comments.

Dr. Dolan noted that faculty are involved in the development of the budget from the very beginning at the program level as well as with the hiring process. Faculty representation has also been present at the Budget Committee meetings.

Member Born stated that she did not think there was any difference in faculty involvement at the meetings this year as compared to last year. Mr. Evans responded that the main difference was that there was not as much opportunity to be included in the formulation of the final documents. Member Born questioned whether that should be part of the faculty's responsibilities. Mr. Evans agreed, but felt that it is relevant and that the faculty should contribute to the process. Member Howard noted that they still have the opportunity to comment on the budget while it is open for public hearing.

There was discussion regarding the differences in faculty involvement between this year and last year. Member Coste stated that as Chairman in 1994-95, he asked for comments by the faculty on the budget at the final wrap-up, and the committee received a one-to-two page report. Member Kolze suggested that the faculty may need to develop a procedure for the faculty representative to give feedback to the committee. Chairman Moats suggested that he, Mr. Evans and President Thompson meet to determine what needs to be done. Member Howard noted that Member Barton, current Chair of the Budget Committee, was not present at this time, but that there was no intent to leave faculty out of the process. Mr. Evans agreed that there was no feeling that this had occurred.

Member Born asked where the budget document will be displayed on campus. Mr. Manke stated that it will be posted on the bulletin board, as well as in his office and in the Business Office.

Member Coste stated that his request was simply to have faculty input at this time if they so desire. Chairman Moats noted that it may be more constructive to address the concerns in a private meeting in order to formalize the role of the faculty in the budget process. Member Howard stated that it has been the Board's intention to make the budget process totally open so that there are no unanswered questions about the revenue and

expenditures. Mr. Evans agreed, and stated that there has not been enough time for the faculty to review the budget.

Student Member Solarte asked how accessible the budget document will be to students. Member Howard suggested that the Student Senate officers have a special meeting to discuss the budget with Mr. Manke. Chairman Moats noted that there will not be enough time to make any significant changes, but stated that the student body may want to have a greater input next year.

Member Coste reiterated his suggestions that 1) the total budget amount be included with the document for public review, and 2) the faculty contribute their comments regarding the final budget.

Mr. Manke noted that the budget summary report includes the Working Cash, which is not required by the state on the legal budget.

Chairman Moats asked what assumptions have been made concerning the enrollment projections. Mr. Manke stated the 1994-95 FTE assumption was 7862; in 1995-96 it is 7775, which is a decrease of approximately 1.5 percent. Chairman Moats asked how much additional tax increase is anticipated over the previous budget. Mr. Manke replied that an estimate of approximately 4 percent increase in assessed value was used. The state apportionment is projected to increase approximately \$600,000 compared to 1994-95, which is approximately an 8 percent increase. Tuition will increase by approximately 10 to 11 percent. Mr. Manke stated that the 5.1 percent increase in the budget from 1994-95 to 1995-96 includes all funds.

Member Coste requested a copy of the latest Consumer Price Index from the Department of Labor.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

OTHER BUSINESS:

The Board agreed to meet on May 16 at 5:00 p.m. for the next Board retreat and self-evaluation.

Board members were encouraged to contact Laurie Wren if they are interested in attending the 2000 Conference Leadership sponsored by the League for Innovation. The conference will be in July in San Francisco.

EXECUTIVE SESSION

Member Born moved, Member Howard seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted aye. The Regular Board meeting adjourned into executive session at 9:10 p.m.

The Board reconvened the Regular meeting at 9:37 p.m.

ADJOURNMENT:

Member Howard moved, Member Kolze seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 9:38 p.m.

Chairman

Secretary

BOARD REQUESTS

MAY 10, 1995 SPECIAL BOARD MEETING

- 1) Chairman Moats suggested that a written notification be sent to Board members prior to Board meetings to let them know that the construction plans are available for review.
- 2) Member Howard suggested that a comparison of estimated actual to legal and legal to legal figures be included in the budget documents.
- 3) Chairman Moats and Member Coste recommended that the total budget amount be added as an appendix to the legal budget for public review.
- 4) Member Coste suggested that the faculty contribute their comments regarding the final budget.
- 5) Member Coste asked for a copy of the latest Department of Labor Consumer Price Index.