

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, August 22, 1996

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Thursday, August 22, 1996 at 7:05 p.m. in Room 205 of Building P, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Gillette, Hess, Howard, Kolze, Moats and O'Reilly;
Student Member Starek
Absent: None

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Judy Thorson, V.P. Administrative Services, David McShane, V.P. Information Systems; Ted Agresta; Cathy Albergo; Sharon Alter; Lynn Altfeld; Felice Avila; Robert Boeke; Sue Bajt; Todd Ballantyne; Dianne Batzkall; Patrick Beach; Roger Bechtold; Solveig Bender; Virginia Bender; Valerie Benitz; Richard Bernstein; Pat Best; Larry Bielawa; Bruce Bohrer; Pat Bourke; Michael Brown; Peg Burbach; Rex Burwell; Colleen Burns; Linda Campbell; R. Campbell; Mike Carroll; Steve Catlin; Jean Chapman; Tom Choice; Charlene Christin; John Clark; Cecilia Cooper; Therese Cummings; Susan Cusack; Ben Dallas; Anne Davidovicz; Carl Dittburner; John Dodds; George Dorner; Joy Droll; Julie Ellefson-Kuehn; George Evans; Patricia Ferguson; Julie Fleenor; Dale Ford; Ellen Freeman; Robert Getz; Kathleen Gianaris; George Gintowt; Thomas Goetz; Jean-Louise Gustafson; Paul Guymon; Thomas Hanlon; Michael Harkins; Amy Hauenstein; Robert Held; Pascuala Herrera; Charlotte Herzog; Kathy Hoch; Paul Holdaway; Kathi Holper; Marianne Holt; Bill Howard; Ken Hyde; Joe Jacobs; Vera Jarecky; Bill Jedlicka; Peggy Kazkaz; Larry Kent; Karen Keres; Kate Kniest; J. Knight; Sunil Koswatta; Sally Koziar; Sandy Kreiling; Michael Lackey; M. Litrenta; Joanne Leski; Caryn Levington; Xilao Li; Carole Lissy; Dan Loprieno; Karen Lustig; David Macaulay; Diane Mack; Dominic Magno; Dorothy McCabe; William Miller; Russ Mills; Patricia Mulcrone; Linda Nelson; Barbara Njus; Guido Norini; Charles Norris; Patricia O'Leary; Barbara Olson; Lydia Omori; Susan Overland; Jeanne Pankanin; John Papandrea; Jan Phillips; Elena Pokot; Christine

Poziemski; Jeff Przybylo; Laura Pulio; Bill Punkay; Sheila Quirk; Barbara Radebaugh; Patricia Ramsey; James Roll; Joanne Rothblum; Randy Schietzelt; Bill Schooley; Charles Schuster; Rich Seiler; Pat Setlik; Jay Singelmann; Wallis Sloat; Peg Smith; Frank Smith; Daniel Stanford; Thomas Stauch; Darlene Stewart; Phillip Stewart; Jerome Stone; Jane Thomas; B. Tillotson; Cheryl Turnauer; Elizabeth Turner; Michael Vijuk; Lee Vogel; Molly Waite; Jeanne Weiland; Patricia Wenthold; Mary Jo Willis; Andrew Wilson; Laurie Wren; Joan Young; Mark Zelman - Harper College.
Students: Lavelle Velez; Susan Rademacher.
Guest: Larry Smith, Daily Herald.

CITIZEN
PARTICIPATION

George Evans, Faculty Senate President, addressed the Board. A number of faculty members took the opportunity to speak to the Board regarding their concerns over the contract negotiations.

At the conclusion of the faculty comments, George Evans again addressed the Board and reiterated the unity of the faculty in their demands for an equitable contract. He asked for respect for the faculty and for the students. He thanked his colleagues for their support throughout the negotiations, and stated that the faculty is ready to take whatever action is necessary.

Chairman Moats thanked those present for coming to the meeting. On behalf of the Board, he added that they appreciate and respect the faculty, and that they will work together with the faculty to negotiate a contract that is equitable to the faculty, to the students, and to the taxpayers of the community. Chairman Moats called for a ten-minute recess.

COMMUNICATIONS

Member Kolze read a letter from Colleen Tomanek thanking the Board for granting her the William Rainey Harper Trustees Scholarship.

On behalf of the Board, Chairman Moats expressed congratulations to Member Sarah Born O'Reilly on her marriage in July, and to Student Member Starek on his recent marriage.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Moats noted that there would be an executive session at the end of the meeting to discuss collective bargaining and the appointment, employment and dismissal of personnel.

Member Barton moved, Member Kolze seconded, that the agenda be approved as amended.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Howard, Kolze, O'Reilly and Moats.
Nays: None

Motion carried. Student Member Starek voted aye.

Student Trustee
Report

There was no Student Trustee report.

Student Senate President Caroline Saccomanno commented on the success of the Camp Harper College program that was held recently.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the July 25, 1996 Regular Board meeting and executive session; and August 14 Special Board meeting and executive session; bills payable; payrolls for July 19 and August 2, 1996; and estimated payrolls for August 3 through October 11, 1996; for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	\$3,323,236.70
Restricted Purposes and Trust & Agency Fund	577,207.13
Federal Funds	19,333.49
Imprest Fund	69,616.64
Tuition Refunds	7,131.00

The payrolls of July 19, 1996 in the amount of \$1,615,669.30 and August 2, 1996 in the amount of \$1,116,454.23; estimated payroll of August 3, 1996 through October 11, 1996 in the amount of \$6,621,683.14; estimated utility bills in the amount of \$125,000.00; B&D Office Machine Co. for maintenance in the amount of \$82.00; payment to Chicago Tribune for advertising in the amount of \$278.60; payment to Dunbar Armored for contractual services in the amount of \$295.00; payment to NE Brand, Inc. for copier rental in the amount of \$6,669.17; payment to R.J. Galla Co. for insurance in the amount of \$19,322.00; payment to U.S. Filter Corp. for materials in the amount of \$93.00;

payment to Michael Vijuk for professional expense in the amount of \$825.00; and payment to Earl J. Wertz for professional expense in the amount of \$665.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Hess, Howard, Kolze,
O'Reilly and Moats
Nays: None
Abstain: Member Gillette

Motion carried. Student Member Starek voted aye.

BID AWARD

Member Howard moved, Member Barton seconded, that the Board approve the Bid Award as outlined in Exhibit VII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-A1 Award Bid Q8759 to Ramrod/D&B, the low bidder for trash can liners, in the amount of \$11,536.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Howard, Kolze, O'Reilly and Moats.
Nays: None

Motion carried. Student Member Starek voted aye.

NEW BUSINESS Personnel Actions

Member Barton moved, Member Gillette seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointment

Paul Sipiera, Interim Dean, Technology,
Math and Physical Science, 8/20/96,
\$66,198 (one year temporary
assignment)

Faculty Appointments

James Edstrom, Instructor/Librarian, LRC,
8/20/96, \$39,002

William Rodney Zoellner, Instructor-
Machinist Skills Technology;
Technology, Math and Physical
Science, 8/20/96, \$39,002 (one year
temporary assignment)

Supervisory/Confidential Appointments

Jeannette Golden, Manager of Lab Operations,
Information Systems/User Services,
8/19/96, \$50,000
Bonnie Meltesen, Tutoring Center Supervisor,
p/t, AE/LS-LAC, 7/22/96, \$18,031
Christine Overtoom, Career Development
Specialist, Career Cooperative,
8/19/96, \$42,000
Marie Schumacher, Career Development Trainer,
Career Cooperative, 8/01/96,
\$38,000
Gregory Rogers, Project Manager, MIS Applica-
tions, IS/Administrative Systems,
8/26/96, \$60,000

Classified Staff Appointments

Kimberly Kelly, Library Assistant I -
Circulation, p/t, LRC, 8/26/96,
\$3,517
Michael LaVant, Library Assistant-Information
Desk, p/t, LRC, 8/26/96, \$3,516

Harper #512-IEA Appointments

Richard Willis, Utilities Mechanic, Physical
Plant, 8/05/96, \$29,411
Denise Farwell, Weekend Custodian p/t,
Physical Plant, 8/24/96, \$4,896

Alternate Work ScheduleSupervisory/Confidential

Nirmala Tobaa, Tutoring Center Supervisor
p/t, AE/LS-LAC, 8/01/96 - 7/31/97,
19 hours/week, Job Sharing Renewal

Professional/Technical Resignation

Ranada Anderson, AED-Student Advisor,
AE/LS-AED, 8/07/96, 1.7 years

Classified Staff Resignation

Barbara Fuller, Food Service Worker II,
Physical Plant-Food Service,
8/09/96, 7 months

Harper #512-IEA Resignation

Dale Peifer, Weekend Custodian p/t, Physical
Plant, 5/19/96, 2 months

Member O'Reilly inquired about the appointment of the Instructor-Machinist Skills Technology as a one-year temporary position. Vice President Dolan explained that they are reviewing the program and are not ready to make final judgement on a permanent full-time position.

Dr. Dolan thanked Bill Punkay for the outstanding service that he has provided as Dean of TM/PS during the past year. He noted that although he will be leaving the administrative position, he will remain at Harper as a full-time faculty member.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Howard, Kolze, O'Reilly and Moats.
Nays: None

Motion carried. Student Member Starek voted aye.

Budget Hearing

At 8:25 p.m., Chairman Moats recessed the regular meeting and called to order the public hearing on the FY 1997 budget.

President Thompson stated that the Legal Budget has been on public display for review since June. He asked Vice President Judy Thorson to give an overview of the budget. Ms. Thorson stated that the budget being presented at this time has a major change over the budget that was presented in June. The change is in the area of tax revenue and was based on information received from the Cook County Clerk's Office on July 29. Ms. Thorson briefly explained how the tax rate is calculated and then explained the effect that tax rate has on Harper's budget. She reviewed the tax revenue calculations and explained that because of the methodology used, we can only access .1625 of our rate even though our ceiling is .175. Because of this loss of access to rate, the College will lose \$1,322,018 in the Education Fund for the 1996-97 fiscal year. This will also affect other funds, but the effect is most dramatic in the Education Fund. Another contributing factor is that this is the only year in Harper's history where the EAV went down from the prior year.

Ms. Thorson distributed information detailing the Budget vs. Actual Real Estate Tax Revenues, as well as the Fiscal Year 1996 unaudited financial results and fund balance amounts.

There was discussion regarding the practice of borrowing money from a future fiscal year to use in a previous fiscal year. Ms. Thorson explained that in this current fiscal year, the College will borrow \$880,804 from the August tax payment, which is approximately eight percent. This also happened last year when there was a shortfall in tax collection of about \$900,000 which was taken from last year's August payment. This means the College will take as much from the current August payment as was taken last year.

The tax revenue was budgeted as \$19,771,623, and it is now known that the amount will be only \$18,438,185, leaving a difference of \$1,333,438. The administration is proposing that the College again handle this shortfall by splitting it between the 1997 fiscal year and the 1998 fiscal year.

Member Howard noted that by having a Working Cash Fund, the College does not have to issue tax anticipation warrants because bills can be paid knowing that the money is going to come in and replace the Working Cash Fund.

Member Kolze stated that once this practice is started, the College will need to continue doing it in order to balance the books. In a sense, we will be spending money that is coming in for next year, although it is a credit of taxes for this past year. Ms. Thorson agreed, and noted that this had been a common practice at Harper in years past. She noted that the College tries to keep the number fairly consistent from year to year. This year it's \$880,000, last year it was \$900,000, and the College is proposing \$733,000 for next year.

Ms. Thorson noted that they are predicting the access to rate next year to be .1667 rather than the maximum of .175. That will amount to about \$1 million of property taxes that Harper will not be able to access because of the calculation methodology. In addition, because the EAV jumps considerably next year, the cap

will also come into effect and the College will lose another \$898,000 due to the cap. That is in all funds, because the cap is figured on all funds except the Bond and Interest Fund. Member Barton asked if Board members could see the surpluses in these accounts and the effect this scenario will have on those amounts. Ms. Thorson stated that they are working on that.

Member Gillette expressed his concern regarding the practice of borrowing from a future fiscal year tax payment. He noted that Harper's real income actually only increased by the rate of inflation which is 2.7 percent for this year and 2.5 percent for next year. Ms. Thorson agreed with this assessment. Although individual property in the district may be subject to a greater increase, others experience a decrease. By law, the College can increase revenues from property taxes only equal to the rate of inflation, from the previous year. The rate is 2.7 percent for this year; and 2.5 percent for next year.

Ms. Thorson noted that the impact of all of this on the legal budget that is being presented is that the deficit has been pushed to \$2.3 million, with \$1.5M going to the technology plan and \$822,000 for normal operating expenses. The O&M Fund will realize a deficit of \$232,995.

Member Gillette asked if future money is being borrowed into this budget because of the policy against having a deficit budget. Ms. Thorson stated that that was not the case, as there would be a deficit budget even without the additional tax revenue. Member Howard stated that this would spread the large deficit realized this year over two fiscal years. There were concerns from other Board members that this practice will have to be continued for years in the future, and that the amount will continue to grow each year. Member Kolze noted that it will be harder to compare one year to the next if only two tax payments are used instead of three. Ms. Thorson stated that the administration decided to present it in this way to be consistent with how this item was handled in the prior year. The President and Executive Council were consulted and concurred.

Member Kolze suggested that the Board approve the budget at this time and discuss the methodology of this action at a later time. The Board agreed to this.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chairman Moats declared the hearing closed and reconvened the regular Board meeting at 8:50 p.m.

Member Howard moved, Member Barton seconded, that the Board adopt the Budget Resolution as outlined in Exhibit VIII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Howard, Kolze, O'Reilly and Moats.
Nays: None

Motion carried. Student Member Starek voted aye.

1996-97 Student
Activities Budget

Member Kolze moved, Member Howard seconded, that the Board approve the Student Activities Budget as outlined in Exhibit VIII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that there is no increase in the student activity fee.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Howard, Kolze, O'Reilly and Moats.
Nays: None

Motion carried. Student Member Starek voted aye.

ACCT Voting
Delegate

Member Barton moved, Member Howard seconded, that the Board appoint Member Sarah O'Reilly as the ACCT voting delegate for Harper College as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Career Cooperative Administrative District Member Barton moved, Member Hess seconded, that the Board adopt the resolution designating Harper College as the administrative district for the Northwest Suburban Career Cooperative as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
 Howard, Kolze, O'Reilly and Moats.

Nays: None

Motion carried. Student Member Starek voted aye.

Status Report - Felice Avila reported that The Roy G. Kearns
Major Gifts Aquatic Center will be dedicated at
Campaign 10:30 a.m. on Friday, August 23. She invited
 Board members to attend the September 10
 Educational Foundation Board meeting at which
 time individual donors will be honored and some
 Foundation scholarship winners will be
 introduced. She gave a brief update on other
 gifts that have been received recently.

OTHER BUSINESS President Thompson asked if the Board wishes to
 have a Special Board meeting on September 11.
 It was agreed that they will hold the date open
 until further notice.

PRESIDENT'S REPORT President Thompson reported on activities
 related to the beginning of the fall semester.
 A memorial tree dedication ceremony was held to
 honor Professor Diane Callin, who passed away
 one year ago. The Roy G. Kearns Aquatic Center
 will be dedicated at 10:30 a.m. on Friday,
 August 23. In addition, a luncheon for all
 College employees will be held that day.

President Thompson reported that faculty members have been participating in the Information Systems orientation sessions, with 101 participants in two days. Some sessions took place in the new Building I Lab. The President took part in a workshop on the new bibliographic instruction area in the Library. There are approximately 290 terminals available in I Lab, and 12 in the Bibliographic area. The internet can be accessed from all of these sites.

The Freshman Experience was held on August 18 for freshmen students and their parents. Over 1,000 students and 450 parents came for the orientation session. President Thompson noted that he has received positive feedback from parents who attended. He thanked Joan Kindle and others from the Student Development area who helped make this possible. President Thompson called attention to a copy of a publication that highlights those colleges that have outstanding Freshman Experience programs, and Harper is one of six listed programs.

A voter registration drive is being held this week in Building A.

Enrollment is up over two percent, although final figures are not yet available.

The President extended an invitation to join the College Child Learning Center faculty, staff and students in celebrating the Center's 25th anniversary. The event will begin at 4 p.m. on Saturday, August 24, in Building I, Room 131. The festivities will include a petting zoo, magician, pony rides and refreshments. He added that the Center attracts approximately 80 children to the pre-school and approximately 60 children attend in flex times.

A Volunteer Fair will be held at Harper on September 11 in the Building J lobby from 10 a.m. to 2 p.m. President Thompson noted that Harper tries to provide volunteer opportunities for students to contribute in service learning.

The latest issue of *Money* magazine's special *Guide to the Best College Buys* will feature a full-page, four-color ad promoting the advantages of community colleges. Twenty-five colleges (including four districts or systems) participated in the cooperative ad through the American Association of Community Colleges.

Member O'Reilly reported that there will be an ICCTA meeting in Springfield on September 13. The subject will be "Leading the College - Who's Responsible?".

Executive Session

Chairman Moats announced that, after a 15-minute recess, the Board would reconvene their executive session in Boardroom A to continue the discussion on collective bargaining.

Following executive session, the regular meeting reconvened at 10:26 p.m.

ADJOURNMENT

Member Barton moved, Member Kolze seconded, that the meeting be adjourned. In a voice vote, the motion carried at 10:27 p.m.

Chairman

Secretary

BOARD REQUESTS

AUGUST 22, 1996 REGULAR BOARD MEETING

- 1) Member Barton asked if the Board members could see the surpluses in the accounts and the effect that the this scenario will have on those amounts. Ms. Thorson stated that they are working on that.