

William Rainey Harper College
1200 West Algonquin Road
Palatine, Illinois

SPECIAL BOARD MEETING

AGENDA

June 13, 1990

7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Student Activities Budget - 1990-91 Exhibit III
- IV. Responses to Board Requests
 - A. Unit Costs Exhibit IV-A
 - B. 1990-91 Budget Information Exhibit IV-B
- V. Executive Session for the Purpose of Discussing
Collective Bargaining and the Employment,
Appointment and Dismissal of Personnel
- VI. 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 Special Board Meeting of Wednesday, June 13, 1990.

The Special Board Meeting was called to order at 7:35 pm in the Board Room of the Administration Building, 1200 West Algonquin Road, Palatine, Illinois.

Present: Chairman Barbara Barton, Members Peter Bakas, John Coste, Larry Moats, Molly Norwood, Susanna Orzech

Absent: Member Kris Howard and Student Member Michael Trippiedi

Also present: Paul Thompson, President; Bonnie Henry, Vice President Student Affairs; Vern Manke, Vice President Administrative Services; David Williams, Vice President Academic Affairs; Felice Avila, Executive Assistant to the President; Pam Toomey, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Steve Catlin, Dean of Admissions and Registrar; Chuck Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Programs and Services; Larry Bielawa, Director of Personnel; Jeanne Pankanin, Director of Student Activities; Charles Faenza, Audiovisual Technician; Students: James Cabaj and Kevin O'Connell.

President Thompson stated that the Board members had in their packets a copy of the Student Activities budget. Vice President Henry introduced Jeanne Pankanin, Director of Student Activities, who made a presentation regarding the Student Activities budget. Ms. Pankanin stated that five students participated in the preparation of the Student Activities budget. After reviewing the organization of the budget document, Ms. Pankanin noted that new offerings in the Student Activities budget were the availability of a psychiatrist for student referral, activities with greater emphasis on global awareness and \$5,000 allocated for the purchase of an FM transmitter. Student Member Trippiedi and interpreter Diane Thomas entered the meeting. Following review and responses to questions, the Board thanked Ms. Pankanin for her presentation.

A motion was made and seconded that the Board approve the Student Activities budget. Upon roll call, the vote was as follows:

Ayes: Members Bakas, Coste, Moats, Norwood, Orzech and Student Member Trippiedi

Nays: None

President Thompson introduced the unit cost analysis presented to the Board. He stated that the analysis covered a period of several years, and indicated the changes which have occurred over the years. Harper is higher compared to state averages in some areas. However, in some years, the cost has come down. President Thompson invited questions from the Board. Member Bakas noted that costs downstate are considerably less in cost of

living, salaries, etc. He also noted that repairs made to Harper College in recent years have driven up the costs. Member Bakas stated that a more accurate comparison would be a comparative analysis with local community colleges, i.e., College of DuPage, Oakton Community College, etc. Member Coste asked if a report could be made comparing local community colleges. President Thompson stated it could be done. Member Moats asked what costs were not reflected in the cost analysis. Vice President Manke responded that monies reimbursed by the state were not reflected. Member Orzech clarified that monies from state and federal grants were not reflected throughout the state. Member Moats asked if a report could be submitted reflecting percentages of cost of repairs, capital and fringe benefits, indicating costs outside the classroom. Vice President Manke said he could submit a report indicating service costs, but it could not be done in the unit cost format. President Thompson clarified that Member Coste would like collar county comparable data. Also, Vice President Manke and Member Moats would meet to discuss the format and information requested for a breakdown of costs for various programs.

President Thompson introduced the budget information previously requested by the Board for fund balances and expenditure comparisons. He opened the meeting for comments and questions from the Board. Member Bakas asked for clarification of the budget transfers. Vice President Manke stated the transfers were from the Education Fund to the Auxiliary Enterprise Fund to cover some of the cost of the athletic programs. He stated that the Board had already indicated its interest in reviewing this for next year's budget. He stated that the fund balance could be building up so that the transfer from the Education Fund may not be necessary next year, and the money could be made up from the excess funds from the bookstore. He would not recommend doing this for this year's budget, but it could be done for next year's budget. Member Orzech noted that these transfers are typical among schools. Member Moats observed that revenues exceed expenditures and that the Board needs to look at this. Member Bakas stated that the Board should look at the ten-year financial projections before the Board adopts tax levies. Member Orzech stated that perhaps part of the fund balance could be used to offset the Life/Safety monies the Board levies. Vice President Manke noted that the past few years have brought reductions in the monies levied by the Board, and that a deficit budget had been built in the Maintenance Fund. There has been \$400,000-500,000 budgeted for parking lot repair. Vice President Manke stated that the Board had agreed in an earlier meeting to bring before the Board a resolution which would restrict some of the funds in the Maintenance Fund for capital funds. Vice President Manke expressed concern that additional parking lot repairs would be needed in future years. He recommended looking at this fund balance in phases. If the Board believed next year that the Life/Safety Funds should be decreased, he recommends looking at this next year. Vice President Manke stated that the Board would not be maximizing the full tax rate available. He stated that approximately four years ago, the Board and the administration made some financial plans for the institution and has lived by the plans. The result is that the institution is on very stable ground. The institution has been acting according to plan and everything is on target. Member Orzech stated that the Life/