

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

December 14, 1989

*7:00 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--November 13, 1989 Special Board Meeting and Reorganization Meeting, and November 21, 1989 Regular Board Meeting Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for November 17, 1989 and December 1, 1989. Estimated Payrolls for December 2, 1989 through January 26, 1990 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 Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement Request -- Vice President of Academic Affairs Exhibit VIII-A-2
 - B. RECOMMENDATION: General Obligation Bond Sale (\$3,035,000) Exhibit VIII-B
 - C. RECOMMENDATION: Intergovernmental Agreement for McHenry County Delinquent Tax Program Exhibit VIII-C
 - D. BOARD INFORMATION: Enrollment Planning Guidelines Exhibit VIII-D
 - E. BOARD INFORMATION: Career Cooperative Exhibit VIII-E
- * IX. Other Business - Presentations: Student Marketing Project and Formulator, Inc. - Business and Social Science Division (7:00 p.m.)
- 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 Thursday, December 14, 1989

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, December 14, 1989 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Paul Thompson, President; David Williams, 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Tom Johnson, Dean of Business and Social Sciences; Liz McKay, Dean of Academic Enrichment and Language Studies; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Art Bowers, Dean of Computer Services; Ray Devery, Director of Development and External Affairs; John Lucas, Director of Planning and Research; and Elaine Stoermer, Director of College Relations. Faculty: Phillip Stewart, President, Faculty Senate; and Don Sedik, Professor, Management. Classified/Professional Technical Staff: Jean Hoffman, Chairman, Classified Employee Council; Leon Hussissian, Audiovisual Technician; Thea Keshavarzi, Purchasing Agent; and Joan Young, Publication and Communications Services Manager. Harper students: Lisa Aust, John Fallahee, Dana Herman, Frank Faraci, Frank Kern, Amber Kindberg, Marena Krein, Kris Kubitz, Curt Leon and Brandie Rise. Guests: Pamela Block, Career Cooperative; Anna Dong, George K. Baum & Company; and Philip McKenna, Kane, McKenna & Associates, Inc.

PRESENTATIONS: At the request of Chairman Barton, Dean Johnson stated that representatives from the Business and Social Sciences Division had prepared two presentations for the Board. He introduced Professor Don Sedik, coordinator of the College marketing programs.

Student Marketing Project Professor Sedik noted that he and seven of his students were in attendance at the meeting in order to share a very innovative project recently completed

PRESENTATION:
Student Marketing
Project
(cont.)

by the current advertising class. The work involved an advertising and marketing campaign for Volkswagen of America whose corporate regional offices are located in Lincolnwood, IL. Examples of their work were explained by the students and shared with the Board. Professor Sedik added that approximately 25 students took part in the final presentation at Volkswagen and the company was extremely impressed by the unique and creative ideas used by the students to market their automobiles.

Members Coste and Norwood entered the meeting at 7:11 p.m.

Chairman Barton and the Board stated that the students had done outstanding work, should be proud of their accomplishments, and expressed appreciation for a most interesting presentation. Professor Sedik agreed that the students have performed in an exemplary manner and he is pleased to be a part of this learning experience for the students.

Formulator, Inc.

Dean Johnson called attention to another program involving students in the Business Division. He noted that in April, through the efforts of Director Ray Devery, a company called Formulator Corporation was donated to the College. The firm is run by Harper students and John Fallahee, Vice President, and Dana Hermann, Vice President of Marketing, were in attendance to share some of their experiences of the past eight months.

Ms. Hermann gave a brief history of the company which was founded in 1951. She explained that the corporation was donated to the Young Corporate Achievers, a Harper College business club, and is run by students on a volunteer basis. Samples of the product, which is used by dentists on patients, were shared with the Board. In addition to manufacturing the product on campus, the students are involved in marketing, taking orders, and shipment. She noted that the product, now sold across the United States and Canada, is being expanded to foreign markets and current sales to approximately 1,000 customers are at the highest level since 1987.

Mr. Fallahee called attention to the organization chart. He explained that the corporation board is composed of members from the College staff and the business community. Professor Jedlicka is the liaison between the corporation board and the students.

Both students agreed that their work with Formulator is exciting and challenging. In addition to regular classroom activities, the students gain experience in

PRESENTATION:
Formulator, Inc.
(cont.)

budgeting, marketing, motivation, sales, dealing with customers, complaints, setting and achieving goals. Mr. Fallahee noted that the turnaround of employees, because Harper is a community college, is very high as students continually move on. However, he felt that this was not only a challenge, but a benefit, because new students bring fresh, creative ideas and energy into the business. He hoped that the corporation would continue to exist on the Harper campus. Both Ms. Herman and Mr. Fallahee expressed appreciation for the opportunity to address the Board.

Chairman Barton thanked the students for an interesting presentation and wished them well in their endeavors.

Chairman Barton welcomed Ms. Jean Hoffman, the newly-elected Chairman of the Classified Employee Council.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Orzech read a letter received from Ms. Jana Nemenoff who expressed her concerns regarding the proposed child care facility. A note of appreciation was sent to the Board by Mrs. Doriann Thompson's mother for the flowers sent in memory of her husband.

Member Orzech also read a note received from Mrs. Kathy Clavey thanking the Board for the gift which was sent to her in appreciation for her work over the years in the President's office.

STUDENT TRUSTEE REPORT:

Student Member Ivarson reported that the Harper College speech team placed third of 12 teams in the recent tournament held at Elgin Community College. In addition, she noted that there have been quite a few changes in her first semester as Student Trustee. He expressed hope that the coming semester would include the renovation of the game room and student activities lounge in order to increase student usage of these areas.

CONSENT AGENDA:

Member Orzech moved, Member Miller seconded, approval of the Consent Agenda including the minutes of the November 13, 1989 Special Board meeting and Reorganization meeting and the November 21, 1989 Regular Board meeting, bills payable, payrolls, estimated 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).

CONSENT AGENDA:
(cont.)
Minutes

Member Orzech referred to the Communications section on page one of the minutes of November 21, 1989 and asked that the minutes be corrected to include the missing wording regarding the note of appreciation.

Bills Payable

Educational Fund	\$ 303,376.12
Operations & Maintenance Fund	155,453.49
Oper. & Maint. Fund (Restricted)	146,400.00
Auxiliary Fund	184,163.49
Restricted Purposes Fund	22,224.66
Trust & Agency Fund	908,898.32
Liability, Protection & Settlement Fund	38,788.08
Federal Funds	95,847.37

The payroll of November 17, 1989 in the amount of \$1,087,333.01; the payroll of December 1, 1989 in the amount of \$1,081,097.00; the estimated payrolls of December 2, 1989 through January 26, 1990 in the amount of \$3,285,171.46; estimated utility bills in the amount of \$120,000.00; McGraw-Hill Publishing Co. for books in the amount of \$44,617.43; Reed-Randle Motors, Inc. for a 1990 Ford stake truck in the amount of \$15,181.00; Reed-Randle Motors, Inc. for a 1990 Ford pick-up truck in the amount of \$10,084.00; and Hoskins Chevrolet for a 1990 Chevrolet maintenance van in the amount of \$9,226.50.

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 (with the exception of the Bills Payable on which she abstained), Miller, Norwood and Orzech
Nays: None

Motion carried. Student Member Ivarson voted aye.

BID AWARD:

Member Miller moved, Member Orzech seconded, approval of the bid award as described in Exhibit VII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII Award bid Q8207 to The Fitness Warehouse for \$4,495.00, The Fitness Experience for \$795.00 and to Five Star Fitness, Inc. for \$2,875.50, the low bidders meeting specifications for fitness equipment, for a total award of \$8,165.50.

BID AWARD:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:
Personnel
Actions

Member Howard moved, Member Orzech seconded, approval of the Personnel actions as listed in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Professional/Technical Appointments

Russell Kingsley, Extension Services Specialist,
11/20/89, \$31,000
Baryl Martyniuk, AED Assessment & Registration
Specialist/SLIAG, 12/11/89, \$22,500

Classified, IEA/NEA Appointments

Wayne Gause, Custodian, 11/27/89, \$20,592
Jacqueline Blount, Program Assistant, 12/11/89,
\$19,500
Patricia Carpenter, Applications Clerk, 12/11/89,
\$14,918
Risa Goch, Cashier, 1/03/90, \$15,600

Professional/Technical Reclassification

Patricia Wenthold, Lab Assistant, Developmental Lab,
p/t, 11/01/89, \$15.05/hr

Professional/Technical Leave of Absence

Beverly Hoffman, Admissions Outreach Coordinator,
1/15/90 to 1/14/91

Faculty Terminations

Nancy Prussian, Instructional Disabilities Specialist
12/19/89
Lynn Bryan, Instructor, Dental Hygiene, 12/31/89

Classified, IEA/NEA Terminations

Carolyn Cook, Groundskeeper, 11/17/89
Robert Huffstutler, Program Assistant, 11/17/89
Steffen Pfaff, Custodian, 11/27/89
Linda Klopp, Clerk Typist I, 12/15/89
Jennifer Costello, Transcript Clerk, 12/15/89

NEW BUSINESS:
Personnel
Actions
(cont.)

Other Personnel Notices

Professional/Technical

Marlene Hunt-Brasch, Graphics Supervisor,
Salary Correction: \$26,217

IEA/NEA

Edward Bowman, Maintenance Mechanic,
Deceased: 11/24/89

Member Moats entered the meeting at 8:40 p.m.

President Thompson noted the resignation of Ms. Nancy Prussian who will be leaving the College to take a position as a member of Neil Hartigan's staff. He added that she has been at Harper for 12 years and her services will be missed.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Early
Retirement
Request -
V.P. Academic
Affairs

Member Howard moved, Member Miller seconded, with regret, the approval of the early retirement of Vice President David L. Williams, effective December 1, 1990 in accordance with the Administrative Employment Contract and Article IX of the Faculty Collective Bargaining Agreement according to Exhibit VII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that the Board recognizes the outstanding service that Vice President Williams has given to the College during his tenure of 17 years. She noted that additional tribute will be forthcoming when he completes this final year at Harper. Board members agreed.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:

General
Obligation
Bond Sale

Member Norwood moved, Member Orzech seconded, that the Board accept the bid with the lowest cost and adopt the necessary bond resolution and escrow agreement authorizing Kane, McKenna and Associates and George K. Baum Company to finalize the bond sale closing on or about December 28, 1989; and that the Board of Trustees approve a Treasurer's fidelity bond in the amount of \$3,035,000 from the Continental Insurance Company at a total annual premium of \$2,739 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson introduced Mr. Philip McKenna of Kane, McKenna and Associates and Ms. Anna Dong of George K. Baum Company who served as co-consultants on the bond issue. Mr. McKenna distributed a summary report of the scheduled bond sale. He pointed out that the College has been very fortunate to catch the most favorable bond market in approximately ten years. Earlier today, sealed bids on a competitive basis were received for the purchase of \$3,035,000 bonds. There were eight bids, representing 32 underwriters from Chicago, Wisconsin and the east coast. The lowest bid was 6.05 percent net effective rate and the bonds will be amortized over ten years. For comparison purposes, he noted that the 1986 ten-year College bond issue was sold at 6.65 percent. Mr. McKenna pointed out that the current bond issue showed a great improvement due to market conditions and the strength of the College and the district. Mr. McKenna felt that this was a very solid and aggressive bid and that the timing was an important factor. He added that Harper has a strong AA rating and very few schools or municipalities are rated above AA. Moody's Investors' Service, a nationally recognized firm, has confirmed Harper's strong AA rating and offered significant comments. Moody's is very favorable with respect to the extensive and diverse tax base which the College has for its support. In the past, they had concerns about potential financial difficulties, but it was noted that the district took corrective action to make certain that there was diversity in revenue sources and sufficiency in the fund balances to take the district through any type of difficult times with respect to enrollment. Moody's complimented this action and recognized that this has added to the viability and strength of the district. Mr. McKenna noted that the potential for upgrading of the rating is very possible in the future.

Member Miller asked if ratings from Standard and Poors or Duncan Phelps had been considered. Mr. McKenna replied negatively. He explained that Duncan Phelps is basically a recognized name in the

NEW BUSINESS:
General
Obligation
Bond Sale
(cont.)

corporate, rather than municipal, bond market. In addition, Standard and Poors' speciality is revenue bond issues, not general obligation issues.

In reference to the prospectus, Member Coste noted that the last two bond series are callable. Mr. McKenna explained that optional redemption, at the direction of the issuer of the bonds, is an option if there is a fiscal reason to do so. Bond holders may not object to this action.

Member Moats reiterated his opposition to the sale of the bonds. He felt that the Board did not act in good faith with the community because the proposed projects were not contemplated in 1975 when voters approved the sale of these bonds. He also commented on the lack of agreement on a funding plan for construction.

Member Howard pointed out that there have been discussions over the years by the Board on this issue. She stated that the purpose of the 1975 referendum was for the purchase of a second site and for the construction of additional facilities on the main campus. The current plans are to build additional educational facilities which are needed at this time. The lapse in time is due to the fact that the College did not have sufficient operating funds available to get involved with a building program at an earlier time.

Chairman Barton stated that Member Moats' concerns have been noted. She stated that Harper College has credibility with the residents of District 512 and she believes that the community has confidence that the proposed work will be done in the best interests of the College and the students.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

President Thompson stated that a recommendation on the funding plan for construction will be included on the agenda for the January 25 Board meeting.

Intergovernmental Agreement - McHenry County

Member Miller moved, Member Norwood seconded, the approval of the Intergovernmental Agreement for the McHenry County Delinquent Tax Program as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Intergovernmental
Agreement -
McHenry County
(cont.)

In response to Member Coste, Vice President Manke explained that McHenry County will employ a consultant to assist in the sale of the delinquent properties. A public sale will be held and the consulting company will be used to obtain clear titles and deeds. Consultant expenses will be deducted from the sale proceeds prior to remission of funds to the taxing bodies involved. This is often a time-consuming process and it is hoped that the use of a consultant will enable the sale to be completed in a timely manner in order to return these properties to the tax rolls. Although the majority of the properties are not in the Harper district, it is necessary to have signed agreements from all governmental agencies involved in order to proceed with the plan.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Enrollment
Planning
Guidelines

Chairman Barton stated that the Enrollment Planning Guidelines, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes) were for Board information. President Thompson stated that the guidelines are presented to the Board on an annual basis and he asked Vice President Henry to review the significant document.

Vice President Henry informed the Board that Vice President Williams was one of the original authors of the Enrollment Planning Guidelines. She stated that marketing efforts have been concentrated on recruitment during the past three years, but that retention will be the thrust of the marketing committee beginning in the spring.

Vice President Henry stated that the Quantitative Responses to the College Mission (page 4) were approved by the Board approximately four years ago. The percentages shown in the report are based on past history, and a yearly enrollment assessment report is indicated on page 7. She called attention to the enrollment goals and objectives and the marketing strategies which will be used to achieve these goals. Strategies are assigned to various College individuals and are monitored for progress. Vice President Henry pointed out that many of the strategies involve ongoing projects.

NEW BUSINESS:
Enrollment
Planning
Guidelines
(cont.)

Vice President Henry proceeded to review briefly the qualitative responses to the College Mission, and the qualitative goals and objectives, along with the marketing strategies. She pointed out that these are more difficult to work with and often overlap the quantitative strategies. Member Orzech felt that many of these are related to budget considerations.

Member Howard called attention to Goal III which dealt with the aspect of minorities. She suggested that a concerted effort be made to bring in minority guest lecturers to the College. She added that if it is not possible to hire as many minorities as desired, faculty members could be encouraged to locate minority individuals with expertise in specific areas and invite them to speak to students.

Member Moats inquired about the number of minority instructors employed at Harper. Vice President Williams replied that there are three full-time minority faculty members and a slightly higher number of adjunct faculty. Member Moats questioned what could be done to be a little more aggressive in the hiring of minority faculty. Vice President Williams stated that a concerted effort was undertaken last year in this regard. Employees were asked to provide contacts or information regarding minority educators and letters were sent to these individuals by President Thompson with information regarding available positions at the College. Member Orzech noted that there have been more minority applicants for College positions in recent months. Vice President Williams commented that the percentage of minorities in higher education is less than it was ten years ago and other colleges are also having difficulty in attracting minority candidates. In addition, there was only one minority who received a Ph.d in higher education last year. Member Moats suggested that another measure be employed if present tactics are not working. President Thompson stated that a recent meeting of various administrators and faculty was held to address this issue.

Member Norwood commented that there have been previous discussions regarding the hiring of an individual to recruit minorities. She reiterated her position that she is not against this approach, but is against a title which infers minority recruitment officer. She felt that such a title would foster prejudgments against the individual and would inhibit his or her success.

In summary, Vice President Williams pointed out that public community colleges are very diverse institutions. The Enrollment Planning Guidelines allow the Board and the administration to control the

NEW BUSINESS:
Enrollment
Planning
Guidelines
(cont.)

destiny of Harper in terms of specific objectives. The College prepares individuals for baccalaureate degrees, offers occupational training, continuing education, remedial development and community activities. He pointed out that the document is unique among community colleges and assists the administration in determining the appropriate mix of programs, in addition to the amount of resources which might be put into a particular segment in order to achieve a specified balance.

Chairman Barton thanked Vice Presidents Henry and Williams for their review.

Career
Cooperative

President Thompson stated that he was pleased to introduce Ms. Pamela Block, Manager of the Career Cooperative, which is composed of representatives of high school districts 211, 214, 220 and Harper College.

Ms. Block presented a slide presentation which outlined the accomplishments of the program since it began in 1985. Educators and members of the business community pool their talents and resources to prepare students better for work and to provide employers with the best possible workforce for the future. In addition to the continuing expansion of the program each year, one of the major accomplishments has been the provision of \$750,000 for equipment upgrades in the high school districts. A significant goal is to transition all of the 34 programs offered into a two-plus-two design by 1995 which will link two years of high school vocational courses with two years of community college training and culminate with an appropriate position and salary.

Ms. Block noted that the Cooperative has also associated with the College job placement system. Approximately 1100 high school students registered with the system during the 1988-89 year. As a result of the extensive use of the system, a full-time job developer has been employed to visit high schools on a monthly basis. The growth of the Career Cooperative, linking education, business and industry, and the community in the training of individuals for work in the next century has been exceptional.

Ms. Block expressed appreciation to the Harper College Board for their support of the Cooperative since its inception. She noted that President Thompson, Dean Charles Harrington and Dean William Howard are members of the Board of Control. Director Russ Mills serves on the Advisory Committee.

NEW BUSINESS:

Career Cooperative (cont.) The Board thanked Ms. Block for a most interesting presentation.

PRESIDENT'S REPORT:

President Thompson informed the Board that the mother of John Gelch, Dean of Physical Education, Athletics and Recreation, had passed away recently.

Dean Steve Catlin reported that approximately 7,000 students took advantage of early registration. During the past three days, almost 2,500 students registered by telephone. The goal for spring 1990 semester is 24,000+ students.

President Thompson called attention to events of the past week honoring the 20th anniversary of the Harper College Women's Program. He distributed copies of a recently-passed Senate resolution, offered by Senator Virginia Macdonald, commending the program for excellent service to the community and to the State of Illinois. He added that a very fitting presentation was made to Mrs. Rena Trevor, Coordinator of the Women's Program, at a recent luncheon. The President also distributed copies of a brochure on Project Turning Point, one of the programs which is noted nationwide, and a report on the history of the Women's Program. He extended congratulations to Mrs. Trevor, faculty, staff and the founding members of the program who have contributed to its success. He noted that Member Howard was one of the original Board members and recognized her efforts on behalf of the program.

The President announced that faculty orientation for spring semester will begin on January 10 and classes will commence on January 16.

A computer art show took place in Toronto, Ontario and the works of Harper College students, produced through the Amiga computer network, were displayed at the World of Commodore Computer show recently. This provides wide visibility for the works of Harper students.

The President commended Harper students who raised over \$550 for victims of the recent California earthquake. The American Red Cross has acknowledged the donation and President Thompson thanked those students who participated in this endeavor.

President Thompson stated that most of the Board had participated in focus groups for the Preferred Future program. Over 50 percent of the focus groups have been completed and these have been very successful. From February through August, the data will be reviewed by study groups composed of volunteers from the College and the community. Over 100 individuals

PRESIDENT'S
REPORT:
(cont.)

have agreed to participate in this facet of the program. In January, a meeting will be held with faculty and staff who have been involved with the College since the early years in order to formulate a historical panorama of the institution in conjunction with the Preferred Future program.

Inasmuch as a quality improvement workshop based on the Deming model was cancelled last month, arrangements have been made to bring the workshop facilitator to Harper College in February. President Thompson felt that this would be of significant benefit to members of the Harper administration.

The Food Service department is collecting Toys for Tots for Christmas. Donations will be accepted through December 15 for those who wish to contribute. The President expressed appreciation to the Food Service employees for undertaking this successful activity once again.

President Thompson felt that it would not be necessary to have a Committee of the Whole meeting on January 10. The regular Board meeting will be held on January 25.

OTHER
BUSINESS:
ICCTA Seminar

Chairman Barton reminded Board members of the ICCTA seminar which is scheduled for January 19-20. She noted that Member Howard will be one of the presenters for a program entitled The Role of the Board Chairman.

ACCT Seminar

The ACCT legislative seminar in Washington, DC is scheduled for February 25-27. Chairman Barton stated that these are very interesting and worthwhile meetings and she encouraged Board members to attend if their schedules permit.

Resignation -
Board Member
Michael Miller

Member Miller informed the Board that he had accepted the position of Vice President and Treasurer with Owens-Corning Fiberglass Corporation in Toledo, Ohio. He anticipated that the job would commence in mid-January and felt that it would be appropriate to resign from the Board prior to beginning his new job. The Board and the administration offered congratulations to Member Miller and stated that his services would be greatly missed. Member Miller noted that he has been on the Board for three years and it has been a pleasure to work with Board members, the administration, faculty and staff. He expressed appreciation for the assistance he has received during his tenure and stated that he would submit a formal letter of resignation from the Board to the College.

OTHER BUSINESS:
(cont.)
Board
Retreat

Board members discussed possible dates for the next Board retreat. It was determined that Thursday evening, March 1, and all day Friday, March 2, would be the best dates for Board members to meet.

Faculty
Luncheon
Date

Professor Phil Stewart reminded Board members of the faculty luncheon which will take place on Friday, April 6. He stated that additional information will be forthcoming and asked that Board members note this date on their calendars.

Both Chairman Barton and President Thompson extended best wishes for a most happy holiday season.

ADJOURNMENT:

Member Howard moved, Member Norwood seconded that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:32 p.m.

Chairman

Secretary