

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

November 19, 1992

7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Reorganization
 - A. Election of Board Officers for 1992-93
 - B. Appointment of Committee and Liaison Officers
- IV. Citizen Participation
- V. Communications
- VI. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- VII. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--October 29, 1992 Regular Board meeting and executive session Exhibit VII-A-1
 - 2. Bills Payable, Payroll for October 30. Estimated payrolls for October 31 through January 8, 1993 Exhibit VII-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VII-B-1
 - 2. Committee and Liaison Reports Exhibit VII-B-2
 - 3. Grants and Gifts Status Report Exhibit VII-B-3
- VIII. Approval of Bid Awards/No Award/Purchase Order Exhibit VIII
- IX. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit IX-A-1
 - 2. Adjunct Faculty Compensation Schedule Exhibit IX-A-2
 - B. RECOMMENDATION: Adoption of Tax Levy Resolution Exhibit IX-B
 - C. RECOMMENDATION: Resolution: Abatement of Taxes Exhibit IX-C
 - D. RECOMMENDATION: Resolution: Revisions to College Depository Listing Exhibit IX-D
 - E. INFORMATION: Equal Employment Opportunity Report Exhibit IX-E
- X. Other Business
- XI. President's Report
- XII. 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, November 19,
1992.

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, November 19, 1992 at 7:34 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Barton, Born, Coste, Moats, and Norwood; Student Member Sprake-Jones

Absent: Member Howard

Also present: Paul Thompson, President; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; George Voegel, Acting V.P. Academic Affairs; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Larry Bielawa; Charlene Christin; Thea Keshavarzi; John Lucas; Liz McKay; Patty Roberts; Karen White; Laurie Wren; Joan Young; Renee Zellner - Harper College. Harper Student: Charles January. Dwayne Wong, Daily Herald; Mary Happenburg, Pioneer Press.

President Thompson welcomed Dwayne Wong as the new representative of the Daily Herald. Patty Roberts indicated that Mary Happenburg from Pioneer Press will also be covering the meetings.

REORGANIZATION
Election of Board
Officers

Chairman Norwood began the election of the Board Officers for the 1992-93 term by entertaining nominations for Board Chairman to serve for a term of one year.

Member Coste moved, Member Born seconded, the nomination of Molly Norwood as Board Chairman. There being no further nominations, the motion carried in a unanimous vote.

Chairman Norwood accepted the appointment of Chair of the Board for another year, and thanked her colleagues for their confidence and trust, as well as their hard work and help in accomplishing the goals of the Board.

Member Born moved, Member Bakas seconded, the nomination of Larry Moats as Board Vice Chairman. As there were no further nominations, Mr. Moats was unanimously elected to the position of Vice Chair.

Election of Board
Officers (cont'd)

Member Barton moved, Member Bakas seconded, the nomination of Sarah Born as Board Secretary. There being no further nominations, the motion carried in a unanimous vote.

Meeting Dates and
Times

Chairman Norwood suggested that the December meeting be held on the scheduled date of December 17 at 7:30 p.m., and that discussion for the additional calendar be postponed until that time, when all members are present.

Member Barton requested that the winter meetings be held at earlier times. Chairman Norwood agreed and suggested possible afternoon meetings, but felt that the decisions should be postponed until all Board members were present. It was agreed that the December Board meeting will be held at 6:30 p.m.

Committee and
Liaison Officers

Chairman Norwood requested the positions remain unchanged until the December Board meeting when all members will be present. All of the Ad Hoc committees will remain in place until the current work is completed.

CITIZEN
PARTICIPATION:

Charles January, President of the Harper Student Senate, addressed the Board with a number of student concerns. These included the inadequacy of Friday library hours, which Student Member Sprake-Jones will investigate. Mr. January spoke to Vice President Manke regarding security on campus, especially for women leaving the campus late at night, and lights will be left on later, with the possible addition of security officers more readily available in the late evening hours. Other concerns include the formation of the Gay, Lesbian and Bisexual Students of Harper Club, and problems with the Program Board. There are difficulties with the way in which student funds are being allocated. The previous Student Senate President had addressed the Board with this same concern, and the belief that the Student Senate did not have adequate input in managing their own budget. Mr. January will be exploring these situations, and will make a report to the Board in January or February.

Chairman Norwood thanked Mr. January for the update, and was pleased that he understands the process through which things must go. Mr. January thanked Student Member Sprake-Jones for his assistance in this process.

COMMUNICATIONS:

President Thompson distributed an invitation to the Board Members to attend the Career

Communications
(cont'd)

Cooperative Recognition event the evening of December 1. Those who are attending need to respond by Monday, November 23.

Member Moats received an anonymous communication concerning unruliness in the student registration lines. President Thompson noted that Chairman Norwood had shared that with him, and stated that they would look into the situation.

UNFINISHED
BUSINESS:

There was no unfinished business.

APPROVAL OF
AGENDA

Chairman Norwood noted that there would be an executive session after Other Business for the purpose of discussing personnel and potential purchase or lease of property. There will also be the addition of a purchase order, Exhibit VIII-C, after the No Award.

Member Bakas moved that the revised agenda be approved.

In a voice vote, the motion carried.

STUDENT TRUSTEE
REPORT:

Student Member Sprake-Jones distributed a copy of his report to the Board members. The concerns specified under Student Concerns were: 1) Mismanagement of Program Board funds, which in part explains why the turn-out and participation has been poor. 2) Cancellation of classes without notification to the students. The affected students felt calls should have been made so that they could reschedule their classes. 3) Math and science classes are in short supply and do not offer a great deal of scheduling flexibility. There is normally high enrollment for these classes, and because of the emphasis on math and science to compete in today's economy, students feel this should be a priority on campus.

President Thompson asked if the complaint was more that there aren't enough classes, or that the scheduling is a problem. Student Member Sprake-Jones replied that the lack of scheduling flexibility is the major concern.

4) A specific complaint regarding a Sociology teacher has been raised by the students in that class regarding that individual's poor class time management, teaching technique, and grading. President Thompson asked if the students have talked to the dean of this division. Mr. Sprake-Jones did not know if

Student Trustee
Report (cont'd)

the dean had been contacted, but was confident that this would be done, especially after the latest incidents. 5) Concern regarding the presence of motorized vehicles on the sidewalks and the potential danger they pose, especially during busy times such as class change. 6) Parking shortage, which is even worse with the ongoing construction. President Thompson asked if the complaint concerned a shortage of parking spaces, or the distance students must walk from lots to the buildings. Student Member Sprake-Jones agreed that the complaints were concerned more with the distance and location of lots. 7) Displeasure with cafeteria service, hours of operation, price and cleanliness. 8) Gay, Lesbian and Bisexual Students of Harper Club on campus against student wishes. Many students were upset that Dr. Henry overrode the Student Senate decision and allowed the club to be on campus, especially because they are not complying with the stated guidelines for establishing a club on the Harper campus. The guidelines call for open meetings and that the clubs be open to all students. Specifically, the Gay, Lesbian and Bisexual Students of Harper Club has a confidentiality clause which must be signed to be a member, which is not in line with the established guidelines. 9) Desks in many classes are too small and impractical for the modern classroom environment, especially when dealing with large textbooks and notebook computers. 10) Inadequate access to computer labs and particular software. 11) Complaints about the Bookstore regarding the prices on both new and used books, and insufficient supply of books for scheduled classes. In addition, no notification is given when ordered materials arrive. 12) Student Activity office hours. The office has been locked during normal office hours on numerous occasions. 13) Public Safety's inability to use force if necessary. The Public Safety staff have no firearms or weapons of any type, and there is concern about their ability to be of help if there were a situation on campus requiring force.

Under Senate Issues, many of the same issues have been raised such as the Gay, Lesbian and Bisexual Students of Harper Club, the Public Safety issue, more control of the student activity fund, parking shortage, Program Board, and math and science classes. Additional issues included: 1) The lack of a student grievance board on campus, which is contrary to the student handbook. 2) The

Student Trustee
Report (cont'd)

Student Senate is in favor of implementing an incentive system for the faculty to promote those teachers who excel. The Senate would like the Board to keep in mind that they would like to see money put aside as incentive for the top 20 percent of the teachers from each division. 3) The Student Senate will not support separatist groups on campus, which includes clubs based on race, ethnic, religion, and other divisions, as they feel it is contrary to the goal of integrating the campus. 4) The Senate would like the part-time lawyer to be moved to another location on campus, as it impedes Senate function.

On the parking issue, Student Member Sprake-Jones expressed the desire by the students for open parking, and stated his position that the student is the customer, and there was no reason that the faculty should get better treatment than the students since the students are paying to attend this institution.

Member Coste asked if the Harper Security staff were deputized by the Palatine police. Mr. Manke responded that they can perform the functions of a policeman, but that they have not been allowed to carry firearms or billy-clubs because of the perception that would bring. They are all in contact by shoulder radio with the security dispatcher and, if needed, the Palatine police. The policy is to immediately call for backup when necessary. In answer to Member Coste's question, Mr. Manke stated that the Security staff could be armed if it was the wish of the College to do so.

Member Bakas agreed with Student Member Sprake-Jones that the concerns and issues are genuine to the students, and asked him if members of the administration are invited to the Student Senate meetings to discuss these concerns. Student Member Sprake-Jones replied that the Student Senate usually meets with Dr. Henry at meetings and at the Listening Post, and President Thompson has displayed an interest in attending the meetings. Member Bakas felt it would be helpful if the administrators spent time with the Senate to answer questions and explain positions. Student Member Sprake-Jones noted that most of these issues have been brought to Dr. Henry's attention without adequate resolution. Member Bakas advised that representatives from other areas besides Student Affairs be involved.

Student Trustee
Report (cont'd)

Member Barton suggested that Student Member Sprake-Jones could keep the Board apprised of ongoing student activities on campus.

CONSENT AGENDA

Member Moats moved, Member Bakas seconded, approval of the Consent Agenda, including the minutes of the October 29, 1992 Regular Board meeting and executive session; bills payable; payroll for October 30, and estimated payrolls for October 31, 1992 through January 8, 1993; items for information, Financial Statements, Committee and Liaison reports, and Grants and Gifts Status report, as described in Exhibits VII-A-1 and VI-A-2, and Exhibits VII-B-1 through B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable

Education Fund	\$	1,057,814.81
Operations & Maintenance Fund		354,412.69
Operations & Maintenance Fund (Restricted)		12,600.00
Auxiliary Fund		292,277.99
Restricted Purposes Fund		122,607.36
Building Bond Proceeds Fund		282,401.70
Trust & Agency Fund		1,206,793.14
Audit Fund		24,080.00
Liability, Protection & Settlement Fund		92,768.40
Federal Funds		65,824.07

Payroll

The payroll of October 30, 1992 in the amount of \$1,333,690.77; estimated payroll of October 31, 1992 through January 8, 1993 in the amount of \$6,727,778.95; estimated utility bills in the amount of \$120,000.00; payment to R.J. Galla for Workmen's Compensation Insurance in the amount of \$30,333.00; payment to West Publishing for books in the amount of \$143.50; payment to NASCORP for materials in the amount of \$1,717.71; and payment to Prentice Hall for books in the amount of \$10,916.64.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
Moats, and Norwood
Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Member Coste asked if the bill received from the MSD is only for the last half of 1992. Mr. Manke stated that that was not correct. Member Coste noted that the detail starts with June. Mr. Manke explained that this includes

Payroll (cont'd)

the work that Mr. Redmond's office has done in terms of dealing with some of the motions that occurred after the jury trial, as well as work in dealing with the MSD's appeal to declare the judgement null and void. The court has denied a motion to pay for the College's legal fees, and will Mr. Redmond will go before the bench next week to get a decision on whether or not the College will be entitled to interest in our award. There is no Illinois statute or precedent to deal with this, but there is federal law. Member Coste asked if the bill was from our law firm or another of their professional assistants. Mr. Manke answered that Mr. Redmond is the individual our law firm asked to use to prepare the case. He added that there will be an additional bill from Mr. Slutsky, but it will not be of this size. Member Coste asked if the Board could get a report regarding the status of the case. Member Bakas asked if the Board could be informed as to how much has been invested in this process. Member Moats asked if there has been any cost benefit analysis on this such as potential gain, lost interest, etc. Mr. Manke stated that the motion requested \$1.2 million in interest. There has been no such analysis, and Member Moats noted that the objective is not to spend more money than we receive.

BID AWARDS:

Member Bakas moved, Member Born seconded, approval of the bid awards in Exhibit VIII-A1 through VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bid Awards
(cont'd)

- Ex. VIII-A1 Award bid Q8515 to D & B Products, Inc., the low bidder for supplying paper towels and dispensers, in the amount of \$14,540.00 per year.
- Ex. VIII-A2 Award bid Q8513 to TR Visuals in the amount of \$4,896.00, United Visual, Inc. in the amount of \$6,112.00, Swiderski Electronics, Inc. in the amount of \$8,646.00, and to Columbia Audio/Video in the amount of \$24,714.44, the low bidders meeting specifications for audio visual equipment, for a total award of \$44,368.44.
- Ex. VIII-A3 Award bid Q8510 to Des Plaines Publishing Co., the low bidder meeting specifications for

Bid Awards
(cont'd)

printing of the Spring 1993
Second Eight Weeks Course
Schedule, in the amount of
\$17,323.00.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

NO AWARDS

Member Moats moved, Member Bakas seconded,
the approval of no award of bid requests as
outlined in Exhibit VIII-B (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Ex. VIII-B1 Approve a no award of bid
request Q8512 for TV studio
equipment.

Ex. VIII-B2 Approve a no award of bid
request Q8514 for a CNC Turning
Center.

Member Moats asked what the budget was for
VIII-B2. That answer could not be obtained at
this time from those present. Member Moats
asked for explanation of the CNC Turning
Center. Member Sprake-Jones replied that it
is a Computer Numerical Control.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

PURCHASE ORDER

President Thompson explained that the addi-
tion of Exhibit VIII-C1 was necessary because
Commonwealth Edison would not install the
electrical transformer to service the Print
Shop until payment was available.

Member Born moved, Member Bakas seconded,
approval of purchase order to Commonwealth
Edison Co. for the installation of a new
electrical transformer to service Building S,
the Print Shop, in the amount of \$11,832.66,
as outlined in Exhibit VIII-C1 (attached to

Purchase Order
(cont'd)

the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked if this is being installed at the location of the new Print Shop. Mr. Manke explained that the transformer will be located near Building A, and will not have to be moved.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

NEW BUSINESS
Personnel Actions

Member Bakas moved, Member Barton seconded, the approval of the personnel actions as listed in Exhibit IX-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste, Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Administrative Appointment

Jerry C. Gotham, Dean of Physical Education, Athletics & Recreation, 01/04/93, \$60,000

Supervisory/Confidential Appointments

Julianne Seely, Training & Development Specialist, 11/23/92, \$35,000

Classified Appointments

Lorraine Oates, Clerk Typist II, p/t, 10/26/92, \$12,350

Sahar Mikhail, Program Assistant, 11/02/92, \$21,774

Joanne Davis, Program Assistant, p/t, 11/23/92, \$16,059

Faculty Leave of Absences

Kathryn Powell, Instructor, Academic Enrichment & Language Studies, 01/13/93 to 08/17/93, Maternity

Personnel Actions
(cont'd)

Classified Leave of Absences

Janice Hicks, Administrative Assistant,
Physical Education, Athletics &
Recreation, 12/01/92 to 11/30/93,
Personal

Member Moats requested information as to the duties of the Training and Development Specialist. President Thompson explained that this person will be working with all of the staff in terms of personnel professional training and staff development. This individual will be reporting to Larry Bielawa.

President Thompson stated that there is an individual recommended for the position of Dean of Physical Education, Athletics and Recreation. He noted that Renee Zellner has served well in the position as Interim Dean. Member Barton asked the size of the school that Dr. Gotham came from. Although the exact figure was not available, it was estimated that the school has approximately 6,000 resident students.

Adjunct Faculty
Compensation
Schedule for 1993

Member Coste moved, Member Bakas seconded, adoption of the salary schedule for adjunct faculty as outlined in Exhibit IX-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
and Norwood

Nays: None

Motion carried. Member Moats abstained, as there may be a part-time faculty member involved who leases space from him. Student Member Sprake-Jones voted aye.

Adoption of Tax
Levy Resolution

Member Bakas moved, Member Barton seconded, adoption of the Levy Resolution for 1992 as outlined in Exhibit IX-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he had previously asked the administration to review the rationale for increasing the taxes, as the Board had an agreement last year that this would not be done. This was in anticipation of a property tax freeze, which did not materialize. In view of the fact that the increase is inconsistent with the agreement not to raise taxes, Member Moats felt a review of the rationale is still in order. President Thompson agreed that it is an increase from

Tax Levy
Resolution
(cont'd)

what that agreement was. Member Born noted that although the tax cap has not materialized, there is still some concern that Cook County will see a veto, and that the College will still be affected. She stated that she shares Member Moats' concerns, but also is concerned that the College will be in financial difficulty if the cap eventually goes through. Member Barton noted that there is much pressure to put a cap on Cook County. President Thompson felt that the present rationale deals with the progressive reduction in state reimbursement received since 1990, and the obligation of the College to make up that difference with tuition and local taxes. That differential has grown to approximately \$1.5 million in terms of the money that Harper has lost due to reductions. Member Bakas stated that this rationale should be reflected in the minutes. President Thompson was referring to a memo that had been previously distributed to the Board Members.

Member Coste asked if all of the Board members had recently read the motion that was passed last November, and expressed his strong feeling that there should not even be any discussion regarding raising taxes in view of the language of that agreement. Member Barton agreed that it was the intent a year ago not to raise the tax levy. Member Coste stated that it was a commitment, not an intent. Member Barton continued that it was her concern at that time that financially the College may not be able to adhere to that commitment because of the financial state of the State of Illinois and how that affects Harper. Member Barton felt that these decisions were made in the best interest of the College, and that the Board was not attempting to take advantage of the taxpayers, but that the financial situation has changed for the worse. Member Barton expressed her hope that the residents of this district will trust the Board and rely on them to do the best for the school.

Member Coste stated that the reassessment is now a reality and will be going on the 1992 taxes. In addition, he agreed that there may be financially difficult times in the future, but could not agree with continuing the building program as planned with the accompanying reduction in our assets. Member Barton noted that the capacity of the school cannot handle the number of students enrolled, and that the building must be done in order to

Tax Levy
Resolution
(cont'd)

offer the room and the programs that the students require. Although there was some disagreement as to the exact increase in enrollment, Member Coste noted that the important issue is financial responsibility.

Chairman Norwood asked President Thompson to address these two issues. President Thompson replied that there is the need to expend money for building facilities because of growth, and that plan has been brought to the Board. There has also been discussion regarding the resources to pay for that building. The Board has also recognized that as the projects are paid for, the fund balances are going to decrease. President Thompson stated that it is the Board's job to understand that both of these things are going to happen, and that the building will be done in accordance with the present plan that has been set forth. However, the College is not going to curtail its ability to levy funds from the local property tax base, and it was not President Thompson's opinion that this was part of the plan. Member Barton added that the types of classes being offered now are very different and require additional space, which is a large part of the building plan. President Thompson noted that the Board did very well in keeping the levy increases under 5 percent, and felt that the Board can do that and manage to be fiscally responsible. Outside of the debt obligation, this levy is 3.6 percent, and President Thompson felt that this was very reasonable.

Member Moats noted that he has been somewhat skeptical of some of the actions that have been taken in the last year, but that the state decrease in reimbursement has become a reality. Member Coste agreed, but stated that with this in mind, it does not make sense to expend all of the assets on the building program. Member Moats replied that possibly the Board should take a closer look at some of the future projects. Member Barton noted that the Board has not used all of the assets, because they were put aside for these projects. Member Moats continued that it is also a reality that the interest on the College's investments have been cut in half, and that when this commitment not to raise taxes was made, the present low interest rates could not have been foreseen. In addition, the economic environment continues to be difficult for many colleges, and Harper is fortunate to have a financial cushion. Member

Tax Levy
Resolution
(cont'd)

Moats noted that there was not a budget surplus this year, and that has broken a long-term trend. When all of these factors are combined, Member Moats felt that a 4 percent increase was reasonable.

Member Coste distributed a copy of an analysis which he prepared which shows additional revenue losses and additional expenditures to be realized in the annual budgets which are directly attributable to the building program as presently envisioned.

Chairman Norwood noted that she has reviewed this, and felt that there are valid and legitimate concerns. However, Chairman Norwood felt that Member Moats' statements were a strong indicator of support for continuing with the plans as presently outlined, and gave her support to the recommendation as written.

Member Moats asserted that as we continue the budgeting process, the Board must take a hard look at the financial environment and possibly make some hard decisions. He added that Member Coste's points regarding the way the Board spends money are justified. President Thompson and Chairman Norwood agreed with this statement. President Thompson noted that he would like to outline a response to Member Coste's concerns to show how he envisions the Board working fiscally through those issues in the future.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Moats,
and Norwood.
Nays: Member Coste

Motion carried. Student Member Sprake-Jones voted aye.

Chairman Norwood requested that the information distributed by Member Coste be included in the Minutes (attached).

Abatement of Taxes

Member Born moved, Member Bakas seconded, that the Board approve the resolution abating the tax levied for 1992 to pay the debt service on the \$1,700,000 General Obligation Bonds, and the transfer of \$216,645.00 from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund be authorized, as outlined in Exhibit IX-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Abatement of Taxes Upon roll call, the vote was as follows:
(cont'd)

Ayes: Members Bakas, Barton, Born, Moats,
and Norwood
Nays: Coste

Motion carried. Student Member Sprake-Jones voted aye.

Revisions to
College Depository
Listing

Member Bakas moved, Member Born seconded, that the Board approve the listing of College depositories and financial investment service companies and investment advisors as outlined in Exhibit IX-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked for an explanation of the process involved in approving a request to be added to the list of depositories. Mr. Manke explained that their financial statements and list of capital assets are obtained. If the criteria are met, the information is then presented to the Board for approval. Those on the list are then called for quotations when the College has investments to make.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
and Norwood
Nays: None
Abstained: Member Moats

Motion carried. Member Moats abstained because he is a Director and investor at one of the banks listed, the Royal American Bank. Student Member Sprake-Jones voted aye.

INFORMATION
Equal Employment
Opportunity Report

President Thompson suggested that the Board members all review this information to familiarize themselves with the College's status in terms of minority employment. Member Born expressed her surprise at the lack of Asians considering the large population of Asians in this area. Chairman Norwood added that she continues to be amazed at the lack of African Americans, especially in faculty and administration.

OTHER BUSINESS

Member Born reported that Harper had two guests from the British Isles with whom she had the pleasure of having lunch. While on vacation in England, Member Moats had been invited by the Principal and Governors that he had met at a Community College Trustee Association meeting to visit the equivalent

Other Business
(cont'd)

of a community college. The Principal (President) of that college expressed interest in sending some of his Trustees (Governors) to Harper and some of the other community colleges in the Chicago Metropolitan area. In England, the state has mandated a comprehensive review of the way in which institutions of higher education operate in the United Kingdom in an effort to provide a higher quality of education. Member Barton noted that the English refer to anything beyond the tenth grade as further education, with a twice yearly national examination in particular occupations which are geared toward the economy of the country.

PRESIDENT'S REPORT

President Thompson reported that the Fifth Annual International Conference on Technology and Collegiate Mathematics was held recently in the Chicago area. William Rainey Harper College co-chaired that event along with Northern Illinois University and Addison-Wesley Publishing Company. The Harper math faculty were instrumental in the success of the conference both as participants and presenters. George Dorner gave the welcoming remarks at the conference, and the association recognized Harper College at the conclusion of the meeting with a beautiful crystal award. President Thompson expressed his appreciation to all those who participated, which also included Vice President Dave McShane and members of his staff.

President Thompson called attention to the availability of Touch-Tone Registration to students who have previously been enrolled at Harper. Because this is a pilot system, and although there is no guarantee that there might not be occasional problems, it is hoped that this new system operates smoothly. Member Barton asked if this goes through the normal Harper phone number. President Thompson explained that there are 16 new switch numbers that come in through one line, and this will not tie up the regular lines.

Harper has been trying to encourage its students to look for opportunities to volunteer, as learning itself is enhanced when students participate in the community. Sue McGinty has been helping in this regard, and the football team, under the direction of Coach Eliasik, has been visiting schools with the players and helping kids in school identify positively with young adults.

President's Report
(cont'd)

President Thompson called attention to the 1992-93 Program Budget, and noted that the Board should keep this for reference as the year progresses.

President Thompson also commented on the British visitors, who were a part of a much larger contingent of trustees who visited. They are learning from our system as they restructure theirs, and President Thompson felt this was an interesting exchange.

Dr. Ed Dolan will be coming to Harper during the week of December 14. President Thompson expressed his hope that the Board members have an opportunity to meet Dr. Dolan at that time. His contract date has been moved up so that he will begin on January 4.

Bob Lahti presented President Thompson with a book entitled "Texas Images of Wildness" to add to Harper's collection. He indicated how much he appreciated being with Harper's faculty and administration during the Silver Anniversary Ball, and wanted to share that gift. Clips from the newspaper and pictures that were taken are being sent to both him and Jim McGrath.

The Chicago Tribune had an article on November 8 on technology in the workplace, with some significant information relating to the technology, where it's going, and some of the things that we need to be cognizant of.

This week is American Education Week, and President Thompson was invited to visit Eisenhower Junior High School. As part of their way to celebrate this week, they were inviting people from the community. President Thompson spoke with the students regarding lifelong learning, which is one of the missions of their school. President Thompson expressed his pleasure that the students were being encouraged to think of learning from this perspective, and invited them to join the students at Harper to continue that goal. Their principal, Jim Muir, has worked with Harper in establishing the PEAK Program.

The Community College Accountability Day was recognized with a workshop held in Chicago. There was a listing, "Community Colleges Meet the Challenge of Priority, Quality and Productivity", and President Thompson distributed copies. A presenter at that conference, Jim Hutchins, shared his view of

President's Report
(cont'd)

institutional effectiveness, and gave those present some excellent ideas regarding the measurement of our effectiveness and setting guidelines. President Thompson also distributed information from this presentation.

Member Moats complimented the administration on holding a "Kids' Night" at Harper. He felt it was tremendous public relations, a great utilization of the facility, and an opportunity for young people to have an awareness of Harper that they would not otherwise have. Chairman Norwood asked if the Board could get some feedback on this event at a later date. Member Coste noted that four or five months ago, there was a meeting on enrollment. He stated that there seems to be some confusion regarding the number of students attending classes at the different locations, and again requested a presentation to clarify this. President Thompson responded that a presentation will be given at the January meeting.

EXECUTIVE SESSION

Member Bakas moved, Student Member Sprake-Jones seconded, that the Board adjourn into executive session for the purpose of discussing personnel and site lease or acquisition. Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,
Moats, and Norwood.
Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

The Board adjourned into executive session at 9:35 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. By a voice vote the motion carried, and the Board reconvened into regular session at 10:04 p.m.

ADJOURNMENT

Member Barton moved, Member Bakas seconded, that the meeting be adjourned. In a voice vote the motion carried, and the meeting adjourned at 10:05 p.m.

Chairman

Secretary

ADDITIONAL REVENUE LOSSES AND ADDITIONAL EXPENDITURES TO BE REALIZED IN THE ANNUAL BUDGETS WHICH ARE DIRECTLY ATTRIBUTABLE TO BUILDING PROGRAM AS PRESENTLY ENVISAGED

ANNUAL BUDGET

REVENUE LOSSES

- A. Loss of Annual Investment income having expended the following assets:
 - 1. Proceeds from the sale of the second site - Arlington Heights Property.
 - 2. 2.6 Million of operations and maintenance surplus fund reserved for building program.
- B. Book store profits previously used as revenue to support annual budgets

ADDITIONAL EXPENDITURES

- A. Annual payment to pay off ALTRNT. Bonds principal and interest - Book store.
- B. Annual payment - principal and interest - to pay off 3 million dollars in construction bonds issued Dec., 1990 to support building program.
- C. Additional 3.5 million in life safety bonds principal and interest - issued/to be issued to support building program.
- D. Additional expense to be incurred as additional/new buildings are constructed.
 - 1. Utilities, heat, lights, water, air conditioning.
 - 2. P u r c h a s e s of furniture, furnishings, and equipment.
 - 3. Maintenance/Custodial supplies, and equipment.
 - 4. Salaries and benefits for additional custodial/maintenance personnel.
- E. Purchase and renovation of the Northeast Center site

The above represents the impact the presently envisaged building program will have on future annual budgets and will be in addition to any and all bugetary considerations (Revenues and Expenditures) on-going, routine, planned, unplanned or emergency.

SENARIO THREE
PHASE I

PROJECT	AVLBL LOCAL FUNDING	LIFE SAFETY FUNDING	ALTRNT BOND FUNDING	FOUNDATION FUNDING	TOTAL	DATE FUNDING MUST BE AVAIL
LIBERAL ARTS CLASSROOM	6,751,965				6,751,965	JAN. 1991
REMODEL F BLDG.	500,000	1,875,934			2,375,934	FEB. 1993
NEW PRINT SHOP	798,113				798,113	JAN. 1992
BOOKSTORE			1,593,794		1,593,794	MARCH 1992
REMODEL A BLDG.		570,014		500,000	1,070,014	FEB. 1993
** 3 DIMENSIONAL ART CLASSROOMS	1,085,000				1,085,000	JAN. 1992
	9,135,078	2,445,948	1,593,794	500,000	13,674,820	

PHASE II

REMODEL C,E,H,U,V	400,000	1,067,373			1,467,373	MARCH 1994
** NEW PERFORMING ARTS CT	2,710,234			500,000	3,210,234	MARCH 1994
PHASE II TOTAL	3,110,234	1,067,373	0	500,000	4,677,607	
PHASE I & II TOTAL	12,245,312	3,513,321	1,593,794	1,000,000	18,352,427	

COST SUMMARY

1991 BASE COST	17,078,725					7,000,000
INFLATION ALLOCATION	1,273,702					3,000,000
	18,352,427					2,600,000
						12,600,000

LOCAL FUNDING SOURCES AVAILABLE

* 2ND SITE PROCEEDS AND INTEREST						7,000,000
* BOND SALE PROCEEDS						3,000,000
* OPERATING AND MAIN. FUND						2,600,000
						12,600,000

* The statutory limit for a Life Safety Bond issue is \$1,500,000.
** Revised per Board approval Dec. 19, 1991.

Revised 5/13/92