

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Board Meeting

Agenda

July 22, 1993

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
  - A. Senior Citizen Tuition
  - B. Approval of Agenda
  - C. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--June 1 Special meeting; June 9 Special Board meeting and executive session; June 16 Special Board meeting; and June 24 Regular Board meeting and executive session Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for June 25 and July 9. Estimated payrolls for July 10 through September 3. 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 Awards/No Award Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Renewal of Treasurer's Surety Bond Exhibit VIII-B
  - C. RECOMMENDATION: Student Activities Budget Exhibit VIII-C
  - D. RECOMMENDATION: Affiliation Agreements
    - 1. EHS Home Health Care Services, Inc. Exhibit VIII-D-1
    - 2. Caregivers Home Health of Barrington Exhibit VIII-D-2
  - E. RECOMMENDATION: 1993-94 Resource Allocation and Management Plan (RAMP) Exhibit VIII-E
  - F. RECOMMENDATION: Resolution: 1993 Life Safety Projects Exhibit VIII-F
- IX. Other Business
- 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, July 22, 1993.

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, July 22, 1993 at 7:06 p.m. in the Faculty Lounge of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Gillette, Howard, Moats and Norwood

Absent: Student Member Norris

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. of Information Systems; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Vic Berner; Larry Bielawa; Jim Blasky; Bruce Bohrer; Pat Burke; Steve Catlin; Harley Chapman; Stephan Dudek; Robert Getz; Jerry Gotham; Thea Keshavarzi; Russ Mills; Rosemary Murray; Jeanne Pankanin; Elena Pokot; Glenn Reich; Patty Roberts; Pat Wenthold; Laurie Wren; Karen White; and Joan Young - Harper College. Cheryl Brandt - Harper Student Senate. Mary Azuri - Harper Students. Julie Hennig - ProTech. Mary Haffenberg - Pioneer Press; Ron Hesselbard - Daily Herald. Guests: Betty Wilson; Charles Wilson; Ken Jahnke; Loretta Diehl; Ed Kraft; Lucille Kraft; Michael Collins; Gea Collins - Harper Senior Citizen Students. Dominic Demonica and Alan Bombick - Legat Architects.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Letters from Mr. and Mrs. Michael Collins and the Guams had previously been distributed to the Board members. Member Born noted that a book detailing the objectives of the Illinois Community College Board will be circulated among the Board members.

UNFINISHED BUSINESS

President Thompson stated that the Senior Citizen Tuition issue has been addressed and that the policy statement was adopted by the Board at the previous meeting. The policy was

Unfinished  
Business (cont'd)

developed in conjunction with an advisory panel of senior citizens. President Thompson felt that some of the available options have been somewhat misunderstood, and it was his hope that these issues were clarified during a recent meeting with some of the senior citizen students. There are state statutes that control what is done in terms of providing for the senior citizens and the tuition that is being paid, but the continuing education courses offered are not necessarily under the same state statute. However, it is the Board's policy that any financial need that can be established in accordance with the state statutes for credit programs also be provided for senior citizens taking continuing education or non-credit courses.

Dr. Ed Dolan, Vice President for Academic Affairs, addressed the meeting. Dr. Dolan met with the senior citizens last week and reported on the outcomes and discussions that came out of that meeting. Dr. Dolan expressed his pleasure with the format of the meeting and the exchange of ideas and thoughts. There was diversity expressed as to the policy and fee structure. The College has a strong commitment to its senior citizens, and over 3,200 students last year were in that group. It is hoped that Harper can not only continue these courses but expand on them. The development of the policy itself was discussed at the meeting. Cost recovery information and its part in the determination of fees was shared with the seniors as well. Concerns raised by the seniors included the ability to pay for on-going courses, accessibility in terms of the number of sections available, and scheduling problems.

Subsequent to the meeting, additional research was undertaken. Other colleges were surveyed as well as a number of park and school districts to determine policies and tuition rates for the same type of course. There was also research done into extending the financial assistance act, Public Act 83-850, which would allow for 100 percent reduction in fees for seniors over 65 if they met the income threshold of \$14,000 per household. That law currently applies only to credit courses. A survey will be given to Aquacise students during the fall semester to determine the best times to offer the course. It has been determined that a note from their doctor will not allow the seniors to apply for Medicaid or medical insurance reimbursement for the

Unfinished  
Business (cont'd)

course, but that the cost of the course could be deducted from their income tax with a prescription from their doctor.

Based upon the meeting and the subsequent research, the following actions have been taken by the College: 1) The number of sections dedicated to senior citizens has been increased from 2 to 6. This will result in a decrease in the fee from \$36 to \$25. 2) Those seniors over 65 who meet the income threshold will be given 100 percent waivers. 3) The survey regarding the best times to offer the Aquacise courses for seniors is being designed. 4) Dr. Dolan has written a letter to the seniors present at the meeting to thank them for their participation, and to reaffirm the College's commitment to senior programming. 5) Dr. Dolan has recommended to President Thompson that the policy and fee structure remain as it was adopted by the Board. Providing a further discount for the seniors in the Aquacise program would create an exception for one group and not the approximately 2,000 other seniors who are taking continuing education classes. Dr. Dolan expressed his desire to continue to expand the programs for seniors, but noted that the College can only do that with a cost recovery basis. It was his feeling that it is fair to recover the cost of direct instruction and not include in that the indirect costs such as electricity, heating the pool, registration, etc. All of these non-credit courses receive no state reimbursement.

Finally, based on the survey of the surrounding school districts, colleges and park districts, Dr. Dolan felt that Harper offers the most accessible and comprehensive senior citizen program, and in many cases is the most reasonably priced.

Mr. Michael Collins addressed the Board with a rebuttal of some of the information put forward by Dr. Dolan, specifically the prices charged for similar courses by other colleges. He noted that the College of DuPage charges \$3.25 for the same type of course, with College of Lake County charging \$20. Mr. Collins added that the senior citizens advisory council was not truly representative of the majority of those who go to Aquacise, and that the purpose of the meeting was to rationalize decisions that had already been made and to fine-tune some of the mechanical procedures. Many seniors are signing up, but

Unfinished  
Business (cont'd)

are holding their options open. The fees that will be charged are \$25 for an 8-week session, \$50 for the full semester. Many of the seniors go with their spouses, so this doubles their cost. The parking fee is added to this as well as the student activity fee.

Mr. Collins stated that this increase in fees will generate an additional \$11-12,000 per semester, and suggested that there are many areas where Harper College can save, such as travel and meeting expenses. He asked that the Board reconsider their action so as to spare these senior citizens any further financial hardship. He added, in response to Dr. Dolan's statement that the Aquacise program should not be singled out for preferential treatment, that this is the only program that requires a pool and therefore limits the alternatives available to the senior citizen students.

Chairman Norwood asked for clarification of some of Mr. Collins' statements. President Thompson stated that at the College of Lake County and College of DuPage, the programs that Mr. Collins referred to were held at off-campus sites. Mr. Collins responded that if a similar course were offered off-campus, the seniors would be happy to attend. He added that the park district courses were much better priced because of the availability and number of times one could attend the pool.

Mrs. Lucille Kraft stated that she would like to make the Board aware that the instructors are anywhere from 15 to 20 minutes late for the classes. It was her contention that if they are paying for the course, they should not be short-changed. Chairman Norwood noted that the administration will look into the situation. Dorothy Schaumburg also addressed the Board, and refuted Mrs. Kraft's statement that the teacher is always late. She stated that Renee Zellner is occasionally late because of the class she teaches which immediately precedes the Aquacise class. However, the students receive the full 50 minutes, and she has helped the seniors tremendously with their medical problems. Mrs. Schaumburg expressed her appreciation for the tuition waivers she has received thus far. She realized that the costs have increased for the College, and that the College wishes to continue to expand, and felt that most seniors do not object to paying something for the course. She noted, however, that the cost

Unfinished  
Business (cont'd)

recovery information is based on 30 students per class, and her research and observations have shown that there are closer to 40 students per class. If the price were based on this figure, the cost could be brought down to \$20 and would thus make the class more affordable. She stated that the addition of the activity and parking fees are an additional burden. Mrs. Kraft also suggested that the College look into the idea of coupon books for the Aquacise courses so that those who can't always attend, usually because of their health, won't miss out on classes they have already paid for.

Chairman Norwood asked what the expected enrollment is per class now that additional classes have been added. It was estimated that there will still be approximately 30 per class.

There was discussion regarding the difference in reimbursement and costs for credit and non-credit Aquacise classes.

Comments were made by a senior citizen regarding the enforcement of parking sticker requirements in that many of the cars in the lots do not have stickers.

In response to a question regarding the prepayment of fees for the class, Chairman Norwood stated that unless the policy is overturned or revised by the Board, the fees will remain at the present level. If there is a reduction in the fees, there will be a refund issued to those students.

Chairman Norwood thanked all of the people involved for their comments, suggestions and advice. She reiterated that the Board is sensitive to and concerned about the issues that have been brought forward. Member Moats added that he appreciates all of the information that has been given to the Board by the senior citizens, and that this has been a very beneficial learning process for him in terms of the senior program. He questioned the actual tuition increase for the Aquacise program, which Dr. Dolan estimated to be approximately \$12-13,000 for all sections. The estimated revenue increase will be approximately \$36,000 at a tuition of \$25. Member Moats asked what the cost to the College would be if the tuition were rolled back for all of the senior citizen courses. Dr. Dolan stated that this would amount to

Unfinished  
Business (cont'd)

approximately \$200,000. Because of the current financial picture, it is the policy of the College to recover not only direct costs, but to start to recover or contribute to some of the indirect costs as well. This is the basis for the difference in prices for various courses. The senior exception, the \$25 fee, is based on the direct cost only.

Member Howard stated that since continuing education courses are not funded by the state and are taken across the College, the intent is to have them covered for both direct and indirect costs. In this particular instance, the senior classes are getting a benefit. Member Gillette felt that in terms of a win-win situation for the senior citizens and the College, the seniors have won both the addition of extra classes and a formal policy to make the financial hardship policy apply to non-credit courses. He asked that the information provided by the administration to the Board be brought up to date because those figures are based on students going to Aquacise twice a week, whereas most of those going for medical reasons attend much more often. He questioned if there could be some creative attempts to help those in medical need and those who are attending as a couple.

Chairman Norwood noted that because the park districts offer similar courses, the seniors could supplement the Harper courses at another location.

Member Moats inquired as to the availability of the pool for open swimming. The pool is open for an hour and a half every day, Monday through Friday, free of charge. During the summer it is open on Tuesday and Thursday, until August 2. The utilization is reported to be rather low, and there is room available for people to do Aquacise on their own at these times.

Member Coste asked if there could be further investigation into the possibility of a family rate. Member Gillette added that this could also include the use of coupons or vouchers for those with significant medical problems. Dr. Dolan questioned the fairness of limiting this to only Aquacise students rather than offering it to the other 90 percent of seniors taking courses. Member Moats stated that whatever standard is used, it should be consistent, which will amount to significant revenue loss for the College.

Unfinished  
Business (cont'd)

For clarification of the present policy, President Thompson stated that he had accepted Dr. Dolan's recommendation that the policy not be changed at this time. However, he did accept the challenge to look at the various options that have been suggested. Those who participate in the program will be notified and will receive a rebate if any changes are made.

Barbara Holloway, a senior citizen, stated that it was her opinion that many senior citizen students who go to Harper for courses other than Aquacise will feel that they should also be given a discount or be allowed to miss classes for medical reasons. Mrs. Holloway noted that she was on the committee that met with Dr. Dolan, and stated that the committee felt that it was unfair of the seniors not to realize that a compromise had to be made that would be fair to the young and old students alike. It was her feeling that the minimum financial limit of \$14,000 should be raised so that more people can take advantage of that.

President Thompson thanked the committee, those attending at this and other meetings, and Dr. Dolan for their cooperation and participation.

Chairman Norwood noted that the letter addressed to the Board members from Mr. and Mrs. Michael Collins will be a part of the public record, as well as all of the letters that were received.

A 10 minute recess was taken while the audience cleared the room. The meeting continued at 8:42 p.m.

APPROVAL OF  
AGENDA

Member Barton moved, Member Gillette seconded, that the agenda be approved.

In a voice vote, the motion carried.

STUDENT TRUSTEE  
REPORT

There was no Student Trustee report.

CONSENT AGENDA

Member Barton moved, Member Gillette seconded, approval of the minutes of the June 1 Special Board meeting; June 9 Special Board meeting and executive session; June 16 Special Board meeting; and June 24 Regular Board meeting and executive session; for bills payable, payrolls for June 25 and July 9; estimated payrolls for July 10 through September 3, 1993; for financial statements, committee and liaison



Consent Agenda  
(cont'd)

reports, and grants and gifts status report, as described in Exhibit VI-A1 and A2 and VI-B1 through B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 1,441,077.08
Operations & Maintenance Fund	470,662.07
Operations & Maintenance Fund (Restricted)	56,010.00
Auxiliary Fund	\$ 157,737.24
Restricted Purposes Fund	155,303.89
Building Bond Proceeds Fund	6,984.00
Trust & Agency Fund	989,354.38
Liability, Protection & Settlement Fund	19,657.95
Federal Funds	37,422.72

The payroll of June 25, 1993 in the amount of \$1,459,862.98, payroll of July 9, 1993 in the amount of \$1,449,981.33; estimated payroll from July 10, 1993 through September 3, 1993 in the amount of \$5,858,395.45; estimated utility bills in the amount of \$120,000.00; payment to Login Brothers for purchases for resale in the amount of \$43.28; payment to SPRI for materials in the amount of \$78.50; payment to Judith Dincher for professional expenses in the amount of \$415.76; payment to Soil & Materials Consultants for consulting in the amount of \$1,316.00 and \$361.50; payment to Postmaster, U.S. Post Office for postage in the amount of \$45,000.00; payment to Delmar for purchases for resale in the amount of \$204.49; payment to Glow Electric for Building M power distribution system in the amount of \$56,693.00; payment to Staefa Control System for new buildings and additions in the amount of \$19,989.00; payment to A.J. Maggio Co. for site and building improvement in the amount of \$236,224.00; payment to Elite Electric Co. for new buildings and additions in the amount of \$78,513.00; payment to Economy Mechanical Ind. for new buildings and additions in the amount of \$47,902.00; payment to L.C. Kohlman for new buildings and additions in the amount of \$351,238.50; payment to Van's Enterprises, Ltd. for materials in the amount of \$875.00; payment to Illinois Dept. of Revenue for Bookstore sales tax in the amount of \$79,944.00; payment to Linotype-Hell Co. for materials in the amounts of \$786.34 and \$1,235.26; payment to Chicago Tribune for advertising in the amount of \$4,106.20; payment to R.J. Galla for Workman's Compensation insurance in the amount of \$79,725.00, and for general insurance in the amount of \$191,800.00; payment to ADM

Consent Agenda  
(cont'd)

International for office equipment in the amount of \$7,766.00.

President Thompson directed attention to the new format of the Grants and Gifts Status Report, and noted that Harper has received a \$10,000 grant from the Neighborhood Literacy Program. Pat Mulcrone worked on the development of that grant, and President Thompson thanked her for her efforts. The Board members expressed their appreciation for the new format and its clarity.

Upon roll call, the vote was as follows:

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

Motion carried.

#### BID AWARDS

Member Moats moved, Member Howard seconded, approval of Exhibit VII-A1 only (attached to the minutes in the Board of Trustees' Official Book of Minutes), as he had a conflict of interest on Exhibit VII-A2.

Ex. VII-A1 Award bid Q8554 to Horizon Distributors, Inc., the low bidder for Spartan cleaning products, in the amount of \$13,633.60.

Member Gillette stated that the exclusive use of Spartan products on this bid with no substitutes being accepted is a bad policy. It was his feeling that generics should be used if the chemical properties of the active ingredients were the same, or if an outside testing laboratory showed that the cleaning properties were the same, that should be an acceptable substitute. The vendor who wished to use those substitutes would have to produce that data. He stated that although he would approve this bid award, if another one comes up that does not allow for the same chemical formulas or for certification from an accredited outside testing laboratory that it performs the same, he will have to vote no.

Member Moats noted that the Board must at times rely on the expertise of those in the field when it comes to purchasing products. If it is stated in the specification that equal products will be considered, this encourages competition. If the products are not equal, the bid can then be rejected.

Bid Awards  
(cont'd)

President Thompson stated that this issue will be looked at on future bids.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

Member Howard moved, Member Barton seconded, approval of Exhibit VII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A2 Award bid Q8558 to Designlab, the low bidder for theatrical equipment, in the amount of \$281,165.00.

Member Barton asked if the theater referred to is the black box. Professor Michael Brown responded that it was.

Member Moats stated that it is inappropriate for him to vote on this motion because his company has a contract with the low and recommended bidder.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Howard, and Norwood

Nays: None

Abstain: Members Coste and Moats

NO BID AWARD

Member Howard moved, Member Born seconded, approval of Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B No award of bid Q8882 for toilet paper and multifold towels.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

NEW BUSINESS

Personnel Actions

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

Faculty Appointments

Kirk Erickson, Student Development, 8/17/93,  
\$33,979

Professional/Technical Appointments

Susan Benson, Life Science & Human Services,  
6/28/93, \$41,500  
Cal Meltesen, Planning & Research, 7/01/93,  
\$20,670

Classified Appointments

Tamara Liberman, Admissions Office, 6/28/93,  
\$11,723  
Patricia Fitzsimmons, Registrar's Office,  
7/06/93, \$10,342

Professional/Technical Reclassifications

Hazel Rilki, Information Systems, 7/01/93,  
\$42,279  
Ronald Greenberg, Physical Education,  
Athletics & Recreation, 7/01/93,  
\$41,429

Status Change/Appointment

Supervisory/Confidential

Barbara Knoff, Development Office, 7/01/93,  
\$45,000

Alternate Work Schedules

Professional/Technical

Catherine Lossman, Tutoring Center-AE/LS,  
29.0 hrs/wk to 19 hrs/wk,  
Job Sharing

Supervisory/Confidential

Nirmala Tobaa, Tutoring Center-AE/LS,  
37.5 hrs/wk to 19 hrs/wk,  
Job Sharing

Classified Retirements

Ellen Marnell, Dining Services, 6/18/93 -  
19 years  
Patricia Schneider, Accounting Services,  
8/31/93, 11.8 years

Faculty Resignations

Diane Perhats-Trickey, Student Development,  
8/16/93, 16 years

Personnel Actions  
(cont'd)

Supervisory/Confidential Resignations  
Glenda Mill, Development Office, 7/23/93,  
2 years

Classified Resignations  
Margaret Canary, Development Office, 6/16/93,  
2.5 months

Member Moats asked if there could be a review of the new hires with respect to new positions. The new hires listed are all either replacements, status changes, or reclassifications. Member Coste noted that there is only one position which is a brand new position, and asked if the new position is included in the current budget. President Thompson replied that it is, in that there was a resignation of a person in the Development Office area who was replaced by giving a part-time person the full-time position. There may be a part-time person hired at a later time.

Member Gillette noted that a memo dated July 12 stated that there is a freeze on new hiring, and yet the July 22 exhibit shows new hires. President Thompson explained that positions vacated are being replaced by temporary personnel where possible. New positions that came forward as a result of the consolidation and budget planning process previously presented to the Board will be filled. However, there are very few of those. If there is a resignation or termination of a person, if it is deemed necessary to fill the position, it will be filled by temporary personnel.

Upon further questioning by Members Gillette and Barton concerning the ambiguity of the July 12 memo, President Thompson responded that all of the action being brought before the Board at this time was decided upon previous to the effective date of the freeze.

Member Barton asked approximately how many new people who were in the process before the memo are still to be added. Vice President Ed Dolan stated that there is one technical position, but no full-time faculty, classified or administrative positions. Vice President Bonnie Henry added that one is a consolidation of several responsibilities, with the dollars coming from the Auxiliary Fund. There is an intramural person whose job will become full-time, and another as a result of reorganization in the Assessment and Testing Center. One person will be leaving that

Personnel Actions  
(cont'd)

center and will be replaced by a higher level supervisor. A Wellness Coordinator was approved in last year's budget who is just now being hired.

Member Moats requested that the Board receive a summary of the new positions that have been created or eliminated for this coming fiscal year, with the associated costs and savings.

Member Coste stated that according to the memo received by the Board, the positions are supposed to be frozen. President Thompson explained that these are subsequent actions after the budget recommendations. These actions are taking place on the assumption that the budget will be approved. Those positions included in the budget recommendations are excluded from the freeze.

Member Gillette asked if there was a standard percentage of raise given for those being promoted. Larry Bielawa responded that the amount is now 9 percent for the promotion in addition to whatever raise they receive for performance. Member Gillette suggested that the administration go to their position consultants and check what similar area numbers are, as that seemed higher than the standard. President Thompson noted that this is very similar, according to the consultants.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Gillette observed that during the budget process, the Board is told that this is merely the budget, but the money is not actually being spent until it is approved. However, when the items come up for approval, the Board is told that they already approved it in the budget, and administration is only following their recommendation. He did not agree with that line of logic.

Member Barton suggested that some of these hires be delayed until the budget has been approved. President Thompson suggested that a longer period be allocated between the budgeting and hiring processes.

Renewal of  
Treasurer's  
Surety Bond

Member Barton moved, Member Gillette seconded, that the Treasurer's Surety Bond, issued by Hartford and Continental Insurance Companies as co-sureties, be renewed for one year at a combined cost of \$8,323.00, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

Student Activities  
Budget

Member Howard moved, Member Born seconded, that the Board approve the Fall 1993, Spring 1994, and Summer 1994 Student Activities Budget as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Jeanne Pankanin, Director of Student Activities, noted that this budget provides for the activities of 40 clubs and 10 student organizations plus the salaries of several staff members, as well as all of the activities such as concerts, lectures, films, etc. Many college publications, student services and leadership training are also paid for with this budget. Ms. Pankanin stated that just during the 8 week summer session, there have been 22 events held on campus with great success, 18 of them being standing room only. This was a very difficult budget to put together, as over 50 percent more money was requested than was available. Ms. Pankanin commended the students who spent many hours preparing the budget. She noted that this budget reflects a 3.3 percent decrease from 1992-93, even considering the raises that were put in for the staff salaries. However, it is still relatively similar in scope to past programs, but does not allow for any new programs and no capital equipment with the exception of one computer.

Ms. Pankanin expressed her interest in the comments made by the seniors, and she planned to follow through with research in terms of what other community colleges offer their senior citizens. She noted that many of the seniors take advantage of a lot of the activities and services that are offered to students. This includes the legal service

Student Activities program, the student newspaper, and many of  
Budget (cont'd) the events.

Member Gillette noted that in light of the fact that the seniors do participate in many of the activities, there seems to be no senior citizen input in the budget process. He suggested that it may be appropriate to invite a representative of that group to be a part of the budget process next year. Ms. Pankanin agreed that this is an interesting idea in that they attempt to get a diverse group of students on the budget committee.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

Chairman Norwood thanked Ms. Pankanin and all of the students who were involved in the budget process for their hard work.

Affiliation  
Agreements

Member Gillette moved, Member Howard seconded, that the Board approve the Affiliation Agreement between William Rainey Harper College and EHS Home Health Care Services, Inc., as outlined in Revised Exhibit VIII-D-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard asked if this is the only home health care service that Harper has an affiliation with. Pat Bourke stated that this is a new addition to the nursing program.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

Member Barton moved, Member Born seconded, that the Board approve the Affiliation Agreement between William Rainey Harper College and Caregivers Home Health of Barrington, Inc., as outlined in Revised Exhibit VIII-D-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).



Affiliation  
Agreements  
(cont'd)

Upon roll call, the vote was as follows:

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

Motion carried.

1993-94 RAMP

Member Howard moved, Member Barton seconded, that the Board approve the RAMP document as proposed for submission to the Illinois Board of Higher Education as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats noted that there was a section pertaining to energy saving projects that did not seem to apply to Harper. Vice President Manke agreed that there are no such projects at this time; however, the College is looking at such areas as co-generation in the future. This document pertains only to projects for which the College is requesting funding from the state.

Member Moats stated that this type of document could be used to produce energy savings computation that he has previously requested. President Thompson stated that they would look into this.

Questions arose regarding Table C1.3, Land and Parking Lot Summary. No figure is given for Landscaped Grounds. Mr. Manke explained that this is because we are not requesting any funds for landscaping. However, this table does list the number of parking spaces, etc. even though there is no funding requested for these either. President Thompson suggested that the IDHE office be contacted so that this can be clarified before it is submitted.

Member Gillette moved, Member Barton seconded, that the Exhibit VIII-E be modified so that the non-dollar amount for Landscaped Grounds, Experimental Plots, and Currently Unassigned, Table C1.3, can be filled in if required.

Member Barton asked for an explanation of the entry, Number of Acres Reimbursed or Acquired by the State. Mr. Manke explained that this may refer to a situation where the State assisted Harper College in purchasing the original land, and probably represents 75 percent of the original land purchased. We had approximately 210 acres before the approval of the M.S.D. easement.

1993-94 RAMP  
(cont'd)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

1993 Life Safety  
Projects

Member Barton moved, Member Born seconded, that the Board approve the life safety projects as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke explained that the building projects are now moving into the phase that includes renovation of existing facilities. Building F will be the first project that we undertake in the reconstruction and renovation of the facilities that was identified back in 1989. Because of the amount of time that has passed, the administration felt it necessary to bring the Board up to date on changes that have been made. There have been mandated code changes such as the ADA requirements, as well as changes in terms of the grouping of the computer labs. The presentation consisted of an 1) overview of the present facilities and the reasons for renovation, 2) the proposed renovations and changes, 3) and the funding that will be needed for these projects.

Liz McKay and Lee Vogel presented a brief video to the Board which showed the different areas of Building F and explained why renovation of this facility is necessary. Problems such as overcrowding of students, inadequate storage space, and lighting and heating problems were addressed.

Representatives of Legat Architects, Dominic Demonica and Alan Bombick explained the proposed changes that are designed not only to accommodate the existing programs but to prepare the facility for future program expansion. Keith O'Higgins from Metro Design, the engineers responsible for heating, air conditioning and ventilation, was also on hand to answer questions. Copies of the diagrams and explanations were distributed to the Board members.

Member Gillette asked if the microfiche reading area is designed electrically to have computers, as microfiche will be replaced by CD-ROM within five years. Lee Vogel answered

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affirmatively. She also explained that with the facility encompassing two floors rather than one, it was necessary to keep the services and check-out point in one area. This will provide greater security, and also consolidate the staff. The library staff will be moving in the direction of providing distance learning and multi-media instruction. The learning center will be the first room to come on line in this regard, and Harper is already involved in a grant with several other colleges to bring courses on-line. Space had to be made for this, and this was not in the plans four years ago as the technology was not there.

Member Gillette asked if the floor loading for the building in the area of the stacks was designed constant across the floor, as the stack areas are the highest loading of any building. Mr. Demonica responded that it was.

Lee Vogel noted that a classroom has been added in the library, which is something the library never had in the past. Technology dictates that faculty and students need to progress in terms of information literacy, and this type of instruction will be part of the offerings of the Learning Resource Center, both to students and faculty. This room will be equipped with terminals that access the library system itself, and bibliographic instruction will be provided so that in the future faculty will be able to tap into the library from their offices. Member Moats asked if this system would in turn be linked to other library systems. Ms. Vogel replied that it would. She added that because of funding cuts, the LRC does not have the resources to provide all of the search capabilities. Thus, they need to train faculty to use the library themselves so they can access materials from nationwide libraries. We can do this now on a limited basis through NSLS.

Member Moats asked if students can access the system through home computers. Vice President Dave McShane explained that there are available modem ports to access CLSI, the College's library catalog system. However, until some upgrades are acquired for the software, this is not an easy process.

Member Gillette questioned whether there was one check-out point or two. Ms. Vogel explained that the only check-out for

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materials will be on the first floor. The second floor desk will be an information desk and will provide added security for those trying to remove materials from the library illegally. The staff from the second floor will be used at this location. Member Gillette questioned the use of security gates, as a good deal of property is still taken out. It was explained that the security gates being used can no longer be repaired. They are often out of order and the company no longer supplies the parts needed.

Member Barton asked if there will be more stacks than there are presently. Ms. Vogel explained that by moving the periodicals downstairs, that will expand the stack space. As the collection is cleaned out and put on microfilm, more area will be opened up. This will result in an increase of approximately one-and-a-half times the present space. Offices have been made smaller in order to increase the student use area. The whole facility is approximately 90,000 sq.ft., and the LRC will be gaining approximately 15,000 sq.ft. This is half of what the ALA recommends for the number of students, but represents an improvement over the previous facility.

Member Coste noted that the original plan called for the entire building to be library, and that the classroom requirements were supposed to be taken care of in the classroom building, and questioned the change to the present plan of putting classrooms on the third floor of Building F. Mr. Bombick stated that the space plan study that was done in 1989 identified both the need for the classroom building components that are presently under construction, and identified the third floor as the future home of the programs offered in the AE/LS division. Member Coste felt that there had been a misunderstanding. Member Moats stated that it was his recollection that this was a compromise plan based on economic constraints. Ms. Vogel added that the first and second floors should be able to accommodate the Learning Resource Center for 10 to 20 years.

Member Moats noted that another of his concerns relates to the computer labs, and what the best strategy is for the College. President Thompson stated that this plan allows for the computer labs to be somewhat consolidated on the third floor of Building F

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instead of having them in both L and F, as originally proposed. These include one lab for AED, one for ESL, two for Liberal Arts, and the writing center which serves the total campus as an open lab with 24 computers. There are still other labs across the campus. This consolidates the IS staff as well as support staff. Mr. McShane stated that there are now 44 classrooms that have computers and are used as computing classrooms. The open labs are scheduled mostly in Buildings I and J. One problem is that there is so much instructional use going on that it is very difficult to schedule time in these labs. The open labs are highly utilized during the regular semester, and less so in the summer. There are usually computers available in the open labs, but the availability problems arise when students need specific programs in specific classrooms. The new computer network will allow students in almost any lab to access the servers.

Mr. Bombick stated that, as Mr. Manke mentioned, there have been changes in the budget. Some have been imposed from outside and some developed out of the reprogramming process. The budget process examined carefully what was changing in the areas, what had to be replaced based on life safety or programmatic changes, what could be saved in terms of existing classrooms and offices, how mechanical systems could be renovated instead of replaced, etc.

The July 1989 budget had a life safety funded total of \$1,875,934; a local funding component of \$500,000; and a total for the project in 1989 of \$2,375,934. The July 1993 budget has an increase in the life safety funding of \$623,066 for a total life safety component of \$2,499,000; the local funding component increased by \$227,435, for a total of \$727,435; and the total increased by \$850,500. The total project cost as indicated in the amendments is \$3,226,435. A number of code changes have increased the types of projects and the cost of projects that were planned in 1989. ADA now requires that the elevator be upgraded. Mr. Bombick stated that lighting systems and components are now covered under federal programs and mandates called Operation Greenlight, which states that within a two year time-frame the current fluorescent lights and ballasts will no longer be available. The cost of upgrading these to the new standards is about \$57,000.

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Member Gillette stated that the new ballasts fit into the existing fixtures so that the obsolete ballasts can be changed to electronic ones. Mr. Bombick explained that the cost of retrofitting is very close to the cost of a new fixture. Mr. O'Higgins agreed that the new ballasts and lamps can be used in the existing fixtures, and that the old ones can be used until they wear out.

Mr. Bombick explained that the differential in bringing the power load up to what would have been needed four years ago compared with what is required by the national electric code currently is approximately \$224,000. This is above the cost of repowering and recircuiting the floors to meet the needs of the program.

The fire detection systems and components required to meet the Illinois Handicap Code will cost approximately \$104,000. Over the past four to five years, landfill and disposal costs have increased by about 20 percent. The total of all of the above is \$426,425.

The other life safety costs that relate to project components primarily need the needs of the current and future technology that was discussed with the Board this evening. This includes the upgrade and moving of the power and air conditioning system for the added third floor computer classrooms which will cost approximately \$48,000. Further additional costs related to the electric power for the building were outlined.

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Asbestos abatement at all pipe joint connections will cost approximately \$60,000. There has been previous testing, but renovation of this scope requires different testing which showed the asbestos in the joints.

Member Gillette stated that the change to more energy efficient lighting should result in a decrease in both power requirements and air conditioning, and asked if this has been looked at. Mr. Higgins from Metro Design estimated the savings to be approximately \$20,000 in electrical and cooling costs. This full savings may not be realized because the air handling system for Building F is being upgraded at the same time. The amount of outdoor air brought in will be increased for ventilation purposes. Mr. Gillette asked if the air that is brought into the building will go through heat exchangers to the exhaust air. Mr. Higgins stated that that has not been a part of the design because of space limitations. The existing systems were not even designed for economizer operations, and are extremely small mechanical systems. The best they could do is increase efficiencies within the building to try and offset some of the increased cost for the outdoor air that will be brought in. Mr. Gillette explained the mechanics of the heat exchanger, in that the cool air inside the building can be used to cool some of the warmer air being brought from outside for fresh air, thereby decreasing the cooling costs. This is a very energy efficient way to change air in buildings, and Member Gillette felt that this should be explored. Member Moats asked if that technology was fairly reliable. Mr. Higgins responded that it is, and that there are a number of different ways to do it. He added that the efficiencies can be very good.

Mr. Bombick continued with the non-life safety components, which total about \$227,000. These related to partition changes and reconfigurations necessitated by the various additions and changes in the building, as well as increased data and communications requirements throughout the building. Member Gillette asked if the \$120,000 for the latter came from the computer budget, or if it was in addition to the computer budget. President Thompson stated that this was in addition. Member Gillette continued that each 100,000 sq.ft. of building renovation will add \$100,000 to the computer budget. He asked if anyone had looked at wireless modems rather than wiring

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Projects (cont'd)

in that building. Mr. McShane stated that they have experimented with a Motorola system but have had a certain amount of difficulties, and they still require a certain amount of wiring.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried.

OTHER BUSINESS

There will be an Special Meeting and Executive Session on August 7 for the purpose of discussing the appointment, employment and dismissal of personnel.

Chairman Norwood formed two committees. She requested that Members Born, Barton, Howard and Coste serve on the Budget committee, with Member Coste as the Chairman. Members Gillette, Moats and Norwood will form a Computer Committee, with Member Gillette as Chairman.

PRESIDENT'S REPORT

President Thompson reported that the College was hit by lightning over the weekend, and he distributed a memo which detailed some of the damage.

Member Born asked what kind of problems we would incur if the computer system was struck by lightning. Mr. McShane responded that there are surge protection devices in place. Member Gillette added that lightning can enter the system through both the power lines and the telephone or modem lines. He stated that the new system will be very vulnerable to that type of power surge. Mr. McShane stated that there are no modems hooked to the current mainframe system at this time. In addition, protection devices are installed and will continue to be installed on telephone lines to avert this problem. Harper College has all of its data backed up and stored off site on a daily basis.

President Thompson received a summary from the IBHE which indicates the appropriations made for higher education, particularly for community colleges. Harper has received an increase over last year of \$149,303 which is what was projected. Member Barton asked if another college receiving twice as much in



President's  
Report (cont'd)

grants reflected a problem in our grant writing. President Thompson assured her that it had nothing to do with that.

Member Gillette stated that he learned from a federal document that the nationwide average cost for a full-time equivalent student in a community college was \$5,700. This was one-third of the nationwide average for a student in a four-year college. Therefore, if the state is going to fund higher education, every dollar they fund in junior college saves them \$2 in the four-year college. Member Gillette felt that this point should be made to our legislators if we want to influence them to support community colleges. President Thompson agreed that this is a good point, but stated that many strategies have to be worked through in terms of interactions with colleagues in higher education across the state. He added that they will continue to get the message across regarding the advantages and fiscal responsibility that community colleges can provide to the citizens of our state.

A publication of Community College Week ran an article that surveyed 5,802 postsecondary educational institutions to determine the number of associate degrees being granted. Harper College is ranked 35 in the top 100 associate degree producers.

President Thompson reported on the Victory Garden project between Harper and Willow Bend School and Whitley School. The students are now harvesting the fruits and vegetables and delivering them to area food pantries.

The marketing committee for Harper College is going to be running a 30-second commercial promoting the College on Channel 2. The ad will run 25 times between August 2 and August 13 at various time slots. The response will be tracked by questioning applicants.

Faculty and staff will be back on campus to begin a new semester. President Thompson distributed a program outline for the week of August 15, which starts with an orientation for students and families. There will be four budget briefings held during the week, and President Thompson encouraged the Board members to attend those meetings as well as any of the other activities.

President's  
Report (cont'd)

Member Gillette asked if there were any plans for the Board to view the ongoing construction. President Thompson stated that the tour will be in September.

ADJOURNMENT

Member Barton moved, Member Born seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste,  
Gillette, Howard, Moats, and Norwood

Nays: None

Motion carried. The meeting adjourned at 10:50 p.m.

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Chairman

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Secretary

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 meeting held on Tuesday, June 1, 1993.

The meeting was called to order by Board Chairman Molly Norwood at 3:00 p.m. in Room 1231 at the Woodfield Hilton Hotel.

Present: Board Members Barbara Barton, Sarah Born, John Coste,  
Richard Gillette (5:00 p.m. arrival), Kris Howard,  
Larry Moats and Molly Norwood

Absent: Student Member Al Norris

The Board discussed long-range planning and other College matters.

Following discussion, it was moved and seconded that the meeting be adjourned. Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Gillette, Howard, Moats  
and Norwood

Nays: None

Motion carried and the meeting adjourned at 8:30 p.m.

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Molly Norwood, Chairman

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Sarah Born, Secretary