

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

Agenda

October 24, 1996

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--September 26, 1996 Regular Board meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for September 27, and October 11, 1996. Estimated payrolls for October 12 through November 22, 1996. 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/Purchase Orders/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. 1996-97 Organization Charts Exhibit VIII-A-2
 - 3. Adjunct Faculty Compensation Schedule for 1997 Exhibit VIII-A-3
 - B. RECOMMENDATION: Resolution: Issue \$6,270,000 Limited Tax Bonds, Series 1996 and Levy of Tax to Pay Principal and Interest on Said Bonds Exhibit VIII-B
 - C. RECOMMENDATION: Resolution: 1996 Estimated Tax Levies Exhibit VIII-C
 - D. RECOMMENDATION: 1997-98 Academic Calendar Exhibit VIII-D
 - E. RECOMMENDATION: Review of Executive Session Minutes Exhibit VIII-E
 - F. RECOMMENDATION: Employee Assistance Program--Renewal of Agreement Exhibit VIII-F
 - G. RECOMMENDATION: Affiliation Agreement--Advocate Home Health Care Service Exhibit VIII-G
 - H. INFORMATION Status Report: Major Gifts Campaign Exhibit VIII-H
- 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, October 24, 1996

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Thursday, October 24, 1996 at 7:10 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton (7:15 p.m.), Gillette, Hess, Howard, Kolze, Moats, and O'Reilly; Student Member Starek
Absent: None

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Judy Thorson, V.P. Administrative Services, David McShane, V.P. Information Systems; Felice Avila; Ted Agresta; Mary Azawi; Pat Beach; Larry Bielawa; Pauline Buss; Steve Catlin; Harley Chapman; Tom Choice; Lori Danaher; George Evans; Robert Getz; Amy Hauenstein; Bill Howard; Mary Ann Jirak; Thea Keshavarzi; Chris Kranz; Liz McKay; Russ Mills; Elena Pokot; Sheila Quirk; Shirley Shetka; Paul Sipiera; Lee Vogel; Joan Young - Harper College. Guests: Gary Davis, ICCTA; Joanne Malinowski and Philip McKenna, Kane McKenna Capital, Inc.; Margaret Van Duch, Chicago Tribune.

CITIZEN
PARTICIPATION

President Thompson introduced Gary Davis, the Executive Director of the Illinois Community College Trustees Association. Mr. Davis addressed the Board regarding the contributions that ICCTA makes on behalf of the Boards in the Community College Districts that are represented in the State of Illinois by the ICCTA office. There was discussion regarding the ranking of Harper's building project in terms of state funding. There was also discussion regarding the ICCTA dues structure.

COMMUNICATIONS

Member Kolze read a note from the Cockrell family, thanking the College for the print they received. A communication was received from the Classified Employee Council in which they expressed appreciation to Board members for responding to their needs for the coming fiscal year. A note of appreciation was received from President Thompson and his family following the death of his father. President Thompson received a note from Representative Bernie Pedersen thanking the Board and others at Harper for the recent expressions of sympathy following the death of his wife. A note of thanks was received from Ted Agresta, thanking the Harper community for their support after the recent death of his wife.

UNFINISHED BUSINESS
Approval of Agenda

The following changes were noted in the agenda: a revised Exhibit VIII-A-1; and the addition of Exhibit VIII-B1 and a revised Exhibit VIII-B2 (formerly Exhibit VIII-B). In addition, there will be two executive sessions for the purposes of discussing executive session minutes, collective bargaining and the appointment, employment and dismissal of personnel. One executive session will be held prior to Exhibit VII and another will be held at the end of the Regular Board Meeting.

Member Kolze moved, Member Barton seconded, that the Board approve the agenda as modified.

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Starek reported that new computers have been installed in the Electronics Department.

On October 4, Student Member Starek attended the ICCB SAC meeting in Peoria. They discussed their goals for the coming year, and he participated on the Alcohol and Substance Abuse Committee.

Student Member Starek has been appointed to the Student Senate Space Planning Team.

Student Member Starek raised the issue of the tuition increase for out-of-district and international students, noting that Harper has the second highest tuition for this class of students in the state at the community college level. President Thompson noted that the out-of-district and international student rates are tied by a predetermined formula to both the increases for in-district students and the cost per credit hour. However, Harper's tuition in this category is still considerably lower than the university system. Vice President Judy Thorson explained how the tuition rate is tied to the cost per capita.

There was discussion regarding the lack of scholarship opportunities for international students, as well as campus employment opportunities and restrictions for international students.

Member Howard raised the possibility of developing more scholarships for international students, and suggested that the Educational Foundation look into this.

Member Gillette asked Student Member Starek to share his survey and comparative costs with the Board at a later time. Student Member Starek agreed to do this.

Member Kolze asked for the opinion of legal counsel and the auditors regarding the Board's ability to change these fees. Member Gillette asked if the same fees would apply to international students whose parents work for area employers.

Member Gillette asked for information regarding the number of Harper's international students who come from out-of-district. Student Member Starek will provide that information.

CONSENT AGENDA

Member Howard moved, Member O'Reilly seconded, approval of the minutes of the September 26 Regular Board meeting and executive session; bills payable; payrolls for September 27 and October 11, 1996; estimated payrolls for October 12 through November 22, 1996; for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	\$2,610,295.11
Restricted Purposes and	
Trust & Agency Fund	445,238.80
Federal Funds	124,741.81
Imprest Fund	92,721.65
CE Tuition Refunds	4,462.50

The payrolls of Sept 27, 1996 in the amount of \$1,532,472.00, and October 11, 1996 in the amount of \$1,545,806.66; estimated payroll of October 12, 1996 through November 22, 1996 in the amount of \$4,663,592.17; estimated utility bills in the amount of \$125,000.00; payment to Shelter, Inc. for advertising in the amount of \$120.00; payment to Plum Grove Distribution for publications in the amount of \$422.40; payment to Woodfield Group for repairs in the amount of \$230.00; payment to Rowland's Power Equipment for repairs in the amount of \$474.89; payment to Geimer Greenhouse for materials in the amount of \$200.00; and payment to Pioneer Press for advertising in the amount of \$151.14.

Member Gillette requested that the air conditioning cost of \$38.20 per square foot be added to the minutes of the September 26 regular board meeting on page 16.

Member Kolze asked that a grants status report be added to the minutes showing current month and year-to-date totals.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

EXECUTIVE SESSION

Member Howard moved, Member Barton seconded, that the Board adjourn into executive session to discuss executive session minutes and collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

BID AWARDS

Member Howard moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 and VII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-A1 Award Bid Q8778 to Atico International in the amount of \$3,520.00; Swiderski Electronics, Inc. in the amount of \$5,906.00; Electronic Presentation Systems, Inc. in the amount of \$5,912.50; United Visual, Inc. in the amount of \$5,967.00; Columbia Audio/Visual in the amount of \$9,097.00; and Video Images in the amount of \$24,530.90 for a total award of \$54,933.40.

Ex. VII-A2 Award Bid Q8777 to Webcom Ltd., the low bidder for printing of the 1997/1998 College Catalog, in the amount of \$30,920.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

PURCHASE ORDERS

Member Barton moved, Member Kolze seconded, that the Board approve the purchase orders as outlined in Exhibits VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to North American Salt Co. for road salt in the amount of approximately \$17,184.00.

Ex. VII-B2 Approve issuance of an after-the-fact purchase order to Leader Advertising Agency, for a personnel ad, in the amount of \$16,100.00.

Member Kolze questioned the results of the personnel ads. Larry Bielawa responded that the use of Leader Advertising Agency has been very effective. Ms. Thorson noted that a survey has been used to evaluate the responses to ads. This has resulted in the elimination of some of the newspapers Harper previously used for advertising.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

NO BID

Member Kolze moved, Member Barton seconded, that the Board approve a no award for Q8784, the CFC conversion at Building H.

Member Kolze asked why this action was being taken. Ms. Thorson noted that the architect recommended that the bid be separated so that the chiller conversion is not included. There was discussion regarding the need for and financial feasibility of the conversion.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

NEW BUSINESS
Personnel Actions

Member Gillette moved, Member Howard seconded, that the Board approve the personnel actions as outlined in Revised Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointment

Dawit Teklu, Director of Research, Office of Research, 01/02/97, \$63,000

Professional/Technical Appointments

Carrie Gorr, AED-Student Advisor p/t, AELS-AED, 10/14/96, \$25,636

Stephanie Seay, Minority Student Transfer Center-Information Specialist, Multicultural Affairs, 10/22/96, \$28,600

Classified Staff Appointments

Maria De Los Santos, Food Service Worker I p/t, Food Service, 09/28/96, \$10,725

Barbara Erving, Clerk Typist I p/t,
Admissions, 10/21/96, \$9,188
Lori Eshoo, Bilingual Secretary II, Center
for Students with Disabilities,
11/04/96, \$26,000
Timothy Ferguson, Box Office Clerk p/t,
Theatre Center, 10/28/96, \$10,536
Robert Szafraniec, Mail Messenger, Mail
Center, 10/21/96, \$16,575
Rabia Zakaria, Clerk/Receptionist p/t, AELS-
Tutoring Center, 09/27/96, \$8,205

Professional/Technical Resignation

Sue Walton, Career Specialist p/t, Women's
Program, 09/05/96, 2 years

Supervisory/Confidential Resignations

Margaret Krueger, Support Services
Supervisor, 05/17/96, 9 months
Barbara Knoff, Assistant Director of
Development, 10/25/96, 3.3 years

Classified Staff Resignations/Terminations

Barbara Erving, Clerk Typist II p/t,
10/19/96, 1.1 years
Kathleen Foor, Personnel Clerk, 10/25/96
Leslie Sopko, Bilingual Secretary II,
10/11/96, 2.6 years

President Thompson noted that the revised exhibit reflects the addition of the replacement for Jack Lucas. President Thompson commented on the resignation of Barbara Knoff, who has chosen to become an independent consultant. She will work in that capacity on the Major Gifts Campaign. President Thompson thanked Ms. Knoff for her service to the College and the Foundation. Member Howard noted that the Foundation is very supportive in terms of engaging Ms. Knoff as a consultant. There was consensus from the Board regarding the excellent service she has provided to Harper.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Starek voted aye.

Organizational
Charts

Member Barton moved, Member O'Reilly seconded, that the Board approve the 1996-97 Organizational Charts as outlined in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze noted that some of the vacant positions have existed for more than the six months which is allowed by Board policy. President Thompson stated that he has requested information concerning these positions from the Vice Presidents, and will furnish a response to the Board. Because these positions are included in the organizational charts, Member Kolze recommended that the motion be tabled until the issue is resolved.

Member Barton withdrew her motion; Member O'Reilly withdrew her second.

Member Gillette moved, Member O'Reilly seconded, that the motion be tabled.

In a voice vote, the motion carried.

Adjunct Faculty
Compensation
Schedule

Member Gillette moved, Member Howard seconded, that the Board adopt the Adjunct Faculty salary schedule for the Fall 1996, Spring 1997 and Summer 1997 semesters as outlined in amended Exhibit VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats read a statement from the Faculty Senate in which they requested that the Adjunct Faculty raises be paid retroactively to the beginning of the Fall 1996 semester.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Tax Bond
Resolution

Member Howard stated that because she is the Director of Marketing and Community Affairs at Harris Bank-Palatine, which is one of the proposed bidding groups on the bonds, she will refrain from any participation in the discussion of this matter.

Member Howard left the meeting at 8:30 p.m.

Ms. Thorson explained that the funding bond portion will pay for approximately \$2 million of the Technology Plan, as well as the Early Retirement Incentive of \$2,754,114.43. This resolution acknowledges that these are obligations of the College that need to be paid.

Member Kolze moved, Member Barton seconded, that the Board approve the resolution setting forth and describing in detail claims against Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, as outlined in Exhibit VIII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Bond Sale
Approval

Philip McKenna and Joanne Malinowski, representatives of Kane McKenna Capital, Inc. explained the details of the bond sale. Ms. Malinowski stated that the bonds are being issued in the amount of \$6.38 million as limited tax bonds. By taking this action, the Board will be able to preserve the fund balance and improve the College's credit rating. Mr. McKenna provided information concerning the bids that were received. He recommended that the Board approve the bid by Harris Bank, which carries an interest of 4.58 percent. He noted that the credit rating of the College has been upgraded from AA to AA1.

Mr. McKenna congratulated the Board and the administration on their roles in achieving that rating. He noted that this rate will be in effect for all general obligation bonds issued by the College.

Member Kolze noted that the high rating is an indication of how well the district is managed financially. He commended the administration for their work on behalf of the College and the taxpayers.

Member Kolze moved, Member O'Reilly seconded, that the Board approve the resolution providing for the issue of \$6,380,000 Limited Tax Bonds, Series 1996, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and for the levy of a direct annual tax to pay the principal and interest on said bonds, as outlined in Exhibit VIII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette (with great reservation), Hess, Kolze, O'Reilly and Moats.
Nays: None
Abstain: Member Howard.

Motion carried. Student Member Starek voted aye.

President Thompson thanked the Board and Ms. Thorson and her staff for their outstanding efforts.

Member Howard returned to the meeting at 8:55 p.m.

1996 Estimated
Tax Levies

Member Barton moved, Member Hess seconded, that the Board approve the resolution providing for the estimated tax levies for 1996 as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In the discussion of the tax levy, Members Gillette and Kolze expressed concern that it was too early in the year to pass the levy. The

concern centered around the fact that new information may surface which would lead us to want to levy more than is currently being proposed. There was also discussion about how the Board had handled the levy in the past and the impact of those decisions two years ago on today's ability to collect up to 7.5 cents which is our allowable rate. Ms. Thorson clarified the difference between what is levied and what is put in the budget. Since past practice has been to over levy to ensure collecting the allowable maximum, she cautioned the Board and administration about being overly optimistic in budgeting for the levy. There was some discussion about delaying this action, since the levy does not need to be filed until the last Tuesday in December. Member O'Reilly asked why this was not a good time. Member Kolze responded about new construction and Chairman Moats talked about uncharted waters. It was pointed out that this was only the estimate and this could be acted on now. The real question was whether the final levy should be done at the November meeting or the December meeting. Member Gillette asked whether this levy was at 4.99% of last year's extension. Ms. Thorson replied that it was less than the 4.99%. She referred him to handouts from the budget committee meeting. Member Gillette recommended that it be pushed to 4.99%.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Starek voted aye.

1997-98 Academic Calendar

Member Howard moved, Member O'Reilly seconded, that the Board approve the 1997-98 academic calendar as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Starek questioned the addition of "Reading Day". President Thompson explained that state statute prohibits referring to Good Friday as a holiday, and because some of the contracts specify that day as a holiday, the College will refer to it as "Reading Day".

There was discussion regarding the coordination of Harper's calendar with those of the high school districts.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Executive Session
Minutes

Member Kolze moved, Member Hess seconded, that the Board approve for public record the executive session minutes of April 25, 1996, May 6, 1996, May 23, 1996, June 12, 1996, June 27, 1996, July 1, 1996, July 16, 1996, July 25, 1996, August 14, 1996, August 22, 1996, and September 26, 1996 as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Employee Assistance
Program

Member O'Reilly moved, Member Barton seconded, that the Board approve the agreement between William Rainey Harper College and Workplace Solutions, L.L.C. as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Affiliation
Agreement

Member Barton moved, Member Hess seconded, that the Board approve the affiliation agreement between William Rainey Harper College and Advocate Home Health Care Service of Oak Brook as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

INFORMATION
Major Gifts
Campaign

Felice Avila reported on the status of the Major Gifts Campaign. The campaign has collected gifts of \$1.6 million, with approximately \$800,000 left to reach the goal of \$2.5 million. A press release will be released soon for the public phase of the campaign. Ms. Avila reminded those who are interested in attending the presentation by Robert Dederick to make their reservations.

OTHER BUSINESS
Board Objectives
and Priorities

There was discussion regarding the Board Objectives and Priorities. President Thompson noted that the visit to the I-Lab will take place in January 1997. Member Kolze suggested that some of the items include a time line. President Thompson stated that this will be done at a later time.

Member Gillette suggested that the phrase "with respect to the faculty" be added to the section concerning shared governance. He also suggested that the wording be changed in the section dealing with the use of technology on campus. Chairman Moats noted that it was the Board's intent to focus on the use of technology to distribute information.

Member Gillette recommended the addition of an item to "evaluate long-range plans with respect to the budget". This action would show a cost per year into the future of long-range plans. The Board discussed Member Gillette's suggestions. Member Howard noted that this is a part of the ongoing process of the Budget Committee.

Member Kolze shared information he had received at a recent seminar on technology, and noted that a major flaw of technology plans is the lack of sufficient personnel to maintain the equipment.

Member Howard suggested that the grammar be changed in the objectives and priorities to include an action verb with each of the goals. This will be done at a later time.

Member Barton moved, Member Howard seconded, that the board approve the Board Objectives and Priorities as revised above.

In a voice vote, the motion carried.

Lease Agreement -
NSIETC Expansion

President Thompson stated that it may be necessary to lease additional space to expand the Northwest Suburban Illinois Employment and Training Center (NSIETC). This space would be adjacent to the existing space being leased from Weber Marking Systems. President Thompson discussed the information in Exhibit IX. The lease can be extended for five years without ICCB approval. Weber Marking Systems would build out the space and would be paid for that build-out over a five-year period. After the five-year period, the lease should be reduced by approximately one-half. This lease amount does not include utilities, but does include remodeling. Vice President Dolan noted that this space would be ready for occupancy by January of 1997.

Member Howard moved, Member Kolze seconded, that the Board approve the resolution providing for lease of space as outlined in Exhibit IX (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In terms of the advice of legal counsel, Ms. Thorson noted that the administration is asking for an approval in concept, with a lease subsequently developed and approved by legal counsel. Member Gillette asked that the attorney make sure that after capital improvements are paid for, the lease amount is not raised. Ms. Thorson stated that if there is an option to renew, the College will need ICCB approval before moving ahead with this. Chairman Moats agreed that the option is critical. President Thompson suggested that approval be given to the concept, and that this issue will be resolved by the time a lease agreement has been drafted.

Member Gillette questioned the dollar return on investment. Ms. Thorson noted that there has been a report prepared which shows the esoteric return on investment, but that there is no dollar projection because it is a new program. President Thompson stated that the administration is hopeful that this will enhance Harper's ability to attract adult students. In addition, because of the state's increased interest in adult education and work force preparation, the ICCB is targeting this area in the next budget request for additional dollars (contingent on legislative approval) which will include the ability of Harper to use those funds for leasing such space.

Vice President Ed Dolan stated that the benefits of this cooperation with IDES and PIC will include increased enrollment, exposure to an anticipated additional 60,000 community members, and a strong position to qualify for future grants. The success will be measured by the additional future grants in dollars that come from both federal and state sources, as well as the impact that our local recruiter has in bringing students to Harper or programs to businesses. It will also be measured by the anticipated increased exposure and strengthening of the Career Program enrollments. Finally, it will be measured by the number of students and community members who are served directly.

Member Howard noted that she sees this as a feeder to the College for adult students. Mary Anne Jirak explained some of the services Harper has been offering at the site. There was discussion on the utilization of the present classrooms and services.

Chairman Moats noted that he is very supportive of people who want quantifiable information, and that it is not unreasonable to make the projections that have been requested. In terms of projections, Vice President Bonnie Henry stated that they will be able to project the enrollment in the classes that will be opened there. It is anticipated that the enrollment both at that location and on the main campus will be much larger.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

ICCTA Dues

Member O'Reilly moved, Member Barton seconded,
that the Board approve payment of the ICCTA dues
in the amount of \$30,911.36.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

PRESIDENT'S REPORT

President Thompson distributed a handout which indicated the number of faculty members who have taken part in professional development training on software and the Internet. He noted that David McShane's staff put in over 52 weeks above their regular time to get the equipment installed last summer in time for the fall semester, and he commended their efforts.

A donation of fashion fabrics has been received from former Board Member John Coste in memory of his late wife, Marilyn. This contribution has been given to the Harper College Fashion Design Department.

Transfer Week will be held during the week of November 4-8. Students who are interested in transferring to a four-year institution will have an opportunity to meet with representatives at a college fair on November 7 from 10 a.m. to 2 p.m. in the Student Lounge. Approximately 90 colleges and universities will be represented. Member Barton asked for a list of the colleges that will participate. Bonnie Henry will fax that list to Member Barton.

Paul Sipiera has asked that the display for the meteorite collection be put on hold, but asked that a proposal for an affiliation with that

collection be brought to the Board at a later date. In addition, he encouraged participation at the annual dinner of the Planetary Studies Foundation on February 8. The proceeds of the dinner will support the planetarium and the meteorite collection.

Governor Edgar, in connection with Motorola, has announced that Harper College will be the location for the U.S. First Competition in March 1997. We will host high school students from the midwest region in this competition which deals with robotics and engineering. ESPN will cover the event.

President Thompson thanked the Board and the Harper community for their support to him and his family on the death of his father.

EXECUTIVE SESSION

Member O'Reilly moved, Member Barton seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment, and dismissal of personnel and collective bargaining.

In a voice vote, the motion carried and the Board adjourned into executive session at 9:50 p.m.

Following executive session, it was moved and seconded that the regular meeting be reconvened. In a voice vote, the motion carried and the Regular meeting was reconvened at 11:00 p.m.

NEW BUSINESS
Administrative
Contracts

Member Howard moved, Member Barton seconded, that the Board approve the length of contracts of administrators as presented at the September 26, 1996 Regular Board meeting.

In a voice vote, the motion carried.

ADJOURNMENT

Member Barton moved, Member Hess seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 11:05 pm.

Chairman

Secretary

BOARD REQUESTS

OCTOBER 24, REGULAR BOARD MEETING

- 1) Member Howard raised the possibility of developing more scholarships for international students, and suggested that the Educational Foundation look into this.
- 2) Member Gillette asked Student Member Starek to share his survey and comparative costs regarding international students with the Board at a later time. Student Member Starek agreed to do this.
- 3) Member Kolze asked for the opinion of legal counsel and the auditors regarding the Board's ability to change the fees for international students. Member Gillette asked if the same fees would apply to international students whose parents work for area employers.
- 4) Member Gillette asked for information regarding the number of Harper's international students who come from out-of-district. Student Member Starek will provide that information.
- 5) Member Kolze asked that a grant status report be added to the minutes showing current month and year-to-date totals.
- 6) Member Kolze noted that some of the vacancies have existed for more than the six months which is allowed by Board policy. President Thompson stated that he has requested information concerning these positions from the Vice Presidents, and will present it in one package to the Board.
- 7) Member Kolze suggested that some of the items in the Board's objectives and priorities include a time line. President Thompson stated that this will be done at a later time.
- 8) Member Howard suggested that the grammar should be changed in the objectives and priorities to include an action verb with each of the goals. This will be done at a later time.
- 9) In regard to the lease with Weber Marking Systems, Member Gillette asked that the attorney make sure that after capital improvements are paid for, the lease amount is not raised. President Thompson suggested that the approval be given to the concept, and that this issue will be resolved by the time a lease agreement has been drafted.

BOARD REQUESTS - OCTOBER 24, REGULAR BOARD MEETING (cont'd)

- 10) In response to requests from Board members, Vice President Bonnie Henry stated that they will be able to project the enrollment in the classes that will be opened at the Weber Marking site.
- 11) Member Barton asked for a list of the colleges that will be participating in the Transfer Week College Fair. Bonnie Henry will fax that list to Member Barton.