

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

March 23, 1989

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
  - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--February 23, 1989 Regular Board Meeting Exhibit VI-A-1
    - 2. Bills Payable, Payroll for February 28, and March 15, 1989. Estimated Payroll for March 16 through April 30, 1989 Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Committee Reports Exhibit VI-B-2
    - 3. Grants and Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Faculty Promotions Exhibit VIII-A-2
    - 3. Ratification of Collective Bargaining Agreement--Professional-Technical Union Exhibit VIII-A-3
  - B. RECOMMENDATION: Flexible Spending Program Exhibit VIII-B
  - C. RECOMMENDATION: Summer Work Schedule Exhibit VIII-C
  - D. RECOMMENDATION: Tuition Refunds Exhibit VIII-D
  - E. RECOMMENDATION: Education for Employment Plan, FY 1990 Exhibit VIII-E
  - F. BOARD INFORMATION: Insurance Coverage Review 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, March 23, 1989

CALL TO ORDER: In the absence of Chairman Barton the Regular Meeting of the Board of Trustees of Community College District #512 was called to order by Vice Chairman Miller on Thursday, March 23, 1989 at 6:43 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; John Lucas, Director of Planning and Research; and Russ Mills, Director of Placement. Faculty: Phil Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Charles Faenza, Audiovisual Technician, Julie Hennig, ESL Supervisor; Thea Keshavarzi, Purchasing Agent; Michael Liskey, Audiovisual Technician. Students: Brian Dawson, Darlene Ivarson, Paul Lombardi, and Jeff Michalski.

ADJOURNMENT TO EXECUTIVE SESSION: Member Norwood moved, Member Coste seconded, that the Board adjourn to Executive Session for the purpose of discussing negotiations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye and the Board adjourned to Executive Session at 6:45 p.m.

Following the Executive Session, the Regular Board Meeting was reconvened at 7:30 p.m.

INFORMATIONAL  
PRESENTATION:  
Placement  
Office

Director of Placement Russ Mills presented information concerning activities of the Placement Office which was established two years ago in response to comments from the North Central Accreditation Team that such a function was needed. The Career Cooperative also favored the development, and funds enabling the administration to develop the office were provided by the referendum.

Director Mills was hired in 1987 and spent his first few months at the College studying computer systems used in placement offices at other colleges. The computer program chosen was furnished by Elgin Community College and refined to apply to Harper College.

The program provides a computerized matching system for employers and job seekers. Students will be matched with employers twice weekly. A student may stay in the system for 45 days and may re-enroll for a \$5 fee. The student is encouraged to attend free seminars providing guidance in the job search. Employers remain in the system for 30 days. Students, alumni and high school students participate in the system. The office has registered 3300 students and has worked with 6000 employers since establishment. The average student is given 23 referrals. Most of the job seekers are local residents and most positions are within the college district and surrounding area.

Vice Chairman Miller commented that good progress has been made since the opening of the office.

Following a brief recess, Vice Chairman Miller reconvened the meeting at 8:10 p.m.

CITIZEN  
PARTICIPATION:

There was no citizen participation.

COMMUNICA-  
TIONS:

Member Norwood reported a thank you note was received from Student Member Jacobson for flowers sent after an accident.

UNFINISHED  
BUSINESS:

Student  
Trustee  
Report

Student Member Jacobson commented that her term expires after this meeting. She introduced candidates for the office of Student Trustee Jeff Michalski, Paul Lombardi and Darlene Ivarson. She hopes the new trustee will continue the SCIQ boxes soliciting student suggestions. Student Member Jacobson thanked Board members for their support and stated she had learned a great deal during her term.

Vice Chairman Miller stated the Board has enjoyed working with Student Member Jacobson and thanked her for her contributions to the meetings. He invited her to attend the April Board Meeting.

CONSENT  
AGENDA:

Member Orzech moved, Member Norwood seconded, that the Consent Agenda be approved after excluding the minutes of the Regular Board Meeting of Thursday, February 23, 1989, as described in Exhibit VI-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills	Educational Fund	\$647,089.91
Payable,	Operations & Maintenance Fund	193,035.87
Payroll,	Operations & Maintenance Fund (Restricted)	84,253.87
Estimated	Auxiliary Fund	149,744.21
Payroll,	Restricted Purposes Fund	61,941.33
Estimated	Trust & Agency Fund	512,660.98
Utility	Liability, Protection & Settlement Fund	5,217.06
Bills,	Federal Funds	90,674.21

Althoff  
Industries

The payroll of February 28, 1989 in the amount of \$1,052,798.32; the payroll of March 15, 1989 in the amount of \$1,042,253.39; the estimated payroll of March 16, 1989 through April 30, 1989 in the amount of \$3,174,003.25; estimated utility bills in the amount of \$120,000.00 and Althoff Industries in the amount of \$8,135.00.

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Minutes

Member Orzech moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting of February 23, 1989 with the following correction: "Member Howard commented that funds raised in the current monthly period exceeded contributions obtained over the first three years of the existence of the Foundation" to replace "over the entire previous three-year period" (p.3).

In a voice vote, the motion carried.

Financial  
Statements

There were no questions concerning the financial statements.

Committee  
Reports

There were no questions concerning the committee reports.

Grants and  
Gifts  
Status  
Report

There were no questions concerning the Grants and Gifts Status Report.

BID AWARDS: Member Norwood moved, Member Coste seconded, approval of the bid awards as described in Exhibit VII-A (1-10) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8111 to Educational & Institutional Cooperative, Inc., the low bidder for steno chairs, in the amount of \$6,727.50.
- Ex. VII-A2 Award bid Q8109 to Edu Tec., Inc., the low bidder for the Electro-Hydraulic Trainer, in the amount of \$18,933.00.
- Ex. VII-A3 Award bid Q8100 to the Perkin-Elmer Corp., the low bidder meeting specifications, for a UV-Visible Recording Spectrophotometer, in the amount of \$8,885.00.
- Ex. VII-A4 Award bid Q8105 to Lukas Microscope, the low bidder meeting specifications for microscopes, in the amount of \$82,854.00.
- Ex. VII-A5 Award bid Q8107 to Hewlett Packard Co., the low bidder for an L/C/Z Meter, in the amount of \$6,696.00.
- Ex. VII-A6 Award bid Q8108 to Tektronix, Inc., the low bidder for digital oscilloscopes for \$52,578.48 and to Joseph Electronics for \$5,340.00, the low bidder for current probes, for a total award of \$57,918.48.
- Ex. VII-A7 Award bid Q8104 to Roscor for \$2,883.00, to Columbia Audio Visual for \$8,203.80, to Midwest Visual Equipment Co. for \$14,430.00, to Advanced Video Communications for \$14,513.00, and to United Visual, Inc. for \$34,668.10, the low bidders meeting specifications for the various items of audio visual equipment, for a total amount of \$74,697.90.
- Ex. VII-A8 Award bid Q8115 to Ray Lithographing, Inc., low bidder for the printing of the Point of View, in the amount of \$8,941.00.
- Ex. VII-A9 Award bid Q8118 to Arrow Road Construction Co., the low bidder meeting specifications for resurfacing the East Ring Road and various parking lots, in the amount of \$619,288.30.

BID AWARDS:  
(cont.)

Ex. VII-A10 Award bid Q8117 to EDUCOM Consulting Group, the company submitting the lowest proposal for the development of an Administrative Computing Plan, in the amount of \$33,700.00.

Member Coste inquired about the contract described in Exhibit VII-A9 for resurfacing the East Ring Road and various parking lots. Vice President Manke stated the amount originally budgeted was \$930,000 from the Building Fund (Restricted). The bidding was very competitive and a number of contractors submitted bids. The work is scheduled to be done between the end of spring semester and beginning of the summer session.

Member Howard stated the road was resurfaced a few years ago and the road base rebuilt. She asked why the work must be done again after a short time. Mr. Manke replied drainage from the parking lots overflows onto the road and undermines the road base. Additional draining systems will be installed which should alleviate the problem. Member Moats stated he hoped the engineers working on the project would be able to correct the situation. Member Coste stated that without catchbasins the problem will not be solved. Director of the Physical Plant Don DeBiase stated that subsurface drainage would be installed to prevent water from accumulating under the asphalt. Soil conditions at the College are not good. Member Moats stated the engineer should be able to recommend a solution to the problem. Mr. Manke said he believed the engineers will design the work properly to alleviate the problem.

Member Orzech inquired why printing of the Point of View (Exhibit VII. A-8) is more costly than printing last year's publication. Dean of Learning Resources Center Al Dunikoski replied the book is slightly larger this year and colored half tones add to the cost.

Member Moats inquired about the contract to EDUCOM Consulting Group for developing an Administrative Computing Plan (Ex. VII-A10). President Thompson stated he had wished to know more about the academic computing plan concerning financial accounting, student grades and student accounting, payroll and other functions.

Member Moats asked if the firm would consider studying cost accounting.

President Thompson replied that cost accounting is not on the list, but it could be added.

BID AWARDS:  
(cont.)

President Thompson explained a total redesign of the system is not contemplated at this point, but the administration can discuss cost accounting with the consultants to determine what changes would be required.

Vice Chairman Miller stated he had asked for a copy of the proposal, and the consulting study being requested is in connection with a five-year plan to determine what hardware, software and personnel are needed in 1989-90 and for the next five years. Member Miller's concern is the lack of emphasis on cost effectiveness. The consulting study should be oriented to cost effectiveness.

President Thompson responded that cost effectiveness is the main reason for the study. Vice Chairman Miller said that cost effectiveness should be specifically stated in the agreement.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:  
Personnel  
Actions

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

Classified, IEA-NEA Appointments

Dorothy Schultz, Clerk Typist I, p/t, 3/01/89, \$3,465  
Darlene Kmiek, Receptionist, p/t, 3/01/89, \$9,666  
Barbara Bauer, AED Assessment & Registration Spec./  
Outreach, p/t, 3/06/89, \$9,750  
Carol Mazzarella, Clerk Typist II, p/t, 3/07/89, \$8,541  
Jorge Lopez, Custodian, 3/06/89, \$19,032  
Betsy Levinson, Secretary I, 3/08/89, \$16,000  
Pamela Chepil, Extension Center Suprv., p/t, 3/08/89,  
\$11,749  
Paulo Ramirez, Bilingual Student Advisor, 3/16/89,  
\$22,500  
Paula Deeken, AED Suprv./Literacy, 3/20/89, \$22,500  
Lisa Vargas, Admissions Outreach Associate, p/t,  
3/20/89, \$12,817  
Moiria Sobkoviak, Registration Superv., 3/20/89, \$27,000  
Kathi Holper, ESL and International Student Advisor,  
3/20/89, \$25,000

NEW BUSINESS: Classified, IEA-NEA Appointments (cont.)

Personnel

Actions  
(cont.)

Kay Quam, Continuing Education Coord., 3/23/89, \$35,000

Terminations -Faculty

Anne Rodgers Scott, Counselor, 3/31/89

Terminations - Classified

Scott Graves, Offset Press Operator I, 3/03/89

Nancy Pierson, Job Developer, 3/03/89

Annette Smith, Secretary I, 3/10/89

Terrance Mullins, Job Developer, 3/21/89

Jane Campagnolo, Bookkeeper, p/t, 6/30/89

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Member Orzech moved, Member Howard seconded, approval of the faculty promotions as listed in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor: Susan Farmer, Dale Ford

To Associate Professor: Michael Vijuk

To Professor: Gerald Mellenthin, Jim Norini, Barbara Radebaugh, Jim Roll and Paul Sipiera

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Member Moats requested that letters of congratulation be sent to the faculty members being promoted.

Collective  
Bargaining  
Agreement

Vice Chairman Miller stated the agreement was extensively discussed during executive session.

Member Norwood moved, Member Howard seconded, to ratify the two and one-half year 1988- 90 Collective Bargaining Agreement with the Faculty Senate, Local 1600, Professional/Technical Union (Exhibit VIII-A3).



NEW BUSINESS:

Collective  
Bargaining  
Agreement

Upon roll call, the vote was as follows:

Ayes: Members Howard, Miller, Moats, Norwood  
and Orzech

Nays: Member Coste

Motion carried. Student Member Jacobson voted aye.

Flexible  
Spending  
Program

Member Howard moved, Member Norwood seconded, approval of the award for development, implementation and claims administration of the flexible spending account program as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats inquired about the cost of the program. President Thompson replied a specific amount cannot be determined until the number of participants is known. The maximum cost would be \$13,000.

Member Orzech commented that the firm of Coroon & Black, Inc. is known as a very reliable organization and has a fine reputation; consequently, the firm's ability to perform effectively should be assured. She added the firm is also the low bidder.

Member Howard noted the tax advantage to employees, and Vice Chairman Miller commented that the only cost to the College is one of administration.

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Summer  
Work  
Schedule

Member Norwood moved, Member Howard seconded, approval of the Summer Work Schedule as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if overtime paid will conflict with any agreements with the employees. Director of Personnel Larry Bielawa replied the schedule does not conflict with any agreements. Classified staff are paid overtime after 32 hours. SEIU employees work four 10-hour days before overtime is paid.

NEW BUSINESS: Member Moats inquired whether employees receive more pay in the summer. Mr. Bielawa replied that they do not. Hours for employees are increased to 38 and 3/4 hours during the regular year to make up for shortened summer hours.

Summer  
Work  
Schedule  
(cont.)

Member Howard added that the workload is heavier during the regular school year and shorter hours in the summer do not interfere with College business. Additionally, utility costs are lower because fewer hours of air conditioning are required.

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Tuition  
Refund  
Schedule

Member Jacobson moved, Member Norwood seconded, approval of the tuition refund policy as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Henry stated the policy is a compromise, allowing a full refund the first week of classes but providing no refund after the second week of classes. A small reduction in revenue will result from the new policy, but students will have an opportunity to determine whether the class meets their needs. Frequently, a student dropping a class will add another in its place. Efforts will be made to make sure the student has signed up for the appropriate course. Student Member Jacobson added that the change in policy will benefit the students.

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Miller, Moats,  
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Education  
for  
Employment  
Plan

Member Howard moved, Member Norwood seconded, approval of the update to the Education for Employment Plan, FY 1989-90 as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:  
Education  
for Employment  
Plan  
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

College  
Insurance  
Coverages

Member Moats stated he believes bids should be solicited for all insurance coverage. He distributed to Board members Memorandum 88-4 of February 10, 1988 from Dr. David Pierce, Executive Director of the Illinois Community College Board to Chief Administrative Officers. Member Moats read excerpts as follows:

"It is recommended that the colleges limit the number of contracts awarded without competitive bid for 'services of individuals possessing a high degree of professional skills' to architects, engineers, attorneys, and a few highly specialized consultants such as bond consultants (p. 2, item 2).

It is recommended that when the contract period such as insurance coverage is over, whatever that duration, the contract be considered for rebidding (p. 3) item 9).

If there is a question about whether or not to solicit competitive bids, you are advised to solicit them. If there is to be an error made, it should be on the side of soliciting them when you need not have done so rather than not soliciting when you should have done so (p. 7, item 1)."

Vice Chairman Miller inquired how soliciting bids would fit in with existing broker arrangements.

Member Moats noted that individual brokers do not represent all insurance carriers.

Member Coste suggested employing a risk manager. Many school boards have employed risk managers in order to obtain expert advice.

Member Moats moved, Member Orzech seconded, that bids be solicited for the nine types of insurance coverage described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS;  
College  
Insurance  
Coverages

Vice Chairman Miller stated that he did not know if it is possible to do an adequate job of purchasing insurance without using a broker.

Member Coste stated many local boards use a committee of the community-at-large. Resources are available in the community. Another option is to hire a risk manager.

President Thompson said he does not object to bidding insurance coverage, but the College has used knowledgeable brokers and may not gain much by using the bidding process.

Member Norwood mentioned the bidding process might be time consuming.

Member Orzech inquired whether each item should be bid individually. Member Moats stated he has no objection to a broker bidding on more than one item.

Member Barton entered the meeting at 9:00 p.m.

Mr. Manke emphasized that it is feasible to use the bidding system, but it is very important to be adequately covered for all risks. Fragmenting the total coverage could result in some risks being underinsured or not covered. He proposed requesting that the brokers submitting proposals be required to furnish all coverages specified as a complete package and that the Board not allow fragmentation of the package.

Member Howard asked if it would be possible to hold a separate meeting at a later date to decide the method of obtaining insurance. Mr. Manke replied direction from the Board is needed at this time because different companies will want to inspect the premises and discuss the coverage before submitting proposals and the expiration date of present coverage in June 30.

Member Norwood inquired whether it is necessary to award a bid to the low bidder. Mr. Manke replied factors other than low bid may be considered such as the ability of the company to service the account.

In a voice vote, the motion carried.

PRESIDENT'S  
REPORT:

President Thompson began his report by announcing that Member Norwood will be a presenter in two national conferences sponsored by the National Training Institute in Cooperative Learning. The first conference will be held in Williamsburg, Virginia, and the second in Lake Tahoe, California this July. As a presenter Member Norwood is described in the brochure as someone who "has pioneered the whole language approach within a cooperative learning model. Her workshops for teachers, school boards and parents are noted for practical creativity, motivation and high interest. Among the materials she has developed, her five-book series My Favorite Things is growing in popularity."

The MacNeil-Lehrer Report (TV Channel 11 at 6:30 p.m.) will feature a five-part series on Academic Needs of High School Students for the 21st Century during the week of March 27. Staff of the TV program came from Boston on two occasions to film Harper classes at Motorola and interview Harper Adult Educational Development faculty and Motorola staff. The College has been informed that the Harper/Motorola partnership, including a math class, will be featured on Monday, March 27.

The following Harper students have been selected for inclusion in Who's Who Among Students in American Junior Colleges: Susan Berne, Andrea Chang, Elaine Erickson, Jane Fanslow, Janet Frystak, Jennifer Gohl, Trudy Herbst, Mona Isa, Laura Jacobson, Linda Jacobson, Erik Johnson, Nanette Keller, Susan Krutzler, Tony Laramie, Dana Logsdon, Mark McAvoy, Michele Ostrowski, David Patanella, Patricia Pecho, Carlos Peredo, Judy Petrauskas, Margaret Rathke, Michelle Settipani, Peter Soby and Janice Word.

An \$8,000 grant has been approved by the James S. Kemper Foundation. The grant will be used to develop materials and conduct seminars for Business Division adjunct faculty. Congratulations to Executive Director of the Foundation Ray Devery and others who worked on the proposal.

President Thompson distributed information packets concerning the April 6 and 7 Board retreat to Board members.

Member Moats inquired whether a cultural arts facility will be discussed at the retreat. President Thompson replied the cultural arts facility is not on the agenda. The general topic of the retreat is the future of the College.

PRESIDENT'S  
REPORT:  
(cont.)

Member Moats stated he did not consider it necessary to go to a country club to discuss College business. He stated the retreat should be held at the College and local business representatives should be invited. He said the meeting circumvents the Illinois Open Meetings Act. The future of the College is public business.

Member Norwood stated the purpose of the retreat is not to exclude the public but to have discussions now and open forums later.

Chairman Barton stated the meeting is open to all who wish to attend. Vice Chairman Miller stated a public meeting notice will be distributed and the meeting is open to the public.

Member Moats said he felt the intent of the retreat is to exclude the public.

Member Coste said he had heard nothing in reply to Member Moats' suggestion that the meeting be held at the College.

Member Howard noted that a retreat away from the College provides an opportunity for relaxed discussion and team building away from the Board table. Chairman Barton concurred.

Member Howard stated that the Northwest 2001 organization has launched a Northwest Cultural Council which is a coordinating council to work with fragmented groups.

Member Coste asked if it had been agreed in principle to approach the project of a cultural arts facility. Member Howard replied the facility has been on a "wish list" for a long time, but no decision has been made. The space study will address the question of the facility.

President Thompson stated recommendations will be presented to the Board when they have been prepared.

Member Moats stated the matter has not been included on the agenda and a status report is needed. Member Barton said the administration is waiting for the report from Legat Architects to be completed.

Member Moats said thorough input from the community is needed. Chairman Barton replied that the project has not yet reached that stage. Vice Chairman Miller added he would like to hear recommendations from the Administration before contacting the community.

PRESIDENT'S  
REPORT:

President Thompson announced that the Harper College Speech Team finished the season by placing fifth in the regional speech tournament.

Women's History Week was an excellent program. The speakers were outstanding and the seminars well planned. President Thompson extended his appreciation to those who worked on the event.

ADJOURNMENT:

Member Norwood moved, Member Orzech seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:30 p.m.

\_\_\_\_\_  
Michael Miller  
Vice Chairman

\_\_\_\_\_  
Molly Norwood  
Secretary