

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

July 27, 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--June 15, 1989 Committee of the Whole Meeting and Executive Session, June 22, 1989 Board Meeting and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for June 30, 1989 and July 14, 1989. Estimated Payroll for July 28 through August 25, 1989 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 Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. 1989-90 Administrative Salary and Benefit Program Exhibit VIII-A-2
 - 3. 1989-90 Classified Staff Salary and Benefit Program Exhibit VIII-A-3
 - B. RECOMMENDATION: Community College Exchange Program -- Faculty Exhibit VIII-B
 - C. RECOMMENDATION: Adoption of 1989-1991 Biennial Goals Exhibit VIII-C
 - D. RECOMMENDATION: Budget Hearing
 - 1. Legal Budget Revisions Exhibit VIII-D-1
 - 2. Adoption of Budget Resolution Exhibit VIII-D-2

- E. RECOMMENDATION: Election Resolution -- Filing of
Nominating Petitions for the
November 7, 1989 Trustee Election Exhibit VIII-E
- F. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-F
- G. RECOMMENDATION: Approval of 1989-90 Resource
Allocation and Management Plan for
Community Colleges (RAMP/CC) Exhibit VIII-G
- H. RECOMMENDATION: Career Advisory Committee
Appointments Exhibit VIII-H
- I. BOARD INFORMATION: Administrative Computing Study Exhibit VIII-I
- 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 27, 1989

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Michael Miller on Thursday, July 27, 1989 at 8:02 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

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; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Mathematics and Physical Sciences; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Ray Devery, Director of Development and External Affairs; Larry Haffner, Director of Academic Computing; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations and Fred Vaisvil, Director of Career and Employment Services. Faculty: Pat Mulcrone, Adult Educational Development. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Toni Flaherty, Research Analyst; Leon Hussissian, Audiovisual Technician; Thea Keshavarzi, Purchasing Agent and Joan Young, Publications and Communication Services Manager. Guests: Jocelyn Whitfield, Journal and Topics; and Dwayne Wong, Paddock Publications.

CITIZEN PARTICIPATION: Vice Chairman Miller stated that a hearing on the proposed budget for FY1990 would be held later in the meeting.

COMMUNICATIONS: Member Coste stated that Board Members had received a letter from a member of the Classified Staff and asked if the matter was on the agenda. Vice Chairman Miller replied that the issue would be addressed later in the meeting.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Ivarson reported that Rene LeBeau, advisor for the College cheerleading and pom pon squads, was among the victims of the recent plane crash in Iowa. On a happier note, Student Member Ivarson stated that today was the end of summer semester. There was a significant number of events held on campus this summer and many of these were sold out.

Member Howard entered the meeting at 8:06 p.m.

CONSENT
AGENDA:

Member Orzech moved, Member Norwood seconded, approval of the Consent Agenda, including the revised minutes of the June 15 executive session, as described in Exhibit VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable,	Educational Fund	\$ 613,067.43
Payroll,	Operations & Maintenance Fund	277,353.56
Estimated	Operations & Maint. Fund (Restricted)	37,925.13
Payrolls,	Auxiliary Fund	231,618.41
Estimated	Restricted Purposes Fund	23,212.43
Utility Bills,	Trust & Agency Fund	756,178.81
Cullinet	Liability, Protection & Settlement Fund	6,844.91
Software, Inc.	Federal Funds	17,237.92
On-Line		

Software, Laderman Associates, Integral Systems, Cullinet Software

The payroll of June 30, 1989 in the amount of \$1,402,829.36; the payroll of July 14, 1989 in the amount of \$913,108.30; the estimated payroll of July 15 through August 25, 1989 the amount of \$3,508,645.55; estimated utility bills in the amount of \$120,000.00; Cullinet Software, Inc. in the amount of \$4,975.00; On-Line Software in the amount of \$3,300.00; Laderman Associates in the amount of \$2,070.00; Integral Systems in the amount of \$36,108.00; and Cullinet Software in the amount of \$950.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Financial
Statements

There were no questions concerning the Financial Statements.

Liaison
Reports

There were no questions concerning the Liaison Reports.

Grants and
Gifts Status
Report

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

BID AWARDS:

Member Orzech moved, Member Howard seconded, approval of the bid awards as described in Exhibits VII-A2 through VII-A5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A2 Award bid Q8159 to Mid-County Equipment, the low bidder for a utility tractor with a front end loader, in the amount of \$13,986.00.

Ex. VII-A3 Award bid Q8154 to BSN Corporation for \$28.80, the Sporting Whirl for \$142.48, All American for \$2,170.85, Player Sports for \$2,318.05, and Hayden's Sport Center for \$4,087.36, the low bidders meeting specifications for football uniforms and equipment, for a total of \$8,747.54.

Ex. VII-A4 Award bid Q8160 to Larson Equipment and Furniture Co., the low bidder for carpeting, in the amount of \$6,425.22.

Ex. VII-A5 Award bid Q8162 to Nabih's, Inc., the lowest bidder for Macintosh computer equipment, in the amount of \$29,833.40.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Member Norwood moved, Member Orzech seconded, approval of the bid award as described in Exhibit VII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he would vote 'No' on this matter for the reason stipulated in previous meetings regarding the purchase of IBM personal computers. He felt that the College should give consideration to alternative manufacturers.

Vice Chairman Miller noted that the purchase is 100 percent grant funded and requested additional information. Dean Liz McKay replied that the grant, from the Illinois State Board of Education, is a State Legalization Impact Assistance Grant to provide additional programs to eligible legalized aliens. Vice Chairman Miller pointed out that 20 of the computers would be used at the Northeast Center for instruction of nonnative literacy students. Dean McKay stated that 1200 new students were enrolled for the spring 1989 classes and there is a waiting list for the upcoming fall semester. The classes are very heavily utilized, both day and evening.

BID AWARDS:
(cont.)

Member Coste stated that he would vote 'Yes' on this matter, but he was under the impression that there would be some survey or a policy meeting regarding the purchase of goods and services. President Thompson stated that the administration is working on this and information should be forthcoming in August.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Motion carried. Student Member Ivarson voted aye.

PURCHASE ORDERS:

Member Orzech moved, Member Howard seconded, approval of the purchase orders as described 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 Cullinet Software, Inc., for perpetual licenses for the software products Report Build and Mainframe Server Communications, in the amount of \$17,000.

Ex. VII-B2 Approve issuance of an after-the-fact purchase order to D-42370 issued to Omni Enterprises, Inc. in the amount of \$5,000 for a new total of \$20,000.

At the request of the Board in regard to Exhibit VII-B1, Director Bowers provided clarification regarding the computer products purchased and their proposed usage. In addition, he noted that the purchase would not only save the College money each year, but also would make it easier to link the personal computers to the mainframe computer in order to access information. In response to Vice Chairman Miller, Director Bowers explained that the communication connection was not intended to save manhours but was to provide new functionalities and to assist the staff in accomplishing future work which might otherwise be impossible. It is expected that the "Report Writer Front End" product would pay for itself this year. This will enable the staff to undertake and complete more projects.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

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

Faculty Appointments

Carol Hall, Instructor, Economics, 8/16/89, \$24,400
Margaret Maas, Instructor, Secretarial Science, 8/16/89,
\$24,400

Professional/Technical Appointments

Ronald Greenberg, Facilities Manager, 7/18/89, \$31,000
Valentina Bagratuni, Lab Assistant, Math, p/t, 8/16/89,
\$16,812
Lillian Thiel, Lab Assistant, Math, p/t, 8/16/89, \$12,292

Supervisory/Confidential Appointment

Solveig Bender, Math Lab Supervisor, p/t, 8/15/89, \$22,290

Classified Staff Appointments

Rebecca Korbecki, Clerk, p/t, 6/26/89, \$6,781
Sherry Thill, Child Care Assistant, 7/01/89, \$10,857
Constance DeBoey, Secretary I, 7/10/89, \$15,795
Leslie Barnes, Child Care Attendant, 8/14/89, \$10,592

Reclassifications

Patricia Seitzinger, Secretary II, 7/01/89, \$20,554
Scott Keiler, Lab Assistant, Computer Operator, 7/01/89,
\$17,670

Retirement

Ruth Williams, Secretary II, College Relations, 7/27/89,
14 years' service

Faculty Termination

Janis Petersen, Instructor, Economics, 8/15/89

Supervisory/Confidential Termination

Joanne Cavaliero, Lab Assistant, Nursing, 5/21/89

Classified, IEA/NEA Terminations

Josefina Campos-Rivera, Clerk, p/t, 6/22/89
Michael Lapicola, Custodian, 6/22/89
Kimberley Walters, Graphic Designer, 6/29/89
Keith Eichelmann, Mail Center Messenger, 7/03/89
Daniel Conrad, HVAC Mechanic, 7/20/89
Bonnie Peebles, Library Assistant, 7/21/89
Mary DiMaggio, Secretary I, 7/17/89
Kathleen Kangail, Secretary to Vice President, 7/25/89

NEW BUSINESS:
 Personnel
 Actions
 (cont.)

Member Moats called attention to the retirement of Ruth Williams. He stated that it has been a pleasure to deal with Mrs. Williams over the years, especially on the Friends of Harper organization. Board members agreed that she has been a very dedicated employee and her work as recording secretary for the Board is deeply appreciated.

Member Coste inquired about the retirement benefits of Classified Staff members. President Thompson replied that these employees are covered under the College retirement system. Member Coste questioned whether the Board has a policy to acknowledge the service of longtime employees. President Thompson stated that a gift was presented to Mrs. Williams on behalf of the Board of Trustees. Member Howard added that it is customary for the administration to have a farewell party for longtime employees.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Vice Chairman Miller stated that a Resolution of Appreciation was prepared for Ruth Williams at the request of the Board Chairman. Following the reading of the resolution, Member Moats moved, Member Howard seconded, that the resolution be approved.

In a voice vote, the motion carried.

Member Coste requested that, based on a recommendation from the administration, similar action be taken in the future for employees with many years of service to the College. He felt that this has not been the standard practice. President Thompson stated that this matter would be taken under advisement and an appropriate response would be prepared for the Board.

President Thompson also commended Mrs. Williams for making his entrance to the College more comfortable. He stated that she has been a dedicated College employee who will be missed by many persons.

Administrative
 Employment
 Contracts

Member Orzech moved, Member Norwood seconded, that the Board of Trustees approve the sum of \$165,885 for adjustments in salaries and fringe benefits, and that the Board Chairman and Secretary be authorized to execute the administrative employment contracts on behalf of the Board of Trustees effective July 1, 1989, as described in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
 Administrative
 Employment
 Contracts
 (cont.)

Member Moats stated that he would vote against the recommendation, not because of economic considerations but because of philosophical problems with the three-year contracts for the vice presidents. He reiterated his objection to rolling over contracts of administrators. He felt that it was administrative tenure which did not belong in the upper echelon of institutions of higher education unless there was a specific reason for so doing. In addition, Member Moats expressed concern about the manner in which the administrative increases were figured because a portion of the increases are for retirement purposes. He felt that this is confusing to the general public and should not be handled in this manner.

Member Moats also commented that Harper College has an excellent administration and the increase is well deserved.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

1989-90
 Classified
 Staff Salary
 and Benefit
 Program

Member Moats moved, Member Howard seconded, approval of the sum of \$420,131 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 1989-90 effective July 1, 1989, as described in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste called attention to the letter which the Board received regarding a cap on raises for certain employees. President Thompson stated that 18 individuals will be capped because the range movement does not equal the percentage of the salary increase. The ranges have been increased 5.5 percent, but these individuals will not get the full salary increase because they are at the top of their respective salary ranges and will only receive 5.5 percent. Member Coste questioned why this matter could not be resolved. President Thompson stated that the administration has attempted to keep the range movement connected to the cost of living index.

Member Howard stated that this is a problem which is common in personnel administration, not just at Harper College. There are specified ranges for a position and often there is an employee who performs well in the same position for a long period of time. Member Coste stated that he was not against the salary range system but asked if there were other ways to deal with this issue. Member Orzech stated that this matter was discussed at a Committee of the Whole meeting and it was determined that the current system offers the best solution for the most employees.

NEW BUSINESS:
1989-90
 Classified
 Staff Salary
 and Benefit
 Program
 (cont.)

In response to Member Coste, President Thompson stated that 18 of 293 employees will receive the lesser increase of 5.5 percent. Member Howard pointed out that a merit award system for Classified Staff employees is underway at present and it is possible that some of these individuals will be eligible for this incentive recognition. President Thompson stated that the administration had hoped to present the recommendation for merit awards at this meeting but the matter was delayed for future discussion. He hoped that a recommendation would be ready for the August Board meeting.

Member Moats commented that indications to the Board suggest that College salary ranges are as high or very close to those found in the private sector. If it is determined that the salary ranges are not in line, the Board will review the matter further. The College is committed to paying competitive salaries and, as a good management practice, this matter should be reviewed on a timely basis. Vice Chairman Miller agreed that this was a good point.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Early
 Retirement
 Request

Member Howard moved, Member Orzech seconded, approval of the early retirement request of Professor Henry Roepken, effective August 1, 1989 in accordance with Article IX of the Collective Bargaining Agreement, as described in Exhibit VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Community
 College
 Exchange
 Program

Member Norwood moved, Member Orzech seconded, that Susanne Havlic be granted a leave of absence with full pay and benefits for the 1989-90 year as a participant in the Community College Exchange Program with a full assignment at San Antonio Community College, as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Community
College
Exchange
Program
(cont.)

President Thompson explained that the salary and benefits will be provided by Harper College, according to the procedures of the Community College Exchange Program. Harper will have a future faculty participant in exchange for this agreement. Member Howard noted that the journalism department would have two less staff members next semester and asked how the classes would be handled. Vice President Williams stated that adjunct faculty members would assist where needed.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

1989-1991
Biennial
Goals

Member Orzech moved, Member Moats seconded, approval of the 1989-1991 Biennial Goals, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats offered comments on various goals and requested additional information on other goals. In regard to Focus I: Student/Curriculum Program Planning, (C), Member Moats expressed concern about the number of high school graduates who have diplomas but lack the proper education. Vice President Henry stated that information on articulation will be presented at the August Board meeting.

Member Moats called attention to the LRC automation system (E), and Vice President Williams stated the Board will be participating in a site visitation of the Learning Resources Center in the future in order to observe the automation system once it is fully operational.

In regard to Academic Computing, (E, Goal 5), Member Moats stated that he would like to review the entire Academic Computing operation of the College as it relates both to administration and the classroom. He requested a one-page report which outlines what the College is trying to accomplish with academic and administrative computing. Vice Chairman Miller agreed that a cost effective system is needed and that he would be interested in this information. Member Moats stated that the summary should address what the College is doing in terms of people resources, computer resources, hardware, computers and terminals. President Thompson stated that the full report would be shared with Members Moats and Miller.

NEW BUSINESS:
1989-1991
Biennial
Goals
(cont.)

In regard to Focus II, Faculty/Staff Planning (E, Goal 4), Member Orzech inquired about the College affirmative action plan. President Thompson stated that Director of Personnel Larry Bielawa has been working on this and a committee will be appointed in the fall.

Member Howard stated that she was pleased with the content of the goals because they reflect the major direction given at the Administrative/Board retreat. She was pleased to see the emphasis on serving more minorities, serving the elderly, and preparing students to work in a global environment. Member Howard also was pleased with the goals which relate to closer cooperation with the business community and internships for students. She complimented the administration on the goals and added that it was gratifying to see specific results of the Board retreat.

In regard to Focus III, Facility Planning (B-1), Member Moats felt that there is a need to focus on ways to measure the effectiveness of the maintenance on campus and Harper compares with other institutions, both in the private and public sectors.

In regard to Focus IV: Fiscal Planning, Member Moats stated that he would like to advocate a cost accounting system to focus attention on specific costs in order to make sound financial decisions in terms of programs and cost effectiveness.

Member Moats also reiterated his thoughts regarding the College image with the business community. He referred to the Gallup Study and suggested that area businessmen be contacted to determine their needs and desires as far as the College is concerned. President Thompson agreed and stated that he has had several meetings with various representatives of the business community and that additional contacts will be made in the future.

Member Moats also asked if it would be appropriate to include a goal relating to the four-year baccalaureate degree in the document. He stated that many colleges are providing the programs for this type of education. President Thompson responded that the goal relating to upper division and graduate programs is a continuing goal but could be included in the document if the Board so desires. It was the consensus of the Board that this issue could be included as an addition to the goals.

Member Moats complimented the administration on the excellent job which was done in the preparation of the goals document. He added that he was most pleased with Focus V: Vision for the Future.

NEW BUSINESS:

1989-1991

Biennial

Goals

(cont.)

In a voice vote, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Budget Hearing

Vice Chairman Miller declared the Regular Meeting recessed and opened the public hearing on the 1989-90 budget.

President Thompson stated that the College budget for 1989-90 was reviewed in prior meetings with the Board and has been available for public inspection, as required by law. He requested that Vice President Manke present a brief overview of the budget.

Vice President Manke stated that the legal budget contains all of the budget information which was presented and reviewed in the recent Committee of the Whole meetings. The Operations and Maintenance Fund indicates a \$250,000 deficit which is covered by an identical contingency amount. The remaining funds are balanced. He added that the administration believes that the budget will provide the resources necessary to provide the type and quality of programs which are expected of Harper College. Member Coste clarified that the legal budget reflects the revised figures which are being discussed at this meeting.

Inasmuch as there were no further comments regarding the matter, Vice Chairman Miller declared the public hearing on the budget closed and reconvened the regular meeting.

Legal Budget
Revisions

Member Norwood moved, Member Orzech seconded, that the Board approve the following revisions related to the proposed Legal Budget: increase the Education Fund revenue by \$455,821; increase the Operations and Maintenance Fund revenue by \$19,000; increase appropriations for the Education Fund insurance account by \$200,000; increase appropriations for the Education Fund contingency account by \$255,821; and increase the appropriations for the Operations and Maintenance Fund contingency account by \$19,000, as described in Exhibit VIII-D-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In reference to the amount of \$474,821 which is tentatively scheduled to be received from the state and is the subject of the legal budget revisions, Member Moats felt that the money should be returned to the taxpayers who have been very supportive of Harper College. Member Coste stated that he agreed to a certain extent with Member Moats. He felt that

NEW BUSINESS:
Legal Budget
Revisions
(cont.)

there is a substantial amount of money in contingency funds. He suggested that this may be the opportunity to establish a building fund for new construction.

Member Howard stated that it was her understanding that the Governor has not released the subject funds as yet and it is possible that the funding may not be received or will be cut back as it was in the past. In addition, Member Howard stated that she tended to agree with Member Coste. There is a certain risk involved with putting funds into an operating account. Member Howard was inclined to agree that with the proposed construction of additional space and the need for equipment and furnishings, she would prefer to put the funds into contingency or earmark the funds for future use to offset a portion of the building costs.

Member Moats stated that the establishment of a construction fund for building was a new issue which has not had prior Board discussion. Member Howard noted that the Board has discussed the need for additional classrooms and a facility for the performing arts. Three years ago, the Board directed the administration to conduct a space utilization study. The Board has also discussed these issues at strategic planning sessions. The discussions now have progressed to the financial aspects in order to proceed with the plans. Member Moats pointed out that the issue of construction is important and the community should be involved to ascertain their feelings in this regard.

Member Howard suggested that the legal budget, with revisions, be approved and that the funds be put into contingency. If and when the additional funds are received from the state, the money can be transferred. Vice President Manke stated that the proposed recommendation is in the best interests of the College at the present time.

President Thompson stated that the administration would check with legal counsel regarding Member Coste's suggestion of a separate fund.

Member Howard called the question.

Upon roll call, the vote was as follows:

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

Nays: Member Coste

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS: Member Norwood moved, Member Howard seconded, the Budget Resolution adoption of the budget resolution as shown in Exhibit VIII-D-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste called attention to the prior motion which was approved and asked about the deficit in the Operations and Maintenance Fund. He also inquired about the \$211,048 shown in the Education Fund. Vice President Manke explained that the \$211,048 is a transfer to the Auxiliary Fund to cover costs associated with athletic programs and other items. The specific amounts were previously reviewed in a Committee of the Whole meeting.

Member Coste asked if the deficit in the Operations and Maintenance Fund was the result of life safety projects and the reason that the Board reduced the life safety funding from \$2.4 to \$1.9 million. Vice President Manke replied that there was a \$250,000 deficit when the original budget was presented. In regard to the life safety projects, he added that the Board approved \$2.7 million worth of life safety projects based on a levy of \$1.9 million, with the balance of funds coming from monies saved on the 1988-89 projects.

Member Moats asked if the Operations and Maintenance Fund could be used for new construction. Vice President Manke stated that the Board can transfer funds to the Operations and Maintenance Fund (Restricted) for building purposes. The Operations and Maintenance Fund can also be used to equip and furnish a new facility.

Member Moats also expressed concern about the budget surpluses. He called attention to the successful tax rate referendum in 1985 and the use of these funds. He reiterated his objection to involuntary levies upon the taxpayers. He felt that the College has excessive surplus fund balances and the only justification for retaining the funds is for new construction. He asked if other Board members were concerned about the surplus fund balances. Member Coste stated that Member Moats' points were well taken. However, he pointed out that there is no certainty that additional money will be forthcoming from the State.

Member Orzech stated that she cares a great deal about the College budget. She felt that the Board has spent a considerable amount of time discussing finances and the proposed space program. She noted, however, that a decision has not been made on the building program and, as Member Howard pointed out, the College has not received any state funds thus far.

Member Moats stated that one of the big issues is credibility with the community in terms of the successful 1985 referendum and what is being done today. He reiterated his concern about the accumulation of funds through involuntary taxation.

NEW BUSINESS:
Budget
Resolution
(cont.)

Member Howard stated that she has discussed repeatedly the need for future construction and reserving the money from the sale of the second site, including interest income, due to a concern for the projected needs of the College. In addition, she felt that the Board is responsible to the taxpayers for prudent financial management of the College and one of the ways to accomplish this is to have a stable source of income. She noted that trends indicate a move toward a deficit situation and good financial management is important. Although some may refer to funds as surplus or reserves, Member Howard felt that it could also be called good financial management. Member Moats questioned when the accumulation of funds would be excessive. Member Howard referred to earlier College years when there were not sufficient funds and asked, "When is it enough?"

Member Moats reiterated his concern that additional discussion take place regarding the source of funds for future construction. Member Howard agreed.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Member Coste explained his vote by stating that he supported the budget but felt that the contingency funds were put in the wrong place.

Election
Resolution

Member Orzech moved, Member Howard seconded, approval of the election resolution regarding the notice related to the filing of nominating petitions for Board candidacy, as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Renewal of
Treasurer's
Surety Bond

Member Howard moved, Member Orzech 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 \$7,738 as described 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 Coste, Howard, Miller, Moats, Norwood and Orzech
Nays: None

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:
RAMP
Document

Member Norwood moved, Member Orzech seconded, approval of the RAMP/CC document as proposed for submission to the Illinois Board of Higher Education, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that the RAMP document anticipates a College contribution of approximately \$3 million and inquired about the source of the money. Vice President Manke stated that the College presently has a credit with the state as the result of previous construction for which the state did not reimburse the College its share. The credit amounts to approximately \$5 million. The submission of this document will advise the state that the College is contemplating new construction. Additional funding could be obtained from the proceeds of the second site. Member Moats pointed out that the community was informed that the second site proceeds would be retained and that the interest income would be used to fund capital equipment. Member Moats stated that he could not support the RAMP document because it is a certification to spend \$16 million. He stated that he had discussed this matter with President Thompson and Chairman Barton. He explained that he was not opposed to building but that it is premature to approve such a document. President Thompson stated that there would be additional discussion and Board approval before any construction projects are undertaken.

Vice Chairman Miller stated that he had asked the administration to review the issue as to what extent the RAMP document could be modified or amended at a later time and what the implications would be if the College did not follow through with the construction outlined in the document. President Thompson stated that the Board is under no obligation to follow through on the proposed projects. It is necessary to submit the proposed plans to the Illinois Board of Higher Education in order to determine if state funding would be forthcoming.

Member Coste asked what the result would be if the proposed dates were delayed one year. Vice President Manke replied that the request would not be submitted at this time. The state commences work on the 1990-91 budget in September for the Illinois Board of Higher Education. Member Coste suggested that the administration may be requesting that the Board act too quickly on this matter.

Member Moats expressed concern that community input be solicited regarding the building program. Vice Chairman Miller agreed that community input is important. He added that additional discussion is needed regarding the funding of new construction because there are various alternatives. He stated that he understood Member Moats' concerns, but considered the RAMP document as a procedural matter that he was prepared to approve.

NEW BUSINESS:
RAMP
 Document
 (cont.)

President Thompson stated that the annual RAMP document also contains enrollment figures. These figures are projections which may or may not be met. Member Coste stated that he understands that approval of the RAMP document is a procedure. He added that he understood and supports Member Moats' position that the proposed construction has not been sufficiently investigated, especially as it relates to a theatre. Member Orzech stated that she has served on a committee in the north-west area regarding performing arts facilities and has additional data on the matter. Member Moats stated that he would be interested in receiving this information.

Member Coste questioned whether the subject recommendation was to approve and submit the RAMP document. President Thompson replied affirmatively. Member Coste requested that the minutes reflect that the motion does not include a building program, but is specifically to approve the RAMP document.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Motion carried. Student Member Ivarson voted aye.

Career
 Advisory
 Committee
 Appointments
 for 1989-90

Member Howard moved, Member Norwood seconded, approval of the Career Advisory appointments for the 1989-90 academic year, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he was always impressed by the number of people who serve on College advisory committees. In response to Member Moats, Member Howard stated that these individuals are sent letters of appreciation for their services and are entertained at an annual College dinner. President Thompson stated that these individuals will be contacted for input in regard to the Preferred Future program for the College. Board members agreed that this is a good source of community input.

In a voice vote, the motion carried.

Member Moats called attention to faculty dinners which were held in past years and asked if these could be initiated again. Vice President Williams noted that staff members also took part in these functions. Member Moats requested that the administration review the possibility of future dinners for faculty and staff.

NEW BUSINESS:
Administrative
Computing
Study

Vice Chairman Miller stated that the Administrative Computing Study, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes), was for Board information.

OTHER
BUSINESS:

Member Coste requested that the administration and legal counsel look into possible action taken by a prior Board regarding use of the money from the sale of the second site. President Thompson clarified that Member Coste would like a review of action possibly taken by the previous Board on the potential use of the proceeds of the sale of the second site which may limit any decision by the current Board.

Member Coste requested that the agenda for a future Committee of the Whole meeting include information regarding the methodology used to determine compensation plans for various personnel. The information could include salary ranges, benefits and SURS data. President Thompson stated that the administration would work on this request.

Member Coste called attention to the space planning program and asked if a timetable had been established. President Thompson replied that it is necessary to continue discussions on this important College issue. The administration will prepare a plan and timetable which will be reviewed with Board members. Member Coste stated that Board input should be solicited for the proposal. He added that a projected agenda and timetable is vital in order to proceed. President Thompson informed the Board that their input is most welcome at any time. Vice Chairman Miller suggested that the architects attend another meeting for further review of the space planning program in order to resolve matters.

President Thompson stated that the College insurance committee would like to make a presentation to the Board of Trustees. Following a discussion of various dates, the Board agreed to meet with representatives of the insurance committee at a Committee of the Whole meeting on August 2. President Thompson noted that it may be necessary to have another meeting in August in addition to the regular Board meeting on August 24.

PRESIDENT'S
REPORT:

President Thompson expressed his appreciation to the Board for approval of the salary and benefit programs for administrators and classified staff members. He added that the individuals have served the College well and the Board has responded favorably with contracts for the coming year.