

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 Tuesday, November 26, 1991

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Tuesday, November 26, 1991 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Bakas, Barton, Born, Coste, Howard, Moats, Norwood and Student Member Smith
Absent: None

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; 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; Tom Choice, Interim Dean of Physical Education, Athletics and Recreation; Charles Harrington; Bill Howard, Interim Dean, Strategic Planning; Joan Kindle, Dean of Student Development; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; John Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elena Pokot, Director of Programming Services; and Diane Davis, ACE Fellow. Technology Specialists, Inc.: Dan Mooney and Barry Poulson. Faculty: Roger Mussell, President, Faculty Senate; Gerald Mellenthin, John Muchmore, Joann Powell, Martha Simonsen, Phil Stewart and Rose Trunk. Classified and Professional/Technical Staff: Ted Agresta, Internal Auditor; Steve Dudek, Accounting Manager; Leon Hussissian, Audiovisual Technician; Thea Keshavarzi, Purchasing Agent; Rosemary Murray, Health Services Supervisor; and Patty Roberts, Media Relations Specialist. Students: Christine Boydell, Tim Jason and Phil Mapes. Guests: Dominick Demonica, Legat Architects; Michael Hanke, Traffic Institute of Northwestern University; John Piesel and Bill Herman, C.E. Design, Ltd.; Priscilla Kersten and Philip McKenna, Kane, McKenna and Associates; Ted Poulos, College of Lake County; Trish Lichtenstein, Paddock Publications; and Mary Boydell and Alisia Davis, district residents.

PRESENTATION:
Member Barton

On behalf of the Board, Chairman Norwood thanked Member Barton for her leadership as Board Chairman for the past three years. She stated that she has been a most energetic, dedicated and hard-working trustee with an enthusiasm that is contagious. Chairman Norwood added that she is constantly amazed at the number of meetings attended by Member Barton, along with the speeches she delivers and the many events in which she participates. Chairman Norwood presented a gift of appreciation to Member Barton for paving the way for herself and all future Board chairs. Member Barton thanked the Board.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Moats read a note of gratitude which the Board received from Dean Joan Kindle for flowers which were delivered during her recovery from surgery. She expressed appreciation for all the support and encouragement she received from members of the Harper community.

UNFINISHED BUSINESS:
Approval of Agenda

Inasmuch as there were no additions or corrections, Chairman Norwood stated that the agenda would stand approved as presented.

Student Trustee Report

Student Member Smith commenced her report by expressing appreciation to the Board for the opportunity to attend the National Collegiate Honors Council conference in Chicago. She called the Board's attention to the following two matters which were discussed at the conference. In regard to the National Endowment for the Humanities, she noted that the NEH offers financial assistance for excellent teaching in institutions committed to strong humanities education. The NEH now offers opportunities in foreign language education and is seeking proposals in three foreign language areas. Student Member Smith outlined projects which could be undertaken in the quest for funding assistance. She stated that she has additional materials which are available for further review.

Student Member Smith also shared information about the Model United Nations which she recently attended. She explained that this allows students the opportunity to become familiar with political, social and cultural backgrounds of various countries, including the study of human problems such as population, food and energy on a global basis. She noted that many colleges have incorporated the Model United Nations into their curriculum and she hoped that data obtained at the conference could be used in the same way in order to give Harper students the benefit of such opportunities and experience.

Student Trustee
Report (cont.)

Student Member Smith reported that Harper students have indicated an interest in expanding some of the classes offered in order to better utilize College facilities. For example, she suggested the possibility of adding an Astronomy 102 class. In addition, she recommended that the administration review the feasibility of offering computer classes for credit at the Northeast Center.

Chairman Norwood thanked Student Member Smith for her report. President Thompson stated that the administration would review her suggestions and provide a timely response.

Member Moats asked how the determination is made to initiate a new unit of instruction. President Thompson replied that in some instances a non-degree class is offered first in order to determine interest. In addition, surveys are conducted by the Office of Planning and Research relative to program development. Member Moats asked if Student Member Smith's suggestions could be incorporated into the Preferred Future program for further review. President Thompson stated that these would be taken into consideration by the appropriate areas as the Preferred Future goals and objectives are addressed. Member Howard pointed out that other new courses are generated by faculty as needs and demands arise. Member Moats asked if the College has a set of financial criteria which must be met in order to initiate a new curriculum in existing areas, such as foreign languages. Dean Voegel explained that requests were received to offer Japanese and the class has been full. Program interest or demand, rather than financial criteria, would be of greater importance in the determination to offer a transfer program. This may not be the case as far as career programs are concerned.

CONSENT AGENDA:
Minutes

In regard to page 12 of the Minutes of October 22, Member Barton noted that she had voted nay on the Resolution for 1991 estimated tax levies (Exhibit VIII-D). Student Member Smith requested corrections on page 2, the Student Trustee Report. She noted the correct spelling of student Matt Eiseman's name. In regard to paragraph two, the first sentence should read: "...possible scholarship listings from Miami-Dade Community College." The last sentence should read: "She felt such meetings could be of mutual benefit and encouraged others to participate in such meetings."

Member Coste asked why some reports were stamped "Confidential." Vice President Manke stated that the payroll data provided to the Board indicates

CONSENT AGENDA:
(cont.)

employee payroll withholding information which is not considered public information.

Member Howard moved, Member Barton seconded, approval of the Consent Agenda including the minutes of the August 14 Special Board meeting, September 11 Special Board meeting executive session, October 22 Regular Board meeting (as corrected) and executive session, and November 11 and November 19 Special Board meetings; bills payable, payrolls for October 18, November 1 and November 15, 1991; estimated payrolls for November 16, 1991 through January 11, 1992; financial statements, committee and liaison report, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable	Education Fund	\$ 709,751.93
	Operations & Maintenance Fund	457,983.05
	Oper. & Maint. Fund (Restricted)	56,321.00
	Auxiliary Fund	189,461.01
	Restricted Purposes Fund	155,410.12
	Trust and Agency Fund	1,515,224.71
	Liability, Protection & Settlement Fund	41,615.09
	Federal Funds	43,383.90

The payroll of October 18 1991 in the amount of \$1,295,969.87; the payroll of November 1, 1991 in the amount of \$1,273,432.72; the payroll of November 15, 1991 in the amount of \$1,219,859.62; estimated payrolls of November 16, 1991 through January 11, 1992 in the amount of \$5,178,277.52; estimated utility bills in the amount of \$120,000.00; and payment to Frink Dental in the amount of \$100.17.

Financial
Statements

There were no questions regarding the financial statements.

Grants and Gifts
Status Report

Member Coste called attention to the last page of the Grants and Gifts Status Report. He noted that a \$2000 cash donation is listed for Northwest 2001 and inquired if this is money for the Educational Foundation. President Thompson noted that the Foundation is the fiscal agent for Northwest 2001, a not-for-profit group. Member Coste asked if the College has any liability in this regard. Vice President Manke explained that the College acts as an agent for the collection and disbursement of the funds. He stated that College legal counsel has reviewed this matter. Member Howard noted that Harper College has been an active participant in Northwest 2001 since its inception. The original conference was held at the College, followed by several roundtable discussions. She added that Northwest 2001 is part of the community outreach and

Grants and Gifts
Status Report
(cont.)

both she and President Thompson are on the steering committee for the organization. The account is used basically to collect funds to underwrite and to pay conference bills. Member Coste suggested that the administration obtain a written legal opinion regarding this account and the liability of the College in handling funds of a private organization. There were no comments or questions regarding the Grants and Gifts Status Report.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

BID AWARDS:

Member Barton moved, Member Bakas seconded, approval of the bid awards as outlined in Exhibits VII-A1 through VII-A3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8401 to Hoskins Chevrolet, Inc., the low bidder for a utility vehicle, in the amount of \$14,670.00.
- Ex. VII-A2 Award bid Q8402 to The Dubs Co., Inc., the low bidder for folding partitions, in the amount of \$28,562.00.
- Ex. VII-A3 Award bid Q8405 to Comark, Inc. in the amount of \$86.13, Nabih's, Inc. in the amount of \$392.00, Computerland of Joliet in the amount of \$2,512.00, CBM Computer Center in the amount of \$3,569.00, MicroAge Computer Store - Northbrook in the amount of \$10,135.00, and Computers, Etc. in the amount of \$11,556.00, the low bidders meeting specifications for computers and peripheral equipment, for a total award of \$28,250.13.

In regard to Exhibit VII-A2, Member Coste asked if the folding partitions were for an area which would be renovated during the remodeling of Building A. Vice President Manke replied that the partitions are for the bay areas in the cafeteria which are not part of the Building A renovation project.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

PURCHASE ORDER/
NO AWARD:

Member Barton moved, Member Bakas seconded, approval of the purchase order and no award as outlined in Exhibits VII-B and VII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order D-53868 to Apple Computer, Inc. for MacIntosh computers in the amount of \$25,223.15.

Ex. VII-C1 Approve a no award of bid request Q8400 for a minivan.

In regard to Exhibit VII-B1, Student Member Smith asked how many computers would be purchased and how the number was determined. Purchasing Agent Keshavarzi replied that eight computers would be purchased. Director Dan Mooney added that the number of computers was determined based on funding available in the Educational Fund account. Dean Howard noted that eight computers are needed to begin the program and additional equipment could be purchased if needed. The older equipment will be placed with faculty and in the journalism lab. Student Member Smith stated that she would be interested in knowing the number of journalism classes which utilize the lab.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:
Personnel
Actions

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

Faculty Appointment

Anita Crawley, Counselor, 1/15/92, \$15,588 (prorated)

Professional/Technical Appointment

James Foody, Senior Programmer/Analyst, 11/15/91,
\$49,223

Supervisory/Confidential Appointments

Terry Del Donahue, Supervisor, Diagnostic Services,
p/t, 8/26/91, \$16,905

Mary Ann Clemens, Adult Education & Business-Based
Coordinator, 11/11/91, \$30,000

Greg Dalessandro, Foreman, Maintenance & Utility,
11/18/91, \$36,320

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified Staff-IEA/NEA Appointments

Phyllis Shabsin, Word Processing/Typesetting
Operator, 10/29/91, \$19,035
Carol Mazarella, Secretary I, 11/01/91, \$19,193
Laura Spagnolo, Records Clerk-Transcripts, 11/06/91,
\$16,302
JoAnn Davis, Clerk Typist II, p/t, 11/11/91, \$10,530
James Crouse, Custodian, 11/13/91, \$22,464
Debra Stoltman, Clerk Typist I, p/t, 11/18/91, \$4,992
Judy Liljegren, Posting Clerk, p/t, 11/19/91, \$3,500
Charles Steck, Custodian, 11/25/91, \$22,464

Professional/Technical Reclassifications

Johnette Caruso, Lab Assistant, 8/01/91, \$24,111
Julie Hennig, Coordinator, ESL Registration & p/t
Academic Program, 8/01/91, \$43,390
Mary Azawi, ESL Specialist & Laboratory Supervisor,
8/12/91, \$34,525
Jane Harris, ESL & International Student Advisor,
8/26/91, \$35,236
Donald Malzahn, Senior Programmer/Analyst - Database
Administrator, 11/1/91, \$41,000
Hazel Rilki, Programmer/Analyst, 11/01/91, \$33,413

Professional/Technical Leaves of Absence

Margaret Smith, 11/01/91-10/31/92, Medical
Patricia Wisner, 12/09/91-12/08/92, Medical

Faculty Retirement

Maria Baumgartner, Assistant Professor, 8/19/92,
16 years' service

Classified-IEA/NEA Retirements

Robert Terreberry, Painter, 2/28/91, 15 years'
service
Audree Walsh, Facilities Coordinator, 4/30/92,
20 years' service

Professional/Technical Resignation

Barbara Evenson, Area Tutor Coordinator, 10/31/91

Classified-IEA/NEA Resignations

Pamela Kearns, Records Clerk, 11/01/91
Michael Garceau, Maintenance Mechanic, 11/06/91

In response to Member Barton, President Thompson
stated that all new positions have been budgeted.

NEW BUSINESS:

Personnel

Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

President Thompson called attention to the upcoming retirements of Maria Baumgartner, Assistant Professor in Fashion Design; Robert Terreberry, Physical Plant painter; and Audree Walsh, facilities coordinator. He noted that they have been employed at Harper for a significant number of years and complimented them for their service to the College. Chairman Norwood thanked them for their hard work. Member Howard noted that they would be missed.

Adjunct Faculty
Compensation
Schedule

Member Bakas moved, Member Howard seconded, adoption of the adjunct faculty compensation schedule for 1992 spring, summer and fall semesters, in accordance with Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

1991 Tax Levy
Resolution

Member Bakas moved, Member Moats seconded, that the Board of Trustees adopt the Levy Resolution for 1991, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that she had recently attended the North Suburban Regional Trustees meeting at McHenry County College with President Thompson and Student Member Smith. During the meeting, representatives of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd. reviewed the effects of the tax cap, although it has not been instituted at this point in Cook County. She pointed out that any tax cap, if instituted, will be based on the level of the current College tax extension and will carry over to subsequent years. This will have a compounding effect in the amount of revenue which will be generated. She stated that she supports a levy which is not higher than 4.9 or 5.0 percent and supported the Board in giving direction to the administration to bring in a budget that would not exceed a five percent increase and would support that type of direction, as well. She felt, however, that the

NEW BUSINESS:
1991 Tax Levy
Resolution
(cont.)

Board should carefully consider whether the future of the College could be jeopardized by approving a levy lower than 4.9 percent. Member Howard expressed concern about the future financial impact if the fund balances and the interest income are reduced. She noted that the possibility of increased state funding is remote and it is very likely that funding will be reduced. She felt that the flexibility of action by future boards will be affected. The College has outlined an ambitious Preferred Future program, technology is advancing and enrollment is increasing. If the College were to levy at the maximum allowable rate, it would be approximately 9.5 percent which is considerably more than the levy amount requested. As College trustees, Member Howard felt that the Board should be concerned about the financial stability of Harper and the ability to invest in educational excellence over the next few years. She expressed concern about reducing the levy to a four percent rate.

Vice President Manke distributed the information from the ICCB which was reviewed at the regional meeting by representatives of Robbins, Schwartz. He explained that if the legislators in the spring enact the tax cap in Cook County, the calculations as shown would apply to Harper College. He noted that the future of the district to generate tax revenue would be greatly affected. Approximately \$1 million dollars would be lost this year and the amount would compound in future years. Based on the proposed levy, an increase to 4.9 percent would represent an increase of approximately \$5,364,000 in the two operating funds over a five-year period. In response to Chairman Norwood, Vice President Manke stated that the levy can always be lowered, if desired. If the tax cap is enacted, the maximum levy amount would be five percent of the 1991 extended amount.

Member Barton expressed concern about decreasing state funding. She stated that enrollment has increased approximately eight percent. The College facilities were constructed for a total enrollment of 15,000 and are currently used by approximately 28,000 students. She reported that at an IBHE meeting earlier in the day, a recommendation was made to use telecommunications courses in order to reach more people in underserved areas. She noted that there is a responsibility both to the College and to the taxpayers to review the adverse affects of reduced funds. Vice President Manke noted that the Board approved a reduction of .067 percent from last year's extension at the October Board meeting. Member Barton felt that a 4.9 percent increase in the levy should be given serious consideration by the Board.

NEW BUSINESS:
1991 Tax Levy
Resolution
(cont.)

Member Bakas agreed that Members Howard and Barton had made an excellent case in favor of a 4.9 percent increase in the levy. He stated that he was against the proposed tax cap because it will have a detrimental effect on education. He stated that he would support a tax levy increase of 4.9 percent and hoped that if a change in the levy is made, it would be supported by the entire College Board.

Member Moats pointed out that there has not been a reduction in tax dollars in many years. The tax rate was reduced last year due to the significant increase in assessed valuation. Member Howard stated that it is difficult to predict what future evaluation will be. She noted that certain areas of the College district have been fully developed. Member Moats stated that he was not in favor of the legislation as it was enacted for the collar counties because it has the effect of punishing municipalities and public agencies which work hard at controlling costs. He was concerned, however, about significant College surpluses. He hoped that if the tax cap is not approved, the levy would be reduced by the amount of this year's increase. He asked how much additional tax revenue would be generated by a 4.9 percent increase. Vice President Manke estimated that \$1,006,945 would be generated, assuming that the assessed value increased four percent.

Member Howard stated that capping the levy removes the flexibility if there are unexpected College needs and demands. Member Barton noted that other school districts are discussing this matter in terms of future needs. Student Member Smith felt that the levy should be increased so that additional financial burdens are not placed on the students due to reduced state funding and a possible cap on the property tax.

In response to Chairman Norwood, Vice President Manke stated that another public hearing is not necessary if the tax levy is under five percent. Member Moats asked what the increase would be in order to balance the budget. Vice President Manke stated that it would be approximately \$500,000 between the two operating funds.

Member Moats asked whether the Board would agree to rebate one million dollars to the taxpayers next year if the tax cap is not approved. Member Barton stated that she would agree to rebate a portion of the money. Member Bakas stated that, without the tax cap, this was in line with the Board's guidelines and he would support Member Moats' proposal. Member Howard stated that she would give the proposal very favorable consideration at this point in time although it is difficult to predict what conditions

NEW BUSINESS:
1991 Tax Levy
Resolution
(cont.)

will be next year. Member Barton agreed. Member Moats stated that the budget was approved prior to the election and he felt that the Board should be careful of how they are perceived if the tax policy is changed after the election. It was his understanding that if the rationale for increasing the levy is because of the potential tax cap, the Board should be willing to commit to a reduction by the same amount.

Chairman Norwood stated that the motion before the Board was to approve the levy without an increase. Member Howard moved, Member Barton seconded, that the motion be amended to increase the levy to 4.9 percent which reflects a total levy of \$26,136,203.

In response to Member Coste, Vice President Manke stated that the proposed levy increase is \$1,006,945 over the previously recommended amount. He noted that the levy resolution is prepared without debt service for the Bond and Interest Fund and will total \$24,110,098.

Upon the roll call to amend the original motion, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Upon the roll call on the amended motion, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Member Moats moved, Member Coste, seconded, approval of a resolution as follows: WHEREAS the Board of Trustees of William Rainey Harper College has increased the tax levy by approximately 4.9 percent, the Board hereby notes for public record that this amount of tax increase will be rebated to the taxpayers during the following fiscal year if the tax cap legislation is not enacted this year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:
Resolution:
Authorization
for Issuance of
General Obligation
Alternate Revenue
Bonds

Member Howard moved, Member Bakas seconded, that the Board of Trustees approve the resolution authorizing the issuance of \$1,700,000 in General Obligation Alternate Bonds for the construction of the new Bookstore, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats reiterated his opposition to the construction of the bookstore since it will use revenues which he felt could be better spent for curriculum development. Member Barton noted, for the record, that the administration has stated that the profits of the bookstore will pay for the bonds. Member Coste asked how this would affect the budget. Vice President Manke stated that information had been shared with the Board outlining future profits of the new bookstore to offset expenditures for the retirement of the principal and payment of the interest on the bonds. He added that this would occur once the new bookstore is occupied. Member Born questioned the anticipation of increased revenue, assuming that student population remains the same. Vice President Manke noted that the bookstore would provide a greater selection of soft goods, cards and other items which provide a good return. He felt that there would also be increased enrollments which would generate additional book sales.

In response to Member Coste, Vice President Manke explained the cost difference for the bookstore, noting that legal expenses and bond issue costs were included and the figures were rounded off for the sale of the bonds.

Student Member Smith stated that she supported the location of the new bookstore but was concerned about funding from the Auxiliary Fund and the effect on other programs. Vice President Manke stated that the Auxiliary Fund balance has increased by approximately \$350,000 per year for the past three years. Although the fund balance will be decreased, it is anticipated that there will be sufficient revenue available to carry on existing programs from the Auxiliary Fund. However, the fund balance will not increase as it has in the past few years. Student Member Smith asked if alternate accounts are available for funding new programs, if needed. President Thompson stated that the Education Fund might be used and he felt this would not be a problem. Member Moats pointed out that the Preferred Future will cost the College some money if new curriculum is to be developed. He added that there is no rule which states that surplus Auxiliary Fund money cannot be used to develop curriculum and benefit students.

Resolution:
Authorization
for Issuance of
General Obligation
Alternate Revenue
Bonds (cont.)

Member Howard reminded the Board that one of the reasons for moving the bookstore is to provide additional conference facilities and to address space needs by remodeling of the Placement Center and Financial Aid -- areas which support students.

Upon roll call, the vote was as follows:

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

Nays: Members Coste and Moats

Motion carried. Student Member Smith voted aye.

Employment of
Legat Architects
for Bookstore
Construction and
Building A
Remodeling

Member Howard moved, Member Barton seconded, that the Board of Trustees authorize the administration to expand the scope of the architectural services to be provided by Legat Architects which were approved by the Board of Trustees on May 23, 1991 to include the architectural services for construction of the Bookstore and to renovate and remodel Building A. The fee will remain at 6 percent of the project cost for the construction of the Bookstore and 6.5 percent fee for the renovation and remodeling of Building A, according to Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: Members Coste and Moats

Motion carried. Student Member Smith voted aye.

Member Coste stated that his negative vote was not a reflection against Legat Architects but was solely related to the proposed method of funding. Member Moats stated that his vote was for the same reason.

Disposal of
Obsolete
Equipment

Member Bakas moved, Member Howard seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College through a sealed bid sale, an open sale to the community, sale to a scrap dealer, or other appropriate means for disposal of the property, in accordance with Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:
Faculty
Promotion
System

Member Bakas moved, Member Moats seconded, that the Board of Trustees adopt the Faculty Promotion System effective with the 1991-92 Academic Year, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste felt that the matter should be discussed further. President Thompson stated that since the issue is an outgrowth of the collective bargaining agreement, he felt it would be appropriate to do so in executive session. He noted that the faculty committee is in attendance to meet with the Board.

Member Howard moved, Student Member Smith seconded, that the discussion on Exhibit VIII-F be deferred to the end of the meeting in executive session.

In a voice vote, the motion carried.

Cooperative
Agreement -
CPC Old Orchard
Hospital

Member Barton moved, Student Member Smith seconded, approval of the Cooperation Agreement between William Rainey Harper College and CPC Old Orchard Hospital, as outlined in Exhibit VIII-G (attached to the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Employee
Assistance
Program

Member Moats moved, Member Howard seconded, approval of the Employee Assistance Program Agreement between William Rainey Harper College and Workplace Solutions, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Harper College
Mission Statement

Member Barton moved, Member Bakas seconded, adoption of the Harper College mission statement, in accordance with Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Mission Statement
(cont.)

Member Born called attention to Point #2 which states: Provide students with the knowledge and experiences required to develop a system of values and the ability to contend with difficult moral choices. She felt that the Mission Statement was the culmination of a great deal of work. However, she questioned how this statement could be done and how the results could be measured. President Thompson agreed that Member Born was correct in terms of measuring outcomes since students will respond individually to moral choices and values. He felt that the context was that Harper provide courses, opportunities and the environment in which students' moral ethics can be challenged. He felt that this is an important consideration for the College mission statement. Member Born stated that she did not disagree with the philosophy but felt that it could not be measured. She added that she will vote in favor of the statement. Member Barton agreed that the statement is immeasurable. She felt that the intent was to make the Harper community aware of what is being communicated to the students.

Member Moats stated that his overall concern is that the statement is too long since it will be used in many ways. President Thompson stated that there has been considerable discussion on this matter by various groups and it is felt that the first paragraph, without the individual points, could be used in some instances.

Member Howard agreed with the concern expressed by Member Born. She noted that the mission statement has generated input from many individuals and the Board has reviewed various forms of the statement in the past few months. She felt that this was the best version, covering important points and the philosophy of the College.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

1991-92 Board
Objectives -
Report on
Technology
Enhancements

Chairman Norwood stated that the Report on Computing Technology Plan progress and TSI College-wide Computing Management, as outlined in Exhibit VIII-J, was for Board information.

In response to Member Barton, Vice President Mooney stated that the computing plan is progressing slightly ahead of schedule. Member Howard expressed appreciation for the detailed report and stated that

NEW BUSINESS:
1991-92 Board
Objectives -
Report on
Technology
Enhancements
(cont.)

she was impressed with accomplishments thus far, including seminars which have been offered. In response to Member Barton, Vice President Mooney felt that the College community has become more comfortable with the changes in the computing areas. President Thompson stated that one of the changes has involved the opening of computer labs. Personnel have been shifted around and there has been progress as issues have been worked out. In response to Student Member Smith, Vice President Mooney stated that student seminars are offered at the beginning of the semester. He added that input regarding the development of programs for the computer labs is generated through meetings with the Academic and Administrative Computing Committees and through information shared in the Bulletin.

In regard to Organizational Development and Executive Management, Member Born inquired about the salary adjustments. Vice President Mooney replied that adjustments have been made both upward and downward. President Thompson added that these are in line with the TSI contract so the net effect is no change.

Chairman Norwood expressed appreciation for the status report on this matter.

Algonquin Road
Entrance
Improvements

Chairman Norwood called attention to Exhibit VIII-K regarding Algonquin Road entrance improvements which was provided for Board information. Vice President Manke stated that Dominick Demonica, Legat Architects; John Piesel and Bill Herman, C.E. Design, Ltd., civil engineers; and Michael Hanke from the Traffic Institute of Northwestern University were in attendance to discuss the matter. He added that the administration would appreciate direction from the Board. Member Howard noted the cost difference of the two proposals and stated that she would like further explanation from the consultants regarding the pros and cons of each.

Mr. Hanke briefly reviewed the problems with the Algonquin Road entrance in terms of traffic flow and safety. He noted the short distance between Algonquin and the perimeter campus road which is very limited and prohibits a considerable number of vehicles from standing in line without problems. Both proposals will provide additional room for safe and efficient stacking of vehicles. Some improvements to Algonquin Road will be required for the same purpose. Both alternatives involve a relocation of the perimeter road to provide an adequate separation distance between the two roads for improved traffic.

NEW BUSINESS:
Algonquin Road
Entrance
Improvements
(cont.)

Mr. Demonica reviewed the costs for both alternates. With the upcoming construction of the Liberal Arts Building, Alternate B also provides an access for trucks during the construction period, along with storm sewers and drainage facilities. Signalization costs are included and these might possibly be negotiated with the state. From a professional standpoint, he felt that Alternate B provides the College with better circulation of traffic and an improved cost benefit ratio.

Vice President Manke noted that Alternate A has no provision for moving the existing entrance. Alternate B provides for moving the College entrance and signalization directly across from the cemetery entrance.

Member Coste asked if the Catholic Archdiocese had been contacted in this regard. Vice President Manke stated that Director DeBiase has spoken with them and they are aware of preliminary plans. He stated that additional discussion would take place with them after direction is received from the Board.

Member Howard noted that traffic congestion also occurs west of the entrance as cars attempt to turn left into the campus. She asked if Alternate B would better address this problem. Mr. Hanke replied that both alternatives would provide for dual turn lanes into the campus.

Member Coste felt that a decision could not be made until a determination is made regarding participation by the Archdiocese. He questioned who would pay to move the existing traffic signal and for maintenance of the light. He asked if the Archdiocese would dedicate land for the right-of-way for stacking cars. It was Mr. Demonica's understanding that all of the right-of-way acquisition will be to the north side of Algonquin. Member Coste pointed out that there are no graves on the outside of the cemetery ring road, according to the caretaker.

Vice President Manke agreed with Member Coste that there are many questions which need to be clarified. He also questioned why some cemetery land could not be taken and how much participation could be expected from them. Although these questions must be answered, he felt that it was important to receive direction from the Board whether to pursue this matter and, if so, the desired location for the entrance improvement. Although IDOT has a tight schedule regarding this project, Vice President Manke felt that it was vital to get answers to the questions raised by the Board and the administration.

NEW BUSINESS:
Algonquin Road
Entrance
Improvements
(cont.)

Both alternatives were reviewed in terms of parking. Member Howard noted that there is a \$320,000 price differential and she questioned whether there is an advantage to spending the additional funds. Mr. Demonica felt that Alternate B provides more flexibility. There is a greater separation distance for traffic coming from the east on the perimeter road. It also includes provisions for a temporary road during construction. Relocation of the entrance also has benefits relating to the coordination of the traffic signals on Algonquin Road at Roselle and Quentin Roads.

In addition to the financial ramifications, Chairman Norwood stated that the proposed project would have a significant impact on the campus. She asked Member Coste to chair an ad hoc committee on this matter, and requested that Member Bakas work with him in order to submit a recommendation at the December Board meeting. She suggested that Board members share any concerns with the committee and/or the administration. Vice President Manke agreed with this approach. Member Howard noted that the College will have to live with the outcome of this matter for a long time and she felt it was important to invest in the best possible solution.

Chairman Norwood thanked the representatives for their presentation.

OTHER BUSINESS:
Meeting
Schedule

Chairman Norwood stated that the Board has held Special meetings during the past two years in addition to the regular meetings. She suggested that the second Wednesday of each month, from February to October 1992, be set aside for Special meetings if needed. According to the College attorney, Special meetings require an agenda or special purpose and since these cannot be determined in advance, the decision to hold these meetings will be made on a month-to-month basis and no formal schedule will be disseminated. At the December meeting, the administration will provide a schedule of meetings during which the 1992-93 budget will be discussed. She suggested that the second Wednesdays of the month be used for this purpose, adding other days as required. Inasmuch as there were no objections, Chairman Norwood stated that the Board would proceed as outlined.

OTHER BUSINESS:
Committee and
Liaison
Appointments

In regard to Board committee and liaison appointments, Chairman Norwood announced the following:

Friends of Harper	Sarah Born
Educational Foundation	Kris Howard
ICCTA	Peter Bakas
Fiscal Management Committee	Larry Moats, Chair and Peter Bakas

PRESIDENT'S
REPORT:

President Thompson reported that he and Member Barton attended a meeting last month at Northern Illinois University by invitation of President LaTourette. Representatives of 20 community colleges which had provided the most transfer students to NIU since the establishment of the community college system were invited to attend. During the meeting, he provided data regarding Harper students and the success they have had. A plaque was presented to Harper College and President Thompson shared the inscription which reads as follows:

"Northern Illinois University is pleased to present this award to President Paul N. Thompson and the faculty and staff of William Rainey Harper College in appreciation of the educational leadership, excellent academic programs, and articulation practices that have enabled many William Rainey Harper College students to continue their education at Northern Illinois University." (signed) John E. LaTourette, President, October 31, 1991, DeKalb, Illinois.

The President stated that he would share this again at the opening session with faculty in January. He added that they are most deserving of this honor that has been bestowed upon the College.

President Thompson stated that he returned to Illinois just prior to the meeting from an ICISP trip visit to Harper College sites in Salzburg and Canterbury. He noted that the programs there are excellent but felt that additional students should be encouraged to attend. The administration, including Dean Harley Chapman, will work to increase the number of attendees in the future. A more in-depth report on this visit will be provided in the near future.

EXECUTIVE SESSION

Student Member Smith moved, Member Barton seconded, that the Board adjourn to executive session for the purpose of discussing collective bargaining matters.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye and

EXECUTIVE SESSION: the Board adjourned into executive session at 10:15 p.m. -ki

Following executive session, Member Bakas moved, Member Howard seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 11:32 p.m.

NEW BUSINESS:
Faculty Promotion System (cont.)

The Board agreed to defer action on the Faculty Promotions System.

ADJOURNMENT:

Member Barton moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 11:35 p.m.

Chairman

Secretary