

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, September 23, 1993.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, September 27, 1993 at 7:13 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Born, Coste, Gillette, Howard, Moats (7:37 p.m.) and Norwood; Student Member Norris

Absent: Member Barton

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Bruce Bohrer; Steve Catlin; Harley Chapman; George Dorner; Robert Getz; Jerry Gotham; Bill Howard; Pat Keir; Thea Keshavarzi; Renee Loth; Liz McKay; Russ Mills; Rosemary Murray; Patty Roberts; Lee Vogel; Pat Wenthold; Laurie Wren; Joan Young. Guests: Allison Beatty - Chicago Tribune; Mary Haffenburg - Pioneer Press; Kelly Womar - Daily Herald; Richard Kriebert - BDO Seidman; and Richard Kolze - Citizen.

PRESENTATION  
Center for  
Students with  
Disabilities

Vice President Bonnie Henry introduced Tom Thompson, the Director of the Center for Students with Disabilities. He in turn introduced Pasquala Herrera, a Learning Disability Specialist, Sherry Pergricht, a counselor in the Student Development area, and Beth Krueger, an instructional specialist who works with visually impaired students as well as those with other health impairments.

Mr. Thompson distributed a number of hand-outs which explained the mission of the CSD, as well as ways in which they accomplish their goals. These also included facts and statistics about the students and staff who benefit from the CSD.

Presentation  
(cont'd)

Ms. Herrera related stories about Harper students which illustrated how the CSD affects not only the students, but those in the community and even outside of our district. She explained the newly instituted Program for Achieving Student Success (PASS). The students enrolled in the program pay a fee of \$250 per semester for specialized instructional services received from a LD specialist and/or tutor. Fifty-three students had signed up for this program by the beginning of the fourth week. There is currently a waiting list for the program.

Sherry Pergricht spoke about the services provided for deaf and hard of hearing students. This includes the English as a Second Language program for these students. She explained that for many deaf people, American Sign Language, not English, is their first language. The majority of deaf children are not exposed totally to the English language until they begin attending school. The classes at Harper are co-taught by ESL instructors and a linguistic specialist in American Sign Language. This program is unique in the state of Illinois, and attracts students from all over the state who move to Harper's district in order to participate in this program. Many of these students give back to the community by continuing to work and live in this area after they leave Harper.

Another way in which these students give to the community is through the Collegiate Illinois Association of the Deaf, the deaf club on campus. The club promotes leadership skills, and responds to requests from local schools and scout groups to send speakers to talk about their personal experiences of growing up deaf in a hearing world.

The CSD office provides services such as sign language interpreters, tutoring, note taking, counseling, and advising. The provision of sign language interpreters is mandated by law, and Harper provides approximately 175 hours of sign language interpreting services per week. This increases to 200 hours per week when the services needed by the deaf Harper employees are included. The counseling services are also heavily used by the deaf and hard of hearing students. This office also works closely with faculty to assist them in understanding how to provide the best access possible to students in their classes by helping them understand the services

Presentation  
(cont'd)

available. It is the goal of the office to teach students self-advocacy and independence.

Ms. Pergricht distributed cards which advertise Deaf Awareness Week, which will be November 1 through November 5. All of the events are free and it is open to the public. Mr. Thompson added that almost all of the expenses are covered by either outside in-kind donations or funds that have been raised outside of the College.

Beth Krueger works with the blind and visually impaired students as well as physically disabled students such as paraplegics, quadriplegics, students with cerebral palsy, heart or respiratory conditions, etc. The long-term goal of many of these students is financial independence from disability or social security. This office works on access to classes, as mobility and communication are two major issues with this student population. Concerns regarding the scheduling of classes, accessible elevators and washrooms, and the easiest way between classes are addressed. Orientation mobility skills are covered with new blind students on campus.

To assist students with difficulties in the area of communication skills, students may need a scribe to write things down for them or a note-taker. Laptop computers with speech access are also available and were donated by IBM. Special computers will also be available for students with physical disabilities. Ms. Krueger demonstrated some of the equipment available to the students.

Mr. Thompson explained how the ADA has impacted the CSD programs, and how the College is responding to the needs of the students and the community. He distributed a brochure explaining the Rehabilitation Act of 1973, which outlined what colleges and universities must do and what they cannot do in terms of behavior that can be interpreted as being discriminatory. The ADA expanded the coverage of this act in new and different ways. A telecommunications component was added that specified the need for accessible communications, as well as the legal and civil rights protection that had been afforded to people of color and women. The Personnel Department subsequently did a complete review of employment practices, procedures and policies which resulted in a number of recommendations. The CSD office did a complete physical review of

Presentation  
(cont'd)

the campus last year and developed a three year transition plan. This year the necessary changes will only cost \$10,000. A complete review of departmental policies and procedures was also done in every office and feedback given in terms of what was being done to respond to the needs of people with disabilities. This has also resulted in a series of recommendations.

At this point Mr. Thompson asked for questions from the Board or audience. Member Gillette asked if there were cooperative agreements with adjoining community colleges in this area rather than the other colleges duplicating the programs. Mr. Thompson replied that there are cooperative agreements with some colleges. In Illinois, there are now three regional programs: Harper College, Wabanssee Community College, and John A. Logan College. The vast majority of deaf students in the state of Illinois go to those three schools if they are going to a community college. Harper receives direct support for that from the Department of Rehabilitation Services which amounts to about \$105,000 annually. Member Moats asked if this was based on student enrollment. Mr. Thompson stated that it was based on that and other factors as well. There is a third party funding agreement which basically is a grant and has been in place for approximately 18 years. Member Gillette asked if Harper is reimbursed by a student's district if that student chooses to go to Harper. Mr. Thompson replied that they do in many cases, but it is at their discretion. He added that there are people who come to Harper for the deaf program and pay out-of-district or international tuition.

Member Coste stated that the information distributed shows a dramatic increase in the fees earned for the CSD over the last year. This is attributed to the establishment of the LD services on a cost recovery fee for service basis this year. Member Coste asked if the reality is meeting the anticipated cost recovery. Mr. Thompson responded that \$13-14,000 has already been collected for the fall semester, so that they are almost half-way to the projected income.

Member Moats noted that he has heard positive comments from a number of people regarding Harper's involvement with disabled children. He commended the CSD for making a truly hospitable environment for people with

Presentation  
(cont'd)

disabilities. Mr. Thompson stated that there is a great deal of adjustment for students going from high school special education programs where they have services every day to a college program where they have services once or twice a week.

Member Howard stated that she was interested in the comment made about the referral of a student by a faculty member, and asked how the services are shared with the faculty so that they know how to help a student access the programs. She asked why only 500 students are being serviced if there are 3,000 who have identified as having a disability. Mr. Thompson explained that many are not electing to use the services, and added that among that 3,000 are people with health issues such as asthma or diabetes who do not need the services. He noted that there is a great deal of communication with faculty and other employee groups. This year they will be hosting brown-bag luncheons, making a presentation during Employee Day, having a major speaker during Cultural Week, as well as passing out information and a survey during faculty orientation.

The Board members and President Thompson thanked the CSD group for their excellent presentation and for all of the work that they do at Harper.

CITIZEN  
PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Born read a communication from the Faculty Senate executive officers thanking the Board for the Board-Faculty dinner, and for the warm, supportive atmosphere.

President Thompson introduced the people representing the press: Kelly Womar from the Daily Herald, Mary Haffenburg from the Pioneer Press, and Allison Beatty from the Tribune.

UNFINISHED  
BUSINESS  
Approval of Agenda

Member Howard moved, Member Gillette seconded, that the agenda be approved with the addition of Exhibit IX regarding the Stephenson School under "Other Business".

In a voice vote, the motion carried.

Student Trustee  
Report

Student Trustee Norris reported that the students are very happy with the added library and gym hours, and that he will continue to work with the school and students in securing

Student Trustee  
Report (cont'd)

added hours. He stated that the new members of the Student Senate have been elected and are being oriented as to policy and procedures. The Senate is looking at seminars which might help with leadership training and development for these people.

Student Member Norris noted that many students were not utilizing the tutoring center even though they had a need for this service. In addition, many students were not satisfied with the type of assistance they received. He is meeting with various individuals in charge of this area to see what can be done to improve the center, and will discuss this with the Board in a future report. Member Moats asked why the students were not using the center. Student Member Norris responded that some of the tutors are confusing the students more than helping them. He added that he personally had had a problem with one of the tutors and had filed a complaint. He is concerned with how tutors are selected. Member Moats asked if there is student evaluation of this area. Liz McKay responded that in evaluations last year, 85 percent of those who used the tutoring center rated the service highly and said it affected their grade in a positive way. Student Member Norris suggested that the survey be done after the mid-term to better reflect the students' feelings regarding the tutoring they receive.

Student Member Norris left the meeting at 8:00 p.m.

CONSENT AGENDA  
Minutes and  
Bills Payable

Member Gillette moved, Member Howard seconded, approval of the revised minutes of the August 26 Regular Board meeting and executive session and September 14 Special Board meeting; for bills payable, payrolls for August 20 and September 3, 1993; and estimated payrolls for September 4 through November 12, 1993 as described in Exhibit VI-A1 and A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 881,228.97
Operations & Maintenance Fund	271,300.07
Operations & Maintenance Fund (Restricted)	659,922.41
Auxiliary Fund	908,569.28
Restricted Purposes Fund	278,132.62
Building Bond Proceeds Fund	10,364.14
Trust & Agency Fund	833,383.54
Audit Fund	350.00

Consent Agenda  
(cont'd)

Liability, Protection & Settlement Fund	73,212.17
Federal Funds	19,642.81

The payroll of August 20, 1993 in the amount of \$995,928.28, payroll of September 3, 1993 in the amount of \$1,119,219.65; estimated payroll from September 4, 1993 through November 12, 1993 in the amount of \$5,381,242.72; estimated utility bills in the amount of \$120,000.00; payment to Prentice Hall for books in the amount of \$143.61; payment to A.M. Multigraphics for supplies in the amount of \$1,911.75; payment to Robbins, Schwartz for legal fees in the amount of \$3,543.75; payment to Houghton Mifflin Co. for books in the amount of \$69.52; payment to Harper College Group Health in the amount of \$290,547.71; payment to School District 21 for purchase of the Stevenson School/NE Center in the amount of \$1,000,000.00 (subject to approval by the Board of the purchase agreement).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Financial State-  
ments, Reports for  
Information

Member Howard moved, Member Born seconded, approval of acceptance of the financial statements, committee and liaison reports, and grants and gifts status report as outlined in Exhibit VI-B1 through B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born reported on the ICCTA meeting. Mike monaghan, the legislative liaison, shared with the members the bills that the ICCTA would like to pass and those they would like to defeat. Member Born distributed a list of those bills and asked the Board members to indicate which bills would rank as their top five in importance. She will then share that with the ICCTA so that all the members have input. President Thompson felt that this is very timely as a legislative breakfast is scheduled for next week and there will be an opportunity to discuss these bills with the legislators. Chairman Norwood asked if there were any particular bills which those at the ICCTA meeting felt strongly about. Member

Consent Agenda  
(cont'd)

Born responded that the bill regarding veterans' grants was of concern. President Thompson explained that we are mandated by state law to offer waivers for veterans, which totaled \$84,000 last semester. Under the proposed bill, we will only be funded for approximately 20 percent of that total. ICCB projects that if this continues, the system will be short \$6 million which the state should have funded. This shortfall in turn affects the local property tax payers and/or the tuition rates. Because of the Board members' unfamiliarity with a number of the bills listed, President Thompson proceeded to explain the various bills and their implications.

Member Born urged the Board members to attend the ICCTA meetings if possible. The next meeting will be on November 13 at the Swissotel in Chicago.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

BID AWARDS

Member Howard moved, Member Born seconded, approval of the bid awards as outlined in Exhibits VI-A1 and A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8568 to Office Concepts, Inc., the low bidder for furniture for Building L, in the amount of \$151,149.84

Ex. VII-A2 Award bid Q8569 to Comark, the lowest bidder meeting specifications for personal computers, accessories and laser printers in the amount of \$430,409.00.

President Thompson noted that questions have been raised about Exhibit VII-A2 regarding specific quantities and areas that were going to be receiving this equipment. He distributed information relating to the breakdown by divisions and costs within the division.



Bid Awards  
(cont'd)

Member Gillette asked if it was the intent of the Board or the administration to exclude the purchase of PC's from the Technology Review Committee. President Thompson replied that it was not. Member Gillette noted that the committee met and were not told that this bid was going out. It was Member Gillette's feeling that the committee should have known about such an action. President Thompson stated that there was no design not to tell the committee. He added that the committee chair asked for specific kinds of things to be discussed at the meeting, and this was not one of them. President Thompson stated that an overview of the whole plan will be discussed at the next committee meeting.

Member Gillette noted that the bid only went out to local bidders, and that bids were not solicited from "mail order firms" or "factory direct firms" even though they have local service contracts set up. He stated that he was told that it is the policy of the College not to solicit non-local firms. Member Gillette felt that this is the type of policy that the committee is supposed to give advice on. Thea Keshavarzi responded that it is not the policy to only solicit bids from local vendors. Glenn Reich added that the bid specification did not explicitly exclude mail order companies. However, in the bid evaluation criteria it was stated that local warehousing and repair facilities would be one of the primary considerations. The reason that a bid request was not mailed to Dell Computers, even though they have a local distributor in CompUSA, is because they use a different type of technology which is not compatible with our system.

Member Howard noted that her experience on the Board is that local businesses are included and considered whenever possible, but she has never known of a policy that excluded out-of-district firms. Member Gillette felt that by advertising only in the local paper and not industry journals, we were not reaching the price leaders.

Member Moats asked which manufacturers did not meet the specifications. Glenn Reich responded that these were Comark and Hartford. Comark manufactures their own box, and they also bid on a box manufactured by ASC Computers, a national distributor. Hartford bid on IBM computers. Cedar bid on Hewlett-Packard, but did not meet the bid

Bid Awards  
(cont'd)

specifications because the hard drive was too small and their prices were higher. No one was eliminated from the bid process because of a discrepancy in configuration. Member Gillette asked if they had the ability to split the bid if necessary. Mr. Reich responded that this could be done.

Member Coste asked if the whole problem would be settled by advertising in one or more trade magazines. It was agreed that this is a possibility. President Thompson asked Ms. Keshavarzi if we advertised anywhere other than the newspaper. She responded that we did not.

Vice President Dave McShane entered the meeting at 8:30 p.m.

Member Gillette noted that at the last Board meeting he suggested very strongly that the Board members be notified of bids so that they can ask questions before the fact. He added that he was not arguing with the price that was received, but questioned if it was the best price possible because many other companies did not receive the bid.

Member Born stated that she did not feel it was the job of the Board to second guess all of the bids. Member Gillette responded that this was not what he wanted to do, but he did want to have some input in the beginning of the process in terms of policy. He added that the problem is that of being on a technology committee and finding out that they were not notified of a \$500,000 expenditure relating to that committee. Member Born replied that a great deal of time could be spent looking for the best price and not result in a substantial savings. Member Howard agreed that the question is actually one of policy. Member Gillette noted that there are magazines which show the price leaders each week, and stated that these companies should have been solicited for bids.

President Thompson stated that Member Gillette's point is well taken, and agreed that this is a good suggestion.

Member Moats asked for clarification on the manufacturers which met the specifications. Mr. Reich explained the technical reasons why Packard Bell did not meet the specifications, and speculated on why Compaq did not submit a bid. Member Moats agreed with Member

Bid Awards  
(cont'd)

Gillette's point about the trade advertising, and the possibility of sending correspondence directly to major PC manufacturers. He requested an overview of how this purchase relates to the overall computing plan in terms of the placement of PCs and the projected future purchases of PCs. Member Moats asked how many of these were going into computer labs. Mr. Reich responded that approximately 70 are going into computer labs. Member Moats stated that he was unclear on the definition of computer labs. It was explained that they include areas for computer instruction, as well as areas where students can come in and work on their own. Member Moats asked if the plan is to replace every PC on campus with the latest technology. Mr. McShane responded that they will never stop buying computers because of the technology rollover that is occurring. They are looking at a five-year rollover of computers, but budget constraints may push that to six years. Member Moats asked how many PCs were envisioned in the plan that was initially passed. He added that he would like to know how much money is going to direct classroom use. President Thompson suggested that this is a good topic for the committee discussion on Monday night. Member Gillette noted that some of the information requested related to how many terminals will be in each building and how they will be networked. President Thompson replied that this will be discussed on Monday in detail.

Member Moats requested clarification to have a better understanding of the total plan and the scope. Mr. McShane stated that both the plan as it was presented by the TSI study, and what has been done to update it, will be brought to the committee meeting on Monday.

Member Gillette asked what would be done to make the faculty and students aware that they will be able to purchase equipment at discounted prices as stated in the bid. Mr. Reich responded that a program is already in place with Apple that allows the students to get a discount from Apple and gives the College a credit for their purchase. In this case they will give the person's name to the sales representative and they will take care of the purchase from there. This is being communicated in the Harbinger as well as posters being displayed in the computer labs. Member Moats asked if this information could be included in the College catalog. President Thompson did not know if this would be a

Bid Awards  
(cont'd)

proper vehicle for such advertising, but thought that it could go out with the semester flyer. Member Moats felt that students should be encouraged to buy these tools if they can afford it. Mr. Manke stated that the sales representatives are handling it so that the College does not get in the position of having to pay sales tax on these computers. However, Mr. McShane's office follows up to make sure that the discounted prices are being given. He added that the price will change depending on the requirements of that particular buyer.

Member Coste called the question.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Born asked what the grant estimate referred to. President Thompson responded that there may be some grant money which comes in from the state available to purchase computers without doing another bid.

Member Gillette asked what the lead time is on delivery from this vendor. Mr. McShane stated that there is a problem with having the equipment delivered and installed for the second eight weeks of continuing education. They are looking at one drop shipment of 24 machines within 30 days. Delivery will then be taken in blocks so that the IS staff can handle distribution and installation. Member Gillette stated that irrespective of the schedule for completion of construction, he would rather see the machines here 30 days late than to see them run out of warranty because the lab was not available for them. Mr. McShane agreed, and added that there is a trickle-down process of finding a place for the older computers go.

Member Gillette questioned the use of the multi-media machine, and stated that he would like to find out more about this at the computer committee meeting. Mr. McShane responded that there are some very powerful pieces of equipment in the nursing program that are of a similar nature. They are using multi-media to do instructional delivery.

PURCHASE ORDER

Member Howard moved, Member Coste seconded, approval of the change order to purchase order D-59201 issued to A.J. Maggio Company for the installation of a new water main as outlined in Exhibit VII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette asked if this situation was shared with the village government. Mr. Manke stated that he is working on this with the Village of Palatine. The code has changed since the time the original design was done, and doing this now will avert significant problems at a later date. He added that we do not have an option, as we must be in compliance with code.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

NO AWARD

Member Howard moved, Member Born seconded, that the Board approve a no award of bid request Q8562 for construction of a new pole vault and long jump area as outlined in Exhibit VII-C1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born asked if there are any problems with safety as it currently stands. President Thompson responded that they will have this re-bid in time for spring. Mr. Manke added that one pole vault pit has been removed so that the soccer field can be expanded, and that the area will not be used for track until spring.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

PERSONNEL ACTIONS

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

Personnel Actions  
(cont'd)

Administrative Appointment

Felice Avila, Development Office, 9/01/93,  
\$69,762

Supervisory/Confidential Appointment

Robert Bieszk, Information Systems-Technical  
Services, 9/13/93, \$52,000

Resignations and Terminations

Supervisory/Confidential

Eric Ryan, LRC - Media Services, 8/18/93,  
Resignation, 10 years

Classified

Lynne Cassell, Center for Students with  
Disabilities, 8/20/93, Termination,  
4 months

Laurie Lamb, Adult Educational Development -  
AE/LS, 8/25/93, Resignation,  
6 months

Member Moats asked for an explanation of the new hire in IS with respect to the hiring freeze. President Thompson responded that it had been noted previously that there was one additional person still to be hired, and this is that person. Replacements will only be made with temporary personnel until January unless there is an exceptional case. Vice President Ed Dolan stated that there is the possibility that a faculty position will be open in the LRC service area. The search has been ongoing, and they may want to hire that person by the November 1. It is a previously budgeted position.

Member Moats asked Mr. McShane to explain the duties of a network manager. He explained that the highway, or network, for the computers is a key portion of the system. This person must have the expertise to understand the technology and software that operates the traffic. The network manager will be responsible for design, maintenance and security. He will program the hubs and routers. He manages the network rather than actually managing people. There will people who help him and report to him, such as the network administrator and network technician, but he is more of an overseer of the network. Member Gillette asked what the educational background is of this person (Engineer, Programmer, etc.). Mr. McShane did not have this information as he did not directly hire him.

Personnel Actions  
(cont'd)

Member Coste asked President Thompson when he anticipated having the tables of organization available for the Board. President Thompson responded that they are working on it, and it should be ready in another month. Member Coste noted that this will help clarify the hiring situation as it relates to the freeze. He added that the Board has never said there is a hiring freeze, and it may be the Board's responsibility to make a policy as to what situations would allow a waiver of the freeze.

Member Moats continued with his questions regarding the network technicians. Mr. McShane explained that they go into the computer labs and keep them running, which includes working during hours when the students are not in the labs.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

1992-93 FINANCIAL  
AUDIT

Member Howard moved, Member Moats seconded, that the Board accepts the annual financial audit for fiscal year 1992-93 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that there was a representative from the audit firm available to answer their questions. The Board members had received the management letter and the administrative response. President Thompson felt that the management letter is a direct letter, and that some of the responses may be a bit repetitive because some of the same recommendations were made in previous years.

Member Moats asked for a general overview of the report, especially relating to the revenues and expenses in the Education Fund. Mr. Manke responded that the revenues were down because enrollment was down and was less than projected. They had budgeted more because they were expecting a significant increase, but in comparing the actual amount to the year before, it was not that far off.

Member Moats noted that the estimate is usually close to the actual, and questioned the reason for the approximate 3.5 percent

1992-93 Audit  
(cont'd)

decrease in FTE's. Mr. Manke stated that this also makes up for the reduction in the expenditures because less adjunct faculty was hired, fewer supplies are purchased, etc. The Education Fund budget was within approximately \$150,000 when comparing revenue and expenditures, which is what contingency was. It was agreed that this was very good considering the fact that this is a \$35 million budget.

Member Moats noted that the Working Cash Fund balance was down \$440,000. Mr. Manke explained that \$1 million was transferred to the Education Fund because of the deficit and in accordance with the budget. Member Coste noted that the biggest portion of the Education Fund was for contractual services and questioned the reason for this. Mr. Manke stated that this is a result of the TSI contract. Contractual services for computer support in the 1993-94 budget went down and salaries and benefits will go up because the TSI people are being replaced with Harper employees. Mr. Manke added that nothing was put off that needed to be done in terms of contractual services.

Mr. Manke noted that the audit went extremely smooth this year, and complemented BDO Seidman and the business office staff for the work that was done.

Member Howard commented on the suggestion that a Grant Administrator be appointed. She noted that this has been a continuing problem, and that she would like to see that reviewed and consideration given to this position even with the present fiscal situation. Mr. Manke agreed that this is needed, but that the salary and benefits for this position are an issue. He noted that the business office staff does not have the time to properly monitor the grants. Member Howard stated that if the Foundation is increasingly successful and the number of grants increases correspondingly, this will exacerbate the problem. She noted that perhaps there could be some help from the Foundation to fund this position.

Member Gillette suggested that an information form could be filled out upon receipt of the grant, with updates made at any milestones that the grant requires, and then another form filled out at the end of the grant. This would cause administration of the grant by the people who have worked to obtain the grant and



1992-93 Audit  
(cont'd)

have the data available. Mr. Manke replied that this is done at the start of the grant, but not in a continuing fashion. Vic Berner added that many grants are ongoing and cover more than one school year. Often faculty are utilized during the beginning period of a grant but then are returned to the classroom and do not have the time to process the end portion of the grant requirements. Mr. Richard Kriebert from BDO Seidman noted that the faculty and the College do an excellent job filling out the administrative aspect of getting the grant, but once the grant is received on campus, there is a lack of compliance with grant requirements and reporting. Member Moats felt that the people who want the grants must be responsible for satisfying the auditors and the grant requirements.

Member Howard stated that her point is that there is a problem, and she would like to see this addressed. Member Coste suggested that this be brought up at the budget committee meeting when staffing is discussed.

Mr. Kriebert thanked Mr. Manke and his staff for their cooperation. He noted that in their fourth year at Harper the sign-off date has been moved up three weeks, which allows the audit to be approved prior to submission to ICCB. Member Coste asked if the large transfer from the Working Cash Fund was made to keep the Education Fund afloat. Mr. Manke replied that the transfer was a budgeted transfer that was made. The Working Cash Fund was budgeted for a deficit, and this was done. This relates to the decrease in investment return.

Member Moats complimented BDO Seidman for their excellent work and for their straight forward suggestions. President Thompson expressed his appreciation for the timely fashion in which the report was done.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

CAREER ADVISORY  
APPOINTMENTS

Member Gillette moved, Member Born seconded, that the Board approve the Career Advisory appointments for the 1993-93 academic year as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard recommended that the Board take this opportunity to recognize the number of citizens in this district who volunteer their expertise to work on the Career Advisory committees to help the faculty stay state-of-the-art in their particular fields. Harper is very fortunate to have this kind of support from the citizens in our district who serve on these committees without pay. Member Born seconded these comments.

Member Born asked if all the committees are functioning, and if these people are all being utilized. Member Coste asked how often they meet. President Thompson noted that he asks these questions of the program area people every year when the committees are formed. They try to make sure that those on the list are active, and added that this report is a month late because Mr. Dolan's office has been verifying the information. Mr. Dolan noted that the frequency of the meetings varies from program to program depending on the needs. Chairman Norwood asked for an example of a committee that is more active than others. George Dorner replied that the Manufacturing Advisory Committee serves several programs because the needs in electronics are similar to those in areas such as manufacturing and the CAD center. Because of the overlap, the intent is for them to have close contact by phone rather than frequent meetings. The Legal Tech Committee is very active with monthly meetings. Typically, everyone aims for at least two meetings a year which includes the fall recognition dinner.

Member Coste asked if the fall dinner is well attended by the committee members. President Thompson stated that this is going to be done differently, but in the past they have invited the program areas to have their advisory committee meet prior to coming to the dinner. The representation is approximately one-third of those on the list. Member Born commented that she wants to make sure that we aren't tapping volunteers and then not using them.

Career Advisory  
Apointments

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COOPERATIVE  
AGREEMENT

Member Gillette moved, Member Howard seconded, that the Board approve the Cooperative Agreement between William Rainey Harper College and Good Shepherd Hospital as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that this is a standard agreement that has been reviewed by their attorney and ours. It is being presented after the fact because of a delay in the processing of the papers by the hospital corporation. Ed Dolan noted that this was initiated in April.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

PREPARERS OF  
1994-95 BUDGET  
PREPARERS

Member Howard moved, Member Coste seconded, approve the resolution calling for Paul Thompson and Vernon Manke to prepare the tentative budget for 1994-95 as outlined in 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 Born, Coste, Gillette,  
Howard, Moats, and Norwood

Nays: None

Motion carried.

INFORMATION  
Budget Committee  
Calendar

President Thompson noted that Exhibit VIII-F was put on the agenda for information, but could be considered for Board approval.

Member Moats moved, Member Coste seconded, approval of the Budget Committee Planning and Board Action Calendar as outlined in

Budget Committee  
Calendar (cont'd)

Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats noted that this is a first rate plan of action. Member Coste stated that as far as actions at the Board level, this will only be a general review. The committee has arrived at specific dates for the meetings between now and the first of the year. All of the Board members are urged to attend as they expect to have the work done at the committee level rather than re-doing the work at the Board meetings. This was agreed on by the Board. The administration is in full support of the plans of this committee. Member Coste noted that one of the goals of the committee is to finish by July 1, but due to outside circumstances this may not be possible.

In a voice vote, the motion carried.

First Reading -  
Sexual Offenses  
Policy

President Thompson noted that if the Board members have any suggestions or changes, they will review those with the attorney. The policy is in compliance with the statute that was established in the 1992 amendments of the Higher Education Act, and must be put on record as policy. Member Born asked how many complaints there are on an annual basis. President Thompson replied that there have only been one or two per year. Member Moats asked if this is intended to address the sexual harassment issue. President Thompson responded that this is expanded to cover the area of assault and physical abuse. The College currently has a policy on sexual harassment which was reviewed by the Board last year. However, the faculty is presently looking at that policy for possible procedural changes they would like to see addressed. These policies need to be reviewed as this is an ever-changing issue in terms of legal interpretation of the law. Member Born noted that the policies on faculty-student dating are changing because of the nationwide increase in the number of adult college students.

Member Coste asked if the verbage tends to restrict mutual physical activities, as sexual harassment can be verbal as well as physical. President Thompson stated that sexual harassment is covered under another policy, and this deals more specifically with sexual offenses.

Member Born asked if these policies are discussed with the faculty as to what

Sexual Offenses  
Policy (cont'd)

constitutes sexual harrassment. President Thompson replied that they have had lengthy discussions with the faculty which have resulted in the faculty's current review of the policies.

OTHER BUSINESS  
Stevenson School  
Purchase Agreement

Member Coste moved, Member Born seconded, that the Purchase Agreement for the Stevenson School be approved.

Member Gillette recommended that a number of changes be made. 1) Page 16, para. 1, line 7, reads "thirty (3) days" and should be changed to "(30)". 2) Member Gillette stated that there is no plat of survey because it has been negotiated that we will accept the two year old survey with their certification that it is in fact correct and no changes have been made. That is acceptable, however, the Purchase Agreement states that all negotiations fall by the wayside in lieu of the document itself. Therefore, the document should say that the College will be given a plat of survey less than two years old and a certification that no changes have been made, since this is what was agreed on.

Member Born responded that we did not ask for a new survey. Member Gillette reiterated that he did not ask for a new survey, but since they agreed to accept a survey less than two years old with a certification, then one should be provided. Member Coste responded that the whole thing is academic. President Thompson added that since Harper has had continuous occupancy of that space for over 10 years, they would know if any changes or modifications had been made. Member Gillette asked if anyone had looked at the plat of survey. Member Coste responded that he had seen it, and that the adjacent property has been developed for quite some time, so that there is no place to go and no changes to be made. Member Gillette stated that he understood this, but that since the survey and certification were part of the negotiations, it should be included in the agreement.

Member Moats asked if the contract stipulates any reference to the plat of survey in any way. Member Gillette stated that it does not. Member Moats asked Member Gillette if he asked legal counsel what that meant contractually, as it is important to know what we're buying in a legal sense. Mr. Manke stated that when this agreement was developed, the attorney had originally stated that they would provide

Stevenson School  
(cont'd)

Harper with a new survey. District 21 thought that that was a waste of money as one had been done a couple of years prior to that, and nothing had taken place in terms of new construction or any renovation. It was agreed that that survey would be adequate, and the new survey requirement was then deleted from the agreement. Member Howard noted that it would be easy to add this language. Member Gillette stated that the attorney said that he sees no problem in adding the language as it does not cause them to do anything that they did not already agree to. It merely states that we want the survey that was already done with a note that they have done nothing to change it.

Member Gillette stated that the agreement states that there are not any problems with the title, and he recommended that the Board approve this agreement subject to the fact that the title commitment letter is acceptable. However, if the commitment letter brings up something that is not already known, he felt that he would not be doing his fiduciary duty by voting for this without knowing that.

President Thompson recommended that Member Gillette introduce three amendments reflecting his suggested changes. Member Gillette stated that the attorney felt there would be no problems with this. Mr. Manke noted that District 21 is simultaneously presenting this to their Board, and that problems would arise only if they did not accept the addition of the language. It was agreed, however, that the agreement itself is not being changed. Member Moats asked if the commitment letter acceptance was a customary part of the closing procedure, and if the title showed inconsistencies, then they would not close the purchase. Member Gillette noted that the agreement states that it is the only thing that actually counts. Therefore, if something is not noted in the agreement, it will be too late to do anything about it when the commitment letter is read, as the agreement is fully binding. Member Moats stated that they would not close because the letter would be inconsistent with the contract. Member Gillette disagreed because of the binding nature of the agreement itself.

Member Coste asked when the closing would take place. Mr. Manke stated that they would bring title down three times, once with each

Stevenson School  
(cont'd)

payment, so we are on record of having made the payments. Member Coste noted that at each of those times, if they do not have a clear title, then they would not close. He stated he does not necessarily disagree with adding the language, but felt that we would simply not close if we didn't get a clear title.

Member Born asked what it means to "bring down the title". Mr. Manke replied that it starts making Harper as part owner, and that we have made a certain number of payments. District #21 was not in favor of this, but Harper insisted that it be done because of the amount of money involved. It will not add additional costs to do this, so District #21 then agreed to this stipulation.

Chairman Norwood stated that her concerns relate to the fact that the other Board is voting on this at the same time, and questioned if they would have to go back and make changes of their own. President Thompson and Member Coste agreed that they would. President Thompson added that if they make changes, then our Board will have to do the same. Member Moats felt that the plat of survey was important to have included. Member Gillette added that it was important for our attorneys to see the commitment letter. Member Coste felt that this should all be a part of the closing. Member Gillette stated that if we don't close, they will be able to keep all of the money that was already involved. Member Coste disagreed with this.

Member Coste moved, Member Moats seconded, that Exhibit IX be amended to reflect the following changes:

- 1) Change the (3) to (30) on page 16.
- 2) Harper College will accept the plotted survey that they presently have with their certification that no changes have been made.
- 3) The agreement will be approved subject to the fact that the title insurance does not show a misrepresentation to the negotiations.

Upon roll call, the vote on the amendments to Exhibit IX was as follows:

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

Nays: None

Stevenson School  
(cont'd)

Motion carried.

Upon roll call, the vote on the recommendation to approve the Purchase Agreement, as amended, was as follows:

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

Nays: None

Motion carried.

Member Moats complimented Member Coste on his special efforts with his committee and the administration in acquiring this property, which he felt was going to be a long-term investment for the community.

Chairman Norwood reminded the Board that there is an ICCTA Conference next week. She appointed Member Born to be the Board delegate for the College, and Member Coste to be the alternate.

Meeting Dates

The Board agreed on October 13 for a Special Board meeting to review capital projects and political strategy. This meeting will cover the Performing Arts Center that is on the ICCB list of requests for 1995 that will go to the governor. They go to IBAG first and then the legislature has to act. President Thompson felt that the Board should review this in order that everything possible is done to see that this project goes forward. The meeting will be held after the Friends of Harper meeting.

PRESIDENT'S REPORT

President Thompson reported that Harper has received recognition by the Community College Board in accordance with the provisions of the Public Community College Act. This is an annual status that we are given by ICCB.

There was an excellent turnout for the Harper Foundation Golf Outing. The raffle alone took in \$1,100, and President Thompson thanked all those who attended and participated in this event, as well as those who supported the event in other ways. The proceeds will support the Cardiac Rehabilitation Center.

President Thompson congratulated Chairman Molly Norwood on her selection to the IBAG statewide committee on affordability.



President's Report  
(cont'd)

The Legislative Breakfast will be held September 28, and information was distributed to the Board members. President Thompson noted that this is the largest number of potential attendees to date, and he encouraged all of the Board members to attend.

Along with the Audit Report, the Board members received the Silver Anniversary Annual Report and Educational Foundation Report. This highlights the Silver Anniversary celebration and details activities done during the year, as well as showing how monies received from the Foundation have come in.

A packet and poster from the Art Department were distributed to the Board members.

On Sunday the Northwest Cultural Council presented World Best '93. Several of Harper staff members were involved, and Martin Ryan chairs that organization. Members Moats and Howard are on the Board of that organization as well. Member Moats was recognized at that event for his charitable contribution and support for the arts in the northwest, and he congratulated Member Moats for his fine work. Mary Jo Willis was in charge of the program. Omron was a significant underwriter of the event. Other Harper staff present included Eric Ryan and Barbara and Tom Knoff.

Intercultural Week will be held October 11-15 and is entitled "Unity Through Diversity". President Harper encouraged everyone to attend as many of the activities as possible.

The Board had previously asked President Thompson to inform them of College related events that he would like them to attend. He has added more events that are coming up this fall, and will add others as they are scheduled.

President Thompson noted that he has just received information from Mr. Manke relating to the air conditioning system. When L Building was bid, one of the alternates was to connect the lengthy air conditioning and heating units between L Building and F Building. That alternate came in at \$48,000 and was not accepted at that time. We are at a point where we can still do this work, and the architects recommend that it be done. President Thompson and Mr. Manke have discussed this with the architects, and feel it would be a wise investment to do this

President's Report  
(cont'd)

change order. The heating cooling system that is going into L Building is a new system that will be much more energy efficient than the one that is currently heating and cooling F Building. If the two are linked, they will be able to at least part of the time use the one in L Building to heat and cool F Building and possibly P Building as well. This will save considerably on energy costs. The initial installation will be about \$50,000. This would be done in the form of a change order, and President Thompson stated that he did not want to bring a change order of that magnitude before the Board without talking to them about it first. This opportunity will soon be gone because the area where the piping would go will be cemented over.

Member Gillette asked if the architect provided an engineering study that showed the payback of this alternative. He stated that the architect should be able to do this. Mr. Manke replied that they are in the process of putting that together, but he did not have it at the time he sent President Thompson the information. Mr. Manke added that if a system goes down in one of the buildings, the other system will pick up so that there will not be a situation where an entire building does not have heating or cooling. At times of the year such as fall and spring when only a small amount of heat or cooling is required, the one new system will be able to handle all three buildings. The original bid wasn't approved because they were not sure at the time how many change orders they would get on the project. However, the project went fairly well in that respect so that they will be able to easily meet budget, which included a contingency. Mr. Manke felt that we should proceed with this work.

Member Gillette noted that we could justify connecting the buildings in terms of safety, but he would like to see the payback and see that it is economical. Member Coste asked how much time we have in which to approve this. President Thompson responded that the window of opportunity is very short. Mr. Manke stated that we have less than four weeks. This will be brought before the Board at the Special Board meeting on October 13. If they are pressed for time, they will get the information to the Board members and then poll them. Member Gillette noted that if there is an economic payback, then he will approve it. President Thompson noted that his point is

President's Report  
(cont'd)

well taken, and they will try to get that information as quickly as possible.

The Illinois Board of Higher Education has been reviewing consortium proposals for telecommunications. We have a consortium that we have been working with, and it appears that we will be granted for the consortium \$1.4 to \$1.5 million dollars for working on the telecommunications network through the consortium. In order to do that we have to come up with \$53,000 and some of the installation costs. President Thompson felt that we will benefit by linking us with the consortium in that interactive video and telecommunication will allow us to bring upper division classes into the campus from DePaul and Northeastern University as well as others in our consortium. Eventually this network will link the whole state. There will be no response to give until IGHE approves this, however. They are meeting October 7 and 8.

President Thompson noted that there is an open house at the Harper Observatory, and that it will be open after the meeting for those wishing to attend.

Member Gillette thanked President Thompson for the prompt report on looking into consulting services. He encouraged the administration to continue in that direction.

Member Gillette asked President Thompson if the school has a policy for the size of office or size of workspace related to job code. He noted that a change order was put in to change a two-man office to one office. He wondered if it might be beneficial to make a policy for uniformity of office size so that there is equality across departments relating to the importance of their job and the need for the space. This would give guidelines as Harper moves into the future on building projects. President Thompson noted that they have both one-person and two-person offices in that facility, and the guidelines that have been used are on a square foot basis that was suggested by the architects. He stated that they would consider Member Gillette's suggestion.

ADJOURNMENT

As there was no other business before the Board, Chairman Norwood adjourned the meeting at 10:02 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary