

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

June 25, 1991

7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--May 23, 1991 Regular Board meeting and executive sessions Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for May 17 and May 31, 1991. Estimated payrolls for June 1 through July 26, 1991. Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee and Liaison Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Action Sheets Exhibit VIII-A
 - B. RECOMMENDATION: Resolution for Revisions to College Depository Listing Exhibit VIII-B
 - C. RECOMMENDATION: Resolution for Approval of 1991-92 Life Safety Projects Exhibit VIII-C
 - D. RECOMMENDATION; Student Service Awards Exhibit VIII-D
 - E. RECOMMENDATION: Confirmation of Appointments -- Educational Foundation Directors Exhibit VIII-E
 - F. RECOMMENDATION: Resolution to Establish 1991-92 Budget Hearing Date Exhibit VIII-F
 - G. RECOMMENDATION: Employment of Legat Architects for 1991-92 Renovation Projects Exhibit VIII-G
 - H. RECOMMENDATION: 1991-92 Student Activities Budget Exhibit VIII-H
 - I. RECOMMENDATION: Process for Verification of Student Residency Exhibit VIII-I
 - J. RECOMMENDATION: Nonpartisan Election Exhibit VIII-J
 - * K. INFORMATION: 1989-91 Biennial Goals Accomplishment Report Exhibit VIII-K
 - L. INFORMATION: Review of Bookstore Financing Exhibit VIII-L

- IX. Other Business
- X. President's Report
- XI. Adjournment

* Response to Preferred Future

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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, June 25, 1991

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Tuesday, June 25, 1991 at 7:35 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Barton, Coste, McCulley,
Moats and Norwood

Absent: Member Howard and Student Member Smith

Also present: Paul Thompson, President; Dennis Conners, V.P. Academic Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Steve Catlin, Dean of Admissions and Registrar; J. Harley Chapman, Dean of Liberal Arts; Tom Choice, Interim Dean of Physical Education, Athletics and Recreation; George Dorner, Dean of Technology, Math and Physical Sciences; Liz McKay, Dean of Academic Enrichment and Language Studies; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development and External Affairs; Joanne Pankanin, Director of Student Activities; Lee Vogel, Director of Learning Assistance Center. Technology Specialists, Inc.: Joe Boswell, Dan Mooney and Norm Wismer. Faculty: George Evans, Vice President, Faculty Senate, and Ray Moehrlin. Classified and Professional/Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Ted Agresta, Internal Auditor; Bob Brown, Systems Programmer; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Steve Lolino, Audiovisual Technician; Elena Pokot, Manager of Applications; Patty Roberts, Media Relations Specialist; Rich Seiler, Bookstore Manager; and James Thom, Systems Program Specialist. Student: Marilyn Ontiveros. Guests: Richard Galla, R.J. Galla Co., Inc.; Michael Foley, Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.; and Trish Lichtenstein, Paddock Publications.

Chairman Barton called attention to the addition of the flags of the State of Illinois and the United States to the Board Room. She expressed appreciation to Member McCulley who obtained the flags through a request to State Representative Terry Parke. The meeting commenced with the Pledge of Allegiance.

ROLL CALL: In the absence of President Roger Mussell, Chairman
(cont.) Barton welcomed Ray Moehrlin, Faculty Senate representative.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Coste read a note of appreciation from Lea Bartow for the floral arrangement received following back surgery. In addition, he called attention to a letter from Harper student Ted Schafer who thanked the Board for the Trustee scholarship. In response to Member Moats, Chairman Barton stated that the communication received from College employee James Thom would be addressed later in the meeting.

Student Trustee Report Due to the absence of Student Member Smith, there was no Student Trustee report.

CONSENT AGENDA: Member Norwood moved, Member Bakas seconded, approval of the Consent Agenda including the minutes of the May 23, 1991 Regular Board meeting and executive sessions; bills payable, payrolls, estimated payrolls, 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).

Minutes There were no corrections to the minutes of the May 23, 1991 Regular Board meeting and executive sessions.

Bills Payable	Education Fund	\$ 565,397.66
	Operations & Maintenance Fund	730,521.76
	Oper. & Maint. Fund (Restricted)	342,133.04
	Bond and Interest Fund	15.50
	Auxiliary Fund	278,509.28
	Restricted Purposes Fund	46,959.00
	Trust and Agency Fund	1,304,574.97
	Audit Fund	3,425.00
	Liability, Protection & Settlement Fund	18,866.13
	Federal Funds	16,975.36

The payroll of May 17, 1991 in the amount of \$1,187,517.28; and the payroll of May 31, 1991 in the amount of \$944,509.01; estimated payrolls of June 1 through July 26, 1991 in the amount of \$5,240,541.98; estimated utility bills in the amount of \$120,000.00; and payments to Carroll Seating for capital outlay in the amount of \$288,061.00 and to Laserman Associates for a license fee in the amount of \$2,250.00.

Financial Statements There were no questions regarding the financial statements.

Committee and
Liaison Reports

There were no comments or questions regarding the Committee and Liaison Reports.

Grants and Gifts
Status Report

There were no questions or comments regarding the Grants and Gifts Status Report.

Upon roll call, the vote was as follows:

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

Motion carried.

BID AWARDS:

Member Bakas moved, Member Norwood seconded, approval of the bid awards as outlined in Exhibits VII-A1 through VII-A7, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8369 to Motorola, Inc. for \$6,315.84 and to Sun Microsystems, Inc. for \$3,012.00, for maintenance agreements covering Sun computer hardware and software, for a total award of \$9,327.84.

Ex. VII-A2 Award bid Q8370 to Gandalf Data, Inc., the low bidder for a maintenance agreement covering Gandalf computer equipment, in the amount of \$9,240.00.

Ex. VII-A3 Award bid Q8371 to Prime Computer, Inc., the low bidder for a maintenance agreement covering Prime computer equipment, in the amount of \$5,653.54.

Ex. VII-A4 Award bid Q8365 for a one-year contract with two one-year renewal options for food service management to Tri-R Vending Service Co., the low bidder meeting specifications, in the amount of \$63,400.00.

Ex. VII-A5 Award bid Q8368 to Hinz Lithographing, the low bidder for printing of the Fall 1991 Women's Program brochure, in the amount of \$10,609.00.

Ex. VII-A6 Award bid Q8374 to Universal Elevator Co., the low bidder for elevator maintenance, and renewal for one year if service is satisfactory, in the amount of \$6,720.00 per year.

BID AWARDS:
(cont.)

Ex. VII-A7 Award bid Q8373 to Althoff Industries, Inc., the low bidder for the removal and replacement of the main gas meter and underground gas piping, in the amount of \$12,900.00.

Member Moats requested further explanation on Exhibit VII-A4. President Thompson stated that the contract for the management of the College food service operation has expired. The recommended contract is for the same type of service that the College has had for the past five years, using existing College food service employees.

Upon roll call, the vote was as follows:

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

Motion carried.

PURCHASE ORDERS:

Member Bakas moved, Member Norwood seconded, approval of the purchase orders as outlined in Exhibits VII-B1 through VII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Integral Systems, Inc., for a licensing and maintenance agreement for the Human Resource Software System, in the amount of \$39,015.00.

Ex. VII-B2 Approve issuance of a purchase order to R.J. Galla Company, Inc., for the various business insurance coverages of the College, in the total amount of \$454,540.00.

Ex. VII-B3 Approve issuance of a purchase order to the State of Illinois for communication telephone line charges for the LEADS system, in the amount of \$5,148.00.

Member Moats requested additional information regarding Exhibit VII-B1. Vice President Manke stated that the Human Resource Software System covers the College payroll/personnel system. Member Moats pointed out that the maintenance for the system costs approximately \$40,000 annually. He asked if T.S.I. felt that this was a reasonable expenditure. Vice Present Manke stated that this was included in the review of various College software and there has been no recommendation to make a change at this time. Mr. Mooney confirmed that the maintenance and software

PURCHASE ORDERS:
(cont.)

agreements have been reviewed by T.S.I. personnel and they have suggested that this agreement remain with Integral Systems, Inc. He pointed out that such systems are extensive and it is felt that the fee is reasonable for maintenance services and functional enhancements to the payroll/personnel system.

In regard to Exhibit VII-B2, Member Moats asked how the coverage compared to last year. Vice President Manke reviewed the various rates, noting that some had increased and some had decreased. He noted that rates for workers' compensation had increased and he had requested that the College insurance broker investigate the feasibility of self-insurance for this purpose. At this time, it would not be a viable approach because of the discounted rate which the College currently receives. He noted that the present program in which the College participates involves five other community colleges and has a dividend program. If the present trend continues until the end of the year, it is possible that the College will be eligible to receive approximately \$67,000 in dividends from Continental Insurance which will offset some of the cost increase. He felt that it was a distinct advantage that other community colleges are involved with Harper in this program.

Member Moats noted that the overall increase over last year is approximately 40 percent. He asked how much of this is attributable to experience modifications. Mr. Galla noted that the actual experience modifications decreased; however, these are payroll driven and the premium is based entirely on class rates and educational institutions have increased 10.5 percent. The rates are established by the state and insurance companies must follow these rates. This factor, plus the increase in payroll for all employees with the exception of professional people, is the predominant reason for the additional 29.5 percent increase. Mr. Galla stated that the computations are available if desired by the Board. He added that self insurance for the College would not be practical at this time. In addition, he noted that many carriers are no longer issuing policies for workers' compensation insurance.

Member Moats suggested that the College solicit bids for insurance next year in order to determine what is available in the marketplace.

Chairman Barton thanked Mr. Galla for providing this information.

PURCHASE ORDERS:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

EXECUTIVE SESSION:

Member Bakas moved, Member McCulley seconded, that the Board adjourn to executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried and the Board adjourned into executive session at 8:00 p.m.

Vice President Bonnie Henry and Member Howard entered the executive session at 8:10 and 8:15 p.m. respectively.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 8:56 p.m.

NEW BUSINESS:
Personnel
Actions

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

Faculty Appointments

Mary C. Burns, Assistant Professor, LIB ARTS -
Philosophy, 8/20/91, \$34,917
Karen Froelich, Instructor, TM/PS - Science,
8/20/91, \$31,176
Linda Gould, Instructor, AELS - ESL, 8/20/91,
\$32,174
Kathi Holper, Instructor, AELS - ESL, 8/20/91,
\$31,176
Sandra Kreiling, Instructor, LS/HS - Biology,
8/20/91, \$32,174

Professional/Technical Appointments

Corinne Anderson, Assessment & Registration
Specialist, 5/28/91, \$18,096
Nancy Dickey, Information Specialist, 7/1/91,
\$23,829

NEW BUSINESS:
Personnel
Actions
(cont.)

Professional/Technical Appointments (cont.)

Karen Johnstone, Information Specialist, 7/1/91,
\$23,829
Frances LaRue, Information Specialist, 7/1/91,
\$23,829
Susan Schanowski, Coordinator, Continuing
Education, 7/1/91, \$38,880

Classified Staff Appointments

Michael Held, Clerk I, p/t, 5/4/91, \$7,697
Elizabeth Swanson, Admissions Outreach Clerk, p/t,
5/9/91, \$7,904
Richard Will, AV Tech III, 6/3/91, \$22,537
Juanita Bassler, Bilingual Secretary, 6/10/91,
\$20,390
Karen Steltman, Library Assistant I, 6/11/91,
\$17,300
Judith Harrison, Personnel Clerk, Insurance,
6/17/91, \$19,000
Marlene Bernstein, Program Assistant, 6/17/91,
\$19,512
Karen Lamb, Clerk Typist II, 7/1/91, \$16,087
Dianne Decker, Child Care Assistant, p/t, 8/20/91,
\$6,072

Reclassification - Classified Staff

Darlene Pisarski-Kmiec, Clerk Typist III, p/t,
\$15,272

Supervisory/Confidential Retirement

Jefferson Covey, Manager/Computer Operations,
8/1/91, 19 years' service

Administrative Termination

Larry Haffner, Director, Academic Computing,
8/5/91

Faculty Termination

Florence Slater, Assistant Professor - LS/HS,
5/19/91

Professional/Technical Terminations

Louis Gausman, Tutor, 4/20/91
James Thom, Systems Program Specialist, 6/30/91
Sharon Wlezien, Lead Computer Operator, 6/30/91

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified - Supervisory/Confidential Terminations

Kevin Oates, AV Tech III, 5/28/91
Gayle King, AV Tech III, 5/31/91
Paula Long, Secretary II, 6/30/91
Glen Therkelsen, Supervisor/Systems & Software,
6/30/91

President Thompson called attention to the retirement of Jeff Covey, Manager of Computer Operations, who will leave the College on August 1 after 19 years of service. In addition, he noted the resignation of Larry Haffner, Director of Academic Computing, who has accepted a position with McKendree College in Lebanon, Illinois. President Thompson recognized the service which both individuals have given to the College during their tenure.

Upon roll call, the vote was as follows:

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

Nays: Members Coste and Moats

Motion carried.

Member Moats stated that he did not support the administrative recommendation because of the terminations associated with the College reorganization of the computer areas. Member Coste added that he agreed with Member Moats. Member McCulley reiterated his feelings that the most difficult decisions made by Board members involve those associated with personnel actions, but in this instance, he was in agreement with the administrative recommendation.

Chairman Barton read the following statement:

"On May 23, the Board of Trustees approved the computing technology management plan, including the organizational and budgetary objectives for 1991-92. This approval authorized the administration to negotiate a contract with Technology Specialists, Inc. to manage the initial phases of the plan. The computing technology management study provides a five-year framework for decisions committing William Rainey Harper College to systematically accomplish its Preferred Future in computing instruction and technology management. The organizational and budgetary changes that will be made in implementing the five-year computing management plan have caused some personnel shifts. It is with regret that some positions

NEW BUSINESS:

Personnel

Actions

(cont.)

are eliminated because they are no longer needed and because the requirements for some of the jobs have changed. We are satisfied that appropriate procedures have been followed concerning the necessary reduction-in-force. The Board and the administration are committed to providing opportunities to place these employees in other positions, retrain them, or assist in outplacement with the utmost consideration for their particular situation. Thank you."

Resolution -
Revisions to
College
Depository
Listing

Member Howard moved, Member Norwood seconded, approval of the resolution regarding the revised listing of College depositories and financial investment service companies and investment advisors, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Coste, Vice President Manke stated that the amount of funds limited to any one institution is \$3 million and collateralization is required over \$100,000 in accordance with the College investment policy. Collateralization is usually U.S. Government Securities which are pledged to our institution. Member Coste called attention to a recent extensive article in the Chicago Tribune regarding Talman Savings and Loan. Vice President Manke stated that the College has no investments with the institution although they are qualified to receive College investments if a successful quotation is submitted for interest rates. Member Coste suggested that the administration review the article and financial situation of the bank and advise the Board. In response to Member McCulley, Vice President Manke stated that quarterly statements of the institutions are received on a regular basis. Investments are carefully reviewed prior to placement with an institution. Member McCulley felt that it was important to invest College funds in in-district banks if their rates are competitive.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Resolution -
1991-92
Life Safety
Projects

Member Howard moved, Member McCulley seconded, adoption of the resolution for approval of the Protection, Health Safety; Energy Conservation; Environmental Protection and Handicapped Accessibility projects pursuant to Section 3-20.3.01

NEW BUSINESS:
1991-92
 Life Safety
 Projects
 (cont.)

of the Illinois Public Community College Act, as outlined in Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked why the sprinkler system in Building M was not included. Vice President Manke responded that this matter has been discussed with the Palatine Fire Department and the College has been verbally informed that the building must be brought into compliance in three years. Member Coste pointed out that the College was cited in writing regarding Building M. Vice President Manke added the administration intends to include Building M in the Life Safety projects scheduled for 1992-93. Member Moats requested that the administration obtain a legal opinion on an annual basis that the College life safety projects are in compliance with the law. Vice President Manke stated that this could be done; however he noted that the College architect must provide certification to the state when requests are made to the state for authorization to assess life safety levies. Member Moats expressed concern over recent articles involving elementary and high school life safety projects and felt that a legal opinion would be prudent business practice. Member Howard stated that she had no problem with his request, but felt that the administration has been very careful in dealing with life safety matters. Member Bakas pointed out that public school projects are reviewed and approved by county superintendents rather than a Board of Trustees.

Upon roll call, the vote was as follows:

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

Motion carried.

Student Service
 Awards -
 Spring 1991

Member Howard moved, Member McCulley seconded, approval of the Spring 1991 Student Service awards in the amount of \$4,200.00 from Account No. 1038-793-590 and \$4,387.50 from Account No. 135-000-592, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that these awards are given each semester as a means of recognizing outstanding service by students.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Educational
Foundation
Appointments

Member Howard moved, Member Norwood seconded, the confirmation of appointments of Mrs. Martha Bell and Mr. Robert DeRosier as members of the Board of Directors of the Harper College Educational Foundation, in accordance with Exhibit VIII-E, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that the College is most fortunate to have individuals of such caliber volunteer for the Educational Foundation Board.

In a voice vote, the motion carried.

Resolution -
1991 Budget
Hearing Date

Member Howard moved, Member Bakas seconded, adoption of the resolution providing for the annual Budget Hearing and publication of the required legal notice, according to Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In regard to the resolution, Member Coste asked what document would be posted. President Thompson replied that the Board cover memo included various options on the budget for consideration by the Board. The administration recommends approval of Option #2 -- an increase of five percent in the total levy.

Member Moats moved, Member Coste seconded, the approval of Option #5 with the budget adjusted accordingly. He stated that this option calls for a \$1,166,000 revenue reduction in the Education Fund and an \$834,000 revenue reduction in the Operations and Maintenance Fund. Member Moats explained that the rationale for this option is a surplus of \$4 million from the last fiscal year. He felt that this option would be appropriate for district taxpayers. Member Coste asked how much would remain in surplus if Option #5 is approved. Vice President Manke replied that after the proposed revenue reductions, there would be a surplus of approximately \$7 million in the Education Fund.

Member Bakas stated that after a review of the five options, he preferred Option #2 because it would be less than five percent which is in accordance with guidelines established by the Board. In addition, the percentage corresponds with legislative proposals. He pointed out that the College will not be levying at the maximum allowable rate which could generate additional funds of approximately \$1.7 million. The cost to taxpayers for this option would be about the same. With the possibility of losing the surtax along with decreasing state support, Member Bakas felt that it would be in the best

NEW BUSINESS:
1991 Budget
Hearing Date
(cont.)

interest of the College to approve Option #2. Because the College has a surplus of \$7.5 million, Member Coste disagreed with Option #2.

Chairman Barton pointed out that a five percent increase represents a 43-cent increase in the tax bill for a \$100,000 home. She noted that the Board has an obligation to the community to maintain the College in such a way that it can meet its intended function of educating students. Enrollment is increasing and many things affect the functions of the College. She agreed with Member Bakas that the College is not levying at the maximum rate if the levy is approved at five percent. She noted that the College could be in financial trouble in the future if all fund balances are used and the surtax is not passed. Member Moats stated that every year there is a different reason for justification of the fund balances. Chairman Barton stated that there are plans for the fund balances, and that the balances may not last long if needed to run the College in the future. Member Moats stated that the Board is ignoring the 20 percent guideline which was set for fund balances. Chairman Barton stated that the guideline was an objective which was established and it was not stated that this could not be exceeded. Member Bakas commented that he would prefer to maintain a levy of five percent or less each year until it is necessary to change it. He felt that this is a commitment which the Board should try to live by and that the public would appreciate that it was maintained at that level.

Upon roll call to accept Option #5, the vote was as follows:

Ayes: Members Coste and Moats
Nays: Members Bakas, Barton, Howard,
McCulley and Norwood

Motion defeated.

Member Bakas moved, Member Howard seconded, the adoption of Option #2.

Member McCulley called attention to the projected four percent increase in assessed valuation. Vice President Manke stated that recent figures in the Chicago Tribune estimate a six percent increase. If the assessed valuation increases six percent, the College tax rate will be less than projected. The 1990 tax rate was estimated at 28.62 cents per \$100,000 EAV; if the assessed value increases six percent, the tax rate would be approximately 27.66

NEW BUSINESS:
1991 Budget
Hearing Date
(cont.)

percent. Vice President Manke stated that the four percent projected rate was a conservative estimate in February.

Member Moats inquired about the total amount of contingency in the budget. Vice President Manke replied that the total contingency for both operating funds was \$600,000. In response to Member Coste, he stated that in accordance with Option #2, the contingency would remain the same and the revenues would be changed by \$200,000 in the Education Fund and \$50,000 in the Operations and Maintenance Fund. Member Moats noted that this results in a surplus of \$350,000 and he felt that this was outrageous.

In response to Member Coste, Vice President Manke stated that the legal budget would be published with the option approved by the Board. He added that the budget also reflects the T.S.I. changes.

Upon roll call, the vote to approve Option #2 was as follows:

Ayes: Members Bakas, Barton, Howard,
McCulley and Norwood
Nays: Members Coste and Moats

Motion carried.

Chairman Barton made the following statement regarding the tax levy:

"The decision to establish the 1991 tax levy is a difficult one because the Board is concerned with the financial burden on taxpayers. At the same time, it should not jeopardize the financial stability of the College. In addition, the Board has a legal responsibility to provide for the revenue necessary to maintain the programs of the College as mandated in the Illinois Community College Act.

After a great deal of consideration and discussion, it would be prudent and in the best interest of the College district to adopt a 1991 tax levy which would not exceed five percent of the estimated 1990 tax extension. The administrative recommendation is a tax levy which will not exceed five percent and will keep the tax rate about the same. In fact, it assumes approximately a 43-cent increase on the estimated tax bill for a \$100,000 home.

Because the College will not levy at the maximum tax rate of 25 cents for the Education and Operations and Maintenance Funds, it will reduce

NEW BUSINESS:

1991 Budget
Hearing Date
(cont.)

the amount of taxes available to the College by approximately \$1,750,000 and reduce the tax rate by approximately two cents. With this levy, the Board can maintain a five percent guideline for next year.

The Board must also consider the current picture in state funding. Continuation of the state income tax surcharge is critical to funding education in Illinois. Failure to extend the tax in fiscal year 1992 would impose a serious financial hardship on many community colleges. In addition, the share of community college operating revenue derived from the state continues to decline.

The administration's recommendation exhibits fiscal responsibility and does not put an additional burden on taxpayers. It also assures the financial stability of the College."

Member Coste requested that Chairman Barton's statement be incorporated into the minutes of the meeting.

Member Moats ascertained that the budget summary was not the document to be posted. Member Howard asked if there were any additional changes to the budget which was reviewed by the Board, with the exception of the changes related to TSI. Vice President Manke replied that the Education Fund contingency is \$350,000 and the Operations and Maintenance Fund contingency is \$250,000. The revenue would be reduced in accordance with Option #2 which was just approved. Member Bakas noted that the budget will be adopted at a later date; approval tonight is for the legal notice of the budget hearing and for the public display of the budget. Member Moats requested that copies of the budget be distributed to the Board.

Upon roll call, the vote to adopt the resolution to establish the annual budget hearing date and provide for the required public notice was as follows:

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

Nays: None

Motion carried.

Employment of
Architect -
1991-92
Renovation
Projects

Member Howard moved, Member Norwood seconded, that the Board of Trustees approve the employment of Legat Architects, Inc. to provide architectural services for the 1991-92 Repair and Renovation projects at a

NEW BUSINESS:
Employment of
Architect -
1991-92 Renovation
Projects
(cont.)

fee of 7.5 percent of the project costs, as outlined in Exhibit VIII-G, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member McCulley, Vice President Manke stated that the 7.5 percent fee was standard for the industry.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

1991-92
Student
Activities
Budget

Member Norwood moved, Member McCulley seconded, that the Board of Trustees approve the Fall 1991, Spring 1992, and Summer 1992 Student Activities budget as presented, in keeping with the rest of the College budget, according to Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats requested a brief overview of the source of revenue for the Student Activities budget. Director Pankanin replied that the revenue is generated through Student Activity fees, ticket sales, advertising, and carry-over revenues from clubs and organizations. She noted that this was a difficult budget to finalize because the anticipated revenue including allocations from fund balances is one percent over the current year and the requests for funds amounted to a 46 percent increase. Approved budget requests include support for the Wellness and DAWN programs. She added that an attempt is made to provide services and activities that are of interest to all Harper students. The budget also provides written materials such as The Harbinger, Point of View and the Student Handbook. In fall of 1991, the Student Activity calendar and the cultural arts brochure will be combined. Many exciting events are planned for the coming year.

In response to Member Moats, Director Pankanin stated that full-time students pay a higher student activity fee than part-time students. This affects the amount of revenue generated. In response to Member McCulley, she stated that a new cultural arts facility would have a positive effect on student activities if it was more than a facility for instructional purposes only.

NEW BUSINESS:
1991-92 Student
Activities Budget
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Verification of
Student Residency

Member Howard moved, Member McCulley seconded, approval of the process for verification of student residency as outlined in Exhibit VIII-I, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that this process is in response to a new ruling from the Illinois Community College Board. In response to Member Coste, Dean Catlin stated that students will be required to furnish one of 11 forms of acceptable proofs of residency. If proof of residency is questionable, additional documentation would be requested. He added that there will always be a few instances of out-of-district students who want to attend Harper or Oakton because of proximity and pay in-district tuition rates. The process is monitored carefully to ascertain the residency of students.

Member McCulley noted that when he was teaching at Harper, he had an out-of-district student who chose to pay the higher tuition rate at Harper because of the quality of education and the transferability of his courses.

In a voice vote, the motion carried.

Resolution -
Nonpartisan
Election Notice

Member Norwood moved, Member Howard seconded, approval of the resolution regarding the notice related to the filing of nomination petitions for Board candidacy for the November 5, 1991 election, as outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member McCulley noted that there will be one two-year term and three six-year terms for Harper College trustees.

In a voice vote, the motion carried.

1989-91 Biennial
Goals
Accomplishment
Report

Chairman Barton stated that the 1989-91 Biennial Goals Accomplishment Report, Exhibit VIII-K, was for Board information. President Thompson noted that the goals accomplished represent a lot of work and cooperation by faculty and staff. He hoped that future Goals Accomplishment Reports would indicate additional successful outcomes. Member Howard stated that the report is very impressive.

NEW BUSINESS:
Bookstore and
Building A
Construction and
Renovation Plan

Chairman Barton called attention to Exhibit VIII-L, the Bookstore and Building A Construction and Renovation Plan. She stated that this is in response to a Board request for information. In response to Member Howard, President Thompson stated that the administration hopes to present this matter for Board action at the July meeting.

Member McCulley called attention to the use of life safety funding by some schools for such projects as locker rooms. He requested that Vice President Manke review the remodeling projects for Building A to eliminate any possible negative connotation that may be associated with the construction and renovation plan and the proposed conference rooms. Vice President Manke explained that life safety funding will not be used for the conference rooms, but will be used for lighting and ventilation improvements. In addition, the Educational Foundation has pledged \$500,000 for the conference room project. Vice President Manke stated that Harper College has followed the guidelines established for life safety funding. As in the past, all life safety projects are certified by the College architect for submission to the ICCB prior to request for approval of life safety levy by the Board.

President Thompson called attention to the report on Bookstore revenues and alternate revenue bonds which was requested by the Board. He stated that this data is for the Board to review and the matter will be presented for Board action at the July meeting.

Member Coste called attention to the recent approval of the print shop, library renovation and the classroom building and inquired whether specific funding sources had been approved for these projects. He recalled approval of the \$10 million for projects. If the funding sources were indicated, he stated that he would like a copy of those minutes; if funding sources were not discussed, he stated that he would like a copy of the alternative funding sources. He felt that this would be relevant for discussion purposes at the July Board meeting.

OTHER BUSINESS:
ICBCHE
Conference Report

Member Norwood reported that she had attended a conference of the Illinois Committee on Black Concerns in Higher Education. She noted that many community colleges were represented by trustees, presidents, faculty and staff members. The main issue concerned the cutbacks in education funding and what programs would be developed to maintain minority enrollment and faculty on the campuses. She stated that the sessions were excellent and Dr. Cary Israel, ICCB Executive Director, gave one of the most exciting and informative addresses at the conference.

OTHER BUSINESS:
ICBCHC Conference
Report (cont.)

Member Norwood stated that her conference materials are available for review by the Board and administration. Member Howard stated that she would like a copy of Dr. Israel's address if available.

PRESIDENT'S
REPORT:

President Thompson requested an update on summer enrollment from Dean Catlin. He noted that the Board had received copies of an enrollment comparison report.

He explained that summer headcount enrollment has increased over 11 percent and FTE is showing an 8.5 percent increase at the present time. These figures are 10 percent above the projected figures. He noted that Continuing Education enrollment has increased significantly. Based on past history, summer enrollment cannot be used as a gauge to estimate fall enrollment. He added that applications for admission for full-time fall students have decreased five percent at this time. Member Coste requested a report showing the breakdown of unduplicated headcount.

President Thompson stated that summer telecourse enrollment has shown the highest increase with 856 students registered. In addition, the PEAK program has 500 junior high school students enrolled for summer.

The ACCT seminar will be held at the Hyatt Regency Chicago this week and Board members and administrators will be in attendance for various sessions. Harper College will have an exhibit at the conference, focusing on the Human Performance Laboratory. Director Will Hoffman will have a demonstration of an aerobic fitness assessment test utilizing a computerized data analysis and body composition testing. He invited attendees to stop by the Harper booth. Chairman Barton expressed appreciation to Director Pankanin and students for volunteering their services for the conference.

President Thompson called attention to higher education offerings in cooperation with Barat College, DePaul University, Northeastern University and other community colleges. He distributed a brochure outlining the class schedule for fall 1991. This has been developed by the Higher Education Regional Consortium and is a positive step forward. The President was pleased that this point has been reached in finding a cooperative way to provide upper division classes in graduate education. Additional efforts will be devoted to this matter.

**PRESIDENT'S
REPORT:
(cont.)**

The President congratulated Board Members Howard and Barton for awards received at the recent Illinois Prairie Girl Scout Council breakfast meeting. Chairman Barton was honored as one of five Women of Distinction. Member Howard received a special surprise award for outstanding community service -- to the Girl Scouts, Harper College, the United Way, Northwest Community Hospital and other organizations which she serves. Both awards are richly deserved.

President Thompson noted that Member Norwood's husband, Bill, will be honored with the opportunity to throw out the first ball at the Chicago Cubs/St. Louis Cardinals game on June 29.

Harper was recently visited by a team from the Association of Collegiate Business Schools and Programs to review the College program for accreditation purposes. As a result of the review, the College will be recommended for full accreditation for a seven-year period at the annual meeting on July 1. The nine members of the Board of Commissioners extend congratulations to Harper on successful completion of this application for accreditation. President Thompson commended Dean Tom Johnson and his division members for this significant achievement. Member Howard suggested that the College issue a press release regarding this accomplishment.

Chairman Barton announced that President Thompson has been elected to the Gustavus Adolphus College Athletic Hall of Fame. Board members extended congratulations on this honor.

EXECUTIVE SESSION: Member Bakas moved, Member Howard seconded, that the Board adjourn to executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried and the Board adjourned into executive session at 10:15 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 10:46 p.m.

ADJOURNMENT:

Member Howard moved, Member Bakas seconded, that the regular meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 10:46 p.m.

Chairman

Secretary