

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

AGENDA

September 24, 1992

7:30 p.m.

Presentation: Americans with Disabilities Act
Compliance Requirements

8:00 p.m.

BOARD MEETING

- 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--August 27, 1992 Regular Board meeting and executive session, and the September 9 Special Board meeting and executive session Exhibit VI-A-1
 2. Bills Payable, Payrolls for August 21 and September 4. Estimated payrolls for September 5 through October 30, 1992. 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/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: 1991-92 Financial Audit Exhibit VIII-B
 - C. RECOMMENDATION: ADA Title II Transition Plan Exhibit VIII-C
 - D. RECOMMENDATION: (Deleted)
 - E. RECOMMENDATION: A.A. and A.S. Degree Requirements Exhibit VIII-E
 - F. RECOMMENDATION: Career Advisory Committee Appointments for 1992-93. Exhibit VIII-F

- G. RECOMMENDATION: Cooperative Agreement -- Bethany Terrace Nursing Center Exhibit VIII-G
- H. RECOMMENDATION: Disposal of Obsolete and Unrepairable College Personal Property Exhibit VIII-H
- I. RECOMMENDATION: Appointment of ACCT Voting Delegate Exhibit VIII-I
- J. INFORMATION: First Reading of Board Policies Exhibit VIII-J-1
 - 1. Political Events on Campus
 - 2. Amendments to Board Policies Exhibit VIII-J-2
- K. INFORMATION: Fees for Use of College Facilities Exhibit VIII-K-1
 - 1. Community Recreation
 - 2. Building M and Outdoor Athletic Fields Exhibit VIII-K-2
- IX. Other Business
- X. President's Report
- XI. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, September 24, 1992.

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 24, 1992 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Bakas, Barton, Born, Coste, Howard, Moats, Norwood, and Student Member Sprake-Jones

Also Present: Paul Thompson, President; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; George Voegel, Acting V.P. Academic Affairs; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Frank Azeke; Jack Beltz; Vic Berner; Larry Bielawa; Gerald Bochum; Tom Choice; Don DeBiase; Steve Dudek; Thomas Foley; Andy Garcia; Ron Greenberg; Wayne R. Hallstrom; Paul Herzmann; Bill Howard; Leon Hussissian; Thea Keshavarzi; Joan Kindle; Sylvia Kingsley; Jack Lucas; Rosemary Murray; Steve McCarthy; Carlos A. Meza; Larry Olson; William Parm; Elena Pokot; Patty Roberts; Arthur Roggenbuck; Vallner Schetter; Thomas J. Shehan; Joe J. Stehle; Richard Waterbury; Don Wille; Joan Young; Renee Zeller - Harper College. Barry Poulson, Technology Services, Inc. Mary Haffenberg, Pioneer Press. Sheri Vazzano, Paddock Publications. Guests: Lissa Poulson, Friends of Harper; Dominic Demonica, Legat Architects; Rich Freeburg and Sharon Mooney, BDO Seidman.

CITIZEN PARTICIPATION:

Steve McCarthy, President of IEA/NEA union of Custodial and Maintenance Employees, read a letter to the Board which addressed their contract negotiations and the lack of progress in reaching an agreement with the Board. He stated their concern that although their members do not hold academic positions at the College, they feel they deserve equitable treatment. It is also their feeling that outside services could not provide the quality and dedication given by these employees. Mr. McCarthy stressed the desire of the employees for the continuation of negotiations with an early settlement.

COMMUNICATIONS:

Member Moats read a letter from Ray Taylor, Executive Director of the Association of Community College Trustees, thanking Member

Communications
(cont'd)

Barton for her contribution to Community College Trusteeship as one of the Board Committee Associates, and thanked the other Board members as well. The letter praised the expertise and dedication of Member Barton in helping the association achieve its goals.

UNFINISHED
BUSINESS:

There was no unfinished business.

STUDENT TRUSTEE
REPORT:

Student Member Sprake-Jones reported on complaints from students regarding the policy of the dining hall to shut down the grill and hot food service at 1:30 p.m., affecting a large number of students and faculty. Although some warm food was to be kept available in a warmer, there initially has not been enough to meet the demand. It was his opinion that the needs of the students and faculty are not being met if these people are not receiving an adequate meal. This policy is part of a cost-containment effort by the dining hall to save \$400 per week. Member Moats asked if this figure was accurate. Vice-President Manke replied that it is, and reflects cutting back an employee of 35 hours. Member Moats asked if there is a loss of income because of the food not being sold. Mr. Manke stated that an extensive evaluation was done prior to this decision, and it is a cost effective policy. Because Food Service lost \$76,000 last year, the administration is attempting to find ways to control the costs. Mr. Manke expressed interest in looking into other suggestions which will keep costs down while providing good service.

Member Sprake-Jones asked if frozen dinners and a microwave have been considered. Mr. Manke replied that pot pies are going to be added to the evening menu. Member Moats asked what the effect of this policy has been on revenue. Mr. Manke stated the policy has been cost effective, but agreed that it is reducing the quality and level of service. He reiterated that the door is open to discussion and suggestions as to other options to cut costs and still provide a satisfactory level of service. Member Born asked if it would be possible to shut down the hot foods in the afternoon, from 2 until 5, and reopen it from 5 until 7. Mr. Manke replied that that would be difficult because of the need to keep the food warm, as well as ongoing food preparation. Member Moats again stressed the need to analyze the figures in order to assure cost

Student Trustee Report (cont'd) effectiveness in view of the revenue that is being lost.

CONSENT AGENDA Member Howard moved, Member Barton seconded, approval of the Consent Agenda, including the minutes of the August 27, 1992 Regular Board meeting and executive session and the September 9 Special Board meeting and executive session; bills payable; payrolls for August 21 and September 4; and estimated payrolls for September 5 through October 30, 1992; for items for information, Financial Statements, Committee and Liaison reports, and Grants and Gifts Status report, as described in Exhibits VI-A-1 and VI-A-2, and Exhibits VI-B-1 through B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable	Education Fund	\$	1,028,813.29
	Operations & Maintenance Fund		439,482.17
	Operations & Maintenance Fund (Restricted)		23,444.02
	Auxiliary Fund		823,570.76
	Restricted Purposes Fund		101,497.73
	Building Bond Proceeds Fund		73,617.61
	Trust & Agency Fund		896,472.79
	Audit Fund		8,000.00
	Liability, Protection & Settlement Fund		185,538.16
	Federal Funds		14,522.87

Payroll The payroll of August 21, 1992 in the amount of \$956,506.46, and payroll of September 4, 1992 in the amount of \$1,062,189.09; estimated payroll of September 5, 1992 through October 30, 1992 in the amount of \$5,129,860.62; estimated utility bills in the amount of \$120,000.00; payment to McGraw-Hill for books in the amount of \$200.05; and payment to Projected Learning Programs for materials in the amount of \$304.73.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

BID AWARDS: Member Barton moved, Member Bakas seconded, approval of the bid awards in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bid Awards
(cont'd)

- Ex. VII-A1 Award bid Q8496 to The Larson Equipment and Furniture Co., the low bidder meeting specifications for auditorium seating, in the amount of \$46,958.00.
- Ex. VII-A2 Award bid Q8489 to Printech, Inc., the low bidder for the printing of all of the Spring 1993 extension center brochures, in the amount of \$12,157.16.
- Ex. VII-A3 Award bid Q8491 to A.J. Maggio Co., the low bidder for Building S - the Print Shop and water main construction, in the amount of \$1,420,500.00.

Member Moats asked how many square feet were involved in remodeling the print shop. Dominic Demonica of Legat Architects responded that 2,500 square feet were included in the remodeled portion and 9,500 square feet of new construction. Member Moats asked for discussion of this bid because of both its original cost and the over-run of \$300,000. Member Born also voiced her concern in this matter. President Thompson stated that the original rationale was to free up space in Building F for Library Media Services, in addition to building a facility to house the print shop, space for publications writers, mail room, photography and other graphics applications. This would require the square feet to be built between Building M and U-T combination. Other space vacated will be renovated to accommodate the print shop and other facilities. Mr. Manke distributed a financial scenario for the construction projects showing a budgeted project cost of \$798,113 for the new Print Shop, along with a Phase II remodeling of U and V out of local funds of \$400,000. Of that \$400,000, approximately \$60,000 has been dedicated to the Book Store in the new facility, leaving \$340,000. \$240,000 has been submitted for the renovation of U. Member Moats asked if Building U encompassed the 2,500 square feet. President Thompson replied that most of it is in U, and presently used for the Art Department. President Thompson continued that some of the \$400,000 will be moved into the combined space for the Print Shop in the remodeling of Building U, pulling it ahead to Phase I. There will then be a

Bid Awards
(cont'd)

\$100,000 reduction in the remodeling for Building V, as the Print Shop will now go in the consolidated area rather than in Building V. When the \$280,000 is added to the \$798,000, the amount is much closer to the original bid. President Thompson noted that there is a discrepancy because these figures were to include architectural engineering fees and Contingency, and architectural and engineering fees will be more than was planned, but it was not his feeling that this translates to a 30 percent over-run.

Member Barton asked if the intent in building the Print Shop was possibly to have classes there. President Thompson responded that this has been discussed, but there may not be adequate space for an instructional program.

Student Member Sprake-Jones asked why the College is not printing their own brochures. President Thompson replied that we don't have the technology in our printing capability, but this will be a part of the new facility. Mr. Manke added that we do print some of our own brochures, but some of the more sophisticated printing and large jobs are beyond what the present staff can handle and require an outside service. As the facility is enlarged and can accommodate newer equipment, more jobs will be done in-house. However, it may be less expensive to send some printing jobs out rather than doing them ourselves; this is determined by Joan Young and her staff.

Member Moats asked how many feet are being vacated in the Library, and what will be moved into that area. Mr. Demonica did not have that figure available at this time. President Thompson stated that the Library and Media Center would have both first and second floors. Member Moats asked about plans for the space being vacated for the new Liberal Arts Division. President Thompson answered that that would involve the third floor, with plans to take some of the activities that have been on the first floor of the Library and move them up to third floor, and continue to house the A.E./L.S. program in that facility on the third floor. Member Moats asked if there would then be remodeling costs associated with that move; President Thompson answered yes. It was Member Moats' opinion that this is a very expensive way to go about creating new space, as the incremental 9,500

Bid Awards
(cont'd)

square feet will cost approximately \$1.5 million.

Mr. Manke noted that this facility is different and more expensive because of the increased electrical service required for the communication and data processing functions. Therefore, the cost per square foot will be higher than that for a typical classroom building. There is also \$80,000 in the cost for a handicapped ramp, which was added after the Americans with Disabilities Act law surfaced. Mr. Demonica added that because of the ADA requirements, a level change between Buildings T and U necessitated the handicap ramp to make it accessible.

Member Moats stated that remodeling the expensive infrastructure already in place does not seem very cost effective, especially since the project is far over budget, and wondered if this is our highest priority.

Mr. Manke stated that the original budget was \$1,078,000 because it included the remodeling that was going to be done in U and V for the print shop and graphics area in Phase II. Member Moats noted that we're already up to \$1.5 million, which is half the performing arts facility, and again questioned the priority of this project. Member Barton responded that there is an overall plan which calls for additional room in order to consolidate those areas which relate to each other rather than having them scattered about the campus. Mr. Manke agreed that the key to the whole project is to bring these areas together into one area, along with the mail room, and will bring about significant benefits in terms of costs because of changing technology and postal requirements. Member Born felt that the same argument about technology can be used to justify large projects at the College, including the computer additions, but that there is confusion as to how everything will fit together in the final plan. President Thompson agreed that Member Born was not involved in the discussions that led up to this plan because they took place before she was on the Board, but the Board had discussed all of this and prioritized and approved the sequencing. Member Howard stated that one of the reasons for the consolidation was that the Library and its services and the learning resources have been restricted from expanding for the academic program.

Bid Awards
(cont'd)

Member Moats recalled that there wasn't a clear concept in terms of what was going to be done with the third floor, as all of the Liberal Arts people will be moved out of there to a new facility. President Thompson replied that the third floor will be occupied by many of the instructional tutoring activities together with existing programs for Adult Educational Development. The first floor will be used for storage and servicing of media equipment, as the present location and amount of room is inadequate. He added that in terms of accreditation requirements, our Library is under the number of square feet that should be available for a college of our size. The first and second floors will now be used for the Library.

Member Coste asked if there was any interest in separating this bid award from the others for further discussion. Member Barton noted that the master plan was already approved by the Board. Member Moats replied that an additional \$300,000 is under consideration. Member Born asked if further discussion of this bid is an option. President Thompson answered that it is an option, but that the construction firm already on campus is the low bidder, and he did not feel that it could be bid any lower. Member Coste stated that it would not be advantageous to rebid unless the scope of the project was reduced. President Thompson and Member Moats agreed, but it was Member Moats' concern whether this is the right approach to take in terms of the substantial per square foot costs. Member Moats asked if it would be less expensive to build another building rather than perform extensive remodeling. Member Coste asked Member Moats if he was proposing reducing the scope of the project. Member Moats replied that this is a transfer of expensive infrastructure from the first floor of the Library to the new facility, and felt that further review of the project was justified in terms of leaving the infrastructure in the first floor of the Library and building another building for the those areas remaining in the third floor of the Library.

Member Howard noted that even though we are transferring infrastructure, we are also enlarging and upgrading. Member Howard asked Mr. Demonica how much we would actually save by building another building, and keeping the print shop on the bottom floor of Building F.

Bid Awards
(cont'd)

Mr. Demonica replied that it would be less expensive to build classrooms and offices of the same amount of square footage in this location. However, the infrastructure for the telecommunications would have to be upgraded and may result in approximately the same amount of money being spent when added to the cost of another new building.

Member Howard stated that the question of location must also be considered, as the new location of the print shop at the western end of the campus rather than in the heart of the academic area is much more advantageous. Member Barton asked if the original estimate included the water main project. Mr. Manke replied that it did not, and that the water main is a life safety project. It was bid as part of this project because it enabled the College to get better prices, but the water main is funded by Life Safety funds.

Member Moats asked if any other members of the Board had interest in reviewing this bid in more detail. Chairman Norwood called for action on the motion on the floor. Member Born stated that she would like more information because of the back history that she was unfamiliar with. Member Moats felt that time should be taken to go over the numbers again. Chairman Norwood replied that this has been done. President Thompson clarified whether it was Member Moats' interest in the cost of rehabbing the first floor for the print shop, graphics and publication and leaving those areas there, and building the equivalent of third floor classroom space. Member Moats reaffirmed this.

Member Howard asked if a delay of approval until the next monthly Board meeting would have an adverse effect on the construction timetable. Mr. Manke replied that a delay of one month would bring us closer to winter. Mr. Demonica added that the foundations must be poured before freezing temperatures, and a delay of a month will probably necessitate waiting until the ground thaws in the spring.

Member Moats asked again if anyone shared his interest in further review of the bid. Chairman Norwood replied that Student Member Sprake-Jones and Member Born did. Member Coste stated that if the project is that much over budget, there is a legitimate concern. He asked how much over budget the project was.

Bid Awards
(cont'd)

Mr. Manke replied that the bids are \$1,282,500 with the alternatives that are recommended, and the contingencies and A&E fees added to that. This results in an amount of \$345,462 over budget. Member Howard asked if part of this results from moving part of the project from Phase II to Phase I. Mr. Manke answered that it would still be over, and this reflects the actual amount over budget at the present time.

Member Barton noted that the majority of bids received during her tenure on the Board have come in under budget, with this being the first time a project has come in over budget to this degree. Member Barton stated that if it has been identified that this is what we want to do, then she has confidence in the bids that were acquired and would like to go ahead with it. Member Moats replied that there is nothing wrong with the bids, but questioned whether this is the most cost effective way to accomplish what needs to be done.

Chairman Norwood noted that there are two different issues here and moved that the question on the floor be called.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

On the motion for approval of the bid awards, upon roll call the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted nay.

Member Born felt that because of the amount of discussion, further information is needed on this issue with a review of the overall plan. Member Coste requested a report as to what funds have been committed to all projects and programs that the Board has approved,

Bid Awards
(cont'd)

including contingencies, A&E, Life Safety, etc. He requested that this report be in the same format as the project Scenario distributed by Mr. Manke. It was Member Coste's opinion that it will be determined that we are over budget in more than just this one area.

PURCHASE ORDERS

Member Howard moved, Member Bakas seconded, the approval of purchase orders VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Information Access Company, for Infotrac Academic Index subscription service, in the amount of \$6,432.00.

Ex. VII-B2 Accept the proposal of Willis Corroon Corporation of Illinois for insurance coverage as outlined in Exhibit VII-B2.

Member Moats asked if the insurance costs were expected to come in this low. Mr. Manke replied that because the College had a good year this year in terms of the utilization of the medical insurance, the broker was asked to go back and shop for lower prices. An analysis shows that over the past 10 years, in terms of the aggregate and specific stock loss, the College is ahead of the insurance companies by \$136,000 based on what they paid versus what the College paid to them. However, we've changed companies and the present company has not had that kind of a loss. A package of information regarding the history of insurance rates and claims is being compiled and will be distributed when complete. Member Moats asked what the increase is on a per employee basis. Mr. Manke replied that the insurance companies work on a percentage, and we have received a 12 to 15 percent increase in total. The premiums are being adjusted accordingly. Member Moats asked if the increase is also due to an increase in the number of employees. Mr. Manke stated that this is based on our payroll estimate at this time. This can change as some positions are left vacant or filled at a later date.

Upon roll call, the vote was as follows:

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

Purchase Orders
(cont'd)

Motion carried. Student Member Sprake-Jones voted aye.

In light of some of the Board's concerns regarding Employee insurance, Chairman Norwood appointed an Ad Hoc committee to review the employee insurance program. Member Bakas was asked to chair that committee with Member Howard to serve with him, and added that any members are welcome to attend the meetings when scheduled.

NO AWARD

Member Moats moved, Member Howard seconded, that the Board approve a no award of bid request Q8495 for carpeting for J-143, as only one response was received.

Student Member Sprake-Jones asked if the carpet in Building J was just replaced. President Thompson replied that this is carpeting only for the lecture hall and theater, which has not been replaced recently.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

NEW BUSINESS

Personnel Actions

Chairman Norwood noted that there is a revision to Exhibit VIII-A. President Thompson stated that Thomas Vickery has not resigned.

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

Member Howard asked for clarification of the termination of Cathleen Paprocki. President Thompson stated that there was a consolidation of positions, and although Ms. Paprocki had the opportunity to apply for that position, she declined. However, she may yet be employed in another position. Member Howard noted that this is a case where a position was eliminated rather than the employee being fired. This is noted in Exhibit VIII-A by a footnote indicating "position eliminated". Member Howard asked if this can be listed with

Personnel Actions
(cont'd)

the person's name as "Position eliminated" rather than "Termination" in the future.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Professional/Technical Appointments

Patricia Ramsey, Supervisor, Non-native
Literacy, Academic Enrichment and
Language Studies, 8/24/92, \$28,200

Classified Appointments

Judith Young, Weekend Program Assistant, p/t,
Office of Community & Program
Services, 8/22/92, \$7,310

Leon Hussissian, AV Technician II, Media
Services, 9/05/92, \$23,300

Claire Wrobel, Information Receptionist, p/t,
Student Development, 9/08/92,
\$7,400

Jean Kraft, Clerk I, Bookstore, 9/14/92,
\$15,600

Betty Link, Clerk II, p/t, Box Office,
9/14/92, \$8,250

Martin McCafferty, Lab Assistant, Computer
Operator, Information Systems,
9/14/92, \$20,688

Karen Nagel, Administrative Assistant,
Business and Social Science,
9/14/92, \$20,750

Professional/Technical Resignation-Termination

Cathleen Paprocki, Area Tutor Coordinator,
CIS, Academic Enrichment and
Language Studies, 5/22/92, 7 years

Classified Resignations

Linda Goers, Clerk, Planning and Research,
8/18/92, 2 years

Dawn Benjamin, Admissions Outreach Clerk,
Admissions Outreach, 8/20/92,
1 month

Constance Capoccia, Clerk II, Box Office,
8/28/92, 1.5 years

Theresa Kosan, Information Receptionist,
Student Development, 8/28/92,
8 months

1991-92
Financial
Audit

Member Moats moved, Member Coste seconded, that the Board discuss Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes) at the next regular Board meeting because of the late receipt of the information.

President Thompson stated that the Board is not required to approve the audit at this time, but rather to accept the audit. There is a reporting requirement of ICCB that the Audit Report is to be accepted by October 15. Member Coste noted that the Board was in the same situation last year. Member Bakas added that all of the Community Colleges in the state are in the same situation. The information in the audit is not going to change, and can be discussed at any time.

Member Moats amended his motion to move, and Member Born seconded, that Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes) be accepted by the Board, and discussion be held at the next regular Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Member Coste asked if the auditors will be at the next Board meeting. President Thompson replied that they will be invited to that meeting, and were in attendance at this meeting. Member Howard asked if the auditors would like to mention anything that the Board should be particularly diligent in looking at in their study of the audit.

Mr. Manke commented that there are two documents in addition to the audit that were distributed: 1) the letter outlining those areas that need attention, and 2) a letter in response to questions usually asked regarding fund balances. Member Bakas asked if there were issues addressed in the management letter that did not appear in the letter distributed to the Board. Mr. Manke introduced Rich Kriberg and Sharon Rudy from BDO Seidman to address this question. Mr. Kriberg stated that the first draft of the management letter

1991-1992
Financial Audit
(cont'd)

had additional points which were clarified and then eliminated from the final draft of the letter after discussion with the College Administration. Member Bakas noted that the auditors are required to provide a management letter, and because this letter was not addressed to the Board, it was unclear whether this was indeed the management letter. Mr. Kriebert responded that the audit includes the management letter dealing with the review of administrative and accounting matters at the College, as well as findings related to the grants and federal funds.

Mr. Kriebert noted that the audit is different this year in two respects: 1) The format has changed and is hopefully more reader friendly; and 2) In keeping with ICCB requirements, all federal funds are in one schedule. This audit can then be filed with all required agencies. Regarding the timing, the opinion is dated August 21 but because tax information was not provided by Cook County until September 8 or 9, the report was not delivered until this date. The audit has a clean opinion, which is the highest opinion level that the auditors issue. Mr. Kriebert noted that the first 25 pages of the audit are the basic financial statements, followed by the supplemental financial statements showing the individual funds, and supplemental ICCB required information. Audits on the ICCB grants are also included, in addition to the federal funds section. One of the letters received is a capsule summarization of changes in fund balance and some broad explanations of those changes. The audit opinion is drafted to the Board, and the management letter is drafted to the administration.

Member Coste questioned why ICCB requests the report by October 15 if Cook County is late in sending out the tax levies. It was Member Coste's suggestion that we make representation to ICCB to change the date that the audit is requested. Member Bakas responded that this has been addressed in the past, and has not been changed because of the necessity for ICCB to get their budget to the Board of Higher Education by a certain date. Member Coste asked what the consequences were for not complying with the October 15 date. Mr. Kriebert replied that an extension can be granted if requested by October 1, and ICCB will grant 30 to 60 day extensions. President Thompson added that the extensions are not the

1991-1992
Financial Audit
(cont'd)

norm. Member Coste suggested that a condition should be put in the new audit contract that it be delivered by October 15.

ADA Title II
Transition Plan

Member Barton moved, Member Moats seconded, that the Board approve the Future Compliance Activities and Timelines as outlined on Page 6 of Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked how much the College was charged for the preparation of this document. Mr. Manke estimated the cost to be approximately \$3,000. Member Moats asked if the items being approved were the three items delineated on Page 6. Chairman Norwood confirmed this. Member Coste asked if there was a time frame when this has to be accomplished. President Thompson responded that there are different requirements that must be accommodated at different times, with a plan in place by 1995 to show how physical improvements will be accomplished. Member Coste asked if it is known how much these changes are going to cost. President Thompson replied that we do not, but that the changes must be made regardless of the cost. He added that these are going to be reasonable accommodations. Member Coste asked when we would be in violation of this legislation. President Thompson answered that the legislation is staged, with some sections going into effect earlier this year, and the job descriptions required by January 1993. However, we should be in compliance at this point.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

A.A. and A.S.
Degree
Requirements

Member Moats moved, Member Born seconded, that the Board adopt the requirements for Associate in Arts Degree and Associate in Science Degree as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked if more science and math requirements were being added. George Voegel responded that the numbers are being changed

A.A. and A.S.
Requirements
(cont'd)

as to how it is stated in the catalog to conform with the model from ICCB, but the total numbers for the degrees do not change. Mark Healy, Chairman of the Academic Standards Committee, answered that the requirements for the A.A. degree are increasing from 3 to 7, and for the A.S. from 7 to 8. Dr. Voegel stated that total ares are still 60. Member Barton asked when the increased high school requirements for more math and language go into effect for entering freshmen. President Thompson answered that the date is fall of 1993. Member Barton asked if those requirements will have any effect on the degree requirements, necessitating another change. Dr. Voegel replied that they would not, as these changes are Harper graduation requirements, not the IBHE entrance requirement. Mr. Healy stated that the Academic Standards Committee has begun a process of reviewing the purpose of General Education and to look at a review of the current requirements to see what future plans should be. They plan a 3 to 4 year review process and will keep the Board up to date as decisions are finalized. Dr. Voegel added that rather than more classes being added, the level of life science and math courses, as well as other courses, may be higher.

President Thompson noted that Mr. Healy and the Academic Standards Committee have helped a great deal with their projection of the study of the General Education requirements at Harper and the implications across the College.

Member Barton asked if the number of total credit hours has increased. Mr. Healy replied that it is still 60 hours for an A.A. or an A.S., and that the General Education requirements are the same as well.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Career Advisory
Committee Appoint-
ments for 1992-93

Member Moats moved, Member Howard seconded, that the Board approve the Career Advisory appointments for the 1992-93 academic year as outlined in Exhibit VIII-F (attached to the

Career Advisory
Committee
Appointments
(cont'd)

minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays:

Motion carried. Student Member Sprake-Jones voted aye.

President Thompson noted that the Board usually deals with this issue earlier in the calendar year, but it was delayed until fall so that the Program Chairs and Coordinators had an opportunity to review and update their advisory rosters. He expressed appreciation to the staff for their work on these appointments.

Chairman Norwood read a statement concerning the Advisory Committees, and noted that it is extremely gratifying to see 372 individuals in this community volunteering to serve on advisory committees for Harper's career programs. Chairman Norwood praised the commitment of these members, and thanked them on behalf of the Board. There will be an annual dinner given in their honor on November 10. Member Howard noted that it is important for as many Board members as possible to attend that dinner and thank the Advisory members personally, as this service keeps Harper's academic program current and state-of-the-art, as well as improving the relationship with the community. Member Barton asked if these people could be listed in the newspaper so that the community would be aware of the work they are doing, and to thank the members. President Thompson stated that this will be investigated. Member Howard added that a 25th Anniversary certificate of appreciation could also be given to each Advisory Board member.

Bethany Terrace
Nursing Center
Agreement

Member Howard moved, Member Bakas seconded, that the Board approve the Cooperative Agreement between William Rainey Harper College and Bethany Terrace Nursing Center as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bethany Terrace
Agreement
(cont'd)

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Sprake-Jones
voted aye.

Member Coste asked where Bethany Terrace
Nursing Center was located. President
Thompson replied that this information would
be forthcoming to Member Coste.

Disposal of
College Personal
Property

Member Born moved, Member Howard seconded,
that the Board approve the disposal of
obsolete and unrepairable personal property
owned by the College as outlined in Exhibit
VIII-H (attached to the minutes in the Board
of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Member Moats asked what the procedure is to
dispose of this property. Thea Keshavarzi
explained that bid packets would be sent out
to people who may be interested in bidding on
the equipment. These will be publicly opened
and the highest bidders will purchase the
equipment. An open sale for the public will
then take place so that anyone not directly
affiliated with the College (including family
members of employees) may purchase the equip-
ment. That equipment left is disposed of
through scrap dealers or is discarded. Member
Moats asked how the prices are determined.
Ms. Keshavarzi replied that she tags the items
as to what she feels the market will bear.
Member Coste asked why the typewriters can't
be turned in for credit. Ms. Keshavarzi
answered that several dealers in the area have
been sent bid packets, and that they expect to
get approximately trade-in value.

Appointment of
ACCT Voting
Delegate

Member Howard moved, Member Bakas seconded,
that the Board appoint Sarah Born as Harper
College's ACCT voting delegate, as outlined in
Exhibit VIII-I (attached to the minutes in the
Board of Trustees' Official Book of Minutes).

ACCT Voting
Delegate (cont'd)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones
voted aye.

Chairman Norwood noted that Member Bakas has
been serving as the ICCTA liaison and would
like to transfer his voting power to Member
Born, and she has agreed to assume that role.

INFORMATION
First Reading of
Board Policies

Chairman Norwood introduced the first reading
for information of two Board policies, one
regarding political events and one regarding
amendments to Board policies. In Exhibit
VIII-J-2, Amendments to Board Policies, the
wording was changed to reflect clearly that
the organization meeting takes place in the
same month as the election.

Regarding the issue of public funds being used
for political purposes, Member Born asked if
public money can be used if there is a
referendum, and if not, where the money comes
from. Member Bakas responded that it comes
from friends and supporters. Member Howard
noted that you cannot lobby for your own
referendum with tax dollars. Member Bakas
explained that money can be spent to explain
the proposition, but cannot be spent to
promote the passage of it.

Member Born questioned #2, which deals with
the direct solicitation of funds or distribu-
tion of campaign fund raising literature on
the premises. President Thompson responded
that this question is being discussed with
legal counsel to see if that is inclusive of
campaign literature. Member Moats noted that
the College is a marketplace of ideas, and
that all points of view should be encouraged,
including campaign literature. Member Howard
felt that this was acceptable, as long as
campaign contributions were not collected on
campus.

Chairman Norwood noted that this is the first
reading of the information, and that any
recommendations or discussion should be raised
at a later time.

Information
(cont'd)

Member Barton asked if anything was stated for the appearance of Carol Mosely Braun that she was not endorsed by the College. President Thompson replied that nothing of that nature was stated. Chairman Norwood noted that the person introducing Ms. Braun stated that she was not endorsed by the College. Member Barton asked if that should be noted on the announcements for appearances by public officials. President Thompson stated that if the Board wishes the policy to state a particular point, that it should be added to the policy. Member Coste felt that this is a good policy, but that the implementation of it has been a problem in terms of campaign contributions.

Chairman Norwood suggested that once a policy is in place, anyone requesting to speak on campus would be given a copy of that policy, which would then be reviewed so that all points were understood. Member Moats stated that the policy should encourage points of view of all persuasions to be available to the student population and the community as a whole. Member Howard noted that the tone of the statement should be positive rather than negative and should be changed to reflect Member Moats' suggestion. Felice Avila added that there is such a policy stated in the Student Handbook, and that this could be included in the Board policy as well.

Fees for Use of
College Facilities

President Thompson noted that the Harper facilities are getting higher demands, but demand from people outside of the district is putting pressure on district residents who would like to use the space. It has been suggested that there should be a differential fee to accommodate Harper's residents first.

Member Moats asked if the \$10 per year for reservation privileges for the racquetball facilities was counterproductive, and asked how much use these facilities actually get. President Thompson replied that a utilization report of the facility was prepared which showed that the facility is being used more than in the past. Ron Greenburg, manager of the Building M facility, reported that the between 6 and 10 p.m. the racquetball courts are full, with some drop-off between 4 and 6 p.m. to about 50 percent. On Saturday there is close to 50 percent utilization. In answer to other questions by Member Moats concerning the different facilities and activities

Information
(cont'd)

available, Mr. Greenburg stated that the basketball courts are rented at \$20 per hour.

OTHER BUSINESS

Chairman Norwood announced that the Regional ICCTA meeting will be on Wednesday, October 30. Member Barton noted that as many members as possible should try to attend, as Harper is hosting the meeting. The meeting will start at 6:30 p.m.

Chairman Norwood noted that after the President's Report, the Board will adjourn to executive session for the purpose of discussing sale and acquisition of property.

PRESIDENT'S REPORT

The dignitaries reception was a great success with the recognition of original faculty and those who were part of the original Citizen Study Committee. Many area legislators and politicians attended as well. They were joined by representatives of other community colleges, and retired Harper College faculty. An official ground-breaking ceremony was held. Member Howard complimented the staff of the dining area in making that area and the food served exceptional for the event. President Thompson thanked the committee responsible for coordinating this event.

President Thompson distributed a status report on the search for Vice President of Academic Affairs. Telephone interviews were completed last week, and six people are coming in for personal interviews. The Board members were encouraged to come to the general meetings which are scheduled.

Dates for mutual gains bargaining meetings were discussed. Packets listing the people invited to join in that discussion were handed out, and the dates are now set for October 6 at 5:00 and October 7 at 4:00. There will also be a special Board meeting on October 7 at 7:30. Diane Callin is inviting members of the faculty to participate as we continue to learn about this kind of bargaining and what it might mean to the College.

The Board members had been asked to bring their Guide to Trusteeship to the meeting to exchange for the updated version.

Harper is cooperating with the Illinois Prairie Girl Scout Council and the A.A.U.W. to put on a symposium entitled, "Putting Paper Dolls Aside - Whose Challenge" on Saturday,

President's
Report (cont'd)

October 24. This examines the impact of gender equity on achievement levels of girls and women. A brochure listing the activities was distributed.

The Planetary Studies Foundation is having a fund raising dinner on October 3 at 6:30 p.m. at the Hyatt Regency Woodfield, and President Thompson encouraged those who had received an invitation to attend to help support that activity. Alan Bean, the astronaut, will be a featured speaker. Member Moats noted that Bean retired from NASA to pursue art, and will be speaking of both his experiences in space and his artistic interpretations.

The topics for the special meeting on October 7 will be discussion of the levy, and a presentation by David McShane as to the status of the Information Systems area. That meeting will start at 7:30 p.m.

President Thompson noted that the meetings of October 6 and 7 regarding mutual gains bargaining will have primary interest to the committee working on the negotiations, but all Board members are encouraged to attend. In answer to Chairman Norwood's question regarding format, President Thompson responded that questions will come as the participants go through the steps laid out in the presentation.

EXECUTIVE SESSION

Member Howard moved, Member Bakas seconded, that the Board adjourn into executive session for the purpose of discussing matters related to the sale and acquisition of real properties.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

The Board adjourned into executive session at 9:58 p.m.

Following executive session, it was moved and seconded that the Board return to regular session at 10:41 p.m.

Member Moats moved, and Member Barton seconded that the Site Acquisition Committee enter into negotiations to purchase a second site in the northeast portion of the district.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Member Barton moved, and Member Howard seconded that the IDOT Project Committee hire an appraiser to appraise a portion of College property fronting Algonquin Road.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Chairman Norwood thanked the members of the both committees for the hard work in doing their assignments.

ADJOURNMENT

Member Barton moved, Member Born seconded that the meeting be adjourned.

In a voice vote, the motion carried and the meeting adjourned at 10:44 p.m.

Chairman

Secretary