

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

June 22, 1989

*7:15 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 10, 1989 Committee of the Whole Meeting, May 25, 1989 Board Meeting and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for May 31, 1989 and June 15, 1989. Estimated Payroll for June 16 through July 31, 1989 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Action Exhibit VIII-A
 - B. RECOMMENDATION: Administrative Developmental Leave Exhibit VIII-B
 - C. RECOMMENDATION: Joint Educational Agreement--Triton College Exhibit VIII-C
 - D. RECOMMENDATION: Resolution to Establish 1989-90 Budget Hearing Date Exhibit VIII-D
 - E. RECOMMENDATION: Interfund Loan Repayment Exhibit VIII-E-1
Interfund Loan Exhibit VIII-E-2
 - F. RECOMMENDATION: Permanent Transfer of Interest Income from the Working Cash Fund Exhibit VIII-F

- G. RECOMMENDATION: Resolution for Approval of 1989-90
Life Safety Projects Exhibit VIII-G
- H. RECOMMENDATION: Student Service Awards Exhibit VIII-H
- I. RECOMMENDATION: 1988-89 Goals Accomplishment
Report Exhibit VIII-I
- J. RECOMMENDATION: Confirmation of Appointments
for the Educational Foundation Exhibit VIII-J
- K. BOARD INFORMATION: Administrative Organization
Charts Exhibit VIII-K
- * IX. Other Business - "Governance" Presentation (7:15 p.m.)
 - 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, June 22, 1989

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 Thursday, June 22, 1989 at 7:52 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Coste, Howard, Miller, Moats, Norwood, Orzech and Student Member Ivarson
Absent: None

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Mathematics and Physical Sciences; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Ray Devery, Director of Development; Judy Dincher, Director of Nursing; Larry Haffner, Director of Academic Computing; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations and Fred Vaisvil, Director of Career Planning Center. Faculty: Phil Stewart, President, Faculty Senate, and Patricia O'Connor, Child Development. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; M. J. Austensen, Child Development; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent and Joan Young, Publications and Communication Services Manager. Students: Anthony Garcia, Laura Jacobson and Doug Ray. Guests: Richard J. Galla, R. J. Galla Company, Inc., and Anita Crawley.

EDUCATIONAL PRESENTATION: At the request of Chairman Barton, President Thompson announced that a presentation on governance would be conducted by Vice President David Williams, Director of Nursing Judy Dincher and Faculty Senate President Phil Stewart. He acknowledged that governance at Harper College is an important issue to all. Dr. Williams commenced the overview by distributing copies of the material which would be reviewed in the slide presentation. Dr. Williams explained the philosophical basis of governance. Director of Nursing Judy Dincher, a member of the Council for the Coordination of College Committees, reviewed the committee structure at Harper College. Faculty Senate President Stewart addressed

the issues of interrelating with one another, other committees and the various groups represented by the College employees. Following the slide presentation, the speakers responded to questions. Member Moats stated that he would like to receive copies of the mission statements or statements of philosophy from both the Faculty Senate and the Student Senate if these are available.

On behalf of the Board, Chairman Barton thanked everyone for a fine presentation.

CITIZEN
PARTICIPATION:

Dean of Life Science and Human Services Pat Bourke introduced Patricia O'Connor and M. J. Austensen, both Harper College graduates, who were involved in the recent child care annual conference. Ms. O'Connor stated that she had the pleasure to address the Board last year and, once again, would like to thank the Board and the administration for the cooperation and support received. The conference at Harper this year attracted 650 early childhood professionals and 51 workshops were presented on a single Saturday morning. She added that continued growth in the program is anticipated. On behalf of those involved in the program, Ms. O'Connor and Ms. Austensen presented Board members with tokens of appreciation. Chairman Barton thanked both individuals for their efforts.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Ivarson stated that she had attended the Illinois Community College Trustees Association conference in Springfield on June 9-10. During the conference, she accepted two awards on behalf of Harper College -- a Distinguished Alumni Award for Dr. E. Daniel Lawlor, III, and a Distinguished Faculty Award for Professor Marguerite Ewald. Student Member Ivarson also reported on the recent sellout performance at Harper of Adam West, a former Batman. Chairman Barton complimented Student Activities Director Jeanne Pankanin and Student Activities Coordinator Mike Nejman for the fine work which was done to promote the appearance of Adam West. The event was covered very well in newspapers and on the television news.

CONSENT
AGENDA:

Member Howard moved, Member Orzech seconded, that the Consent Agenda be approved, as described in Exhibit VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Minutes

Member Moats requested a correction to the minutes of the May 25, 1989 Board meeting. In reference to page two, last paragraph, he stated that during a discussion on the paid leave of absence to South Africa, he had asked the student who spoke if the students would object if somebody had gone to China and the student repre-

CONSENT
AGENDA:
Minutes
(cont.)

sentative replied that they would not object. Member Moats requested that the minutes be corrected to reflect this discussion.

Member Howard moved, Member Orzech seconded, that the original motion be amended to include the corrected minutes of the May 25 Board meeting.

Bills Payable,	Educational Fund	\$ 715,205.49
Payroll,	Operations & Maintenance Fund	246,579.09
Estimated	Operations & Maint. Fund (Restricted)	1,221,560.98
Payrolls,	Auxiliary Fund	150,233.75
Estimated	Restricted Purposes Fund	121,055.03
Utility Bills,	Trust & Agency Fund	687,655.40
CLSI,	Liability, Protection & Settlement Fund	9,034.90
Meilahn,	Federal Funds	6,014.13
Manufacturing,		
EDUCOM		
Consulting		
Group		

The payroll of May 19, 1989 in the amount of \$334,764.47; the payroll of May 31, 1989 in the amount of \$499,596.17; the payroll of June 15, 1989 in the amount of \$825,230.16; the estimated payroll of June 16 through July 31, 1989 in the amount of \$3,344,075.46; estimated utility bills in the amount of \$120,000.00; CLSI in the amount of \$148,492.00; Meilahn Manufacturing in the amount of \$937.64 and EDUCOM Consulting Group in the amount of \$21,817.55.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Financial Statements

There were no questions concerning the Financial Statements.

Committee and Liaison Reports

In regard to the recent ICCTA meeting in Springfield, Member Norwood stated that she had attended the legislative reception prior to the meeting. District Representative Bernard Peterson was among the ten legislators in attendance.

Grants and Gifts Status Report

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

BID AWARDS:

Member Norwood moved, Member Orzech seconded, approval of the bid awards as described in Exhibits VII-A1 through VII-A15 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

BID AWARDS:
(cont.)

- Ex. VII-A1 Award bid Q8149 to D.O.S. Computer Center for \$4,840.08; Micro Age of Northbrook for \$6,279.00; CompuMat, Inc. for \$10,256.00; Continental Resources, Inc. for \$23,680.00; Computerland of Mount Prospect for \$42,531.00; CompuMat Micro Center for \$46,850.00; IBM Corporation for \$71,726.00 and Nabih's, Inc. for \$116,494.60, the low bidders meeting specifications on a per item basis for microcomputers and peripheral equipment, for a total award of \$322,656.68.
- Ex. VII-A2 Award bid Q8146 to Independent Mechanical Industries, Inc., the low bidder for the steam safety relief valve installation, in the amount of \$18,480.00.
- Ex. VII-A3 Award bid Q8153 to CAD Technologies, the low bidder for the UNIX CAD workstations and Pro-Engineer software, in the amount of \$69,069.00.
- Ex. VII-A4 Award bid Q8152 to CAD Technologies, the low bidder for the AutoCad Software, in the amount of \$15,750.00.
- Ex. VII-A5 Award bid Q8147 to Educational & Institutional Cooperative, Inc., the low bidder for computer tables, in the amount of \$8,832.00.
- Ex. VII-A6 Award bid Q8140 to Central Camera Co., the low bidder for photo supplies, in the amount of \$9,324.70.
- Ex. VII-A7 Award bid Q8139 to Uniwear, the low bidder for uniforms, in the amount of \$11,146.37.
- Ex. VII-A8 Award bid A8141 to Des Plaines Publishing Co., the low bidder for printing of the Harbinger (student newspaper), in the amount of \$15,035.00.
- Ex. VII-A9 Award bid Q8144 to Hinz Lithographing, the low bidder for printing of the Fall 1989, Spring 1990 and Summer 1990 Women's Program Brochures, in the amount of \$23,774.00.
- Ex. VII-A10 Award bid Q8142 to Warner Offset, Inc., the low bidder for printing of the Fall 1989 2nd Eight Weeks Course Schedule, in the amount of \$6,209.80.

BID AWARDS:
(cont.)

- Ex. VII-A11 Award bid Q8148 to Schlumberger Technologies/Applicon, the low bidder that bid on all items for a maintenance agreement covering VAX/Applicon CAD hardware and software, for from one to twelve months, in an amount not to exceed \$22,344.00.
- Ex. VII-A12 Award bid Q8150 to Prime Computer, Inc., the only bidder for a maintenance agreement covering the Prime CAD system, in the amount of \$13,096.80.
- Ex. VII-A13 Award bid Q8151 to Gandalf Data, Inc., the only bidder for a maintenance agreement covering the Gandalf computer equipment, in the amount of \$9,960.00.
- Ex. VII-A14 Award bid Q8143 to Millar Elevator, the low bidder for elevator maintenance, and renewal for one year if service is satisfactory, in the amount of \$6,264.00 per year.
- Ex. VII-A15 Award bid Q8135 to R. J. Galla Co., Inc., the low bidder for the College property and liability insurance coverage, in the amount of \$330,420.00.

Member Moats expressed concern about the College policy of purchasing only IBM personal computers inasmuch as IBM has only a 25 percent share of the market. He felt that this same equipment could be purchased from a competitor for approximately \$100,000 less which would be a significant saving. In addition, he felt that it would be a good business practice to solicit quotations of equipment other than IBM in order to see what is available in the market and possibly provide an incentive to IBM to lower prices. Member Moats pointed out that most manufacturers make software to run on IBM compatibles. He stated that he could not support a policy of buying solely IBM products.

Member Moats moved, Member Orzech seconded, that Exhibit VII-A1 be deleted from the original motion.

BID AWARDS:
(cont.)

In further reference to Exhibit VII-A1, Member Miller stated that his concern was not with the IBM exclusive policy so much, but from the standpoint of the method of determining the number of units which are to be purchased and the specifications of the units. He felt that because of the substantial amount of money involved, it may be an appropriate item for discussion at a separate Committee of the Whole meeting.

Member Howard clarified with the administration that no alternatives were suggested by the bidders. Member Moats stated that the bidding specifications discourage alternate proposals.

Upon the motion to delete Exhibit VII-A1 from the original motion, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

In regard to Exhibit VII-A15, Member Miller asked if the College could select individual firms for the various coverages. Vice President Manke replied that it is important to bid the College insurance coverage as a complete package because a property loss may also involve a liability loss. He noted that Mr. Richard Galla, the present College insurance broker, was in attendance and could provide additional information for the Board. Mr. Galla explained that all insurance for the College is provided by the Continental Insurance Company, with the exception of the school board liability. He noted that the bid from Arthur J. Gallagher & Company was quoted from one company. This preserves the insurance package concept and gives the underwriting carrier an opportunity to share in some of the less hazardous coverages as well. He added that it is very difficult and more expensive to fragment the insurance package due to the size of exposures that are involved at Harper. It is in the best interests of the College to keep as many coverages as possible with one insurance carrier, especially if prices are competitive. In addition, many companies declined to bid because of the athletic liability exposure at Harper College.

Member Moats noted that 24 bids were solicited and there were very few responses. Vice President Manke stated that correspondence had been received from the six firms who declined to bid. Copies of the letters are available if the Board so desires. Some of the reasons for not bidding were as follows: carriers would not consider public bid specifications, the inability to provide the wide range of coverages for the College, the companies were not able to provide the required

coverage for athletic participants, and brokers felt that there was insufficient time to prepare the bid proposals. In response to Member Orzech, Vice President Manke stated that the 30-day time period occurred because the Board requested that bids be solicited this year for the insurance. Although 30 days is acceptable and reasonable, he felt that additional time would have been better if there had been sufficient time prior to the expiration of the College insurance. He felt that efforts could be made to meet bid deadlines if companies are genuinely interested.

Upon roll call on Exhibits VII-A2 through VII-A15, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

In regard to Exhibit VII-A1, President Thompson stated that Vice President Williams had prepared an overview on instructional computing and suggested that the Board review the matter to determine if a decision could be reached regarding the bid award. Vice President Williams distributed and reviewed the general plan for Academic Computing equipment and labs. He stated that the document indicated computer usage for 1989-90 and projected future acquisitions and areas. He pointed out that academic computing follows instruction in the College curriculum.

Member Miller stated that he was concerned about understanding the procedures and the determination that went into this order. Director of Academic Computing Larry Haffner explained that he works with faculty members who use computers for instruction in order to determine their needs. After the budget is prepared, Academic Computing reviews what the instructors need to meet their requirements for instruction. He pointed out that IBM has changed their policy on rebating and was not the low bidder for this request. IBM will furnish 43 of the 101 units requested. Director Haffner stated that the requests for purchase are made on a departmental level. The administration and the faculty then work together to best meet the instructional needs within the College budget.

Member Coste questioned whether the Board should be concerned with the specifics of this purchase as much as with the broader question of what the marketplace has to offer, not only IBM. Member Moats agreed that there should be additional focus by the Board in relation to obtaining the best value when purchasing goods and services. Member Howard stated that the bidding process, in general, provides this means.

BID AWARDS: Member Orzech moved, Member Norwood seconded, approval of
(cont.) Exhibit VII-A1

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Motion carried. Student Member Ivarson voted aye.

PURCHASE
ORDERS:

Member Howard moved, Member Orzech seconded, approval
of the purchase orders as described in Exhibits VII-B1
through VII-B8 (attached to the minutes in the Board
of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to
Computer Associates, for the lease of
software, in the amount of \$5,040.00.

Ex. VII-B2 Approve issuance of a purchase order to
IBM Corporation, for the renewal of the
monthly rental of computer software, in
the amount of \$21,348.00.

Ex. VII-B3 Approve issuance of a purchase order to
MACRO 4, Inc., for the rental of software,
in the amount of \$19,044.00.

Ex. VII-B4 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 \$36,108.00.

Ex. VII-B5 Approve issuance of a purchase order to
Information & Communications, Inc., for
a licensing and maintenance agreement for
the use of the Student Financial Aid
Software System, in the amount of
\$11,792.00.

Ex. VII-B6 Approve issuance of a purchase order to
Itek Graphix Corp., for maintenance of a
modular digital phototypesetting system,
in the amount of \$5,721.12.

Ex. VII-B7 Approve issuance of a purchase order to
Illinois State Library for OCLC charges,
in the amount of \$9,000.00.

Ex. VII-B8 Approve issuance of a purchase order to
A. B. Dick and Co., for a maintenance agree-
ment covering automatic duplicating
equipment, in the amount of \$11,421.00 per
year.

PURCHASE
ORDERS:
(cont.)

In response to Member Miller, Director of Computer Services Art Bowers provided comparison cost figures for last year on Exhibits VII-B1 through VII-B5.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:
Executive
Session

Member Moats moved, Member Norwood seconded, that the Board adjourn to executive session for the purpose of discussing matters pertaining to the appointment, employment or dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye and the Board adjourned to Executive Session at 9:10 p.m.

Member Howard moved, Member Norwood seconded, that the Board return to Regular Session.

In a voice vote, the motion carried and the Regular Meeting reconvened at 9:15 p.m.

President's
Contract

Member Howard read the following resolution:

WHEREAS, President Paul N. Thompson's contract will expire on July 14, 1991;

WHEREAS, the Board of Trustees has reviewed and discussed the present employment contract;

WHEREAS, the Board of Trustees desires to amend the present employment contract;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Trustees as follows:

1. That the contract of Dr. Paul N. Thompson as President of Harper College be extended through June 30, 1992;
2. That he receive a salary of \$91,000 per year payable in biweekly installments;
3. That one year of his service credit in the Minnesota school system be purchased by the College according to the provisions of the State Universities Retirement System (SURS).

DATED this 22nd day of June, 1989 in Palatine, Illinois.

NEW BUSINESS: Member Howard moved, Member Coste seconded, approval of the amendment of President Thompson's contract, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President's Contract (cont.)

Member Moats stated that he could not support the contract principally because of the roll-over provision extending the present three-year contract to another three-year contract. He explained that this was a matter of personal philosophy in terms of administrative tenure. He felt that a contract should be renegotiated at the end of the specified term. In addition, he felt that the increase of approximately 10.1 percent was somewhat high, but would have supported it without the roll-over of the contract. Member Moats noted that his negative vote should not be construed as a lack of confidence in President Thompson. He felt that the President had done an excellent job during the past year, especially in the area of long-range planning. Member Moats added that he looks forward very enthusiastically to the development of the long-range plan and continued progress for the institution. He thanked the Board for the opportunity to address this matter.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

President Thompson expressed appreciation to the Board for the vote of confidence and approval of the contract. Chairman Barton stated that it is well deserved.

Personnel
Actions

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

Faculty Appointments

John F. Clarke, Instructor, Psychology, 8/16/89, \$28,562
Anita Crawley, Instructor, Counseling, 8/16/89, \$24,400
Philip DeMarois, Assistant Professor, Math, 8/16/89, \$33,010
Salah Falouji, Instructor, Engineering, 8/16/89, \$33,433

Professional/Technical Appointments

Nancy Dickey, Information Specialist, p/t, 5/30/89, \$10,400
Martha Brown, Linguistics Specialist, 8/15/89, \$25,000

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified Staff Appointments

Nancy Curran, Clerk Typist I, p/t, 5/22/89, \$10,780
Barbara Bergman, Clerk-Information Center, p/t, 5/27/89,
\$7,098
Julianne Peterson, Secretary II, 6/01/89, \$17,595
Joanne Frederick, Clerk Typist II, p/t, 6/05/89, \$10,488
Janet Smith, Secretary II, 6/01/89, \$17,595
Patricia Schneider, Bookkeeper, 6/26/89, \$13,697

Supervisory/Confidential Reclassification

Joan Young, Manager, Publications & Communication
Services, 4/01/89, \$39,068

Supervisory/Confidential Retirement

Arthur Gorski, Custodial Foreman, 7/27/89, 14.5 years
service

Faculty Termination

Martha Brown, Instructor, 8/10/89

Professional/Technical Termination

Gwendolyn Clayborne, Job Developer, 6/01/89
Kevin Ko, Supervisor, Systems & Software, 6/15/89

Classified Staff Terminations

Jodie Brokke, Child Care Attendant, p/t, 5/19/89
Lesly Stambaugh, Bilingual Secretary, 6/30/89

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

President Thompson called attention to the retirement of Art Gorski, a member of the College Physical Plant for 14½ years. He commended Art for his service to the College.

Developmental
Leave Request

Member Orzech moved, Member Howard seconded, approval of the developmental leave request with half pay during the 1989-90 academic year for Lee Vogel, Director of the Learning Assistance Center, as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Developmental
Leave Request
(cont.)

Member Moats requested a brief review of the policy on faculty/administrative paid leaves. President Thompson explained that the Policy Manual outlines the provisions for leaves of absence, both paid and unpaid. He noted that this request was made in order to pursue a doctoral degree. Chairman Barton added that approximately 21 percent of the College faculty and administrators possess doctoral degrees. In response to Member Norwood, Vice President Williams stated that individuals who take advantage of these leaves are required to remain at Harper College for a minimum of two years upon their return.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Joint
Educational
Agreement -
Triton
College

Member Orzech moved, Member Norwood seconded, approval of the joint educational agreement with Triton College, according to Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson explained that the joint educational agreement with Triton College will be of mutual benefit to both institutions.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Resolution -
Budget Hearing
Date

Member Miller moved, Member Howard seconded, the adoption of the resolution providing for the annual budget hearing and the required public notice, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats reiterated his concern about the 1989-90 budget. He stated that, based on information provided by the administration, it appears that there will be a budget surplus from the last fiscal year in excess of \$2.5 million. Vice President Manke explained that the data distributed to the Board covered three funds -- the Education Fund, the Operations and Maintenance Fund and the Auxiliary Fund. However, if all College funds are taken into consideration, the most recent information indicates a surplus of approximately \$ million. He noted that there will be a deficit of \$964,000 in the fund balance of the Operations and Maintenance Fund (Restricted).

NEW BUSINESS:
Resolution -
Budget Hearing
Date (cont.)

Member Moats also observed that there has been another significant increase in the involuntary taxes to which district residents are subjected. He questioned whether the College should lower taxes in order to meet the established guidelines for the College fund balances. He felt that consideration should be given to the taxpayers who have been very supportive of Harper College. Chairman Barton recalled that the Board had received projections of the various fund balances which indicate that these would be decreasing over the next few years.

Vice President Manke explained that the budget will not change in terms of the tax levy which will be presented for adoption in October or November. He stated that many needed repair projects will not qualify for life safety funding and, as a result, there will be a reduction in the Operations and Maintenance fund balance. This is the only source of funds for such repair projects. Vice President Manke also pointed out that, based on a ten-year projection, the fund will not be able to keep up with projected inflationary costs.

Member Miller asked if Member Moats was suggesting a decrease in the life safety levy. Member Moats replied that the point of the decrease was not a critical factor. He was concerned about increasing fund balances each year. Member Howard called attention to the subject of financial planning and stability for the College. She recalled the College's lean years and pointed out that although it now appears that there are surplus funds, the College long-range plans include projections for future campus projects. She stated that she does not have a problem with setting funds aside for future use. In addition, Member Howard addressed the subject of the space planning program. If the Board gives approval for a new building, it will be necessary to equip the facility. For these reasons, she felt that fund balances should be reviewed with long-range planning in mind. In regard to the impact on taxpayers, Member Howard noted that the successful referendum and subsequent tax increase was the first since the College was established. Sound long-range planning is an important factor when dealing with financial peaks and valleys.

In response to Member Miller, Vice President Manke stated that there will be a decrease in the life safety levy from \$2.4 million to \$1.9 million as a result of discussion at the June 15 Committee of the Whole meeting. Member Miller stated that he was in agreement with Member Moats, but was not suggesting that the levy be reduced. Member Howard added that it is important to maintain a level tax rate. Board members agreed to defer further discussion of the levy to October.

NEW BUSINESS:
Resolution -
Budget Hearing
Date (cont.)

In response to Member Moats, Vice President Manke stated that there is a \$500,000 contingency in the Education Fund and a \$250,000 contingency in the Operations and Maintenance Fund. The latter amount is projected to offset a budgeted deficit in that fund.

Member Coste inquired about the proposed storage building which is budgeted at \$70,000 but may be revised upward. President Thompson replied that this matter will be included for discussion of the overall space program to be reviewed at the July Committee of the Whole meeting. Board members agreed that the storage facility warrants additional discussion.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Interfund Loan
Repayment

Member Howard moved, Member Orzech seconded, that the Board authorize the Treasurer to repay and re-transfer the loan of \$200,000 made from the Operations, Building and Maintenance Fund to the Liability, Protection and Settlement Fund, as described in Exhibit VIII-E-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Interfund
Loan

Member Howard moved, Member Orzech seconded, that the Board authorize the Treasurer to effect a \$100,000 loan from the Operations and Maintenance Fund to the Liability, Protection and Settlement Fund, as described in Exhibit VIII-E-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:
Resolution -
Transfer of
Interest

Member Miller moved, Member Howard seconded, that the Board of Trustees authorize the Treasurer to effect a permanent transfer of earned interest in the amount of \$600,000 from the Working Cash Fund to the Educational Purposes Fund, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Ivarson voted aye.

Protection,
Health and
Safety
Projects

Chairman Barton called attention to the resolution regarding the life safety projects for 1989-90. She explained that it is necessary to take action at this time in order to request State approval for the proposed projects. Vice President Manke confirmed that the recommendation reflects action taken at the June 15 Committee of the Whole meeting to reduce the request for life safety funding from \$2.4 million to \$1.9 million.

In response to Member Miller, Vice President Manke stated that approval of the recommendation is a commitment to levy \$1.9 million for the Protection, Health and Safety Fund.

Member Howard moved, Member Norwood seconded, that the Board of Trustees adopt the resolution for approval of the projects to alter and repair facilities and that the resolution be forwarded to the Illinois Community College Board for approval and certification to levy the \$1.9 million tax in 1989 and for permission to use the anticipated unspent life safety funds from the 1988 levy for four projects, as described in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: Member Miller

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS: Member Miller moved, Member Orzech seconded, approval
Student of the spring, 1989 student service awards in the amount
Service of \$4,230.00 from Account No. 1038-798-590 and \$2,115.00
Awards - from Account No. 135-000-592, as outlined in Exhibit
Spring, 1989 VIII-H (attached to the minutes in the Board of
 Trustees' Official Book of Minutes).

Member Moats stated that he would abstain from voting on the recommendation because one of the students is an employee of his firm.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Moats

Motion carried. Student Member Ivarson abstained.

Chairman Barton acknowledged the following student service award winners who were in attendance: Anthony Garcia, Laura Jacobson and Doug Ray. She extended congratulations to the students on behalf of the Board.

1988-89 Goals Member Orzech moved, Member Howard seconded, that the
 Accomplishment Board accept the 1988-89 Goals Accomplishment Report,
 Report as outlined in Exhibit VIII-I (attached to the minutes
in the Board of Trustees' Official Book of Minutes).

Member Howard observed that the Goals Accomplishment Report was very impressive. Member Orzech agreed. In response to Member Howard, President Thompson stated that the matter could be discussed further at the July Board meeting when the 1989-90 goals are presented.

In a voice vote, the motion carried.

President Thompson acknowledged that a significant amount of work was done by a number of people in order to accomplish the goals. He thanked members of the staff for their efforts in this regard.

Educational Member Orzech moved, Member Miller seconded,
 Foundation confirmation of the appointments of Mrs. Cohen and Mr.
 Appointments Riley as members of the Board of Directors of the Harper
College Educational Foundation, according to Exhibit
VIII-J (attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Member Moats suggested that letters be sent to the appointees to thank them for becoming involved in the Educational Foundation. The Board and administration agreed that this was an excellent idea.

In a voice vote, the motion carried.

NEW BUSINESS: Chairman Barton stated that the 1989-90 administrative organization charts were for Board information and reflect data which was previously given to Board members.

1989-90
Administrative
Organization
Charts

OTHER BUSINESS: Chairman Barton stated that it is necessary for the Board to review objectives which were set last year and to establish new goals. It was suggested that the Board meet for this purpose prior to the July Committee of the Whole meeting. Following discussion, it was agreed that the Committee meeting would commence at 6:30 p.m. on Tuesday, July 11. Member Coste reported that he would not be available for a meeting in July.

Member Coste added that he would like to place an item on the agenda for the August meeting. In regard to bid awards and the earlier discussion about IBM, he asked to discuss the matter of documenting price paid for goods or services wherein the low bid, or quote, was not accepted or bids and quotes were not sought. This request was agreeable to the Board and will be placed on the August Board agenda.

PRESIDENT'S
REPORT:

President Thompson reported that a news conference was held earlier today to announce the donation to the College Educational Foundation of Formulator, Inc., a dental products company. The company was started in the 1950s by the father of former Trustee Jessalyn Nicklas. The daughter and son-in-law of Mrs. Nicklas, Lynne and Ron Coleman, made the donation to the College. The company will be operated by Harper College business students in the Young Corporate Achievers Club. President Thompson stated that this has been a unique opportunity for the students. It was an exciting and enthusiastic news conference.

President Thompson called attention to the Leadership 2000 conference which was recently attended by five Board members and five administrators. There were various forums held and members of the Harper group met on a regular basis following the sessions to share thoughts and ideas. President Thompson felt that this was a dynamic opportunity to become more aware of the workings of community colleges around the country. The conference included a special presentation to individual college presidents who were recognized for their contributions to transformational leadership. The President was proud to be among those who were honored and received a medallion.

A retreat for Harper College administrators was held on June 7-9 and was very successful. The President felt that those in attendance left the retreat with renewed energy and enhanced in their capabilities.