

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

August 24, 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--July 11, 1989 Committee of the Whole Meeting and Executive Session, July 13, 1989 Committee of the Whole Meeting, July 27, 1989 Board Meeting, August 8, 1989 Committee of the Whole Meeting and Executive Session Exhibit VI-A-1
    - 2. Bills Payable, Payroll for July 28, 1989 and August 11, 1989. Estimated Payroll for August 12 through September 22, 1989 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 Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Classified Staff Merit Awards Exhibit VIII-A-2
  - B. INFORMATION: Space Planning Program
- \* IX. Other Business - "Articulation" 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, August 24, 1989.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District #512 was called to order by Chairman Barton on Thursday, August 24, 1989 at 7:20 p.m. in the Board Room of the Administrative Building, 1200 W. Algonquin Road, Palatine. In the absence of Board Secretary Molly Norwood who would arrive at 8:00, Chairman Barton requested that Member Orzech call the roll.

ROLL CALL: Present: Members Barton, Coste, Howard, Orzech, and Student Member Ivarson  
Absent: Members Miller, Moats and Norwood

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; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; 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; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Ray Devery, Director of Development and External Affairs; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; and Russ Mills, Director of Placement. Faculty: Phil Stewart, President of Faculty Senate, and Mary Jo Willis, Associate Professor and Director of Theatre. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Leon Hussissian, Audiovisual Technician and Joan Young, Publications and Communication Services Manager. Student: L. Chippetta. Guests: Marion Kotecki, Honeywell; Michael Gilfillan and Sandy Christensen, Legat Architects; and Dwayne Wong, Paddock Publications.

PRESENTATION: President Thompson stated that a special presentation on Articulation had been prepared for the Board and the focus of the discussion would be the relationship which exists between Harper College and the local high schools. At the President's request, Vice President Henry introduced the presenters: Dean of Admissions and Registrar Steve Catlin, Dean of Student Development Joan Kindle and

PRESENTATION:  
Articulation  
(cont.)

Director of Admissions Bruce Bohrer. Vice President Henry explained that the term 'articulation' at Harper means communication.

Director Bohrer called attention to the materials which were provided to the Board. He called attention to the number of district high school graduates who attend college and the number attending Harper. It is interesting to note that approximately one of three high school graduates who attend college begins at Harper College.

Director Bohrer reviewed the admissions outreach activities involved in the high school articulation process. These involve both high school staff and students. One of the most significant projects is visitation with high school counselors by College outreach representatives. These are very important meetings to advise the high schools of changes in the Harper curriculum, scholarships which are available and other pertinent information. The personal visits have proven to be very effective in terms of marketing the College. In addition to these visits, newsletters outlining new programs and enrollment trends are sent out; high school recognition nights are held to provide interaction between the high school faculty and their Harper counterparts; and holiday greeting cards have been mailed out for the past three years. Student articulation includes personalized correspondence, mailing of various brochures and newsletters to both students and parents, Harper representation at college nights and career fairs, campus tours by Harper ambassadors, special group visitations and presentations, telephone campaigns to prospective students, and College data surveys.

Dean Kindle explained some of the projects conducted by Student Development staff members. Such activities include high school visits with counselors by Associate Professor Phil Troyer. A copy of the Counselor Handbook was shared with Board members. In addition, semester meetings are held for high school counselors to meet with various College personnel including the academic deans. Harper students are in attendance to relate their personal experiences at the College. This provides not only an information resource but is good public relations. Special orientation programs are conducted for individual high schools to review the assessment program and other Harper activities. In addition, the student services committee and the career cooperative meet with the high schools to discuss the better sharing of resources and information to serve the students. The College Placement Office also participates in this endeavor.

Dean Catlin discussed the feedback that takes place between the high schools and Harper College. Informal feedback involves faculty, counselors and administrators. On a more formal level, a grade directory of recent

PRESENTATION  
Articulation  
(cont.)

graduates is sent to the district high schools for purposes of follow-up and research. This has generated requests for additional data regarding performance, disciplines and class size.

Member Moats entered the meeting at 7:40 p.m.

Dean Catlin called attention to the mandated Illinois Board of Higher Education admission requirements which will be effective in fall, 1993. In addition to the prescribed courses, the IBHE has mandated that colleges develop provisional admission programs for those students who do not meet the requirements. At this time, there are no specific subject requirements for admission to Harper College. The administration will monitor these changes very closely and work with area high schools so that students are prepared appropriately for entrance to college. The new mandates will apply to all high schools and colleges, both two and four-year institutions.

Member Howard commented that, in the past, high school counselors have not encouraged students to attend Harper College. She asked if this trend had changed. Director Bohrer stated that there has been an improvement in this trend over the years. In addition, the philosophy of counseling has changed. Dean Kindle noted that attendance at meetings for high school counselors is increasing every year as a result of improved communications.

Member Moats reiterated his concern about underprepared students who receive high school diplomas. Dean Catlin replied that the College is addressing this problem. He felt that assessment testing helps to place students in appropriate classes. Vice President Henry noted that the district high schools are very concerned about the preparation of their students. According to test scores, some of the highest in the state are from this area. She added that the readiness of a student to learn at a specific age is often a factor.

Chairman Barton expressed appreciation for the enlightening presentation on articulation.

Member Norwood entered the meeting at 8:00 p.m.

CITIZEN  
PARTICIPATION:

Professor Paul Sipiara introduced Jim Plaxco and Karen Mermel, representatives of the local chapter of the National Space Society, and Bill Spizzirri of the Northwest Suburban Astronomers Club who have been working to raise funds for the College observatory. They informed the Board that this venture is an excellent means of getting students and the public interested in both astronomy and science. On behalf of the Northern Illinois

CITIZEN  
PARTICIPATION:  
(cont.)

Space Advocacy, a check in the amount of \$750 was presented to President Thompson to be used for the construction of the College observatory. The President and Chairman Barton expressed appreciation to the guests for their donation to the College. It was estimated that the observatory would be completed in six weeks.

Faculty Senate President Phil Stewart reported that the faculty voted to approve the recommendation of the insurance committee and a letter would be forthcoming. The Board and administration were pleased with this announcement.

COMMUNICATIONS:

Member Norwood read a note of appreciation from Ruth Williams, Board recording secretary, who recently retired from the College.

UNFINISHED  
BUSINESS:

Student Member Ivarson reported that attendance of students and parents at freshmen orientation was very good. In addition, the first meeting of the Program Board was held earlier this week with approximately 25 students in attendance. Student Member Ivarson also announced that Ticket Master is now in place at the Harper Box Office. Copies of the SCIQ reports were distributed and reviewed with Board members.

CONSENT  
AGENDA:

Member Norwood moved, Member Orzech seconded, approval of the Consent Agenda which includes the minutes of Committee of the Whole and Board meetings, bills payable, payrolls, financial statements, committee and liaison reports, and grants and gifts status reports, as described in Exhibit VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes). Member Norwood noted that she was not in attendance at the Executive Session held on July 11, 1989 and requested that the minutes be corrected.

Member Moats moved, Member Orzech seconded, that the minutes be amended and included with the Consent Agenda.

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

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

Motion carried. Student Member Ivarson voted aye.

Bills Payable,	Educational Fund	\$1,007,714.94
	Operations & Maintenance Fund	113,978.75
	Operations and Maint. Fund (Restricted)	85,158.00
	Bond & Interest Fund	370.34
	Auxiliary Fund	470,527.93
	Restricted Purposes Fund	218,381.72
	Trust & Agency Fund	857,916.87

Payroll, Estimated Payroll, Utility Bills, McGraw Hill Book Co., Early Retirement Payments	Liability, Protection & Settlement Fund Federal Funds	49,621.24 14,170.85
--	--	------------------------

The payroll of July 28, 1989 in the amount of \$1,255,905.43; the payroll of August 11, 1989 in the amount of \$827,482.80; the estimated payroll of August 12 through September 22, 1989 in the amount of \$4,198,027.28; estimated utility bills in the amount of \$120,000.00; \$50,383.95; and early retirement payments to Anton Dolejs in the amount of \$2,120.02; Donn Stansbury in the amount of \$2,877.64 and Donald Misic in the amount of \$2,263.02.

Upon roll call to approve the Consent Agenda, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

Financial  
Statements

There were no questions concerning the financial statements.

Liaison  
Reports

There were no questions concerning the liaison reports.

Grants and  
Gifts Status  
Report

Chairman Barton stated that the Grants and Gifts Status Report indicates an outstanding month. She commended Director Devery for his efforts in this regard.

BID AWARDS:

Member Howard moved, Member Orzech seconded, approval of the bid awards as described in Exhibits VII-A1 through VII-A4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- |            |   |
|------------|---|
| Ex. VII-A1 | Award bid Q8170 to Prairie State Associates Inc., the low bidder for the drafting tables, in the amount of \$7,864.60.  |
| Ex. VII-A2 | Award bid Q8167 to Bade Paper Co., the low bidder for the specified paper towels, in the amount of \$13,440.00 and to Combined Sales Co., the low bidder for the specified toilet tissue, in the amount of \$7,072.50 for a total award of \$20,512.50. |
| Ex. VII-A3 | Award bid Q8172 to Arrow Road Construction Co., the low bidder for the asphalt resurfacing, in the amount of \$146,400.00.  |
| Ex. VII-A4 | Award bid Q8158 to Prime Computer, Inc., the low bidder for the Micro Computer/Super Micro Multi-User Unix Platform, in the amount of \$57,087.00.  |

BID AWARDS:  
(cont.)

Member Moats requested additional information on Exhibit VII-A3. Vice President Manke referred Board members to the color-coded map of the College roadways and parking lots which was included in their Board packets and indicates the areas to be resurfaced. Member Howard questioned why bids had been received from only two firms. Vice President Manke speculated that this is the busiest time of year for road repair work and many companies have full schedules of work at this time. He pointed out that the firm which submitted the low bid also did the repair work on parking lots 8, 9 and 10. The administration is satisfied with the quality of their work and the project was completed on schedule. In response to Member Orzech, Vice President Manke stated that funds for this project are from a prior litigation settlement.

Member Coste inquired about changing one of the lots to a sodded area. Vice President Manke stated that the work is scheduled to be completed by fall. Member Coste felt that a lot more asphalt could be eliminated. Vice President Manke stated that the usage of individual parking lots will be monitored in the future, especially as additional parking lots need to be resurfaced.

Member Moats called attention to the proposed savings as a result of the computer purchase in Exhibit VII-A4. He stated that this is a cost effective purchase and he hopes to see additional savings in the future.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Howard moved, Member Orzech 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 Appointment

Shari Pergricht, Counselor, Student Development, 9/11/89,  
\$28,562

Professional/Technical Appointments

Gwendolyn Clayborne, JTPA Job Developer, p/t, Acad. Enr.  
and Lang. Studies, 7/01/89, \$20,171

Katherine Roller, AED Bilingual Advisor, Acad. Enr. and  
Lang. Studies, 8/21/89, \$22,500

Robert Paul, ITP Lab Assistant, Acad. Enr. and Lang.  
Studies, 8/28/89, \$19,500

Debra Ruben, Lab Assistant, Acad. Computing, 9/05/89,  
\$21,000

NEW BUSINESS:PersonnelActions

(cont.)

Supervisor/Confidential Appointments

James Hauser, Custodial Foreman, 8/14/89, \$24,327  
 Glenn Therkelsen, Manager, Systems & Software, 8/21/89,  
 \$32,000

Classified Staff Appointments

Lynne Lutman, Cashier, p/t, 7/01/89, \$11,544  
 Scott Petrocelli, Mail Messenger, p/t, 7/24/89, \$8,674  
 Deanna Collins, Mail Messenger, p/t, 7/25/89, \$8,674  
 Patricia Carney, Secretary II, 7/31/89, \$22,094  
 Margaret Krueger, Bilingual Secretary, 8/07/89, \$20,000  
 Alice LaPlante, Clerk Typist I, p/t, 8/07/89, \$7,301  
 David Graham, Lab Asst. Comp. Oper., 8/07/89, \$17,873  
 Donna Parkison, Accounting Clerk I, p/t, 8/09/89, \$11,856  
 Michael Chomiczewski, Graphic Designer, 8/10/89, \$18,500  
 Elaine Kolasa, Receptionist, p/t, 8/17/89, \$10,205  
 Nancy Wahl, Library Assistant I, 8/28/89, \$14,010  
 Marcia D'Agostino, Clerk Typist I, p/t, 8/28/89, \$9,309

Reclassifications

Anne Frost, Editorial Supervisor, 7/14/89, \$26,238

Retirement

Bobbie Richardson, HVAC Mechanic, Physical Plant, 7/28/89,  
 17.5 years' service

Professional/Technical Terminations

Elizabeth Rockstad, Lead Interpreter, 8/01/89  
 Matthew Paul, Lab Assistant, 8/03/89

Classified Terminations

Peggy Marsell, Clerk Typist I, p/t, 7/20/89  
 Joanne Pollock, Clerk Typist II, 7/26/89  
 Paul Spitz, Mail Messenger, p/t, 8/02/89  
 Nelda Crittenden, Receptionist, p/t, 8/03/89  
 Kathleen Alagna, Receptionist, p/t, 8/10/89  
 Germaine Hesiak, Library Asst. I, p/t, 8/11/89  
 Karl Johnson, Equipment Room Attendant, 8/18/89  
 Jeffrey Havranek, Clerk, p/t, 8/28/89

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

President Thompson called attention to the retirement of Bobbie Richardson, a member of the College Physical Plant for over 17 years. Although Mr. Richardson did not want



**NEW BUSINESS:**  
**Personnel**  
**Actions**  
**(cont.)**

to take part in a farewell party, the President wished to recognize his years of service to the College and noted that he had been a dedicated employee. President Thompson and the Board wished him well in his retirement to a farm in Iowa.

In addition, President Thompson called attention to the adjunct faculty overload assignment data which was included in the Board packet. He reported that the College had received a \$10,000 grant from Kemper to support a staff development program for adjunct faculty members who will work with full-time Business Division faculty as their mentors. President Thompson stated that the grant provides a good opportunity for adjunct faculty to stimulate growth and generate enthusiasm, as well as foster relationships with the full-time faculty.

**Classified,**  
**Supervisory/**  
**Confidential**  
**Merit Awards**

Member Orzech moved, Member Howard seconded, approval of the Classified and Supervisory/Confidential noncumulative merit awards of \$1,000 each to the employees as listed in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that this is the first year that merit awards have been given to Classified Staff members. In response to requests from the Classified Employee Council, the merit award program was established to reward employees for exemplary performance and significant contributions to the College. The Classified Employee Council, with the Executive Council, reviewed the list of nominees and participated in the selection process. President Thompson stated that the recipients are very deserving of this award. Member Howard noted that administrators receive merit and faculty members have the opportunity for sabbatical leaves. For this reason, she was pleased that substantial recognition has been given to these employees for their contributions. Chairman Barton agreed. Classified Employee Council Chairman Neumann thanked the Board and the administration for making this benefit possible.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Iverson voted aye.

**Space**  
**Planning**  
**Program**

President Thompson called attention to the Space Planning Program and reviewed its past history. He noted that this issue was initially included in the 1982 Institutional Goals and again in 1983 and 1985. In March of 1986, Legat Architects was appointed by the Board to conduct a Space Utilization Study and to provide a comprehensive report of existing facilities and an analysis of present and future needs of the College. A Space Utilization Study Committee

NEW BUSINESS:

Space  
Planning  
Program  
(cont.)

was established. Input was solicited and extensive interviews were held with faculty, administrators and staff members. Architects toured all campus buildings and identified a number of significant problems. In February of 1987, the architect submitted the results of the space study with the following recommendations: return Building F to the Learning Resources Center, return Buildings T and U to the Physical Plant, develop a 350-400 seat theatre, provide a conference center, general classrooms and offices, an academic computing center, build pedestrian access wherever feasible, provide additional storage space throughout the campus, develop a permanent registration center, relocate the bookstore, and reorganize administrative offices to improve existing space. In January 1988, The Board directed the architect to begin development of educational specifications and programming services to determine total space requirements and costs. In October 1988, the analysis was completed and costs estimated at \$37.5 million. The administration and architects conducted further reviews which resulted in a revised current estimate of \$16 million, and includes many of the initial recommendations. President Thompson stated that the project will involve an extensive amount of remodeling and reconfiguration of existing facilities. He noted that Mr. Gilfillan and Ms. Christensen, representatives of Legat Architects, were in attendance to respond to comments or questions from the Board.

Member Moats inquired about the possible utilization of frontage property for commercial development. President Thompson replied that this was not part of the study, but was presented as an idea for possible consideration in the future. Member Howard added that this has been brought up from time to time as a possible source of College revenue. The subject was also discussed when the Metropolitan Sanitary District was deeded property for the retention pond. For the record, Member Moats stated that he has grave misgivings about selling any of the Harper property. Chairman Barton agreed but added that it could be considered in the future.

Member Moats inquired about the parking garage and a plan for developing a feasibility study regarding this matter. President Thompson replied that this is not included in the current plan but that a study should be undertaken in this regard. Board approval would be required prior to this study. Member Moats stated that he has serious reservations about the practicality of a parking garage on the College campus.

Member Orzech commented on the proposed remodeling of the two lecture halls in Building E. She asked if these would be available, in addition to classrooms, for weekend use for conferences and businesses. She felt that there is a genuine need for conference room facilities. President

NEW BUSINESS

Space  
Planning  
Program  
(cont.)

Thompson replied that this space would be used for both purposes. Ms. Christensen noted that the conference room space would be doubled with the proposed changes.

Member Howard inquired about the feasibility of opening up the north wall of the faculty dining room in order to take advantage of the view and to make the present facility more attractive. She expressed interest in a cost estimate of this work.

Member Orzech inquired about the site for the bookstore. Ms. Christensen stated that the proposed site is tentative until additional study is done to locate power, sewer and water lines.

Member Moats inquired about the present utilization of the lecture halls. Vice President Williams stated that there are currently nine lecture halls and, because of reduced usage, it would be possible to turn one of these into conference rooms. In response to Member Moats, he added that E-106 is used approximately 30 percent of the time and E-107 and E-108 are utilized approximately 60 percent of the time. The four 72-seat lecture halls in Building D are heavily used as is J-143. Only Building E would be affected by the proposed plan and, due to its proximity to the Food Service area, the change would be beneficial for providing meals during one-day conferences and seminars. President Thompson noted that H-108 lecture hall is seldom used and is also a safety hazard because of its steepness. It is hoped that the remodeling of Building E will provide the additional space needed for conferences or classes. Member Howard added that various community organizations request usage of Harper facilities but these are not always available because of the shortage of space. Both she and Member Orzech agreed that the current facilities in Building E are not only unappealing, but are uncomfortable. In response to Member Moats, Ms. Christensen stated that the Building E upgrades would cost \$463,800 and the Building H upgrades would be \$60,100.

Professor Stewart agreed with Member Howard's assessments. He stated that it is embarrassing to ask people to come to some of the College facilities because they are not conducive to professional meetings. Student Member Ivarson added that the students feel that the subject rooms are not adequate for educational purposes. Member Orzech pointed out that the College needs quality, flexible space rather than large lecture halls.

Mr. Gilfillan commented that the key concern is that there are insufficient conference rooms to meet the needs of the College and requests from the community. The number of proposed conference rooms was determined through discussions with individuals from various campus areas.

NEW BUSINESS:

Space  
Planning  
Program  
(cont.)

It was the aggregate of the requests to facilitate use by the College, the community and Continuing Education programs.

Member Moats inquired about the facilities to be moved. Ms. Christensen replied that the following areas would be moved: the bookstore, assessment and testing offices, two bookstore storage rooms, and an area on the first floor of Building A used for theatre classes. In addition, the printing and graphics department should be relocated.

In regard to the bookstore, Mr. Gilfillan stated that the current facility is too small and is not in a good location to serve the needs of the students. President Thompson added that it is not possible to stock all books and merchandise in the present bookstore. Member Moats expressed concern about the proposed location. Mr. Gilfillan replied that it is important to make the bookstore convenient for students and accessible for the handling of books and merchandise. Possibly some short-term parking could be offered in order to accommodate those customers who desire a quick trip to the bookstore. Sites will be analyzed in order to determine the best location for this facility. Student Member Ivarson agreed that a new bookstore is needed at the College.

Member Coste inquired about the total square footage of the new construction to be added. Ms. Christensen replied that it would be 53,358 square feet. Member Coste asked about the maintenance costs for this additional area. Mr. Gilfillan stated that these figures are not included in the report but could be made available. Member Coste requested that cost estimates covering utilities, custodial and maintenance and any other items be prepared for the next meeting. Members Howard and Moats expressed interest in these figures also.

In regard to the proposed addition of 10-15 classrooms, Member Moats questioned this need when enrollment is declining. Mr. Gilfillan stated that this is not based on utilization data, but on returning some facilities to their original intended usages and adding classrooms in the Continuing Education and Special Services areas. President Thompson noted that there are also shifts in enrollments whereby students cannot be moved into lab areas for regular classes. He added that the proposed plan does not include any provisions for new programs. In response to Member Moats, President Thompson stated that it is anticipated that the facility changes would generate increased enrollment.

Member Moats inquired about the needs in the Continuing Education area. Dean Howard replied that additional space for conferences will be most helpful. At the present, space is available for major events during spring break only. Although there are many growing programs, space is

NEW BUSINESS:  
Space  
Planning  
Program  
(cont.)

limited both on campus and within the community. Dean Howard explained that the College currently is not able to host seminars which are based upon computer use. In addition, the lack of space has limited the efforts to offer training programs and assist with small business development. Dean Howard stated that any and all additional space would be put to good use.

Member Moats stated that he would like to review this matter further with Mr. Gilfillan. President Thompson stated that this would be fine.

Member Moats called attention to the proposed performing arts center. He inquired what the intended usage would be. Mr. Gilfillan stated that the center has been designed with its primary focus as an educational teaching station for programs associated with the arts. A market analysis of usage by outside groups has not been done because this would be a secondary usage. Through discussions with Liberal Arts faculty, it was determined that the facility would be dedicated to student use for appropriate instruction in the arts which would limit its availability to outside groups.

At the request of the Board, Professor Willis stated that there has been a great deal of discussion about the performing arts center with colleagues at Harper and at other educational institutions. There is a consensus that the facility should be a place where teachers can teach and students can learn. That is the primary concern. A new center will allow expansion in the number of courses and the types of programs which can be offered. It will allow an increase in the number of theatre productions. In addition, the music department will use the facility. Professor Willis stressed that it is important to gear the facility to the needs of Harper rather than those of outside groups.

Member Moats requested a summary of the proposed College usage. He felt that there may not be time available for outside groups to use the facility. Member Coste asked if a market study would be helpful. Professor Willis felt that sufficient information was available to prepare a report about size, staffing needs and how the facility would be utilized. She added that the present facility, J-143, is subsidized by Student Activities and, during her tenure of 14 years, has not been in the red. Member Howard pointed out that Harper College has excellent theatre, music and art departments which have never had the type of facilities they deserve. Chairman Barton agreed. President Thompson stated that a report of potential uses would be prepared for the Board. The various options for offerings will be included.

NEW BUSINESS:  
Space  
Planning  
Program  
(cont.)

Mr. Gilfillan noted that the initial master plan for Harper College included a 900-seat auditorium and a 350-seat theatre. It is recommended that immediate concentration be given to the smaller facility at this time. Member Moats stated that various community groups are interested in such a facility. He felt that the administration should review what could be done to accommodate these needs and focus attention on Harper College. It could be a symbol for the College and a focal point for the northwest suburbs to focus attention on Harper as a significant cultural arts facility. He felt that the Board and the administration should explore this option and a concerted effort should be made to contact various community groups regarding the proposed plan. Member Moats felt that it may be possible to secure substantial contributions toward such a facility. Member Howard noted that a Northwest Cultural Council was established recently and Dean Martin Ryan is working with this group.

President Thompson agreed with Member Moats and stated that community input will be solicited. Member Moats also suggested that it would be a good investment to visit community colleges with the best facilities of this type. The President agreed that it would be worthwhile to visit the best in order to determine how to proceed with a performing arts facility for Harper. He noted, however, that Board approval of the proposed facility must be given prior to any visitation.

Member Coste referred to the planning and construction timetable for the space planning program. With the total costs estimated at \$16 million, Plan I indicates the cost breakdown as 25 percent (\$4 million) from Harper College and 75 percent (\$12 million) from the state.

Vice President Manke explained that there are various options which are potential sources of revenue for the College portion of the funding. He noted that correspondence from the state acknowledges that Harper is owed \$4.8 million for previous construction. In addition, funding could be obtained by using a portion of the proceeds of the sale of the second site or using \$2 million from the fund balance of the Operations and Maintenance Fund. Vice President Manke added that the College also could sell \$3 million in bonds which were previously approved but not sold. Member Coste inquired when information would be forthcoming regarding the receipt of state funds and, if the data was not received in a timely matter, what effect this would have on the construction timetable. Vice President Manke felt that the College would not be informed about funding until summer of 1990 after the legislative session. Member Coste noted that this would have a drastic effect on the the timetable. President Thompson noted that the Board may decide to pursue other alternatives.

NEW BUSINESS:

Space  
Planning  
Program  
(cont.)

Member Coste inquired about the previously authorized construction bonds in the amount of \$3 million. Vice President Manke explained that these bonds were authorized

in 1975 to purchase and erect buildings on the second site. In addition, the bonds may be used to construct and equip new buildings on the existing campus. The potential retirement of these bonds has been discussed with various bond counsels and this could be accomplished with a minimal effect on the tax levy.

Member Coste inquired about the proceeds of the second site sale in conjunction with the retirement of bonds. Vice President Manke explained that the College paid off the bonds that were issued for the site. Approximately \$180,000 was abated from the tax levy after the site was sold. Therefore, the net proceeds of the sale were \$5.9 million.

Member Coste questioned whether it would be prudent to delay a decision on this program until summer of 1990. President Thompson felt that it would be extremely optimistic to believe that the state will fully reimburse the College for prior construction. Although Member Howard felt that Plan I was unrealistic, she believed that it may be possible to obtain some funding by submitting a well-prepared proposal on the new construction and by contacting legislators regarding the fact that the College has not received adequate funding although there is some money available from the Capital Development Board. President Thompson agreed that it may be possible to receive significant funding. In order to do this, however, a decision must be reached regarding the type and size of the facilities to be constructed. If state money is not received, there are other alternatives which can be considered, including the sale of bonds.

Member Coste expressed hope that the solicitation of private funds would be included with any of the plans for construction. Member Howard stated that there have been general discussions regarding this matter by various individuals, including the Educational Foundation. She felt that after the Board has made a commitment to proceed by approving a specific plan, there would be significant efforts to raise funds for this purpose. She anticipated that the state would provide some of the funding for the classrooms and the bookstore inasmuch as these are special departments of the College. President Thompson stated that the administration will outline the various options for financing so that the Board will be able to take action on a recommendation when it is presented for approval.

In response to Member Orzech, Mr. Gilfillan stated that the construction could be done in phases.

NEW BUSINESS:

Space  
Planning  
Program  
(cont.)

Member Moats stated that he is looking forward to more data on the theatre. In addition, he expressed interest in the incremental costs associated with some of the proposed construction as discussed earlier.

President Thompson reminded the Board that the Space Planning Program can be scaled up or down at the discretion of the Board. He stated that the options for funding would be reviewed further with Vice President Manke so that the Board can be apprised of the various funding possibilities.

Chairman Barton expressed appreciation to Mr. Gilfillan and Ms. Christensen of Legat Architects.

OTHER  
BUSINESS

Chairman Barton stated that it is necessary to appoint a voting member of the Harper College Board to attend the American Community College Trustees convention in Vancouver, B.C. in September. Member Coste moved, Member Howard seconded, that Member Susanna Orzech be appointed to represent the College. In a voice vote, the motion carried. Chairman Barton requested that this information be forwarded to the ACCT with a copy to the Illinois Community College Trustees Association (ICCTA).

Chairman Barton reported that Harper College will host the members of a Trustee Colloquium consisting of the College of DuPage, Triton and Moraine Valley on Thursday, October 5. It was determined that this date will not conflict with any Board meetings of the colleges. The meeting will commence at 6:30 p.m. and an agenda will be prepared shortly. Chairman Barton requested that Board members note this date on their calendars.

An ICCTA conference will be held in Bloomington on September 8-9 for any Board members who may wish to attend. Chairman Barton stated that this should be a very worthwhile seminar.

PRESIDENT'S  
REPORT

President Thompson reported on the success of Employee Development Day which was held on August 15. The day commenced with a breakfast, served by administrators, for all employees. The Preferred Future activity was introduced with an excellent videotape. Board Members will have the opportunity to view the video when they become involved in focus groups for the Preferred Future of Harper College. Several small workshop sessions were held throughout the day for those members of the College staff who wished to attend. The President was very pleased with the attendance at Employee Day activities and added that the feedback received has been excellent. Member Howard stated that she attended Employee Day and commended President Thompson on the excellent speech which he delivered to all employees. She felt that there was a great deal of enthusiasm among the employee groups. In addition, the workshop she attended was excellent.



PRESIDENT'S  
REPORT:  
(cont.)

The President reiterated the fact that the College insurance plan has been approved, as reported earlier by Faculty Senate President Phil Stewart.

Dean Catlin distributed the most recent enrollment report. He reported that there is a 3.9 percent increase in headcount and a 2.4 percent increase in FTE at the present time. He was certain that the College would reach its goal when the final figures are determined.

President Thompson stated that there are two agenda items for the Committee of the Whole meeting on September 13. Professor Carol Neuhauser will give a report on her sabbatical leave which involved Early Childhood Education and discuss the establishment of a center for this purpose. In addition, Placement Specialist Chris Kranz will give a presentation on his International Rotary trip to South Africa.

The President reported on the orientation program for new faculty. He stated that it is important for faculty to understand the community college concept, the mission of Harper College and unique facets of this institution. A new course at Harper this year is tailored to bring the College faculty up to date on the community college structure. President Thompson stated that this is an exciting program which will be offered to those faculty members who have been hired within the past three years. It is hoped that this program can be expanded in the future to include other faculty who are interested in the history and development of community colleges. Vice President Williams has developed the agenda for this program and it will involve various Harper administrators throughout the year.

In regard to the adjunct faculty development program, President Thompson distributed a brochure indicating activities for this group of faculty. The program commenced last week with a showing of the Preferred Future videotape which was very well received.

President Thompson distributed copies of a report on a Labor Force 2000 program, sponsored by Allstate, which he attended in the spring. Although the primary focus was on K-12 education, there were implications for Harper College and viewpoints expressed by business and industry leaders regarding educational needs.

A certificate of recognition as a state community college was recently received from the Illinois Community College Board. The next scheduled visitation by ICCB staff will be in May 1990.

ADJOURNMENT

Member Orzech moved, Member Ivarson seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 10:20 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary