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WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

February 28, 1991

8:00 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--January 16, 1991 Regular Board meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for January 11, January 25 and February 8, 1991. Estimated payrolls for February 9 through April 5, 1991 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee and Liaison Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement Requests
 - a. Faculty--Technology, Mathematics & Physical Science Exhibit VIII-A-2a
 - b. Faculty--Technology, Mathematics & Physical Science Exhibit VIII-A-2b
 - c. Faculty--Student Development Exhibit VIII-A-2c
 - B. RECOMMENDATION: Military Reserve Leave of Absence Procedure Exhibit VIII-B
 - C. RECOMMENDATION: Fee Schedule for 1991-92 Academic Year Exhibit VIII-C
 - D. RECOMMENDATION: New Instructional Program: Insurance Exhibit VIII-D
 - E. RECOMMENDATION: Resolution: Tuition Reimbursement for Students on Military Leave Exhibit VIII-E
 - F. BOARD INFORMATION: Faculty Tenure Status Report Exhibit VIII-F
 - G. BOARD INFORMATION: Technology Specialists, Inc. Progress Report Exhibit VIII-G
- IX. Other Business
 - Management Letter, BDO Seidman
- 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, February 28, 1991

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, February 28, 1991 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, Coste, Howard,
McCulley, Moats and Student Member Trippiedi
Absent: Member Norwood

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Finance and Business Services; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; J. Harley Chapman, Interim Dean of Liberal Arts; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Tom Johnson, Dean of Business and Social Sciences; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Ray Devery, Director of Development and External Affairs; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; and Frank Solano, Director of Financial Aid and Veterans Affairs. Faculty: Roger Mussell, President, Faculty Senate; Pauline Buss, Liberal Arts; Linda Glover, Learning Resources Center; Dom Magno, Technology, Math and Physical Sciences; and Ray Normann, Business and Social Sciences. Classified and Professional/Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Steve Lollino, Audiovisual Technician; Don Malzahn, Programmer Analyst; and Elena Pokot, Project Leader. Students: Scott Sokolowski, President, Student Senate; and Lisa Smith. Guests: Richard Kriberg, BDO Seidman;

ROLL CALL:
(cont.)

Dan Mooney and Harry Humphreys, Technology Specialists, Inc.; and Michelle Martin, Paddock Publications.

CITIZEN PARTICIPATION:

Ms. Lisa Smith, treasurer of the Student Senate, requested the opportunity to address the Board on behalf of Biology 103 students regarding environmental concerns. She read a November 6, 1990 report entitled Solid Waste Management Study of Harper College which was conducted by Harper students. The report concluded with a proposal to the Board of Trustees to pursue a stronger, more aggressive recycling program on the campus. Suggestions for improvement included the strategic placement and addition of more containers for the collection of aluminum cans and better efforts toward the recycling of paper and the use of recycled products. Chairman Barton thanked Ms. Smith for presenting the report. President Thompson stated that the College has made efforts to recycle paper and aluminum and acknowledged that there is always room for improvement. He hoped that, with the help and cooperation of students, there would be further improvements in recycling endeavors.

COMMUNICATIONS:

Chairman Barton noted that Board members had received copies of a letter from student William Lutman outlining the opportunities, achievements and educational experiences he has encountered during his years at Harper College.

UNFINISHED BUSINESS:
Student Trustee Report

Student Member Trippiedi reported on various activities which have taken place during the past month. He stated that he met with Gregory Feguer, Waubensee Community College student trustee, who is also hearing impaired. He met various individuals during a tour of their campus and has extended a reciprocal invitation for Mr. Feguer to visit Harper in March. The 17th annual volleyball tournament for high schools and colleges with hearing impaired programs was held recently. Student Member Trippiedi congratulated Harper participants for their second place finish in the tournament. In an effort to foster awareness, provide referrals and support, a new club called Stop AIDS Harper has been established on campus. The Program Board has been involved in the following College events: a February 25 workshop on date rape, a March 8 appearance by comedians Louie Anderson and Rita Rudner, and a mid-March presentation entitled "Risqué Business" which will address issues of drug and alcohol abuse, AIDS and racism. The annual election for new student trustee is scheduled for March 19-20. Student Member Trippiedi concluded his report with a demonstration and explanation of closed-captioning on monitor

**UNFINISHED
BUSINESS:
Student Trustee
Report (cont.)**

which is very helpful to deaf students, young children, and individuals with little knowledge of English. Closed-captioning was introduced ten years ago and is used by local television stations for many programs. Student Member Trippiedi responded to questions from the Board about closed-captioning.

Chairman Barton thanked Student Member Trippiedi for a very interesting report.

CONSENT AGENDA:

Member Howard moved, Member Bakas seconded, approval of the Consent Agenda including the minutes of the January 16, 1991 Regular Board meeting and executive session; bills payable, payrolls, estimated payrolls, financial statements, committee and liaison reports, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Minutes

There were no corrections to the minutes of the January 16, 1991 Regular Board meeting and executive session.

Bills Payable

Education Fund	\$ 594,036.04
Operations & Maintenance Fund	151,622.07
Auxiliary Fund	597,862.09
Restricted Purposes Fund	148,996.22
Trust and Agency Fund	742,710.52
Liability, Protection & Settlement Fund	13,302.70
Federal Funds	80,021.18

The payroll of January 11, 1991 in the amount of \$881,771.35; the payroll of January 29, 1991 in the amount of \$954,898.32; and the payroll of February 8, 1991 in the amount of \$1,156,635.68; estimated payrolls of February 9 through April 5, 1991 in the amount of \$3,378,222.22; estimated utility bills in the amount of \$120,000.00; and payment to Technology Specialists, Inc. for consulting services in the amount of \$74,000.00.

**Financial
Statements**

There were no questions regarding the financial statements.

**Committee and
Liaison Reports**

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

**Grants and Gifts
Status Report**

In regard to the Grants and Gifts Status Report, Chairman Barton called attention to a recent donation of a painting by Thomas C. Stroebel entitled Illinois #3 to the College. Director Ray Devery expressed appreciation to Professors Herzog and Brown and the Klein & Benisek Gallery. The acquisition, valued at \$10,000, was donated by Mr. and Mrs. Arthur Paley of Chicago. Although on

CONSENT AGENDA:
Grants and Gifts
Status Report
(cont.)

display for meeting purposes this evening, this highly-treasured piece will be permanently sited on an interior wall on the third floor of Building F. A reception will be held at that time and an invitation will be extended to Mr. and Mrs. Paley to attend. Director Devery stated that the Harper community is proud to have this piece as part of the College collection.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

BID AWARDS:

Member Moats moved, Member Bakas seconded, approval of the bid awards as outlined in Exhibits VII-A1 through VII-A3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8335 to R. W. Amos & Sons, Inc., the low bidder for an automatic scrubber, in the amount of \$5,729.00.

Ex. VII-A2 Award bid Q8336 to Cuyler Products, Inc., the low bidder meeting specifications for removal and replacement of wheelchair lifts in Buildings D and H, in the amount of \$68,446.00.

Ex. VII-A3 Award bid Q8337 to Rush Graphics, Inc., the low bidder for the printing of the Point of View, in the amount of \$6,304.60.

In regard to Exhibit VII-A2, Member Bakas inquired about the number of wheelchair students on campus. Vice President Manke stated that the number varies each semester. Member Howard ascertained that the requirement for a 650 pound minimum weight was included as part of the bid specifications. She noted that the number of disabled students at Harper is increasing all the time.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

BID AWARDS:
(cont.)

Member Bakas moved, Member Howard seconded, approval of the bid award as outlined in Exhibit VII-A4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A4 Award bid bid Q8338 to IBM Corporation in the amount of \$1,800.00; Nabih's, Inc. in the amount of \$3,669.74; Computerland of Mt. Prospect in the amount of \$12,912.00; Comark, Inc. in the amount of \$25,726.00; and Elek-Tek, Inc. in the amount of \$43,389.00, the low bidders meeting specifications for IBM computers and peripheral equipment, for a total award of \$87,496.74.

Member Bakas noted that, according to information received by the Board, the recommendation for purchase was reviewed with and is supported by Technology Specialists, Inc. He asked if their reasons for support could be cited. Mr. Mooney explained that the equipment requested was in line with their recommendation to pursue a standard of acquiring IBM computer equipment. An analysis with additional details is available for further review if desired. He added that the requests were from specific individuals who need the equipment in order to perform their responsibilities on an everyday basis. Member Howard asked if this investment will fit in with TSI's recommendation for future purchases for the College. Mr. Mooney replied affirmatively. Member Coste asked if this indicates that the College will buy predominantly IBM equipment in the future. President Thompson felt that this was the premise of Technology Specialists, Inc. at this point and that it is a wise investment. The administration awaits a recommendation regarding future purchases. In response to Member Coste, the President noted that Apple computers have been purchased recently and the labs will be equipped as needed in the future. Mr. Mooney acknowledged that there are some specialized applications, including desk-top publications, that are very well suited for the use of Apple computers. Director Haffner explained that purchase requests are made based on individual needs and the usage of the equipment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

NEW BUSINESS:
Personnel
Actions

Member Howard moved, Member Bakas seconded, the 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).

Administrative Appointment

Frank Solano, Director of Multicultural Affairs,
3/1/91, \$43,702

Professional/Technical Appointments

Amy M. Dixon-Kolar, Interpreter Training Program/
Language Lab Assistant, 2/25/91, \$24,412

Leo Loughead, Coordinator CE/On-Site Programs,
3/4/91, \$38,880

Classified/Supervisory-Confidential Appointments

Constance Goldberg, Box Office Clerk II- Evenings,
p/t, 1/25/91, \$8,300
Lisa Conforti, Secretary I, 2/4/91, \$17,000
Susan Witt, Public Safety Officer, 2/9/91, \$20,358
Diane Flores, Secretary II, 3/4/91, \$21,500
Patricia Roberts, Media Relations Specialist,
3/7/91, \$32,000

Supervisory/Confidential Leave of Absence

Charles Gura, Supervisor, Roads and Grounds,
1/28/91 to 1/27/92

Classified-IEA/NEA Terminations

Patricia Carney, Secretary II, 2/22/91
John Hare, Custodian, 2/9/91

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

Member Howard stated that Director Solano has a fine reputation and she was most supportive of his appointment as Director of Multicultural Affairs. She noted that Director Solano, a member of a minority group, has moved from one administrative position to another and the College has not increased its total of minority employees by this action. She reiterated the need to expand the number of minority administrators and faculty at

NEW BUSINESS:
Personnel
Actions
(cont.)

Harper College. President Thompson stated that the administration is very cognizant of this fact and is making efforts to address this need.

Member Moats inquired about Roads and Grounds Supervisor Charles Gura who is on military leave. President Thompson noted that he is assigned to a base in Illinois at this time. Member Moats asked if it would be appropriate to pass a resolution at the March meeting in appreciation for service to our country. Member Howard suggested that Harper students be included in the resolution. President Thompson noted that approximately 15 Harper students are known at this time to be on military leave from school. Member Moats suggested that consideration be given to a certificate for each individual. Chairman Barton agreed that this would be a good idea. President Thompson stated that the administration will review the matter and prepare an appropriate recommendation for the March Board meeting.

Early
Retirement
Requests -
Faculty

Member Howard moved, Member Moats seconded, approval of the early retirement requests of Professor Soter Kokalis, Professor Charles DuBois and Associate Professor Dennis Brokke in accordance with Article IX of the Collective Bargaining Agreement, as outlined in Exhibits VIII-A-2a through VIII-A-2c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that the combined tenure of the three individuals represents over 60 years of service to the College. He felt this was a very significant number, exceeded only by the many students who have benefitted from their expertise. He recognized their contributions and noted that losing three such individuals at one time has an impact on the College. Chairman Barton agreed. Member Moats suggested that it might be appropriate for the Board to provide some form of special recognition for retiring faculty and staff members who have given significant years of service to the College. President Thompson replied that retiring College employees are recognized at retirement, as well as at each five years of service to the College. Member Moats felt that it is important that the Board formally communicate their appreciation for service. Member Howard stated that this could be discussed further. Chairman Barton agreed.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Early
Retirement
Requests
(cont.)

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

Motion carried. Student Member Trippiedi voted aye.

Military Reserve
Leave of Absence
Procedure

Member Moats moved, Member Howard seconded, approval of the military reserve leave of absence procedure for active duty and that the thirty (30) calendar day maximum be temporarily increased for up to twelve (12) calendar months for full-time employees called into active military reserve service between January 1, 1991 and December 31, 1991, in accordance with Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Trippiedi suggested that possibly a longer period might be appropriate for those personnel who have been in the Middle East since last summer. President Thompson stated that Harper has only one employee who has been called to duty and this was done recently.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

Fee Schedule
for 1991-92

Member Howard moved, Member McCulley seconded, approval of the fee schedule for the 1991-92 academic year, effective with the 1991 summer session, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that although most of the increases are moderate, there is a decrease in the amount of \$165 for LLU 064, a continuing education course. Dean Harrington explained that this is the result of shifting the amount from fees to tuition. The cost to the student will remain the same. Chairman Barton questioned the \$20 increase for fees for ATE 205 and ATE 206. Dean Harrington replied that these two courses have not been offered for many years and will begin again in fall, 1991. In response to Student Member Trippiedi, Chairman Barton stated that the proposed costs are for fees only and do not affect tuition.

NEW BUSINESS:
Fee Schedule
for 1991-92
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Trippiedi voted aye.

New
Instructional
Program -
Insurance

Member Bakas moved, Member Howard seconded, that the Board of Trustees approve submission to the Illinois Community College Board of the instructional program in insurance, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that the program looks very good and she is impressed with the fact that it is in response to three major insurance companies and their expressed needs. In addition, it indicates that Harper is working with area employers. Member Moats agreed. Dean Voegel commented that the program is the first one to come out of the Northwest Career Cooperative and the 2+2 program with the high schools. He expressed appreciation to Dean Tom Johnson and Mr. Ray Normann for their efforts in this regard.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Trippiedi voted aye.

Resolution -
Tuition
Reimbursement for
Students on
Military Leave

Member Howard moved, Member Moats seconded, that the Board of Trustees adopt a resolution granting 100 percent tuition refunds to students called to active military service as a result of Operation Desert Storm, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Trippiedi voted aye.

Faculty Tenure
Status Report

President Thompson noted that the Faculty Tenure Status Report, (Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes), was for Board information. He noted that the State contract recognizes the College procedures

NEW BUSINESS:
Faculty Tenure
Status Report
(cont.)

for establishing continued tenure eligibility for first- and second-year employees and the establishment of tenure for those who are in their third year.

Technology
Specialists, Inc.
Progress
Report

President Thompson called attention to Exhibit VIII-G, the Technology Specialists, Inc. status report of the campus-wide technology study encompassing the areas of computing, information processing and telecommunications. President Thompson stated that this is the second in a series of reports. Ms. Claire Reed was scheduled to appear tonight but suffered a severely-broken ankle. TSI representatives Dan Mooney and Harry Humphreys, who have been working on campus conducting this study, are in attendance to review the status report for the Board.

Mr. Humphreys stated that he is general manager of the Central region of TSI and appreciates the opportunity to present the second status report to the Board of Trustees. He noted that Mr. Dan Mooney is the on-site coordinator of the project. He noted that the status report is divided into three components. The first portion encompasses the TSI view of the current technological environment at Harper College, including the organizational structure, the financial budget commitment, and personal observations regarding relevant issues that might be addressed in the future. The second portion refers to the Preferred Future vision and TSI's proposed concepts of the potential direction of the institution. This includes the goals for the future and a proposed functional organization to address future needs, and the characteristics expected in such an environment. The last section includes some preliminary strategic recommendations to guide the computing plan over the next three to five years. A data base of information to support the analysis is available for Board review, if desired.

Mr. Mooney reported that, according to the current structure, there are at least 44 individuals involved in computing functions at the College. The current units are primarily organized around traditional computing functions and TSI feels that there may be a tendency to focus primarily on internal operations rather than service to users. It has been ascertained that there are certain redundant functions in the current organization.

In reference to page 5, Mr. Mooney noted that Vice President Manke and Mr. Humphreys reviewed all costs relative to College computing and ascertained that Harper is spending over \$3 million in FY1990-91 on

NEW BUSINESS:
Technology
Specialists, Inc.
Progress Report
(cont.)

computing. In response to Member Moats, Mr. Humphreys stated that Cad Cam expenses for personnel and supplies were not included in the budget figures. However, the funds used for Cad Cam capital expenditures were included in the total amount. Member Moats called attention to the approximately \$1.4 million for staff salaries. He asked what percentage was for educational purposes as compared to administrative. Mr. Humphreys estimated that the percentages were approximately 60 percent administrative and 40 percent academic. He added that more accurate data could be furnished, if desired. Payments for consultants would be included in the Miscellaneous amount.

Based on information obtained during interviews, Mr. Mooney shared various observations regarding improvements in the following areas: in-house systems development, administrative systems, academic computing, internal focus, facilities, network and administrative hardware. Member Howard asked if additional personnel would be necessary to provide increased instructional support. Mr. Mooney replied affirmatively and stated that it might be possible to consolidate responsibilities with existing personnel who have the educational and technical background to assist in the work. He suggested looking into what other community colleges are doing and reviewing instructional software. Mr. Humphreys agreed and added that, in looking toward the future, it is important to deliver educational services to the students with the use of technology. In response to Student Member Trippiedi, Mr. Mooney stated that students receive instruction from faculty in the classroom and additional support comes from lab assistants. It was Member Howard's understanding that a good portion of the money spent for academic computing is for lab assistants and lab time which is available for faculty and some limited assistance in the development of the use of the computer in their classrooms. Although this is good, it is not sufficient and not proactive enough in terms of encouraging the faculty to use current technology.

Member Coste noted that the report indicates \$1.3 million in the 1990-91 budget for equipment and software. He inquired what the figure will be for the upcoming budget. President Thompson stated that budget plans are incomplete, but the amount will probably be similar, depending on recommendations as a result of the computing study. Member Coste noted that the College has an abundance of computers and inquired about the life of such equipment. Mr. Mooney responded that the College has received very good life out of the quality equipment which has

NEW BUSINESS:
Technology
Specialists, Inc.
Progress Report
(cont.)

been purchased. Even older computers are still being enhanced and used in labs. A recommendation including standards for microcomputer purchases has been prepared which indicates that generic equipment does not last. Mr. Mooney felt that the College has spent funds for computer equipment reasonably well over the years. Chairman Barton asked if the College can anticipate future expenditures of over \$1 million annually for computer equipment. Mr. Humphreys stated that an attempt is being made to get a handle on spending so that a plan can be formulated to better utilize equipment and control such expenditures. Member Moats inquired about the number of personal computers on campus. Mr. Mooney replied that there are approximately 1,000. He added that a valuation of the computing inventory would be made available in a future report.

In regard to a campuswide network, Mr. Mooney stated that the majority of College personnel interviewed recognize the need for a network at Harper. It is felt that the current network activities will not form the basis for future growth and it is likely that a replacement technology will be recommended. Separate computing facilities located at the LRC and the telephone system should be reviewed in relation to a total information resource. Current administrative systems and hardware are older and approaching the end of their life cycle. Mr. Mooney also commented on equipment maintenance and felt that longer contract cycles should be considered. Additional issues to be addressed include opportunities to leverage IBM in order to obtain more benefits as a good customer; the costliness of in-house systems development; and inadequate user access, reporting tools, education and training.

Mr. Mooney briefly reviewed recommendations for organization and functions and stated that these should be discussed in greater detail with the Executive Council in the future. These changes would take place over a considerable period of time. Mr. Humphreys added that these would be major changes and require a restructuring philosophy for the future in order to present technology which focuses on customer service, programming capabilities and technical support. Some of the characteristics of the new vision for the College include customer service orientation, management guidance and education, effective organization, higher user participation and involvement, facilitation of technology innovation, consortium participation, and faculty and student access.

NEW BUSINESS:
Technology
Specialists, Inc.
Progress Report
(cont.)

In response to Member Bakas, Mr. Mooney stated that the next step will be to identify a list of suggested programs for review by the Executive Council in terms of priority and funding. President Thompson added that the administration hopes to present a report, with recommendations, to the Board at the March Board meeting, or possibly the Board retreat. Member Bakas stated that this matter should be reviewed prior to approval of the budget.

President Thompson added that TSI representatives are available to meet with Board members on an individual basis for discussion purposes. Chairman Barton thanked Mr. Mooney and Mr. Humphreys for their report.

OTHER
BUSINESS:
Management
Letter -
BDO Seidman
(Discussion:
College Check
Signatory)

President Thompson noted that Mr. Richard Kriebert, College auditor, was in attendance to respond to any questions regarding the College signatory which was discussed at the last Board meeting. Member Coste stated that he had no questions since he believes in the auditor's recommendation on this matter. Member McCulley asked if other colleges were contacted. Mr. Kriebert stated that one other college had been reviewed, but that his firm's recommendation was an appropriate consideration by the Board based on the size of the check issued. At the minimum, he felt that two manual signatures should be required on checks in excess of a designated amount, possibly \$50,000. Member Coste noted that information received from the College attorney indicates that the Illinois Community College Act is silent on the subject and there are no requirements. Mr. Kriebert stated that the College administration has contacted other local community colleges on their requirements in this regard and the majority of colleges require a second signature on checks in excess of a designated amount. He felt it may be appropriate and a good business practice to require at least one other signature on College checks in excess of \$50,000. Members Moats and Coste agreed. In response to Member McCulley, Mr. Kriebert stated that other colleges use amounts both lower and higher than \$50,000 for this requirement. He added that this amount was determined based on the number of checks which Harper processes each month in an effort to improve internal controls, yet allow for processing of checks on a timely basis.

Member Howard called attention to the fact that Vice President Manke is bonded heavily as a result of his responsibilities as Treasurer. She asked if the addition of President Thompson as a second signator on checks over \$50,000 would be a workable arrangement. Vice President Manke stated that it be workable, but would require a change in computer

OTHER
BUSINESS:
College Check
Signatory
(cont.)

programming for printing of the checks because these are fed through the system in continuous form. Any checks over the \$50,000 amount would have to be printed either at the beginning or end of a check run so that the remaining checks could be signed by facsimile signature. Member Coste inquired about the safekeeping of the signature plate. Vice President Manke stated that it is kept under lock and key and that the College has an elaborate check-and-balance system for the signing of all College checks. This has been reviewed with Mr. Kriebert. He added that he has no problem with the requirement of an additional signature for checks over \$50,000.

Member Coste questioned the attorney's opinion that a co-signer would require another deputy treasurer with a treasurer's bond. Member McCulley noted that it would be necessary to bond the second signator in some way. In response to Member McCulley, Mr. Kriebert advised that a second signator should be an individual who is outside the mainstream of the cash disbursement area and the College President would be the likely person to hold this responsibility. He agreed that the present system is adequate but that this could be an added improvement. Member Howard stated that the recommendation is to add an additional level of security. President Thompson stated that a recommendation on this matter would be presented to the Board at the March meeting.

ICCTA Meeting

Chairman Barton announced that the ICCTA will meet on March 8-9 at Indian Lakes in Bloomingdale. The agenda includes a seminar on strategic planning. In addition to Chairman Barton, Members Bakas, Coste and Howard indicated that they would be in attendance for portions of the meeting.

North Suburban
Regional ICCTA
Meeting

A regional meeting of the North Suburban Regional Trustees Association is scheduled for Tuesday evening, April 2, at Oakton Community College. Additional information will be forthcoming.

Governor's
Tax Limitation
Proposal

Chairman Barton stated that she had distributed invitations to the Board from Kay Wojcik for a meeting on the tax limitation bill that has been proposed by the Governor to cap at 5 percent, or at the rate of inflation, property taxes to the local homeowners. She asked the Board's opinion on this matter so that President Thompson could share these feelings with Representative Terry Parke at his upcoming hearing.

OTHER
BUSINESS:
Governor's
Tax Limitation
Proposal
(cont.)

Member Coste felt that there are as many pros as cons and saw no reason to change. Member Howard stated that it is a very complex issue, but she was concerned about how much state funding is returned to the Harper community. She noted that many College projects would not have been completed if dependent on state funding. She stated that she is sensitive to the reason behind the suggestion, but that much of the fault lies with the state legislature because they have not responded to the educational needs of the State. In addition, she expressed concern about exceptions which could be granted. Member Bakas stated that education cannot afford to lose the surtax and also have this limitation placed on it. He felt that individual districts should have the option to impose limits on the tax levy and that the State should not provide for such action. Member Moats stated that although he was sympathetic to the proposal, he felt that there could be problems with exceptions. He suggested that there be more stringent referendum requirements for increased spending. Individual communities should be able to raise taxes, if desired, without being prohibited from doing so by state law. Member Howard agreed and added that she believed that the more control that is in local communities, the better it is, because the individuals are closer to the problems and aware of their needs. Member McCulley stated that voters must approve an increase of over 5 percent. Member McCulley felt it may be more advantageous to tax at the community level.

1991 ACCT
Legislative
Seminar Report

Chairman Barton distributed an overview of the 1991 legislative seminar in Washington, DC which she recently attended with President Thompson and Member Coste. She felt that the Board would be interested in the list of community college priorities for the first session of the 102nd Congress.

Meeting Dates

The AACJC annual meeting will be held April 13-16 in Kansas City, Missouri.

The regional and state ICCTA convention will be held during the last week in June in Chicago. In order to allow participation in these meetings, Chairman Barton suggested that the June Board meeting be changed. Following discussion, the Board agreed that the regular June Board meeting would be held on Tuesday, June 25.

PRESIDENT'S
REPORT:

President Thompson commenced his report by calling attention to accomplishing a goal for this year of reaching out to junior high school students. A new program entitled PEAK (Program for Energetic and Ambitious Kids) has been initiated by the Continuing

PRESIDENT'S
REPORT:
(cont.)

Education and Program Services Division with the assistance of Jim Finke, weekend college coordinator. The program is designed for students 11 to 14 years of age who may attend Harper in July for any one of 25 enrichment courses. Summer programs are generally geared toward gifted or remedial students, and it was felt that there is an opportunity to address the needs of other students in the district and, at the same time, expose them to the Harper College experience. Additional information about this program is contained in the Harper Insider.

The President added that Board Member Steve McCulley is featured in a separate article in the Insider.

During past enrollment periods, the College has experienced some difficulties with telephone registration. In order to alleviate these problems, continuing education registrants may use the newly-assigned telephone number 397-3377.

In regard to upcoming events, the President reported on the following: Mike Miles, a peace activist, will speak at Harper on Thursday, March 14. Professor Mike Carroll, who is working in the Soviet Union on a special project for the Russian government, will return to campus in the middle of March. He will give a brown-bag presentation on his experiences. Details regarding the date and time will be announced in the near future. Professor Ben Dallas will have a one-man art show in Building C and the Board is invited to attend a reception on March 18 at 3:00 p.m. The College Employment Fair will be held on Tuesday, March 26, in Building M.

President Thompson distributed a brochure from the National Coalition for Campus Child Care. He announced that faculty member Jane Thomas has been elected president of the national organization for a two-year term. Harper will host a conference on early childhood education on Saturday, April 20, in Building I.

Copies of the Harper College Bulletin for 1991-92 were distributed to Board members.

The Harper College speech team did very well at the recent Rock Valley Tournament. Congratulations were extended to Vincent Kent, Walter Roy, Denise Miller and Laura Dixon who placed in their events. Commendations also were offered to Rob Mech, Alesha Doan, Jim Cunningham, Cathy Machalski, Livia Morales and David Spada.

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

President Thompson also reported that the date of April 8 has been selected for a meeting of the Board of Trustees and Faculty Senate representatives. The meeting will commence at 5:30 p.m.

Chairman Barton announced that Women's History Week will begin with a dinner on Monday, March 4, followed by a lineup of outstanding events scheduled for Tuesday through Thursday. Programs for the event were distributed to Board members.

ADJOURNMENT:

Member Bakas moved, Member Howard seconded, that the regular meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 9:58 p.m.

Chairman

Secretary