

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

April 25, 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--March 28, 1991 Regular Board meeting and executive session, and April 8, 1991 executive session Exhibit VI-A-1
 2. Bills Payable, Payrolls for March 21, March 28 and April 4. Estimated payrolls for April 6 through May 31, 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 Bld Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 1. Personnel Action Sheets Exhibit VIII-A-1
 2. Early Retirement--Dean of Instruction Exhibit VIII-A-2
 - B. RECOMMENDATION: Review of Executive Session Minutes Exhibit VIII-B
 - * C. RECOMMENDATION: Building and Renovation Plan Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreement--Lexington Health Care Center of Schaumburg Exhibit VIII-D
 - E. RECOMMENDATION: 1991-92 Sabbatical Leaves Exhibit VIII-E
 - F. BOARD INFORMATION: Technology Specialists, Inc. Report Exhibit VIII-F
- IX. Other Business
- X. President's Report
- XI. Adjournment

* Response to Preferred Future

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, April 25, 1991

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, April 25, 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, McCulley,
Moats, Norwood and Student Member Smith
Absent: Member Howard

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; George Dorner, Dean of Technology, Math and Physical Sciences; Al Dunikoski, Dean of Learning Resources Center; John Gelch, Dean of Physical Education, Athletics and Recreation; 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; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Ray Devery, Director of Development and External Affairs; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; and Lee Vogel, Director of Learning Assistance Center. Faculty: Roger Mussell, President, Faculty Senate; and Faculty Members Sharon Alter, Bill Andresen, Pauline Buss, Jean Longhurst, Trygve Thoreson, and Robert Tillotson. Classified and Professional/ Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Bob Brown, Systems Programmer; Tom Choice, Athletic Academic Coordinator; Steve Dudek, Accounting Manager; Jim Foody, Manager of Data; Thea Keshavarzi, Purchasing Agent; Steve Lollino, Audiovisual Technician; Don Malzahn, Programmer Analyst; Elena Pokot, Manager of Applications; Hazel Rilki, Programmer Analyst; Patty Roberts, Media Relations Specialist; Rich Seiler, Bookstore Manager; Jim Thom, Systems Programming Specialist; Jan Trede, Secretary; William Wunschel, Computer Operator; and Joan Young, Publications and

ROLL CALL:
(cont.) Communication Services Manager. Students: Scott Sokolowski, President, Student Senate. Guests: Joan Day, Dan Mooney, Claire Reid, and Norm Wisner, Technology Specialists, Inc.; Richard Montbriand, IBM; Michael Gilfillan, Legat Architects, Inc.; Russell Watson, Pepper Construction Company; and Danielle Aceto, Paddock Publications.

Chairman Barton welcomed newly-elected Student Trustee Lisa Smith to the meeting.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

Member Howard entered the meeting at 8:03 p.m.

UNFINISHED BUSINESS:
Student Trustee Report Student Member Smith reported that she had distributed a survey in February to Biology classes on campus. She stated that many questions were raised regarding the feelings of the faculty and administration on environmental issues. Students feel that there is a lack of concern on this subject because they are not aware of any efforts in this regard with the exception of the recycling of cans. She felt that possibly a statement from the Board and/or the administration might be placed in the Harbinger as to what Harper is doing in this regard. In addition, the following suggestions and/or comments were placed in the SCIQ boxes: the phone in the observatory is not in working order; a suggestion to bring swans on campus in order to reduce the number of geese; and a suggestion to provide additional scholarship information for international students. Student Trustee Smith also announced that the horticulture department, in conjunction with the Honor Society, will hold a plant sale on May 9 for the benefit of an environmental organization. The sale will be held in the Building V greenhouse from 9:00 a.m. to 2:00 p.m. Member Moats asked if the student viewpoints on environmental concerns indicated in the survey would be shared and if she had any suggestions for improving the recycling efforts. Student Trustee Smith replied that she will review the surveys and report to the Board next month.

Chairman Barton thanked Student Member Smith for her report.

CONSENT AGENDA: Member Norwood moved, Member Howard seconded, approval of the Consent Agenda including the minutes of the March 28, 1991 Regular Board meeting and executive session and the April 8, 1991 executive session; bills payable, payrolls, estimated payrolls, financial statements, committee and

CONSENT AGENDA: liaison report, and grants and gifts status report, (cont.) 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 March 28, 1991 Regular Board meeting and executive session and the April 8, 1991 executive session.

Bills Payable	Education Fund	\$ 991,289.53
	Operations & Maintenance Fund	503,042.77
	Oper. & Maint. Fund (Restricted)	48,684.12
	Auxiliary Fund	169,047.25
	Restricted Purposes Fund	127,253.70
	Trust and Agency Fund	1,186,630.37
	Audit Fund	30.00
	Liability, Protection & Settlement Fund	35,060.11
	Federal Funds	140,214.73

The payroll of March 11, 1991 in the amount of \$1,166,574.16; and the payroll of April 5, 1991 in the amount of \$1,184,034.02; estimated payrolls of April 6 through May 31, 1991 in the amount of \$4,745,205.41; estimated utility bills in the amount of \$120,000.00; and payments to MacMillan Publishing Company for books in the amount of \$103.31; Safety Kleen Corporation for services in the amount of \$289.50; and to the Chicago Tribune for advertising in the amount of \$2,048.00.

Financial Statements There were no questions regarding the financial statements.

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

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

BID AWARDS: Member Bakas moved, Member Moats seconded, approval of the bid awards as outlined in Exhibits VII-A1 through VII-A4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

BID AWARDS:
(cont.)

- Ex. VII-A1 Award bid Q8352 to Warner Offset, Inc., the low bidder for printing of the Fall 1991, Spring 1992 and Summer 1992 Course Schedules, in the amount of \$90,852.50.
- Ex. VII-A2 Award bid Q8354 to American Industrial, the low bidder meeting specifications for uniforms, in the amount of \$10,419.10.
- Ex. VII-A3 Award bid Q8355 to Quad Process, Inc., the low bidder for printing of the Fall 1991 Datebook, in the amount of \$7,339.00.
- Ex. VII-A4 Award bid Q8360 to Century Automatic Sprinkler Co., Inc., the low bidder for the installation of the main computer room fire suppression system, in the amount of \$22,100.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

PURCHASE ORDERS:

Member Bakas moved, Member Moats seconded, approval of the purchase orders as outlined in Exhibits VII-B1 through VII-B4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-B1 Approve issuance of a purchase order to Illinois State Library for OCLC charges, in the amount of \$12,000.00.
- Ex. VII-B2 Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in the amount of approximately \$46,636.00.
- Ex. VII-B3 Approve issuance of a purchase order to Computer Associates International, for renewal of the Software Licensing Agreement for the IDMS Data Base Management System and its features, in the amount of \$24,660.00.

PURCHASE ORDERS:
(cont.)

Ex. VII-B4 Approve after-the-fact issuance of a purchase order to Illinois Truck and Equipment Company for repair of the GMC Skyworker truck, in the amount of approximately \$5,930.00.

In regard to Exhibit VII-B2, President Thompson explained that the subscription rates for periodicals would be the same from other agents, but the service fees vary according to the agent. The College has been using the same agent for eight years. He is very reliable and provides good service to Harper.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith 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 Appointments

Marilyn Comer, Director of Financial Aid and Veterans' Affairs, 5/7/91, \$45,000

Thomas Choice, Interim Dean, Physical Education, Athletics and Recreation, 5/1/91 to 6/30/92, \$581.64/month stipend

Classified Staff Appointments

Sylvia Kingsley, Media Relations Assistant, 4/22/91, \$20,000

Jane Teutsch, Clerk, 4/22/91, \$15,000

Ruth Podjasek, Clerk Typist I, p/t, 4/15/91, \$8,320

Administrative Termination (Retirement)

Arthur Bowers, Director of Computer Services, 6/30/91, 10.5 years' service

Classified Staff Retirement

Eveline Boissy, Insurance Clerk, 5/31/91, 11 years' service

Classified Staff Terminations

Laura Haase, Clerk Typist I, p/t, 4/18/91

Kay Pickering, Clerk Typist I, p/t, 4/5/91

Kathy Norum, Clerk Typist II, p/t, 3/25/91

NEW BUSINESS:
Personnel
 Actions (cont.)

President Thompson called attention to the retirement of Art Bowers, Director of Computer Services. He noted that Director Bowers has served the College very well for over ten years. He has served on the administrative team and has put in extra hours over the years to oversee the computing operation. The President and the Board expressed appreciation for his service. For the record, Member Howard added that she had also recruited Director Bowers to serve on the Board of the Resource Center for the Elderly in Arlington Heights which is developing a computerized information and referral system. As a volunteer to this organization, he has given invaluable service which reflects well on him and on the College.

In addition, President Thompson noted the retirement of John Gelch, Dean of PEAR Division, who will be leaving the College next week after 24 years of service. He stated that John is a man of great integrity and whose standards are scrupulous for student/athletes. He has been very receptive to new ideas and has been instrumental in the development of Building M and the programs offered therein. The Board and the administration thanked Dean Gelch for his dedicated service to the College and wished him well in his retirement. Member Howard added that Harper should be very proud of the standards which have been established and maintained in the athletic department. She noted that Harper athletes are not on scholarships but are given support and are expected to succeed academically. She thanked Dean Gelch for overseeing the establishment of the high standards of the College athletic department.

In response to Member Coste, President Thompson noted that the positions of all new hires were included in the budget.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

At the President's request, Dean Catlin introduced Ms. Marilyn Comer, Director of Financial Aid and Veterans' Affairs. The Board extended a warm welcome to Ms. Comer.

Early
 Retirement
 Request - Dean
 of Instruction

Member Howard moved, Member Bakas seconded, approval, with regret, of the early retirement request of Dr. Charles Harrington, Dean of Instruction, effective June 30, 1991, in accordance

Early Retirement Request - Dean of Instruction with the administrative employment contract and Article IX of the Faculty Collective Bargaining Agreement, as outlined in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that Dr. Harrington is one individual who knows what is happening both on and off campus. He has given assistance to many in the Harper community and has provided a balance in perspective when needed. In addition, he chaired the negotiations team last year. The President expressed gratitude for his work over the years and extended best wishes for the future.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Review of Executive Session Minutes With the Board's approval, Chairman Barton stated that Exhibit VIII-B would be addressed at the end of the meeting since an executive session would be required.

Building and Renovation Plan Member Moats moved, Member Coste seconded, that the Board approve the following portions of Phase I of the administration's recommendation: the Liberal Arts classroom, remodeling Building F, and a new print shop, with the expense as indicated on Exhibit VIII-C, page two (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that she supported the motion but requested the rationale from Members Moats and Coste regarding approval of the remaining portions of Phase I as recommended by the administration. Member Moats felt that a new bookstore was not a high enough priority compared to some of the other projects considered in the planning. In addition, he disagreed with the way the project was funded in respect to alternate revenue bonds to be paid by the profits of the bookstore. In terms of the conference center, Member Moats stated that he was in favor of it in principle, but it is tied to the bookstore. He felt that a new bookstore is a luxury item due to cutbacks in state funding and is not appropriate at this time. He further suggested that the bookstore could be kept in the building plan for consideration at a future date. He felt that a new bookstore would not enhance basic education.

NEW BUSINESS:
Building and
Renovation
Plan (cont.)

In response to Chairman Barton, President Thompson stated that bookstore revenue accumulates in the Auxiliary Fund. Chairman Barton asked what the effect would be if the revenue was used to pay off alternate revenue bonds instead of accumulating in the Auxiliary Fund. Vice President Manke stated that the Auxiliary Fund balance would not increase. The cafeteria and food service operation is almost at a break-even basis and this money is no longer used to offset losses incurred in the past. Most other programs in the Auxiliary Fund are also producing revenues in excess of expenditures.

Member Howard felt that the bookstore had no relation to state funding or the need for classrooms which she totally supported. The bookstore is self supporting and any excess funds go into the Auxiliary Fund. In the past, the bookstore has been used to underwrite deficits in the food service operation. She felt that a new bookstore could raise additional funds for the College beyond the amount needed to pay off the bonds. She stated that there is a serious need for additional conference room space at the College which causes problems for many departments and limits service to the community and other organizations. The proposed location of the conference center is the present location of the bookstore. This is a logical site for a conference center because it is located in Building A and near the food service facilities. She pointed out that the Educational Foundation is very supportive of a new conference center and has agreed to raise \$500,000 for this purpose.

Chairman Barton pointed out that present operations include the delivery to the receiving department of book shipments which are then taken to a storage area in the basement of Building A. As needed, the books are then moved to the bookstore facility. The construction of a new bookstore would allow orders to be delivered directly.

Member Moats agreed that these were very valid points but that the facility is estimated at \$1.5 million and is not a high priority in relation to other projects. In addition, he questioned the cost effectiveness of proposed sales of fashion design items.

Member McCulley noted that past discussions have included the possibility of additional revenue. He asked if there are any projections available in terms of revenue and cost savings. Vice President Manke stated that an analysis of increased sales could be done. It would be linked to the increased

NEW BUSINESS:
Building and
Renovation
Plan (cont.)

square footage available. He added that it is labor intensive to stock and store books in different locations, especially during registration periods.

Chairman Barton requested clarification on the remodeling of Building F. Mr. Gilfillan, architect, stated that all three floors would be involved in the process. The two lower floors would be assigned exclusively to the Learning Resources Center. The third floor would be remodeled to accommodate offices and classrooms.

President Thompson explained that the administrative recommendation was done with the consideration of students in mind. He agreed that the bookstore has three peak periods which have a distinct impression on students, and felt that a new facility would allow the College to provide better service to the students.

In regard to the raising of funds by the Educational Foundation, Member Bakas felt that there is a possibility that individuals may not want to donate money for both a conference center and a performing arts center. He felt that more people would be interested in a performing arts facility than the remodeling of Building A. Member Howard disagreed. She felt that there was a significant amount of interest in a conference center and the Foundation has made a commitment for this purpose. Member Bakas inquired whether the proposed recommendation should be referred to as a conference center or as additional conference rooms. Mr. Gilfillan replied that the conference center was envisioned to be a distinct unit within the College, interwoven with the mainstream of activities and offerings. It would serve many purposes, both for business and industry and for internal conferences on campus.

Member Coste noted that the College has had a building program going on for three years. He felt that the motion was more than a modest beginning and was a matter of priorities. The recommendation is for projects totaling \$10 million, including the print shop. He stated that he was informed that there are other projects, such as roofs and parking lots, which total an additional \$1 million in the 1991-92 budget. He pointed out that these projects will result in the campus being torn up for awhile. However, he added that he has been saying for two years that it is time to stop talking and start working on some of these projects.

NEW BUSINESS:
Building and
Renovation
Plan (cont.)

Member Howard stated that she will vote in support of the motion. She informed the Board that upon completion of the vote, she will place another motion before the Board to proceed with the building of a new bookstore and the remodeling of Building A.

Member Coste called the question.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye.

Member Howard moved, Member Norwood seconded, approval of the construction of a new bookstore and the remodeling of Building A and that these projects proceed according to a construction schedule which indicates that the new bookstore would be under construction between January 1992 and January 1993 and, upon completion, that the College proceed to remodel Building A. This involves a two-year construction period, with completion scheduled for January 1994.

Member Moats noted that the funding of the bookstore is coming from the College operating funds. A substantial amount of money comes from the Auxiliary Fund each year and this money will no longer be available when it is used to pay off the alternate bonds for the bookstore. For this reason, Member Moats said that it could not be stated that it would not cost anything to use these bonds. Chairman Barton asked what it would take to make up the difference if all the proceeds from the bookstore are used to pay for the alternate revenue bonds. Vice President Manke stated that money generated from bookstore sales has been used to offset deficits in the food service operation and for athletic programs. He reiterated his feelings that a new bookstore would result in increased sales and profits, the amount of which is unknown at this time. Member Moats stated that he would keep an open mind about this matter and await the results of the study. If it can be shown that the increased revenue will fund a large portion of the alternate bond expense, he will be glad to review the matter. Vice President Manke also noted that the debt service for a 20-year period on the alternate bonds would be approximately \$160,000 per year. A payoff in ten years would be approximately \$235,000 annually for debt and principal. He felt that the amounts for debt service were very reasonable. Member Bakas noted that in order to sell bonds, the

NEW BUSINESS:
Building and
Renovation
Plan (cont.)

administration would be required to submit financial information to Chapman and Cutler (bond legal counsel). He felt that the issue involved was the timing of the project.

Member Norwood suggested that the matter be tabled until further information is available. Member Howard stated that she would be willing to withdraw her motion provided that the matter would be addressed within the next couple of meetings because she felt very strongly that it is a project which should be done. Vice President Manke felt that a two-month deferment was a reasonable amount of time and that the data requested could be furnished by the June Board meeting. Member Coste requested information on how the alternate bonds differ from revenue bonds. Vice President Manke stated that he would furnish this information. He noted that the entity which generates profits must be documented in order to show ability to pay off the bonds. The documentation will include the history of the bookstore profits. He called attention to the amount of coverage needed which is approximately 125 percent more revenues than what is utilized to cover the debt service. It is expected that Harper will have more than enough to meet the requirement. Member Coste stated that he would appreciate receiving background information on this matter. Member Moats asked whether there is fixed pricing for textbooks and if the bookstore sells books at the publishers' recommended prices. Vice President Manke stated that pricelists are furnished by the publishers. He added that he would clarify this information at the June meeting also.

Member Howard withdrew her motion; Member Norwood withdrew her second, with the understanding that the matter would be addressed at the June Board meeting. Board members agreed.

Cooperative
 Agreement -
 Lexington
 Health Care
 Center

Member Bakas moved, Member McCulley seconded, approval of the cooperative agreement between William Rainey Harper College and Lexington Health Care Center of Schaumburg, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Howard, Dean Bourke stated that Lexington Health Care Center was a long-term care facility located in Schaumburg.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:
1991-92
Sabbatical
Leaves

Member Moats moved, Member Coste seconded, that the Board of Trustees approve sabbatical leaves for the following faculty members for the time periods and salary amounts indicated in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes):

David M. Macaulay, Spring 1992 semester, full pay
Edward Liska, Fall 1991 semester, full pay
LeRoy Mottla, Spring 1992 semester, full pay
John Muchmore, Fall 1991 semester, full pay
Joyce Nolan, Fall 1991 semester, full pay
William Schooley, Spring 1992 semester, full pay

In response to Chairman Barton, Vice President Conners stated that the purpose of sabbatical leaves is not listed in any Harper College policy.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith abstained.

Technology
Specialists,
Inc. Report

President Thompson called attention to Exhibit VIII-F, 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 third in a series of reports, and representatives of TSI were in attendance at the meeting to address the Board.

Ms. Claire Reid stated that the College has reached a very exciting point in the computing project. She distributed and called attention to the status report of the computing services plan for the College. In addition, there are some suggested technology seminars for the College to consider as they move forward on this matter. She reviewed the executive summary recommendations, Preferred Future cost projections, return on investment and the plan components.

In regard to the executive summary recommendations, she noted that TSI recommends that the College move forward with reorganization plans as proposed at the last meeting. These plans include a consolidation of technical staff which focuses around the service aspect of technology. Other recommendations include the establishment of computing facility access goals for students and faculty; providing expanded

NEW BUSINESS:
TSI Report
(cont.)

technology seminars for faculty and enhanced instructional delivery components; developing a "premier status program" in academic computing; providing for new administrative systems and end-user tools; establishing centralized network planning; acquiring up-to-date mainframe computer and leverage hardware and software; expanding telephone system capabilities; and posturing work programs for potential consortium participation. She pointed out that TSI representatives are ready to provide additional clarification on any of the recommendations.

Ms. Reid called attention to the Six-Year Budget Projection for the plan. She noted that there are substantial costs related to the programs. Detailed data is included with the cost projections.

In regard to the Preferred Future cost projections, Ms. Reid noted that at the current spending level, the six-year total for computer technology expenditures for all areas would amount to \$18.3 million. This is a very significant amount. New programs would increase the amount by \$4 million. She suggested that the Board and administration review what is being done with the current level of activity and possibly to fund the suggested program by reducing some of the recurring patterns of current expenditures. She explained that cost savings in the proposed program traditionally appear in the latter years.

In reference to the major work programs, Ms. Reid pointed out that savings are achieved only by making changes. She also reviewed the return on investment considerations.

Mr. Dan Mooney reviewed the plan components with regard to organization. One of the main considerations is to establish an Office of Information Technology. There would be a total of four to six new employees at an estimated cost of \$375,000 in addition to the present budgeted positions. The recommendation also suggests the replacement of most of the current administrative systems, including registration and the financial information system. The costs for these changes are spread over the six-year period. In response to Member Howard, Mr. Mooney agreed that the present systems are obsolete and not as well designed or efficient as needed. They will not support future growth and expansion for campuswide access of information. Goals have been established for the five-year program to put work stations in every

NEW BUSINESS:
TSI Report
(cont.)

College area. Such access will require a substantial investment. Most of the costs will be for equipment and software.

Member Coste asked how close the document was to being final. President Thompson replied that there is some work yet to be done. The Executive Council will review the final TSI report and make a recommendation to the Board for approval.

On behalf of the Board, Chairman Barton expressed appreciation to Ms. Reid and Mr. Mooney for their report and stated that the Board looks forward to the administrative recommendation.

OTHER BUSINESS:
ICCTA

Chairman Barton asked if Board members received copies of ICCTA Highlights. Board Members replied affirmatively.

Leadership
2000 Conference

She reminded Board members that the Leadership 2000 meeting would be held in Chicago in July. She stated that this is a very worthwhile meeting and encouraged Board members to attend. Cost savings can be realized by registering early.

Board
Objectives

Chairman Barton called attention to the Board of Trustees objectives. She requested that the action plans for each objective be completed and returned within the next two weeks.

ACCT
Regional
Seminar

Chairman Barton also polled Board members regarding attendance at the ACCT regional seminar in Chicago on June 26-29. She noted that Harper is one of the host colleges. In addition to Chairman Barton, Board members Bakas, McCulley and Norwood indicated that they would like to attend.

Building and
Renovation
Program -
Board Request

In regard to the building program which was approved earlier, Member Coste stated that he would like a copy of the floor plans and a listing of the furnishings and equipment not included in the construction costs. President Thompson stated that this information would be forthcoming.

Breezeway -
Buildings A/C

Member Coste also inquired about enclosing the outside area between Buildings A and C and asked if this project would be done in the near future. President Thompson stated that this could be done if desired. Chairman Barton recalled another college which installed baffles at an angle rather than a solid wall in order to provide protection from the weather elements. Vice President Manke stated that he would discuss this matter with the architect.

OTHER BUSINESS:
1991-92 Budget

Member Coste called attention to the \$10 million which was just approved and asked if this money is included in the 1991-92 budget. Vice President Manke stated that the \$10 million represents the cost of the various projects through completion. The budget will include the funds needed for 1991-92. Member Coste noted that the recommendation to approve the College budget is scheduled for the June Board meeting. He noted that there are matters outstanding which should be addressed prior to the June meeting. President Thompson agreed and stated that a report on the 1991-92 budget will be presented at the May 23 Board meeting.

PRESIDENT'S
REPORT:

Prior to commencing with his report, President Thompson introduced Mr. Tom Choice, who will serve as Interim Dean in the PEAR Division.

In regard to the Preferred Future program, the President announced that status reports are being presented to members of the community. If anyone has contacts with groups or organizations at which it would be appropriate for the College to present an update, this information should be shared so that a presentation can be made. Dean Howard is directing the presentations and coordinating suggestions from the Harper community regarding "first wins." A presentation on the Preferred Future process will be made at the Leadership 2000 conference in Chicago.

In regard to recycling efforts and encouragement from Student Trustee Smith, President Thompson showed the new bins for paper which have been made available to many campus offices. In addition, the Harper bookstore has a large stock of products made from recycled paper, including notepads, binders, folders, etc. These may cost a little more but the costs are warranted if there is genuine concern for the future of the environment.

President Thompson distributed copies of a publication entitled "Write Now" which was done by students in the journalism program. He commended Susanne Havlic, chair of the Journalism department and the faculty advisor, Susan Dawson, for their efforts. He gave a special credit to the students who wrote articles for the publication. He commended the journalism staff and students and the Harbinger staff for their work during the past year.

Copies of the Private Industry Council annual report were distributed to members of the Board. Harper student Laurie Powers is featured as a participant in the Basic Skills Pre-Vocational Training program and the Motorola Enhanced Opportunities for Women

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

Project. President Thompson stated that he was pleased to see the College featured in a publication which will have such a wide circulation among business and industry. Member Howard noted that she had attended the Private Industry Council annual recognition dinner earlier in the evening. A Harper student was recognized as one of two outstanding students in the PIC program. She is a woman who was encouraged by her family to drop out of school in tenth grade, was married, had two children, was divorced, came back to Harper for her GED, obtained an LPN at Harper, and in two weeks, will receive her RN from Harper. Member Howard stated that she is very proud of the individuals that Harper helps who get a second chance in life.

President Thompson called attention to the importance of the College building and renovation program and expressed appreciation to the Board of Trustees for their approval. He reminded the audience that Board members devote a great deal of time to College matters and receive no pay for their service. This was most evident during the serious discussion which took place this evening. President Thompson stated that he is proud of the outstanding individuals on the Board. He noted that they provide a spectrum of views which come together around the Board table and result in accomplishments. The President reiterated his gratitude for their efforts. Member Coste noted that the work gets done because it works both ways.

EXECUTIVE SESSION: Member Bakas moved, Member Howard seconded, that the Board adjourn to executive session for the purpose of reviewing the executive session minutes in accordance with Public Act 85-1355 and to discuss matters pertaining to collective negotiating matters.

Upon roll call, the vote was as follows:

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

Motion carried. Student Trustee Smith voted aye. The Board adjourned to executive session at 9:55 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 10:41 p.m.

NEW BUSINESS:
Review of
Executive Session
Minutes

Member Moats moved, Member Coste seconded, that the minutes of the executive sessions of December 4, December 5, and December 18, 1990; January 16, March 13, March 22, March 28, and April 8, 1991 be approved for public record, in accordance with Exhibit VIII-B (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, Moats and Norwood
Nays: None

Motion carried. Student Member Smith abstained.

Member Moats moved, Member Bakas seconded, that the minutes of the executive sessions of October 25 and November 19, 1990 remain confidential.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith abstained.

ADJOURNMENT:

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

Chairman

Secretary