Exhibit VI-A-1
March 26, 1992

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 Special Board Meeting of Wednesday, February 12, 1992.

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Wednesday, February 12, 1992 at 7:30 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

In the absence of Member Moats, Chairman Norwood requested Member Barton to act as Secretary pro tem.

ROLL CALL: Present: Members Bakas, Barton, Born, Coste and Norwood.

Absent: Members Howard and Moats, Student Member Smith.

Also present: Paul Thompson, President; Dennis Conners, V.P. Academic Affairs; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Susan Webb-Kmiec, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Enrollment Services; Tom Choice, Interim Dean of Physical Education, Athletics and Recreation; Al Dunikoski, Dean of Learning Resources Center; Bill Howard, Dean of Strategic Planning; Tom Johnson, Dean of Business and Social Science; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; Bruce Bohrer, Director of Admissions; Russ Mills, Director of Placement; Elena Pokot, Director of Programming Services; Sheila Quirk, Director of Corporate Services; and Diane Davis, ACE Fellow. Technology Specialists, Inc: Dan Mooney. Faculty: Roger Mussell, President, Faculty Senate; Jerry Mellenthin and Ray Moehrlin. Classified and Professional/Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Ted Agresta, Internal Auditor; Charles Faenza, Audiovisual Technician; and Rosemary Murray, Health Services Supervisor.

Chairman Norwood turned the meeting over to President Thompson for the purpose of discussing the budget.

EXHIBIT IV

President Thompson began the first review of the budget for FY 93 by referring to Exhibit IV, a general overview of the financial history. (Attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke stated that it is important to put the size of our district in perspective, noting that the first page of the Financial Overview does that in terms of the size, population, enrollment, number and square footage of buildings, value of buildings, staffing, tax rates for the past three years, and current tuition rate. A comparison has been done of the revenue for the Education Fund since the inception of the College (page 2) in order to give insight as to how the revenue for the Education Fund has increased since the beginning of Harper College. This gives a good overview of the past trends and opens discussion for future needs. Mr. Manke noted that figures to be discussed referred to audited figures, not budgeted figures.

Student Member Smith entered the meeting.

Mr. Manke proceeded to explain Exhibit IV in more detail. On Page 5, he pointed out that the tuition as a percent of per capita cost is down at 17 percent, which represents almost the lowest it has been since 1967-1969. Member Born requested a clarification of the per capita cost. Member Barton asked if that figure was per year or per hour. Mr. Manke stated that it is a calculation which the auditors do based on expenses per student per year. Member Coste requested an updated survey of what other colleges are charging for tuition. Member Barton noted that ICCTA recently sent one out. Mr. Manke feels that we are in the middle or below what other colleges are charging. Chairman Norwood pointed out that our tuition seems to remain stable for approximately four years at a time.

Exhibit IV (cont.)

In the comparison of the Revenue-Maintenance Fund (Page 9), Member Barton asked what the decrease in revenue reflected. Mr. Manke stated that prior to last year we were prorating the amount of state apportionment money between the Education Fund and the Operation and Maintenance Fund. That has consistently gone down. Last year was the first year that we didn't distribute any money from state apportionment to the Operation and Maintenance Fund, which would cause some of the variance. Also, the interest earned causes some variance, i.e. if the fund balance is used, the revenue shows a decrease.

On Page 12, the footnotes reflect changes in the way auditing was done for the District. It was mandatory that the auditing changes be incorporated into the Education Fund, which affect the fund balance.

On Page 14, the fund balances for the Maintenance Fund, it is significant to point out footnote #4 represents action taken by the Board on June 30, 1990, to set aside $2,600,000 by resolution to designate it as a reserve for capital projects. It is incorporated in the $6,000,000 but its use is restricted to capital projects.

In reference to Page 16, showing the ending fund balances for all funds, Member Coste asked what the Site Fund represented. Mr. Manke replied that it is the Operation Maintenance Restricted Fund, previously referred to as Site & Construction Fund, so the name was left as the Site Fund. Member Coste asked how to differentiate between the Bond/Interest Fund and Building Bond Proceeds Fund. Mr. Manke explained that the Bond/Interest Fund is the fund from which we pay our principal and interest payments for bond indebtedness. The Building Bond Proceeds Fund is a new fund required by the ICCB to deposit money when bonds are sold. When Harper sells the $1.7 million in bonds, the money will be put into the Building Bond Proceeds Fund. The Bond/ Interest Fund represents the fund from which principal and interest payments on bonds already sold will be made from when taxes are

Exhibit IV (cont.)

collected. The money cannot be used for anything else but can be invested; so this represents investment income plus one to two percent for loss and costs. Loss and cost covers nonpayment of taxes by taxpayers, to make sure that we have enough to pay principal and interest on the bonds each year. This adds to the fund balance each year. Mr. Manke explained the transfer of interest from fund to fund, stating that a cushion was left in the Bond/Interest Fund to cover late tax payments, etc. Member Coste asked what Working Cash includes. Mr. Manke stated that the interest may be transferred out of the Working Cash Fund every year and does not have to be paid back, and is not used to pay off the principal and interest on the bonds. Member Coste asked how the bonds are paid off. Mr. Manke replied that the bond issue or bond sale includes an automatic levy that is assessed every year to pay off the bonds. There would not be enough interest generated to pay off the bonds over a period of ten years. President Thompson stated that the interest from the Working Cash was transferred to the Education Fund or to the Operation Maintenance Fund, at the Board's discretion, when the budget is put together. Mr. Coste said that the Working Cash Fund was nothing more than to assure liquidity, and that the interest from last year, about $800,000, was not used. Mr. Manke said the levy was made to pay off the bonds, and that the interest is never used to pay the principal and interest on bonds. Member Barton asked in what fund does the interest go. Mr. Manke replied that when the budget is prepared, it depends on where money is needed. Last year the interest was budgeted as a transfer to the Education Fund; about $1,200,000 budgeted in the Education Fund was transferred for 1991-92. Member Coste asked if that was not a caveat in the bond ordinance just to assure the bond holders. Mr. Manke said no, not with this Working Cash Fund. Member Coste asked what the Settlement Fund is. Mr. Manke explained that the Liability, Protection and Settlement Fund is a fund that the College was allowed to establish around 1985-86 by the legislature, and it allows us to levy for the payment of liability insurance, Workman's Compensation

Exhibit IV

insurance, and social security payments for

(cont.)

employees. It is a levy made each year to cover these types of expenses. Member Coste asked for an explanation of the Federal Fund. Mr. Manke stated that the Federal Fund is primarily grants that are received from the Federal Government, and the proceeds from those grants go into this fund.

Member Coste noted that within the last three or four years there has been quite an increase in the ending balance of the Auxiliary Fund. Mr. Manke explained that in 1985 Harper College was leasing a facility to house the CAD/CAM center; it was a major expense that was paid for out of this fund. Therefore, a decision was made to bring that facility back to campus, and the fact that Harper did not have to pay rent or the expenses of maintaining that facility was a major factor in turning the fund around. Reduced losses in the Food Service from about $160,000 per year to about $60,000 last year and projected losses of less this year, combined with increases in net revenue from the Bookstore have also combined to increase that balance. Member Coste asked if any money is transferred into this fund as revenues. Mr. Manke replied that there were transfers up until this past year. Approximately $235,000 was transferred in to offset cost for athletic programs and some student activity programs. FY 1991-92 was the first budget year that nothing was transferred from the Education Fund to the Auxiliary Fund because it is now self-sustaining. President Thompson noted that we are also generating more revenue from some of our Continuing Education programs, non-degree credit, areas where the College does not get state reimbursement. This is all on a self-sustaining basis, and there has been an improvement in terms of managing those courses, with revenue being generated. Member Coste asked if money was paid for a course, would that not go into the Education Fund. President Thompson said that it had not been done that way, but that it is possible to do that. One of the reasons for the present procedure is that it allows for a certain amount of judgment to be made about how those funds might be reinvested in new course development, and it is less restrictive to do it out of the Auxiliary Fund than out of the Education Fund.

Exhibit IV (cont.)

On Page 18, Summary of Fund Balances, Mr. Manke explained that this shows that there are restrictions as to what those fund balances can be used for. Member Born asked what the difference is between Operations and Maintenance (Restricted) and Operations and Maintenance Fund. Mr. Manke replied that it is restricted primarily for life safety projects and building and construction projects. President Thompson added that when the Board sold the second site, that money was put into the Operation and Maintenance fund (Restricted) for the future, which was the largest contribution to the fund to date. Mr. Manke pointed out that 20 percent of the Education Fund budget is reserved for economic uncertainty, amounting to $6,758,000 reserve, leaving an unreserved, undesignated balance in the Education Fund of $2,544,561. That will continue to decrease as the expenditure budget goes up if the 20 percent factor is maintained.

In summary of Exhibit IV, the $5,479,670 figure is the amount of money that this institution has unreserved and undesignated at this time in all funds. Member Coste asked if the Bond Proceeds includes the bonds sold recently. Mr. Manke answered that this is a summary as of June 30, 1991 as a result of the last audit, so the recent bond sale is not included. Member Coste asked if there were any significant changes other than that bond sale since that date. Mr. Manke stated that there were not, and that the bond sale would add to that Bond Proceeds fund $1,700,000, totaling $4,864,000 in that fund balance.

President Thompson noted that there is not $42 million available to spend -- that restricted funds do have restrictions.

Member Born asked that when bids are put out, does the College give any favor to companies within our geographic area. Mr. Manke answered that it is something that can be taken into consideration if everything is equal, but technically, by law, the bid must go to the low bidder. Mr. Manke added that there are some colleges that do it, but Harper College has not done that unless there are identical bids or a compelling reason to take that into consideration. Member Coste noted that the Board does

Exhibit IV (cont.)

have some latitude and some discretion as to the rules. Member Born expressed her support to giving preference to companies within the district if they were within 5 percent, or some agreed-upon small amount. She noted that there are companies here in the district that are struggling, and that it would be helpful to them to keep bids in the district if possible.

EXHIBIT III

President Thompson proceeded to discuss the Financial Guidelines and Budget Parameters, Exhibit III (attached to the minutes in the Board of Trustees' Official Book of minutes), and called attention to the Budget Guidelines put together previously by the Fiscal Management Subcommittee (Exhibit IV, August 14, 1991). He noted that Item A is a key assumption, in that there will be no increase in the equalized assessed value. Member Coste asked if that precludes new construction. President Thompson answered that new construction will be added, but that it is not known yet how that will affect the budget. Mr. Manke added that as it gets closer to April, the county government may be able to give better projections. President Thompson added that this will be looked at before the budget is finalized.

Item B reflects the levy based upon the 5 percent increase that the Board authorized or suggested for next year, and is in line with the guidelines that were established.

Item F is based on the ICCB estimate that there will be no increase in state apportionment funds.

Item J is based on a projected increase in tuition of $3.00 per credit hour. This would put Harper College in line with the guidelines established, with the percentage of tuition in the range of 18 to 22 percent in the total per capita cost. Member Coste added that there could be more discussion of that in later budget talks. Student Member Smith asked in what semester that increase would be implemented. President Thompson replied that the assumption is for fall of 1992, which is the 1992-93 academic year. Student Member Smith asked if that affects other rates, i.e,

Exhibit III (cont.)

out-of-district, international, and would they also increase. President Thompson answered yes. Student Member Smith asked if the international rates had just increased and will be increased again. President Thompson again answered in the affirmative. Member Barton asked what those rates were. Student Member Smith replied that they were $171.00 per credit hour. President Thompson stated that that depends on the district charge-back rate.

President Thompson noted that Item M is a significant assumption in that approximately 125 percent of the average ending fund balance will be invested at approximately 4-1/2 percent interest. Member Coste asked how the 125 percent figure is derived. President Thompson stated that it is 100 percent of the cash balance, and then during the year there is an opportunity to invest over that as funds are accrued but not expended. Mr. Manke added that taxes and tuition come in, increasing the fund balance approximately 25 percent to be invested.

Member Coste asked that in reference to Item K, the money used to go into the Education Fund but now goes into the Auxiliary Fund. Steve Catlin, Dean of Enrollment Services, added that this is not true for all of the money. President Thompson related that an attempt is being made at getting a better accounting of the non-degree credit expenditures and costs, and allocating those appropriately. Member Coste asked if non-degree tuition is now going into the Auxiliary Fund instead of the Education Fund. President Thompson agreed. Member Barton noted that some of it has always been going into it. Bill Howard explained that there is a state funding category called General Studies. It is a very low rate. Some of the continuing education courses qualify for that apportionment rate. Those that do are placed in the Ed Fund, along with other non-degree credit tuition. All the other courses that do not meet that apportionment criteria are put in the Auxiliary Fund, giving more flexibility in assessing fees, etc. Member Bakas asked what that amounts to. President Thompson noted that that amount was in the printout.

Exhibit III (cont.)

Student Member Smith asked what the anticipated percentage increase in the international student tuition would be. President Thompson answered that that wasn't determined yet, but could be provided. Mr. Manke stated that it would not be a large amount, and that the figure would be based on the audit which shows the amount of money needed to educate each student. Since they are not permanent residents of the district, they would be required to pay whatever it costs per credit hour to educate a student.

President Thompson continued with Page 3P. Item A includes any new employees projected for the next year. Item B employee benefit increase relates primarily to a projected 15 percent increase in insurance costs. Member Coste asked if Item B might be more clear if stated in terms of Item A, relating to the negotiated contracts. President Thompson answered that the wages and benefits have always been budgeted separately.

The assumptions for the Operations and Maintenance Fund revenue, Page 4P, are essentially the same as those previously discussed. Member Coste asked if Item F reflects an increase in parking fees. President Thompson answered yes. The student parking fee is now approximately $3.00 per semester with a projected 1 percent increase in revenue based on increased enrollment, not a fee increase.

The assumptions for the Operations and Maintenance Fund expenditures are again essentially the same. There will be a significant deficit in this fund -- $484,000 based upon expenditures being higher than revenue in this fund.

EXHIBIT V

President Thompson directed attention to Exhibit V (attached to the minutes in the Board of Trustees' Official Book of minutes), for the purpose of examining short-range revenue projections. This document shows the actual revenue and expenditures compared to the Legal Budget for 1991-92 and the Proposed Budget for 1992-93. Member Born asked for an explanation

Exhibit V (cont.)

of the Legal Budget. President Thompson explained that that is the budget Harper College is operating under presently. Until June 30, 1992 a true actual amount will not be known. Member Barton asked what the Legal Budget for 1990-91 was compared to the actual. Member Bakas noted that revenue was somewhat more than expected and expenditures were somewhat less.

President Thompson explained that the previously discussed assumptions are reflected in the line items of Exhibit V. There is an anticipated revenue growth in the Education Fund of 6.18 percent over the Legal Budget. The major increase is from the credit hour increase. Member Barton asked what the difference is between the credit hour tuition and the net credit hour tuition. President Thompson answered that any credit tuition refunds and reimbursements paid out are subtracted. Student Member Smith asked if that includes the tuition rebates to students. President Thompson answered that no, those rebates are out of a combination of Student Activity and Ed Fund Special Accounts.

Operations and Maintenance Fund revenues show an increase of only 1.43 percent. Tuition does not impact on this fund, so there are not many other sources of revenue.

EXHIBIT VII

Exhibit VII (attached to the minutes in the Board of Trustees' Official Book of minutes) reflects short range expenditure projections. Member Barton asked why the benefits increased from 3 percent to 24 percent, 1990-91 Actual Budget compared to Legal Budget for 1991-92. Mr. Manke replied that the amount of money required to fund the insurance increases was raised, and that there are now more employees. Member Bakas pointed out that it was actually a 27 percent increase. Mr. Manke explained that in 1990-91 all of the benefits were being charged to the Education Fund. Starting in 1990-91 benefits were allocated to the Operations and Maintenance Fund and to the Auxiliary Fund so that they would be more accurately charged to the fund in which they occurred. Member Coste asked if there was essentially no increase in benefits. Mr. Manke replied that there was, but that as a result

Exhibit VII (cont.)

of moving the expenses to the other funds to show more accurately what it was costing, a reduction is shown in the Education Fund. Student Member Smith asked if some of the benefits were paid out of the Auxiliary Fund, and what the percentage was. Mr. Manke replied yes, and out of the Operations and Maintenance Funds, but that he did not have that figure at this time. Member Born asked why it was paid out of two funds. Mr. Manke replied that it was a more accurate means of representing where the money was being spent, reflecting where the employees actually are accounted for.

Member Coste noted that the constant change in the allocation of funds makes it difficult to get a true picture. Mr. Manke agreed that it makes it difficult initially, but explained that it eventually will make it easier to account for the money by putting the charges where they belong. Student Member Smith asked how that affects the other accounts in the Auxiliary Fund. She asked specifically about Athletics, noting that it was in the Education Fund and is now in the Auxiliary Fund. If there are more deficits coming out of the Auxiliary Fund, she asked how that will affect the growth of the Athletics and Continuing Education areas. Mr. Manke replied that the costs will keep going up, and revenue will have to be found to support it. President Thompson stated that the long range picture shows a potential to increase the Auxiliary Fund to be a benefit to the entire institution, but not at the expense of the Education Fund. In the long term, there will be standards established for these funds so that there will be less transferring of money between funds.

Member Barton asked if the 1991-92 Legal Budget reflected a 24 percent increase in employee benefits, and would not the 15 percent increase proposed for 1992-93 be too low. Mr. Manke pointed out that the major increase is in health insurance only, so that figure is sufficient for the insurance benefit increase, including new employees. President Thompson stated that the situation will be monitored and adjusted if need be. Mr. Manke added that attrition and extended vacancy of some positions will have an effect because of months where benefits are not paid.

Exhibit VII (cont.)

President Thompson continued that the remainder of the funds are held at approximately the same level as the Legal Budget, so that there will be only a slight reduction in the Proposed Budget for 1992-93. Member Coste asked if next year was the last year in the contract for faculty. President Thompson answered yes, and that 6-1/2 percent has been included in the budget for increases which include new staff and contract negotiations.

Student Member Smith asked if the new computer technology being brought onto campus was divided between short range and long range projections. President Thompson confirmed that. Student Member Smith noted that the capital outlays will decrease next year and asked if we have already purchased most of the equipment. President Thompson responded no, that there was still much to be purchased. Mr. Manke noted that it did not decrease, but stayed the same as the Legal Budget for 1991-92. Once the total number of dollars has been budgeted, there may be shifts in the object codes, i.e., increase in capital and a reduction in contractual. Dollars are moved around, however the bottom line stays stable. Member Bakas asked if the requests had been received for capital outlay. President Thompson said no, but that the Division Deans had been working on them. The budget requests for capital outlay will presented next month.

EXHIBIT III - Long Range

President Thompson called attention again to Exhibit III, Page 6P. The long range assumptions are geared toward FY 94 and 95. In Item A, it is anticipated that the freeze will be lifted and there will be a 4 percent increase in the Equalized Assessed Value for both FY 94 and 95. Member Born asked what that was based on. President Thompson replied that there is a change in the EAV due to new construction, new assessed valuations that are taking place annually, and is based on historical figures. There is also a move to go to triennial assessments. If the freeze is not lifted, there will possibly be a 5 percent cap.

Exhibit III
Long Range
(cont.)

Item F represents a significant change in that the state revenue picture is not expected to change much in the next couple of years, but that a 5 percent increase has been included for FY 95.

Member Barton asked if the possible construction planned will affect Item I. President Thompson did not feel it would. If revenue is obtained, it will be through a special grant source.

In Item M, interest rates for investment income are projected to be at 4-1/2 percent for FY 93, then 6 percent for FY 94-95.

President Thompson noted that if the assumptions hold true for revenues and expenditures for FY 93 through FY 95, then the ending fund balance for the Education Fund will continue to decrease. Member Barton asked if it was upon direction of the Board that we continue to reduce the balance. It was her feeling that some of this balance was going to be used for portions of Phase II of the building. President Thompson answered, no, the money was not coming from this fund, but from the Operations and Maintenance Fund. Member Coste asked for clarification. Member Barton reiterated that in the future some of the fund balance was to be used for some part of Phase II. Member Coste replied that he did not feel that this matter had been concluded. Chairman Norwood stated that it has been discussed, not decided.

Member Barton noted that according to the media, the fiscal condition of the State of Illinois is worse than anticipated, with education facing more spending cuts, and this may affect our fund balances in the future.
Member Born questioned that with a 5 percent projected increase in salaries and wages for FY 94 and 95, is the College not setting itself up. President Thompson answered that these projections only show where money would go if these assumptions hold true. Member Coste reaffirmed that nothing is being approved tonight, only discussed.

Exhibit III Long Range (cont.)

Pages 9P and 10P reflect similar assumptions for the Operations and Maintenance Fund revenues and expenditures, leading to a continuing reduction in the fund balance.

Member Barton asked Chairman Norwood if the subject of whether or not direction is given to continue to run at a deficit should be a general Board discussion as opposed to a Budget Committee decision only. President Thompson answered that it could be general discussion for the Board and should be handled in that way. Member Barton suggested that when that discussion takes place, the Board should address what the situation would be without a budget deficit.

EXHIBITS VI/VIII

President Thompson noted that Exhibits VI and VIII (attached to the minutes in the Board of Trustees' Official Book of minutes) show the actual line items from Actual 1990-91 budget through Projected 94-95. These are only "guesstimates" and are left for the individual Board members' review.

PERSONNEL REQUEST OVERVIEW

President Thompson noted that this is only an overview and that no actual requests are being submitted at this time. He noted that as a top priority in the framework of the Board's decision making process is teaching and learning, Harper College is exploring ways to enhance as much as possible the teaching and learning environment.

Academic Affairs

Vice President Dennis Conners presented the overview of the Academic Affairs 1992-93 Personnel Requests and distributed a memorandum detailing their plans (attached to the minutes in the Board of Trustees' Official Book of minutes). Through rigorous reallocation and restructuring, they propose to hire 19 faculty and add, transfer or reconfigure 25 staff positions. This represents a less than one-half of one percent increase.

In this process, the Academic Affairs personnel concentrated on, first, why costs are rising, specifically at Harper College. Reasons for this include the fact that education is labor intensive, and the cost rise is something controlled more by external factors, i.e., collective bargaining agreements. Second is

Academic Affairs (cont.)

growth forces, with persistent pressure to add more courses and more programs. Lastly is organizational slack, characterized as both waste and inefficiency, and an inability for a variety of reasons to use the resources available. It was agreed on with the Fiscal Management Committee that 1) there would be restrictions on cost-plus budgeting, and 2) that growth and innovation would be stimulated through substitution and reallocation of resources.

At this point Dr. Conners gave a presentation of the specific personnel recommendations for Academic Affairs, as detailed in his memorandum (attached to the minutes in the Board of Trustees' Official Book of minutes). Member Born asked who made the decisions. Dr. Conners answered that the recommendations were made by the Deans in consultation with their faculties and were then worked over and revised by Dr. Conners' office.

The list of faculty and staff outlined represents $952,000 worth of personnel changes in Academic Affairs out of a budget of approximately $21.8 million. About $800,000 of that was covered with reallocated funds. Member Barton asked where these new people will be put. Dr. Conners replied that that was factored in. President Thompson noted that it will be important to follow up on who is leaving, what cuts are being made, etc., and asked that that information be made available. Member Barton expressed her appreciation of the clarity of Dr. Conners' proposal.

Student Affairs

Bonnie Henry, Vice President of Student Affairs, presented the personnel requests for her division. Dr. Henry explained that some of the activities of Student Affairs are direct factors of teaching and learning, such as counseling and financial aid. She explained that at the direction of President Thompson, the Student Affairs personnel requests were funded primarily from reallocation of funds within the division.

Student Affairs (cont.)

Dr. Henry presented the specifics of the personnel requests for Student Affairs, as detailed in her Memorandum to the Board of Trustees (attached to the minutes in the Board of Trustees' Official Book of minutes). The dollars that can be reallocated in Student Affairs come almost exclusively from Student Development, due primarily to retirements of faculty. Dollars are saved when salary goes from that of a current faculty member to that of a new employee. A total of $46,738 of new dollars is being requested out of a total cost of $285,505, with the remainder coming from reallocated and existing dollars.

Regarding the request for a new Athletic Trainer, Member Barton asked if there was now only one Athletic Trainer for all of the sports. Dr. Henry said that there is now only one, and that there is the possibility of adding soccer as another sport. Student Member Smith asked if the requested Events Information Specialist position would be in addition to the person already employed. Dr. Henry responded that it would change a part-time position into full-time. It was noted that another $10,125 would be required to fund the soccer program. Member Barton asked if another field would be needed, or could the football field be used. It was stated that another field would be necessary.

In regard to the requested position of Admissions Associate, Member Barton asked how many international students were enrolled. Bruce Bohrer responded that there were 98 enrolled, which is a considerable increase in the last two years. The Wellness Coordinator requested would be responsible for putting together a College-wide program for students and employees by coordinating those programs already in existence, in addition to developing new programs. Student Member Smith asked if the Wellness Coordinator was ever funded by a grant. Dr. Henry answered that it was not.

Member Coste asked how many actual new people would be added. It was determined that six new people would be on staff. Member Coste noted that that would be extremely difficult to do on $48,000. President Thompson explained that

Student Affairs (cont.)

there were trade-offs in the areas of retirements, replacing that staff with lower salaries. In addition, Dr. Henry noted that it was decided to use some salary money in other accounts differently. President Thompson stated that Student Affairs is the area within the institution that is impacted by federal and state regulations more than any other, with no influx of money to offset the added requirements of the guidelines.

Member Barton commented that only $153,000 of new money was being requested for both Academic Affairs and Student Affairs for 25 people, and commended those responsible for their work.

Vice President Manke presented his requests, noting that the Administrative Services area also is affected by federal and state requirements. However, there are no reallocation dollars to deal with, so that the requests for this area represent new dollars. The personnel requests were mainly in the clerical area because of increased recruiting activities, affirmative action efforts, and the expansion of the Human Resources Systems. The part-time data entry position in the Bookstore would be funded from the Bookstore proceeds. Mr. Manke noted that there were a number of other requests from the department, but it was decided to wait a year before submitting those.

Office of Information Systems

President Thompson reported that the Office of Information Systems personnel requests would be within the guidelines of the contract, so no changes would be brought forward at this time.

Chairman Norwood commented on her appreciation of the format and the clear explanations presented. Member Coste noted that moving the money from account to account is fine for one year, but was concerned where the money comes from in the future. President Thompson replied that these concerns would be discussed in budget preparations. Chairman Norwood requested that copies of the personnel requests be made available to Members Howard and Moats.

Other Business

President Thompson introduced Sheila Quirk, Director of Corporate Services.

President Thompson noted that one of our programs is jointly working with the Private Industry Council of Northern Cook County to provide a career transition center. That has been moved to the Northeast Center and there will be an open house on February 13, from 4 to 7 p.m. in the Northeast Center.

Chairman Norwood encouraged Board members to sign up for a date at the Listening Post. Member Barton asked if the College is still breaking ground in March for the new construction. President Thompson replied that the date will be missed, but expressed hope that there will be bids for Board consideration at the March meeting. Member Barton also noted that the Planetarium group had approached Schaumburg on support for their efforts, and wondered what the position of Harper would be in giving them land for their purposes. She expressed concern where the land would come from for that, the planned construction, and a new soccer field. President Thompson and Chairman Norwood replied that the foundation had approached several groups for support, and that a response was being prepared which would be shared with the Board.

Special Board

Because of various Women's History Week programs, Chairman Norwood reported that the next Special Meeting of the Board to review the budget would be Tuesday, March 10, 1992.

Member Barton reminded Board members to sign up for the March ICCTA Board function, to be held at the Wyndham Hotel in Itasca.

A motion was made and seconded to adjourn the meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Smith voted aye. The meeting was adjourned at 9:40 p.m.

Chairman

Secretary pro tem