

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

Agenda

April 22, 1993

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--March 22, 1993 Special Board meeting and executive session; and March 25, 1993 Regular Board Meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for March 19 and April 2, 1993. Estimated payrolls for April 3 through June 11, 1993 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/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: 1993-94 Faculty Promotions Exhibit VIII-B
 - C. RECOMMENDATION: Review of Executive Session Minutes Exhibit VIII-C
 - D. RECOMMENDATION: Project Application for Repair and Renovation Grant Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of Auditors, FY93 Exhibit VIII-E
 - F. RECOMMENDATION: Life Safety Projects for Building F Exhibit VIII-F
 - G. RECOMMENDATION: Tuition Increase Exhibit VIII-G
 - H. RECOMMENDATION: Employment of Financial Advisor and Bond Counsel (to be hand-carried) Exhibit VIII-H
 - I. INFORMATION: 1993-94 Budget Review Exhibit VIII-I
- IX. Other Business
- 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, April 22, 1993.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, April 22, 1993 at 7:02 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard, Moats, and Norwood and Student Member Sprake-Jones

Absent: None

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. of Information Systems; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Vic Berner; Larry Bielawa; Pat Bourke; Diane Callin; Harley Chapman; Tom Choice; George Dorner; Susan Farmer; Janet Friend-Westney; Robert Getz; Jerry Gotham; Karen Keres; Thea Keshavarzi; Lorel Kelson; J.W. Knight; Liz McKay; Russ Mills; Rosemary Murray; Jeanne Pankanin; Sheila Quirk; Patty Roberts; Frank Solano; Phil Stewart; Lee Vogel; Pat Wenthold; Karen White; Laurie Wren; Joan Young - Harper College; Cheryl Brandt; Charles January; Bonnie Jones; Lisa Smith - Harper Students. Mary Haffenberg - Pioneer Press.

CITIZEN PARTICIPATION:

Lisa Smith addressed the Board with information regarding student government. Last Friday the student government voted to give \$8,000 as a class gift, although the recommended amount from Student Activities was \$4,000. Based on past averages plus the capital equipment and other funds that are needed for the intramural program, a budget change from the Board was requested. According to Ms. Smith, it was stated at the July 1992 Board meeting that if such events came up and student government was interested in using the fund balance, that they should approach the Board for a change. It was therefore requested that the previously recommended \$4,000 be increased to \$8,000 for the class gift, which is the approximate amount that was given last year.

Citizen
Participation
(cont'd)

Chairman Norwood suggested that this request be submitted to the Director of Student Activities. Ms. Smith stated that the Chairperson of the Class Gift Committee met with Jeanne Pankanin, and that Ms. Pankanin had not been informed that the Student Senate had allocated \$8,000 for the class gift. The committee needs to know the amount of the class gift for the graduation ceremony, and there may not be sufficient time to get this done before the next meeting. Ms. Smith again stated that it was decided at the July 1992 Board meeting that the student government could come before the Board to request those funds. Chairman Norwood thanked Ms. Smith for the report.

COMMUNICATIONS:

President Thompson presented Susan Farmer with a commendation received by the Board because Harper has supported the activity of faculty and staff in the community. Ms. Farmer serves on the Board of Trustees at District 211. The commendation was sent to the Board from the Illinois Association of School Boards for exemplary support of employees who serve on Boards of Education. Ms. Farmer thanked President Thompson and the Board of Trustees for the opportunity to serve the community. She felt that we all benefit from personal involvement in the local school system.

UNFINISHED
BUSINESS:

There was no unfinished business.

APPROVAL OF
AGENDA

Member Barton moved, Member Born seconded, that the agenda be approved with the addition of an executive session after the regular Board meeting for the purpose of discussing collective bargaining matters and personnel.

In a voice vote, the motion carried.

STUDENT TRUSTEE
REPORT:

Student Member Dean Sprake-Jones announced that this would be his last Board meeting as a Student Trustee. He expressed his appreciation to the Board for their work for the community, the students and the taxpayers. Mr. Sprake-Jones noted that this type of citizen participation on all levels of government is one of the founding premises of our country, and hoped to see more of this in the future.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the Consent Agenda, including the minutes of the March 22, 1993 Special Board meeting; March 25, 1993 Regular Board meeting

Consent Agenda
(cont'd)

and executive session; bills payable; payrolls for March 19 and April 2, 1993; estimated payrolls for April 3 through June 11, 1993; items for information, Financial Statements, Committee and Liaison reports, and Grants and Gifts Status report, as described in Exhibits VI-A-1 and VI-A-2, and Exhibits VI-B-1 through B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable

Education Fund	\$ 787,397.53
Operations & Maintenance Fund	370,175.03
Operations & Maintenance Fund (Restricted)	171,056.47
Auxiliary Fund	171,834.53
Restricted Purposes Fund	126,248.18
Building Bond Proceeds Fund	413,850.00
Trust & Agency Fund	1,603,359.10
Liability, Protection & Settlement Fund	46,919.14
Federal Funds	67,791.10

The payroll of March 19, 1993 in the amount of \$1,340,130.12; payroll of April 2, 1993 in the amount of \$1,362,683.55; estimated payroll of April 3, 1993 through June 11, 1993 in the amount of \$6,820,129.80; estimated utility bills in the amount of \$120,000.00; and payment to Putman Publishing for books in the amount of \$43.40.

Committee and
Liaison Reports

Member Moats reported on the activities of the Foundation. They continue to move along with a great deal of enthusiasm. At the last Executive meeting the administration and Board received many compliments in respect to the work done in response to the Foundation's efforts. Member Moats also thanked the Board members and the administration for their responsiveness.

The Annual Ball is being planned and will be held on Saturday, October 30. The Committee of the Arts, chaired by Foundation Director Martha Bell, is in charge of this annual fundraising event. The fall golf outing will be held on Wednesday, September 22.

The Foundation has begun their policy of recognizing people who have contributed to the College over the years. The contributions made by Judge Ilana Diamond Rovner were recognized as part of Women's History Week, which is financed by the Foundation. People from Motorola, Safeco and Allstate who have given regularly to the College were also acknowledged.

Committee and
Liaison Reports
(cont'd)

There was a special reception for Bill Simpson, a charter member of the Foundation which is 20 years old. President Thompson noted that Bill Simpson, who has been a supporter of the College for many years, is a resident and businessman of Wheeling. Mr. Simpson brought his family to the reception, and was very happy with the affair.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Howard, and
Norwood

Nays: None

Motion carried.

BID AWARD:

Member Howard moved, Member Barton seconded, approval of the bid awards in Exhibit VII-A1 and A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8540 to Atlantic Press, Inc., the low bidder for printing of the Fall 1993 Second Eight Weeks Course Schedule, in the amount of \$18,950.26.

Ex. VII-A2 Award bid Q8539 to Machinery Systems, Inc., the low bidder for a lease purchase of a Computerized Numerical Control turning center, for a total award amount of \$109,090.12.

Member Moats asked for an explanation of the turning machine requested in Exhibit VII-A2. Bill Hack explained that this is a computer-driven lathe which can be interfaced with computer aided design and drafting capabilities. It is unique in that it can machine in four dimensions. The technology associated with this process uses skills associated with computers, math, trigonometry, analytic geometry, manufacturing methods and materials, as contrasted with the primarily physical skills previously needed in a machine shop. Student Member Sprake-Jones asked what brand of machine is being purchased. The machine is a Mazak.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Howard, and
Norwood

Nays: None

Motion carried.

PURCHASE ORDERS

Member Born moved, Member Barton seconded, approval of the purchase orders as listed in Exhibit VII-B1 and B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a change order to purchase order D-56249 to Warner Offset, for printing of the 1992/93 Course Schedules, in the amount of \$4,490.00 for a new total of \$86,472.00.

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 \$53,033.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

NEW BUSINESS

Personnel Actions

Member Barton moved, Member Moats seconded, the approval of the personnel actions as listed in Exhibits VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson recognized a number of people who are retiring. These include Dolores Morning from Learning Resources Center, 20 years; Orville Northstrum, CAD & Manufacturing Center, 8 years; Martin Ryan, Physical Plant, 16 years. President Thompson thanked these people for their years of service. George Dorner commented that Mr. Northstrum has been involved with the CAD/CAM Center, and was instrumental in bringing through this latest bid. Mr. Dorner thanked Mr. Northstrum for his participation.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Howard, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Personnel
Actions
(cont'd)

Faculty Appointments

Lisa Brady, Student Development, 8/17/93,
\$28,333

Professional/Technical Appointments

Michelle Levy, Information Systems/
User Services, 4/05/93, \$34,000
Lori Cronin, Corporate Services, 4/19/93,
\$41,650

Supervisory/Confidential Appointments

Laura Adams, Human Performance Lab, 3/23/93,
\$38,000

Classified Appointments

Joyce Schoonover, Strategic Planning, 3/22/93,
\$23,500
Sandra Conley, Business & Social Science,
3/31/93, \$21,000
Lynne Cassell, Center for Students with
Disabilities, 4/12/93, \$20,750
Jodi Bulmash, Center for Students with
Disabilities, 4/13/93, \$21,309
Karen Didier, Office of Community & Program
Services/NEC, 4/15/93, \$15,172, p/t
Gail Karch, Child Learning Center, 4/26/93,
\$20,348, p/t
Elizabeth Weyers, Business Office, 4/26/93,
\$19,328

Professional/Technical Resignations

Dolores Morning, Learning Resource Center,
4/30/93, 20 years, Retirement

Supervisory/Confidential Resignations

Orville Northstrum, CAD & Manufacturing
Center, 4/16/93, 8 years, Retirement

IEA/NEA Resignations

Carol Cross, Physical Plant, 3/21/93, 6 months
Wayne Gause, Physical Plant, 4/02/93,
3.5 years
Martin Ryan, Physical Plant, 4/22/93,
16 years, Retirement

Faculty Promotions

Member Born moved, Member Howard seconded,
approval of the faculty promotions as outlined
in Exhibit VIII-B (attached to the minutes in
the Board of Trustees' Official Book of
Minutes).

To Assistant Professor:

John Clarke, Business and Social Sciences;
Janice Phillips, Academic Enrichment and
Language Studies; Christine Poziemski,
Academic Enrichment and Language Studies

Faculty Promotions
(cont'd)

To Associate Professor:

Phil DeMarois, Technology, Math and Physical Sciences; Joanne Leski, Life Science and Human Services; Trygve Thoreson, Liberal Arts.

To Professor:

Dennis Brennen, Business and Social Sciences; John Eliasik, Physical Ed., Athletics and Recreation; George Evans, Life Science and Human Services; William Hack, Technology, Math and Physical Sciences; Eugene Magad, Business and Social Sciences; J. Stanley Ryberg, Liberal Arts; Phillip Stewart, Life Science and Human Services; Molly Waite, Business and Social Sciences.

President Thompson congratulated the faculty members and wished them continued academic success.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Review of
Executive Session
Minutes

Member Barton moved, Member Howard seconded, that the executive session minutes be approved for public record with the exception of the minutes of 11/19/92 and 3/22/93.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Project
Application for
Repair and
Renovation Grant

Member Born moved, Member Barton seconded, approval of the project application for the 1993 Repair and Renovation Grant funds in the amount of \$112,000 to upgrade and repair the interconnection of Parking Lots 1 and 12, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born asked if this project interferes with the work being done by IDOT. Vice President Manke explained that it will not.

Repair and
Renovation Grant
(cont'd)

In an area which is presently a waterway, this grant will allow for tile to be installed and the drainage will be covered over. It will subsequently be graveled and paved to provide added parking space. Member Howard asked if the perimeter road will need to be changed. Mr. Manke replied that that will come at a later time in another project and will need to be done with our own money. Member Born asked if anyone has seriously considered double-decking some of these parking areas. Mr. Manke stated that he has looked into it and fully supports it, but the cost is approximately \$8,000 per parking space. Mr. Manke felt that at some future time the Board and the institution should consider this option. Every time a parking lot is resurfaced, the College spends approximately \$250,000. Building some tiered parking would not allow for the elimination of all parking lots, but will take care of the majority of them and result in eventual cost savings. Mr. Manke noted that he has a number of ideas regarding this possibility, including bonding and assessing fees to those who choose to park there. Although the timing is not right at this time, Mr. Manke felt that it should be studied and planned for in the relatively near future.

Member Born asked if we would be losing a good deal of open green space by doing the proposed project. Mr. Manke replied that it will upgrade the area because the drainage way becomes filled with trash and is very difficult and expensive to keep clean. Mr. Manke added that if parking decks are built, some of the parking lots in less desirable locations can be reverted back to green space. This would enhance the appearance of the College while providing better facilities for the students, faculty and staff.

Member Barton commented on the potential problems with safety for women students attending the College at night. Mr. Manke replied that there are a number of things that can be done to provide safety including lighting, cameras, and personnel. He added that it would not be as difficult to provide security in the parking decks as it is in the remote scattered lots.

Member Howard noted that in reference to charging fees, many hospitals and other groups have done that in order to recoup some costs. Mr. Manke felt that all of these are good

Repair and
Renovation Grant
(cont'd)

ideas, but that it is a question of timing and needs a good deal of thought and study.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Appointment of
Auditors - FY93

Member Howard moved, Member Moats seconded, approval of BDO Seidman as auditors for the 1992-93 fiscal year, 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 Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Life Safety
Projects for
Building F

Member Barton moved, Member Howard seconded, approval of the Life Safety projects as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if it has been established that this is restricted to \$1.5 million for one given project. Mr. Manke replied that he talked to the attorney, the Bond counselor, and ICCB. All three have agreed that this is in addition to the amount that can be levied. There is a 5¢ limit on what can be extended as a levy, with \$1.5 million in bonds added to that. Mr. Manke added that Harper will still be under that because there will be a future recommendation, possibly in June or July, for approximately \$1 million. This would result in a levy and bond sale total of approximately \$2.5 million dollars, which leaves almost \$4 million remaining before we exhaust the levy limit of what the law allows.

Mr. Moats questioned the lighting projects which are based on energy savings, and asked if calculations had been made to determine the savings. Mr. Manke answered that there have been some studies. He added that the ceilings

Life Safety
Projects (cont'd)

will need to be removed in Building F, and those particular fixtures are no longer readily available. These will be replaced with new energy efficient lighting systems. This comes in under energy efficiency under the Life Safety Act, but there are other reasons for replacing the lighting system. Member Moats did not feel that this is what was stated in the exhibit. Mr. Manke explained that this is what is needed to qualify for Life Safety and pertains only to those issues, even though the benefits go way beyond what is stated. Member Moats asked to see the calculations on these projects. Mr. Manke stated that he would make those available.

Member Moats also asked for clarification of the item for removing and replacing the HVAC system. Mr. Manke explained that a number of computer labs are going to be installed on the third floor. This will result in a build-up of excess heat which the building was not designed to handle. This entire system will need to be improved to accommodate the change in activity. The computer labs are going to be clustered in this facility so that they can be more easily serviced with fewer staff and more productive in terms of availability. There are problems presently with poor ventilation because of previous renovation and addition of classrooms that was done without revamping of the existing ventilation system.

Member Born asked if it was going to be necessary to do more work of this type, and how long it would be before this was required. Mr. Manke felt that it will be properly sized up to a point. If the whole third floor is going to be filled with computers, he would have reservations about the capacity of the new system. Some growth, however, has been provided for. This will depend a good deal on how the facility is used. Member Born agreed, but asked if long-range planning in Vice President David McShane's area shows how long it will be before the HVAC system again needs to be revamped. Mr. McShane agreed with Mr. Manke that the proposed system will be adequate for the computers that will be installed, with a little bit of room for expansion, but would probably not be able to handle the load if the entire floor was turned over to computer labs. It is in the plans to centralize the computer facilities, but these are not developed enough at this point to be any more precise.

Life Safety
Projects (cont'd)

Member Howard asked for an explanation of the encapsulation of the third floor existing flooring. Mr. Manke stated that the existing flooring in part of the third floor was found to have some asbestos. It is less expensive to encapsulate and contain the asbestos rather than remove it.

Member Moats asked what the square footage of the third floor was in relation to the HVAC system. Mr. Manke did not have those figures at this time. Member Moats asked if we presently have a problem with heat in the existing labs. Mr. McShane answered that most of the computer labs were originally classrooms, and become very warm when the heat from the computers is added to that from the students. This situation becomes almost unbearable during the warmer months. Member Moats asked if he could get further information on this in the future such as square footage, and the costs per square foot. Mr. Manke stated that he would also be happy to share the architects' plans and all of the specifications in terms of renovation. This proposal establishes the plan and the estimated dollar amount. If the plan goes out to bid and the dollar amount that comes in less than projected, only that amount of money will be spent.

Member Moats asked for a recap of the plan for Building F. President Thompson stated that the middle floor is going to be redone as a library facility with updates. The upper floor will be classroom and lab space, and the lower floor will be classrooms as well as part of the library. Mr. Moats noted that this is not all of the funding that will be needed to refurbish Building F. The architects are coming back with another set of recommendations for the balance that will be needed for the levy. They are also still working with the staff on the first floor plans.

Member Barton asked if the entire HVAC system would have to be rebuilt if the middle floor was dedicated to computer labs. Mr. Manke replied that it would not have to be rebuilt. He also felt that we would not have all of the computers up there because some of the space is already allotted to other classes. Mr. Manke stated that in the future, if the institution continues to grow and technology continues at the present pace, the College may need to look at a technical facility. This is probably not justified at this point in time,

Life Safety
Projects (cont'd)

but the renovation of Building F will keep us as current as possible.

President Thompson noted that as computers become more advanced, they're getting smaller and produce less heat. Therefore, by the time a decision such as the building of a technical facility needs to be made, there will be a new generation of computer equipment available that will probably be more energy efficient.

Member Moats asked if the HVAC system in place could be added to. Mr. Manke replied that it will be modified as much as possible, but will be added to as well. Member Moats commented that some of the original plans for Building F were rather sketchy, and requested that the Board again review the plans. He also requested an opportunity to review the calculations for any proposed energy savings. It was reiterated that this recommendation is for approval for the resolution to go to the Illinois Community College Board and not approval of the projects themselves. Once the ICCB approves this, it authorizes the College to move ahead with the issuance of \$1.5 million in bonds. However, approval of this resolution does not authorize any contracts with the architects. Member Moats felt that more study was needed because of the questions raised and the amount of money involved.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

Tuition Increase

Member Barton moved, with regret and in view of the fact that the College is receiving less and less money from the state, and Member Howard seconded, that the Board approve an increase in tuition from \$33.00 per credit hour to \$36.00 per credit hour effective with the fall, 1993 semester as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Sprake-Jones stated that this increase is more than twice the inflation rate, and reminded the Board that there was an increase passed the previous year. He added that there is enough money available to allow

Tuition Increase (cont'd) senior citizens to take classes free that other students are required to pay for. In addition, Student Member Sprake-Jones contended that classes are being held that are not even recovering their costs. He felt that there is no justification for a 9 percent tuition increase in light of the above.

By way of review, it was Member Moats' understanding that this increase was necessary to avoid a budget deficit next year. President Thompson agreed that this is the case in terms of the present plans for Harper. The College is anticipating only even funding from the state apportionment dollars that are received, but certainly no significant gain based on the enrollment increase two years ago, which is what the apportionment is based on. A tax cap is anticipated which will limit the dollars that can be raised through local property tax. It was President Thompson's feeling that, in terms of prudent fiscal management, this is something that must be done.

Member Howard commented that she compared the tuition to the tuition levels of the community colleges in the Chicago metropolitan area, and there are only two that are lower than Harper. Even with this increase, Harper's tuition will be very comparable.

Member Moats noted that this tuition increase needs to be passed before the budget is passed in order to get it into the fall course schedule, which will be going to press in May.

Mr. Sprake-Jones asked the Chairman to recognize Mr. Charles January, Student Senate President. Mr. January reported that the students he questioned about the effect of the tuition increase were for the most part against the increase. The day students whose tuitions were being subsidized by their parents did not have a problem with the increase; however, the night students who were taking re-entry classes and were more worried about the economy and their own economic picture were definitely against it.

Member Moats asked if Mr. January felt there were students, especially in the group of night students he mentioned, who don't take courses at Harper because they couldn't afford them. Mr. January replied that this was the case with many of the students he polled, and added that the combined cost of required books and tuition is too high for many of them. Mr.

Tuition Increase
(cont'd)

January asked the Board if it was possible to delay the vote for a brief time to give students and the community time to come in and voice their opinions. He added that he understands the point of view of the administration in terms of needed revenue, but felt that there are a number of students who simply can't afford to attend Harper.

Mr. Sprake-Jones stated that figures need to be compiled which show the reduced number of hours students take because of the increase in tuition, as well as those reflecting students who are seeking other alternatives. This decrease in hours may balance out the increased revenue from the tuition hike, and he noted that the increase should be no more than the rate of inflation.

Mr. January stated to the Board that he would like to see the tuition remain the same, and requested the Board to review this proposal again and take the opinions of the students into consideration.

Member Barton stated that she appreciates the feelings expressed, but reiterated that part of the Board's fiscal responsibility is to look at the financial picture of the College in terms of the future as well as the present. Surveys have been done in the state to find out if increasing the tuition had a negative effect on the number of students, and there was nothing to indicate that. Member Barton added that there is financial aid and other help for those who do qualify.

Student Member Sprake-Jones responded that the College is not being fiscally responsible when classes and programs are being run in the red, and senior citizens are allowed to take the same classes free. Member Barton disagreed with Mr. Sprake-Jones on that point.

Member Moats asked Mr. January if the students are really aware of the financial aid that is available. Mr. January responded that financial aid is a good possibility for the full-time students. He added that we are in a unique position because of the combination of an affluent community and a population of students who are having financial difficulty in a weak economy. Mr. January added that the administration is doing their job in having the Financial Aid Office open in the evenings and soliciting students to apply for aid, but that the students do not always apply for the

Tuition Increase
(cont'd)

aid for a number of reasons, including the embarrassment of asking for financial aid.

Member Born noted that when the last tuition increase was passed, the Board also asked if more money could be set aside for financial assistance. This assistance could take into consideration supplies and books as well as tuition. President Thompson stated that the report on financial aid which had been presented to the Board indicated that there are funds that are going unused. Part of this is due to noncompliance with deadlines on the part of the students. President Thompson reiterated that the money is there, and possibly more students need to be aware of the funds available.

Mr. January stated that he felt that the Student Activity Grant should be acted on by the Board. There are a number of students who are full-time and earn too much to qualify for aid, but still need the assistance because of living costs and supplies. In addition, those who are laid off but made over the maximum allowed for aid can not receive aid even though they have no present income. Vice President Bonnie Henry stated that this is not always true, as there are now procedures in financial aid that allow for exceptions in some cases.

Student Member Sprake-Jones stated that in light of a tuition increase that is more than double the inflation rate, he was hopeful that there would not be a faculty net economic package in excess of the inflation rate. Member Barton responded that this increase had no effect on the faculty raises, and these were two separate issues. Mr. Sprake-Jones commented that he could see where this money is going.

Member Moats stated that he supports the tuition increase, but felt that it is unfortunate that an increase is necessary. He felt that Mr. January's statements were accurate to some degree in that we may lose some students because of the back-to-back tuition increase, but did not know what should be done to compensate for it. Member Moats encouraged Ms. Henry and those in Financial Aid to continue to identify those in need so that education is accessible to all the people in our community. He added that the issue of students feeling that applying for aid is humiliating needs to be examined.

Tuition Increase
(cont'd)

Member Howard noted that none of the Board members want to raise the tuition because they are all committed to keeping Harper as accessible as possible. On the other hand, it is their responsibility to do what is necessary to have as balanced a budget as possible. She agreed that there should be a special emphasis on educating the students on not only what financial aid is available in terms of scholarships and grants, but ways of obtaining student loans. Member Born suggested that this could be done in part through the Harbinger.

Member Moats asked if there are any special programs available to assist those who are unemployed. Member Howard responded that those cases would require scholarships in that most of the loan programs are tied to some ability to repay the loan. Ms. Henry added that the Displaced Homemaker program, or Project Turning Point, is available, and is not only for women, although primarily women take advantage of it. There are other things that the Office of Financial Aid do to assist people who are unemployed, but she added that there is always more that can be done.

Student Member Sprake-Jones moved, Member Coste seconded, that the motion be tabled until information can be obtained that will show how the increase will be distributed and allocated. He felt that the impact of the increase on the actual revenue generated for fall of 1993 also needs to be studied. Chairman Norwood noted that the impact on revenue was discussed at the Special Board meeting on April 14.

Upon roll call, the vote was as follows:

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

Motion failed. Student Member Sprake-Jones voted aye.

On the motion for the tuition increase, the vote as follows:

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard,
Moats, and Norwood
Nays: Coste

Motion carried. Student Member Sprake-Jones voted nay.

Employment of
Financial Advisor
and Bond Counsel

Member Barton moved, Member Moats seconded, to authorize the employment of LaSalle National Bank as financial advisor to market the Life Safety Bonds, and Chapman and Cutler as bond counsel for the bond sale as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats noted that he was concerned at the last meeting about the approximate 2 percent fee to market the bonds. Mr. Manke replied that the 2 percent was the fee if the sale was done on a negotiated basis. These bonds are going to be sold on a bid basis, and the underwriting costs were estimated at approximately 1 percent plus other fees, which brings it up to approximately 2 percent. The Board has always preferred to have a bid sale on its bonds because the true effects of competitive bidding are realized, and is a very prudent approach. Mr. Manke added that even though times are changing in this respect, he still felt it was beneficial to bid the sale of the bonds. In shopping the market, he found that there is a savings to be realized by going with LaSalle National Bank as compared to Kane, McKenna. Kane, McKenna has been used in the past and has always done a very professional job, but Mr. Manke felt that LaSalle National should be considered because of their lower bid and their reputation.

Member Moats asked why Chapman and Cutler were chosen as bond counsel. Mr. Manke responded that they are recognized as one of the premier bond counsels in the area. Member Moats stated that because the College has virtually impeccable credit, and considering the simplicity of the deal, the transaction costs should be minimal. He asked if LaSalle National Bank could be hired, and the question of bond counsel be dealt with at a later time. Mr. Manke was worried about the timing. The sale of the bonds should be ready for Board approval by the May Board meeting because of ongoing work with the state government. A delay in obtaining bond counsel will delay the sale until June or July. The bond market may change in that period of time, and the College may be forced to deal with the tax cap at that point. If the tax cap goes into effect, it will not be possible to do the bond sale. If this happens, the institution stands to lose a considerable amount of money. Member Moats suggested that the Board give Mr. Manke the authority to spend up to \$25,000 for bond

Employment of
Financial Advisor
and Bond Counsel
(cont'd)

counsel and thus give him the opportunity to look for a more reasonable price in terms of the fees charged. Member Moats noted that 2 percent of the sale would be half of the savings. Mr. Manke explained that the savings will be at least \$170,000 after the expenses are deducted. Member Moats felt that this is still too high. Mr. Manke stated that the figure from Chapman and Cutler is an estimate, and if it takes less time the fee will be reduced.

Member Moats asked if this motion obligates the institution to go out for bids rather than do a negotiated sale. Mr. Manke replied that this will require the sale to go out for bids which will then be brought back with a recommendation to the Board.

Member Barton expressed her concern about the tax cap, in that last year the Board did not levy as much as they could. She stated that she did not want the Board to lose another opportunity.

Member Moats asked if LaSalle National Bank could do either a negotiated sale or go out for bids. Mr. Manke replied that they prefer to do a negotiated sale and that they don't feel in this instance that the College could get as good a deal by negotiating. It has always been the wish of the Board to go out for bids, and Mr. Manke noted that he left the last meeting with the understanding that this was still the Board's preference. Member Moats stated that his interest is in getting the best deal for the College.

Member Moats moved, Member Born seconded, that the motion be amended so that the administration will have the authority to hire bond counsel in an amount not to exceed \$25,000, and to use LaSalle National Bank as financial advisor for a fee not to exceed \$9,445.00. In addition, the administration will have the authority to either go out for bids or recommend a negotiated deal to the Board of Trustees.

Member Howard stated that she was sympathetic toward what Member Moats was trying to accomplish with the amendment, but wanted to be sure that \$25,000 was enough to hire bond counsel. Mr. Manke stated that this was a high estimate, and predicted that he would come in less than that.

Employment of ~~the~~ Upon roll call, the vote on the amended motion
 Financial Advisor was as follows:
 and Bond Counsel
 (cont'd)

Ayes: Members Barton, Born, Coste, Howard,
 Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones
 voted aye.

1993-94 Budget
 Review

Chairman Norwood directed the Board's
 attention to Exhibit VIII-I, the 1993-94
 Budget Review. She suggested that the Board
 members review this carefully and it will
 be discussed at the May special meeting.
 Questions in the interim should be directed to
 Mr. Manke.

Member Coste noted that the Board just passed
 a tuition increase of approximately \$800,000,
 and that these budget projections do not take
 that into account. In addition, the projec-
 tions take into account a certain tax rate and
 estimated levy. He questioned if the end
 figures are going to be reduced by the
 \$800,000 increase in revenue from the tuition
 increase. Mr. Manke responded that the Board
 will be provided with a revised projection.
 President Thompson stated that the expenditure
 budget will need to be reviewed along with the
 revenue budget. Member Coste replied that
 this was the problem with these projections in
 that there are no expenditures to look at as
 yet, and therefore the information has no real
 impact without those expenditures.

Member Moats requested that the revised budget
 projections include the tuition increase.

OTHER BUSINESS:
Meeting Dates

Chairman Norwood noted that the Board will be
 interviewing potential trustees to replace
 Pete Bakas in the last week of May. It was
 agreed that the interviews will start on May
 24 and will proceed from there depending on
 the number of candidates.

The Special Board meeting was changed from May
 12 to May 10.

The Board retreat will be held on Tuesday,
 June 1, beginning at approximately 1:00 p.m.

Resolution of
 Appreciation -
 Peter Bakas

Chairman Norwood read a resolution dated April
 22, 1993 thanking Peter Bakas for his service
 as a Board Trustee.

Member Barton moved, Member Howard seconded, approval of the resolution.

In a voice vote, the motion carried.

Resolution of
Appreciation -
Dean Sprake-Jones

Chairman Norwood presented Student Member Dean Sprake-Jones with a gift and read a resolution thanking him for his untiring advocacy and service in the interest of the students of Harper College. Student Member Sprake-Jones expressed his appreciation to the Board for working with him during his tenure.

Student Trustee
Election

Student Member Sprake-Jones reported that there have been questions raised as to how the run-off election for the incoming student trustee was conducted. He recommended that a full report be forwarded to the Board as to exactly what transpired. The question arose as to who would be responsible for putting that report together for the Board.

Mr. Charles January stated that the office of Student Trustee is very important to him because that person represents the students to the Board. Many students were upset because the elections were closed at 7:00 p.m. so that many students did not have an opportunity to vote. Mr. January felt that the election was run very poorly, and that the run-off election should have been held for more than just one day. The short voting period allowed resulted in less than 100 students who participated in the election. The use of the student activity card for voting rather than using social security numbers also attributed to the low turn-out. Because of the problems with this election, the current Student Senate would like to invalidate the election and have another run-off election that is more open to all the students.

Chairman Norwood thanked Mr. January for his report, but expressed concern that this same topic is being raised at every Board meeting. She reminded Mr. January that there is a process which must be gone through, and that complaints and problems go through the proper channels. Mr. January responded that many of these problems have been brought to Vice President Henry and Jeanne Pankanin as well as to President Thompson, and that going through these channels has not produced any results or changes. It is for this reason that he felt the need to bring the issue to the Board's attention because of the importance of the position of Student Trustee.

Other Business (cont'd) Chairman Norwood recommended to the administration that some type of resolution be found to this problem, and that the Board be brought up to date.

PRESIDENT'S REPORT

President Thompson introduced Bonnie Jones and Cheryl Brandt, the new President and Vice President of the Student Senate. They will take office on July 1. He also recognized a number of faculty members and guests who were present and thanked them for attending.

Harper College electronic students won three of four top state awards at a recent contest sponsored by the Illinois Association of Electricity and Electronic Educators. President Thompson congratulated the students and instructors for work well done.

Roger Mussell has been recognized by being appointed to the Professional Development Committee of the American Vocational Association. Mr. Mussell will assist the association in developing appropriate professional development educational sessions and compiling current data regarding professional development.

Mr. and Mrs. Joe Legat donated two signed books to the Harper library written by their daughter, Lori Griffith, entitled "Ladybirds" and "Ladybirds II". President Thompson thanked the Legats for their contribution.

President Thompson distributed a document put together by the Student Affairs division which documents and describes institutional effectiveness and student learning outcomes. This will be helpful to the College and to others who come and visit the campus with questions about what's being done in this area. He commended Ms. Henry and her staff for their work on this project. Ms. Henry noted that her entire staff was involved in some phase of the work.

Community Day will be held on Sunday, April 25 and will include a 5K spring run, music, art, and other family activities and exhibits.

Commencement will be held on May 23. President Thompson reminded the Board to notify the administration if they will be attending. He encouraged them to be present as this is the 25th Anniversary commencement.

EXECUTIVE SESSSION

Member Barton moved, Member Born seconded, that the Board adjourn into executive session for the purpose of discussing personnel matters and collective bargaining issues.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

The Board adjourned into executive session at 8:40 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. By a voice vote the motion carried, and the Board reconvened into regular session at 9:36 p.m.

ADJOURNMENT

Member Howard moved, Member Barton seconded, that the meeting be adjourned. In a voice vote the motion carried, and the meeting adjourned at 9:37 p.m.

Chairman

Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety; Energy Conservation; Environmental Protection and Handicapped Accessibility Project.

II. REASON FOR CONSIDERATION

On April 13, 1993, the Board of Trustees discussed the Building F repair and renovation project for 1993-94 and the funding sources for the project. A resolution must be forwarded to the Illinois Community College Board for approval and certification to sell the Life Safety Bonds for this phase of the project.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September, 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Community College Act, provides a process for community college districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety; energy conservation; handicapped accessibility; and/or environmental protection reasons.

At the April 13, 1993, Special Board Meeting, the repair and renovation project for Building F was discussed. The Board agreed to fund a portion of the 1993-94 project through a Life Safety Bond issue as listed on the following page.

<u>Items</u>	<u>Estimated Cost</u>
1) Exit stair safety modifications: (treads, nosings, handrails and lighting)	\$39,290
2) Toilet room renovation to meet Illinois Accessibility Code.	156,010
3) Link Building F chillers to Building L system for energy conservation.	92,450
4) Add fire protection sprinklers to entire building.	205,700
5) Remove and replace obsolete 3rd floor lighting to conserve energy.	150,230
6) Remove and replace 3rd floor HVAC system to improve environmental quality and conserve energy.	464,560
7) Encapsulate 3rd floor existing flooring.	54,315
8) Remove and replace obsolete first floor lighting to conserve energy.	160,630
9) Remove and replace obsolete second floor lighting to conserve energy.	<u>176,815</u>
TOTAL:	\$1,500,000

The total Life Safety Bond Issue necessary to fund this project will be \$1,500,000.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Public Community College Act.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES
OF A PROJECT TO ALTER AND REPAIR FACILITIES
PURSUANT TO SECTION 3-20.3.01 OF THE
ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the project, to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05% per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00) in the aggregate at any one time and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the Board of Trustees may adopt the aforesaid Resolution(s) to levy tax or to issue bonds in the

authorized amount only on the condition that the Board; (a) makes a determination that there are not sufficient funds in the Operations, Building and Maintenance Fund of the district to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board (hereinafter "ICCB") approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity.

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the project for alteration and repair of facilities of William Rainey Harper College, Community College District No. 512,

listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs for this phase of Building (F) project as follows:

<u>Items</u>	<u>Estimated Cost</u>
1) Exit stair safety modifications: (treads, nosings, handrails & lighting)	\$39,290
2) Toilet room renovation to meet Illinois Accessibility Code.	156,010
3) Link Building F chillers to Building L system for energy conservation.	92,450
4) Add fire protection sprinklers to entire building.	205,700
5) Remove and replace obsolete 3rd floor lighting to conserve energy.	150,230
6) Remove and replace 3rd floor HVAC system to improve environmental quality and conserve energy.	464,560
7) Encapsulate 3rd floor existing flooring.	54,315
8) Remove and replace obsolete first floor lighting to conserve energy.	160,630
9) Remove and replace obsolete second floor lighting to conserve energy.	<u>176,815</u>
TOTAL:	\$1,500,000

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations, Building and Maintenance Fund of the District to permanently pay for the project for alteration and repair identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect or engineer a certified estimate of the costs of completion of the alterations or repairs required for the project identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the project identified in Section 1 above to the Executive Director of the ICCB for approval.

Section 5 That the Board of Trustees shall, on receipt of the requested approval for said project from the ICCB, pass such further Resolutions or take such other action as may be necessary to authorize the levy of tax or the issuance of bonds to finance completion of the project identified in Section 1 above.

Passed and Approved this April 22, _____, 1993.

APPROVED:

Molly F. Norwood
Chairman, Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake & McHenry

ATTEST:

Shirley D. May
Secretary, Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake & McHenry