

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

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Board Meeting

Agenda

May 26, 1994

5:30 p.m.

Presentations: Partnership in Education:
PKM/PST and PHY PLT Roads and Grounds
Extension Services

- I. Call to Order
- II. Roll Call
- III. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- IV. Citizen Participation
- V. Communications
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--April 28, 1994 Regular Board meeting and executive sessions Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for April 29 and May 13. Exhibit VI-A-2
Estimated payrolls for May 14 through July 8, 1994
 - 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 Action Sheets Exhibit VIII-A
 - B. RECOMMENDATION: Disposal of College Property Exhibit VIII-B
- 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, May 26, 1994.

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, May 26, 1994 at 5:32 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard (6:01 p.m.), Kolze, Moats (7:14 p.m.), Norwood, and Student Member Beisiegel
Absent: None

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Susan Webb-Kmiec, Recording Secretary; Vic Berner; Larry Bielawa; Bruce Bohrer; Pat Bourke; Steve Catlin; Tom Choice; George Evans; Jim Finke; Robert Getz; Chuck Gura; Bill Howard; Randy Illg; Pat Keir; Thea Keshavarzi; Joan Kindle; Russell Kingsley; Jack Lucas; Liz McKay; Ed Metcalf; Russ Mills; Rosemary Murray; Elena Pokot; Sheila Quirk; Glenn Reich; Patty Roberts; Lee Vogel; Nancy Wahl; Laurie Wren; Joan Young - Harper College. Guests: Alan Bombeck, Dominick Demonica, Joe Legat - Legat Architects; David Bergen - Bergen Construction; Mary Haffenberg - Pioneer Press.

UNFINISHED
BUSINESS
Approval of Agenda

Member Kolze moved, Member Born seconded, approval of the Agenda with the inclusion of old business from the April meeting to address budget concerns, as well as the addition of an executive session for the purpose of discussing collective bargaining and the appointment, employment and dismissal of personnel.

In a voice vote, the motion carried.

President Thompson stated that a document was included in the Board packet as a follow-up to Member Coste's request for an accurate accounting of budgeted vacant positions. Positions which are not budgeted for in the 1994-95 budget, but which may be filled equal \$178,279. Positions which have been

Approval of Agenda
(cont'd)

eliminated total approximately \$143,638. These two categories of positions total \$321,917. Those positions which are listed as N/A are budgeted for and are expected to be filled. Some of the positions indicate the date that they were filled.

President Thompson asked Member Coste if he was looking for an additional \$350,000 in cuts beyond the \$321,917 that was already cut. Member Coste reiterated that his request was for an additional \$350,000 more to be cut from the budget, and that this does not satisfy his request. He questioned why his recommendation was turned down.

Member Born asked Member Coste to reiterate why he wanted this amount cut from the budget. For the benefit of those who were not at the Budget Committee meeting, Member Coste stated that \$350,000 was approximately one-half of what was left on the December list of personnel. This would have gone toward replacing the \$450,000 that the budget was going to be in arrears for the following year. President Thompson explained that the deficit is largely made up of early retirement payout, which will be gained back within a 5-6 year period. Member Coste responded that the resolution for a balanced budget should be adhered to. President Thompson felt that long-term considerations need to be taken into account as well.

Member Coste explained that according to the information he had, approximately \$250,000 in positions was already reinstated in January, February and March. President Thompson agreed with this estimate. Member Coste stated that this was how they reached the \$700,000 of which \$350,000 is approximately half. He asked when the balanced budget resolution is going to start counting. President Thompson replied that they have already reduced that amount of money and more from the 1994/95 budget.

Member Barton stated that Member Coste is asking for a balanced budget, taking everything into account. President Thompson replied that the Education Fund has a balanced budget, but agreed that this is not the case with the Maintenance Fund. Member Barton noted that the combination of the Education and Maintenance Funds shows a \$22,000 shortfall. This includes the \$500,000 payment for the Northeast Center.

Unfinished Business Member Coste stated that for the past three years the College has been spending beyond its resources. Member Born asked if an additional \$22,000 could be cut to produce a balanced budget, and thus reach a compromise. Member Coste replied that any cuts would be a move in the right direction, but questioned what will happen in the coming year.

President Thompson noted that the fund balances will decrease when it becomes necessary to use those reserves to cover early retirement. Member Barton stated that the amount of money coming in depends on variables such as student enrollment, state revenues, and a possible tax cap. Member Coste noted that Harper will be getting approximately \$145,000 more in state funding this year than last year, and that this has been the trend recently. He felt that the discussion should focus on expenditures that can be controlled rather than how much is coming from the state. President Thompson replied that this is being taken into account by making personnel reductions. Member Coste reiterated that this institution has been spending far beyond its resources. Member Barton agreed that we should not spend more than our revenues in order to be prepared for emergencies, and that we should not be budgeting to use these reserves.

Member Born asked again if the Board members could agree to a cut of \$22,000 from the budget as a compromise. Member Barton stated that although it would involve some sacrifice, she could support that action. Member Born stated that prioritizing programs and requests would enable the administration to make the necessary cuts and expenditures.

Member Coste stated that although we cannot control state funding, we can control the local spending. Member Born agreed, and pointed out that even the legislators do not know how much funding will be received by the College.

Member Barton stated to the College community that the Board members are not trying to make it more difficult for the administration to run their departments, but rather they are trying to be fiscally responsible. Member Coste agreed with this statement, and noted that as long as there is not a balanced budget, he will continue to criticize it.

Unfinished Business
(cont'd)

President Thompson felt that the administration could make the adjustment suggested by Member Born, and added that in the past years they have worked within the parameters set forth by the Board. Member Coste responded that the budget has not been balanced in the past few years, and that reasons have been found to bypass the policies and parameters set by the Board. President Thompson stated that the administration has not done anything that was not approved by the Board. Member Coste agreed, and added that this has not been solely the fault of President Thompson.

Vice President Manke stated that the administration would need direction to prepare a legal budget for the June meeting which will incorporate any changes the Board wishes to have made. At that meeting, the Board can pass a resolution amending the preliminary budget to reflect those changes. Changes can be made at the budget hearing.

Member Born moved, Member Barton seconded, that necessary cuts be made to the preliminary budget in the Operating Fund in order to achieve a balanced budget.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Kolze
and Norwood
Nays: None

Motion carried. Student Member Beisiegel voted aye.

Member Barton stated that she had received feedback from the College community that there was a perception of a lack of confidence in President Thompson by the Board, and she wished to make it clear that this was not the Board's intent.

Member Coste asked when the Board and administration were going to meet with the Faculty Senate to go over their suggestions. President Thompson replied that the meeting has not been scheduled as yet, and it was agreed that this would be done as soon as possible. Member Coste stated that he hoped their concerns could be resolved before the budget is amended.

President Thompson addressed Member Coste's additional recommendations. Members Howard and Kolze are working with the Faculty

Unfinished Business Insurance Benefits Study Committee which (cont'd) intends to use an outside consultant. Member Kolze stated that there have been five meetings to date. The other recommendation related to the manner in which equipment and furnishings are accounted for. Member Coste stated that this ties into the deficit budget. President Thompson agreed, and noted that he and Mr. Manke are working on other options. Member Coste stated that this does not need to be addressed at the present time, but reiterated his concern that this type of accounting practice results in misrepresentation as to how much a building actually costs.

Member Howard entered the meeting at 6:01 p.m.

Executive Session Member Barton moved, Member Born seconded, that the Board adjourn into Executive Session for the purpose of discussing the appointment, employment and dismissal of personnel and collective bargaining.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

Member Howard moved, Member Barton seconded, that the Board reconvene into Regular session. In a voice vote, the motion carried and Chairman Norwood reconvened the Regular session of the Board at 7:07 p.m.

Presentations
LSHS Division /
Plant Operations

Pat Bourke, Dean of LSHS Division, introduced Bob Getz (Director of Physical Plant), Randy Illg (Coordinator of Park and Grounds Management and Plant Science Technology Programs), Chuck Gura (Supervisor of Roads and Grounds) and Ed Metcalf (Faculty member, Park and Grounds Management and Plant Science Technology Programs). They explained the work being done to integrate the curriculum and certificate courses with real working experiences under the Physical Plant Division. The certificate courses developed help students train for particular jobs in the green industry. Enrollment in these courses has increased in these courses by 50 percent.

Member Moats entered the meeting at 7:14 p.m.

Extension Services Presentation Jim Finke, Manager of Community and Program Services, and Russ Kingsley, Extension Services Specialist, explained the role of the Extension Services in the community and in the economics of the College, as well as plans for expanding these services. There were questions regarding the cost of providing extension services, and Mr. Kingsley stated that the College is making money at all of the extension sites. Member Born asked how the quality of instruction is monitored. Mr. Kingsley replied that this is handled through the individual departments from which the instruction comes.

Student Trustee Report Student Member Beisiegel stated that he had no formal report at this time, but would have an extensive report in June. He will be attending the ICCTA convention in Springfield.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Born reported that a letter had been received from the family of Audree Walsh thanking the College for their remembrance of Audree with flowers. The 1993-94 class has purchased a Canadian Red Cherry tree as a class gift. Pat Keir sent a letter to the Board members and members of the Administration thanking them for their help during her ACE Fellowship.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the April 28, 1994 Regular Board meeting and executive sessions; bills payable; payrolls for April 29 and May 13, 1994; estimated payrolls for May 14 through July 8, 1994; financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibit VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 404,786.10
Operations & Maintenance Fund	216,963.35
Bond and Interest Fund	9.00
Auxiliary Fund	221,368.72
Restricted Purposes Fund	42,015.71
Trust & Agency Fund	1,070,221.05
Liability, Protection & Settlement Fund	107,615.32
Federal Funds	223,641.81

The payroll of April 29, 1994 in the amount of \$1,402,252.48; and May 13, 1994 in the amount of \$1,389,987.04; estimated payroll of May 14,

Consent Agenda
(cont'd)

1994 through July 8, 1994 in the amount of \$6,974.466.08; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to 1-800 Software for computer software in the amount of \$1,881.00; payment to Dan-Car Sprinkler for materials in the amount of \$16,676.60; payment to Dekaf Construction for maintenance service in the amount of \$8,181.00; payment to Legat Architects for remodeling of F Building in the amount of \$46,970.86; payment to Maggio & Co. for general construction of Buildings L & S in the amount of \$137,169.00; payment to Uniworld Business for materials in the amount of \$207.50; payment to Reed Reference Publication for materials in the amount of \$690.15; payment to Login Bros. for purchase for resale in the amount of \$3.03; payment to Follett for books in the amount of \$26.17; payment to Prentice Hall for books in the amount of \$1.84; payment to Harper Collins for books in the amount of \$203.94.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

BID AWARDS

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

Ex. VII-A1 Award bid Q8624 to A-Z Supply Company, the low bidder for Spartan cleaning products, in the amount of \$12,223.05.

Ex. VII-A2 Award bid Q8623 to Leslie Paper Co., the low bidder for paper for the Print Shop, in the amount of \$71,452.40.

Ex. VII-A3 Award bid Q8621 to Des Plaines Publishing Co., the only bidder for printing of the Harbinger, in the amount of \$15,872.00.

Ex. VII-A4 Award bid Q8629 to Lowery McDonnell Corporation, the low bidder meeting specifications for risers for the theatre in

Bid Awards
(cont'd)

Building L, in the amount of \$32,328.40.

Ex. VII-A5 Award bid Q8627 to Boller Construction Co., the low bidder for remodeling of Building F, in the amount of \$3,388,400.00.

Member Coste asked for discussion regarding VII-A5. Mr. Manke explained that the original plans and revised budget projections which were presented and approved in July of 1993 called for \$2,499,000 in Life Safety work, as well as other renovations, for a total budget projection at that time of \$3,226,435. The bids came in extremely over budget, and therefore the project was subsequently re-bid. A number of alternates were instituted which allowed the work to be adjusted to fit the budget. The new base bid came in at \$2,999,900, and it is recommended that Alternates 2, 3, 4, 6 and 25 be accepted for a total project cost \$3,338,400. Also in that project was a separate set of specifications for asbestos removal, which was approved at a previous meeting for a cost of \$28,700.00. The projected A&E fees for this project are \$222,122.00 for a total project cost of \$3,639,212.00. Mr. Manke recommended a \$100,000 contingency, which is approximately 2.75 percent. He noted that the bids resulted in a \$512,777 shortfall on the project, including the contingency. In analyzing the bids, it was found that they exceeded projections mainly in the Life Safety work. Some of this work is required by the ADA rules and regulations. Mr. Manke suggested that they go back in the 1994 Life Safety levy and add in \$396,000 to make up for part of the shortfall. The balance could be made up by using some of the interest that has accumulated in the Building Operation & Maintenance (Restricted) Fund.

Member Born asked how the project could possibly be so much over budget if we have experts hired to assist in the planning. Mr. Manke replied that the cost of construction has gone up since the original estimate was prepared. In addition, the scope of the building use has changed since the plans were first presented in 1989. Member Moats noted that remodeling projects are often very hard to project. In addition, it is important to know how much has been added to the cost because of design updates. Member Moats

Bid Awards
(cont'd)

shared Member Coste's concern that the cost has escalated greatly from the original proposal. The proposed cost is approximately 13 percent higher than the 1993 projected cost. Member Coste noted that the 1992 estimate for this project was \$2,325,000. Member Moats asked Mr. Manke if he was proposing increasing taxes to pay for this project. Mr. Manke replied that he is proposing using Life Safety money that is already budgeted and designating part of that money to cover this shortfall. Approximately \$1 million will be levied for 1994 Life Safety projects. Member Kolze asked if that is the amount that is always levied. Mr. Manke stated that the amount has changed from time to time, but they have tried to keep it stable at approximately \$1 million per year.

Alan Bombeck from Legat Architects explained that the project is approximately 12-13 percent above the budget that was approved in July 1993. Since then, construction costs have risen between 8 and 11 percent, depending on the type of project. Other significant increases relate to ADA requirements. Lighting requirements have changed because of an increase in occupancy and change in usage of the building. Power upgrades were also needed because the number of computer work stations has increased as well.

Member Moats asked what the cost is per square foot. Mr. Bombeck replied that the cost is approximately \$40/sq.ft. The original projection was \$33-34/sq.ft. The third floor will be completely renovated with a high density of partitioning and power. The HVAC is being supplemented on that floor. There will be new library office space on the second floor as well as reconfiguring the stacks and replacing ceilings, lighting and carpeting for the library. A new entrance and new circulation desk for the library are planned as well. The stairwells will also be upgraded. Mr. Bombeck explained the increased building services that were added such as upgrades to the HVAC and power supply because of the high density use of the building.

Regarding the overage on the budget, Dominick Demonica from Legat Architects explained that the original bid was approximately \$700,000 over budget. When re-bid, a number of alternatives were included, since it was realized that not everything would be able to be done with the initial budget amount. The cost

Bid Awards
(cont'd)

referred to by Mr. Manke included five of those alternates, so the cost can be lowered by not accepting all five of those alternates. Member Coste stated that no one had mentioned the \$2,375,000 that was the original budget amount for this project. He stated that he could not support this project at its present level. He asked if the Board had formally accepted the July 1993 budget for this project. Mr. Manke explained that a special presentation had been made to the Board by Legat Architects, Liz McKay and Lee Vogel. At that time a request was made for additional funding. In addition, the Board gave permission to issue more Life Safety funds to cover the cost of the project. Member Coste asked for copies of the documents relating to the revised budget.

Member Howard asked what other projects would be delayed if part of the \$1 million Life Safety is used to cover this shortfall. Mr. Manke replied that some options have been outlined which include delaying the roof on the Northeast Center. He suggested that the Board may want to levy more than \$1 million in Life Safety funds for the 1994 levy.

Member Barton commented that this is the first time that a major project has been this far over budget, and noted that the administration is usually quite accurate in their projections. Member Coste noted that the Print Shop came in approximately \$500,000 over budget. Mr. Manke stated that the ADA rules and regulations came into effect after the budget was developed for the Print Shop, so that the building had to be made handicap accessible. In addition, additional fire-proofing was necessary because a small engine shop was next to the Print Shop.

Member Kolze noted that this project has been bid twice, and as there did not seem to be any other alternatives, he felt that the Board should vote on the proposal. Member Moats stated that his primary concern was whether the school is getting \$4 million of value of benefit. He asked how much square footage is on the third floor; Mr. Bombeck replied that it is approximately 32,000 square feet, and agreed that this is where the highest density of construction is taking place. Member Moats noted that he is concerned whether the Learning Resources Center should be a separate building, and the ESL and AED should be elsewhere. He felt that the project should be

Bid Awards
(cont'd)

deferred, and that the College may get a better value by reworking the entire project. President Thompson noted that the \$4 million is not only for the ESL building, but that the facility has to be upgraded for the Library and for ADA requirements. Mr. Bombeck noted that approximately 15 percent of the square footage on the third floor is devoted to ESL and AED, while 25 percent is devoted to computer labs and the writing and tutoring centers. There are other classrooms and divisional offices as well.

Member Howard noted that a great deal of work has gone into this, and that we should take the recommendations of the experts and the staff who have been involved. She stated that she was also concerned that the project is over budget, but that she would support it, especially if it can be taken out of the Life Safety levy without either postponing other crucial work or raising taxes.

Member Barton called the question.

Upon roll call, the vote was as follows:

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

Motion defeated. Student Member Beisiegel voted nay.

Chairman Norwood asked if the alternates proposed are necessary for the ADA requirements. Mr. Bombeck responded that the stair and toilet modifications are ADA requirements which will have to be done eventually. Student Member Beisiegel asked if alternate #6 will save money by spreading out the work. President Thompson replied that the library would be phased in, thus keeping it open for the Spring semester while construction was under way. The cost to do this would be approximately \$35,000. The library will be closed during the summer session, however.

Nancy Wahl, CEC representative, made a statement regarding the inadequate state of the present library, and expressed her opinion that the school and the community will derive a great deal of value from the new facility. As a former student, current employee, and parent of present Harper students, she noted that the facility is totally inadequate at all

Bid Awards
(cont'd)

of those levels. The library is also sub-standard and unable to provide adequate services that are available elsewhere, such as CD-ROM, because of inadequate wiring. Member Born agreed, but felt that the issue was why bids did not come in closer.

There was discussion as to how the College is going to pay for this project. Mr. Manke stated that the budget which was prepared for 1994-95 takes care of the original projection presented to the Board in April. There will have to be an additional amount budgeted for this project in FY 1995-96.

Member Barton moved, Member Howard seconded, that the motion be amended to include only Exhibits VII-A1 through VII-A4.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

On the amended motion, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

Member Barton moved, Member Howard seconded, that the Board approve Exhibit VII-A5 as stated with the recommended alternates (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, Howard, Kolze,
and Norwood
Nays: Members Coste and Moats

Motion carried. Student Member Beisiegel abstained.

Member Born stated that significant changes of this nature should not be made once construction has started, and that this should

Bid Awards
(cont'd)

not be allowed to happen again in the future. Member Kolze noted that the Board has received recommended policies on Board approval from President Thompson, and felt that it would be helpful if the Board sets parameters earlier, which would help prevent this type of problem.

PURCHASE ORDERS

Member Kolze moved, Member Born seconded, that the Board approve the purchase orders as outlined in Exhibit VII-B1 through VII-B11 (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 \$10,000.00
- Ex. VII-B2 Approve issuance of a change order to purchase order D58099 issued to A.J. Maggio Company in the amount of \$6,758.00 for general construction work on Building L, for a new total of \$4,956,298.00.
- Ex. VII-B3 Approve issuance of a change order to purchase order D-58485 issued to Staefa Control Systems, Inc. in the amount of \$400.00 for the building automation system in Building L for a new total of \$334,506.00.
- Ex. VII-B4 Approve issuance of a change order to purchase order D-60591 issued to Elite Electric Co. in the amount of \$14,506.00 for electrical work in Building L, for a new total of \$1,075,872.54.
- Ex. VII-B5 Approve issuance of a change order to purchase order D-58098 issued to L.C. Kohlman, Inc. in the amount of \$10,423.00 for mechanical work associated with Building L for a new total of \$1,822,026.68.
- Ex. VII-B6 Approve issuance of a change order to purchase order D-62223, issued to Designlab Chicago, for an additional \$380.00 for theatrical equipment in Building L, for a new total of \$281,545.00.

- Purchase Orders
(cont'd)
- Ex. VII-B7 Approve issuance of a change order to purchase order D-64876 issued to Schaumburg Dodge, Inc. for two 1994 Dodge 15-passenger Maxi Wagon Vans, to cancel the order in its entirety.
- Ex. VII-B8 Approve issuance of a change order to purchase order D-61867 issued to NE Brand, Inc. for photocopiers, in the amount of \$9,000.00 for a new total of \$75,963.00.
- Ex. VII-B9 Approve issuance of a purchase order to Hewlett-Packard Co. for a color flow imaging package in the amount of \$15,750.00
- Ex. VII-B10 Approve issuance of a purchase order to Blackwell North America, Inc. for authority control services in the amount of \$14,241.60.
- Ex. VII-B11 Approve issuance of a change order to purchase order D-62566 issued to A.J. Maggio and Co. for a deduction of \$851.00 for the internal build-out of the Building L bookstore, for a new total of \$136,989.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

NEW BUSINESS

Personnel Actions

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

Classified Appointments

Chou-Lian Havro, Personnel Department,
5/02/94, \$11,830
James Walter, Information Systems/
Administrative Services, 5/09/94,
\$24,863

Personnel Actions
(cont'd)

Judith Longmore, AE/LS, 6/01/94, \$25,000
Cecilia Hanchar, Life Science & Human
Services, 6/13/94, \$26,900

Harper 512, IEA Appointments

Richard Cowan, Physical Plant, 5/16/94,
\$28,120

Professional/Technical Appointments

Matthew Tomaszewski, Center for New Students,
6/13/94, \$26,200

Supervisory/Confidential Appointments

Rebecca Smith, Women's Program, 5/31/94,
\$46,400

Bonnie Meltesen, Learning Assistance Center-
AE/LS, 6/06/94, \$16,796

Timothy Sares, Assessment Center, 6/13/94,
\$40,880

Classified Reclassifications

Alan Gann, Mail Center, 7/09/94, \$29,283

Debra Tellschow, Wellness & Human Performance,
7/01/94, \$23,565

Faculty Leave of Absence

Amy Dixon-Kolar, AE/LS, 8/16/94 to 12/17/94,
Child Rearing Leave, 3 years

Alternate Work Schedule

Supervisory/Confidential

Nirmala Tobaa, Learning Assistance Center-
AE/LS, 6/06/94 to 7/31/95, 19 hrs/wk,
Job Sharing Renewal

Classified Retirements

Betty Brooker, Women's Program, 6/01/94,
16 years

Carol Tucker, Learning Assistance Center-
AE/LS, 6/01/94, 11 years

Professional/Technical Resignations

Sahar Darwish-Feld, AED-AE/LS, 5/11/94, 3 years

Susan Benson, Life Science & Human Services,
6/10/94, 1 year

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel
voted aye.

Personnel Actions (cont'd) President Thompson noted that those retiring have served the College for ten or more years. He commended Betty Brooker (Women's Program) and Carol Tucker (Learning Assistance Center) for the service they have provided to the College over the years.

Disposal of Property Member Kolze moved, Member Barton seconded, that the Board approve the disposal of obsolete and unrepairable property as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born asked if this machinery could first be offered to the people who use it in the Cardiac Care Program. Mr. Manke replied that they could bid on the equipment if they wished. President Thompson noted that they would make these people aware that it is available. Member Moats asked how this is advertised and what the response has been. Mr. Manke stated that a notice is published in the legal section of the paper, and the response is usually very poor. He noted that some colleges have held auctions for used equipment with varying amounts of success. It was suggested that the College explore this option.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

OTHER BUSINESS

Chairman Norwood reported that she, Member Born and President Thompson attended Lobby Day in Springfield and felt that it was very successful.

There will be a mid-July meeting which will be a combined meeting of the Board and the Foundation for the purpose of presenting the results of the Major Gifts Campaign feasibility study. The date of July 11 has been proposed. Member Moats suggested that because the Foundation is actively engaged in the study, the Board of Trustees should meet separately for a special meeting to discuss the process. It was agreed that there would be a special meeting on June 8 for this purpose. Chairman Norwood asked that the Board members be prepared at that time to set

Other Business
(cont'd)

dates for September and October mid-month meetings.

Chairman Norwood announced that the Regular Board meeting in September has been changed to the fifth Thursday of the month, September 29th.

PRESIDENT'S REPORT

President Thompson reported that the Convocation was excellent, with an outstanding speech by Tom McCabe. There was double the number of 4.0 graduates this year. There was also a large attendance for the Commencement ceremony. Medallions were presented to faculty members retiring with 10 or more years of service, and President Thompson noted that he hoped this could be done for all staff members retiring with 10 or more years of service.

President Thompson extended his congratulations to Barb Olson, who was chosen as Distinguished Faculty Member, as well as to all those who were nominated.

Harper has submitted a proposal to participate as a College in an Affirmative Action Workshop taking place in July. It was requested that the President and a Trustee be present on the last two days, July 22 and 23, and President Thompson asked if there was a Board member who would like to attend.

The Harper College Foundation sixth Annual Golf Outing will be held on June 22 at Poplar Creek Country Club.

President Thompson recognized George Evans as the new Faculty Senate President. Professor Evans did not have a formal report at this time, but looked forward to working with the Board members.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye. The Board adjourned into Executive Session at 9:24 p.m.

Executive Session (cont'd) Member Howard moved, Member Barton seconded, that the Board reconvene into Regular Session. In a voice vote, the motion carried at 10:20 p.m.

ADJOURNMENT Member Born moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 10:20 p.m.

Molly F. Norwood
Chairman

David M. B.
Secretary