

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

September 28, 1995

7:00 p.m.

Agenda

Presentation: Diverse Student Populations

- 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--August 24, 1995 Regular Board meeting and executive sessions; and September 13, 1995 Special Board meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for August 18 and September 1, 1995. Estimated payrolls for September 2 through October 27, 1995. 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
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement Request -- Faculty, TM/PS Exhibit VIII-A-2
 - 3. 1994-95 Organizational Charts Exhibit VIII-A-3
 - B. RECOMMENDATION: 1994-95 Financial Audit Exhibit VIII-B
 - C. RECOMMENDATION: Resolution to Designate Preparers of 1996-97 Budget Exhibit VIII-C
 - D. RECOMMENDATION: Confirmation of Educational Foundation Appointments Exhibit VIII-D
 - E. RECOMMENDATION: Employee Assistance Program--Renewal of Agreement with Workplace Solutions Exhibit VIII-E
 - F. RECOMMENDATION: Building W Multi-use Instructional Facility Concept Paper Exhibit VIII-F

- | | | |
|--------------------|-------------------------------------|----------------|
| G. RECOMMENDATION: | Employee Insurance Coverages | Exhibit VIII-G |
| H. INFORMATION: | Status Report: Major Gifts Campaign | Exhibit VIII-H |
| 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, September 28, 1995.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Thursday, September 28, 1995 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton (7:15), Born, Coste (7:15), Heise, Howard, Kolze and Moats; Student Trustee Solarte

Absent: None

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; Ted Agresta; Vic Berner; Lisa Brady; Harley Chapman; Tom Choice; Robert Getz; Thea Keshavarzi; Joan Kindle; Liz McKay; Rosemary Murray; Barbara Olson; Bill Punkay; Sheila Quirk; Patty Roberts; Frank Solano; Rebecca Smith; Chris Staub; Tom Thompson; Laurie Wren - Harper College. Harper Journalism Program students; Lavelle Velez - Harper Student. Guests: B.J. and Mrs. Robert Taylor; Ian Oliver and Jack Samborski - Ace Computers; Chad Porter and Steven Polkoff - Picker & Associates; Dan Culleton - Daily Herald; Margaret Van Duch - Chicago Tribune.

PRESENTATION
Diverse Student
Populations

Dean of Student Development Joan Kindle introduced a number of panel members who explained the diverse student populations and the at-risk nature that is inherent within this group. The presentation dealt with the diverse student needs of many of the students at Harper. The faculty/staff panel members were Chris Staub, Lisa Brady, Barbara Olson, Tom Thompson, Frank Solano, and Rebecca Smith. The following students spoke about their experiences at Harper and the

challenges they have faced: John Bak, Eddie Balderas, Michelle Jendreas, Gregory Shelton, Diane Shorb, and Diane Wacker.

Chairman Moats thanked all of the panel members for the excellent presentation. He noted that the success of the students is both a tribute to themselves and a tribute to those who impacted their lives.

CITIZEN PARTICIPATION

There was no citizen participation. Chairman Moats noted that Susanne Havlic's was in attendance along with students from the Journalism 233 class. The Marketing and Journalism classes are attempting to ascertain why there has been a decrease in enrollment in the evening business classes.

Chairman Moats expressed appreciation to Pat Beach and the students in his baking class for the delicious tortes.

COMMUNICATIONS

Member Kolze noted that the Board received an acknowledgement card from the family of Pat Turner. Invitations were received from Phi Theta Kappa for the fall initiation ceremony on October 20 at 7:00, and from Carol Neuhauser for a screening of the film, "Preschoolers".

UNFINISHED BUSINESS
Approval of Agenda

President Thompson noted that the agenda should include the addition of Item VIII-A4, a proposed Board policy for first reading, as well as an executive session at the end of the meeting for the purpose of discussing the appointment, employment and dismissal of personnel.

Member Kolze moved, Member Barton seconded, that the Agenda be approved as modified.

In a voice vote, the motion carried.

Student Trustee Report

Student Member Solarte introduced the Board to Lavelle Velez, the Outstanding Student of the Month. She listed the accomplishments of Ms. Velez as a Harper student, and extended congratulations on her academic performance and her contributions to Harper.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the August 16, 1995 executive session; August 24, 1995 Regular Board meeting and executive sessions; and September 13, 1995 Special Board meeting and executive session; bills payable; payrolls for August 18 and September 1, 1995; estimated payrolls for September 2 through

October 27, 1995; for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	\$ 2,745,574.76
Restricted Purposes and	
Trust & Agency Fund	372,845.32
Federal Funds	1,955.02
Imprest Fund	72,779.99

The payroll of August 18, 1995 in the amount of \$706,386.66; and September 1, 1995 in the amount of \$779,353.46; estimated payroll of September 2, 1995 through October 27, 1995 in the amount of \$3,750,833.70; estimated utility bills in the amount of \$125,000.00; payment to Picker & Assoc. for Audit in the amount of \$8,000.00; payment to Hodges, Lozzi, Eisenhammer, Rodick & Kohn for legal fees in the amount of \$243.74; payment to Chicago Sun Times for advertising in the amount of \$2,363.00; payment to Greater O'Hare Assoc. for Advertising in the amount of \$1,195.00; payment to Nelson-Harkins for signs in the amount of \$1,965.00; payment to VCP for printing in the amount of \$1,442.00; payment to Comark Corp. for computer equipment in the amount of \$12,034.00; and payment to United Visual for equipment in the amount of \$4,386.00.

President Thompson commented on the grants that were received. Harper received the IBHE HECA award of \$60,000 for a minority transfer program. We have also received a donation from Omron Electronics, Inc. and Omron Foundation for approximately \$32,000 for equipment that will be in the technology area.

There were no questions regarding the financial statements, the committee and liaison reports, and the grants and gifts status report.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

BID AWARDS

Member Howard moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through A5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8713 to SoundTree, the low bidder for Korg Digital Keyboards, and a Musical Instrument Digital Interface, in the amount of \$24,260.00.
- Ex. VII-A2 Award bid Q8709 to Cade Industries, Inc., the low bidder for calcium chloride, in the amount of \$10,400.00.
- Ex. VII-A3 Award bid Q8711 to Printech, Inc., the low bidder for printing of the Spring 1996 Extension booklet, in the amount of \$19,686.98.
- Ex. VII-A4 Award bid Q8710 to A-Z Supply Co., the low bidder for toilet tissue, in the amount of \$10,080.00.
- Ex. VII-A5 Award bid Q8706 to Ace computers, the lowest responsible bidder for personal computers and peripheral equipment, in the amount of \$599,205.00, and to Comark Corporate Sales, Inc., the lowest responsible bidder for printers, in the amount of \$65,889.00, for a total award of \$665,094.00.

Member Kolze noted that there were a number of bidders on these items, indicating a significant response. He asked what the difference is between bid VII-A2 for salt and Purchase Order VII-B3, also for salt. Vice President Manke explained that one is for the roads and the other bid is for calcium chloride for the sidewalks.

Chairman Moats asked what the budgeted amount was for the computer equipment. Vice President McShane replied that the total is approximately \$1 million. This purchase

reflects what was requested by all areas last year, and does not include areas that are still being studied. There was discussion regarding the balance between the cost reductions in the marketplace and the change in needs by the College, which changes the base unit cost to a much larger cost. This purchase is the first part of the D1 project. In answer to a question by Member Kolze, Mr. McShane explained the process of selection in terms of prioritizing by the Deans of the various departments.

Chairman Moats asked if an overlay could be provided regarding the significant technology expenditures and how these items fit into that budget. Mr. McShane replied that a spreadsheet is being developed by the Board Technology Committee.

Upon roll call, the vote was as follows:

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

Motion carried.

PURCHASE ORDERS

Member Kolze moved, Member Howard seconded, that the Board approve the issuance of purchase orders as outlined in Exhibits VII-B1 through B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In regard to Exhibit VII-B1, Member Coste asked for an explanation of the site license. Mr. McShane explained that this permits the College to put a copy of the software on each desktop computer, regardless of the amount of equipment we have. There are approximately 1,200 units on campus, so this approach is less expensive and easier to manage. Eudora is the software necessary for E-mail access.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

NEW BUSINESS

Personnel Actions

President Thompson noted that there is a revision of Exhibit VIII-A1. Four proposed hirings were deleted from the original exhibit.

Member Howard moved, Member Barton seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A1 Revised (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Professional/Technical Appointments

Leslie Langton, Assistant Lab Supervisor,
Information Systems - User
Services, 10/02/95, \$33,000
Mary Mann, Nursing Lab Assistant p/t, Life
Science & Human Services, 9/29/95,
\$7,740.
Mary Schultz, Assessment Coordinator,
Wellness & Human Performance,
10/02/95, \$34,000.

Supervisory/Confidential Appointment

Eugene Snow, CAD/Manufacturing Manager,
Center for Workforce and Profes-
sional Development - CAD/MFG,
10/16/95, \$50,000.

Classified Appointments

Julie Blackburn, Clerk Typist I p/t,
Personnel, 10/02/95, \$13,000
Christine Del Boccio, Clerk Typist II p/t,
Testing & Assessment, 9/29/95,
\$9,189
Barbara Erving, Clerk Typist II p/t, Office
of Community & Program Services,
9/29/95, \$10,400
Kari Fair, Library Assistant II-Acquisitions,
Learning Resources Center,
10/16/95, \$24,500
Marlene Foley, Program Assistant, Corporate
Services, 10/02/95, \$23,000
Rita Gregory, Editorial Assistant,
Publications & Communication
Services, 9/29/95, \$24,000
Christine Greten, Food Service Worker II p/t,
Food Services, 9/29/95, \$9,760
Francis Heun, Child Care Attendant p/t, Life
Science & Human Services, 9/29/95,
\$11,528
Gail Hoban, Clerk Typist II p/t, Technology,
Math & Physical Science, 9/29/95,
\$10,556

Janice Loster, Work Processing/Typesetting
Operator, Publications & Communica-
tion Services, 10/02/95, \$21,800

Gary Nowickas, Extension Center Supervisor
p/t, Office of Community & Program
Services, 9/29/95, \$15,730

Kimberly Smogoleski, Receptionist p/t,
Registrar's Office, 10/02/95,
\$11,115

Susanne Starck, Editor/Writer p/t,
Publications & Communication
Services, 10/02/95, \$14,040

Shirley Summers, Lab Assistant, Interior/
Fashion Design - Liberal Arts,
10/02/95, \$18,113

Virginia Wachsmuth, Personnel Clerk,
Personnel, 10/02/95, \$22,300

Jeffrey Willson, Library Assistant I,
Learning Resource Center, 9/29/95,
\$17,892

Marie Zakes, Food Service Worker III, Food
Services, 9/29/95, \$16,575

Harper #512-IEA Appointments

Jennifer Broadfield, Utilities Mechanic,
Physical Plant, 9/29/95, \$28,579

Frances Herring, Weekend Custodian p/t,
Physical Plant, 9/30/95, \$4,792

Richard Roeschel, Custodian, Physical Plant,
9/29/95, \$24,731

Kenneth Ward, Maintenance Mechanic, Physical
Plant, 10/16/95, \$33,155

Harper #512-IEA Retirement

Evaristo Calzada, Custodian, Physical Plant,
12/31/95, 26 years

Supervisory/Confidential

Alternate Work Schedules

Kathy Longnecker-Zuo, Tutoring Center
Supervisor p/t, Learning Assistance
Center-AE&LS, 8/05/95 to 7/30/96,
19 hours/week, Job Share

Nirmala Tobaa, Tutoring Center Supervisor
p/t, Learning Assistance Center-
AE&LS, 8/01/95 to 7/31/96,
19 hours/week, Job Share Renewal

Administrative Termination

Stephan Dudek, Director, Accounting Services,
Accounting Services, 9/08/95,
Deceased, 10.6 years

Professional/Technical Resignations

Matthew Tomaszewski, Information Specialist,
Student Development, 9/30/95,
2.9 years

Patricia Coleman, Coordinator, Manufacturing
Services, Center for Workforce &
Professional Development - CAD/MFG,
10/01/95, 7.6 years

Supervisory/Confidential Termination

Bonnie Meltesen, Tutoring Center Supervisor
p/t, Learning Assistance Center -
AE&LS, 8/04/95, End of Job Share,
1 year

Classified Staff Resignations

Nelda Crittenden, Receptionist p/t,
Registrar's Office, 9/08/95,
7 years

Cheryl Taylor, Box Office Clerk p/t,
Theatre Center, 9/11/95, 6 months

Patrice Wahl, Clerk Typist II, Wellness &
Human Performance, 8/23/95, 2 years

Harper #512-IEA Termination

Arno Neuman, Custodian, Physical Plant,
8/31/95, No show to work

There was discussion regarding the coding for promotions from within Harper staff. Member Kolze asked if there are exit interviews conducted with people who leave. President Thompson stated that there are.

President Thompson commented on the retirement of Mr. Evaristo Calzada, who has served as a custodian at the College for 26 years. He commended him for his years of excellent service.

Member Born asked how much job sharing is done. President Thompson replied that although it is very rare, the College works to accommodate those requests as they arise.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Solarte voted aye.

Early Retirement
Requests

Member Kolze moved, Member Born seconded, that the Board approve the early retirement request for Assistant Professor Lillian Thiel, Mathematics Department, as outlined in Exhibit VIII-A2 (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, Heise,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted aye.

Organizational
Charts / Proposed
Board Policy

President Thompson stated that the organizational charts were developed in response to Board members' requests for not only the organization charts, but policy and procedures that would assure the administration and the Board that a standard process is followed in terms of employment. The organizational charts are a representation of the history of the institution as well as a representation of the reporting structure of full-time positions. President Thompson noted that the Board would be approving the positions on the chart, not the names. A proposed policy on personnel hirings, Exhibit VIII-A4, was distributed for first reading. He stated that questions that arise regarding the numbers of staff need to be addressed in the budget process. The draft of the proposed employee status report which was attached to the information received by Board members indicated that it reflected approved positions. President Thompson noted that this report will be changed so that the total number of actual employees will be reported in October and February.

It was Member Coste's opinion that the organizational chart should be referred to the Budget Committee, as it represents 85 percent of a \$70 million annual budget. He noted that 76 employees have been added in the last five years, during which time enrollment has dropped. Chairman Moats stated that the Board is aware that the vast majority of the budget goes into this area, which is why they are focusing a great deal of attention on this issue. He noted that

what is represented in the organizational chart is historical and has been approved at some point in time in the budgeting process.

Member Kolze stated that he recommends approval of the 1994-95 organizational charts with the understanding that these will come be updated and presented to the Board every October. The Board will receive the companion chart every October and February so that they may compare the number of people by division and by employee group to see where the changes are. Member Kolze did not feel that the Board has the ability or responsibility to make hiring decisions for the different departments. There was discussion regarding the possibility of bringing in an outside consultant to study the College's hiring practices. Member Howard felt that it would first be important to study where the increases have been, and have a very clear idea of what we want to achieve by employing a consultant.

First Reading:
Board Policy on
Hirings/Reports

The Board reviewed and discussed Exhibit VIII-A4, the proposed Board Policy on Personnel and Hirings/Reports. Member Kolze felt that this gives the Board a tool to monitor the employment of personnel. There was discussion regarding the timing of hiring and approval of those hires by the Board. Member Kolze recommended the policy in Exhibit VIII-A4, which states that faculty and administrators be approved prior to starting work, while this would not be necessary with other positions. Member Howard felt that holding other positions for Board approval would be micro-management by the Board, since the administrators running the departments should be responsible for filling positions within their approved budgets.

Member Coste stated that he agrees with the policy as set forth. However, he felt that none of this has any legal standing because there has never been an approved Table of Organization. Member Kolze recommended approval of the proposed Organizational Chart for that very reason.

There was agreement on Item 2 of the proposed policy stating that any new positions would have to be approved at the start of the budgeting process, in approximately March or

April, before being added to the Organizational chart. Any exceptions would have to be brought to the Board, such as an unexpected grant-funded position.

Member Coste reiterated his recommendation that the Organizational Charts be referred to the Budget Committee, stating that possibly some of these positions would be eliminated in the budget process. Member Kolze felt that approving this at this time would not have a negative impact on what the Budget Committee decided to do. Member Coste disagreed. Member Howard noted that the charts merely reflect existing budgeted positions, which can then be reviewed and changed at a later date by the Budget Committee.

Chairman Moats asked if all of the positions reflected in this document were previously approved by the Board. President Thompson stated that he was certain that those positions which came into existence during his tenure at Harper had been approved.

Member Born asked Member Coste if he intended for the Budget Committee to examine the staffing for each department. He replied that some of them would be addressed, and noted that he has discussed this with President Thompson.

Member Kolze moved, Member Howard seconded, that the Board approve the Organizational Charts as outlined in Exhibit VIII-A3 (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, Heise,
Howard, Kolze and Moats
Nays: Member Coste

Motion carried. Student Member Solarte voted aye.

Member Barton asked if only full-time positions would be brought to the Board twice yearly. President Thompson stated that this would include all permanent positions, including part-time permanent positions.

Member Barton recommended that the policy read number of "permanent" employees.

Member Born questioned if six months was long enough to hold a position open in terms of diversity hiring. Member Howard suggested that the position be reviewed after six months rather than dropped. It was noted that the policy is written to allow for exceptions, and it was agreed to leave it as written at this time.

1994-95 Financial Audit

President Thompson noted that the Board had reviewed a revised copy of the financial statements from the auditor. He introduced the representatives from Picker & Associates, Steven Polkoff and Chad Porter. They proceeded with an explanation of the financial statements, the significant items affecting Harper's financial results for the year, review of the management letter regarding Federal compliance and Federal funds received, and the management letter of recommendations to the College regarding non-Federal matters. He explained that the revisions relate to last-minute changes made by the ICCB.

It was noted that the Auxiliary Services should be monitored in the future to determine why the fund balance is being depleted. Member Howard stated that she anticipates the auditors coming back to the Board with their analysis of that area. Mr. Manke noted that if the College is going to continue to fund the athletic programs, it may be necessary to transfer money from the Education Fund for that purpose. Member Howard stated that it is also important to analyze why continuing education is down, and look into the pricing of those courses.

There was discussion regarding discrepancies between the reports submitted by the Financial Aid Department and the general ledger. Mr. Manke stated that the new financial software will help alleviate this problem. It was recommended that the Financial Aid office and the Accounting office meet monthly to verify that the reports agree. Member Howard noted that this situation could have been avoided if the Board had approved the grants coordinator position recommended by Mr. Manke.

In terms of compliance with reported deficiencies, Mr. Polkoff noted that his firm is working with the College to suggest ways to clear these areas up.

There was discussion regarding need for a person to monitor fixed assets. Mr. Manke stated that this has been an ongoing recommendation, and he did not feel that the College can continue to come before the Board with this comment in the management letter in the future. Bar coding is a module of the new financial software package, but it is still approximately 18 months away from being installed. In the meantime, a person is needed to track and start coding the fixed assets. It may be necessary to hire a firm to inventory a quarter of the campus each year. The general fixed asset total is approximately \$92 million, including buildings.

Board members agreed that this was the best presentation they have seen of the audit to date.

Mr. Manke noted that a number of the problems that occurred in the Accounting Department were not due to negligence, but rather to the high volume of work related to installation of the new computer system. He stated that many of these issues will be resolved in the next year. It was agreed that although it was a clean audit, some of the problems have the potential to create serious future possible financial problems for the College.

Mr. Manke stated that the College would like to use the services of Picker & Associates on a limited contractual basis to resolve some of the problems. Member Coste suggested that it may be advisable to hire a different firm to evaluate the deficiencies found by Picker.

Member Born moved, Member Coste seconded, that the Board accept the annual financial audit for fiscal year 1994-95 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Heise, Howard,
Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye. Member Barton was out of the room during the vote.

Preparers of
1996-97 Budget

Member Howard moved, Member Kolze seconded, that Board adopt the resolution designating Paul N. Thompson and Vernon Manke as preparers of the 1996-97 Budget as outlined in Exhibit VIII-C (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, Heise,
Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

Educational
Foundation
Appointments

Member Howard moved, Member Kolze seconded, that the Board approve the appointment of Ms. Shirley Gross-Moore and Mr. Rick Korte to the Educational Foundation Board of Directors as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Employee
Assistance Program

Member Kolze moved, Member Born seconded, that the Board approve the Employee Assistance Program Agreement between William Rainey Harper College and Workplace Solutions 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, Heise,
Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted aye.

Building W
Concept Paper

President Thompson stated that this paper is based on suggestions from Board members as well as from the faculty and administration. He distributed a memo from the Building W Task Force which included a suggested change in the document to include the accommodation of a larger space, a deletion of a sentence on the bottom of the second page, and the suggestion to delete and replace another sentence.

Member Barton asked if the document sent previously to the state specifically referred to Corporate Services office space. President Thompson said that the early RAMP documents did not specifically include Corporate Services space. However, it has been included in the RAMP document for the past three years. Member Barton stated that she did not support that portion of the document because it may detract from the funds available for the theater. President Thompson noted that the state money will require that a certain amount of square feet is dedicated to something other than the performing arts center, and that Corporate Services is one of the major vehicles for doing conferences.

Chairman Moats noted that President Thompson had been asked to develop a concept document that reflected what he perceived to be the consensus of a significant majority of the Board. President Thompson suggested deferring any changes until the architects submit a preliminary plan.

There was further discussion regarding the inclusion of Corporate Services offices in the document.

Chairman Moats complimented President Thompson and his staff on their work relating to the Building W Concept Document.

Member Barton asked for a copy of a past RAMP document that referred to the number of square feet requested for Corporate Services.

Member Kolze moved, Member Born seconded, that the Board approve the concept document as amended to include the changes submitted by the Building W Task Force for submission to the architect selected by the Capital

Development Board, as outlined in Exhibit VIII-F (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, Heise,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte abstained.

Employee Insurance
Coverages

Member Kolze moved, Member Howard seconded, that the Board accept the proposal of Willis Corroon Corporation of Illinois and the College administration for employee insurance coverages as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke stated that the self-insured plan represents approximately a 9.69 percent increase. However, when combined with all of the employee benefit insurances, the increase for next year in related expenses will be a 4.84 percent increase. The Employee Benefit Insurance Committee may have some recommendations for change after their work is completed. Mr. Manke felt that this is a conservative increase when compared to other institutions.

Member Coste requested information on national and state averages for insurance coverage. Mr. Manke agreed to provide this if it is available in a comparable format.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye. Member Barton was out of the room during the vote.

OTHER BUSINESS
Major Gifts
Campaign

Director of Development Felice Avila reported on the progress of the Major Gifts Campaign. Lead gifts are being pursued during this phase of the campaign. She also noted that the Educational Foundation Ball will be attended by approximately 254 Harper

supporters. Gifts donated for the silent auction total more than 125. Chairman Moats complimented Ms. Avila and her staff for their work on the ball.

ACCT Report

Member Howard stated that she distributed a written report concerning the meeting, as she was the voting delegate. President Thompson will also be sending information to the Board members regarding sessions he attended.

PRESIDENT'S REPORT

President Thompson reported that the manner in which the legislature dealt with the County Superintendent's office has left Harper with no site for GED testing. This could affect as many as 500 Harper students. Pat Mulcrone and Verna Clayton are working to get this resolved. This will be a topic for the Presidents' Council meeting next week.

A bill was passed during the Federal budget process that would charge institutions such as Harper that receive any federal financial aid dollars a tax on those federal government loans to students. Member Howard noted that the amount has been reduced from 2 percent to .85 percent. President Thompson directed attention to an essay in the Pioneer Press written by Maria Moten, Financial Aid Director, which discusses the direct effect that federal cuts will have on Harper students.

Senate Bill 549 was vetoed by the Governor, although an override is still possible. The Governor and his staff have made major concessions which may result in a better plan than Bill 549.

Certificates of Recognition have been received from ICCB and the North Central Association.

Mike Nejman has a newly published book titled, "Diversity: Student Activities and Their Roles in Community Colleges: Developing an Effective Program to Achieve Unity Through Diversity". Carol Moseley-Braun wrote the forward to the book. Gene Magad has published the second edition of his Total Materials Management book, "Achieving Maximum Profits Through Materials Logistics Operations". President Thompson

congratulated both of the authors on their publications.

The 25th Anniversary of football at Harper College was celebrated recently, as well as the 25th anniversary of John Eliasik as coach at Harper College. He is now a member of the NJCAA Hall of Fame. Mr. Eliasik is currently the winningest football coach in community college football who is still coaching. One of Harper's former football players who went on to play college and professional football, Tim Tyrrell, was also inducted into the NJCAA Football Hall of Fame.

President Thompson visited England recently and met with the CEO and Board members of Halton College. Representatives of Halton College have visited Harper twice in the past, and they are now implementing some ideas from Harper in their new facility, especially distance learning. He also visited Norfolk College and King's Lynn. They have visited Harper, and Chairman Moats has been there as well.

President Thompson thanked all the staff members who have worked on preparations for the Foundation Ball, which will be held on Saturday, September 30.

EXECUTIVE SESSION
AND ADJOURNMENT

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. In a roll call vote the motion carried and the Board adjourned into executive session at 10:15 PM.

Following the executive session, the Regular meeting was reconvened at 10:40 and immediately adjourned.

Chairman

Secretary

BOARD REQUESTS

SEPTEMBER 28, 1995 REGULAR BOARD MEETING

- 1) Chairman Moats asked if an overlay could be provided regarding the significant technology expenditures and how these items fit into that budget. Mr. McShane replied that a spreadsheet is being developed by the Board Technology Committee.
- 2) Member Barton asked for a copy of a past RAMP document that referred to the number of square feet requested for Corporate Services.
- 3) Member Coste requested information on national and state averages for insurance coverage. Mr. Manke agreed to provide this if it is available in a comparable format.