

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

Agenda

January 23, 1997

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--November 12, 1996 Special Board meeting; December 19, 1996 Regular Board meeting and executive session; and January 3, 1997 Special meeting and executive sessions Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for December 20, 1996 and January 3, 1997. Estimated payrolls for January 4 through March 14, 1997. 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/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Expanded Position--AED Technical Support Technician (Information Systems) Exhibit VIII-A-2
 - 3. Dismissal Resolution -- Non-Tenured Faculty (TM/PS Division) Exhibit VIII-A-3
 - 4. Dismissal Resolution -- Non-Tenured Faculty (TM/PS Division) Exhibit VIII-A-4
 - B. RECOMMENDATION: 1997-98 Sabbatical Leave Requests Exhibit VIII-B
 - C. RECOMMENDATION: Budget Hearing and Adoption of Revised Budget for FY1996-97 Exhibit VIII-C
 - D. RECOMMENDATION: Renewal of Treasurer's Surety Bond Exhibit VIII-D
 - E. RECOMMENDATION: Student Service Awards, Fall 1996 Exhibit VIII-E
 - F. RECOMMENDATION: Facility Planning -- Phases I-IV; Additional 1996-97 Life Safety Bond Projects (Northeast Center: Restroom renovations and abatement of asbestos) Exhibit VIII-F

* Includes bids for Northeast Center Life Safety projects

G. INFORMATION: Status Report: Major Gifts Campaign

Exhibit VIII-G

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, January 23,
1997

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman O'Reilly on Thursday, January 23, 1997 at 7:07 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Hess, Howard, Kolze, Ley and O'Reilly; Student Member Starek
Absent: Members Barton and Gillette

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Ted Agresta; Mary Azawi; Dianne Batzkall; Vic Berner; Larry Bielawa; Bruce Bohrer; Pauline Buss; J. Harley Chapman; Tom Choice; Rochelle Corso; Julie Ellefson-Kuehn; Robert Getz; Jerry Gotham; Thea Keshavarzi; Roberta Lindenthaler; Mercedes McGowen; Liz McKay; Jeanne Pankanin; Elena Pokot; Rich Seiler; Martha Simonsen; Paul Sipiera; Mark Steffan; Molly Waite; Laurie Wren; and Joan Young - Harper College. Students: Jennifer Couolos; Matt Eisenhammer; Christie Martin; Matt Peters; Caroline Saccomanno. Guests: Dennis Bricault, North Park College; Christine Tatum, Daily Herald.

Chairman O'Reilly introduced newly-appointed Board member Roland Ley and welcomed him to his first Board meeting. She explained that, after interviewing several extremely qualified candidates, Mr. Ley was selected to replace Larry Moats on the Board. Member Ley thanked the Board members for inviting him to serve on the Board, adding that he hopes he can live up to their confidence and trust, and do the job. Chairman O'Reilly appointed Member Howard as the Secretary pro tem during Member Barton's absence.

CITIZEN
PARTICIPATION

Vice President Bonnie Henry introduced Mike Nejman, Coordinator of Student Activities and Advisor to the Program Board. Mr. Nejman shared accomplishments of the Harper Program Board, stating that the National Association of Campus Activities recently awarded the Program Board their third Outstanding Program of the Year award. He stated that it was a privilege to work with outstanding student leaders on the Program Board, and introduced those present including: Jennifer Couolos, Matt Peters, Christie Martin, and Matt Eisenhammer. The students showed the awards as Mr. Nejman spoke of each one. He noted the first award was received in 1991 for the Chinese Youth Folk Sports Program which was an event co-sponsored with the Chinese community; the second award was received in 1992 for the largest display of the NAMES Project AIDS Quilt in the State of Illinois; and the most recent award was for last year's Clothesline Project which bears witness to the violence against women. He mentioned that The Clothesline Project display will be brought back to Harper February 10 and 11, and he invited everyone to see the exhibit. A brochure regarding The Clothesline Project was distributed. Mr. Nejman mentioned that it is truly exciting to win the award for the third time because no other school in the Illinois or Indiana region, including four-year schools, has ever won this award three times. On behalf of the Board, Member Howard congratulated the students and especially thanked Mr. Nejman for serving as advisor during the receipt of all three of these awards.

COMMUNICATIONS

Member Howard read a letter from Elizabeth Minicz thanking President Thompson, the Board, faculty and staff for the flower arrangement she received following recent surgery.

UNFINISHED BUSINESS
Approval of Agenda

Chairman O'Reilly noted that there will be an addition to the agenda under New Business; Legislation will be added as item H.

Chairman O'Reilly also noted that there will be an executive session following the meeting

for the purpose of discussing appointment, employment and dismissal of personnel.

Member Kolze moved, Member Howard seconded, that the Board approve the agenda as modified.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Student Trustee
Report

Student Member Starek reported that he attended the Harper Self Study and learned about governance, the importance of committees, and the importance of students' input in those committees. He added that he will try to get a student on every committee possible next semester, and try to increase the students' role in those committees.

After meeting with Trustees from various community colleges through the ICCB Student Advisory Committee, Student Member Starek is putting together a tape for incoming student trustees that will explain to them what to do and what not to do as a student trustee.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the November 12 Special Board meeting; December 19 Regular Board meeting and executive session; January 3 Special Board Meeting and executive session; bills payable; payrolls for December 20, 1996 and January 3, 1997; estimated payrolls for January 4 through March 14, 1997; 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	2,982,541.79
Restricted Purposes and Trust & Agency Fund	1,381,339.60
Federal Funds	110,664.79
Imprest Fund	96,291.13
CE Tuition Refunds	3,354.00

The payrolls of December 20, 1996 in the amount of \$1,520,759.86, and January 3, 1997 in the amount of \$1,243,805.50; estimated payroll of January 4 through March 14, 1997 in the amount of \$6,814,404.70; and estimated utility bills in the amount of \$125,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley*,
and O'Reilly

Nays: None

Motion carried. Student Member Starek voted aye.

*Member Ley approved the motion but stated that he abstained from approval of the minutes.

BID AWARDS

Member Kolze moved, Member Howard seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-A1 Award Bid Q8795 to Wallner Oldsmobile, Inc., for a passenger vehicle, in the amount of \$25,615.43.

Ex. VII-A2 Award Bid Q8793 to Stuckey Construction Co., Inc., the low bidder for the Life Safety Renovations at the Northeast Center, in the amount of \$1,162,250 plus a contingency of \$166,225.

Ex. VII-A3 Award Bid Q8794 to Sensormatic Electronics Corp., the responsible bidder for a Retail Security System, in the amount of \$44,143.20.

In the absence of Member Gillette, Chairman O'Reilly asked a question regarding the cost effectiveness of VII-A3. Member Gillette wanted to know if the \$44,143.20 amount included the cost of the bar code stickers,

and the cost of adhering them. If not, what would that cost be, and would it be cost-effective. Bookstore Manager Rich Sieler answered that the bid covers initial stock of approximately 20,000 tags to implement the system. There would be an ongoing cost for 60,000 to 80,000 tags per year at five cents per tag; however, bulk quantity purchases would lower the cost. The cost to apply the tags (or insert them into the merchandise that will be tagged) is nominal at approximately one cent per tag. There will be realized savings in lost shrinkage, with roughly a three and one-half year pay-back for the system.

On behalf of Member Gillette, Chairman O'Reilly asked what happens to the shoplifters that are caught. Mr. Seiler answered that it depends on what is taken from the bookstore. If someone takes a candy bar, it is not treated as serious as the theft of a \$200.00 calculator. In almost all cases, especially if it is a student, Student Activities would be notified and Vice President Bonnie Henry would be consulted to determine what action should be taken, and if the incident should go to the Student Conduct Hearing Board. If the shoplifter is not a student on campus, he/she possibly would be brought into Palatine for prosecution. Chairman O'Reilly asked if there was a sign posted explaining what will happen to shoplifters. Mr. Seiler stated that currently there are no signs, but this security package will include signs that will be posted throughout the bookstore, making people aware of the video cameras and stating that shoplifters will be prosecuted.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

PURCHASE ORDERS

Member Howard moved, Member Kolze seconded, that the Board approve the purchase order as outlined in Exhibit VII-B1 (attached to the

Professional/Technical Appointments

Ronald Betts, Senior Programmer/Analyst,
IS/AS, 01/06/97, \$46,000

Kristin Conroy, Transfer Information
Specialist, AA/SD I, 01/02/97, \$37,000

Debbie Michelini, Admission Outreach
Associate, Admissions, 02/03/97, \$30,000

Classified Staff Appointments

Linda Micheletti, Administrative Secretary,
Career Center, 12/23/96, \$25,000

Lavelle Velez, Clerk-Typist I p/t,
Admissions-Continuing Education,
01/02/97, \$13,806

Professional/Technical Retirement

Nico Genet, Laboratory Assistant-Chemistry
p/t, TM/PS, 12/20/96, 9.10 years

Classified Staff Retirement

Janet Trede, Executive Secretary, IS,
04/30/97, 14.6 years

Harper #512 - IEA Retirement

Daniel Garay, Sr., Custodian, Physical Plant,
02/28/97, 19.1 years

Faculty Resignation

Steven Siegel, Assistant Professor-Physics,
TM/PS, 01/14/97, 2.5 years

Professional/Technical Resignation

Dora Ayala, New Student Specialist, Center
for New Students, 01/13/97, 1.2 years

Professional/Technical Termination

Richard Manetti, Cad Training Specialist,
Workforce and Professional Development-
Network/Operating Systems and Cad,
03/14/97, 6.4 years

Supervisory/Confidential Terminations

Jeanette Golden, Laboratory Supervisor,
IS/US, 01/31/97

Eugene Snow, Manager, Cad, Workforce and
Professional Development-
Network/Operating Systems and Cad,
03/28/97, 1.3 years

Classified Staff Resignations

Linda Brown, Clerk-Typist I p/t, Admissions-Continuing Education, 01/03/97, 1.8 years

Linda Sorenson, Accounts Payable Clerk II, Accounting Services, 01/13/97, 13.10 years

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley, and O'Reilly

Nays: None

Motion carried. Student Member Starek voted aye.

Expanded Position:
Technical Support
Technician

Member Kolze moved, Member Howard seconded, that the Board approve the expanded position Technical Support Technician - AED Computer Classrooms as outlined in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley, and O'Reilly

Nays: None

Motion carried. Student Member Starek voted aye.

Dismissal
Resolution, Non-
Tenured Faculty

Member Kolze moved, Member Ley seconded that the Board approve the dismissal resolution and authorization for the issuance of the notice of dismissal as outlined in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In regard to Exhibits VIII-A-3 and VIII-A-4, President Thompson noted that the College is fulfilling requirements to notify non-tenured faculty when their services are no longer required. Without notification, they would become part of the tenured track automatically. This is an important Board action because it falls under an Illinois statute regarding tenure. Member Kolze clarified that this was understood by the

faculty at the time of employment. Member Ley mentioned that the language seemed harsh, and asked if that specific wording was required. President Thompson stated that the language of the notification document is taken from the Illinois Public Community College Act.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley, and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Dismissal
Resolution, Non-
Tenured Faculty

Member Kolze moved, Member Howard seconded, that the Board approve the dismissal resolution and authorization for the issuance of the notice of dismissal as outlined in Exhibit VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley, and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Sabbatical Leave
Requests

Member Hess moved, Member Howard seconded, that the Board approve sabbatical leaves for the following faculty, with the period of time and salary amounts as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Michael Brown
Julie Ellefson-Kuehn
Mark Healy
Mercedes McGowen
Dianne Batzkall
Sandra Clark
Martha Simonsen
Molly Waite

Board members were in agreement that these were excellent sabbatical requests. Member Howard added that this approval is not automatic, and that she has been increasingly impressed with the quality of the sabbatical requests. The Board is very supportive of this kind of development for Harper faculty as indicated by its financial support.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Vice President Ed Dolan congratulated the faculty who had been granted sabbatical leaves, and introduced five of the eight recipients who were in attendance. The Board extended congratulations.

1996-97 Revised
Budget Hearing

At 7:20 p.m., Chairman O'Reilly recessed the regular meeting and called to order the public hearing on the 96/97 revised budget.

President Thompson asked Ms. Thorson to give a brief review of what is included in the revision. Ms. Thorson said that in August, there was a deficit of approximately \$2.3 million dollars in the Education Fund and a deficit of \$235,000 in the O&M fund. Since that time, the College has sold bonds, and has moved a number of expenses (early retirement, some transfers for technology) out of the Education Fund and onto bonds that were sold in October. In addition, final salaries were approved for all employee groups and these were higher than the estimates in the budget. The combined changes resulted in an Education Fund budget deficit that decreased from \$2.3 million dollars to approximately \$835,000. Therefore, it was the consensus of the Board and the administration that the budget be revised due to the magnitude of the change. The College has followed the legal steps that need to be taken to revise the budget including publicizing the information in area newspapers and holding a public hearing.

Inasmuch as there were no persons present who desired to speak regarding the budget, Chairman O'Reilly declared the hearing closed and reconvened the regular Board meeting at 7:29 p.m.

Member Howard moved, Member Kolze seconded, that the Board adopt the Revised Budget Resolution for FY July 1, 1996 to June 30, 1997 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 Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Surety Bond

Member Kolze moved, Member Ley seconded, that the Board approve the renewal of the Treasurer's Surety Bond, issued by Glenn A. Evans Insurance Company as surety, for one year at a cost of \$7,723.00 as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman O'Reilly asked if the College put this out for bid. Ms. Thorson explained that it is not put out for bid, but the College does use an agent who shops prices. Chairman O'Reilly asked if this was the lowest price available. Ms. Thorson explained that this price is normal and covers the Working Cash Bonds. There is approximately \$25 million dollars in other Treasurer's bonds. Member Howard noted that this is the cost of doing business.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek voted aye.

Student Service
Awards

Member Hess moved, Member Ley seconded, approval of the Fall 1996 Student Service Awards in the total amount of \$10,332.00 as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that the Bakas family established a memorial for their son, Steven, which has had different designations in the past. Peter Bakas, former Vice President and Harper Board member, chose to use the memorial in another way by designating it for the Student Trustee Service Award. President Thompson thanked the Bakas family and congratulated Student Member Starek as the first recipient. Student Member Starek thanked Mr. Bakas and the Bakas family. President Thompson explained that anyone who serves in the capacity of a Board Member, whether a student or elected at large, cannot receive remuneration for their services as a Board Member. They receive reimbursement for travel and meeting expenses, but they cannot be paid in any way for their service. Student Member Starek, as a Trustee, falls under that statute and so the College cannot use any State or local funds, but it can use Educational Foundation resources. This is a very nice way to use Foundation resources to grant a well-deserved award to Student Member Starek.

Member Kolze asked how students are notified of their awards. Jeanne Pankanin explained that following Board approval, a letter of congratulations and a check are sent to each student. Member Howard suggested that the President and the Board of Trustees send letters of appreciation to the Bakas family for this donation.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly
Nays: None

Motion carried. Student Member Starek abstained.

number four on the approved list from ICCB. Whether it will go through or not really depends on whether the legislature approves bonding authority for the State of Illinois. This has been held up in the legislature for the last two years, largely due to partisan differences. There is a good opportunity this year that the bonding authority will be approved. The Legislative Committee is recommending to the Board that each member write an appropriate letter to the State legislators, urging approval of the bonding authority so that the Harper project can move ahead. The Committee drafted sample letters for Board members which, upon their approval, can be signed and sent to the legislators. Each letter is a bit different and may be edited by the members if they wish. The intent is to expedite the process. She explained that the College did receive money as usual for the engineering specifications, but everything has been on hold until the bonding authority is received. Chairman O'Reilly requested that Board members approve their letters for mailing.

OTHER BUSINESS

Chairman O'Reilly stated that the self-study forum held last Friday was a big success. Student Member Starek, Member Kolze and Chairman O'Reilly were among the attendees. She thanked those responsible for planning the retreat, noting that it was well organized and very productive. She added that she looks forward to seeing what happens with all the creative ideas that were generated and discussed.

PRESIDENT'S REPORT

The President also commented on the self-study forum held on Friday. He stated that approximately 175 people participated in focus groups to review and discuss three key areas which affect every aspect of the College: communication, planning and shared governance. We were pleased that Members O'Reilly and Kolze, and Student Member Starek represented the Board at this meeting. Elaine Sullivan was the consultant who helped facilitate the event. The meeting planners were the steering committee members from the North Central Study. The President complimented them for their good work in putting together a very productive event. He

distributed a Forum Report which showed the forty strategies that were identified, and explained that each participant was asked to pick the top two from each key area and submit them for consideration for the next steps to be taken. By the time the North Central visitation team comes in the Fall, they will see some significant action already taking place to address the concerns identified in these areas. Chairman O'Reilly encouraged Board members to read the Forum Report.

An orientation program took place prior to the beginning of the Spring semester to welcome new faculty and staff to Harper. Mitch Brickell of The College Board did a fine job presenting results of the Community Assessment Program (CAP) study.

President Thompson distributed a graph showing enrollment information. He explained that numbers in terms of student enrollment are approximately even with Spring semester last year. The FTE is up approximately one-half percent, and headcount is down, which means that students are individually taking more credit hours. There will be opportunities for students to enroll throughout the semester in an effort to increase the numbers.

The President was pleased to announce that the ICCB has selected Dr. Joseph Cipfl as the new executive director to replace Dr. Geraldine Evans who left last summer. Dr. Cipfl will assume the position in July 1997. He is currently the President of Belleville Area College and also serves as the President of the Illinois Community College Presidents' Council. He is a very capable person and is very knowledgeable about the state system.

President Thompson displayed an award for Excellence in Substance Abuse Prevention that Harper received at the last Illinois Community College Board meeting. He congratulated Rosemary Murray, Director of Health Services, who accepted the award for the College and other staff members who are involved in these efforts. He added that a \$3,000 check accompanied the award.

Tom Thompson, Director of the Center for Students with Disabilities, has been appointed to serve on the Assessment Task Force for the Midwest Center for Post-Secondary Outreach. Tom's selection was based on his recognized leadership with deaf and hard-of-hearing students. The work of the task force is extremely significant because it will provide the framework for technical assistance activities and resource allocations of the project for the next four years. Tom's expertise is known and appreciated all across the country. The President congratulated Tom on his appointment.

The United Way 1996 Harper campaign surpassed its record year of 1995 with an increase of 12 percent. Over \$26,000 came from staff and faculty contributions. President Thompson thanked everyone who participated, especially co-chairs Rosemary Murray and Russ Kingsley.

Several students in the Harper Fashion Design program were awarded top honors at a design competition sponsored by Fashion Group International of Chicago, Inc. Chung Shim of Schaumburg won first place and the Grand Prize for her entry in the Evening Wear category. The grand prize is a trip to Paris to study for one month at the Paris Fashion Institute. Other first place awards, along with \$1,500 prizes, were earned by Masa Kitani of Des Plaines and Regan Adair of Mundelein. Paula Pedersen of Schaumburg was awarded second place and a \$500 prize in the Children's Wear category. President Thompson congratulated the students and their teachers.

President Thompson congratulated the following Tech Prep students from Harper College who were among the winners selected for the 1996 Outstanding Student Awards: Jonathan Gin, Lisa Newman and Jamie Vigadi. These awards are based on academic, technical and work readiness skills; exemplary cooperation, responsibility and leadership; excellent grades; and volunteer and/or paid work experience related to their career goals.

Following a recent visitation, the College Financial Aid Office received notification from the Department of Veterans' Affairs that Harper will remain on the list of programs approved to train veterans and eligible persons under Title 38 and 10, the U.S. Code for Veterans' Benefits. The President expressed his appreciation for receiving the benefits Harper needs to provide the training service for these participants.

President Thompson displayed the Greater Woodfield Town Planner Calendar for 1997 which featured a picture of William Rainey Harper quad for the month of September.

The January 1997 issue of The Business Ledger, an area publication, features an article by Frank Cassell, provost and dean of Roosevelt University's Robin Campus. The article discusses the competition which educational institutions face to attract and retain students. President Thompson stated that this was a good article for consideration, bringing to mind the kind of environment in which we work today.

The North Suburban Higher Education Consortium has compiled and distributed a Winter/Spring 1997 Joint Class Schedule that shows the classes being offered by all of the 26 colleges and universities in the consortium. Oakton, College of Lake County and Harper are among the community colleges included in this joint class schedule.

Chairman O'Reilly thanked Pat Beach and his students for the cake that was provided at the meeting.

Member Howard stated that she, along with Members O'Reilly and Hess, will be going to Washington, D.C. to the Association of Community College Trustees Legislative Meeting in February. Participants will meet with federal congressional representatives and two senators to talk about issues at the federal level affecting community colleges.

EXECUTIVE SESSION: Member Kolze moved, Member Howard seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members Hess, Howard, Kolze, Ley,
and O'Reilly

Nays: None

Motion carried and the Board adjourned into executive session at 7:58 p.m.

Following executive session, it was moved and seconded that the Regular meeting be reconvened. In a voice vote, the motion carried and the meeting was reconvened at 8:27 p.m.

ADJOURNMENT: Member Kolze moved, Member Hess seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 8:27 p.m.

Chairman

Secretary

BOARD REQUESTS

JANUARY 23, 1997 REGULAR BOARD MEETING

- 1) Member Howard suggested that letters of appreciation be written to the Bakas family by the President and the Board.
- 2) The Legislative Committee is recommending to the Board that each member write an appropriate letter to the State legislators, urging approval of the bonding authority so that the Harper project can move ahead. The Committee drafted sample letters for Board members which, if approved, can be signed and sent to legislators. Each letter is a bit different and may be edited by the members if desired. The intent is to expedite the process.