

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Special Board Meeting of Thursday, May 15, 1997

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman O'Reilly on Thursday, May 15, 1997 at 5:41 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Dave McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Pat Beach; Vic Berner; Pat Bourke; Pauline Buss; Steve Catlin; Laura Crane; Jack Gallagher; Bob Getz; Amy Hauenstein; Bill Howard; Karen Keres; Thea Keshavarzi; Diane Mack; Liz McKay; Scot Milford; Maria Moten; Bill Punkay; Sheila Quirk; Duane Sell; Paul Sipiera; Lee Vogel; Laurie Wren - Harper.

Guests: Alan Bombick and Michael Lundeen, Legat Architects; Barbara Bell, Pioneer Press; Larry Smith, Daily Herald; Margaret van Duch, Chicago Tribune.

Member Barton read a letter from the Illinois State Crime Commission announcing that the first annual fundraiser, dinner and auction will be held on Wednesday, June 11 at the Drury Lane Oak Brook Terrace. She mentioned that Palatine Mayor Rita Mullins is one of those who will be honored at this event. She invited Board members to attend.

NEW BUSINESS:

Bid Awards

Member Kolze moved, Member Howard seconded, that the Board approve the Bid Award as outlined in Exhibit III-A (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. III-A Award Bid Q8820 to CADStation, the low bidder for two MultiMedia Production Systems, in the amount of \$32,930.50.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli abstained.

Member Ley moved, Member Barton seconded, that the Board approve the Bid Award as outlined in Exhibit III-B (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. III-A Award Bid Q8816 to Environetx, the low bidder for furniture for the Office of Student Financial Assistance, in the amount of \$16,791.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli abstained.

Chairman O'Reilly suggested that the College consider purchasing used furniture, perhaps from corporations which go out of business, as opposed to purchasing new furniture.

It was mentioned that this furniture would continue to be used when or if the department is moved to another area of campus.

DISCUSSION ITEMS

1997/98 Budget

Ms. Thorson distributed updated handouts which reflect minor changes on the expense side. The deficit has moved down by approximately \$30,000. She added that this makes some assumptions about salaries which are not finalized yet, so there could be more changes. The figures do not include any extra money for marketing because those decisions have not been made. Also, this is budgeted for "current" insurance (with the inflation factor figured in) and that might change.

Member Kolze asked Ms. Thorson to explain the timing of the budget process. She responded that the first action could be taken as early as June, but most likely it will be July. This is dependent on negotiations with employee groups. If the first action is in July, then the final action will be in August or September.

There was discussion regarding the impact of the legislature in Springfield. Member Kolze stated that when building a budget, sometimes it is better to wait until there is more information, in order for the budget to be more accurate.

Member Hess asked what is included in the "transfers." Ms. Thorson explained that there are two items in the transfers. Most of it is money that is transferred from the Education Fund to the Restricted Fund in order to fund the Technology Plan. There is also approximately \$60,000 that is transferred to the Restricted Fund to match a grant. In response to Member Kolze, Ms. Thorson explained that the "local revenue" is the tax revenue, and this is calculated with a 99 percent collection figure.

Master Space Plan

President Thompson reviewed the steps that have been taken on campus since 1989 regarding renovation and new facilities. He distributed handouts. The master plan was updated in 1989-1991, creating a schedule for renovation and for new facilities. Approximately \$19 million has been spent to do these things. When the I-Lab was created approximately one year ago, it was a diversion from the master plan, and it was decided that it was time to do a space study.

As a result of the study, the Space Planning Task Force has developed a schedule of proposed projects in Phases I, II, and III, with very sizable estimated dollar amounts. Dr. Thompson

explained that the last page of Exhibit B lists funding alternatives. There was discussion regarding each of the funding options, highlighting pros and cons of each alternative.

President Thompson explained the alternatives.

1. **State money through Ramp** is possible; however, there are other priorities on the document. It could take (at best) five years; it has taken seven or eight years to get Building W and Building R up to the top of the list. This would be a "down the road" money resource.
2. **Referendum** would mean that Harper goes to the voters and asks them for an opportunity to levy for capital improvements. This would be possible in a much shorter term. He suggested that the Board look at Phase I of the recommendations to see how much of it should be put on a referendum. There was discussion regarding the amount of planning and preparation that is needed to do a referendum. All agreed that the sooner they began planning, the better. Each member offered their ideas regarding a referendum. In Member Gillette's absence, President Thompson stated that the way Member Gillette would approach the referendum would be to put it into a "package" that the public might respond to. He suggested that Harper could inform the public that the state would provide money to match whatever the referendum might bring in. It could be looked at as a dollar-for-dollar or two dollars-for-one dollar state contribution. Member Howard responded that this might make Harper lack credibility if the state did not come through with the money. The taxpayers would have been told something that could not be guaranteed. Member Ley stated that Harper has a good case and, if it is presented as an intelligent, well-reasoned and solid case, he feels the voters will support it. He added that there needs to be a timetable of action developed. Member Kolze stated that he is in favor of the referendum and suggested that Harper go out for the full amount with the agreement that if the state does come through with the money, taxes would be abated at that amount. He also suggested that when people address the taxpayers regarding the referendum, they should follow a "script" of some sort so that the same message will get to everyone. Chairman O'Reilly stated that she feels Harper is not ready to do a referendum. It takes a great deal of time and effort. She asked who would go out and speak to all the taxpayers. Member Howard responded that a decision would have to be made soon. A case must be built and materials organized to prepare for a referendum one or two years from now. She suggested that they talk to the Friends of Harper and the Foundation. Chairman O'Reilly asked if information could be gathered regarding the cost of the last referendum, how many people were involved, how many groups were contacted, and the procedures that took

place. She requested that this information be provided to the Board. Dr. Thompson and Member Howard said they could find the information. Member Hess stated that she was in favor of doing a referendum. President Thompson said that the general feedback he has received is that a referendum is favorable.

3. **Life Safety** funds are applicable for some renovations. There is a limit because the state has capped what can be levied. Life Safety could be a bigger portion if Harper cuts back on some other part of the levy. Ms. Thorson explained that there are two Life Safety issues: there is an annual levy of approximately \$1.1 million to \$1.2 million; and another is a bonding schedule of every three years where Harper could bond for \$1.5 million of Life Safety projects such as the Northeast Center.
4. **Leasing Property** is an option that was brought up to the Board several years ago. It would mean leasing out some of the acreage on the campus. For example, if someone wanted to build an office building on the campus, Harper would lease it to them. If this were a possibility, it would tie into the next option.
5. **Alternative Revenue Bonds** could be sold if the College could generate some revenue for a building, and it would then be paid off with that revenue. That same building that would be leased would be built to include some additional classroom space for Harper. This is similar to what was done with the Harper bookstore. It was mentioned that Waubensee Community College is doing this. There was discussion as to the pros and cons of this option. The positive side would be revenue coming in and additional classroom space available. The negative side is that it may be difficult to keep the space filled; and it would take away from the campus atmosphere. Member Ley asked if the College could do the opposite -- have someone else build a facility and lease it to Harper. Dr. Thompson said he would have to look into that option.
6. **Foundation** has the Art Gallery on its list of projects for the Major Gifts Campaign. Other buildings could be on their list in the near future. Paul Sipierra and the Planetary Studies Foundation is looking to find a way to collaborate with Harper Foundation. If something like this were to be done, it would impact the phasing of projects. Member Howard agreed that "money talks."
7. **Federal Funding** is another option. For example, Lincoln Land Community College got a federal grant for \$1.5M for an agriculture/technology building on their campus. They need \$1.5M to match. They have approached the local state legislature for these funds, and it is quite possible that

they will get the money. There was discussion as to how this could be accomplished. Dr. Thompson suggested that they speak to our representatives and senators and find out how to pull some strings.

Dr. Thompson mentioned additional alternatives that were not listed in the handouts. One alternative would be to not build all the space requested in the plan, but to look for space off-campus and move some operations off-site. He mentioned that he and Vice President Thorson are looking into the Fluke building on Euclid Avenue. The 27,000 square foot facility is for sale. He mentioned that he knows the owner of the building, John Fluke, Jr. and would negotiate with him if that is an interest of the Board. Possibly Information Systems and Administrative Services could be located there, along with other departments. There was discussion regarding whether this would be less expensive than building. Dr. Thompson said the two-story building needs to be viewed in terms of renovation expenses.

Another short-term consideration would be to transfer from the Education Fund to lease space. This would not help the fiscal situation, but it is an option.

It was decided to explore funding alternatives further after the Space Plan priorities are understood and agreed upon.

Ms. Thorson distributed a one-page summary of the projects, phases and their costs. Dr. Thompson suggested a review of the project phases step-by-step to allow Board members to ask questions regarding priorities, rationale, and costs.

Chairman O'Reilly expressed concern regarding the perception that Harper is going ahead with the projects. Nothing has been accepted at this point; information has just been received. Dr. Thompson explained that this session is designed to give the rationale and the background regarding the phasing of the projects. The decisions are still to be made by the Board.

Members Kolze and Howard stated that they supported the decision to make Building E the first priority. Member Ley expressed his confusion regarding the critical areas which the Board observed during their campus tour and where these areas fit into the master plan. He also stated his concern that true future planning has not been researched fully because there are so many current, immediate needs. Dr. McKay gave a brief overview highlighting the steps taken by the Task Force to identify and organize the needs on campus. She explained that they received over 200 needs from faculty and staff about both present and future concerns. The needs were reviewed in relation to six areas: additional classrooms; improvement of facilities; additional laboratories as we change our pedagogy; program

linkages; building connectivity; and student gathering areas. Each need was ranked. She explained that even though the Task Force is suggesting that nine different areas on campus be adjusted in some way, it does not mean that this is the only way needs could be met. The Task Force has discussed other options such as off-campus leasing. The first concern is that needs are not being met in instructional areas at the present time. This was evident during the tour.

Dr. McKay stated that the needs were then prioritized, with the first priority being Building E. The second priority is to address the inadequacy of the chemistry and biology laboratories, based on the changes that have occurred in how these classes are taught (from lab-based to computer-based teaching), and then the severe crowding of different areas in Building D. Priority 3 is constructing a building to link Buildings F, L and J. This building would house student services, student center, administrative offices and additional classrooms and laboratories. Those projects in Priorities 1 through 3 make up Phase I. Member Howard emphasized the fact that departments looked not only at present inadequacies, but also considered needs that reflected changes in teaching. For example, the Biology department considered changes in teaching methods and the need for more computerization. They are planning to build for the future. Dr. McKay responded that in the computer area they are focusing toward a mega lab rather than individual labs, so there is sharing and program linkage.

Member Kolze asked if it is possible to design flexible space that takes care of current and future concerns. Mr. Michael Lundeen of Legat Architects responded that two factors address the flexibility issue: by proposing to build in phases, the priorities and projects can be analyzed and changes can be made as time passes; also, being able to utilize computer classrooms for different types of activities.

There was discussion regarding the term "linkage building." It was decided to refer to these as building additions so there would be no confusion as to their use. These building additions are clearly designed primarily to add needed space -- classrooms, offices, storage, laboratories -- and also to provide a means to travel from one building to another under one roof. They are building additions that are planned to connect.

Mr. Lundeen explained the reason for phases 2a and 2b. By constructing the building between D and H first, it would allow classrooms, offices, and laboratories to be up and functioning prior to renovation of the east end of Building D.

Chairman O'Reilly asked if there is a time frame to complete the first phase. Mr. Lundeen responded that he assumed approximately

one year of planning process (truly developing an appropriate program, designing the building) and approximately 15-18 months of construction process (especially for the building between D and H). From that point, there could be an overlap where renovation of Building D could begin. Chairman O'Reilly stated that it could take approximately four years from the beginning planning stage to the end when people are seated in the new building. There was concern that this is a long time for people with immediate needs to wait. Mr. Lundeen responded that perhaps there would be a way to speed up the process by doing renovation at the same time a building is being constructed next to it.

Ms. Thorson reminded everyone that Building W has been planned for awhile, and if it stayed on schedule, it would not be complete until the year 2000. After project funds are identified, time is needed for planning, construction documents, bidding, and construction. Mr. Lundeen responded that this is an approximation which depends on the size of the building, how long it takes to equip the building for technology and furniture, and the time to get people moved in and acclimated to the space. Chairman O'Reilly asked if Harper could acquire the Fluke building, and people could be moved out of Building D for a year, could the process speed up by a year. Mr. Lundeen said that it probably could in that case. President Thompson stated that this is hypothetical. Mr. Lundeen noted that when preparing a Ramp document, some of the initial programming and design could take place while a referendum is being prepared.

There was some discussion regarding phasing and why some other critical areas were not in Phase I (kitchen and electronics areas). Dr. Thompson suggested listening to the rationale from the Task Force. In order to do some renovation in Building D, there needs to be space to accommodate the labs that will be out of commission during renovation. Harper would like to offer more science classes but cannot because there is not enough space. The need will become greater in the future because more science classes are required with the Illinois Articulation Agreement and increased sizes of high school classes. The rationale for these project priorities is that they accommodate the need for shifting people and add needed space for the present and future. An enormous amount of student concerns are being addressed with the "one-stop shopping" area in the building that will connect Buildings F, L, and J, providing students with an entry to the campus that is easily accessible. The students' needs are very important, so they were placed in Phase I.

Member Ley asked if repair and maintenance items will be taken care of during these renovations, or will they be placed as higher priorities. Mr. Lundeen responded that certain Life Safety projects, repair and maintenance projects will be going on concurrently with the other projects. By developing a master

plan, it can be reviewed and decided if a certain repair can wait for renovation or if it should be done immediately. Ms. Thorson stated that there are separate lists for repair and maintenance items that have been deferred. These are not a part of this plan. For example, through the last bond issue the Governor has released \$327,000 for maintenance and repair of roofs in Buildings J and D. The roof project is not on the master plan; it has a separate source of funding that has become available. Life Safety projects are on another list.

There was discussion as to what was and was not included in the costs. Mr. Lundeen explained that it would include general furniture such as desks and chairs, but not specialized furniture for labs. It would include contingencies, design fees with escalation up to January 1998. It would not include costs of abatement projects (if there are any). It would not include specialized equipment. Member Barton asked for specific percentages. Mr. Lundeen responded that costs for equipment would vary depending on the building, but it could be estimated at approximately nine percent. Escalation costs could add another 20 percent because it may be a long time between now and the referendum and then bidding the projects. Member Barton stated that the total was now between \$40-\$55M for Phase I. Chairman O'Reilly noted that they need to think about operating costs as well, heating and staffing the new buildings.

Ms. Thorson noted that Harper has spent approximately \$20 million in the last six years without adding much square footage. Spending approximately \$50M in the next six to ten years is not out of line because these dollars will be adding more square footage to the campus.

Dr. McKay proceeded to explain Phase II. Priority 4 project is to renovate Buildings A and C and infill the bridge between Buildings B and C. She explained that with Priority 3, Harper would have constructed the building and people will have moved out into that new area. The whole first floor of Building C would be available for program location, possibly relocating programs presently located in Building H. The K wing of Building A would be included as Priority 4c. Building A would be renovated for laboratory, storage, 24 classrooms and eight computer labs. Priority 4e would be to fill in the second floor of Building A to make it usable. Priority 5 is a building on the other end of G that would bring Buildings C, D and E together and allow for some computer labs, classrooms, and offices. Then people would be moved from the other half of Building D west into that new addition.

Member Ley expressed concern regarding uncertain future needs with student numbers and technology. Member Barton stated that if it takes four years to do Phase I, by the time they get around

to Phase II, they will have a much better grasp on what is needed. Member Howard added that the idea is to keep it flexible. We have to begin, even if we do not know exactly what the future will bring. We must begin planning by approving what we can, while keeping the plan flexible enough so changes can be made. Member Kolze stated it would be very difficult to go beyond Phase II at this point. He suggested getting things into Phase I that are the very, very top priorities, and start planning for a referendum because these things are long overdue.

There was discussion regarding what areas should be added to Phase I. Chairman O'Reilly expressed concern regarding this since each Board member would have their own individual priority, and they would begin second-guessing the Task Force. Dr. McKay stated that it was difficult for the Task Force not to put everything in Priority 1. Member Barton asked what it would cost to renovate just the kitchen in Building A without renovating the rest of A. Ms. Thorson stated that it would be approximately \$600,000 to \$1M, using Mr. Lundeen's figures of \$60 to \$100 per square foot. Member Barton asked if they could look into moving the kitchen up to where the cafeteria is now. Dr. Thompson stated that they would have to rethink and reconfigure how that could be done. There was discussion as to how this would affect the plans for Building W and its need for food service.

Chairman O'Reilly suggested that Mr. Lundeen add colors and codes to the projects on the drawings (for example, red areas for Phase I, blue areas for Phase II) in order to get a better picture of the projects.

Member Ley expressed concern regarding parking, food service and their impact on the location of Building W.

Dr. McKay continued, explaining Phase III of the master plan. Priority 6 would include renovation of Buildings G and H and adding a building between G and D. The same principles apply, with some of the programs being moved out of G and H in order to remodel. The new building would house computer science and technology. Priority 7 would be the renovation of the first floor of the Northeast Center. She explained that any of these priorities can be changed depending on funding. Priorities 8 and 9 would be a parking structure and an additional building for storage and support. There was discussion regarding how many levels the parking structure would have. Member Barton stated that security is difficult in a multi-level parking structure. Member Howard added that there should be a business plan for a parking structure that would pay for itself. It is something that can be built with alternate revenue bonds and paid for by charging people for parking. Dr. McKay added that a parking structure would also speak to our concern for the environment,

because there would be more green space as opposed to parking lots.

Chairman O'Reilly thanked Dr. McKay, Mr. Lundeen and the Task Force for all their work.

Dr. Thompson stated that there would not be any action taken at the meeting. The goal was to give the Board members the scope of projects and explain alternatives in funding.

Building E
Renovations

Dr. Thompson explained that this is the first priority in Phase I and it has implications for utilization for the next calendar or fiscal year. He suggested that the Board make a decision tonight (or at the May 22 Regular Board meeting) whether or not this should be Priority 1. Member Barton asked where the money is coming from. Ms. Thorson distributed a replacement summary to Exhibit C and explained that there is a revision under both Options 1 and 2 on the last line. O&M of \$140,000 has been added, which reduces the amount that remains to be identified. Choosing Option 1 would allow renovation to the extent that is desired. Option 2 would be less than desired.

Dr. Thompson explained that he and Ms. Thorson have discussed the following alternatives for funding: 1) there is approximately \$8M set aside for Buildings W and R in the O&M Fund and O&M Restricted Fund, and this could be used now; 2) another source would be to transfer and use money from the Education Fund. Member Barton asked if the \$8M was from the sale of the second site. Dr. Thompson responded that part of it was from that. Those resources will not be needed until Harper moves into the project for Buildings R and W. Member Barton asked what effect the transfer of funds would have on the Education Fund. Dr. Thompson explained that the projected balance is \$7+M, and it would take it down to approximately \$6M. He added that it would be his recommendation not to transfer from the Education Fund but to use the money for Buildings R and W. If there is a need for that money for Buildings R and W, a transfer could then be made if it happens before a

referendum or other resources have been found.

Member Ley asked for clarification on project costs and money that is available. Ms. Thorson explained that there is some money already budgeted in V.P. McShane's budget that could be applied to the \$105,000; there is some money in the Tech Plan that would be applied; and there is some money in V.P. Dolan's budget of the \$105,000. They were all little pieces that were summarized and listed under technology. Member Howard stated that much of the renovation in Building E will consist of upgrading the audio/visual and computer capability in those classrooms. Those dollars are already there. Member Ley asked about Life Safety. Ms. Thorson explained that there is a levy every year of \$1.1M and some of that is available to put toward this.

Chairman O'Reilly asked for an explanation of the changes planned for Building E. Ms. Thorson stated that, in general, the lighting will be upgraded and the acoustics problems will be addressed with various mechanisms including carpeting and acoustics panels on the walls. She said that Michael Lundeen could go into more specifics. Mr. Lundeen explained that currently there is a reverberation time of approximately 2.5 seconds - once a word is spoken it takes 2.5 seconds for the sound of that word to die. The goal is to bring that number down to between .5 and .8 seconds, so that the speech from an instructor will be more clear. Member Ley asked if this would make Building E state-of-the-art by the time it is finished. Dr. Dolan responded that if they choose to go through with Option 1, it would be close to state-of-the-art. The problem with being state-of-the-art is the quick-paced changes in technology. Option 1 will bring it to the point where it will have the capability of being interactive at the seat station for the students, which is part of that technology. It will take some additional enhancements by purchasing equipment in the future. He added that

currently the teaching stations are almost inoperable, and improvements must be made.

Ms. Thorson stated that there will be electrical changes, washroom renovations, and heating, ventilating and air-conditioning changes. She added that aside from the new carpet and the new furniture, most people will not be able to see the changes; it is infrastructure, making the building more functional.

Member Howard moved, member Ley seconded, that the Board direct the administration to proceed with Option 1 and that the funding be taken from reserves in capital expenditures.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Ms. Thorson reminded Board members that there are four phases of facility planning and they will have Phase Two at the May 22 Board meeting.

Member Ley asked if Building E renovation is considered a stand-alone project where nothing else in the master plan is dependent on this project. Ms. Thorson concurred.

Funding for
Building W

Dr. Thompson explained that Exhibit D is information on the allocation for the Buildings W and R. No action is needed.

Chairman O'Reilly stated that there had been a tentative meeting scheduled for Monday, May 19 in the event that this agenda was not completed. There will be no need to have that meeting. She added that there will be a ten minute break prior to executive session.

EXECUTIVE SESSION:

Member Kolze moved, Member Howard seconded, that the meeting 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, Hess, Howard,
Kolze, Ley and O'Reilly
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Upon roll call, the motion carried and the meeting adjourned into executive session at 7:50 p.m.

Following executive session, it was moved and seconded that the Regular meeting be reconvened. In a voice vote, the motion carried at 8:37 p.m.

ADJOURNMENT:

Member Kolze moved, Member Howard seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:38 p.m.

Chairman

Secretary

BOARD REQUESTS

MAY 15, 1997 SPECIAL BOARD MEETING

1. Chairman O'Reilly suggested that the College look into purchasing used furniture, perhaps from corporations which go out of business, as opposed to purchasing new furniture.
2. Chairman O'Reilly asked if information could be gathered regarding the cost of the last referendum, how many people were involved, how many groups were contacted, and the procedures that took place. She requested that this information be provided to the Board. Dr. Thompson and Member Howard said that they could find the information.
3. Member Ley asked if the College could have someone else build a facility and lease it to Harper. Dr. Thompson said he would have to look into that option.
4. Dr. Thompson suggested speaking to our representatives and senators and find out how to pull some strings regarding federal and state funding.
5. Member Barton asked if they could look into moving the kitchen up to where the cafeteria is now. Dr. Thompson stated that they would have to rethink and reconfigure how that could be done.
6. Chairman O'Reilly suggested that Mr. Lundeen add colors and codes to the projects on the drawings (for example, red areas for Phase I, blue areas for Phase II) in order to get a better picture of the projects.

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 22, 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, May 22, 1997 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

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; Mary Azawi; Vic Berner; Bruce Bohrer; Harley Chapman; Tom Choice; John Clark; Therese Cummings; George Evans; Bill Howard; Robert Getz; Jerry Gotham; Amy Hauenstein; Lorel Kelson; Karen Keres; Thea Keshavarzi; Liz McKay; Russ Mills; Rosemary Murray; Elena Pokot; Pat Wenthold; Ken Wille; Laurie Wren; and Joan Young - Harper. Student: Caroline Saccomanno.

Guests: Helen Burroughs; Kurt Neumann; Larry Smith, Daily Herald.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Barton read a letter from Harper College student Denise Konomidis who expressed gratitude to the Board of Trustees for awarding her the Trustee Scholarship this past year. The scholarship is helping her achieve her goal of majoring in Business and pursuing Law.

UNFINISHED BUSINESS
Approval of Agenda

Chairman O'Reilly stated that there is a revision to the agenda. Exhibit VIII-E, the IDOT Agreement, will be deleted from the agenda and will be discussed in the future after more information is obtained. She

added that there will be an executive session at the end of this meeting.

Member Gillette moved, Member Kolze seconded, that the agenda be approved as revised.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Student Trustee Report

Student Member Prinzivalli noted that she has met briefly with Dr. Thompson, Vice President Bonnie Henry, Amy Hauenstein and Jerry Gotham, getting acquainted and discussing various ideas. Over the summer, her goal is to develop a game plan to increase student participation in the Student Senate and other activities on campus. She plans to work on the implementation of the student I.D. card and some public safety issues. She added that she will be meeting with the deans and other Vice Presidents over the summer.

CONSENT AGENDA

Member Howard moved, Member Hess seconded, approval of the minutes of the March 18 Budget Committee meeting; April 24 Special and Regular Board meetings and executive session; April 28 Special Board meeting; and April 29 Special Board meeting and executive session; bills payable; payrolls for April 25 and May 9, 1997; estimated payrolls for May 10 through June 20, 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	1,932,504.37
Restricted Purposes and	
Trust & Agency Fund	812,788.29
Federal Funds	212,884.80
CE Tuition Refunds	6,031.60

The payrolls of April 25, 1997 in the amount of \$1,576,036.76; May 9, 1997 in the amount of \$1,569,103.00; and estimated payroll of May 10 through June 20, 1997 in the amount of \$4,764,886.74.

Member Ley suggested changing the format of the financial statements in order to provide more meaningful information such as variance reporting. He apologized to Vice President Judy Thorson for not speaking with her about this previously. Member Kolze concurred and suggested condensing the report as well. Ms. Thorson responded that there are plans to revise the reports.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

BID AWARDS

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

Ex. VII-A1 Award Bid Q8814 to Newsweb Corporation, the low bidder for printing of the Fall 1997 Second Eight Weeks Course Schedule, in the amount of \$19,800.00.

Ex. VII-A2 Award Bid Q8813 to Educational & Institutional Cooperative Services, Inc., the low bidder for task chairs, in the amount of \$18,688.44.

Ex. VII-A3 Award Bid Q8817 to Phillips Brothers Printers, the low bidder for printing of the Fall 1997 Extension booklet, in the amount of \$13,550.00.

- Ex. VII-A4 Award Bid Q8818 for cut-size paper to Midland Paper Co., the low bidder for items #1a through 4 and 34 through 43 in the amount of \$61,358.79; and WWF Paper-Midwest, the low bidder for items #5 through 31 and item #33 in the amount of \$13,333.55, for a total award of \$74,692.34.
- Ex. VII-A5 Award Bid Q8819 to Carroll Seating Co., the low bidder for carpeting at the Northeast Center, in the amount of \$49,630.00.

In regard to Chairman O'Reilly's inquiry about Exhibit VII-A2, Thea Keshavarzi responded that task chairs used to be called "secretarial chairs." These are ergonomic adjustable chairs used by people who work on computers for long periods of time.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

PURCHASE ORDERS

Member Howard moved, Member Barton seconded, that the Board approve the Purchase Orders as outlined in Exhibits VII-B1 through VII-B3 (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 \$14,500.00.
- Ex. VII-B2 Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in the amount of \$83,723.39.

Ex. VII-B4 Approve issuance of a purchase order to Hammerman & Morse Inc. Marketing Communications for creation and placement costs of a radio advertising campaign in the amount of \$25,000.00.

In regard to Exhibit VII-B2, Member Gillette expressed concern with the \$82,000+ sole source procurement to the subscription service. He explained that he had asked Ms. Thorson for an example of the cost savings, but that it did not show comparative information. He requested further information for next year which would show what other libraries and community colleges use for this subscription service. Ms. Thorson responded that EBSCO is one of the largest providers in the market, and a large percentage of schools and universities use their service. He emphasized that he wants to see specific information -- Schaumburg Library uses this service and Palatine Library uses that service. He added that if there is another big company, Harper would have the ability to get competitive bids from them.

In regard to Exhibit VII-B3, Member Kolze asked if there is a plan to evaluate the results of the ad placement. President Thompson responded that there will be a specific telephone number mentioned in the ad, and when calls come in on that number, it will be tracked to the radio ad. This information can be further tracked to determine if the person actually registers for a class. It was mentioned that the radio station will be determined based on the consultant's recommendations.

Member Ley asked if this radio ad had any relation to the Marketing Plan which has not been approved yet. President Thompson responded that this is a continuation of the plan that has been in place. Dr. Henry explained that some of this type of advertisement has been done in the past. Part of the reason Harper is able to do this

is because some dollars have not been spent this year because bids came in lower than anticipated. We are using some of those funds to do this advertising. She added that the new Marketing Plan will be presented to the Board in June.

Member Gillette suggested approaching other community colleges to share the expense of this advertising. The ad would be for various community colleges with a specific telephone number for each college -- McHenry, CLC, Elgin, Harper. President Thompson responded that they have explored this suggestion since it was last raised, and they have not found other community colleges willing to do this. He added that they could try again. Dr. Henry stated that they have not been able to work out the logistical details with the other colleges at this point, but they have been working on it this past year. There was discussion regarding the target audiences of the radio ads. It was decided to leave this up to the consultants. Member Barton asked if the College contacts the radio stations when there is something going on at Harper. Dr. Henry responded that they call the stations that are appropriate demographically for the activity.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

NEW BUSINESS

Personnel Actions

Member Barton moved, Member Ley seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Faculty Appointments

Helen Burroughs, Instructor-Psychology,
Business and Social Science, 08/19/97,
\$35,259

Richard Johnson, Instructor-English, Liberal Arts, 08/19/97, \$36,387

Collette Marsh, Instructor-Physics, TM/PS, 08/19/97, \$33,107

Kurt Neumann, Instructor-English, Liberal Arts, 08/19/97, \$36,387

Daniel Stanford, Instructor-Chemistry, TM/PS, 08/19/97, \$34,166

Professional/Technical Appointments

Harriet Edwards, Chemistry Lab Technician, p/t, TM/PS, 08/25/97, \$11,600

Ursula Youngwith, Senior Programmer/Analyst, Information Systems/User Services, 06/02/97, \$52,000

Classified Staff Appointments

Darice DaMata-Geiger, Applications Clerk, Admissions, 05/19/97, \$21,500

Susan Johnson-Royse, Clerk Typist II, p/t, Wellness and Human Performance, 05/22/97, \$16,536

Sean Liles, Information Receptionist, p/t, Center for New Students & Orientation, 05/08/97, \$5,129

Catherine Lindstrom, Secretary, Liberal Arts-Music and Art, 05/19/97, \$24,000

Janet Lococo, Cashier, Bursar's Office, 05/12/97, \$21,500

Emmi Mahler, Information Receptionist, p/t, Student Development-I, 05/26/97, \$5,129

Anne Mohr, Administrative Secretary, Business and Social Science, 05/02/97, \$23,750

Diane Race, Accounts Payable Clerk II, Accounting Services, 04/26/97, \$25,463

Brian Szuda, Financial Aid Assistant, Office of Student Financial Assistance, 06/02/97, \$25,500

Becky Willis, Payroll Clerk, Accounting Services, 05/28/97, \$25,000

Harper #512 - IEA Appointments

Frank Caccamo, Custodian, Physical Plant, 05/19/97, \$25,251

Christopher Reinwald, Custodian, Physical Plant, 05/19/97, \$25,251

Classified Staff Retirement

Chester Cross, Clerk Dispatcher, Public Safety, 08/31/97, 7.10 years

Faculty Resignation

Ernst Rilki, Associate Professor, Business and Social Science, 04/25/97, 15.8 years

Harper #512 - IEA Resignation

Jimmy Hernandez, Custodian, Physical Plant, 05/02/97, 1 day

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Prinzivalli voted aye.

President Thompson thanked the Board for their action and introduced newly-employed Harper faculty members Helen Burroughs and Kurt Neumann. He congratulated them and welcomed them.

New Positions:
Corporate Services
Coordinator and
Program Assistant,
Technical Education
and Consulting

Member Howard moved, Member Hess seconded, that two new positions be approved: Coordinator Position, Professional/Technical Level 5, for Corporate Services (which will be self-funding via corporate educational/training contract sales); and the Program Assistant for TECH, Classified Staff Level 7, (which will be funded by the TECH program revenues); both to be effective May 22, 1997 as outlined in Exhibits VIII-A-2 and VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze suggested a standard operating procedure to list the salary range for each new position. President Thompson responded that the salary range for the Corporate Service Coordinator is \$38,362 to \$57,543; and the range for the program assistant is \$21,632 to \$31,584.

In regard to Member Kolze's question regarding Exhibit VIII-A3, Vice President Ed Dolan stated that the TECH position would report directly to Bob Fabbrini, manager of the program. The Corporate Services Coordinator will report directly to Lori Danaher.

Regarding both Exhibit VIII-A2 and VIII-A3, Member Ley asked if these are budgeted positions and if they are part of the Education Fund. Dr. Thompson responded that both positions are in the Auxiliary Fund and are expected to make their salary plus additional funds. Member Ley asked additional questions and Chairman O'Reilly suggested that he contact Corporate Services for more information.

Member Barton inquired about these self-funding positions if the program does not work. Ms. Thorson responded that there are special clauses in the hiring letters or contracts, and new employees are fully aware of this information when they sign.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Change in
Agenda Order

Member Ley moved, Member Gillette seconded, that the Board revise the agenda order to discuss Exhibit VIII-C before Exhibit VIII-B.

Member Gillette explained the reasoning behind this motion. In VIII-C the College is hiring an engineer, Stanley Consultants, Inc. for the Chilled Water Master Plan. Once they

are hired, Mr. Gillette will suggest modifying VIII-B to include an option of employment to either Stanley Consultants, Inc., or Legat Architects, for up to 7.5 percent. Chairman O'Reilly asked if the Board members were comfortable with this motion. There were no objections.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Employment of
Engineer-Chilled
Water Master
Plan

Member Gillette moved, Member Howard seconded, that Stanley Consultants, Inc. be approved to perform the professional services required in developing a Chilled Water Master Plan 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, Gillette, Hess,
Howard, Kolze, Ley and O'Reilly
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Member Gillette further explained that when there are building renovations, an architect must be hired. When the renovations are outside, such as campus sidewalks, an engineering firm can be hired. His suggestion will give the administration the option of using the onboard engineering firm or the architectural firm, whichever they decide. It will give them more flexibility.

Resolution: 1997
Life Safety
Projects

Member Gillette moved, Member Ley seconded, that the Board adopt the resolution for approval of the projects (listed in Exhibit VIII-B) to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College

Act. The Board also approves the employment of Legat Architects, Inc. or Stanley Consultants, Inc. to provide the architectural or engineering services for the 1997 Life Safety repair and renovation projects at a fee not to exceed 7.5 percent of the project costs as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was discussion regarding the 7.5 percent fee. Ms. Thorson explained that if Stanley Consultants could not do the job for 7.5 percent or less, the College would not use them for this project, but would use Legat Architects. This action will give the administration approval to hire one firm or the other.

Member Kolze asked if it is customary for the architect to recommend the engineering service. Ms. Thorson explained that when the project is a combination of architecture and engineering, the College will use the architect's engineering firm. When the project is solely an engineering project as sidewalks would be, the College could use the engineering firm that is on board. Stanley Consultants, Inc. will be "tested" with the Chilled Water project, and if they are competent, they will be used for other projects.

Member Ley noted a discrepancy between the figure for Building E renovation in Exhibit VIII-E (\$499,777) vs. the figure for Building E renovation in Exhibit VIII-H (\$470,000). Ms. Thorson responded that she has a corrected handout for Exhibit VIII-H which reflects the \$499,777 figure.

In response to Member Ley, Ms. Thorson explained the approval process: (1) the Board must approve this resolution; (2) the detail of this goes to the state and the ICCB must approve it; (3) the ICCB issues certificates to the College; (4) those certificates must be filed with our levy. There is a long lead time so that the certificates are back by November when we do the levy. She added that the College could choose not to do all of the

projects, and therefore choose not to levy as much. However, the Board cannot increase the levy amount beyond the value of the certification.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Resolution:
Transfer of
Interest Income

Member Kolze moved, Member Howard seconded, that the Board authorize the Treasurer to effect a permanent transfer of earned interest in the amount of \$600,000 from the Working Cash Fund to the Educational Purposes Fund as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Member Howard suggested that Faculty Senate President George Evans inform the Senate Executive Committee of this action.

Project Application
for 1997 Capital
Renewal Grant
Funds

Member Barton moved, Member Ley seconded, that the Board approve the project application for the 1997 Capital Renewal Grant funds in the amount of \$327,800 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, Gillette, Hess,
Howard, Kolze, Ley and O'Reilly
Nays: None

Motion carried. Student Member Prinzivalli
voted aye.

Election Resolution Member Hess moved, Member Barton seconded,
Filing of that the Board approve the resolution
Nominating Papers regarding the notice related to the filing of
nominating petitions for Board candidacy as
outlined in Exhibit VIII-G (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Dr. Thompson stated that this is House Bill
652. He explained that the House and the
Senate have passed the version of the Bill
that would have the elections occur in
November 1997, with the next elections taking
place in April of the following odd-numbered
years, and with the seats not being occupied
until November of that year. There will be a
six-month hiatus between the election and
actually filling the seat. Member Howard
added that it will not change this November's
election.

Member Barton asked if there was any
verification on partisan/non-partisan. Dr.
Thompson responded that he had not been able
to reach Dr. Gary Davis and he will try
again. Chairman O'Reilly suggested making
contact with the Governor to address the non-
partisan issue. In response to Member
Barton, Dr. Thompson stated that he thinks
the Governor will sign before August.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli
voted aye.

Facility Planning - Member Howard moved, Member Hess seconded,
Phase II: that the Board accept the architect's

Building E

preliminary design for the Building E project and authorize movement to Phase III as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ms. Thorson distributed handouts. She explained that Phase II of the facility plan is the step whereby the Board authorizes acceptance of the preliminary design and gives approval to proceed to Phase III. The handout shows the funding sources that have been identified and the next phase will bring the dollars closer.

Ms. Thorson explained that Exhibit VIII-H shows estimates of the expenditures for Building E renovations. The revised handout reflects an increase in the Life Safety portion of this project, bringing it to \$499,777. The additional money is for the removal of asbestos which was found during the investigation. It does not impact any other costs.

She explained that the drawings show what will be renovated in the room. The majority of the work will address acoustical problems. Fabric panels will be placed on the wall, carpeting will be installed, and a vestibule will be built in front of each entry door to reduce the noises from outside the room. There will be lighting retrofit to meet today's standards, and there will be some heating, ventilation and air conditioning (HVAC) work. Furniture will be removed and new furniture will be installed. Some concrete work will have to be done to enlarge the steps in order to fit the new furniture. There was discussion regarding the number of seats in the room. Bob Getz stated that there will be 240 seats in the large lecture hall.

In response to Member Hess, Ms. Thorson stated that the walls between E107 and E108 are not moveable.

In response to Member Kolze, Ms. Thorson explained the staff input. These classrooms are used primarily by faculty members in the

LS/HS area. Pat Bourke was the team leader and she received input from the appropriate faculty. There are classes in math and psychology, and those people were brought in as well.

Member Gillette expressed concern regarding the two major issues noted during the Board tour: the acoustics and the bundle of wire on the floor. It appears to him that nothing will be done to solve the problem with the bundle of wire on the floor. Additionally, he felt that the acoustical problems will not be corrected by placing panels on the wall. He suggested that the architects look at the acoustical problems with respect to the ceiling. Ms. Thorson responded that representatives from Legat Architects would address these concerns at a future meeting. Mr. Getz added that there will be an acoustical consultant working on this project. Member Gillette made suggestions regarding the wiring and the podium. Mr. Getz stated that there have been extensive discussions with the faculty regarding the podium set-up. They prefer a series of points on the floor where they can plug in the podium, as opposed to connections on the wall. It is being designed for their use. The drawings do not show this because these are not construction documents, only preliminary drawings.

Member Ley moved to table the resolution pending the arrival of the architects. There was no second. Chairman O'Reilly suggested sharing with Legat Architects, upon their arrival, the comments that were made regarding Building E.

Upon roll call on the original motion, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

First Reading: Chairman O'Reilly stated that there have

Revised Board
Policy Manual

been many requests for changes to the Board Policy Manual over the last several years. She distributed documents to each Board member which reflects those changes. She thanked Member Gillette for giving his time to review the manual. This is a first reading. She suggested that each Board member review the manual and call Dr. Thompson with any questions or comments. Dr. Thompson added that there can be as many readings as the Board desires. He hopes to assemble the comments from individual Board members and bring these to the Board as a whole to be acted upon. Chairman O'Reilly asked if any Board members objected to this process. There were no objections. It was mentioned that the changes are highlighted. Member Ley asked if there were any deletions. Member Gillette responded that there are deletions, but these are not visible. He added that the bold type is the set of changes that were approved the last time, plus the recommended changes. Board members also thanked Member Gillette for the time he spent reviewing the document.

Status Report -
Major Gifts
Campaign

Dr. Thompson stated that Harper staff and faculty participation in the campaign more than doubled from previous years. He thanked Felice Avila and her staff for their hard work, and commended all the people on campus for their participation in and support for the campaign.

Member Howard moved, Member Kolze seconded, that the Board officially commend the faculty and employee groups for their demonstration of support for the College through their financial pledges to the capital campaign.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

OTHER BUSINESS

Chairman O'Reilly thanked Board members for attending the many recent activities on

campus. Board members have been present at the Academic Convocation, the Student Activities awards banquet and at the pinning ceremonies.

Ad Hoc Football
Committee

Member Ley distributed information regarding the ad hoc football committee. He mentioned that this topic should be on the agenda for further discussions at the June meeting.

MIS

Member Ley updated Board members on the issue of his proposed study of a possible cooperative effort regarding the MIS area. He explained that he had presented this idea at the Trustees regional meeting as an individual Trustee, not representing the whole Board of Trustees. He suggested Board members share their comments or questions with Joan Hall, President of the Regional Trustees Association. Member Ley added that this is just a proposal for a study, with no expenditure of money at this point.

Member Ley explained that in private industry, there is a great deal of activity on the subject of outsourcing of MIS activities and various forms of cooperative effort. It is a very complex subject, but he thought there might be a potential benefit for the community college environment. He drafted a series of 19 questions for other Trustees to answer to see if there is any interest in studying the prospect of a cooperative effort among neighboring community colleges. The primary benefits would be to save money and to attract and retain talented individuals. Chairman O'Reilly suggested that he send the questions to Board members again so they can take a second look at this subject. The Board can then decide if they wish to support this idea. She added that possibly the timing of this was not the best with so many other activities going on. Perhaps it could be addressed more fully during the summer months.

Board Workshop

Chairman O'Reilly noted that there is a Board workshop with Gary Davis, ICCTA, scheduled for June 12 at 5:00 p.m. She asked if there were any conflicts with that time. Member

Kolze stated that he would have to leave by 7:00 p.m. that evening.

PRESIDENT'S REPORT

Dr. Thompson mentioned that May is a very busy month at Harper College. It began with an AIDS walk, organized by Harper students Meredith Cunningham and Alexandra Sierra on Sunday May 4. There was a great deal of support across campus. Palatine Mayor Rita Mullins and Arlington Heights President Arlene Mulder were among the attendees. Approximately \$15,000 was raised for AIDS research.

Board Members Richard Gillette and Kris Howard, along with Dr. Thompson and Amy Hauenstein attended the annual Lobby Day sponsored by the ICCTA. They visited with legislators in Springfield and discussed Harper's needs. They reminded them about the capital funding issue and operating budget, and also about retirees' insurance for community college employees.

The Friends of Harper met on May 7. The agenda included recognition and awards to various Harper students, including Samantha Jarka as the Outstanding Student. In addition, Sarah O'Reilly received the Distinguished Citizen Service Award. Professors Martin Ryan and Mike Brown presented a program on Harper sculptures and artwork.

A dedication ceremony was held on May 8 for George Voegel's sculpture "In Search of Understanding." President Thompson stated that the College is grateful to George for his donation.

Harper held a reception on May 14 honoring 12 retiring faculty and staff members.

On May 16 there was a faculty luncheon honoring new and retiring faculty members. Board members Barbara Barton, Roland Ley, the vice presidents and President Thompson enjoyed the opportunity to attend. President Thompson thanked George Evans and the Senate for their invitation.

The Student Activities Banquet also took place on May 16. Dr. Thompson mentioned that he heard favorable comments from students, faculty and parents who were in attendance. Board Members Sarah O'Reilly, Roland Ley, Barbara Barton, Kris Howard and Judy Hess attended the event. He thanked everyone for participating.

Academic Convocation was held May 20, with Board members Sarah O'Reilly, Dick Kolze and Roland Ley in attendance. Dr. Thompson noted that the evening ran very smoothly which demonstrates the excellence in service at Harper. Foundation member Don Barrington received the James J. McGrath Recognition award for his dedication and service to the College over the years. Member Kolze commended the staff who organized the Academic Convocation. It was done very nicely.

President Thompson mentioned that pinning ceremonies are this week for dental hygiene, nursing and medical office assistants; and commencement will be Sunday, May 25 at 3:00.

The Harbinger has received the first place award for overall excellence in the two-year non-weekly newspaper category at the Associated College Press "Best of the Midwest" Conference. The newspaper also earned first place in the weekly and biweekly category from the Illinois Community College Journalism Association which also awarded the paper 17 individual honors for stories, photos, political cartoons, layout design and computer graphics. Dr. Thompson congratulated *The Harbinger* staff members and their faculty advisor, Howard Schlossberg.

Eleven members of the Harper Concert Choir were recently selected to participate in the 1997 American Choral Directors Association National Two-year College Honor Choir at the national convention in San Diego. Harper students were among many from across the country who had auditioned nationally for the 175-voice Honor Choir. Dr. Thompson commended these students and Harper Choir Director Tom Stauch for their efforts.

Second-year Harper College student Don Hunter received the Community College Outstanding Geography Student Award from the Illinois Geographical Society.

Member Ley asked if there is an official acknowledgment sent from the Board to each of the award recipients. Dr. Thompson responded that a letter is sent to each recipient from the Board and himself. He added that they try to stay on top if it as much as they can. Member Howard added that it is important for Board members to attend some of the activities, such as the Academic Convocation and the Student Activities Banquet, as a physical show of appreciation.

Dr. Thompson noted that University of Illinois President Dr. James Stukel visited Harper College this week. One of Dr. Stukel's goals is to visit the communities around the state of Illinois. He spent a day in this area visiting Motorola, meeting with mayors and other elected officials and visiting the Harper campus.

President Thompson noted that he has been informed by Joe Cipfl, Executive Director of the ICCB, that former Board member Molly Norwood has been appointed by the Governor to serve as a member of the Illinois Community College Board. It has not yet been confirmed by the Senate. He added that he looks forward to working with Molly in the new position.

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

Upon roll call, the vote was as follows:

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

Motion carried at 8:30 p.m. Student Member Prinzivalli voted aye.

Following executive session, it was moved and seconded that the Regular meeting be reconvened. In a voice vote, the motion carried at 9:46 p.m.

NEW BUSINESS:

Member Howard moved, Member Kolze seconded, that the Board approve the early retirement requests from Pat Bourke, Dean of Life Science and Human Services, and for Lee Vogel, Dean of Learning Resources Center.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

ADJOURNMENT:

Member Howard moved, Member Barton seconded, that the meeting be adjourned. In a voice vote, the motion carried at 9:48 p.m.

Chairman

Secretary

BOARD REQUESTS

MAY 22, 1997 REGULAR BOARD MEETING

1. Member Ley suggested changing the format of the financial statements in order to provide more meaningful information such as variance reporting. Member Kolze concurred and suggested condensing the report as well. Ms. Thorson responded that there are plans to revise the reports.
2. Member Gillette requested further information for next year which would show what other libraries and community colleges use for subscription service.
3. Member Gillette suggested approaching other community colleges to share the expense of radio advertising. The ad would be for various community colleges with a specific telephone number for each college -- McHenry, CLC, Elgin, Harper.
4. Member Kolze suggested a standard operating procedure to list the salary range for each new position.
5. Member Howard suggested to George Evans that the Senate Executive Committee be made aware of the transfer of \$600,000 in interest income to the Educational Purposes Fund.
6. Chairman O'Reilly suggested making contact with the Governor to address the non-partisan issue.