

WILLIAM RAINEY HARPER COLI
1200 West Algonquin Road
Palatine, Illinois

Donna Drake
ADM SER

Board Meeting

March 26, 1998

7:00 p.m.

Agenda

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. President's Report
- V. Student Trustee Report
- VI. Approval of Agenda
- VII. Approval of Consent Agenda* (Roll Call Vote)

For Approval:

- 1. Minutes--February 26 Regular Board meeting and executive session. Exhibit VII-1
- 2. Bills Payable, Payrolls for February 27 and March 13, 1998. Estimated payrolls for March 14 through April 24, 1998. Exhibit VII-2
- 3. Bid Awards Exhibit VII-3
- 4. Purchase Orders Exhibit VII-4
- 5. Personnel Action Sheets Exhibit VII-5
- 6. 1998-99 Faculty Promotions Exhibit VII-6 ✓
- 7. Resolutions: Community College Month Exhibit VII-7-a
College Depositories Exhibit VII-7-b
Credit Card Authorization Exhibit VII-7-c
- 8. Renewal of Treasurer's Bond Exhibit VII-8
- 9. Proposed Tuition for 1998-99 Exhibit VII-9
- 10. Optional Retirement Program Exhibit VII-10

For Information:

- 11. Financial Statements Exhibit VII-11
- 12. Committee and Liaison Reports Exhibit VII-12
- 13. Grants and Gifts Status Report Exhibit VII-13

VIII. New Business

- A. RECOMMENDATION: Ratification of IEA/NEA Agreement Exhibit VIII-A
- B. RECOMMENDATION: Proposed Fee Changes for 1998-99 Academic Year Exhibit VIII-B
- C. RECOMMENDATION: Referendum Exhibit VIII-C
- D. RECOMMENDATION: Addendum to IL Department of Transportation Agreement Exhibit VIII-D

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

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, March 26, 1998

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, March 26, 1998 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Botterman, Gillette, Hess, Howard (7:03 p.m. arrival), Kolze and Shure
Absent: Student Member Prinzivalli

Also present: Robert Breuder, 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; Jerome Abend; Mary Azawi; Patrick Beach; Larry Bielawa; Bruce Bohrer; Catherine Brod; Harley Chapman; Tom Choice; Lori Danaher; Sare Fisher; Julie Fleenor; Robert Getz; Jerry Gotham; Robert Held; Bill Howard; Tom Johnson; Alexander Jovanovich; Thea Keshavarzi; Joan Kindle; Sylvia Kingsley; Dave Lauerman; Joanne Leski; Roberta Lindenthaler; Dominic Magno; Mercedes McGowen; Liz McKay; Rosemary Murray; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Tom Shanahan; Sharon Szymoniak; Pat Traynor; Lee Vogel; Doug Van Nostran; Nancy Vrooman and Joan Young - Harper. Students: Kathryn Cowley; Jennifer Jackson and Heather Voegeli.

Guests: Kendra Williams, Daily Herald; Maryanne Giustino, Chicago Tribune; Barbara Bell, Pioneer Press; Michael Lundeen, Legat Architects.

Chair Kolze noted that Student Member Prinzivalli would be absent due to illness.

Chair Kolze thanked the President and staff for indexing the Board Book and making it easier to follow.

CITIZEN
PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

President Breuder asked Vice President Ed Dolan to share news regarding an award the College recently received. Dr. Dolan announced that Harper faculty Mercedes McGowen and Nancy Vrooman received a National Science Foundation Award for Exemplary Activities in the Science and Mathematics Preparation of Prospective Students. This award was received in Washington, D.C. and is one of 11 awards given nationally. Ms. Vrooman and Ms. McGowen presented the award to President Breuder and the Board of Trustees. They requested that the award be brought to the Math Department for a short period of time and then given to the College for display. Dr. Breuder stated that this could be done.

President Breuder asked Vice President Bonnie Henry to share information regarding marketing awards recently received at Harper College. Dr. Henry stated that a bronze award was received from the Admissions Marketing Journal for a promotional piece sent to high school seniors/prospective Harper students. A silver award was received from the same journal for a radio spot developed by the Marketing Team. The National Marketing Association gave Harper the silver award for a newspaper ad which has been turned into posters encouraging adult enrollment. She noted that the models in the posters are Harper employees and the artists are Rochelle Corso from the Admissions Office and Mike Chomiczewski from Publications and Communications.

The President asked Bill Howard to give a brief overview in the progress of the first three-year strategic long-range plan. Mr. Howard noted that President Breuder is committed to long-range strategic planning. The self-study and NCA report directed the College to integrate various elements of planning. An Institutional Priorities Workshop was held on February 27 where Dr. Breuder outlined a system that would bring together the elements for a college-wide strategic plan. It consists of three major components: publication of a long-range plan; written objectives for individual

operations on campus; and an annual plan summarizing key MBO statements and institutional initiatives. The first draft of the long-range plan has been prepared and will be available in mid-May. It contains a statement of Harper philosophy, mission and vision, along with a set of goals, tasks and initiatives. A reference document will be distributed to the campus community regarding the written objectives for each operation. The objectives will link to the long-range plan. The annual plan will be available by the end of June. Mr. Howard added that this will be a campus-wide activity with everyone having a chance to give input. In response to Member Barton, Mr. Howard stated that the objectives will have time frames.

Dr. Breuder stated that at the request of Chair Kolze, he and Vice President Thorson are in the process of making a summarized version of the monthly financial statements. He distributed a copy of a one and one-half page document which will be revised further. A less complicated statement of interest income will be added to give the Board a quick snapshot view on a monthly basis. There will also be a quarterly financial statement. This will reduce the volume of paperwork for the Board. The extended materials will be available if needed. One refinement will be to have the Regent system put salaries and benefits into the percent paid or committed categories. He added that this statement shows that the College continues to be in solid financial condition. Chair Kolze noted that the summarized reports will make things simpler. In response to Member Barton, Ms. Thorson stated that this copy reflected the Education Fund only; the summarized version of the O&M Fund will be the next step.

STUDENT TRUSTEE
REPORT

In the absence of Student Member Prinzivalli, Chair Kolze summarized the Student Trustee report. Student Senate elections took place March 24 and 25 and results will be posted Friday, March 27. Student Member Prinzivalli was pleased to see such able and interested candidates on the ballot.

The Universal ID Card Task Force met for the second time. Student Member Prinzivalli noted that there is great effort and enthusiasm by the group. She is impressed and appreciative of everyone's effort in researching this project.

APPROVAL OF AGENDA

Chair Kolze stated that there will be an executive session after the meeting to discuss the appointment, employment and dismissal of personnel. In response to Chair Kolze, Board members felt it was not necessary to have a closed session to discuss the IEA/NEA agreement. He suggested that the agreement (item VIII-A) be moved up to the first order of business. Board Members concurred.

Member Gillette moved, Member Barton seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

NEW BUSINESS:
Ratification of
IEA/NEA
Agreement

Member Howard moved, Member Barton seconded, ratification of the 1997/99 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA for the 1997/99 years, and authorization of Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

On behalf of the Board, Chair Kolze stated that he is pleased this agreement has been settled. He congratulated Dr. Breuder and the staff for making that happen. He asked representatives from the Union to come forward to sign the agreement.

Dr. Breuder stated that Harper College is blessed to have such dedicated people who take pride in maintaining the campus. He added that the spirit, commitment and dedication that he has seen in the Physical Plant staff made it very easy to sit down and bring the negotiations to closure. He thanked everyone for their contribution to the College.

Member Gillette requested that items VII-3b, VII-4 and VII-8 be removed from the Consent Agenda.

CONSENT AGENDA

Member Gillette moved, Member Barton seconded, approval of the minutes of the February 26, 1998 Regular Board meeting and executive session; bills payable; payrolls for February 27 and March 13, 1998; estimated payrolls for March 14 through April 24, 1998; bid award VII-3a; personnel action sheets; 1998-99 Faculty Promotions; Resolutions -- Community College Month, College Depositories, Credit Card Authorization; Proposed Tuition for 1998-99; Optional Retirement Program; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VII-1 through VII-13 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	2,449,573.37
Restricted Purposes and	
Trust & Agency Fund	546,410.48
Federal Funds	14,892.93
Tuition Refunds	456,692.80

The payrolls of February 27, 1998 in the amount of \$1,668,565.37; March 13, 1998 in the amount of \$1,689,594.06; and estimated payroll of March 14 through April 24, 1998 in the amount of \$5,087,611.54.

To Professor

Philip DeMarois	TM/PS
Susan Farmer	AE/LS
Marianne Holt	LS/HS
Joanne Leski	LS/HS
Michael Vijuk	BUS/SS
Mary Jo Willis	LIB ARTS

Resolution: Adoption of resolution proclaiming April
Community College 1998 as Community College Month at William
Month Rainey Harper College.

Resolution: Approval of updated listing of College
College depositories and investment brokers.
Depositories

Resolution: Adoption of resolution for approval of credit
Credit Card card applications.
Authorization

Proposed Tuition Approval of an increase in tuition from
\$46.00 per credit hour to \$50.00 per credit
hour effective with the summer 1998 semester.
The \$4 increase will include \$1 designated
for technology initiatives and \$3 to provide
for general operating expenses.

Optional Approval of the implementation of the State
Retirement Universities Retirement System (SURS) -
Program administered Optional Retirement Program on
October 1, 1998.

Chair Kolze noted that Exhibit VII-5,
Personnel Sheets reflects the retirement of
Laurie Wren. Many Board members did not have
a chance to say goodbye to Laurie before she
left for Florida. He suggested that Board
members go out for lunch or dinner with her
when she gets back into town next month. He
asked Board members to contact him if they
would like to go. He noted that Laurie did a
lot for the Board.

On behalf of the Board, Chair Kolze
congratulated the faculty members who
received promotions as reflected in Exhibit
VII-6.

Chair Kolze noted that he and Member Barton
were in Springfield recently where they
attended an open house and building
dedication for the Illinois Community College

System staff. He added that April is Community College Month.

Chair Kolze noted that there is a revision for Exhibit VII-7c.

In regard to Exhibit VII-12, Chair Kolze asked Cathy Brod to say a few words about the two newest members approved for the Foundation Board. Ms. Brod noted that E. Vachel Pennebaker, President and CEO of Sears Shop At Home Services, and Vice President and General Manager of their Direct Response Division, is very philanthropically and civically involved. He has offered pro bono to help with the direct mail program. Ms. Brod noted that Richard Schonhoff, President and Chief Executive Officer of Northern Trust Group of Banks in the Northwest suburbs of Chicago, is also philanthropically active in the community. Northern Trust has been an underwriter and a philanthropic supporter of Harper's programs for many years. She added that they are very pleased to have both individuals on the Foundation Board.

Dr. Breuder called attention to Exhibit VII-9 Proposed Tuition Increases for 1998-99. He noted that this increase is consistent with the four-year tuition plan which had been approved by the Board in an earlier action.

President Breuder clarified Item VII-7 Credit Card Authorization. This credit card will be used for testing the touch-tone registration system. It is a limited use card with a \$500 limit, and the Controller of the College is the signatory. It will only be used to test the system.

Upon roll call on the Consent Agenda, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

Member Gillette noted that with tax caps, new technology, salary increases, and facility increases, the College has no choice but to increase tuition. He stated that Board members have shared their concern with President Breuder that this will have a negative impact on students, especially those with financial hardship. He asked Dr. Breuder to explain what Harper will do to prevent having to turn those students away who cannot afford tuition. Dr. Breuder stated that everyone in higher education is deeply concerned about escalating tuition. He explained that a \$4 per credit hour increase for the average load would equal a \$120 per year increase. If a student could clearly demonstrate that the \$120 increase would deny him or her an educational opportunity at Harper, he is confident that between the Foundation and the institution, they would find a way to alleviate the concern for that individual. He added that while \$120 is a significant amount of money, the cost of an educational experience at Harper College is still a very good deal. Member Gillette noted that the President had given him the same response over the telephone and he wanted everyone else to hear it. Member Howard noted that the PELL grant program is extremely important to students with financial hardship, especially those students who have no family support.

Bid Award

Member Gillette moved, Member Hess seconded, approval of the following bid award as outlined in Exhibit VII-3b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-3b Award Bid Q8863 to Warner Offset, Inc., the low bidder for printing of the Fall 1998, Spring 1999 and Summer 1999 Course Schedules, the major publications promoting enrollment at the start of each session, in the amount of \$125,080.00.

Member Gillette stated that although they have gone out for competitive bids, the requirement of four-color printing has only

left one qualified bidder. He questioned whether the four-color printing is necessary. He would have liked to have seen a written indication that this type of printing will produce a higher response. Member Barton noted that Board members have been suggesting "sprucing up" the schedule in order for it to be more eye-catching. This four-color printing is partially an answer to that. There was discussion regarding tracking the results of this piece of marketing. Vice President Bonnie Henry said that they would share the tracking results with the Board.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

Purchase Order

Member Barton moved, Member Hess seconded, approval of the following purchase order as outlined in Exhibit VII-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-4a Approve issuance of a purchase order to Hewlett-Packard Company for reconditioned demonstration HP Triple Power Supplies, a Signal Generator and Digital Voltmeters, for use by the Electronics department to teach LabVIEW software, in the amount of \$27,137.80.

Member Gillette stated that there should have been competitive bids. He noted that many aerospace companies have surplus amounts of H-P equipment. Chair Kolze stated that all Board members are interested in getting the best possible value for the College dollar. He asked President Breuder if it is possible to look ahead at upcoming bid awards and advise the Board when an item will be coming up that might not be bid competitively. This would give people an opportunity to ask questions in advance of the bidding.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Hess,
Howard, Kolze and Shure
Nays: Member Gillette

Motion carried.

Renewal of
Treasurer's Bond

Member Howard moved, Member Shure seconded, approval of the renewal of \$25 million treasurer's bonds with Kemper Insurance Company and CAN Insurance Company for 1998/99 at an annual premium of \$18,756 as outlined in Exhibit VII-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that it is an \$18,000 item with no competition. Vice President Thorson responded that the College has a broker who shops the market. The configurations vary each year depending on the market. She explained that the company that got the \$20M had the best price, so they got the biggest share. Member Gillette suggested that the broker's competitive data be shared with the Board. Chair Kolze noted that they do not want to duplicate the work of the broker, but it would be helpful if the information could be summarized. Vice President Thorson said that she should be able to get the information.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Hess,
Howard, Kolze and Shure
Nays: Member Gillette

Motion carried.

Proposed Fee
Changes for
1998-99
Academic Year

Member Gillette moved, Member Howard seconded, approval of the proposed fee changes for 1998-99, effective with the 1998 summer session as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Breuder noted that these are standard increases, with the only significant increase being the Student Activities Fee. Vice President Henry explained that it was

decided that the student activity fee be increased to help offset the cost of some of the student services or programs. She noted that they are not far enough along in the budgetary process to be able to say exactly what is being offset, but athletic programs would be part of it.

Member Barton stated that she is concerned with increasing tuition and increasing fees. She added that although she is all for activities on campus, with money tight, perhaps the College should eliminate some of the activities instead of increasing the fees. Vice President Henry stated that they need to look at the budget more closely and will have to make some decisions and reductions. There was discussion regarding whether the football program would be effected. Dr. Henry clarified that the fee increase will help pay for the athletic programs including football. The criteria that the Board established will be met and, in that regard, Harper will have football.

Member Howard expressed concern regarding the types of activities which are offered to all students. The fees should include activities that attract the more mature students as well as the younger students. Dr. Henry stated that they are concerned with this issue as well and are trying to maintain a balance.

Member Gillette noted that last year the Board had asked the administration to review each fee to make sure that the fees reflected the costs incurred. He has been reassured that these fees are equal to the cost (or in some cases less than the cost incurred). He felt it is important for students to know that the fees do not generate a profit. Member Barton noted that she hoped someone from the Harbinger could help get that message out. President Breuder added that the amount of fees taken in by the College would not cover all direct costs. If it were not for the state and the taxpayer, students would be paying much more.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure

Nays: None

Motion carried. Student Member Prinzivalli
voted aye.

Referendum

Member Barton moved, Member Hess seconded,
authorization of the President to commence
planning for and execution of a Referendum to
be held on February or April, 1999. The
amount of the Referendum will be determined
by July 1 following further deliberation of
the most cost-effective scenario that will
allow the College to effectively address as
many of the documented weaknesses in the
physical plant as possible as outlined in
Exhibit VIII-C (attached to the minutes in
the Board of Trustees' Official Book of
Minutes).

There was some confusion regarding the
wording "February or April 1999." President
Breuder stated that he clearly knows February
1999 was chosen as the preferred date.
However, he is still learning about the
district and its environment, and he felt it
was best to leave the option available for
the Board to change February to April if
necessary. He stated that Harper should gear
up to go for the referendum in February
unless there is a compelling reason to wait.
This action would mean that if there is a
mitigating circumstance (through appropriate
advice from counsel) that argues to wait
until April, the Board could choose to do
that. Dr. Breuder added that he believes
Harper's case will be so strong and so
compelling that the referendum will pass the
first time. There was discussion regarding
the pros and cons of February 1999 and the
pros and cons of April 1999.

President Breuder noted that the amount was
left open because more time is needed to
further examine the priorities that should be
included in the referendum. He wants to have
done all the homework before deciding on an

amount so the public can be confident of the request.

President Breuder called attention to the first page of the referendum document which lists two items that have not appeared in any of the earlier documentation; the new construction of a Science and Technology Center and the new construction of a Hospitality Center. He noted that it has become clear to him that Harper is not tending to the needs of the people in technology. He discussed the ramifications of trying to renovate a 20- or 25-year-old building to house today's science labs. The outcome would be better than what is currently there, but it would still fall short. It seems more feasible and more cost effective to reposition those programs that require dedicated floor space (chemistry, physics, biology, geology, nursing, allied health, electronics, SIM, CAD/CAM) in a new facility designed for their specific use. The other buildings can be retrofit for more conventional space such as classrooms, and computer labs.

Dr. Breuder added that Culinary Arts is a potential growth area since this is one of the hospitality capitals of the world, yet Harper facilities are substandard. He noted that to say our facilities are substandard hurts the College in regard to marketing. However, we must advise the public why we are asking for their support on this referendum.

Chair Kolze noted that the background information, explaining why a referendum is needed, was pulled together very well. He added that the rationale for a new building is difficult to argue with.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

Addendum to IDOT
Agreement

Member Howard moved, Member Gillette seconded, approval of the addendum to agreement with IDOT and authorization of appropriate Board officers to sign all documents as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is in regard to the widening of Algonquin Road. In response to Member Barton, Vice President Thorson stated that the project has been pushed back until 1999 or 2000 for various reasons. Member Gillette gave a brief overview of the agreement. Harper College gave IDOT a strip of land along Algonquin Road, and in return IDOT is going to give Harper two turning bays eastbound and two turning bays westbound. IDOT is worrying about the future expansion of Algonquin Road, so the College also gave them a strip of land at the east end of Algonquin near the marsh. We have helped each other. Member Barton noted that throughout the agreement it is referred to as "Junior College District." She asked if there would be a legal problem with that. Vice President Thorson responded that the attorneys have reviewed this agreement and stated that it is all in good legal order. Member Howard noted that legally there should not be a problem because the district number is correct.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

June Board
Meeting Date

Member Hess moved, Member Botterman seconded, approval of Tuesday, June 30, 1998 as its June meeting date as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

Addition of
Third Floor to
Conference
Center

Member Howard moved, Member Barton seconded, authorization of the President to investigate the financial feasibility (estimated at \$1.43M) of adding a third floor to the Conference Center and, if deemed financially feasible, seek the necessary approvals from the Capital Development Board, Illinois Community College Board and the Illinois Board of Higher Education to incorporate a third floor in the wing area of the Conference Center as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard explained that Board members suggested reviewing the feasibility of the third floor after speaking with the architect. There will be cost savings by adding the third floor at the time of building construction rather than adding it later. It would also free up space in Building A to do some much needed renovation.

Chair Kolze noted that Dr. Breuder has indicated that if the third floor is deemed financially feasible, he will report back to the Board prior to taking action.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure
Nays: None

Motion carried.

Chair Kolze noted that Items VIII-G through VIII-I are first readings; no action is required.

First Reading: President Breuder explained that this
Board Policy reflects a "cleansing" of the old policy with
(revised) on the only substantive change being "approved
Investment Policy by the President" (instead of "approved by
the Vice President of Administration") at the
bottom of the first page. He noted that Vice
President Thorson has concurred with this
change. Also attached is the procedure for
Investment of College Funds from the
Administrative Services Procedures Manual.
The wording of the procedure has been
cleaned-up, with one change reflecting
collateralization. President Breuder and
Vice President Thorson felt it would not be
in the best interest of the College if they
were to invest without having it fully
collateralized. Dr. Breuder explained that
the Board will not be approving the procedure
-- only the policy.

Member Shure suggested using the strikeout
method so that Board members can see what has
been changed.

Chair Kolze asked Board members to contact
Dr. Breuder before the next Board meeting if
they have any comments or questions regarding
this policy and the following two policy
revisions.

First Reading: President Breuder explained that Chair Kolze
Board Policy had asked him to develop a policy which would
(revised) on allow him (the President) to authorize change
Facility Planning orders in regard to upcoming construction
work. The policy has been reviewed
internally, but legal counsel will be making
some revisions. This policy will be in
compliance with both Illinois code and
statute as well as the Community College Act.
Chair Kolze noted that change orders should
not be a common occurrence with the extensive
planning that is being put into the
buildings.

First Reading: President Breuder noted that the only change
Board Policy was to move a sentence from the first
(revised) on paragraph to the second paragraph, upon the
Purchasing advice of legal counsel. This bidding policy
mirrors what is required by the State and by
College policy. It is no more restrictive
than the State of Illinois. It may be
changed if the Board wishes to tighten the

policy. Member Gillette noted that the State of Illinois law was written years ago when computers were mysterious. The law exempts computer equipment, telecommunications equipment, interconnective equipment and software. He added that this exempts a large portion of the College budget from competitive bid. He feels that if the College does not tighten it up, the state will eventually tighten it up for us. Chair Kolze reiterated that he has suggested that President Breuder notify the Board prior to the bid award whenever an item will not be bid competitively. Member Gillette stated that competitive bids should occur wherever possible. He added that, along with getting the best price, it is important that public perception reflects that we are getting the best price.

ANNOUNCEMENTS BY

CHAIR

Communications

There were no communications.

Calendar Dates

Chair Kolze called attention to the calendar dates printed on the agenda for Board information. He encouraged Board members to attend graduation which will be held May 24.

OTHER BUSINESS

Member Barton asked if any trustees are planning on going to Biloxi in May for the Regional ACCT. There were no definite responses.

Member Howard distributed copies of her report from the National Legislative Conference. She added that she would like to speak to Chair Kolze and Member Shure about scheduling a Legislative Committee meeting.

Member Gillette stated that he received a summary of last month's ICCTA activities. He asked if President Breuder could distribute that information to his staff and to any newspapers that might be interested. He felt that this would clearly demonstrate its importance to community colleges.

In response to Member Barton, President Breuder stated that the buildings would have full names as opposed to abbreviations.

EXECUTIVE SESSION

Member Gillette moved, Member Hess seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel.

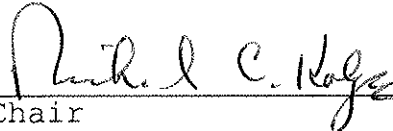
Upon roll call, the vote was as follows:

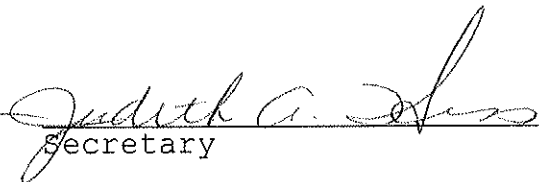
Ayes: Members Barton, Botterman,
Gillette, Hess, Howard, Kolze and
Shure

Nays: None

Motion carried at 8:16 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:37 p.m. and immediately adjourned.


Chair


Secretary

BOARD REQUESTS

MARCH 26, 1998 REGULAR BOARD MEETING

1. Mercedes McGowen requested that the award be brought to the Math Department for a short period of time and then given to the College for display. Dr. Breuder stated that this could be done.
2. He suggested that Board members go out for lunch or dinner with Laurie Wren when she gets back into town next month. He asked Board members to contact him if they would like to go.
3. There was discussion regarding tracking the results of the four-colored schedule. Vice President Bonnie Henry said that they would share the tracking results with the Board.
4. Chair Kolze asked President Breuder if it is possible to look ahead at upcoming bid awards and advise the Board when an item will be coming up that might not be bid competitively.
5. In regard to renewal of the treasurer's bond, Member Gillette suggested that the broker's competitive data be shared with the Board. Chair Kolze noted that they do not want to duplicate the work of the broker, but it would be helpful if the information could be summarized. Vice President Thorson said that she should be able to get the information.
6. Member Shure suggested using the strikeout method on the policy changes so that Board members can see what has been changed.
7. Chair Kolze asked Board members to contact Dr. Breuder before the next Board meeting if they have any comments or questions regarding the policy revisions.
8. Member Gillette stated that he received a summary of last month's ICCTA activities. He asked if President Breuder could distribute that information to his staff and to any newspapers that might be interested.