Minutes of the Regular Board Meeting of Wednesday, April 18, 2012

CALL TO ORDER

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Hill on Wednesday, April 18, 2012 at 6:08 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

Present: Members Rita Canning, Greg Dowell, Jim Gallo, Diane Hill, Bill Kelley, Walt Mundt, Laurie Stone, and Student Member Justin McDermott

Absent: none

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Phil Burdick, Chief Communications Officer; Maria Coons, Senior Executive to the President; Tom Crylen, Executive Director of Facilities Management; Lisa Dietlin, Interim Chief Advancement Officer; Joan Kindle, Associate Provost; Sheila Quirk-Bailey, Chief of Staff; Diana Sharp, Assistant Provost; Roger Spayer, Chief Human Resources Officer; Mike Alsup; Kenya Ayers; Margaret Bilos; Shanté Bishop; Carole Bomba; Barbara Bowker; Darin Buckman; Orlando Cabrera; Karen Chandra; Teresa Chung; Sue Contarino; Tom Dowd; Doug Easterling; Marianne Farina de Leon; Sally Griffith; James Gramlich; Katie Hollis; Ashley Knight; Maria Knuth; Margie McGowan; Maria Moten; Mark Mrozinski; Carolynn Muci; Mike Nejman; Sheryl Otto; Karen Patterson; Larry Price; Jeff Przybylo; Regina Rector; Jace Robinson; Jim Roznowski; Evelyn Seiler; Rich Seiler; Jennifer Smith; Josh Sunderbruch; Joe Wachter; Stephanie Whalen.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Allyson Case, Primera; Bridie Damich, student; Kate Funderek, student; Elisa Galvan, student; Natalie Garcia, student; Tom Jaworowski, student; Shauna Jungdahl, student; Kyle Larson, student; Craig Nelson, student; Hammad Razzah, student; Alison Shaw, student; Sonia Sherwani, student; Charles Smith, Cannon Design; Christie Wilson, student.

Member Kelley led the Pledge of Allegiance.

AGENDA APPROVAL

Member Kelley moved, Member Mundt seconded, approval of the Agenda.

In a voice vote, the motion carried.
PRESENTATION

Dr. Ender asked Jeff Przybylo to share with the Board the recent successes of Harper’s Speech and Debate Team. Przybylo presented the team to the Board: Kate Fundarek, Natalie Garcia, captain Sonia Sherwani, Lisa Galvan, wave, Craig Nelson, Shauna Jungdahl, Tom Jaworowski, Hammad Razzah, Bridie Damish, and Kyle Larson. The team took the state championship this year and placed 3rd at the national tournament. Seventy-two teams from across the country competed the past weekend in Schaumburg. Harper College received four gold medals, three silver medals, and seven bronze medals. Coaches included Josh Sunderbruch from the English Department, Margaret Bilos from the Speech and Theater Department, and Charlie Mulvey from IT, who is one of the six alumni who help out.

The national competition was held in Schaumburg this year, which provided an opportunity for Harper College to host a Speech and Debate Alumni banquet, which was arranged by the Educational Foundation and sponsored by AJ Kalkounos of Chicago Prime Steakhouse and Jake Sadoff of Gold Max, and attended by more than 100 alumni and guests. Harper student Craig Nelson, who came away with the best score in the tournament out of 160 competitors, was chosen to give a sample impromptu speech for the Board.

STUDENT TRUSTEE REPORT

Student Member McDermott asked Maria Knuth co-chair of the Adult Educational Department to discuss the bridge program and share a few bridge student experiences.

Knuth, who teaches GED math and bridge classes, explained the four bridge options at Harper College: Bridge to Healthcare, Bridge to Technical Trades, Bridge to College and Career Success, and Tech Connect. Each course is one semester and integrates listening, speaking, writing, and math skills with occupational specific knowledge. These skills are contextualized to prepare students to transition to post-secondary education and/or employment. The goal of the bridge courses is to bridge the gap between the initial skills of individuals and what they need to enter and succeed in post-secondary education and career path employment.

Knuth introduced Allison Shaw, a Bridge to Healthcare student, and Christie Wilson, a Bridge to Career Success student, both of whom earned their GED this past December, are single mothers, and have made the decision to pursue higher education.

Shaw shared her journey from being laid off as a mortgage loan processor after 10 years to making the call to Harper that has changed her life and helped her fulfill her dream. Pursuing a pediatric nursing degree, she has had a positive impact on her daughter who has set her own goals for college. She thanked the
faculty in the AED program for what they have given her, and the Board for the opportunities that have made a difference.

Wilson explained what led her to Harper; having worked as a retail manager and wanting to serve the community through law enforcement, she made the call to Harper College. Coming back to school as an adult was intimidating, but the encouragement and support she received from the AED staff have helped her through. She intends to finish at Harper with two associates degrees and a certificate in the fields of law enforcement and forensics, and also to transfer to a four-year school, with a goal to become a United States Marshall. Her example has inspired both her children to put college education in their plans for the future. Her excitement for the program carries over into her conversations with others as she encourages them to see what Harper has to offer. She expressed her thankfulness for the AED program and for Harper College, and thanked the Board for their support of these programs.

Student Trustee McDermott continued his report with information about the high voter turnout in this year’s Student Senate Elections. He informed the Board that he has been asked by the Governor’s Office to be the Master of Ceremonies for Student Advocacy Day in Springfield April 19, which also happens to be his birthday.

FACULTY SENATE

Dr. Tom Dowd began his report by noting the 300 inductees to Phi Theta Kappa this spring, indicating the Student Success Agenda has not only impacted remediation figures but also the high achievers at Harper College. He reported that the Diversity Statement in this month’s packet has full support of the campus, having gone through the shared governance process and full campus review. He commented on the productive Shared Governance Steering Committee activity, which will reach culmination in two years. Dowd detailed the faculty promotion process, and endorsed the 19 faculty being considered for promotion that evening as individuals who are doing extraordinary work at Harper College. He thanked the Board for their support of the faculty and for all they do to make Harper an exceptional place to work.

PRESIDENT’S REPORT

Dr. Ender asked Maria Coons to present the progress being made to align Harper’s offerings with the identified needs of our district in the field of advanced manufacturing.

Student Success Report

Coons discussed the Illinois Network for Advanced Manufacturing (INAM), a statewide consortium that addresses the manufacturers’ need for qualified, skilled employees through advanced manufacturing training at the community colleges in the network. It had its start a few years ago when Harper was asked to meet
with members of Golden Corridor, manufacturers along I-90. Because of these conversations, a Manufacturing Summit was held in October 2011 to engage the manufacturers and educators, including K-12, in an effort to identify and align needs. At the same time, Harper was in the process of developing curriculum in these areas, and these processes have informed each other. Harper organized a Manufacturing Task Force that has helped unify many efforts, including getting feedback from the manufacturers about relevant curriculum, addressing the marketing issues manufacturing as an industry faces, and getting the involvement of the manufacturers at many levels.

As a leader in manufacturing, Illinois contributes about $97 billion to the state’s economy. Thirty four Illinois manufacturers were recently included in *Industry Week*’s list of the top 500 US Manufacturers. Currently, there are an estimated 30,000 job openings in manufacturing in Illinois. The industry has changed, becoming more high tech and paying well for that expertise.

INAM is comprised of 20 community colleges across the state and is working to standardize curriculum, creating a pathway into jobs within advanced manufacturing. The big piece of this is engaging employers, establishing connections for employers and future employees, mainly through internships that are part of the curriculum. Most of these employers have tuition reimbursement programs to encourage training that leads to advancement. Further engagement occurs at the state and national levels through interaction with the Illinois Manufacturers Association and the National Association of Manufacturers. INAM is currently working on a proposal for the TAA Grant, meeting every week by web connection to meet the May 24 submission deadline.

Harper will be presenting new curriculum in advanced manufacturing to Board next month. These will be a key part of the INAM Grant submission. To support this curriculum, there was a goal of 50 internships that needed to be identified. Through a friendly competition between two manufacturers in the task force who took the lead on getting commitments from manufacturers for internships, there are currently 62 confirmed internships. The prize for winning this competition is Dr. Ender working at their plant for half a day. The Board will be updated as to whether he gets to work with metal or wear a hairnet in a food processing plant.

In response to member Gallo, Coons explained that the Bridge to Technical Trades would feed into this program. She confirmed Member Kelley’s assertion that Harper College grads could be hired by the place they intern and earn $28-$29 per hour. The entry-level internship pays just over minimum wage. Once hired full-time after the internship, many of the companies offer tuition
reimbursement for the employee to complete the degree. Dr. Ender furthered that the associate’s completion could be paired to a four-year degree in engineering or related field.

Dr. Ender continued the report with graduation planning proceeding for May 20. He commented on the successful PTK induction ceremony, and announced to the Board and the College that two Harper College students received the Jack Kent Cooke Scholarship for this year. This is only the second time any Harper student has won this national $30,000 scholarship. They will be announced at a later date, as the students themselves have not been notified. He congratulated all on their efforts.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Kelley moved, Student Member McDermott seconded, approval of the minutes for March 14, 2012 Committee of the Whole meeting and March 21, 2012 Regular meeting; bills payable; payroll for February 24, 2012, March 9, 2012 and March 23, 2012; estimated payroll for April 6, 2012; bid awards; requests for proposal; purchase orders; personnel actions; semi-annual review of closed session minutes and board recordings; financial statements; committee and liaison reports; grants and gifts status report; summary of items purchased from state contracts, consortiums or cooperatives; as outlined in Exhibits X-A.1 through X-B-4 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Fund Expenditures

Accounts Payable & Tuition Refunds $5,971,587.34

The payroll of February 24, 2012 in the amount of $1,984,869.18; March 9, 2012 in the amount of $1,914,988.15; March 23, 2012 in the amount of $1,988,484.50; and the estimated payroll of April 6, 2012 in the amount of $1,962,789.61.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for Euclid Avenue and Roselle Road Entrance Reconfiguration project on the North and West sides of campus for $5,210,927.00, including the bid amount of $4,380,843.00, a 10% contingency fee of $438,084.00, and previously approved engineering fees and expenses of $392,000.00, to A Lamp Concrete Contractors, Inc. as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.
Ex. X-A.3.b Accept bid and award contract for masonry restoration work on Buildings A, B, and C for $998,028.00, including the bid amount of $839,770.00, a 10% contingency fee of $83,977.00, and architect fees previously approved of $74,281.00, to B.E.T.O.N Construction Company as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.

Ex. X-A.3.c Accept bid and award contract for installation of four large pumps, relocation of a control panel, and modifications to associated piping and wiring in the campus boiler house located in Building B for $36,790.00, including the bid amount of $28,900.00, a 10% contingency fee of $2,890.00, and engineer – design and construction phase services of $5,000.00, to Advance Mechanical Systems, Inc. as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.

Ex. X-A.3.d Accept bid and award contract for annual shut down, inspection and preventative maintenance for 11 chillers, as well as operation season start-up and inspection for $122,910.00, for a contract period of on or about May 17, 2012 through May 16, 2013 in the amount of $38,988.00, with the option, subject to the discretion of the administration, to renew for a second and third year in the amounts of $40,938 and $42,984 respectively, to Carrier Commercial as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.

Request for Proposals Ex. X-A.4.a Accept proposal and retain Grumman/Butkus Associates for the Campus Infrastructure Master Plan, including a Utilities Infrastructure Master Plan, an Existing Conditions Plan, an Implementation Plan, and a Final Presentation in the amount of $173,100.00, including a fee not to exceed $168,600.00 and an additional $4,500.00 for reimbursables, as the best qualified firm, and as set aside in the Operations and Maintenance Fund.

Purchase Orders Ex. X-a.5.a Approve issuance of a purchase order to Sound, Inc. for the purchase and installation of eleven (11) keyless entry readers and necessary support infrastructure, in the amount of $35,750.00, as provided for in the Operations and Maintenance Fund.
Ex. X-a.5.b Approve issuance of a purchase order to Ledgeview Partners, LLC for the implementation, customization, maintenance and support of MS Dynamics CRM application software for Harper College for Businesses, in the amount of $100,630.00, including $89,350.00 for application software and implementation consultation and $11,280 for the first year of annual maintenance and support services, as provided for in the Restricted Purposes Fund and the Auxiliary Enterprises Fund respectively.

Ex. X-a.5.c Approve issuance of a purchase order to Kanakmal Jain Family LLC for the lease of warehouse space for four (4) years and four(4) months for the storage of campus material and equipment during the construction in Buildings G an H, in the amount of $121,684.00, as provided for in the Operations and Maintenance Fund.

Personnel Actions

Administrator Appointment
Brian Knetl Dean, Liberal Arts, 05/07/12, $108,000/year

Faculty Appointments
Nancy Haberichter, Instructor-Nursing, Career Programs, 08/14/12, $51,138/year

Professional/Technical Appointments
Daniel Bertelsen, Desktop Integration Analyst III, Information Technology/ Technical Services, 03/26/12, $58,000/year
Amy Kaminski, Desktop Integration Analyst III, Information Technology/ Technical Services, 03/12/12, $53,000/year
Thomas Signore, Project Manager, Information Technology/ Enterprise Systems, 03/12/12, $58,900/year

Classified Staff Appointment
Cynthia Thomson, Receptionist/Office Assistant I, p/t, Center for New Student & Orientation, 03/05/12, $19,317/year

Harper Police – ICOP Appointment
Danny Yu, Police Officer, Harper College Police, 03/22/12, $41,600/year

Harper #512 - IEA-NEA Appointments
Christian Anderson, Custodian/Groundskeeper, Physical Plant, 03/19/12, $17,680/year
Thomas Canary, Custodian/Groundskeeper, Physical Plant, 03/19/12, $17,680/year
Donald Gervens, Weekend Custodian, p/t, Physical Plant, 03/17/12, $6,630/year
(Arturo Vega)
Jonathan Gurley Custodian/Groundskeeper Physical Plant 03/19/12 Replacement-NH $17,680/yr.

Faculty Retirement
Barbara Butler, Professor, Liberal Arts, 05/31/12, 23 years

Supervisory/Management Retirements
Lois Lundquist, ESL Linguistics/International Student Staff Supervisor, Academic Enrichment & Engagement – ESL, 05/31/12, 10 years
Nirmala Tobaa, Tutoring Center Supervisor, Resources for Learning, 06/30/12, 30 years

Harper #512 IEA-NEA Retirements
Daniel Garay, HVAC Mechanic, Physical Plant, 04/30/12, 33 years
Arnoldo Soto, Campus Set-up Crew, Physical Plant, 06/30/12, 38 years

Administrator Separation
James Roznowski, Dean, Mathematics & Science, 06/30/12, 1 year

Professional/Technical Separation
Jaclyn Willhoit-Naling, Recruiting Specialist, Student Recruitment & Outreach, 03/30/12, 3 years 1 month

Supervisory/Management Separations
Resche Hines, Manager, Institutional Research, 03/09/12, 2 years 6 months
Damone Richardson, Human Resources Manager, Human Resources, 03/28/12, 1 year 10 months
Bonita Richter, Small Business Development Manager, Workforce & Economic Development, 04/05/12, 4 years 1 month

Classified Staff Separations
Justin Behrens, Lifeguard/Swim Instructor, p/t, Continuing Education, 04/06/12, 3 months
Darrell Berg, Mail Clerk, Mail Center, 04/20/12, 9 years 5 months
Charles Bodnar, Lifeguard/Swim Instructor, p/t, Continuing Education, 04/06/12, 3 months
Christian Laureano, Lifeguard/Swim Instructor, p/t, Continuing Education, 04/06/12, 3 months
Donna Matthys, Telephone Operator, Information Technology/Client Services, 03/12/12, 11 years 3 months
Darlene Napolitano, Library Assistant I, p/t, Library Services, 03/22/12, 3 years 4 months
Limited Term Employment Separations
George Hofmann, Advancement/Foundation Manager, Advancement/Foundation, 03/30/12, 5 months
Dane Walkington, Director of Annual Giving, Advancement/Foundation, 03/28/12, 1 year 2 months

Semi-annual Review of Closed Session Minutes and Board Recordings
Approve the recommendation that minutes of closed sessions under review remain closed as the need for confidentiality still exists and that the verbatim recording prior to October 2010 that do not involve pending litigation be destroyed, as presented in Exhibit X-A.7.

Financial Statements
Review of financial statement as outlined in Exhibit X-B.1.

Grants and Gifts Status Report
Current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation, as outlined in Exhibit X-B.3.

Consortium, Cooperative and State of Illinois Contracts Purchasing Status Report

Upon roll call of the Consent Agenda, the vote was as follows:
Ayes: Members Canning, Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Dr. Ender introduced and congratulated two new administrators, Sue Contarino as Director of IT client services, and Brian Knetl as Dean of Liberal Arts.

Foundation Report
Member Canning updated the Board on the Executive Director of the Foundation and Development department. The job description has been posted and applications are being received. The overall audit and assessment of the advancement office was delivered by Lisa Dietlin to Dr. Ender on April 17 and will be presented to the Committee of the Whole in May. The second round of proposals for the Resource for Excellence Funds is in process. Money Smart Week is taking place April 21 through 28. And the call for Harper College alumni is still taking place for the distinguished alumni program. The 100 Influential Women Breakfast is scheduled for September 7, 2012 with Ann Pramaggiore, the new CEO of Commonwealth Edison, as the guest speaker. The 24th Annual Golf Outing is June 11 at Inverness Golf Club, and the 45th Anniversary Gala is September 22.

Chair Hill thanked the Foundation Board for allowing her to participate in the review of the proposals for Resources for Excellence.
NEW BUSINESS
Awarding of Faculty Promotions for the 2012-2013 Academic Year

Student Member McDermott moved, Member Stone seconded, approval of the recommendation to award faculty promotions to individuals who have met the performance characteristics of excellence in teaching, service, and professional development expected for early promotion or for promotion to professor, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Upon roll call of the Consent Agenda, the vote was as follows:
Ayes: Members Canning, Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Early Promotion to Assistant Professor
Marianne Farinas de Leon – Department of Academic Success
Karen Patterson – Art
Jace Robinson – Biology
Jennifer E. Smith – Nursing
Joseph Wachter – Chemistry
Stephanie Whalen – Department of Academic Success

Early Promotion to Associate Professor
Karen Chandra – Nursing
James Gramlich – Sociology
Lesley Hess – Radiologic Technology
Shanté Holley Bishop – Department of Academic Success
Katherine Hollis – Biology
Roger House – Chemistry
Maria Knuth – Adult Educational Development

Promotion to Professor
Carole Bomba – Nursing
Teresa Chung – English
Barbara Ellis Bowker – Music
Collette Marsh-Bockman – Physics/Physical Studies
Regina Rector – Biology
Joshua Sunderbruch – English

Harper College Board of Trustees 2012-2013 Meeting Schedule
Member Kelley moved, Member Canning seconded, adoption of the Resolution establishing the dates, times and places for regular meetings for Fiscal Year 2012, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

In a voice vote, the motion carried.

First Reading of
Member Canning moved, Member Mundt seconded, approval
Modifications to Board Policies - Diversity Statement of the first reading of modifications to the Board Policy Manual – Diversity Statement, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS
BY CHAIR
Communications
There were no communications

Calendar Dates
Calendar dates are printed on the Agenda for Board information. The Committee of the Whole Meeting will be Wednesday, May 9, 2012 at 5:00 p.m. in W216. Convocation is Thursday, May 10, 2012 at 7:00 p.m. in the Performing Arts Center. The next Board of Trustees Meeting will be Wednesday, May 16, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center. Graduation will be Sunday, May 20, 2012, at 2:00 p.m. on the Harper Campus.

OTHER BUSINESS
Member Kelley moved, Member Dowell seconded, to adjourn to closed session for the purpose of discussion of personnel issues at 7:08 p.m.

In a voice vote, the motion carried.

ADJOURNMENT
Member Canning moved, Member Mundt seconded, to adjourn the meeting.

In a voice vote, the motion carried at 8:00 p.m.