Minutes of the Regular Board Meeting of Wednesday, August 15, 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, August 15, 2012 at 6:03 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Stone led the Pledge of Allegiance.

ROLL CALL Present: Members Rita Canning, Greg Dowell, Diane Hill, Bill Kelley, Walt Mundt, Laurie Stone, and Student Member Clara Moravec
Absent: Member Gallo

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; Judith Marwick, Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost; Sheila Quirk-Bailey, Chief of Staff; Roger Spayer, Chief Human Resources Officer; Vicki Atkinson; Kenya I. Ayers; Erin Brooks; Orlando Cabrera; Meg Coney; Julie D’Agostino; Doug Easterling; Marie Eibl; Julie Ellefson; Lori Eschenbaum; Sally Griffith; Ernie Kimlin; Brian Knetl; Ashley Knight; Paul LeBreck; Matt McLaughlin; Mark Mrozinski; Carolynn Muci; Bob Parzy; Michelé Robinson; Darlene Schlenbecker; Evelyn Seiler.

Guests: Ken Florey, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Mary Knight; Jalen Little, student; Dennis Vovos, Holabird & Root.

AGENDA APPROVAL Member Kelley moved, Member Canning seconded, approval of the Agenda.

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

PRESENTATION Dr. Ender discussed the All Campus Meeting and shared the Opening Session Student Success video montage with the Board.
STUDENT TRUSTEE REPORT

Student Member Moravec commented on the honor she feels in having this position and that she expects to gain much from her experiences as Student Trustee. She talked about the excitement and anticipation on campus that comes with the start of a new semester, and gave an overview of the summer student events. She announced the plans for Welcome Week August 20 to 23, which will include two lunch time events on the quad; August 21 the Campus Activities Board is sponsoring karaoke and free snowcones, and August 22 Pace and Dart are sponsoring Public Transportation Day with an ice cream social. The annual Hullabaloo will be held September 13, giving students a chance to discover the 50 plus clubs, organizations and Harper College support services available to them. Moravec is looking forward to attending the September IBHE SAC meeting at Northern Illinois University.

FACULTY SENATE PRESIDENT’S REPORT

There was no Faculty Senate President’s report this month.

PRESIDENT’S REPORT

Dr. Ender asked Maria Moten to update the Board on the new student flow process.

Student Success Report

Moten introduced the members of the Enrollment Services team who were involved in this project, Robert Parzy, Director of Recruitment and Outreach, Matt McLaughlin, Manager of Admissions and Testing Center, and Vicki Atkinson, Director of New Student Programs. She explained that the reconfiguration of the way students flow through our institution starting with the initial application and continuing through to registration, was done to address research studies that demonstrated that the structure of the flow may influence students’ decisions as to whether or not to enroll, to persist or to complete a credential. Harper has realigned staff resources and streamlined processes to minimize duplication of efforts, and has taken steps to ensure the students know the requirements to succeed in order to make informed decisions about programs and courses that will lead to completion.

Parzy discussed the traditional role of the Recruitment and Outreach Office, which focused on getting the prospect to apply. There was little contact with the applicant until the point of engagement when they were ready to enroll, during which time the applicant may explore other options and end up not enrolling. In the new structure, the effort is being made to fill the gap between the application and the point of engagement, similar to the concept of a concierge. One contact person works with each student, maintaining personal, individualized contact to help them identify as a Harper student earlier and assist them through the process to verify their application data, to get their test waivers in, their transcripts submitted, to set up a testing appointment and an orientation appointment, and then follow up with them if they don’t
McLaughlin explained what was being done differently in the new flow by the testing and admissions processing offices. Testing has expanded from walk-in appointments Mondays and Wednesdays to testing appointments Monday through Saturday scheduled online through the Orientation tab. The electronic appointment booking system, developed with IT, will permit better data about appointment flow and about student testing needs before they come into the office. Admissions Processing has been reviewing the application process and has made changes to the application categories which will assist in helping students achieve their completion goals. Instead of delineation by full-time or part-time status, the end goal of degree, certificate or at-large status determines the processes and flow.

Atkinson shared the changes being made to the new student orientation process. The student portal now has an Orientation tab that permits the student to make their initial orientation appointment and provides wrap-around services. The orientation process has been finessed to focus on the intent of the student entering Harper and assist them in making those decisions to get them to completion. She introduced Jalen Little, a student orientation leader, who spoke about the student experience and the orientation lab where students become more familiar with the student portal. The orientation leaders provide a student perspective and shared experiences that new students can connect with to visualize their own completion pathway. The orientation process leads to the registration process, connecting the student to the Registrar’s Office, the Business Office and the Office of Student Financial Assistance. The tracking mechanisms in the system provide that additional layer of support to students, so if any one of the steps are not followed through with along the way, the recruitment team can be in touch with the student to provide any assistance or guidance they may need.

In response to Member Mundt, Parzy confirmed that the goal is to make sure the students register since there can be a long period between applying and attending, during which time other schools can step in, providing that personal service. This process tightens the gaps and maintains those relationships. Moten confirmed that this system provides the tracking mechanism that we did not have before.

In response to Member Dowell, Atkinson explained that next steps include increasing the structure of the offerings by packaging programs in understandable ways for students so that they know they will have the courses they need with fewer unknowns. Other
differences might be more structure around how we bring the students on board to assure the students understand the value of the time they spend in orientation. McLaughlin added that changes in the status designations will impact how many students will need testing, therefore planning is underway to accommodate the shift.

In response to Member Stone, Atkinson offered that the orientation evaluations of the changed processes have been positive and focus groups are not out of the question as a future evaluation tool.

In response to Member Hill, Parzy noted the marketplace as being the biggest barrier to enrollment growth, particularly for the young adult and adult markets, where there are a lot more choices. He pointed to the manufacturing program that was recently developed as an example of the direction that can address the needs of these markets. McLaughlin reinforced the idea of packaging a program to make the completion path clearer for students.

In response to Member Kelley, Parzy responded that this type of individualized attention by the recruitment staff is more common in fast track programs and accelerated programs. He explained that the bigger the institution, the harder it is to provide that service, but it balances the effort being made to get them to apply. McLaughlin noted that 80% of incoming students will need to schedule orientation and scheduling with the new status categories. Atkinson furthered that the efforts toward better contact will set Harper apart from other educational options.

Member Stone noted that what has been learned from the success of the manufacturing program is the need to pay attention to the job market research to find opportunities that meet the needs of students and employers to ensure the futures of both.

Dr. Ender emphasized that Harper’s success is not to be defined around enrollment, but in meeting unmet needs, as was done with the advanced manufacturing program development. This will lead to requirements for developmental education for students who have previously not been required to take developmental education, to some sort of on-going orientation program that full-time faculty are going to be very involved in helping to deliver to provide a mentoring experience, and puts Harper in a position of knowing student intention.

Dr. Ender continued the President’s Report by updating the Board on the parking lot construction, with all lots to be open by Monday, although the Roselle entrance will still be closed until the project is completed at the end of September. He remarked that the entire campus from hallways to classrooms is ready for the beginning of
classes and thanked Darryl Knight and his staff for their efforts. He reminded those present about the 45th Anniversary President’s Gala coming up in September, and thanked Lisa Dietlin for all her efforts for Harper and the Educational Foundation.

**HARPER EMPLOYEE COMMENTS**

There were no employee comments.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

Member Dowell moved, Member Mundt seconded, approval of the minutes for July 11, 2012 Committee of the Whole meeting and July 18, 2012 Regular meeting; bills payable; payroll for June 29, 2012 and July 13, 2012; estimated payroll for July 27, 2012; bid awards; requests for proposal; purchase orders; personnel actions; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report of items purchased from state contracts, consortiums or cooperatives; as outlined in Exhibits X-A.1 through X-B-5 (attached to the minutes in the Board of Trustees Official Book of Minutes).

**Fund Expenditures**

Accounts Payable & Tuition Refunds $6,667,000.37

The payroll of June 29, 2012 in the amount of $2,028,866.47; July 13, 2012 in the amount of $1,947,040.30; and the estimated payroll of July 27, 2012 in the amount of $1,987,953.39.

**Bid Approvals**

Ex. X-A.3.a Accept bid and award contract for replacement of uniform rental for Physical Plant associates in Custodial, Utilities, Maintenance, Shipping and Receiving, and Roads and Grounds Departments as required per the collective bargaining agreement for $52,159.00, to Unifirst Corporation as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.

Ex. X-A.3.a Accept bid and award contract for a vehicle lease for $23,933.16, to Liberty Auto City as the lowest responsible and responsive bidder, as set aside in the Education Fund.

**Request for Proposals**

There were no requests for proposals this month.

**Purchase Orders**

Ex. X-A.5.a Approve issuance of a purchase order to retain Legat Architects for the engineering and architectural services required from initial design to construction completion for the 2012 Roofing Replacement Projects at Buildings E, L, and P, in the amount of $41,650.00, including a base fee of
$39,000.00 and reimbursables in the amount of $2,650.00, as provided for in the Operations and Maintenance Fund.

Ex. X-A.5.b Approve issuance of a purchase order to retain Smith Group JJR, LLC for engineering and design services for the Storm Water Management Plan, in the amount of $47,500.00, as provided for in the Operations and Maintenance Fund.

Ex. X-A.5.c Approve issuance of a purchase order to retain Smith Group JJR, LLC for engineering and design services for the Exterior Gathering Area Project, in the amount of $36,300.00, as provided for in the Operations and Maintenance Fund.

Ex. X-A.5.d Approve issuance of a purchase order to Holabird and Root for architectural services for a parking structure at Lot 7 (adjacent to Buildings D and H), in the amount of $842,210.00, as provided for in the Operations and Maintenance Fund.

Ex. X-A.5.e Approve issuance of a purchase order to Commonwealth Edison for engineering related to the relocation of their electrical service and transformer vault that serves Building D in anticipation of the expansion and renovations to this building, in the amount of $30,500.00, as provided for in the Operations and Maintenance Fund.

Personnel Actions

Administrator Appointments
Julie D’Agostino, Interim Director of Nursing, Career Programs, 08/01/12, $96,900/year
Mary Knight, Chief Advancement Officer, Advancement, 09/03/12, $140,000/year

Professional/Technical Appointments
Jennifer Banham, Recruiting Specialist, Student Recruitment & Outreach, 07/30/12, $44,000/year
Abe Mendez, Lab Assistant, GRA, Career Programs, 08/06/12, $44,090/year

Supervisory/Management Appointment
Richard Glosson, Security and Business Continuity Manager, Information Technology/Client Services, 07/30/12, $80,000/year
Classified Staff Appointments
Mary Aguirre, Secretary, P/T, Center for Adjunct Faculty Engagement, 07/05/12, $14,560/year
Diane Filstead, Event Planner, Conference & Event Management, 07/02/12, $44,714/year
Ryan Graves, Lifeguard/Swim Instructor, P/T, Continuing Education, 07/09/12, $9,139/year
Pamela Mitsch, Evening Receptionist, P/T, Center for New Students and Orientation, 07/16/12 Replacement-NH $12,168/yr.
Kathleen O'Brien, Library Assistant II, Library Services, 08/13/12, $31,317/year
Nilay Patel, Secretary, Mathematics/Science, 08/13/12, $32,663/year
Paul Rombaut, Facilities Aide, P/T, Wellness & Campus Activities, 07/05/12, $9,360/year
Nicole Rudolph, Lifeguard/Swim Instructor, P/T, Continuing Education, 07/09/12, $8,190/year
Jennifer Turpel, Facilities Aide, P/T, Wellness & Campus Activities, 06/18/12, $13,000/year
Todd Zasadil, Facilities Aide, P/T, Wellness & Campus Activities, 07/05/12, $9,360/year

Harper Police – ICOP Appointment
John Hernandez, Police Officer, P/T, Harper College Police, 07/16/12, $30,160/year

Harper #512 IEA-NEA Appointment
Bradley Palla, Groundskeeper I, Physical Plant, 07/30/12, $32,677/year

Classified Staff Retirement
Katherine McCraren, Grant/Budget Assistant, P/T, Harper College for Businesses, 08/10/12, 15 years 11 months

Faculty Separation
Linda Smith, Instructor-Reading & Learning Skills, Academic Enrichment & Engagement, 08/14/12, 1 year 11 months

Professional/Technical Separation
Jennifer Godish, Student Development Specialist, Career Center/Women's Program, 08/17/12, 5 years 4 months

Classified Staff Separation
Kelly Boynton, Swim Instructor, P/T, Continuing Education, 06/29/12, 9 months
Margaret Brigham, Swim Instructor, P/T, Continuing Education, 06/29/12, 5 years
Laura Grassi, Swim Instructor, P/T, Continuing Education, 06/29/12, 9 months
Serena Laudani, Lifeguard/Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 10 months
Schuyler Marcier, Lifeguard/Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 8 months
Julie Nagel, Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 7 months
Marnina Patrick, Library Assistant I, Library Services, 09/28/12, 8 years 9 months
Brittany Pivonka, Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 8 months
Ashley Rebou, Lifeguard/Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 8 months
Nathaniel Szkil, Lifeguard/Swim Instructor, P/T, Continuing Education, 06/29/12, 1 year 5 months
Amy Vracar, Library Assistant, Library Services, 07/20/12, 2 years 8 months
Alexa Weinzierl, Lifeguard/Swim Instructor, P/T, Continuing Education, 06/29/12, 2 years

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

Dr. Ender introduced Julie D'Agostino who was just approved as the Interim Director of Nursing; he thanked her and gave her his support in this role.

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

Board Committee and Liaison Reports
In the Foundation Report, Member Canning announced that Dr. Mary Knight is being recommended to the Board for approval as the Chief Advancement Officer this evening, ending the work of the search committee. The Foundation staff is working very hard to make this an excellent, smooth transition. The Foundation received notification of a $1.15 million software donation to the Graphic Arts program due to the efforts of Patty Bruner, faculty from the Graphics Arts area. The Foundation also received notice of a $100,000 bequest gift due to the efforts of Bob Glorch, a longtime member of the Foundation. The Foundation Board is meeting on Tuesday, September 11, with new committees assignments beginning. The pacesetter meetings are continuing to take place through the summer. The 100 Influential Women Breakfast is scheduled for September 7, all are invited. The President's Ball fundraising has already exceeded goals, and invitations for the September 22 event have been sent out.
In the ICCTA Liaison Report, Member Kelley updated the Board on the ICCTA Executive Planning Session he attended over the weekend. The ICCTA is gearing up for the year. The next meeting will be in Chicago November 9 and is a great opportunity to network and participate in the discussions.

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

NEW BUSINESS
Annual Hearing of the Budget for FY 2012-2013
At 6:51 p.m., Chair Hill recessed the regular meeting and called to order the public hearing on the Budget for Fiscal Year 2012-2013.

Chair Hill asked President Ender to review the proposed legal budget. Dr. Ender introduced Bret Bonnstetter, Controller, who reviewed the proposed budget for fiscal year 2012-2013.

In as much as there was no other persons present who desired to speak regarding the budget, Chair Hill declared the budget hearing closed and reconvened the regular meeting at 7:00 p.m.

Budget Adoption for FY 2012-2013
Member Stone moved, Member Canning seconded, adoption of the fiscal year 2012-2013 budget, 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, Hill, Kelley, Mundt, Stone, and Student Member Moravec.
Nays: None.
Motion carried.

President’s Employment Contract
Member Kelley moved, Member Dowell seconded, authorization of modifications to Dr. Ender’s employment contract, as outlined in Exhibit XI-B (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, Hill, Kelley, Stone, and Student Member Moravec.
Nays: Member Mundt.
Motion carried.
Employing a Chief Advancement Officer

Member Canning moved, Member Stone seconded, approval to employ Dr. Mary Knight as the Chief Advancement Officer for the College, reporting to the president and responsible for the executive leadership function of the Advancement area and serve as the Executive Director of the Harper College Educational Foundation, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Dr. Ender expressed his appreciation to the search committee and introduced Dr. Mary Knight, the recommended candidate for Chief Advancement Officer and Executive Director of the Foundation.

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

Dr. Knight addressed the Board, expressing her gratitude in being part of the Harper College team and her excitement about this venture to help achieve these goals, visions and dreams.

ANNOUNCEMENTS

BY CHAIR

Communications

There were no announcements.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Committee of the Whole Meeting will be Wednesday, September 12, 2012 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, September 19, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Dowell moved, Member Stone seconded, to adjourn the meeting.

In a voice vote, the motion carried at 7:05 p.m.

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Chair    Secretary