WILLIAM RAINNEY 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 Wednesday, December 21, 2011

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, December 21, 2011 at 6:06 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Dowell led the Pledge of Allegiance.

ROLL CALL
Present: Members Rita Canning, Greg Dowell, Jim Gallo, Diane Hill, Bill Kelley (entered 6:10 p.m.), Walt Mundt, and Student Member Justin McDermott
Absent: Member Laurie Stone

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Catherine Brod, Chief Advancement Officer; Phil Burdick, Chief Communications Officer; Maria Coons, Senior Executive to the President; Joan Kindle, Associate Provost; Judith Marwick, Provost; Sheila Quirk-Bailey, Chief of Staff; Roger Spayer, Chief Human Resources Officer; Mike Alsup; Orlando Cabrera; Tom Dowd; Doug Easterling; Sally Griffith; Ashley Knight; Darryl Knight; Maria Moten; Larry Price; Michele Robinson; Michael Nejman; Jim Roznowski; Evelyn Seiler; Rich Seiler.

Guests: Ken Florey, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.

AGENDA APPROVAL
Member Dowell moved, Member Mundt seconded, approval of the Agenda.

In a voice vote, the motion carried.

PRESENTATION
Dr. Ender explained that the College completes a satisfaction/engagement survey on a rotating three-year basis to the community, Harper students and the employees. He asked Sheila Quirk-Bailey to present the findings on this year’s employee PACE survey which was administered through our institutional planning and research office.

Quirk-Bailey shared the results of the 2011 Personal Assessment of the College Environment (PACE) survey administered this year to Harper College employees. The results were positive and reflected a healthy environment as perceived by the employees, ranking in the consultative range. Quirk-Bailey highlighted the results compared to the results of the last two surveys given in
2005 and 2008, showing the ratings trending up. This particular survey is benchmark-able, with results from 60 other community colleges in the norm base administering the same survey. Forty-six items grouped in four climate factors of institutional structure, supervisory relationships, teamwork, and student focus, were surveyed. The College received an overall rating from employees of 3.86, placing Harper in the high-consultative range, which is scoring extremely high. This is the first year the survey was given to part time employees, including adjunct faculty. For the climate factor of student focus, Harper achieved an overall rating of 4.18. Harper achieved another rating above 4.0 from the adjunct faculty; 4.14 as their overall score. None of the employee groups had a satisfaction rating below 3.5; Harper on the whole has a satisfying campus environment.

The highest rated questions on the survey were student success related, indicating Harper employees think what they do contributes to the mission of providing education to the community. The lowest overall rated questions were still above 3.0, and were communication related, the predominately low rated question concerned opportunities for advancement within the College. Harper's customized questions were related to the strategic plan with high ratings for work with high schools and lower but still above 3.0 ratings for level of involvement with the strategic plan. Responses were broken down by various demographics including ethnicity and years of service. There was little variance by ethnicity, and those who are relatively new to Harper gave higher ratings for satisfaction than those who have worked at Harper longer. In summary, Quirk-Bailey explained that the overall climate rating at Harper right now is in the high consultative range, which the consultant called very healthy. It is above the PACE norm base on every climate factor. We had the highest rating overall on four of our five climate factors; highest overall ranking item was over 4.12 and the lowest was at 3.1, which is still in the consultative range; and very high rating results on the customized strategic planning themes. Harper has a very healthy employee climate and is focused on student success.

In response to Member Dowell, Quirk-Bailey explained that in the first two years, part time and adjuncts were not included in the survey, nor were professional-technical and supervisory-management broken out, which does change the base for comparison and should provide more qualitative numbers going forward. She also confirmed that the norm base is 60 community colleges. Chair Hill congratulated the administration on the positive report and offered the continued support of the Board.

Dr. Ender commented that he met this morning with the leadership team, and after reviewing these results he told them this was a tremendous statement about what the work they were doing and that these outcomes are a direct result of their efforts.
STUDENT TRUSTEE REPORT

Student Trustee McDermott introduced the Student Senate President, Joel Turnquist, to share some personal insight about what his Harper education means to him and how the tax levy might affect students here at the College.

Turnquist related his personal higher education experience as a reverse transfer student. He chose Harper College because of the financial considerations and its reputation. He appreciates the opportunities for involvement. Serving on the Student Senate, he appreciates Dr. Ender and his team taking the time to attend Student Senate meetings and discuss the College’s financial policies, financial decisions and various options for the coming year. Turnquist utilizes student services that are not available on other campuses, Access and Disability Services and the Tutoring Center. Being at Harper College has been a huge maturing process for him and he has found success he couldn’t attain at a four year college. He and the Student Senate support the historical four dollar a year tuition increase as fair and predictable. He argued that failure to pass the levy would result in a tuition hike of considerable magnitude which would not be in the best interest of the student body at Harper College. He would like to see others experience the success and personal growth he has found while being enrolled at Harper, and not be held back by financial constraints. He thanked the Board for the opportunity to speak.

Member McDermott shared the efforts he has made to connect with students across campus to discuss the tuition increase versus tax levy issue and has had similar feedback. He continued that finals are now over, and before the end of the semester there was a holiday party in the Student Center with a good turnout and lively karaoke. He also directed the Board to the Harper Facebook page to view the Harper College holiday video message which includes students from across the campus. He then thanked the administration for seeking student input into the financial decisions and for the opportunity to experience leadership where decisions he is a part of directly affect the lives of others.

FACULTY SENATE PRESIDENT’S REPORT

Dr. Tom Dowd discussed the climate study conducted by the Faculty Senate. As background, he explained that ten years ago when the climate at Harper was more authoritative than consultative, the Faculty Senate conducted its own climate study. In 2008 and this year, the Faculty Senate added questions to the College climate study. This year’s results show a half percent increase in environmental satisfaction compared to the last study, which he attributed to the leadership style of Dr. Ender. There is an increased feeling of inclusiveness, with opinions being sought and differing opinions heard. He commented on the end of the fall semester and faculty returning in 2012 ready to finish the academic year.
PRESIDENT’S REPORT  Dr. Ender highlighted two ceremonies held earlier this month. Fast Track conducted its first completion celebration, at which the students were able to share their journeys, and share one last story of persistence and success. There are currently 600 students in Harper’s Fast Track program, and this celebration capped their efforts. There was also a Pinning Ceremony for graduating nursing students for the first time in December. The Continuing Education Truck Driving program received a tanker truck as a gift, accepted by the Foundation on behalf of Harper College, making Harper only the third community college in the country to have a tanker in which to train drivers. He drew attention to the NCLEX results and Harper’s top ranking among community colleges. Harper also received earlier today through the College lawyers, part of the settlement from the Burnidge construction lawsuit. He wished all a great holiday, a Merry Christmas, and his expectations for a productive 2012.

HARPER EMPLOYEE COMMENTS  There were no employee comments.

PUBLIC COMMENTS  There were no citizen comments.

CONSENT AGENDA  Member Kelley moved, Member Canning seconded, approval of the minutes November 16, 2011 Regular Board meeting; bills payable; payroll for November 4, 2011, November 18, 2011; estimated payroll for December 2, 2011; bid awards; requests for proposal; purchase orders; personnel action sheets; financial statements; committee and liaison reports; grants and gifts status report; summary of items purchased from state contracts, consortia 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).

Accounts Payable & Tuition Refunds  $4,263,391.78

The payroll of November 4, 2011 in the amount of $2,024,433.66; November 18, 2011 in the amount of $2,033,495.21; and the estimated payroll of December 2, 2011 in the amount of $2,028,964.44.

Bid Approvals  There were no bids for approval this month.

Requests for Proposal  There were no requests for proposal this month.

Purchase Orders  EX. X-A.5.a  Approve issuance of a purchase order to Legat Architects for architectural and engineering services required for the masonry restoration projects from initial design to construction completion for Buildings A, B, and C to be completed by fall 2012, for which funds in the amounts $100,104.00 are provided for in the
Operations and Maintenance (Restricted) Fund budget.

EX. X-A.5.b Approve issuance of a purchase order to Legat Architects for the architectural and engineering services required from initial design to construction completion for the elevator, doors, and windows replacement project for Buildings C and P, for which funds in the amount of $29,014.00 are provided for in the Operations and Maintenance (Restricted) Fund budget.

EX. X-A.5.c Approve issuance of a purchase order to AT&T for a three-year Incumbent local Exchange Carrier (ILEC) Integrated Services Digital Network (ISDN) Prime Primary Rate Interface (PRI) Service Agreement to continue at the negotiated rates for the main telephony lines of the College during the period from October 1, 2011 through September 30, 2014, funds in the amount of $151,200.00 over three years are provided for in the Operations and Maintenance Fund budget.

Personnel Actions

Professional/Technical Appointment
Norma Grassini-Komara, Instructional Design Specialist, Resource for Learning/Center for Innovative Instruction, 10/24/11, $62,227/year

Administrator Appointment
Kenya Ayers, Dean, Academic Enrichment & Engagement, 1/11/12, $117,000/year

Supervisory/Management Appointment
Tina Baskin, Manager, OSFA Client Services, Office of Student Financial Services, 12/05/11, $72,000/year

Classified Staff Appointments
Stephanie Garcia, Box Office Assistant, p/t, Events Management, 12/05/11, $16,900/year
Shannon Kelly, Financial Aid Assistant/Veterans Services, Office of Student Financial Assistance, 10/31/11, $37,050/year
Victoria Mineo, Senior Accounts Payable Clerk, Accounting Services, 11/21/11, $42,998/year
Frank Navarro, Catering Captain, p/t, Dining and Conference Services, 11/21/11, $25,272/year

Limited Term Employment Appointment
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James Batson, Interim Director, Technical Services Information Technology/Technical Services, 01/03/12, $108,000/year (6 month assignment)

Administrator Retirement
Michael Nejman, Director, Student Activities, 06/29/12, 30 years

Faculty Retirement
Randy Schietzelt, Professor, Mathematics/Science, 12/31/12, 24 years

Professional/Technical Retirement
Terry Engle, Inventory & Logistics Specialist, Information Technology/Client Services, 10/18/13, 16 years

Harper #512 IEA-NEA Retirement
Jorge Lopez, Campus Setup Crew, Physical Plant, 12/31/11, 24 years

Classified Staff Separations
Wendy Bednarz, Clerk/Receptionist, p/t, Health Services, 10/28/11, 2 months
Stephanie Nazaire, Financial Aid Assistant, Office of Student Financial Assistance, 12/02/11, 1 year 6 months

Harper #512 IEA-NEA Separation
Cheng Hong Sheng, Custodian/Groundskeeper, Physical Plant, 11/30/11, 10 months

ICOP - HC POLICE Separation
Chad Mower, Community Service Officer I, Harper College Police, 12/04/11, 8 years 9 months

Foundation Report
Member Canning gave the Educational Foundation update. The foundation hosted their quarterly Board meeting last week, reporting six new scholarships having been created through the quarter, a Motorola gift of $48,000 to support the Choice Scholars Program and continuance of the Motorola Award for Excellence Scholarship program, and two new Foundation Board members, Jim Molling and recent Distinguished Alumni Dr. Robin Turpin. Planning for the 45th Anniversary President’s Ball has begun. Co-chaired by Lane and Patty Moyer and Derek and Joanie Hamilton, the ball will be held September 22 at the Renaissance at 6pm. With the year-end appeal underway, Canning reminded all to consider making a contribution.

ICCTA Liaison Report
There was no ICCTA Liaison Report.

Alumni Issues Report
There was no Alumni Issues Report.

Grants and Gifts Status
Current status of operations public and private grants to the
Report

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, and Student Member McDermott.
Nays: None
Motion carried.

Dr. Ender noted Michael Nejman’s June 30, 2012 retirement announced in this month’s consent agenda, and thanked him for his 30 years of service and excellence.

NEW BUSINESS

Adoption of Levy Resolution

Student Member McDermott moved, Member Canning seconded, adoption of the Levy Resolution for 2011, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

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

Adoption of Declaration of Local Disaster Resolution

Member Kelley moved, Member Mundt seconded, adoption of the Declaration of Local Disaster Resolution delegating the authority to declare a disaster to the College President, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

In a voice vote, the motion carried.

Adoption of a Resolution Approving and Authorizing An Intergovernmental Agreement Establishing the Illinois Green Economy Network

Member Dowell moved, Member Canning seconded, adoption of the Resolution Approving and Authorizing an Intergovernmental Agreement Establishing the Illinois Green Economy Network, 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 THE CHAIR
Communications
Chair Hill wished on behalf of the Board a very safe and healthy holiday to everyone. She noted that it is a humbling but rewarding experience to serve as a Board member, and thanked the community for allowing them the opportunity.

Calendar Dates
Calendar dates are printed on the Agenda for Board information. The Board Advisory Committee of the Whole Meeting will be Wednesday, January 11, 2012 at 5:00 p.m. in W216. The next Regular Board of Trustees Meeting will be Wednesday, January 18, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS
Member Kelley moved, Member Dowell seconded, to adjourn to closed session at 6:35 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 7:05 p.m.

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Chair        Secretary