Minutes of the Regular Board Meeting of Wednesday, February 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, February 15, 2012 at 6:05 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Mundt led the Pledge of Allegiance.

ROLL CALL

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

Absent: Member Bill Kelley

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; 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; Sheila Quirk-Bailey, Chief of Staff; Diana Sharp, Assistant Provost; Roger Spayer, Chief Human Resources Officer; Mike Alsup; Kenya Ayers; Michael Babb; Erin Brooks; Orlando Cabrera; Meg Coney; Tonya Dixon; Tom Dowd; Doug Easterling; Ashley Fleck; Sally Griffith; Ashley Knight; Seema Kurup; Tara Mathien; Pardess Mitchell; Maria Moten; Mark Mrozinski; Michael Nejman; Sheryl Otto; Kim Pohl; Kimberly Polly; Larry Price; Jim Roznowski; Linda Smith; Evelyn Seiler; Rich Seiler; Ken Spurr; Jane Suarez Del Real; Kelly Taylor; Dennis Weeks; LaVonya Williams.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Jonathan Bock, student; Ray Ervin, student; Thomas Huberty, Sightlines; Laura Licari, student; Jalen Little, student; Kathy McDermott, parent; Robert McDermott, parent; Kristina Shkaruba.

AGENDA APPROVAL

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

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

Ayes: Members Canning, Dowell, Gallo, Hill, Mundt, Stone, and Student Member McDermott.

Nays: None

Motion carried.

PRESENTATION

Tom Crylen introduced Thomas Huberty from Sightlines to discuss the results of the Facilities Analysis for FY11. This is the second
such analysis for Harper, the first occurring at the end of FY10, which provides for a one year direct comparison on these measures. Huberty gave a brief background on Sightlines, a facilities benchmarking and analytics company specializing in higher education. The peer institutions for this benchmarking and analysis were selected based on similar programmatic and climatic standpoints. The information was divided into two categories: asset value change which addressed annual stewardship and asset reinvestment, and operations success which addressed operational effectiveness and service. The challenges for Harper College include having the highest campus density among this peer group and the entire Sightlines database, the technical complexity of the campus, and the campus age profile. Harper’s strengths include the daily service resources that have allowed a high level of service to campus, high performance in inspections and customer satisfaction, and a work order system that is providing good value and some good resources for them to make some strategic choices going forward. Opportunities include continuing the growth of the annual stewardship program, monitoring the actual spending against the Master Plan schedules, and evaluating the potential for further reductions in energy consumption.

In regard to the Institutional Effectiveness Measures, Harper’s net asset value is above that of peer institutions and trending upward. On the total asset reinvestment, this had been trending upward and is expected to decline as projects in the planning stages are funded and the backlog is decreased. Energy consumption has dropped considerably over the past year due to energy initiatives and G & H Buildings being off-line, leaving the future projection open to additional efforts including current surplus reinvestment potential to further efficiency goals.

Dr. Ender emphasized Harper’s high density, explaining that there are more people per square footage on campus from 7:30 a.m. till 10 or 11 p.m. than any other institution in the country in the Sightlines database. Given the quality of the campus and grounds, it reflects a lot of effort by the facilities departments. This also reflects the continued investment totaling $56 million committed to by the Board in preventative maintenance. He also mentioned an energy monitoring control system program being worked on with Schneider Electric that may result in systems upgrades for Harper and a demonstration project for Schneider Electric. He noted that these ongoing Sightlines reports will permit Harper to monitor progress and make informed decisions in these areas.

STUDENT TRUSTEE

Student Trustee McDermott took a moment to recognize his parents, Bob and Cathy McDermott, in the audience. He thanked the Board for the opportunity to attend the National Legislative Summit in Washington, DC., where he gained a greater understanding of the federal problems that community colleges
face. This will assist him in his role as a Student Representative on the Illinois Board of Higher Education. He announced the speaking event featuring John Carlos, a 1968 Olympian and author, which will take place February 23 at 7:30pm in the J Building theater. He then introduced Kristina Shkaruba, the new Student Senate President, to speak about the proposed tuition increase.

Shkaruba spoke for the Student Senate thanking Dr. Ender and Dr. Ally for attending a Student Senate meeting and providing a brief on the proposed tuition increase to assist the students in understanding the rationale. The Student Senate has overwhelmingly decided to support the $4 per credit hour tuition increase for two specific reasons; to maintain the quality of classes and activities offered at Harper, and to ensure incoming classes do not see a spike in tuition that occurs after a tuition freeze. She thanked the Board for their time and the information that has been shared with them.

McDermott reaffirmed the Student Senate position stating the feedback he has been getting from students has been similar. He commended the open communication and transparency the administration has shown to the students, and offered his support for the fiscal policy and tuition policy being vetted now that will set a clear direction going forward.

Chair Hill noted she was looking forward to attending the March Student Senate meeting and thanked them for the invitation.

FACULTY SENATE

Dr. Tom Dowd announced the Faculty Senate supported the modest increase in tuition and fees; they see this as one way to keep Harper competitive with our peers and to ensure the quality of education and the quality of our facilities. He shared information about developments in the relationships between the provost, deans, and chairs and coordinators committee. In order to improve communication and coordination of efforts, Provost Marwick will be co-chairing the chairs and coordinators committee which will permit greater faculty interaction with the provost. It is expected that the chairs and coordinators will address Deans’ Council from time to time, which is one more example of the increased collaborative efforts by the administration and faculty to further the mission and academic goals of the institution. To that end, many of the committees are now joint committees, with the administration and the faculty sending joint recommendations to Dr. Ender. Tonight, two such recommendations will be voted on, the tenure recommendations from the Tenure Committee through Dr. Marwick to Dr. Ender, and a sabbatical recommendation. He thanked the Board in advance for their consideration of these recommendations. He shared an update on Harper College Chemistry research student, Jim Tufts, who recently received a
full scholarship to Illinois Institute of Technology, recognition of the work done here at Harper to ensure student success.

PRESIDENT'S REPORT
Student Success Report

Dr. Ender asked Provost Judy Marwick to present the Noel-Levitz Student Satisfaction Survey report. Dr. Marwick stated that the survey was conducted this past fall to all Harper College students through an electronic link on the College portal. There was a 21% response rate, anything over 20% Noel-Levitz considers a representative sample from which conclusions and inferences can be made about the entire student population. Demographic questions indicated that Harper was the first choice of 75% of respondents, 70% plan to transfer, 80% do not belong to any college organizations, 40% have financial aid as their primary tuition source, while 34% pay for their own tuition, and only 20% have families contributing in any way to their college tuition.

The items on the survey were ranked by importance and then by satisfaction, 40 of these items are nationally benchmarked questions in the Noel-Levitz survey Harper College self-selected another 8 questions. The scale included 7 as very important/very satisfied, and 5 somewhat important/somewhat satisfied. A further gap analysis tracks the variance between the two rankings, if students think something is very important and they are very satisfied, there would be a small gap. If it is very important to them but they are not very satisfied, there would be a large gap and these items are ones that deserve greater attention.

Dr. Marwick shared the top five items with the highest importance scores:
- The quality of instruction I receive in most of my classes is excellent (6.69)
- Classes are scheduled at times that are convenient for me (6.64)
- Tuition paid is a worthwhile investment (6.63)
- I am able to register for classes I need with few conflicts (6.61)
- There are sufficient courses within my program of study available each term (6.61)

She noted that the third item, Tuition paid is a worthwhile investment, had the smallest gap between the important and satisfied scores. The items with the highest satisfaction scores were then shared:
- On the whole, the campus is well-maintained (6.4)
- This campus provides online access to services I need (6.20)
- The campus is safe and secure for all students (6.18)
- Computer labs are adequate and accessible (6.17)
- The equipment in the lab facilities is kept up to date (6.12)
Dr. Marwick noted the overall high satisfaction of Harper students, having scored 36 of the 40 national benchmark items significantly more satisfied than community college peers.

Dr. Marwick explained the strengths determined by the Noel-Levitz survey, taking the items that are most important with a satisfaction gap of less than point five (0.5). The nine items are:

- The campus is safe and secure for all students
- Registration processes and procedures are convenient
- There are convenient ways of paying my school bill
- Faculty are usually available to students outside of class (during office hours, by phone, or by email)
- This campus provides online access to services I need
- Students are made to feel welcome here
- The equipment in the lab facilities is kept up to date
- Computer labs are adequate and accessible
- On the whole, the campus is well-maintained.

She noted that the last item was the only item where the satisfaction score (6.4) was higher than the importance score (6.3).

Harper’s challenges were determined by items scoring as highly important and having a low satisfaction score, which for Harper has a gap score of around 1.0. The six challenges include:

- The amount of student parking space on campus is adequate
- This institution helps me identify resources to finance my education
- There are sufficient courses within my program of study available each term
- I receive ongoing feedback about progress toward my academic goals
- Classes are scheduled at times that are convenient to me
- I am able to register for the classes I need with few conflicts

Dr. Marwick then reviewed the summary items showing Harper students rating their college experience, satisfaction, and willingness to enroll here again considerably higher than the national averages, indicating that Harper students are satisfied with what they find here at Harper College. These results will provide direction for the College as student needs are addressed.

In response to Member Mundt, Dr. Marwick shared the categories the 40 questions were grouped into, emphasizing that the students did not see them in categories. The categories covered included: registration effectiveness, instructional effectiveness, campus climate, safety and security, academic advising effectiveness, student centeredness, campus services, and admission and financial aid effectiveness.
Acknowledging Member Stone’s query, Dr. Marwick stated that the information from this survey does not currently inform our institutional effectiveness measures.

Dr. Ender then commented that as a reflection of the results of the last two items under challenges related to scheduling information and course availability, and with respect to students maintaining momentum through their academics to graduation, classes and schedules have got to align with student availability. This is an item that needs to be addressed.

Dr. Ender also acknowledged Member Stone’s observation regarding students receiving feedback on their progress which was a focus in the institutional effectiveness measures discussion.

Breaking out the demographics as requested by Member Dowell, Dr. Marwick detailed the Harper student population is 56% female whereas the respondents were 66% female, Harper is 59% Caucasian and respondents were 66% Caucasian, Harper has 40% of students attending full time and respondents were 56% full time, and 47% of both Harper and the respondent pool were in the 19-24 year age group.

Dr. Marwick confirmed Chair Hill’s question that the survey is on a three year cycle with the student engagement survey being given in other years.

Dr. Ender continued the President’s Report by thanking the Board for their participation in the joint board retreat/workshop that featured Dr. Walter Bumphus and Greg Brown, and acknowledged the positive outcome of addressing the present needs in community college education. He also thanked the staff for all their work in structuring the event and Sheila Quirk-Bailey for facilitating. He drew the Board’s attention to the written report which shares that graduation will take place in the center of campus in the Harper quad this year, which will cut costs and provide a dramatic setting for the event. Harper is pleased columnist David Brooks will provide the commencement speech and he will be receiving an honorary degree. There is a lot of other information in the report for the Board to review, he noted it was a busy semester.

HARPER EMPLOYEE COMMENTS

Ken Spurr, adjunct faculty, voiced his disapproval of the proposed music fee increase which he feels will negatively affect enrollment in the music program.

PUBLIC COMMENTS

Ray Ervin, student, asked that his letter be entered into the Board minutes and briefly explained his disapproval of the proposed music fee increase as proposed, which he feels will hurt enrollment due to the economic impact on students.
Jonathon Boch, student, voiced his disappointment with the proposed music fee increase explaining this affordable option currently at Harper permits him to take more such classes on his limited budget.

CONSENT AGENDA  

**Student Member McDermott moved, Member Stone seconded, approval of the consent agenda, inclusive of minutes for January 11, 2012 Committee of the Whole meeting, and January 18, 2012 Regular Board meeting; bills payable; payroll for December 30, 2011 and January 13, 2012; estimated payroll for January 26, 2012; bid awards; requests for proposal; purchase orders; personnel action sheets; student service awards – fall 2011; 2012-2013 proposed credit course fee changes; memorandum of understanding for faculty teaching post-retirement; financial statements; committee and liaison reports; grants and gifts status report; summary of items purchased from state contracts, consortiums or cooperatives; faculty tenure status – 2nd year, fall hires; 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 $5,003,546.25

The payroll of December 30, 2011 in the amount of $1,577,870.96; January 13, 2012 in the amount of $1,404,750.97; and the estimated payroll of January 26, 2012 in the amount of $1,491,310.97.

**Bid Approvals**

EX. X-A.3.a  
Accept bid and award contract for the construction of a reinforced concrete containment structure and sump inside the greenhouse in Building V for pesticide containment for $62,816.00, including the bid amount of $42,378.00, a 10% contingency of $4,138.00, and other project costs of $17,300.00, to Stuckey Construction Company as the lowest responsible and responsive bidder.

**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 Eastman Kodak, Inc. for parts and supplies for the NexPress color imaging device for fiscal year 2012, 2013, and 2014 to be used by the College’s Publishing Services and the Graphic Arts Technology academic program, for which funds in the amounts $44,500.00 annually are provided for in the Education Fund budget.

**Personnel Actions**

**Administrator Appointment**
Maria Coons, Senior Executive to the President/Executive Director, Workforce and Strategic Alliances, 02/15/12, $145,000/year

Classified Staff Appointments
Benjamin Kleeman, Clerk/Receptionist, p/t, Health Services, 01/09/12, $10,400/year
Karen Krantz, Receptionist/Office Assistant I, Office of Student Financial Assistance, 01/17/12, $29,250/year

Harper Police – ICOP Appointment
Bernard Baltz, Community Service Officer I-Dispatch, Harper College Police, 01/02/12, $27,352/year

Classified Staff Retirements
Marcie Landeros, Library Assistant II, Library Services, 04/27/12, 23 years
Laurene Miller, Executive Assistant, Provost Office, 06/29/12, 26 years

Harper #512 IEA-NEA Retirement
Nui Tan Duong, Groundskeeper II, Physical Plant, 04/30/12, 16 years

Administrator Separations
Catherine Brod, Chief Advancement Officer, Institutional Advancement, 03/02/12, Resignation, 14 years 8 months
Dennis Weeks, Dean, Liberal Arts, 06/30/12, Resignation, 9 years 3 months

Faculty Separation
Eric Waldstein, Instructor/Head Football Coach, Wellness and Campus Activities, 05/18/12, Resignation, 3 years 1 month

Classified Staff Separations
Employee #745, Office Assistant II, p/t, Business/Social Science, 01/19/12, Discharged, 11 years 2 months
Ellen Hunckler, Clerk/Receptionist, p/t, Health Services, 12/22/11, Resignation, 1 year

Harper #512 IEA-NEA Separation
Gary Haynes, Custodian/Groundskeeper, Physical Plant, 12/19/11, Resignation, 9 months

Student Service Awards
Awards for outstanding contributions in the area of student activities as recommended in Exhibit X-A.7 totaling $16,348.75.

2012-2013 Proposed Credit Course Fee Changes
Approval of course fee changes for 2012-2013 Academic Year as recommended in Exhibit X-A.8.
MOU for Faculty Teaching Post-Retirement  Approval of the memorandum of understanding which replaces the existing Side Letter in the Faculty Senate contract in order to align the teaching parameters for retired faculty with those of adjunct faculty.

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

Grants and Gifts Status Report  Current status of operations 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.


Faculty Tenure Status Report (2nd year, Fall Hires)  The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

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

Ayes: Members Canning, Dowell, Gallo, Hill, Mundt, Stone, and Student Member McDermott.

Nays: None

Motion carried.

Foundation Report  Member Canning introduced Lisa Dietlin, who is the Interim Executive Director for the Foundation and Interim Chief Advancement Officer for Harper College during the transition as Cathy Brod departs. Dietlin is conducting a department and foundation operational audit and assisting in the executive search. The search committee will meet the first week of March with a goal to have someone in this position by July 1. Member Canning announced the Resource for Excellence recipient projects: Harper Astronomy Outreach, College Access for Special Populations, Harper College Nursing Program Alumni Symposium, T4 (Transition to Technical Trades), and Developing a Studio Lab Store. She also announced three new foundation directors, Dr. Robin Turpin, Jim Moehling and Marianne Stanke.

ICCTA Liaison Report  There was no ICCTA Liaison Report this month.

Alumni Issues Report  There was no Alumni Issues Report this month.

NEW BUSINESS Proposed Tuition Increase  Member Stone moved, Member Dowell seconded, approval of the recommended tuition increase of $4 per credit hour effective summer 2012, making tuition per credit hour $106.50 in-district, $363.50 out-of-district and $439.00 for out-of-state and international students, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).
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Upon roll call, the vote was as follows:
Ayes: Members Canning, Dowell, Gallo, Hill, Mundt, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Sabbatical Leave Approval

Member Canning moved, Member Mundt seconded, approval the recommended sabbatical leave as outlined in Exhibit XI-B (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, Mundt, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Dr. Ender introduced Seema Kurup, Associate Professor of English. Her sabbatical will entail writing a critical text on Native American writer Louise Erdich for the University of South Carolina Press series Understanding Contemporary American Literature during the Spring 2013 semester.

Faculty Tenure Recommendations

Member Dowell moved, Member Stone seconded, to approve the Faculty Tenure Recommendation as outlined in Exhibit XI-C (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, Mundt, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Dr. Ender commented on the tenure process and introduced the faculty being recommended for tenure at the commencement of the Fall 2012 semester:
Karega Cooper (Math), Tonya Dixon (Nursing), Kathleen Fischer (Nursing), Angela Mannina (Dental Hygiene), Tara Mathien (Early Childhood Education), Pardess Mitchell (Physical Education), Kimberly Polly (Math), Jane Suarez del Real (Adult Educational Development), Kelly Taylor (Graphic Arts).

Resolution Authorizing Extension of Probation of Non-Tenured Faculty Member

Member Canning moved, Member Dowell seconded, approval of the resolution authorizing extension for one year the probationary period of a non-tenured faculty member, as outlined in Exhibit XI-D (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, Mundt, Stone, and Student Member McDermott.  
Nays: None. 
Motion carried.

**Dismissal Resolution, Non-Tenured Faculty - Career Programs Division**

Member Dowell moved, Member Stone seconded, approval of the dismissal resolution and authorization for the issuance of the notice of dismissal, as outlined in Exhibit XI-E (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, Mundt, Stone, and Student Member McDermott.  
Nays: None. 
Motion carried.

**ANNOUNCEMENTS BY CHAIR**

**Communications**

Chair Hill reminded the Board about the reception for Cathy Brod on Thursday February 16, 2012 at 3 p.m., and that the March Board meeting will be at the NEC (Northeast Center), not on the main campus.

**Calendar Dates**

Calendar dates are printed on the Agenda for Board information. The Board Advisory Committee of the Whole Meeting will be Wednesday, March 14, 2012 at 5:00 p.m. in W219. The next Regular Board of Trustees Meeting will be Wednesday, March 21, 2012 at 6:00 p.m. in NEC 134 at the Northeast Center, 15 S. Wolf Road, Prospect Heights, preceded by an open house reception with tours starting at 5 p.m.

**OTHER BUSINESS**

Member Canning moved, Member Mundt seconded, to adjourn to closed session at 7:15 p.m.

In a voice vote, the motion carried.

**ADJOURNMENT**

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

In a voice vote, the motion carried at 7:51 p.m.

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Chair        Secretary