Minutes of the Regular Board Meeting of Wednesday, June 20, 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, June 20, 2012 at 6:00 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Student Member McDermott led the Pledge of Allegiance.

Chair Hill asked Member Kelley to serve as secretary in Member Mundt’s absence.

ROLL CALL

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

Absent: Member Walt Mundt

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Bret Bonnstedt, 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 Alsip; Kenya Ayers; Mike Babb; Darin Buckman; Orlando Cabrera; Tom Dowd; Kathy Hanahan; Njambi Kamoche; Brian Knetl; Margie McGowan; Maria Moten; Mark Mrozinski; Carolyn Muci; Michael Nejman; Sheryl Otto; Larry Price; Michelé Robinson; Jim Roznowski; Evelyn Seiler; Charmian Tashjian; Nancy Wajler.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.

AGENDA APPROVAL

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

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

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

Nays: None.

Motion carried.

PRESENTATION

There was no presentation this month.
STUDENT TRUSTEE REPORT

Student Member McDermott discussed the Student Senate transitional luncheon, which set the direction for the coming year and addressed the challenges of the past year. Upcoming events include the 41st Annual Dinner and Jazz Concert on June 21 and Michael Uslan, the executive producer of recent Batman movies, to discuss the upcoming movie Dark Knight Rises on June 28. McDermott commented on his excitement seeing student orientation this summer, and the opportunities for reflection it provides for him as he transitions to DePaul University this fall. He thanked Michael Nejman for everything he has done these past two years, as both friend and mentor. The Illinois Community College Student Activities Association (ICSAA) is honoring Nejman’s commitment to student activities at community colleges by establishing the annual Michael Nejman Excellence in Programming Award, only the second time the ICSAA has so designated an award. McDermott furthered that Nejman has had a great impact on many students at Harper and he will be missed.

FACULTY SENATE

Dr. Tom Dowd praised the graduation program and commencement speaker David Brooks, whose insight was understood by everyone who works every day. He also shared that a former student and employee dropped by Harper recently to share her good news that she had completed her PhD in Chemistry and how her start at Harper College made such an impact on her. Dowd commented that experiences such as this are such great reminders that the work done at Harper does make a positive difference in people’s lives.

PRESIDENT’S REPORT

Student Success Report

Dr. Ender introduced the co-chairs of the completion goal, Dean of Enrollment Services Maria Moten and Associate Professor Kathy Hanahan to update the Board on the Completion Agenda.

Completion Goal Update

Hanahan began by announcing that this year Harper had the highest number of completers ever go through graduation and have certificates and degrees conferred. She discussed the various projects that have contributed to that number. The Degree Audit project is a self-service student portal function where students can run an audit of the certificate and/or degree that they’re working towards to see what kind of progress they have made so far. Since its March launch, 2,091 students have made use of this, which is a promising start.

Completion communications involves the team working with Marketing to establish consistent, concise messaging on the website to emphasize the importance of completing and assist the students in taking the steps necessary to complete their degree or certificate. Part of this is changing the language, what used to be called “petitioning for graduation.” This has been changed to
“application for degree or certificate” to make it less intimidating and more clear.

Pledge to Complete is a Phi Theta Kappa initiated project. The national Phi Theta Kappa organization has undertaken this initiative through its local chapters to encourage peer dialogue and begin the conversation about committing to completing. This is an additional retention effort that begins early in the student experience. Phi Theta Kappa students are now members of the committee, which is working on programming and pilot groups.

Moten continued with a technology-based initiative, Automated Batch Compliance. This permits the Registrar’s Office to run degree audits for large groups of students for a particular credential at any point in time. It details how many students are ready to complete that degree and how many courses they need to complete, and can mass award the degrees and certificates as students complete those requirements.

Dual Degree Partnerships guarantee acceptance to partner four-year institutions, allow students to transfer seamlessly to complete the Bachelor’s Degree, and allow students to meet with counselors from the four-year institution and Harper to create their four-year plan, while maintaining quality, accessibility and affordability. Harper currently has partnerships with DePaul University, Roosevelt University, University of Illinois at Urbana-Champaign, and is in the process of investigating dual degree partnerships with Illinois Institute of Technology, University of Illinois at Chicago, Governors State University and others.

Completion Concierge is responsible for identifying students who are close to completing degree requirements, working with the degree audits, the degree evaluations, tracking student’s progress, making sure they are being referred to the advising areas so that they are taking those courses to get credentials. This year to date, 1,595 degrees and certificates have been awarded through this initiative. Over the two years of this initiative, completion concierge has assisted in awarding more than 2,800 degrees and certificates.

This year, 4,500 degrees and certificates have been awarded, Harper’s largest number ever. Harper has exceeded the target goal toward 10,604 by 2,866 degrees and certificates. It is important to note that progress through these goals will slow over time as the students in the pipeline are reduced by current efforts. Harper will need to rely on other more intrusive initiatives to be able to meet those goals going forward.

Hill thanked Hanahan and Moten for the progress being made toward Harper’s completion goal.
Dr. Ender commented on the four mentions of Harper College in Community College Week issue on the top 100 degree producers across the country. Three years ago Harper did not merit mention, this year Harper ranks 11th in the country in awarding one-year certificates. These completion efforts are putting Harper ahead of our goals early. To continue this progress, three efforts need Harper’s focus. First, eradicating remediation needs for entry-level freshman coming directly from high school. Currently, math readiness is being addressed through the work that has been done with feeder high schools using COMPASS testing and senior year math offerings. Second, a greater focus on student success within the first fifteen hours attempted, by including a mandatory student orientation course and looking at the low student success rates in some of the high enrollment courses. And third, the associate degree needs to have more value in Illinois. Board support for this effort through ICCTA would help at the political level, to push for the acceptance of 60 credits earned at community colleges transferring to four-year institutions. He explained that right now if the student is pursuing an Associate of Arts degree or an Associate of Science degree, in many cases it’s an advantage to transfer out after 45 hours because only those 45 hours that the articulation agreements have guaranteed will count. Those last 15 hours are a point of contention between four-year institutions and community colleges, and lowers the perceived completion rate at the community college level.

Dr. Ender announced that Harper was the only community college among five agencies that have been invited to provide testimony to the AACC Board of Directors at an August meeting about local agendas supporting the national completion agenda. He thanked Maria Moten and Joan Kindle for their efforts in planning the graduation ceremony and getting everything to come together to hold the ceremony in the quad. He acknowledged Tom Crylen and the work being done on campus. The entire College is looking forward to the north side of campus being finished and landscaped. He thanked everyone who participated in the golf outing last week, and particularly Lisa Dietlin, Erin Brooks and the Foundation staff for pulling off a successful event that raised more than $85,000 in scholarship support. He then acknowledged Michael Alsup for his leadership and support of the West Suburban Chiefs of Police Association this past year. Dr. Ender drew attention to the GFOA award Harper has again received for its budget presentation and financial reporting.
CONSENT AGENDA

Member Kelley moved, Student Member McDermott seconded, approval of the minutes for May 9, 2012 Committee of the Whole meeting and May 16, 2012 Regular meeting; bills payable; payroll for May 4, 2012 and May 18, 2012; estimated payroll for June 1, 2012; bid awards; requests for proposal; purchase orders; personnel actions; student service awards – spring 2012; update Northwest Education Council for Student Success agreement; annual review and approval of health career programs affiliation list; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report of items purchased from state contracts, consortiums or cooperatives; disposal of obsolete or damaged property; 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 $4,740,012.97

The payroll of May 4, 2012 in the amount of $1,992,690.96; May 18, 2012 in the amount of $1,968,366.77; and the estimated payroll of June 1, 2012 in the amount of $1,980,528.87.

Bid Approvals

There were no bid approvals.

Request for Proposals

There were no requests for proposals.

Purchase Orders

Ex. X-A.5.a Approve issuance of a purchase order to ACT for COMPASS Test Units to provide testing services to students, in the amount of $30,250.00, as provided for in the Restricted Purposes Fund.

Ex. X-A.5.b Approve issuance of a purchase order to CollegeNET, Inc., for the purchase of 25Live, a web-based facility scheduling and event management system, in the amount of $35,068.00, as provided for in the Restricted Purposes Fund.

Ex. X-A.5.c Approve issuance of a purchase order to Assurance Agency, Ltd., to renew the annual treasurer’s bond, building fund bond, working cash bond, liquor liability, pollution liability, travel accident, and preschool accident policies, in the amount of $61,023.00, as provided for in the Operations and Maintenance Fund ($56,201) and Education Fund ($4,822).

Ex. X-A.5.d Approve issuance of a purchase order to East Apartments, LLC, to renew the annual lease for two apartments to provide English as a Second Language (ESL) Literacy classes in Rolling
Meadows, in the amount of $19,200.00, as provided for in the Education Fund.

Personnel Actions

Administrator Appointments
Maria Moten, Assistant Provost, Provost, 07/01/12, $140,385/year
Sheryl Otto, Assistant Provost, Provost, 07/01/12, $147,927/year
Barbara Small, Associate Dean, CAFÉ, Center for Adjunct Faculty Engagement, 06/01/12, $92,108/year

Faculty Appointments
Susan Harrison, Instructor-Health Science Core, Career Programs, 08/14/12, $48,016/year
Christine Kuffel, Instructor-User Services Librarian, Library Services, 08/14/12, $42,332/year
Anna Stroh, Instructor-Health Information Technology, Career Programs, 08/14/12, $49,553/year

Professional/Technical Appointment
Augusta Carpenter, AED Grant Fund Coordinator & Assessment Specialist, Academic Enrichment & Engagement, 05/29/12, $54,000/year

Classified Staff Appointments
Karin Kirch, Library Assistant I, P/T, Library Services, 06/04/12, $18,396/year
Melody Schmidt, Telephone Operator, Information Technology/Client Services, 05/23/12, $31,200/year
Cari Schoonover, Therapeutic Massage Clinic Assistant, P/T, Continuing Education, 05/16/12, $26,000/year

Harper #512 - IEA-NEA Appointments
Billy Gonzalez, Campus Set-up Crew, Physical Plant, 05/29/12, $30,514/year
Willin Legaspi, Custodian/Groundskeeper, Physical Plant, 05/23/12, $17,680/year

Contingent Worker Appointments
Tiffany Daly, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour
Matthew Eschenbaum, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour
Sarah Eschenbaum, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour
Tyler Michie, InZone Program Aide, P/T, Continuing Education, 05/21/12, $9.00/hour
Hannah Mills, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour
Heather Seiler, InZone Program Aide, P/T, Continuing Education, 05/31/12, $8.50/hour
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Joseph Surdam, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour
Scott Walding, InZone Program Aide, P/T, Continuing Education, 05/21/12, $8.50/hour

Professional/Technical Retirement
Barbara Hardy, Writing Center Specialist, Resources for Learning, 06/30/14, 22 years

Classified Staff Retirement
Gail Hoban, Secretary, Mathematics & Science, 08/19/12, 10 years

Administrator Separation
Diana Sharp, Assistant Provost, Provost/Support Services, 06/29/12, 10 years

Faculty Separation
James Bonsignore, Instructor, Career Programs, 05/18/12, 1 year 9 months

Classified Staff Separations
Virginia Comber, Math Tutor, P/T, Mathematics & Science, 06/16/12, 5 months
Alexandra Izydorek, Swim Instructor, P/T Continuing Education, 05/02/12, 4 months

Harper #512 IEA-NEA Separation
Employee # 4008, Custodian/Groundskeeper, Physical Plant, 05/14/12, 2 years 9 months

Student Service Awards - Spring 2012
Student Service Awards are recommended for student leaders in lieu of salaries, tuition waiver grants, or other means of payment for particular student positions. The award is recommended based on performance, position, leadership, length of service, credit hour completion, and grade point average. Eligibility for an award is based on an evaluation of each of these criteria. The amount of $27,418.75 will be paid from the Student Grants and Scholarship Fund. In addition, the Educational Foundation will also contribute $1,230.00 for the Student Trustee’s award, funded by the General Scholarship Fund. The 48 awards this semester total $28,648.75.

Update Northwest Education Council for Student Success Agreement
The administration recommends that the Harper College Board approve the updated Intergovernmental Agreement between the College and our three feeder districts.

Annual Review and Approval of Health Career
The administration recommends that the annual list of health career program affiliations be approved as submitted. An
Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education in health career programs. In an effort to streamline the entire process related to developing affiliations with the many agencies, the College presents to the Board of Trustees, a master list of all the clinical agencies with whom we wish to affiliate for the year.

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

Chair Hill, on behalf of the Board, congratulated Michael Nejman for his thirty-one years of service, Diana Sharp for her ten years of service and Jim Roznowski for his service.

Dr. Ender extended the thanks of all administrators, staff and students to Nejman, Sharp and Roznowski. He then recognized Arnie Soto of the campus maintenance department who will be retiring after 38 years with Harper College.

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

Member Canning reported on the Educational Foundation. The Chief Advancement Officer Search which will be interviewing six candidates culled from the phone interview phase. It is expected that two or three will be invited to campus for the final interview phase, and a decision made soon after that. A survey was mailed to 65,000 alumni, and the responses will be collected and shared with the Foundation Board. The Foundation had their Annual Meeting earlier this month, at which Tom Wischhusen was elected Board president. The financial audit for the Foundation is taking place. She reminded the Board that the President’s Ball is scheduled for Saturday, September 22, 2012.

Member Kelley gave the ICCTA Liaison Report. He shared a handout from ICCTA of the legislation that affects community colleges for the Board to peruse at their leisure.

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.

Disposal of Obsolete or Damaged Personal Property

The annual disposition of College personal property report was presented to the Board for review, as outlined in Exhibit X-B.5.

NEW BUSINESS

Approval of Preliminary Budget for Fiscal Year 2013

Member Kelley moved, Member Stone seconded, approval of the College’s preliminary budget for the fiscal year ending June 30, 2013, 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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Resolution to Establish the 2012-2013 Budget Hearing Date

Member Kelley moved, Member Canning seconded, approval of the resolution to establish the 2012-2013 Budget Hearing date. Chair Hill read the resolution as follows:

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2012 and ending on June 30, 2013.
BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2012 and ending on June 30, 2013 be set for 6:00 p.m. in the Conference Center – W-214 on August 15, 2012, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 15, 2012 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 21, 2012 a tentative budget for said College district for the fiscal year beginning July 1, 2012, and ending June 30, 2013, will be on file and conveniently available to public inspection at the Business Office of said College District at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.
PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 6:00 p.m. on the 15th day of August 2012, in the Conference Center, Room W-214 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 20th day of June, 2012.

Board of Trustees of Community
College District No. 512
Counts of Cook, Kane, Lake &
McHenry, State of Illinois

Walt Mundt
Secretary

And the notice will be posted, 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, Gallo, Hill, Kelley, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Fiscal Year 2013
Authorization to Spend

Member Canning moved, Member Kelley seconded, to authorize the College to continue to incur the necessary expenses and commitments for the ongoing operations of the College prior to the adoption of the Fiscal Year 2013 Budget, as outlined in Exhibit XI-C (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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Approval of Depository,
Financial Services
Providers, and Investment
Brokers for College Funds

Member Kelley moved, Member Dowell seconded, to approve the depositories, financial service providers, and investment brokers to be used by the College, as outlined in Exhibit XI-D (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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Resolution Authorizing
Adoption of Prevailing Wage Act

To approve the resolution authorizing adoption of the Prevailing Wage Act, as outlined in Exhibit XI-E (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, Stone, and Student Member McDermott.

Nays: None.

Motion carried.

Classified and Food Service Staff Wage Rate Increases

Member Stone moved, Member Dowell seconded, to approve the Classified and Food Service Staff wage rate increases of three percent (3%) for Fiscal Year 2013, reflective of the December 2011 Consumer Price Index (CPI-U), as outlined in Exhibit XI-F (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, Stone, and Student Member McDermott.

Nays: None.

Motion carried.

Supervisor and Manager Salary Increases

Student Member McDermott moved, Member Canning seconded, to approve the Supervisor-Management staff member salary increases of three percent (3%) for Fiscal Year 2013, reflective of the December 2011 Consumer Price Index (CPI-U), as outlined in Exhibit XI-G (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, Stone, and Student Member McDermott.

Nays: None.

Motion carried.

Administrative Employment Contracts

Student Member McDermott moved, Member Stone seconded, to approve the Administrative staff member salary increases of three percent (3%) for Fiscal Year 2013, reflective of the December 2011 Consumer Price Index (CPI-U), and authorization for the President to execute administrator contracts, as outlined in Exhibit XI-H (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, Stone, and Student Member McDermott.

Nays: None.

Motion carried.
Approval of Service Providers  
Member Kelley moved, Member Canning seconded, to approve the updated list of service providers for Fiscal Year 2013, as outlined in Exhibit XI-I (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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

First Reading of Modifications to Board Policies – Board Self-Evaluation (01.32.00)  
The first reading of modifications to the Board Policy Manual – Board Self-Evaluation (01.32.00) was entered into the minutes, as outlined in Exhibit XI-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Second Reading of Modifications to Board Policies – Financial Policies (07.01.04)  
Member Kelley moved, Member Stone seconded, approval of the second reading of modifications to the Board Policy Manual – Financial Policies (07.01.04), as outlined in Exhibit XI-K (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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Resource Allocation and Management Plan for Community Colleges (RAMP) Document  
Student Member McDermott moved, Member Dowell seconded, approval of the RAMP document and set aside funds to provide the necessary College contribution, as outlined in Exhibit XI-L (attached to the minutes in the Board of Trustees' Official Book of Minutes).

ANNOUNCEMENTS

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, July 11, 2012 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, July 18, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.
OTHER BUSINESS

Member Kelley moved, Member Canning seconded, to adjourn to closed session to discuss personnel issues at 6:43 p.m.

In a voice vote, the motion carried.

ADJOURNMENT

Member Dowell moved, Student Member McDermott seconded, to adjourn to adjourn the meeting.

In a voice vote, the motion carried at 6:55 p.m.