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, May 16, 2012 at 6:02 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Hill asked Member Kelley to serve as Secretary in Member Mundt’s absence. Member Canning led the Pledge of Allegiance.

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; 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; Sheila Quirk-Bailey, Chief of Staff; Diana Sharp, Assistant Provost; Roger Spayer, Chief Human Resources Officer; Mike Alsup; Nikolay Arcos; Eric Bohman; Darin Buckman; Orlando Cabrera; Meg Coney; Tom Dowd; Marie Eibl; Sally Griffith; Roger House; Patricia Jen; Rich Johnson; Kelly Jones; Njambi Kamoche; Ernie Kimlin; Brian Knetl; Ashley Knight; Sharon Martin; Maria Moten; Mark Mrozinski; Mike Nejman; Karen Patterson; Larry Price; David Richmond; Michelé Robinson; Jim Roznowski; Evelyn Seiler; Rich Seiler; Doug Spiwak; Craig Stettner; Mikie Swier; Colleen Tomanek; Stephanie Whalen; Renee Zeliner.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Britany Bochenko, student; Troy Cunningham, student; Robert Douglas, student; Erica Ogunleye, student; Robert Foulks, student; Isaac Jean-Paul, student; Calhan Nolan; Pablo Ramirez, student; Jason Suarez, student; Melissa Vosecian, student; Pat Wenthold; Ryan Woldja, student.

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
Track and Field
Dr. Ender asked Renee Zellner to share with the Board the accomplishments of the Track and Field Teams this year. The Men’s team placed first in the National Championship and the Women’s team finished 11th in the Nation. Zellner was named Men’s Track & Field Coach of the Meet and Nathaniel Williams named Men’s Assistant Coach of the Year. Zellner took a moment to challenge the Board to guess which of the athletes present had achieved which track achievement. She then introduced the athletes and the accomplishments and briefly discussed the championship meet. Harper has won five of the last six NJCAA championships, and thanked the College for its support of the teams. She showed a brief video of four of the events in which Harper either won or placed. In response to member Gallo, the athletes shared which high school they attended prior to Harper College and which college they will be attending next year.

Institutional Effectiveness
Measures Targets
Sheila Quirk-Bailey briefly discussed the process the College undertook to establish the Institutional Effective Measures (IEMs) and determine the targets for each. The two year process involved collaborative, difficult discussions focused on establishing outcomes that serve the students and the community. The reasons to have these measures include demonstrating the commitment to making Harper better and improving quality, measuring success as an educational institution, documenting progress and identifying the needs for changes, and providing the Board and all stakeholders and constituents a way to monitor what Harper is doing to make sure that positive outcomes are provided for the community. She quickly reviewed the data gathering and feedback process that led to these targets brought for Board for approval tonight. Improvement goals included graduation rate, persistence fall to fall, and market penetration of public high school graduates. Stretch goals include persistence from fall to spring and student advancement rate. No target is being recommended at this time for employee diversity.

Dr. Ender explained that there has been a lot of discussion about the employee diversity goal. In order to better understand this complex issue and how it impacts Harper College, he is assembling a Presidential Task Force on Employee Diversity to begin work in the fall on what he described as a courageous conversation. This group will have a charge that will be very specific, with clear outcomes identified from the outset. First, the task force will conduct a campus climate survey in order to identify the issues that need to be addressed. Second, the task force will examine the last five recipient institutions of the Association of Community College Trustees’ Equity Award to gather best
practices and gauge our alignment on these issues. The final goal of this task force will be to recommend to the President an appropriate Employee Diversity IEM target by June of next year, indicating if this an improvement or stretch goal, and to recommend a timeline, a budget and the methodology for achieving this target. Knowing that Harper’s student body is becoming more diverse and the commitment to student completion and student success, Dr. Ender believes the extent to which our employee community, particularly professional community can mirror that diversity, the better chance for success the students will have.

Quirk-Bailey then acknowledged the team that has worked on the IEMs for the past two years, including co-chairs Darlene Schlenbecker, and Kelly Page, Mike Babb, Dave Braunschweig, Doug Easterling, Julie Ellefson-Kuehn, Dave Richmond, Jennifer Smith and Joe Wachter.

STUDENT TRUSTEE REPORT

Student Member McDermott acknowledged the end of the semester with much relief. He thanked Dr. Ender for having the students to his home for the Student Leadership Picnic, which resulted in Member McDermott injuring his ankle and being stuck in a chair for the next week, assuring that he would be ready for finals. The Student Awards Ceremony the last week provided an opportunity for reflection on his participation at Harper. He noted that a record 147 awards were given out. The Honors Convocation was a great experience for him and he encouraged the other Trustees to attend to see the amazing things Harper students accomplish. This coming year, he plans to work within his role on the Illinois Board of Higher Education to help rebuild the student group.

FACULTY SENATE PRESIDENT’S REPORT

Dr. Tom Dowd acknowledged that two Harper students received Jack Kent Cooke Scholarships for the coming year, only 60 such awards are given nationally each year. He praised the Honors Convocation as a tremendous celebration of the success of Harper’s students. He noted Sunday’s graduation will be a testament to the Success Agenda with the most graduates Harper has ever graduated. And he thanked Dr. Ender for looking closely at the diversity issue through the appointment of a task force.

PRESIDENT’S REPORT

Student Success Report
International Studies

Rich Johnson introduced the topic of internationalization and discussed how international studies and programs add to the student experience. Internationalization involves introducing international and intercultural dimensions into the student experience through three types of activities at Harper: inserting international components, modules, aspects into individual courses and programs; sending students and faculty overseas and hosting international scholars on campus; and establishing
international partnerships with local businesses and educational institutions overseas. With an increasingly global economy and interconnected society, international education increases students’ skills and employability, enhances their cultural fluency and their global competency, contributes to workforce development, facilitates multilateral research, and promotes diplomatic ties and mutual understanding between countries which furthers world peace and prosperity. The most effective way to implement this international agenda is through study abroad, and he introduced Colleen Tomanek to talk about Harper’s program.

Tomanek shared her own educational experiences with study abroad and discussed Harper’s international study offerings. Harper offers full semester abroad programs and short term experiences. The short term experiences are always course connected. Full semester programs are offered through the Illinois Consortium for International Studies and Programs and allow students to earn college credit that can be applied towards an associate in arts or an associate in applied science degree, and will also transfer to four year schools throughout the United States. She shared photos of two Harper students currently studying in Europe. This year, Harper has had over 50 students study abroad in short term experiences and full semester programs, including a Biology course that Craig Stettner took to Costa Rica in January and a Humanities course that starts next week in Paris and Madrid.

Stettner started the Biology field study Costa Rica course after participating on such a field study himself and understanding just what this would add to the students’ experience. He asked a student Jason Suarez to share what he learned. Suarez explained that they each had their own projects and worked on these during the program. They were in the rainforest of Jardin, and many things they could not have encountered staying in the classroom. The trip opened his eyes to the world of agriculture and ecology and how to preserve the rain forest, and has prompted several students to create a website to benefit the rainforest of Jardin by supplying the research station with a new generator. The program provides for many such opportunities for give and take, learning by the students and care and attention being brought to the environment. This Humanities field study course will be offered again next January.

Tomanek introduced a former student whose study abroad experience positively impacted his continued studies at DePaul. Calhan Nolan studied abroad in Xi’an China in the spring semester of 2012, spending four months in Xi’an, visiting Shanghai, Beijing, and Szechuan province. His experiences have facilitated his studies in economics and understanding of world
problems and issues. He recommends study broad to any person or student looking to complete their education.

Johnson thanked the Board for the opportunity to share this program.

Dr. Ender continued the President’s Report sharing that 4,200 were graduating this year with 550 graduates participating in the ceremony on Sunday, and 190 faculty and professional staff participating. He mentioned the Honors Convocation and the Student Service Awards, and how saying goodbye to these students was difficult, but rewarding because these students would have successful futures. He acknowledged Veronica Mormino of the Geography department who was awarded the Distinguished Faculty of the Year award at Convocation and will lead the graduation processional on Sunday. He also congratulated Chair Diane Hill who was doubly honored for her extraordinary service and leadership as recipient of Harper’s McGrath Award at the Convocation ceremony and as the recipient of the Association of Fundraising Professionals Chicago 2012 Philanthropy Award.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Kelley moved, Member Stone seconded, approval of the minutes for April 11, 2012 Committee of the Whole meeting and April 18, 2012 Regular meeting; bills payable; payroll for April 6, 2012 and April 20, 2012; estimated payroll for May 4, 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 $3,339,116.99

The payroll of April 6, 2012 in the amount of $1,981,329.40; April 20, 2012 in the amount of $1,908,064.83; and the estimated payroll of May 4, 2012 in the amount of $1,944,697.12.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for replacement of six practice and studio pianos, including delivery and installation for $33,300.00, to Grand Piano Haus as the lowest responsible and responsive bidder, as set aside in the Restricted Purposes Fund.
Ex. X-A.3.b Accept bid and award contract for elevator, doors and windows replacement project for on Buildings C and P for $566,650.00, including a bid amount of $478,000.00, a 10% contingency fee of $47,000.00, architectural fees of $35,850, and reimbursables up to $5,000.00, to Stuckey Construction as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance (Restricted) Fund and budgeted contingency.

Ex. X-A.3.c Accept bid and award contract for a mast boom lift for $43,650.00, to Illini Hi-Reach as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance Fund.

Request for Proposals
There were no requests for proposals.

Purchase Orders
Ex. X-a.5.a Approve issuance of a purchase order to Perkin Elmer for the purchase of an Optima 8000 Inductively Coupled Plasma – Optical Emission Spectrometer for use in various chemistry courses including independent research, in the amount of $78,500.00, as provided for in the Restricted Purposes Fund.

Ex. X-a.5.b Approve issuance of a purchase order to Nelnet Business Solutions for the annual renewal of hosting, transaction processing, maintenance, and technical support of online student and campus payment processing services, in the amount of $43,500, as provided for in the Education Fund.

Ex. X-a.5.c Approve issuance of a purchase order to BrightStar Partners, Inc. to perform an assessment of the College’s reporting environment, and to support the implementation of Cognos 10, in the amount of $30,400.00, as provided for in the Restricted Purposes Fund.

Personnel Actions
Faculty Appointments
Kelly Brogelman Coronado, Instructor - English as a Second Language/Linguistics, Academic Enrichment & Engagement, 08/14/12, $46,527/year
Lisa Busto, Instructor – Accounting, Business & Social Science, 08/14/12, $49,553/year
Tamara Kadera, Instructor - Physical Education, Wellness & Campus Activities, 08/14/12, $45,084/year
Nellie Khalil, Instructor – Biology, Mathematics & Science, 08/14/12, $45,084/year
Dawn McKinley, Instructor – Accounting, Business & Social Science, 08/14/12, $49,553/year
Magdalen McKinley, Assistant Professor – English, Liberal Arts, 08/14/12, $47,412/year
Stephanie Norris, Assistant Professor – English, Liberal Arts, 08/14/12, $47,412/year
Theresa Wusterbarth, Assistant Professor – Biology, Mathematics & Science, 08/14/12, $53,778/year

**Supervisory/Management Appointments**
Fredia Martin, Director of Alumni Relations & Special Events, Advancement/Foundation, 05/01/12, $75,500/year
Sandra Vega-Picchietti, New Student Services Manager, Center for New Students and Orientation, 04/30/12, $52,312/year

**Classified Staff Appointments**
Ryan Koutnik, Swim Instructor, p/t, Continuing Education, 03/22/12, $8,424/year
Rafal Krupa, Swim Instructor, p/t, Continuing Education, 03/22/12, $8,424/year
Nicole Mangiaracina, CE Lifeguard, p/t, Continuing Education, 04/23/12, $4,680/year
Tiffany Pauldon, Financial Aid Assistant, Office of Student Financial Assistance, 05/07/12, $38,825/year

**Harper Police – ICOP Appointment**
Nicole Mitnick, Community Service Officer I – Patrol, Harper College Police, 03/12/12, $27,352/year

**Harper #512 - IEA-NEA Appointments**
Gerard Golston, Weekend Custodian, p/t, Physical Plant, 03/31/12, $6,630/year
Eduardo Montiel, Groundskeeper II, Physical Plant, 05/01/12, $34,694/year

**Contingent Worker Appointment**
Amanda Zahn, InZone Program Specialist, p/t, Continuing Education, 04/23/12, $14.00/Hour

**Professional/Technical Reclassification**
Janice Elbert, Senior Graphic Designer, Production Specialist/Project Management, Marketing Services Center, 07/01/12, $70,659/year

**Supervisory/Management Reclassification**
Deanna Collins, Mail Room Supervisor, Marketing Services, 07/01/12, $59,301/year

**Classified Staff Reclassifications**
Minnie Gunderson, HR Office Assistant, Employment, p/t, Human Resources, 07/01/12, $32,365/year
Epifanio Perez, Digital & Offset Production Specialist, Marketing Services Center, 07/01/12, $38,443/year
Kathy Shine, Communications Support Assistant, Marketing Services Center, 07/01/12 $50,415/year
Nancy Smith, Program Assistant, p/t, Academic Enrichment and Engagement, 07/01/12, $32,793/year
Cindy Zimmer, Advancement Associate for Donor Relations, Advancement/Foundation, 07/01/12, $44,190/year
Gregg Zurek, Engineering Document Associate and PHY PLT Coordinator, Physical Plant 07/01/12, $53,627/year

Faculty Retirement
Bonnie Chisholm, Associate Professor, Career Programs, 05/31/12, 12 years

Classified Staff Retirement
Darlene Pisarski-Kmiec, Office Assistant III, p/t, Mathematics & Science, 06/15/12, 23 years

Administrator Separation
Regan Myers, Director, Technical Services Information Technology/ Technical Services, 06/30/12, 6 years 7 months

Faculty Separation
Antonio Iacopino, Instructor – Spanish, Liberal Arts, 05/20/12, 4 years 8 months

Professional/Technical Separation
Norma Grassini, Instructional Design Specialist, Center for Innovative Instruction, 05/12/12, 1 year 10 months

Supervisory/Management Separation
Employee #114, Maintenance Foreman, Physical Plant, 06/26/12, 11 years 9 months

Classified Staff Separations
Stephanie Gordan, Executive Assistant, Advancement/Foundation, 05/01/12, 8 months
Syeda Hasani, Cook, p/t, Dining Services, 04/29/12, 4 months
Jamie Lynch, Information/Receptionist, p/t, Center for New Students and Orientation, 08/24/12, 2 years 3 months
Brian Marshall, Receiving Lead, p/t, Dining Services, 04/22/12, 1 year
Norma Pasillas, Facilities Aide, p/t, Wellness & Campus Activities, 04/02/12, 3 months

Harper Police – ICOP Separation
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, Stone, and Student Member McDermott.
Nays: None.
Motion carried.

Foundation Report
Member Canning updated the Board on the Executive Director of Foundation search, which has been narrowed to eight semi-finalists who will receive phone interviews. The April Small Works Exhibit and Reception was successful. There will be a meeting of the mayors in the district planned for the end of June, to bring them up to speed with what Harper has already accomplished, what is currently planned and what’s ahead for the future. The Board is being asked to check their calendars for dates that will work for most. The second round of Resource for Excellence Grants has been awarded. The employee giving campaign had its highest participation rate at 54% of faculty and staff raising more than $50,000 for scholarships and various other programs. An integrated partnership with Schneider Electric and College leadership is being developed to include an energy audit, exploration of an integrated learning lab, and other activities. Fredia Martin was hired to a new position, director of Alumni Relations and Special Events. The Quarterly Meeting of the Foundation Board is June 5, and the College Board is invited to attend. The Annual Golf Outing is June 11 and the President’s Ball will be September 22.

ICCTA Liaison Report
Member Kelley reported on the Lobby Day sessions May 1 and 2 in Springfield. The State is anticipating cutting funding six percent and pension reform continues to be an active issue.

Chair Hill congratulated Student Trustee McDermott on his official duties during Lobby Day as master of ceremonies and invited the Trustees to participate in the ICCTA convention June 1 and 2.

NEW BUSINESS
Approval of New Degree And Certificates - Advanced Manufacturing

Student Member McDermott moved, Member Dowell seconded, temporary approval of the Advanced Manufacturing Technology Associates in Applied Science, Computer Numerical Control (CNC) Operator I Certificate, Computer Numerical Control (CNC) Operator II Certificate, and Manufacturing Production Certificate, 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.

Approval of New Degree And Certificates - Welding

Member Kelley moved, Member Canning seconded, temporary approval of the Welding Technology Associates in Applied Science, Advanced Welding Certificate, Basic Pipe Welding Certificate, and Welding Fabrication Certificate, 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.

Recommendation to Transfer Funds for Social Security and Medicare, Continuing Education (CE) Employee Waiver, and Harper Professional Center (HPC) Accounts

Member Stone moved, Member Canning seconded, approve the recommendation to transfer funds from the Education and the Operations and Maintenance Funds to cover deficits in the Social Security and Medicare, Continuing Education employee waiver, and Harper Professional Center Accounts in the Liability, Protection, and Settlement and Auxiliary Enterprises Funds, 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.

First Reading of Modifications to Board Policies - Financial Policies (07.01.14)

The modifications to the Board Policy Manual – Financial Policies (07.01.14) was introduced for review and read into the minutes, as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

No action was taken at this time.

Second Reading of
Modifications to Board Policies - Diversity Statement

approval of the second reading of modifications to the Board Policy Manual – Diversity Statement, as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Dr. Ender took a moment to recognize the co-chairs of the Diversity Committee for their leadership in this endeavor; Ernie Kimlin and Pardess Mitchell.

In a voice vote, the motion carried.

Institutional Effectiveness Measures Targets

Member Kelley moved, Member Dowell seconded, approval of the targets for the IEMs that will measure the College’s performance on key indicators as well as progress towards institutional goals, as outlined in Exhibit XI-F (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

In a voice vote, the motion carried.

Chair Hill thanked Quirk-Bailey for her guidance throughout these last two years and encouraged the continued efforts toward these goals.

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, June 13, 2012 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, June 20, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

Member Canning moved, Student Member McDermott seconded, to adjourn to closed session at 7:20 p.m. for the purpose of discussing personnel matters.

In a voice vote, the motion carried.

ADJOURNMENT

Member Stone 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