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, November 14, 2012 at 6:02 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Canning led the Pledge of Allegiance.

ROLL CALL
Absent: Student Member Clara Moravec

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; Joan Kindle, Associate Provost; Mary Knight, Chief Advancement Officer; Judith Marwick, Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost; Sheila Quirk-Bailey, Chief of Staff; Roger Spayer, Chief Human Resources Officer; Mike Alsup; Erin Brooks; Orlando Cabrera; Bridget Cahill; Meg Coney; Tom Dowd; Julie Ellefson; Lori Eschenbaum; Sally Griffith; Ernie Kimlin; Brian Knetl; Jim Macnider; Carolynn Muci; Larry Price; Michelé Robinson; Evelyn Seiler; Rich Seiler; Doug Spiwak; Nancy Wajler.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Ken Gorman, Power Construction; Aiden Arzamendi, student; Troy Cunningham, student; Daniel Lim, student; Jhoan Lino, student; Livan Turyamusiima, student; Jordan Wagner, student; Colin Weber, student.

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

In a voice vote, the motion carried.

PRESENTATION
Dr. Ender introduced the PBS Nightly Business Report news report about Harper College’s Advanced Manufacturing curriculum which was broadcast nationally. He commented that this put the Harper College brand in front of many people and expects this collaborative business and college model to be adopted across the country. He advised a manager for the TAA grant will be announced at the December meeting and thanked Maria Coons
for serving triple duty in the interim, and thanked Judy Marwick and Sally Griffith for their hard work getting this model running.

**STUDENT TRUSTEE REPORT**

Member Dowell read the Student Trustee Report for Member Moravec who was out ill. The report acknowledged the increased student activity at semester end and to the upcoming holidays. It discussed the conferences that Clara Moravec recently attended: the ICCSSA at Heartland Community College at which Harper Student Senate received its tenth consecutive Ed Snyder Merit Book award; and the ICCB-SAC in Chicago discussing the role of the Student Advisory Committee with the Dream Act, support for adult education at Lobby Day, and approval of individual SAC votes for each college within the City Colleges of Chicago. Harper Student Activities is sponsoring No Text and Drive Day November 15 in support of AT&T’s It Can Wait campaign, at which Dr. Ender, Illinois Lieutenant Governor Sheila Simon and Illinois General Assembly Representative Tom Morrison will speak. On Tuesday November 27 Campus Activity Board will host Winter Wonder Bash. And in athletics, Women’s Soccer ended its season with a 7-12 record, earning 6th place at the national tournament this year; the Women’s Volleyball team ended their season taking second at the region IV tournament with a 36-15 record overall, and a 10-2 record in conference; and Men’s Cross country again won Nationals. This was a strong season for our fall athletic programs at Harper and all of our teams, coaches, faculty and staff can be proud of Harper’s athletes and athletic accomplishments.

**FACULTY SENATE REPORT**

Dr. Tom Dowd wished a Happy Thanksgiving and echoed the Student Trustee in the anticipation faculty has for finals soon to be completed. He emphasized the probable pension decision to come from the lame duck/veto session in January and urged the Board and all Harper employees to take an interest in this issue since it would significantly affect the College budget. After attending the opening Men’s Basketball game, he recommends the Harper sports experience to everyone and praised the quality.

**PRESIDENT’S REPORT**

Dr. Ender asked Dr. Marwick to update the Board on the results to-date of the math initiative undertaken with our high schools. Dr. Marwick reported on the early positive outcomes from Harper’s collaboration with our high school partners, which pertains to two of our strategic goals: increasing the percentage of freshman who begin in college-level courses and the completion goal of 10,604. She shared the background statistics on developmental math enrollment. Nationally in 2009, 60 percent of all two-year college freshmen needed at least one developmental math course, and many needed two or three developmental math courses. At Harper in 2009, 50 percent of recent high school graduates needed at least one developmental math course, and only 17 percent of these students taking developmental math courses ever earned a college credential. This statistic is further
exacerbated by the fact that it doesn’t include students who place into but never take developmental math courses. At present, students placing into developmental courses are encouraged but not required to enroll in developmental course they place into. Starting with the fall of 2013, students placing into developmental courses will be required to take at least one developmental course each semester they’re enrolled until they complete their developmental requirement. In collaboration with Harper’s high school partners, the mathematics curriculum was chosen as a starting point for addressing college readiness. In Illinois, only three years of math is required for high school graduation, resulting in many high school seniors not taking math their senior year and placing into developmental courses entering college. Nationally, only 63 percent of students who complete their three years of high school math or less are ready for college-level math.

The Harper initiative gives the math COMPASS placement test to juniors in the high schools. The high school counselors use the results of these tests to encourage more high school seniors to enroll in mathematics senior year to better prepare for college. College and high school math faculty began collaboration last year on a project to align the curriculum from developmental math with intermediate algebra at the high schools, and develop a common Math 080 final exam. The items analysis from this test will be executed by the high school math teachers and college math faculty this year and adjustments made to curriculum. It is planned that every student takes mathematics their senior year of high school based on their COMPASS placement testing. High achievers will take AP Calculus or pre-Calculus. College-ready students will take Quantitative Literacy as a dual credit course. Those placing into developmental will take Math 080 level course which will test them into college-level math as they enter college if they have a qualifying score.

The COMPASS testing and resultant senior year math has already reduced the need for developmental mathematics for recent high school graduates by 11.6 percent to 38.4 percent in fall 2012 compared to 50 percent in fall 2010. For recent high school graduates and for Harper College students overall, between 2010 and 2012 the student enrollment in developmental mathematics decreased by 19.2 percent, whereas the college-level mathematics enrollment only decreased by 1.6 percent, with the overall enrollment decrease at 8.4 percent. This means Harper is offering fewer hours and fewer seats in developmental math and more seats in college-level math, which helps more students complete their academic goals. The three levels of developmental algebra each show decreases in enrollment. Math 050, basic arithmetic and pre-algebra, had a decrease of 21 percent. Math 060, introductory algebra, had a 33 percent decline. Math 080, intermediate algebra, had a smaller decrease. This reflects that
students who may have placed into developmental are placing into higher levels of developmental or even into college-level mathematics. So overall the Northwest Educational Council for Student Success partnership and the work of committed staff at the high schools and at the College have reduced the need for developmental mathematics at a significant level. At the same time, Harper has increased its high school yield and rate, comparing favorably both nationally and with Illinois community college peers.

In response to Member Stone, Dr. Marwick confirmed that there is a movement to require four high school years of math, but she is hesitant to advocate such a move because it limits student options for success which the current initiative addresses with the various paths for seniors.

In response to Member Kelley, Dr. Marwick explained that the Quantitative Literacy is general education mathematics, taking fewer topics than mathematics and delving into them more deeply to develop quantitative reasoning skills all citizens need to function in society.

In response to Member Mundt, Dr. Marwick responded that when the Math 101 Quantitative Literacy is course taught as dual credit in the high schools, the teachers must meet Harper’s minimum faculty qualifications to teach, use the Harper syllabus, follow Harper’s course outline, and use a Harper faculty approved textbook. They earn Harper College credit, and are college-ready when they graduate.

In response to Member Dowell, Dr. Marwick explained that the next steps are to continue with this project since trends are showing positive results; Math 080 alignment items will be analyzed and adjustments made, and work will also begin on addressing developmental English and reading by English faculty and teachers looking at curriculum alignment. She further noted that the high school partners are working with the high school parents to make them aware of how this initiative is helping the students and thereby get the parental involvement.

Dr. Ender emphasized that when this project was started, half of the students who came here directly from high school placed into developmental math. Of that 50 percent, 83 percent never earned a credential, and conversely only 17 percent did. Harper is starting to focus on some of those gateway courses to make sure the students are ready when they get here, and then making sure they move through once they’re here. The Northwest Educational Council for Student Success continues to meet to work out the next steps to ensure every student who graduates high school is post-secondary ready, and that’s what’s driving all this. Dr. Ender
clarified that earned credentials are tracked in a transfer clearing house through which we can check on our students. These statistics refer just to those who were placed into developmental courses. Chair Hill reiterated that retention is critical to having this success that allows our students to remain in here and succeed.

Dr. Ender asked Athletic Director Doug Spiwak and Men’s Cross Country Coach Jim Macnider to share the team’s season results. Spiwak commented that this team had a great challenge from last year, coming off a National Championship and a second place overall individual victory. Among these individuals there were two All-American honors, the National Championship, the National Individual Award, and one individual who not only did not qualify last year, but worked so hard this year, he came in All-American at the same time maintaining a 4.0 GPA. Sharing his pride about this team, Spiwak introduced Coach Macnider.

Macnider congratulated Jordan Wagner of the two person Women’s Cross Country team who finished 5th and earned 1st team All-American. On the Men’s Cross Country team, he introduced Livan Turyamusiima, who will have eligibility next year and looks forward to a good season. Daniel Lim participated on the team as a way to condition for track, for which he is a hurdler. Aiden Arzamendi was the eighth man permitted to travel to Nationals and he worked really hard this year. Jhoan Lino, a freshman, finished 27th in the race. Colin Weber is the gentleman that Spiwak was talking about; he didn’t make the trip last year, ran hard over the summer, addressed a medical issue, and finished 4th place at Nationals, while carrying a 4.0 in engineering. And Troy Cunningham, a sophomore, last year finished in the 20s in the National meet, was the National Champion in the 800m last spring in track, and is now the National Champion in Cross Country. They are all very proud to represent Harper College.

Dr. Ender introduced Dr. Bridget Cahill, the Interim Director of Health Services. He congratulated the Radiologic Technology program for their reaccreditation and Dr. Marwick and staff for all their work. Tomorrow, Dr. Coons on behalf of the College will be going over to the ICCCA conference to receive the Innovations Award for our Advanced Manufacturing program. He commented on the progress being made by presidential task forces that are associated with specific goals of the president’s office.

Chair Hill thanked the community for supporting the elected Board of Trustees by allowing them to attend the ACCT National Conference. She then asked each member who did attend to briefly share session highlights.

Member Stone expressed her overall impression to be that Harper College is doing a lot of good things and is moving along
sometimes at a faster pace than some of its peers throughout the country. One of the sessions that impressed her was moderated by the Trustees of the College of Lake County, and featured Dr. Noah Brown, executive director of ACCT, talking about the things community colleges need to do now to prove their worth to the community, how important it is to reach out to the community to tell the College story, to look at funding in a way that ensures that not only cognizance of limitations of funding that comes from state or local community, but to also reinforce the view that continued funding is needed. This session reaffirmed for her the direction Harper has been taking.

Member Kelley discussed the pre-conference symposium that also left him with the impression that Harper is on the vanguard of the student success, student completion movement. He added that the stakes are pretty high in that education is the key to success in life. He praised the leadership that Harper has to guide it through this phase. He shared the Ten Mandates for Community Colleges, most of which Harper already does. He admired a program by the College of New York to allocate tens of millions of dollars to student success, student achievement, and the initiatives that go along with that, and other initiatives around the country that seem to be doing good. He emphasized that the students' lives are in the balance in the efforts to provide education toward a trained work force that can earn a living wage.

Member Mundt also praised the session by Dr. Noah Brown which provides a better understanding about the value of community college and how that message needs to be shared. The session that impacted him the most was on student loans and default rates and what can be done to control the loan totals students are permitted to encumber, particularly by guiding the students through effective graduation strategies.

Chair Hill shared her thoughts on a session by Bunker Hill Community College and their initiative called a Single Stop Center for Providing Help to Students that helps students access the funding they need and qualify funding to further their education. This is done through specialized counselors who help students with tax returns, financial counseling, financial literacy, and connecting them to community resources, like Harper’s Women’s Program that allows them to succeed and stay in school.

**HARPER EMPLOYEE COMMENTS**

There were no employee comments.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

Member Dowell moved, Member Canning seconded, approval of the minutes for September 12, 2012 Committee of the Whole
meeting, September 19, 2012 Regular meeting and September 25, 2012 Special session; bills payable; payroll for August 24, 2012, September 7, 2012, September 21, 2012, October 5, 2012, and October 19, 2012; estimated payroll for November 2, 2012; bid awards; requests for proposal; purchase orders; personnel actions; Semi-annual review of closed session minutes and Board recordings; career advisory committee appointments for the 2012-2013 academic year; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report of items purchased from state contracts, consortia or cooperatives; leave of absence; 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 | $15,904,572.25 |

The payroll of August 24, 2012 in the amount of $1,770,413.52; September 7, 2012 in the amount of $1,861,008.09; September 21, 2012 in the amount of $1,981,716.29; October 5, 2012 in the amount of $1,987,821.47; October 19, 2012 in the amount of $2,086,492.91 and the estimated payroll of November 2, 2012 in the amount of $1,937,490.46.

**Bid Approvals**

There were no bid approvals this month.

**Request for Proposals**

There were no requests for proposals this month.

**Purchase Orders**

Ex. X-A.5.a Approve issuance of a purchase order to ComEd for the installation of the upgraded electrical service, equipment, and transformer vault that serves Building H, in the amount of $34,654.95, as provided for in the Operations and Maintenance (Restricted) Fund.

Ex. X-A.5.b Approve issuance of a purchase order to Blackboard, Inc. for a five year renewal of course management software site licensing, support, and hosting services, in the amount of $1,167,641.00 over the five years, as provided for in the Restricted Purposes Fund.

Ex. X-A.5.c Approve issuance of a purchase order to Mignone Communications, Inc. to extend the existing contract through January 2013 for the printing and mailing of the Continuing Education Course Schedule, in the amount of $71,678.00, as provided for in the Auxiliary Enterprises Fund.

Ex. X-A.5.d Approve issuance of a purchase order to retain Smith Group JJR, LLC for engineering and design
services for the Euclid Avenue Entrance Relocation Project, in the amount of $51,000.00, as provided for in the Education Fund.

Ex. X-A.5.e Approve issuance of a purchase order to retain Legat Architects for architectural services for the repairs to the swimming pool located in Building M, in the amount of $77,000.00, as provided for in the Operations and Maintenance (Restricted) Fund.

Ex. X-A.5.f Approve issuance of a purchase order to Power Construction Company, LLC for construction management services for the new parking structure at Lot 7, in the amount of $589,188.00, as provided for in the Operations and Maintenance (Restricted) Fund.

Ex. X-A.5.g Approve issuance of a purchase order to Cigna Group Insurance, Wage Works, Delta dental, Blue Cross/blue Shield of Illinois, and HMO Illinois for the college’s annual insurance renewals, in the amount of $9,346,718.00 per year for three years, as provided for in the FY13 and FY14 budgets.

Ex. X-A.5.h Approve issuance of a purchase order to Hilltop Condominium Association for Harper Professional Center’s portion of the annual condominium association dues for common area maintenance, in the amount of $220,301.57, as provided for in the Operations and Maintenance Fund budget.

Personnel Actions

**Administrator Appointment**
Bridget Cahill, Interim Director of Health Services, Health Services, 10/15/12, $87,500/year

**Professional/Technical Appointments**
Stephanie Burak, Instructional Design Specialist, Center for Innovative Instruction, 11/01/12, $52,389/year
Jesse Racine, Web Developer, Marketing Services, 10/22/12, $55,000/year

**Supervisory/Management Appointments**
Nancy O’Malley, Manager, Academic Support Centers, Resources for Learning-Academic Support Center, 07/01/12, $68,000/year
Ronny Rosales, Custodial Foreman-3rd Shift, Physical Plant, 10/22/12, $47,500/year
Richard Tisdell, Custodial Foreman-3rd Shift Physical Plant, 10/15/12, $51,000/year
Classified Staff Appointments
Kristin Allen, Library Assistant I, Library Services, 10/29/12, $27,788/year
Victoria Andrade, Lead Student Account Representative, Accounting Services, 10/08/12, $42,510/year
Ashley Armstrong, Financial Aid Assistant, Office of Student Financial assistance, 09/17/12, $38,825/year
Rosemary Baloun, Executive Assistant, Advancement/Foundation, 09/24/12, $40,605/year
Maria Fuentes, Line Cook, P/T, Dining/Conference Services, 10/15/12, $15,600/year
Melissa Goeppinger, Library Assistant I, Library Services, 10/29/12, $27,788/year
Carolyn Phipps, Financial Aid Assistant, Office of Student Financial Assistance, 11/05/12, $36,075/year

Harper #512 IEA-NEA Appointments
Mary Brown, Custodian/Groundskeeper, Physical Plant, 11/05/12, $18,221/year
Steven Corn, Custodian/Groundskeeper, Physical Plant, 11/05/12, $18,221/year
Paul Twardzik, Custodian II, Physical Plant, 10/05/12, $43,950/year
Kierston Vasser, Custodian/Groundskeeper, Physical Plant, 09/24/12, $18,221/year

Faculty Retirements
Diane Martling, Associate Professor-Mathematics, Mathematics & Science, 05/31/13, 11 years 9 months
Patricia Widder, Assistant Professor-Mathematics, Mathematics & Science, 12/31/12, 13 years 4 months

Administrator Separation
Shannon Lengerich, Assistant Dean, CAFÉ and Director of Health Services, Center for Adjunct Faculty Engagement, 10/12/12, Resignation, 3 years 7 months

Professional/Technical Separation
Lindsay Murphy, Web Developer, Marketing Services, 09/28/12, Resignation, 1 month

Supervisory/Management Separation
Keith (Donnie) Turner, Manager, OSFA Technical Support, Office of Student Financial Assistance, 11/14/12, Resignation 2 years 5 months

Classified Staff Separations
Stacie Campbell, Assistant Program Leader, P/T, Continuing Education, 08/31/12, Resignation, 7 months
Marcia D’Agostino, Math Tutor, P/T, Mathematics & Science, 12/31/12, Resignation, 1 year
Angel Mattes, Receptionist Health Services, 11/09/12, Resignation, 5 years 10 months
Christine Schmidt, CE Sales Associate, P/T, Continuing Education, 10/26/12, Resignation, 1 month
Soumaya Sirat, Prep Cook, P/T, Dining/Conference Services, 10/11/12, Resignation, 3 months
Cynthia Thomson, Receptionist/Office Assistant, P/T, Center for New Student Orientation, 10/24/12, Resignation, 7 months
Katie Von Bergen, Buyer II, Harper Store, 09/22/12, Resignation, 1 year 5 months
Employee # 4628, Server, Dining/Conference Services, 09/13/12, Discharged, 9 months
Employee # 4649, Cashier, P/T, Dining/Conference Services, 10/18/12, Discharged, 9 months
Employee # 6645, Cashier, P/T, Dining/Conference Services, 10/18/12, Discharged, 2 months

Semi-annual Review of Closed Session Minutes and Board Recordings: Approve the recommendation that minutes of closed sessions under review remain closed as the need for confidentiality still exists and that the verbatim recording prior to October 2010 that do not involve pending litigation be destroyed, as presented in Exhibit X-A.7

Career Advisory Committee Appointments for the 2012-2013 Academic Year: Approve the recommended Career Advisory Committee appointments for the 2012-2013 academic year, as presented in Exhibit X-A.8

Affiliation Agreement: An Affiliation Agreement is required between Harper College and affiliating agencies that provide clinical education for students in health career programs, as outlined in Exhibit X-A.7


Board Committee and Member Canning updated the Board on the Educational
Liaison Reports

Foundation beginning with 100 Influential Women’s Breakfast, which raised $46,000 and was covered in the Barrington Quintessential Magazine. The President’s Ball, attended by 300 people has raised $291,000 to support scholarships and emerging programs at Harper. The Distinguished Alumni Reception was held October 29, honoring 6 alumni and their achievements as graduates of Harper College. A reception for prospective major donors held at Northern Trust Bank, hosted by Foundation Board President Tom Wischhusen was attended by 30 people. And Thanksgiving cards are being sent to donors to Harper College. Students who received scholarship support also signed cards of thanks to their scholarship donors, which have been well received by those donors.

Member Kelley reported as the ICCTA Liaison noting that the ICCTA has been paying close attention to the pension issue facing the state and therefore community colleges. The ICCTA November Conference provided a legal update by Ken Florey, partner at Robbins Schwartz, on open meetings act, FOIAS and other issues around the state.

Chair Hill echoed Member Kelley’s gratitude for the session by RSNLT and their efforts to keep Trustees statewide informed.

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


Leave of Absence

A leave of absence without pay or other benefits has been granted to Angela Mannina, Instructor of Dental Hygiene, for the Spring 2013 semester.

NEW BUSINESS

Resolution for the 2012 Estimated Tax Levies

Member Dowell moved, Member Canning seconded, to adopt the resolution providing for the 2012 estimated tax levies, 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, Mundt, and Stone.
Nays: None.
Motion carried.

Resolution Designating

Member Mundt moved, Member Dowell seconded,
A Person or Persons to Prepare a Tentative Budget For Fiscal Year 2014

A Person or Persons to adopt the resolution designating Kenneth L. Ender and Ronald N. Ally as responsible for developing a budget for Fiscal Year 2014, 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, Mundt, and Stone.
Nays: None.
Motion carried.

Adoption of Debt Certificate Resolution, and Accepting A Proposal and Awarding a Contract to Wells Fargo Bank N.A. as the Purchaser Of the Debt Certificate

Member Stone moved, Member Kelley seconded, to adopt the Debt Certificate Resolution and accept the proposal and award the contract to Wells Fargo Bank, N.A. as the Purchaser of the Debt Certificate, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Ender noted that the College received notice today that the total fees for these bonds will come in ten basis points lower than what had been forecast at the Committee of the Whole meeting.

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

Designation of Election Official for the April 9, 2013 Consolidated Election

Member Canning moved, Member Kelley seconded, to designate Maria Coons, Senior Executive to the President and Board Liaison, to serve as the election official to accept filings of nominating papers on behalf of the Board Secretary for the April 9, 2013 consolidated election, as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS

BY CHAIR

Communications There were no communications

Calendar Dates
Calendar dates are printed on the Agenda for Board information. The Board Retreat will be Monday, December 3, 2012 at 4pm in W201. The Committee of the Whole Meeting will be Wednesday, December 12, 2012 at 5:00 p.m. in W216. There will be a Holiday Concert Reception with the Foundation Sunday, December 16, 2012 at 3pm. The next Board of Trustees Meeting will be Wednesday, December 19, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.
OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 7:10 p.m.

_________________________          _________________________
Chair          Secretary