Minutes of the Regular Board Meeting of Wednesday, November 16, 2011

CALL TO ORDER

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Hill on Wednesday, November 16, 2011 at 6:03 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Student Member Justin McDermott led the Pledge of Allegiance.

ROLL CALL

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

Absent: none

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Maria Coons, Senior Executive to the President; Thomas Crylen, Executive Director Facilities Management; Joan Kindle, Associate Provost; Judith Marwick, Provost; Sheila Quirk-Bailey, Chief of Staff; Roger Spayer, Chief Human Resources Officer; Michael Alsup; Mike Barzacchini; Dave Braunschweig; Erin Brooks; Darin Buckman; Tom Dowd; Sally Griffith; Justin LeBreck; Jim Macnider; Margie McGowan; Bhasker Moorthy; Maria Moten; Mark Mrozinski; Michael Nejman; Sheryl Otto; Larry Price; Michele Robinson; Darlene Schlenbecker; Evelyn Seiler; Rich Seiler; Doug Spiwak; Eric Wallor.


AGENDA APPROVAL

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

In a voice vote, the motion carried.

PRESENTATION

Dr. Ender introduced Mike Barzacchini, Director of Marketing, to present the new Harper College website. Barzacchini discussed the selection Omni Update for the web content management system and the changes that have occurred in the past eight months to the website. Over the past ten years, tracking has shown that people come to the site for information and for services. In a one month period, August 16 to September 15,
there were 400,000 visits to the website. Those individuals viewed about 1.2 million pages, each visit averaged three pages and about two-and-a-half minutes on the site. Of those visitors, 33 percent are new people to the site. Based on the needs for information and services, growing social media and mobile applications, the website needs to be more dynamic; the web not only has to work well but it has to work well with all these other destinations and applications. OU Campus by Omni Update, who specializes in higher education, provides ease of use and accessibility, for those who come to the site and for the content providers and owners on campus. Harper now has about 35 to 40 people on campus who can add content, and OU Campus provides for workflow management, to preview and post content, to permit supervisory approval, and to facilitate back up of key pages through built-in redundancy.

In preparing for the new site, quality assurance testing was performed, using heat map data to track click activity, visitor satisfaction surveys, data showing how people were searching the site, informal focus groups with students, community members, and people on campus, Google’s website optimizer, and campus engagement and collaboration. Barzacchini then compared the old site with the new site. To overcome that old site’s lack of directional emphasis, the new site resolves this by identifying and emphasizing target audiences, for which audience specific content was developed and clear pathways provided. The new site also accommodates tablet viewing. The results so far show that users are following paths and there is more balanced usage across the site. The search function was also updated to provide much more accurate and relevant results. Barzacchini thanked the Board and added that work on a website is never done.

Member Kelley complimented the easy flow he found in using the new site on his iPad. Barzacchini stated that website design will consider mobile devices first in the near future and laptops and desktops second with regard to usability.

STUDENT TRUSTEE REPORT

Student Trustee McDermott asked Professor Bhasker Moorthy to introduce a student who recently spent some time with NASA. Dr. Moorthy, professor of astronomy, talked about student Kristie O’Mara’s experience in his classroom last spring and how surprised and delighted he was to get her request for a letter of recommendation for the NASA aerospace scholars program. She is a non-traditional student, has two children and works full-time, and still is an excellent student. Besides the NASA project, she is working on a microgravity project they may be chosen by NASA to be sent on one of its flights.

O’Mara took Dr. Moorthy's stars and galaxies class last spring, her first class back to school in 12 years. The mathematics of the universe has always intrigued her, and she found his astronomy
course inspiring. Dr. Moorthy mentioned educational opportunities at NASA during one class and showed a slide of the reduced gravity plane. After the semester, O'Mara went online to NASA’s site, applied for the aerospace scholars program, and was accepted about one month later. The program would select 48 finalists of the 180 initial scholars. She submitted an abstract, a timeline, a budget, a proposal and a line drawing. Dr. Moorthy made himself available to answer her questions even though he was no longer her professor. Her score on the assignments put her among the finalists who went to Marshall’s Space Flight Center this past week. She was a team leader and her team developed a prototype rover and a group proposal for a mission to Mars, and placed second. She is now co-leading a team for the reduced gravity experiment. They’ve submitted a proposal, and find out December 7 if they’ve been accepted. Her team for this project is launching a national outreach program for STEM in under-resourced areas for K-12 students in the seven states the team members come from. In Illinois, O’Mara is working with Triple Threat Mentoring, creating after school science programs for kids in under-resourced areas. This is an important cause for her because she was once one of these kids; being able to give back means a lot to her. She appreciates that Harper teachers care about their students and the value of education. She is transferring to Northwestern in January to complete her bachelor’s degree, and hopes to complete her graduate studies at CalTech. The NASA program has opened up doors she never knew existed, and she is looking forward to a future that is full of possibilities. She thanked Harper College and Dr. Moorthy for making all this possible.

McDermott continued the Student Trustee report noting the Illinois Community College Student Activities Association has awarded Harper College Student Activities the Ed Snyder Merit Book Award for the thirteenth year in a row. He commented what wonderful experiences he had at the recent Harper performance of Rent and at the Distinguished Alumni Awards. He noted that the Illinois Community College Board’s Student Advisory Committee at its most recent meeting determined that its legislative target for the year would be MAP Grant Funding. By joining forces with the Illinois Board of Higher Education student group, they would be attending Student Advocacy Day in Springfield come spring.

FACULTY SENATE

PRESIDENT’S REPORT

Dr. Tom Dowd noted this has been a successful semester and final exams are coming soon. He discussed the recent Learning Communities Conference in Chicago sponsored by Harper College. Learning Communities have shown improved student performance in that two or more classes are conjoined, creating a cohort experience for the students who are enrolled in the classes. Dowd acknowledged Barb Solheim and Richard Middleton-Kaplan and the rest of the hosting committee on their professionalism and hosting an excellent conference, and the many Harper faculty who...
facilitated sessions and gave presentations. He wished everyone a wonderful Thanksgiving.

**PRESIDENT’S REPORT**

**Student Success Report**

Dr. Ender introduced the Undergraduate Research at Community Colleges presentation, noting Harper was invited to present testimony to two congressional caucuses. Dr. Judy Marwick and Harper student Jim Tufts shared their experience with the Board. Dr. Marwick noted that Harper and Mesa Community College were invited by the Council of Undergraduate Research to represent community colleges across the country conducting research, and the impact research opportunities have on student achievement. She gave the speech she presented to the congressional committee, sharing her experience with undergraduate research at Harper College. In it she noted that 74 students have engaged in undergraduate research in Chemistry at Harper since the first student in 2004. The average GPA for these students is 3.47, significantly higher than the average GPA for all college students here or almost anywhere. Also these students enrolled on average in more credit hours at Harper than typical students and they have a significantly higher graduation rate of 24 percent compared to 15 percent of all Harper undergraduate students. Each student commits to spending 10 hours a week on their research at the College. The professors are compensated to work with these students, which costs the College approximately $12,000 per semester for 12 students. Undergraduate research experiences can engage students not only in education but in the pursuit of science, technology, engineering, mathematics or STEM disciplines. More college graduates particularly in the STEM fields will make a significant impact on our nation’s economy. She noted that whether a student goes on to PhD work or a high-technology manufacturing field, undergraduate research will help prepare students for a productive future.

Tufts, a chemistry student at Harper, discovered the research program at Harper when taking a general chemistry class, and his professor Andy Kidwell recommended that he investigate the program that Harper offers. He did not expect to be able to experience research work while attending community college, but this program has made that possible and given him goals he hadn’t considered before, including the pursuit of a PhD. He has completed two years of ongoing research so far, which involves carbon organic frameworks for hydrogen storage, an alternative fuel source. He has also had summer internship opportunities that he believes wouldn’t have been possible without his research experience at Harper. He is currently looking to transfer to Illinois Institute of Technology to complete his bachelors degree, and his graduate university goal will be determined by his research focus. He then thanked the Board for the opportunities he has had at Harper.
In response to Member Gallo, Tufts stated he graduated from Palatine High School and that he did not pursue higher education immediately after graduating. He ran his start-up software company for two years, and finding it was less creative than he wanted, he started his higher education goals at Harper.

Dr. Ender asked Coach Jim Macnider to introduce the cross country team and share the results of the national championship. Macnider told the Board a little bit about himself. He is a 1971 Harper graduate, taught physical education and coached at Schaumburg High School until his recent retirement. He was asked by Renee Zellner to coach the Harper distance track team, and feeling he would like to give back, he agreed. Coaching the cross country coach team would be included in his responsibilities, and he is happy to be coaching this team.

The national championship meet was held in Springfield Massachusetts just days after they had been hit by severe rain and snow storms. Sticking to their race plan, they won the meet, beating out the team that had won for the past seven years. Pablo Ramirez finished 4th, Cisco Soto finished 7th, and Ryan Wojdyla, finished 14th, earning the distinction of being named All-Americans in Junior College Division III. Out of 157 finishers, Harper also had Steve Hare finish 21st, Troy Cunningham finish 23rd, Tom Johnson who could not attend this evening finish 27th, and Zach Gates finish 41st. Alec Walker traveled with the team as an alternate, and Colin Weber was introduced as a member of the team. He then introduced and thanked his assistant coach, Eric Wall. Wall is also a Harper graduate, who then ran for University of Illinois and now has his own business. All these young men appreciate the opportunities given them by Harper.

Dr. Ender drew the Board’s attention to the analysis of the pilot program for high school assessment, conducted at District 211 high schools. Results showed a decrease of 6 percent of those tested as juniors in high school and are now entering Harper College who placed into remediated math courses. This program is yet not to scale, but is the first time a cohort of students that took the assessment as high school juniors and were then given the opportunity to take math their senior year can be reported upon. He stated that reaching these students as juniors seems to have made a difference; these results reflect a lot of work by a lot of people. He looks forward to the expansion of the program and expects future results to be just as impressive.

Dr. Ender then discussed the recent Association of Community Colleges Trustee convention that five trustees attended with him a few weeks ago. Many of the session topics were the national completion agenda and the student success agenda. The large plenary session focused on the draft proposal for policy areas that community college boards should consider aligning to their own
policies. The draft was included in the packet. He noted that many of the policies and actions listed are ones the Harper Board has already taken action upon, in particular self-evaluation of the board and the president. He sees these policies and actions as positive support for the work that Harper is already doing. He then invited the Chair to ask the Board to share their own observations from the conference.

Member Stone shared that she took in many sessions related to Board governance, particularly as it is affected by the Board changing members. The change in personnel offers an opportunity to evaluate the processes. Looking at best practices, she suggested that the Board take another look at the Carver model, understanding that implementation of any kind of change would take time. This particular model seems to permit boards to be more participatory and engaged. She also noted that tools for watching trends were explored as another way to measure progress.

Student Member McDermott focused on sessions that involved technology and IT integration in the classroom, noting that Harper was farther ahead in this regard than many other schools. Using technology to accommodate the needs of the students instead of the other way around was another observation he made. He shared an idea by IBM regarding using real life games to teach business principles, and how technology used this way gives hands on knowledge students couldn’t get otherwise.

Member Kelley shared that Harper’s forward position in addressing student success and completion was a point of pride for him as he listened to various presentations. He also took in governance and strategic planning sessions. He observed a dashboard measurement tool used by one college to share status quarterly. After discussing this with Dr. Ender he was pleased that Harper had already been working on just such a measurement tool which was shared with the Board. So again, Harper is already doing what is being touted as best practices.

Member Mundt noted this was his first such conference so he took in a number of different topics including the changing times and how it affects economic conditions, technology, and diversifications. One session that caught his attention was about the large number of faculty reaching retirement in a short span of time across the country and the concern about the quality of education being maintained as this occurs. One example of a college dealing directly with this issue established a center of excellence for incoming faculty and ongoing faculty development.

Chair Hill noted recurring themes of declining support from states and enrollment issues. One school faced enrollment increases that exacerbated the resources available and emphasized the
need for budget planning and models. The school was willing to share their financial modeling system which includes about 40 different points that could be manipulated to assist in real time planning. The sharing of best practices and lack of competitiveness in this regard impressed her.

Dr. Ender thanked the Board for their feedback. He then commented on the successful Distinguished Alumni event, honoring a university professor, an entrepreneur, two health care professionals and an engineering specialist. Alexi Giannoulias the new chair of the Illinois Community College Board attended the ceremony and helped make the presentations to the honorees. Dr. Ender then announced that on May 11 Chair Hill would be honored for her philanthropic activity, at a noon reception at the Chicago Hilton. This award says so much about the work, the effort, the service and the resources that Diane Hill has put in to organizations and causes that make a difference, most notably Northwest Community Hospital, the WINGS organization, and William Rainey Harper College.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Dowell moved, Member Stone seconded, approval of the minutes of October 10, 2011 Committee of the Whole Meeting and October 19, 2011 Regular Board meeting; bills payable; payroll for October 7, 2011, October 21, 2011; estimated payroll for November 4, 2011; bid awards; requests for proposal; purchase orders; personnel action sheets; approval of career advisory committee appointments 2011-2012; 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).

Accounts Payable & Tuition Refunds $5,597,178.29

The payroll of October 7, 2011 in the amount of $2,000,341.99; October 21, 2011 in the amount of $2,081,391.18; and the estimated payroll of November 4, 2011 in the amount of $2,040,866.59.

Bid Approvals EX. X-A.3.a Accept bid and award contract for the removal and replacement of low slope roofing systems at B, S, T, and U Buildings in the amount of $671,397.00 including the bid amount of $567,245.00, a 10% contingency of $56,725.00 and architect fees of $47,427.00, to Riddiford
Roofing 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 Oracle America, Inc. for the maintenance and support of the e-Business Suite (EBS) application software and Oracle databases for the next three years ending January 24, 2015; for which funds in the amounts $348,833.00 for 2012, $360,707.00 for 2013, and $375,135 for 2014 are provided for in the Education Fund budget.

EX. X-A.5.b Approve issuance of a purchase order to Hilltop Condominium Association for the Harper Professional Center’s portion of the annual condominium dues for common area maintenance, for which funds in the amount of $220,301.57 are provided for in the Auxiliary Enterprises Fund budget.

EX. X-A.5.c Approve issuance of a purchase order to Cigna Group Insurance, Delta Dental, Blue Cross/Blue Shield of Illinois, and HMO Illinois for the annual insurance renewal; funds are provided for in the FY 2012 and FY 2012 budgets.

Personnel Actions

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

Classified Staff Appointments
Anita Hoskot, Clerk/Receptionist, Assessment Center, 10/24/11, $27,300/year
Eleanor Kuczera, Accounting Associate, Accounting Services, 11/01/11, $50,934/year
Nancy Sinclair, Lead Cashier, p/t, Dining & Conference Services, 10/31/11, $12,205/year

Limited Term Employment Appointment
George Hofmann, Advancement Services Manager, Office of Institutional Advancement, 10/24/11, $39,000/year, (6 month assignment)

Faculty Retirement
Lynn Altfeld, Associate Professor, Academic Enrichment and Engagement, 07/31/12, 20 years

Classified Staff Separation
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David Christiansen, Library Assistant, p/t, Library Services, 10/10/11, Resignation, 2 years 1 month

Harper #512 IEA-NEA Separations
Lucille Wilder, Custodian/Groundskeeper, Physical Plant, 09/29/11, Deceased, 5 years
Employee # 1646, Custodian/Groundskeeper, Physical Plant, 10/14/11, Disability Termination, 8 years 2 months

Part-time Continuous Over 30 hours Reclassifications
Bernard Baltz, Harper College Police, 01/02/12, $12.84/hour
Veronique Falk, Registrar's Office, 01/02/12, $13.00/hour
Jose Jasso, Dining and Conference Services, 01/02/12, $10.12/hour
Other impacted employees have been reclassified accordingly.

Career Advisory Committee  Approve the recommended Career Advisory Committee appointments for the 2011-2012 Academic Year

Foundation Report Member Canning thanked everyone for their participation in the Distinguished Alumni Awards reception and the Rent fundraising event attended by about 70 people at the pre-reception. She then noted that the annual year-end appeal campaign is under way to support the foundation, and hopes that each will contribute at whatever level they feel comfortable.

ICCTA Liaison Report Member Kelley reported that at the ICCTA conference this past week included legal and legislative updates, along with legislative goal setting for the year. The legal updates focused on the Freedom of Information Act and the Open Meetings Act, and he noted the presentations made it clear how easy it can be to inadvertently violate either of these two acts. The ICCTA’s legislative goals for 2012 include MAP Grant Funding, focusing on maintaining funding levels and holding back some funds for community college students who typically file late and miss disbursement deadlines. He then noted that a presentation from Women Employed, their mission being to help women succeed, showcased the Rita and John Canning Women’s Program at Harper.

In a short discussion, Chair Hill polled the Board and decided that the FOIA online training will be taken by the Board at a Committee of the Whole meeting in the near future. She also let the Board know about the AGB asking for boards to get involved in the PELL Grant issue by contacting their legislators, and asked Maria Coons, Dr. Ender and Phil Burdick to put together a process to facilitate this contact.

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

Consortium, Cooperative and State of Illinois Contracts Purchasing Status Report


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

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

Nays: None

Motion carried.

NEW BUSINESS

Resolution to Appoint Association Director for the Hilltop Professional Plaza Condominium Association

Member Kelley moved, Member Canning seconded, to adopt the resolution to appoint Nancy Wajler as association director for the Hilltop Professional Plaza Condominium Association effective December 7, 2011, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY THE CHAIR

Communications

Diane Hill wished all a Happy Thanksgiving and safe travel.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Board Retreat will be December 8, 2011 at 4:00 p.m. in W201. The Board Advisory Committee of the Whole Meeting will be Wednesday, December 14, 2011 at 5:00 p.m. in W216. The next Regular Board of Trustees Meeting will be Wednesday, December 21, 2011 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 7:11 p.m.

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Chair   Secretary