Minutes of the Regular Board Meeting of Wednesday, September 19, 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, September 19, 2012 at 6:05 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Gallo 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 Clara Moravec
Absent: none

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; Rob Alexander; Mike Alsup; Kenya Ayers; Erin Brooks; Arlene Bublick; Orlando Cabrera; Al Cannestra; Tom Dowd; Julie Ellefson-Kuehn; Lori Eschenbaum; Ernie Kimlin; Brian Knetl; Ashley Knight; Margie McGowan; Mark Mrozinski; Carolyynn Muci; Larry Price; Evelyn Seiler; Charmian Tashjian; Nancy Wajler.


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

In a voice vote, the motion carried.

PRESENTATION
Dr. Ally introduced John Weber of Crowe Horwath to share the results of the Financial and Compliance Audit for Fiscal Year 2012 which the board will be voting on later in the evening.

Weber briefly reviewed the purview of the audit and the process that lead to the final opinions. Harper College has been given unqualified or clean audit opinions in multiple areas, including Financial Statements (assets, liabilities, revenues, and expenditures for the year), Grant Activity, and Compliance...
(student financial assistance) and no exceptions were found in the Enrollment Data. These are the highest marks that can be achieved in an audit. No material weaknesses were found in any of the areas. It is expected that Harper College will receive the Government Finance Officers Association (GFOA) Certificate for Achievement for Excellence in Financial Reporting again this year upon review of the Comprehensive Annual Financial Report (CAFR). Weber thanked the Harper staff for their professionalism throughout the process and noted that their excellence is reflected in the absence of journal entries and recommended auditors adjustments throughout the audit process. What has been provided to the Board on a monthly basis is the same information that is presented in the final report, there being no adjustments made by the auditors.

**STUDENT TRUSTEE REPORT**

Student Member Moravec noted how quickly the semester has progressed. This past week, Hullabaloo was held on the quad providing an opportunity for students to speak with representatives from 58 clubs and organizations and Harper Student Services, including Student Senate, Campus Activities Board, Biology Club, athletics, Student Success Services, Career Center and many more. Also, there was a voter registration table for students and representatives from Canon Design sought student feedback for the One Stop Student Center. Last Friday, Student Activities hosted its first ever club leader workshop, with 52 club leaders participating. And last Saturday was the Student Senate Retreat. Tomorrow night at 7pm in J theater, as part of Hispanic Heritage Month programming, Enrique Marones will be speaking about his work as a human rights activist and founder of Border Angels. Moravec then highlighted some individual athletes and athletic teams who are off to a great start this season, including the women’s soccer team, men’s cross country, women’s cross country and women’s volleyball. Bree Nishben, captain of the women’s soccer team, was named Harper College Athlete of the Week this week, and Troy Cunningham, men’s cross country was Athlete of the Week last week. Women’s volleyball is currently ranked 4th in the national poll. Overall this looks like a strong season for most of the fall athletic programs at Harper and hopefully there will be a few national titles coming Harper’s way.

**FACULTY SENATE PRESIDENT’S REPORT**

Dr. Tom Dowd shared the faculty excitement about the work of two task forces, the shared governance task force and the diversity task force. The faculty has participated in the shared governance feedback sessions, more than 15 of which have already been conducted, resulting in some rich conversations. All look forward to updates and the final reports of these two groups. Also the Chemistry Department will be hosting the Community College Chemistry Consortium this weekend, with one hundred chemists expected to attend.
Dr. Ender acknowledged the chemistry consortium meeting this weekend, at which he will be giving opening remarks. He referred to the strategic plan goals of inspiration, partnership, accountability and completion, and addressing completion, introduced faculty lead Kathi Nevels and administrative lead Sheryl Otto to discuss one strategy being implemented to improve student chances of completing once they start at Harper College.

Nevels gave a brief background on Project Success, now in its second pilot year. As an early alert initiative, this particular project has direction to help students who come from underperforming student groups. The pilot included 335 first-year, recent high school graduates who placed in two or more developmental courses, from a pool of about 900 students. A process was developed to monitor these students and send up flags when it is noticed they are struggling, which connects the network of faculty, counselors, and at-risk support service representatives to provide the assistance needed. Based on the high participation rates from last fall’s pilot, prospects for a broadened pilot looked good.

Otto explained that three measures were used to evaluate the pilot: persistence rate, overall completer success rate, and developmental course completer success rate. This was further disaggregated by those who saw a counselor and those who did not. Compared to a control group of similarly characteristic students who were not part of the intervention, those in the pilot fared better both persisting and completing, and those who saw a counselor showed even further gains in all groups. Using this data and information gathered from focus groups, recommendations were made to the Champion Team last year to continue the pilot for another year with a few modifications. The year two Project Success pilot includes all REACH Summer Bridge students; counselors have been pre-assigned to all of the participants; monitoring will cover the full academic year; faculty surveys have been adjusted to provide a longer window for response and an additional survey has been added in week eleven just before the final withdrawal date; faculty members can make direct student referrals to academic support service areas; and the Starfish functionality of Kudos has been implemented to provide positive reinforcement. After the completion of year two, Project Success will be evaluated to determine the feasibility of taking this to scale.

In response to Member Kelley, Otto explained that bringing the program to scale based on current developmental placement figures would not be a huge impact. Enrollment from high schools has dropped recently due to smaller high school graduating classes, other initiatives like the math alignment and COMPASS testing are having a positive impact on reducing developmental placements, and fewer students are placing into multiple levels of developmental coursework. She also explained that by assigning all Project Success students a counselor from the beginning, there
is an existing pathway for the student to address their own concerns at every stage of their semester. Nevels added that the counselors have been more proactive in developing the relationships with their assigned students.

In response to Member Dowell, Nevels explained that the counselors’ role extends beyond academics to all the issues a student may have within the college environment, from balancing their work-academics, to self-esteem and confidence. So the counselor is there to help them develop a plan to handle whatever they are dealing with by looking at the whole student and getting them the resources that can help them to be successful.

Dr. Ender continued his report bringing the Board’s attention to the correspondence from the P-20 Council thanking Harper for hosting and being a part of their recent meeting, and asking Dr. Ender to share the strategic plan presentation with the P-20 Steering Committee next month in acknowledgement of the work Harper has done toward the completion goal. He then discussed the results of partnerships that have developed over the last three years, including the Northern Illinois Workforce Coalition that includes seven workforce boards and 18 colleges, the Illinois Network for Advanced Manufacturing that includes about 27 community colleges across the state, and the high school partnerships with our local high schools which permit successful manufacturing summits to take place at Harper that connect the students and the manufacturers through the education that occurs here at Harper. He announced that Harper College has been awarded a $12.9 million Department of Labor grant as a culmination of these efforts which were led by Maria Coons. Senator Dick Durbin’s office called earlier today to congratulate Harper on the grant award, and just this afternoon Jane Oates, Assistant Secretary of Employment and Training of the Department of Labor personally called to congratulate Harper on this work. She has tentatively agreed to be the graduation speaker at the 2013 ceremony. He noted Harper is doing the best it can to advance the completion agenda and connect it to statewide and national issues. He again thanked Dr. Coons and her staff for their efforts in earning this grant for Harper College. Chair Hill congratulated Dr. Ender and Dr. Coons on behalf of the Board on achieving this grant award.

HARPER EMPLOYEE COMMENTS

Charmian Tashjian, president of Harper College Adjunct Faculty Association (HCAFA), announced that the HCAFA members have ratified the contract to be voted on by the Board in tonight’s meeting. She shared that they are pleased with the Interest Based Bargaining process that was used in this negotiation, and with the results that reflect progress and mutual understanding. The membership includes about 550 adjunct teachers, librarians, and counselors, who teach well over half the courses at Harper. They
feel that the improvements since the last contract are a step in the right direction. She then thanked the HCAFA negotiations team, which included Gary Wilson, chair, Robert Alexander, Arlene Bublick, Joanne Meyerhoff, and herself. She also thanked Janice Cutler and Larry Price who acted as advisors and researchers for the team, and Amy Kunz, IEA Uniserv director who brought her knowledge and expertise. She then thanked President Ender and the College negotiations team, including Laura Branski, Brian Knetl, Judy Marwick, Sheryl Otto, and Roger Spayer.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

Member Kelley moved, Member Stone seconded, approval of the minutes for August 8, 2012 Committee of the Whole meeting and August 15, 2012 Regular meeting; bills payable; payroll for July 27, 2012 and August 10, 2012; estimated payroll for August 24, 2012; bid awards; requests for proposal; purchase orders; personnel actions; Affiliation Agreement; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report 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 | $4,709,551.26 |

The payroll of July 27, 2012 in the amount of $1,840,709.67; August 10, 2012 in the amount of $1,445,305.41; and the estimated payroll of August 24, 2012 in the amount of $1,643,007.54.

**Bid Approvals**

Ex. X-A.3.a Accept bid and award contract for construction of storage areas adjacent to the stage in J Theater to secure theatrical, musical, lighting and audio-visual equipment and an ADA compliant restroom facility for $445,400.00, to Boller Construction Company as the lowest responsible and responsive bidder, as set aside in the Operations and Maintenance (Restricted) Fund.

**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 Conserv FS for furnishing and delivering bulk Snow Slicer and Magnesium Chloride pellets for the 2012/2013 winter season, in the amount of $71,350.00, as provided for in the Operations and Maintenance Fund.
Ex. X-A.5.b Approve issuance of a purchase order to Konica Minolta for the lease of black/white and color high-volume production printers for a term of five years, in the amount of $157,106.00 per year totaling $343,940.00 over the five years, as provided for in the Education Fund.

Ex. X-A.5.c Approve issuance of a purchase order to Patterson Dental for the purchase of digital imaging equipment (radiographic sensors and intraoral cameras) to be used by the Dental hygiene Program, in the amount of $48,530.00, as provided for in the Restricted Purposes Fund.

Ex. X-A.5.d Approve issuance of a purchase order to PeopleAdmin, Inc. for a two-year renewal of the Enterprise Applicant Tracking Module license and support, as well as the HigherEdJobs, InsideHigherEd, and HERC integration maintenance fees, in the amount of $55,120.00, as provided for in the Education Fund.

Ex. X-A.5.e Approve issuance of a purchase order to All Team Staffing, Inc. for contractual on-call temporary hospitality staff to augment Dining and Conference Services for fiscal years 2013 and 2014, in the amount of $50,000.00, as provided for in the Auxiliary Enterprises Fund.

Ex. X-A.5.f Approve issuance of a purchase order to retain Holabird & Root for the Architectural and Engineering services for the Building B and Building L Office Renovation Project, in the amount of $44,000.00, including a base fee of $40,000.00 and estimated reimbursables of $4,000.00, as provided for in the Operations and Maintenance (Restricted) Fund.

Ex. X-A.5.g Approve issuance of a purchase order to retain Smith Group JJR, LLC for engineering and design services for the Harper Professional Center (HPC) and the Northeast Center (NEC) Parking Lot Reconstruction project, in the amount of $1,370,100.00, as provided by the State through Capital Renewal Funds that have been appropriated by the State of Illinois.

Personnel Actions

Professional/Technical Appointments

Linda Hoeck, Career Skills Institute Coordinator, P/T, Continuing Education, 08/20/12, $56,550/year
Lindsay Murphy, Web Developer, Marketing Services, 08/13/12, $53,500/year
Amy Swanson, Simulation Coordinator, Career Programs, 08/13/12, $58,500/year

Supervisory/Management Appointments
Thomas Cassell, Small Business Development Manager, Workforce and Economic Development, 08/06/12, $65,000/year
Faon Grandinetti, Outcomes Assessment Manager, Institutional Research/Outcomes Assessment, 09/06/12, $70,000/year
Joan Holbrook, Assistant Supervisor, Operations, Dining & Conference Services, 08/27/12, $50,000/year
Dirk Heid, Maintenance Foreman, Physical Plant, 08/20/12, $70,000/year

Classified Staff Appointments
Steve Arnold, Receiving Lead, PT, Dining & Conference Services, 08/20/12, $21,840/year
Dena Atteo, Morning Receptionist, P/T, Registrar's Office, 09/17/12, $16,380/year
Andrea Beck, Clerk/Receptionist, P/T, Resources for Learning-Tutoring Center, 08/20/12, $16,500/year
Patrick Bromley, Media Relations Assistant, P/T, Communications, 08/27/12, $28,704/year
Juan Cabrera, Dishwasher, P/T, Dining & Conference Services, 08/27/12, $13,572/year
Celeste Dieden, Office Assistant III, P/T, Mathematics & Science, 08/20/12, $29,531/year
Samantha Geib, Weekend Library Assistant, P/T, Library Services, 09/11/12, $4,998/year
Daniel Grybash, Facilities Aide, P/T, Wellness & Campus Activities, 08/20/12, $9,360/year
Joseph Kabbes, Astronomy Outreach Coordinator, P/T, Mathematics & Science, 08/27/12, $23,400/year
Rachel Janssen, Cashier, P/T Dining & Conference Services, 07/30/12, $13,406/year
Christine Schmidt, CE Sales Associate, P/T, Continuing Education, 09/04/12, $18,096/year
Jennifer Signorella, Evening Receptionist, P/T, Registrar's Office, 09/12/12, $16,380/year
Soumaya Sirat, Prep Cook, P/T, Dining & Conference Services, 07/30/12, $13,572/year

Harper Police – ICOP Appointments
Alex Amaya, Community Service Officer I, Harper College Police, Patrol, 09/10/12, $27,352/year
Matthew Pasquesi, Community Service Officer I, P/T, Harper College Police, 08/13/12, $12,308/year
Harper #512 IEA-NEA Appointments
Peter Angelov, HVAC Mechanic, Physical Plant, 09/04/12, $64,750/year
Marco Lopez, Campus Set-up Crew, Physical Plant, 09/17/12, $32,989/year

Classified Staff Retirement
Herbert Muehl, Accounting Assistant, Accounting Services, 12/31/12, 30 years 1 month

Classified Staff Separations
Carly Anderson, Facilities Aide, P/T, Wellness & Campus Activities, 07/17/12, 6 months
Alexandra Calzada, Lead Student Account Representative, Student Accounts & Receivables, 09/14/12, 6 years 2 months
Naghmeh Fallahi-Peterson, Financial Aid Assistant, Office of Student Financial Assistance, 09/21/12, 3 years
Benjamin Kleeman, Clerk/Receptionist, P/T, Health Services, 08/02/12, 7 months
Karen Krantz, Receptionist/Office Assistant, Office of Student Financial Assistance, 09/14/12, 7 months
Julia Lynch, CE Sales Associate, P/T, Continuing Education, 09/07/12, 1 year 3 months
Daniel Mitrano, Tutor, P/T, Tutoring Center, 08/08/12, 7 months
Ernestina Ramirez de Montoya, Cook, P/T, Dining & Conference Services, 07/10/12, 6 months
Farzin Sharyari, Porter, P/T, Dining and Conference Services, 08/31/12, 8 months
Sheena Smith, Evening Receptionist, P/T, Registrar's Office, 07/26/12, 3 days
Anthony Wisniewski, Writing Center Specialist, P/T, Writing Center, 08/20/12, 9 months

Harper Police – ICOP Separations
Andrew Blum, Community Service Officer I- Dispatch, Harper College Police, 08/22/12, 1 year 6 months
Joseph Schlau, Police Officer, P/T, Harper College Police, 09/04/12, 1 year 9 months
Brandon Thompson, Community Service Officer I, P/T, Harper College Police, 07/19/12, 6 months

Harper #512 IEA-NEA Separations
Jose Acosta, Painter, Physical Plant, 08/26/12, 3 years
Employee #5023, Custodian/Groundskeeper, Physical Plant, 09/05/1, 3 years
Nicholas Galiardo, Campus Set Up Crew, Physical Plant, 07/17/12, 2 years 9 months
Jonathan Gurley, Custodian/Groundskeeper, Physical Plant, 07/30/12, 4 months
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

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

Monthly Financial Statements

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

Board Committee and Liaison Reports

Foundation Report: Member Canning reported that the Influential Women’s Breakfast has raised $32,000 this year and that contributions continue to come in. And in anticipation of a major gift campaign down the road, the Foundation is striving to enlarge their data base by hosting gatherings in their homes. The President’s Ball is Saturday at the Renaissance in Schaumburg.

ICCTA Liaison Report: Member Kelley reported on the ICCTA conference he attended this past weekend and shared the highlights, including adult education programs and study abroad programs. The stalled pension legislation was among the most discussed topics, with the expectation that Senate Bill 1673 will be voted on in the lame duck session in January. At the ACCT conference in October, Kelley and Dr. Ender will be on a panel discussing Board Governance. The next ICCTA meeting is in Chicago November 9 and he encouraged the Trustees to attend.

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


NEW BUSINESS

Annual Financial Audit for...
Fiscal Year Ended June 30, 2012  acceptance of the annual financial audit for the fiscal year ending June 30, 2012, 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, Stone, and Student Member Moravec. Nays: None. Motion carried.

Ratification of Adjunct Faculty Association, IEA-NEA Union Collective Bargaining Agreement 2012/2016  Member Stone moved, Member Mundt seconded, ratification of the Adjunct Faculty Association, IEA-NEA Union Collective Bargaining Agreement for 2012/2016 authorizing the Board Chair and Secretary to execute the Agreement, 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, Stone, and Student Member Moravec. Nays: None. 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 September 25, 2012 at 3:30 in W201. The Committee of the Whole Meeting will be Wednesday, November 7, 2012 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, November 14, 2012 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

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

In a voice vote, the motion carried at 6:50 p.m.