Minutes of the Regular Board Meeting of Wednesday, December 15, 2010

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, December 15, 2010 at 6:02 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Hoffman led the Pledge of Allegiance.

ROLL CALL

Present: Members Rita Canning, Diane Hill, Dick Hoffman, Bill Kelley, Laurie Stone and Student Member Maria Ciocan

Absent: Members Carlos Borro and Bill Graft

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Interim Chief Information Officer; Bret Bonnstetter, Interim Controller; Catherine Brod, Chief Advancement Officer; Phil Burdick, Chief Communications Officer; Maria Coons, Senior Executive to the President; Michelle Jackson, Interim Chief Human Resources Officer; Joan Kindle, Associate Provost; Judith Marwick, Provost; Diana Sharp, Assistant Provost; Mike Alsup; Arlene Bublick; Orlando Cabrera; Doug Easterling; Lori Eschenbaum; Sally Griffith; Andy Kidwell; Keiko Kimura; Ashley Knight; Jim Ma; Victoria McGill; Michael Nejman; Sheryl Otto; Steve Petersen; Larry Price; Michele Robinson; Ilona Sala; Katherine Sawyer; Darlene Schlenbecker; Evelyn Seiler; Rich Seiler; Chad Taylor; Dennis Weeks.

Guests: Matt Bickell, Rotary Club of Palatine; Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Joanne Malinowski, financial adviser; Roland Ley; Jim Meyer; Walt Mundt; Marel Mjukian; Scott Steingraeber, Legat Architects; Joel Tornquist.

AGENDA APPROVAL

Member Canning moved, Student Member Ciocan seconded, approval of the Agenda.

In a voice vote, the motion carried.

PRESENTATIONS

There were no presentations.
STUDENT TRUSTEE REPORT

Student Member Ciocan shared that last month Student Senate had their first club retreat to encourage the development of campus community. Over 30 attendees from 13 clubs participated, and Toby Cosby facilitated. The comments indicated the students had a wonderful time and are beginning to see the true value in collaboration between clubs.

Ciocan then introduced Joel Tornquist, the Senator for Student Development, and Marel Mjuikian, president of Honor Society and PTK member. Tornquist shared that after reverse transferring from University of Colorado, Harper has helped him raise his GPA and provided opportunities like Student Senate. Through Student Senate he organized a month long clothing drive ending December 17 and have filled about 16 large trash bags with donations so far for the WINGS organization (Women In Need Growing Stronger, in Palatine), which is about enough clothes for 200 people. WINGS usually receives 5 bags from any organization. Member Canning, Chairman of WINGS, shared her gratitude to Tornquist and all his efforts, and offered to give him a tour of the shelter to see the effects of all his good work.

Mjuikian shared her satisfaction with her educational experiences at Harper and gratitude for PTK coordinator Professor Andrew Wilson who has made it possible for the PTK students to put their ideas into action. In November Mjuikian organized a Lydia Home event for Honors and Phi Theta Kappa students to spend time with the foster children living there who have all been through devastating family experiences. They brought goody bags and spent time interacting and playing board games. Mjuikian wanted to do more, so she contacted the coordinator at the Lydia Home and offered to get gifts for these children for the holidays. Her efforts provided holiday gifts for the 40 children through the generosity of friends, family and extended network, and the gifts were dropped off last Thursday by Professor Andrew Wilson. Mjuikian only wishes she could have been able to see the children’s reactions.

Chair Hill thanked Maria for bringing these important accomplishments to the Board’s attention.

FACULTY SENATE PRESIDENT’S REPORT

Andy Kidwell faculty senate treasurer read a statement from Tom Dowd who could not attend the meeting. Dowd in his statement noted the successes of the past year including the student success agenda; the strategic plan conference; goal
and strategy teams for the strategic plan involving faculty, administrators and staff; the campus master plan; Harper College’s growing role at state and national levels; 20 faculty and staff enrolled in the NIU EdD program; the Northwest Educational Council for Student Success; Provost Judy Marwick’s strong relations with the faculty and thoughtful decisions; Executive Vice President Ron Ally’s confident business leadership; and Patrick Bauer leading IT to a user-friendly, more student and academic focus with more open collaboration. In conclusion, President Ender has united the College around the mission of student success.

Chair Hill thanked Kidwell for the report.

**PRESIDENT’S REPORT**

**Student Success Report**

Dr. Ender asked Cathy Brod, Chief Advancement Officer, to brief the Board on the recent Foundation Strategic Planning Conference and its outcomes.

Brod began with the background leading up to the conference, including the conclusion of the last campaign (FY06 to FY09) which raised $8.3 million, Dr. Ender’s coming to Harper as president, Engagement Week, and the College’s Strategic Plan Retreat. The Educational Foundation has added 12 board members in the past 20 months and has a new team of officers. The decision was made to align the Foundation plan with the College’s Strategic Plan. As the Strategic Plan neared completion, the Foundation organized a meeting including Foundation President Lane Moyer, Dr. Ender, Sheila Quirk-Bailey and Brod to plan the conference, hired a consultant facilitator (Lisa M. Dietlin and Associates), determined a date that would work of the Foundation Board, and discussed the goals. Early on in his tenure, Dr. Ender had asked Brod to benchmark the Harper Educational Foundation against other community college foundations. This information did not exist at that time, so through her involvement with CASE (Council for the Advancement and Support of Education), CASE initiated a national survey that was conducted and recently issued a white paper on the findings. The white paper was then used to inform the planning process for this conference.

The planning continued in the next meeting with Moyer and Jeff Butterfield the past president, Brod, Quirk-Bailey and the consultant. Prior to the conference, the Harper College Strategic Planning materials and the CASE white paper were
distributed to all Foundation board members, an electronic survey was conducted to inform a SWOT analysis developed by the consultant, and 4 facilitators for breakout sessions were recruited from the College administrative team, including Mike Barzacchini, Phil Burdick, Maria Coons, and Sally Griffith. The conference began with an overview of the objectives by Moyer, Brod provided a history of the Foundation, and Dr. Ender and Sheila Quirk-Bailey presented the College Strategic Plan and explained the 10,604 completion goal. After small group sessions, the groups reported out to all participants. This resulted in 18 action items for 9 objectives under the four strategic goals. Still to be done are time frames and budget, the long range fundraising and operational plan, and the final plan, to be completed for the March quarterly board meeting with presentation to the Board of Trustees in March or April.

Chair Hill thanked Brod and acknowledged anticipating the final plan in March or April.

President’s Report

Dr. Ender highlighted two initiatives Harper is involved in. First, the Auto Communities Network, involving nine community colleges in five states, which aims to develop a regional strategy that would recertify and retrain the displaced auto workers from auto production facilities, downstream facilities and suppliers. Part of this strategy is preparing to submit a grant application for a $2 billion Department of Labor appropriation for community colleges to support these displaced workers, which will be distributed to regional networks in 4 rounds of $500 million each.

Second is the Northern Illinois Workforce Coalition involving 18 community colleges and five county workforce systems. He specifically credited Maria Coons for her support and work. He recognized Harper and its work with the Workforce Board of Northern Cook County and believes this is a strong strategy to help reach the 10,604 completion goal. By unifying the community colleges and workforce systems he expressed hope they can leverage their experiences to benefit each other, apply for grant opportunities, and commit to completion goals. The workforce systems will contribute by guiding the community colleges toward specific employment sectors in which to offer credentials to meet this completion goal. Historically, the community colleges as a group have had difficulties in working toward common goals, and Harper is willing to provide leadership and to do the staff work and facilitate this process. This coalition will help all
involved align with state completion goals, and support workforce and economic development efforts.

Dr. Ender shared his gratitude to all the staff for the work they’ve done this semester and leading up to the holiday break. He looks forward to starting the New Year with an agenda that has been codified through the strategic plan and master plan, which could not be done without the support and leadership of the Board. He wished all a good holiday.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

Roland Ley, expressed concern for taxpayers whose tax bills continue to climb, and questioned the need for further tax levies.

Matt Bickell, president of the Rotary Club of Palatine, thanked the Board for their voluntary service and presented them with small gifts as a token of appreciation.

CONSENT AGENDA

Member Kelley moved, Member Stone seconded, approval of the minutes of November 17, 2010 Regular Board meeting; bills payable; payroll for November 5, 2010 and November 22, 2010; estimated payroll for December 3, 2010; bid awards; requests for proposal; purchase orders; personnel action sheets; financial statements; committee and liaison reports; grants and gifts status report; review of items purchased from state contracts, consortiums or cooperatives; Northern Illinois University HARTE Doctoral Program, as outlined in Exhibits X-A.1 through X-B.5 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Accounts Payable & Tuition Refunds $3,335,665.71

The payroll of November 5, 2010 in the amount of $2,026,543.77; November 22, 2010 in the amount of $2,063,392.43; and estimated payroll of December 3, 2010 in the amount of $2,044,968.10.

Bid Awards EX. X-A.3.a Accept bid and award contract to replace various practice and studio pianos to Steinway of Chicago for five Boston and five Essex pianos as the lowest responsible and responsive bidder in the amount of $48,688.00.
EX. X-A.3.b  Accept bid and award contract for a campus wide mechanical water treatment program for the heating and cooling systems to ChemTreat, Inc. for a two year contract from January 1, 2011 through December 31, 2012 with a one year renewal option as the lowest responsible and responsive bidder in the amount of $52,705.00 per year.

Requests for Proposal  EX. X-A.4.a  Accept proposal and award contract for electrical services to Exelon Energy for 100% 24 month fixed term subject to the approval of the contract terms by the College’s attorney, for a two year contract starting with the January 2011 meter reading and ending with the January 2012 meter reading, with the right to renew for a one year term based on the PJM Day Ahead index price, as the lowest responsible and responsive bidder in the amount of $0.05161 per kW-hr.

Purchase Orders  EX. X-A.5.a  Approve issuance of a purchase order to R.J. Galla Co., Inc. for the renewal of Excess Workers’ Compensation Insurance with Safety National Casualty Corporation at a rate of 8.05% for a two year term renewal from January 1, 2011 to December 31, 2012, in the amount of $112,848.00.

EX. X-A.5.b  Approve issuance of a purchase order to Engineerica Systems, Inc for the AccuTrack System to track and report student use of College services, in the amount of $71,851.00.

Personnel Actions  
**Classified Staff Appointments**
Christina Armatys, Club/Organization and Leadership Assistant, p/t, Student Activities, 11/01/10, $12,597/yr.
Elisabeth Johnson, Administrative Secretary, Mathematics & Science, 12/06/10, $38,025/yr.
Sandra Kincanon, Cashier-Dining Services, p/t, Dining and Conference Services, 11/08/10,$11,830/yr.
Katie Nowik, Executive Assistant, Human Resources/Diversity and Organizational Development, 11/29/10, $42,900/yr.

**Limited Term Employment Appointment**
Foundation Report
Member Canning thanked Cathy Brod for her presentation and the effectiveness of the Foundation retreat. She announced Nina Stevenson, new foundation board member; the year-end appeal mailing which has already raised $30,000; the Art Matters event February 26, 2011 from 6:00 p.m. to 9:30 p.m. in Wojcik Conference Center; and the quarterly Foundation report that was passed out to members.

ICCTA Liaison Report
Member Kelley stated there is no report this month and that the next report will follow the February Legislative Summit.

Consortium, Cooperative and State of Illinois Contracts Purchasing Status Report

Northern Illinois University HARTE Doctoral Program
Exh X-B.5 Harper College is in the process of negotiating a contract with NIU to offer two doctoral programs at Harper College as part of an innovative research fellowship for full-time faculty, administrators and staff.

Upon roll call of the Consent Agenda, the vote was as follows:
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Ayes: Members Canning, Hill, Hoffman, Kelley, Stone, and Student Member Ciocan.
Nays: None
Motion carried.

NEW BUSINESS

Approval of Identity Theft Prevention Program

Member Kelley moved, Student Member Ciocan seconded, to approve the recommended Identity Theft Prevention Program and delegate future program management responsibility to College administration 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.

Renewal of Consultant Contract

Member Stone moved, Member Canning seconded, to retain Alfred G. Ronan, LTD, for consulting services as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:
Ayes: Members Canning, Hill, Hoffman, Stone, and Student Member Ciocan.
Nays: Member Kelley
Motion carried.

Adoption of Levy Resolution

Member Hoffman moved, Member Stone seconded, to adopt the Levy Resolution for 2010 as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:
Ayes: Members Canning, Hill, Hoffman, Kelley, Stone, and Student Member Ciocan.
Nays: None
Motion carried.

Abatement of Taxes Levied

Member Canning moved, Member Hoffman seconded, to approve the resolution of the $525,360 tax levied for 2010 to pay the debt service on the $4,070,000 General Obligation Bonds, Series 2001 as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:
Ayes: Members Canning, Hill, Hoffman, Kelley, Stone, and Student Member Ciocan.
Public Bond Issue Notification Act (BINA) Hearing Resolution
Member Stone moved, Member Hoffman seconded, to adopt the resolution providing for the establishment of a Funding Bond hearing date of January 19, 2011 and the required public notice as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees’ Official Book of Minutes), read by Chair Hill as follows:

“This is a resolution calling a public hearing concerning the intent of the Board of Trustess of Community College District 512 counties of Cook, Kane, Lake and McHenry in state of Illinois to sell $4.6m of limited tax funding bonds.”

Upon roll call, the vote was as follows:
Ayes: Members Canning, Hill, Hoffman, Kelley, Stone, and Student Member Ciocan.
Nays: None
Motion carried.

Adoption of Resolution To Establish Claims Against the District and Intent to Sell Bonds
Member Canning moved, Member Hoffman seconded, to adopt the resolution as prepared by Bond Counsel to establish claims against the District and declare the intent to issue bonds as outlined in Exhibit XI-F (attached to the minutes in the Board of Trustees’ Official Book of Minutes), read by Chair Hill as follows:

“A resolution setting forth and describing in detail claims hereto for authorized and allowed for proper community college purposes which are presently outstanding and unpaid declaring intention to avail of the provisions of article 3.A of the public community college act of the state of Illinois and to issue bonds for the purpose of funding and paying claims against Community College District 512 counties of Cook, Kane, Lake and McHenry in state of Illinois in directing that notice of such intention be published as provided by law.”

Upon roll call, the vote was as follows:
Ayes: Members Canning, Hill, Hoffman, Kelley, Stone, and Student Member Ciocan.
Nays: None
Motion carried.

ANNOUNCEMENTS BY THE CHAIR
Communications There were no communications.
Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Board Advisory Committee of the Whole Meeting will be Wednesday, January 12, 2011 at 5:00 p.m. The next Regular Board of Trustees Meeting will be Wednesday, January 19, 2011 at 6:00 p.m.

OTHER BUSINESS

There was no other business.

Chair Hill wished everyone a most happy and healthy holiday season and a wonderful New Year, looking forward to coming back in January renewed and ready to work on the strategic plan together.

ADJOURNMENT

Member Stone moved, Student Member Ciocan seconded, to adjourn the meeting.

In a voice vote, the motion carried at 6:48 p.m.

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Chair                             Secretary