Minutes of the Regular Board Meeting of Wednesday, August 17, 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, August 17, 2011 at 6:02 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Dowell led the Pledge of Allegiance.

ROLL CALL

Present: Members Greg Dowell, Jim Gallo (by phone), Diane Hill, Bill Kelley, Walt Mundt, Laurie Stone and Student Member Justin McDermott

Absent: Member Rita Canning

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Catherine Brod, Chief Advancement Officer; Phil Burdick, Chief Communications Officer; 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; Diana Sharp, Assistant Provost; Roger Spayer, Chief Human Resources Officer; Anne Abasolo; Mike Alsup; Elissa Anderson; Dave Braunschweig; Erin Brooks; Orlando Cabrera; Enrique D’Amico; Tom Dowd; Doug Easterling; Sally Griffith; Njambi Kamoche; Ashley Knight; Susan Landers; Maria Moten; Mark Mrozinski; Michael Nejmen; Sheryl Otto; Larry Price; Michele Robinson; Jim Roznowski; Darlene Schlenbecker; Evelyn Seiler; Rich Seiler; Dennis Weeks.

Guests: Ken Florey, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; Ed Choklek, FGM Architects; Meg Connolly, Mortenson Construction; Caleb Hicks, Harper Massage Therapy Student; Michael Lundeen, Legat Architects; Kim Pohl, Daily Herald; Andy Stapleton, Mortenson Construction.

AGENDA APPROVAL

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

In a voice vote the motion carried.

PRESENTATION

Dr. Ender introduced the video montage from this week’s All Campus Meeting, showcasing Student Success as Everyone’s Business. He emphasized all employee groups contribute to the success of our students, William Rainey Harper College is really all about the people who work with our students, and institutions
are about people. He thanked the staff who put the video together.

**STUDENT TRUSTEE REPORT**

Student Trustee McDermott shared his mixed emotions about the start of the semester. He reviewed the events for July and August, including the work done by Student’s Activities’ and Dr. Ally’s groups to install a new bus shelter in front of the Performing Arts Center. He and the Student Senate President participated in the IBHE Student Advisory Committee elections this past Saturday at Northern Illinois University, at which McDermott was selected to be the Chair for the Community College sector of the IBHE. The major topic they will be advancing this year is performance based funding. McDermott will be running for the Vice Chair of the ICCB SAC in Springfield in September. Coming up on campus for the students are Welcome Week August 22-25 and Hullabaloo on September 13.

McDermott introduced his guest speakers, the Dean of Continuing Education and a student in Harper’s Therapeutic Massage Program. McDermott invited them to speak tonight to share why student’s choose Harper specifically for this program. Dean Mrozinski explained the program focus, to prepare students for the Therapeutic Massage licensure exam. The program includes lecture, lab, and clinical practice and enrolls about 30 students per year. The program operates a clinic on campus, which is open to the public and to students at a nominal rate and where students practice their skills.

Therapeutic Massage student Caleb Hicks related that he did a lot of research prior to choosing Harper College; he talked to all of Harper’s major and minor competitors and found them all to be very impersonal. This education is the best for the money. The regard for the high quality of education students receive at Harper permits graduates to go directly into the workforce anywhere, from a spa, a physical therapy or chiropractic office, a hospital setting to working for themselves as sole proprietors, treating everything from carpal tunnel, to whiplash, tendonitis and many other conditions. With this high level of education, Harper graduates are very highly sought after in the community in many different types of positions. These skills are honed on campus in class, though mostly in the public massage clinic. The fact that this clinic has had a lot of its clients for many years speaks to the high skill level of Harper students. Hicks promotes the massage clinic and distributes clinic cards to help spread the word. Hicks had high praise for the staffing and faculty of the Therapeutic Massage Program, who instill a high level of passion for massage as a means to facilitate healing in every person they teach. Hicks emphasized how Harper was the best choice for him both in terms of cost and for the night class availability. He’ll always recommend Harper to anyone interested in this career path.
Chair Hill thanked Hicks for sharing this part of Harper’s educational opportunities, and congratulated McDermott on his new responsibilities at the state level.

**FACULTY SENATE**  
**PRESIDENT’S REPORT**

Dr. Tom Dowd shared the faculty’s excitement for the beginning of the Fall semester. Capital project committees were launched this week and the faculty, staff, and administration are excited to get construction under way. The next four years on campus are going to be congested, but exciting. There is also a lot of excitement about the progress of the goal teams that were formed last year as a result of the strategic planning conference. Many of the goal teams are in the pilot phase of the program and getting things under way. Shared governance is going to be evaluated over the next two years, which will include how the faculty, staff and administration really form the ideas that shape the direction.

**PRESIDENT’S REPORT**  
**Student Success Report**

Dr. Ender remarked that a very important partner in the Student Success program is our Foundation Board. The difference between an ordinary institution and an extraordinary institution is in the work of a Foundation. Harper is an extraordinary institution, and it’s because the staff and the Board have made good decisions about where to make investments and have aligned those decisions with the activities of the Foundation Board. Recently, Foundation Board Chair Lane Moyer and Chief Advancement Officer Cathy Brod have worked to develop the Educational Foundation Strategic Plan, and have used the Board’s Strategic Plan as a starting point.

Brod shared the AGB Continuum for Identifying Foundation Type used to describe the different levels of inter-related foundations, separate 501c3 charities that are associated with organizations such as public colleges and universities. She shared Harper’s Educational Foundation growth from a Level I at its founding in 1973 to a Level III as of 2006. The Foundation had a Strategic Planning Retreat in December 2010 after the College finalized its Strategic Plan. In February working in small groups which involved nearly every member of the foundation board, the first draft was completed and then reviewed at the March Foundation Board meeting. The final plan was reviewed by the Foundation officers and Dr. Ender in May 2011 and approved in June at the Annual Meeting. The plan’s focus is to expand capacity (E), increase operational excellence and effectiveness (O), and grow programmatic support to help the College meet its 10,604 additional completer goal by 2020 (P). Brod introduced Foundation Board President Lane Moyer to further explain.

Moyer expanded on the strategy, giving specific objectives for each of the goals. Expanding Capacity includes three objectives: to increase assets, to increase investment earnings, and to
increase mission related expenditures. Operational Excellence and Effectiveness includes four objectives: to structure management systems to meet the CASE Institutionally Related Foundation checklist, to establish a dashboard matrix of success indicators, to establish Harper Best Practice standards, and to improve member support systems. Growing Programmatic Support includes four objectives: to build a scholarship endowment, to develop Case for Support materials, to redirect the focus of and expand the Resource for Excellence grants program, and establish goals for Foundation and corporate grants. In emphasizing the importance of supporting the College, he shared his observation from his recent high school reunion about those and went on to higher education and where they are economically now versus those who did not further their education, who have not done as well over time. He reflected that supporting the Foundation makes education possible, which makes a better future possible.

Moyer confirmed Member Mundt’s understanding that the Educational Foundation is a 501c3, which makes donations tax deductible. He emphasized that their efforts are toward friend-raising as well as fundraising. In response to Member Dowell, Moyer and Brod reviewed a few of the events and activities the Foundation utilizes, including annual fund events, major gifts campaigns, and planned giving. Besides the Foundation Board Members, many of the Harper Board of Trustees have been very generous in a variety of ways.

Chair Hill added that a series of activities have been planned for this year to help the Foundation Board and the Board of Trustees better coordinate their efforts.

Dr. Ender commented on Moyer’s observation about education and future productivity. He noted recent research that found a direct correlation between the number of years pursuing post-secondary education and one’s eventual lifestyle. It may not make much difference in the early years, but like compound interest, it makes a big difference by the end of your career.

Dr. Ender continued his President’s Report sharing the Student Success Matters publication, which will share information and track data points. This issue introduces momentum points and milestones. He directed the Board’s attention to the Legislative Report, noting the leadership change at Illinois Community College Board (ICCB) with Alexi Giannoulias being named the new chairperson. In correspondence, the Women’s Program was highlighted in Women Employed this month, showcasing the work of the Canning Women’s Program. Ender discussed the recent emergency exercise on campus which has helped prepare the campus and the region for such an emergency.
There were no employee comments.

There were no citizen comments.

Member Kelley moved, Member Dowell seconded, approval of the minutes of July 13, 2011 Committee of the Whole Meeting and July 20, 2011 Regular Board meeting; bills payable; payroll for July 1, 2011, July 15, 2011; estimated payroll for July 29, 2011; bid awards; requests for proposal; purchase orders; personnel action sheets; 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 $4,502,589.22

The payroll of July 1, 2011 in the amount of $1,946,059.82; July 15, 2011 in the amount of $1,934,734.76; and the estimated payroll of July 29, 2011 in the amount of $1,940,397.29.

Accept bid and award contract to furnish and deliver up to 500 tons of Snow Slicer Ice Melt and up to 2500 fifty-pound bags of Magnesium Chloride Ice Melt, for use on campus during winter months, in the amount of $71,350.00 for FY2012 to Conserv FS as the lowest responsive and responsible bidder.

There were no requests for proposal this month.

Approve issuance of a purchase order to Nextel for 117 Nextel digital radios, commit to a two-year service contract, and expand the coverage area at Harper facilities in the amount of $31,422.00 for equipment and first year service and $7,722.00 for the second year service.

Approve issuance of a purchase order to ServiceMaster for emergency trash removal and cleaning services for Buildings A, P, V, and W in the amount of $30,000.00.

Approve issuance of a purchase order to retain JJR, LLC for engineering services for the Euclid Avenue and Roselle Road Entrance Reconfiguration Project from the 2010 Campus Master Plan in the amount of $432,000.00 ($392,000.00 base fee and alternate $40,000.00).
EX. X-A.5.d  Approve increasing the purchase order to Financial Aid Services (FAS) for financial aid consulting services by the amount of $100,000.00.

Personnel Actions

Classified Staff Appointments
Stephanie Gordon, Executive Assistant, Advancement/Foundation, 08/02/11, $51,012/year
Patricia Gort, Library Assistant II, Library Services, 07/11/11, $33,677/year
Joanne Hessel, Secretary, p/t, Effectiveness/Outcomes Assessment, 08/01/11, $16,450/year
Donna Lannerd, Administrative Secretary, Center for Adjunct Faculty Engagement, 07/01/1, $41,886/year
Gloria Rankin, Receptionist/Office Assistant I, p/t, Career Center & Women's Program, 07/05/11, $14,040/year

Supervisory/Management Retirement
Teresa Karow, Marketing/Public Relations Specialist, Student Activities, 10/29/11, 23 years

Harper #512 IEA-NEA Resignation
Israel Hernandez, Custodian II, Physical Plant, 07/11/11, Deceased, 16 years

ICCTA Liaison Report
Member Kelley reported that he has been asked again to serve as the Chair of the Public Policy Government Relations Committee for the Illinois Community College Trustees Association for the coming year. At the planning session the past weekend in Chicago, the focus was on the increase in tuition over the past eight years due to decreased state funding. The recent Moody's ratings putting Illinois at the bottom for states for the assets to liabilities ratio was discussed. The ICCTA will focus on the following legislative issues: the state budget, articulation to four-year schools, the funding formula of base operating grants and equalization, performance based funding. They also plan to be working closely with the President's Council on a common agenda. Kelley noted a few other topics: talk of a shift in retiree health insurance premium funding to the community colleges, and pension issues and solutions are still being discussed on the state level.

Chair Hill congratulated Kelley on his ICCTA position, and expressed appreciation that Harper is well represented at the state level in all the councils.

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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.

NEW BUSINESS

Annual Hearing of the Budget for FY 2010-2011

At 6:58 p.m., Chair Hill recessed the regular meeting and called to order the public hearing on the Budget for Fiscal Year 2011-2012.

Adoption of the Budget for FY 2010-2011

Chair Hill asked President Ender to review the proposed legal budget. Dr. Ender introduced Bret Bonnstetter, Controller, who reviewed the budget and noted the changes from the previous fiscal year. Bonnstetter noted the main operating funds are balanced in this budget.

In as much as there was no other persons present who desired to speak regarding the budget, Chair Hill declared the budget hearing closed and reconvened the regular meeting at 7:06 p.m.

Member Mundt moved, Member Stone seconded, for adoption of Fiscal Budget for FY 2010-2011 as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.

Approval of the College Plan FY2012

Student Member McDermott moved, Member Stone seconded, to approve the College Plan for FY2012, including the Strategic Plan, Operational Plan and the Budget and Capital Plan, 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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.

Adopt a Revised

Member Mundt moved, Student Member McDermott
Resolution to Participate In the ISLDLAF+

seconded, to adopt a revised resolution for continued participation in the Illinois School District Liquid Asset Fund Plus, 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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.

Settlement Agreement With Burnidge and Paschen, et al.

Member Kelley moved, Member Stone seconded, to accept the settlement agreement with Burnidge and Paschen, et al. as submitted by the College Attorney, 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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
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, September 14, 2011 at 5:00 p.m. in A243. The next Regular Board of Trustees Meeting will be Wednesday, September 21, 2011 at 6:00 p.m. at the Harper Professional Center.

OTHER BUSINESS There was no other business to report.

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

In a voice vote, the motion carried at 7:09 p.m.

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Chair                                      Secretary