 Minutes of the Regular Board Meeting of Wednesday, October 19, 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, October 19, 2011 at 6:01 p.m. in the Wojcik Conference Center (Room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Kelley led the Pledge of Allegiance.

ROLL CALL Present: Members Greg Dowell, Jim Gallo (entered 6:08 p.m.), 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; Erin Brooks; Orlando Cabrera; Lori Eschenbaum; Sally Griffith; Kathy Hanahan; Ashley Knight; Darryl Knight; Marjorie Kozlowski; Maria Moten; Mark Mrozinski; Michael Nejman; Kathi Nevels; Sheryl Otto; Shari Pergricht; Larry Price; Jim Roznowski; Evelyn Seiler; Rich Seiler; Dennis Weeks; Cindy Zimmer.


PRESENTATION Dr. Ally introduced Crowe Horwath partner John Weber to give a brief on the audit, noting that this first year with the audit firm of Crowe Horwath went smoothly.

Mr. Weber explained that a number of opinions are issued as related to the audit. Harper College received unqualified opinions for their overall financial and State grant activity. No exceptions were found as to the credit hour reporting. No material weaknesses or significant deficiencies in controls were found for financial reporting. Overall, it was a very clean audit, which was facilitated by the cooperation of the finance department.

STUDENT TRUSTEE Student Trustee McDermott gave an update on Student
REPORT

Senate activity, including their retreat on September 24 and their satisfaction with being included in the ongoing construction projects. He also mentioned the club leadership retreat which once again provided an opportunity for leadership training. Dr. Reza Aslan, recently spoke on the changing Middle East and the Arab spring, which was preceded by a small dinner with students from the Student Muslim Association, PTK and Honors. Dr. Aslan met with a class to take questions and engage student learning, an experience which is valuable to the education process at Harper. McDermott attended the IBHE meeting at Prairie State and the AACC conference in Dallas, getting a lot from each experience. He then publicly corrected a misstatement he made last meeting, explaining the One Book One Harper reading was co-sponsored by the One Book One Harper Committee and the Cultural Arts Committee.

FACULTY SENATE

There was no Faculty Senate President’s Report.

PRESIDENT’S REPORT

Student Success Report

Dr. Marwick gave background on the four strategic directions, under which there are nine strategic goals, comprising 17 teams working on campus including almost 200 people to support the College Student Success and Completion program. Project Success is part of the strategic direction to increase the completion and achievement of all students with a focus on underperforming groups, specifically the goal to decrease student achievement gaps of developmental, young male, and black non-Hispanic students while increasing the academic achievement for all. Dr. Marwick then introduced strategy co-chairs Sheryl Otto, Dean of Student Development, and Kathi Nevels, Assistant Professor of Counseling.

Otto introduced the video about Project Success: Early Alert. Nevels acknowledged the team working on Project Success: Early Alert and explained the goal of the project is to focus on first year students who are recent high school graduates, who place into two or more developmental courses. Every year, 800-900 students are identified in this population. For this pilot, we’ve selected about 335 students to work with, 300 students are from the general population and 35 students from the summer REACH Project. The goal to keep them successful includes monitoring their academic progress and providing counseling along the way. Based on the courses the students are enrolled in, approximately 278 faculty members are involved in the project. To facilitate communication within the project, StarFish software was leased.

Otto shared the results to date. A survey was sent through StarFish at week 4 and week 6 for faculty response about student progress. From the two surveys, 69 percent of faculty, 191 of the 278, gave feedback, either raising a flag of concern or that they
had no concerns about the students. Out of the 335 students, 187 of them (56 percent) were identified by one or more of their faculty members as having a concern. The main goal is to get the students to take an active role in their education by coming in for counseling once a flag has been raised. At this point, half of the flagged students have met with their counselors and have developed a success plan, and another 21 percent (40 students) have an appointment scheduled, totaling about 70 percent student response. In some cases the students go directly to their faculty member to resolve an issue.

Nevels shared the research they had done looking at the success of early alert systems at community colleges. Among these colleges, the faculty participation rates were only 18 to 54 percent, compared to Harper’s 69 percent. Only one of the schools contacted reported a student response rate, and theirs was 16 percent which was not encouraging. Harper’s result’s of 50 percent, moving toward 70 percent including appointments arranged, is remarkable, indicating more students are being reached and increasing their chances of being successful.

Otto shared participant feedback results, with faculty showing an eagerness to participate. Early alert efforts in the past have not been successful. This project’s early success is being attributed to the software being used, and the culture and climate of completion and student success that Dr. Ender has brought to campus. Student feedback showed early resistance to meet with a counselor, but once they had the appointment and developed their plan, they appreciated the effort and are relieved that they have a course of action to follow. The next step is the evaluation, which will include continued measurement of faculty and student participation rates, surveys and focus groups with faculty, counselors, and measurements of our student outcomes, fall completer success rate and fall-to-spring persistence rate. Nevels added the team intends to do everything possible to ensure that all students have a right to be successful.

In response to Member Stone, Nevels explained that there are faculty point people to encourage faculty who have not responded to engage in the system. Surveys will delve into the reasons for non-participation.

In response to Member Kelley, Otto explained the students and faculty were notified the second week of classes. The StarFish software makes it easy to respond to the 4 week and 6 week surveys with simple clicks for the five items of evaluation per student. Nevels added that faculty are to submit feedback even if there are no concerns about a student, to keep the feedback flowing. Otto acknowledged that this is a fall pilot only. Spring will be spent evaluating and making recommendations for the coming year.
Dr. Ender added that the planning cycle requires the team to demonstrate precisely and include all factors in their recommendation to take a project to scale. We currently have 17 full time and 17 part time counselors. The projects set up the evaluation criteria in advance, implement a thorough evaluation, and then will determine if it will be taken to scale. Budgets for all student success projects were set at the beginning of the budget cycle. For Project Success, the software cost and a part time coordinator were included in this budget which is funded out of the strategic planning fund, not the general operating budget.

In response to Member Mundt, Otto confirmed that students are notified the same time as the faculty when a flag is raised, and the success specialist would assign a counselor at that time.

In response to Member Dowell, Dr. Ender confirmed this is part of the counselors’ regular assignments and fits into the less active mid-semester timeframe. Otto added that the early intervention is expected to offset the number of students currently seeing counselors during the semester for academic probationary issues, which this program hopes to help students avoid.

Dr. Ender shared the Finish marketing piece created by the Marketing Services department, to assist anyone going out into the community to share information about the Student Success initiative. He acknowledged the reaccreditation of our dietetic program. He thanked Orlando Cabrera and Lori Eschenbaum for their efforts with the IBHE visit in helping it run professionally. Dr. Ender gave the Board a quarterly report on his annual goals. He congratulated Dr. Manwick and Jim Tufts, a Harper chemistry student, who will be giving testimony about the importance and value in undergraduate research at a session in Washington, D.C. Dr. Ender acknowledged the passing of a member of the custodial staff, Lucy Wilder.

He discussed the Manufacturing Summit hosted by Harper which included local manufacturers, K-12 colleagues, and some of the associations that support manufacturing. The summit looked at what manufacturing curriculum would look like at Harper College to support the needs of the 7,000 manufacturing employees in our district, and how to link the curriculum to secondary school systems to develop career pathways in manufacturing to get the attention of both students and their parents. The Board will be kept informed of progress with this initiative. He finished with a reminder about the Twin Bowl this Saturday.

HARPER EMPLOYEE COMMENTS

There were no employee comments.
PUBLIC COMMENTS

There were no citizen comments.

AGENDA APPROVAL

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

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried.

CONSENT AGENDA

Member Kelley moved, Member Mundt seconded, approval of the minutes of September 14, 2011 Committee of the Whole Meeting and September 21, 2011 Regular Board meeting; bills payable; payroll for September 9, 2011, September 23, 2011; estimated payroll for October 7, 2011; bid awards; requests for proposal; purchase orders; personnel action sheets; second reading and final approval of modifications to the Board Policy Manual; revised 2012-2013 academic calendar and new 2013-2014 academic calendar; semi-annual review of closed session minutes and Board recordings; 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 $10,698,087.58

The payroll of September 9, 2011 in the amount of $1,902,233.46; September 23, 2011 in the amount of $1,964,641.76; and the estimated payroll of October 7, 2011 in the amount of $1,933,437.61.

Bid Approvals

EX. X-A.3.a Accept bid and award contract to repair and replace pavers and waterproofing membrane at the west entrance of A Building in the amount of $166,000.00 including bid amount of $137,500.00, a 10% contingency of $13,750, architect fees of $11,250.00 and reimbursables of $3,500.00 to Boller Construction 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, consequent to Capital Development Board negotiations, to Cannon Design for architectural and engineering services for the renovation and addition to Building A for the One Stop Admissions and Campus/Student Center; funds
in the amount of $40,653,900.00 have been appropriated by the State of Illinois with $8,000,000.00 being released to date and the College’s required local funds in the amount of $12,546,100.00 provided for in the Operation and Maintenance (Restricted) Fund budget.

Personnel Actions

Professional/Technical Appointments
Michael Curiel, SQL Server DBA, Information Technology/Technical Services, 09/06/11, $84,000/year
Jason Romano, ESL CALL and Resource Coordinator, Academic Enrichment & Engagement, 10/10/11 $45,000/year
Amy Vogelgesang, Account Executive, Harper College for Businesses, 10/03/11, $66,000/year

Supervisory/Management Appointments
Margaret Franks, Manager, Fast Track, Workforce & Strategic Alliances, 10/01/11, $80,733/year
Robyn Leslie, Manager, Harper College for Businesses, HCFB, 10/01/11, $80,101/year

Classified Staff Appointments
Francine Rosero, Information Receptionist, p/t, Career Center & Women’s Program, 08/29/11, $14,040/year
Moira Sobkoviak, Computer Testing Associate, p/t, Assessment Center, 09/26/11, $26,208/year (one year funded)

Limited Term Employment Appointment
Dane Walkington, Interim Director, Annual Giving and Alumni Relations, Office of Institutional Advancement, 09/26/11, $60,000/year (6 month assignment)

Faculty Retirements
Robert Campbell, Professor, Mathematics/Science, 05/31/12 29 years
Michele Ukleja, Associate Professor, Resource for Learning, 05/31/12, 26 years

Administrator Separation
Katherine Sawyer, Associate Executive Director of Foundation/Director of Major Gifts, Office of Institutional Advancement, 10/10/11, 4 years

Supervisory/Management Separation
Laura Brown, Director, Annual Giving and Alumni Relations, Office of Institutional Advancement, 10/07/11, 1 yr. 3mths.

Second Reading and Final Approval of Modifications to the Board Policy Manual
Approve the recommendation is being made for final approval of the second reading of modifications to the Board Policy Manual.
Revised 2012-2013 Academic Calendar and New 2013-2014 Academic Calendar

Approve the revision to the 2012-2013 Academic Calendar and the new 2013-2014 Academic Calendar.

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 verbatim recordings prior to May 2010 that do not involve pending litigation be destroyed.

Foundation Report

Chair Hill reported that Foundation major giving has raised $43,000 in major gift commitments including the initiation of three new scholarship funds, two new planned gift commitments were secured totaling $50,000, and over $200,000 in new grant proposals have been submitted. As of September $173,000 in grants from a variety of corporations has been received. They are looking forward to the joint retreat in February to further our understanding of how the Boards can help each other reach our strategic goals.

ICCTA Liaison Report

There was no ICCTA Liaison Report.

Alumni Issues Report

There was no Alumni Issues Report.

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.

Dr. Ender introduced two recently hired directors, Director of Nursing Marjorie Kozlowski and Director of Physical Plant Darryl Knight.

NEW BUSINESS

Annual Financial Audit for Fiscal Year Ending June 30, 2011

Student Member McDermott moved, Member Stone seconded, to accept the annual financial audit for the fiscal year ending June 30, 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:
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Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.

Nays: None.

Motion carried.

Resolution for the 2011 Estimated Tax Levies

Member Mundt moved, Member Kelley seconded, to adopt the resolution providing for the 2011 estimated tax levies, 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.

Resolution Designating a Person or Persons to Prepare a Tentative Budget for Fiscal Year 2013

Member Kelley moved, Student Member McDermott seconded, to adopt the resolution designating Kenneth L. Ender and Ronald N. Ally as responsible for developing a budget for Fiscal Year 2013, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, motion carried.

ANNOUNCEMENTS BY THE CHAIR

Communications

Chair Hill congratulated Member Gallo on receiving the Harold Sharper Award from the Division of Disability Resources and Educational Services at the University of Illinois, an alumni recognition honoring him for his efforts to further the opportunities for paraplegics.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Board Advisory Committee of the Whole Meeting will be Wednesday, November 9, 2011 at 5:00 p.m. in W216. The next Regular Board of Trustees Meeting will be Wednesday, November 16, 2011 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

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

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Chair        Secretary