Minutes of the Regular Board Meeting of Wednesday, September 21, 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, September 21, 2011 at 6:03 p.m. in the Harper Professional Center (Room HPC 138), 650 East Higgins Road, Schaumburg, Illinois.

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; Catherine Brod, Chief Advancement Officer; Phil Burdick, Chief Communications Officer; Maria Coons, Senior Executive to the President; Thomas Crylen, Executive Director of 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; Mike Alsup; Dave Braunschweig; Orlando Cabrera; Doug Easterling; Lori Eschenbaum; Sally Griffith; Njambi Kamoche; Brian Knetl; Ashley Knight; David Kobler; Justin LeBreck; Mark Mrozinski; Michael Nejmen; Sheryl Otto; Steve Petersen; Larry Price; Jim Roznowski; Evelyn Seiler; Rich Seiler; Colleen Tomanek; Dennis Weeks.

Guests: Phil Gerner, Robbins Schwartz Nicholas Lifton and Taylor, Ltd.; James Baird, Holabird & Root; Alan Bombick, Legat Architects; David Ellstrand; Vilavone Inthivong; Robert Meyer; Diana Robinson, NIU.

Chair Hill welcomed all to the Harper Professional Center for the night’s meeting.

Member Canning led the Pledge of Allegiance.

AGENDA APPROVAL

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

In a voice vote, the motion carried.

PRESENTATION

Dr. Ender introduced Diana Robinson from Northern Illinois University to brief the Board on the 2011 Environmental Scan.

Robinson discussed the session held that morning where the leadership team reviewed the scan, and was impressed by the
level of insight and intelligence that they brought to the analysis. She shared the new approach to the environmental scan which takes a more strategic approach to using data for planning and insight. Sheila Quirk-Bailey and Doug Easterling were instrumental in helping conceptualize and develop the approach.

Representing the Center for Governmental Studies at Northern Illinois University, they are tasked with applied research, policy analysis and public service. It was determined that the scope of the last scan could be widened to build on the educational, economic, demographic, political, and technological data gathered and to produce a report that built on the four strategic directions that Harper has developed through the strategic planning process, the IPAC framework (inspiration, partnership, accountability and completion). The two deliverables are the report that has been distributed and an extensive data base of the raw data.

Methodology included an update of the 2008 scan and an analysis of the available data based on its applicability to the four strategic directions. The basis for the analysis started with an assessment of the fiscal condition of the State and the region and the demographic considerations. It indicated an uncertain future with respect to funding, a stable population with the minority population remarkably dispersed throughout the Harper district, and a wide range of incomes across the district, with real income declining. The data was then applied to the strategic directions of Harper College.

Inspiration includes reaching and retaining as many people as possible and developing the Alliance for College, the data shows an educated district, 42 percent have a bachelor’s degree or higher (compare to 32 percent for the Chicago metro area and 29.5 percent statewide), indicating a potential market for Harper of baby boomers who may seek to reinvent their careers or explore lifelong learning opportunities. Unemployment is another important factor, but it’s a lagging indicator, meaning it’s slow to rebound even after the economy does, and at the same time the costs of products and services like energy and transportation are increasing. Education has held pretty constant, about a one percent increase across the board in the cost of education. There are a number of innovative models and strategies that higher education is developing to help adults return into the institutions and provide them what they need to complete.

The next strategic direction is partnership, to develop programs that offer students opportunities to prosper in the global economy by equipping them with the academic and technical skills they need to get a footing on that first rung of the career ladder, and then helping them move up. The occupational projection lists the top 20 fastest growing occupations, RNs are at the top, not surprisingly given the robust nature of healthcare in the economy.
A lot of the other occupations are low skill, low wage, a segment that is growing rapidly. Many students and adults in Harper’s region are ending up in these positions. The challenge then is for Harper to figure out how to equip them with the needed skills to move out of those occupations and grow. A related issue, discussed in the morning session, is that the jobs that require less than an associate degree often pay insufficient wages to support a family. For a family defined as two adults and a child, in Cook County in 2008, the living wage was $47,700 in pre-tax income just to make ends meet, and tuition of any kind would make a major financial impact. Preparing the workforce for future work skills is a moving target. Harper is collaborating with employers to identify readiness skills and basic technical and academic proficiencies. The report identifies the skills that all graduates of community colleges and four-year institutions need to thrive in the culturally diverse, technologically-sophisticated, and inter-connected economy that exists today.

Accountability includes creating a culture of innovation and transparency and accountability, making sure constituents are informed, and measures progress toward strategic plan accomplishments. The first of two data elements emphasized is Harper’s dependence on tuition revenue to maintain innovation which creates uncertainty about reliable funding streams. The other trend is increasing interest in benchmarking and accountability measures by a number of institutions. Demonstrating leadership and vision, Harper is participating in the National Community College Benchmarking project and has identified a goal to contribute to the national completion goal.

The final direction is completion, increasing both student achievement and student completion of credentials and certificates, especially with students who are either under-performing or are first time full-time freshman. The three data points were noted: income and poverty with the number of low income students steadily increasing in the district over the past seven years, student achievement coming into Harper from the K-12 level shows both high and low performance of schools which is difficult to assess based on the data, and the higher education provider landscape in the Harper district is very competitive, densely populated and diverse. There were 330 programs identified in 2010 offering a post-secondary degree or certificate giving students a wide variety of choices and online tools to help them make their decision.

Robinson shared the nine data points identified by the leadership team at the morning session, which included the future workplace skills, K-12 partnerships, economic climate/affordability, adult market, growth occupations, commuter population, changing demographics, technology, and competition. She thanked Harper for the opportunity to do this work with them.
In response to Chair Hill’s and Member Kelley’s questions, Robinson explained that cohorts by year could have various reasons for a decrease or increase and offered to take a closer look at those data points. She noted that the incoming freshmen data for the next five years may be in the data base provided and can be checked.

Member Stone asked for clarification about the high achieving middle schools and then the underachieving high schools, Robinson explained that these ratings are based on adequate yearly progress against state measures using the No Child Left Behind legislation which has been a challenge for most schools. Quirk-Bailey added the closer you get to the target, the harder it is to show progress. The high schools started out at higher levels and don’t show the change the grade schools do because the students are already achieving closer to the goal. To member Gallo’s question about higher achieving students not getting the services they need in the no Child Left behind program, Robinson suggested this would be the basis for a dialogue with the K-12 school systems. Ender emphasized the achievement gaps revealed through the No Child Left Behind show low income and minority students having the lowest academic achievement in the country.

In response to Member Dowell, Robinson noted that most of the data used was from 2010, which is the most current. As to the decline after the increase in unemployed enrollments, Robinson explained that resources decrease over time in a prolonged recession. In response to Member Kelley, Ender cautioned against making cause and effect statements about the coarse data.

Member Kelley acknowledged this Environmental Scan as the greatest, most useful scan he’d seen in his time on the Board, being based on analysis, thoughtfulness, and strategic impact.

Robinson acknowledged Member Mundt’s observation about the competition for the students’ schedules, and how the various institutions’ programs compare, as something the leadership team was looking into. Ender furthered the response by noting that the first focus of comparison is the program cost of the competitors against Harper, and then the particulars of the time, place, and offering to verify Harper’s flexibility against the competitors with respect to adult schedules, how we package with respect to time on task as opposed to time in seat, and other such criteria. Robinson added that with the emerging metric initiatives, the main focus now has been on program completion and successful entry into the labor force.
Chair Hill noted gainful employment as a factor, ensuring that when students finish programs, they are not carrying a debt they cannot repay through gainful employment in the profession of study. Robinson and Dr. Ender agreed with the need to ensure the cost benefit relationship. Chair Hill thanked Robinson for her presentation.

STUDENT TRUSTEE REPORT

Student Trustee McDermott updated the Board on his Illinois Community College Board Student Committee activities. He was elected Vice Chair at the most recent meeting. Harper’s Student Senate Vice President was elected Recording Secretary. His responsibilities will include Illinois Board of Higher Education sector chairman. He met with members of Dr. Ender’s senior staff who briefed him on the performance based funding initiatives, the way the College views it and how it might affect Harper. He discussed the emotion-filled 9/11 Remembrance Ceremony held September 8 which he and others spoke, including former president of the campus Muslim Student Association Mahan Khan, and a powerful poem was read by Anne Davidovicz. Hullabaloo was a big success this year, and included clubs, organizations, and student services available on campus. The club leadership retreat included guest speaker Joe Cosby again this year, and was beneficial to all who attended. He noted that Chair Hill has offered to speak at a future Student Senate meeting, and he opened the offer to other members of the Board. The Constitution Day panel discussion drew 77 attendees to hear the presidential powers debate. One Book One Harper readings/discussion event with Glenn Taylor and his book, The Ballad of Trenchmouth Taggart, was held September 20. The Student Senate retreat and organizational meeting will be soon.

Chair Hill thanked Justin for his report and expressed her regrets at not being able to attend the September 11 Remembrance which she has heard many good things about.

FACULTY SENATE PRESIDENT’S REPORT

Dr. Tom Dowd began with comments on the Environmental Scan discussion noting that a watch list designation for a K-12 school does not necessarily reflect the actual progress of the entire school population, and, regarding the competitiveness of our curriculum, Harper’s students who transfer to 4-year schools do better on average than those who begin at the four-year school. The Climate Study Survey was recently sent out for staff participation, and he looks forward to the results, this is the first such survey since Dr. Ender has been here. Dowd anticipates a positive outcome. Dowd thanked the Board for their leadership in directing the development of fiscal policies. He acknowledged the semester is progressing well.

PRESIDENT’S REPORT

Student Success Report

Dr. Ender drew the Board’s attention to the letter from Achieving the Dream in the packet this month, comparing it to an annual
report card gauging how we are doing on our various student support initiatives. He then asked Joan Kindle to provide an overview of the progress.

Kindle gave a brief background on Harper’s involvement with Achieving the Dream (AtD) since joining in 2009. Achieving the Dream facilitates community colleges in developing plans to address student success and achievement in regards to the underprepared and achievement gaps. They assist colleges in looking at those achievement gaps, developing interventions, and then basing decisions on evidence of effectiveness, looking at not only the successful areas, but also those areas that need improvement. Member community colleges have access to AtD effectiveness strategy experts and data experts. AtD has developed a network of 16 state policy teams, including the Developmental Education Initiative, to address the developmental education issues from a state policy level.

Harper developed seven initiatives in four areas based on the data gathered in the implementation plan that was submitted to AtD in 2009, and these are continually refined. The first area is Connect for Success, addressing the needs of those who place at Harper into two or more developmental courses, which includes the REACH Summer Bridge program and the Early Alert Project. Placement for Success is a policy level project that will be implemented in 2013 to address placement of part-time or full-time degree-seeking students and properly assess their educational needs. Accelerate for Success includes Accelerated Pipeline projects and Choice Scholars Institute. And the fourth area is Partner for Success, which includes COMPASS testing in the high schools and Alliance for College Readiness.

The status report from AtD identified the following accomplishments by Harper College:

Committed Leadership including executive level involvement, student success as a focal point of the strategic plan, area consortium with our high school districts and alliance work with faculty and staff, and presentations at regional and national conferences;

Use of Evidence including an evaluation process for intervention strategies, development of student success tracking reports, and an accountability team to coordinate evaluation and data gathering;

Broad Engagement including investment in professional development, inclusion of area superintendents (college-readiness and at the Strategy Institute), and communication at the Board level;

Systemic Institutional Improvement including a growing culture of evidence, expanded Champion Team and Decision-making Model, and Student Success
embedded in planning meetings and budget process.

Recommendations for 2012 include
- strengthening strategic communication efforts;
- strengthening research efforts in the areas of longitudinal data tracking,
- refine evaluation plans, and timeline for data collection;
- continue implementation and increase size;
- deepen diversity and equity dialogues, further collaboration across units.

Ender finished his report congratulating Bonnie Richter, Manager of the Small Business Development Center at the Harper Professional Center, on receiving the 2011 Illinois Small Business Development Center network award. Richter thanked Dr. Ender and the Board, and emphasized that this was no individual achievement, and she acknowledged her team’s efforts and Harper College in supporting the mission of the SBDC, which is economic prosperity for our communities through entrepreneurship and support of small business centers.

**HARPER EMPLOYEE COMMENTS**
Chair Hill asked for employee comments. Margie McGowan of the Professional Technical Employee Group at Harper College thanked the Board and Dr. Ender for inviting her participation in the Monday planning session. Chair Hill thanked McGowan and all attendees for their participation.

**PUBLIC COMMENTS**
There were no citizen comments.

**CONSENT AGENDA**
Member Kelley moved, Member Canning seconded, approval of the minutes of August 10, 2011 Committee of the Whole Meeting and August 17, 2011 Regular Board meeting; bills payable; payroll for July 29, 2011, August 12, 2011, August 26, 2011; estimated payroll for September 9, 2011; bid awards; requests for proposal; purchase ordere
da; personnel action sheets; financial statements; committee and liaison reports; grants and gifts status report; summary of items purchased from state contracts, consortiums or cooperatives; leave of absence; as outlined in Exhibits X-A.1 through X-B.5. (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 McDermott.
- Nays: None

Motion carried.

**Bills Payable**
Accounts Payable & Tuition Refunds $5,244,597.68
Payroll

The payroll of July 29, 2011 in the amount of $1,896,989.64; August 12, 2011 in the amount of $1,409,770.72; August 26, 2011 in the amount of $1,816,213.30; and the estimated payroll of September 9, 2011 in the amount of $1,707,657.89.

Bid Approvals

EX. X-A.3.a
Accept bid and award contract for removal and replacement of damaged sidewalk segments and replacing of deteriorated sealant at sidewalk and curb line expansion joints across campus in the amount of $142,445.00 (which includes $129,495.00 plus a 10% contingency of $12,950.00) to A Lamp Concrete Contractors, Inc. as the lowest responsive and responsible bidder.

Requests for Proposal

There were no requests for proposal this month.

Purchase Orders

Exh. X-A.5.a
Approve issuance of a purchase order to Daily Herald Media Group for display advertising in the amount of $200,000.00.

Exh. X-A.5.b
Approve issuance of a purchase order to Comcast/Xfinity for online advertising in the amount of $40,000.00.

Exh. X-A.5.c
Approve issuance of a purchase order to retain Holabird & Root for architectural services for the renovation and additions to D Building identified in the 2010 Campus Master Plan in the amount of $2,564,949.00 (which includes the base fee of $2,395,949.00, programming in the amount of $49,000.00, renderings in the amount of $5,000.00, LEED administration in the amount of $70,000.00, and reimbursables in the amount of $45,000.00).

Dr. Ender noted Exhibit X-A.5.c in which the Board has approved the architectural services of Holabird and Root for the renovations and addition to Building D and acknowledged James Baird, principal with Holabird and Root.

Personnel Actions

Administrative Appointments
Darryl Knight, Director of Physical Plant, Physical Plant, 10/10/11, $112,000/year
Marjorie Kozlowski, Director of Nursing, Career Programs, 10/24/11, $94,000/year

Professional/Technical Appointments
Nikol Gerdzunas, Desktop Integration Analyst, Information Technology/Technical Services, 08/08/11, $42,500/year

Elianna Rivkin, Program Technician, Physical Science, Mathematics/Science, 08/02/11, $45,000/year

**Supervisory/Management Appointment**
Wendy Moylan, Grants Manager, Office for Institutional Advancement, 09/19/11, $73,500/year

**Classified Staff Appointments**
Wendy Bednarz, Clerk/Receptionist, p/t, Health Services, 08/29/11, $9,750/year
Tara Mister, Administrative Secretary, Liberal Arts, 08/15/11, $39,000/year
Katherine Speer, Admissions Data Steward, Admissions Processing/Enrollment Services, 08/01/11, $32,370/year

**Harper #512 IEA-NEA Appointments**
Anthony Bennici, Custodian/Groundskeeper, Physical Plant, 08/22/11, $17,680/year
Arturo Vega, Custodian/Groundskeeper, Physical Plant, 08/15/11, $25,085/year

**Harper #512 IEA-NEA Leave of Absence**
Jose Acosta, Painter, Physical Plant, from 08/29/11 to 09/30/12

**Classified Staff Retirement**
Kathryn McDougald, Accounting Associate, Accounting Services, 12/31/11, 27 years

**Professional Technical Separation**
Jaroslaw Gorzkowski, Desktop Integration Analyst, Information Technology/Technical Services, 07/20/11, 1 year

**Classified Staff Separations**
Jennifer Bell, Box Office Assistant, p/t, Events Management, 08/05/11, 2 years 9 months
Employee # 6039, Clerk/Receptionist, p/t, Career Center, 08/05/11, 1 month
Thomas Warfield, Financial Aid Associate, Office of Student Financial Assistance, 08/26/11, 1 year 9 months

**Foundation Report**
There was no Foundation Report.

**ICCTA Liaison Report**
Kelley updated the Board on the recent ICCTA meeting, particularly the session discussing the State University Retirement System and the various options the State has to address the shortfall. They will be watching upcoming legislative action and will advise the colleges how it will impact their budgets. Also under
discussion is the college insurance program for retirees and base funding issues. Dr. Ender noted these discussions coincide with Harper's fiscal planning and advised Dr. Ally to be aware of these potentialities as he prepares the coming budget.

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


Leave of Absence

A leave of absence without pay or other benefits has been granted to Jose Acosta, Physical Plant, for a period of one year.

NEW BUSINESS

First Reading of Modifications to Board Policies

Member Canning moved, Member Dowell seconded, to approve the first reading of modifications to Board Policies as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

By a voice vote, the motion carried.

Faculty Tenure Recommendation (3rd year, Mid-Year Hire)

Member Stone moved, Member Kelley seconded, to approve the Faculty Tenure Recommendations as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Those being recommended for tenure stating spring semester 2012 are Kimberly Jaeger Nichols (German) and Colleen Tomanek (Counseling).

Upon roll call, the vote was as follows:

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

Dr. Ender noted Jaeger Nichols was teaching this evening. He congratulated her and Colleen Tomanek for their efforts and encouraged them to consider becoming part of our leadership team.

ANNOUNCEMENTS

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 Monday, October 10, 2011 at 5:00 p.m. in W216. The next Regular Board of Trustees Meeting will be Wednesday, October 19, 2011 at 6:00 p.m. at 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 7:19 p.m.

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Chair                                    Secretary