Minutes of the Regular Board Meeting of Wednesday, June 15, 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, June 15, 2011 at 6:03 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 Rita Canning, Diane Hill, Jim Gallo (entered at 6:07 p.m.), Bill Kelley, Walt Mundt, Laurie Stone and Student Member Justin McDermott
Absent: Member Carlos Borro

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; 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; Dave Braunschweig; Erin Brooks; Darin Buckman; Orlando Cabrera; Meg Coney; Tom Dowd; Lori Eschenbaum; A.J. Fleck; John Garcia; Sally Griffith; Ashley Knight; Maria Moten; Michael Nejman; Katie Nowik; Sheryl Otto; Larry Price; Darlene Schlenbecker; Evelyn Seiler; Rich Seiler; Alicia Tomasian; Dennis Weeks.


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

In a voice vote, the motion carried.

PRESENTATION
There were no presentations.
STUDENT TRUSTEE REPORT

Member McDermott discussed the June Student Senate Transitional Luncheon at which past and present student government representatives met to discuss the coming year’s direction. He also discussed the recent Illinois Community College Board Student Advisory Committee: Student Leadership Institute held in Bloomington-Normal. He particularly emphasized the session on effective leadership at the student level and how to inspire students within the college to be great leaders. Upcoming Student Activities include the June 22 40th Annual Dinner and Jazz concert featuring Ken Spurr’s jazz band with the Harper Hawk Idol finalists performing, the July 16 Beauty and the Beast summer excursion to the Oriental Theater in Chicago, a Chicago Cubs game, a Chicago White Sox game, and a Chicago River architectural tour by kayak.

FACULTY SENATE PRESIDENT’S REPORT

Professor Dowd spoke about this year’s graduation, which had the most students, the most faculty and the most spectators to ever attend graduation at Harper College. He noted the progress toward Harper’s Student Success agenda, and sees Harper College becoming a model for the nation. This summer many faculty will be working on professional development activities to enhance the student success agenda.

PRESIDENT’S REPORT

Student Success Report

As part of the Student Success agenda, the Honors organizations on campus have received attention from Dr. Ender. Advisor Dr. John Garcia and co-advisor Dr. Alicia Tomasian, were introduced to share the successes of Harper College’s Phi Theta Kappa Honors Society. Joining them for the presentation were Phi Theta Kappa members Cheryl Gistenson, incoming president; Kristina Shkaruba, incoming vice president; Elyse Jacks, outgoing president; and Maggie Warner, outgoing vice president. Dr. Garcia explained the background and support received over the past two years. In their first conversations, Dr. Ender asked Dr. Garcia and Phi Theta Kappa to transcend what they had accomplished to date and share this on a national stage. Funding was increased to assist these efforts and provided for participation at conferences on the state, national, and international levels, and provided for a stipend for the co-advisor, which did not exist before. Their status was changed from club to organization within the Student Activities structure. Honors stoles were also made possible and provided a deserved recognition to all Phi Theta Kappa members at graduation.
At the state convention, they received an unprecedented 11 awards and were the most recognized chapter in the state, including Distinguished Officer Awards to Elyse Jacks and Cheryl Gistenson. Gistenson also received the Spirit Award and Maggie Warner received the Distinguished Leader Award. At the national convention, Harper's Phi Theta Kappa was one of 12 schools from Illinois in the top 100 in the country out of more than 1200 active chapters. In April, they attended the International Convention and received several awards, an unprecedented feat for a school submitting for the first time.

Gistenson explained their project BOSS (Building on Student Success) which won awards at the national and international levels. BOSS is a program in which Phi Theta Kappa members mentor other students at Harper, a key component was collaboration with the administration. They worked closely with Sheryl Otto and her office. A Student Success Grant helped fund the program and there are plans to expand the program in the coming year.

Warner shared the Honors in Action project which garnered international and state awards. The Honors in Action project created a volunteer opportunity database for the people in Palatine, the Harper community and surrounding towns which will connect individuals to the community. It will become active in a couple of weeks and there are plans to expand the system. It will be advertised on the Harper campus and at community centers and high schools. Garcia noted that PTK and Student Activities will be working on a combined project.

Jacks shared the Distinguished Chapter Award won at the International Convention. At the State Convention, Harper's PTK received the Most Improved Chapter Award and the Most Outstanding Chapter Award.

Tomasian detailed individual awards earned by two PTK members. Maral Mjukian was named a bronze scholar on the Coca-Cola 2011 Community College Academic Team, a national award and a significant scholarship, only 100 of which are awarded each year. She was featured in the USA Today with the other recipients. Amanda Muledy is the recipient of the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, the first Harper recipient of this award. She will receive $30,000 for each year of her bachelor's
degree for up to three years, and will also be eligible for a number of graduate scholarships. Amanda plans to continue her studies at Lake Forest College. She is one of only 60 students in the nation to receive this scholarship this year out of 800 applicants. Dr. Ender added the official letter from the Jack Kent Cooke Foundation will be in the Board packet next month.

Dr. Ender continued the President’s Report by thanking everyone for their efforts in making graduation such a success this year. He encouraged everyone to review the full report. He noted that we are 800 students ahead of our completion goal, and have nine years to reach 10,604.

HARPER EMPLOYEE COMMENTS
There were no employee comments.

PUBLIC COMMENTS
There were no citizen comments.

CONSENT AGENDA
Member Kelley moved, Member Stone seconded, approval of the minutes of May 11, 2011 Committee of the Whole Meeting and May 18, 2011 Regular Board meeting; bills payable; payroll for May 6, 2011, May 20, 2011; estimated payroll for June 3, 2011; bid awards; requests for proposal; purchase orders; personnel action sheets; Student Service Awards for Spring 2011; financial statements; committee and liaison reports; grants and gifts status report; review of items purchased from state contracts, consortiums or cooperatives; Leaves of Absence; and Hanover Park services collaboration, as outlined in Exhibits X-A.1 through X-B.6 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Accounts Payable & Tuition Refunds $4,020,141.81

The payroll of May 6, 2011 in the amount of $1,957,530.43; May 20, 2011 in the amount of $2,012,268.56; and estimated payroll of June 3, 2011 in the amount of $1,984,899.50.

Bid Approvals
EX. X-A.3.a Accept bid and award contract for removal and replacement of damaged sidewalk, precast concrete walls, and seating blocks adjacent to the fountain on the West side of I Building in the amount of $209,717.00 to Martam Construction, Inc., 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 to Assurance Agency, Ltd. to renew the annual treasurer’s bonds, building fund bond, working cash fund bond, liquor liability, pollution liability, travel accident and the preschool accident policies for the policy year ending June 30, 2012 in the amount of $48,611.00.

EX. X-A.5.b  Approve issuance of a purchase order to Bradford Systems Corporation for a high density storage system for the M Building Equipment Room Project in the amount of $45,149.18.

EX. X-A.5.c  Approve issuance of a purchase order to Accruent for upgrading the FAMIS Maintenance module as well as adding Space Management and Utilities Management modules, and five years of maintenance and hosting services in the amount of $307,080.00 ($135,221 for FY 2012, $38,139 for FY 2013, $41,190 for FY 2014, $44,485 for FY 2015, and $48,045 for FY 2016).

EX. X-A.5.d  Approve issuance of a purchase order to ACT for COMPASS Test Units to provide testing services to students in the amount of $42,350.00.

Personnel Actions

Administrator Appointments
Scott Friedman, Director, Disability Services/504/ADA Coordinator, Access & Disability Services, 07/01/11, $83,000/year
Roger Spayer, Chief Human Resources Officer, Human Resources/ Diversity & Organizational Development, 07/01/11,$140,000/year

Faculty Appointments
Mariano Arellano, Instructor – Mathematics, Mathematics/Science, 08/16/11, $42,209/year
Alina Pajtek, Assistant Professor - ESL/Linguistics, Academic Enrichment/ Language Studies-ESL, 08/16/11 $53,622/year

Classified Staff Appointments
Vicki Costa, CE Sales Associate, p/t, Continuing Education, 06/13/11, $18,408/year
Julia Thoman Lynch, CE Sales Associate, p/t, Continuing Education, 06/13/11, $18,408/year
Michele Olsen, CE Sales Associate, p/t, Continuing Education, 06/13/11, $18,408/year
Ruth Osborn, CE Sales Associate, p/t, Continuing Education, 06/13/11, $17,641/year

Professional/Technical Reclassifications
Jennifer Jennings, Lab Assistant – Biology to Lab Coordinator – Biology, Mathematics/Science, 07/01/11 $46,761/year
Arlene Koszyk, Chemistry Lab Technician Assistant, p/t to Chemistry Lab Technician Assistant, p/t, Mathematics/Science, 07/01/11, $24,091/year
Heidi Spirakes, Biology Lab Assistant to Lab Technician – Biology, Mathematics/Science, 07/01/11, $44,285/year

Administrator Leave of Absence
Regan Myers, Director, Technical Services, Information Technology/ Technical Services, 07/01/11 to 06/30/12

Faculty Leaves of Absence
Antonio Iaco, pino, Instructor - Foreign Languages, Liberal Arts, 08/16/11 to 05/18/12
Catherine Restovich, Associate Professor – English, Liberal Arts, 08/16/11 to 05/18/12

ICOP - Harper Police Retirement
John Farris, Police Officer, Harper College Police, 12/30/11, 20 years

Professional/Technical Resignation
Terry Elliott, Lab Assistant - Nursing, p/t, Career Programs 05/31/11, 4 months

Supervisory/Management Resignation
Anthony Amarino, Facilities Manager/Head Coach, Wellness & Campus Activities, 05/31/11, 4 years, 2 months
Classified Staff Resignation
Theresa Olvera, Receptionist, p/t, Career Center/Women's Program, 06/03/11, 11 months

Student Service Awards
Awards for outstanding contributions in the area of student activities as recommended in Exhibit X-A.7 totaling $23,147.50.

Foundation Report
Member Canning updated the Board on the annual income to date for the Foundation, which is just under $1.4 million. The annual Golf Open grossed $110,000 for the Resource for Excellence fund. The employee campaign has raised nearly $50,000 with half of the full time staff and faculty participating, greater than any of our peer institutions. The year saw twelve new scholarships created and five new board members recruited. The Foundation’s Strategic and Annual Plan were approved at the annual meeting. An audit is currently underway for the Foundation.

ICCTA Liaison Report
Member Kelley updated the Board on the Annual ICCTA Conference at which Trustee Emeritus Dick Hoffman received a Certificate of Merit Award for his service to Harper College. The Legislative Report details the results of the last congressional session which passed the State budget keeping community college funding level to last year. The $400 million capital bill is still pending. There's a possibility that the general assembly may get called back into session this summer. Chair Hill congratulated Bill Kelley on receiving the ICCTA Trustee Education Award at the annual conference, the first level of six Trustee awards.

Alumni Issues Report
Member Gallo will meet with the Distinguished Alumni Award committee next week to begin the selection process and prepare for the celebration.

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

Leaves of Absence
The following employees have requested, and have been approved, for leaves of absence without pay or other benefits for a period of one year: Regan Myers, Director of
IT Technical Services; Antonio Iacopino, Instructor in World Languages; and Catherine Restovich, Associate Professor in English.

Proposed Extension Site
Harper College, in collaboration with Elgin Community College and Workforce Board of Northern Cook County, is recommending operating an extension site in Hanover Park which would service communities in the southern and western portions of Cook County.

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

**NEW BUSINESS**

Approval of Preliminary Budget for Fiscal Year 2012
Member Kelley moved, Member Stone seconded, to approve the College’s preliminary budget 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, the vote was as follows:
- **Ayes:** Members Canning, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
- **Nays:** None
Motion carried.

Resolution to Establish the 2011-2012 Budget Hearing Date
Member Stone moved, Member Canning seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, 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, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
- **Nays:** None
Motion carried.

Approval of Depository, Financial Service Providers, and Investment Brokers for
Member Kelley moved, Member Canning seconded, to approve the depositories, financial service providers, and investment brokers to be used by the College, as outlined in Exhibit XI-C (attached to the minutes in the Board of
College Funds

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

Recommendation to Restrict Funds for Capital Projects, Student Success, and Technology

Student Member McDermott moved, Member Stone seconded, to transfer funds from the Education Fund (Fund 1), Operations and Maintenance Fund (Fund 2), and Auxiliary Enterprises Fund (Fund 5) to meet the future capital project, student success, and technology needs of the College, 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, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.

Resolution Authorizing Adoption of Prevailing Wage Act

Member Kelley moved, Member Stone seconded, to approve the resolution authorizing adoption of the Prevailing Wage Act, as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

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

Fiscal Year 2012 Authorization to Spend

Member Canning moved, Student Member McDermott seconded, to authorize the College to continue to incur the necessary expenses and commitments for the ongoing operations of the College prior to the adoption of the Fiscal Year 2012 Budget, as outlined in Exhibit XI-F (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Upon roll call, the vote was as follows:
Ayes: Members Canning, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
Nays: None
Motion carried.
### Service Providers

Member Mundt moved, Member Kelley seconded, to approve the list of service providers for Fiscal Year 2012, as outlined in Exhibit XI-G (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Upon roll call, the vote was as follows:
- **Ayes:** Members Canning, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
- **Nays:** None

Motion carried.

### Annual Review and Approval of Health Career Program Affiliation List

Member Kelley moved, Student Member McDermott seconded, to approve the recommended annual list of health career program affiliations, as outlined in Exhibit XI-H (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Upon roll call, the vote was as follows:
- **Ayes:** Members Canning, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
- **Nays:** None

Motion carried.

Chair Hill noted the extensive work that’s done to place our students in an array of experiences to give them their practical experience, adding that this is no easy job. Harper has really strong placement opportunities for our students.

### Employing a Chief Human Resources Officer

Student Member McDermott moved, Member Kelley seconded, to employ Roger Spayer as the Chief Human Resources Officer of the College, reporting to the Executive Vice President for Finance and Administrative Services and will be responsible for the executive leadership function of the Human Resources office, as outlined in Exhibit XI-I (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Upon roll call, the vote was as follows:
- **Ayes:** Members Canning, Gallo, Hill, Kelley, Mundt, Stone, and Student Member McDermott.
- **Nays:** None

Motion carried.

Chair Hill congratulated and recognized Roger Spayer, and welcomed him to Harper.

**ANNOUNCEMENTS BY THE CHAIR**
Communications
Chair Hill announced that the Board had received a letter of resignation from Carlos Borro, due to health and family issues. The position will be posted on the website and will run in the newspaper. Applications will be due by July 6, 2011. The Board will review the applications and interview candidates. They hope to make an appointment at the July Board meeting. Hill recognized Jim Gallo on his birthday. She reminded all that the Art Tour of Harper’s Collection sponsored by Ken and Cathy Ender will take place July 12 and will be followed by a reception in Wojcik Conference Center.

Calendar Dates
Calendar dates are printed on the Agenda for Board information. The Board Advisory Committee of the Whole Meeting will be Wednesday, July 13, 2011 at 5:00 p.m. The next Regular Board of Trustees Meeting will be Wednesday, July 20, 2011 at 6:00 p.m.

OTHER BUSINESS
There was no other business.

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

In a voice vote, the motion carried at 6:35 p.m.

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Chair                                        Secretary