

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Board Meeting of Wednesday, September 17, 2014

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 17, 2014 at 6:33 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, Diane Hill, Bill Kelley, Walt Mundt, Laurie Stone, and Student Member Marisa Andreuccetti

Absent: Member Rita Canning

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Laura Brown, Chief Advancement Officer; Phil Burdick, Chief Communications Officer; Maria Coons, Senior Executive to the President; Tom Crylen, Executive Director Facilities Management; Brian Knetl, Associate Provost; Judith Marwick, Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost; Michelé Robinson, Special Assistant to the President for Diversity and Inclusion; Roger Spayer, Chief Human Resources Officer; Kristin Allen; Jason Altmann; Kenya Ayers; Kathy Bruce; Lisa Busto; Orlando Cabrera; Diane Carter-Zubko; Scott Cashman; Malathy Chandrasekar; Kimberly Chavis; Kathy Coy; Tom Dowd; Marie Eibl; Scott Friedman; Ann Garoon; Sara Gibson; Amie Grainger; Faon Grandinetti; Kelly Hamontree; Jack Henderson; Leslye Hess; Tess Horwath; Robin James; Amy Kaminski; Njambi Kamoche; Ashley Knight; Christine Kuffel; Paul LeBreck; Don Malzahn; Debarah Maropis; Tara Mathien; DuBois McCarty; Mark Mrozinski;Carolynn Muci; Katie Nowik; Beth O'Connell; Keith O'Neill; Mary Beth Ottinger; Bob Parzy; Bob Pellican; Kim Pohl; Larry Price; Jeff Przybylo; Kathryn Rogalski; Eric Rosenthal; Darlene Schlenbecker; Evelyn Seiler; Sue Skora; Doug Spiwak; Mikie Swier; Diane Talsma; Susan Teplinsky; Brian Thomason; Colleen Tomanek; Mike Vanlandingham; Amy Vogelgesang; Valerie Walker; Marc Westenburg; Stephanie Whalen; Kim Zielinski.

Guests: Phil Gerner, Robbins Schwartz; Melissa Cayer, resident; Martha Ellis, Roueche Graduate Center at National American University; Joe Haynes, student; Christine Torres, Crowe Horwath.

Chair Hill welcomed the 2015 Harper Leadership Institute cohort, and expressed the Board's support for the program, and their appreciation of the roundtable discussion opportunity earlier.

AGENDA APPROVAL

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

Upon roll call of the Consent Agenda, the vote was as follows:
Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member Andreuccetti.

Nays: None.

Motion carried.

PRESENTATION

Dr. Ally introduced Christine Torres, partner with the auditing firm Crowe Horwath, to present the audit to the Board.

Annual Financial Audit for
FY2014

Torres thanked the Board for the opportunity to present the audit report for the year ending June 30, 2014. She acknowledged the Board Audit Committee's involvement throughout the process, and Harper management for providing support from finance and financial aid as the audit was conducted.

The audit opinion is an unmodified or clean audit opinion, which means that all of the amounts found in the audit report do not have any material misstatements, that they are believed to be correct, and that Crowe Horwath's auditing procedures support the opinion that everything is unmodified. This covers the basic financial statements, which includes the balance sheet, income statement and notes. On specific state grant activity for which the State requires separate reports, there are also unmodified opinions on those statements. Verification of credit hour claims reported to ICCB also has an unmodified opinion with no qualifications and no material changes. The federal audit of federal funds resulted in unmodified opinions as well, no findings, no weaknesses and no significant deficiencies. This is the first year that Harper qualifies as a low-risk auditee due to the lack of findings in the single audit report. She finished with a quick summary of the statements and commended Harper on the lack of significant findings in the FY14 audit.

Member Dowell noted that the Board Audit Committee had no further comments as the auditors have answered all their questions.

STUDENT TRUSTEE
REPORT

Student Member Andreuccetti shared the excitement from Hulabaloo, with many students participating and student activities represented. Student Government has new member interest, and this year plans to meet with a different Dean at each Friday meeting so they can better understand what is happening in the various academic areas throughout the school. Student athletics is busy right now as those in season are competing and those out of season are training. The Harper Volleyball is currently ranked

ninth in the nation, Women's Cross Country Team is ranked fifth, and Men's Cross Country is ranked first. Student Member Andreuccetti shared an idea she is going to explore with Student Government for a designated parking area for athletes who are on-campus for extended hours and if this could be part of the Building M renovation planning.

FACULTY SENATE
PRESIDENT'S REPORT

Dr. Tom Dowd updated the Board on the Shared Governance implementation, and reported that the system is running smoothly. Last spring semester, some of the kinks were worked out and the issues continue to be addressed as they arise, and everyone he has encountered is cooperative and happy with this new system. The process for policy recommendations to reach the Board provides for thorough vetting throughout the campus and good communication. The process being used for the next strategic plan has also been well-received by the faculty. The faculty are looking forward to the implementation of that strategic plan and hopefully tying up some loose ends of the current strategic plan, some of which will surely carry over into the new plan. The move into the remodeled H Building this December causes both excitement and anxiety in the faculty, but all should go well. The Math faculty was recently moved to the Building D extension and knowing the resulting renovation to Building D over the next two years will be worth it for students and faculty in the long run which makes this easier for them to endure.

PRESIDENT'S REPORT

Dr. Ender thanked Dr. Dowd for mentioning the Math faculty's recent move into a smaller space in preparation for the renovations to Building D. He thanked them for their cooperation and understanding and willingness to be a part of the solution. He began the President's Report with a presentation from the Director of Access and Disabilities Scott Friedman and Deaf Institute and Accommodations Manager Jason Altmann.

Student Success Report
Access for the Purpose of
Completion

Friedman thanked the Board for inviting him to speak on the topic of Access for the Purpose of Completion, and what ADS has implemented to serve the students with disabilities on campus. Harper College has the largest community college program in the State of Illinois for this population. This presentation will not focus on the core of the work in ADS, the legally mandated work, but will share some information about our targeted programs and some of the scholarships and financial resources that the office has brought in to do that work.

Altmann explained the various intervention programs in place and their outcomes. The Academic Coaches Empowering Students (AES) program served 80 students with learning disabilities, attention-deficit hyperactivity disorder (ADHD), and autism through a First Year Experience 101 course paired with academic coaching. The 2013 Fall cohort resulted in a 94% completion rate and an 88% fall to spring persistence rate, higher rates than Harper's averages. The Kimball Hill Family Deaf Institute, made

possible through support of Diane Hill and in partnership with Illinois Department of Human Services, is the only Community College program for the Deaf and Hard of Hearing in the State of Illinois. The Institute serves up to 70 students and provides a variety of support accommodations including communication access, instructional support, faculty partnerships, and recently set up a work skills development program, "Get Ready for Job Success." Through the advisory board and Motorola Solutions partners, the program was developed to give Deaf Institute students practical work skills in the areas of advocacy, effective communication, networking, resume writing, interview skills. The program is funded by the Illinois Department of Rehabilitation Services. Supplemental Instruction (SI) in English courses for the deaf and hard of hearing is another program being offered this fall. This provides a specialist fluent in American Sign Language (ASL) to assist in the English 101 class to improve reading and writing skills which will further the success of the students in their education and in the work world.

Other ADS programs include Math with Supplemental Instruction to add supportive tutoring to traditional Math courses, and the College Awareness Program for high school juniors and seniors to learn about Harper and its Access and Disability Services, and increase the likelihood that they will enroll at Harper. Project TAP (Transition Autism Project) is scheduled to begin April/May 2015 to provide peer mentoring, specialized advising and transition support for up to 15 students on the autism spectrum.

Friedman explained some of the resources that make these programs possible. The partnership with the Educational Foundation has resulted in six endowed scholarships, some with multiple recipients, totaling \$110,000. Major financial gifts have come to ADS through collaborations with the Educational Foundation and corporate and private partners. The Kimball Hill Family Deaf Institute has already been mentioned, it was established through a multi-year gift from the Kimball Hill Family. Allstate Corporation's gift established the Allstate Assistive Technology Lab as one of ADS' earliest corporate partners. The OMRON Corporation and their foundation have helped to grow technological resources. Today, Harper's assistive technology lab is one of the most advanced in the State and those funds have made that happen. The Rotary Club of Palatine has been generous in a number of ways in providing scholarship funds for ADS students. The newest major gift partner is Thrivent Financial, and as a non-profit they take their corporate earnings and have their members return them to charitable organizations. Thanks to the good work of one of Harper's ADS staff workers with the Barrington NAMI chapter, Thrivent became interested in providing scholarship funds to support Harper students with psychological disabilities.

Other partnerships that also support Harper ADS students include the Illinois Department of Human Services and their Rehabilitation Services Division which has been a partner for over 40 years to help fund education and student success. The high school partners include Districts 211, 214, and 220 and the NSSEO who work to coordinate action and communicate opportunities to students. The Educational Foundation is a constant and ongoing partner serving many needs. Motorola Solutions Disability Business Council has several volunteers both local and throughout the country that come in and work with our new work skill program. The newest partnership is with the DeafTEC Center at the Rochester Institute of Technology/National Technical Institute for the Deaf working on a National Science Foundation grant application that will be awarded in the spring. The Illinois Board of Higher Education Disability Advisory Council and the Illinois Deaf and Hard of Hearing Commission help ensure the highest quality of services for students at Harper. And the most important partners are Harper colleagues, faculty, and staff who support and facilitate the work being done. These efforts will continue to bring success to the students ADS serves.

Dr. Ender continued his President's Report with acknowledgement that enrollment continues to lag behind the budget forecast numbers. Harper continues to hold its own with traditional age students and penetration rates, but is still not capturing the young adult and adult market. The task force on adult enrollment has been organized and is working with a consultant from Noel-Levitz to address engagement, retention and completion for this market. He then thanked Ashley Knight and the team working with her to implement the smoke free campus policy that will be in full effect January 1, 2015. He expressed appreciation for the work behind the communication, awareness, and smoking cessation assistance planned for the campus this semester. The first campus-wide dialogue session for the next strategic plan occurred last Friday with input into how the changing demographic profile of the district will impact the strategic plan. This will be followed by a session around a SWOT analysis, adult enrollment issues, and student engagement.

The Board will be attending the Association of Community College Trustees conference in October in lieu of a Board meeting. Dr. Ender, Chair Hill and the president and chair of San Juan Community College in New Mexico will be presenting on partnerships at this conference. Harper will host the San Juan Board and their president for a dinner and will review the presentation. Harper has been sharing information about our high school partnerships specifically around Math alignment and helping San Juan engage their own partners. He lastly shared that Harper has just received word that it has been awarded a \$2 million federal grant for the development of the electronic advising and education plan tool. He noted that many in the room were involved in this effort, and he specifically thanked Sheryl Otto and

her efforts throughout the process to make this happen to benefit the students.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Dowell moved, Member Mundt seconded, approval of the minutes for August 13, 2014 Committee of the Whole meeting and August 20, 2014 Board of Trustees meeting; bills payable; payroll for August 8, 2014, August 22, 2014; estimated payroll for September 5, 2014; bid awards; requests for proposal; purchase orders; personnel actions; modifications to Board Policy – Policy on Smoking and Use of Tobacco; Advanced manufacturing Lab Addition to Building H; Renovations to Buildings J, V, and X; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report 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).

Fund Expenditures

Accounts Payable & Tuition Refunds \$5,207,302.41

The payroll of August 8, 2014 in the amount of \$1,812,615.90; August 22, 2014 in the amount of \$1,590,643.04; and the estimated payroll of September 5, 2014 in the amount of \$1,701,629.47.

Bid Approvals

Ex. X-A.3.a Accept bids and award contracts for the build-out of classrooms X233 and X236 as follows:

- 06.1 – General Trades (Temp Const./ Division 10/11) – Pepper Construction Co., \$24,494
- 09.1 – Metal Framing/ Drywall/ Doors, Frames, Hardware – JP Phillips, Inc., \$23,800
- 09.2 – Flooring – Vortex Commercial Flooring, \$8,193
- 09.3 – Acoustic Ceiling – International Decorators Inc., \$18,095
- 09.4 – Painting – All Tech Decorating, \$3,300
- 21.1 – Fire Protection – Automatic Fire Systems, \$4,000
- 23.1 – HVAC/ Controls – Therm Flo Inc., \$24,525
- 26.1 – Electrical – McWilliams Electric Co., \$22,221
- 27.1 – Low Voltage/ Communications/ Fire Alarm/ Security – J-Mac Associates, \$23,443

as the lowest responsible and responsive bidders, in the total amount of \$227,805.00, inclusive of total bid amount of \$152,071, construction management fees of \$54,973, bonds and insurance of \$5,554,

10% contingency of \$15,207, as provided in the Operations and Maintenance (Restricted) Fund (Fund 3) budget.

- Ex. X-A.3.b Accept bids and award contracts for furnishing and delivering bulk Snow Slicer to Central Salt, LLC, in the amount of \$60,150.00, and for furnishing and delivering Magnesium Chloride pellets to Reinders, Inc., in the amount of \$36,810.00, as the lowest responsible and responsive bidders, as provided in the Operations and Maintenance Fund (Fund 2) budget.

Request for Proposals There were no Requests for Proposals.

Purchase Orders

- Ex. X-A.5.a Approve the proposed change order to Power Construction for the Renovations and Addition to Building as relates to Building Automation System improvements, in the amount of \$98,067.00, as provided in the Operations and Maintenance (Restricted) Fund (Fund 3) budget.
- Ex. X-A.5.b Approve issuance of a purchase order to Power Construction for the construction management services for the Starbucks build-out in Building D, in the amount of \$40,343.00, as provided for in the Operations and Maintenance (Restricted) Fund (Fund 3) budget from the Building D project budget.
- Ex. X-A.5.c Approve issuance of a purchase order to Continental Technologies to install optic fiber cable in existing pathways between the data center in Building Y to the data center in Building A, with additional fiber optic cable will be run between the telecommunication room in Building F to the Building Y data center, in the amount of \$111,045.00, as provided for in the Operations and Maintenance (Restricted) Fund (Fund 3) budget as part of the D Building Renovation project.
- Ex. X-A.5.d Approve issuance of a purchase order to renew the insurance programs with Cigna Group Insurance, Wage Works, Delta Dental, Blue Cross/Blue Shield of Illinois, and HMO Illinois, in the amount of \$10,656,083.00 for coverage in FY 2015 and FY 2016, as provided for in the college budgets.

Personnel Actions

Professional/Technical Appointments
 Julie DeMarco, Senior Graphic Designer, Marketing Services,
 08/25/14, \$49,862/year
 Jane Price, Career Programs Specialist, Career & Technical
 Programs, 09/02/14, \$56,946/year

Donna Sculley, Lab Assistant, Fashion, Career & Technical Programs, 08/12/14, \$40,474/year

Supervisory/Management Appointments

Pooja Gecka, Oracle Applications DBA, Information Technology/Enterprise Systems, 08/25/14, \$112,519/year
Jennifer Olsen, Student Development Manager, Student Development, 09/15/14, \$66,000/year

Classified Staff Appointments

Victoria Cleary, Clerk/Receptionist, P/T, Health Services, 9/8/2014, \$12,480/year
Daisy Guzman, Financial Aid Assistant Office of Student Financial Assistance, 07/28/14, \$46,722/year
Carolyn Phipps, Financial Aid Assistant, Office of Student Financial Assistance, 07/28/14, \$42,139/year
Beaulu Varghese, Financial Aid Assistant, Office of Student Financial Assistance, 07/28/14, \$46,722/year
John Whiteside, Financial Aid Assistant, Office of Student Financial Assistance, 07/28/14, \$55,789/year

Harper #512 IEA-NEA Appointments

Jason Bell, Maintenance Mechanic, Maintenance, 09/02/14, \$50,648/year
Willy Ochoa, Custodian, Operations Services, 09/02/14, \$19,136/year
Andres Rivera, Campus Set-Up Crew, Operations Services, 08/25/14, \$19,136/year

Faculty Retirement

Jacquelyn Mott, Professor, Career & Technical Programs, 07/31/15, 23 years 11 months

Classified Staff Retirement

Hazel Rilki, Business Information Analyst, Information Technology/Enterprise Systems, 12/31/14, 30 years 1 month

Professional/Technical Separation

Sadya Khan, Data Research Analyst, Institutional Research, 08/27/14, 4 years 1 month

Classified Staff Separations

Sheila Berberick, Receptionist/Office Assistant, P/T, Assessment Center, 10/30/14, 2 years 9 months
Patrick Bromley, Media Relations Assistant P/T, Communications, 09/05/14, 2 years
Lauren Caltagirone, Child Care Assistant, Child Learning Center, 08/14/14, 2 years 7 months
Ginger Cooper, Program Assistant, P/T, Economic Development, 10/03/14, 11 months

Karen Notaro, Receptionist/Office Assistant, P/T, Economic Development, 08/15/14, 4 years 4 months
 Mary Ortbal, Program Assistant, P/T, Continuing Education, 08/12/14, 2 years 7 months
 Aimee Petlak, Recruitment Assistant, P/T, Student Recruitment & Outreach, 08/08/14, 1 year 4 months

Supervisory/Management Separation

Dorothy Robinson, Senior Custodial Foreman, Operations Services, 08/08/14, 7 months

ICOPS Separations

Employee #7966, Community Service, Harper College Police, 08/15/14

First Reading of Modifications to Board Policy – Policy on Smoking And Use of Tobacco Products (Section 09.09.00)

Approve recommended first reading of modifications to the Board Policy Manual, amending the policy (09.09.00) such that Harper College would become a smoke free campus effective January 1, 2015, and having been vetted through Harper’s shared governance system and reviewed by legal counsel, to be advanced to a second reading at the next Board meeting, as presented in Exhibit X-A.7.

Advanced Manufacturing Lab Addition to Building H

Approve the budget for the Advanced Manufacturing Lab addition to Building H in the amount of \$1,300,000.00, as presented in Exhibit X-A.8. The budget includes a 10% project contingency, as required by the Illinois Community College Board (ICCB). This authorization is required per the Capital Projects Manual, specifically, the Capital Projects Application Form Section I, Subsection A.

Renovations to Buildings J, V, and X

Approve the budget for the renovations to Buildings J, V, and X in the amount of \$850,000.00, as presented in Exhibit X-A.9. The budget includes a 10% project contingency, as required by the Illinois Community College Board (ICCB). This authorization is required per the Capital Projects Manual, specifically, the Capital Projects Application Form Section I, Subsection A.

Upon roll call of the Consent Agenda for Approval, the vote was as follows:

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

Nays: None.

Motion carried.

Financial Statements

Review of monthly financial statement as outlined in Exhibit X-B.1.

Board Committee and Liaison Reports

Foundation Report: Member Stone shared that the annual audit for the Educational Foundation Fiscal Year 2014 audit was completed without management letter or any findings. Highlights of the past month include the Foundation Board welcoming two new Board Members, Nancy Robb and Drew Schaffer. The

Promise Program Major Giving Campaign Document has been finalized. The staff and Foundation Board are beginning to execute the plan through their committees, preparing marketing materials, and planning a training session for giving engagement with a program called "The Art of the Ask." The Foundation has nominated new Harper Distinguished Alumni Rodney Craig for the 2015 American Association Community College's Outstanding Alumni Award. Craig is the mayor of Hanover Park, which is the site of Harper's newest partnership. The award will be presented in San Antonio next April at the AACCC's convention.

ICCTA Liaison Report: Member Kelley, serving this year as President of the ICCTA, briefly reviewed the initial meeting of the Illinois Community Colleges Trustees Association held in Bloomington last weekend. The Economic Impact Study that was commissioned by the Illinois Community College Board was reviewed and is expected to be utilized in a state-wide community college branding and marketing campaign. He reviewed the association's other initiatives for the year including a focus on best practices with regard to textbook costs as part of the state task force. The third initiative is to study the feasibility of Illinois community colleges offering baccalaureates. The ICCTA will hold its fall meetings in conjunction with the ACCT meeting in Chicago.

Grants and Gifts Status Report

Current status of operational 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

Review of the monthly Consortium, Cooperative and State of Illinois Contract Purchasing Status Report, as outlined in Exhibit X-B.4.

NEW BUSINESS

Annual Financial Audit for Fiscal Year Ended June 30, 2014

Member Kelley moved, Student Member Andreuccetti seconded, to accept the annual financial audit for the fiscal year ending June 30, 2014, as outlined in Exhibit XI-A (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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member Andreuccetti.

Nays: None.

Motion carried.

Approval of the Board's Goals for 2014-2015

Member Mundt moved, Member Dowell seconded, to approve the Board goals for fiscal year 2014-2015, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, motion carried.

Authorization for Personnel Appointments, Payment of Vouchers, and Requests to Purchase

Member Stone moved, Member Mundt seconded, approval of the authorization of Dr. Ender, president, or his delegate, to appoint personnel, pay vouchers, and approve purchases from September 18, 2014 through October 3, 2014, since there is no Board meeting in October, as outlined in Exhibit XI-C (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 Dowell, Gallo, Hill, Kelley, Mundt, Stone, and Student Member Andreuccetti.

Nays: None.
Motion carried.

ANNOUNCEMENTS

BY CHAIR

Communications

Chair Hill reminded everyone that there would be no Board meeting in October. The trustees would be attending the ACCT conference in Chicago, and hosting a dinner with the trustees from San Juan Community College with whom Harper is presenting on partnerships with high schools at the conference.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Committee of the Whole Meeting will be Wednesday, November 12, 2014 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, November 19, 2014 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Dowell moved, Member Kelley seconded, to adjourn to adjourn the meeting.

In a voice vote, the motion carried at 7:15 p.m.

Chair

Secretary