

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, January 20, 2016

CALL TO ORDER

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Dowell on Wednesday, January 20, 2016 at 6:02 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 at 6:05 p.m.), Diane Hill, Bill Kelley, Walt Mundt, Nancy Robb, Pat Stack, and Student Member Joe Haynes.

Absent: none

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; Judy Marwick, Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost; Sheila Quirk-Bailey, Chief of Staff; Michelé Smith, Special Assistant to the President for Diversity and Inclusion; Roger Spayer, Chief Human Resources Officer; Jennifer Berne; Kathy Bruce; Orlando Cabrera; Kimberly Chavis; Kathy Coy; Tom Dowd; Amie Granger; Travaris Harris; Njambi Kamoche; Paul LeBreck; Mark Mrozinski; Keith O'Neill; Kris Piepenburg; Kim Pohl; Stephanie Rimland; Kathryn Rogalski; Evelyn Seiler; Marguerita Whitby.

Guests: Phil Gerner, Robbins Schwartz.

AGENDA APPROVAL

Member Kelley moved, Student Member Haynes seconded, approval of the Agenda.

Upon roll call of the Consent Agenda, the vote was as follows:
Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Robb, and Stack, and.

Nays: None.

Motion carried. Student Member Haynes advisory vote: aye.

PRESENTATION

Ender asked Michelé Smith to update the Board on the Promise Program.

Promise Program Update

Smith reported that the application process is complete for this year's high school freshmen class, which will be Harper's first

Promise cohort and will start in fall 2019. Applications were made available October 15 through December 15. The high school districts took on the major responsibility for the communication with the students and the parents. Harper's outreach and support included attending and presenting at the 8th grade information nights in fall and spring, working with the counselors in the spring to make sure the counselors fully understood the program, attending the freshmen information nights this fall in August and September, and being available for support. Each high school has a primary contact person who serves as the Harper liaison and works with Harper's Promise Program Coordinator, Faon Grandinetti. Grandinetti is also responsible for the logistics, outreach coordination, and data tracking. She is working an 8th grade information night tonight, which is why she was not able to attend this evening's Board meeting. Communication methods included email blasts, visits to classes and study halls, letters sent home for students and parents, and website posting reminders.

These efforts have resulted in 4,757 of the 7,000 freshman in our district having registered for the Harper Promise Program, 67 percent of the district. She showed the breakdown by high school, two schools had more than 90 percent sign up while others were around 50 percent. The outreach and communication have helped students understand the program. The Promise team includes various work groups led by Maria Coons, Judy Marwick, Laura Brown, and Phil Burdick.

Toward the Promise Program goal to raise \$10 million by 2019, \$7.886 million has been raised as of December 31, 2015.

In response to Member Stack, Smith explained that the current model does not include the private high schools, but they may be included as the process goes forward and more data bears out the ability to include more students.

Responding to Member Kelley's observation about the vast difference in levels of response from the high schools, Smith explained that they are still gathering and parsing the data to try and explain those variances. Dr. Ender added that there are already some socioeconomic trends across the district that correlates with these variances. He elaborated on the financial model which had the expectation of 80 percent of the high school students would enroll at the start the program, and the current response is 67 percent. Harper will build on these numbers as the years go on; the priority is that the program can manage what comes through the system.

Smith replied to member Robb that the next update will follow the end of the current school year, which includes summer school results, so final numbers are expected in August.

In response to Member Kelley, Dr. Ender explained that the students are engaged in a continuing registration process, and will get a letter of progress each year and the opportunity to continue their participation through the re-registration process. The details of this process are still being determined.

The Board congratulated Harper on the progress and level of enrollment and on the positive feedback they are receiving from the community at all levels. Smith thanked the Board for their support and pointed out the Promise talking points at each of their places. It is a valuable reference which is used by all those involved in the program recruitment and communication.

STUDENT TRUSTEE REPORT

Student Member Haynes shared that he is glad to be back on campus. He announced a student initiative that coincides with the Promise program. The LIFE program, which is Learning Is For Everyone, is a mentoring program in which the college students would tutor at the middle schools, be part of the community service event, and be involved in that student's life. Then when those students attend Harper, they will become the LIFE mentors. This program is still in development.

At the Illinois Community College Board Student Advisory Committee Meeting this past weekend in Springfield, he met with other student trustees and student government presidents and the major discussion was around the State budget stand-off. He spoke with Representative Matt Murphy who said there may not be a budget until November. Other issues include ensuring that textbooks are affordable in the future and that students have more diversity training especially surrounding the LGBT groups and disabled students.

This Saturday, is the MLK Day of Service sponsored by Service Works and the Office of Student Involvement. Associate Professors DuBoi McCarty and Tom DePalma will be speaking there about the importance of Dr. King's legacy, how it affects change and policy making today, and how it's relevant to students. He invited the Board and Dr. Ender to attend and show institutional support for something that is very important to students.

Chair Dowell welcomed Student Member Haynes back to campus and expressed his interest in the LIFE initiative, for which he looks forward to updates.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Dowd wished the Board a Happy New Year. He expressed the faculty's shared concern about the lack of a State budget after seven months, how that impacts Harper College, and how it impacts Harper students. Faculty are looking

forward to participating in the process of coming up with suggestions over the next couple months as to how Harper can shore up the budget of the College. President Ender has been very forthcoming in his assessment of the situation. The faculty will contribute to make sure the situation is good for Harper College. Faculty are pleased that enrollment is flat; hopefully in the next month or so we will see it go up a bit. This is always the most exciting week of the semester (well maybe graduation might be a little more exciting) but this is always the busiest week of the semester. The students are hustling and busting, people are trying to get into classes because they either procrastinated too long, or one of their classes closed. Dowd registered nine students for his classes himself today. It is just an exciting week, and students were reminded that everybody has an A today, and that's a good, positive way to start the semester.

PRESIDENT'S REPORT

Ender reported that as Dowd mentioned, there was serious talk at the All Campus Meeting about the State budget impasse impact on the Harper budget going forward. He tried hard to be non-alarmist but firm that Harper is dealing with some real issues in the magnitude of \$5 million or more, and that the next 6 months will be very busy as ways to produce the same quality of outcomes perhaps in different ways are explored. During visits around the campus and in conversations with the association leaders, there is a sense that people are taking this very seriously and are looking for things both big and small that could potentially help. The process will launch tomorrow with Dr. Ally's first Expense and Revenue information session. This will culminate with a set of recommendations to the president by the first of April.

He has also heard from various legislators that there is some real concern now that there will not be a State budget produced until after the next election in November. If there is a budget passed, there could be a veto, and there would not be sufficient votes to override the veto. Last night's Chicago Tonight featured four legislators, two republican and two democratic (two who represent Harper on the republican side) talking about the roles in Springfield and the lack of leadership. Further, there was a very tough letter sent today by the governor's deputy chief of staff in response to the crisis that is unfolding at Chicago State, with respect to their capacity to stay open after the first of March. It seems like the governor's office believes that there is enough waste in that particular institution, perhaps all of our institutions, that we should find a way to deal with the situation. This is disheartening, but reflects the reality of the situation.

Enrollment has been fluctuating, right now we're actually better than flat, and it will continue to fluctuate. Harper is currently up 6 percent in the number of students (headcount), and about 1 percent up in our full time equivalent. We will size the institution to

the budget, gauging against the point in history with the same number of students (2005), and aligning the number of employees with student enrollment. Today, there's a gap; there are more employees here now serving a similar number of students. The College is looking at everything from the technical support we provide in the classroom and the students—how that's changed, the number of sections that we offer on our campus, and their alignment with 2005 figures. We will look at the numbers of students in a section, and whether the average number has gone up or down. There are ways in all of those areas that some real cost savings could be accrued without losing the critical mission that we're here to provide to the students.

You saw in the correspondence, the award announcement from Achieving the Dream (AtD). Harper is sending a team including Chair Dowell to Atlanta to receive the Leah Meyer Austin Award from AtD. This trip will be paid from restricted strategic funds that will not impact the current budget situation. The staff appreciates the Board's support in these efforts. Just this afternoon, Dr. Ender received in his email a letter from the Aspen Institute stating that Harper had qualified, one of among 150 colleges, to apply for the \$1 million Aspen Prize for community college excellence. Being invited to apply for this prize has been a goal for seven years with respect to our student success agenda, and now Harper has a chance to apply. Our hope is that Harper gets many chances over the next couple of years to fill out that application, and as we get better, so will our chances. So there is a lot going on as evidenced by the President's Report, and Harper continues to be surrounded by insurmountable opportunity.

In response to Member Gallo, Dr. Ender affirmed that if they can increase enrollments by opening up further sections, it will be done. Harper is limited by lab space, the most potential is in some of the health sciences programs, and advanced manufacturing recently added a lab because of the expectation that the program will grow. He also mentioned the bachelor in nursing as one area that would increase enrollment in health, and there are other bachelor's degrees that in our price point and quality could drive enrollment considerably. That conversation that needs to be revived for Illinois community colleges.

Chair Dowell congratulated Dr. Ender and the entire staff for this Aspen recognition and the AtD award. He then took a moment to acknowledge the recent passing of a long term employee, Karen Lotz, and noted that it keeps present the real life situations that affect all of us.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Hill moved, Student Member Haynes seconded, approval of the minutes for December 9, 2015 Financial Workshop, December 9, 2015 Committee of the Whole meeting, and December 16, 2015 Board of Trustees meeting; accounts payable; student disbursements; payroll for November 27, 2015, December 11, 2015; estimated payroll for December 24, 2015; bid awards; purchase orders; personnel actions; 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	\$ 10,446,694.59
Student Disbursements	\$ 199,114.51

The payroll of November 27, 2015 in the amount of \$2,115,949.79; December 11, 2015 in the amount of \$2,077,181.32; and the estimated payroll of December 24, 2015 in the amount of \$2,096,565.56.

Bid Approvals

Ex. X-A.3.a Accept bid and award contracts for printing and mailing of the continuing education course schedules, and also to increase the current Fiscal Year 2016 award to EP Graphics , as the lowest responsible and responsive bidder, in the total amount of \$378,124.90 over four years, as provided in the Auxiliary Enterprises Fund budget.

Request for Proposals

There were no requests for proposals.

Purchase Orders

Ex. X-A.5.a Approve issuance of a purchase order to Legat Architects for architectural and engineering services from design to construction completion for the replacement of the de-aerator in Building B, in the amount of \$68,000.00, including a base fee of \$67,000 and reimbursables of \$1,000, as provided in the Operations and Maintenance (Restricted) Fund budget.

Ex. X-A.5.b Approve issuance of a purchase order to Legat Architects for architectural and engineering services from design to construction completion for the replacement of the boiler stack economizers in Building B, in the amount of \$36,000.00, including a base fee of \$35,000 and reimbursables of \$1,000, as provided in the Operations and Maintenance

(Restricted) Fund budget, and within the project budget.

- Ex. X-A.5.c Approve issuance of a purchase order to Legat Architects for architectural and engineering services from design to construction completion for the replacement of two air handling units in Building E and two roof top HVAC units at Building S, in the amount of \$53,800.00, including a base fee of \$52,000 and reimbursables of \$1,800, as provided in the Operations and Maintenance (Restricted) Fund budget, and within the project budget.
- Ex. X-A.5.d Approve issuance of a purchase order to Perkins Eastman for professional services for the Campus Master Plan Update, in the amount of \$59,500.00, including the recommended renderings, as provided in the Operations and Maintenance (Restricted) Fund budget, from capital contingency funds.

Personnel Actions

Supervisory/Management Appointment

Carolynn Muci, Internal Communications Manager, Communications,
02/08/16, \$75,643/year

Professional/Technical Appointment

Rita Mormando, One-Stop Center Advocate, One-Stop Center,
01/11/16, \$46,468/year

ICOPS Appointments

Somar Dankha, Community Service Officer – Patrol, P/T, Harper
College Police, 12/07/15, \$12,926/year

Aimee Moyo-Aviles, Community Service Officer – Patrol, P/T, Harper
College Police, 12/08/15, \$12,926/year

Harper #512 IEA-NEA Appointments

George Gersch, Custodian, Operations Services, 01/04/16,
\$21,216/year

Douglas Grandsart, Custodian, Operations Services, 01/04/16,
\$21,216/year

Classified Staff Retirement

Claire Wrobel, Information/Receptionist, Academic
Advising and Counseling Center, 12/21/15, 23 years 2 months

Faculty Separation

Gina Bekeleski, Instructor, Health Careers, 01/04/16, 2 years 5
months

Supervisory/Management Separations

Elissa D'Amico, Campus Horticulturalist, Roads & Grounds, 12/07/15,
8 years 1 month

Theresa Horwath, Academic Division Operations Manager, Health
Careers, 01/29/16, 8 years 4 months

Classified Staff Separation

George Cwik, Equipment Manager, Student Affairs, 11/20/15, 32
years 1 month

Harper #512 IEA-NEA Separation

Danilo Dautz, Custodian, Operations Services, 12/18/15, 7 years
1 month

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

Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Robb, and
Stack.

Nays: None.

Motion carried. Student Member Haynes advisory vote: aye.

Financial Statements

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

Board Committee and
Liaison Reports

Foundation Liaison Report: Member Hill reported on the most
recent large donation. Kimberly Duchossois of Barrington Hills,
who has long been recognized for philanthropy and commitment
to the community to improve the quality of cancer treatment and to
both engender and support entrepreneurship in the area
especially in young adults, recently made an investment to the
Harper College Educational Foundation of \$1 million in support of
the Entrepreneurial Dream Big – Angel Grants program, and the
Harper College Promise scholarship program.

Kim stated, her “desire was to help foster the continued growth of
Harper College’s efforts in making post-secondary education
available to qualified students, through the Promise Scholarship
Program and cultivate entrepreneurship and innovation for future
students.” The College will be celebrating and thanking Kim for
this gift later this year.

Through the support of the Dream Big - Angel Grant, the
Foundation and Harper College will award new businesses
innovative seed money for the development of prototype
development, new business start-ups or current business
expansion. Starting a new business, or expanding and growing a
company are contingent on start-up funds or funding from an
angel investor who will back the project. Often the challenge is to
find the right angel investor who is passionate about your
business. The Dream Big – Angel Grant will be awarded through
the submission of proposals on a rolling basis, and reviewed by a
committee of business advisors, Educational Foundation Board

members, SBDC staff and Entrepreneur Faculty. Criteria for grant awards and proposal submission will be developed by Educational Foundation staff and Entrepreneur Faculty.

Highlighting a new scholarship, Jessica Sandacz is the first recipient of the Glen Reeser Scholarship to Promote Creativity in STEM Studies for 2015-16. She has a 3.59 Grade Point Average and is studying to be a research Psychologist on the therapeutic technique of Art Therapy. Jessica aspires to earn her Ph.D., specializing in Neuropsychology in order to impact the future of how our society treats Alzheimer's patients and people with traumatic brain injuries. This year, Jessica is putting together a portfolio of her creative work in art, which she feels will help her in her future profession by directly impacting the way she conducts her research. She feels the more hands-on learning she has with different techniques and varying mediums, the better she will be at building her research design. She is passionate about her field, believing that Art Therapy is growing mainly because of the quantifiable research over the past few years that show its positive impact on patients.

The next Quarterly Foundation Board meeting will be March 8th.

ICCTA Liaison Report: Member Kelley reported that the ICCTA Board of Representatives will be meeting by telephone this Saturday at 10am. This electronic venue is being explored in an effort to save the colleges travel costs.

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

Dr. Ender explained that this exhibit is the next step in this project, which will allow the finalization of contracts, budgets and design drawings. The total professional services for the construction are held to 6 percent or less of the project cost. What has been presented puts this project in good shape and we ask for the Board's support.

Approval to Advance Building M Project to Design Development and Contract Negotiations With Partners

Student Member Haynes moved, Member Stack seconded, to authorize the design development phase of Building M, and approval to negotiate pricing with three prospective partners, as outlined in Exhibit XI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To clarify for Member Gallo, Dr. Ender explained that Harper, even with partners, is responsible for the construction and any partners are supporting the operations. There are four simplified aspects of this work typically; development of a building programming statement, schematic drawings based on that program statement, the design drawings, and then the constructions drawings.

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

Ayes: Members Dowell, Gallo, Hill, Kelley, Mundt, Robb, and Stack.

Nays: None.

Motion carried. Student Member Haynes advisory vote: aye.

In a voice vote, motion carried

ANNOUNCEMENTS

BY CHAIR

Communications

Chair Dowell reminded the Board that the February Board dates have been changed.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Committee of the Whole Meeting will be Wednesday, February 10, 2016 at 5:00 p.m. in W216. The next Board of Trustees Meeting will be Wednesday, February 17, 2016 at 6:00 p.m. in W214 of Wojcik Conference Center.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Robb moved, Student Member Haynes seconded, to adjourn to adjourn the meeting.

In a voice vote, the motion carried at 6:40 p.m.

Chair

Secretary