

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, October 19, 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, October 19, 2016 at 6:05 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Mundt led the Pledge of Allegiance.

ROLL CALL

Present: Members Greg Dowell, Jim Gallo (entered at 6:15pm), Diane Hill, Bill Kelley, Walt Mundt, Nancy Robb, Pat Stack, and Student Member Eric DeBold

Absent: none

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Maria Coons, VP Workforce, Planning and Institutional Effectiveness and Chief of Staff; Brian Knetl, Associate Provost; Judy Marwick, Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost; Darlene Schlenbecker, Executive Director for Planning, Research and Institutional Effectiveness; Michelé Smith, Associate Provost and Special Assistant to the President for Diversity and Inclusion; Roger Spayer, Chief Human Resources Officer; Barb Anderson; Kenya Ayers; Jennifer Berne; Carole Bomba; Kathy Bruce; Orlando Cabrera; Kimberly Chavis; Kathy Coy; Tom Dowd; Amie Granger; Nancy Haberichter; Michael Healy; Kathleen Hock; Mary Hood; Jeanne Leifheit;Carolynn Muci; Mary Beth Ottinger; Elizabeth Pagenkopf; Steve Petersen; Kris Piepenburg; Kim Pohl; Kimberley Polly; Kathryn Rogalski; Evelyn Seiler; Leslye Smith, Judi Nitsch.

Guests: Phil Gerner, Robbins Schwartz; Lillian Xie, student.

AGENDA APPROVAL

Member Hill moved, Member Mundt seconded, approval of the Agenda.

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

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

Nays: None.

Motion carried. Student Member DeBold advisory vote: aye

PRESENTATION

Dr. Ender invited Dr. Kenya Ayers to present an overview of her experience as an American Council on Education (ACE) Fellow.

Two years ago, Harper College nominated Dr. Ayers for this experience, which enables a senior faculty member or administrator to spend a year with another president to learn college administration at a high level and prepare them for future college leadership roles. She is currently the Vice President and Chairman of the Board for the Northwest Educational Council for Student Success (NECSS), working with our high school district partners.

ACE Fellow Update

Dr. Ayers explained that this ACE Fellowship was another step toward her goal of becoming a college president, and was set in motion during her interview with Dr. Ender for the Dean position in 2011. Three years later, she was nominated. After an interview in Washington DC, she was notified in February 2015 that she had been selected for the program. In terms of selecting a president for this experience, Dr. Ender advised to pick a game changer, out of 4,000 U.S. institutions, Dr. Renu Khator, Chancellor and President of the University of Houston System, was selected because she is an unlikely leader, because of her decisions and accomplishments, because she has always exceeded expectations, and because Dr. Ayers identified with her leadership path and spent the year filling in her self-identified leadership gaps and learning more about herself and her abilities.

The ACE program requires a learning contract between the Fellow (Dr. Ayers) and their institution (Dr. Ender at Harper) and their Fellowship institution (Dr. Khator at the University of Houston). They also were responsible for a live case study, which for Dr. Ayers ended up being at Mary Grove College in Detroit MI, not far from where she grew up. The purpose of the case study was to illustrate to the Fellows what was happening in this city, what their role was as educators, how they contribute to the work in another city, and serve as consultant-evaluators for another institution. She had amazing experiences during her Fellowship, including appearing on the cover of *Community College Journal*, learning crisis communications firsthand in real situations on the campus in Houston, media training, experiencing how the campus handled the Final Four coming to town and the enactment of campus carry, and meeting with heads of Exxon Mobile and Halliburton and feeling comfortable sitting at those tables, which really shifted something for her as a professional.

She participated in 30 plus domestic and international visits, the highlight of which was the opportunity to go to India. There were retreats three times a year with topics ranging from taking and using 360 evaluation feedback, improvement and growth, strategic planning with the Society for College and University Planning (SCUP), discussing their personal philosophies of leadership, how leadership and diversity coincide and what that looks like in a senior leader, case studies, learning about everything from

finance to unconscious bias to legal issues in higher education and how to support LGBTQ students on campus. She completed two projects: one with the Lumina Foundation on a project called Community Partnership for Attainment, and the other was on behalf of the University of Houston to develop a master template agreement for their work with corporate and foundation partners, and the development a joint council so those organizations could work together more effectively. She then wrote up this model for the Council for the Advancement and Support of Education (CASE) this fall. She had many takeaways from this experience as an ACE Fellow, the biggest being that she is ready to lead at the next level.

Of the 41 ACE Fellows, only 2 were from community colleges. She was proud to represent Harper in many of the conversations that took place. Personally, the two ACE projects that she worked on have direct implications for her cross-sector work with NECSS and efforts in fundraising. She'll be using her new found knowledge in multiple ways on campus, teaching a section of the leadership class in the spring and with HLI. She thanked the Board for an experience that emphasized that she is a part of something bigger than one year and one moment.

STUDENT TRUSTEE REPORT

Student Member DeBold introduced this year's Student Government Association (SGA) President Lillian Xie. DeBold participated in the recent Harper College Open House for potential students working the Center for Student Involvement table. He and Lillian were invited to tour the Harper College Learning and Career Center (LCC) by Jennifer Brennan, the LCC Supervisor. It was important to them to learn about the experiences and lives of students who don't spend all or any of their time on the main campus. The LCC is more active at night, the students are coming into class at 5, 6, 7 p.m. and dropping off their children at the educational care rooms. This is much different than the main campus which is busier during the day. They toured the veterinary technician lab, the library and computer labs, the nursing simulation lab, and watched the phlebotomy class in action. As student representatives, they want to bridge the gap between students at Harper's three campuses. Back at our main campus, the Center for Student Involvement is collecting intent-to-be-active forms for all our club and student organization advisors. The student organizations' brochure for fall 2016 has been published and it includes over 60 plus student led clubs and organizations, anything from Health Careers to Pre-med Club to Buddhist Interest Group to Ethics Bowl to Pride to Deaf Club and anywhere in between. Clubs and organizations are diverse in their intents, membership, and activities. As this year moves forward, he intends to continue to bring the student experience to the Board. The Center for Student Involvement (CSI) is also hosting a student leadership training session to help students learn what it

takes to manage their clubs and organizations, including all they need to know about finances, Harper's policies and procedures, communication and executive leadership skills, all while allowing them to ask questions and clear up confusion. He is working on two projects to support student synergy. The first brings students from different clubs together to support each other's efforts and to share information, experiences, and concerns. And the second project will bring current campus student aides to club meetings and potentially Start Smart courses or New Student Orientation sessions to share their Harper knowledge. In other news, club and organization advisors can now ask for their events to be placed on Harper's passport to success as part of the Start Smart Program. Harper's Speech and Debate Team recently came back with a victory from their first tournament. DeBold attended the Association of Community College Trustees Leadership Congress October 5-7 with Dr. Coons, Trustee Kelley, and the Enders in New Orleans. He learned about other states' Promise programs, federal legislation that impacts community colleges, social justice efforts by community colleges, and effective trustee stewardship.

Dr. Ender added that each of the 60-plus clubs and organizations has a faculty or staff advisor, which demonstrates one of the ways Harper engages its students both in and outside of the classroom, and he thanked Student Affairs for their efforts.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Dowd commended the participants of the Teach-In on October 6 to raise awareness about higher education issues, including MAP grants and State funding. Students, faculty, and staff participated. There were 2 student speakers including the SGA President and more than 200 students getting involved. This was one of several thousand events being held throughout the country sponsored by the American Federation of Teachers (AFT), the National Education Association, and other educational groups. The Harper event was re-tweeted all over the country by AFT president Randi Weingarten, one of only 20 that she highlighted as a part of a successful day highlighting issues in public education.

Dowd stated that the Faculty Senate has notified President Ender that they would like to begin negotiating their next contract by the beginning of March. They are working on the details with the president and look forward to having another successful contract negotiation with the Board and the administration.

PRESIDENT'S REPORT

Dr. Ender noted that Harper has gained national attention for our work to reduce the need for developmental math and English for incoming college freshmen through our partnership with our high schools, and Dr. Marwick is here with two faculty members to put some context around that project and the results we have to date.

Developmental Education

Dr. Marwick stated that Harper has been working on this project for a number of years, starting with development Math and most recently with developmental English. In collaboration with our high schools through the NECSS partnership, curriculum alignment has occurred in mathematics. High school-level transition courses have been developed to directly meet the prerequisites of college-level courses, and more dual credit general education courses are being offered. Harper has also changed its placement process, because research has shown that there are many different ways for students to demonstrate readiness for college-level work. There are now six different ways for students to place into college-level courses. The college pathways have also been revised in mathematics and English, moving toward an accelerated learning program and co-requisite classes. Harper is one of four community colleges and four universities in the State of Illinois that is part of the Complete College America program for co-requisite instruction. Harper is also in the process of integrating developmental reading and writing to shorten the pathway in developmental English. The mathematics pathways are differentiating between science, technology, engineering, and math (STEM) and business students who need college algebra and pre-calculus, and students who just need their general education math courses. This work has resulted in some spectacular results; the need for developmental mathematics has been lowered by almost 30 percentage points since 2010. This is significant and may be unique in the State and in the nation. Our English project is just starting to see results from the recent implementation. Associate Professor Dr. Judi Nitsch will present on the English project and Associate Professor Kimberley Polly will present on the mathematics project.

Dr. Nitsch explained that the “Bridging the Gap” project in English has resulted in the creation of a transitions senior year English course in District 211 and will include District 214 soon. For students who pass that course with a C, they are guaranteed placement into English 101 at Harper College. There is focused placement for this transition course, which is really a thin band of developmental English students being placed into this class, so a rigorous experience could be designed to prepare students for ENG 101. Frequent group assessment has been vital, so each year there has been an assessment process where a random sample of work from Harper students and District 211 students is examined by the group using a shared rubric and this clarifies what is seen as successful or unsuccessful writing, and identifies the presence or absence of particular skills necessary for success in English 101.

The course will continue to be re-tooled based on the student success data collected. It took a year to put this course together with our high school colleagues. The course was offered during

the second year with a focus on reading skills the first (fall) semester and the writing for the second (spring) semester. Now in the third year, we are examining the data and taking a close look at those students who are still struggling to find out what other supports need to be in place to move them to success in ENG 101. Looking at the data of the students in the transition course and comparing them with both District 211 students and all students who place into ENG 100, the pass rates alone in their classes were quite high. And then, of those students who came to Harper and took ENG 101, 70% passed; our historic pass rate for ENG 101 is 66%. The most exciting number is actually the ENG 102 success rate. A much smaller number of students continued to ENG 102 in spring, and these pass rates in ENG 102 hover in the mid-to-high 60%, from students who would have placed in developmental without the transition course.

In response to Dr. Robb, Nitsch stated that nearly 70 students who took the transition course came to Harper and took ENG 101. In response to Member Kelley, Nitsch explained that District 214 is now becoming part of the project and scaling is happening across District 211. In response to Member Stack, Nitsch stated that the schools are implementing the course within their own parameters including block scheduling. In response to Dr. Ender asking about broadening the band of eligible students, Nitsch noted that District 214 is looking at how they can adjust their junior and sophomore coursework to better prepare students and possibly expand the band of students eligible for this course.

Polly stated that when they initiated the math alignment project, this type of collaboration was unprecedented. In the fall of 2009, Harper shared data about placement of incoming high school students with the sender districts, showing that about 55% of the students from our twelve sender high schools were placing into developmental math. The partners started looking at current senior-level courses; for those on a STEM-path there were calculus options, for those college-ready non-STEM classes were available and there was also AP Statistics. But, students who were not college-ready (had not done well in Algebra I, Geometry, Algebra II) did not take math senior year or took a statistics-trigonometry course which did not reinforce algebra skills. At this same time, common core was being implemented in the high schools and it provided a common framework on which to structure the alignment. District 211 asked to administer the COMPASS placement exam to all of their juniors to better understand their students' placements into college classes. What they found was that students who were in classes above Algebra II in their junior year placed into college-level math; but students who had not taken Algebra II by junior year did not. In spring of 2010, work began to align high school Algebra II classes with Harper's Intermediate Algebra class which is the last class

students would take here before they take a college-level math class. After the first year using this curriculum, the final exam which was co-written by high school faculty from Districts 211, 214, 220 and Harper faculty, was administered to the students in Algebra II in the 12 high schools and Intermediate Algebra at Harper College. This was the first time high school students ever took a cumulative math final over an entire year, so it was a different experience for them. They did not do as well as their instructors thought they would. So when the team met again that first fall after the test, they concluded that there is a need for a developmental math option senior year. So, a new course was created, called Algebra III at Harper. This is much like a dual credit course for Harper's Intermediate Algebra. All students at Harper and the high schools use the same book, the same exams, and the same online homework system. Math the senior year of high school is not required in Illinois, but now not taking math became an "opt-out" which required approval from the counselors and the parents and resulted in good conversations. In these conversations, the high school guidance counselors and parents came to understand that even certificate programs in college require math and English. Now at the high schools, more than 90% of district seniors are taking math class their senior year even though it is not required for graduation. This has affected the placement of students as they matriculate to Harper with college-level math placement increasing by 29% (from 45% in 2009 to 74%). And demographically, the Hispanic rate of college placement increased from 36% to 62%. This has been an amazing partnership that has brought amazing results for the students.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Robb moved, Member Stack seconded, approval of the minutes for September 14, 2016 Committee of the Whole meeting and September 21, 2016 Board of Trustees meeting; accounts payable; student disbursements; payroll for September 2, 2016 and September 16, 2016; estimated payroll for September 30, 2016; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; transfer to Promise Program; career advisory committee appointments for the 2016-2017 academic year; affiliation agreement with Northwest Community Healthcare for the RN Refresher Program; 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).

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| Fund Expenditures | Accounts Payable | \$ 5,142,481.37 |
| | Student Disbursements | \$ 3,184,591.84 |

The payroll of September 2, 2016 in the amount of \$1,864,285.34; September 16, 2016 in the amount of \$1,947,944.32; and the estimated payroll of September 30, 2016 in the amount of \$1,906,114.83.

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| Bid Approvals | Ex. X-A.3.a | Accept bid and award contract for Bid Package #1 for Building F Renovations and Additions as follows |
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02.1 – Demolition – KCOM \$706.700
 06.2 – Temporary Partitions – Hargrave Builders \$24,450
 21.2 – Fire Protection Cut & Cap – Nova Fire Protection \$800
 22.2 – Plumbing Cut & Cap – DeFranco Plumbing \$4,000
 23.2 – Mechanical Cut & Cap – Sherman Mechanical \$8,000
 26.2 – Electrical Cut & Cap – Gibson Electric \$22,500
 27.1 – Structured Cabling – Gurtz Electric Co. \$130,500

as the lowest responsible and responsive bidders, in the total amount of \$1,411,714.00, including a base bids of \$896,950, construction management fees of \$37,380, general conditions of \$327,405, bonds and insurance of \$21,641, and 10% contingency of \$128,338, as provided in the Operations and Maintenance (Restricted) Fund budget, and contained within the total Building F Remodeling project budget of \$27,115,000.

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| Request for Proposals | There were no requests for proposals. |
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| Purchase Orders | Ex. X-A.5.a | Approve the selection of Mortenson construction for construction management services for the Building m Addition and Renovation Project, for which funds are not required at this time. |
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| Personnel Actions | <u>Supervisory/Management Appointments</u> Melissa Merlos, Circulation Supervisor, Library Services, 10/17/16, \$40,000/year Dana Tenenbaum, Campus Event Operations, Center for Student Involvement, 09/19/16, \$57,000/year |
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Professional/Technical Appointment

Vivianna Kugler, Strategic Marketing Specialist, Marketing Services,
11/01/16, \$63,000/year

Classified Staff Appointments

Sarah Eftefield ,Administrative Secretary, Math and Science,
09/26/16, \$33,150/year

Pamela Mitsch, Admissions Data Steward, Admissions Processing,
10/10/16, \$31,395/year

Angelica Rackow, Information Receptionist, P/T, Student
Development, 10/03/16, \$17,160/year

Pamela Russell, Administrative Assistant, Center for Student
Involvement, 10/03/16, \$55,087/year

ICOPS Appointments

Scott Armandi, Community Service Officer I Dispatch, Harper College
Police, 10/11/16, \$31,304/year

Daniel Kuforiji, Community service Officer I Patrol, P/T, Harper
College Police, 10/11/16, \$12,673/year

Frances Palczynski, Community Service Officer I Patrol P/T, Harper
College Police, 10/10/16, \$12,673/year

Delaney Schoepp, Community Service Officer I Dispatch, Harper
College Police, 10/10/16, \$30,659/year

Supervisory/Management Retirement

Susan McNeilly, Assistant Controller, Accounting Services, 12/31/16,
18 years 9 months

Professional/Technical Retirement

Susan Teplinsky, Interpreter Coordinator, Access and Disability
Services, 05/05/17, 15 years 8 months

Professional/Technical Separation

Amy Markowski, Lab Assistant, Nursing, P/T, Health Careers,
08/19/16, 1 year

ICOPS Separations

Diane Logsdon, Community Service Officer I,P/T, Harper College
Police, 09/20/16, 4 years 8 months

Jeremy Moneyhun, Police Officer, Harper College Police, 09/25/16,
7 years 7 months

Harper #512 IEA-NEA Separations

Antonia Lozano, Custodian, Operations Services, 10/09/16, 16 years

Noe Ochoa, Custodian, Operations Services, 09/19/16, 13 years 9
months

Board Travel

Approval of travel related charges for the Board of Trustees, as
presented in Exhibit X-A.7.

Transfer to Promise

Approve the transfer of \$10,000 to the Harper College Educational

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| Program | Foundation in support of the Promise Scholarship Program in recognition of Dr. Ender's past efforts in establishing the Promise Program at Harper College and in appreciation for his continuing personal and professional commitment to the Program, as presented in Exhibit X-A.8. |
| Career Advisory Committee Appointments for the 2016-2017 Academic Year | Approve the Career Advisory Committee appointments for the 2016-2017 Academic Year, as recommended in Exhibit X-A.9. |
| Affiliation Agreement with Northwest Community Healthcare for the RN Refresher Program | <p>Approve the affiliation agreement between Harper College and Northwest Community Healthcare in support of the RN Refresher Program, as recommended in Exhibit X-A.10</p> <p>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 DeBold advisory vote: aye.</p> |
| Financial Statements | Review of monthly financial statement as outlined in Exhibit X-B.1. |
| Board Committee and Liaison Reports | <p>Foundation Liaison Report: Member Hill reported that the Educational Foundation as of September 30 has raised \$550,770. In addition, \$8.4 million has been raised for the Promise Program. Secondly, more than 50 attendees participated in the Hope Giving Women's Philanthropy event on October 11 for the Power of Mentoring. The evening included a mentor/mentee panel highlighting the role of the mentor, what a mentoring program includes, what mentoring means in the different stages of professional life, and what are the reciprocal benefits of mentoring. It closed with an opportunity to sign-up to be a mentor to the Hope Giving Circle Scholarship recipient. The Foundation has done a great job of awarding scholarships this year, with 95 donor-sponsored scholarship funds awarded to 284 students, totaling \$271,000. Overall 97% of fall scholarships have been awarded. Finally, upcoming Foundation events include: November 3 the Distinguished Alumni Event, November 11 the opening night of Pippen and the Theater Reception for donors, and November 29 Giving Tuesday.</p> <p>Alumni Liaison Report: Member Gallo reported that plans are being finalized for the Distinguished Alumni Reception and Awards Ceremony on November 3. The Alumni Committee held a Stand Up and Be Counted alumni celebration event at Weber-Stephen Products on October 12. Tomorrow night, the Alumni Committee is going to host a Chicago Bears vs. Green Bay Packers game at Dirty Nellie's, which is open to all Harper alumni. And lastly, the Alumni Committee will host an alumni</p> |

dessert reception, followed by the closing-day performance of Pippin on Sunday, November 20.

ICCTA Liaison Report: Member Kelley announced that the ICCTA meeting November 11 is in Naperville and encouraged all Trustees to attend. There is to be a session on the college-foundation relationship that will be of great interest. He shared his experiences from the ACCT Congress, including his participation in three presentations and a session on predictive analytics presented by Civitas, after which he learned Harper has already started working with them on this project. Being a member of the ACCT Board, he is part of their strategic planning process and will be sharing their four-year strategic plan with the Harper Board when it is finalized.

Dr. Ender thanked Member Kelley for participating in those sessions. He also stated that he shared an article today with the Board that talked about how Boards can best use predictive analytics. It was authored by the president of the Civitas group which has products we will be using in our student success initiatives.

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

Removal of Harper's Vision Statement

Member Kelley moved, Student Member DeBold seconded, approval of the recommendation to remove the Vision Statement developed in 2002 from the current strategic plan and other planning documents, including the College web site, as vetted through Harper's shared governance system, 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 Dowell, Gallo, Hill, Kelley, Mundt, Robb, and Stack.

Nays: None.

Motion carried. Student Member DeBold advisory vote: aye.

Approval of the Comprehensive Agreement Regarding the Expansion

Member Robb moved, Member Kelley seconded, to approve the recommendation for Harper to join the Illinois Comprehensive Agreement Regarding the Expansion of Educational Resources

of Educational Resources (CAREER), joining 33 other community colleges in Illinois in an agreement to offer career programs to students outside of their local community college district at the in-district rate when the local community college does not offer the specific career program, as outlined in Exhibit XI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member DeBold advisory vote: aye.

ANNOUNCEMENTS
BY CHAIR

Communications November 11 is the Harper College Diversity Symposium.

Calendar Dates Calendar dates are printed on the Agenda for Board information. The next Committee of the Whole Meeting will be Wednesday, November 9, 2016 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, November 16, 2016 at 6:00 p.m. in W-214.

OTHER BUSINESS There was no other business.

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

In a voice vote, the motion carried at 7:20 p.m.

Chair

Secretary