

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, December 13, 2017

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, December 13, 2017 at 6:00 p.m. Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Kelley led the Pledge of Allegiance.

ROLL CALL

Present: Members Greg Dowell, Pat Stack, Nancy Robb, Diane Hill, Herb Johnson, Bill Kelley, Walt Mundt, and Student Member Niki Safakas

Absent: None

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Mike Barzacchini, Director Marketing Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Laura Brown, Vice President and Chief Advancement Officer; Maria Coons, Vice President of Institutional Planning and Strategic Alliances and Chief of Staff; Judy Marwick, Provost; Maria Moten, Assistant Provost; Mark Mrozinski, Assistant Vice President of Workforce Development and Executive Dean Community Education; Pearl Ratunil, Special Assistant to the President for Diversity and Inclusion; David Richmond, Faculty; Darlene Schlenbecker, Executive Director for Planning, Research and Institutional Effectiveness; Michelé Smith, Vice President of Workforce Solutions and Associate Provost; Michael Bates, Dean Teaching, Learning and Distance Education; Jennifer Berne, Dean Liberal Arts; Kathy Bruce, Dean Math and Science; Orlando Cabrera, Technical Support Specialist; Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Sue Egan, Project Assistant; Travaris Harris, Dean Student Affairs; Rebecca Lake, Dean, Workforce and Economic Development; Marie Lapidus, Faculty; Paul LeBreck, Chief of Police; Jim Macnider, Coach;Carolynn Muci, Internal Communications Manager; Kim Pohl, Media Relations and Legislative Affairs Manager; Kathryn Rogalski, Dean Business and Social Science; Doug Spiwak, Director of Athletics and Fitness.

Guests: Misbah Baig, Student; Sam Cavnar, Robbins Schwartz; Antonio Espinoza, Student; Jeff Glatz, Student; Taylor Kreiss, Student; Michael Sisko, Student; Joseph Swiech, Student; Rachael Temple, Student; Scott Williams, Student; Ryan Ziolkowski, Student.

Dr. Ally introduced Sam Cavnar with Robbins Schwartz.

Trustee Johnson acknowledged Trustees Robb and Stack for their volunteer work with Excel Beyond 211. The organization recently received national recognition and a monetary award to further their efforts to assist at-risk graduating high school seniors realize college success. The program connects the students with mentors to further their success.

AGENDA APPROVAL

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

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

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

PRESENTATION

Dr. Ender asked Coach Macnider and Mr. Spiwak, Harper's Athletic Director, to report on the most recent accomplishments for the Men's and Women's Cross Country Teams.

Cross Country Team

Mr. Spiwak thanked the Board and shared that the men's cross-country teams have been national champions seven times and the women's cross-country teams are two-time champions. The men's teams have also tied a record for the most wins in a row. This year's women's team competed against 135 runners with six out of the top ten finishers being from Harper. Further, it is an honor to represent Harper College. Mr. Spiwak introduced Coach Macnider.

Coach Macnider thanked both the Board and Mr. Spiwak and shared that the women ran their best race of the year, did an outstanding job and scored 24 points, missing the record for the lowest score by two points. The following athletes were introduced:

- Ms. Misbah Baig, Hoffman Estates graduate, placed 3rd
- Ms. Rachael Temple, Grant High School graduate, placed 6th
- Ms. Taylor Kreiss, Palatine High School graduate, placed 10th

All three women are All Americans.

The men competed against 203 runners from 42 colleges, which was the largest field Harper had competed against in the past seven years. Harper also had three men named All Americans.

- Ryan Ziolkowski, sophomore, Barrington High School graduate, placed 11th
- Joe Swiech, sophomore, Wheeling High School graduate, placed 14th
- Michael Sisko, freshman, Harvest Christian Academy graduate, placed 27th
- Jeff Glatz, freshman, Lake Zurich High School, placed 28th

- Scott Williams, sophomore, Barrington High School graduate placed 29th
- Tony Espinoza, freshman, Barrington High School graduate placed 30th

Dr. Ender congratulated the athletes and Coach Macnider.

Chair Dowell thanked the students for attending.

STUDENT TRUSTEE REPORT

Student Trustee Safakas mentioned student organizations have been holding their final events of the semester. Latinos Unidos held a dance performance highlighting their culture on December 1, 2017. The Harper Symphony Orchestra concluded the concert series with a holiday concert. Finally, students are finishing up with finals and are looking forward to a much-needed break.

Chair Dowell acknowledged Student Trustee Safakas for performing in the holiday concert.

Trustee Hill mentioned Student Trustee Safakas gave a moving speech at the Foundation meeting for her receipt of a scholarship.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Richmond shared that every year the faculty choose a charity to support at this time of year. This year the faculty chose to support Judith Sallee's (a recently retired math faculty member who passed away unexpectedly) favorite charity the Center for Enriched Living in Riverwoods, Illinois. The organization helps individuals with developmental disabilities. After a successful fundraising campaign, the faculty gave a gift in her honor. Additionally, he thanked the Board for their service to Harper College and the community and he looks forward to working together in the coming year.

PRESIDENT'S REPORT

Dr. Ender mentioned there have been articles in the newspapers about our apprenticeship program and recently the first class of insurance apprentices from Zurich graduated. Dr. Ender introduced Dr. Lake and asked her to update the Board on apprenticeships.

Apprenticeships at Harper College

Dr. Lake thanked Dr. Ender and the Board for this opportunity to provide an update on the apprenticeship programs.

She explained that a registered program ensures a quality education by combining on-the-job training with a mentor and related training and instruction here at Harper. The program starts with companies wanting apprentices to fill high-skilled jobs that are currently difficult to fill. The apprenticeship programs are approved and registered by the Department of Labor Office of Apprenticeships. The programs include competencies and the mentors assess the apprentices against these competencies. This model is based on the old earn and learn model; the apprentice is employed full-time and earns a salary with benefits.

In addition, Harper designed the program so that the company pays 100% of the tuition, so students graduate debt free.

Apprenticeships are a win-win-win initiative for Harper. The companies win because they are looking to fill their skills gaps and establish a talent pipeline. Students win because they are starting or changing careers or are incumbent workers trying to move and grow with the company. Finally, Harper wins because this model fits well with the mission to grow enrollment, improve retention, and increase completion rates.

Harper acts as a program sponsor. For example, insurance companies were looking to fill positions for mid-level claims adjustors and middle management. Harper developed a program for insurance companies based on an existing A.A.S. degree and also links Harper students to employers.

Currently, Harper is offering four registered apprenticeship programs. The two traditional programs are Industrial Maintenance Mechanic and CNC Precision Machining. The two non-traditional programs that Harper is becoming well known for are General Insurance and Supply Chain Management. Graduates from the program receive an A.A.S. degree from Harper and a certificate from the Department of Labor. Additionally, Harper embeds College and industry certificates/certifications into the programs.

Beginning in fall 2018, additional non-traditional programs will be offered in Banking and Finance as the Illinois Bankers' Association asked for assistance in filling positions. A program has been developed based on the A.A.S. degree in Business Administration. The automobile dealerships asked for a program for Retail/Sales Managers; this is also based on an A.A.S. degree in Business Administration. A program for Cyber Security is being offered via Continuing Education, and students also earn CompTIA credentials. Lastly, an IT Generalist apprenticeship will be offered when Harper is ready.

Promising new programs include Graphic Arts Print Production that has recently been submitted and approval by the Department of Labor and is expected to start in January. Patty Bruner, program chair and the advisory committee requested this program be approved as a registered apprenticeship. Additional new programs include Private Security and CDL Truck Driver Training. In fall 2018, there will be eight programs with three additional the following year.

Currently, there are a total of 92 apprentices and 31 companies involved. Zurich and AON are the two insurance companies we are working with and we are meeting with State Farm Insurance in January 2018.

The retention rate is 86% for students in registered apprenticeship programs versus 73% for Harper students. The average GPA is 3.61 for students in the apprenticeship program versus 2.83 for Harper students. There are more males in the program due to many male students in Advanced Manufacturing programs. The age ranges from 18 to 57 years old due to career changers. After the end of the second semester, the productivity level of the apprentices is notable. Dr. Lake then introduced the program coordinator for Business Administration, Marie Lapidus.

Ms. Lapidus explained the apprenticeship classes are designed for students to bring their experiences into the classroom and to share what they are learning on the job. The program is structured for students to be productive at their jobs by the end of their second semester. She also shared she taught the first class in the apprenticeship cohort for Zurich (an Introduction to Business class) where students talked about everything they were experiencing at their company. Further, not every class may be instantly relevant, but it provides a student the opportunity to prepare and be able to lead at their companies. A sample curriculum outline for insurance was shared. A student enrolls in six semesters for a total of 61 units. A picture from the Zurich graduation celebration, which was the first registered apprenticeship in General Insurance in the U.S., was shared with the Board. It was exciting to see them finish, some of them started the program very shy and reserved, but became open and talkative and are considering new opportunities at Zurich. Some are also continuing their educations and will pursue bachelor's degrees.

Dr. Ender shared that after the first cohort was hired he spoke with Mr. Foley, Chief Executive Officer of Zurich North America, and Mr. Foley thanked Dr. Ender for the diverse group of employees/students hired in this program. Dr. Ender responded that the group is reflective of the student body at Harper College. He explained further that when additional programs are developed, nationally the composition of student cohorts would be reflective of the communities they are serving. Community colleges will be providers of workers for entry-level jobs that were only available to those with baccalaureate degrees. Dr. Ender also stated that we was pleased to attend and participate in the graduation celebration at Zurich.

Trustee Johnson asked how apprentices are sourced from the student body. Dr. Ender and Dr. Lake explained that there are more students applying than there are positions available and employers have the final decision since the students become their employees. The more common challenge is to get companies involved because they frequently do not understand apprenticeships. Ms. Lapidus answered that she informs student about apprenticeships in her first year seminar classes.

Trustee Kelley asked what is the earning level of the apprentice upon entry and after they receive their degree, specifically at Zurich Insurance. Dr. Lake answered an apprentice starts at \$28,800 with full benefits annually while they are attending Harper and working three days per week, and after they receive their degree they earn approximately \$40,000 annually.

Dr. Ender and Chair Dowell thanked Dr. Lake and Ms. Lapidus.

Dr. Ender continued with his report by stating that everyone is busy as the semester is ending. Included in the correspondence section is a letter from Josh Wyner, leader of the College Excellence Program at the Aspen Institute, detailing the agreement between himself and the Board to assist in the presidential search scheduled for the next fiscal year. The College looks forward to Mr. Wyner working with the Board.

Dr. Ender shared that Barbara Barton, a previous Board member, recently passed away and some of the current trustees and Dr. Coons attended the memorial service.

Additionally, the College is currently discussing the responsibility to protect speech, irrespective of whether or not what is being shared personally aligns with individual values. Many conversations around this topic have taken place and many more will happen in the coming year. Dr. Ender personally sent an email to the campus community about this topic. During the spring semester, there are plans to have conversations about what the College can and cannot do with respect to limiting speech on campus.

Dr. Ender acknowledged Chief LeBreck's retirement, noting the College's trust in his judgment, leadership and always feeling secure on campus. Chief LeBreck started his career in law enforcement at Harper as a student, went on to a distinguished career and is now retiring at the end of the calendar year. He thanked Chief LeBreck and wished him well.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Robb moved, Member Kelley seconded, approval of the Consent Agenda.

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

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

Nays: None.

Abstain: Member Hill

Motion carried. Student Member Safakas advisory vote: aye.

The Consent Agenda included:

The minutes for November 8, 2017 Committee of the Whole meeting, November 15, 2017 Board of Trustees meeting; accounts payable; student disbursements; payroll for October 27, 2017, and estimated payroll for November 10, 2017, November 24, 2017 and December 8, 2017; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; travel expense exceptions; lease extension agreement for motorcycle safety program; career program advisory committees, services agreement with Northwest Community Healthcare for health services; memorandum of understanding with adjunct faculty; monthly financial statements; Board committee and liaison reports; grants and gifts status report; consortium, cooperative and State of Illinois contracts purchasing status report; as outlined in Exhibits X-A.1 through X-B.4 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Minutes November 8, 2017 Committee of the Whole meeting and, November 15, 2017 Board of Trustees meeting.

Fund Expenditures	Accounts Payable	\$ 7,800,574.72
	Student Disbursements	\$ 437,563.34

The payroll of October 27, 2017 in the amount of \$2,067,283.73; estimated payroll of November 10, 2017 in the amount of \$2,067,283.73; estimated payroll of November 24, 2017 in the amount of \$2,067,283.73; and estimated payroll of December 8, 2017 in the amount of \$2,067,283.73.

Bid Approvals Ex. X-A.3.a Accept bid and award contract for the Building B Boiler Room Tunnel project to Chicago Commercial Construction, as the lowest responsible and responsive bidder, in the total amount of \$474,100.00, including a base bid of \$431,000.00, and 10% construction contingency \$43,100.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building B Boiler Room Improvement Project budget.

Request for Proposals There were no request for proposals.

Purchase Orders There were no purchase orders.

Personnel Actions Faculty Appointment
Patricia Gandor, Instructor, Health Careers, 1/10/2018, \$55,100/year

Supervisory/Management Appointments

Ellen Fisher, Academic Support Center Manager, Academic Support Center, 11/27/17, \$70,000/year
 Randy Walker, Interim Chief of Police, Harper College Police, 01/01/18, \$74,412/year

Professional/Technical Appointments

Michele Barsanti, Motorcycle Safety Program Assistant Coordinator, Continuing Education, 11/27/17, \$47,500/year
 Cristina Lopez, AED Student Services Specialist, P/T, Adult Educational Development, 12/04/17, \$35,438/year

Classified Staff Appointments

Kelly Efken, Administrative Secretary, Liberal Arts, 11/27/17, \$40,950/year
 Marissa Luisi, Financial Aid Specialist, Office of Student Financial Assistance, 12/11/17, \$42,000/year
 Adam Stevens, Administrative Secretary, Music/Art, Liberal Arts, 11/27/17, \$38,025/year
 Brian Trzop, Library Assistant I, Library Services, 11/29/17, \$31,200/year

ICOPS Appointment

Randulf Hegland, Police Officer, Harper College Police, 12/11/17, \$42,640/year

Harper #512 IEA-NEA Appointment

Angelica Marrero, Campus Set-Up Crew, Operations Services, 12/04/17, \$26,624/year

Professional/Technical Separation

Bartlomiej Sudol, Network Specialist, Infrastructure Services, 11/03/17, 11 months

Classified Separations

Jaime Capungan, Clerk/Receptionist, P/T, Assessment Center, 11/07/17, 1 month
 Cheryl Luick, Administrative Secretary, Business & Social Science, 11/24/17, 3 years 8 months

Board Travel	Approval of travel related charges for the Board of Trustees, as presented in Exhibit X-A.7. There were no charges for approval this month.
Travel Expense Exceptions	Approval of employee, or other individual's, College related travel expense exceptions as required by Illinois Public Act 99-0604, as presented in Exhibit X-A.8.
Lease Extension Agreement for Motorcycle Safety Program	Approval of a lease extension agreement between Northbrook Properties, Inc. and the College for storage and maintenance of motorcycles at 406 Diens Drive, Wheeling, in the total amount of

	\$17,316.00, as provided for in the Auxiliary Enterprises Fund budget, as presented in Exhibit X-A.9.
Career Advisory Committee Appointments for the 2017-2018 Academic Year	Approve the Career Advisory Committee appointments for the 2017-2018 Academic Year, as recommended in Exhibit X-A.10.
Services Agreement with Northwest Community Healthcare for Health Services	Approval of a services agreement with Northwest Community Healthcare for health services operated within Building M on the College's main campus, in the total maximum amount of \$120,000.00, as provided for in the Education Fund budget, funding in the amount of \$98,806, as provided in the Education Fund budget through August 2018, as recommended in Exhibit X-A.11.
Memorandum of Understanding with Adjunct Faculty	Approval of a Memorandum of Understanding with the Adjunct Faculty that will be included in their collective bargaining agreement, as recommended in Exhibit X-A.12.
Financial Statements	Review of monthly financial statement as outlined in Exhibit X-B.1.
Board Committee and Liaison Report	<p>Foundation Liaison Report: Member Hill reported at the quarterly Foundation Board meeting, the Board elected a new trustee named Rafael Malpica and he was appointed to a three-year term. He is the Director of Community and Guest Relations at Advocate Good Shepherd Hospital. Good Shepherd has partnered with Harper College as a clinic site for our students completing their Registered Nursing programs. Most recently, Good Shepherd Hospital was renovating their surgical operatory rooms, Harper College was able to receive a donation and reuse the furnishing for the new surgical tech suite here at Harper College. Previously, Mr. Malpica was the Manager of Community Affairs for Walgreens in Deerfield. While at Walgreens, he was instrumental on developing the focus on national diversity relationships such as League of United Latin American Citizens, National Urban League, Association of People with Disabilities, building national reach programs and fostering 3rd party advocacy. Mr. Malpica also developed and executed a strategy for the 2010 – 2016 Free Flu Shot Voucher Program with \$45 million in program investment and over 1 million patients impacted to date. He was also a member of the planning committee for international programs such as Red Nose Day USA and Walgreens "Get a Shot, Give a Shot" campaign. He received a Bachelor's of Arts degree from the University of Illinois Champaign/Urbana.</p> <p>Secondly, in November, the Educational Foundation fulfilled their goal of raising \$10 million in support of Promise. Upon reaching the goal, Harper offered a new \$1 million dollar matching challenge. For the remainder of the fiscal year July 2017-June 2018, every dollar raised for the Promise Program will be matched dollar-for-dollar. Focusing on this new challenge the Foundation has launched the campaign</p>

“MATCH MY GIFT” which will be incorporated into all the fundraising efforts for the remainder of the fiscal year.

Finally, at the Foundation meeting yesterday, the Glenn Reich Memorial Faculty award was presented to Associate Professor of Kinesiology and Health Education, Pardess Mitchell. Professor Mitchell included three main components:

- Promoting a Sense of Community in Distance Learning – developing opportunity for distance learning classes and students to connect on a social level to foster student communication and a sense of community.
- Student and Technology for introducing new technology in the classroom
- Service to Harper College – developing an evaluation protocol for distance learning classes.

ICCTA Liaison Report: Member Kelley mentioned he had the privilege to serve with Barbara Barton for a few years on the Harper Board. Additionally she was a past president of the Illinois Community College Trustee Association. He was pleased that many Harper retirees also attended the memorial service for Barbara.

Alumni Liaison Report: Member Stack reported Harper College had a Stand Up and Be Counted event at Northwest Community Healthcare and a reception on November 29, 2018; this is an initiative that celebrates area employers that hire Harper alumni.

Harper alumni working as allied health professionals, administrators and support personnel can be found throughout all facets of the Northwest Community Healthcare system of care, which in addition to the Arlington Heights hospital includes multiple immediate care centers and physician offices at more than 20 Northwest suburban locations. In attendance were 50 alumni as well as many of Harper leaders and Foundation members.

Alumni participation on GivingTuesday Alumni campaign, alumni showed their support for Harper students recently through their participation in the Foundation’s third “Giving Tuesday” campaign on November 28th. A few highlights regarding alumni participation:

- Alumni donors accounted for about 30% of the total number of donors the number was 27 out of 91.
- Out of the total \$14,506.13 raised for GivingTuesday, \$3,401.13 was raised from alumni.
- Alumni giving increased by 256% from last year’s campaign, from \$955 to \$3,401.13.

Planning is underway for an alumni virtual race that will be held March 1 – April 1, 2018. This event will encourage alumni

participation, as part of the 50th Anniversary, no matter where they live. Participants may walk, run or bike during the month of March and will be invited to submit photos of themselves during their race. All participants will receive a Harper College t-shirt, and fun prizes will be given out in various categories. This event will create a buzz and lead into the Alumni Reunion on April 14, 2018.

The next issue of the alumni e-newsletter will be sent out on December 19. This quarterly e-newsletter is sent to more than 9,000 alumni and friends of the College.

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
Adoption of Levy Resolution

Member Johnson moved, Member Stack seconded, adoption of the Levy Resolution for 2017, 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, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Approval of Service Providers

Member Hill moved, Member Mundt seconded, to approve he updated list of service providers for Fiscal Year 2018, 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, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

ANNOUNCEMENTS
BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Committee of the Whole Meeting will be Wednesday, January 10, 2018 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, January 17, 2018 at 6:00 p.m. in W-214.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Robb moved, Member Mundt seconded, to adjourn the meeting.

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

Chair

Secretary