

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 19, 2018

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, September 19, 2018 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, Herb Johnson, Bill Kelley, Walt Mundt, and Student Member Lavleen Mal

Absent: Member Diane Hill

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; Jeff Julian Brian Knetl, Associate Provost; Darryl Knight, Executive Director Facilities Management; Judy Marwick, Provost; Mark Mrozinski, Assistant Vice President of Workforce Development and Executive Dean Community Education; David Richmond, Faculty; Michelé Smith, Vice President of Workforce Solutions and Associate Provost; ; Roger Spayer, Chief Human Resources Officer; Amy Bandman, Campus Sustainability Manager; Kathy Bruce, Dean Math and Science; Orlando Cabrera, Technical Support Specialist; Meg Coney, Administrative Coordinator; Kathy Coy, Director of Institutional Research; Sue Egan, Project Assistant; Travaris Harris, Dean Student Affairs; Aaron Kolb , Faculty; Jamie Long, Dean Liberal Arts; Mary Beth Ottinger, Dean Career and Technical Programs; Kim Pohl, Media Relations and Legislative Affairs Manager

Guests: Melanie Carter, League for Women's Voter; Phil Gerner, Robbins Schwartz; Betty Hull, League for Women's Voter

AGENDA APPROVAL

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

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

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

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

PRESENTATION

There was no general presentation.

STUDENT TRUSTEE
REPORT

Student Trustee Mal reported Hullabaloo was on September 12, 2018 and it was a great success. Students met with student leadership and were able to engage with more than 60 student clubs. Patrick Watson, State Central Committeeman of the Illinois 6th District, was present and encouraged students to register to vote.

On September 13, 2018, students and faculty attended a pool party where they enjoyed playing games and other activities. The International Student Reception also took place on September 13, 2018. Northwest Community Hospital located in Building M is experiencing 25-30 student visiting the facility daily.

Student Trustee Mall continued by reminding everyone that Harper is a smoke-free campus and that everyone should remind others of the policy. A quote Harper upholds is "See something, say something" and "Safety of the student is first."

He shared his appreciation of the Marketing team for sharing stories of parents and students studying alongside each other, and the Educational Foundation for providing scholarships to students. Further he reflected on what Dumbledore said from one of the Harry Potter movies, "Help will always be given at Hogwarts to those who ask for it" and would like to change it to "Help was, is and will be given at Harper to those who ask for it, or who need it."

Student Trustee Mall introduced Alex Valladares the president of the Student Government Association (SGA) and The Feminist Society at Harper College.

Student Valladares shared he graduated from Prospect High School and is in his second year at Harper studying Business Administration. His first impressions of Harper and for most students from District 214 schools is not very good. He was not excited to attend; in fact, he reflected at the time he was sad to be at Harper. Then, during his first semester he found out his physics teacher received a bachelor's degree from Massachusetts Institute of Technology, his English teacher had a doctorate from University of Illinois and was surprised at the many services available to students. He then decided to get more involved by joining student government and created/re-founded the Feminist Society at Harper College. This year SGA plans to work alongside the current administration. Further, SGA has passed the voters registration proposal and the WINGS fundraiser initiative. SGA sees that domestic violence is present on college campuses and wants to support WINGS, an organization that gives back to the community. Lastly, student organizations are working to coordinate a time to serve at Feed My Starving Children.

In response to Trustee Johnson Student Valladares explained he had founded a feminist society at his high school and wanted to bring the same club to Harper. He approached Student Involvement and

learned that such a club had not been active for about 30-40 years at Harper.

In response to Trustee Johnson, Student Valladares shared that he believes the misunderstanding about Harper in District 214 is due to a lack of advertising about: the clubs that are available such as Phi Theta Kappa, availability of scholarships to students with high ACT scores and GPAs, and how well qualified the faculty are at Harper. The College should not be afraid to be proud and share with the community all of the above. Students should be aware of everything that Harper has to offer and not view the College as the last resort but rather as their first choice.

Chair Dowell thanked Student Valladares for attending the Board meeting.

FACULTY SENATE
PRESIDENT'S REPORT

Faculty Senate President Richmond echoed Student Valladares about acknowledging the outstanding work of Harper faculty and the success of some of the programs at Harper. Six years ago, the administration and Board invested into the International Programs Global Focus Initiative that is a three-year cycle of interdisciplinary programs and area studies centered on a region of the world. Last Saturday, was Central America Independence day and this year the global focus for the campus is Central America. The program provides professional development opportunities for faculty to infuse Central American Latino topics into their courses, educational programming on campus for students, and travel abroad for students and faculty. This year a Fulbright scholar from Costa Rica is on campus sharing information with the Harper community. It is rare for a community college to have a Fulbright scholar on their campus. Furthermore, the College has been granted the Paul Simon Award for the work being done in the International Program. In November, Dr. Ender, Dr. Johnson, and Faculty Senate President Richmond will travel to Washington D.C. to accept the award.

Faculty Senate President Richmond continue by reporting a couple of months ago a grant of \$45,000 was received to work with open stacks where faculty would switch to free or very low cost textbooks or resources. He was pleased to report that there have been more grant applications than there are funds, some applications are for entire courses to switch and some are for entire departments to switch to Open Educational Resources (OER). The committee is meeting to award the grants on September 20, 2018.

Trustee Kelley thanked Faculty Senate President Richmond for the update.

PRESIDENT'S REPORT

Dr. Ender introduced Amy Bandman, the Campus Sustainability Manager and asked her to share Harper's sustainability initiatives.

Sustainability Report

Ms. Bandman shared highlights of the 2018 Sustainability Report that covers projects in three categories: green campus, waste reduction, and campus engagement. In spring 2018, the David K. Hill Family Library was completed with LEED Silver Standards. One unique aspect of this project was that the construction team designed the construction banners out of vinyl material with the intention to up-cycle those banners into giveaways for the building users. Luggage tags and bookmarks were made from the construction banners and at the grand opening celebration, these items were distributed.

Since 2013, Harper has been recording and reducing greenhouse gas emissions by 2.6%. This past year Harper collaborated with ComEd to receive a \$5,000 grant to install 140 motion sensors in Building Y that have reduced energy usage when classes are not in session.

Bottle filling stations have been on campus since 2010. This year to raise participation and awareness of the benefits of bringing reusable water bottles to campus, each water filling station now includes signage about the benefits. The College has saved 175,000 plastic bottles from entering the landfill each year, which translates into enough bottles to wrap around Harper's lake 35 times.

This past year waste reduction was a major area of focus. To accomplish this a composting project has begun, which is a partnership between the chemistry department and Facilities Management. The campus grounds crew built three compost bins to hold the compost material. The students in the Chemistry Department will be analyzing the organic material. Further, select offices on campus are collecting compost material.

Two years ago, the ReUselt Room was established where faculty and staff are encouraged to donate gently used office supplies and to reuse others' office supplies. The ReUselt Room continues to be a resounding success. Since the launch two years ago, the ReUselt Room has repurposed almost 7,000 items, diverting 2,400 lbs. of material from entering the landfill, which translates into a savings of almost \$15,000.

Campus Sustainability has also collaborated with Community Relations to help our students at the Ambassador Schools. This past spring, Harper students helped to divert 2,800 boxes and bottles from entering the landfill.

Student Involvement has also been involved in reducing waste on campus. This past spring at the Free Movie Friday events, student volunteers helped 1,100 moviegoers sort their concession waste following the films.

Participation in environmental action continues to grow on campus with the premier event being Earth Week in spring. Last year, more than 200 students engaged in various events including a honey tasting brought in by a local beekeeper and a bottled water versus tap water taste testing. The Child Learning Center celebrated when an English professor took the children on an environmentally-themed walk around campus. A photo exhibit featured 70 environmentally-themed photos. On the last day of Earth Week, 25 students worked alongside Harper's grounds crew to plant four new trees on campus.

The Sustainability Work Group from the shared governance system launched the Green Office Certification Program last fall where employees are actively engaged in reducing their environmental impact in the workplace. Currently, 11 offices, totaling 101 employees are involved.

Lastly, in spring, the second annual RePlantIt initiative, which is similar to the ReUseIt Room where employees are encouraged to bring excess plants from their home or office to swap. At the RePlantIt event, 84 employees swapped more than 200 plants.

Chair Dowell thanked Ms. Bandman and mentioned that it is so worthwhile for individuals to build habits and rhythms that are more sustainable.

In response to Trustee Kelley, Ms. Bandman shared that most people could not tell the difference between tap water versus bottled water and slightly more people enjoyed tap water over bottled water.

Dr. Ender continued with the President's report by sharing enrollment is getting better each day. Currently it is down between 1.5% and 2.0%. More than 300 community members and Harper employees attended the Foglia Foundation Health and Recreation Center grand opening celebration. Many community members are joining the fitness center.

Dr. Ender encouraged the Board to attend any portion of the Implementing Apprentices in Community Colleges event on October 8-9 in the Wojcik Conference Center. More than 200 attendees representing 100 institutions from around the country are expected to attend. The event is a technical workshop on how to build apprenticeship programs on college campuses. The Joyce Foundation has provided support for the conference. Part of this support allows participants to attend the conference at no cost other than their transportation and lodging. There will be many outstanding speakers including the deputy secretary of labor and corporate executives.

In the correspondence section, Dr. Ender highlighted the award letter for Excellence in Assessment designation for the work the College is

achieving in outcomes assessment. This speaks volumes to the efforts both faculty and staff are making in assessment, and he believes that this work is one of the reasons the College did very well during the reaccreditation by the Higher Learning Commission. Additionally, he mentioned the congratulatory letter from David Harris, Illinois State Representative, for the partnership created with the Palatine Park District and Northwest Community Hospital. As an elected official, Representative Harris will be missed as he has always had a wonderful attitude, been supportive of Harper, and followed through.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Robb moved, Member Johnson 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.

Motion carried. Student Member Mal advisory vote: aye.

The Consent Agenda included:

The minutes for August 8, 2018 Committee of the Whole meeting, August 15, 2018 Board of Trustees meeting; accounts payable; student disbursements; payroll for August 3, 2018, August 17, 2018; estimated payroll for August 31, 2018 and September 14, 2018; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; naming of a Harper College early childhood laboratory school classroom in recognition of a donation made by Jody Paine honoring her aunt Polly Paine; 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

August 8, 2018 Committee of the Whole meeting and August 15, 2018 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$7,250,349.06
Student Disbursements	\$56,253.21

The payroll of August 3, 2018, in the amount of \$1,896,237.65; August 17, 2018 in the amount of \$1,700,250.33; estimated payroll of

August 31, 2018 in the amount of \$1,830,908.54; and estimated payroll of September 14, 2018 in the amount of \$1,830,908.54.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for construction of the Mass Communication Lab and Math Classroom in Building D to Reef LLC, as the lowest responsible and responsive bidder, in the total amount of \$198,322.00, including a base bid of \$171,143.00, 10% contingency of \$17,114.00, base fee (math classroom) of \$9,815.00, and reimbursables of \$250.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building D Mass Communication Lab and Math Classroom project budgets.

Ex. X-A.3.b Accept bid and award contract for snow removal, includes clearing snow and ice on parking lots and walkways at the Harper Professional Center (HPC) and Learning and Career Center (LCC), to be effective October 2018 through May 2021 to Tovar Snow Professionals, as the lowest responsible and responsive bidder, in the total amount of \$215,507.00, including a base bid of \$195,915.00 and 10% contingency of \$19,592.00, as provided in the Hilltop Professional Center Condo Association budget in the amount of \$98,142.00, the condo association receives its funding from owner dues, which the College pays through the Auxiliary Enterprises Fund budget for HPC and as provided in the Operations and Maintenance Fund budget for the LCC in the amount of \$117,365.00.

Request for Proposals

There were no requests for proposals.

Purchase Orders

Ex. X-A.5.a Approve the proposed changed order for the pool lighting and drainage modifications to M.A. Mortenson Construction for the Building M Addition and Renovation Project, in the amount of \$104,622.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building M Addition and Renovation Project contingency.

Ex. X-A.5.b Approve the issuance of a purchase order to renew the current insurance programs with CIGNA, Delta Dental, Better Business Planning and Blue Cross/Blue Shield for Plan Year 2019, as provided in the FY2019 and FY2020 budgets.

Personnel Actions

Supervisory/Management Appointments

Phil Mortenson, Distance Learning Manager, Academy for Teaching and Excellence, 9/4/2018, \$73,736/year

Deborah Sada, Technical Manager, Client Systems, 9/10/2018,
\$90,000/year

Sean Warren-Crouch, Promise Scholarship Program Manager,
Workforce Solutions, 10/1/2018, \$67,500/year

Professional/Technical Appointments

Cristina Lopez, Student Services Specialist, Adult Educational
Development, 9/3/2018, \$46,800/year

Jazmin Lupercio, One-Stop Center Advocate, P/T, One-Stop Center,
8/20/2018, \$37,851/year

Cindy Roth Wurster, Marketing Assistant, P/T, Marketing Services,
9/17/2018, \$43,732/year

Robert Uhren, Access Advocate, Access and Disability Services,
9/4/2018, \$57,000/year

Classified Staff Appointments

Lisa Hirn, Receptionist/Office Assistant, P/T, Student Development -
Division Office, 9/4/2018, \$25,636/year

Kala Istvanek, Library Assistant, Resources for Learning - Library
Services, 9/10/2018, \$35,100/year

Ellen Walsh, Program Assistant, Women's Program, 8/30/2018,
\$37,050/year

Harper #512 IEA-NEA, Appointment

Ismael Mejia Jr., 3rd Shift Custodian, Facilities Management-
Operations Services, 9/4/2018, \$27,040/year

Supervisory/Management Retirement

Susan Nowakowski, Technical Manager, Infrastructure Services,
10/31/2018, 31 years

Professional/Technical Retirements

Nancy McDonald, Information Specialist, P/T, Women's Program,
8/31/2018, 21 years 6 months

Maxine Souza, Credentials Analyst, Registrar's Office, 1/1/2019, 14
years 1 month

Classified Staff Retirement

Mary Jo Anderson, Secretary, P/T, Career and Technical Programs,
9/26/2018, 10 years

Harper #512 IEA-NEA Retirements

Richard Senn, HVAC Mechanic, Facilities Management, Utilities,
8/31/2018, 16 years 5 months

Paul Twardzik, Custodian, Facilities Management, Operations
Services, 12/31/2018, 29 years 10 months

Supervisory/Management Separation

Terese Tann Craig, Associate Dean, Student Affairs, Student Affairs,
9/28/2018, 1 year 2 months

Professional/Technical Separations

Norma De La Rosa, Academic Advisor, Academic Advising and Counseling Center, 8/17/2018, 1 year 2 months

Steve Guzan, Lab Technician, P/T, Math & Science, 8/27/2018, 3 years 5 months

Classified Staff Separation

Janice Kostelny, Program Aide, P/T, Continuing Education, 9/26/2018, 15 years 3 months

ICOPS Separations

Ashlee Gniech, Community Service Officer Patrol, P/T, Harper College Police Department, 8/24/2018, 8 months

Giulia Sarigu, Community Service Officer, P/T, Harper College Police Department, 8/11/2018, 1 year 3 months

Board Travel

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

Travel Expense Exceptions

There were no travel exceptions for approval this month.

Naming of a Harper College Early Childhood Laboratory School Classroom in Recognition of a Donation made by Jody Paine Honoring her Aunt Polly Paine

Approve the naming of the Harper College Early Childhood Laboratory School Extended Care Preschool Classroom (I-127) in recognition of a gift from donor Jody Paine made in honor of her aunt, Polly Paine, the room will be known as the Polly Paine Classroom, as presented in Exhibit X-A.9.

Financial Statements

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

Board Committee and Liaison Report

ICCTA Liaison Report: Member Kelley reported he attended the September ICCTA meeting in Peoria where the trustees discussed various issues and struggles around 'Promise' programs. Some colleges are finding that a significant number of students need remedial education and some programs are not properly funded. He was proud to report Harper's program requires students to be college ready, have met attendance requirements, and have completed community service. Trustees also attended a seminar on new pension rules and how it will affect colleges' budgeting. Member Kelley encouraged all trustees to complete a survey sent to them by ICCTA.

He mentioned that this year would be a transition year for ICCTA as President Michael Monaghan is stepping down. Additionally, Karen Hunter Anderson, Executive Director for the Illinois Community College Board is retiring. The November ICCTA meeting will be in Lisle.

Foundation Liaison Report: Member Johnson reported the Foundation received an unmodified audit report for 2017-18 year. During the most 2017-18 fiscal year, the Foundation awarded more than \$1M in scholarships, grants, and awards to 514 students from 195 scholarship funds and programs.

At the September 11, 2018 Foundation Board Meeting, three new board members were welcomed: Scot Pepper is the Executive Vice President of Operations for Pepper Construction Company; Brenda Knox, Founder and President of Financial Elements, Inc.; and Ella Liberman the Assistant Vice President & Assistant General Counsel for Zurich American Insurance Company.

The rescheduled Foundation Golf Outing was held on Monday, September 17, 2018 at the Inverness Golf Club with 132 golfers and the gross revenue generated was \$150,000.

Alumni Liaison Report: Member Stack reported the Alumni Program hosted a table at the outdoor movie night, which was sponsored by the Harper College Student Activities Board on September 7, 2018 where more than 15 alumni stopped by the table to share their contact information.

The Alumni Program also hosted a table at Hullabaloo 2018, which was facilitated by Student Activities. Staff shared information with current students and alumni about the alumni program and collected updated contact information for 36 individuals. Future partnerships are planned with Student Activities and the Alumni Program for this upcoming year.

The Harper College Distinguished Alumni Awards will be held on Tuesday, October 30, 2018. The class includes five outstanding honorees including:

- Victoria Atkinson, Associate Dean, Student Development, Harper College
- Jim Gallo, CEO, Specialty Finishing Group
- Donald Grant, Major, US Army, retired
- John O'Halloran, ComEd Manager, retired
- Jordan Sadoff, CEO, Restore Hair Restoration

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

Faculty Tenure
Recommendation (3rd
Year, Mid-Year Hire)

Dr. Ender commented that this is a mid-year tenure appointment and asked Aaron Kolb to stand. Further, he stated that since he has been president, he has met with each faculty member being recommended for tenure to discuss his or her journey, career aspirations and what they plan to leave behind. He found Mr. Kolb engaged with the students and that he develops students interested in manufacturing.

Member Robb moved, Member Kelley seconded, to affirm the award of tenure beginning with the spring semester, 2019 for the following faculty: Aaron Kolb, Career and Technical Programs, 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, Johnson, Kelley, and Mundt.
Nays: None.
Motion carried. Student Member Mal advisory vote: aye.

ANNOUNCEMENTS
BY CHAIR

Communications

Chair Dowell reflected upon the time he spent at the Harper Leadership Institute with Dr. Ender the previous week where employees are nurtured and trained to become leaders. From the short time he was at the institute, he found it to be a meaningful program. The participant questions indicate that they are thinking at a different level.

Dr. Ender added that many individuals have expressed their gratitude for the program but are worried that with the transition to a new president the program might end. He indicated he sees the program continuing as the Board has supported it and there are already 19 employees signed up for next year.

Calendar Dates

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

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

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


Chair


Secretary