

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, June 21, 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, June 21, 2017 at 6:02 p.m. in the Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Hill led the Pledge of Allegiance.

ROLL CALL

Present: Members Greg Dowell, Diane Hill, Herb Johnson (left meeting at 8:18 p.m.), Bill Kelley, Walt Mundt, Nancy Robb, Pat Stack, 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, VP Workforce, Planning and Institutional Effectiveness and Chief of Staff; Brian Knetl, Associate Provost; Darryl Knight, Executive Director Facilities Management; Judy Marwick, Provost; Maria Moten, Assistant Provost; Mark Mrozinski, Executive Dean and Vice President for Workforce and Strategic Alliances; Sheryl Otto, Assistant Provost;; Michelé Smith, Associate Provost and Special Assistant to the President for Diversity and Inclusion; Vicki Atkinson; Yuki Burt; Orlando Cabrera, Kim Chavis; Heather Cobb; Meg Coney; Kathy Coy; Megan Dallianis; Michele DeCanio; Norma De La Rosa; Cheryl Devenny; Nicole Duel; Sue Egan; Amie GrangerTravaris Harris; Erika Hartman; Donna Harwood; Steve Hayes; Lezlie Hill; Kris Hoffhines; Brian Johnson; Jenyl Keeton; Karin Lacour-Rivers; Paul LeBreck; Caryn Levington; Steve Love; Anacecilia Luna; Matt McLaughlin; Carolynn Muci; Brian Page; Sara Piercey; Kim Pohl; Anita Rehberg; Bev Riley; Dave Richmond; Kathryn Rogalski; Evelyn Seiler; Charmian Tashjian; Dana Tenenbaum; Cynthia Washburn; Ryan Wolf.

Guests: Phil Gerner, Robbins Schwartz; Melissa Cayer, citizen; Sulayman Qazi, student

AGENDA APPROVAL

Member Hill Moved, Member Stack seconded, approval of the Agenda.

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

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

PRESENTATION

Dr. Ender asked Brian Page, Director of Community Engagement, Communication and Legislative Affairs, and Mike Barzacchini, Director of Marketing Services to share the College's plan to celebrate its 50th anniversary. He briefly explained that when this planning first started three years ago, it was right on the cusp of the State financial crisis, so it was intentionally decided to use auxiliary enterprises funds to support this initiative. Thus, \$300,000 was set aside for the planning and execution of a series of events over the next 12 months in celebration of Harper's 50th anniversary.

Harper's 50th Anniversary

Page explained the team's approach to the planning for Harper's 50th anniversary celebration can be summarized by HAA: Honor our rich past, Affirm our mission and impact, and Aspire to a brighter future. In doing so, Harper is actively engaging our partners, students, staff, faculty, alumni and community to increase public awareness and strengthen our brand identity. The timeline began in May 2017 with the past graduation as the soft launch and the 50th website going live. August 2017 is when the kick-off celebrations will occur, with the All Campus Meeting, the luncheon, and the historical book launch. In May 2018, the closing ceremony of the 50th anniversary is a specially planned graduation. The rest of the team will discuss the five priorities in more depth.

Bev Riley shared the five priorities, which include employee engagement, the historical book, community day, "Doing More Together" (a giving back initiative), and Graduation 2018. In employee engagement, the goal is to engage as many employees as possible in the events throughout the anniversary year. Back in 2015, the 15 members of the steering committee made it a priority to reach every employee group and every employee on our campus. More than 130 employees from all campus employee groups have since been involved in brainstorming and planning and collaborating, and this is what is going to make this year exceptional. The 50th kick-off celebration includes the August All-Campus Meeting at which Dr. Ender is going to be concentrating on our proud past; then at the spring meeting he will be talking about our strong future. After the fall meeting, a lunch celebration is planned at the Pavilion with live music, kiosks with information about community day and giving back to our community, and a kiosk with Harper spirit wear. Every Wednesday throughout the academic year, we are encouraging staff and students to wear spirit wear. The historical book was written by Tryg Thoreson, one of Harper's retired English professors, and designed by Sandi Minich and our Marketing Department. It's a beautiful book with

lots of anecdotes, stories, and photos that were pulled from the Library archives. Much of the same content has been added to the 50th anniversary webpage. The book will be infused into the curriculum of many courses through the efforts of Thoreson and Pearl Ratunil, the Chair of the Academy of Teaching Excellence, and our faculty. It will be available in hardcover and as a downloadable eBook. It will be free to our students for their classes.

Donna Harwood introduced the third priority, which is our Giving Back Initiative. Doing More Together will happen during one week in October by which we will demonstrate our gratitude through hundreds of hours of volunteer work by our employees. There are two opportunities for employee involvement. First, we will be going out into our 11 school districts to volunteer for projects of their choosing. Each school in Harper's district, (there are 114 schools in the 11 districts), are being invited to submit a volunteer project proposal that will advance their students' experiences and engage Harper employees. One school from each district will be randomly drawn and Harper employees will complete their submitted project, such as career presentations or in-class reading sessions or other activities. Second, we will be hosting on-campus volunteer projects for local organizations that align with Harper's mission. These types of activities may include putting together care packages for deployed troops or collecting hygiene items for local shelters. We believe that Harper College could not keep its promise today if it didn't have the support of the community over the past 50 years. So, we are going out into the community and inviting the community to our campus. In April 2018, we will be hosting a Harper College Community Day, a multifaceted engagement opportunity that will include stakeholders from Harper's past, present, and future. This will include a College and Career Expo for kids in grades four through eight plus their parents and an all-campus all-year alumni reunion for past students and employees to see what we've become. We'll complete our year with graduation. This year, we're going to elevate that day by using special regalia and by inviting a prominent speaker who will inspire this very important graduating class.

Barzacchini shared the communication plan for the year of Harper's 50th anniversary, which includes a special 50th logo and branding. The external banners across campus will be changing out, display banners for 50th anniversary events, and the travelling time lines will be sent out into the community, in various places on campus, and also at the Gala. He demonstrated various interactive features of the 50th website, which is now live at www.harpercollege.edu/50. There are many heritage pictures that the team was able to pull together, like the first faculty profile. Special features of the website include the interactive timeline,

event calendar, the Harper Gala “How Time Flies” site link, and the sliding gallery, which has a slide feature of a picture from the past and a similar one from present day. Lastly, he shared the Harper Story, which features items submitted by site visitors. The goal was to have at least 50 stories, and the site has already surpassed this goal. These stories will be used in other Harper communications throughout the College, in publications, online, and in social media in order to tell the story about what really makes Harper special. It’s the community and the people who have experienced Harper and have allowed the College to touch their lives. We’ll be updating this site throughout the year and we expect the 50 stories to grow to 500 stories by the time we finish this year, and to live on well beyond the 50th celebration.

STUDENT TRUSTEE REPORT

Student Member Safakas introduced the President of Harper’s Student Government Association, Sulayman Qazi, who she invited to say a few words.

Qazi briefly introduced himself, and let the Board know that student government has an open door to every member here. He thanked the Board for their hard work in putting the students and the students’ quality of education first.

Safakas continued her report by sharing two student stories that highlighted the impact of MAP grants on Harper students. She concluded her report by offering her deepest sympathy to the family of our dear friend and fellow student, Joe Ward, on his passing. He started his Harper story in the fall of 1973, and since then, Joe had taken over 1,000 credit hours at Harper. He was truly the definition of a lifelong learner. Joe Ward was also a Harper employee as well as a student working for the Library starting in May of 1986. He was involved in student government for at least ten years and served on many shared governance committees, such as Diversity and Inclusion, Facilities, and Curriculum. He was a positive light to all who had the honor of talking to him. Just as Harper made an impact on Joe, Joe has made an impact on Harper and he will be missed.

FACULTY SENATE PRESIDENT’S REPORT

Faculty Senate President Richmond took a moment to congratulate Dr. Ender on the weather for graduation. The Faculty Senate Executive Committee will be meeting with various members of President’s Cabinet throughout the summer, and faculty will be ready when the 50th school year kicks off in fall. Thank you and have a great summer.

PRESIDENT’S REPORT

Dr. Ender briefly introduced the new case managed academic advising model, about which three campus leaders will be presenting: Assistant Provost Sheryl Otto, Associate Dean Kris Hoffhines, and Associate Dean Vicki Atkinson. Together, they have developed this program, hires have been made, and training

has begun. He explained the Flight of the Hawk handout at their places; this shows the process and progress of students at Harper as they work toward completion. This is not a student-facing document, but has helped conceptualize this process and allowed Harper to begin thinking about organizing ourselves and our training. The Board should recognize many of the elements on this sheet since they have been presented at previous Board meetings. He thanked Matt McLaughlin and those who worked with him in completing this handout.

New Advising Model

Otto explained that the advising model revision has been an on-going project for the last couple of years, with the intention of meeting two presidential and institutional priorities. These are to make sure that our students who are pursuing a degree or certificate complete a career and educational roadmap to help them to completion, and to provide students with one assigned contact from start to finish who will help them navigate their Harper experiences. A few of the milestones in this process include the Academic Success Coach pilot led by Dr. Travaris Harris and funded in part by our Title III grant which provided for three success coaches using the case management approach, our partnership with One Million Degrees (OMD) and its case management model for our OMD scholars, research and interviews with other community colleges across the county who have implemented new or revised advising models, and a full-day retreat this past fall with about 25 faculty, staff, and administrators to hone in on the essential components that we wanted out of this advising model. The retreat led to a task force to refine the model which met throughout the fall and into the spring semester. One of the major outcomes of the retreat and the task force is the recognition that we want to maintain the strength of the student development faculty counselors within the new model while introducing academic advisors. The academic advisors combined the case management of the academic success coaches, the academic and career roadmap planning of specialists. There were 19 positions identified to be converted to academic advisors and 8 new academic advisor positions were added. The new team started last week and their training program is in full swing. As part of the advising restructure, Student Development has reorganized and Kris Hoffhines is now Associate Dean of Advising and Counseling Services and Dr. Vicki Atkinson is Associate Dean of New Student Programs, Career Development, and the Rita & John Canning Women's Program. Our operational goal for FY18 is to assign 3,000 of our credential seeking students to an advisor or counselor in this initial phase.

Hoffhines shared the functions of the academic advisors and counselors. Both will carry caseloads, the primary purpose of which is to help students develop their academic plan, and to help them navigate the Flight of the Hawk process. They will be doing

proactive outreach to students, monitoring the plans that they've set with students, and following up. Based on the varying need levels, some students will hear from academic advisors and counselors more often than others. An additional task will be determining how to distinguish high-need and low-need students in order to facilitate managing larger caseloads. This year, academic advisors and counselors will be building their caseloads primarily when they meet students through orientation, which is the very first time the students are on campus. Ideally that will be their point person. Through OMD, we found that building the relationship with their case manager was a very valuable component of the program, so we hope to replicate that with this scaled up model.

Counselors will carry a little bit lighter of a caseload at first in order to make room for handoffs and referrals that will come from the academic advisors who encounter students who need more intrusive counseling. Counselors will also be working with undecided students and students who are on academic probation, whereas the academic advisors will be working primarily with students who are in good standing academically. Alongside the academic advisors and counselors, we'll have our specialists and counselors who work in Access and Disabilities Services who will continue to provide the support and accommodations that our students with disabilities need to succeed. The academic advisors and counselors will both be consulting with those folks as they continue to work with students with disabilities.

Hoffhines introduced the vertical and horizontal model, the framework that is being used to help guide the work of the new case management model. The vertical represents the academic areas of interest. The plan is to form counseling and advising teams, specific to each area of interest through professional development and consultation and collaboration with faculty from those areas. The horizontal represents the various identities that students bring with them to college that may impact their ability to be successful. We know that students can show up in any area of interest, so all advisors and counselors need to be prepared to meet the needs of those students in those special populations. Further professional development will be aimed at serving these populations. One of the special population that the counselors will case manage are those students whose academic performance puts them in SOAP (Standards Of Academic Progress under Harper) or SAP (Standards of Academic Progress under financial aid). These are at-risk students who the counselors will be best suited to work with to move through the Flight of the Hawk.

Dr. Atkinson updated the student onboarding process of orientation which has recently been overhauled. Admissions Outreach has taken on the task of confirming students' application

information prior to their orientation session. Orientation introduces the students to Degree Works which puts their academic plan in an electronic format with an audit component to help students stay on track. Their advisors and counselors have access to this tool which creates a common ground around the students' academic goals. The first year seminar courses called Start Smart are being themed for the first time around the areas of interest, which will provide some opportunities for exploring with the advising and teaching faculty in their area of interest. Another first year seminar course has been developed, Focus on Your Future, for undecided students to help them enter academic and career exploration by spending time working on their direction and their purpose during their first semester. During that initial advising, certain courses can be marked as critical courses, so we can monitor those students who may be nervous or anxious about developmental math for example, and provide very targeted follow-up and enhanced reporting. The capacity to do more proactive monitoring and outreach will be increased by using this enhanced technology. This includes reaching out to students before they leave or stop out to identify the struggles they may be having and to then proactively intervene. It's important that we assure every student that, regardless of who their assigned advisor is, there are standards of care in this advising model. We've learned that Starfish, which has been used primarily for classroom monitoring, can be used in a variety of advising and case management purposes. We are intentionally focusing our efforts on helping students leave their fall semester with a plan so they can start on their path to success.

Otto asked those academic advisors and counselors who were able to attend the meeting to rise and be recognized. They are also excited about the potential that this model is going to bring to their work and the deeper engagement that they are going to have with our students and hopefully with our faculty and other colleagues across campus as well. Their voice and input in continuing to shape it and refine it is going to be critical.

Member Johnson acknowledged the effort that has been put into this advising model; a little insight and a little direction at the right time makes a huge difference and will change a lot of lives.

In response to Member Robb, Otto explained that caseloads will start out low, around 225-275, to allow for adding students in the spring and next fall. Counselors will start with a little less to leave room for referral and handoffs. Member Robb added her praise for a program she has seen can make a big difference.

In response to Member Kelley, Otto elaborated that the 3,000 represents those new degree and certificate seeking students who come through orientation, which is only a portion of the 15,000

attending in fall, and then the plan is to add to the caseload next fall. Starfish will start to be used as case management tool as well as a classroom monitoring tool. Not all students will need to be monitored in the classroom; this function will be used for students in high stakes programs, academic probation as well as with special populations like student athletes who could be at risk of losing their athletic standing, our distinguished trustee scholars, and students who are in the University of Illinois Engineering Pathways program. Students who don't have an assigned advisor or counselor will continue to see counselors as walk-ins as needed. There is still certain messaging that gets pushed out institutionally on reminders for registration and other things. These students won't be ignored or left on their own; they just won't be part of the new advising model. It's going to take time to fully implement, adding students to the case loads each year.

In response to Student Member Safakas, Otto stated that the new advisors complete training next week and will then begin seeing students.

Dr. Ender expressed his pride in the work that has been done in this area over the last eight years. We've made great progress, but we are not completely satisfied and will strive to do more. He shared the updated Organization Chart on which, for the first time in the history of Harper College, a faculty member (the president of the Faculty Senate) appears on the chart. We have made changes to this chart to help the Board understand who in our group serves on the Executive Council, and who serves on the President's Cabinet. These are not all administrative positions; rather they are leadership positions thus we refer to this as the Leadership Chart.

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 minutes for May 10, 2017 Committee of the Whole meeting and May 17, 2017 Board of Trustees meeting; accounts payable; student disbursements; payroll for April 28, 2017; May 12, 2017; and estimated payroll for May 26, 2017 and June 9, 2017; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; student service awards Spring 2016; monthly financial statements; Board committee and liaison reports; grants and gifts status report; summary report of items purchased from state contracts, consortiums or cooperatives; disposal of obsolete or damaged personal property; as outlined in Exhibits X-A.1 through X-B-5 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Fund Expenditures	Accounts Payable	\$ 6,593,791.24
	Student Disbursements	\$ 165,321.8661

The payroll of April 28, 2017 in the amount of \$1,995,850.78; May 12, 2017 in the amount of \$2,177,387.77; estimated payroll of May 26, 2017 in the amount of \$2,086,619.28; and the estimated payroll of June 9, 2017 in the amount of \$2,086,619.28.

Bid Approvals	Ex. X-A.3.a	Accept bid and award contract for the 2017 Paving Maintenance project to Chadwick Contracting Company, as the lowest responsible and responsive bidder, in the total amount of \$279,571.00, as provided in the Operations and Maintenance (Restricted) Fund budget.
	Ex. X-A.3.b	Accept bid and award contract for the 2017 Sidewalk and concrete Maintenance project to Chadwick Contracting Company, as the lowest responsible and responsive bidder, in the total amount of \$248,145.00, as provided in the Operations and Maintenance (Restricted) Fund budget.
	Ex. X-A.3.c	Accept bid and award contract for the reconstruction of the Blue Pool Pergola to Hargrave Builders, Inc., as the lowest responsible and responsive bidder, in the total amount of \$130,929.00, as provided in the Operations and Maintenance (Restricted) Fund budget.
	Ex. X-A.3.d	Accept bid and award contract for the construction contracts for the Building B Boiler Room Project to Hayes Mechanical, as the lowest responsible and responsive bidder, in the total amount of \$601,950.00, as provided in the Operations and Maintenance (Restricted) Fund budget.
	Ex. X-A.3.e	Accept bid and award contract for temporary contractual staffing services for custodians and groundskeepers to Smith Maintenance Company, as the lowest responsible and responsive bidder, in the FY18 projected amount of \$711,622.00, as provided in the Operations and Maintenance Fund.
Request for Proposals	Ex X-A.4.a	Accept a proposal and award a contract to the Q Center for hosting the four-day 2017 Harper Leadership Institute (HLI) Immersion Retreat, in the

total amount of \$41,994.00 as provided in the Education Fund budget.

Purchase Orders

- Ex. X-A.5.a Approve the proposed change order for landscaping and site improvements to Pepper Construction for the Building F Renovation Project, in the amount of \$151,700.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building F Renovation Project contingency.
- Ex. X-A.5.b Approve the issuance of a purchase order to Sightlines LLC for the annual ROPA+ and Sustainability Facilities Benchmarking Analysis for FY 2017, FY 2018 and FY 2019, in the amount of \$37,250 for each year and a total amount of \$111,750.00, as provided in the Operations and Maintenance Fund budget.
- Ex. X-A.5.c Approve the issuance of a purchase order to Patterson Dental for the delivery and installation of Dental Hygiene x-ray equipment, in the amount of \$49,998.00, as provided in the Education Fund.

Personnel Actions

Faculty Appointments

Brianne Durfey, Faculty Fellow – Kinesiology, Math and Science, 08/15/17, \$33,500/year
 Kathleen Nikolai, Instructor - Early Childhood Education, Business and Social Science, 06/26/17, \$55,100/year
 Monica Shirley, Faculty Fellow – Paralegal, Business and Social Science, 08/15/17, \$33,500/year

Supervisory/Management Appointments

Jessica Papa, Director, One Million Degrees, Student Development, 06/12/17, \$77,342/year
 Gloria Plaza, Security and Business Continuity Manager, Client Systems, 07/01/17, \$100,770/year
 Beverly Riley, Employee Relations Manager, Human Resources, 07/01/17, \$93,796/year

Professional/Technical Appointments

Deena Ata, Academic Advisor, Student Development, 06/12/17, \$53,262/year
 Yuki Burt, Academic Advisor, Student Development, 06/12/17, \$52,411/year
 Erjon Carcani, Programmer/Analyst, Client Systems, 07/01/17, \$53,592/year
 Heather Cobb, Academic Advisor, Student Development, 06/12/17, \$48,000/year

Norma De La Rosa, Academic Advisor, Student Development,
06/12/17, \$48,000/year

Cheryl Devenny, Academic Advisor, Student Development, 06/12/17,
\$56,680/year

Nicole Duel, Academic Advisor, Student Development, 06/12/17,
\$56,903/year

Robert Fancsalszki, Programmer/Analyst, Client Systems, 07/01/17,
\$53,592/year

Thomas French, Auxiliary Events Technical Director, Events
Management, 06/05/17, \$51,000/year

Lezlie Hill, Academic Advisor, Student Development, 06/12/17,
\$57,500/year

Brian Johnson, Academic Advisor, Student Development, 06/12/17,
\$55,590/year

Julia Lamping, Institutional Effectiveness Analyst, Institutional
Effectiveness and Outcomes Assessment, 06/05/17,
\$54,000/year

Anacecilia Luna, Academic Advisor, Student Development, 06/12/17,
\$48,000/year

Charles Mulvey, Telecom VOIP Technician, Infrastructure Services,
07/01/17, \$46,510/year

Cynthia Washburn, Academic Advisor, Women's Program, 06/19/17,
\$50,315/year

Classified Staff Appointments

Areeba Afzal, AED Technical Support Assistant, Liberal Arts,
06/05/17, \$36,075/year

Amanda Byrd, Student Account Representative I, Student Accounts
and Receivables, 07/01/17, \$19,993/year

Jacquelyn Clark, Student Account Representative I, Student Accounts
and Receivables, 07/01/17, \$24,867/year

Susan Egan, Project Assistant, Planning and Institutional
Effectiveness, 07/01/17, \$49,179/year

Amanda Oddo, Library Assistant I, Library Services, 05/30/17,
\$28,314/year

Harper #512 IEA-NEA Appointment

Anthony Olifer, Warehouse Driver, P/T, Operations Services,
06/06/17, \$19,302/year

Classified Staff Retirements

Thomas Gibbons, Copy Center Specialist, Printshop, 06/30/17, 26
years 11 months

Mary Mikell, Administrative Assistant, Math and Science, 02/28/18,
21 years 3 months

Administrator Separations

Eric Rosenthal, Director, Academic Advising and Counseling,
Academic Advising and Counseling Center, 06/30/17, 14
years 4 months

Faculty Separations

Tara Mathien, Assistant Professor, Business and Social Science,
08/01/17, 8 years

Stephanie Robinson, Instructor, Health Careers, 05/24/17, 2 years

Supervisory/Management Separations

Employee #728, Custodial Foreman, Operations Services, 06/30/17,
12 years 8 months

Dana Blanton, Academic Division Operations Manager, Health
Careers, 06/02/17, 8 months

Philip Devine, Data Warehouse Technical Manager, Information
Technology/Infrastructure Services, 07/14/17, 1 year 11
months

Professional/Technical Separations

Employee #2168, Accommodations and Transition Specialist, Access
and Disability Services, 05/31/17, 12 years 10 months

Employee #572, Instructional Specialist, Access and Disability
Services, 06/30/17, 24 years 10 months

Classified Staff Separation

Joan Wiegold, Testing Assistant, P/T, Assessment Center, 05/19/17,
3 years 6 months

ICOPS Separations

Israel Castaneda, Community Service Officer I - Patrol Harper,
College Police Department, 05/15/17, 1 month

Danny Yu, Police Officer, Harper College Police Department,
06/16/17, 5 years 3 months

Harper #512 IEA-NEA Separations

Antonio Encarnacion, Custodian, Operations Services, 05/07/17, 10
years 10 months

Board Travel

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

Student Service Awards
(Spring 2017)

Approval of the Student Service Awards for the Spring 2017
semester, a total of 44 awards have been recommended totaling
\$38,398.50 to be awarded to outstanding student leaders, as
presented in Exhibit X-A.8. The amount of \$119.25 per credit
hour, up to three (3) credit hours for a "quarter" award, up to six
(6) credit hours for a "half" award, and up to twelve (12) credit
hours for a "full" award will be paid from the auxiliary Student
Activity Fund, for a total payment of \$38,040.75 from this budget.
In addition, the Educational Foundation will contribute \$119.25 per
credit hour earned for the Student Trustee's award, for a total of
\$357.75, funded by the General Scholarship Fund, as presented
in Exhibit X-A.8.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas 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 shared that the Harper Harper College Educational Foundation will be hosting a Harper Heritage Society event with a reception and dinner on Tuesday, June 27 to honor and celebrate members. Heritage Society members are those who have remembered Harper College in their estate plans. To date, there are 32 couples or individuals who are members. Members will be treated to a “behind the scenes” insight from Dr. Tryg Thoreson on his process of researching and writing Harper College’s 50th Anniversary book. In FY17, one new member joined the Harper Heritage Society and \$160,000 was pledged in planned gifts.

An invitation was extended to be part of reviewing scholarship applications. You will leave this experience with a much deeper understanding of the kinds of students at Harper College and the struggles they face on their way to finding success in the classroom and in life. This will take place Tuesday, July 12.

Other Foundation items include the addition of three new Foundation Board members (Susie Rogers, Patty Moyer, and Young Chung), four retiring Foundation board members (Bob Fiorani, Carol Pankros, Richard Hohol, and Ryan Moats), and Golf Outing highlights, which raised \$150,000 with 115 golfers attending. Jake and Jordan Sadoff were the co-chairs of the event, with the proceeds of the event benefitting the Harper Promise Scholarship Program.

Alumni Liaison Report: Member Stack reported that the Call for Nominations for the 2017 Distinguished Alumni Awards closed on May 15. A total of 30 nominations will be considered this year; 20 new nominations were received, and 10 will carry over from last year. The Selection Committee will convene at the end of June to select the recipients. As part of the College’s 50th Anniversary; one alumnus will be recognized from each decade of Harper’s history at the Distinguished Alumni Reception and Awards Ceremony on November 2, 2017.

A new Distinguished Alumni Scholarship initiative has been launched, which is being led by Shannon Plate, a 2010 recipient of the award. The scholarship will provide an opportunity for Distinguished Alumni to give back to the College, as part of the 50th Anniversary, and will be a way to re-engage or further engage with this group. More than \$7,000 has been raised to date. The goal is to officially announce how much has been

raised for the scholarship at the Distinguished Alumni Reception on November 2nd.

A Young Alumni meeting was held on June 1 with Foundation scholarship recipients who graduated in May to welcome them to the Harper alumni community and discuss the benefits of being involved with the alumni program. The meeting provided a great two-way conversation with this group of “young alumni” regarding their continued involvement with the College. Everyone in attendance indicated that they want to stay connected and that they would be willing to serve as ambassadors on behalf of the College when they go away to their four-year institutions.

Planning continues for the Alumni Reunion that will be held as part of the College’s 50th Anniversary. The reunion will be a one-day event held in conjunction with the Harper Community Day on April 14, 2018. The goals of the reunion are to invite alumni back to campus to reconnect with fellow alumni, faculty and retired faculty, celebrate the experiences they had while attending Harper, see the many changes on campus, and set the stage for ongoing engagement after the 50th Anniversary year.

ICCTA Liaison Report: Member Kelley reported that he had the honor of representing Harper College along with Dr. Ender and Michelé Smith at the ICCTA annual meeting where Harper was recognized and honored with the Equity and Diversity Award. He reminded everyone of the role the Illinois Community College Trustees Association plays in Illinois higher education beyond trustee professional development. It is the primary vehicle for advocating on behalf of community colleges throughout the State and championing those causes, whether it be the funding that we get from the State or the various bills that are introduced in the legislative process.

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.

Disposal of Obsolete or Damaged Personal Property

The annual disposition of College personal property report is presented to the Board for review, as outlined in Exhibit X-B.5.

NEW BUSINESS

Approval of Preliminary Budget for Fiscal Year 2018

Member Mundt moved, Member Hill seconded, to approve the College’s preliminary budget for fiscal year ending June 30, 2018, 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, Hill, Johnson, Kelley, Mundt, Robb, and Stack.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Resolution to Establish the
2017-2018 Budget Hearing
Date

Member Kelley moved, Member Stack seconded, to approve the resolution to establish August 16, 2017 as the date for the public hearing on the tentative budget for the fiscal year beginning July 1, 2017 and ending on June 30, 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, Hill, Johnson, Kelley, Mundt, Robb, and Stack.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Fiscal Year 2018
Authorization to Spend

Member Robb moved, Member Kelley seconded, to approve the recommendation to authorize the College to continue to incur the necessary expenses and commitments for the ongoing operations of the College prior to the adoption of the Fiscal Year 2018 Budget, as outlined in Exhibit XI-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Resolution Authorizing
Adoption of Prevailing
Wage Act

Member Johnson moved, Member Hill seconded, to approve the resolution authorizing adoption of the Prevailing Wage Act, as outlined in Exhibit XI-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Approval of Depository,
Financial Services
Providers, and Investment
Brokers for College Funds

Member Mundt moved, Student Member Safakas seconded, to approve the depositories, financial service providers, and investment brokers to be used by the College, as outlined in Exhibit XI-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Harper Professional Center
(HPC) Tenant Lease
Agreement

Member Robb moved, Member Stack seconded, to approve the attached Consent by Landlord to Assignment of Lease agreement for the tenant at the HPC, subject to legal review, as outlined in Exhibit XI-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

The Resource Allocation
And Management Plan for
Community Colleges
(RAMP)

Member Hill moved, Member Stack seconded, to approve the RAMP document and set aside the funds to provide the necessary College contribution, as outlined in Exhibit XI-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Approval of Service
Providers

Member Stack moved, Student Member Safakas seconded, to approve the updated list of service providers for Fiscal Year 2018, as outlined in Exhibit XI-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Administrative Employment
Contracts

Member Hill moved, Member Robb seconded, to approve the recommendation that Administrative staff members, who are in good standing and employed prior to April 1, 2017, with the exception of Administrative staff members who are receiving a promotion that is effective on July 1, 2017, receive a two-and-one-tenth percent (2.1%) salary increase for Fiscal Year 2018, which is based upon the CPI-U increase for the previous 12-month period ending December 31 prior to the new fiscal year. The salary schedule will be increased by one-and-one-tenth percent (1.1%) for Fiscal Year 2018. Employees who are within less than one-

and-one-tenth percent (1.1%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2018 salary grade level maximum. It is also recommended that an Administrator employed as of June 30, 2017 be "grandfathered-in" to the current Retirement Insurance Benefit Program that is scheduled to be eliminated for those hired after June 30, 2017, as outlined in Exhibit XI-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Institutional Effectiveness Measures

Member Mundt moved, Member Hill seconded, to approve the new targets for the Institutional Effectiveness Measures (IEMs) that monitor the College's performance on key indicators as well as progress towards institutional goals, as outlined in Exhibit XI-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

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

Member Johnson moved, Student Member Safakas seconded, to approve the recommendation to authorize Dr. Ender, or his delegate, to appoint personnel, pay vouchers, and approve purchases from June 22, 2017 through July 31, 2017, since there is no Board meeting in July, as outlined in Exhibit XI-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

ANNOUNCEMENTS BY THE CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Board will hold a Board Retreat on July 26, 2017 at 12:00 p.m. in W-214. The next Committee of the Whole Meeting will be Wednesday, August 9, 2017 at 5:00 p.m. in W-216. The next

Board of Trustees Meeting will be Wednesday, August 16, 2017 at 6:00 p.m. in W-214.

OTHER BUSINESS

Member Stack motioned, Member Kelley seconded, to enter closed session to discuss personnel matters at 7:16 p.m.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Student Member Safakas motioned, Member Hill seconded, to adjourn the closed session and re-enter the regular Board meeting at 8:30 p.m.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:31 p.m.

Chair

Secretary