

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, May 16, 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, May 16, 2018 at 6:00 p.m. Learning and Career Center (room 134), 1375 Wolf Road, Prospect Heights, Illinois.

Student Member Safakas led the Pledge of Allegiance.

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Mike Barzacchini, Director Marketing Services; Bret Bonnsetter, 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, Executive Director of Communications; Brian Knetl, Associate Provost; Darryl Knight, Executive Director Facilities Management; Judy Marwick, Provost; 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; Roger Spayer, Chief Human Resources Officer; Michael Bates, Dean Teaching, Learning and Distance Education; Jennifer Berne, Dean Liberal Arts; Jennifer Brennan, LCC Supervisor; Orlando Cabrera, Technical Support Specialist; Claude Casaletto, Chief of Police; Lauren Chilvers, Scholarship and Special Projects Coordinator; Meg Coney, Administrative Coordinator; Karen Dailey, Faculty; Dave Dluger, Media Technical Director; Sue Egan, Project Assistant; Travaris Harris, Dean Student Affairs; Maria Knuth, Faculty; Regan Myers, Director of Infrastructure Services; Mary Beth Ottinger, Dean Career and Technical Programs; Kim Pohl, Media Relations and Legislative Affairs Manager; Charmian Tashjian, Adjunct Faculty; Darice Trout, Associate Dean; Stephanie Whalen, Faculty.

Guests: Kenya Ayers, Northwest Educational Council for Student Success; Melanie Carter, League for Women's Voter; Sam Cavnar, Robbins Schwartz; Dyrell Chatham, Student; Caden Engel, Student; Masarrat Fatima, Student; Michelle Feigler, Student; Peter Grob, Student; Christine Hanna, Student; Lubna Hashim, Student; Betty Hull, League for Women's Voter; Abbas Ali Khan, Student; Simran Mal, Student; Magdiel Miranda-Lopez, Student; Waad Osmar, Student; Shraddha Patal, Student; Sebasthian Picasso, Student; Erika Rodriguez, Student; Garrison Rose, Student; Lisa Safakas, Citizen; Carlos Segura, Student; Faustus Udrenas, Student; Feyza Yazar, Student; Tasheen Zaidi, Student.

STUDENT TRUSTEE  
REPORT

Student Trustee Safakas gave her final report and recognized some outstanding student leaders at Harper, many of which were in attendance.

She began with honoring some of the Chemistry Club members including Abbas Ali Khan, Tasheen Zaidi, Lugna Hashim, Feyza Yazar, and Anthony Gershman who all made amazing contributions by disseminating chemistry knowledge by volunteering and presenting experiments at elementary schools. The various experiments included Alka-Seltzer rockets, slime, shrink dinks, and rainbow snow. On campus, the students participated in three events:

- October 2017, held Chemistry Week where they presented experiments to other students
- March 2018, assisted with the Science Olympiad
- April 2018, participated in the College Community Expo and showed their experiments to the public.

Phi Theta Kappa has several officers transferring to four-year universities with many being offered scholarships due to their excellent work at Harper and in the community. Phi Theta Kappa students include:

- Faustus Udrenas plans to transfer to the University of Michigan with full tuition support
- Michelle Feigler a student of the Harper GED program will likely transfer to the University of Minnesota with full tuition support
- Magdiel Miranda-Lopez (not FAFSA eligible), has been awarded the first full- tuition scholarship to Lake Forest College offered in partnership with Harper's Honors Program
- Christine Hanna is deciding between Lake Forest and Loyola, with both schools offering to cover most of her tuition
- Peter Grob plans to transfer to University of Illinois at Urbana-Champaign in the fall

These officers helped lead projects that included the following:

- Volunteered for the Special Olympics Spring Games in Mount Prospect
- Visited Habitat for Humanity three separate times
- Prepared and served food on several occasions for homeless individuals in Chicago
- Collected diapers for Hurricane victims early in the fall
- Purchased items to donate to a group-home for children in Chicago

The Student Activities Board (SAB) members introduced included Masarrat Fatima, Dyrell Chatham, Sebastian Picasso, and Garrison Rose, who are some of Harpers most dedicated student leaders. These leaders are passionate about engaging students and the community with either free or low cost events that educate and entertain. These students show up early to work events while others

get to enjoy them, stay to clean up and then do it all over again for the next event. They put in numerous hours each week walking through campus, talking to students about upcoming events and taking suggestions. Some of SAB accomplishments included the following.

- Served adult students with families by offering movies on campus
- Assisted the Juliette Low Elementary School by hosting a school-wide pumpkin patch and Halloween night in October
- Collected funds for Hurricane Harvey relief efforts
- Collected funds for Save the Children to support hurricane relief efforts in Puerto Rico
- Served as Higher Learning Commission Ambassadors
- Packed food at Feed My Starving Children in Schaumburg
- Hosted various education focus talks with authors and poets
- Implemented the two most recognized student events of the year
  - The fall window painting contest between clubs and organizations
  - The spring Snowboard Lodge which featured falling snow in Building A, karaoke, mechanical snowboard ride, mug decorating and free food

Rotaract (a college Rotary club) was formed at Harper last summer. President, Shraddha Patel and member Carlos Segura were present. Rotaract volunteered with the Village of Arlington Heights, hosted a guest speaker on the Art of Mindfulness, hosted a guest speaker from the Hope For The Day Organization and held a taco tasting fundraiser. Also, Rotaract is committed to future endeavors such as the Birthday Party Project which allows homeless children to celebrate their birthdays. They look forward to working with the community high schools, junior high schools and Rotary clubs to raise funds for school supplies for children in India. Currently, their focus is bringing local and international change for students who are less fortunate than us.

Finally, the Harper College Radio Station, WHCM 88.3, has provided students with a variety of programming. This year, the organization has grown to more than 30 students. The shows the station broadcasts are about sports, politics, music ranging from rock to Korean pop, and more. The General Manager Caden Engel and Waad Osman were present. The station was presented with six national awards on behalf of the Intercollegiate Broadcasting Systems that included:

- National winner for best use of video in a radio studio presented to Noah Festenstein and crew
- National finalist for best use of Twitter
- National finalist for David Silverman best community news coverage
- National finalist for Best Specialty Program to Waad Osman and Nadir Rahman

- National finalist for best on-air personality to Keith 'Maurice' Harris
- National finalist for best community college radio station

Student Trustee Safakas expressed that she is extremely proud of what has been accomplished this past year. She wished all the graduates well on their next steps in their journey, and for those returning to keep up the good work in their organizations. She expressed her confidence for a strong future with the next group of students stepping up as leaders. She proudly announced the next Student Government President, Alex Valladares; Vice President, Lydia Schiller; and Student Trustee, Lavleen Mal. She closed with acknowledging that it had been an honor and pleasure serving as student trustee, and representing her fellow peers, and thanking the Board for the wonderful opportunity.

Chair Dowell thanked Student Trustee Safakas for her report and asked Member Kelley to read the following resolution recognizing her accomplishments. Member Kelley read the resolution and Member Mundt presented the framed resolution to Student Member Safakas.

#### Resolution

Whereas, Niki Safakas was elected by her peers to serve as the student representative on the Harper College Board of Trustees for the 2017-2018 academic year, where she always put the student perspective first and brought a sense of purpose and responsibility to her service through hard work and dedication; and

Whereas, as Student Trustee, she advocated for Harper students, communicated student concerns and suggestions, kept the Board informed about issues that affect students, participated in a variety of student advocacy initiatives, and made it a priority to meet with student trustees at other community colleges; and

Whereas, she actively committed to opening lines of communication among students, student leaders, student employees, and with faculty and staff through collaborative ideas and events; and

Whereas, she has been an outstanding example of student leadership through her service as an elected Senator of the Student Government Association, where she advocated for student needs and served as a mentor to new Senators; and

Whereas, she represented Harper College through her work with the Illinois Community College Board Student Advisory Committee, attended the 48th Annual Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas and the ACCT National Legislative Summit in Washington, D.C., where she served on the

Student Advisory Board, and participated in the College's reaccreditation process with the Higher Learning Commission; and

Whereas, throughout her years of leadership at Harper College, she focused on student success by serving as a student aid in the Admissions Outreach Office where she worked to improve the student experience by encouraging students to utilize campus resources; Now, Therefore Be It

Resolved, that the Board of Trustees of Harper College honors the accomplishments of Niki Safakas as she served honorably and with distinction as a Student Trustee and friend. We thank her for her positive contributions to Harper College and its community.

Attested the Sixteenth Day of May in the Year 2018, signed by Chair Gregory Dowell and President Kenneth Ender.

SWEARING IN OF NEW STUDENT TRUSTEE

Attorney Sam Cavner swore in the newly elected Student Trustee, Lavleen Mal, who then took his seat at the Board table.

ROLL CALL

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

Absent: none

AGENDA APPROVAL

Member Hill moved, Member Johnson 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 Mal advisory vote: aye.

PRESENTATION

Dr. Ender briefly mentioned the annual graduation on Saturday, May 19, 2018 and the High School Equivalence (HSE) graduation in mid-June. He then introduced Maria Knuth and asked her to provide an overview about the High School Equivalency program.

High School Equivalency Graduation

Ms. Knuth, chair of the Adult Education Development Department began by thanking the Board. She continued to explain that General Education Development (GED) has changed millions of lives and that it is no longer an end point for students. The Workforce Innovation and Opportunity Act (WIOA) passed in 2014 governs the Adult Education Development (AED) department. Some statistics mentioned included that 54% of jobs in the United States economy require more than a high school diploma but not more than a four-year degree and only 44% of U.S. workers are trained at this level. According to WIOA, the skills to enter the workforce are critical

thinking, employability skills, math, literacy, digital technology, and global studies.

Ms. Knuth explained further that some students may begin in English Literacy Acquisition (ELA) classes, and the goal is to transition them into High School Equivalency (HSE) classes. After a student progresses through the HSE classes, faculty continue to prepare them for career and educational opportunities. Ms. Knuth introduced Erika Rodriguez who began her journey at the main campus when she enrolled in English as a Second Language in 2014 and continued in the Integrated Education Technical (IET) training program where she earned her Office Assistant Certificate in the fall of 2015 with a 4.0 GPA. Ms. Rodriguez also enrolled in GED classes and passed the exam in 2017. While completing her certificate she volunteered at Northwest Compass at their annual volunteer appreciation event.

Ms. Rodriguez shared that she began taking English as a Second Language classes because her English skills needed improving, she wanted a better job and to be a good example for her two children. During one of her classes, she learned about the Office Assistant Program and enrolled where she learned new skills that included using a computer. During this time, she interned at Northwest Compass, where others helped her to continue to learn and boost her confidence. The Office Assistant Program changed her life resulting in a better job. Ms. Rodriguez also shared she went back to school to inspire her children. Her son will graduate from Loyola University and her daughter is in high school. She thanked Ms. Knuth.

Ms. Knuth thanked the Board for the support provided to the AED department and investing in these students. She invited everyone to attend the High School Equivalency Graduation on June 15, 2018, at 7:00 p.m.; that is an evening filled with tears, joy and gratitude. One of the distinguished scholars who is graduating on June 15, 2018, is currently enrolled in other classes at the College with a 3.5 GPA and desires to be a speech pathologist.

#### FACULTY SENATE PRESIDENT'S REPORT

Mr. Richmond mentioned that the last year has been filled with the wonderful 50<sup>th</sup> Anniversary celebrations and the triumphant Higher Learning Commission visit. Further, he reminded the Board that at this time last year the faculty had just finished negotiating a new contract. Currently, faculty are implementing the last stage of that contract, not without controversy but with good outcomes. He thanked Provost Marwick for keeping the lines of communication open and working well with the Faculty Senate.

Additionally, he reported that one of the communities of practice is presenting their proposal this month to incentivize faculty to transition to Open Educational Resources (OERs) which is also included in the new faculty contract. He thanked the Board and looks forward to graduation on Saturday.

PRESIDENT'S REPORT

Dr. Ender introduced Dr. Bates and Dr. Whalen and asked them to provide an update to the Board on Communities of Practice (CoPs).

## Communities of Practice

Dr. Bates introduced himself as the Dean of Teaching and Learning and Distance Education and mentioned he is joined by Dr. Whalen, Associate Professor of English, and Chair of the Academy for Teaching Excellence to provide an overview of CoPs. Approximately two years ago, Harper was one of six colleges to receive a grant from Achieving the Dream (AtD) to engage adjunct faculty in student success and to address challenges surrounding adjunct faculty in higher education. The grant is funded by the Great Lakes and Helmsley Charitable Trust and evaluated by the Community College Resource Center (CCRC). Approximately 25% of adjunct faculty work in the field related to the courses they teach at the College. Of the six colleges participating in the grant, 50% of the adjuncts have a degree in the education field or a teaching credential, which is more than full-time faculty.

Harper has chosen to address these challenges through CoPs that allow faculty space to share instructional strategies, to experience shared learning experiences, to engage in professional development that targets student-learning gaps, and to connect professional development to classroom implementation through a shared learning experience. Ultimately, faculty produce and share resources and artifacts that reflect what they do in the classroom. CoPs are new to Harper. They are a group of people who share a concern or passion for something they do, and learn how to do it better as they regularly interact together. There are four general phases to a CoP beginning with a shared learning experience that could include going to a conference together. This is followed by a classroom implementation project, assessing the impact on student learning to result in continuous improvement inside the classroom, and finally dissemination of results to the Harper community.

Dr. Bates added in 2016 there was one CoP with two full-time faculty and five adjunct faculty and in 2018 it has grown to 14 active CoPs with 52 full-time faculty, 38 adjunct faculty and a few staff members. Dr. Bates introduced Dr. Whalen to share how CoPs are established and how the College supports them.

Dr. Whalen explained CoPs are faculty generated based on identified learning gaps and student needs. Faculty submit an initial application to the Academy and in consultation develop the idea further, create an action plan for professional development, and develop the project and an assessment. Projects are based on pedagogy, instructional technologies, curriculum development or other student needs. There is a CoP working on Open Educational Resources (OER) and they are working on adopting, adapting or offering other educational

resources at a reduced cost for students. In addition, they are creating a guide for others to create OER.

Dr. Whalen continued that the emphasis for CoPs is the ongoing social and collaborative learning experiences that are designed to connect professional development to classroom implementation and the continuous improvement of teaching and learning. CoPs yield more substantive improvement in most cases than one-off workshops. There is also a reciprocal relationship between full-time and part-time faculty that is important for sharing knowledge. CoPs are supported via a session during orientation week where perspective and established members come together and talk about the benefits of the program. Once a project is established, members use the resources of the Academy, such as the instructional design team and the available technologies. In addition, at the launch of a CoP, there are trainings completed to help enhance the work and establish the roles, norms and expectations for the group. In spring 2018, two additional trainings were available to prepare for productive meeting facilitation and to navigate through conflict. Another event, called Share-ousel, was a poster session where members rotated from poster to poster to provide feedback. The plan is to make Share-ousel an annual event.

Dr. Bates continued to describe the first CoP that focused on classroom based research. The group started by visiting another institution to learn about classroom research in order to develop their action plan. Each member then designed their own research study to measure the impact of new teaching strategies and how those strategies affect student learning.

CoPs rely on the partnership with AtD and CCRC to examine if correlations exist between faculty involvement, CoPs and student outcomes such as success at the course level. CCRC has been on campus conducting interviews, focus groups with faculty, and surveying faculty to look at their perceptions on the impact of CoPs on their teaching and student learning. The plan is to continue to partner with faculty to measure what they are doing and how changes in their teaching practices influence and impact student learning. Dr. Bates closed by thanking the Board.

Trustee Kelley shared how impressed and excited he was about CoPs. Further, he expressed his gratitude that one is focused on OER.

Dr. Ender continued with the President's Report and shared that David Coleman will be the commencement speaker and in his history of inviting speakers did not know of anyone who has put more time into preparing for the commencement address. Mr. Coleman has read *Harper College, The First 50 Years*, by Trygve Thoreson and has had

two people on two separate occasions interview students and faculty to find out about Harper College.

He echoed Faculty Senate President Richmond's comments about the 50<sup>th</sup> Anniversary celebrations and HLC visit. Additionally, he noted correspondence from the Achieving the Dream coaches that reflects the College has made progress in our student success agenda.

Dr. Ender acknowledge former Student Trustee Safakas for her involvement over the past year and mentioned he will appreciate the work she will continue to do at the national level for student trustees and looks forward to having her back to provide an update of her work.

Lastly, Dr. Ender shared that he had been interviewed about Harper receiving the NAFSA's Senator Paul Simon Award for Campus Internationalization. In November, he will be honored to join Dr. Richard Johnson in Washington D.C. to receive the award. Further, he thanked Dr. Marwick for her commitment to supporting the internationalization efforts at Harper.

#### HARPER EMPLOYEE COMMENTS

There were no employee comments.

#### PUBLIC COMMENTS

There were no public comments.

#### CONSENT AGENDA

Member Robb moved, Member Mundt 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, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

The Consent Agenda included:

The minutes for April 11, 2018 Committee of the Whole meeting, April 18, 2018 Board of Trustees meeting; accounts payable; student disbursements; payroll for March 30, 2018, April 30, 2018; estimated payroll for April 27, 2018 and May 11, 2018; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; resolution for Student Trustee Safakas; review of minutes of all closed meeting that have not yet been released for public review, and determination of which, if any, may then be released; and authorization for destruction of verbatim recordings of closed sessions; naming of classroom D-254 in recognition of Patricia Bosslet; modification to Board Policy – health services (Section 05.33.00); charge to the presidential search

advisory committee (PSAC); 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 April 11, 2018 Committee of the Whole meeting and April 18, 2018 Board of Trustees meeting.

Fund Expenditures	Accounts Payable	\$5,604,581.82
	Student Disbursements	\$232,887.17

The payroll of March 30, 2018 in the amount of \$1,979,297.94; April 13, 2018 in the amount of \$1,927,532.92; estimated payroll of April 27, 2018 in the amount of \$ 1,962,042.93; and estimated payroll of May 11, 2018 in the amount of \$ 1,962,042.93.

Bid Approvals

Ex. X-A.3.a Accept bid and award non-exclusive contract for temporary contractual staffing services for custodians to ABM Industry Groups, LLC and Eco Clean Maintenance, Inc., as the lowest responsible and responsive bidder, in the total projected amount of \$611,226.00, including custodians for 36,750 hrs. at \$15.12 of \$555,660.00, and 10% contingency of \$55,566.00, as provided in the Operations and Maintenance Fund.

Ex. X-A.3.b Accept bid and award contract for temporary contractual staffing services for groundskeepers to ABM Industry Groups, LLC, as the lowest responsible and responsive bidder, in the total projected amount of \$140,197.00, including groundskeepers for 7,800 hrs. at \$16.34 of \$127,452.00, and 10% contingency of \$12,745.00, as provided in the Operations and Maintenance Fund.

Request for Proposals There were no requests for proposals.

Purchase Orders There were no requests for purchase orders

Personnel Actions Administrator Appointment  
Vicki Atkinson, Interim Dean, Student Development, Student Development, 4/30/2018, \$116,128/year

Faculty Appointments  
Maham Khan, Instructor, Journalism, Liberal Arts, 8/14/2018, \$48,230/year  
Adam Lopez, Instructor, History, Business and Social Science, 8/14/2018, \$48,230/year  
Rebecca Scott, Instructor, Philosophy, Liberal Arts, 8/14/2018,

\$53,535/year

Supervisory/Management Appointments

Susanne Brock, Director of Grants, Advancement/Foundation,  
5/14/2018, \$83,000/year

Donna Harwood, Associate Director, Marketing, Marketing Services,  
7/1/2018, \$104,725/year

Chaitut Rongchai, Evening/Weekend Supervisor, P/T, Academic  
Support Center, 5/21/2018, \$20,250/year

Classified Staff Appointments

Maria V. Chavez, Technical Support Assistant, Adult Education  
Development, 4/23/2018, \$36,056/year

Mary Kawarski, Receptionist/Office Assistant, P/T, Center for New  
Students and Orientation, 5/21/2018, \$21,187/year

Anthony McIntosh, Accommodations Assistant, P/T, Access and  
Disability Services, 5/21/2018, \$22,620/year

Mary Lynn Mackin-Petty Information Receptionist, P/T, Center for New  
Students and Orientation, 4/23/2018, \$22,243/year

Supervisory/Management Reclassifications

Nuri Akdeniz, Senior Project Manager, Facilities Management,  
7/1/2018, \$88,713/year

Amy Bandman, Campus Sustainability Manager, Facilities  
Management, 7/1/2018, \$50,544/year

Jennifer Olsen, Manager, Advising and Counseling Operations &  
Systems, Student Development, 7/1/2018, \$76,041/year

Jennifer Seifert, Accountant, Accounting Services, 7/1/2018,  
\$58,103/year

Professional/Technical Reclassifications

Kirk Aebersold, Programmer Analyst III, Client Systems, 7/1/2018,  
\$59,094/year

Issa Boulos, Music and Art Coordinator, Continuing Education,  
7/1/2018, \$72,937/year

Jeff Jones, Student Information Systems DBA, Infrastructure Services,  
7/1/2018, \$95,368/year

Sharon Rainbolt, Dual Credit Coordinator, Registrar's Office, 7/1/2018,  
\$59,023/year

Caitrin Sobota, Nursing Simulation Coordinator, Health Careers,  
7/1/2018, \$69,689/year

Classified Staff Reclassifications

James Davis, Student Account Representative III, Student Accounts  
and Receivables, 7/1/2018, \$44,499/year

Joanne Hessel, Outcomes Assessment Assistant, P/T, Institutional  
Effectiveness and Outcomes Assessment, 7/1/2018,  
\$20,313/year

Mathew Hofvander, Student Account Representative III, Student

Accounts and Receivables, 7/1/2018, \$44,090/year  
Katie Michelau, Faculty Development Assistant, Academy for  
Teaching and Excellence, 7/1/2018, \$40,053/year  
Jodie Olsen, Benefits Assistant, Human Resources, 7/1/2018,  
\$57,428/year

Faculty Retirement

Paul Guymon, Professor, Career and Technical, 7/31/2019, 23 years  
11 months

Classified Staff Retirement

Jennifer Pitek, Administrative Secretary, Center for New Students and  
Orientation, 6/30/2018, 30 years 2 months

Administrator Separations

Jennifer Berne, Dean, Liberal Arts, 8/17/2018, 3 years 8 months  
Employee #7671, Director, One Stop Center, 6/30/2018, 4 years 2  
months

Supervisory/Management Separations

Fredia Martin, Director, Alumni and Infinity Groups,  
Advancement/Foundation, 5/14/2018, 12 years 6 months  
Evelyn Seiler, Administrative Coordinator, Workforce and Strategic  
Alliances, 6/30/2018, 13 years 5 months

Professional/Technical Separation

Gail Deckert, Registered Nurse, P/T, Health Services, 6/30/2018, 8  
years 5 months

Classified Staff Separations

Kim Frechette, Human Resources Assistant, Human Resources,  
4/19/2018, 9 years 11 months  
Marta Goncharoff, Customer Service Representative, P/T, Print Shop,  
4/27/2018, 4 years 4 months

ICOPS Separation

Diane Talsma, Community Service Officer, Harper College Police,  
4/22/2018, 12 years 2 months

Harper #512 IEA-NEA Separations

Ryan Mikell, Custodian, Operations Services, 4/27/2018, 6 months  
Richard Stevens, Groundskeeper, Building and Grounds, 5/4/2018, 1  
year 4 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.

Approval of Resolution for Student Trustee Safakas	Approval of a resolution honoring Student Trustee Niki Safakas' service to the College, as outlined in Exhibit X-A.9 and included in the Student Trustee Report section of these minutes.
Review of the minutes of all closed meetings that have not yet been released for public review, and determination of which, if any, may then be released; and Authorization for destruction of verbatim recordings of closed sessions	Approve the recommendation that minutes of closed sessions under review remain closed as the need for confidentiality still exists and that the verbatim recordings prior to November 2016 that do not involve pending litigation be destroyed, as presented in Exhibit X-A.10
	Chair Dowell asked Trustee Hill to share information about the naming of the Patricia Bosslet classroom.
	Trustee Hill was honored to share that Patricia Bosslet is a Harper alumnus who passed away in 2007 at the age of 47. Patricia had a career in accounting, was enthusiastic about life-long learning, had a passion for the culinary arts and enrolled in many classes at the College. Ms. Bosslet's widower Don Bosslet and his finance Barb Chamberlain donated \$25,000 in January 2018, to create a scholarship in Ms. Bosslet's memory to support a female adult student who is studying accounting or the culinary arts, and has demonstrated an interest in continuing her education to pursue greater opportunities. The gift of \$25,000 represents a first tier naming opportunity and as part of the College's gift acceptance and recognition policy, it provides the opportunity to name a classroom on the Harper campus. The Educational Foundation recommends the naming of classroom D-254, in her honor. A dedication reception based on the wishes of the donor is planned for fall 2018. Trustee Hill closed with expressing her gratitude to Donald and his finance in recognizing Ms. Bosslet.
Naming of Classroom D-254 in recognition of Patricia Bosslet	Approve the recommendation to name classroom D-254 the Patricia Bosslet Classroom in recognition of a \$25,000 gift made by Don Bosslet and Barb Chamberlain in memory of Patricia Bosslet, as presented in Exhibit X-A.11.
Modifications to Board Policy – Health Services (Section 05.33.00)	Approve the modification to the Board Policy manual (Section 05.33.00) pertaining to health services to be provided through a different entity, as presented in Exhibit X-A.12.
Charge to the Presidential Search Advisory Committee (PSAC)	Approve the Presidential Search Advisory Committee (PSAC) charge to be given to committee members affirming their role and the expectations of a PSAC member, as presented in Exhibit X-A.13.
Financial Statements	Review of monthly financial statement as outlined in Exhibit X-B.1.

**Board Committee and  
Liaison Report**

Alumni Liaison Report: Member Stack reported the Stand Up and Be Counted celebration was held on May 4, 2018, and attended by 45 individuals. The event was part of the Foundation's Stand Up and Be Counted Alumni Corporate recognition program, which was started as a way to highlight the importance of Harper graduates to the local workforce, reinforce the partnership between the College and local businesses, and recognize Harper alumni who work in the northwest suburbs. The College's 50th Anniversary provided a wonderful opportunity to celebrate the many Harper alumni who have come back to work at the College, utilizing their education to help the College and our community to go forward.

The deadline for the Distinguished Alumni award nominations is May 15, 2018. The Selection Committee will convene in July, with the recipients expected to be announced by early August. The five recipients will be honored at the Distinguished Alumni Reception that will be held on campus on October 30, 2018.

Finally, the 8th Annual Harper College Nursing Alumni Symposium was held on April 25, 2018 with 340 individuals attending. Attendees included alumni of the nursing program, current nursing students, faculty and retired faculty, and other healthcare community partners. The theme of this year's event was "Leading the Future of Nursing: Past, Present and Future." Highlights of the day included a keynote speaker and panel of alumni from the nursing program, a white-coat ceremony, scholarship presentation, nursing student poster presentations, a continuing education fair, and a health careers job fair.

Foundation Liaison Report: Member Hill reported that June 5, 2018, will be the last quarterly Foundation Board meeting of the year. At this meeting, the Foundation Board is welcoming the new Executive Committee officers for a two-year term and recognizing the outgoing officers for their two years of service and commitment. It is a tremendous group of people who give many hours of their time and it is greatly appreciated by the Board and the entire College.

The incoming Executive Committee is as follows:

- The incoming President is Bill Kesler
- Past President is Georgeanna Mehr
- Vice President, Development is Jim Meier
- Vice President, Programs is Jim Moehling
- Vice President, Membership is Dee Beaubien
- Treasurer is Joe Quinn
- At-Large is Bill Provan
- Secretary is Patty Moyer

In addition, several board members will be completing their nine-year term. According to the by-laws a board member can serve three

terms for three years each. Upon reaching the maximum of nine years, a board member must rotate off the board for one year before being considered for another appointment. Those individuals are Kathy Gilmer, Luz Canino-Baker, Mark Cleary, Jerry Smoller, Mary Jo Willis, and Tom Wischhusen. Trustee Hill wished them well and thanked them for their service.

ICCTA Liaison Report: Member Kelley stated he had no report this month.

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

Ratification of Illinois Council of Police Part-Time Unit Collective Bargaining Agreement July 1, 2018 – June 30, 2022

Member Stack moved, Member Hill seconded, to ratify the Illinois Council of Police Unit Collective Bargaining Agreement for 2018 – 2022 is requested, authorizing the Board Chairman and Secretary to execute the Agreement, 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 Mal advisory vote: aye.

Classified Staff Wage Rate Increases

Member Kelley moved, Member Stack seconded, to approve the recommendation that Classified staff members, who are in good standing and employed prior to April 1, 2018, with the exception of Classified staff members who are receiving a promotion that is effective on July 1, 2018, receive a two-and-one-tenth percent (2.1%) salary increase for Fiscal Year 2019. This 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 two-and-one-tenth percent (2.1%) for Fiscal Year 2019. Employees who are within less than two-and-one-tenth percent (2.1%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2019 salary grade level maximum, 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 Mal advisory vote: aye.

Supervisor and Manager  
Salary Increases

Member Robb moved, Member Johnson seconded, to approve the recommendation that Supervisor and Manager staff members, who are in good standing and employed prior to April 1, 2018, with the exception of Supervisor and Manager staff members who are receiving a promotion that is effective on July 1, 2018, receive a two-and-one-tenth percent (2.1%) salary increase for Fiscal Year 2019. This 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 two-and-one-tenth-percent (2.1%) for Fiscal Year 2019. Employees who are within less than two-and-one-tenth percent (2.1%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2019 salary grade level maximum, 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, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

Administrative  
Employment Contracts

Member Hill moved, Member Johnson seconded, to approve the recommendation that Administrative staff members, who are in good standing and employed prior to April 1, 2018, with the exception of Administrative staff members who are receiving a promotion that is effective on July 1, 2018, receive a two-and-one-tenth percent (2.1%) salary increase for Fiscal Year 2019. This 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 two-and-one-tenth percent (2.1%) for Fiscal Year 2019. Employees who are within less than two-and-one-tenth percent (2.1%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2019 salary grade level maximum, 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, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal 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, June 13, 2018 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, June 20, 2018 at 6:00 p.m. in W-214.

OTHER BUSINESS                      There was no other business.

ADJOURNMENT                      Member Stack moved, Member Hill seconded, to adjourn the meeting.

In a voice vote, the motion carried at 6:58 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary