

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Board Meeting of Wednesday, October 17, 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, October 17, 2018 at 6:00 p.m. Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Robb led the Pledge of Allegiance.

ROLL CALL

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

Absent: none

Also present: Kenneth Ender, President; Ronald Ally, EVP Finance and Administrative Services; Mike Barzacchini, Director Marketing Services; Patrick Bauer, Chief Information Officer; Bret Bonnstetter, Controller; Laura Brown, Vice President and Chief Advancement Officer; Maria Coons, Vice President of Institutional Planning and Strategic Alliances and Chief of Staff; Jeff Julian, Executive Director of Communications; Brian Knetl, Associate Provost; Darryl Knight, Executive Director Facilities Management; Judy Marwick, Provost; Claudia Mercado, Assistant Provost; Mark Mrozinski, Assistant Vice President of Workforce Development and Executive Dean Community Education; Pearl Ratunil, Special Assistant to the President for Diversity and Inclusion; David Richmond, Faculty; Darlene Schlenbecker, Executive Director for Planning, Research and Institutional Effectiveness; Michelé Smith, Vice President of Workforce Solutions and Associate Provost; Roger Spayer, Chief Human Resources Officer; Michael Bates, Dean Teaching, Learning and Distance Education; Kathy Bruce, Dean Math and Science; Orlando Cabrera, Technical Support Specialist; Claude Casaletto, Chief of Police; Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Kathy Coy, Director of Institutional Research; Sue Egan, Project Assistant; Faon Grandinetti, Associate Director of Outcomes Assessment and Institutional Effectiveness; Travaris Harris, Dean Student Affairs; Jamie Long, Dean Liberal Arts;Carolynn Muci, Internal Communications Manager; Mary Beth Ottinger, Dean Career and Technical Programs; Kim Pohl, Media Relations and Legislative Affairs Manager; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

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

AGENDA APPROVAL

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

Upon roll call for approval of the Agenda, the vote was as follows:
Ayes: Members Dowell, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

PRESENTATION

Chair Dowell request Dr. Ally to share the annual financial audit for fiscal year ending June 30, 2018.

Annual Financial Audit for Fiscal Year Ended June 30, 2018

Dr. Ally reported Crowe LLP completed the College's audit and it was their third year of a second five-year contract to complete the report. The Board Audit Committee met with the auditors to review the report details. The full Board received a copy of the audit, where it was reviewed at the October 10, 2018 Committee of the Whole meeting. The audit report included all unmodified opinions with no material weaknesses or significant deficiencies; therefore, no management letter was issued. The audit includes a GFOA Certificate of Excellence for the FY2017 audit. The College has received the Certificate of Excellence for the past seven years and will submit the current audit as well for this award.

STUDENT TRUSTEE REPORT

Student Trustee Mal reported that he plans to engage student leadership in a coffee talk event to be held on November 8, 2018. Student leaders have been invited as well as any student to discuss issues or concerns. This event is supported by the Office of Student Involvement.

After the last Board meeting, Student Trustee Mall met with Deputy Chief Walker about reckless driving on campus and developed a plan on how to report these issues. The Police department is also educating the Harper community on how to react in unexpected situations. On October 16 and 17, 2018 the Police held information sessions on how to be safe, aware and prepared. Additionally, contact has been made with the theater department in conjunction with an event focused on the Columbine High School shootings.

Student Trustee Mal stated with the assistance of Mr. Vanlandingham 128 students registered to vote. SGA plans to collect donations for WINGS. Further, he mentioned when possible it is important to share information with students about the Harper referendum on the November 2018 ballot. He thanked the Board of Trustees for the responsibility they demonstrate. Lastly, there is a high school open house on October 18, 2018 that Student Trustee Mal plans to attend to share information about Harper College.

Dr. Ender added that we should all encourage everyone to vote on November 6, 2018.

FACULTY SENATE
PRESIDENT'S REPORT

Faculty Senate President Richmond updated the Board on the grant provided to faculty to develop Open Educational Resources (OER) in their classes. The grant will affect approximately 4,000 students every semester starting fall 2019. The savings to students for books is at about \$600,000 per semester that comes at a one-time expense of \$53,000 to the College. This savings to students does not include faculty who already use OER. The faculty involved in the grant have committed to the College to use OER for three semesters.

In response to Trustee Kelley, Richmond mentioned there is a Community of Practice also supporting the idea of OER.

Dr. Ender added that the grant funding came from Strategic Plan funds that were set aside with support from the Board.

PRESIDENT'S REPORT

Dr. Ender briefly mentioned that in the September Board packet in the correspondence section there was an award letter from the National Institute for Learning Outcomes Assessment for the outstanding work Harper College is doing in learning outcomes assessment and introduced Darlene Schlenbecker and Faon Grandinetti and asked them to share information about learning outcomes assessment at Harper.

Learning Assessment

Ms. Schlenbecker thanked Dr. Ender and the Board for the opportunity to share information about learning assessment at Harper and began by sharing information from the 2007 Higher Learning Commission (HLC) comprehensive evaluation that resulted in an assessment finding. The finding was not due to the quality of the assessment but HLC's concerns were around the sustainability of the assessment work. HLC identified areas for Harper to focus on that included: formalizing the assessment work and processes; making learning outcomes publically available; establishing processes and support for implementing program and general education assessment; identifying financial and personnel support for faculty to engage in assessment; and linking program review with outcomes assessment results.

Actions taken because of these recommendations included creating a shared governance committee for assessment, development of an Outcomes Assessment Office to show assessment as part of the organizational structure, and including general education and program learning outcomes on the external website. The College also implemented and supported a five-column model of assessment to help build strong assessment plans with criteria for success, results and use of results to assist in focusing on the overall purpose of assessment, which is using results to make improvements in student learning. Harper also provides professional development to assessment fellows and hosts an internal annual assessment

conference. Lastly, Program Review manuals were revised to incorporate outcomes assessment data.

In 2010, a follow-up report was submitted to HLC who responded very positively. Since 2010, an Outcomes Assessment Manager who is now the Associate Director of Outcomes Assessment and Institutional Effectiveness was hired to support the growing assessment culture, and institutional effectiveness work of the College. We also implemented a comprehensive assessment plan for General Education Learning Outcomes, assessment of the College's Institutional Effectiveness Measures and Strategic Plan goals and targets through evaluation plans. Ongoing professional development opportunities include an annual Assessment Conference, a Community of Practice in Learning Assessment, and holding workshops.

Recent feedback includes the HLC visiting team commenting on the outstanding work in assessment and the receipt of the 2018 Excellence in Assessment Designation from the National Institute of Learning Outcomes Assessment (NILOA). The College was one of five colleges and universities to receive the award that recognizes colleges that integrate assessment work broadly to engage people across campus and the use of assessment results to make improvements. The College received the recognition based on the strong work in general education assessment as the College engages a wide variety of stakeholders, uses research, and best practices in designing assessment work. Ms. Schlenbecker introduced Ms. Grandinetti to share information about the assessment work currently being done at Harper.

Ms. Grandinetti continued by explaining that assessment at Harper is comprehensive and completed on an annual cycle with all academic departments completing assessment either through program or course assessment. The College also completes annual general education assessment in a random selection of courses as well as non-instructional assessment. The purpose of assessment is to identify strengths and weakness, and then to implement changes in an effort to make meaningful improvements.

Course-level assessment is conducted in departments that do not have A.A.S. degrees and courses that have been identified as part of the 0-15 initiative, which are transfer courses. Participation rates reached 100% in 2016-17 with all 26 departments completing assessment. One example comes from the Chemistry department where Julie Ellefson champions the assessment. Over time, results reported have been mixed. This semester with the help of the Outcomes Assessment Office additional research is being conducted to look at whether there are other interventions that can be put in place to help their students. One technique being considered is something learned from Saundra McGuire, the keynote speaker at

the annual Assessment Conference, where faculty help students by teaching them how to learn.

Program-level assessment is conducted in departments with A.A.S. degrees and career certificates of 30 hours or more. Participation rates reached 100% in 2015-16 with all 37 departments completing assessment. One example comes from the Graphic Arts department where the program chair Patty Bruner champions the assessment. Graphic Arts assesses throughout the degree program as well as in the dual credit courses in the high schools to ensure consistency across the different modes of delivery. In a previous year assessment, results indicated that students in early courses were not successful in all aspects of the preflight process that confirms digital files are valid and correctly formatted for print. The preflight process is a vital component to ensure students are ready for the workforce and subsequent courses. The department made some changes in the early courses and saw assessment results improve in the early courses as well as in later courses. Even with the positive results, the department continues to assess preflight, as it is vital for the success of the student. The Graphic Arts program meets with their advisory council to review assessment results and curriculum regularly, which is also a best practice and NILOA considered a strength.

Further, the five General Education Learning Outcomes are Communication, Critical Thinking, Diverse Perspectives and Cultures, Information Literacy, and Quantitative Reasoning. All credit courses are mapped to the General Education Outcomes. General Education Outcomes are regularly assessed on a five-year cycle. Assessments are conducted using a random selection of courses focusing on students nearing graduation. After the assessment is completed, results are analyzed, and an improvement plan is developed and implemented. One example comes from the 2016-17 Diverse Perspectives and Cultures assessment that was conducted in courses that meet the World Cultures and Diversity graduation requirement. The results were not at the expected level where surprisingly only 41.7% of student stated they discussed these topics never, very little or only outside of class. The improvement plan developed focuses on faculty development in these areas. Faculty will be provided information on how to have discussions and appropriate conversations with students. To assist faculty, a graduate equivalency course is scheduled for spring 2019. Additionally, a Community of Practice is focusing on Diverse Perspectives and Cultures this academic year.

Ms. Grandinetti also explained meaningful assessment requires that information be used to make improvements. As part of the process, if the criterion for success has not been met, departments must identify improvement to be made. Many departments choose to make improvements even if the criterion for success has been met and this is a good indicator for a strong assessment culture. Priorities for this

year include implementing a General Education Advisory Committee, improving co-curricular learning assessment, continuing efforts to communicate with both employees and students, expanding professional development, and continuing to implement General Education assessments and improvements. The General Education Advisory Committee will be comprised of individuals from four-year schools, dual credit instructors, employers, students, faculty, and staff to discuss assessment results and what can be done to make improvements. Co-curricular assessment was identified by both HLC and NILOA as an area for improvement. Co-curricular learning is learning that take place outside student's regular time in the classroom. For example, many of the clubs and organizations have developed learning outcomes. The next step is to work with Student Involvement to assess these.

In response to Trustee Stack, Dr. Ender indicated that a current assessment on the effectiveness of the new advising model is not in place. Ms. Schlenbecker explained that with the Community College Survey on Student Engagement conducted in spring 2018, the College sought baseline information about advising and counseling. Dr. Ender echoed Ms. Schlenbecker and added the importance of establishing this baseline. Further, Dr. Ender mentioned the General Education Outcomes Course Map was an enormous effort to prepare and is invaluable.

In response to Trustee Kelley, Ms. Grandinetti further explained the award was received from the National Institute for Learning Outcomes Assessment based in Champaign, IL. The organization is a national assessment think tank. The application explained how Harper believes it is excellent in assessment and focused on the General Education assessment at the College. In the last four years, 20 colleges have received the award with only four community colleges being awarded the designation.

Dr. Ender continued and mentioned there have been approximately 20-30 information sessions about the referendum item Harper is placing on the November 6, 2018 ballot. These sessions have been conducted at several locations across the district. Additionally, the College has met with the *Daily Herald* to present information about the referendum.

The annual Diversity Symposium, which focused on the Latinx initiatives, was well attended. The attendance at this annual event has steadily been growing. Dr. Ender acknowledged and thanked Dr. Mercado and the work she is doing to deliver information and providing a clear message to the community about things that can be done to help the Latinx population.

Chair Dowell acknowledged Drs. Ken and Cathy Ender for being the guests of honor at the Women In Need Growing Stronger (WINGS)

Gala on October 6, 2018. Chair Dowell further expressed his appreciation to Dr. Ender for all the work he has done for both Harper and the community.

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, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

The Consent Agenda included:

The minutes for September 12, 2018 Committee of the Whole meeting, September 19, 2018 Board of Trustees meeting; accounts payable; student disbursements; payroll for August 31, 2018, September 14, 2018; estimate payroll for September 28, 2018 and October 12, 2018; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; naming of Harper College classroom L-200 in memory of Harper College alumnus Ricardo Basch; 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

September 12, 2018 Committee of the Whole meeting and September 19, 2018 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$5,816,174.13
Student Disbursements	\$2,936,971.09

The payroll of August 31, 2018 in the amount of \$1,986,500.99; September 14, 2018 in the amount of \$2,074,437.50; estimated payroll of September 28, 2018 in the amount of \$2,015,813.16; and estimated payroll of October 12, 2018 in the amount of \$2,015,813.16.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for the Roofing Replacement Project at Building R Fly Tower to Riddiford Roofing Company, as the lowest responsible

and responsive bidder, in the total amount of \$348,075.00, including a base bid of \$293,750.00, 10% contingency of \$29,375.00, base fee of \$22,950.00, and reimbursables estimate of \$2,000.00 construction management fees of \$4,928.00 and bonds and insurance of \$900.00, as provided in the Operations and Maintenance (Restricted) Fund.

Ex. X-A.3.b Accept bid and award contract for Phase I of the Utility Sub Metering Project to Interactive Building Solutions, as the lowest responsible and responsive bidder, in the total amount of \$302,536.00, including a base bid of \$251,200.00, 10% contingency of \$25,120.00, feasibility study of \$6,780.00, base fee of \$17,936.00, reimbursables estimate of \$1,500.00, as provided in the Operations and Maintenance (Restricted) Fund and Operations and Maintenance Capital Project Contingency.

Request for Proposals There were no request for proposals.

Purchase Orders Ex. X-A.5.a Approve the issuance of a purchase order to Grumman/Butkus Associates for professional services for Phase II of the Utility Tunnel Infrastructure Upgrade project, in the amount of \$83,500.00, as provided in the Operations and Maintenance (Restricted) Fund.

Personnel Actions

Supervisory/Management Appointment

Jeffrey Moy, Manager of the Entrepreneurship Center, Business and Social Science, 10/1/2018, \$52,000/year

Professional/Technical Appointments

Sarah McSheffrey, Admissions Specialist, Admissions Outreach, 10/15/2018, \$48,000/year

Reshma Valiyapurayil, Admissions Specialist, Admissions Outreach, 10/1/2018, \$49,000/year

Rafal Wozniczka, Network Specialist, Infrastructure Services, 10/1/2018, \$84,000/year

Classified Staff Appointments

Lisa Beres, Administrative Secretary, P/T, Career and Technical Programs, 10/15/2018, \$28,652/year

Max Bisailon, University Center Assistant, Continuing Education, 10/15/2018, \$29,874/year

Anne Maurer, Accounting Associate, Accounting Services, 10/15/2018, \$46,800/year

ICOPS Appointment

Alec McGuinness, Community Service Officer, P/T, Harper College Police, 9/14/2018, \$21,730/year

Harper #512 IEA-NEA Appointment

David Neubauer, HVAC Mechanic Operator, Facilities Management, Utilities, 10/15/2018, \$60,320/year

Faculty Retirement

Karen Lustig, Professor, Mathematics and Science, 7/31/2019, 30 years 11 months

Classified Staff Retirement

Francine Rosero, Information/Receptionist, P/T, Career Development, 9/28/2018, 7 years 5 months

Supervisory/Management Separations

Employee #7205, CE Marketing Manager, Continuing Education, 10/1/2018, 5 years 1 month

Employee #7403, Motorcycle Safety Program Supervisor, Continuing Education, 10/2/2018, 4 years 10 months

Professional/Technical Separation

Employee #10121, Account Executive, Harper Business Solutions, 9/17/2018, 2 months

Classified Staff Separation

Susanne Rudnick, Accommodations Assistant, P/T, Access and Disability Services, 10/12/2018, 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 Harper College Classroom L-200 in Memory of Harper College Alumnus Ricardo Basch

Trustee Hill provided background to the naming of the classroom and mentioned the sign on the classroom will read: Basch Classroom, In Loving Memory of Ricardo Markus Basch, Cuban Immigrant, Vietnam Navy Veteran, Harper College, U of I, University of Chicago Alumnus.

Approve the naming of the Harper College Classroom L200 in recognition of a posthumous gift received from Harper College alumnus, Ricardo Basch, the room will be known as the Basch 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

Alumni Liaison Report: Member Stack reported the Harper College Distinguished Alumni Awards would be held on Tuesday, October 30, 2018 from 6:00 - 8:00 p.m. in the Wojcik Conference Center. There is still time to register for this year's event. Harper faculty, staff, alumni, students and community members are invited to attend, but must

register in advance by October 23, 2018. To learn more please visit the Harper College alumni webpage or call Alumni Relations Office.

The 2nd annual Alumni and Friends Virtual 5K is running now through November 1. This month long event invites alumni, community members and friends of Harper to participate. Regardless of location, activity level or schedule, anyone can register, run and share results and photos using #harperalumni. Visit the Harper College alumni website.

Additionally, this month only, 5K registrants can complete the race at the newly opened Foglia Foundation Health and Recreation Center. After participants' register, they need to print their Harper Alumni and Friends 5K bib and bring that along with photo ID to receive up to four complimentary passes to the Health and Recreation Center from October 1 - November 1. Enjoy the new fitness facility and the opportunity to run, walk or bike your 5K indoors! In addition, on Friday, October 19, 2018, participants can join Director of Athletics, Doug Spiwak; Cross Country Coach, Macnider; and alumni from the Harper College Cross Country team and run/walk your 5K on Harper's campus between 4 - 6 p.m. The 5K begins in the field east of the Algonquin Road entrance near the marquee and markers will be in place only during this time. The Alumni Relations program will pass out Harper College water bottles to all participants.

Foundation Liaison Report: Member Hill shared this year's Donor Recognition and Stewardship Event is scheduled for November 9, 2018. The event features Stephen Sondheim's Follies. The Educational Foundation is recognizing guests from the past year who have contributed \$100 or more to the Foundation on opening night. Donors will enjoy a private reception prior to the show. The evening features remarks from Dr. Ender, Foundation Board President Bill Kesler, and director Kevin Long. Special thanks to this year's sponsors: The Beaubien Family; Brenda Knox, CFP - Financial Elements, Inc.; Linda Lang; Carol & Paul Pankros; and Mary Jo Willis and beverage sponsor Armanetti's Rolling Meadows.

The 2018 Distinguished Alumni Reception will take place on Wednesday, October 30, 2018 from 6:00 - 8:00 p.m. The honorees include:

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

More than 100 Donor Sponsored Scholarship recipients are registered for a Scholarship Orientation the week of October 15,

2018. Students will learn about the Educational Foundation and the donors that created their scholarship. Community Relations will be recruiting for tour guides, and Alumni Relations will introduce alumni benefits.

ICCTA Liaison Report: Member Kelley shared there had been no ICCTA meeting since the last Board of Trustees meeting on September 19, 2018. He did encourage trustees to attend the next ICCTA meeting in Lisle, Illinois on November 9 and 10, 2018.

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

Annual Financial Audit for Fiscal Year Ended June 30, 2018

Member Kelley moved, Member Stack seconded, to approve the annual financial audit for fiscal year ended 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, Stack, Robb, Hill, Johnson, Kelley, and Mundt.

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

Inter-Governmental Agreement between the Village of Palatine and William Rainey Harper College

Member Stack moved, Member Mundt seconded, to approve an Inter-Governmental Agreement (IGA) between the Village of Palatine and William Rainey Harper College for the Palatine Roselle/Euclid multiuse path, 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.

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, November

7, 2018 at 5:00 p.m. in A-238. The next Board of Trustees Meeting will be Wednesday, November 14, 2018 at 6:00 p.m. in W-214.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 6:46 p.m.

Chair

Secretary