

## **President's Report**

### **January 2011**

The Spring semester began the day after we celebrated Martin Luther King's birthday. Currently, we are experiencing a 3% increase in headcount and 1% increase in full time equivalent (FTE) enrollment. Last Friday, the executive staff met and examined the College's revenue and expenses to-date. Although it would be very helpful if the State of Illinois made regular payments, through careful fiscal management we feel the College will have a balanced budget at year-end.

Last week, we had a very successful All Campus meeting with faculty and staff, which is conducted as part of Orientation Week. The agenda included introductions of new employees, celebration and acknowledgement of employee service awards and retirements, an update on the President's goals and an extensive overview of progress to-date on our Strategic Plan. We began the meeting with a tribute to our veterans and an overview of the many people who made the Fall term a success. The Strategic Plan update was presented in an interactive video montage format. The Board will view the video at the January Board meeting. We have been using IPAC as an acronym to highlight the key themes of Inspiration, Partnership, Accountability and Completion.

With respect to the President's goals, we reported progress in all areas. An update on our progress in developing institutional effectiveness measures was provided to the College, as was the Campus Master Plan. In addition, we updated employees on the student success agenda and the College's Strategic Plan. We currently have 170 faculty and staff working on the various goals and strategies. Finally, we are on track with the development of a business plan for the Professional and Continuing Education Division and we will present the plan to the Board in late spring/early summer. All employees received a brochure on the Strategic Plan and handout on the Campus Master Plan.

During the meeting we also alerted the College that there will be two new Board members in April, as Dick Hoffman and Bill Graft are not seeking re-election. Two community members have submitted petitions for these Trustee positions, thus they will be running unopposed. We are planning orientation activities for these new Board members to familiarize them with Board policies.

During the week, the faculty and staff were also invited to share a brown bag lunch with the President to discuss any items of interest. These lunches were well-attended and we plan to continue these sessions on a regular basis.

Below are highlights of some of the key activities and accomplishments from the past month.

### ***Information Technology***

- During the holiday season, Information Technology employees donated gifts, fulfilling the wishes of 32 Little City residents.
- The Information Technology Division also collected over 150 lbs of non-perishable food items that were donated to WINGS (Women-In-Need-Growing-Stronger), a local shelter for battered women and their children.
- This fall the student Print Green initiative was kicked off and has been a success. Harper College has saved over 140 boxes of paper by either limiting the amount of printing or by printing on both sides of the paper. There has been positive environmental impact of saving over 85 trees along with a savings of over \$5,000.
- A system upgrade was successfully completed for the bookstore on December 29.
- The project to create the Dean's Dashboard was completed, via the operational data store and Cognos. The Dean's Dashboard was posted on the portal, and contains grade distribution, section saturation, FTE information and a graphic on incompletes and withdrawals for each of the academic program areas.
- The Lenel security system was upgraded to 6.4. This upgrade includes the ability to support additional lock sets.

### ***Retail Services***

- The Bookstore's rental program is expanding from 60 titles to 128 titles for the Spring 2011 semester, representing about 8% of the titles used for classes. During the Fall 2010 semester 1,179 textbooks were rented (up from 881 in Spring 2010) saving students about \$71,000 off the purchase price of new textbooks.

### ***Physical Plant***

- Chiller Plant – the contractor is wrapping-up punch list items and will install the epoxy flooring after other trades are gone. As-built drawings and close-out documents are in progress. Final balancing of the cooling system will occur in the spring.
- HPC – HVAC & Roof Replacement – contractors are working on punch list items, with architectural issues virtually complete. Mechanical contractor is trouble-shooting an automatic-control issue. Physical Plant personnel are able to control temperatures manually from the main campus control room.
- J-Theater Renovations – construction work is complete except for small segments of aisle lighting and carpet tiles. Harper Theater staff is moving back their lighting and sound equipment. The new projection screen is being installed and final clean-up will be performed in early January.
- B-Building Boiler No.2 Re-Tubing – the contractor has dismantled the old tubes and has approximately 50% of the new steel tubes positioned. Re-tubing, welding and installation of the new outer jacket is expected to take about 45 more days. Completion of the project is expected in March 2011.
- C-202a Printmaking Shop – preliminary plans are in progress for upgrades to the shop where etchings are created. A new counter and corrosion-resistant sink will replace deteriorated equipment. Ventilation and safety-related upgrades are being planned, as well as an epoxy floor and repainting the room. Construction will be performed in-house by Physical Plant personnel.
- Fixed-Ladder Upgrades – Physical Plant continues to upgrade or add steel fixed ladders used to access roof levels, catwalks, and mechanical mezzanines. In 2011, a new ladder is

planned for the 2-level roof on Building D, and the ladder from the TV loft to the catwalk in the M-Building gymnasium needs to be relocated and extended for safety purposes.

- G & H Remodeling Project – CDB is continuing contract negotiations with the construction manager and the architect. The bid documents are projected to be complete in 12 months from completed contract negotiations. Holabird and Root are in the process of completing the Design Development changes identified in the master plan.
- Elevators – M Building elevator is completed and awaiting final inspection. The Building I elevator will be completed and inspected in mid-January. Bid documents for L Building elevators are underway for spring bid and summer construction.
- Entry and window replacement – all projects are completed.
- C Building Toilet Rooms – construction is underway for the first and second floor toilet rooms. The new toilet rooms will be ADA accessible. In addition to refurbishing the existing toilet rooms, two family bathrooms will be added along with a lactation room.

### **Professional and Continuing Education**

A grant in the amount of \$168,400 was awarded to the unit by the Workforce Board of Northern Cook County to continue providing Core and Intensive activities to targeted WIA populations. In addition, the area completed the “Capstone Project” which was a pilot funded by the Workforce Board. Capstone engaged dislocated workers in a variety of programs designed to enhance their job search skills and streamlined the WIA approval process. A presentation featuring the Capstone process will be featured at the upcoming Region V Heartland Conference in Chicago.

### **Marketing Services**

The Harper College Marketing department has been selected to receive a prestigious Paragon Award by the National Council of Marketing and Public Relations (NCMPR) for the online adult recruitment campaign. The award will be either Gold, Silver or Bronze and will be announced at the NCMPR annual convention in March.

### **Student Success**

- Thirty-nine faculty and staff attended the Northern Area Adult Education conference at Indian Lakes in Bloomingdale on December 3, 2010. Five AED faculty presented at the conference.
- “Bounce Back” students have arrived on campus. The Center for New Students and Orientation is seeing a variety of reverse-transfer students who are seeking enrollment at Harper for the Spring 2011 term after having attended a four-year college or university in Fall of 2010.
- Kurt Hemmer’s review of the movie “Howl” starring James Franco has been published online at *The Beat Review* volume 4, issue 4, December 2010.
- Sam Giordano and Wayne Johnson conducted a one-hour presentation at Thomas Middle School in Arlington Heights on Public Safety Programs at Harper.
- Last month, Harper College fashion students competed in the Fashion Group International (FGI) Competition. Five Harper students made it to the finals; two winners placed first in their categories. Out of the five prizes offered, Harper received two top awards.
- After more than 30 years of service, Tom Thompson has retired as the Director of Access and Disability Services. Congratulations!
- Tom Knoff completed “ESL” a DVD to be used by the ESL Program. The DVD contains English, Polish, Spanish, Russian, Chinese, Japanese and Korean translations along with English subtitles.

- DRP (Degrees of Reading Power) Preparation is a new session that is offered to students enrolled in Reading courses at Harper. The session helps students with reading and test taking strategies.
- The combination of English tutors and Writing Specialists in the Writing Center has been effective. Approximately 3,800 students sought this type of assistance in the Fall term.

The next four months are going to be very busy for the College. We will be finalizing the searches for our new Executive Director of Facilities Management and Chief Information Officer. We will also be developing the budget for FY 12 and setting tuition and fees. We are anticipating an increase in tuition and a slight increase in the renovation fee. A meeting has been set with the Student Senate to discuss tuition and fees, as well as the Campus Master Plan.

Several regional and national workforce developments will be finalized this spring. We have been leading the development of the Northern Illinois Workforce Development Coalition. This group is comprised of 13 community colleges and 5 workforce investment boards in northern Illinois. We are bound together by a common “completion” goal aligned with high demand occupations in our region. We will formalize this network in late March and seek Foundation funding to provide ongoing administrative support. We also are engaged in a national/regional workforce development network comprised of 12 states and 24 community colleges. This group is coming together around workforce strategies to support manufacturing and we are very pleased to be members of the network. We should be positioned very well in the next year to federal support to advance the work of this “Auto Communities” network.

There are several national meetings that Harper will be engaged in and presenting to over the Spring semester. We will travel to Washington D.C to attend the Legislative Seminar sponsored by the Association of Community College Trustees; we will be presenting at the League of Innovation, the American Association of Community Colleges, and the First Year Experience Conference. The latter is particularly exciting to me as I have been asked by Harper colleagues in our Center for New Students and Orientation office to attend their professional conference and discuss the first year experience from the President’s perspective. In addition, we will be participating in the Heartland Workforce Development conference in Chicago and serving as a member of that conference’s planning committee. So, the next few months will be busy. Before we know it, graduation will be here.

Think Spring!

*Ken*