

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, November 15, 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, November 15, 2017 at 6:02 p.m., Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Student Member Safakas led the Pledge of Allegiance.

ROLL CALL

Present: Members Greg Dowell, Pat Stack, Nancy Robb, Diane Hill, Herb Johnson, Walt Mundt (left at 6:43 pm) and Student Member Niki Safakas

Absent: Member Bill Kelley

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; Brian Knetl, Associate Provost; Maria Moten, Assistant Provost; Sheryl Otto, Assistant Provost and Dean of Student Development; Pearl Ratunil, Special Assistant to the President for Diversity and Inclusion; Michelé Smith, Vice President of Workforce Solutions and Associate Provost; Michael Bates, Dean Teaching, Learning and Distance Education; Michael Bentley, Faculty; Kathy Bruce, Dean Math and Science; Orlando Cabrera, Technical Support Specialist; Meg Coney, Administrative Coordinator; Kathy Coy, Director of Institutional Research; Sue Egan, Project Assistant; Anna Ghiotti, Strategic Marketing Specialist; Bilal Hussain, Diverse Faculty Fellow; Robin James, Faculty; Njambi Kamoche, Dean Resources for Learning; Paul LeBreck, Chief of Police; Adam Lopez, Diverse Faculty Fellow; Brianne Mangione, Diverse Faculty Fellow; Matt McLaughlin, Associate Dean, Student Success Initiatives, Director of Title III; Bhasker Moorthy, Faculty;Carolynn Muci, Internal Communications Manager; Mary Beth Ottinger, Dean Career and Technical Programs; Steve Petersen, Campus Architect; Kim Pohl, Media Relations and Legislative Affairs Manager; Kevin Prchal, Digital Content Specialist; Kathryn Rogalski, Dean Business and Social Science; Monica Shirley, Diverse Faculty Fellow; Lisa Smith, Faculty; Nick Wenzel, Temporary Staff

Guests: Dan Forbes, Speer Financial; Phil Gerner, Robbins Schwartz; Mark Huddle, IceMiller; Betty Hull, League for Women's Voter

Chair Dowell acknowledged the more than 600 student veterans the College serves.

Dr. Ender further shared there are currently many employee veterans working at Harper. The College celebrated Veterans Day on Friday, November 10 and hosted a group of Korean veterans who meet every Thursday at Panera's in Mt. Prospect. The veterans shared their stories.

Chair Dowell thanked all veterans, noted the College appreciates their service and would continue to support veterans.

AGENDA APPROVAL

Member Robb moved, Member Hill 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, and Mundt.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

NEW BUSINESS

Building D Naming in  
Recognition of Duchossois  
Family

Chair Dowell noted new business is first on the agenda this evening, followed by the balance of the agenda. The first item is the naming of Building D in recognition of gifts received from the Duchossois family to further the College's purposes. Chair Dowell asked for a motion to approve the naming of Building D.

Member Johnson moved, Member Robb seconded, to approve the naming of Building D the Duchossois Family Educational Center in recognition of Kimberly Duchossois' contributions to Harper College in excess of over \$1,000,000, 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, and Mundt.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

Resolution Designating a  
Person or Persons to  
Prepare a Tentative  
Budget for Fiscal Year  
Ending June 30, 2019

Chair Dowell stated that a recommendation is being made to approve the resolution designating President Ender and Dr. Ally to prepare a tentative budget for fiscal year ending June 30, 2019. He asked for a motion to approve the resolution.

Member Stack moved, Member Mundt seconded, to adopt the resolution, which designated Kenneth L. Ender and Ronald N. Ally as responsible for developing a tentative budget for Fiscal Year ending June 30, 2019, in compliance with the Illinois Public Community College Act, 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, and Mundt.

Nays: None.  
Motion carried. Student Member Safakas advisory vote: aye.

Resolution for Estimated Tax Levies

Chair Dowell stated that a recommendation is being made to approve the resolution for estimated tax levies for the 2017 tax year as required by the Illinois Truth in Taxation. He asked for motion to approve the resolution.

Member Johnson moved, Member Hill seconded, to adopt the resolution providing the 2017 estimated tax levies, 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, and Mundt.  
Nays: None.  
Motion carried. Student Member Safakas advisory vote: aye.

Resolution Communicating Support for a Permanent Legislative Solution for DACA

Chair Dowell requested Dr. Ender to provide some additional details regarding the resolution to support legislation for the Deferred Action for Childhood Arrivals (DACA) students.

Dr. Ender shared he is heartened by the interest of the Board to support the resolution for DACA students. The resolution is proposed by Achieving the Dream and is being considered by more than 250 college boards across the nation. The resolution encourages the national legislators to support a permanent legislative solution to protect DACA students.

Chair Dowell asked for a motion to approve the resolution.

Member Robb moved, Student Member Safakas seconded, to adopt a resolution communicating the College's support for a permanent legislative solution to allow undocumented youth in the DACA program to continue studying and working in the U.S., 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, and Mundt.  
Nays: None.  
Motion carried. Student Member Safakas advisory vote: aye.

Consideration and Action on a Resolution Providing for the Issuance of not to Exceed \$127,000,000 General Obligation Refunding Bonds, Series 2017B of Community

Chair Dowell stated the Board of Trustees is being asked to consider the adoption of a resolution providing for the issue of the District's General Obligation Refunding Bonds to be issued by the District pursuant to the Illinois Public Community College Act. A levy of the direct annual tax sufficient to pay the principal and interest thereon. The College will be issuing General Obligation Refunding Bonds in the amount not to exceed \$127,000,000. As the Board of Trustees of

College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds

the District has determined that it is advantageous to issue bonds to pay for the cost of advance refunding of all or a portion of the District's outstanding General Obligation Bonds, Series 2009A and the issuance of the Refunding Bonds. He asked for a motion to approve the consideration and action on the resolution providing for the issuance of not to exceed \$127,000,000 of General Obligation Refunding Bonds.

Member Hill moved, Member Stack seconded, to adopt a resolution for the issuance of not to exceed \$127,000,000 of General Obligation Refunding Bonds for the purpose of refunding all of the District's outstanding General Obligation Refunding Bonds, Series 2009A, 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, Stack, Robb, Hill, Johnson, and Mundt.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

#### PRESENTATION –

Dr. Ender invited Dr. Ratunil, Special Assistant to the President for Diversity and Inclusion to update the Board on the Diverse Faculty Fellows Program.

Diverse Faculty Fellows Program

Dr. Ratunil introduced herself and Michael Bentley introduced himself as a full-time instructor in the Humanities department and former Diverse Faculty Fellow.

Dr. Ratunil continued with an overview and history of the Diverse Faculty Fellows Program. The Fellows Program was created as a recommendation from the 2013 Task Force Report on Diversity and Inclusion with the objectives to increase diverse faculty representation to match the College's student population. In addition, it provides the opportunity for teachers with little experience to gain teaching experience at a community college, to determine whether they would want to continue teaching at a community college.

The program is a two-year program; during the first semester, the fellow teaches one course and is provided professional development opportunities and mentoring. The second semester, the fellow teaches three courses and continues to be mentored and provided professional development opportunities. In the second year, the fellow teaches 15 credit hours and participates in the Harper Leadership Institute. At the end of two years, the fellow has experienced being a full-time tenured track professor. Dr. Ratunil introduced Mr. Bentley to share his experience as a Diverse Faculty Fellow.

Mr. Bentley thanked the Board and expressed his honor to be able to speak on behalf of the Diverse Faculty Fellowship Program, and

would provide background as to how he became a fellow, and the benefits of the program to both the fellow and the institution. He shared he began his college career in 2006 at Harper College and transferred to Northwestern. Since starting his college career, a Harper professor has been his mentor. He contacted this mentor to inquire how to begin a teaching career. The mentor shared information about the Diverse Faculty Fellowship Program at Harper and indicated he would be a perfect match. He completed the application that same night, as the closing date for the position was imminent.

The fellowship was attractive because he had been a student at Harper and saw it as an opportunity to come full circle and give back to the institution that got him started as a college student. He is also an Anthropology Ph.D. student studying academic culture and saw this as a place to do field research since he would have the perspective of being a former student and a teacher.

The benefits of the program include accumulating two years of formal teaching experience, which he has found indispensable. As Dr. Ratunil mentioned, the program helps a fellow discern if teaching is what they want to do. Harper was the perfect place to begin teaching because it put diversity and efforts towards achieving diversity in education at the forefront of his teaching career. The institutional experience is also invaluable, whether it is participating in departmental meetings, division meetings or the Harper Leadership Institute, which is an intensive training program where faculty and staff have the opportunity to develop their leadership skills and create a project that leaves something behind. His Harper Leadership Institute group created a project called Project Captivate. The objective of this project was to use integrative learning where faculty are guiding students in the development of research projects that specifically help Harper achieve the goal of the Climate Action Plan. The sustainability project also includes integrative learning. One example of these projects was campus-wide composting.

In terms of benefits for the institution, again there is the fellows' participation in the Harper Leadership Institute as well as achieving cultural and intellectual diversity. This can be explained by cultural origins, which predisposes a person to certain experiences and out of those experiences comes certain belief systems. This exposes students to a diversity of ideas and approaches to being human. Further, fellows have new approaches, materials, and new theories of education, which is directly influential in the classroom.

Dr. Ratunil continued and introduced the fellows currently in the program: first year fellows Brianne Mangione, Kinesiology and Monica Shirley, Paralegal Studies, and second year fellows Bilal Hussain, Sociology and Adam Lopez, History. Further, she thanked the deans who are supportive of the program: Dean Ottinger, Dean

Rogalski, Dean Berne, and Dean Bruce. Additionally, she acknowledge all the mentors, Robin James and Bhasker Moorthy stood. The mentors are extremely important to the success of this program because they support the faculty as they learn to become teachers.

Finally, this program was a big reason Harper received three awards: 2017 INSIGHT into Diversity Higher Education Excellence in Diversity Award; 2017 ACCT Central Region Equity Award; and the Illinois Community College Trustees Association 2017 Equity and Diversity Award. Dr. Ratunil thanked the Board and Dr. Ender for their continued support, which has had a direct impact on faculty, staff, students, and the Diversity Institutional Effectiveness Measure.

Dr. Ender explained the fellowship begins as a one-year program with the option to extend the fellowship for an additional year if all parties find it beneficial, with the understanding there may or may not be a full-time position available after the second year. When Mr. Bentley started his second year as a fellow, he also started the tenure process. After Mr. Bentley's second year as a fellow, a full-time faculty position was open; he applied and secured the position. The program has made an enormous difference for the College and for the fellows. Dr. Ender congratulated Mr. Bentley and thanked all the fellows for being at Harper College.

#### STUDENT TRUSTEE REPORT

Student Trustee Safakas discussed her attendance at the Illinois Community College Board Student Advisory Committee meeting on November 10. During the Legislative Committee, a decision was made to have the Student Advocacy Day on Thursday, April 12, 2018. The plan for the day is to advocate for the continuation of the Monetary Assistance Program (MAP) Grants as well as supporting the legislative initiative to allow community colleges to award BSNs. Common issues discussed by the committee included campus safety, especially in city and rural schools, student involvement, DACA students, student retention, food insecurity and homelessness.

On Wednesday, November 15, the Center for Student Involvement in collaboration with Honors/PTK, Hospitality Club, and others organized the Hunger Banquet that allowed students and faculty to participate in a simulation that mimics the global food insecurity issue. Six students experienced the banquet as high-income individuals, 15 students as middle-income individuals and the balance, approximately 80% as low-income individuals. The Banquet opened the eyes for all who participated as to what food insecurity looks like globally, and food insecurity in both the community and Harper's campus. One in five students face food insecurities on Harper's campus meaning they do not know where their next meal is coming from.

Latinos Unidos and the Student Activity Board collected money on November 15 for the Puerto Rico relief fund to show continued support after the hurricane.

FACULTY SENATE  
PRESIDENT'S REPORT

Faculty Senate Vice-President Lisa Smith represented President David Richmond and shared that the HLC Mock Visit was last week and faculty attended the open sessions for the five criteria. Overall, the open sessions went well and faculty are encouraged to continue to share both their feedback and individual stories. The Senate continues to review the five criteria as well as the work of shared governance committees. The faculty look forward to the HLC reaffirmation visit in March. She also wished everyone a very Happy Thanksgiving.

PRESIDENT'S REPORT

Dr. Ender introduced and thanked Mr. McLaughlin for his stewardship and leadership for the Title III Grant.

Title III Update

Mr. McLaughlin reported the Title III grant activity. The focus of the Title III work at Harper is about assuring we have strong systems and processes in place to achieve three student-focused objectives: holistically assessing students' needs and goals; helping students develop a personalized plan to completion; and proactively monitoring their progress and intervening when necessary.

During the third year of the grant, the College has made progress in achieving these objectives. Five key areas where the College has increased the capacity to serve students include: 1) implemented tools to comprehensively assess student needs, 2) integrated the student's Academic Plan into key systems, 3) installed and launched a new Student Portal, 4) developed systems and processes to support the new case management advising model, and 4) installed a new predictive analytics system.

The College enhanced methods to provide a more holistic view of students. First, the College leveraged an existing system to develop a customized, electronic Student Intake Form. The insights gained through this form have helped support relationship building. Students are self-disclosing that time management, motivation, study skills and test anxiety are areas that could affect their performance. Advisors are stating that they are learning things about students' needs and goals that would not have been known otherwise so early in the semester. Second, the College launched a comprehensive career assessment tool called Focus2. This tool has been integrated along with other business process changes to ensure career interest and academic goal setting are woven throughout the onboarding process. As a result, the number of students declaring undecided at time of application has decreased 20% in two years. Lastly, academic readiness has increased in the past year; 42% of new students were able to completely waive out of testing and place directly into college-level coursework, which is a 9% increase since last fall. In addition,

there has been an 8% drop in those who need both developmental English and math.

Advisors assist students to create personalized Academic Plans, which is an embedded outcome in the first year Start Smart courses. Great progress has been made this year in assuring that Academic Plans are front and center in the eyes of students. This allows them to self-monitor their progress and facilitate the creation of their course schedule using the new registration optimization software. The degree planning software is integrated into the new student portal and provides a visual progress bar as to their achievement of requirements needed for graduation.

The Academic Plan has also been integrated with the new scheduling tool called Scheduler from Civitas. Students can import the classes from their Academic Plan. Students are also able to block times they cannot take classes. The student is able to generate all possible schedule combinations for the classes in their plan that do not conflict with the times they have blocked. This tool brings to light schedules that may not have been as evident when students had to previously look up courses one at a time. During the coming year, it will be assessed to see if there is a correlation among student use of the tool and the propensity for taking more credit hours. During fall, new degree-seeking students taking a full-time credit load increased by 3%.

The new student portal launched last month and is a virtual student dashboard. It represents the realization of the initial vision that came from students where they indicated their desire to access all the systems and information they need in one integrated space. The dashboard includes the progress bar towards graduation requirements, which is of critical importance to provide constant reminders to students. Additionally, there are key alerts and notifications related to student communication embedded in the Blackboard learning management system. The new platform renders appropriately whether viewing it on a desktop computer, a tablet or a smart phone.

Currently, more than 5,000 students are assigned to an advisor; assuring the College had an infrastructure in place to support case management was a critical priority. Processes have been developed to capture who is assigned to whom in the student information system.

In addition, the Starfish Early Alert System has been reconfigured to support the new case management model. The additions include: a variety of filters added that allow an advisor to sort their caseload among a variety of student characteristics, communication templates to help advisors message their caseload, a new flag to automatically alert advisors when a student drops a course, and advisors have the



ability to provide positive reinforcement to students in their caseload. One student receiving the positive reinforcement replied to their advisor "Thank you for your support. School is hard for me, but I'm trying my best. Thank you for all the good advice you give me and for helping me any time I need it."

The last major accomplishment is the recent launch of the Illume predictive analytics system from Civitas. Illume looks at students enrolled in the current semester, and based on historical student data, makes predictions about the likelihood that they will return for the next semester. Using filters, the system allows the College to look at data from various equity perspectives such as age, ethnicity and student type. Additionally, the system displays powerful predictors that provide insight as to the correlating factors that influence a group of students' likelihood for re-enrolling.

The Strategic Enrollment Task Force will be able to use Illume to identify current students most at risk for not persisting, and will have the corresponding insights to prioritize and tailor outreach efforts. Additionally, the system will be used to refine the definition of what it means to be an at-risk student. Lastly, an add-on product called Inspire for Advisors will support the case management model. Whereas Illume provides predictive insight for groups of students, Inspire for Advisors provides similar information but at the individual student level.

Mr. McLaughlin thanked all the Title III Steering Committee members, Information Technology, Institutional Research, and all who test the systems. Harper is well positioned to move forward utilizing these new systems, with a continuous improvement mindset driven by a singular focus of student success.

Dr. Ender mentioned the new schedule builder for students would allow the College to build a schedule of classes for coming semesters dependent upon what the students' needs are from their academic plans. This will allow for a better fill rate for courses than the College has historically experienced.

Mr. McLaughlin added that now that data is stored electronically, there are endless possibilities to leverage these data.

Member Stack and Member Robb acknowledged the tremendous amount of work by everyone who helped integrate all the systems.

Mr. McLaughlin agreed the integration was an incredible amount of work and the adoption of the system is changing how staff are doing their work.

Chair Dowell asked how the College accommodates those students who may not have a laptop, tablet or smart phone. Mr. McLaughlin

responded that student are able to use any computers on campus including computers in the Student Center, One Stop and computer labs.

Chair Dowell asked about the availability of these computers. Student Trustee Safakas responded from the student perspective, shared computer access is not an issue for students. She also thanked Mr. McLaughlin for the work and shared her appreciation for the scheduling software and the visual representation of whether or not a student is on track with their plan.

Dr. Ender continued the President's report by congratulating the teams and coaches for the Men's and Women's Cross Country teams who are now four time national champions, and the Women's Volleyball team who placed second in the nation.

Dr. Ender thanked and acknowledged the leadership of Darlene Schlenbecker and Julie Ellefson, co-chairs of the HLC Steering Committee, for a successful mock site visit. He also acknowledged Sue Egan for her support.

Further, the Moody's Investor Services has reaffirmed the College's Aaa credit rating.

The Harper Promise Program campaign has raised more than \$10 million. The Communication division has produced a video for Harper's #GivingTuesday initiative to appeal to potential donors. The YouTube [video](#) was played. Dr. Ender congratulated Kevin Prchal, songwriter, Nick Wenzel, videographer, and Anna Ghiotti project manager. He also shared he has heard positive feedback from across the country about the video. Additionally he looks forward to the official launch on GivingTuesday on November 28.

Lastly, Dr. Ender thanked the institution and the Board, and wished everyone a Happy Thanksgiving.

#### HARPER EMPLOYEE COMMENTS

There were no employee comments.

#### PUBLIC COMMENTS

There were no public comments.

#### CONSENT AGENDA

Member Stack 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, and Johnson.

Nays: None.

Motion carried. Student Member Safakas advisory vote: aye.

The Consent Agenda included:

The minutes for October 11, 2017 Committee of the Whole meeting, October 18, 2017 Board of Trustees meeting; accounts payable; student disbursements; payroll for September 29, 2017, October 13, 2017, and estimated payroll for October 27, 2017 and November 10, 2017; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; review of closed meeting minutes; 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 October 11, 2017 Committee of the Whole meeting and October 18, 2017 Board of Trustees meeting.

Fund Expenditures	Accounts Payable	\$ 5,765,771.27
	Student Disbursements	\$ 846,817.29

The payroll of September 29, 2017 in the amount of \$ 2,006,463.46; October 13, 2017 in the amount of \$ 2,034,333.08; estimated payroll of October 27, 2017 in the amount of \$ 2,020,398.27; and estimated payroll of November 10, 2017 in the amount of \$ 2,020,398.27.

Bid Approvals Ex. X-A.3.a Accept bid, award contract and issue a purchase order for the 2017 Life Safety Utility Service Tunnel Repair project to AMS Mechanical Systems Inc., as the lowest responsible and responsive bidder, in the total amount of \$28,232.00, including a base bid of \$22,720.00, 10% construction contingency of \$2,272.00 and professional services of \$3,240.00, as provided in the Operations and Maintenance (Restricted) Fund, and contained in the Life Safety Utility Service Tunnel Repair Project budget.

Request for Proposals Ex. X-A.4.a Accept and award a three-year contract with an option to renew for two one-year renewals, to MoreVisibility, Inc. to purchase digital media on behalf of Harper College, in the amount of \$395,000.00, as provided through the Institutional Advertising fund budget.

Ex. X-A.4.b Accept and award a one-year contract with an option to renew for four one-year renewals, to Marketing Partnerships International (MPI) to purchase mass media on behalf of Harper College, in the amount of \$267,000.00, as provided through Institutional Advertising fund budget.

- Purchase Orders
- Ex. X-A.4.c Accept and award a contract to NAS Recruitment for employment recruiting and advertising for the next three years, in the amount of \$298,500.00, not to exceed \$99,500.00 each of the three years, as provided the Education Fund (Fund1) budget.
  - Ex. X-A.5.a Approve the issuance of a purchase order to Hilltop Condominium Association for Harper Professional Center's portion of the annual condominium association dues for common area maintenance, in the amount of \$182,697.84, as provided in the Operations and Maintenance Fund budget.
  - Ex. X-A.5.b Approve the issuance of a purchase order to Assurance Agency, Ltd. to renew the Motorcycle Safety Program insurance policy, in the amount of \$116,490.00, as provided in the Restricted Purposes fund budget.
  - Ex. X-A.5.c Approve the issuance of a purchase order to Cannon Design for architectural and engineering services for metal panel replacement and infrastructure for cable television design for the Building M Addition and Renovation Project, in the amount of \$38,500.00, as provided in the Operations and Maintenance (Restricted) Fund, and contained in the total Building M Addition and Renovation Project budget.
  - Ex. X-A.5.d Approve a change order to Pepper Construction for floor leveling to the Building F Renovation project, in the amount of \$141,188.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and provided in the Building F Renovation Project contingency.
  - Ex. X-A.5.e Approve a change order to M.A. Mortenson Construction for phenolic (solid resin) lockers for the Building M Addition and Renovation project, in the amount of \$138,989.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and provided in the Building M Addition and Renovation Project contingency budget.
  - Ex. X-A.5.f Approve the issuance of a purchase order to 500-504 Glenn Ave Group, LLC to rent motorcycle maintenance and storage space for the motorcycle safety training program sponsored by the Illinois Department of Transportation, in the amount of \$ 562,054.23, Year 1 at \$105,450.00 (includes two month's security deposit and two months free), Year 2 at \$108,613.50, Year 3

at \$111,871.91, Year 4 at \$115,228.08, Year 5 at \$118,684.92, Year 6 at \$19,780.82 (two months), as provided in the Auxiliary Enterprise fund budget.

Personnel Actions

Professional/Technical Appointments

Shelly Roinas, One Stop Center Advocate, P/T, One Stop Center  
10/30/17, \$37,067/year

Stuart Templeton, Manufacturing Program Specialist, Career and  
Technical Programs, 10/30/17, \$49,316/year

Classified Staff Appointment

Tina Sternberg, Library Assistant I, Library Services, 11/27/17,  
\$28,587/year

Harper #512 IEA-NEA Appointments

Michael Youngberg, HVAC Mechanic, Utilities, 11/13/17,  
\$59,280/year

Caihong (Jennifer) Zhang, Custodian, Operations Services, 10/30/17,  
\$25,376/year

Faculty Retirements

Kathleen Hanahan, Assistant Professor, Student Development,  
08/31/18, 19 years 2 months

Xilao Li, Professor, Liberal Arts, 12/31/17, 22 years 4 months

Professional/Technical Retirement

Teresa Stadnik Ortiz, Staff Interpreter, P/T, Access and Disability  
Services, 12/31/17, 11 years 5 months

Harper #512 IEA-NEA Retirement

Theodhoraq Spaho, Custodian, Operation Services, 01/15/18, 13  
years 5 months

Supervisory/Management Separation

Chitresh (Chuck) Patel, Manager, Oracle Applications DBA,  
Infrastructure Services, 11/03/17, 5 years 10 months

Professional/Technical Separation

George Leddy, Manufacturing Lab Assistant, P/T, Career and  
Technical Programs, 10/05/17, 2 years 7 months

Board Travel

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

Travel Expense  
Exceptions

Approval of employee, or other individual's, College related travel  
expense exceptions as required by Illinois Public Act 99-0604, as  
presented in Exhibit X-A.8.

Review of the minutes of  
all closed meeting that

Approve the recommendation that minutes of closed sessions under  
review remain closed as the need for confidentiality still exists and

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

that the verbatim recordings prior to May 2016 that to not involve pending litigation be destroyed, 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

Foundation Liaison Report: Member Hill reminded everyone that #GivingTuesday is a global day fueled by the power of social media and collaboration. It is always observed on the Tuesday following Thanksgiving. #GivingTuesday is what kicks off the charitable season. Many people are starting to focus on the Thanksgiving celebration and how they are going to end the year with their philanthropy. Since its inaugural year in 2012, #GivingTuesday has become a movement that celebrates and supports giving and philanthropy. Like many other schools, Harper will use social media and email to promote giving in support of Harper students on #GivingTuesday.

In terms of year-end financial as of October 2017 year to date the Foundation has raised \$2,002,127 in revenue. The Promise campaign has raised \$10,074,028. The Foundation is now focused on "Match My Gift" so for every dollar given, the Board will match up to a \$1,000,000. From now until June 30th, all contributions will be matched dollar for dollar. This is a great way to move beyond \$10 million for the Promise program.

The next Foundation Board meeting is December 12, 2017. The meetings are always an opportunity for people who give scholarships to be recognized and hear from the scholars. It is always an inspirational event and an opportunity to let our Foundation Board members know even more about the College.

Alumni Liaison Report: Member Stack stated it was a pleasure to attend the Distinguished Alumni Awards Reception that was held on November 2. In honor of the 50th Anniversary, five recipients were recognized – one from each decade of the College's history. Nearly 150 attendees gathered. The day also included a luncheon for the current honorees, as well as a private VIP reception for past and present recipients of the Distinguished Alumni Award. This is one of her favorite ceremonies every year as it just reminds everyone why we are here.

Alumni are being invited to participate in the GivingTuesday campaign in a very special way. Harper alumni are being invited to make a donation based on their class year in dollars and cents. For

example, if they graduated or attended in 1975, their donation could be \$19.75, a 1999 graduate would donate \$19.99 and so on.

While GivingTuesday is on November 28, we are pleased to share a very special alumni gift has already come in. An alum and first-time donor who graduated in 1974, made a gift in the amount of \$1,974.00.

The Foundation will hold a Stand Up and Be Counted alumni celebration event at Northwest Community Healthcare (NCH) on November 29th. This was launched by the Foundation as a way to recognize local businesses for hiring Harper alumni and as a way to connect with Harper alumni in the workplace. The event will provide an opportunity to thank NCH for their commitment to the community in hiring Harper alumni and will provide an opportunity for the College to connect with alumni who are currently working there. She anticipates the event will be well attended as many Harper alumni work at NCH.

ICCTA Liaison Report: Member Johnson reported he attended a day and half meeting in Lisle, Illinois for the Illinois Community College Trustee Association where approximately 30 community colleges were represented by college trustees and presidents. One topic discussed was how are community colleges preventing students from going out of state in lieu of attending Illinois educational institutions and how are community colleges attracting new students. He shared apprenticeship programs were mentioned and he was proud to be able to state Harper College currently has programs in insurance, CNC machining, industrial maintenance mechanics, supply chain management, cyber security, and banking and finance.

Another topics discussed were how community colleges can provide qualified students to fill the healthcare professional gap and to assist the Illinois legislation in moving along the BSN program. Some community colleges are not prepared to fill the healthcare professional gap, as they do not have the infrastructure while others are ready to fill this gap. Additionally, all agreed to support the pending legislation for the BSN to be offered at community colleges.

The last topic discussed was how colleges are expanding programs in areas where there is a need and what procedures are followed to establish new courses or new programs. In response to a question about a drone program, Member Johnson was able to share that Harper has a non-credit drone class.

Susan Mendoza, Comptroller for the State of Illinois, addressed the President's Forum and visited the trustees' session. At the trustees' session, she mentioned the State would be issuing \$6 billion in bonds in December to pay State of Illinois bills. Additionally, she guaranteed

Monetary Assistance Program (MAP) grant payments will be sent in late December and April.

Trustees were reminded of the new training program that was mandated in January 2017 that require all newly appointed and elected trustees to complete the program.

John Avenado, president of Kankakee Community College and chairman of the President’s Council talked about the status of the BSN program and shared it is in committee in Springfield. Initially, the State of Illinois was limiting the BSN program to 22 community colleges, reduced it to 11 and it is now down to six. Currently, Harper is one of the six colleges to be included in the legislation. At the earliest, he expects the bill to pass in May of 2018, with courses beginning in fall of 2019.

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.

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, December 6, 2017 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, December 13, 2017 at 6:00 p.m. in W-214.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 7:07 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary