

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 9, 2019

CALL TO ORDER

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stack on Wednesday, October 9, 2019 at 6:00 p.m. Learning and Career Center (room 136), 1375 S. Wolf Road, Prospect Heights, Illinois.

Member Dowell led the Pledge of Allegiance.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell, Diane Hill, Herb Johnson, Walt Mundt, and Student Member David Santafe-Zambrano.

Absent: None.

Also present: Dr. Avis Proctor, President; Dr. Ronald Ally, EVP Finance and Administrative Services; Mike Barzacchini, Director Marketing Services; Patrick Bauer, Chief Information Officer; Bret Bonnsetter, Controller; Laura Brown, Vice President and Chief Advancement Officer; Dr. Maria Coons, Interim Provost; Jeff Julian, Interim Chief of Staff/Board Liaison; Darryl Knight, Executive Director Facilities Management; Dr. Claudia Mercado, Assistant Provost and Dean of Enrollment Services; Dr. Mark Mrozinski, Assistant Vice President of Workforce Development and Executive Dean Community Education; Sheryl Otto, Assistant Provost and Dean of Student Development; Kim Pohl, Interim Director of Communications ; Dr. Pearl Ratunil, Special Assistant to the President for Diversity and Inclusion; David Richmond, Faculty; Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Dr. Kathy Bruce, Interim Associate Provost; Jennifer Brennan, Learning and Career Center Supervisor; Orlando Cabrera, Technical Support Specialist; Claude Casaletto, Chief of Police; Dr. Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Sue Egan, Project Assistant; Andrea Fiebig, Director of Adult Educational Development; Tom French, Auxiliary Events Technical Director; Dr. Travaris Harris, Dean Business and Social Science; Dr. Joanne Ivory, Dean Career and Technical Programs; Njambi Kamoche, Dean Resources for Learning; Freedom Nguyen, Program Coordinator; Kathy Nikolai, Faculty; Kimberley Polly, Interim Dean Math and Science; Jamie Riewerts, Dean Liberal Arts; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

Guests: Melanie Carter, League for Women's Voter; Melissa Cayer, Citizen; Dianna Cieplik, Early Childhood Development Enrichment Center (ECDEC); P. Dominquez, ECDEC; Kristen Ford, ECDEC; Carmen Foster, ECDEC; Phil Gerner, Robbins Schwartz; Betty Hull, League for Women's Voter; Carol Raimondi, ECDEC; Brygida Szoepe, Student; Carolina Szoepe, Citizen; DeLynn Zielinski , ECDEC.

AGENDA APPROVAL

Member Mundt moved, Student Member Santafe-Zambrano seconded, approval of the Agenda.

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

Nays: None.

Motion carried. Student Member Santafe-Zambrano advisory vote: aye.

PRESENTATION

Annual Financial Audit for Fiscal Year Ended June 30, 2019

Chair Stack asked Dr. Ally to review the annual financial audit for fiscal year ending June 30, 2019.

Dr. Ally reported Crowe LLP completed the College's audit and it was their fourth year of a second five-year contract to complete the audit. The Audit Committee met on September 25, 2019, with the auditors to review the report details and further reviewed the report at the October 2, 2019 Committee of the Whole meeting. The audit report findings included all clean opinions with no material weaknesses or significant deficiencies. No management letter was issued. As of June 30, 2019, the total assets were \$499 million, the total net position was \$211 million, and the change in net position for fiscal year 2019 is \$4.7 million.

STUDENT TRUSTEE REPORT

Student Trustee Santafe-Zambrano shared that at the Association of Community College Trustees (ACCT) Leadership Congress he would volunteer as a student trustee ambassador and be part of the student advisory committee. At the Leadership Congress, he looks forward to working with the staff as a volunteer, networking with others, and sharing information about the initiatives at Harper College.

Further, he reflected that he enjoyed the Strategic Plan Dialogue Session, Education in the 21st Century, where he found the concept of bandwidth of students very interesting. He attended this session with two other trustees and found it very meaningful. Lastly, he reported four new clubs have been established this semester.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Dave Richmond expressed his and the faculty's gratitude for the many events the members of the Board of Trustees have attended this semester. The faculty appreciate their attendance and their support for the many events. One such event was the dedication of the Harper Prairie in honor of Craig Stettner. The ceremony was wonderful and attended by some of the trustees, Craig Stettner's family, and the campus community. Lastly, the faculty appreciated Dr. Proctor listening and scheduling a meeting to discuss dual credit.

PRESIDENT'S REPORT

Learning and Career Center Student Success

Dr. Proctor began the President's Report by echoing Professor Richmond and thanking everyone for their investment of time to participate in the many campus events including the Strategic Plan

Dialogue Sessions. Attendance at the dialogue sessions has been good and the information shared will provide the College a basis to develop a strategic plan. The Board will have the opportunity to provide their feedback in December.

Further, Dr. Proctor shared the "Finish Strong Campaign," where students who received an email message, opened the message, and met with their assigned advisor had an 80% spring to fall retention rate, which is 20% higher than the overall average population. This campaign will be repeated with the intent of obtaining similar results.

The Assessment Conference and Diversity Symposium were two activities in the last month where faculty and staff participated in enriching experiences helping us to examine who we are, who we want to become, and who we aspire to be.

Lastly, Dr. Proctor reported she looks forward to attending the ACCT Leadership Congress and presenting on the success stories of open education resources with Member Kelley.

Dr. Proctor asked Dr. Joanne Ivory, Dean of Career and Technical Programs; Jennifer Brennan, Supervisor at the Learning and Career Center; and Brygida Szoepé, Harper College student, to present an update on the success initiatives at the Learning and Career Center (LCC).

Dr. Ivory presented an update on LCC and the Career and Technical Program Advisory Committees. Partnerships with over 300 businesses, municipalities, non-profits, schools, and associations inside industries help advance the programs at Harper. Advisory Committees at Harper provide input into programs and course development; offer internships and employment opportunities to students; share industry requirements; and members donate tools, funds, and equipment. She also mentioned members of the Advisory Committees have secured grants, scholarships, and equipment for programs. Additionally, two former students that went on to receive their four-year degrees are now serving on Advisory Committees.

Partnerships at LCC include representatives from local business, government, and social service organizations. Some partners are Wintrust Bank, Wheeling High School, Prospect Heights High School, and Wings. She then introduced Jennifer Brennan, supervisor at LCC.

Ms. Brennan began by stating LCC places a special focus on career programming, adult learners, and community partnerships. She then introduced Brygida Szoepé, who she has known for three years and found to be remarkable not only for her character but for her professional dedication to early childhood education.

Ms. Szoepé began by thanking everyone in attendance and everyone at LCC who has supported and guided her. She continued by sharing

that she is 54-years-old, a student, mom, wife, and full-time employee of the Early Childhood Developmental Enrichment Center (ECDEC) who immigrated from Communist Poland 30 years ago. She reflected on her journey from Poland to the United States and her experiences since being in the United States.

After working for seven years in a classroom at ECDEC she became a Parent Educator providing a link between the school and home. The program connects parents and families to LCC, where parents learn English and can take citizenship classes. She shared that all the staff at LCC are patient, kind, nonjudgmental, and are welcoming. A year ago, Harper began an Early Childhood certificate program at LCC, and Kristen Ford, director from ECDEC encouraged the staff to enroll. At age 53, she signed up for her first college class in the United States and she worried about her English proficiency, managing work, school, and home. She thanked Gorette De La Rosa for helping her sign-up for classes and to apply for Educational Foundation scholarships. She received the ACE scholarship. She further reflected that her teachers Kathy Nikolai and Diana Cincinello were passionate, caring, and patient. She attributed her success to the Adult Education support with Integrated Career and Academic Preparation System (ICAPS) and the Writing Center on Harper's main campus. With the help of Lauren Chilvers, she received additional scholarships. Ms. Szoepé is now taking her third class. She wants to set a good example for her children by showing them that continuing education is possible at any age and that earning this certificate will advance her in a career she loves.

She closed by thanking everyone and shared she has been blessed and supported by the people she has met during her journey at Harper.

Chair Stack thanked Ms. Szoepé for sharing her story and congratulated her for her achievements and courage.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

Citizen Melissa Cayer inquired about supporting documentation for the agenda items. Chair Stack and Member Mundt indicated they would follow-up and thanked her for her comment.

CONSENT AGENDA

Chair Stack asked Dr. Proctor to review the personnel actions.

Dr. Proctor reviewed the rationale for the promotion of two employees with one position being new. Going forward there will be a deadline to submit changes to the personnel exhibit for new positions.

In response to Member Johnson, Chair Stack indicated the explanation for any new positions would be presented at the Committee of the Whole.

Member Kelley 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 Stack, Kelley, Robb, Dowell, Hill, Johnson, and Mundt.

Nays: None.

Motion carried. Student Member Santafe-Zambrano advisory vote: aye.

The Consent Agenda included:

The minutes for September 11, 2019 Committee of the Whole meeting, September 18, 2019 Board of Trustees meeting; accounts payable; student disbursements; payroll August 30, 2019 and September 13, 2019; estimated payroll for August 27, 2019 and October 11, 2019; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; career advisory committee appointments for 2019-2020; 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.

Minutes September 11, 2019 Committee of the Whole meeting, September 18, 2019 Board of Trustees meeting.

Fund Expenditures	Accounts Payable	\$6,223,761.00
	Student Disbursements	\$3,180,068.30

The payroll of August 30, 2019 in the amount of \$2,015,759.85 and September 13, 2019 in the amount of \$2,111,441.03; estimated payroll of September 27, 2019 in the amount of \$2,063,600.44 and October 11, 2019 in the amount of \$2,063,600.44.

Bid Approvals There were no bid approvals.

Request for Proposals Ex. X-A.4.a Approve the request for proposal and award a contract to RH Perry & Associates as the executive search firm to assist in the search processes for a new academic leader as well as additional senior leadership positions for the college, including the chief financial officer, in the amount of \$123,000.00, as provided in the Education Fund.

Purchase Orders Ex. X-A.5.a Approve the purchase order to Honeywell Building Solutions for the building automation system (BAS)

repairs at Building A, in the amount of \$44,575.00, as provided in the Operations and Maintenance (Restricted) Fund and provided in the 2020 Parking Lot and Garage Maintenance Project budget.

Ex. X-A.5.b Approve the purchase order to Achieving the Dream for extended coaching services, in the amount of \$28,000.00, as provided in the Education Fund.

Personnel Actions

Professional/Technical Appointments

Maxwell Bisailon, University Center Specialist, Admissions Outreach, 9/30/2019, \$45,702/year

Julie Sabella, Experiential Learning Program Manager, Career and Technical Programs, 10/14/2019, \$68,477/year

Classified Staff Appointments

Mayron Cobo, Clerk/Receptionist, P/T, Assessment Center, 9/23/2019, \$19,656/year

Paula Marchbanks, Receptionist/Office Assistant, P/T, Center for New Students and Orientation, 9/30/2019, \$13,404/year

Sung Yoon, Clerk/Receptionist, P/T, Assessment Center, 9/23/2019, \$19,656/year

Harper #512 IEA-NEA Appointments

Nick Abbinante, Campus Setup Crew, Operations Services, 9/20/2019, \$30,472/year

Hilda Alba, Custodian, Operations Services, 9/16/2019, \$29,120/year

Jing Sun, Custodian, Operations Services, 9/30/2019, \$29,120/year

Martha Vega, Custodian, Operations Services, 10/14/2019, \$30,347/year

Administrator Retirement

Ronald Ally, Executive Vice President Finance/Administrative Services, Finance and Administrative Services, 6/30/2020, 10 years

Classified Staff Separations

Pawel Kajdas, Sales Associate, Workforce Solutions, 9/9/2019, 3 years 1 month

Jennifer Prowell, Registration Assistant, P/T, Registrar's Office, 9/20/2019, 5 years 5 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 expense exceptions.

Career Advisory Committee Appointments for the 2019-2020 Academic Year

Approval of the Career Advisory Committee Appointments for the 2019-2020 Academic Year, as presented in Exhibit X-A.8.

Financial Statements

Review of monthly financial statement as outlined in Exhibit X-B.1.

Board Committee and Liaison Report

Alumni Liaison Report: Member Mundt reported on both upcoming and prior events. The 2019 Harper College Distinguished Alumni Awards will take place on Tuesday, October 29, 2019. The event will celebrate Harper's Distinguished Alumni and Outstanding Recent Alumni. Visit the harpercollege.edu/alumni website to learn more or register for the event. The event is an excellent opportunity to hear the personal success stories of people who have attended Harper and their personal successes. Member Mundt encouraged anybody who can attend to do so, because it really is all about what Harper means to the community.

The Harper Alumni Program will kick-off the third annual Alumni and Friends Virtual 5K event, running from October 1 – November 1. This virtual event allows participants to run a race on their own time and own pace. They are encouraged to share their results and post photos to social media using the hashtag #harperalumni. New in 2019, participants can join in one of several campus running activities hosted by Campus Recreation and Wellness, including a Virtual 5K kickoff running event on October 10, featuring speaker Jim Inman, owner of Elite Athletic Development and Distinguished Alumnus. Registration is \$25. Visit harpercollege.edu/alumni to register and learn more.

Finally, on September 25, the HOPE Giving Circle hosted Women in the Room: Fall Flavors and Florals. Nearly 40 attendees learned about the HOPE Giving Circle and took part in a floral design course courtesy of Harper's Continuing Education Program. The HOPE Giving Circle's mission is to provide scholarships, mentoring, and opportunities to female students at Harper and beyond.

Foundation Liaison Report: Member Hill echoed Member Mundt's report and shared the importance of the Distinguished Alumni program that recognizes young alumni. The program has done a great deal to further the story of Harper and they have taken upon themselves to grow their own giving back to the College. The next Foundation Board meeting is December 10.

ICCTA Liaison Report: Member Kelley reported the next ICCTA meeting is November 8 and 9 in Lisle and the seminar is on Diversity, Equity, and Inclusion. The ACCT Leadership Congress begins on October 16 in San Francisco where he finds many of the sessions to be captivating. The new pathways to student success track and the distance learning and alternative education model track have sparked his interest. He indicated he would be reviewing the sessions in more detail and that any trustee may ask him questions about specific sessions.

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

Exhibit XI-A: Annual Financial Audit for Fiscal Year Ended June 30, 2019 Member Hill moved, Member Kelley seconded, to approve the Annual Financial Audit for Fiscal Year Ended June 30, 2019, as outlined in Exhibit XI-A.

Upon roll call, the vote was as follows: Ayes: Members Stack, Kelley, Robb, Dowell, Hill, Johnson, and Mundt. Nays: None. Motion carried. Student Member Santafe-Zambrano 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 13, 2019, at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, November 20, 2019 at 6:00 p.m. in W-214.

OTHER BUSINESS There was no other business.

ADJOURNMENT

Student Member Santafe-Zambrano moved, Member Johnson seconded, to adjourn the meeting.

In a voice vote, the motion carried at 6:41 p.m.

Pat Steub Chair

Nancy Robb Secretary