

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, December 11, 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, December 11, 2019, at 6:00 p.m. in Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Robb 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; 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; Darlene Schlenbecker, Interim Vice President of Institutional Planning and Strategic Alliances; Michelé Smith, Vice President of Workforce Solutions; Dr. Vicki Atkinson, Dean Student Development; Dr. Michael Bates, Dean Teaching, Learning and Distance Education; Dr. Kathy Bruce, Interim Associate Provost; Orlando Cabrera, Technical Support Specialist; Dr. Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Dr. Kathy Coy, Director of Institutional Research; Sue Egan, Project Assistant; Dr. Travaris Harris, Dean Business and Social Science; Dr. Kris Hoffhines, Associate Dean, Advising and Counseling Services; Dr. Joanne Ivory, Dean Career and Technical Programs; Rick Kellerman, Network Specialist; Matt McLaughlin, Associate Dean, Student Success Initiatives, Director of Title III; Kurt Metzger, Deputy Chief of Police; Karen Patterson, Faculty; Kimberley Polly, Interim Dean Math and Science; Jamie Riewerts, Dean Liberal Arts; Dr. Jessica Walsh, Faculty.

Guests: Melanie Carter, League for Women's Voter; Melissa Cayer, Citizen; Phil Gerner, Robbins Schwartz; Betty Hull, League for Women's Voter.

AGENDA APPROVAL

Member Dowell moved, Member Johnson 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

Title III Closeout

Dr. Proctor requested Matt McLaughlin, Associate Dean, Student Success Initiatives and Director of Title III, to share a final update on the activities of the Title III grant.

Matt McLaughlin began by stating in fall 2014 Harper received a five-year, \$2 million grant from the Department of Education. The chief goal of the grant was to strengthen and increase the capacity of both college technology and personnel to improve student engagement, tracking, success, retention, and completion. The grant concluded on September 30, 2019.

During the planning process in 2013, gaps that prevent student success and completion were identified and a self-assessment revealed there was no comprehensive system to show staff a holistic view of the student. The grant was written to create a systemic reform model around three thematic areas of onboarding, intervening and technology. Onboarding projects included a student participating in a Start Smart Experience where they would create an academic plan. Intervening projects were designed to help students stay on their educational path. The grant supported the acquisition and expansion of technologies to assist with the goal of helping students stay on-track. The measure of success for these projects was to increase the three-year graduation rate, while closely monitoring leading indicators. The activities generated by the Title III grant are now integrated into the College's work. This has been accomplished by policy changes including how new students are evaluated to be eligible to enroll in college-level coursework. From fall 2013 to fall 2019 students eligible to enroll in college-level coursework has increased by 20 percentage points. Additionally, students who need developmental coursework are required to immediately enroll in those courses, and degree-seeking students are required to participate in a Start Smart experience, which has shown to increase retention by 10-13 percentage points.

Another change has been the introduction of a case management approach to advising to ensure educational planning is completed. Currently, 80% of credential-seeking students have an advisor with the goal of 100%. Prior to this transition all educational planning was on paper and now it is captured electronically. Data indicates students who meet with their advisors, review career and educational goals, and develop an academic plan have fall-to-spring and fall-to-

fall persistence rates 15-20 percentage points higher as compared to similar students who do not.

Starfish, the early alert system, has also been scaled and provides a platform for faculty and advisors to connect about student concerns. Beginning spring 2020, all students will be in Starfish and that means faculty will be able to raise a flag, a referral or share positive encouragement on any student in their class at any time in the semester.

Further, Mr. McLaughlin reflected early on in the grant, that the analogy he used was that of a “student cockpit” that represented all the information a student would need in one place and a “radar tower” that would allow the college to know accurate information on all students at any time during their educational journey. Progress towards the student cockpit included the implementation of a new MyHarper Portal two years ago that integrated many systems. The Portal includes the student information system, Blackboard, Starfish, and advisor appointment making system. Students are able to visually see their progress towards graduation and whether they are on- or off-track for open registration. The radar tower was accomplished by connecting many systems together into a reporting database to help monitor a student’s progress. An advisor report was created and is an interactive report that blends student data from multiple systems and allows advisors to filter their caseloads among a variety of variables. This tool will help in monitoring and strategically prioritizing follow-ups with students.

From the 2013 to 2018 cohort fall-to-spring retention of new degree-seeking students increased by three percentage points, fall-to-fall retention rates increased by seven points, and students who accumulated 30 credits in two years increased by eight percentage points. For the 2016 cohort, the three-year graduation rate projects a preliminary 25 percent increase.

During the last year of the grant an impact study was completed to objectively examine the activities and to identify the greatest impact on student outcomes. Regardless of their background, students who participated in a Start Smart experience and created an academic plan with their advisor saw a significant effect on their grade point average and success in earning a credential from Harper College. This was illustrated by a 14 percentage point increase in graduation rate for those students who participated in a Start Smart experience versus those who did not participate.

Next steps include scaling of the case-managed advising model to reach the goal of 100% of credential-seeking students having an assigned advisor that they regularly meet with to create an academic plan. Second, continuing to leverage data to be able to provide

decision makers accurate, timely and reliable data. Lastly, there is still a need to reduce achievement gaps.

Mr. McLaughlin closed by thanking the Board, the Title III Steering Committee, and everyone who supported the grant for the past five years.

Chair Stack thanked Mr. McLaughlin for an outstanding report.

In response to Member Kelley, McLaughlin indicated the goal is to have 100% of students complete a Start Smart experience within one year of enrolling as stated in the new policy.

STUDENT TRUSTEE  
REPORT

Student Trustee Santafe-Zambrano shared the Student Government Association (SGA) has concerns regarding the increased price of online and textbook material which has direct impact on students' finances and their short-term and long-term success. SGA believes that a low cost textbook and homework system should be defined as less than or equal to \$15.00 per credit hour. When students schedule their classes, SGA would like to see an indication for the courses that have low cost materials or free educational resources to better assist students with their financial commitment.

Phi Theta Kappa and honors students are going to Chicago on December 14 to prepare and serve meals to homeless individuals as part of a program called Inspiration Cafe that helps individual to get out of homelessness.

Finally, he thanked the staff who maintain the campus during cold weather and wished everyone happy holidays.

FACULTY SENATE  
PRESIDENT'S REPORT

There was no faculty senate report.

PRESIDENT'S REPORT

Dr. Proctor reported she has conducted seven listening sessions since July 1 and has learned a lot about the institution. The information gathered at these sessions is being themed so that the Executive Council can react and respond as necessary.

Our Student Success Initiatives Review committee has reviewed and approved five initiatives that will impact nearly 900 students and totaling more than \$300,000 in funding. Projects approved include a technology loan program, childcare support, finish line micro grants and funds for our Hawks Care food pantry.

Further Dr. Proctor shared the strategic planning process has included several dialogue sessions and data summits with more than 360 people who participated in at least one of these sessions. The Strategic Planning and Accountability committee has drafted themes and the Board reviewed those at the December 4 workshop. The next

steps are the Strategic Planning Conference in February and then to advance the Strategic Plan through the shared governance process for adoption by the end of this fiscal year.

Lastly, on December 5, there was an event hosted by the Foundation to celebrate the completion of the initial fundraising campaign for the Promise Program where students shared inspiring stories. She acknowledged Dr. Ender for his vision and his work to start the program. First generation students make up 43% of the Promise cohort. A team has completed the first review of the initial cohort and additional meetings are scheduled.

STUDENT SUCCESS  
REPORT  
Point of View Awards

Dr. Proctor asked Dr. Jessica Walsh, Professor of English, and Karen Patterson, Associate Professor of Art History, to share an update on the College's award-winning student literary art magazine, *Point of View*. The magazine has been recently recognized with three awards from the Community College Humanities Association.

Ms. Patterson, began by sharing the *Point of View* magazine is a Harper College student-run literary and art magazine and has been published since 1970. Ms. Patterson and Dr. Walsh are the faculty advisors to the magazine. The creative writing and the art work is produced and selected by the students. In addition, the students do all of the work necessary to complete the publication. For many Harper students this is the first time that they see their work in print. Students gain valuable real life experience as well as a tangible publication that they can place in their portfolios.

Since 2014, Harper has been recognized by the Community College Humanities Association (CCHA), an organization that considers print journal from community colleges from around the country. Harper received third place in the Best Magazine category. The Best Magazine category is judged holistically, based on the aesthetics of the layout, the ease of navigation, the quality of the editing, and the overall strength of student work. While the award is given to the College and the magazine as a whole, much of the credit for this award goes to the student design editor, Ekaterina Sverkunova. She designed and laid out the magazine, oversaw the photography, organized the student jurors who selected the art work for publication, and ensured the quality of the printing.

Anastasia Sitnikova won third place in the photography category, and her winning photographs can be seen in the *Point of View* magazine on page 30, the front cover, and back covers. Her photography documents the beautiful and innovative sculptural interventions in the natural landscape.

Both Anastasia's and Ekaterina's accomplishments testify to the impact that Harper College makes on our students lives, both of these women are immigrants who decided to attend Harper to further their

educational goals and to achieve their dreams in a new country. Ekaterina is completing her final year at Harper College and Anastasia is currently at the University of Illinois in Chicago where she is in her first year in a master's of fine art program in studio art.

Dr. Walsh continued by showing the plaque given to the school and stated the CCHA sent out certificates to the individual winners. Literary pieces were selected by a panel of students judges chosen by the student editor, Haley Singer. Judges reviewed anonymous copies of submitted works and picked the ones they thought to be the best fit for the magazine.

Lindsay Killips won third place for her poetry piece *Blurred Lines*. After studying at Harper, Ms. Killips transferred to Colorado University, Boulder and will graduate in August 2020. She is majoring in psychology and minoring in sociology. She plans to attend graduate school to become a clinical psychologist focusing on trauma, abuse, posttraumatic stress disorder, and substance use and abuse. She also plans to continue writing. With Ms. Killips permission, Dr. Walsh read the poem *Blurred Lines (Point of View, p. 44-45)*.

She concluded with the announcement of the 2019 issue of *Point of View*, which will be available spring 2020. She thanked the Board for its support.

Chair Stack asked that Ms. Patterson and Dr. Walsh should convey to the students how impressed the Board is with their work.

#### HARPER EMPLOYEE COMMENTS

There were no employee comments.

#### PUBLIC COMMENTS

Citizen Cayer requested Harper limit the amount of property tax money collected. In response to Ms. Cayer, Dr. Proctor indicated she will follow up with accurate information regarding failure rates that includes the percentage of students who earn a credential, who continue to persist to earn a credential, and who transfer.

Member Kelley mentioned that he does not consider himself a failure because he attended Harper for one year and did not earn a credential. After that one year he transferred to continue his studies and received a bachelor's degree and then continued onto law school.

Chair Stack thanked Ms. Cayer for her comment..

#### CONSENT AGENDA

Member Robb moved, Student Member Santafe-Zambrano 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 Santafo-Zambrano advisory vote: aye.

The Consent Agenda included:

The minutes for November 13, 2019 Committee of the Whole meeting, November 20, 2019 Board of Trustees meeting; accounts payable; student disbursements; payroll October 25, 2019 and November 8, 2019; estimated payroll for November 22, 2019 and December 6, 2019; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; 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 November 13, 2019 Committee of the Whole meeting, November 20, 2019 Board of Trustees meeting.

Fund Expenditures	Accounts Payable	\$4,071,045.03
	Student Disbursements	\$464,550.50

The payroll of October 25, 2019 in the amount of \$2,149,963.20 and November 8, 2019 in the amount of \$2,146,364.30; estimated payroll of November 22, 2019 in the amount of \$2,148,163.75 and December 6, 2019 in the amount of \$2,148,163.75.

Bid Approvals There were no bid approvals.

Request for Proposals There were no request for proposals.

Purchase Orders There were no purchase orders.

Personnel Actions Professional/Technical Appointments  
 Abigail Drennan, Grants Compliance Analyst Advancement - Grants, Foundation, Alumni, 1/6/2020, 55,500/year  
 Heidi Zwart Healy, Senior Marketing Specialist, Marketing Services, 12/9/2019, \$73,000/year

Classified Staff Appointments  
 Hyunsook Christine Chang, Library Assistant II, Library Services, 12/9/2019, \$37,050/year  
 Melanie Duchaj, Secretary, P/T, Student Engagement, 12/2/2019, \$27,144/year  
 Laura Fanning, Administrative Assistant, Grants Workforce and Economic Development ,11/18/2019, \$43,875/year

Harper #512 IEA-NEA Appointments

Edward Collins, Groundskeeper, Buildings and Grounds, 11/11/2019,  
\$33,550/year

Billy Gonzalez, Painter, Buildings and Grounds, 12/9/2019,  
\$40,144/year

Francisco Lopez, Groundskeeper, Buildings and Grounds,  
11/25/2019, \$33,550/year

## 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.

## Financial Statements

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

Board Committee and  
Liaison Report

Alumni Liaison Report: Member Mundt shared in October, the Harper College Alumni Program launched a new alumni networking platform, Harper Connect, for alumni and students. To date, 171 users have signed up, including 143 alumni and 28 current students.

As previously reported, the Harper Connect platform offers opportunities to provide or seek mentoring, a job board, and a directory of alumni. The web-based network also features an event calendar, newsfeed where alumni and students can post, as well as the option to create affinity groups for exchanges with fellow alumni.

Foundation Liaison Report: Member Hill reported the Foundation has received major gifts to create two new scholarships for Harper College students. The Dianne Batzkall-Morrison Scholarship will support female students who have overcome challenges in their life, have financial need, and are enrolled in a career or certificate program to better their lives. The Tom Zazanis Endowed Memorial Scholarship is an endowed scholarship that will support students who have financial need and are the children of first-generation immigrants to the United States.

On Monday, November 18, the Foundation hosted Joe Goldberg and his daughter-in-law Pam Goldberg to meet the inaugural five scholarship recipients of the Joseph H. Goldberg Family Foundation Scholarship for Career Skills. The recipients' families also attended the reception. The Joseph H. Goldberg Family Foundation has committed \$50,000 in scholarship funding for students in the Career Skills Institute. The scholarship provides full tuition for one-year at the Career Skills Institute and can be renewed for a second year.

On December 3, the Harper College Educational Foundation participated in Giving Tuesday. This year's campaign leveraged Harper's social media resources and the Foundation's digital communication and giving platforms. The campaign raised \$5,140 in

FY2020. Giving Tuesday’s primary function is a donor acquisition effort as the urgency of 24 hours of giving motivates those who may otherwise be disinclined to make their first gift.

ICCTA Liaison Report: Member Kelley stated there was no report.

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: Adoption of Levy Resolution

Chair Stack stated that the Board approved the estimated amounts to be levied for year 2019 at the November Board meeting and now asked to adopt the Levy Resolution for 2019. The resolution reads as follows:

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 2019 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks’ Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of \$51,400,000 to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year 2019.

We hereby certify that we require the sum of \$12,200,000 to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 2019.

We hereby certify that we require the sum of \$20,000 to be levied as a special tax for Workers’ Compensation and Occupational Diseases Insurance purposes, and Unemployment Insurance purposes on the equalized assessed value of the taxable property of our district for the year 2019.

We hereby certify that we require the sum of \$20,000 to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 2019. Bond and Interest levy to be determined by each of the County Clerks. This date December 11, 2019.

Member Kelley moved, Member Johnson seconded, to approve the adoption of the Levy Resolution for 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.

Exhibit XI-B: Dual Credit Fees

Member Robb moved, Student Member Santafe-Zambrano seconded, to approve the modification to the fee structure for dual credit classes offered in partnership with our area high schools, as outlined in Exhibit XI-B.

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.

Exhibit XI-C: Approval of Service Providers

Member Hill moved, Member Mundt seconded, to approve the recommendation to approve the updated list of service providers for Fiscal Year 2020, as outlined in Exhibit XI-C.

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.

Exhibit XI-D: Tax Rate Objections Settlement Recommendation

Student Member Santafe-Zambrano moved, Member Hill seconded, to approve the recommendation to approve the proposed Cook County Tax Rate Objections settlement, as outlined in Exhibit XI-D.

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, January 8,

2020 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, January 15, 2020 at 6:00 p.m. in W-214.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 6:50 p.m.

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Chair

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Secretary