

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, September 23, 2020

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, September 23, 2020 at 6:00 p.m., Harper College Performing Arts Center, Building R, 1200 W. Algonquin Road, Palatine, Illinois.

Member Hill led the Pledge of Allegiance.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell, Diane Hill, Herb Johnson (entered at 6:25 p.m.), Walt Mundt, and Student Member Dylan Hildebrand.

Absent: None

Also present: Dr. Avis Proctor, President; Laura Brown, Vice President and Chief Advancement Officer; Dr. Kathy Bruce, Interim Associate Provost; Sue Contarino, Interim Chief Information Officer; Dr. Maria Coons, Vice President of Strategic Alliances and Innovation/Board Liaison; Rob Galick, EVP Finance and Administrative Services; Bob Grapenthien, Interim, Controller; Dr. Joanne Ivory, Dean Career and Technical Programs; Dr. MaryAnn Janosik, Provost; Jeff Julian, Chief of Staff; Dr. Claudia Mercado, Interim Vice President of Diversity, Equity and Inclusion; Bob Parzy, Interim Assistant Provost of Enrollment Services; Kim Pohl, Director of Communications; David Richmond, Faculty; David Richmond, Faculty; Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness; Dr. Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Dr. Vicki Atkinson, Dean Student Development; Orlando Cabrera, Technical Support Specialist; Dr. Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Dr. Kathy Coy, Director of Institutional Research; Dave Dluger, Media Technical Director; Sue Egan, Project Assistant; Dr. Mary Kay Harton, Dean of Students; Rick Kellerman, Network Specialist; Thom Lange, Manager Conference and Event Services; Chelsea Lynn, Theatre Technical Director; Laura McGee, Director Student Financial Assistance ; Kurt Metzger, Deputy Chief of Police;Carolynn Muci, Internal Communications Manager; Regan Myers, Director of Infrastructure Services; Kimberley Polly, Interim Dean Math and Science; Jaime Riewerts, Dean Liberal Arts; Sue Skora, Registrar/Interim Sr. Director of Enrollment Services; Rebecca Suthers, Student Communication Manager; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

Guests: Husna Ali, Student; Karolina Brelawska, Student; Melanie Carter, League for Women Voter's; Melissa Cayer, Citizen; Dan

Forbes, Speer Financial, Inc.; Erick Fukuda, Student; Phil Gerner, Robbins Schwartz; Beck Masi, Student; Karilynn Samuelson, Student.

AGENDA APPROVAL

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

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

Nays: None.

Motion carried. Student Member Hildebrand advisory vote: aye.

PRESENTATION

There was no general presentation.

STUDENT TRUSTEE
REPORT

Student Trustee Hildebrand began by stating he finds the Student Government Association (SGA) this academic year to be very qualified and it is his pleasure to serve SGA, He then introduced SGA members Karolina Brelawska, chief of staff; Karilynn Samuelson, treasurer; Husna Ali, vice president; and Beck Masi, president.

Student Masi shared his role as SGA president is to help his community and to try to make things better for everyone as the COVID-19 pandemic has changed many student lives. The SGA passion runs deep and they are committed to serving students and the community. The plan for the year is to continue to bring student clubs and organization together to get to know each other and to help those who are struggling. Diversity, equity and inclusion are important for the association as well. He sees the virtue of adaptation important during these times. Everyone needs to be able to change to new methods and to the current needs of students. He ended by quoting Bruce Lee (philosopher), "You must be formless, shapeless, like water. Put water into a cup. It becomes the cup, pour water into a teapot, it becomes the teapot. Now water can flow, or it can crash, be water my friends."

FACULTY SENATE
PRESIDENT'S REPORT

Faculty Senate President Dave Richmond shared this last summer the Black Student Union held a roundtable to discuss both national and local issues and one question brought up was: Where are the faculty in all of this? Faculty are now taking the opportunity to answer this question in the classroom this fall. During the summer, faculty took part in a nation movement call the National Scholars Strike. Harper faculty adapted the movement by holding a two-day social justice day program that was attended by 49 faculty. The program was open to faculty and staff and it encouraged faculty to bring social justice issues into the classroom. Faculty are now doing so and it is impacting thousands of students. He provided some examples of how the issues are being presented in the classroom, from the history faculty talking about the issues during class to the accounting department presenting on how accounting graduates could do research into the firms that are looking to hire them to determine

where the firm stands on social issues. He concluded by stating the faculty hope to build on presenting social issues in the years to come.

PRESIDENT'S REPORT

Dr. Proctor began by acknowledging Dave Braunschwig for being recognized in the category of Faculty Innovation by the American Association of Community Colleges' Awards of Excellence program for his work in saving students more than \$1 million in textbook costs. She then mentioned that Monday marked the launch of the FY2021-2024 Strategic Plan with the theme *Forward Together*. During the week numerous events are scheduled for both the College community and students. She acknowledged Mr. Richmond on bringing content of diversity, equity, inclusion, social justice, and anti-racism to students and employees.

A publically available COVID-19 monitoring dashboard is available to track both suspected and confirmed cases. She closed by sharing the College is transitioning the day-to-day management of the COVID-19 pandemic to a network of teams.

STUDENT SUCCESS REPORT

The Finish Line Grants

Dr. Proctor asked Laura McGee, Director of Student Financial Assistance and Sue Skora, Registrar, Interim Senior Director of Enrollment Services to provide an overview of the Finish Line Grants.

Ms. Skora opened by reviewing the members of the committee that have been meeting every Wednesday since receiving the first \$80,000 to fund the Finish Line Grants. The criteria used to award grants of up to \$1,000 were: 1) students needed to be at least 75% of the way through their program; and 2) students needed to demonstrate a need for the funds. The funds were to be used for tuition, financial hardship or family emergencies.

Ms. McGee shared that the communication plan to reach students included faculty reaching out to students, targeted emails to students, and other forms of advertising. In March, the committee relied heavily on social media to advertise the grant. The committee reviewed 290 applications with 172 being approved and an additional nine approvals that were deferred to fall. Since December, the College has funded the initiative with two allocations of \$80,000, totaling \$160,000. Nearly all the funds have been granted to students. The reasons for approval were reviewed with 35% of approvals for students who were unemployed, 14% paying double tuition, 9% due to medical expenses, and 9% due to reduced work hours. Almost 25% of the applications mentioned COVID-19.

Ms. Skora continue with the reasons for denial: 38% could not document a hardship, 28% were not close to completion, 11% were duplicated applications, and 23% where not requesting the funds to be used for Harper's programs or for classes not in their program of

study. The majority of students receiving the grant were Hispanic or Latino at 41.9%, first-generation students at 69.2% and female at 74.4%. In spring 2020, 41 of the 52 students that were scheduled to graduate earned a credential. The balance of students petitioned to graduate in summer 2020 or will graduate in fall 2020 or are still in need of up to five classes to graduate. In summer 2020, 28 of the 68 students that were scheduled to graduate earned a credential; another five earned a credential early in spring 2020. The balance of the students will earn a credential either in fall 2020 or spring 2021. She concluded by stating the committee has received many testimonials. She then introduced Mr. Erick Robert (ER) Fukuda a recipient of the grant who completed his licensed practical nursing certificate.

Mr. Fukuda began by sharing his story. He is half Filipino and half Japanese, and moved to the United States in December of 2013 to pursue the American dream. He was paying international tuition on his own while working as a caregiver. Additionally, he worked at Subway and Starbucks on campus, drove for Uber and bartended at a club in Chicago to make ends meet and help his family. Time was running out on his student visa when he found a way to serve in the U.S. military to be able to earn his citizenship. He reflected on the many setbacks and hurdles he experienced until he became a citizen in October 2019. At that time, he was able to apply to the nursing program.

In March, when the pandemic struck, his hours were reduced and he began feeling the financial strains. One of his teachers mentioned the Finish Line Grant and he applied thinking he would not be lucky enough to receive the award. A couple of weeks after applying he received the news he was to be awarded the grant. He reflected he was ecstatic and that it helped him pay for his last semester of the licensed practical nursing program. Additionally, it gave him the motivation to move forward and finish what he had started. He graduated with a licensed practical nursing certificate and passed the NCLEX exam in June. He is now working on the RN bridge program and hopes to finish in 2021.

He thanked Jill Izumikawa, the international coordinator who helped him with each step and Sue Skora who assisted in obtaining the military tuition rates. He is very grateful for receiving the Finish Line Grant and for everyone at Harper who supported him in achieving his goals. His goal is to become a certified registered nurse anesthetist.

In response to Trustee Dowell, Ms. McGee stated there were no unfunded qualified applications. Students not meeting the criteria were referred to other College services for assistance. Additionally, there was no additional cost to the College to administer the grant.

In response to Trustee Mundt, Ms. McGee the grant could be used for new medical bills to help students move forward but not for prior debt.

In response to Trustee Kelley, Dr. Proctor indicated this semester the grant has been funded with an additional \$80,000; these funds came from the FY2020 surplus funds.

Trustees recognized Mr. Fukuda for his service and thanked him for sharing his story. Additionally, they wished him continued success.

Chair Stack expressed her thanks to Ms. McGee, Ms. Skora, and Mr. Fukuda.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

In response to Citizen Cayer, Chair Stack thanked her for her questions and asked her to submit specific questions to the Board of Trustee via email.

CONSENT AGENDA

Member Dowell moved, Member Robb 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 Hildebrand advisory vote: aye.

The Consent Agenda included:

The minutes for August 12, 2020 Committee of the Whole meeting, August 19, 2020 Board of Trustees meeting; accounts payable; student disbursements; payroll for July 31, 2020 and August 14, 2020; estimated payroll for August 28, 2020 and September 11, 2020; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; elimination of distance learning fee and reduction in the universal fee for the spring 2021 term; 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

August 12, 2020 Committee of the Whole meeting, August 19, 2020 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$3,912,058.50
Student Disbursements	\$123,635.22

The payroll of July 31, 2020 in the amount of \$1,769,425.29 and August 14, 2020 in the amount of \$1,496,586.10; estimated payroll of August 28, 2020 in the amount of \$1,633,005.70 and September 11, 2020 in the amount of \$1,633,005.70.

Bid Approvals There were no bid approval.

Request for Proposals There were no request for proposals

Purchase Orders

Ex. X-A.5.a Approve the purchase order to Legat Architects for professional services for the Building Y Data Center Upgrade Project, in the amount of \$89,750.00, as provided in the Operations and Maintenance (Restricted) Fund and provided in the Building Y Data Center Upgrade Project budget.

Ex. X-A.5.b Approve the purchase order to renew the current insurance programs with CIGNA, Delta Dental, Better Business Planning and Blue Cross/Blue Shield for Plan Year 2021, as outlined in exhibit X-A.5.b.

Personnel Actions

Professional/Technical Appointments

Robert Hill, Inclusive Instructional Design Specialist, Academy for Teaching Excellence, 8/31/2020, \$64,000/year
Madison Overbey, Access Advocate, Access and Disability Services, \$52,000/year

Harper #512 IEA-NEA Appointment

Kenneth Kothera, HVAC Mechanic Operator, Utilities, 8/31/2020, \$61,464/year

Classified Staff Retirements

Linda Novak, Administrative Assistant, Student Development, 1/8/2021, 26 years 4 months
Suzann Zeger, CIS Student Support Assistant, Career and Technical, 8/31/2020, 8 years 8 months

Faculty Separations

Nancy Kinyanjui, Faculty Fellow, Nursing, Health Careers, 8/31/2020, 0 months
Galya Micek, Instructor, Nursing, Health Careers, 8/2/2020, 1 year

Professional/Technical Separations

Aaron Alaniz, One-Stop Center Advocate, One-Stop Center, 8/31/2020, 2 years 2 months
Employee #2604, Area Tutor Coordinator, Academic Support Center, 8/7/2020, 17 years 11 months

Classified Staff Separations

Deanna Belt, Library Assistant, P/T, Library Services, 8/29/2020, 1

year 7 months
 Dipak Dodia, Lab Support Aide, P/T, Client Systems, 8/26/2020, 8 years 8 months
 Anne Grenevitch, Grant Supportive Services, Coordinator Workforce and Economic Development, 9/30/2020, 4 years
 Teagen Reid, Receptionist, P/T, Center for New Students/Orientation and Women's Program, 8/28/2020, 5 months
 Katelyn Thurnall, Receptionist, P/T, Student Development, 8/28/2020, 1 year

Harper #512 IEA-NEA Separation

Employee #11075, Custodian Operations Services, 7/31/2020, 4 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.
Elimination of Distance Learning Fee and Reduction in the Universal Fee for the Spring 2021 Term	Approval of the elimination of distance learning fee and reduction in the universal fee for the spring 2021 term, 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	<p>Alumni Liaison Report: Member Mundt reported the Alumni & Friends Happy Hour was hosted on September 15, the first ever virtual happy hour webinar featuring Harper Alumna Kristina Gaardbo, a graduate of Harper's Nursing program and owner of Chicago Culinary Kitchen in Palatine. About 25 alumni and friends of Harper logged on for this early evening event to watch and hear from Kristina and her husband Greg share their experience as business owners and give tips and recommendations for making your best barbeque.</p> <p>The 4th annual Alumni & Friends Virtual 5K is happening now until September 30. Alumni and friends are invited to run, walk or bike a 5K on their own time and at their own pace during the month and then share their results and photos on social media and tagging Harper College. Registration is \$20 and open at harpercollege.edu/alumni. A portion of the proceeds will benefit student scholarships. Participants will receive a 5K branded gift from the alumni program.</p> <p>October is Distinguished Alumni Month at Harper College. This year's honorees will be recognized throughout the month on social media, in publications and culminating with the Harper College Distinguished Alumni Awards Virtual Ceremony on Thursday, October 22, 2020 at 7</p>

p.m. The virtual ceremony will honor the new class of Distinguished Alumni and the Outstanding Recent Alumni. The 2020 Distinguished Alumni Honorees class includes:

A.J. Collier; Director of Operations, The Salvation Army Ray & Joan Kroc Corps Community Center - Chicago

Joseph McEnery; Lieutenant, Elk Grove Fire Department

Ann Portmann, BSN, RN, CHPN, WCC; JourneyCare Barrington Care Center Team Manager

Dr. Craig Winkelman; Assistant Superintendent, K-12 Schools and Operations, Barrington School District 220

2020 Outstanding Recent Alumni Honoree

Scott Lietzow; Former Student Trustee, Military Talent Senior Consultant, Allstate Insurance

Please visit the Distinguished Alumni webpage at harpercollege.edu/distinguishedalumni.

Foundation Liaison Report: Member Hill shared the Foundation Board of Directors met on September 15th for their quarterly meeting. The following items were approved:

- Foundation's four-year strategic plan (2020/21-2023/24)
- New Mission and Vision statements
- Unmodified audit for FY 19/20

The Directors also heard from student scholarship recipients for the following scholarships:

- Gregory and Emily Dowell Scholarship recipient Paula Solarska. The scholarship was established in 2016 for students with financial need, minimum GPA of 2.2 and committed to completing either an associate's degree or a certificate.
- The Gerald and Mary Smoller Endowed Scholarship recipient Oreofeoluwa Ajayi. The Gerald and Mary Smoller Endowed Scholarship was established in 2017 for new students to Harper College with a high school GPA of 3.0 or higher. Students must be a first-generation immigrant to the United States or the child of a first-generation immigrant to the United States.
- One of the 2020 HOPE Giving Circle Scholarship Keely McEnery. The HOPE Giving Circle awarded a total of four \$10,000 scholarships for the 2020-21 school year. The other three winners included Amanda Mirczuk, Jessica Shi, and Nicole Weber. Recipients are exemplary students who have demonstrated a high level of academic performance, community service and involvement both at Harper and in the community. Recipients can utilize the award at Harper or at their four-year

transfer institution. To date, the HOPE Giving Circle has raised over \$175,000 to support female students pursuing their education at Harper College and beyond.

With the onset of COVID, the Foundation team needs to plan donor events with safety in mind. This year we are replacing the annual theater event with a Drive-In movie experience which we are hosting on campus on October 30th in parking lot 2. Invitations will arrive in two weeks with additional details.

ICCTA Liaison Report: Member Kelley shared Mr. Chadwick, president of the Illinois Community College Trustee Association unexpectedly passed away and he will be missed. He then reported the Illinois Council of Community College Presidents is supporting that a portion of the Monetary Assistant Program (MAP) grant funds be set aside for short term classes.

He encouraged the trustees attend the virtual Association of Community College Trustees (ACCT) Congress at the beginning of October. Additionally, the ACCT introduced their diversity, equity and inclusion implementation plan. He believes it is a great template for any college.

Lastly, he encouraged students to become election judges for the upcoming election. He reflected it is an excellent opportunity for students to serve the community.

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: Public Hearing of the Budget for Fiscal Year 2020-2021 and Budget Adoption

Chair Stack closed the regular session and opened the public hearing for the Budget for Fiscal Year 2020-2021 at 6:51 p.m.

Chair Stack asked Mr. Galick to present the proposed budget for Fiscal Year 2020-2021.

Mr. Galick presented the proposed budget for Harper College's 2020-2021 fiscal year.

Mr. Galick reviewed the tax-capped funds, which represent the main operating funds of the College, all other funds, and noted the \$180 million bond referendum is also included in this year's budget as revenue.

He pointed out the three main sources of revenue, local government (property taxes) and tuition and fees represent 96% of the budget, and state government is only 2%.

Additionally, expenditures are relatively consistent with what has been presented in the past; salaries and benefits combined are about 76% of the budget and that leaves 24% to fund all other expenditures.

The budget for capital projects was also reviewed.

At the conclusion of Mr. Galick budget presentation, Chair Stack asked if there were any persons who wished to speak regarding the budget.

In response to Citizen Cayer, Mr. Galick indicated there would be a review of the website for next year.

Chair Stack closed the Budget Hearing and re-convened the board meeting at 6:58 p.m.

Member Johnson moved, Member Mundt seconded, to approve the adoption of the fiscal year 2020-2021 budget, 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 Hildebrand advisory vote: aye.

Exhibit XI-B:
RESOLUTION providing for the issue of not to exceed \$180,000,000 General Obligation Bonds, in one or more series, of Community 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.

Member Dowell moved, Member Hill seconded, to approve the adoption of a resolution providing for the issue of not to exceed \$180,000,000 General Obligation Bonds, in one or more series, of Community 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, 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 Hildebrand advisory vote: aye.

Exhibit XI-C The Resource Allocation and Management Plan for Community Colleges (RAMP)

Member Hill moved, Student Member Hildebrand seconded, to approve the RAMP document and set aside the funds to provide the necessary College contribution, 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 Hildebrand advisory vote: aye.

Exhibit XI-D: Second Reading of Modifications to Board Policy – Policy Prohibiting Sex-Based Misconduct (Section 09.01.00)

Member Robb moved, Member Dowell seconded, to approve the second reading of modifications to the Board Policy Manual, Policy Prohibiting Sex-Based Misconduct (section 09.01.00), 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 Hildebrand 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, October 14, 2020 at 5:00 p.m., Harper College Performing Arts Center, Building R, 1200 W. Algonquin Road, Palatine, Illinois. The next Board of Trustees Meeting will be Wednesday, October 21, 2020 at 6:00 p.m., Harper College Performing Arts Center, Building R, 1200 W. Algonquin Road, Palatine, Illinois.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

Upon roll call, the vote was as follows:

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

Nays: None.

Student Member Hildebrand advisory vote: aye

Motion carried at 7:01 p.m.

Chair

Secretary