

**WILLIAM RAINY 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 21, 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, October 21, 2020 at 6:00 p.m., Harper College Performing Arts Center, Building R, 1200 W. Algonquin Road, Palatine, Illinois.

Student Member Hildebrand led the Pledge of Allegiance.

Chair Stack extended the deepest sympathies on behalf of Harper College and the Board of Trustees to the family of Carol Counelis.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell, Diane Hill, Herb Johnson, Walt Mundt, and Student Member Dylan Hildebrand.

Absent: None

Also present: Dr. Avis Proctor, President; Mike Barzacchini, Director Marketing Services; 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; Dr. Kathy Coy, Director of Institutional Research; 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; Darryl Knight, Executive Director Facilities Management; 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; Jaime Riewerts, Dean Liberal Arts; Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness; Dr. Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Orlando Cabrera, Technical Support Specialist; Meg Coney, Administrative Coordinator; Ana Contreras, Faculty; Dave Dluger, Media Technical Director; Sue Egan, Project Assistant; Dr. John Garcia, Faculty; Rick Kellerman, Network Specialist; Thom Lange, Manager Conference and Event Services; Chelsea Lynn, Theatre Technical Director; Kurt Metzger, Deputy Chief of Police; Carolynn Muci, Internal Communications Manager; Dr. Vicki Atkinson, Dean Student Development; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

Guests: Dr. Maureen Dunne, ICCTA Secretary; Phil Gerner, Robbins Schwartz; David Santafe-Zambrano, Former Student Trustee; Stehapnie Spann, ICCTA Director.

AGENDA APPROVAL

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

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

Nays: None.

Motion carried. Student Member Hildebrand advisory vote: aye.

PRESENTATION

Teach-in

Dr. Proctor asked Dr. John Garcia, Professor, Philosophy and Ana Contreras, Instructor, English to provide an overview for the Teach-in event.

Dr. Garcia began by sharing nationally there was a Scholar Strike in mid-September to bring awareness to the Black Lives Matter movement and to educate about racial justice. Professor Richmond, faculty senate president, brought the strike to the faculty senate who decided to encourage faculty to bring social and racial justice materials into their courses. Some faculty were finding it difficult to bring these materials into their courses. Therefore, the faculty quickly organized a two-day event that included faculty presentations and open forum discussions to support other faculty in addressing social and racial justice issues in their courses and contextualize them based on the discipline being taught. He briefly reviewed the schedule noting the first day started with Mr. Richmond and Mr. Gramlich providing the history of race and slavery in early America. The event included a diversity of voices from ethnic and racial diversity as well as faculty from different disciplines. He then asked Ana Contreras, first year full-time faculty, to share information about her presentation *Racial Justice and the Arts: Music and Literature as Pedagogy and Intervention*.

Ms. Contreras shared she was honored to present with another first year faculty member Tiffany Jones from the anthropology department and the moderator Magdalen McKinley from the English department. The presentation focused on incorporating social justice in the arts. Each of the presenters briefly presented about social justice and what each brought into their classroom and how they exemplified the arts. The presentation was followed by a discussion moderated by Ms. McKinley that addressed how to pedagogically bring social justice into the classroom. Ms. Contreras encouraged her students to attend the presentation and one student asked her to provide the same experience in class which she did. She was honored to be among faculty who would quickly respond to create such an event and that also value social justice.

Mr. Garcia continued by sharing that 11 departments were represented over the two-day event. Some sessions where meant to challenge the Harper community about what has been done to make this something that everyone can believe in. He closed by stating that

he attended a conference earlier in the day that the College had made available to any faculty member about leadership and equity. He appreciates the support from the College and looks forward to being involved going forward.

Chair Stack applauded the impressive amount of work that was completed in five days to put together such an event. She asked that the link to the Teach-in site be shared with all the trustees.

STUDENT TRUSTEE REPORT

Student Trustee Hildebrand stated he is inspired by his predecessor Mr. Santafe-Zambrano. A year after moving to the area he enrolled at Harper after learning about Harper's reputation from passing encounters with neighbors, strangers, and people across the district. He had not expected to be met with the sheer quality of education that he is now experiencing. He reflected that word of mouth about Harper is significantly stronger than both of the previous colleges he had attended three years ago. Even in the midst of a global pandemic he sees Harper addressing the community's needs. He encouraged everyone to connect with people around them from a human-to-human perspective, to partake in the political process, and participate in higher education.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Dave Richmond began by acknowledging the role Dr. Garcia had in organizing the successful Teach-in event in only five days. He then reflected from the faculty perspective that he sees things are stabilizing. Classes are now successfully being taught, faculty are effectively participating in shared governance, the tenure process is moving forward, and there is progress being made in development of the master plan. The one area some faculty members are struggling with in the online environment is how to successfully help students needing accommodations.

PRESIDENT'S REPORT

Dr. Proctor reflected on the dedication of the many individuals across the institution who contribute to the stability and the human-to-human connection. The recent report from the Illinois Community College Board details the system is experiencing enrollment declines from the previous year both in headcount at 13.7% and FTE at 12.7%. Only three community colleges had enrollment increases while some institutions experienced enrollment declines of almost 30%. One area being looked at is the adult basic education and what the College needs to do to be responsive and help this population advance.

Further she stated that she sent approximately 100 emails to individuals who will be serving on Strategic Plan goal teams to lead the efforts under the FY2021-2024 Strategic Plan themed *Forward Together*. She then announced the Capital Development Board has agreed to fund the hospitality program. These funds will be added to the Canning Center project and she is cautiously optimistic that the state will release these funds. Distinguished alumni are being honored on campus with the Hall of Fame in Building M and that our

distinguished alumni are recognized in Building Z, and via digital signage in the Canning Center. Lastly, she asked Dr. Maureen Dunn, secretary of ICCTA and Stephanie Spann, finance director of ICCTA to present former student trustee David Santafe-Zambrano with the Gigi Campbell Student Trustee Excellence Award.

Dr. Dunn began by stating this is the 50th anniversary of the ICCTA and it is proud to honor Mr. Santafe-Zambrano as an outstanding student leader by awarding him the Gigi Campbell Student Trustee Excellence award. The award is named after the late Gigi Campbell, who was a trustee at Prairie State College in the 1990's. During her two terms in office, she was known as the conscience of community college students speaking out for greater diversity, financial aid, and student support services. Mr. Santafe-Zambrano excelled at Harper not only as an honor student in international studies, but as a student leader at the local, state, and national levels. In addition to serving as Harper student trustee, he made an impact as a member of the student advisory committees for both the Illinois Community College Board and the Association of Community College Trustees. He also served as the non-traditional student board member to the Illinois Board of Higher Education. David understood the challenges that many of our community college students face such as being a first-generation student, worrying about food and housing, and working multiple jobs to pay for school. As a student trustee, he advocated on a daily basis for his fellow students with the belief that everyone needs the proper tools to succeed. She congratulated Mr. Santafe-Zambrano on being named Gigi Campbell scholarship winner for 2020.

Mr. Santafe-Zambrano took the opportunity to thank the College for welcoming him two years ago. Previous to enrolling at Harper he lived in Champaign and the move to Harper was a big decision for him and another big step was deciding to run for student trustee. He thanked the students for trusting him, the Board of Trustees for welcoming him, and the interesting and challenging discussions that he participated in while being a student trustee. These experiences helped him grow as an adult, a citizen, and as a member of the community. He learned new values that are now important for him and how to speak on behalf of others to represent them in the best way possible. He thanked the College's staff for helping him navigate his way through his role of student trustee.

He reflected on the conversations the Board had around basic needs and he feels these discussions helped the College during the challenging times of the COVID-19 pandemic.

Chair Stack stated it was a pleasure to have Mr. Santafe-Zambrano as a student trustee; she remembers that he was always prepared to engage at meetings, and she acknowledged the Board valued his

perspectives. She congratulated him on his effective job of speaking on behalf of students and being authentic in his presentation.

STUDENT SUCCESS REPORT

Student Survey Results and Harper's Response

Ms. Schlenbecker began by thanking the Board of Trustees for the opportunity for her and Dr. Janosik to share results from a student survey and some actions that have been taken as a result of what was learned from the survey. The survey was administered to nearly 1,800 students in September and asked students about technology needs and students' comfort level to return to campus.

The results included:

- 93% of students have reliable Wi-Fi or internet.
- 95% of students indicated they had a dedicated computer, laptop, or Chromebook.
- 453 students indicated they do not have a graphing calculator and that is 25% of the students who said that they needed one for their coursework yet did not have access to one.
- 230 students provided information around how the College can support their technology needs. This information was themed with 46% of students mentioning Wi-Fi or Laptop/Chromebook or calculator, 14% mentioning access to the library and labs, 10% mentioned having difficulties and or challenges with some software, and 7% mentioned the need for improvements on how to use Blackboard and the many different features of Blackboard.
- Approximately 400 students who completed the survey have returned to campus with 90% indicating they are comfortable with the screening process and 87% indicating they are comfortable in their classrooms.
- 350 students asked to be contacted and provided contact information.

Ms. Schlenbecker asked Dr. Janosik to share actions taken since hearing from the students.

Dr. Janosik began by sharing one thing learned from the survey is that hotspots and calculators were actually more in demand than Chromebooks. She reviewed the inventory of Chromebooks, hot spots, and calculators noting there is remaining inventory and there are no students on a wait list for items. She further reported all students who requested to be contacted have been contacted by either someone from the library team, advising and counseling staff, or student development staff. All information has been collected and the group is looking at next steps and how to address some of the issues mentioned by students.

Some of the next steps include continued outreach from HawksCare staff to address student needs. Some students need to learn how to communicate and engage in the new online environment. In spring there is a plan to provide more resources for students to be successful online. Basic needs funds (\$450,000) will be supplied in spring for tuition relief, emergency funding, and basic needs for students. Lastly and most significantly Dr. Bates is going to convene a task force to develop a strategic initiative based on the recommendations from the distance learning consultant who supplied a report in spring 2020. Currently, the College is looking at expanding the distance learning mode and modalities and providing professional development for faculty focused on options that address student success.

Trustee Kelley thanked Ms. Schlenbecker and Dr. Janosik on the great effort that has been taken so far.

In response to Trustee Johnson, Dr. Janosik indicated the basic needs program is not new and Harper is communicating with students about resources available through all platforms that include the website, social media, and faculty communications.

In response to Student Trustee Hildebrand, Dr. Janosik shared the College is looking at providing the necessary tools to students at lower costs or free.

Chair Stack thanked Ms. Schlenbecker and Dr. Janosik on the informative presentation.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Robb moved, Student Member Hildebrand 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 September 16, 2020 Committee of the Whole meeting, September 23, 2020 Board of Trustees meeting; accounts payable; student disbursements; payroll for August 28, 2020 and

September 11, 2020; estimated payroll for September 25, 2020 and October 9, 2020; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; career advisory committee appointments for the 2020-2021 academic year; first reading of modifications to Board policy – Board of trustees and code of ethics and confidential reporting (section 01.00.00 and section 02.00.00); 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 16, 2020 Committee of the Whole meeting, September 23, 2020 Board of Trustees meeting.	
Fund Expenditures	Accounts Payable	\$3,823,270.14
	Student Disbursements	\$1,789,854.02
	The payroll of August 28, 2020 in the amount of \$1,802,283.37 and September 11, 2020 in the amount of \$1,923,449.73; estimated payroll of September 25, 2020 in the amount of \$1,862,866.55 and October 9, 2020 in the amount of \$1,862,866.55.	
Bid Approvals	Ex. X-A.3.a	Accept bid and award construction contract for the Building M Hall of Fame Project to Osman Construction Corporation, as the lowest responsible and responsive bidder, in the total amount of \$131,660.00, including a base bid of \$94,200.00, 8.5% construction contingency of \$8,000.00, base fee (ratio) of \$13,780.00, construction administration (ratio) of \$14,230.00, and reimbursables of \$1,450.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and contained within the Building M Hall of Fame Project budget.
	Ex. X-A.3.b	Accept bid and award construction contract for the Building M Gymnasium Door Modifications Project to Laub Construction for Cast-In-Place Concrete in the total amount of \$41,300.00, Ostrander Construction, Inc for General Trades in the total amount of \$40,340.00, Sager Sealants for Waterproofing in the total amount of \$1,605.00, J&L Doors, Inc for Doors, Frames, and Hardware in the total amount of \$25,167.00, Commercial Carpet Consultants for Resilient Flooring in the total amount of \$ 2,315.00, Ascher Brothers for Painting in the total amount of \$9,120.00, and Sound, Inc for Security in the total amount of \$ 5,157.00, as the lowest responsible and responsive bidders, including a general conditions of \$30,081.00, builders risk of \$154.00, bonds, fees, and insurance of \$12,468.00, and 10% contingency of

\$15,509.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and contained within the Building M Gymnasium Floor Replacement Project budget.

	Ex. X-A.3.c	Accept bid and award construction contract to furnish and deliver 365 portable medical simulation kits to Anatomical Worldwide, as the lowest responsible and responsive bidder, in the total amount of \$45,625.00, as provided in the Education Fund budget.
Request for Proposals		There were no request for proposals
Purchase Orders	Ex. X-A.5.a	Approve the purchase order to Ratio Design for professional services for the Building A Culinary Lab Improvements Project, in the amount of \$32,710.00, as provided in the Operations and Maintenance (Restricted) Fund and provided in the Building A Culinary Lab Improvements Project budget.
	Ex. X-A.5.b	Approve the purchase order to Legat Architects for professional services for Phase III of the Occupational Safety and Health Administration (OSHA) Roof Safety Project, in the amount of \$37,250.00, as provided in the Operations and Maintenance (Restricted) Fund and provided in the OSHA Roof Safety Project budget.
	Ex. X-A.5.c	Approve the purchase order to Legat Architects for professional services for the Building R Sound System Upgrade Project, in the amount of \$42,000.00, as provided in the Auxiliary Fund budget.
	Ex. X-A.5.d	Approve the purchase order to Assessment Technologies Institute (ATI), LLC. for software for student in health careers, in the amount of \$160,000.00, as provided in the Education Fund budget.
Personnel Actions	<p><u>Professional/Technical Appointment</u> Ronald Dickerson, Technical Support Specialist, Client Systems, 9/28/2020, \$59,000/year</p>	
	<p><u>Classified Staff Appointments</u> Agnes Miranda, Library Assistant I, Library Services, 10/12/2020, \$30,128/year Laura Stout, Patient Care/Compliance Assistant, Health Careers, 10/5/2020, \$41,438/year</p>	
	<p><u>Faculty Retirement</u> Gregory Horeni, Associate Professor, Health Careers, 5/22/2021, 16</p>	

years 2 months

Supervisory/Management Retirement

Richard Seiler, Director of Auxiliary Services, Accounting Services,
12/31/2020, 30 years 10 months

Classified Staff Retirement

Diane Filstead, Event Planner, Conference and Events Management,
12/31/2020, 16 years 2 months

Faculty Separation

Christina Cicero, Instructor, Health Careers, 9/23/2020, 1 month

Supervisory/Management Separations

Employee #6879, Foreman, Buildings and Grounds, 9/8/2020, 7
years 8 months

Katherine Maitha, Accounting Specialist, Accounting Services,
9/15/2020, 3 years 7 months

Classified Staff Separation

Mary Beth Reddington-Adams, Receptionist, P/T, Admissions
Outreach, 9/14/2020, 8 years 8 months

Harper #512 IEA-NEA Separation

Willy Ochoa, Custodian, Operations Services, 9/20/2020, 6 years

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 2020-2021
Academic Year
Approval of the career advisory committee appointments for the
2020-2021 academic year, as presented in Exhibit X-A.9.

First Reading of
Modifications to Board
Policy – Board of Trustees
and Code of Ethics and
Confidential Reporting
(Section 01.00.00 and
Section 02.00.00)
Approval of the first reading of modifications to Board policy – Board
of trustees and code of ethics and confidential reporting (section
01.00.00 and section 02.00.00), as presented in Exhibit X-A.10.

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 the Harper College
2020 Distinguished Alumni Awards Virtual Ceremony will take place
on Thursday, October 22, 2020 at 7 p.m. at

harpercollege.edu/distinguished alumni. The virtual event will celebrate Harper's Distinguished Alumni and Outstanding Recent Alumni through a pre-recorded ceremony with a live chat feature during the event. To learn more or register please visit, harpercollege.edu/alumni. Alumni Honorees class includes:

- A.J. Collier; Director of Operations, The Salvation Army
- Joseph McEnery; Lieutenant, Elk Grove Fire Department
- Ann Portmann; JourneyCare Barrington
- Dr. Craig Winkelmann; Assistant Superintendent of Barrington School District 220

2020 Outstanding Recent Alumni Honoree, Scott Lietzow; Former Student Trustee.

The HOPE Giving Circle will host its fall event Tribe of Mentors: A Panel Conversation on Thursday, November 5, 2020 at 6 p.m. The moderated program will feature women who will share their life experiences by answering a selection of the 11 questions included in the book Tribe of Mentors. To learn more and sign up please visit harpercollege.edu/hope.

Foundation Liaison Report: Member Hill shared the Educational Foundation financials as of September 30, 2020 year to date: income is \$2,183,155 which is 140% of the annual goal.

Two donors have included the Harper College Educational Foundation in their estate plans with estimated gifts totaling \$770,000. Brenda Knox, a Foundation Board Member and Distinguished Alumna, along with her husband Eric Knox, and Mary Gretchen Vancura, a Harper retiree in the nursing program, have made the Foundation a contingent beneficiary of their IRAs.

The Barrington Breakfast Rotary has selected Harper College Emergency Fund as the recipient of their fundraiser scheduled for November 14, 2020 from 5:30-6:30 p.m. The virtual event is titled Giving Help and Hope and includes a silent auction and raffles.

The Drive In Movie - Donor Appreciation Event is scheduled for Friday, October 30 at 6:30. The movie has been selected - Ghost Busters. The movie experience includes a snack box per car. We are expecting about 200 cars to enjoy the socially distanced event.

ICCTA Liaison Report: Member Kelley mentioned the next ICCTA board meeting is on November 13 and 14 at the Hyatt in Schaumburg. The seminar topic is "community colleges plus diversity equals the future" and will be an in-person event. The ICCTA board meeting will include the opportunity to participate virtually. He encouraged fellow trustees to attend and to network with other trustees.

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: Resolution for Estimated Tax Levies	<u>Member Dowell moved</u> , Member Johnson seconded, to approve the resolution for estimated tax levies, 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: Ratification of IEA/NEA Unit Collective Bargaining Agreement extension for July 1, 2020 – June 30, 2021.	<u>Member Hill moved</u> , Member Mundt seconded, to approve the ratification of IEA/NEA unit collective bargaining agreement extension for July 1, 2020 – June 30, 2021, 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.
<u>ANNOUNCEMENTS</u>	
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 11, 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, November 18, 2020 at 6:00 p.m., Harper College Performing Arts Center, Building R, 1200 W. Algonquin Road, Palatine, Illinois.
<u>OTHER BUSINESS</u>	
<u>ADJOURNMENT</u>	<u>Member Dowell moved</u> , 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 6:59 p.m.

Chair

Secretary