

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 Committee of the Whole Meeting of Wednesday, August 14, 2019

CALL TO ORDER

The Committee of the Whole meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stack on Wednesday, August 14, 2019 at 5:00 p.m. in Room W216 of the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

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

Absent: Member Diane Hill

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 Bonnstetter, Controller; Laura Brown, Vice President and Chief Advancement Officer; Dr. Kathy Bruce, Interim Associate Provost; Dr. Maria Coons, Vice President of Institutional Planning and Strategic Alliances and Chief of Staff; Jeff Julian, Executive Director of Communications; Dr. Brian Knetl, Interim Provost; Darryl Knight, Executive Director Facilities Management; Dr. Claudia Mercado, Assistant Provost, Enrollment Services; Dr. Mark Mrozinski, Assistant Vice President of Workforce Development; Sheryl Otto, Associate Provost, Student Affairs; Darlene Schlenbecker, Executive Director for Planning, Research and Institutional Effectiveness; Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Meg Coney, Administrative Coordinator; Dr. Kathy Coy, Director of Institutional Research; Kim Pohl, Media Relations & Legislative Affairs Manager;Carolynn Muci, Internal Communications Manager.

Guests: Melissa Cayer, citizen

PUBLIC COMMENTS

Citizen Melissa Cayer suggested Harper offer students a lesson on how to retrieve and review a property tax bill.

DISCUSSION OF  
FOLLOW UP ITEMS

Darlene Schlenbecker presented on the Institutional Accountability Report for 2018-2019. The update provided a summary of the overall accomplishment of goal targets and those not yet completed. In FY2019 Harper attained a 32.7% graduation rate, conferred 4,117 degrees/certificates; increased persistence rates for both full- and part-time students; reaffirmed Aaa Moody's credit rating; secured an additional \$2.1 million for the Promise Scholarship program; received the 2018 Illinois Council of Community College Administrators'

Innovation award for apprenticeship work; was recognized as an Excellence in Assessment designee by the National Institute for Learning Outcomes Assessment; and completed the Foglia Foundation Health and Recreation Center.

Ms. Schlenbecker also demonstrated the new Institutional Effectiveness Measures Dashboard that includes the ability to filter data by demographic groups and look at comparison to peer or national average data. Dr. Coons will send the dashboard link to Board members. Member Dowell stated the site was very easy to navigate. Member Kelley asked about a link to the rubric for financial and human impact that was developed by the Stewardship Goal Team. Ms. Schlenbecker will determine if the rubric is posted.

Dr. Proctor spoke of the plan to engage all employees in the next Strategic Planning process with the branding of 'Your Voice Our Potential.' Feedback from the last Strategic Plan process included a recommendation for more employee involvement and input.

Dr. Maria Coons reviewed the planning process timeline that includes Dialogue Sessions and Data Summits which will be hosted this fall. A conference will be held in February. The Board will be updated on a regular basis. Jeff Julian presented an overview of the communication plan that includes presentations, updates, internal and external communication channels, and a comprehensive website. Member Dowell asked if there are opportunities for Adjunct Faculty to participate. Dr. Coons stated that through scheduled late afternoon Dialogue Sessions and input capability via the website this should not be an issue. Dr. Proctor affirmed that sessions will also be held in the morning for those who had late afternoon commitments.

Bret Bonnstetter presented on the status and timeline of the Oracle/EBS System Replacement. The Project Manager has been hired and is on campus. Software and implementation contracts should be signed by mid-August. There was a question from the Trustees about the cost of the project. The estimated costs for the first year include: \$2.5 million for implementation management, \$400,000 for project management and \$300,000 for the Oracle software subscription for total Year 1 costs of \$3.2 million. The annual Oracle subscription rate would then be \$372,000 for six additional years.

A budget request for \$750,000 to cover employee overtime, stipends and external resources/consultants is being made and included in this month's exhibits. In addition to working their regular jobs, employees will be putting in many additional hours per week as needed to implement the new system. Consultants will also be needed. Chair Stack appreciated the amount of effort from everyone involved with this project.

Bret Bonnstetter then presented on the unaudited FY2019 financial results and FY2020 year-to-date results. The auditors are currently on site. Audit results are expected in October.

The Board discussed the planned transfers as identified in Exhibit XI-B in the packet. Questions were asked about the need for capital funding with the recent passage of the capital referendum, and if there was sufficient funding for student success initiatives focused on meeting basic student needs, such as food and other items in the HawksCare pantry. Dr. Ally reminded the Board that the referendum money is separate and targeted for specific capital projects that were identified in that campaign. The bonds will not be sold until late 2020 or early 2021, and there are current building issues that need to be addressed. In addition, funding from the State for the Canning Center remains uncertain and alternative plans are being considered for addressing systems failures and other challenges in that building.

Member Dowell asked that Exhibit XI-B Transfer Funds for Future Needs Related to Capital Projects include a definition of what are the 'Tax Capped Funds.'

The Board discussed the importance of how to intentionally address, improve, and fund online course curriculum and program development. Dr. Knetl said some courses were developed and need to be better marketed. An Operational Plan item will be added that addresses the need for an external consultant to review our distance learning offerings.

Exhibit XI-B will be revised to reflect the discussed changes, and sent out to the Board for their consideration.

Dr. Knetl updated the Board that beginning January 1, 2020 the State of Illinois has approved marijuana for legal recreational use. Community Colleges may apply for a license to offer career programming for certificates in dispensaries and cultivation beginning in 2021-22. Area community colleges are developing programming in preparation of these licensing opportunities. Harper will seek one of these eight licenses. Illinois State Police have significant oversight with the programming. Chair Stack requested a medical education piece for current health care providers be considered within the program development, if the license is approved.

Dr. Maria Coons reviewed the August Board Packet.

## FORMAL ACTIONS

Member Kelley motioned, Member Johnson seconded to enter closed session to discuss a legal matter at 7:15 p.m. In a roll call vote, the motion passed unanimously. Dr. Proctor, Dr. Coons and Dr. Ally were asked to attend.

Member Santafe-Zambrano motioned, Member Mundt seconded to adjourn the closed session and re-enter the regular meeting at 7:31 p.m. In a roll call vote, the motion passed unanimously.

ADJOURNMENT

Member Kelley moved, Member Johnson seconded adjournment at 7:32 p.m.

In a voice vote, motion carried.

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Chair

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Secretary