

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, January 15, 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, January 15, 2020, at 6:00 p.m. in Wojcik Conference Center (room 214), 1200 W. Algonquin Road, Palatine, Illinois.

Member Johnson led the Pledge of Allegiance.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell, Herb Johnson, Walt Mundt, 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 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; 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; Claude Casaletto, Chief of Police; Dr. Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Dr. Kathy Coy, Director of Institutional Research; Dr. Megan Dallianis, Director of New Student Programs & Canning Women's Program; Dr. Tom Dowd, Faculty; Sue Egan, Project Assistant; Dr. Mary Kay Harton, Dean of Students; Alejandro Mendoza, Academic Advisor; Carolynn Muci, Internal Communications Manager; Amelia Ortiz, Academic Advisor; Bob Parzy, Director, Admissions Outreach; Kimberley Polly, Interim Dean Math and Science; Jamie Riewerts, Dean Liberal Arts; Richard Seiler, Director, Auxiliary Services; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

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

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

Nays: None.

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

PRESENTATION

January All Campus Meeting Overview

Dr. Proctor shared the all campus meeting was based on the theme "We are Harper" that emphasizes the core value of collaboration. A video produced by the Academy of Teaching Excellence about composting was shown. Collaboration is to be highlighted throughout the coming year.

Further, Dr. Proctor asked Dr. Horton to showcase her "Ask Me" pins and lanyard. During the first two days of classes, President's Cabinet decided to limit meetings to be able to welcome students and help them. This showed an example of how everyone can work together to create a welcoming environment for students.

STUDENT TRUSTEE REPORT

Student Trustee Santafo-Zambrano began by stating in December and January he attended meetings for the Illinois Board of Higher Education where a new Executive Director was elected. He will also be a part of a Student Advisory Committee for the Illinois Community College Board at a meeting in Champaign. The focus of the meeting will be on diversity as a preparation for the Illinois Community College Trustee Association Legislative and Lobby Days later this year.

Next, he shared that he and other student leaders on campus participated in a Strategic Plan Focus Group meeting where students were able to provide their perspectives and recommendations for the new strategic plan being developed. Additionally, he shared that a student leader was thankful to be benefiting from a Finish Line Micro-Grant made available through the Student Success Initiative's funds. The student leader was uncertain if they would be able to pay for the spring semester due to a situation arising prior to the winter break. He closed by thanking the individuals for submitting initiatives to support students, the administration for their quick response to fund the initiatives, and the Board for supporting the initiatives.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President's report was given by Dr. Dowd who shared the faculty are excited for the spring semester and look forward to being able to continue to help develop the next strategic plan that will lead the College forward. Additionally, he thanked the Board for allocating funds remaining from the previous strategic plan to new initiatives to help students this year.

PRESIDENT'S REPORT

Dr. Proctor began by acknowledging Dr. Dowd as faculty present at the meeting. As a result of the "Ask Me" campaign it became clear signage on campus can be improved to help students and that students appreciated the personal touch beyond the welcome tables.

Dr. Proctor recognized several employees at the all campus meeting for living out the core values with the Harper Hawks Soar Coins. She reported that the Human Resources and Wellness shared governance committee will be working on additional programming to recognize employees.

Dr. Proctor stated she is recommending the creation of a new executive level position for diversity, equity, and inclusion as Dr. Ratunil who has been serving as the Special Assistant to the President for Diversity and Inclusion is resuming her position as full-time faculty. This new position will help continue the focus and deepen the efforts in the area of equity. Dr. Mercado is being recommended for this position. Mr. Parzy is being recommended to serve as Interim Assistant Provost for Enrollment Services and to continue to lead the University Center efforts. Ms. Skora is being recommended to serve as the Interim Senior Director of Enrollment Services. Ms. Jawnyj will take on additional responsibility and serve as support for all three positions. The plan is to conduct a national search to fill the new executive level position for diversity, equity, and inclusion.

Dr. Proctor closed with acknowledging Dr. Atkinson, Dr. Bruce, Dr. Hoffhines, Mr. McLaughlin, and Ms. Otto for being recognized by the Illinois Council for Community College Administrators for presenting at the Illinois Council for Community College/Faculty Association conference. She thanked them for sharing best practices in higher education with colleagues across the state.

STUDENT SUCCESS REPORT

Latinx Update - Proyecto de Apoyo Superando Obstaculos (PASO)

Dr. Proctor asked Dr. Mercado, Mr. Parzy and Dr. Dallianis to share an update on the Proyecto de Apoyo Superando Obstaculos (PASO program) that promotes family and community involvement. PASO is work resulting from the Latinx task force.

Dr. Mercado began by sharing the Latino population in the community and on campus has been increasing. Approximately 27% of the student body is Latino, which represents a growth of approximately 5% over the past five years. Based on fall 2019 data there was an increase of 6.3% Latino applications that resulted in a 2.6% conversion rate. In 2017, the Latinx task force was formed to review how Harper could improve recruitment, retention, and completion for the Latino population. Initially, the taskforce identified 18 different recommendations. In the first years the task force focused on seven of the recommendations, one of which was the PASO program.

During FY2020, the focus will include strengthening developmental education in English for Latino students, ensuring translation services were available on the College's web pages for non-English speaking individuals, increasing Spanish speaking capacity of English speaking employees, educating individuals on the Latinx terminology, and supporting PASO family programming.

Mr. Parzy continued by sharing that Dr. Dallianis and himself have led a cross-functional team for the past 10 months to look at how to enhance the student experience for the Latino students. The team came up with the concept of PASO that translates to projects achieved to surpass obstacles. The team believes with the right assistance and resources from the College that all student can achieve their goals. For the Latino population the team found there is an influencer assisting this population in making their choice as to whether or not they attend college. Therefore, it was identified that the College needed to support and guide both the student and influencer. Recently, Enrollment Services modified the admissions application to ask if there is someone else helping the student through the process. Since May 2019, 11,000 applications have been received with this information with 300 of them being Latino students. A survey is now being administered asking what languages are spoken at home, should materials be bilingual, and preferred method of communication. Results for preferred method of communication were mixed, some preferred print and others electronic. Additionally, respondents wanted to know more about financial aid, scholarships, career paths, campus resources to assist in helping navigate the process, the educational system itself, and the difference between high school and college.

Dr. Dallianis provided an overview of the PASO events and activities that have been completed during fall and that are planned for spring, keeping in mind the results of the survey to help the underrepresented first-generation students navigate the system. The kickoff PASO event was a welcome event that provided an opportunity for PASO participants to have a dinner with Harper staff, faculty, and students where a panel discussion took place to share experiences. The welcome event will also take place in spring 2020. The most popular event was the bilingual financial aid and scholarship day that was offered multiple times and will continue to be offered in spring 2020. There was also a high school open house session centered around topics respondents indicated they wanted to know more about. The open house will be offered in spring 2020 as well. During fall a holiday greeting card was sent to 260 families. The plan for spring 2020 is to send a Mother's Day card. A website was created with PASO information. Lastly, a partnership has been created between the Marketing Services department and *Reflejos* to create a newsletter to share the value of a college education and the

opportunities that it can provide. Attendees are surveyed at all events to ensure the most meaningful content is provided at these events.

Dr. Dallianis recognized the interdisciplinary team leads that have developed content, facilitated events, and recruited students, faculty, and staff. Team leads included Alejandro Mendoza, an academic advisor in the Center for New Students, Amelia Ortiz-Young, an academic advisor for One Million Degrees, Juanita Bassler in Admissions Outreach, and Jazmin Lupercio in the One Stop.

In response to Member Dowell, Dr. Dallianis indicated events are typically in the evening and for this spring the group is looking at Saturday events.

In response to Member Robb, Dr. Dallianis shared the team has representatives in all departments that provide information to any student about PASO.

In response to Member Robb and Member Kelley, Mr. Parzy indicated every channel of communication is used to reach students even texting.

In response to Member Johnson, Mr. Parzy stated the plan is to regularly provide content in *Reflejos* and it will be up to the Marketing Services department to determine the frequency.

In response to Member Johnson, Dr. Dallianis indicated the Marketing Services department will have editing rights for the content provided in *Reflejos*.

In response to Dr. Proctor, Mr. Parzy explained the College has a strong partnership with *Reflejos*, which has a strong presence in the Latino community. Most recently, Ms. Bassler received an award from *Reflejos* for her work.

Student Member Santafe-Zambrano shared he had the opportunity to attend a PASO event where he had conversations with the participants and realized that attendees found the event provided a very meaningful experience and that families were spreading the word with others in the community.

Chair Stack thanked them for an excellent report.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

PUBLIC COMMENTS

Chair Stack thanked Ms. Cayer for letting the Board know there are YouTube tutorials on Robert's Rules of Order.

CONSENT AGENDA

Member Dowell 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, Johnson, and Mundt.

Nays: None.

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

The Consent Agenda included:

The minutes for December 4, 2019 Committee of the Whole meeting, December 11, 2019 Board of Trustees meeting; accounts payable; student disbursements; payroll November 22, 2019 and December 6, 2019; estimated payroll for December 20, 2019 and January 3, 2020; 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

December 4, 2019 Committee of the Whole meeting, December 11, 2019 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$4,192,179.19
Student Disbursements	\$152,285.16

The payroll of November 22, 2019 in the amount of \$2,133,401.54 and December 6, 2019 in the amount of \$2,119,871.06; estimated payroll of December 20, 2019 in the amount of \$2,126,636.30 and January 3, 2020 in the amount of \$2,126,636.30.

Bid Approvals

Ex. X-A.3.a Accept bid and award construction contract for remediation of the existing flooring required for the Building M Gymnasium Floor Replacement Project to Husar Abatement, LTD, as the lowest responsible and responsive bidder, in the total amount of \$272,120.00, including a base bid of \$225,000.00, 10% contingency of \$22,500.00, and environmental services of \$24,620.00, 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.b Accept bid and award construction contract for the Building M Gymnasium Floor Replacement Project to Orbis Construction Company, as the lowest responsible and responsive bidder, in the total amount

of \$741,000.00, including a base bid of \$617,500.00, and 20% contingency of \$123,500.00, 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 for the Building H Generator Panel Replacement Project to Engineered Services, Inc. DBA/Powerlink Electric, as the lowest responsible and responsive bidder, in the total amount of \$48,232.00, including a base bid of \$37,265.00, 10% contingency of \$3,727.00, engineering fee (DLR Group) of \$6,240.00, and reimbursables of \$1,000.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and contained within Arc Flash Project budget.

Ex. X-A.3.d Accept bid and award construction contract for Emergency Shoring of the Building A Pedestrian Bridget to Bulley & Andrews Concrete Restoration, the project is exempt from bidding as it is an emergency repair and Bulley & Andrews Concrete Restoration was selected as the contractor because they are qualified to do the work and able to begin the emergency repair immediately, in the total amount of \$43,573.00, including a base bid of \$39,612.00 and 10% contingency of \$3,961.00, as provided in the Operations and Maintenance (Restricted) Fund budget, and contained within the 2020 Sidewalk, Stairs, Retaining Walls Maintenance Project budget.

Request for Proposals There were no request for proposals.

Purchase Orders There were no purchase orders.

Personnel Actions

Administrator Appointments

Claudia Mercado, Interim Vice President of Diversity, Equity and Inclusion, Enrollment Services 1/20/2020, \$161,053/year

Robert Parzy, Interim Assistant Provost, Enrollment Services, Enrollment Services ,1/20/2020, \$142,144/year

Sue Skora, Registrar/Interim Senior Director of Enrollment Services, Enrollment Services, 1/20/2020, \$117,771/year

Professional/Technical Appointments

Magdalena Dolas, Grants Specialist, Advancement/Foundation, 12/9/2019, \$59,000/year

Imazul Garcia, Admissions Specialist Adult Engagement, Admissions Outreach, 1/6/2020, \$53,100/year

Cristina Lopez, Adult Career Transitions Navigator, Center for New Students/Orientation & Women's Program, 12/9/2019,

\$52,427/year

Jesus Molina, Coordinator - Veteran's Center, Center for Student Involvement, 1/2/2020, \$51,000/year

Classified Staff Appointment

Dulse Barraza, Executive Assistant, Finance and Administrative Services, 1/6/2020, \$54,600/year

ICOPS Appointment

Hannah Decker, Community Service Officer I, P/T, Harper College Police, 1/2/2020, \$22,137/year

Faculty Retirement

John Clarke, Associate Professor, Business and Social Science, 7/31/2020, 30 years 11 months

Supervisory/Management Retirement

Norma Nerstrom, Manager - Continuing Professional Education, Career and Technical Programs, 1/31/2020, 19 years 3 months

Harper #512 IEA-NEA Retirement

Thomas Shanahan, HVAC Mechanic, Utilities, 12/31/2019, 28 years 11 months

Professional/Technical Separations

Brian Johnson, Academic Advisor, Academic Advising, 1/3/2020, 3 years 4 months

Viviana Kugler, Strategic Marketing Specialist, Marketing Services, 12/20/2019, 3 years 1 month

Classified Staff Separations

Tammy Cappitelli, Administrative Assistant, Career and Technical Programs, 1/3/2020, 5 months

Patrica Kozina, Human Resources Recruitment Assistant, Human Resources, 1/3/2020, 1 year 6 months

Paula Marchbanks, Receptionist, P/T, Center for New Students/Orientation & Women's Program, 11/25/2019 1 month

Harper #512 IEA-NEA Separation

Employee #10753, Custodian, Operations Services, 11/20/2019, 2 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.

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 HOPE Giving Circle hosted its winter event, "An Introduction to Mindfulness," for HOPE members, supporters, prospects, and scholarship students. The event brought together nearly 40 women to learn more about the topic of mindfulness and the mission of the HOPE Giving Circle. Since its inception, the HOPE Giving Circle, Harper's women's affinity program, has raised over \$152,000 for scholarships and has provided mentoring and networking opportunities to female students pursuing their education at Harper College and beyond.</p> <p>Foundation Liaison Report: Member Dowell shared there is a newly created and endowed scholarship through Advocate Good Shepherd Hospital Bilingual Health Career Scholarship. In December, interviews were held for the newly created and endowed scholarship, seven Educational Foundation Board Members and two representatives from Advocate Good Shepherd Hospital attended the interviews. Four nursing students were interviewed. The \$2,500 scholarship criteria are for a student enrolled in a health career program with bilingual fluency. A minimum GPA of 2.75 is required, along with an essay on involvement in community service.</p> <p>ICCTA Liaison Report: Member Kelley indicated there was no report</p>
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.
<u>NEW BUSINESS</u>	
Exhibit XI-A: Approval of Board's Goals for 2019-2020	<p><u>Member Kelley moved</u>, Member Robb seconded, to approve the identified Board's goals it intends to accomplish in 2019-2020, as outlined in Exhibit XI-A.</p> <p>Upon roll call, the vote was as follows: Ayes: Members Stack, Kelley, Robb, Dowell, Johnson, and Mundt. Nays: None. Motion carried. Student Member Santafe-Zambrano advisory vote: aye.</p>
Exhibit XI-B: Approval of President's Priorities for 2019-2020	<p><u>Student Member Santafe-Zambrano moved</u>, Member Johnson seconded, to approve the President's identified priorities for 2019-2020, as outlined in Exhibit XI-B.</p> <p>Upon roll call, the vote was as follows:</p>

Ayes: Members Stack, Kelley, Robb, Dowell, Johnson, and Mundt.
Nays: None.
Motion carried. Student Member Santafe-Zambrano advisory vote:
aye.

Exhibit XI-C: Administrative Employment Contracts Member Kelley moved, Member Mundt seconded, to approve three administrative contacts, as outlined in Exhibit XI-C.

Upon roll call, the vote was as follows:
Ayes: Members Stack, Kelley, Robb, Dowell, 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 Monday, February 17, 2020 at 5:00 p.m. in W-216. The next Board of Trustees Meeting will be Wednesday, February 26, 2020 at 6:00 p.m. in W-214.

OTHER BUSINESS There was no other business.

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

In a voice vote, the motion carried at 6:38 p.m.

Pat Stack
Chair

Nancy N. Robb
Secretary