

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, May 20, 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, May 20, 2020 at 6:00 p.m. remote dial in via phone and Webex.

Member Kelley led the Pledge of Allegiance.

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. Maria Coons, Interim Provost; Jeff Julian, Interim Chief of Staff/Board Liaison; Dr. Claudia Mercado, Interim Vice President of Diversity, Equity and Inclusion; 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; David Richmond, Faculty; Darlene Schlenbecker, Interim Vice President of Institutional Planning and Strategic Alliances; Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Robert Allare, Faculty; Dr. Vicki Atkinson, Dean Student Development; Sue Bajt, Faculty; Dr. Michael Bates, Dean Teaching, Learning and Distance Education; Melissa Baysingar, Instructional Design Specialist; Dr. Kim Chavis, Dean Health Careers; Meg Coney, Administrative Coordinator; Ana Contreras, Faculty; Dr. Kathy Coy, Director of Institutional Research; Amy Desautels, Executive Assistant; Daniel Dkuforij, Technical Support Specialist; Sue Egan, Project Assistant; Maggie Geppert, Faculty; Amie Granger, Community Relations Manager; Dr. Travaris Harris, Dean Business and Social Science; Dr. Mary Kay Harton, Dean of Students; Rick Kellerman, Network Specialist; Craig Marsdin, Network and VoIP Specialist; John McManus, Senior Technical Manager; Katie Michelau, Faculty Development Assistant; Carolynn Muci, Internal Communications Manager; Dr. Stephanie Whalen, Faculty; Janet Woods, Instructional Technology Specialist; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

Guests: Melissa Cayer, Citizen; Michael Dolter, Citizen; Robert Galick, Citizen; Phil Gerner, Robbins Schwartz; MaryAnn Janosik, Citizen.

STUDENT TRUSTEE
REPORT

Student Trustee Santafe-Zambrano gave his final report. He began by sharing that during these unprecedented times he has learned to face multiple challenges. He reflected it has been an honor to represent the students as the student trustee and that it has

motivated him to bring student voices to local and national levels. He shared he was grateful for the many opportunities and experiences he was a part of as a student trustee. He thanked the Board members for their support throughout the year at the national conferences and summits, Dr. Coons for her assistance, support and guidance from the beginning, Ms. Coney for always answering his questions, and to Mr. Julian for his support and motivation. Lastly, he introduced Dylan Hildebrand, the new student trustee, who has been an active member in clubs and organization and wished him the best.

Chair Stack thanked Student Trustee Santafe-Zambrano for his service to the College and final report.

SWEARING IN OF NEW STUDENT TRUSTEE

Attorney Phil Gerner swore in the newly elected Student Trustee, Dylan Hildebrand.

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.

AGENDA APPROVAL

Member Mundt moved, Member Johnson 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

Harper Instructors on Tour:
Lilly Teaching Conference

Dr. Proctor requested Robert Allare, Adjunct Faculty Level II, Business and Social Science, and Ana Contreras, Adjunct Faculty Level II, Liberal Arts, to share their experience at the Lilly Teaching Conference.

Mr. Allare provided an overview of the Academy for Teaching Excellence Community of Practice (CoP) workshops given at the Lilly Conference in Austin, Texas, at the beginning of the year. Lilly is an international teaching and learning organization that focuses on evidence-based teaching in higher education. The CoP focused their attention to engaging students in the classroom through innovative teaching assessment methods. At the conference the CoP presented two workshops, one was on the benefits of podcasting in the college classroom. The benefits of podcasting are meeting students in their own space, to flip the classroom instead of lecturing to the students they relate what they have learned about the topic, and it provides a resource to other professors at no cost.

Ms. Contreras continued by explaining the Immediate Feedback Assessment Technique (IFAT) scorecard provides an innovative approach to multiple choice quizzes that requires students to collaborate with each other and debate a topic until they answer a multiple-choice question correctly. The IFAT scorecard was presented to a well-attended breakout session at the Lilly Conference. The CoP used the IFAT scorecard in ten classes in six different disciplines. At the end of the semester student were surveyed and asked about their perceptions. The responses were positive, and students reflected they liked using the scorecard as they were able to debate content. Both the Lilly Conference and the CoP has allowed the group to grow as educators. The CoP also collaborated with the Makerspace on campus to make giveaway prizes that were used at the Lily Conference. The CoP has enriched their work and provided them support with like-minded colleagues who are passionate educators and prioritize supporting students to achieve their goals. She closed by reflecting the CoP is a group of adjunct educators focused on student center teaching.

Chair Stack thanked Mr. Allare and Ms. Contreras for their informative presentation.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Richmond thanked student member Santafe-Zambrano for his service to the Harper College Board of Trustees and students. He continued by welcoming student member Hildebrand and reflected he had met him at the Strategic Planning Conference and looks forward to working with him in the coming year. During these past couple of months, he acknowledged and thanked the many individuals that have stepped up and taken on extra responsibilities to support faculty and staff. On behalf of the faculty and himself he thanked Dr. Coons for providing excellent leadership for faculty to be able to provide quality education during the past couple of months and going forward.

Chair Stack acknowledged the faculty commitment during these past couple of months has been outstanding.

PRESIDENT'S REPORT

Dr. Proctor began by thanking the faculty and staff for their resilience in pivoting to delivering instruction online and for supporting students. She congratulated the 2020 graduating class and reflected on the virtual graduation and the webpage that provided multiple opportunities of engagement to celebrate the students' accomplishments.

She continued by thanking student member Santafe-Zambrano for his service and leadership. Further she reflected he had grown throughout the year and his advocacy for students has been stellar at local, state and federal levels. She welcomed student member Hildebrand and looks forward to working with him as he represents the students.

Recently, the College honored employees and thanked retirees for their service at the annual employee recognition service awards ceremony. She acknowledged Ms. Otto's work at the College in supporting the success and well-being of the student and shared this is her last Board meeting.

The College is currently preparing the FY2021 budget and looking at new programs to address emerging workforce needs. Summer classes are online, and the fall semester will be primarily online as well. The College is awaiting guidance from the state relating to lab and hands-on courses. She thanked the fall academic planning committee led by Dr. Coons for providing the best approach given the current circumstances.

STUDENT SUCCESS REPORT

Academy for Teaching Excellence: Faculty and Student Success in the Rapid Transition to Online Instruction

Dr. Proctor requested Dr. Mike Bates, Dean of Teaching, Learning and Distance Education, and Dr. Stephanie Whalen, Chair of The Academy for Teaching Excellence, Associate Professor, English and Interdisciplinary Studies, to present on the rapid transition to online instruction.

Dr. Bates began by sharing how the Academy for Teaching Excellence centers on supporting faculty with professional development and on March 12 the Academy began supporting faculty for the transition to online instruction. In one day, the College went from 260 online courses to 2,258 online/remote courses. Since March 12, the Academy has engaged with over 400 faculty. Over the past couple of years' online enrollment trends have consistently increased. Currently, over half the faculty are certified to teach online instruction and the Academy is working on establishing standards for new online professional development courses, for faculty to teach online and for course design review. A five-year plan has been implemented to review the design of all online courses. The certification course to teach online is a two-week program and to date over 100 new faculty have completed this course and there are more sections being added for the summer.

During the faculty retreat in March, the Academy was able to support faculty to adapt to online instruction. The Academy worked on new protocols and approaches to support requests for online instruction support. A webpage was quickly developed as a one-stop resource for faculty to record lectures, to facilitate live instruction, to do collaborative learning, to assist with exam proctoring and other necessary support tools. A strategy to ensure a consistent student experience that helps build out the learning experience to be centered for both the user and student. In April, the Academy released a fully online webinar series to support faculty with pedagogy and the technical support for online instruction. The series consist of six webinars and 134 faculty have participated in at least one webinar.

The collaboration with Access and Disability Services, the Testing Center, Information Technology and Continuing Education during this transition has been remarkable. From creating materials that are digitally accessible for all learners to evaluating and sharing information about platforms to deliver live instruction.

Dr. Whalen highlighted two faculty that have served as leaders and shared their knowledge with other faculty during these past couple of months: Karega Cooper, Math and Dave Braunschweig, Computer Information Systems. Furthermore, faculty reflections were shared from William Magoon-Makela, Fashion Design; Susan Stack, Mass Communications; and Josue Nunex, Clinical Supervisor, Nursing.

The plans during summer and fall for professional development include additional sections for the course teaching online successfully certification, instructional designers continuing to develop summer and fall course templates, outreach targeting new online instructors, continual review of course development and design reviews, ensuring the essential features checklist is being completed, and developing of a fully online AA degree and Start Smart courses. In closing, Dr. Whalen thanked the Board and Dr. Proctor for their continued support.

In response to Member Dowell, Dr. Bates stated the preliminary survey results indicate students appreciate the availability and responsiveness of instructors.

In response to Student Member Hildebrand, Dr. Proctor explained the College is seeking guidance on how students can complete fall and spring labs and clinical course work.

In response to Member Johnson, Dr. Bates responded prior to the pandemic that faculty were required to have completed the certification course to teach online. The requirement is currently waived and will be reinstated when the College goes back to face-to-face instruction. Currently, over 65% of full-time faculty and close to 50% of adjunct faculty have completed the certification course.

In response to Chair Stack, Dr. Coons confirmed the College procured 200 Chromebooks that were deployed to students. These are now being returned and disinfected to be made available for summer students and this process will occur at the end of summer as well. Emergency funding from the Foundation helped some students purchase their own computers.

Dr. Proctor reflected that prior to the pandemic the College was positioning itself to strengthen the online presence by creating a completely online AA degree and portable general education core curriculum, and these plans are progressing. Additionally, she noted the correspondence from the Achieving the Dream coaches regarding the Strategic Planning Conference and thanked Dr. Coons and Ms.

Schlenbecker for their leadership to engage stakeholders that has led to the development of six strategic goal statements. Dr. Mercado is aware of the Achieving the Dream correspondence and working on defining equity through the shared governance process.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Dowell moved, Member Mundt 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 February 17, 2020 Committee of the Whole meeting, February 26, 2020 Board of Trustees meeting, March 18, 2020 Emergency Board Meeting; accounts payable May; student disbursements May; payroll March 27, 2020 and April 10, 2020; estimated payroll for April 24, 2020 and May 8, 2020; accounts payable April, student disbursement April; payroll January 31, 2020, February 14, 2020, February 28, 2020 and March 13, 2020; estimated payroll March 27, 2020 and April 10, 2020; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; review of the minutes of all closed meetings that have not yet been released for public review, and determination of which, if any, may then be released; and authorization for destruction of verbatim recordings of closed sessions; elimination of distance learning fee and reduction in the universal fee for the fall 2020 term; approval of resolution for student trustee Santafe-Zambrano; monthly financial statements; Board committee and liaison reports; grants and gifts status report; consortium, cooperative and State of Illinois contracts purchasing status report; March consent agenda items; April consent agenda items as outlined in Exhibits X-A.1 through X-B.6.

Minutes

February 17, 2020 Committee of the Whole meeting, February 26, 2020 Board of Trustees meeting and March 18, 2020 Emergency Board Meeting.

Fund Expenditures

Accounts Payable - May	\$3,778,487.68
Student Disbursements - May	\$529,831.65

The payroll of March 27, 2020 in the amount of \$2,118,912.44 and April 10, 2020 in the amount of \$2,021,421.13; estimated payroll of April 24, 2020 in the amount of \$2,070,166.79 and May 8, 2020 in the amount of \$2,070,166.79.

Accounts Payable - April \$7,833,015.25
Student Disbursements - April \$3,495,404.77

The payroll of January 31, 2020 in the amount of \$1,917,826.26, February 14, 2020 in the amount of \$2,036,588.55, February 28, 2020 in the amount of \$2,040,174.22 and March 13, 2020 in the amount of \$2,131,346.42; estimated payroll of March 27, 2020 in the amount of \$2,031,483.86 and April 10, 2020 in the amount of \$2,031,483.86.

Bid Approvals There were no bid approvals.

Request for Proposals	Ex. X-A.4.a	Approve a proposal to authorize staff to negotiate terms and fees with DLR Group to develop a Campus Master Plan and if an agreement cannot be reached, the administration is further authorized to negotiate with the next ranked firm with contract presented to the Board for approval at a future meeting, as provided in the Operations and Maintenance (Restricted) Fund budget.
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Purchase Orders	Ex. X-A.5.a	Approve the purchase order to GoReact for an institutional license allowing students to access the web-based software which is needed to complete required learning objectives for Speech, World Languages, and other classes now offered in a virtual environment in the amount of \$35,000.00, as provided in the Education Fund budget.
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Personnel Actions	<u>Administrator Appointments</u> Robert Galick, Executive Vice President Finance/Administrative Services, Finance and Administrative Services, 7/1/2020, \$210,000/year MaryAnn Janosik, Provost, Provost Office, 7/6/2020, \$213,500/year
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Faculty Appointments

Ana Contreras, Instructor, English, Liberal Arts, 8/18/2020,
\$53,829/year

Edward Hamel, Faculty Fellow, Music, Liberal Arts, 8/18/2020,
\$38,000/year

Tiffany Jones, Instructor, Anthropology/Sociology, Business and Social Science, 8/18/2020, \$58,821/year

Supervisory/Management Appointment

Cristina Willard, Manager, Continuing Professional Education, Career

and Technical Programs, 5/4/2020, \$80,000/year

Administrator Retirements

Bret Bonnstetter, Controller, Finance & Administrative Services,
6/30/2020, 10 years

Mark Mrozinski, Asst. VP of Workforce Development, Workforce
Solutions, 8/31/2020, 30 years 2 months

Faculty Retirements

Karen Chandra, Professor, Health Careers, 5/31/2020 date change,
17 years

Joanne Rothblum, Professor, Health Careers, 5/31/2020 date
change, 24 years

Professional/Technical Retirement

Robert McAnnalley, Support Specialist, Client Systems, 5/31/2020,
10 years

Faculty Separations

Jose Cristian Martinez, Faculty Fellow, Mathematics and Science,
5/22/2020, 2 years

Monica Shirley, Faculty Fellow, Career and Technical Programs,
5/22/2020, 2 years

Supervisory/Management Separation

Diane Talsma, Supervisor, Harper College Police, 3/27/2020, 1 year
9 months

Professional/Technical Separation

Samantha Schenk, Research Analyst, Institutional Research,
6/5/2020, 3 years 1 month

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.

Review of the minutes of all closed meetings that have not yet been released for public review, and determination of which, if any, may then be released; and Authorization for destruction of verbatim recordings of closed sessions Approval of the recommendation to review the minutes of all closed meetings that have not yet been released for public review, and determination of which, if any, may then be released; and Authorization for destruction of verbatim recordings of closed sessions, as presented in Exhibit X-A.9.

Elimination of Distance Learning Fee and Reduction in the Universal Fee for the Fall 2020 Term	Approval of the recommendation to eliminate the Distance Learning Fee and Reduction in the Universal Fee for the fall 2020 term, as presented in Exhibit X-A.10.
Approval of Resolution for Student Trustee Santafe-Zambrano	Approval of the Resolution for Student Trustee Santafe-Zambrano, as presented in Exhibit X-A.11. Chair Stack asked Member Kelley to read the following resolution recognizing Student Member Santafe-Zambrano
	<p>Resolution</p> <p>Whereas, David Santafe-Zambrano was elected by his peers to serve as the student representative on the Harper College Board of Trustees for the 2019-2020 academic year, where he always put the student perspective first and brought a sense of purpose and responsibility to his service through hard work and dedication; and</p> <p>Whereas, as Student Trustee, he advocated for Harper students, communicated student concerns and suggestions, kept the Board informed about issues that affect students, participated in a variety of student advocacy initiatives, and made it a priority to meet with student trustees at other community colleges; and</p> <p>Whereas, he actively committed to opening lines of communication among students, student leaders, student employees, and with faculty and staff through collaborative ideas and events; and</p> <p>Whereas, he represented Harper College through his work with the Illinois Community College Board Student Advisory Committee, attended the 50th Annual Association of Community College Trustees (ACCT) Leadership Congress in San Francisco and the ACCT National Legislative Summit in Washington, D.C., where he served on the Student Advisory Board; he also served as the non-traditional student board member to the Illinois Board of Higher Education; and</p> <p>Whereas, throughout his years of leadership at Harper College, he focused on bringing the student voice to a variety of important committees and initiatives including participating in the college's strategic planning process and as a member of the President's Transportation Task Force; and</p> <p>Whereas, he has been recognized for his dedication as a member of the Phi Theta Kappa honors society, Latinos Unidos, the UNICEF Club and the International Student Club; as a semifinalist for the highly selective Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, which recognizes exceptional academic ability; and as a recipient of a \$1,500 scholarship in the College Promise Campaign's Student Voices video competition;</p>

Now, Therefore Be It Resolved, that the Board of Trustees of Harper College honors the accomplishments of David Santafe-Zambrano as he served honorably and with distinction as a Student Trustee and friend. We thank him for his positive contributions to Harper College and its community.

Attested the Twentieth Day of May in the Year 2020, by Pat Stack, Chair Board of Trustees and Dr. Avis President.

Financial Statements - May	Review of monthly financial statement as outlined in Exhibit X-B.1.a.
Financial Statements - April	Review of monthly financial statement as outlined in Exhibit X-B.1.b.
Board Committee and Liaison Report	<p>Alumni Liaison Report: Member Mundt reported the Harper College Alumni Program partnered with WHCM 88.3 student radio to successfully host the second annual "WHCM Alumni & Friends Membership Drive" in early March. This year's drive celebrated WHCM's 20 years on the airwaves. The drive raised over \$3,500 from 78 donors to support development activities for radio students.</p> <p>Secondly there was a Cap Décor Party hosted by the Alumni Program and Student Involvement for graduates as a virtual event. Graduating students were invited to decorate their graduation cap and share with Harper College via social media or by emailing. Graduates showed their pride, happiness and humor through the nearly 30 photo submissions.</p>
	<p>Foundation Liaison Report: Member Hill shared the reflections of a scholarship donor and scholarship recipient sent each other virtual "shout-outs." The Beaubien Family Scholarship Fund recipient, Yoselin Lopez has graduated from Harper's Dental Hygiene program. In her graduation profile Yoselin gave a "shout-out" to her scholarship donor, Dee Beaubien, writing, "Another big thank you to the scholarship sponsors that have believed in me even when I didn't believe in myself."</p>
	<p>Dee sent Yoselin a "shout-out" writing, ". . . a really hearty congratulation - you have worked so hard and are a credit to your family, to Harper, to your friends and to all who have worked with you along the way - I am so sorry you don't get a traditional graduation but everything is really 'stuck' right now until this all clears - hope it is soon - I and my family send you all the best! Congrats - and please say congratulations to your family and Erick as well! Dee"</p>
	<p>The following is a little about Yoselin from her graduation profile page:</p> <p>What does graduation mean to you?</p> <p>As a first-generation Latina Dreamer, graduating as a dental hygienist represents the culmination of hard work, patience, and determination that my family and I have endured through this journey. Becoming a</p>

dental hygienist is no easy feat and even though I'm not completely done yet, I am proud of how far I have come.

What's the next step in your career or education?

I hope to pass my board exams and obtain my license in order to begin providing care for my future patients. I plan on continuing school afterwards and getting my bachelor's degree.

Who would you like to thank?

My parents came from El Salvador to the United States with hopes and dreams of a better future for our family. They came with a dream that one day their kids would go to school and graduate from college. Without the support from them I would not be where I am today. I love you more than words are able to describe. This is all thanks to them. My brothers Romeo and Henry as well as my sister Nathalia. Thank you to my boyfriend, Erick, for being with me through every single step of this journey. Thank you to the rest of my family and friends who have supported me by being my patient, with words of encouragement or through any other way. Your help has not gone unnoticed. Thank you to all of my instructors that have helped shape the professional that I am becoming. Another big thank you to the scholarship sponsors that have believed in me even when I didn't believe in myself. Most importantly, I thank God, He has never let go of my hand and has picked me up whenever I have felt like giving up. I will continue to move forward and I know that this is only the beginning.

Secondly, through the efforts of the Foundation Board, donors, faculty, staff, and the Board of Trustees the emergency aid was developed to provide the necessary support to students during the onset of COVID-19. As of today, there has been \$254,546.00 raised to help 554 students. The average award was \$439.00

ICCTA Liaison Report: Member Kelley reported he has attended joint board meetings of the American Association of Community Colleges and the American Community College Trustees. Mental health issues facing students at this time continues to rise and he commended Harper for reaching out to all students. Additionally, he recognized Harper for providing the necessary technology to student in need that promotes student success for all.

Member Johnson added at the ICCTA meeting in April it was stated the general assembly will be back in session to develop a budget and the state plans to fund the MAP program.

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 - May	Review of the monthly Consortium, Cooperative and State of Illinois Contract Purchasing Status Report, as outlined in Exhibit X-B.4.a.
Consortium, Cooperative and State of Illinois Contracts Purchasing Status Report - April	Review of the monthly Consortium, Cooperative and State of Illinois Contract Purchasing Status Report, as outlined in Exhibit X-B.4.b.
Approval of March Consent Agenda Items	<p>Ex. X-B.5.a Accept bid and award contract for the Sanitary Line Repair in Building A. to H. R. Stewart, Inc, as the lowest responsible and responsive bidder, in the total amount of \$38,220.00, including a base proposal bid of \$31,850.00 and 20% contingency of \$38,220.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the West Campus Infrastructure Project budget.</p> <p>Ex. X-B.5.b Personnel Actions</p> <p><u>Faculty Appointment</u> Michele Thoelle, Instructor, Math, Math and Science, 8/18/2020, \$55,444/year</p> <p><u>Supervisory/Management Appointment</u> Alejandro Mendoza, Admissions Outreach Operations Manager, Admissions Outreach, 3/30/2020, \$68,500/year</p> <p><u>Professional/Technical Appointments</u> Erick Flores, AED Student Services Assistant, P/T, Adult Educational Development, 2/17/2020, \$29,900/year Brianne Mangione, Academic Advisor, Advising Services, 4/13/2020, \$50,282/year Mark Sobie, Purchasing Specialist, Purchasing, 2/17/2020, \$56,000/year</p> <p><u>Classified Staff Appointment</u> Tracy Rowley, Program Specialist, Interdisciplinary Services, 3/30/2020, \$47,775/year</p> <p><u>ICOPS Appointments</u> Conan Fender, Police Officer, Harper College Police, 3/13/2020, \$44,574/year Oscar Galarza, Police Officer, Harper College Police, 3/23/2020, \$44,574/year</p> <p><u>Harper #512 IEA-NEA Appointments</u> Miguel Berrios, 3rd Shift Custodian, Operations Services, 3/16/2020, \$29,120/year Anthony Rodriguez, Swing Shift Custodian, Operations Services, 3/16/2020, \$29,120/year</p>

Faculty Retirement

Pascuala Herrera, Learning Specialist, Student Development,
5/31/2020, 24 years

Supervisory/Management Separation

Claude Casaleotto, Chief of Police, Harper College Police, 3/13/2020,
2 years

Professional/Technical Separations

Myles Edwards, Chemical Lab Technician, Math and Science,
4/18/2020, 1 year 9 months
Employee #10919, Support Specialist, P/T, Client Systems, 2/6/2020,
2 months
Deanne Pawlisch, Instructional Design Specialist, Academy for
Teaching Excellence, 4/3/2020, 3 years 3 months

Classified Staff Separations

Maria Victoria Leal, Technical Support Technician, Adult Education,
2/27/2020, 5 years 1 month
Karen Levenson, Information/Receptionist, P/T, Job Placement
Resource Center, 2/14/2020, 3 years 6 months

ICOPS Separation

Brooke Paez, Community Service Officer Patrol, P/T, Harper College
Police, 3/15/2020, 1 years 4 months

Harper #512 IEA-NEA Separations

Edward Collins, Groundskeeper, Buildings & Grounds, 3/27/2020, 4
months
Frank Cristia, Custodian, Operations Services, 2/18/2020, 0 months
Enrique Garcia, HVAC Mechanic, Utilities, 2/14/2020, 0 months

Approval of April Consent
Agenda Items

Ex. X-B.6.a Approve the proposed Academic Calendar for 2022-
2023, Revised Academic Calendars for 2020-2021 and
2021-2022, as outlined in Exhibit X-B.6.a.

Dr. Proctor recognized the 17 faculty members who have
demonstrated the criteria of excellence in teaching, service and
professional development to receive their promotions.

Ex. X-B.6.b Awarding of Faculty Promotions for the 2020-21
Academic year

Approve the recommendations to award promotions to faculty
members who have met the performance criteria of excellence in
teaching, service, and professional development expected for early
promotion to assistant or associate professor or for promotion to full
professor, as outlined in Exhibit X-B.6.b.
Upon approval of the Board, the following promotions will be granted
for the 2020-2021 academic year

Early Promotion to Assistant Professor

Aaron Kolb	Manufacturing
Anthony Miniuk	Biology
Michael Bentley	Humanities
Silky Sharma	Dental Hygiene

Early Promotion to Associate Professor

Andrew Anastasia	English
Christine Kuffel	Library Services
Dawn McKinley	Accounting
Lisa Busto	Accounting
Malathy Chandrasekar	Economics
Nancy Haberichter	Nursing
Susan Grant Health	Science Core

Promotion to Professor

Alina Pajtek	English As A Second Language / Linguistics
Christopher Padgett	English
DuBoi McCarty	Counseling
Elke Weinbrenner	World Languages
Maggie Geppert	Physical Sciences
Maria Knuth Adult	Educational Development

Dr. Proctor congratulated Professor Hamlin and Professor Publ on their retirements. Moreover, she remarked on their accomplishments and contributions to Harper College.

Ex. X-B.6.c Awarding Professor Emeritus Recognition

Approve the recommendation by the President to award the honorary designation of Professor Emeritus/Emerita to retiring full-time tenured faculty members, as outlined in Ex. X-B.6.c.

Ex. X-B.6.d Elimination of Distance Learning Fee for the Summer 2020 Term

Approval of the recommendation to eliminate Distance Learning Fee for the summer, as presented in Exhibit X-B.6.d.

Ex. X-B.6.e Accept bid and award contract for the Building Y Electrical Lab Remodeling Project to Bee Liner Lean Services, as the lowest responsible and responsive bidder, in the total amount of \$169,865.00, including a base bid of \$124,786.00, 10% contingency of \$12,479.00, feasibility study (Legat Architects) of \$5,000.00, base fee (Legat Architects) of \$15,975.00, construction administration (Legat Architects) of \$9,775.00 and reimbursables \$1,850.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building Y Electrical Lab Remodeling Project budget.

- Ex. X-B.6.f Accept bid and award contract for the HVAC Upgrade Projects in Buildings R, W, X, Y, and Z. to Bee Liner Lean Services, as the lowest responsible and responsive bidder, in the total amount of \$284,746.00, including a base bid of \$257,360.00, shop drawing development of \$1,500.00 and 10% construction contingency of \$12,479.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the HVAC Upgrade Projects in Buildings R, W, X, Y, and Z budget.
- Ex. X-B.6.g Accept bid and award contract for the Building X Classrooms and Building Y Office Remodeling Project to Orbis Construction Company Inc., as the lowest responsible and responsive bidder, in the total amount of \$203,337.00, including a base bid of \$162,500.00, 10% construction contingency of \$16,250.00, base fee of \$24,287.00 and reimbursables of \$300.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building X Classrooms and Building Y Office Remodeling Project budget.
- Ex. X-B.6.h Accept bid and award contract for the Phase II of the Occupational Safety and Health Administration (OSHA) Roof Safety Project to Combined Roofing Services, as the lowest responsible and responsive bidder, in the total amount of \$523,250.00, including a base bid of \$453,000.00, 10% construction contingency of \$45,300.00, base fee (Legat Architects) of \$23,300.00 and reimbursables of \$1,650.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the OSHA Roof Safety Project budget and FY 2020 Roof Maintenance budget.
- Ex. X-B.6.i Accept bid and award contract for the 2020 Parking Lot Maintenance Project to Briggs Paving, as the lowest responsible and responsive bidder, in the total amount of \$277,501.00, including a base bid of \$252,274.00, and 10% construction contingency of \$25,227.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the 2020 Parking Lot and Garage Maintenance Project budget.
- Ex. X-B.6.j Accept bid and award contract for the 2020 Parking Garage Maintenance and Repair Project to Western Specialty Contractors, as the lowest responsible and responsive bidder, in the total amount of \$152,007.00, including a base bid of \$130,915.00, 10% construction contingency of \$13,092.00, base fee (Walker

Consultants) of \$5,600.00 and reimbursables of \$2,400.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the 2020 Parking Lot and Garage Maintenance Project budget.

Ex. X-B.6.k Accept bid and award contract for the Building L HVAC Upgrade Project to Bee Liner Lean Services, as the lowest responsible and responsive bidder, in the total amount of \$54,185.00, including a base bid of \$43,000.00, 10% construction contingency of \$4,300.00, and base fee (DLR Group) of \$6,885.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building Automation Systems Project budget.

Ex. X-B.6.l Approve the proposed change order for the additional floor preparation to Orbis Construction Company, Inc. for the Building M Gymnasium Floor Replacement Project, in the amount of \$55,264.00, as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building M Gymnasium Floor Replacement Project contingency.

Ex. X-B.6.m Personnel Actions

Faculty Appointment

Margritte Rovani, Assistant Professor, Biology, Math and Science
8/18/2020, \$57,487/year

Professional/Technical Appointment

Scott Nelson, Manufacturing Program Specialist, Career and Technical Programs, 3/30/2020 \$46,800/year

NEW BUSINESS

Exhibit XI-A: Easement Agreement between William Rainey Harper College and Illinois American Water Company

Member Dowell moved, Member Johnson seconded, to approve the recommendation to execute an Easement Agreement with Illinois American Water Company required for the water main repair along Wolf Road at the Learning and Career Center, 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: Classified Staff Wage Rate Increases

Member Robb moved, Member Hill seconded, to approve the recommendation that Classified staff members, who are in good standing and employed prior to April 1, 2020, with the exception of Classified staff members who are receiving a promotion that is effective on July 1, 2020, receive a two and three tenths percent

(2.3%) salary increase for Fiscal Year 2021, which is based upon the CPI-U increase for the previous 12-month period ending December 31 prior to the new fiscal year. The salary schedule will be increased by two and three tenths percent (2.3%) for Fiscal Year 2021.

Employees who are within less than two and three tenths percent (2.3%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2021 salary grade level maximum., 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: Supervisory and Manager Salary Increases

Member Dowell moved, Member Johnson seconded, to approve the recommendation that Supervisor and Manager staff members, who are in good standing and employed prior to April 1, 2020, with the exception of Supervisor and Manager staff members who are receiving a promotion that is effective on July 1, 2020, receive a two and three tenths percent (2.3%) salary increase for Fiscal Year 2021, which is based upon the CPI-U increase for the previous 12-month period ending December 31 prior to the new fiscal year. The salary schedule will be increased by two and three tenths percent (2.3%) for Fiscal Year 2021. Employees who are within less than two and three tenths percent (2.3%) of the maximum of their salary grade range will receive the percentage difference between his/her current salary and the Fiscal Year 2021 salary grade level maximum, 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: Hiring the Executive Vice President for Finance/Administrative Services

Student Member Hildebrand moved, Member Hill seconded, to approve the recommendation for the hiring of the Executive Vice President for Finance/Administrative Services, 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.

Exhibit XI-E: Hiring the Provost

Member Johnson moved, Student Member Hildebrand seconded, to approve the recommendation for the hiring of the Provost, as outlined in Exhibit XI-E.

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 June 10, 2020 at 5:00 p.m. virtually. The next Board of Trustees Meeting will be Wednesday, June 17, 2020 at 6:00 p.m. virtually.

OTHER BUSINESS

Member Hill motioned, Member Dowell seconded, to enter closed session to discuss personnel at 7:28 p.m.

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.

Member Kelley motioned, Member Johnson seconded, to adjourn the closed session and re-enter the regular Board meeting at 7:41 p.m.

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.

ADJOURNMENT

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

In a voice vote, the motion carried at 7:41 p.m.

Chair

Secretary