

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Board Meeting of Wednesday, September 22, 2021

CALL TO ORDER

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stack on Wednesday, September 22, 2021 at 6:00 p.m. in the Wojcik Amphitheater.

Member Dowell led the Pledge of Allegiance.

ROLL CALL

Present: Members Pat Stack, Bill Kelley (entered at 6:03), Nancy Robb, Greg Dowell, Diane Hill, Herb Johnson, Walt Mundt, and Student Member Pahul Mal.

Absent: None.

Also present: Dr. Avis Proctor, President; Mike Barzacchini, Director Marketing Services; Laura Brown, Vice President and Chief Advancement Officer; 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, Controller; Dr. Travaris Harris, Interim Associate Provost, Academics; Dr. MaryAnn Janosik, Provost; Dr. Tamara Johnson, Vice President of Diversity, Equity and Inclusion; Jeff Julian, Chief of Staff; Dr. Claudia Mercado, Associate Provost Student Affairs; Bob Parzy, Associate Provost Enrollment Services; Kim Pohl, Director of Communications; Kimberley Polly, Dean Mathematics and Science; David Richmond, Faculty; Jaime Riewerts, Dean Liberal Arts; Dr. Michelé Smith, Vice President of Workforce Solutions; Roger Spayer, Chief Human Resources Officer; Darice Trout, Interim Dean, Business and Social Science; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts; Dr. Michael Bates, Dean Teaching, Learning and Distance Education; Orlando Cabrera, Technical Support Specialist; Kathleen Canfield, Director Job Placement Resource Center; Scott Cashman, Manager Community Education; Meg Coney, Administrative Coordinator; Sue Egan, Executive Assistant; Dr. Mary Kay Harton, Dean of Students; Rick Kellerman, Network Specialist;Carolynn Muci, Internal Communications Manager; Steve Petersen, Campus Architect.

Guests: Phil Gerner, Robbins Schwartz.

AGENDA APPROVAL

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

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

Nays: None.

Motion carried. Student Member Mal advisory vote: aye.

PRESENTATION
Igniting Paths to Success
Scholarships

Dr. Proctor asked Laura Brown, Vice President and Chief Advancement Officer, Dr. MaryAnn Janosik, Provost, and Heather Zoldak, Associate Executive Director, Foundation and Major Gifts, to provide a presentation on the Igniting Paths to Success Scholarships at Harper.

Ms. Brown began by sharing the Igniting Paths to Success Scholarships were funded by a combination of the MacKenzie Scott donation and the College. The scholarship was designed to remove barriers to educational success and to award up to \$6,000 per year per student to cover tuition, books, and fees. Eligibility details were reviewed noting the scholarship is renewable as long as students continue to qualify.

Ms. Zoldak detailed the demographics of the scholarship recipients that included full-time vs. part-time, ethnicity, first-generation, age, and program of study. Currently, 764 scholarships have been awarded of those 49% of the students have enrolled part-time, 36% are Hispanic, 69% are first-generation, and 30% of the students are between the ages of 20-24. The top program of study is associates in arts. She shared the anticipated amount to be awarded is a little over \$3.9 million to date and that it will be confirmed at the end of each semester after the reconciliation process. Additionally, she acknowledged and thanked the many individuals on the implementation team. These individuals collaborated and accomplished much in a short period of time that included but was not limited to marketing the new scholarship to creating the application.

Dr. Janosik provided an overview of the Ignite Scholars Student Support Plan. The plan includes both academic and non-academic strategies for success that is modeled after some of the One Million Degree components. The components include students meeting with an advisor, having soft advising holds to encourage students to reach out to their advisors regularly, having a consistent onboarding experience with orientation leaders, and encouraging students to participate in a Start Smart experience. Additionally, there are regular communications to Ignite Scholars for non-academic engagement opportunities. She then reviewed the expectation for Ignite Scholars that include a required meeting with their advisor once a semester, having an academic plan, staying on track to graduate, meeting developmental education needs, and maintaining a minimum GPA. Student progression will be tracked using momentum metrics to ensure student persistence and completion rates.

Ms. Zoldak closed by sharing three student stories and their expressions of gratitude.

Dr. Proctor thanked the Board for their support and the team for a successful implementation.

In response to Trustee Johnson, Ms. Brown stated the definition for underrepresented is taken from the State of Illinois.

In response to Trustee Kelley, Dr. Proctor indicated additional information would be sent to the Board regarding student data.

Trustees thanked the presenters for a comprehensive report. Additionally, Trustee Dowell noted that the psychological benefit of referring to these students as Ignite Scholars will stick with these students going forward in a positive way.

STUDENT TRUSTEE
REPORT

Student Member Mal began by sharing the quote ‘slow and steady wins the race’ and he has noticed that students and faculty are slowing returning to campus. He further shared students enjoyed Hullabaloo where they connected with Harper clubs, organizations, and departments. Lastly, he mentioned that soon the student government and other clubs will be electing officers for the coming year. Once these elections are completed, he plans to introduce these new leaders to the Board.

FACULTY SENATE
PRESIDENT’S REPORT

Faculty Senate President Richmond echoed Student Trustee Mal that seeing faculty and students back on campus is wonderful. He stated the Coordination and Review shared governance committee which oversees all other committees plans to review membership composition of shared governance committees and the Board Policy Manual for any gaps in the next year. If gaps are found they will be brought to the Board for review.

PRESIDENT’S REPORT

Dr. Proctor shared the College has been focused on meeting the requirements of Governor Pritzker’s Executive Order on a vaccination or weekly testing mandate and will continue to brief the Board monthly. She reflected on the past 18 months during the pandemic and commended both faculty and staff for how they have served the students’ needs and for the additional work needed to respond to the pandemic.

She also shared the 13th annual Assessment Conference and Share Fair is Friday, September 28 and the focus is on improving engagement and equitable learning online. Faculty will be sharing their experiences about online instruction and student learning. The President’s Learning Academy began this month where faculty and staff participate in a year-long opportunity. This past week they met with community college executives and gained practical experience for future leadership opportunities. She is grateful to fellow presidents who gave of their time to invest in employees’ professional growth.

September 15-October 15 is National Hispanic Heritage Month when the contributions and achievements of Latinx Americans are honored. Harper College is committed to serving the growing Hispanic population, celebrating their contributions, and becoming an institution that can truly serve Latinx students and community members through accessible, affordable, equitable and high-quality education.

She closed by remembering Gerald Mellenthin and Barbara Levine who passed away along with Ronald Bessemer, Harper's very first wrestling coach. She offered condolences to their families.

STUDENT SUCCESS
REPORT

HEERF Emergency Funds:
Impact for Students

Dr. Proctor asked Dr. Coons, Vice President of Strategic Alliances and Innovation/Board Liaison, to share how students and the College are benefiting from receipt of the federal government's Higher Education Emergency Relief Fund (HEERF).

Dr. Coons presented on behalf of Dr. Brock and began by stating HEERF funds are direct payments to students to offset the cost of tuition, food, housing, health care or childcare in connection with the pandemic. The federal government has strict guidelines as how the College can use the funds. The eligibility for each of the three Acts signed into law was reviewed and applied appropriately. For HEERF I, the College used the student information system to disperse relief funds to eligible students. HEERF II was made available to students in May of 2021. With HEERF III eligibility was expanded further to include students with exceptional needs. The College allocated a greater percentage of funds to direct student awards than required for each grant award. To date 10,000 student awards have been granted totaling over \$9.5 million. The College has just received HEERF III and plans to award \$13 million of the funds to students by June 29, 2022.

She then reviewed Harper's definition for exceptional need and the emergency aid application. The application is reviewed using a rubric that determines the amount of the award. If a student is in crisis in all categories, they are also eligible for additional funding. The data showed academic need to be the greatest. The timeline for communicating with students was reviewed noting for fall 2021 the application period opened on July 23. The demographics of HEERF students versus all students was reviewed as well, noting there are a greater number of HEERF female students at 74% and first-generation students at 70%. The data also showed HEERF students persist at a higher rate and course success rate is higher than all students. She closed with a quote from a student's thank you letter 'I can focus on my education by taking more classes and buying school supplies.'

Dr. Proctor noted that the funds were allowing students to focus on their education and are thus improving students' well-being.

In response to Chair Stack, Dr. Proctor indicated that colleges are approaching the distribution of HEERF funds based on the needs of their students.

Trustees thanked Dr. Coons for an informative presentation. Trustee Robb acknowledged the extra effort of the staff to distribute HEERF funds in addition to their regular duties.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Member Mundt moved, Member Dowell 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 Mal advisory vote: aye.

The Consent Agenda included:

The minutes for August 11, 2021 Committee of the Whole meeting, August 18, 2021 Board of Trustees meeting; accounts payable; student disbursements; payroll for July 30, 2021 and August 27, 2021; estimated payroll for September 10, 2021 and August 13, 2021; 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 for; consortium, cooperative and State of Illinois contracts purchasing status report; as outlined in Exhibits X-A.1 through X-B.4.

Minutes

August 11, 2021 Committee of the Whole meeting, August 18, 2021 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$4,679,340.45
Student Disbursements	\$1,195,121.76

The payroll of July 30, 2021 in the amount of \$2,886,712.27 and August 13, 2021 in the amount of \$2,262,188; estimated payroll of August 27, 2021 in the amount of \$2,574,450.40 and September 10, 2021 in the amount of \$2,574,450.40.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for the Building Y Data Center Upgrade Project to Break Thru, Thorne Associates, All-Tech Decorating, and RG Construction

as they exempt from bidding under Section 3-27.1, subsection (j), of the Community College Act because they each constitute a trade contract for construction involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility. 110 ILCS 805/3-27.1(j); and Power Construction as they are exempt from bidding under Section 3-27.1, subsection (a), of the Community College Act, because it is a contract for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. 110 ILCS 805/3-27.1(a); and Amber Mechanical Contractors and Argon Electric as the lowest responsible and responsive bidder in the total amount of \$826,563.00 including the following:

02.1 – Demolition (Break Thru)	\$31,630.00
06.1 – Carpentry (Thorne Associates)	48,325.00
09.1 – Painting (All-Tech Decorating)	14,111.00
10.1 – Access Flooring (RG Construction)	14,600.00
23.1 – Mechanical (Amber Mechanical Contractors)	98,000.00
26.1 – Electrical (Argon Electric)	467,000.00
General Conditions (Power Construction)	47,073.00
Bonds, Fee, and Insurance (Power Construction)	22,500.00
10% Contingency	74,324.00
Architectural Services for Bidding (Legat Architects)	\$9,000.00

as provided in the Operations and Maintenance (Restricted) Fund, and provided in the Building Y Data Center Upgrade Project budget.

- Ex. X-A.3.b Accept bid and award contract for snow removal at the Harper Professional Center (HPC) and Learning and Career Center (LCC) that includes clearing snow and ice on parking lots and walkways and the contract will be effective November 2021 through April 2024 to Tovar Snow Professionals as the lowest responsible and responsive bidder in the total amount of \$215,507.00 including a base bid of \$195,915.00 and 10% volume contingency of \$19,592.00, as provided in Hilltop Professional Center Condo Association budget. The College pays these funds through the Auxiliary Enterprises Fund budget based on building occupancy and the College is responsible for 96% of the owner dues and the Operations and Maintenance Fund for the LCC snow removal.

Ex. X-A.3.c Accept bid and award for waste hauling services at the main campus to Republic Services, as the lowest responsible and responsive bidder in the total amount of \$80,408.00 including a base bid of \$73,098.00 and 10% contingency of \$7,310.00, as provided in the Operations and Maintenance Fund (Fund 2).

Ex. X-A.3.d Accept bid and award contract for the water treatment program for the College's heating and cooling systems to Nalco Water was selected as the provider based on the criteria established in the request for proposals in the total amount of \$309,640.00 including a contract in years 1 – 3 is \$154,603.00, and the cost of the optional renewal years 4 and 5 will be \$101,628.00. There is also an estimated additional equipment cost of \$25,260 during the five year term of the contract., as provided in the Operations and Maintenance Fund.

Request for Proposals There were requests for proposal.

Purchase Orders Ex. X-A.5.a Approve a purchase order to renew the current insurance programs Blue Cross/Blue Shield for Plan Year 2022, in the amount of \$12,938,155.00 and to CIGNA as the College's provider of Term Life Insurance, not to exceed \$0.11 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.015 per \$1,000 of covered payroll; Long-Term Disability, not to exceed \$0.15 per \$100 of covered payroll per month; and Short-Term Disability claims administration, not to exceed \$1.74 per person per month; and, that dental claims administration be provided by Delta Dental with administrative fees not to exceed \$3.74 per person per month; and that Flexible spending claims administration be provided by Better Business Planning with fees not to exceed \$4.00 per participant, per month as provided in the FY 2022 and FY 2023 budgets for costs associated with the Plan Year 2022.

Ex. X-A.5.b Approve a purchase order to Cleared4 Inc. to provide a Software as a Service (SaaS) solution that allows the College to document and track COVID-19 vaccination status or testing status in order to comply with the State of Illinois Executive Order 2021-20 (COVID-19 EXECUTIVE ORDER NO. 87) issued on August 26, 2021, in the amount of \$275,000.00 as provided through by the Higher Education Emergency Relief Funds (HEERF) and the Governor's Emergency Education Relief Funds (GEERF), with any additional funds provided in the Education Fund budget.

Personnel Actions

Professional/Technical Appointments

Sharon Basten, Career Skills Institute Coordinator, P/T, Community Education, 9/8/2021, \$49,400/year
Mel Boldt, Motorcycle Safety Program: Assistant Program Coordinator, Community Education, 8/23/2021, \$49,000/year
Erik Bonilla-Sanchez, Mass Communication/WHCM Lab Assistant, P/T, Liberal Arts, 8/30/2021, \$21,860/year
Meghan Crotty, Hawks Care Resource Specialist, Student Affairs, 9/13/2021, \$55,000/year
Jacob Haiges, Technical Support Specialist, P/T, Client Systems, 8/11/2021, \$37,700/year
Erika Szotek, Biology Lab Coordinator, Mathematics and Science, 9/1/2021, \$65,000/year

Classified Staff Appointments

Julianna Grandinetti, Institutional Effectiveness/Survey Assistant, P/T, Institutional Effectiveness and Outcomes, 8/16/2021, \$27,456/year
Amanda McManaman, Library Assistant II, Library Services, 8/23/2021, \$37,050/year
Jesseca Monge Murillo, Studio V Associate, P/T, Career and Technical Programs, 9/13/2021, \$23,712/year
Sheree Norals, Telephone Operator, Client Systems, 8/9/2021, \$36,075/year
Lisa Simon, Dual Credit Specialist, Interdisciplinary Student Success, 8/23/2021 \$54,366/year
Ailyn Trujillo, Library Assistant I, Library Services, 8/16/2021 \$31,024/year

Harper #512 IEA-NEA Appointment

Gabriela Chavez De Reyes, Custodian, 3rd Shift, Operations Services, 8/29/2021, \$30,784/year

Administrator Retirements

Vicki Atkinson, Dean, Student Development, Student Development, 9/30/2021, 23 years 10 months
Darryl Knight, Executive Director Facilities Management, Facilities Management, 10/31/2021 10 years

Faculty Retirement

Brad Grossman, Assistant Professor, Career and Technical Programs, 5/31/2022, 12 years 4 months

Supervisory/Management Retirement

Nancy Savard, Operations Services Manager, Operations Services, 10/31/2021, 19 years

Faculty Separation

Adam Lopez, Instructor Business and Social Science, 8/20/2021 5

years

Supervisory/Management Separation

Christyn Schnell, Database, Technology and Advancement Services Manager, Advancement/Foundation 9/8/2021, 3 years 2 months

Professional/Technical Separations

Maxine Martinez, Staff Interpreter, P/T Access and Disability Services, 10/1/2021, 3 years 8 months

Jacklyn Nowotnik, Academic Advisor, Center for New Students/Orientation and Women's Program, 9/10/2021, 2 years 1 month

Classified Staff Separations

Andrea Brothman, Secretary, Student Development, 8/20/2021, 5 years 11 months

Vanessa Hernandez, Receptionist/Office Assistant I, P/T, Center for New Students/Orientation and Women's Program, 9/24/2021, 3 years 1 mo.

Robert Nelson, Library Assistant – Technical, Library Services, 9/10/2021, 6 years 11 months

Brianna Puentes, Receptionist, P/T, Student Development, 8/13/2021, 4 months

Harper #512 IEA-NEA Separations

Employee #6988, Custodian, Operations Services, 4/30/2021, 8 years 1 month

Orlando Franco, Warehouse Driver, P/T, Operations Services, 8/9/2021, 3 years 10 months

Jing Sun, Custodian, Operations Services, 8/13/2021, 1 year 11months

Board Travel

There was no Board Travel.

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

Alumni Liaison Report: Member Mundt reported that Harper College will honor five alumni at the 2021 Distinguished Alumni Awards. The awards will be given at the Distinguished Alumni Awards Ceremony, which will be held in person at the Wojcik Conference Center on Tuesday, October 26, 2021 with an additional online option for livestream viewing. Four alumni will be honored as the newest class of Distinguished Alumni and one alum will receive the Outstanding Recent Alumni Award, an award which honors an alumnus/alumna who attended Harper College in the previous 10 years and is making

early impact and contributions in both career and community. Honorees include:

Outstanding Recent Alumni 2021, Roberto Lopez, Senior Associate, Technical Projects, Elevate Energy

Distinguished Alumni 2021, Erik Horvat, Managing Director & Head of Real Estate, Americas, Olayan America

James Macnider, Head Track and Field and Cross Country Coach, Harper College

Dr. Christopher J. Schneider, Professor of Sociology, Brandon University

Joseph Sesso, Executive Director of Sales and Marketing & National Speaker, Homes.com

The Harper Educational Foundation will host a social event for alumni and annual giving prospects at Top Golf in Schaumburg on September 29. The event will connect and engage attendees with the College and each other.

The 5th annual Alumni & Friends Virtual 5K will run from October 1 – 31. Alumni and friends are invited to run, walk or bike a 5k on their own time and at their own pace during the month and then share their results and photos on social media and tagging Harper College. Registration is \$20. A portion of the proceeds will benefit student scholarships. Participants will receive a 5K branded gift from the alumni program.

Students and alumni are invited sign up for Harper's second Speed Mentoring event on October 5 at 5:30 p.m. Students can tap into the expertise of alumni professionals in a fast-paced speed mentoring format. Each student will meet with several alumni in 1:1 mentoring sessions and have the opportunity to ask questions, learn about careers, seek advice, and share their own career aspirations.

Foundation Liaison Report: Member Hill shared the foundation board held their quarterly meeting on September 14. At this meeting the board approved the FY20/21 unmodified audit and added \$500,000. to the board endowed scholarship fund, raising it to a total of \$800,000.

The board also received the final report regarding the Inspire Scholarship Campaign from the campaign consultant on the feasibility work in preparation of a public launch. The original focus for the case for support for the Inspire Scholarship Campaign was to fill an unmet need. When the Foundation conducted their operational audit, they had identified an unmet need of almost 1,500 students who had

applied for scholarships yet there were not enough available funds. With the new scholarship – Igniting Paths for Success, made possible by the MacKenzie Scott donation, the unmet need for the next two years is being filled.

Therefore, the Foundation board is pivoting a bit with the Inspire Scholarship Campaign. This includes a focus on scholarships by continuing to grow the endowed funds, while also enhancing the availability of transfer scholarships to help Harper College students extend their educational journey. Finally, they will focus on expanding estate planned gifts especially with retirees and alums. The public launch of the campaign has now been moved back to February.

ICCTA Liaison Report: Member Kelley reported he attended a ICCTA’s seminar on mental health needs, challenges and opportunities. He shared statistics about anxiety, depression, suicide, isolation, mental health conditions, and alcohol and drug use in young adult students. During the seminar there was discussion about some of the institutions using the institutional HEERF funds to support students’ mental health needs.

The ICCTA received a \$75,000 grant from the Joyce Foundation to research regional workforce needs. Additionally, ICCTA revised their diversity, equity and inclusion statement. He closed by stating he looks forward to attending the ACCT Congress in October in San Diego, CA.

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 for May and June, as outlined in Exhibit X-B.4.

NEW BUSINESS

Exhibit XI-A: Naming in Recognition of Pepper Family Foundation Academic Support Center

Member Robb moved, Member Hill seconded, to approve the recommendation to name the Academic Support Center (Tutoring Center) in the David K. Hill Family Library in recognition of the Pepper family for their contributions to Harper College, 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 Mal advisory vote: aye.

