

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 21, 2022

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 21, 2022 at 6:00 p.m. in the Wojcik Amphitheater.

Member Hill led the Pledge of Allegiance.

Chair Stack reviewed the Board meeting safety procedures.

ROLL CALL

Present: Members Pat Stack, Bill Kelley, Nancy Robb, Greg Dowell, Diane Hill, Herb Johnson (entered at 6:08 p.m.), Walt Mundt, and Student Member Gonzales.

Absent: None

Also present: Robert Allare, Faculty; Mike Barzacchini, Director Marketing Services; Dr. Susanne Brock, Senior Director of Grants and Innovation; Laura Brown, Vice President and Chief Advancement Officer; Orlando Cabrera, Technical Support Specialist; Dr. Scott Cashman, Manager Community Education; Tom Cassell, Senior Manager Business Development; Meg Coney, Administrative Coordinator; Dr. Maria Coons, Vice President of Strategic Alliances and Innovation/Board Liaison; Dr. Kathy Coy, Director of Institutional Research; Melanie Duchaj, Coordinator Student Engagement; Amanda Duval, Chief Human Resource Officer; Sue Egan, Executive Assistant; Rob Galick, EVP Finance and Administrative Services; Erin Graff, Manager Student Engagement; Bob Grapenthien, Controller; Erika Hartman, Administrative Coordinator; Dr. Mary Kay Harton, Dean of Students; Dr. MaryAnn Janosik, Provost; Dr. Tamara Johnson, Vice President of Diversity, Equity and Inclusion; Rick Kellerman, Network Specialist; Ashalei Lacy, Admissions Data Steward; Beth McPartlin, Manager Employee and Student Wellness; Nancy Medina, Executive Director of Facilities Management; Kim Pohl, Director of Communications; Kimberley Polly, Dean Mathematics and Science; Dr. Avis Proctor, President; Marcus Reznicek, Faculty; David Richmond, Faculty; Dr. Michelé Smith, Vice President of Workforce Solutions; Steven Titus, Faculty; Darice Trout, Interim Dean, Business and Social Science; Bryan Wawzenek, Manager Communications; Dr. Markenya Williams, Faculty; Riaz Yusuff, Chief Information Officer; Heather Zoldak, Associate Executive Director of Foundation/Major Gifts.

Guests: Matt Barry, Village of Palatine; Melissa Cayer, Citizen; Doug Schlachter, Citizen.

AGENDA APPROVAL

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

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

Nays: None.

Motion carried. Student Member Gonzalez advisory vote: aye.

PRESENTATION
Student Engagement

Dr. Proctor asked Ms. Mary Kay Harton, Dean of Students, Beth McPartlin, Manager, Employee and Student Wellness, and Erin Morettes Graff, Manager, Student Engagement, to present on the student engagement programming, aligned to NACE competencies in terms of career readiness, as well as the wellness dimensions which demonstrates how students are engaging on campus.

Ms. Harton, Ms. McPartlin, and Ms. Morettes Graff presented how their area creates a sense of belonging on campus for students. Ms. Harton reported that the Well-Being Collective strategically and intentionally plans all programming each year to ensure it is holistic and balanced. Its programming model is based on the eight dimensions of wellness, each with student learning outcomes. Ms. McPartlin and Ms. Morettes Graff presented on the LEAD Harper student leadership development program, the Buddy System program that connects students based on areas of interest, and Fresh Check Day, which included data on the usage of our WellTrack mobile app.

In response to Chair Stack, Ms. Morettes Graff stated that programming is based on data and provides opportunities for traditional and non-traditional students, students with families, programming during the day and evenings. They will continue to change programming as students' needs change.

In response to Trustee Dowell, Dr. Harton explained that the WellTrack app is available 24/7, providing access to a licensed provider after hours.

Trustees commended all involved for their outstanding work in providing these resources and opportunities to students which demonstrates the welcoming community that Harper College is and how important it is for students to see this as they attend campus events.

STUDENT TRUSTEE
REPORT

Student Trustee Gonzalez reported on the various great events offered during Welcome Week; although, it was the Tie Dye event that stood out for her because as a student aide for student engagement, she learned that it takes a lot of time, hard work, planning, and many individuals, especially those in the facilities department who handle the set up and clean up, to make events happen. She sends her thanks to all as this was a great opportunity for students to try something new and meet people.

Student Trustee Gonzalez reflected on the start of her second year as a Harper student and the start of her student trustee role. One of her main goals is to connect with students to build their trust and this began by connecting with the Student Government Association. Upon meeting, they highlighted their goals which consisted of communicating with students and building a community here on campus.

The Student Government Association, along with the League of Women voters, was proud to host HAWK the Vote, which informs students on the importance of voting, how to register to vote, and how to become an election judge.

The Student Government Association will hold a Scholarship Drive in early October when FAFSA and other big scholarship applications open. They will work with the financial aid office to help students apply for scholarships, attend a FAFSA completion workshop, and provide any information and help that is needed.

She noted that it is the start of Hispanic Heritage Month and coming from a Hispanic background, she knows the importance of feeling included and welcomed at college, which Harper does well. She added that the Cultural Center is a great example of this as it is important to have a space that is open to every student to help them thrive academically and socially.

Student Trustee Gonzales extended an invite on behalf of the Office of Diversity, Equity and Inclusion, to Sabor Latino on October 14 in the Performing Arts Center which will celebrate rich Hispanic music, culture, and food.

She also mentioned that the Lyft Program has been in effect for almost two weeks and the number of rides taken are increasing and benefiting students. She thanked Mr. Julian and Dr. Coons for extending the benefit to more students than just in-district.

She highlighted that Hawks Care is running a Menstrual and Sexual Health Donation Drive to help end period poverty and eliminate the stigma around sexual health. Hawks Care also took part in Tuesday's Wellbeing Bash, dedicated to sharing the mental health resources available to students.

FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Richmond began by sharing that two of the three outstanding faculty contract issues that needed to be addressed after their contract extension was signed, have now been wrapped up and the third issue of HyFlex classes is being worked on through a pilot program. This progress is due to a positive and collaborative working relationship between the union and the administration.

He also acknowledged Dr. Proctor's upcoming investiture during the first week of October and hopes to see many at the various activities and celebrations.

PRESIDENT'S REPORT

Dr. Proctor reflected on the noticeable buzz around campus that has not been felt since 2019. She expressed the great joy it brings to her and others to see students studying by the lake, hanging out around campus, as well as filling the hallways with conversation and laughter as students walk to class together. She noted that while Harper is still working to grow their tuition-bearing FTE, total FTE is up 0.6% and headcount is up 3.5% from last fall. The two primary differences in these numbers are adult education and dual credit, neither of which

drive paid tuition; however they are counted towards overall enrollment numbers. Also noted is that the Provost Leadership team is working on strategies to help some of the noncredit students pursue credit opportunities.

She was pleased to participate in Hullabaloo, the first big student engagement event of the semester, with approximately 1,600 students who attended, and 30 clubs and 60 college departments and services were on hand.

Dr. Proctor shared that Lyft, Koloni (bike share vendor), and PACE were also present at Hullabaloo and that ridership is increasing on the new Pace 697 pilot route and she has received promising user stats on the bike and ride share pilot programs (121 bike rides, 208 discounted Lyft rides).

In a brief update on the Canning Center, Dr. Proctor said they are working to find additional cost savings in the building design to help offset escalated construction costs due to inflation.

She also wished Harper College a happy 55th anniversary, saying the college looks forward to many more years of serving our students and our community!

STUDENT SUCCESS REPORT

NECSS Partnership: A Focus on Dual Credit

Dr. Proctor asked Nancy Awdziejczyk, Executive Director, Northwest Educational Council for Student Success (NECSS) to highlight one subset of their partnership which is the dual credit program, along with a previous student's story.

Nancy Awdziejczyk, Executive Director of Northwest Educational Council for Student Success, presented on the benefits of early college dual credit, highlighting regional growth and endorsement attainment. The NECSS Dual Credit Partnership Agreement between Harper and secondary partners guides the work to achieve the regional goal that every high school student graduates with 15 hours of postsecondary credit. The commitment to dual credit has allowed the partnership to be a state leader in the College and Career Pathway Endorsements initiative. Former dual credit student and Harper employee Ashalei Lacy shared her experience as a dual credit student and how it helped her succeed at Harper.

In response to Trustee Kelley, Ms. Awdziejczyk explained that dual credit courses are part of the counselor to student conversation which starts early as they identify the pathway that students want to follow, creating a four-year plan to where dual credit potential will be identified. She also explained that they are currently reviewing the courses included however, they are maxed out at this time. She confirmed that 80% of students graduating have at least one to seven credit hours.

Trustees thanked Ms. Awdziejczyk for an excellent presentation and Ms. Lacy for her personal insight as this program brings great value to the College and high school students.

HARPER EMPLOYEE COMMENTS

There were no Harper employee comments.

PUBLIC COMMENTS

Ms. Cayer shared that it was mentioned at the Village of Arlington Heights Committee of the Whole meeting recently, that the reason the property taxes are so high are the school districts. She requested to not vote for Tax Increment Finance districts as it causes property tax revenue to be foregone.

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 Gonzalez advisory vote: aye.

The Consent Agenda included:

The minutes for August 10, 2022 Committee of the Whole meeting, August 17, 2022 Board of Trustees meeting; accounts payable; student disbursements; payroll for July 29, 2022 and August 12, 2022; estimated payroll for August 26, 2022 and September 9, 2022; bid awards; requests for proposals; purchase orders; personnel actions; Board travel; approval of travel expense exceptions; first reading of new policy: Recruitment and Hiring (11.15.02); 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

August 10, 2022 Committee of the Whole meeting, August 17, 2022 Board of Trustees meeting.

Fund Expenditures

Accounts Payable	\$5,833,454.21
Student Disbursements	\$82,867.83

The payroll of July 29, 2022 in the amount of \$2,843,492.46 and August 12, 2022 in the amount of \$2,290,939.59; estimated payroll of August 26, 2022 in the amount of \$2,567,216.03 and September 9, 2022 in the amount of \$2,567,216.03.

Bid Approvals

Ex. X-A.3.a Accept bid and award contract for the construction contract for Building B Harper College Police Department (HCPD) renovations project to Empire Construction Company, as the lowest responsible and responsive bidder in the total amount of \$276,485.00 including a base bid of \$251,350.00, and 10% construction contingency of \$25,135.00 as provided in the Operations and Maintenance (Restricted) Fund budget and contained in the Building B Harper College Police Department (HCPD) Renovations Project budget and the Capital Project Contingency budget.

Request for Proposals	There were no requests for proposals.
Purchase Orders	<p>Ex. X-A.5.a Approve a purchase order to Systatic, Inc. for professional services to provide Oracle Fusion support, in the amount of \$80,000.00, as provided in the Restricted Purposes Fund budget.</p> <p>Ex. X-A.5.b Approve the purchase order to The Registry for the Interim Dean of Health Careers placement for a period of up to eight months, in the amount of \$145,000.00/year, pro-rated for the anticipated term of service, as provided in the current vacated Dean of Health Careers salary line budget.</p> <p>Ex. X-A.5.c Approve the purchase order to renew current insurance programs for Plan Year 2023 with Blue Cross/Blue Shield of Illinois, and HMO Illinois as the College's provider of employee medical insurance coverage, not to exceed the proposed premium amount per coverage tier, the current premium of \$13,081,833.00, based on current census and to change the Short-Term Disability, Long-Term Disability, Life and AD&D provider to MetLife as the College's provider of Term Life Insurance, not to exceed \$0.094 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 \$0.121 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 \$3.85 per person per month; and that Flexible spending claims administration be provided by Better Business Planning with fees not to exceed \$3.80 per participant, per month, as provided for in the FY 2023 and FY 2024 budgets for costs associated with the Plan Year 2023 (January 1, 2023 – December 31, 2023).</p>
Personnel Actions	<p><u>Appointments</u></p> <p>Anthony Butler, Administrator, Director of Risk Management, Risk Management, 10/17/2022, \$118,000.00/year</p> <p>Cynthia Vargas, Professional/Technical, Project Manager, Client Systems, 8/29/2022, \$69,500.00/year</p> <p>Elizabeth Ward, Professional/Technical, ECE Academic Coach, Business and Social Science, 8/22/2022, \$43,245.00/year</p> <p>Usman Iqbal, Professional/Technical, Technical Support Specialist, Infrastructure Services, 8/22/2022, \$62,000.00/year</p> <p>Brooke Smith, Classified Staff, Administrative Secretary, Career & Technical Programs, 8/15/2022, \$43,875.00/year</p> <p>Donna Racher-Cazares, Classified Staff, Production Graphics Associate, P/T, Publishing and Distribution Services, 8/22/2022, \$24,128.00/year</p>

Maria Sedano, Classified Staff, Student Account Representative II, P/T, Student Accounts and Receivables, 8/22/2022, \$30,914.00/year
Regina Gul, Classified Staff, Student Account Representative I, Student Accounts and Receivables, 8/22/2022, \$39,000.00/year
Shirelle Leonard, Classified Staff, Accounts Payable Clerk II, Accounting Services, 8/29/2022, \$42,900.00/year
Yongchun Chen, Classified Staff, Administrative Secretary, Health Careers, 8/8/2022, \$40,950.00/year
Joseph Sprouse, ICOPS, Community Service Officer II, Harper College Police, 8/15/2022, \$41,600.00/year

Position Changes

Ailyn Trujillo, Supervisory/Management, Circulation Supervisor, Library Services, 8/15/2022, \$49,563.00/year
Brian Thomason, Supervisory/Management, Director Client Systems, 8/12/2022, \$138,000.00/year
Jacquelyn Robinson, Professional/Technical, Scheduling Specialist, Enrollment Services, 8/8/2022, \$65,541.00/year
John Labuda, Professional/Technical, Technical Support Specialist, Infrastructure Services, 8/15/2022, \$54,461.00/year

Separations

Kimberly Chavis, Administrator, Dean, Health Careers, Health Careers, 8/31/2022, Resignation, 9 years 1 month
Brett Fulkerson-Smith, Faculty, Professor, Liberal Arts, 8/12/2022, Resignation, 11 years
Marianne Fontes, Faculty, Professor, Liberal Arts, 8/12/2022, Resignation, 14 years
Robin James, Faculty, Associate Professor, Business and Social Science, 8/12/2022, Retirement, 12 years
Tiffany Jones, Faculty, Assistant Professor, Business and Social Science, 8/12/2022, Resignation, 2 years
Lauren Chilvers, Supervisory/Management, Manager - Scholarships and Special Projects, Advancement and Foundation, 8/6/2022, Resignation, 6 years 5 months
Jacob Haiges, Professional/Technical, Technical Support Specialist, P/T, Client Systems, 7/29/2022, Resignation, 11 months
Sharon Basten, Professional/Technical, Program Coordinator, P/T, Community Education, 8/31/2022, Resignation, 11 months
Arina Szekely, Classified Staff, Office Assistant II, P/T, Learning and Career Center, 8/11/2022, Resignation, 3 months
Jacob Van Meter, Classified Staff, Office Assistant II, P/T, Business and Social Science, 8/23/2022, Resignation, 2 months
Mathew Hofvander, Classified Staff, Student Account Representative III, Student Accounts and Receivables, 8/24/2022, Resignation, 11 years 3 months
Shauntae Gore, Classified Staff, Administrations Assistant, Health Careers, 8/17/2022, Resignation, 3 years
Employee # 21910, IEA, Custodian, Operations Services, 7/26/2022, Discharged, 2 months

Board Travel

There was no Board travel.

Travel Expense Exceptions	There were no Travel Expense Exceptions.
First Reading of New Policy: Recruitment and Hiring (11.15.02)	Approval of the recommendation for the first reading of the new policy on Recruitment and Hiring (11.15.02), as presented in Exhibit X-A.9.
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 that the 2022 Harper College Distinguished Alumni Awards are Thursday, October 20 at 6:00 p.m. at the Wojcik Conference Center in person with a virtual option. Please join Alumni, College leadership, friends of Harper, and the community for this annual celebration honoring Harper Alumni.</p> <p>The Harper Talks launched their third season in September. The first episode features alum Eric Horvath, who discusses his educational journey after Harper, his life in New York, and career milestones such as his lead role in the redevelopment of the World Trade Center. The podcast has produced 21 episodes and highlights the stories and lives of Harper College alumni in a conversational dialogue with host, Assistant Professor of Communication Arts, Bryan Shelton. The podcast is co-produced by WHCM Harper Radio and Harper College Alumni Relations.</p> <p>Foundation Liaison Report: Member Hill shared that the Foundation signed a memorandum of understanding with the Illinois Community College System Foundation to collect QCD – IRA, (required distributions) on behalf of the Educational Foundation. These contributions will then be forwarded to the Educational Foundation for Stewardship to carry out each donor's intent. Also, the Educational Foundation conducted their quarterly business meeting on September 13. At the meeting, the board approved the FY 2122 unmodified audit.</p> <p>ICCTA Liaison Report: Member Kelley reported that in August, they had the ICCTA executive planning session where their strategic plan was adopted, which included a great presentation from Barbara and Dell on the future of work. A couple of statistics to share; 83% of the jobs paying less than \$20 per hour will be impacted by automation; 2.1 million unfilled jobs in manufacturing; 1.8 million women dropped out of the workforce in 2020, 2021. The ones who are hurt most by the dramatic market shifts are students with low levels of education, low wage earners, young adults ages 16 to 24, and immigrants. One of the strategic plan's goals is to bring neurodiversity into the discussion for diversity, equity and inclusion. Ten days ago at the Board of Representatives meeting in Springfield, they formally adopted the following neurodiversity inclusion statement: The Board of Representatives administration staff for the Illinois Community College Trustees Association recognizes that neurodiversity among the students, faculty, staff, trustees, and administrative teams of our member colleges is critical to enhancing the educational experience of our students and providing for a more inclusive learning and operating environment, providing public benefits for us, for our communities.</p>

Neurodiversity is defined as a strength-based paradigm to view in conditions such as autism, ADD, ADHD, dyslexia, and dyspraxia where differences in individual's brain function and behavioral traits and as part of normal variation in the human population. They believe that when neurodivergent people are understood, valued, and empowered, all stand to benefit from their important and unique contributions. This resolution represents our commitment to promoting an authentically inclusive learning environment and alignment with this ideal.

In the realm of advocacy at the ICCTA conference, there are two potential legislative initiatives that are under consideration and may be voted on in November. The first is to move for the exclusion of for-profit institutions from the Illinois Monetary Award program as they use a tremendous amount of the MAP grants and the second is the expansion of community college boards and ability to conduct remote meetings in the event the governor's emergency order expires. Currently, remote attendance is limited to work-related issues or illnesses. The second is mental health. The ICCTA has signed on with the Student Trustees, the Illinois Community College Board and the Community College Presidents to support House Bill 5424 to appropriate \$19 million to fully fund the Mental Health Early Action on Campus Act.

The ICCTA has applied for a renewed grant to continue the gathering of regional workforce data to bolster the case for community college baccalaureate degrees. This is the second round for the Joyce Foundation.

There was a great presentation on workforce development by Dr. Sheila Quirk Bailey and Dr. Charlotte Warren.

The ACCT Conference is coming up in New York City.

There is also a government leadership institute for the board that is coming to Illinois on December 1 – 2.

Grants and Gifts Status Report

Current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation, as outlined in Exhibit X-B.3.

Consortium, Cooperative and State of Illinois Contracts Purchasing Status Report

Review of the monthly Consortium, Cooperative and State of Illinois Contract Purchasing Status Report, as outlined in Exhibit X-B.4.

NEW BUSINESS

Exhibit XI-A: Approval of the Hiring the Director of Risk Management

Member Hill moved, Member Johnson seconded, to approve the recommendation to hire Anthony M. Butler as Director of Risk Management with a start date of October 17, 2022, 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 Gonzalez advisory vote: aye.

Exhibit XI-B: Approval of the Resolution to Appoint Association Directors for the Hilltop Professional Plaza Condominium Association (650 E. Higgins, Schaumburg)

Member Mundt moved, Member Kelley seconded, to approve the recommendation to adopt the attached resolution to appoint association directors for the Hilltop Professional Plaza Condominium Association, 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 Gonzalez advisory vote: aye.

Exhibit XI-C: Approval of the Easement Agreement between William Rainey Harper College and Village of Palatine

Member Robb moved, Member Dowell seconded, to approve the recommendation for the Easement Agreement with the Village of Palatine to allow for the installation of an underground water line along the south-western and southern border of campus. The Easement Agreement has been approved by the College’s attorney, 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 Gonzalez advisory vote: aye.

ANNOUNCEMENTS

BY CHAIR

Communications

Chair Stack mentioned that October will be a busy month for Harper College, including the upcoming Investiture Week and the Distinguished Alumni event.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Committee of the Whole Meeting will be Wednesday, October 12, 2022, at 5:00 p.m. in the Wojcik Amphitheater. The next Board of Trustees Meeting will be Wednesday, October 19, 2022, at 6:00 p.m. in the Wojcik Amphitheater.

ADJOURNMENT

Member Kelley motioned, Member Dowell seconded, to adjourn the regular Board meeting at 7:02 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 Gonzalez advisory vote: aye.

Chair

Secretary