

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

Minutes of the Committee of the Whole Meeting of Wednesday, November 11, 2020

CALL TO ORDER

The Committee of the Whole meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Pat Stack on Wednesday, November 11, 2020 at 5:00 p.m. in The Performing Arts Center (Building R), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

Present: Members Diane Hill, Herb Johnson, Bill Kelley, Walt Mundt (arrived at 5:07 p.m.), Nancy Robb, Pat Stack, and Student Member Dylan Hildebrand (arrived at 5:01 p.m.).

Absent: Member Greg Dowell

Also present: Dr. Avis Proctor, President; Dr. Maria Coons, Vice President of Strategic Alliances and Innovation; Rob Galick, Executive Vice President of Finance and Administrative Services; Bob Grapenthien, Interim Controller; Jeff Julian, Chief of Staff; Darryl Knight, Executive Director of Facilities Management; Regan Myers, Director of Infrastructure Services; Meg Coney, Administrative Coordinator; Orlando Cabrera, Technical Support Specialist; Dave Dluger, Media Technical Director; Chelsea Lynn, Theatre Technical Director; Thom Lange, Manager, Conference and Event Services.

Present via audio-conference:

Mike Barzacchini, Director of Marketing Services; Laura Brown, VP and Chief Advancement Officer; Dr. Kathy Bruce, Interim Associate Provost; Dr. Kathy Coy, Director of Institutional Research; Sue Contarino, Interim Chief Information Officer; Sue Egan, Executive Assistant; Dr. MaryAnn Janosik, Provost; Dr. Claudia Mercado, Interim Vice President of Diversity, Equity and Inclusion; Bob Parzy, Interim Associate Provost of Enrollment Services; Kim Pohl, Director of Communications; Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness; Dr. Michelé Smith, Vice President of Workforce Solutions; Heather Zoldak, Associate Executive Director of Foundation; Carolyn Muci, Internal Communications Manager.

Guests via audio-conference: Molly McGillian, Gordian/Sightlines; Zoe Kurtz, Gordian/Sightlines; Mark White, Sr. Optimization Executive and Program Manager of CampusWorks; Melissa Cayer, citizen.

PUBLIC COMMENTS

None.

DISCUSSION OF  
FOLLOW UP ITEMS

Darryl Knight introduced Molly McGillian and Zoe Kurtz from Gordian (Sightlines) to present Harper's annual facilities review. Ms. McGillian

presented core campus observations about space: this is the first year in a while with no major renovations coming online yet space continues to age. Regarding capital: low investment year in FY20 due to a focus on planning. Systems still come due for replacement and require investment. Investments in major renovations are less reliable in terms of funding. A more reliable funding stream is needed. The Facilities area continues to do more with less as budgeted operating funds have decreased. Discussion included stewarding existing campus space, projecting minimum funding requirements and building that into the operating budget, and comparison of peer institutions spending on maintenance. Member Hill suggested a review of the previous referendum spending may be helpful to future discussions on deferred maintenance.

Darlene Schlenbecker presented the status of the 49 Operational Plan goals. Goal progress is reported out monthly. Forty-five goals are considered on target for completion. She then discussed one goal that was completed and several that may not meet targets by years-end.

Bob Grapenthien presented a review of the FY21 budget to date. The current financial condition of the College remains favorable.

Rob Galick addressed the July decision to postpone Administrator raises for FY21. Administrator contracts were approved at the June 17, 2020 Board meeting and because of the COVID-19 pandemic, administrative salary increases for Fiscal Year 2021 were deferred pending a clearer view of the financial outlook. Current financial projections indicate that the College will meet or exceed budget expectations thus a recommendation will come before the Board in November to approve the retroactive raises to July 1, 2020. Mr. Galick also stated it is appropriate to process the deferred increases prior to the end of 2020 when the College is expected to fully implement the new ERP system.

Rob Galick reported out on the status of the ERP project. While small issues are being addressed, there is nothing at the moment to impact the go-live date. Payroll parallel test four was completed with 99% accuracy. Finance has 12 open issues, but none will impact going live. HCM acceptance testing began on Monday.

A training consultant was hired to prepare online modules to teach employees how to use the system. Employee training should begin later this month and into January. In addition, a request to purchase a Day 2 Services operator to help support users after go-live will come to the Board in November. This service will teach Harper's IT staff to do this support work.

Chair Pat Stack reviewed the status of the Board's goals to date: 1. Execute the 2020-2024 Strategic Plan (plan was launched in

September); 2. Monitor employee diversity to ensure Harper is a welcoming environment for all (monitoring IEMs); 3. Enhance distance learning programs (consultant recommendations are being reviewed); 4. Develop new partnerships and strengthen current relationships (several were listed); 5. Increase standards of risk management for the College (work is underway with a consultant); and 6. Review/update the Board Policy Manual to ensure compliance with state and federal statutes in collaboration with College leadership (on target for completion). The goals were approved at the August Board meeting and were designed to align with the President's Priorities.

Dr. Maria Coons reviewed the November 18 Board Packet.

Chair Stack asked the Board to respond to Dr. Coons as to their availability for the proposed January 13 Financial Workshop and Master Planning input session. There will also be a workshop in March, date to be determined.

FORMAL ACTIONS

There were no formal actions.

ADJOURNMENT

Member Kelley moved, Member Mundt seconded, adjournment at 6:45 p.m.

In a voice vote, motion carried.

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Chair

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Secretary