

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 6, 2024

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 Bill Kelley on Wednesday, November 6, 2024, at 5:00 p.m. in the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

Present: Members Diane Hill, Herb Johnson, Bill Kelley, Walt Mundt, Nancy Robb, and Pat Stack.

Absent: Member Greg Dowell and Student Trustee Liman Lei

Also present:

Mike Barzacchini, Director of Marketing Services; Dr. Dennis Baskin, Associate Provost of Student Affairs; Tony Butler, Director of Risk Management; Orlando Cabrera, Tech Support Specialist; Dr. Scott Cashman, Senior Manager Community, Career and Corporate Education; Meg Coney, Administrative Coordinator; Amanda Duval-Norwood, Chief Human Resources Officer; Rob Galick, EVP Finance and Administrative Services; Bob Grapenthien, Controller; Erika Hartman, Administrative Coordinator; Bob Hayley, Assistant Controller; Dr. Joanne Ivory, Dean of Career and Technical Programs; Dr. Tamara Johnson, Vice President, Diversity, Equity and Inclusion; Jeff Julian, Chief of Staff/Vice President of External Affairs; Rick Kellerman, Network Specialist; Dr. Derek Leiter, Dean of Health Careers; Matt McLaughlin, Director of Insights, Planning and Decision Support; Nancy Medina, Executive Director Facilities Management; Kristyn Meyer, Associate Executive Director Foundation; Regan Myers, Director, Infrastructure Services; Bob Parzy, Associate Provost, Enrollment Services; Gloria Plaza, Director, Business Operations and Security; Kim Pohl, Director of Communications; Kimberley Polly, Dean, Mathematics and Science; Jamie Riewerts, Dean of Liberal Arts; Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness; Dr. Michelé Smith, Vice President, Business Solutions; Anna Strati, Director, Institutional Research; Deann Surdo, Director of Outcomes Assessment and Institutional Effectiveness; Darice Trout, Senior Director, Workforce Solutions and Job Placement; Dr. Mark Wahlers, Interim Associate Provost Curriculum and Instruction; Dr. Ruth Williams, Provost; Riaz Yusuff, Chief Information Officer; Heather Zoldak, Chief Advancement Officer.

Guests: Hollis Hanson-Pollock, Crowe

PUBLIC COMMENTS

None.

DISCUSSION OF  
FOLLOW UP ITEMS

Bob Grapenthien presented the draft results of Harper's annual audit, conducted by Crowe, noting that the financial statement opinions were all unmodified "clean." He emphasized the significant amount of grant work Harper is involved in and expressed appreciation for the efforts of the grants department. The audited grants had no findings. Hollis Hanson-Pollock from Crowe confirmed that the audit was uneventful and that they expect to issue an unmodified opinion. She acknowledged that all requested evidence was provided, and all questions were addressed, thanking the finance, grants, and financial aid teams for their time and cooperation. Chair Bill Kelley thanked Trustees Greg Dowell and Herb Johnson for their stewardship of the Audit Committee.

Chief Information Officer Riaz Yusuff presented the annual IT updates, outlining the Tech Strategy for 2024-2028. He reported all Huron recommendations have been implemented. Mr. Yusuff also highlighted a few accomplishments under each of the six focus areas: Student Success, Analytics and Operational Excellence, Security and Risk Management, Staffing and Employee Services, Teaching and Learning, Digital Accountability including:

- Improved Student Portal (Ellucian Experience)
- FAFSA simplification and PCM removal
- Implementation of the AI Taskforce
- GLBA assessment and remediation efforts
- Two security tabletops completed
- Student Security Awareness Training
- New wireless infrastructure installed – over 500 Access Points
- Ongoing collaboration with ADS to review the digital accessibility of Harper's systems

The Technology Committee, part of Harper's shared governance system, is responsible for overseeing IT project approvals and prioritizing technology initiatives.

Mr. Yusuff mentioned that five summer interns were hired to work on various projects related to the IT strategy:

- AI acceptable use guidelines for employees/evaluate AI tools
- Network optimization
- Productionize Harper Information Technology Service Catalog
- Develop Ellucian Experience card for the Student Portal
- Student Cyber-Security Campaign
- Move SSRS reports to PowerBI

Trustee Walt Mundt thanked Riaz for a comprehensive report and suggested having Huron re-engage with the IT work plan to assess where Harper should be in relation to IT strategy. Chair Bill Kelley thanked Riaz for the great update.

Darlene Schlenbecker updated the Board on the ongoing strategic planning process, which is continuing to build on the dialogue sessions and data summits held in November. After the final November summit all data will be posted on the portal for employee review and feedback. The data aligns with one or more items identified in the 2024 SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis and is organized under the SOAR You Matter, We Care success framework. She reviewed the data elements, the dialogue session World Café format and process and showed examples of data elements and questions provided to participants. The Board will participate in the third dialogue session at the December COW meeting. The Strategic Planning Conference is February 27.

The Board appreciated the comprehensive process and was impressed with how many people were participating.

Chair Bill Kelley and President Dr. Avis Proctor provided updates on the five Board Goals and President's Priorities for 2024-2025.

Goal 1: Ensure continued progress on student success

- Fall 2023 – Spring 2024 Persistence Rate: 84.0%, an increase of 0.9 percentage point over last year's rate of 83.1%.
- Fall 2022 – Fall 2023 Persistence Rate: 69.3%, an increase of 0.6 percentage point over last year's rate of 68.7%.
- Credit Accumulation Full Time Students: Fall 2023 – current rate is 54.3% of full-time students earned 24 or more credits; comparable to the previous year of 54.7%
- Credit Accumulation Part time Students: Fall 2023 – current rate is 43.7% of part-time students earned 12 or more credits; an improvement of more than five percentage points over the previous year's rate of 38.3%
- Post Harper Student Employment/Earnings  
For FY2022, the percent of career credential earners with stable employment\* after one year stayed steady at 79.9%. For FY2022, the percent of career credential earners with stable employment who are earning a living wage\*\* after one year is 75.7%.

*\*stable employment is defined as having the same employer for three consecutive quarters*

*\*\*living wage for FY2022 = \$38,306*

Goal 2: Focus on employee diversity

- LEAD Faculty Fellows program continues to be an avenue for Harper to diversify our faculty. The eight LEAD fellows are making tremendous contributions across our college.
- Human Resources is strengthening the recruitment and retention process for new employees with a monthly New Employee Coffee event welcoming new employees to campus, and a new SOAR orientation to begin in November.

Goal 3: Focus on risk management

- Developing proactive solutions to mitigate risk around enrollment as well as emergencies and cybersecurity threats.

Goal 4: Execute the highest priority master plan projects

- Canning Student Center/University Center – groundbreaking on November 21.
- Business and Social Sciences Building (Buildings I & J) – groundbreaking Spring 2025
- Emergency Services Training Center – groundbreaking Spring 2025
- Athletic Fields RFQ issued and conducting soil borings

Goal 5: Execute an inclusive strategic planning process

- Dialogue Sessions have been held and Data Summits are in progress. At the December COW the Board will review Dialogue Session #3 – *The Changing Landscape of Community*. The Strategic Planning Conference will be held February 27, 2025.

Jeff Julian reviewed the November Board packet.

FORMAL ACTIONS

None.

ADJOURNMENT

Member Stack moved, Member Hill seconded, adjournment at 6:16 p.m.

In a voice vote, motion carried.

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Chair

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Secretary