

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, January 8, 2025

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, January 8, 2025 at 5:03 p.m. in of the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL

Present: Members Greg Dowell, Diane Hill, Herb Johnson, Bill Kelley, Nancy Robb, Pat Stack, and Student Member Liman Lei.

Late Arrival: Member Walt Mundt

Absent: none

Also present: Dr. Yolanda Barnes, Dean of Business and Social Sciences; Mike Barzacchini, Director Marketing Services; Norm Bemis, Fire Science Program Coordinator; Tony Butler, Director of Risk Management; Orlando Cabrera, Tech Support Specialist; Dr. Scott Cashman, Senior Manager, Community, Career and Corporate Education; Tom Cassell, Senior Manager, Business Development; 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 Career and Technical Programs; Dr. Tamara Johnson, Vice President of 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; Paige Nagy, Operations Manager; Robert Parzy, Associate Provost-Enrollment Services; Gloria Plaza, Director of Business Operations and Security; Kim Pohl, Director of Communications; Colleen Rice, Executive Assistant Board of Trustees; Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness; Dr. Michelé Smith, Vice President Workforce Solutions; Dr. Anna Strati, Director Institutional Research and Analytics; Deann Surdo, Director of Outcomes Assessment and Institutional Effectiveness; Brian Thomason, Director Client Systems; Darice Trout, Senior Director of Workforce Solutions and Job Placement; Dr. Ruth Williams, Provost.

Guests: Eric Knox, Citizen

PUBLIC COMMENTS

None

DISCUSSION OF
FOLLOW UP ITEMS

Dr. Proctor introduced Darlene Schlenbecker, Vice President of Planning, Research and Institutional Effectiveness, who reported on the FY2025 Operational Plan Goal Tasks. Schlenbecker presented the status of the tasks due December 2024, with 7 out of 10 tasks completed, 2 in progress/behind schedule, and 1 postponed.

Completed:

1. Incorporated HSI and AANAPISI status into marketing and communications
2. Cybersecurity and AI/Cloud Computing to be offered as dual credit
3. Reviewed/evaluated the FY2021-2024 Strategic Plan
4. Investigated diversity focused financial strategies
5. Developed a proposed student success model
6. Embedded a dual credit reception into high school open house
7. Developed updated professional learning opportunities on culturally responsive pedagogies

In Progress:

1. RFP for signage (January 2025)
2. Begin construction on Emergency Services Training Center (March 2025)

Postponed:

1. RFP for Bookstore –postponed to allow for broader input and discussion

The next update is planned for June 2025.

During the discussion, Chair Bill Kelley asked about the status on RFP for signage, to which Jeff Julian responded that it is related to wayfinding, considering construction and new buildings and consistency across campus. Dr. Proctor noted that more discussion is needed on the Bookstore task and identifying what students need.

Vice President of Workforce Solutions Dr. Michelé Smith was tasked by Dr. Proctor with expanding Harper's Facilities Rentals. Dr. Smith introduced Tom Cassell, Senior Manager of Business Development, who is helping lead the transition, asking for patience as progress is made, while noting the work already accomplished.

Cassell shared an update on efforts to maximize external revenue by renting out unused campus spaces. Key points included:

1. Traffic to the website is increasing, with spaces organized into four groupings, each detailed for easier navigation.

2. The process has shifted from a decentralized system to one with a clear accountability loop, ensuring all inquiries are addressed.
3. Marketing efforts are ongoing to drive more traffic to the landing page

The initiative has generated a 98.6% increase in room rental revenue from CY23 to CY24. It was also noted that no additional expenses were incurred to achieve growth.

When asked by Trustee Herb Johnson about balancing community service with revenue generation, Cassell explained that the goal is to find a balance, offering space for community groups while also ensuring revenue.

Different pricing categories are in place depending on the type of rental. The focus is on maximizing corporate revenue, through specialty spaces including the amphitheater, athletic fields, film lab, simulation lab, etc.

The overarching goal is to continue to grow the revenue and reinvest it back into the system, fostering stronger ties with the community while supporting campus growth.

Each year, Executive Vice President - Finance and Administrative Services Rob Galick presents the recommendation for Tuition and Fees. Galick shared that next month, the board will vote on proposed changes, which include three key components, all supported by the finance committee:

1. \$3 Base Tuition Rate Increase
2. \$20/course Distance Learning Fee Converted to \$3/credit hour Universal Fee (revenue neutral)
3. Eliminate the \$10/course Fast Track Fee.

This would result in a 1.9% Tuition increase. This places Harper College in the middle of the range compared to other community colleges. The finance committee acknowledged that the online learning fee, originally developed years ago, is now benefiting all students, not just those taking online courses. Therefore, the online learning fee will be incorporated into a new universal fee. The Universal Fee will impact all classes and students, making it more equitable since all students benefit from online learning infrastructure, regardless of whether they take online courses.

Various scenarios were shared to demonstrate the financial impact on students, with the increase in the universal fee and tuition combined. The goal is to ensure fairness, as previously, online students were charged more. This change makes the fee structure more equitable.

It was asked if faculty were supportive of these changes. Galick and Bob Grapenthien, Controller, noted that faculty members on the finance committee helped shape the proposal, agreeing that the changes would make the fee structure fairer. The fee system will now reflect the shift in how instruction is delivered (e.g., more virtual learning post-pandemic).

Student Trustee Lei shared that for students who can't travel to campus, the flexibility of online learning and the tuition adjustments are appreciated. Lei also pointed out that the combined \$3 tuition and \$3 universal fee increase equates to a 3.8% increase for in-person students.

The registration fee remains at \$15, and other fees will stay the same. Associate Provost Bob Parzy noted that Harper waives the application fee for students attending events, as an incentive and to reduce fraudulent applications.

Students will meet with the finance committee next to present their perspectives on these changes.

Jeff Julian reviewed the January Board Packet.

FORMAL ACTIONS

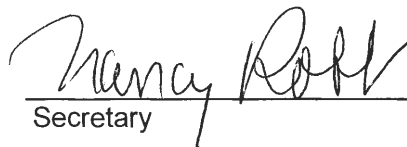
There were no formal actions.

ADJOURNMENT

Member Nancy Robb moved, Member Greg Dowell seconded, adjournment at 5:50 p.m.

In a voice vote, motion carried.


Chair


Secretary