

APPROVED

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**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois**

**MINUTES
REGULAR MEETING OF THE BOARD**

THURSDAY, NOVEMBER 6, 2003 – 9:00 A.M.

**District Office, City Colleges of Chicago
Board Room 300
226 West Jackson Boulevard, Chicago, Illinois**

Pursuant to provisions of the Public Community College Act, as amended, of the State of Illinois, and the Rules of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, the regular September 2003 meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, was held as scheduled on Thursday, November 6, 2003 at 9 a.m. in Board Room 300, District Office, City Colleges of Chicago, 226 West Jackson Boulevard, Chicago, Illinois, and was called to order at 9:25 a.m. by the Chairman.

PRESENT

BOARD MEMBERS: James C. Tyree, Chairman
James A. Dyson, Vice Chairman
Terry E. Newman, Secretary
Ralph G. Moore
Rudy R. Mendez
Elliott Johnson, Student Trustee
Regina M. Hawkins, Assistant Board Secretary

ABSENT

BOARD MEMBERS Rev. Albert D. Tyson, III
Nancy J. Clawson

PRESENT

CCC STAFF: Wayne D. Watson, Chancellor

Yolande Bourgeois, General Counsel
Dolores Javier, Treasurer

Vice Chancellors: Abe Eshkenazi
William Donahue
Maritza Marrero
Maria Moore
Claudine Jones
Michael Mutz

Presidents: Zerrie Campbell
Craig Washington
Nancy DeSombre
Phoebe K. Helm
Charles Guengerich
*Clyde El-Amin
Sylvia Ramos

* Interim Position

The Chairman declared a quorum was present.

**(24067) ASSESSMENT PRESENTATION – Presented by Dr. Cecilia Lopez,
Vice President, Academic Affairs,
Harold Washington College**

**STRATEGIC PLANNING PROCESS – Presented by Marguerite Boyd,
Vice President, Academic and
Student Affairs, Truman College**

**STRATEGIC FINANCIAL PLANNING–Presented by Vice Chancellor
Abe Eshkenazi
Finance Department,
District Office**

**(24068) REPORT OF THE CHANCELLOR- Presentation, honoring the “2003
Shorebank Scholarship Recipients to attend City Colleges of Chicago**

(24069) COMMITTEE REPORT – HUMAN RESOURCE SERVICES

The meeting of the Board Committee on Human Resources was held on Tuesday, November 4, 2003. Committee Chair Rudy Mendez called the meeting to order at 9:54 Chairman Tyree called the meeting to order at 9:45 a.m. Chairman Tyree motioned for approval of the September 3, 2003 minutes and the minutes were approved by a unanimous vote of the six voting Board members.

During the meeting it was reported that:

The Fall 2003 semester was off to a good start with 1,406 lectureship assignments processed. In total, there were 2,231 documents processed in September.

Thirty-nine new full-time faculty members were hired in September. After their orientation, the Office of Human Resources began implementing new plans to recruit more faculty for the Spring semester. A Faculty Career Fair will be held at Malcolm X College on October 16 to recruit full-time and part-time candidates for the Spring and Fall semesters of 2004.

Also, the Office of Human Resources is coordinating efforts to attend the Hispanic Association of Colleges and Universities' conference in mid-October. An employment fair is a part of the conference and the City Colleges will have a strong presence at both the conference and the fair. Staff assisted with the development of recruiting materials to attract a diverse group of candidates.

A barrage of registration activity was received by the Staff Development Academy for the fall course line-up at the City's Department of Personnel. Also, requests were received from college administrators for customer service and diversity training for their staffs. Additionally, the SDA initiated the CCC District-wide Leadership Institute which was established to identify, train, and certify staff in the area of Quality Improvement. There will be a Quality Improvement Associate Certification examination at the end of the course. Approximately 50 individuals will be selected by the Officers of the District to participate in this human capital investment program.

On motion by Dyson, seconded by Tyson, Trustee Rudy Mendez called for closed session at 10:25 a.m. Closed session ended at 10:39 a.m. and the open meeting reconvened at 10:40 a.m. The Human Resource Committee meeting adjourned at 10:41 a. m.

(24070) COMMITTEE REPORT – ACADEMIC AFFAIRS & STUDENT SERVICES

The Board Committee on Academic and Student Services met on Tuesday, November 4, 2003 to hear staff reports.

Staff Reports:

WYCC: WYCC has developed a direct microwave link from the Northwestern campus to their transmitter site at the Hancock Center, moving the News broadcast time to 6:30 p.m. on Fridays. Opportunities for additional program collaboration and fundraising with Northwestern are being discussed.

A new district-wide team is focusing on marketing opportunities within the high school football and basketball championships to be broadcast on WYCC.

Preparation for our Great Books Town Hall Meeting to be produced at Malcolm X College on Tuesday December 4th is underway. The full district collaboration for next semester's Racism project has begun.

Kennedy King alum, Dempsey Travis is the subject of this month's salute with Lorenzo Padron, a graduate of Harold Washington, the subject for December.

Competitive Grants: Associate Vice Chancellor Bill McMillan delivered the Fiscal Year 2003 Cumulative Report of Grants, Contracts and Gifts and presented the Prospectus on the Competitive Grants Initiative prepared by the Academic Affairs Office of Grants and Contracts. The Report's Summary noted that of 127 competitive grant submissions, 89 were funded, for a funding rate of 70%. The Prospectus detailed activities to increase the number of successful grant and contract proposal submissions. The Chancellor and the Board recommended that the Office of Grants and Contracts re-evaluate the Prospectus and submit a revision to the Board at the next meeting with one or more alternate recommendations.

Other: Daley College President Sylvia Ramos reported CCC and the International Brotherhood of Electrical Workers (IBEW) have entered into an exclusive partnership that allows electrician apprentices to earn an Associate in Applied Science (A.A.S.) degree from Daley College while completing their technical training. The program is also available to current IBEW Local Union 134 members. Building on this partnership program, Daley College, the union and other partners are currently involved in a global effort to create a standardized vocational training program for the electrical construction industry.

(24071) **COMMITTEE REPORT – FINANCE, OFFICE OF INFORMATION TECHNOLOGY & ADMINISTRATIVE SERVICES**

Office of Finance Report

- The Projected Operating Cash Flow for fiscal year ended June 2004 was included in the board packet.
- The summary of investments and the listing of bank and depository accounts maintained as of September 2003 were included in the board packet.
- The third quarter investment report from Weiss, Peck & Greer were included in the board packet.
- The following resolutions were presented for board approval:
 - 1C – Authorization for transfer of funds for the Public Community College Act.
 - 1D – Indication of changes to the depository accounts authorized signatures for the District and all authorized signatures.
- The following Agreement matters were presented for board approval:
 - 4D– Amendment to College Bookstore Operations Agreements.
All Colleges (board report 23999)
 - 4E – Internal Audit Services from Washington, Pittman and McKeever.
District Office – Not to Exceed \$300,000.00
 - 4F – Training and Counseling Services with the Scholarship and Guidance Association.
Truman Middle College - \$45,000.00
 - 4G– Ongoing ACT Testing.
All Colleges - \$7,200 plus approximately \$4.00 per student
 - 4H – Elevator Repairs.
Kennedy King, Truman, Wright Colleges - \$99,375.00 (GOB)
 - 4I – Women’s Head Coaching Agreement for the Basketball and VolleyBall Season.
Olive-Harvey College - \$15,000.00
- The following Purchasing matters were presented for board approval:
 - 6A – Professional Development Conference.
Harold Washington College - \$23,416.00
 - 6B – B.E.S.T. Tests for ESL Students in Adult Education.
All Colleges - \$90,000.00 (estimated)
 - WalkOn – Purchase of Commercial Insurance from A.J. Gallagher.
(presented by Risk Manager Ralph Passarelli)
- Updates were given on the Auditor’s Report, Adult Education Restricted Funding and the Equalization Task Force.

Office of Information Technology

- A review of the PeopleSoft budget allocations was included in the board packet.
- During the month of October, the PeopleSoft Project Management office developed a detail project charter and conducted a workshop for the Colleges functional advisors and OIT technical advisors. A second workshop was conducted on PeopleSoft Academic Structure.
- The following Purchasing Matters were presented for Board approval:
 - 4A – PeopleSoft Software Licenses, Maintenance, Training and Installation Services.
District Office OIT - \$218,026.00
 - 4B – Oracle Software License.
District Office, OIT - \$73,239.00
 - 4C – Foster Group Professional Consulting Services.
District Office, OIT \$300,000.00
- The following Purchasing Matter was presented for Board approval:
 - 6C – DRA Library Services – SIRSI Corporation.
All Colleges - \$22,500.00 (final payment)

Office of Administrative Services

- The following Purchasing Matter was presented for Board approval:
 - 4H – Amtech Elevator Agreement.
Wright College, Truman College and Kennedy King College - \$99,375.00
- First quarter numbers for MBE/WBE has improved from previous years.
- The new Kennedy King project is on schedule. The Foundation package was received from the PBC and will be awarded at the next PBC Board meeting.
- A better parking arrangement has been negotiated with CPS Parking. The new arrangement will reduce the costs for the District Office travel budget by 20%.

24072 CONSIDERATION OF MINUTES, REGULAR MEETING – November 6, 2003

On motion by Moore, seconded by Mendez, the minutes of November 6, 2003, regular meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, were approved as submitted by a unanimous affirmative voice vote of the five voting members present. The student member cast an affirmative advisory vote.

24073 INCREASE IN ADMINISTRATIVE FEES FOR DENTAL PLAN

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24073, incorporated by reference, increase in administrative fees for dental plan was placed in the omnibus and adopted by omnibus motion.

24074 INCREASE IN ADMINISTRATIVE FEES FOR FLEXIBLE SPENDING ACCOUNT PLAN

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24074, incorporated by reference, increase in administrative fees for flexible spending account plan was placed in the omnibus and adopted by omnibus motion.

24075 DECREASE IN RATE FOR LIFE INSURANCE PLAN

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24075, incorporated by reference, decrease in rate for life insurance plan was placed in the omnibus and adopted by omnibus motion.

24076 AUTHORIZING TRANSFER OF FUNDS

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24076, incorporated by reference, authorizing transfer of funds was placed in the omnibus and adopted by omnibus motion.

24077 INVESTMENT AND DEPOSITORY POLICIES [ARTICLE V, SECTION 5.4.4 AND APPENDIX 29]

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24077, incorporated by reference, investment and depository policies [article v, section 5.4.4 and appendix 29] was placed in the omnibus and adopted by omnibus motion.

24078 PERSONNEL REPORT GENERAL/FUNDED

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24078, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24079 LECTURESHIPS AND FACULTY OVERTIME ASSIGNMENTS

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24079, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24080 CONTINUING EDUCATION ASSIGNMENTS SUMMARY

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24080, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24081 RESOURCE DEVELOPMENT

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24081, incorporated by reference, concerning new proposals/grants, was placed in the omnibus and adopted by omnibus motion.

24082 PEOPLESOFT SOFTWARE LICENSES, SOFTWARE MAINTENANCE SERVICES, TRAINING SERVICES AND INSTALLATION SERVICES, OFFICE OF INFORMATION TECHNOLOGY, DISTRICT OFFICE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24082, incorporated by reference, authorizing approval of a contract with PeopleSoft to provide three software licenses not to exceed \$122,688.00, and to provide training, installation and professional services not to exceed \$71,800.00 resulting in a total cost not to exceed \$219,026.00 was placed in the omnibus and adopted by omnibus motion.

24083 ORACLE SOFTWARE LICENSE, OFFICE OF INFORMATION TECHNOLOGY, DISTRICT OFFICE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24083, incorporated by reference, authorizing approval of a one year contract with Oracle to provide the necessary perpetual licenses, and one year of support for software updates and maintenance services at a total cost of \$73,239.95 was placed in the omnibus and adopted by omnibus motion.

24084 THE FOSTER GROUP, PROFESSIONAL CONSULTANT SERVICES OFFICE OF INFORMATION TECHNOLOGY, DISTRICT OFFICE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24084, incorporated by reference, authorizing approval of a contract with the Foster Group for professional consulting services at a total cost not to exceed \$300,000.00 was placed in the omnibus and adopted by omnibus motion.

24085 ADMENDMENT COLLEGE BOOKSTORE OPERATIONS AGREEMENTS, ALL COLLEGES (AMEND BOARD REPORT #23999, DATED SEPTEMBER 4, 2003

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24085, incorporated by reference, authorizing approval of a contract with Beck's Bookstore, Inc. to provide college bookstore operation services for the five-year period from September 5, 2003 through September 4, 2008.

24086 INTERNAL AUDIT SERVICES, DISTRICT OFFICE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24086, incorporated by reference, authorizing approval of a contract with Washington, Pittman and McKeever (WPM), Chicago, IL to provide the necessary internal audit services on an as-needed basis through June 30, 2004 at a rate of \$95.00 per hour for an amount not to exceed \$300,000.00.

24087 TRAINING AND COUNSELING SERVICES, SCHOLARSHIP AND GUIDANCE ASSOCIATION TRUMAN MIDDLE COLLEGE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24087, incorporated by reference, authorizing approval of a contract with Scholarship and Guidance Association, Chicago, IL to provide the necessary counseling and training services during the period of July 1, 2003 through June 30, 2004 in the total amount of \$45,000.00 was placed in the omnibus and adopted by omnibus motion.

24088 ACT TESTING, ALL COLLEGES (AMEND BOARD REPORT #23470, DATED OCTOBER 3, 2003 – ADOPTED 10-3-2002)

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24088, incorporated by reference, authorizing approval of a contract with ACT to provide both forms of testing services to all colleges for Fiscal Year 2004, was placed in the omnibus and adopted by omnibus motion.

24089 ELEVATOR REPAIRS, KENNEDY-KING, TRUMAN AND WRIGHT COLLEGES (AMENDMENT TO BOARD REPORT #23847, JUNE 12, 2003)

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24089, incorporated by reference, authorizing approval of a contract with Amtech Elevator Company, Chicago, IL for elevator maintenance and repairs at Kennedy-King, Truman and Wright Colleges for \$99,375.00 was placed in the omnibus and adopted by omnibus motion.

24090 WOMEN'S 2003-2004 HEAD COACHING AGREEMENT, OLIVE-HARVEY COLLEGE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24090, incorporated by reference, authorizing approval of a contract with Lisa Thomas to perform the services of the Olive-Harvey College Basketball and volleyball Team Head Coach for the 2003-2004 regular season in an amount not to exceed \$15,000.00 was placed in the omnibus and adopted by omnibus motion.

24091 RENEWAL OF COMMERCIAL INSURANCE POLICIES FOR ALL COLLEGES AND DISTRICT OFFICE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24091, incorporated by reference, authorizing approval of a renewal of insurance policies for a period of one year with Arthur J. Gallagher & Co. in the amount of \$740,116.00 was placed in the omnibus and adopted by omnibus motion.

24092 LEGAL INVOICES

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24092, incorporated by reference, approving payment in the amount of \$31,559.20 was placed in the omnibus and adopted by omnibus motion.

24093 PROFESSIONAL DEVELOPMENT CONFERENCE, INTERGOVERNMENTAL EXECUTIVE DEVELOPMENT PROGRAM, WASHINGTON COLLEGE

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24093, incorporated by reference, approves the issuance of purchase orders in the total estimated amount of \$23,416.00 to Harrison Conference Center, Lake Bluff, Illinois in the payment for the Executive Development Program Conference to be held on December 10-12, 2003 and June 2-4, 2004 was placed in the omnibus and adopted by omnibus motion.

24094 B.E.S.T. TESTS FOR ADULT EDUCATION PROGRAMS, ALL COLLEGES

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24094, incorporated by reference, approves the issuance of annual purchase orders to the above publisher on an as-needed basis in accordance with ICCB grant allocations, with each college issuing its own purchase order for the literacy test booklets and materials during FY2004 was placed in the omnibus and adopted by omnibus motion.

24095 SIRSI CORPORATION, DRA LIBRARY SERVICES, ALL COLLEGES

On motion by Moore, seconded by Mendez, the foregoing Board Report No. 24095, incorporated by reference, approves a purchase order in the amount of \$22,544.49 for final DRA library services to the Sirsi Corporation was placed in the omnibus and adopted by omnibus motion.

24096 CONSULTANT & PROFESSIONAL SERVICES - MONTHLY SUMMARY; PAYMENTS APPROVED BY THE CHANCELLOR (UP TO \$10,000)

This information report was received and placed on file.

24097 CONSULTANT & PROFESSIONAL SERVICES - MONTHLY SUMMARY; PAYMENTS APPROVED BY THE OFFICERS OF THE DISTRICT (UP TO \$5,000)

This information report was received and placed on file.

24098 CLILNICAL AND TRAINING AGREEMENTS - MONTHLY SUMMARY AGREEMENTS APPROVED BY THE COLLEGE PRESIDENTS

This information report was received and placed on file.

24099 HUMBOLDT PARK VOCATIONAL EDUCATION CENTER OF WRIGHT COLLEGE HOSTS BREAKFAST FOR KELVIN PARK HIGH SCHOOL WORKFORCE DEVELOPMENT GRADUATES - WRIGHT COLLEGE

This information report was received and placed on file.

25000 THIRD ANNUAL DISTRICT-WIDE STUDENT LEADERSHIP CONFERENCE, CITY COLLEGES OF CHICAGO

This information report was received and placed on file.

25001 COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) TESTING PROGRAM, CITY COLLEGES OF CHICAGO

This information report was received and placed on file.

25002 CERTIFIED NURSE ASSISTANCE TRAINING PROGRAM, WASHINGTON COLLEGE

This information report was received and placed on file.

25003 ADJUNCT FACULTY ORIENTATION, WASHINGTON COLLEGE

This information report was received and placed on file.

25004 "CONQUERING LIFE'S CHALLENGES" 2003 GALA, WASHINGTON COLLEGE

This information report was received and placed on file.

25005 UNIVERSITY OF CHICAGO HOSPITAL ACADEMY, WASHINGTON COLLEGE

This information report was received and placed on file.

25006 BROWN & WHITE COMMUNITY FORUM, MALCOLM X COLLEGE

This information report was received and placed on file.

25007 DELEGATION OF UNIVERSITY CHANCELLORS FROM NIGERIA, MALCOLM X COLLEGE

This information report was received and placed on file.

25008 EMPOWERING YOUTH INTO THE NEW MILLENNIUM, MALCOLM X COLLEGE

This information report was received and placed on file.

25009 NATIONAL INSTITUTES OF HEALTH PRESENTATION, OLIVE-HARVEY COLLEGE

This information report was received and placed on file.

25010 TRAINING THROUGH THE CORPORATION FOR SUPPORTIVE HOUSING, WRIGHT COLLEGE

This information report was received and placed on file.

**25011 TRAINING THROUGH THE DEPARTMENT OF PLANNING AND DEVELOPMENT,
WRIGHT COLLEGE**

This information report was received and placed on file.

**25012 SECRETARY OF STATE LITERACY GRANT AWARDED TO FREEMAN SEATING,
WRIGHT COLLEGE**

This information report was received and placed on file.

25013 \$59,000 TIF GRANT AWARDED TO FREEMAN SEATING, WRIGHT COLLEGE

This information report was received and placed on file.

250014 TIME AND STRESS MANAGEMENT SEMINAR, WRIGHT COLLEGE

This information report was received and placed on file.

**25015 HOSTS CONFERENCE ON PREPARING LEARNING-CENTERED FACULTY FOR
THE 21ST CENTURY, WRIGHT COLLEGE**

This information report was received and placed on file.

25016 ALUMNUS WRITER, JOHN FOUNTAIN, WRIGHT COLLEGE

This information report was received and placed on file.

25017 FACULTY COUNCIL UPDATE

This information report was received and placed on file.

OMNIBUS MOTION

On motion by Moore, seconded by Mendez, the foregoing Board Reports and Resolutions from No. 24067 to No. 25017, were ordered to final vote and declared adopted by a unanimous affirmative voice vote of five voting members present. The student member cast an affirmative advisory vote.

NO CLOSED SESSION

ADJOURNMENT

On motion by Newman, seconded by Mendez, the November 6, 2003 regular meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, was adjourned at 11:05 a.m. by a unanimous affirmative voice vote of the five voting members present.

**Terry E. Newman
Secretary**