

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, OCTOBER 9, 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, October 9, 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 9:20 a.m. by the Chairman.

PRESENT

BOARD MEMBERS: James C. Tyree, Chairman
James A. Dyson, Vice Chairman
Terry E. Newman, Secretary
Rev. Albert D. Tyson, III
Elliott Johnson, Student Trustee
Regina M. Hawkins, Assistant Board Secretary

ABSENT

BOARD MEMBERS Ralph G. Moore
Rudy R. Mendez
Nancy J. Clawson

PRESENT

CCC STAFF: Wayne D. Watson, Chancellor

Yolande Bourgeois, General Counsel

Vice Chancellors: Abe Eshkenazi
Deidra Lewis
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.

(24031) COLLEGE REPORT (Truman College)

President Helm introduced Mr. Anthony Gamboa, and Ms. Edie Carroll who informed the Board on how City Colleges of Chicago are meeting the needs of the Latino Students. This testimony would be presented October 16, 2003, at the Latino Caucus Hearing.

(24032) REPORT OF THE CHANCELLOR

Seamless Connection Agreement for Accounting and Dual Admissions Agreement between City Colleges of Chicago and DeVry University. Students who meet the admissions requirements for DeVry University and who formally request dual admissions will be simultaneously admitted to one of the City Colleges of Chicago and DeVry University. Dual admissions are available to City Colleges of Chicago students planning to complete their baccalaureate degrees at DeVry University.

(24033) COMMITTEE REPORT – HUMAN RESOURCE SERVICES

The meeting of the Board Committee on Human Resources was held on Tuesday, October 7, 2003. 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.

**** (24034) COMMITTEE REPORT – ACADEMIC AFFAIRS & STUDENT SERVICES**

The meeting of the committee on Academic and Student Services was held on Tuesday, October 7, 2003. Committee Chair, Rev. Albert D. Tyson, III called the meeting to order at 9:20 a.m. Rev. Tyson motioned for approval of the September 3, 2003 minutes and the minutes were approved by a unanimous vote of the six voting Board members.

STAFF REPORTS:

WYCC: WYCC is providing program licensing and recording assistance to Chicago Public Schools for educational programs available through the Annenberg project.

The station assisted the Irish American Heritage Center with even promotion and NORBIC (Chicago based economic development organization) with video production for their public service award to Fire Commissioner James Joyce.

The station will salute Mary Denson, a graduate of Malcolm X College and publisher of the Windy City Word, in October and Dempsey Travis in November.

Two Board Actions for professional services agreements were tabled for further discussion.

Grants Received for 03: Vice Chancellor Lewis shared a summary report on the grants we have received during fiscal year 2003 which reflects our efforts to solicit external grants from federal, state and local agencies as well as private foundations. 125 grants were written in fiscal year 03 and were awarded 87 from which we received \$18.6 million. We solicited and received 3 types of grants: Gifts, Entitlement grants from ICCB and Competitive grants. It was noted that proposals are written with a skeleton staff of full-time administrators, part-time staff, faculty and a small cadre of grant writers.

Vice Chancellor Lewis referred the Board to item 4H in their Board packet under agreements for consideration of a contract for Dr. Isidro Lucas who was instrumental in our receiving \$1.2 million last year. Dr. Lucas has written grants for both the district office and two of the colleges. A detailed report will be provided next month.

Chairman Tyree requested a plan be developed and presented at the next Board Committee meeting that reflects the number of grants available and what resources are needed to acquire them.

(24035) COMMITTEE REPORT – FINANCE, OFFICE OF INFORMATION TECHNOLOGY & ADMINISTRATIVE SERVICES

The meeting of the Board Committee on Finance was held Tuesday, October 7, 2003. The meeting was called to order by committee Chair, Trustee Nancy Clawson at 10:40 a.m. Trustee Clawson motioned for approval of the September 3, 2003 and the minutes were approved by a unanimous vote of the six voting Board members.

**** Please notice date correction**

STAFF REPORTS:

OFFICE OF FINANCE :

Vice Chancellor Abe Eshkenazi reported the following status to the Board:

- 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 accounts 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 – Amendment to the operation manual affecting guidelines for meeting and travel conferences
 - 1E – Authorization to amend the rules for the depositories for Board funds
- The following Agreement matters were presented for board approval:
 - 4C – Docutech Maintenance Agreement.
\$18,900.00
 - 4D – Dual Admissions Agreement at DeVry University
 - 4F – Public Passenger Chauffer Training Institute
\$180,000.00
 - 4E – Center for Distance Learning
\$180,000.00 (*pulled from consideration*)
- Michael Mutz, Vice Chancellor of Development presented an update on Foundation Development.

OFFICE OF INFORMATION TECHNOLOGY:

Vice Chancellor Claudine Jones reported the following:

- The Millennium Library project from Innovative Interfaces went live at the libraries on September 15th. OIT is in the process of completing the On-line catalog, printing and access to outside resources. This will be completed by the end of October.
- The new district website was launched which included an improved financial aid section, a new faculty and staff union contract information area and on-line registration for the CCC Faculty Job Fair.
- Technical services were performed on the district and local college networks which included and upgrade to the SPAS server controller at Malcolm X, a separate academic network at Wright college and an upgraded security authentication services for district dial-in.
- Self-service for employees on the PeopleSoft Human Resource System is being tested.
- The student administration system project is on schedule and within budget.

OFFICE OF ADMINISTRATIVE SERVICES:

Vice Chancellor William Donahue presented the following Agreements for Board approval:

- The following agreements were presented to the Board for approval:
 - 6A – To Specialty Floors Inc. to refinish, seal and paint gym floor.
\$24,325.00 – *Malcolm X College*
 - 6B – For repair, cleaning and replacement of 32 extension flues for the 32 roof top HVAC units by Anchor Mechanical Inc.
\$38,500.00 – *Truman College*
- All colleges have been alerted of the continued garbage strike. Administrative Services has been in contact with the City to see if City Colleges can gain some assistance in case the strike is protracted.
- A better parking agreement has been arranged with CPS Parking. The new arrangement will reduce the costs for the District Office travel budget by approximately 20% and reduce the usual parking fee by \$6.00.

24036 CONSIDERATION OF MINUTES, REGULAR MEETING – September 4, 2003

On motion by Tyson, seconded by Newman, the minutes of September 4, 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 four voting members present. The student member cast an affirmative advisory vote.

24037 CONSIDERATION OF MINUTES, SPECIAL MEETING AND PUBLIC HEARING – September 23, 2003

On motion by Tyson, seconded by Newman, the minutes of September 23, 2003, special 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 four voting members present. The student member cast an affirmative advisory vote.

24038 RENEWAL AND NON-RENEWAL OF NON-TENURED FACULTY CALENDAR YEAR APPOINTMENTS

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24038, incorporated by reference, renewal and non-renewal of non-tenured faculty was placed in the omnibus and adopted by omnibus motion.

24039 ADOPTION OF POLICY TO PROVIDE DOMESTIC PARTNER HEALTH AND BEREAVEMENT LEAVE BENEFITS

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24039, incorporated by reference, adoption of policy to provide domestic partner health and bereavement leave benefits was placed in the omnibus and adopted by omnibus motion.

24040 RESOLUTION AUTHORIZING TRANSFER OF FUNDS

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24040, incorporated by reference, authorizing the Board to transfer various funds in accordance with the Public Community College Act 110ILCS 805/7-15, was placed in the omnibus and adopted by omnibus motion.

24041 RESOLUTION: AMEND THE RULES FOR THE MANAGEMENT AND GOVERNMENT - INVESTMENT & DEPOSITORY POLICIES [Article V, Section 5.4.4 and Appendix 29]

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24041, incorporated by reference, authorizing the designation of authorized signatures for depositories of Board Funds, was placed in the omnibus and adopted by omnibus motion.

24042 AMEND CITY COLLEGES OF CHICAGO OPERATIONS MANUAL

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24042, incorporated by reference, amending section 7.00 (B) and Appendix 32 of the Operations Manual, was placed in the omnibus and adopted by omnibus motion.

24043 RESOLUTION: AMEND THE RULES FOR THE MANAGEMENT & GOVERNMENT OF THE CITY COLLEGES OF CHICAGO

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24043, incorporated by reference, amending Article II, Section 2.8: Appointment of Other Officers, was placed in the omnibus and adopted by omnibus motion.

24044 PERSONNEL REPORT – GENERAL/FUNDED

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24044, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24045 PERSONNEL REPORT – LECTURESHIPS & FACULTY OVERTIME ASSIGNMENTS

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24045, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24046 PERSONNEL REPORT – CONTINUING EDUCATION ASSIGNMENTS SUMMARY

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24046, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

24047 RESOURCE DEVELOPMENT, CITY COLLEGES OF CHICAGO

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24047, incorporated by reference, concerning new proposals/grants, continuation grants, amendments and gifts, was placed in the omnibus and adopted by omnibus motion.

24048 RESOURCE DEVELOPMENT, SUPPLEMENTAL, CITY COLLEGES OF CHICAGO

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24049, incorporated by reference, concerning new proposals/grants, was placed in the omnibus and adopted by omnibus motion.

24049 WYCC-TV PROFESSIONAL SERVICES AGREEMENT, HARMAN INTERACTIVE

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24049, incorporated by reference, authorizing approval of a WYCC-TV professional service agreement with Harmon Interactive for professional services in an amount not to exceed \$24,000 for the period of November 2003 through October 2004, was placed in the omnibus and adopted by omnibus motion.

24050 DOCUTECH MAINTENANCE AGREEMENT; WRIGHT COLLEGE

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24050, incorporated by reference, authorizing approval of a maintenance agreement with Certus One for the maintenance and service of the Xerox Docutech NP-135 at Wright college, in an amount not to exceed \$18,900 for the period of October 2003 through September 30, 2004, was placed in the omnibus and adopted by omnibus motion.

24051 DUAL ADMISSIONS AGREEMENT; SEAMLESS CONNECTIONS AGREEMENT FOR ACCOUNTING; DEVRY UNIVERSITY AND CITY COLLEGES OF CHICAGO

On motion by Newman, seconded by Dyson, the foregoing Board Report No. 24051, incorporated by reference, authorizing approval of the Dual Admissions Agreement and the Seamless Connection Agreement for Accounting with DeVry University, was placed in the omnibus and adopted by omnibus motion.

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24052, incorporated by reference, authorizing approval of a professional service agreement with Asia Driving School, Chicago, IL, A-Orland Park Driving School, Orland Park, IL and Capital Driving School, Evanston, IL for professional services in an estimated cost of \$18,000 for the period of October 2003 through September 30, 2004, was placed in the omnibus and adopted by omnibus motion.

24053 PROFESSIONAL CONSULTANT SERVICES, OFFICE OF INFORMATION TECHNOLOGY; DISTRICT OFFICE

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24053, incorporated by reference, authorizing approval of a contract with SDI for professional consultant services in an amount not to exceed \$275,000.00 for the period of November 12, 2003 through May 11, 2004 with an option to renew, was placed in the omnibus and adopted by omnibus motion.

24054 PROFESSIONAL CONSULTANT SERVICES, OFFICE OF ACADEMIC AFFAIRS, PLANNING AND RESEARCH; CITY COLLEGES OF CHICAGO

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24054, incorporated by reference, authorizing approval of a contract with Dr. Isidro Lucas for professional consultant services in an amount not to exceed \$15,050.00 for the period of October 1, 2003 through July 31, 2004, was placed in the omnibus and adopted by omnibus motion.

24055 PAYMENT OF INVOICES

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24055, incorporated by reference, approving payment of attorney/legal fees totaling \$52,858.62, was placed in the omnibus and adopted by omnibus motion.

24056 GYMNASIUM FLOOR REFINISHING; MALCOLM X COLLEGE

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24056, incorporated by reference, approving the issuance of purchase orders to Specialty Floors totaling \$24,325.00, to complete the gymnasium floor refinishing work at Malcolm X College, was placed in the omnibus and adopted by omnibus motion.

24057 REPLACEMENT OF FLUE EXTENSION ON 32 ROOFTOP HVAC UNITS; PHASE 1 BUILDING; TRUMAN COLLEGE

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24057, incorporated by reference, approving the issuance of purchase orders to Anchor Mechanical, Inc. totaling \$38,500.00, for the replacement of flue extensions on 32 rooftop HVAC units of Phase I building at Truman College, was placed in the omnibus and adopted by omnibus motion.

24058 CONSULTANT & PROFESSIONAL SERVICES – MONTHLY SUMMARY PAYMENTS APPROVED BY THE OFFICERS OF THE DISTRICT (UP TO \$5,000)

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24058, incorporated by reference, authorizing approval of payment of consultant and professional service fees, was placed in the omnibus and adopted by omnibus motion.

24059 CONSULTANT & PROFESSIONAL SERVICES – MONTHLY SUMMARY PAYMENTS APPROVED BY THE CHANCELLOR (UP TO \$5,000)

On motion by Newman, seconded by Tyson, the foregoing Board Report No. 24059, incorporated by reference, authorizing approval of payment of consultant and professional service fees, was placed in the omnibus and adopted by omnibus motion.

24060 CLINICAL & TRAINING AGREEMENTS- MONTHLY SUMMARY AGREEMENTS APPROVED BY THE COLLEGE PRESIDENTS

This information report was received and placed on file.

24061 VOTER REGISTRATION CAMPAIGN – CITY COLLEGES OF CHICAGO

This information report was received and placed on file.

24062 HIV PROGRAM – WRIGHT COLLEGE

This information report was received and placed on file.

24063 SUMMIT ON LONG-TERM CARE – WRIGHT COLLEGE

This information report was received and placed on file.

24064 SUMMER SYMPHONY CONCERT – WRIGHT COLLEGE

This information report was received and placed on file.

24065 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.

24066 FACULTY COUNCIL UPDATE

This information report was received and placed on file.

OMNIBUS MOTION

On motion by Newman, seconded by Tyson, the foregoing Board Reports and Resolutions from No. 24038 to No. 24066, with the exception of item 2D, 4B and 4E have been withdrawn, except as shown to have been disposed of by special action, were ordered to final vote and declared adopted by a unanimous affirmative voice vote of four voting members present. The student member cast an affirmative advisory vote.

**October 9, 2003
Regular Meeting**

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Before the Chairman adjourned the meeting, Rev. Albert Tyson, III commented on the resignation of Paula Bridges, Director of Public Relations and Marketing and thanked her for her contributions to City Colleges of Chicago and the guidance she provided to one of his family members.

Chancellor Watson also thanked Paula for her contributions to the District and informed the Board that Paula would be pursuing her career in media relations. Chancellor Watson also asked Paula to address the Board with her comments.

ADJOURNMENT

On motion by Newman, seconded by Tyson, the October 9, 2003 regular meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, was adjourned at 10:23 a.m. by a unanimous affirmative voice vote of the four voting members present.

**Terry E. Newman
Secretary**