

26543

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

MINUTES
REGULAR MEETING OF THE BOARD
THURSDAY, JANUARY 6, 2005 - 9:00 A.M.

District Office
226 W. Jackson Blvd., Room 300
Chicago, Illinois 60606

Pursuant to provisions of the Public Community College Act, as amended, of the State of Illinois, County of Cook, the regular meeting of the Board of Trustees of Community College District No. 508, as scheduled on Thursday, January 6, 2005 at 9:00 a.m. was held at District Office, 226 W. Jackson Blvd, Room 300, Chicago, Illinois 60606, and was called to order at 9:20a.m.

PRESENT

BOARD MEMBERS: James C. Tyree, Chairman
Terry E. Newman, Secretary
Rev. Albert D. Tyson, III
Nancy J. Clawson
Tonya Cody-Robinson, Student Trustee

ASSISTANT BOARD SECRETARY Regina M. Hawkins

ABSENT

BOARD MEMBERS: James A. Dyson, Vice Chairman
Ralph G. Moore
Rudy R. Mendez

PRESENT

CCC STAFF: Wayne D. Watson, Chancellor
Yolande Bourgeois, General Counsel
Dolores Javier, Treasurer

VICE CHANCELLORS: Abe Eshkenazi
William Donahue
Deidra Lewis
Claudine Jones
Michael Mutz
Xiomara Cortes-Metcalf

PRESIDENTS: Zerrie Campbell
Valerie Roberson
Marguerite Boyd
*John Wozinak
Charles Guengerich
*Clyde El-Amin
Sylvia Ramos

* Interim Position

The Chairman declared a quorum was present.

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CHANCELLOR'S REMARKS – Chancellor Watson welcomed representatives: Bob Nash, Vice Chairman, Fran Grossman, Executive Vice President, Kenisha Davis, Junior Lender and Marilyn Huebel, Project Manager from ShoreBank Corporation who was present to award eleven City College Students scholarships. Chancellor also commented on how this was City Colleges second year partnership with ShoreBank. Each recipient would receive a \$1,500 scholarship.

The Chairman informed the Board that there were four speakers who wished to address The Board: Mr. Perry Buckley, President, Local 1600, Mr. Philip Stucky, Department Chair, English Department, Harold Washington College, Mr. Ron Johnson, Adult Educator and Ms. Andrea Guzman, Student, Harold Washington College

COLLEGE REPORT - None

(26503) COMMITTEE REPORT - HUMAN RESOURCES SERVICES

The meeting of the Board Committee on Human Resources was held on Tuesday, January 4, 2005. Chair James Tyree called the meeting to order at 9:37 a.m. Due to a lack of quorum, minutes of the November 30, 2004 Board Committee meeting will be approved at the regular board meeting on January 6, 2005. During the meeting it was reported that:

Core Business Activities

December was an active month for the Office of Human Resources in terms of implementing year-end changes and preparing for the Spring semester as follows:

Benefits Activities

Year-to-date benefits costs increased 4/83% from \$9.5M to \$9.9M for the period ending November, 2004.

All contract renewals were implemented. Those renewals were for BCBS, Human HMO, Humana Gold Plus HMO, CoreSource for dental, Ceridian for flexible spending account, VSP for vision and UnumProvident for short-term disability.

An open enrollment web page was created on the CCC website. Letters announcing the web-based benefits enrollment were sent to over 2800 eligible employees and 15 COBRA participants with the assistance of the Office of Information Technology.

Over 1400 retirees were sent open enrollment brochures and notified that forms were available on the website. Web-based enrollment saved an estimated \$7,500 in printing, postage, and time.

Representatives from the Office of Human Resources were available at designated times and dates at every college and the district office along with representatives from Humana and BCBS to conduct open enrollment meetings.

There were approximately 941 unique visits to the Open Enrollment website.

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Compensation Activities

The Compensation Unit reviewed approximately 160 position questionnaires submitted by part-time employees as part of our contract agreement with Local 1600. Once the data was reviewed and compiled, a total of 16 job descriptions were created reflecting the different categories of part-time positions. A chart listing the position audits and copies of all the job descriptions were sent to Local 1600 for review.

Of the 180 Local 1600 employees who qualified for the Salary Enhancement program, 17 applied for and were processed and paid for sick day entitlement on December 22, 2004.

Recruitment Activities

In cooperation with WYCC, Human Resources is running advertisements for part-time and full-time faculty positions. The advertisement will run 144 times from December 10, 2004 through January 6, 2005.

As a result of all the advertisements – on-line, Chicago Tribune, other print media, television – we have been able to send close to 600 resumes of qualified faculty candidates with masters' degrees to the colleges for interview and selection.

We have made inroads by also posting part-time and full-time faculty positions on the Latino Network which reaches an audience of over 20,000 mainly professional Latinos.

EEO Activities

There are 23 cases under review by the EEO officer. Of these, nine (9) are in the final states of completion. The others are at varying stages in the investigation process.

There was no closed session.

(26504) COMMITTEE REPORT – ACADEMIC AFFAIRS & STUDENT SERVICES

The meeting was called to order by Committee Chair, Rev. Albert D. Tyson at 10:15 a.m., in conference room 300, 226 W. Jackson Blvd., Chicago, IL.

1. **Minutes:** There being no quorum the approval of the minutes of the Board Committee on Academic & Student Services meeting was tabled until the Board of Trustees meeting on Thursday, January 6, 2005

2. Staff Reports:

WYCC –TV Update: General Manager Maria Moore reported WYCC assisted with Faculty and Student recruitment strategies by producing new messages and giving them priority airtime.

The Great Books program, involving faculty and students from all seven colleges, will be completed this semester for air in February. The theme of Power and Passion is evident in the four books provided to the trustees.

WYCC conducted a New Years Mystery Marathon for Membership and raised over \$17,000 from 155 new members. This membership drive was on top of the station's 2004 membership efforts which totaled close to \$160,000, a 76% increase over last year with 741 new members, a 138% increase over last year.

WYCC won two Midwest Emmys in this year's competition. They were awarded to Director of Creative Services, Jim Kirwan for promotion writing and Independent Producer Mike Leonard for documentary writing.

3. **Office of Development Update:** Vice Chancellor Michael Mutz reported receipt of donations from the Daniel M. Kerrane, Jr. Foundation (DMK) valued at \$50,000. Additional donations were received from the Jack & Louise Jadel Foundation, valued at \$42,000, The Marcia Dellenbach Foundation, \$6,000, and The Seabury Foundation, \$6,000. All scholarship awards will begin in the Fall 2005 semester.

Data preparation is nearing completion for the Contributor Relations system. System configuration is complete. Following data conversion, a four week period to complete the final system test is anticipated.

4. **Child Development Studies Program Update:** Executive Director Dr. Jana Fleming provided an update on the Child Development Studies Program Initiative. Projects discussed included the Associate Degree Accreditation Project and Professional Development for CD Faculty & Lab Center Directors.

Vice Chancellor Deidra Lewis presented the following Board Resolutions for consideration:

Item 1C
Item 1D
Item 4D

Vice Chancellor Deidra Lewis announced that the City Colleges of Chicago is a co-sponsor of the MLK-HBCU College Fair. The kick-off reception will be held January 13, 2005 at the Embassy Suites Hotel.

There being no other business, meeting adjourned at 10:15 a.m.

(26505) COMMITTEE REPORT - FINANCE

The meeting was convened at 9:15 a.m. in room 300 of the Board District offices, 226 W. Jackson Blvd., Chicago, Illinois.

Trustee Nancy Clawson requested Vice Chancellor Abe Eshkenazi to report on the Office of Finance.

Office of Finance Report

- Vice Chancellor Eshkenazi reported that the projected operating cash flow for fiscal year ended June 2005 was included in the board packet..
- Vice Chancellor Eshkenazi presented the following resolutions were presented for board approval:
 - 1B - Authorizing the transfer of funds as required by the Public Community College Act.
 - 1E - Resolution to amend the investment and depository policies for authorized signatories.
- Vice Chancellor Eshkenazi presented the following agreements were presented for board approval:
 - 4B - Training and Counseling Services
Truman College - \$38,880.00
 - 4C - Theatre and Audio Visual Consultant
Malcolm X College - \$1,898.30
 - 4D - Audit Services Agreement for Deloitte & Touche
District Office - \$17,000.00
 - 4E - Legislative Services with Mayer, Brown Rowe, & Maw / Reyes, Williams & Associates / Luking & Associates (the increase in the amount originally contracted to the above firms was substantiated due to the increase in legislative funding for City Colleges garnered during the time of services).
District Office - \$221,400.00
 - 4F - Certificate of Advanced Study in early development and education with the Erikson Institute - Not to exceed \$8,500.00
 - 4H - Independent contractor-business and industry services
Truman College - \$8,500.00
 - 4I - Emergency Repairs and Painting Work for swimming pool shower and toilet rooms.
Kennedy King - Not to exceed \$25,000.00

- Vice Chancellor Eshkenazi presented the following purchases were presented for board approval:
 - 6A- Apple Computer Purchase
Daley College - \$36,460.00
 - 6B - Washburn South Shore Culinary Arts Center furniture
Kennedy King College \$74,881.94
 - 6C - Foreign travel policy with Arthur Gallagher.
All Colleges and District Office - \$ 2,500.00
- Vice Chancellor Eshkenazi reported results of operations for the five months ended November 30, 2004 which was included in the board packet.
- Vice Chancellor Eshkenazi stated revenues were \$102m compared to a budget of \$104m. The majority are timing differences that should balance out during the remainder of the year.
- Vice Chancellor Eshkenazi stated expenses amounted to \$87m compared to a budget of \$100m resulting in a favorable variance of \$15m.
- Vice Chancellor Eshkenazi stated the net expenses from the revenue resulted in an increase in the fund balance of \$16.9m, compared to a budget of \$3.5m. The positive variance will reduce significantly in the upcoming months.
- Vice Chancellor Eshkenazi presented Treasurer, Dolores Javier who provided an update on the year end audit which was included in the board packet.

Trustee Nancy Clawson requested Vice Chancellor Claudine Jones to report on the Office of Information Technology.

Office of Information Technology

The following update was provided on Oracle and PeopleSoft merger:

- Vice Chancellor Jones stated that On December 13th, PeopleSoft announced that their Board of Directors approved a merger agreement with Oracle.
- Vice Chancellor Jones stated that Oracle has committed to support version 8 into the year 2013 and release the next product version, People Soft Version 9.

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- Vice Chancellor Jones presented the following agreement for board approval:
 - 4A- IGA with the City of Chicago as a result of negotiations with Com Ed for the permission to use Com Ed optical fibers.
- Vice Chancellor Jones stated that Council of CIO's established by the Mayor's Office will work with OIT to expand the fiber network to additional CCC locations and to evaluate alternate options to replace or upgrade the district's CENTREX phone system.
- Vice Chancellor Jones presented an update of the PeopleSoft Student system which was included in the board packet and reviewed as a Power Point presentation.
- Vice Chancellor Jones stated that in November 2004, a system architecture review was performed which focused on the design for drop/withdrawal processing, home campus, grad GPA, midterm grades, student academic performance, enrollment campus, default grades, service indicators, official transcripts and faculty management.
- Vice Chancellor Jones thanked the OIT staff for all of their hard work and dedication for the past year. She stated that in 2005 CCC will move forward from a highly customized homegrown student system, SPAS, to a packaged based system.

Trustee Nancy Clawson requested Vice Chancellor William Donahue to report on the Office of Administrative Services.

Office of Administrative Services

- Final construction is in progress for the South Shore Culinary Institute. The school is scheduled to open by the end of the month.

The meeting was adjourned at 10:05 am.

26506	CONSIDERATION OF MINUTES - REGULAR BOARD MEETING DECEMBER 2, 2004
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On motion by Tyson and seconded by Newman, the minutes of the December 2, 2004, 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 voice vote of the six voting members present. The student member cast an affirmative advisory vote.

26507	CONSIDERATION OF MINUTES - SPECIAL BOARD MEETING DECEMBER 16, 2004
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On motion by Tyson and seconded by Newman, the minutes of the December 16, 2004, 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 voice vote of the six voting members present. The student member cast an affirmative advisory vote.

26508	RESOLUTION: ADOPTING THE PROVISIONS OF THE ILLINOIS WHISTLEBLOWER REWARD AND PROTECTION ACT
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26508, incorporated by reference, to adopt the provisions of the Illinois Whistleblower Reward and Protection Act, was placed in the omnibus and adopted by omnibus motion.

26509	RESOLUTION: AUTHORIZING TRANSFER OF FUNDS
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26509, incorporated by reference, authorizing transfer of funds, was placed in the omnibus and adopted by omnibus motion.

26510	RESOLUTION: ESTABLISHMENT OF A SUNSET POLICY AND PROCEDURES AT THE CITY COLLEGES OF CHICAGO
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26510, incorporated by reference, for the establishment of a Sunset Policy and Procedures at the City Colleges of Chicago, was placed in the omnibus and adopted by omnibus motion.

26511	RESOLUTION: REVISE THE RULES FOR THE MANAGEMENT AND GOVERNMENT OF THE CITY COLLEGES OF CHICAGO AMENDMENTS TO THE STUDENT POLICY MANUAL
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26511, incorporated by reference, revising the rules for the Management and Government of the city Colleges of Chicago Amendments to the Student Policy Manual, was placed in the omnibus and adopted by omnibus motion.

26512	RESOLUTION: AMEND THE RULES FOR THE MANAGEMENT AND GOVERNMENT OF THE CITY COLLEGES OF CHICAGO INVESTMENT AND DEPOSITORY POLICIES [ARTICLE V, SECTION 5.4.4 AND APPENDIX 29]
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26512, incorporated by reference, authorizing transfer of funds, was placed in the omnibus and adopted by omnibus motion.

26513 PERSONNEL REPORT GENERAL/FUNDED

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26513, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

26514 PERSONNEL REPORT - CONTINUING EDUCATION ASSIGNMENTS SUMMARY

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26514, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

26515 PERSONNEL REPORT - LECTURESHIPS AND FACULTY OVERTIME ASSIGNMENTS

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26515, incorporated by reference, was placed in the omnibus and adopted by omnibus motion.

26516 RESOURCE DEVELOPMENT

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26516, incorporated by reference, concerning new proposals/grants, was placed in the omnibus and adopted by omnibus motion.

26517 INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF CHICAGO USE OF COMED FIBER CABLE OFFICE OF INFORMATION TECHNOLOGY, DISTRICT OFFICE

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26517, incorporated by reference, to approve the intergovernmental agreement with Commonwealth Edison Company to use optical fiber cables pertaining to the intergovernmental agreement, was placed in the omnibus and adopted by omnibus motion.

26518 TRAINING AND COUNSELING SERVICES SCHOLARSHIP AND GUIDANCE ASSOCIATION, TRUMAN MIDDLE COLLEGE

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26518, incorporated by reference, to enter into an agreement with Scholarship and Guidance Association to provide the necessary counseling and training services in the total amount of \$38,880.00, was placed in the omnibus and adopted by omnibus motion.

26519 THEATRE AND AUDIO VISUAL CONSULTANT, MALCOLM X COLLEGE

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26519, incorporated by reference, to enter into an agreement with Ms. Regina Walton to provide additional consulting services for Malcolm X College for a total additional cost of \$1,898.30, was placed in the omnibus and adopted by omnibus motion.

26520	AUDIT SERVICES AGREEMENT DELOITTE AND TOUCHE, OFFICE OF FINANCE - DISTRICT OFFICE (AMEND BOARD REPORT NO. 26171 ADOPTED 5-13-2004)
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26520, incorporated by reference, approving an amendment to the Professional Service Agreement with Deloitte and Touche to provide external audit services for Fiscal Years 2004-2006 in the total amount of \$10,000.00 and expenses of \$7,000.00, was placed in the omnibus and adopted by omnibus motion.

26521	LEGISLATIVE SERVICES MAYER, BROWN, ROWE & MAW, LLP REYES, WILLIAMS, AND ASSOCIATES (VINCENT WILLIAMS), LUKING AND ASSOCIATES (WILLIAM LUKING), PRIMERA CONSULTING, INC. (GABRIEL LOPEZ) (AMEND BOARD REPORT NO. 23563, ADOPTED 12-6-02, AND BOARD REPORT NO. 23506, ADOPTED 11-7-03)
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26521, incorporated by reference, to enter into an agreements with Mayer, Brown and Maw at an annual fee of \$100,000.00, plus out of pocket expenses not-to-exceed \$2,000.00 per year; Reyes, Williams and Associates at an annual fee of \$72,000.00 plus out of pocket expenses not-to-exceed \$8,400.00 per year; Luking and Associates at an annual fee of \$24,000.00; and Primera Consulting, Inc, at an annual fee of \$16,500.00 for a total amount of \$222,900.00, was placed in the omnibus and adopted by omnibus motion.

26522	CERTIFICATE OF ADVANCED STUDY IN EARLY DEVELOPMENT AND EDUCATION
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26522, incorporated by reference, to enter into an agreement with Erikson Institute to provide faculty and directors with two graduate credit hours from Erikson Institute at a cost of \$565.00 per credit hours for 15 faculty members not-to-exceed \$8,500.00, was placed in the omnibus and adopted by omnibus motion.

26523	OWNER'S ENGINEERING SERVICES FOR ENERGY SERVICES PERFORMANCE CONTRACTING MALCOLM X COLLEGE AND WEST SIDE LEARNING CENTER
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26523, incorporated by reference, to approve an agreement with WMA Engineering Consultants for Energy Services Performance Contracting at Malcolm X College and West Side Learning Center not-to-exceed \$40,000.00, was placed in the omnibus and adopted by omnibus motion.

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26524	INDEPENDENT CONTRACTOR-BUSINESS AND INDUSTRY SERVICES, TRUMAN COLLEGE
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26524, incorporated by reference, to enter into an agreement with Rick Ward to coordinate the Truman College Business and Industry Services Division's new open enrollment program at a cost not-to-exceed \$30,000.00, was placed in the omnibus and adopted by omnibus motion.

26525	EMERGENCY REPAIRS AND PAINTING WORK SWIMMING POOL SHOWER AND TOILET ROOMS, KENNEDY-KING COLLEGE
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26525, incorporated by reference, to enter into an agreement with Manzo Construction to provide emergency repairs and painting work in the swimming pool shower and toilet rooms at Kennedy-King College, in an amount not-to-exceed \$25,000.00, was placed in the omnibus and adopted by omnibus motion.

26526	LEGAL INVOICES
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26526, incorporated by reference, for payment of invoices in the amount of \$148,566.06, was placed in the omnibus and adopted by omnibus motion.

26527	APPLE COMPUTER PURCHASE WEST SIDE TECHNICAL INSTITUTE, DALEY COLLEGE
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26527, incorporated by reference, to enter into the hardware maintenance contract and software license agreement with Apple Computers to purchase products and services for West Side Technical Institute and Daley College in the amount of \$36,460.00, was placed in the omnibus and adopted by omnibus motion.

26528	WASHBURNE SOUTH SHORE CULINARY ARTS CENTER FURNITURE, KENNEDY-KING COLLEGE
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On motion by Newman, seconded by Tyson the foregoing Board Report No. 26528, incorporated by reference, to approve the issuance of a purchase order in the amount not-to-exceed \$74,881.91 to Johnson and Associates, for the necessary furniture for the Washburne South Shore Culinary Arts Center of Kennedy-King College, was placed in the omnibus and adopted by omnibus motion.

26529 FOREIGN TRAVEL POLICY FOR ALL COLLEGES AND DISTRICT OFFICE

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26529, incorporated by reference, to approve payment to Arthur J. Gallagher & Co. in the amount of \$2,500.00, was placed in the omnibus and adopted by omnibus motion.

26530 NURSING COMPREHENSIVE REVIEW (DALEY, KENNEDY-KING, MALCOLM X, OLIVE-HARVEY AND TRUMAN COLLEGE)

On motion by Newman, seconded by Tyson the foregoing Board Report No. 26530, incorporated by reference, to approve using the firm of Sylvia Rayfield and Associates for the comprehensive nursing review at a cost not-to-exceed \$60,000.00, was placed in the omnibus and adopted by omnibus motion.

26531 CONSULTANT AND PROFESSIONAL SERVICES - MONTHLY SUMMARY PAYMENTS APPROVED BY THE CHANCELLOR (UP TO \$10,000)

This information report was received and placed on file.

26532 CONSULTANT AND PROFESSIONAL SERVICE AGREEMENTS MONTHLY SUMMARY PAYMENTS APPROVED BY THE OFFICERS OF THE DISTRICT (UP TO \$5,000)

This information report was received and placed on file.

26533 CLINICAL AND TRAINING AGREEMENTS MONTHLY SUMMARY AGREEMENTS APPROVED BY THE COLLEGE PRESIDENTS

This information report was received and placed on file

26534 HAROLD WASHINGTON COLLEGE STUDENTS PARTICIPATE IN THE 71ST ANNUAL STATE STREET THANKSGIVING DAY PARADE

This information report was received and placed on file.

26535 HAROLD WASHINGTON COLLEGE PARTICIPATION IN A NATIONAL PILOT ADMINISTRATION OF SAILS

This information report was received and placed on file.

26536 DR. PETER FACIONE, PROVOST OF LOYOLA UNIVERSITY PRESENTS AT HAROLD WASHINGTON COLLEGE

This information report was received and placed on file.

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26537	AMERICAN ASSOCIATION OF WOMEN IN COMMUNITY COLLEGES, WRIGHT COLLEGE CHAPTER
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This information report was received and placed on file.

26538	WRIGHT COLLEGE PHI THETA KAPPA MEMBERS HONOR WORLD WAR II VETERANS
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This information report was received and placed on file.

26539	FACULTY COUNCIL UPDATE: DR. POLLY HOOVER, WRIGHT COLLEGE
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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.'s 26503 to 26539, were ordered to final vote and declared adopted by a unanimous affirmative voice vote of the four voting members present. The student member cast an affirmative advisory vote.

ADJOURNMENT

On motion by Tyson, seconded by Newman, the January 6, 2005 regular meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, was adjourned at 11:40 a.m. by a unanimous affirmative voice vote of the four voting members present.

Terry E. Newman
Secretary

