

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

EXECUTIVE COMMITTEE MEETING
MINUTES

THURSDAY – NOVEMBER 3, 2011
DISTRICT OFFICE - 226 W. JACKSON BOULEVARD, ROOM 310

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 was held on Thursday, November 3, 2011 at 8:35 a.m., District Office, 226 W. Jackson Boulevard, Room 310, Chicago, IL 60606.

ATTENDEES

TRUSTEES

Martin Cabrera, Jr., Chairperson
Ellen Alberding, Vice Chairperson
Larry R. Rogers, Sr., Secretary(Absent)
Paula Wolff
Everett Rand

CHIEF ADVISOR TO THE BOARD

Jaime Guzman

ASSISTANT BOARD SECRETARY

Regina M. Hawkins

CHANCELLOR

Cheryl L. Hyman

PROVOST/CHIEF ACADEMIC OFFICER

Kojo Quartey

GENERAL COUNSEL

James Reilly

OFFICERS OF THE DISTRICT

Kenneth Gotsch, Chief Finance Officer, Finance (Absent)
*Diane Minor, Vice Chancellor, Administrative Services/
Procurement*
Michael Daigler, Vice Chancellor Development
Patricia Rios, Vice Chancellor Human Resources
*Alvin Bisarya, Vice Chancellor, Strategy and Institutional
Intelligence*
*Laurent Pernot, Executive Director
Marketing and Communications*
Joyce Carson, Vice Chancellor, Business Enterprise
Jim Frankenbach, Chief Operating Officer
Joseph DeLopez, Vice Chancellor, Safety and Security

COLLEGE PRESIDENTS

President, Donald Laackman, Harold Washington College
Interim President, Derrick Harden, Kennedy-King College
President, Craig Follins, Olive-Harvey College
President Reagan Romali, Truman College
President Jim Palos, Wright College

NAME	DEPARTMENT/COMPANY/OTHER
<i>Shawn Burnett-Whitaker</i>	<i>Office of the General Counsel</i>
<i>Rebecca Ford</i>	<i>Office of the General Counsel</i>
<i>Polly Hoover,</i>	<i>Faculty Council President</i>
<i>Roy Garcia</i>	<i>Department of Security District Office</i>

I. EXECUTIVE COMMITTEE MEETING

Chairman Martin Cabrera, Jr., called the meeting to order at 8:35 a.m.

II. Before the presentations, Chairman informed the committee that the purpose of the Executive Committee Meeting is to have more in-depth conversations on strategy and other issues such as Re-Invention (goals and outcomes) and provide more structure for each of the District Departments to present initiatives, goals and outcomes, working close with the Chancellor and Senior Staff..

III. The Agenda Items are as follows:

A. Re-Invention Benchmarking – Vice Chancellor, Alvin Bisarya

Performance of the institution including remedial tracking, job placement, health goals, customer focus, operational discipline, strategic clarity, targeted innovation (such as IT), adult education and a safe environment for our students, faculty and staff. Tracking financial spending that coincides with the goals. Better employer relationships. More hires for student services, and more advisors which will allow us to be able to track partnerships and internships.

B. Five Year Capital Plan – Vice Chancellor, Diane Minor

There are three main sections which the Office Administrative and Procurement Services is responsible for – Capital, Facility Maintenance, and Procurement. The full five year capital plan will be presented to the Board in December. A full facility assessment was conducted with the chief engineers and the college presidents which assisted in the development of the capital plan.

FY 2012 spending represents the architectural infrastructure that is needed, science labs, space renovations, technology infrastructure, as well as enhanced security measures. Projects prioritized are life safety and compliance issues, projects that would keep our buildings operational and as well as allied health programs, academic environment and technology. There were no dollars earmarked for District Office (elevators, fire alarms, code violations, and plumbing, but these issues will be addressed in FY 2012.

C. Human Resources – Vice Chancellor Patricia Rios

Vice Chancellor Rios addressed four areas of human resources; Time and Attendance, update on performance evaluation benefits and staff needs. The District's time and attendance system is a manual process and human resource is working with internal auditors and moving forward with implementing automated time and attendance. The RFP's went out and the pool has been narrowed down to 4 vendors. Chancellor will only allow this Board report to come before the Board when she is comfortable that our own internal controls are in place.

D. Marketing and Communications – Laurent Pernet, Executive Director of Marketing and Communications

The items discussed were targeting African American and Hispanic Students (power point presentation); and finding ways to close the ESL gap.

Chancellor commended Mr. Laurent on the marketing strategy he has accomplished in the last two months he has been with District Office.

IV. ADJOURNMENT

Chairman Martin Cabrera, Jr. adjourned the meeting at 9:59 a.m.

Submitted By- Assistant Board Secretary, Regina Hawkins