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APPROVED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 1, 2015

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

MINUTES

REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 3, 2015
DISTRICT OFFICE - 226 W. JACKSON BOULEVARD, ROOM 300

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 September 3, 2015 at 9:00 a.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Charles R. Middleton, Chair
Gary Gardner, Vice Chair
Clarisol Duque, Secretary
Isaac S. Goldman
Darrell Griffin
Karen Kent
Marisela Lawson
Eliana Blancas, Student Trustee

ASSISTANT BOARD SECRETARY

Candace Montgomery

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Cheryl L. Hyman

GENERAL COUNSEL

Eugene Munin

INSPECTOR GENERAL

John Gasiorowski

OFFICERS OF THE DISTRICT

Joyce Carson – Vice Chancellor, Finance and CFO
Jim Frankenbach – Chief Operating Officer
Craig Lynch – Chief of Staff and Enterprise Services
Rasmus Lynnerup – Executive Vice Chancellor and Chief Strategy Officer
Jerrold Martin – Vice Chancellor, Information Technology
Beatrice O'Donnell – Vice Chancellor, Safety and Security
Laurent Pernot – Executive Vice Chancellor and Chief Adviser
Stephanie Tomino – Vice Chancellor, Human Resources
Carole Wood – Vice Chancellor, Institutional Advancement

COLLEGE PRESIDENTS

President Jose Aybar, Daley College
President Margaret Martyn, Harold Washington College
President Arshele Stevens, Kennedy-King College
Interim President David Sanders, Malcolm X College
President Angelia Millender, Olive-Harvey College
President Reagan Romali, Truman College
President David Potash, Wright College

FACULTY COUNCIL PRESIDENT

Professor Jennifer Alexander, Daley College

OTHER ATTENDEES

J. Pierce	CCC
Bonnie Alexander	CCC
Kate Calisto	CCC - District Office
Jacqueline Callery	CCC - District Office
Leah Heinecke-Krumhus	CCC - District Office
Sheila Johnson	CCC - District Office
Scott Martyn	CCC - District Office
Ralph Passarelli	CCC - District Office
Kimberly Taylor	CCC - District Office
Leslie Villasenor	CCC - District Office
Giovanni Martinez	Daley College - Student
Trisha Truong	Daley College - Student
Thomas Trzbit	Daley College - Student
Jennifer Meresman	FC4
Victor Guzman	Harold Washington College
Carrie Nepstad	Harold Washington College
Jorge Rodriguez	Harold Washington College - Alumni
Stephanie Burke	Harold Washington College - Faculty
Janvier Jones	Harold Washington College - Faculty
Beatrice Barrera	Harold Washington College - Student
Damian Hernandez	Harold Washington College - Student
Viry Leon	Harold Washington College - Student
Frank Ricobene	Harold Washington College - Student
Mehrunnisa Zaheer	Harold Washington College - Student
Delores Withers	Local 1708
Maggie Rivera	LULAC
Maria	Malcom X College
Zdravko Raseta	Student
Christine A.	Truman College
Ana King	Truman College
Heather Nelson	Truman College Student
Andrew Kruger	Wright College
Suzanne Sanders	Wright College
Rebecca Williams	Wright College - Student
Ali Adame	
Kim Knutson	
Peter Vina	

I. CALL TO ORDER REGULAR BOARD MEETING

Chair Middleton called to order the September 3, 2015 Regular Board Meeting at 9:01 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Clarisol Duque	Present
Gary Gardner	Present
Isaac S. Goldman	Present
Darrell Griffin	Present
Karen Kent	Present
Marisela Lawson	Present
Charles R. Middleton	Present
Eliana Blancas (Student Trustee)	Present

III. REMARKS FROM CHAIR MIDDLETON

Chair Middleton thanked presidents Sanders, Aybar and Millender for his recent one-on-one visits to Olive-Harvey College, Daley College and Malcolm X College. He stated that he is very impressed by the professionalism and commitment of the presidents and he looks forward to visiting the other campuses. After this first round of visits, Chair Middleton will visit the campuses once again, along with another trustee if schedules permit, to engage the students, faculty and staff.

Chair Middleton stated that he and the Chancellor had the privilege to attend the Star Scholarship event at Malcolm X College on August 17th. He stated that it was a terrific moment, especially for students participating in the program. He noted that he and Mayor Emanuel had a conversation about the UIC partnership to provide \$2,500 scholarships to CCC students and their plans to create similar partnerships with other four-year institutions.

Chair Middleton thanked Vice Chair Gardner for attending the Chair Review meeting for the September Board packet. He also offered a special congratulation to Chancellor Hyman for her recent selection by the Washington Monthly Magazine as one of the ten most innovative college CEOs in the country. Chair Middleton quoted an excerpt from the article stating, "Some presidents, however, resist doing things the same old way for the same wrong reasons. These are innovators who treat their schools like laboratories, devising new and better ways of serving their students while providing potential road maps to success for peer institutions. With that in mind, we've compiled a list of ten college presidents who are changing higher ed for the better."

IV. COMMITTEE REPORT

Committee Chair Clarisol Duque reported on the August 27, 2015 Finance and Administrative Services Committee stating that the committee reviewed a number of very important reports including the fiscal year 2015 financial update (which includes Capital Improvement Plan and fiscal year 2015 audit plan and grant accounting), internal auditing and a procurement overview. She stated that what she has thoroughly enjoyed about having a new Chair and new colleagues is taking a step back and having a deeper dive into what's reported to the Board. She stated that she was able to learn quite a bit. She appreciates everyone's diligent work in preparing these reports.

Chair Middleton stated that he attended the meeting as well and learned a great deal in the process, especially about procurement processes and protocols. He encouraged other members of the Board to attend the committee meetings, highlighting the upcoming Academic Affairs and Student Services Committee and the Ad Hoc Construction Committee.

V. CHANCELLOR'S UPDATES

Chancellor Hyman stated that the start of the fall semester usually begins with an overview on the progress of Reinvention. With EVC/Chief Strategy Officer Lynnerup away at a national conference, this report will be deferred until next month. However, the Chancellor provided a brief summary of the progress stating that the launch of reinvention, most fundamentally, has been an effort to change the culture at CCC from one solely focused on access or enrollment to a focus of both access and success. She noted substantial gains in student outcomes, including doubling the graduation rate, doubling the number of degrees awarded, a 33 percent increase in the number of certificates awarded, a nine percent increase in transfers and more than doubling the number of adult education and college credit courses. She stated that the District, including faculty, staff, students, presidents and the Board of Trustees has worked tremendously hard to change the institution and to help students. She stated that more time should be spent on praising everyone for the gains that have been made and not looking for ways to discredit the work that has been done.

Chancellor Hyman also made note of the recent Washington Magazine Article, stating that the credit goes to the hardworking faculty, staff and students.

VI. DISTRICT UPDATES

Professor Michael Davis and students Thomas Trzbit and Beatrice Barrera presented on High Altitude Ballooning. The presentation can be found [here](#).

Chair Middleton asked if there were any problems in dealing with the FAA. Mr. Davis stated that the balloons travel through commercial airspace very quickly, so there is little to no impact on air traffic.

Chair Middleton congratulated Professor Davis and his students for their great work ethic and their future endeavors. Mr. Trzbit noted in the presentation that he was admitted to Stanford University. Chair Middleton wished him good luck.

President Jose Aybar provided an update on Richard J. Daley College. The presentation can be found [here](#).

Chair Middleton thanked President Aybar once again for the exceptional visit to Daley College. He commented that manufacturing is critical and that the Daley College leadership has a clear definition of how this is important programmatically, economically in terms of job production in the city and ultimately for the students moving into these careers.

President Aybar mentioned in his presentation that Daley College is the second largest producer of NIMS certifications. Secretary Duque inquired as to who was the first. President Aybar stated that Symbol Tools Manufacturing, a private institution was first. Chair Middleton suggested that he consider saying that Daley College is the first among academic institutions.

Trustee Goldman asked if unions were amenable to taking students when they move onto the job. President Aybar stated that he works with unions.

EVC Pernot added to the conversation regarding President Aybar's comments, during his presentation, about declining enrollment in continuing education at Daley College. EVC Pernot stated that declining enrollment in continuing education across the district is a result of a strategic and purposeful re-tooling that has resulted in continuing education/special interest courses being transitioned into credit courses. Chair Middleton asked if there was a way to track this transition and its impact on the various campuses. EVC Pernot stated that he would make sure to cover the impact in the tracking data.

Vice Chancellor Stephanie Tomino provided an update on the Office of Human Resources and Staff Development. The presentation can be found [here](#).

Secretary Clarisol Duque inquired about HR measures for success, particularly the difference between turnover and retention. VC Tomino stated that turnover, in all categories, is low for industry standards. For instance CCC is at 8-10 percent year over year for faculty turnover, with last year being at eight percent. Secretary Duque ask about the city standard. VC Tomino stated that the city standard is 11 percent. Chair Middleton asked if the standard was based on two-year institutions or all higher education. VC Tomino stated that it's all higher education. Chair Middleton inquired about the number of HR employees. VC Tomino stated that she has approximately 50 employees throughout the District.

VII. PUBLIC PARTICIATION

There were four public participants.

1. Rebecca Williams addressed the Board regarding a financial aid issue.
2. Kim Knutson addressed the Board regarding program offerings.
3. Maggie Rivera addressed the Board regarding diversity at CCC.
4. Jennifer Asimow addressed the Board regarding the Child Development program consolidation.

VIII. FACULTY COUNCIL REPORT

Professor Jennifer Alexander presented the faculty council report. The report can be found [here](#).

Before moving forward with the review and approval of the Board packet, Chair Middleton noted that the Board would proceed with the agenda differently than in the past. He stated that there will be a discussion and vote on each section separately before moving onto the next. A voice vote would be used unless it's required by statute to use a roll call vote. He also noted that he will provide for comments at the appropriate points in each section. He stated that the twin goals were to expedite the decision-making process and assure thorough review and discussion by the trustees on each of the items to be approved.

IX. REVIEW AND APPROVAL OF THE AUGUST 6, 2015 BOARD MEETING MINUTES AND AGENDA ITEMS

Chair Middleton asked if there were any questions or comments regarding the August 6, 2015 Board Meeting minutes. With no questions or comments from the body, he asked for a motion to approve the August 6, 2015 Regular Board Meeting minutes.

<Motion>Trustee Isaac Goldman

<Second>Trustee Karen Kent

Motion Carried

X. REVIEW AND APPROVAL OF AGENDA ITEMS

[Section 2 - Personnel](#)

Chair Middleton asked if there were any questions or comments regarding Personnel 2.00. With no questions or comments, he asked for a motion to approve Personnel 2.00.

<Motion>Secretary Clarisol Duque

<Second>Trustee Marisela Lawson

Motion Carried. Trustee Isaac Goldman abstained.

Trustee Goldman commented on the review of legal and most of the smaller dollar amounts of purchase contracts. He stated that (1) he does not think the Board should be dealing with these issues. He thinks these are management issues and the Board shouldn't be bothered and (2) if the Board is to deal with this, there's no backup information supporting his voting aye or nay on a given person or on a given

monthly legal bill. So, he abstains on Personnel and will abstain on a few other items. His last abstention would be on the contracts. He also stated there's no consistency on the presentation of all the competing dollar bids and the amount. He also noted that the ownership figures are not fully filled out.

Chair Middleton stated that he and the administration are currently addressing these issues. With regard to personnel matters, there have been discussions about revising the Personnel report to only include key positions. He stated that the vast majority of appointments seem to be pretty consistently done through the HR function.

Section 3 - Resource Development

Chair Middleton asked if there were any questions or comments regarding Resource Development 3.00.

Trustee Goldman asked who polices the correct application of the money. EVC Pernot stated that it's a joint endeavor between the Development Office, Finance and Internal Audit. They monitor on a monthly basis.

Hearing no further questions or comments, Chair Middleton asked for a motion to approve Resource Development 3.00.

<Motion>Trustee Karen Kent

<Second>Trustee Isaac Goldman

Motion Carried

At the request of Chair Middleton, the General Counsel explained the distinction between agreements and purchases. He stated that purchases are typically items that are bid. In other words, price is the only item that is looked at when vendor submissions are reviewed. He stated that agreements are more complicated than purchases. They may require a request for proposal and the District is not required to take the lowest price; quality of service is considered. The Office of the General Counsel and The Office of Administrative and Procurement Services works closely together to make sure the District is compliant with all State regulations and Board Policies and Procedures.

Chair Middleton then explained the new format for the review and approval of agreements and purchases. He stated that each item will be presented and discussed before moving to the next item. He also noted that after the review of the items in their entirety, he would ask the members of the Board if they would like to consider any items separately.

Section 4 - Agreements

Chair Middleton asked for a review and discussion of Agreements 4.00-4.11.

Trustee Goldman pointed out the lack of competitive cost in item [4.00 - Integrated Medical Simulation Equipment and Related Services](#). He stated that there were multiple bids and there is no listing of what the various competitors bid per line. VC Minor stated that she has that documentation. Trustee Goldman stated that it doesn't do him any good.

Chair Middleton noted that this is a discussion about where the information is presented and discussed in greater detail and historically it has not been at this level. VC Minor stated that the information is presented and discussed in the working committee and the recommendation is submitted to the Chancellor prior to coming to the Board. They will work to provide that information to the Board in the future. Chair Middleton stated that he will take that under advisement.

Vice Chair Gardner asked to hear more about the medical simulators. Interim President Sanders described where the equipment will be located and how it will be used and benefit CCC students.

Trustee Goldman pointed out the competitive bid information was included in [4.01 - Site Planning and Topsoil Christy Weber & Company](#). He stated that if the District is going to have a tuition increase, which obviously is necessary, you need to pay attention to competitive costs.

Hearing no further questions or comments, Chair Middleton asked if any trustee would like to consider any item separately. Hearing no requests, Chair Middleton asked for a motion to approve Agreements 4.00-4.11 with a roll call vote.

<Motion>Secretary Clarisol Duque

<Second>Trustee Marisela Lawson

Motion Carried

The Assistant Board Secretary called roll:

Clarisol Duque	Aye
Gary Gardner	Aye
Isaac S. Goldman	Abstained
Darrell Griffin	Aye
Karen Kent	Aye
Marisela Lawson	Aye
Charles R. Middleton	Aye

There were six ayes, zero nays and one abstention.

Section 5 - Purchases

Chair Middleton asked for a review and discussion of items 5.00-5.02.

Chair Middleton asked a question about item [5.00 - Job Order Contracts \(JOC\)](#). He asked if these JOC agreements are negotiated periodically so they don't go on indefinitely once the individual contractors are selected. VC Minor responded, yes. Chair Middleton also asked if the projects are budgeted before the action to authorize the expenditures. VC Minor stated that the projects are pre-approved in the capital plan unless it's an emergency project.

Trustee Goldman asked how costs are established. VC Minor stated that costs are established at the time of bid with a construction cost guide, where every required item in the construction work is pre-priced. Trustee Goldman asked how often the guide is revised. VC Minor stated that the guide is revised every two years. VC Minor noted that all the budget items presented in the JOC report have been reviewed in the current year to ascertain proper budget authorization.

Secretary Duque asked a question about [5.02 – Student Cosmetology Supplies The Burmax Company Marianna Industries, Inc.](#) She asked if Truman College is the only program in the District. President Romali stated that Truman is the only program in the District and that students come from all over the city to attend.

Hearing no further questions or comments, Chair Middleton asked if any trustee would like to consider any item separately. Hearing no requests, Chair Middleton asked for a motion to approve Purchases 5.00-5.02 with a roll call vote.

<Motion>Trustee Marisela Lawson

<Second>Trustee Karen Kent

Motion Carried

The Assistant Board Secretary called roll:

Clarisol Duque	Aye
Gary Gardner	Aye
Isaac S. Goldman	Abstained
Darrell Griffin	Aye
Karen Kent	Aye
Marisela Lawson	Aye
Charles R. Middleton	Aye

There were six ayes, zero nays and one abstentions.

Section 6 - Legal Invoices

Chair Middleton asked for a review and discussion of Legal Invoices 6.00. Hearing no questions or comments, Chair Middleton asked for a motion to approve Legal Invoices 6.00.

<Motion>Trustee Karen Kent

<Second>Secretary Clarisol Duque

Motion Carried

Trustee Isaac Goldman abstained.

Before moving onto closed session, Trustee Goldman stated that he would like to mention two things. He stated that he read the Inspector General's report which was provided to the Board members and he thinks it's very interesting, not in terms of precise cases, but rather the points on administrative issues, particularly residency and leaves of absence. He stated that he didn't see any problems but it's a very interesting report and he would like to talk about it at a later time.

He also stated that he thinks there should be a review of the investment guidelines for the funds as well as the fees of managers.

Chair Middleton noted that he also read the Inspector General's report and plans to meet with him in the afternoon. Chair Middleton invited one other trustee to join him. Chair Middleton asked VC Carson to respond to Trustee Goldman's comments regarding investment guidelines. VC Carson stated that CCC's investment portfolio is handled through PFM Advisory Services. The debt and investment policy will be circulated at the next Finance and Administrative Services Committee. Trustee Goldman reiterated that he wanted a discussion about the fees. Chair Middleton stated that fees would be included.

XI. CLOSED SESSION

Pursuant to the Open Meetings Act Sections 2(c)1, 2(c)2 and 2(c)11 Chair Middleton called for a motion to hold Closed Session at 11:34 a.m. for the discussion of personnel, collective bargaining and litigation matters.

<Motion>Secretary Clarisol Duque

<Second>Trustee Karen Kent

Motion Carried

XII. RETURN FROM CLOSED SESSION

Closed Session ended at 11:58 a.m. There was no action taken during closed session. Chair Middleton noted that Trustee Goldman had to leave during the session because of a prior commitment.

XIII. MOTION TO ADJOURN

Chair Middleton asked for a motion to adjourn the meeting.

<Motion>Secretary Clarisol Duque

<Second>Trustee Karen Kent

The meeting adjourned at 11:58 a.m.

**Secretary Clarisol Duque
Board of Trustees**

Submitted by – Candace M. Montgomery, Assistant Board Secretary