

**33243**  
**APPROVED-BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**JULY 6, 2017**

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

**MINUTES**

**CHANCELLOR SEARCH COMMITTEE MEETING**  
**WEDNESDAY, SEPTEMBER 21, 2016**  
**DISTRICT OFFICE – 226 W. JACKSON BOULEVARD, ROOM 301**

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, a meeting of the Chancellor Search Committee of the Board of Trustees of Community College District No. 508 was held on Wednesday, September 21, 2016 at 12:00 noon, District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

**ATTENDEES**

**TRUSTEES AND COMMITTEE MEMBERS**

Charles R. Middleton, Board Chair  
Gary Gardner, Board Vice Chair  
Clarisol Duque, Board Secretary  
Rev. Dr. Darrell Griffin, Trustee  
Isaac S. Goldman, Trustee  
Marisela Lawson, Trustee  
Karen Kent, Trustee  
Melanny Buitron, Student Trustee  
Professor Jennifer Alexander, Daley College  
Professor Joseph Craan, Olive-Harvey College  
Professor Gabriela M. Muralles-Ball, Malcolm X College  
Beatrice O'Donnell, Vice Chancellor, Safety and Security  
David Potash, President, Wright College

**OFFICERS OF THE DISTRICT**

Stephanie Tomino – *Vice Chancellor, Human Resources  
and Staff Development*

**ASSISTANT BOARD SECRETARY**

Bethany Myles

**CHIEF ADVISOR TO THE BOARD**

Tracey B. Fleming

**GENERAL COUNSEL**

Eugene Munin

**OTHER ATTENDEES**

Steve Saba	CCC District Office
Janice Fitzgerald	AGB Search LLC
James McCormick	AGB Search LLC

**I. CALL TO ORDER**

Chair Middleton called the September 21, 2016 Chancellor Search Committee meeting to order at 12:02 p.m.

**II. ROLL CALL**

The Assistant Board Secretary called roll of Board members and, subsequently the non-trustee members of the committee:

Charles R. Middleton	Present
Clarisol Duque	Present
Gary Gardner	Present
Rev. Dr. Darrell Griffin	Present (arrived at 12:12 p.m.)
Isaac S. Goldman	Present
Marisela Lawson	Present
Karen Kent	Present
Melanny Buitron	Present (arrived at 12:14 p.m.)
Jennifer Alexander	Present
Joseph Craan	Present
Gabriela M. Muralles-Ball	Present
Beatrice O'Donnell	Present
David Potash	Present

**III. CHAIR REMARKS**

The Chair began the meeting by thanking all those members of the Chancellor Search Committee in attendance. He noted that in August 2016, the Board of Trustees had acted to approve the hiring of AGB Search LLC to assist this committee and the Board of Trustees in its work to identify a successor to Chancellor Cheryl Hyman. The Chair noted that AGB Search was identified through a competitive procurement process and the primary consultants working on this project were present, Dr. James McCormick and Ms. Janice Fitzgerald.

The Chair noted that this was to be a national search for both the next Chancellor of City Colleges of Chicago but also the next Provost and Chief Academic Officer. The Chair noted that prior to this meeting that a communication had been distributed to all members of the CCC community notifying them of the existence of a webpage for the Search Committee and soliciting their direct

feedback on the attributes that they desire in the next CCC Chancellor. The Chair indicated that this feedback would be provided to the consulting team and incorporated into the broader outreach efforts of the committee.

The Chair noted that the Chancellor Search Committee would operate in accordance with the Illinois Open Meetings Act and that all members of the Board of Trustees had agreed to serve on the Chancellor Search Committee. The Chair also remarked that Trustee Lawson graciously agreed to also serve as Chair of the Provost Screening Team, which would be undertaking the detailed work relating to the search for the District's next Provost. Chair Middleton extended his gratitude to Professor Alexander, the Faculty Council at large and to the faculty members and staff who agreed to serve on this committee in addition to their regular responsibilities. Chair Middleton also noted that Student Trustee Buitron would be serving on the Chancellor Search Committee as a full voting member and extended appreciation to Trustee Buitron for her efforts to take the AGB Search team on a tour of Wright College.

In conclusion, the Chair extended renewed appreciation to Chancellor Hyman for her willingness to extend her service to the District to allow time for the Chancellor Search Committee to undertake its work in a deliberative fashion.

#### IV. AGENDA ITEMS

The full presentation of agenda items can be viewed [here](#).

Speakers: Chair Middleton; Dr. James McCormick, AGB Search; Janice Fitzgerald, AGB Search; Eugene Munin, General Counsel; Stephanie Tomino, Office of Human Resources and Staff Development

- **Charge to the Committee**

Chair Middleton noted that the task of the Chancellor Search Committee is to generate a short list of qualified individuals to serve as Chancellor. The Chair remarked that the final authority for this appointment, under law, resides with the Board of Trustees.

- **Confidentiality**

Chair Middleton noted that everyone on the committee or working with the committee has been asked to sign a confidentiality agreement and that he, as Chair of the Board and the Chancellor Search Committee is the only one authorized to speak about the process in the unlikely assistance that there would be any significant public statements about the process during the search. Dr. McCormick indicated that in order to develop a high-quality pool of candidates it is essential that they believe that applicants—especially those who may be applying for this position, while currently employed elsewhere—know that they will not be prematurely exposed.

- **About AGB Search LLC/Search Process**

Dr. McCormick said that AGB Search is approximately six years old and is owned by the Association of Governing Boards, which has existed for over 90 years and has a history of

working with higher educational institutions and their boards to develop successful leaders. AGB Search has completed over 400 searches in its existence.

Dr. McCormick noted that the job of AGB Search—both as a matter of fact, but also as a matter of what, in their experience works best—does not make decisions. Their process involves listening at the local level using that listening to help their candidate, in this case City Colleges of Chicago, in presenting an accurate and aspirational picture of what they want in the person to next occupy the position of Chancellor. Dr. McCormick noted that he and Ms. Fitzgerald had visited five of the seven colleges and will visit the other two shortly. The successful candidate will be able to call on AGB Search as a resource for at least one year after he/she is appointed to assist them in any issues which may arise. Dr. McCormick also noted that while they view the prospect as highly unlikely, AGB Search will do another search free of charge if the initial candidate is unsuccessful within a certain timeframe.

Next, the group discussed the major tasks involved in the search process. These tasks include the college visits/listening sessions; preparation of the position announcement and marketing plan; interviews with the Chancellor Search Committee and reference and background checks.

Trustee Lawson asked about leveraging existing CCC resources (advertising, printing, etc.) and security of candidate and other materials in the midst of the Chancellor Search. Ms. Fitzgerald noted that as part of the agreement between CCC and AGB Search, some printing and advertising costs are covered by AGB Search. Mr. Fleming noted that CCC is working closely with AGB Search and in instances where CCC has existing advertising or other relationships we will take advantage of those opportunities and not duplicate them. Mr. Fleming also noted that while the positions of Chancellor and Provost will be advertised on the CCC website, candidate materials will be sent to and through the team at AGB Search. Dr. McCormick also noted that nominations for the positions being advertised will be accepted from anyone who wishes to make such a nomination and these nominations will be confidential.

- **Structure of the Committee/Open Meetings/Open Records and Committee Timelines.**

Chair Middleton noted that the Search Committee is broadly, but not universally constructed. He encouraged and requested that the members of the committee, to the extent possible, think of themselves as broadly representing the best interests of the City Colleges of Chicago as a whole, not simply their department or even their home college.

General Counsel Munin provided an overview of the Illinois Open Meetings Act and the restraints that it places on the operation of the Chancellor Search Committee. Chair Middleton noted that the confidentiality agreement signed by all members of the Search Committee extends in perpetuity, even beyond the point that a final candidate has been chosen to serve as Chancellor. Mr. Munin noted that at some point, City Colleges may be requested to provide some general demographic information on the pool of candidates and that we would, do so, to the extent possible and appropriate, while protecting the confidentiality of specific unsuccessful candidates to the extent authorized by the Illinois Open Meetings Act.

Dr. McCormick noted that by necessity, as the committee starts to interview candidates, there

will be significant need to committee large blocks of time to conduct interviews and participation from all members of the committee will be critical.

- **Communications (Advertising) Plan**

Ms. Fitzgerald noted that a key part of any successful search is notifying potential references and candidates is communicating the position and generating excitement about the opportunity with the general public. Ms. Fitzgerald noted the print and electronic sites through which the position of Chancellor would be advertised both nationally and locally. Ms. Fitzgerald also noted that AGB Search has a database of thousands of higher education professionals to whom they will advertise this specific position directly. She also noted that they also will be in contact with a number of national membership and Illinois-based organizations that serve as a resource for potential candidates as well as the CCC website.

Dr. McCormick stated that while the process of advertising may directly result in candidates applying those who see these advertisements may even more importantly share it with their own candidates and friends, providing cascading benefits from the various postings.

- **Listening Session**

Next, the members of the Chancellor Search Committee discussed the optimal character attributes, educational and other qualifications of the next Chancellor.

**V. MOTION FOR CLOSED SESSION**

Pursuant to the Illinois Open Meetings Act, Chair Duque asked for a roll call vote to hold Closed Session at 2:03 p.m. for the discussion of exceptions 2(c)(6) “the setting of a price for sale or lease of property owned by the public body”.

<Motion> Trustee Lawson

<Second> Secretary Duque

Motion Carried.

The Assistant Board Secretary called the roll of the members of the Board of Trustees,

Charles R. Middleton	Aye
Clarisol Duque	Aye
Gary Gardner	Aye
Rev. Dr. Darrell Griffin	Aye
Isaac S. Goldman	Aye
Marisela Lawson	Aye
Karen Kent	Aye
Melanny Buitron	Aye

There were seven ayes, zero nays and no abstentions or recusals.

**VI. RETURN FROM CLOSED SESSION**

Closed Session ended at 2:24 p.m. Upon the return of the members of the Board of Trustees, Chair Middleton reconvened the September 21, 2016 Chancellor Search Committee meeting and noted that no action was taken during Closed Session.

**VII. ADJOURNMENT**

Chair Middleton asked for a motion to adjourn.

<Motion> Trustee Kent

<Second> Vice Chair Gardner

Motion Carried.

Meeting Adjourned 2:28 p.m.

**Clarisol Duque  
Secretary  
Board of Trustees**

**Submitted by – Tracey B. Fleming, Chief Advisor to the Board of Trustees**