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**APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 3, 2018**

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

MINUTES

**JOINT MEETING OF THE COMMITTEES ON FINANCE AND ADMINISTRATIVE
SERVICES AND ACADEMIC AFFAIRS AND STUDENT SERVICES
THURSDAY, MAY 31, 2018
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 Joint Meeting of the Finance and Administrative Services and Academic Affairs and Student Services Committees of the Board of Trustees of Community College District No. 508 was held on Thursday, May 31, 2018 at 9:30 a.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Vice Chair
Clarisol Duque, Secretary
Karen Kent
Deborah Telman

ASSISTANT BOARD SECRETARY

Ashley Kang

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

**PROVOST AND CHIEF ACADEMIC
OFFICER**

Mark Potter

GENERAL COUNSEL

Karla Gowen

OFFICERS OF THE DISTRICT

Jeff Donoghue – *Chief of Staff*
Jonathan Keiser – *Deputy Provost*
Diane Minor – *Vice Chancellor, Administrative and Procurement Services*
Eric Lugo – *Executive Vice Chancellor, Institutional Advancement*
Carmen Lidz – *Vice Chancellor, Information Technology*
Kimberly Ross – *Chief Talent Officer*

OTHER ATTENDEES

| | |
|--------------------|---------------------|
| Kai Love Davis | CCC District Office |
| Jennifer Alexander | FC4 |
| Stephanie Krah | CCC District Office |
| Alfredo Estrada | CCC District Office |
| Christian Collins | CCC District Office |
| Shelley Lemons | CCC District Office |
| Ming Geng | CCC District Office |
| Sheila Johnson | CCC District Office |
| John Gasiorowski | CCC District Office |
| Daryl Okrzesik | CCC District Office |

I. CALL TO ORDER

Vice Chair Swanson called the May 31, 2018 Joint Meeting of the Committees on Finance and Administrative Services and Academic Affairs and Student Services to order at 9:31 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

| | |
|-------------------|-----------------------------|
| Elizabeth Swanson | Present |
| Clarisol Duque | Present |
| Karen Kent | Present (arrived 9:33 a.m.) |
| Deborah Telman | Present (teleconference) |
| Darrell Griffin | Absent |
| Walter E. Massey | Absent |

III. WELCOME

Vice Chair Swanson welcomed everyone in attendance and thanked her fellow trustees in attendance for their participation. The Vice Chair then asked everyone present in the room to introduce themselves and their title, noting that it was helpful during the last committee meeting.

IV. CHANCELLOR AND PROVOST REMARKS

There were no Chancellor or Provost remarks.

V. REVIEW OF AGENDA ITEMS

Speakers: Mark Potter, Provost; Daryl Okrzesik, Associate Vice Chancellor of Finance; Alfredo Estrada, District Director of Transfer Systems; Shelley Lemons, District Director of Transfer Programs and Services

- **FY18 Financial Update**

Associate Vice Chancellor Okrzesik presented a financial update on FY18. The full presentation can be found online.

- **CCC Transfer Programs**

Next, Provost Potter introduced District Director of Transfer Systems Alfredo Estrada and District Director of Transfer Programs and Services Shelley Lemons to speak about CCC Transfer Programs. The full presentation can be found online. Mr. Estrada began the presentation.

Secretary Duque asked at what rate do transfer students complete degrees and if there was any correlation between transfer students and degree completion.

Mr. Estrada answered 24 percent of transfer students complete degrees, in comparison to 13 percent in 2013. Provost Potter added that the correlation needs to be explored further.

Secretary Duque followed up by noting that it seems to be growing which is a step forward before asking how quickly are four year colleges able to transfer credits in comparison to CCC.

Mr. Estrada noted that institutions such as DePaul University have bigger and more robust systems than CCC, taking two to four weeks in generating a transcript with transfer credits.

Secretary Duque said that it was fascinating to see the valuation and devaluation of higher education in the U.S., and that CCC could be a driver in higher education. She asked what percentage of students at CCC transfer in from a four year institution.

Prefacing that he did not have the exact number on hand, Mr. Estrada said that the “reverse transfer” rate in 2015 was 70 percent.

Following Ms. Lemons’ portion of the presentation, Secretary Duque asked how onsite admissions work.

Ms. Lemons explained that Transfer Services works with CCC students on their applications to four year institutions. Transfer Services also hosts events where recruiters from four year institutions come and review applications on site. CCC students can walk away from the event with an actual letter of admission from a four year college as well as scholarship money. Ms. Lemons noted that CCC students were awarded 1.2 million dollars in scholarship money in 2017 during an onsite admissions event, in comparison to 800 thousand dollars the previous year. She noted that CCC has admission agreements with over twenty institutions around the country, including four with University of Illinois Chicago. Provost Potter added that CCC is growing the number of admission agreements with other institutions.

Secretary Duque asked if UIC had the most robust admission agreements with CCC.

Provost Potter and Ms. Lemons noted that UIC and Northeastern University were among the most robust.

Ms. Lemons also noted that transfer numbers were a bit low in 2017 because there has been less time to track transfer students, stating that later in June 2018 there would be more updated and accurate numbers.

Secretary Duque asked if Transfer Services would let the trustees know as to the updated numbers, to which Ms. Lemons responded in the affirmative.

Vice Chair Swanson thanked Mr. Estrada and Ms. Lemons for all their passion and work.

VI. REVIEW OF JUNE BOARD REPORTS

Vice Chair Swanson next began the joint committee process of reviewing the June 2018 Board Reports.

During the review of Resolution 1.00, Vice Chair Swanson asked to clarify that the projects submitted in the Ramp Report were prioritized, but that the State could pick a project in any order.

Vice Chancellor Minor responded affirmative.

At the conclusion of the review of Resolution 1.02, Trustee Telman asked if there were any increases in expenses for offering the new studio arts program.

Provost Potter responded no, because the courses were already being offered and there were no new faculty lines needed.

During the review of the Resource Development Report, Vice Chair Swanson asked where the energy and proposals for grants and development came from, whether District Office lead these efforts or each campus.

Executive Vice Chancellor Lugo noted that it is dependent on who is providing the grant. District Office staff also serves to review the quality of the submissions as well. Executive Vice Chancellor Lugo also shared about each colleges' development councils, and how Vice Chancellor Stazen and her team work with each colleges' council to figure out what is needed. He concluded by saying that a more cohesive reporting process was being developed for the trustees.

With the conclusion of the review of Agreement 4.02, Trustee Telman inquired if there had been a competitive bid.

Vice Chancellor Minor responded no, but an extensive search showed that The Registry was unique and experienced in its field. The Vice Chancellor also noted that The Registry has a codicil that the candidate who fills the interim position is not eligible to become the permanent employee, a characteristic that made The Registry a stand-alone option.

Secretary Duque asked what the amount listed covered.

Chief Talent Officer Ross responded that salary and fees were included.

Secretary Duque and Trustee Telman asked for clarification regarding the contract limits with The Registry and whether the interim employee put forth by The Registry was full time during the time of the contract.

Vice Chancellor Minor said that if a permanent candidate was found before the contract limit, the contract is ended. Chief Talent Officer Ross also noted that yes, the interim employee would be full time for the duration of the contract with The Registry.

During the review of Agreement 4.08, Secretary Duque asked if CCC typically uses traditional law firms.

General Counsel Gowen noted yes, as well as utilizing the in-house team. The General Counsel also noted that the agreement would allow for CCC to still get quality legal work in an efficient manner.

VII. MOTION FOR CLOSED SESSION

Vice Chair Swanson noted that there would be no Closed Session.

VIII. ADJOURNMENT

Vice Chair Swanson asked for any remaining questions regarding the June Board Reports. Upon hearing none, the Vice Chair thanked everyone for their time and participation and adjourned the meeting.

Meeting Adjourned 10:42 a.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary