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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, JUNE 28, 2018

**HAROLD WASHINGTON COLLEGE, ROOM 103
30 EAST LAKE STREET, CHICAGO, IL 60601**

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, June 28, 2018 at 9:00 a.m., Harold Washington College, Room 103, 30 East Lake Street, Chicago, IL 60601.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Vice Chair
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

Jeffrey 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

Katheryn Hayes	CCC District Office
Kai Love Davis	CCC District Office
Jeffrey Wong	CCC District Office
Daryl Okrzesik	CCC District Office
Alex Underwood	CCC District Office
John Gasiorowski	CCC District Office
Christian Collins	CCC District Office
Mark Patoska	Civic Federation
Jess Bader	Harold Washington College; FC4

I. CALL TO ORDER

Vice Chair Swanson called the June 28, 2018 Joint Meeting of the Committees on Finance and Administrative Services and Academic Affairs and Student Services to order at 9:07 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Elizabeth Swanson	Present
Karen Kent	Present (arrived 10:25 a.m.)
Deborah Telman	Present
Clarisol Duque	Absent
Darrell Griffin	Absent
Rebeca Nieves Huffman	Absent
Walter E. Massey	Absent

III. WELCOME

Vice Chair Swanson welcomed her fellow trustees, noting that Trustee Kent would be arriving later. She continued by thanking Harold Washington College for hosting the committee meeting.

IV. CHANCELLOR AND PROVOST REMARKS

Chancellor Salgado began by highlighting the budget resolution coming to before committee, thanking Associate Vice Chancellor Wong, Chief of Staff Donoghue, and their teams for the effort put into creating a balanced budget. The Chancellor noted that the preparation of Fiscal Year 2019's budget was a vastly different process from the previous year, and while CCC was on track to continue to achieve its vision, there was continued areas for growth and learning. Chancellor Salgado noted the challenges encountered the previous year as a result of no State budget; he thanked State legislators for their work this year to pass the State budget, though noting that CCC is still recovering. He also highlighted the focus on reducing bad debt, new institutional advancement structures, enrollment, and economic inclusion.

The Chancellor also spoke about the proposed agreement with Chicago Transportation Authority (CTA) in regards to rider passes. The Chancellor noted that despite the 17% price increase, CCC would continue to provide passes for full-time students and would continue to work with CTA in regards to using unused passes for part-time students.

There were no Provost remarks from Provost Potter.

Vice Chair Swanson took a moment to acknowledge the Chancellor's remarks to City Club of Chicago the previous week, noting that the Chancellor had done an excellent job, and that the remarks were well received by people.

V. REVIEW OF AGENDA ITEMS

Speakers: Mark Potter, Provost; Jeffrey Wong, Associate Vice Chancellor of Finance & Business Enterprises; Eric Lugo, Executive Vice Chancellor, Institutional Advancement; Christian Collins, Associate Vice Chancellor, Decision Support

Vice Chair Swanson gave a brief overview of the three presentations, noting that this was the second opportunity for the public to hear about the Fiscal Year 2019 budget after the Public Budget Hearing held at Malcolm X College on June 25, 2018. All presentations are posted online.

• FY19 Tentative Annual Operating Budget

Associate Vice Chancellor Wong presented on the FY19 Annual Operating Budget. The full presentation can be found online.

Vice Chair Swanson asked whether State funding was always made up the smallest portion of revenue. Associate Vice Chancellor Wong responded in the affirmative, noting the previous years' issues with State funding, most notably the lack of State budget the previous fiscal year.

Trustee Telman inquired about auxiliary/enterprise and fundraising revenue. Executive Vice Chancellor Lugo responded that these included several initiatives to engage local organizations and obtain private resources. He noted that there was strong evidence that local organizations would be interested in investing \$47,000 to \$1 million in private resources, and that CCC had a team working on building and cultivating such relationships in conjunction with the Seven Strong benefit.

Trustee Telman asked if the bad debt reserve was consistent with prior years. Associate Vice Chancellor Wong noted that it was a very aggressive number for CCC, highlighting several strategies adopted to address bad debt. Chancellor Salgado added that there was a strong focus on student debt, as well as managing deferred maintenance. He credited Vice Chancellor Minor and her team for doing a good job prioritizing the urgent items. Associate Vice Chancellor Wong concluded by affirming the healthy and continuing growth of reserves.

• Enrollment Update

Next, Provost Potter gave an update on enrollment. The full presentation can be found online.

Provost Potter began by alluding to the Fiscal Year 2019 budget and its emphasis on enrollment growth as a key priority. Trustee Telman asked how enrollment is measured. Provost Potter responded that enrollment is based on head count as well as credit hours. Chancellor Salgado added that from a financial perspective, credit hours helps with better management.

Provost Potter shared that Summer 2018 enrollment saw a bigger uptick later, with fewer students dropping classes at last minute, more students sticking around for the summer, and the increased availability of Summer Pell Grant money. The Chancellor noted the importance of providing a clear path to academic success, combined with the opportunity to gain a meaningful occupation and great facilities.

The Provost went on to report that as of two days ago, Fall 2018 enrollment is slightly lower than the same day last year in 2017 – 221 fewer students with relatively flat trends. Trustee Telman inquired whether students currently enrolled in summer classes are hesitating enrolling for fall term. Provost Potter answered that many students are waiting to see how they are doing in their current summer classes before enrolling in the fall, and that CCC's job is to now work with those students to get them enrolled for the fall. He highlighted various subgroups of students likely to enroll and reenroll, and the steps taken to address and assist those groups.

Next, the Provost reported on the efforts to address and remove financial barriers to registration, especially for students who carry balances on their accounts and/or debt. He noted that by address student bad debt, enrollment is being addressed. Provost Potter spoke about the need to take proactive steps at each college prior to registration and talk students through the various ways they can address their balance and avoid a DEL hold on their account. The Provost noted that a completion scholarship was also offered under specific parameters to help students who cannot pay down their student balance in an effort to help them enroll and make significant progress towards degree completion.

Trustee Telman asked if the completion scholarship had been offered before. Executive Vice Chancellor Lugo responded yes, in the fall and spring, though in relatively low to modest rates, most likely due to the how it was communicated and integrated into student advising. Provost Potter affirmed the need to work on communicating the scholarship availability better. Trustee Telman further asked if the budget was increased for these completion scholarships. Executive Vice Chancellor Lugo responded that money for the scholarships was coming out of the CCC Foundation money, specifically the Chancellor's discretionary fund. To this point, Provost Potter spoke about the need to track the investment in the student's degree completion. Chancellor Salgado also noted that there is a need for a much more centralized approach and recognition that the completion scholarship is something special, emphasizing that the money is coming from the Chancellor's discretionary fund and that it is a form of paying forward towards your education. Christian Collins, Associate Vice Chancellor of Decision Support, noted that 89% of scholarship recipients finish their degrees as versus 71% degree completion for non-scholarship students, hence why the desire to continue with the degree completion scholarships. Trustee Telman asked for reports on this matter in the future, which was affirmed by Provost Potter and Chancellor Salgado.

The Provost continued his presentation by reporting on DEL holds and NSWs. He noted the previously approved policy that levied a charge of \$200 to students who did not show up to a class, rather than charging them the full tuition. A \$200 balance, Provost Potter noted, did not impede students from registering from classes. He shared the hope that more eligible students would be enrolling as a result. The Provost also reported that efforts were being made to strategically target communications and marketing for enrollment and first day of class reminders. Provost Potter noted two strategies – texting enrolled students 2-4 days prior to the start of term to remind them of the

first day of class and having faculty report attendance in the first week of classes in the Grades First system, which will call students who have not attended in the first week that they could potentially be NSW. He noted that this was done at the start of Summer 2018 term, which saw an increase in students coming to class.

Vice Chair Swanson asked how the numbers were being looked at specifically in regards to marketing and communications. Provost Potter noted that the plan was to look at the calendar to identify specific dates for communications, coordinating efforts between District Office and the colleges. Vice Chair Swanson noted that there are studies and a team at University of Chicago looking at how behavior changes can be impacted through various means of technology. Executive Vice Chancellor Lugo affirmed this, noting the future goals of getting better data and analytics for more consistent tracking and responsiveness.

- **Seven Strong Inaugural Benefit Gala**

Executive Vice Chancellor Lugo reported on the Seven Strong Inaugural Benefit Gala, scheduled for November 15, 2018 at The Geraghty, noting that during CCC's existence, there has been no signature moment to fundraise. He shared that it was an ideal time to engage corporate partners, be more intentional with donors, and strengthen the approach to grants. He noted the Seven Strong logo, with all college colors represented as well as the District wide blue. Executive Vice Chancellor Lugo noted the goal to raise 1 million dollars in unrestricted resources, and the work being done to understand CCC alumni and their capacity to give.

Trustee Telman inquired who was on the CCC Foundation Board. Executive Vice Chancellor Lugo listed the following individuals as members of the CCC Foundation Board: Pedro DeJesus, Executive Vice President of General Counsel & Corporate Secretary, Tampico Beverages; Nicole Johnson-Scales, Senior Vice President & Head of Community Development, Fifth Third Bank; Iris Krieg, President, Iris Krieg & Associates; Bill Lowry, Retired, Chicago Community Trust; Walter Massey, Chairman, City Colleges of Chicago; Cindy Moelis, President, Pritzker Traubert Foundation; Iliana Mora; Gary Rozier, Senior Vice President Institutional Marketing and Client Services, Ariel Investments; and Juan Salgado, Chancellor, City Colleges of Chicago.

Chancellor Salgado shared that Chair Massey has been very active in the rebuilding of the CCC Foundation and engaged in the Gala itself. The Chancellor noted the importance of having a very strong first event, as well as setting stretch goals.

Trustee Telman asked if anyone in particular had been identified to be recognized at the Gala. Executive Vice Chancellor Lugo responded that there was a desire to do that, noting that Chair Massey had raised the same question previously. Trustee Telman pointed out that it could help anchor the excitement and energy around the benefit. Executive Vice Chancellor Lugo affirmed this, noting that the Foundation was looking for individuals very invested in education and had a vision for community colleges.

VI. REVIEW OF JUNE BOARD REPORTS

With the conclusion of the presentations, Vice Chair Swanson began the process of reviewing the July 2018 Board Reports.

Chief Advisor Fleming reported on Resolution 1.00 and 1.01, confirming the appointment and approval of Rebeca Nieves Huffman as a trustee of CCC and the election of Board officers for

CCC. Vice Chair Swanson noted that she had been in communication with Trustee Nieves Huffman regarding her appointment and excitement to join the Board.

Associate Vice Chancellor Wong reported on Resolution 1.02 to adopt the annual budget, noting that the budget book had been made available for public inspection on June 5 and that the public budget hearing had been held on June 25, 2018.

Executive Vice Chancellor Lugo reviewed the Resources Development Report, and Vice Chancellor Minor reported on Agreement 4.00 regarding furniture purchases and installation services. Review on Agreement 4.01 was deferred for individual consideration at the July Board meeting.

Vice Chancellor Lidz reported on Agreement 4.02, followed by Provost Potter's review of purchase 5.00. During the review of Purchase 5.01, Vice Chancellor Minor noted the efforts made to engage MBE/WBE firms despite the shrinking industry for the purchase and detailing of uniforms. General Counsel Gowen concluded the board report review process by reporting on the legal invoices.

Vice Chair Swanson thanked everyone for their work, and that based on the review and agreement from Trustees Kent and Telman, she recommended the reviewed resolutions, reports, agreements, purchases, and invoices to be included in the Consent Agenda at the July 5, 2018 Regular Board Meeting.

VII. ADJOURNMENT

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

Meeting Adjourned 10:27 a.m.

Clarisol Duque
Secretary
Board of Trustees

Submitted by – Ashley Kang, Assistant Board Secretary