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APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 6, 2018

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

MINUTES

MEETING OF THE COMMITTEES ON FINANCE AND ADMINISTRATIVE SERVICES AND ACADEMIC AFFAIRS AND STUDENT SERVICES THURSDAY, OCTOBER 18, 2018 DISTRICT OFFICE 180 NORTH WABASH AVE., SUITE 200, CHICAGO, IL 60601 CONFERENCE ROOM 216/217

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, October 18, 2018 at 9:00 a.m., District Office 180 N. Wabash Ave., Suite 200, Chicago, IL 60601, Conference Room 216/217.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Vice Chair
Clarisol Duque, Secretary
Toi Pearson, Student Trustee

ASSISTANT BOARD SECRETARY

Ashley Kang

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

PROVOST AND CHIEF ACADEMIC

OFFICER

Mark Potter

GENERAL COUNSEL

Karla Mitchell Gowen

OFFICERS OF THE DISTRICT

Jeffrey Donoghue – Chief of Staff
Carmen V. Lidz – Vice Chancellor, Information Technology
Eric B. Lugo – Executive Vice Chancellor & Senior Advisor
Maribel Rodriguez – Chief Financial Officer
Kimberly Ross – Chief Talent Officer

OTHER ATTENDEES

Kai Love Davis	CCC District Office
Katheryn Hayes	CCC District Office
Stacia Edwards	CCC District Office
Sheila Johnson	CCC District Office
Gina Gentile	CCC District Office
Kasia Sanchez	CCC District Office
Christian Collins	CCC District Office
John Gasiorowski	CCC District Office
Ralph Passarelli	CCC District Office
Bob Covey-Robbins	CCC District Office

I. CALL TO ORDER

Secretary Duque called the October 18, 2018 joint meeting of the Committees on Finance and Administrative Services and Academic Affairs and Student Services to order at 9:00 a.m..

II. ROLL CALL

The Assistant Board Secretary called roll:

Elizabeth Swanson	Present
Clarisol Duque	Present
Toi Pearson	Present

III. WELCOME

Secretary Duque welcomed everyone to the committee meeting, commenting that it was her first time in the new District Office. She thanked Vice Chair Swanson and Student Trustee Pearson for joining her, and also thanked everyone in the room for their work on the committee materials. Secretary Duque noted she had many opportunities to be at the various colleges recently – Kennedy-King on the first day of classes, a visit to Harry S Truman, and several meetings at Harold Washington. She commented that it was wonderful to have opportunities to interact with students, faculty, and the administration. The Secretary concluded her remarks by noting these interactions made her feel part of the City Colleges family, and thanked everyone for making her feel welcome and showcasing the work happening at the colleges.

IV. REVIEW OF AGENDA ITEMS

Speakers: Mark Potter, Provost; Christian Collins, Associate Vice Chancellor – Decision Support

• **CITY COLLEGES FY2019 KPI Planning**

Provost Potter introduced the key performance indicator (KPI) planning process that the District was engaged in. The Provost noted that the new KPIs at a high level retained continuity with previous KPIs, while also aligning with the direction of the District’s future goal setting process.

Associate Vice Chancellor Collins shared the planning approach as FY19 KPIs were being developed, which involved key stakeholders and the college presidents during the budget preparation process.

Secretary Duque asked if IPED outcomes would remain the same, and if this was a separate measure. AVC Collins confirmed this, noting the limitations of IPED data release. AVC Collins noted that City Colleges would start tracking with a more recent cohort of students. Chancellor Salgado said that it was important for City Colleges to build its own architecture to manage and follow the data in real time.

AVC Collins spoke about the KPI regarding student economic mobility, pointing out that it will take more effort to track, as it requires records not readily available to City Colleges. She shared that City Colleges would be working with the State to replicate the State's existing tracking efforts and build in other measures.

Secretary Duque asked about the indicator regarding credit hour production. AVC Collins noted that it referred to credit hours that students are enrolled in, aligning with revenue. Provost Potter explained that headcount was the primary measure previously, but measuring credit hours would also help track the trends of full and part time students in relation to revenue since students pay per credit hour. Chancellor Salgado affirmed the need for City Colleges to look at the data from this perspective over time so that data at the programmatic level could be shared to stakeholders, including students, about historical wage gain and income earning possibilities.

V. CHANCELLOR REMARKS

There were no Chancellor remarks.

VI. REVIEW OF NOVEMBER 2018 BOARD REPORTS

Next, Secretary Duque initiated the review of the board reports that would be proposed for action at the November 1, 2018 Regular Board Meeting.

Provost Potter began by reporting on Resolution 1.00. Chief Advisor Fleming reviewed Resolution 1.01. General Counsel Gowen notified the committee that Resolution 1.02 would be deferred until the next month's board meeting. Next, Chief Advisor Fleming reviewed Resolution 1.03.

Secretary Duque noted that there was an additional resolution to be reviewed. The Secretary welcomed Chief Financial Officer Rodriguez to her first committee meeting and invited her to report on the added resolution. CFO Rodriguez reviewed the resolution for the levying of taxes for the levy year 2018. Secretary Duque noted that there were hard copies of the resolution provided for the Trustees to review.

Next, Executive Vice Chancellor Lugo reviewed the Resource Development Report.

District Director Johnson reported on Agreement 4.00, 4.01, and 4.02. Prior to Chief Talent Officer Ross' review of Agreements 4.02 through 4.08 which included employee health benefits, Director Johnson explained the vendor selection process for the aforementioned agreements, noting that City Colleges partnered with its sister city agencies during the vendor selection

process. Chief Talent Officer Ross reported on Agreements 4.02 and 4.03. During the review of Agreement 4.03, Secretary Duque inquired how the rate for the health maintenance organization (HMO) plan compared to previous years, if it stayed the same or went up. Chief Talent Officer Ross responded that she did not have the number in front of her, but promised to look into it.

Chief Talent Officer Ross continued her review of Agreements 4.04, 4.05, 4.06, 4.07, and 4.08. Vice Chancellor Lidz reported on Agreement 4.09, and General Counsel Gowen concluded the review of Agreements by reporting on Agreement 4.10. Chief Talent Officer Ross informed the Trustees that she was able to obtain the information regarding the HMO rates, and that the usage rate for the current year remained consistent to previous years.

Director Johnson reviewed on Purchases 5.00, 5.01, 5.02, and 5.03.

General Counsel Gowen reported on board report 6.00, the payment of legal invoices.

Secretary Duque thanked everyone, and based on the review of resolutions, reports, agreements, purchases, and invoices, she further noted that these items would be included on the Consent Agenda for the November 1, 2018 Regular Board Meeting.

VII. REVIEW OF AGENDA ITEMS (CONT.)

Speakers: Eric Lugo, Executive Vice Chancellor

- **Seven Strong Inaugural Benefit**

EVC Lugo began by introducing the Seven Strong Benefit logo, a combination of all seven colleges' colors as well as the District Office blue. EVC Lugo shared the intent of the benefit, with its focus on raising funds to support strategic items such as the relationship with Chicago Public Schools, student scholarships and emergency funds, innovative partnerships, and workforce development programs.

EVC Lugo went on to share the event leadership and the intention to incorporate faculty, staff, and students into the evening, including entertainment from the Harold Washington College Jazz Band and the Harry S Truman College Drumline. He also shared about the history and rationale behind the creation of the Ella Flagg Young Award. EVC Lugo briefly discussed the logistics of the evening, before concluding by sharing the current amount of money raised.

Secretary Duque congratulated EVC Lugo and his team, noting that in her five years serving on the Board this would be her first City Colleges of Chicago Foundation event. She expressed her excitement, and her appreciation for how students were being incorporated and showcased during the event.

Vice Chair Swanson asked how the Trustees could be helpful in supporting the fundraising and invitation efforts. Chancellor Salgado affirmed the need to think strategically and use the Benefit to engage others. He asked the Trustees to identify strategic people and organizations that could be assets and partners to City Colleges, noting that even if they could not come to the Benefit, the invitation provides an opportunity to follow up after.

Secretary Duque inquired how much the benefit would cost. EVC Lugo noted that the cost would not exceed the budgeted \$225,000.

VIII. ADJOURNMENT

With no further questions or businesses to come before the committee, Secretary Duque adjourned the Joint Committee Meeting of the Committees on Finance and Administrative Services and Academic Affairs and Student Services.

Meeting Adjourned at 9:56 a.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary