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APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 5, 2018

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

MINUTES

ACADEMIC AFFAIRS AND STUDENT SERVICES COMMITTEE MEETING
TUESDAY, OCTOBER 17, 2017
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, an Academic Affairs and Student Services Committee meeting of the Board of Trustees of Community College District No. 508 was held on Tuesday, October 17, 2017 at 9:00 a.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Marisela Lawson, Committee Chair
Clarisol Duque, Secretary
Diana Campos, Student Trustee
Elizabeth Swanson

OFFICERS OF THE DISTRICT

Eric Lugo – *Executive Vice Chancellor, Institutional Advancement*
Jeffrey Donoghue – *Chief of Staff*

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

PROVOST AND CHIEF ACADEMIC

OFFICER

Mark Potter

GENERAL COUNSEL

Eugene Munin

OTHER ATTENDEES

Meredith Sparks-Ament	CCC District Office
Audrey Burns	CCC District Office
Natalie Davis	CCC District Office
Jeffrey Wong	CCC District Office
Kai Love Davis	CCC District Office
Jonathan Keiser	CCC District Office

I. CALL TO ORDER

Committee Chair Lawson called the October 17, 2017 Academic Affairs and Student Services Committee meeting to order at 9:00 a.m.

II. ROLL CALL

The Chief Advisor to the Board called roll:

Marisela Lawson	Present
Elizabeth Swanson	Present
Clarisol Duque	Present (arrived late)
Diana Campos	Present

III. WELCOME

Committee Chair Lawson thanked everyone for their attendance and invited everyone go around and say their names and titles, as there were new trustees to the committee meeting.

IV. CHANCELLOR AND PROVOST REMARKS

Chancellor Salgado welcomed the new trustees and noted the work done during the committee process and the value of trustees' participation. He noted the meeting's focus on policy and the team effort involved on policy changes. The Chancellor noted the other topics that would be covered on later in the meeting, as well as more of the goals and strategies of the institution.

Provost Potter acknowledged that there were no HR items on the agenda for the meeting, but he noted that there were some staffing changes in Academic and Student Affairs. He noted the resignation of two staff members, Meredith Sparks-Ament and Nancy Childers, to explore other opportunities, thanking them for their work on the team. The Provost noted his decision to upgrade Jonathan Keiser's role to Deputy Provost based on his skills and abilities.

Committee Chair Lawson acknowledged Ms. Sparks-Ament's work and thanked her for her service at CCC.

V. **REVIEW OF AGENDA ITEMS AND DISCUSSION**

Speakers: Meredith Sparks-Ament; Mark Potter, Provost; Jonathan Keiser, Deputy Provost; Eric Lugo, Executive Vice Chancellor

- **November Board Policy Update, Review of Resolutions 1.04 and 1.05, and Review of Resource Development Report**

Next, Committee Chair Lawson began the review of the board reports proposed for action by the board for the November 2, 2017 Regular Board Meeting.

During the review of Resolution 1.04, Provost Potter introduced Meredith Sparks-Ament. Ms. Sparks-Ament noted the reasons why academic and student policies were reviewed and combined together into one document.

Committee Chair Lawson noted that this process seemed very much in the spirit of shared governance, noting Ms. Sparks-Ament's points regarding FC4. She also asked if the process was as effective, especially in regards to shared governance and accreditation. Ms. Sparks-Ament said that it was pretty good and getting better, noting that this would be the fourth cycle of using this process. She noted that each cycle there have been improvements towards shared governance, though there was always opportunities for growing engagement.

Provost Potter affirmed the shared governance perspective, as well as the importance of having the right policies at the right time. He noted the process' appropriate responsiveness level for getting policy changes through the system.

Student Trustee Campos asked about the student perspective and student engagement. Ms. Sparks-Ament noted the area to grow in this area, though during this cycle there were efforts to work on student communication as well.

Committee Chair Lawson asked if this amnesty policy happened at four-year institutions as well. Deputy Provost Keiser affirmed that other four-year institutions had similar amnesty policies, noting that it was perhaps seen more at community colleges.

Secretary Duque clarified if it was all the poor grades or universal at one given time. Deputy Provost Keiser shared the Registrar's concern that students would cherry pick grades. He noted that all F grades would be excluded from the GPA for the program.

Committee Chair Lawson asked about the further benefit aside from internally within CCC. Deputy Provost Keiser responded that it was beneficial in transferring to four-year institutions in regards to GPA and scholarships. Ms. Sparks-Ament noted that students do need to apply and maintain a specific GPA in order to receive the amnesty policy.

Student Trustee Campos noted the importance of communicating clearly to students the changes that might negatively impact them, as well as including a transitional period during the adoption of policy changes.

During Provost Potter's review of Resolution 1.05, Committee Chair Lawson asked for clarification regarding the managerial and supervisory relationship between Daley students and BSD Industries' staff. Provost Potter clarified that BSD Industries staff would work with Daley faculty regarding curriculum and instruction, as Daley faculty would observe. Students would also submit evaluation regarding teaching, same as Daley College operations. Provost Potter also noted that students would, after a year, continue their studies at Daley College.

With the conclusion of the review of agenda items, Committee Chair Lawson recommended that Resolution 1.04, Resolution 1.05, and the Resource Development Report be included in the consent agenda for the November 2, 2017 Regular Board Meeting.

- **Early Strategic Thinking**

Next, Executive Vice Chancellor Lugo gave a report regarding the District's strategic thinking and institutional advancement. He noted the need for building strategy around fundraising and developing a culture of fundraising. The Executive Vice Chancellor also noted that there was a need to build the infrastructure for fundraising and leveraging relationships. He noted the Chancellor's recent activation of an innovation fund.

Committee Chair Lawson noted the shift in the college presidents' roles in fundraising. Chancellor Salgado affirmed this, and commented that there should be further conversation and discussion regarding how presidents and vice presidents' roles would be changing. Vice Chair Swanson also noted the opportunity to build relationships and a team atmosphere between the college presidents as well.

Chancellor Salgado commented that it would be important moving forward to develop apprenticeships. The Chancellor also noted the value and need for developing and supporting institutional advancement.

Committee Chair Lawson asked how previous Resource Development Reports aligned with the institutional advancement strategy.

Executive Vice Chancellor Lugo noted that the majority of previous resource development funds are public in nature, received from the state government or public grants or scholarships. He also noted some privately provided grants and funds. The Executive Vice Chancellor noted that the strategy are based on the priorities of CCC, but perhaps not being fully fulfilled at the moment, but designed to be forward-looking.

Vice Chair Swanson and Committee Chair Lawson commented that the strategy plan and priorities were integrated, and noted that the trustees wanted to know how they could help leverage and support the plan through their relationships and connections.

There was further discussion regarding leveraging and developing fundraising opportunities. The Chancellor noted the sale of assets as one particular avenue, as well as the efforts of the CCC Foundation. Executive Vice Chancellor Lugo noted the work still to be done and that his office would keep the trustees updated moving forward.

VI. ADJOURNMENT

With the conclusion of the discussion, Committee Chair Lawson thanked everyone for their time and preparation work, then asked for a motion to adjourn.

<Motion> Secretary Clarisol Duque
<Second> Trustee Elizabeth Swanson

Motion Carried

Meeting Adjourned 10:56 a.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary