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**APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 1, 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, SEPTEMBER 20, 2018
HAROLD WASHINGTON COLLEGE, ROOM 102
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, September 20, 2018 at 9:00 a.m., at Harold Washington College, 30 East Lake Street, Room 102, Chicago, Illinois 60601.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Vice Chair
Deborah H. Telman

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
Eric B. Lugo – Executive Vice Chancellor & Senior Advisor
Diane Minor – Vice Chancellor, Administrative & Procurement
Services

Kimberly Ross – Chief Talent Officer

COLLEGE PRESIDENTS

Shawn Jackson – Interim President, Harry S Truman College
David A. Sanders – President, Malcolm X College

OTHER ATTENDEES

Katheryn Hayes	CCC District Office
Kai Love Davis	CCC District Office
Kate Connor	Harry S Truman College
Jess Bader	Harold Washington College
Alex Underwood	CCC District Office
Sarah Lichtenstein Walter	CCC District Office
Autym Henderson	CCC District Office
John Gasiorowski	CCC District Office
Christian Collins	CCC District Office
Sheila Johnson	CCC District Office
John Jackson	Olive-Harvey College
Rachel Johnson	Harry S Truman College

I. CALL TO ORDER

Vice Chair Swanson called the September 20, 2018 Joint Meeting of the Committees on Finance and Administrative Services and Academic Affairs and Student Services to order at 9:06 a.m..

II. ROLL CALL

The Assistant Board Secretary called roll:

Elizabeth Swanson	Present
Deborah Telman	Present (arrived 9:34 a.m.)

III. WELCOME

Vice Chair Swanson welcomed everyone to the Joint Committee Meeting, noting that some people were still on their way, including Trustee Telman. She thanked the staff for their work and preparation for the meeting.

IV. CHANCELLOR REMARKS

Chancellor Salgado remarked that the meeting room was visible to faculty and students walking by, encouraging transparency. The Chancellor spoke about the exciting developments and partnerships in the works, particularly the partnership with Chicago Public Schools (CPS). He commended Interim President Jackson and Interim Dean Connor for the work they were undertaking at Harry S Truman College around early childhood workforce student scholarships. The Chancellor also thanked all those working behind the scenes to support these initiatives. In his closing remarks, the Chancellor recognized President Sanders and the facilities team for their work on the West Side Learning Center investment. The Chancellor noted that this investment reflected a new standard for CCC.

V. **REVIEW OF AGENDA ITEMS**

Speakers: Shawn Jackson, Interim President of Harry S Truman College; Kate Connor, Interim Dean of College to Careers, Harry S Truman College; Mark Potter, Provost; Rachel Johnson, Professor, Harry S Truman College; John Jackson, Professor, Olive-Harvey College; David Sanders, President of Malcolm X College; Diane Minor, Vice Chancellor Administrative and Procurement Services

The full committee presentations may be found online.

- **West Side Learning Center**

Vice Chancellor Minor began by sharing that the growth of programs at Malcolm X College spearheaded the need for additional class and meeting spaces. VC Minor outlined the three phases of the project, which include interior renovations, lab space, updating the lobby, additional parking, and a new community center space.

Next, President Sanders thanked Chancellor Salgado for helping make the new investment possible. He spoke about the opportunities for expanding growth in enrollment, class offerings, and community partnerships. President Sanders also remarked that the renovations at the West Side Learning Center would match Malcolm X College, all in an effort to bring continuity and overall identification and pride to the space. The President spoke about the programming opportunities the renovations and expansion would provide.

Vice Chair Swanson inquired about the plan for community engagement. President Sanders shared that the investment would enhance the existing partnerships in the West Garfield and Austin neighborhoods, especially by engaging the community in identifying the perceived needs and incorporating those into the plans.

Chancellor Salgado remarked that the investment would grow the Jumpstart to Jobs initiative, create more certification opportunities, and develop partnerships with local high schools. The Chancellor also noted that by investing in the West Side Learning Center, CCC was showing a vote of confidence and support for the community.

Vice Chair Swanson asked what the projected growth in enrollment was based on. President Sanders responded that it is based on the number of students coming to the West Side Learning Center now, the projections based on providing more classes and capacity, as well as a redeveloped plan for adult education.

- **Early Learning Workforce Scholarship Investment**

President Jackson began by noting the importance of seeking out and training quality teachers and helping them connect back to their communities. He discussed the March 2, 2018 announcement from the Mayor that designated Harry S Truman College as the hub for scholarship funds to help develop and expand a larger early childcare workforce.

Next, Dean Connor spoke about the need to ensure that professionals working in early childhood education are ready to support children and families. She also highlighted the city's goals for universal preschool by 2021, and the challenges exacerbated a high turnover in the field. Dean Connor described the multi-layered steps taken to operationalize and implement programs, as well as the processes that benefit those in early childhood education. She also commented that the

numbers of students utilizing scholarship money is expected to increase.

Vice Chair Swanson commented CCC has an opportunity to be a true model, not just regionally, but state wide and nationally. She commended the team in their efforts to codify their processes in order to share with other institutions. Dean Connor noted that the Truman team has been presenting at conferences and sharing the work.

Chancellor Salgado pointed out that this was an example of innovation, as well as an excellent example of CCC's centers of excellence. He remarked that having a point of industry located at each of the colleges allows for continued collaboration and expertise with sister agencies, benefiting all students across all the colleges.

- **Transitional Math**

Provost Potter opened by noting the importance of educational quality, and the importance of CCC's partnership with CPS, which allows CCC to be ahead in developing strong transitional math pathways. He affirmed the importance of faculty commitment and success before introducing Professor Johnson, chair of the math department at Harry S Truman College.

Professor Johnson outlined the Post-Secondary and Workforce Readiness Act (PWR) and the efforts CCC and CPS have made to be compliant and sustainable. She outlined the memorandum of understanding between CPS and CCC faculty to work together and build a quality program and process. Professor Johnson spoke about the pilot program and its outcomes before sharing the improvements and changes made to the current program plan and challenges of program cost. She closed by addressing some of the potential options and alternatives to maintain the program in the CPS system. Professor Jackson of Olive-Harvey College spoke about the efforts around launching a similar pilot for the STEM pathway.

Trustee Telman shared her appreciation for the passion around this project, applauding the faculty for their work. Following up on the sustainability and challenges, Trustee Telman inquired what the cost was related to textbooks. Professor Johnson responded that the math literacy book is about \$110-\$120 per loose leaf workbook, and the book with the online code is \$180 per student. She went on to note that there are no free resources around math literacy at the moment. Trustee Telman asked if there were opportunities to work with industry partners. Provost Potter commented that there are not many for math literacy, as there are for other STEM programs. Professor Johnson did comment that there is ongoing work with partners to develop free and accessible resources for students.

Vice Chair Swanson asked about the group of faculty and staff involved. Professor Johnson shared about the CCC committee exploring the resources and efforts. Provost Potter also commented that staff from the Office of Institutional Advancement attend those meetings as well to ensure sustainability over long-term growth.

Chancellor Salgado asked how many CPS students do not take a fourth year of math – Professor Johnson commented that the information could be obtained. The Chancellor affirmed the need for this data, especially to track impact of CCC's transitional math initiative. Professor Johnson agreed, noting that other schools such as University of Illinois Chicago are also considering such models, especially since CCC and CPS are the largest entities to team up and make this leap. Vice Chair Swanson remarked that this partnership is being watched closely at the State level, and thanked the professors for all their work.

VI. REVIEW OF OCTOBER BOARD REPORTS

Next, Vice Chair Swanson initiated the review of the reports being brought before the Board at the October 4, 2018 Regular Board Meeting.

VC Minor began by reviewing Resolution 1.00, followed by Chief of Staff Donoghue's report on Resolution 1.01. Provost Potter reported on Resolutions 1.02 and 1.03, while President Jackson reviewed Resolutions 1.04 and 1.05.

General Counsel Gowen reported on Resolution 1.06 to authorize an amendment to a facilities use agreement with One Million Degrees. Trustee Telman inquired if there was any cash payment involved. General Counsel responded in the negative, affirming that CCC benefited from the services provided. Vice Chair Swanson clarified that the arrangement mirrored what occurred at the old District Office location at 226 W. Jackson Blvd., now located at 180 N. Wabash Ave.

Chief Advisor Fleming closed the review of resolutions by reporting on Resolution 1.07.

Executive Vice Chancellor Lugo provided an overview of funds raised through non-governmental sources with the Trustees. He noted that there was an increasing effort to track and budget the gifts coming in through the CCC Foundation to align with CCC's strategic priorities and the goals of the upcoming Seven Strong Benefit Gala.

Vice Chair Swanson asked if the funds are targeted towards specific line items or are proposed to be distributed across various priorities. EVC Lugo responded that the resources went to the CCC Foundation and are considered unrestricted resources, which will allow for distribution to the various projects and priorities.

EVC Lugo went on to review the Resource Development Report (Board Report 3.00). Trustee Telman asked whether the funds mentioned previously were reflected on the Resource Development Report. EVC Lugo clarified that the Resource Development Report reflected the public granting process that CCC engages in, while there are still fundraising efforts targeted toward private funds. Trustee Telman shared her appreciation for this information, and asked for a future way to integrate private funding tracking with the contents of the Resource Development Report in an effort to tie them to fiscal year goals.

VC Minor reviewed Agreements 4.00 and 4.01, followed by Provost Potter's report on Agreement 4.02 and 4.03. Trustee Telman asked what the revenue generated from the current agreement with our online bookstore is. Sheila Johnson, District Director of Business & Procurement Services, noted that they would follow up with the Office of Finance for a precise answer. Trustee Telman also asked if using the current vendor was more cost effective than using a general on-line bookstore. Provost Potter said that it was comparable, as the incumbent vendor offers a used book marketplace as well. VC Minor shared that there would be a RFP this winter. Provost Potter emphasized the importance of price and service for students.

Chief Talent Officer Ross reported on Agreement 4.04, followed by EVC Lugo's review of Agreement 4.05.

VC Minor reviewed Purchases 5.00, 5.01, and 5.02, and General Counsel concluded the review of Board Reports by reviewing Section 6.00, the payment of legal invoices.

VII. ADJOURNMENT

Vice Chair Swanson thanked everyone for their time and, based on the review of resolutions, reports, agreements, purchases, and invoices, she recommended them for inclusion in the Consent Agenda for the October 4, 2018 Regular Board Meeting. With no further business to come before the Joint Committee, Vice Chair Swanson adjourned the meeting.

Meeting Adjourned 10:33 a.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary