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**APPROVED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 4, 2019**

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

MINUTES

**MEETING OF THE COMMITTEE ON ACADEMIC AFFAIRS AND STUDENT SERVICES
THURSDAY, MARCH 7, 2019
HAROLD WASHINGTON COLLEGE
30 EAST LAKE STREET, CHICAGO, IL 60601
ROOM 1115**

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, a meeting of the Committee on Academic Affairs and Student Services of the Board of Trustees of Community College District No. 508 was held on Thursday, March 7, 2019 at 12:00 p.m., Harold Washington College, 30 East Lake Street, Chicago, IL 60601, Room 1115

ATTENDEES

TRUSTEES

Elizabeth Swanson, Committee Chair
Walter E. Massey
Clarisol Duque, Secretary
Karen Kent
Darrell A. Williams
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

Carmen V. Lidz – Vice Chancellor, Information Technology
Eric B. Lugo – Executive Vice Chancellor & Senior Advisor
Jennifer Mason – Vice Chancellor Legislative & Community
Affairs
Diane Minor – Vice Chancellor, Administrative & Procurement
Services
Maribel Rodriguez – Chief Financial Officer
Kimberly Ross – Chief Talent Officer

PRESIDENTS

Ignacio Lopez – President, Harold Washington College
David Potash – President, Wright College
David A. Sanders – President, Malcolm X College
Gregory Thomas – President, Kennedy-King College

OTHER ATTENDEES

Katheryn Hayes	CCC District Office
Stacia Edwards	CCC District Office
Jennifer Alexander	Richard J. Daley College, FC4
Maureen Fitzpatrick	CCC District Office
Sarah Lichtenstein Walter	CCC District Office
Gina Gentile	CCC District Office
Anne Kennedy	CCC District Office
Christian Collins	CCC District Office
Steve Saba	CCC District Office
Oscar Orellana	CCC District Office
Jess Bader	Harold Washington College, FC4
Mareva Lindo	City Bureau
Alex Underwood	CCC District Office
Nathan Worcester	City Bureau
Ralph Passarelli	CCC District Office
Shavon Taylor	CCC District Office
Morgan Halstead	Malcolm X College
Kate McGee	WBEZ
Kasia Sanchez	CCC District Office

I. CALL TO ORDER

Committee Chair Swanson called the March 7, 2019 meeting of the Committee on Academic Affairs and Student Services to order at 12:06 p.m..

II. ROLL CALL

The Assistant Board Secretary called roll:

Walter E. Massey	Present
Clarisol Duque	Present
Karen Kent	Present (arrived at 12:50 p.m.)
Darrell A. Williams	Present (arrived at 12:45 p.m.)
Toi Pearson	Present
Elizabeth Swanson	Present

III. WELCOME

Committee Chair Swanson welcomed everyone to the Academic Affairs and Student Services Committee meeting and noted it was her first formal meeting as chair of the committee. The Committee Chair thanked Chair Massey, Secretary Duque, and Student Trustee Pearson for joining her today, noting that the Chancellor and Trustees Kent and Williams would be arriving shortly.

IV. PROVOST REMARKS

Provost Potter greeted everyone and noted that he had just left the Chancellor at the graduation of the 500th veteran to complete the gas and utilities program at Dawson Technical Institute. The Provost also thanked Committee Chair Swanson for agreeing to chair the Academic Affairs and Student Services Committee and commented on the importance and value of engaging with the learning, outcomes, and educational excellence at City Colleges.

V. REVIEW OF AGENDA ITEMS

(Chancellor Salgado arrived at 12:35 p.m.; Trustee Williams arrived at 12:45 p.m.; Trustee Kent arrived at 12:50 p.m.)

Speakers: Mark Potter, Provost; Stacia Edwards, Deputy Provost; Shavon Taylor, District Director – Early College Program; Morgan Halstead, Chair and Assistant Professor of English and Literature – Malcolm X College; Eric Lugo, Executive Vice Chancellor of Institutional Advancement

• **Early College Program**

Deputy Provost Edwards and District Director Taylor gave a presentation on the Early College Program at City Colleges. The full presentation can be found online [here](#).

Provost Potter began by thanking each of the presenters and noted that the Early College Program is a high profile and important program partnership for City Colleges and Chicago Public Schools (CPS). The program provides opportunities to students and families within CPS as they begin to think about college, allowing them to engage in college level courses while still in high school. Provost Potter spoke the important role faculty play in ensuring quality and oversight.

Deputy Provost Edwards began by explaining the difference between dual enrollment and dual credit. Dual enrollment, high school students go to one of the City Colleges to take a course just as any other City Colleges student. Students do not have to pay for these courses or their course textbooks. With dual credit, students take City Colleges courses at their own high school, offered either by a qualified high school teacher or by City Colleges faculty. Dual credit students have access to the same materials as City Colleges students; dual credit courses are expected to be the same course as what is being offered at a City Colleges location.

District Director Taylor reported that in Fiscal Year 2018, City Colleges partnered with 80 high schools, enrolling 5,000 high school students to comprise both dual credit and dual enrollment. To ensure the academic quality of dual credit courses, 150 City Colleges faculty have been approved as mentors for high school teachers teaching dual credit courses. These faculty mentors help to develop syllabi, conduct classroom observations, and ensure that high school teachers are fully trained and equipped. District Director Taylor also noted that there are ten dedicated staff who assist and support at the college level.

The ethnic breakdown of Early College Program students is similar to City Colleges', with a majority of Hispanic and African-American students. District Director Taylor also noted that English and math courses are the two biggest subject areas for the Early College Program with the intention to help high school students transfer credit to four year institutions or matriculate to City

Colleges directly. The pass rate of Early College is consistent amongst dual enrollment and dual credit.

Next, Deputy Provost Edwards reported that the number of Early College students who matriculate to City Colleges each year has been steadily increasing, currently comprising 3.5% of City Colleges' overall credit enrollment. The Deputy Provost noted that not all of these students come directly from high school, as some attend college elsewhere before returning to City Colleges or enroll during the summer term. Deputy Provost Edwards also spoke about the Jumpstart to Jobs initiative offered to rising seniors in the dual enrollment program. Students in Jumpstart to Jobs can earn up to 15 credit hours (basic certificate) in a specific career area as well as receive on-the-job training.

Chair Massey asked if Early College students are able to transfer their credits directly to four year institutions. District Director Taylor answered that under the Illinois Articulation Initiative, City Colleges selects courses that will transfer directly to state schools in Illinois without any barriers. Provost Potter added that the healthy Early Colleges Program relationship between City Colleges and CPS serves as a long-term benefit for high school students. The Provost noted that City Colleges is very intentional about what courses are offered through the Early Colleges Program in order to add value; the aim is to make as many courses transferable as possible.

Student Trustee Pearson asked what industries and career paths are included in the Jumpstart to Jobs initiative. District Director Taylor shared that there are several options within the Jumpstart to Jobs initiative including: banking (Harold Washington), early childhood education, human growth and development and family services, auto cad (Harry S Truman), information technology (Wilbur Wright), supply chain management and logistics and forklift operation (Olive-Harvey).

Committee Chair Swanson inquired how Early College enrollment works and how courses are selected. Deputy Provost Edwards explained that each CPS high school requests the courses that it wants available for its students, which varies by each school and its goals. The focus is primarily on English and math, which act as gatekeeper courses and are generally the first courses students tend to take. CPS has multiple ways to determine if students are eligible for the Early College Program, including attendance, grades, and their desire to enter the workforce directly post high school.

Professor Halstead noted that the continued growth and success of the Early College Program would depend on intentional and strategic faculty engagement. Professor Halstead also expressed the hope to see more Early College students transferring to City Colleges in the future.

- **City Colleges of Chicago Foundation**

Executive Vice Chancellor (EVC) Lugo gave a presentation on the relationship between City Colleges of Chicago and the City Colleges of Chicago Foundation (Foundation). The full presentation can be found online [here](#).

EVC Lugo began by sharing the mission of the Foundation is to assist in developing and augmenting the resources and carrying out the educational functions of City Colleges. The Foundation is a separate 501(c)3 which exists to support the entirety of the City Colleges system including each of the seven colleges. EVC Lugo reported that the Foundation's board of directors delegates its day-to-day operations to the President of the Foundation, noting that when efforts to revitalize the Foundation began in 2018, there were five board members, three of which were City

Colleges administrators. EVC Lugo shared that the Foundation is working to have checks and balances and external voices on the board to provide more confidence for private donors, noting that the current board consists of seven external members from both the profit and non-profit world as well as the Chair of the City Colleges Board of Trustees, the Chancellor, and City Colleges' Chief Financial Officer, who all serve as ex-officio members of the Foundation Board.

EVC Lugo outlined the two primary functions of the Foundation, including the administration of scholarships and the development of programmatic initiatives. Scholarship allocation increased over \$100,000 from fiscal year 2017 (\$88,520) to fiscal year 2018 (\$197,876). Under Chancellor Salgado's leadership, \$3.1 million in annual commitments has been raised to support new initiatives.

Next, EVC Lugo described the relationship shift between the Foundation and City Colleges, moving from a dependent to an interdependent relationship. An interdependent relationship means that the Foundation is not fully controlled by City Colleges but may take some benefits in the form of staff support, free rent, or other in kind benefits, often reimbursing City Colleges either directly or other support. EVC Lugo noted that in the surrounding Chicago area, out of all community college foundations, 11 out of 12 operate in an interdependent manner.

EVC Lugo reported on the Foundation's progress to date: five external board members have been brought on, the bylaws have been updated to reflect the interdependent structure, and the approval of the Inaugural Seven Strong Benefit. The current work includes discussion of a memorandum of agreement between the Foundation and City Colleges, discussion of the Foundation budget, and developing budgeting and scholarship management tools.

Committee Chair Swanson commented on the remarkable progress over the last year. Chair Massey noted that as an ex officio member of the Foundation board he has seen how it has evolved and is moving in a positive direction. The Chair remarked that the external members are all highly qualified and dedicated and congratulated EVC Lugo and Chancellor Salgado.

Secretary Duque echoed the previous comments about the progress made and asked when the current Foundation board officially started. EVC Lugo answered that the current Foundation board as it stands today began in May 2018.

Secretary Duque asked how much an average scholarship from the Foundation is and what makes students eligible to receive them. EVC Lugo shared that scholarships typically range from \$400-\$600. Eligibility criteria varies based on the donors' desire to support a specific demographic, industry, or college. EVC Lugo noted that the Foundation is working to develop and leverage Foundation scholarships with other financial aid and scholarships in order to give more to students.

Committee Chair Swanson thanked EVC Lugo for the informative presentation and commented that the Trustees are ready to assist in the fundraising efforts for the bold goal set for the next Seven Strong Benefit.

VI. REVIEW OF MARCH 2019 BOARD REPORTS

Committee Chair Swanson initiated the review of the March 2019 board reports.

Vice Chancellor (VC) Minor reviewed Resolution 1.00, followed by Chief Financial Officer (CFO) Rodriguez' review of Resolution 1.01.

Provost Potter reviewed the revisions to the Academic and Student Policies as outlined in Resolution 1.02. Chair Massey asked what the Illinois State Seal of Biliteracy entailed. Provost Potter explained that high schools in Illinois offer a seal of biliteracy to students who demonstrate competency and college readiness in a language other than English. They can receive college credit as a result.

President Sanders reviewed Resolution 1.03 and President Lopez reviewed Resolution 1.04. General Counsel Gowen reported on Resolutions 1.05, 1.06, and 1.07.

Chief Talent Officer Ross reviewed the Personnel Report (Item 2.00) and EVC Lugo reviewed the Resource Development Report (Item 3.00).

Next, VC Minor reported on Agreement 4.00. CFO Rodriguez reported on Agreement 4.01, followed by VC Lidz' review of Agreements 4.02, 4.03, and 4.04. Director of Risk Management Passarelli reported on Agreements 4.05 and 4.06.

VC Minor reviewed Purchases 5.00, 5.01, and 5.02. EVC Lugo reported on Purchase 5.03 and VC Minor reported on Purchase 5.04. President Sanders reviewed Purchase 5.05.

General Counsel Gowen concluded the review of board reports by reporting on Item 6.00, the payment of legal invoices.

VII. MOTION TO DISCHARGE THE MARCH 2019 BOARD PACKET

Committee Chair Swanson asked for a motion to discharge the reviewed resolutions, personnel report, resource development report, agreements, purchases, and legal invoices to the March 2019 Regular Board Meeting as part of the Consent Agenda.

<Motion> Trustee Karen Kent
<Second> Chair Walter E. Massey

Motion carried.

VIII. MOTION FOR CLOSED SESSION

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

IX. ADJOURNMENT

Upon the concluding that there were no more items of business to come before the Academic Affairs and Student Services Committee, Committee Chair Swanson asked for a motion to adjourn.

<Motion> Trustee Karen Kent
<Second> Chair Walter E. Massey

Motion carried.

Meeting Adjourned at 1:27 p.m.

Clarisol Duque
Secretary
Board of Trustees

Submitted by – Ashley Kang, Assistant Board Secretary