

**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, OCTOBER 3, 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 by 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, October 3, 2019 at 12:30 p.m., Harold Washington College, 30 East Lake Street, Chicago, IL 60601, Room 1115.

**ATTENDEES**

**TRUSTEES**

Elizabeth Swanson, Vice Chair  
Walter E. Massey, Board Chair  
Peggy A. Davis  
Deborah H. Telman  
Darrell A. Williams  
Armani Alexander, 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**

Rhonda Brown – Vice Chancellor, Institutional Advancement  
Veronica Herrero – Chief Strategy Officer  
Carmen V. Lidz – Chief Information Officer  
Eric B. Lugo – Executive Vice Chancellor & Chief of Staff  
Jennifer Mason – Vice Chancellor, Legislative & Community  
Affairs  
Maribel Rodriguez – Chief Financial Officer  
Stacia Thompson – Vice Chancellor, Economic & Workforce  
Innovation

**PRESIDENTS**

Kimberly Hollingsworth –President, Olive-Harvey College  
Peggy Korellis – Interim President, Harold Washington College  
Janine Janosky – President, Richard J. Daley College  
David Potash – President, Wright College  
David Sanders – President, Malcolm X College

**OTHER ATTENDEES**

David Anthony	CCC District Office
Yolanda Martin	CCC District Office
Steve Saba	CCC District Office
Oscar Orellana	CCC District Office
Anne Kennedy	CCC District Office
Katheryn Hayes	CCC District Office
Kasia Sanchez	CCC District Office
Debra King	CCC District Office
Jeffrey Wong	CCC District Office
Amaniyea Glover	City Bureau
Nicolle Neulist	City Bureau
Ariana Correa	University of Illinois – Chicago
Maria Estrada	FC4
Ralph Passarelli	CCC District Office
Sarah Lichenstein Walter	CCC District Office
April Hansen	McCorkle Litigation Services
Julia Vazquez	Harold Washington College
Cesar Rodriguez	CCC District Office
Chris Jensen	CCC District Office
Marcia Lewis	CCC District Office
Maureen Fitzpatrick	CCC District Office
Micquelyn Randall	CCC District Office
Edgar Rios	CCC District Office
Sheila Johnson	CCC District Office

**I. CALL TO ORDER**

Vice Chair Swanson called the October 3, 2019 meeting of the Committee on Academic Affairs and Student Services to order at 12:36 p.m..

**II. ROLL CALL**

The Assistant Board Secretary called roll:

Peggy A. Davis	Present
Deborah H. Telman	Present
Darrell A. Williams	Present
Walter E. Massey	Present (arrived at 12:46 p.m.)
Elizabeth Swanson	Present
Armani Alexander	Absent
Clarisol Duque	Absent
Karen Kent	Absent

### III. WELCOME

Vice Chair Swanson welcomed everyone back to Harold Washington College and the new academic year. The Vice Chair began her remarks by announcing that all Committee and Board meetings would be livestreamed starting with today's meetings.

Vice Chair Swanson shared that she, along with Secretary Duque, Trustee Kent, and Student Trustee Alexander, recently attended the Star Scholar Welcome Celebration at Malcolm X College. The Vice Chair noted the enthusiasm and excitement of the students and their families as they begin this next chapter in their education.

### IV. CHANCELLOR REMARKS

Chancellor Salgado echoed Vice Chair Swanson's remarks about the Star Scholar Welcome Celebration. The Chancellor expressed his appreciation for Provost Potter and the Academic Affairs team for convening the panel that occurred during the celebration, which included students and parents.

### V. REVIEW OF AGENDA ITEMS

Speaker: Mark Potter, Provost

- **Fall 2019 Credit Enrollment Update**

Provost Potter gave an update on Fall 2019 credit enrollment. The full presentation can be found online [here](#).

The Provost reviewed the recent implementation of a payment deadline which was put into place to help minimize student bad debt. Previously, students could complete a semester without paying or creating a payment plan, which impeded their ability to progress and enroll in the following semester. In the Fall 2018 semester, 15% of students ended the term with a delinquency hold on their account. Provost Potter commented that having a payment deadline is common for higher education institutions, with students being required to demonstrate their ability to pay prior to the start of a term. This allows for institutions to identify and help address financial challenges and assist students in finding ways to pay for tuition at the beginning of a term, rather than waiting until the end of a term, where there are fewer options.

The Provost continued by giving a summary of credit enrollment. Overall headcount credit enrollment was flat between FY2018 and FY2019 (FY2019 comprised of Summer 2018, Fall 2018, and Spring 2019). Fall 2019 (part of FY2020) census headcount is down 10% compared to Fall 2018, and would be down at least 1% without the drops for nonpayment. 1 in every 10 students enrolled at the payment deadline was dropped for non-payment in Fall 2019. Of the students dropped for non-payment, 47% (2,634) were able to successfully re-enroll.

Provost Potter discussed several ways City Colleges worked to provide additional supports and options for students. The amount of scholarship dollars awarded in FY2019 tripled from FY2018. The registration deadline was also extended, allowing an additional 823 students to register for the 16-week fall session. Additionally, 72 mini-session offerings were added, in comparison to Fall 2018, allowing for students registering late to be able to complete 12-week sessions.

Chair Massey asked about long term financial solutions if financial situations for students who received a one time or short term financial support to register this semester. Provost Potter noted that these students were able to enroll not necessarily because of increased financial assistance, but because the deadline was extended. Data is being analyzed to understand why students did or did not meet the payment deadline and figure out what supports are necessary to help them enroll in continuous semesters.

Chair Massey asked if there was data to predict how much in scholarship funds will be needed to for students who have difficulties enrolling as a result of financial constraints. Provost Potter responded that the data is being collected, and also noted that just because an individual did not enroll does not necessarily mean it was due to financial challenges.

Trustee Telman asked if a survey was sent to students in order to collect more data around enrollment. The Provost responded that data is being examined and that additional outreach to students is being planned.

Trustee Telman asked if the students who were unable to enroll were eligible for financial aid. Provost Potter noted that some are eligible, but some might not have completed the checklist of necessary steps to qualify for additional aid.

Trustee Williams asked if there was data about the distribution of those students who are unable to enroll due to financial challenges based on where they are in their studies (i.e. incoming high school/first year students versus returning students). The Provost responded that the information is part of the ongoing analysis and will be updated.

Trustee Telman asked about payment plans. Provost Potter noted that students have a payment plan option, where they demonstrate that they have a way to pay their tuition and make a down payment.

Provost Potter reported that the District and the Colleges are currently engaged in strategic enrollment planning, and that the Board can expect an update in November on those efforts. The Provost also noted that Adult Education enrollment numbers will be updated in December, as Adult Education enrollment is still occurring.

Trustee Telman asked what the deadline for submitting FAFSA is, and how long it takes for students to find out how much financial aid they can receive. Provost Potter responded that there is not a separate deadline for FAFSA; it is due with the payment plan. For each student, the time it takes to find out how much aid they qualify for differs, though it typically takes 48 hours to process and then determine a student's aid package.

Chair Massey inquired about other institutions that stand out in terms of enrollment management that City Colleges could learn from. Provost Potter commented that there are other institutions across the nation that deal with the challenges of open enrollment that City Colleges can learn from.

Trustee Telman asked about the down payment. Provost Potter explained that a third party vendor is utilized and requires students to establish a payment plan in order to demonstrate that they either have a checking or savings account or credit card to pay tuition with. Chancellor Salgado commented that the mechanisms in place by the third party vendor could likely be barriers to students, and that this process was going to be examined to better balance the need for efficiency

with the needs for students. Chancellor Salgado also noted that clear communication to students would be needed.

Trustee Telman asked about the new financial aid software and how it has helped or not helped in the enrollment process. Provost Potter noted that it is difficult to disentangle the impact of the payment deadline and the verification system from each other, which is part of the current learnings. The Provost pointed out that the Summer 2019 term was the first term that the verification system was fully utilized. The main goal of the verification system is to enhance the student/user experience and allow staff to spend more time in one-on-one consultations with students, rather than having to process the documents manually. Provost Potter noted that these issues and questions were part of the current review and learning process.

**VI. REVIEW OF OCTOBER 2019 BOARD REPORTS**

Next, Vice Chair Swanson initiated the review of the October 2019 board reports.

Provost Potter reviewed Resolution 1.00, followed by Executive Vice Chancellor (EVC) Lugo's review of Resolution 1.01.

Manager Rios reviewed Item 2.00, the personnel report, followed by EVC Lugo's review of the Item 3.00, the resource development report.

Next, Associate Vice Chancellor (AVC) Anthony reported on Agreement 4.00. Provost Potter reviewed Agreements 4.01 and 4.02. AVC Anthony reported on Agreement 4.03.

AVC Anthony reviewed Purchases 5.00, 5.01, and 5.02.

General Counsel Gowen concluded the review of board reports by reviewing Section 6.00, the payment of legal invoices.

**VII. MOTION TO DISCHARGE THE OCTOBER 2019 BOARD PACKET**

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

<Motion> Trustee Deborah H. Telman

<Second> Chair Walter E. Massey

Motion carried.

**VIII. MOTION FOR CLOSED SESSION**

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

**IX. ADJOURNMENT**

Upon concluding that there was no more business to be brought before the committee, Vice Chair Swanson asked for a motion to adjourn.

<Motion> Trustee Deborah H. Telman

<Second> Trustee Peggy A. Davis

Motion carried.

Meeting Adjourned 1:30 p.m..

**Clarisol Duque  
Secretary  
Board of Trustees**

**Submitted by – Ashley Kang, Assistant Board Secretary**