

**33837**

**APPROVED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
OCTOBER 3, 2019**

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

**MINUTES**

**MEETING OF THE AD HOC COMMITTEE ON PROCESS FOR  
NAMING DISTRICT FACILITIES  
TUESDAY, AUGUST 13, 2019  
DISTRICT OFFICE  
180 NORTH WABASH AVENUE, SUITE 200, CHICAGO, IL 60601  
CONFERENCE ROOM 216/217**

Pursuant to provisions of the Illinois Public Community College Act, as amended by the State of Illinois, County of Cook, a meeting of the Ad Hoc Committee on Process for Naming District Facilities of the Board of Trustees of Community College District No. 508 was held on Tuesday, August 13, 2019 at 2:30 p.m., District Office, 180 North Wabash Avenue, Suite 200, Chicago, IL 60601, Conference Room 216/217.

**ATTENDEES**

**TRUSTEES AND COMMITTEE MEMBERS**

Elizabeth Swanson, Board Vice Chair and Committee Chair  
Deborah H. Telman, Trustee  
Armani Alexander, Student Trustee  
Shawn Jackson, Ph.D., President, Harry S Truman College  
Adriana Tápanes-Inojosa, Ph.D., FC4 President, Harold Washington College

**ASSISTANT BOARD SECRETARY**

Ashley Kang

**CHIEF ADVISOR TO THE BOARD**

Tracey B. Fleming

**OTHER ATTENDEES**

Vania Doss                      CCC District Office

**I.     CALL TO ORDER**

Vice Chair Swanson called the August 13, 2019 meeting of the Ad Hoc Committee on Process of Naming District Facilities to order at 2:32 p.m.

**II.    ROLL CALL**

The Assistant Board Secretary called roll:

Deborah H. Telman	Present
Armani Alexander	Present (arrived 2:37 p.m.)
Shawn Jackson	Present
Adriana Tápanes-Inojosa	Present (arrived 2:35 p.m.)
Elizabeth Swanson	Present
Eric Lugo	Absent
Eve Stromidlo	Absent

**III.   WELCOME**

Vice Chair Swanson welcomed everyone to the Ad Hoc Committee on Process of Naming District Facilities meeting. The Vice Chair noted the recent suggestions on renaming certain District Facilities and the Board’s subsequent review of the process for making decisions on these topics. Vice Chair Swanson noted that the Board felt that there were opportunities to provide additional clarity. The Vice Chair also commented on the collaborative nature of this undertaking, as the names of District facilities hold meaning and represent the values of City Colleges of Chicago.

(Dr. Tápanes-Inojosa arrived at 2:35 p.m. and Student Trustee Alexander arrived at 2:37 p.m.)

**IV.    INTRODUCTIONS**

Each committee member briefly introduced themselves and their role at City Colleges.

**V.     REVIEW OF THE COMMITTEE CHARGE AND GOALS**

Vice Chair Swanson reviewed the charge to the committee: to make recommendations to the full Board of Trustees on a process to be utilized by the Board when considering the naming or renaming of City Colleges of Chicago facilities and colleges. The Ad Hoc committee may also consider clarifications to the existing policy and how to the naming of facilities can properly reflect the best interests of all residents of the City of Chicago, and specifically the future and current students and alumni of the City Colleges of Chicago.

The committee reviewed the current policy for naming district facilities, as outlined in the Board Policies and Procedures, Article 7, Section 3.

**VI. SUMMARIZE INITIAL RESEARCH**

Next, Vice Chair Swanson asked Chief Advisor Fleming to summarize the background research on other institutions' naming processes provided to the committee.

Chief Advisor Fleming began by noting that the scope of naming opportunities varies from institution to institution, depending on the types of campuses (i.e. multiple buildings, roads, bridges, plazas) and the different layouts between urban and suburban institutions. In many cases, there are opportunities for members of an institution's community to submit proposals and provide feedback. Written proposals, supporting documentation, or an application form were also a common theme. Many institutions also had some type of advisory committee or council that initially reviewed proposals before submitting to the president/chancellor with an accompanying recommendation. Most processes concluded with the governing board's consideration of the proposal and recommendations. Additionally, most processes distinguished the difference between honorific namings versus those associated with a financial contribution.

**VII. REVIEW AND DISCUSSION OF INITIAL CONSIDERATIONS**

Trustee Telman suggested that it will be important to distinguish between the different kinds of facilities and spaces (i.e. conference room, auditorium, building, etc.). Vice Chair Swanson posed the question whether it should be the same process for different sized assets. Dr. Jackson suggested a tiered system associated with various cost thresholds.

Dr. Jackson also suggested that a standardized process would be beneficial, as different colleges are located in different communities, with different opportunities for corporate donations, and have varying levels and processes for community and stakeholder engagement. Dr. Tápanes-Inojosa affirmed this, pointing out different examples in the research of institutions that distinguished the different kinds of naming opportunities, the authority to name at each level, and the criteria for naming. Dr. Tápanes-Inojosa noted the need for a process for big and small spaces alike. Trustee Telman noted that the process could be the same for each asset, regardless of size or location, but the authority did not have to rest solely with the Board.

Dr. Tápanes-Inojosa asked if there should be form or written application. The committee members discussed and agreed that it would be best to have a written form for each naming proposal to ensure a standardized process across the District, and to ensure that stakeholders were involved (i.e. students, faculty, staff, alumni, external community members).

Next, the committee discussed the various ways to engage stakeholders. Trustee Telman recommended that surveys could help to reflect a broader base of support. Vice Chair Swanson noted the need for a vigorous and valid survey process, should a survey tool be utilized. Trustee Telman suggested holding public meetings during the review process in order to obtain feedback from stakeholders and keep the process transparent. The committee discussed the importance of transparency in the cases of renaming a pre-existing space versus spaces that have never had a name. The committee also affirmed the need for due diligence in the review process, in order to take into account any other considerations or concerns.

Vice Chair Swanson and Trustee Telman noted the need to differentiate between namings tied to a financial contribution versus an honorific naming. Vice Chair Swanson pointed out that corporate naming opportunities could be one way to engage with industry partners. Dr. Jackson affirmed the desire for the colleges to work with industry partners and other corporate entities to build out and renovate spaces for student use.

The committee agreed that depending on the type of naming (honorific or financial support), the authority to name could be different, involving the college presidents, Chancellor, and Office of Institutional Advancement, provided that visibility at the board level was maintained. This could allow for namings and partnerships associated with a financial contribution.

Dr. Tápanes-Inojosa mentioned that further research regarding the policy and stance of the Higher Learning Commission (HLC) and the Illinois Community College Board (ICCB) needed to be taken into account. If, in the future, a college was to be renamed, the HLC and ICCB as accrediting bodies, would need to be involved. Vice Chair Swanson agreed, commenting that more clarity around the issue was needed.

Dr. Tápanes-Inojosa asked who might comprise an advisory council or committee to review naming proposals. There was support for a representative advisory council or committee, comprised of students, faculty, staff, administration, and potentially alumni. The committee identified three values to guide any process: balanced, transparent, and representative.

The committee concluded that an advisory council or committee could review the submitted proposals and supporting documentation, potentially including a survey, and make a recommendation to the chancellor. The Chancellor could then forward his own recommendation to the full Board for consideration. Vice Chair Swanson noted that the board should be aware of various proposals earlier on to ensure due diligence. Dr. Jackson and Trustee Telman affirmed the need for proper vetting and adequate amounts of time when considering proposals.

#### **VIII. NEXT STEPS**

Vice Chair Swanson thanked everyone for their participation and input. The Vice Chair noted that the Board Office staff would pull together a set of draft recommendations based off of the committee's discussion for the next meeting.

The committee agreed to reconvene by sometime in September or October to discuss recommendations for the full Board.

#### **IX. ADJOURNMENT**

Upon concluding that there was no more business to be brought before the committee, Vice Chair Swanson adjourned the meeting.

Meeting Adjourned 3:53 p.m.

**Clarisol Duque  
Secretary  
Board of Trustees**

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