

**APPROVED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 13, 2020**

**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, DECEMBER 5, 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, December 5, 2019 at 12:30 p.m., Harold Washington College, 30 East Lake Street, Chicago, IL 60601, Room 1115.

ATTENDEES

TRUSTEES

Elizabeth Swanson, Committee Chair
Walter E. Massey, Board Chair
Deborah H. Telman
Darrell A. Williams

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
Carol Dunning – Chief Talent Officer
Veronica Herrero – Chief Strategy Officer
Eric B. Lugo – Executive Vice Chancellor & Chief of Staff
Jennifer Mason – Vice Chancellor, Legislative & Community
Affairs
Maribel Rodriguez – Chief Financial Officer

PRESIDENTS

Kimberly Hollingsworth –President, Olive-Harvey College
Shawn L. Jackson – President, Harry S Truman 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 |
| Steve Saba | CCC District Office |
| Oscar Orellana | CCC District Office |
| Daniel Sternfield | CCC District Office |
| Edgar Rios | CCC District Office |
| Eugene Nichols | CCC District Office |
| Stacia Edwards | CCC District Office |
| Katheryn Hayes | CCC District Office |
| Kasia Sanchez | CCC District Office |
| Debra King | CCC District Office |
| Ralph Passarelli | CCC District Office |
| Julia Vazquez | Harold Washington College |
| John Gasiorowski | CCC District Office |
| Gina Gentile | CCC District Office |
| Deisi Ballesteros | Documenters Org. |
| Ebony Ellis | |
| Aaron Allen | CCC District Office |
| Diane Bailey | CCC District Office |
| Micki Yolich | CCC District Office |

I. CALL TO ORDER

Vice Chair Swanson called the December 5, 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:

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| Walter E. Massey | Present |
| Deborah H. Telman | Present |
| Darrell A. Williams | Present |
| Elizabeth Swanson | Present |
| Clarisol Duque | Absent |
| Peggy A. Davis | Absent |
| Karen Kent | Absent |
| Armani Alexander | Absent |

III. WELCOME

Vice Chair Swanson welcomed everyone to the Committee on Academic Affairs and Student Services and welcomed new Chief Talent Officer Carol Dunning to her first committee meeting.

IV. PROVOST REMARKS

Provost Potter noted the full agenda, including a presentation from the Office of EEO, Labor and Employment Relations and the Office of Academic and Student Services.

V. REVIEW OF AGENDA ITEMS

Speakers: Aaron Allen, Executive Director of EEO, Labor and Employment Relations; Diane Bailey, Title IX District Director; Mark Potter, Provost

- **Title IX Report**

Executive Director Allen, District Director Bailey, and Provost Potter gave a presentation on 2019 Title IX Report. The full presentation can be found online [here](#).

Director Allen began by reviewing EEO and Title IX policy, followed by an overview of City Colleges' Title IX reporting process. The EEO/Title IX Office receives complaints from employees/students/program participants directly, or from Campus Title IX Coordinators and campus security. The EEO/Title IX Office can also receive referrals from the Office of the Inspector General, as well as direct referrals to confidential advisors.

Director Bailey reviewed data from City Colleges' 2019 Title IX Report. The full report can be found online [here](#). Director Bailey noted that the number of complaints increased from FY17 to FY18 as a result of more training and educating, raising awareness amongst students and employees on Title IX. Next, Director Bailey discussed the investigation process after a complaint is filed, which can include disciplinary hearings, counseling for the complainant, or the option to file a report with the Chicago Police Department. Director Bailey also talked about the Title IX trainings being conducted across the District for employees and students, and the work being done to implement an online e-training tool.

Provost Potter talked about the services provided by the Wellness Centers related to sexual assault, relationship safety, sexual harassment, and domestic violence. The Provost also discussed workshops and trainings for student activity groups at the colleges.

Trustee Telman referenced the Title IX Report, asking for more information on student disciplinary committees. Provost Potter noted the committees often refer cases to the Title IX Office, and vice versa. Provost Potter also explained that student disciplinary committees utilize the Academic and Student Policies, and is a process at each college that engages faculty, students, and administration.

Trustee Telman asked what administratively closed complaints were. Director Bailey replied that administratively closed complaints are situations where the victim does not want to come forward any longer, or cannot be reached. If the victim does not return or does not return contact, the EEO/Title IX Office has to close the case after making several attempts. Administratively closed cases, including sexual assaults, are not automatically referred to the Chicago Police Department; it is the victim's choice to report or not.

Vice Chair Swanson asked when the goal to fully implement the online training tool. Director Bailey responded that the target for full implementation of the online training tool is 2021.

VI. REVIEW OF DECEMBER 2019 BOARD REPORTS

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

Chief Financial Officer Rodriguez began by reviewing Resolution 1.00, followed by Provost Potter's review of Resolutions 1.01 through 1.05. Next, Chief Talent Officer (CTO) Dunning reviewed Resolution 1.06. President Jackson reported on Resolution 1.07, and General Counsel reviewed Resolution 1.08.

CTO Dunning 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 Agreements 4.00 through 4.03. CTO Dunning reviewed Agreements 4.04 through 4.05.

AVC Anthony reviewed Purchases 5.00 and 5.01.

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

VII. MOTION TO DISCHARGE THE DECEMBER 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 December 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

Pursuant to the Illinois Open Meetings Act, Vice Chair Swanson asked for a roll call vote to hold Closed Session at 1:11 p.m. for the discussion of exception: 2(c)(11) "litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting". The Vice Chair asked for a motion to go to Closed Session.

<Motion> Trustee Deborah H. Telman
<Second> Trustee Darrell A. Williams

Motion carried.

The Assistant Board Secretary called the roll,

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|---------------------|-----|
| Walter E. Massey | Aye |
| Deborah H. Telman | Aye |
| Darrell A. Williams | Aye |

Elizabeth Swanson

Aye

There were four ayes, zero nays and no abstentions or recusals.

IX. RETURN FROM CLOSED SESSION

Closed Session ended at 1:17 p.m. Upon the Board's return, Vice Chair Swanson reconvened the December 5, 2019 Committee on Academic Affairs and Student Services meeting and noted that no action was taken by the board during Closed Session.

X. 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> Chair Walter E. Massey

Motion carried.

Meeting Adjourned 1:18 p.m.

Submitted by – Ashley Kang, Assistant Board Secretary