

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

**MINUTES**

**MEETING OF THE COMMITTEE ON FINANCE AND ADMINISTRATIVE SERVICES  
THURSDAY, MAY 6, 2021  
[VIRTUAL BOARD MEETING](#)**

Pursuant to provisions of the Public Community College Act, as amended, of the State by Illinois, County of Cook, and Executive Order 2020-07 issued by Governor Pritzker on March 16, 2020 and reaffirmed on April 30, 2021, the meeting of the Committee on Finance and Administrative Services of the Board of Trustees of Community College District No. 508 was held virtually and livestreamed for simultaneous public viewing on YouTube on May 6, 2021 at 12:30 p.m.

**ATTENDEES**

**TRUSTEES**

Darrell A. Williams, Committee Chair  
Walter E. Massey, Board Chair  
Peggy A. Davis, Secretary  
Karen Kent  
Laritza Lopez  
Deborah H. Telman  
Imran Fazal Hoque, Student Trustee

**OFFICERS OF THE DISTRICT**

Carol Dunning – Chief Talent Officer  
Veronica Herrero – Chief Strategy Officer  
Maribel Rodriguez – Chief Financial Officer

**PRESIDENTS**

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

**ASSISTANT BOARD SECRETARY**

Ashley Kang

**CHANCELLOR**

Juan Salgado

**PROVOST AND CHIEF ACADEMIC  
OFFICER**

Mark Potter

**GENERAL COUNSEL**

Karla Gowen

**CHIEF ADVISOR TO THE BOARD**

Bonnie Phillips

**OTHER ATTENDEES**

David Anthony	CCC District Office
Steve Saba	CCC District Office
Oscar Orellana	CCC District Office
Jenee Garrett	CCC District Office
Jacinta Epting	CCC District Office
Ralph Passarelli	CCC District Office

**I. CALL TO ORDER**

Trustee Williams called the May 6, 2021 meeting of the Committee on Finance and Administrative Services to order at 12:30 p.m. Trustee Williams noted that Governor Pritzker signed Executive Order 2020-07 on March 16, 2020 (reconfirmed on April 30, 2021) which prohibited gatherings of certain sizes and further suspended certain portions of the Illinois Open Meetings Act, which require in-person attendance by members of a public body, allowing for virtual board meetings.

**II. ROLL CALL**

The Assistant Board Secretary called roll:

Walter E. Massey	Present
Peggy A. Davis	Present
Karen Kent	Present
Laritza Lopez	Present
Deborah H. Telman	Present (joined at 12:33 p.m.)
Imran Fazal Hoque	Present
Darrell A. Williams	Present
Elizabeth Swanson	Absent

**III. WELCOME**

Trustee Williams began by thanking all the healthcare workers who continue to serve society and save lives during the pandemic, both in hospitals and at mass vaccination sites. Trustee Williams noted that Chief Financial Officer Rodriguez would be giving an update on the Higher Education Emergency Relief Funds (HEERF) that City Colleges has received since the start of the pandemic.

**IV. CHIEF FINANCIAL OFFICER REMARKS**

Chief Financial Officer (CFO) Rodriguez noted the board reports that would be discussed later in the committee meeting. The CFO also congratulated students and faculty for entering the home stretch of the spring term.

V. **REVIEW OF AGENDA ITEMS**

Speakers: Maribel Rodriguez, Chief Financial Officer; Veronica Herrero, Chief of Strategy and Staff

• **Higher Education Emergency Relief Fund (HEERF) Update**

Chief Financial Officer (CFO) Rodriguez and Chief of Strategy and Staff (CSS) Herrero discussed the receipt and use of HEERF funding. The full presentation video can be found online [here](#). The presentation slides can be found online [here](#).

Chair Massey asked how many students were unable to receive support from HEERF I due to depleted funds. CFO Rodriguez noted that in the first round of HEERF funding in January, 2,800 students applied but were unable to receive funding. However, the CFO noted that these students were able to receive funds with HEERF II funding. Chair Massey asked how District wide costs, such as technology, were funded given that the institutional portion of HEERF funds went directly to the colleges. CFO Rodriguez explained that some of the technology and supplies were directly expensed to the colleges. Other District related purchases were prorated by college.

Trustee Lopez asked for clarification on how HEERF funding was used to supplement employment salaries. CFO Rodriguez noted that funding was used primarily for clerical staff.

Chair Massey asked how tuition revenue loss was calculated. CFO Rodriguez explained that the Department of Education provided a methodology of how to calculate using three years of historical tuition revenue pre-pandemic compared to current tuition revenue.

Trustee Telman asked what key areas the new HEERF III funding will be used for. CSS Herrero noted that funding is being used in alignment with the college and District strategic framework plans. Focus is given on four key areas that will have high impact: enrollment/retention/completion; student support services; accelerating centers of excellence; and institutional health. CSS Herrero also noted that HEERF III has not been received yet, but the expected timeline of receipt and usage will span over FY22 and FY23.

Trustee Lopez and Chair Massey asked about the current mental health and student support services. Provost Potter noted that each college has a Wellness Center, which will continue to receive further support and investment in order to provide student services both in-person and virtually and further provide professional development for staff. The Provost further explained that student services, including meetings with Wellness Center staff, academic advisors, and financial aid advisors, have been conducted via Zoom throughout the pandemic.

Trustee Telman commented that it would be good to look into expanding Wellness Center services to staff and faculty.

Trustee Lopez asked how students are made aware of the Wellness Center offerings, noting that the landing page on the website does not explicitly call out mental health services. Chancellor Salgado noted that student services can be accessed through the Brightspace student portal in addition to the website landing page. The Chancellor also noted the alert system and communications sent out to students, faculty, and staff regularly during the pandemic.

Chair Massey commented that it would be interesting to see the trends in the utilization of the Wellness Center, now that there is guaranteed privacy via virtual sessions instead of walking in to

the Wellness Center in-person.

Trustee Telman asked how the colleges are allocating HEERF III funding to each of the focus areas noted by CSS Herrero. Chancellor Salgado responded that the District team is working collaboratively with the college presidents to arrive at a good balance, but also noted that things are still in progress given that City Colleges has not yet received the funds.

## **VI. REVIEW OF MAY 2021 BOARD REPORTS**

Next, Trustee Williams initiated the review of the May 2021 board reports.

Associate Vice Chancellor (AVC) Anthony reviewed Resolution 1.00.

Provost Potter reviewed Resolutions 1.01 through 1.04. During the review of Resolutions 1.03 (application for Associates in Applied Science in Barbering) and 1.04 (application for Associates in Applied Science in Cosmetology), Provost Potter noted that the Associates Degrees add general education and business coursework to the existing advanced certificates already offered in barbering and cosmetology. The Provost also noted that the Associates Degrees would help prepare students for entrepreneurship and management in addition to obtaining a license in barbering and cosmetology. Chair Massey asked if an individual who already had a license would be able to obtain the Associates degree. President Jackson responded that individuals who already have a license in barbering or cosmetology would be able to add the general education and business courses. Provost Potter also noted that prior learning assessment and transfer credits could be utilized to confirm what program credit hours are covered by an existing license. Trustee Lopez asked what services are offered to students as far as job placements. President Jackson noted some programs and certificates are offered to those already in the field, but that job placement services are provided to students. Provost Potter added that each college has transfer and career centers to assist students.

Chief Talent Officer (CTO) Dunning reviewed Resolution 1.05. President Sanders Reviewed Resolution 1.07, followed by Chief Advisor Phillips' review of Resolution 1.07. CTO Dunning reviewed Resolution 1.08.

Next, CTO Dunning reviewed Item 2.00, the Personnel Report.

CSS Herrero reviewed Item 3.00, the Resource Development Report. Chair Massey asked that the grant submission for Connected Communities Grant through the U.S. Department of Energy and AECOM be clarified to note the "Energy and Society" course is a City Colleges' offered course prior to the May Board Meeting.

AVC Anthony reported on Agreement 4.00. CFO Rodriguez reported on Agreements 4.01 and 4.02. During the review of Agreement 4.02 (amendment to board report #32945 for increased authority for Wells Fargo Merchant Card Processing Services) Trustee Telman asked why the additional \$50,000 was needed. CFO Rodriguez noted that the original authorization was based on 2016 estimates, and that usage exceed the original estimates. The CFO also noted that the new agreement (Agreement 4.01) had been adjusted accordingly to account for changes in the future.

Provost Potter reported on Agreement 4.03, followed by Director Passarelli with Agreement 4.04.

AVC Anthony reported on Purchase 5.00.

General Counsel Gowen reviewed Item 6.00, the Payment of Legal Invoices.

**VII. MOTION TO DISCHARGE THE MAY 2021 BOARD PACKET**

Trustee Williams asked for a motion to discharge the reviewed resolutions, personnel report, , resource development report, agreements, purchases, and legal invoices to the May 2021 Regular Board Meeting as part of the Consent Agenda. Trustee Williams noted that the Resource Development report would be updated to reflect the change requested by Chair Massey during the review of board reports.

<Motion> Trustee Deborah H. Telman

<Second> Trustee Karen Kent

Motion carried.

**VIII. ADJOURNMENT**

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

<Motion> Trustee Deborah H. Telman

<Second> Trustee Laritza Lopez

Motion carried.

Meeting Adjourned 1:33 p.m.

**Peggy A. Davis  
Secretary  
Board of Trustees**

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