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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 6, 2025

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

NAMING THE CHIEF ADVISOR TO THE BOARD OF TRUSTEES AS ASSISTANT BOARD SECRETARY
THE OFFICE OF BOARD OF TRUSTEES

WHEREAS, the Board of Trustees of the City Colleges of Chicago is committed to maintaining effective governance and administrative support for its operations;

WHEREAS, the Chief Advisor to the Board of Trustees serves a vital role in supporting the Board's strategic priorities, communications, and coordination of board-related activities;

WHEREAS, the Board of Trustees recognizes the need to formally designate an Assistant Board Secretary to ensure continuity and efficiency in the execution of board functions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the City Colleges of Chicago hereby names the Chief Advisor to the Board of Trustees as the Assistant Board Secretary, effective immediately;

BE IT FURTHER RESOLVED, that the Assistant Board Secretary shall perform duties as assigned by the Board Secretary, including but not limited to assisting in the preparation, distribution, and maintenance of official board records, agendas, and minutes, and shall act in the absence of the Board Secretary as needed;

BE IT FURTHER RESOLVED, that this designation shall be recorded in the official records of the Board and communicated to all relevant parties.