

Trustee Viverito called the meeting to order at **4:08 p.m.**
The following roll call was taken:

Members Present: Diane Viverito, Susan Campos, Jodi Koslow Martin, Alexandria Terrazas, Mohsin Habeeb, Tracy Wright, Naidelin Alvarez

Also Present: Paul Jensen, Jeanette Bartley, Hilary Meyer, Pam Harmon, Denise Jones, Julia Willis, Deborah Kaczmarek

APPROVAL OF COMMITTEE MINUTES

Trustee Viverito asked for a motion to approve the minutes of the November 2, 2022 committee meeting. There was a motion to approve the minutes by Tracy Wright and seconded by Naidelin Alvarez. The roll call was taken and motion was carried unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

STUDENT SENATE REPORT

Naidelin Alvarez reported they will kick off the Spring 2023 semester with Welcome Week. They are in the process of coordinating and planning other events for the spring as well.

REPORTS ON ACADEMIC AFFAIRS/STUDENT AFFAIRS

Deborah Kaczmarek highlighted the great work the Center for Access and Accommodative Services (CAAS) department has been doing with the Skill Enhancement and Employee Development (S.E.E.D) Program. S.E.E.D provides a smooth transition for students who utilize accommodations in the high school setting to postsecondary education while providing training leading to independent community employment and as a bridge to credit college classes.

This program is a 30-week program that provides students with in-person instruction and work experiences that are designed to enhance employability skills, preparing them for independent employment. The classes focus on skills related to the workplace setting, including teamwork, social communication, problem-solving, financial management, interviewing skills, and general office skills. Students working on campus receive a stipend paid from the grant. Deborah Kaczmarek added students working off campus are made aware it may be volunteer work and not a paid position. Supervisors provide detailed feedback to the students after completion of their work experience.

Upon completion of the program, students receive a certificate from the School of Continuing Education. This past semester, 11 of the 12 enrolled S.E.E.D students successfully completed the program, and 100% of the graduating S.E.E.D students are enrolling in credit classes for the Spring 2023 semester and pursuing degrees and certificates. The Spring S.E.E.D program will begin January 9, 2023, and 13 of the 16 openings for the program have been filled. Deborah

Kaczmarek asked the committee to refer businesses that would be interested in supporting S.E.E.D to CAAS.

Dean Hilary Meyer added the College was able to secure a 50% increase in funds in the second round of grant funding. They will be able to provide additional lab equipment and pay for CSG 150, a credit course to help students transition within the program. Currently, there are only 2 cohorts of the program, but additional cohorts can be added down the road.

NEW BUSINESS

A. BOARD POLICIES (First Reading)

- i. Board Policy 5115 – Residency
VP Jodi Koslow Martin reported revisions to Policy 5115 are necessary as a result of recommendations from the ICCB for students who are under legal guardianship of the Illinois Department of Children and Family Services, students who are homeless, and those who are incarcerated.

B. ACTION EXHIBITS:

- i. Amendment to Agreement with MacNeal Hospital
VP Susan Campos reported this Amendment will add the Emergency Medical Service program to the programs of Diagnostic Medical Sonography, Vascular Technology in Sonography, Respiratory Care, Surgical Technology, and Sterile Processing to those students participating in a clinical experience at MacNeal Hospital.
- ii. College Curriculum Committee Recommendations
VP Susan Campos reported these are the typical recommendations that we move forward with and nothing out of the ordinary.

OTHER

None.

ADJOURNMENT

Trustee Viverito asked for a motion to adjourn the meeting. There was a motion to adjourn by Naidelin Alvarez and seconded by VP Susan Campos. The roll call was taken and motion was carried unanimously. The meeting was adjourned at **4:46 pm**.

Respectfully submitted,

Gianna Colella

Gianna Colella, Recording Secretary

Minutes approved by the Board Academic Affairs Student Affairs Committee: 02/08/2023