

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees Minutes
July 21, 2022, 5:00 p.m.
East Peoria, Founders Room 211

At 5:02 p.m., Chair Daniels called the regular meeting to order and asked Trustee Lamb to lead the audience in the Pledge of Allegiance. Chair Daniels asked the Secretary to call the roll and Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, and Gale Thetford were present. Remote: None. Absent: Dr. Bettsey Barhorst. Late: Carl Cannon.

Recognition:

Dr. Sheila Quirk-Bailey, President, invited Arnitria Shaw, Vice President of Workforce & Diversity, to introduced Peoria Assistant Police Chief Bradley Dixon. Assistant Chief Dixon spoke about his experience at ICC and the positive impact it had on his life.

5:13 Trustee Cannon entered the meeting.

Hearing of Citizens:

None

Conflict of Interest:

None

Consent Agenda

Chair Daniels asked for a motion to approve the consent agenda. Trustee Thetford moved to approve the Consent Agenda including the Minutes of the Open Session and Closed Session of the Regular Monthly Meeting on June 16, 2022, and Monthly Bills for June 1 - 30, 2022. Trustee Davis seconded the motion.

Chair Daniels asked for a roll call vote and the following Trustees responded "Aye": Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Gale Thetford, and Carl Cannon. "Nay": None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on June 16, 2022. Minutes of the Closed Session of the Regular Monthly Meeting on June 16, 2022.

Personnel Report

New Hires:

Name	Effective Date	Position
Nathan Klopp	06/13/2022	General Maintenance
Megan Bresnan	07/05/2022	Coordinator - Communications
Johnathan Lintz	07/05/2022	Campus Security Officer
Hannah Hernandez	07/11/2022	Multimedia Graphic Designer
LaMar Anderson	07/12/2022	TRIO Advisor/Tutor Coordinator
Tyler Albright, Jr.	07/18/2022	Lead Coordinator – Print Shop
Morgan Dunn	07/18/2022	Multimedia Graphic Designer
James Adams	07/18/2022	Lead Coordinator/Instructor – Workforce Development
Christopher Brown	07/25/2022	Coordinator – Student Financial Services
Lindsay Vance	08/01/2022	Faculty – Occupational Therapy Assistant
Charissa Covington	08/01/2022	Lead Child Development Specialist
Paula Winkler	08/01/2022	Administrative Assistant – Faculty & Development Learning Innovation

Change of Status:

Name	Effective Date	Position	
		From	To
Hilary Kodatt	06/13/2022	Administrative Assistant - HR	Associate - HR
Thomas Payne-Brewer	08/01/2022	Counselor	Manager - Counseling
Lari LaBello	08/01/2022	Nursing Program Coordinator	FT - Instructor

Separations:

Name	Hire Date	Position	Effective Date
Melanie Fata	10/18/2021	Chief Human Resources Officer	06/10/2022
Todd Meyers	08/09/2021	Technical Director - PAC	06/17/2022
Angela Cheney	10/21/2019	Specialist – Testing/Access Services	06/28/2022
Fallon Allison	08/01/2013	Coordinator – Faculty Development	06/30/2022
Richard Crawley	01/03/2011	Telecommunications Engineer	06/30/2022
Crystal Ruffin	03/07/2022	Success Coach – TRIO Talent Search	07/05/2022
Walter Baker	05/13/2012	General Housekeeper	07/06/2022
Jessica McMullin	01/06/2020	Director - Marketing	07/07/2022
Jason Juchems	07/01/2019	Manager – Workforce Development	07/08/2022

Purchase Report

BID ITEMS TO BE APPROVED FOR AWARD

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Academic	WELDING SUPPLIES	Airgas	<u>\$ 41,856.82</u>

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Enterprise Services	DOCUMENT MANAGEMENT SYSTEM MAINTENACE RENEWAL	Hyland	<u>\$ 65,469.35</u>
Information Technology	MICROSOFT CAMPUS AGREEMENT	CDW-Government, Inc.	<u>\$ 63,407.49</u>
Information Technology	EAST PEORIA CAMPUS & CAMPUS HOUSING INTERNET SERVICE PROVIDER	Stratus Networks	<u>\$ 60,000.00</u>
Information Technology	PEORIA CAMPUS INTERNET SERVICE PROVIDER	Windstream Communications	<u>\$ 50,000.00</u>
Information Technology	ADOBE CREATIVE CLOUD ALL APPS SUBSCRIPTION	CDW-Government, Inc.	<u>\$ 26,368.20</u>

PROFESSIONAL SERVICES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Enterprise Systems	ENTERPRISE RESOURCE PLANNING RFP DEVELOPMENT CONSULTANT	Strata Information Group	<u>\$ 63,920.00</u>
Institutional Effectiveness	STRATEGIC ENROLLMENT MANAGEMENT PLAN CONSULTANT	Rocky Mountain Publishing, LLC	<u>\$ 55,000.00</u>
Facilities Services	ARCHITECTURAL AND ENGINEERING SERVICES FOR WORKFORCE TRAINING FACILITIES	The HOH Group, Inc.	<u>\$ 54,400.00</u>

DIRECT PURCHASES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Academic	ONLINE TEST PROCTORING LICENSE	Honorlock	<u>\$ 50,000.00</u>

USED EQUIPMENT

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	USED HYBRID CAR	Uftring Ford	<u>\$ 28,000.00</u>

Bills Including Conference and Meeting Expenses

Business Unit: ICCOL
Payment Dates - From 01.JUN.2022 to 30.JUN.2022

Description of Fund	Amount
Education Fund	4,677,106.84
Operations and Maintenance Fd	704,475.76
Oper and Maint Fund (Restrict)	22,983.55
Bond and Interest Fund	350.00
Auxiliary Fund	268,692.60
Restricted Fund	923,615.57
Audit Fund	2,907.89
Liab,Protect and Settlement Fd	305,620.52
TOTAL FOR ALL FUNDS:	\$6,905,752.73

Board of Trustees Chair Report:

Chair Daniels shared the upcoming Lunch & Learn sessions: Institutional Effectiveness & Innovation on Monday, July 25, and Administration & Finance on Friday, August 12. Still to be rescheduled is the Board Governance Session.

ICCTA Report: Trustee Byrd shared that the next ICCTA meeting will be held on September 9 & 10 and will be held at the Crowne Plaza in Springfield.

Legislative Committee Report: No report.

Student Trustee Report

Student Life is proud of the students' commitment to learning throughout the summer.

June 24-28: PBL (Phi Beta Lambda) members attended a National Leadership Conference in Chicago, Illinois where four students competed in several events, attended workshops, and explored the city in their free time. One student, Sarah Bougie, had the opportunity to sing the National Anthem at the awards ceremony. The following awards were given:

- Gina Gavino-DaCosta – 3rd place in Digital Media
- Raena Holloway – 3rd place in Business Sustainability (Team)
- Cassie Keller – 3rd place in Business Sustainability (Team), 1st place in Cost Accounting

President's Report

Student Success Story: Dr. Quirk-Bailey, President, shared a student success story about Kyle, a former horticulture student and ICC graduate who is running his own landscaping business.

Report: Dr. Quirk-Bailey provided several updates:

She congratulated Student Trustee Cassie Keller on winning two awards at the National Leadership Conference.

She shared from a Forbes article on Inside Track that student satisfaction rates on advising appointments have consistently run at 87%. With the new coaching model, the satisfaction rate is at 97%, which is phenomenal.

Dr. Quirk-Bailey highlighted the work taking place over the summer on the budget and Institutional Operational Plan (IOP). She thanked everyone for their hard work over the summer months.

Dr. Chuck Swaim, Vice President of Academic Affairs, has been elected by his peers to serve as the Vice President of the Illinois Chief Academic Officer's Association and will serve as their President next year.

Facilities has been working hard on a number of projects over this summer while trying to minimize any impact to students and employees.

Trustee Lamb referenced the student success story about Kyle. She noted he has two degrees and asked if business practices are part of those curriculums, as often one has the skills but not necessarily the ability to run a business. Dr. Quirk-Bailey stated it is not the overriding tenor of the curriculums but is part of them. She shared that one of the things being worked on in the business curriculum is how ICC can provide entrepreneurship training here at ICC and then facilitate a transfer degree to study entrepreneurship at a four-year institution.

Treasurer's Report

Mr. Bruce Budde, Treasurer, stated that there is no report as the fiscal year just closed. The budget process is being finalized and work on the audit has started.

He spoke about the Corporate Property Replacement Tax and the positive impact it is having on the budget.

The budget will be presented at the public hearing at the August Board meeting.

Informational Items:

Chair Daniels noted that videos for all of the informational items were shared in advance of the meeting.

6.1 Course Sequencing for Part-Time Students (Julie Howar /Corinne Brown)

Trustee Byrd asked if Student Success Advisors are using the Degree Planner. Dr. Kari Schimmel, Vice President of Institutional Success, stated that the advisors recently completed three refresher trainings so they have been involved in this process and have access to it. However, some of the sequences are still being finalized. Julie Howar, Dean of Corporate and Community Education, noted that there were a few programs that needed additional planning time prior to rollout.

Trustee Byrd shared that the tool looks like it is designed for the student. Do the students use this when meeting with the advisor? Corinne Brown, Associate Professor of Agricultural & Industrial Technology, stated that this tool has not yet been presented to students. The team is working to create best practices. Further discussion ensued.

Dean Howar recognized the hard work that the Curriculum and Scheduling team has done on this.

Trustee Lamb asked if there are enough advisors for students here at ICC. Dr. Schimmel stated yes. She noted that one of the goals of the advising redesign was to manage the caseloads for advisors. There is active work on reviewing caseloads and making any needed adjustments. There is also designated surge staffing, which includes other staff that have previous advising experience. Currently any student can get an appointment with an advisor in any cluster within two weeks.

Trustee Davis asked about what staffing caseloads would be. Dr. Schimmel stated that finding the optimal number for case management is an ongoing challenge. She noted that the National Advising Organization is very hesitant to quantify this but, based upon best practices and research, 350-500 appears to be the optimal range. The national average is 800-1,000 and, more importantly, the tools being implemented are designed to facilitate case management so that, once the initial advising meeting is completed, there will be some students who have their path plan already built out and do not need a lot of ongoing coaching and support. This scenario will help the advisors to manage their caseloads in addition to ongoing case management review.

Trustee Davis asked if the advisors are prepared to provide support to students who need more in-depth support. Dr. Schimmel confirmed yes. There are always two advisors in each cluster in addition to the surge advisors. Further discussion ensued on this and providing support to advisors.

6.2 FY22 Institutional Operational Plan - Year-End Summary (David Cook)

No questions.

6.3 Board Policy Change - Article IV, Section 13 (Al Butler)

Trustee Thetford shared information on the Board Policy Review Committee that spent the past two years reviewing all of the Board's bylaws and policies. She noted that it was not accurate to say that this policy was last reviewed in 2012.

Trustee Thetford feels that there may be a bit more language in the existing policy. She would like to have a further discussion on this policy update with Dr. Al Butler, Chief Information Officer, prior to presenting this as an action item.

Dr. Butler stated that the main focus is to use the official ICC email account as the student's official communication vehicle. He looks forward to further discussion.

Trustee Byrd stated that she agrees with Trustee Thetford and feels the proposed language is somewhat vague. She shared that she asked Dr. Butler for the SOP that was referenced here prior to voting.

Trustee Davis stated that she had assumed this would be referred to the policy committee after it was raised as an informational item. Trustee Davis recommends that any updates are first referred to the Policy Committee prior to coming to the Board as an informational item. The Board is in agreement.

Action Items

7.1 FY23 Institutional Operational Plan (Paula Davis)

Trustee Davis moved that the Board of Trustees approve the FY23 Institutional Operational Plan as presented. Trustee Lamb seconded the motion.

Chair Daniels asked for a roll call vote and the following Trustees responded "Aye": Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Gale Thetford, Carl Cannon, and Kelly Daniels. "Nay": None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

7.2 Water Main Easement – East Peoria Campus (Gale Thetford)

Trustee Thetford moved that the Board of Trustees approve a permanent easement to the City of East Peoria for the installation and ongoing maintenance of a water main. Trustee Byrd seconded the motion.

Chair Daniels asked for a roll call vote and the following Trustees responded "Aye": Cindy Byrd, Cassie Keller, Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis. "Nay": None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

Unfinished Business:

Trustee Thetford stated that, at the last meeting, there was discussion on the financial pressures for students, specifically on transportation and if there is any way to provide additional support to students. Administration developed some options, and it was determined that the best way to provide this support would be to have this function through the Educational Foundation emergency fund. Trustee Thetford shared the form that students would complete should they have a need. An amount of \$75 twice a semester would be available to any student with transportation needs. Administration is recommending \$300,000 be made available in this fund for emergency usage.

Currently in the Educational Foundation emergency fund there is \$90,000 in the emergency fund. If it is the interest of the Board, additional funds have been identified that could be moved in there. After census day, any student needing funds could fill out a form and submit to the Educational Foundation for transportation needs as well as other needs such as the food pantry. We will remind students of the support that is available to them.

Trustee Byrd clarified that the amount on the form needs to be updated to \$75 twice a semester.

Chair Daniels thanked Trustee Thetford for suggesting this initiative. The Board fully supports this.

Trustee Lamb asked how students know to come to the Educational Foundation for support. Ms. Stephanie Holmes, Executive Director of the Educational Foundation, stated that faculty and staff refer students. The process is simple and they just have to call or email.

Dr. Quirk-Bailey stated that there will be a referral training session at the Celebration of Learning.

New Business: None.

Closed Session

At 5:56 p.m., Chair Daniels entertained a motion for closed session. Trustee Cannon moved that the Board of Trustees conduct a closed session to discuss the following matters:

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. (Section 2(c)(11) of the Open Meetings Act);

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (Section 2(c)(1) of the Open Meetings Act);

The setting of a price for sale or lease of property owned by the Public Body
(Section 2(c)(6) of the Open Meetings Act).

Trustee Davis seconded the motion. Chair Daniels requested a roll call vote. The following Trustees responded “Aye”: Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, and Cassie Keller. “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

Chair Daniels asked Dr. Quirk-Bailey to request that Bruce Budde, Executive Vice President of Administration & Finance / Treasurer, remain for closed session. All other guests and staff members were excused. A break was taken from 5:58 p.m. to 6:17 p.m.

Adjournment (Closed Session)

At 8:48 p.m., Chair Daniels entertained a motion to adjourn the closed session and resume open session. Trustee Cannon moved to adjourn the closed session and resume open session. Trustee Byrd seconded the motion. Chair Daniels asked for a roll call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Gale Thetford, and Carl Cannon. “Nay”: None. Remote: None. Absent: Dr. Bettsey L. Barhorst. The motion passed unanimously.

Adjournment (Open Session)

At 8:49 p.m., Chair Daniels entertained a motion to adjourn open session. Trustee Davis moved to adjourn open session. Trustee Cannon seconded the motion. Chair Daniels requested a roll call vote and the following responded “Aye”: Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on August 18, 2022, in Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees