

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees Minutes
June 16, 2022, 5:00 p.m.
East Peoria, Founders Room 211

At 5:03 p.m., Chair Daniels called the regular meeting to order and asked Trustee Byrd to lead the audience in the Pledge of Allegiance. Chair Daniels asked the Secretary to call the roll and Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Dr. Bettsey Barhorst, and Gale Thetford were present. Remote: None. Absent: None. Late: None.

Recognition:

Dr. Sheila Quirk-Bailey, President, invited Heather Doty, Assistant Athletic Director / Girls Softball Coach, to introduce and recognize the national qualifying women's softball team. Coach Doty stated that the team ended up 33 & 19 for the season. Ms. Doty shared that the team makes a huge impression in the community and shared several examples.

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 May 19, 2022, and Monthly Bills for May 1 - 31, 2022. Trustee Barhorst 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, Dr. Bettsey L. Barhorst, Gale Thetford, and Carl Cannon. "Nay": None. Absent: None. The motion passed.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on May 19, 2022. Minutes of the Closed Session of the Regular Monthly Meeting on May 19, 2022.

Personnel Report

New Hires:

Name	Effective Date	Position
Kamilah Williams	7/05/22	Dean – College & Career Readiness
Krisjan Callahan	6/01/22	Manager – Facilities Services/Projects
Lydia Elliott	6/01/22	Manager – Teaching & Learning Excellence
Maria Hamer	6/13/22	Coordinator – Human Resources
Diane Schrementi	6/13/22	Specialist - Accounting

Change of Status:

Name	Effective Date	Position	
		From	To
Karhmen Feurtado	05/01/22	Director - Advisement	Manager – Community Outreach
Katelin Moses	05/16/22	Specialist – Textbook Rental	Coordinator – Textbooks
Marcia Bolden	06/01/2022	PT Instructor, WEI Readiness	Manager – Academic Support Center & Supplemental Instruction
Brian Tucker	06/13/2022	PT Tutor/Adjunct Faculty	Business Intelligence Analyst
Sue Bulitta	07/01/22	Admin Assistant, EVP & BOT	Analyst – Database Reporting

Separations:

Name	Hire Date	Position	Effective Date
Kayla Thompson	06/03/2019	Coordinator - Communications	06/01/2022
Stacy Turpen	04/04/2016	Coordinator – Student Financial Services	06/17/2022
Casey Halvorson	11/12/2018	Multimedia Graphic Designer	06/24/2022

Purchase Report

BID ITEMS TO BE APPROVED FOR AWARD

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	NORTH CAMPUS BACK-UP BOILER RE-BID	Illinois Piping Corporation	<u>\$ 262,761.00</u>
Facilities	AIT PEDESTRIAN BRIDGE	Wm. Aupperle & Sons, Inc.	<u>\$ 156,106.13</u>

DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Enterprise Systems	HIGHPOINT SOFTWARE LICENSURE	Highpoint	<u>\$ 289,120.00</u>
Enterprise Systems	COMMERCE MANAGEMENT SYSTEM SOFTWARE MAINTENANCE	Touchnet Information Systems	<u>\$ 151,291.00</u>
Information Technology	TECHNOLOGY CENTER DESKTOP LIFECYCLE REPLACEMENTS (3rd FLOOR)	Dell Inc.	<u>\$ 129,673.00</u>

DIRECT PURCHASES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Police Training	POLICE OFFICER TRAINING SIMULATOR AND HARDWARE UPGRADE	Govred Technology	<u>\$ 67,500.00</u>

USED EQUIPMENT

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Academic	USED AMBULANCE	Foster Coach Sales	<u>\$ 26,500.00</u>

Bills Including Conference and Meeting Expenses

Business Unit: ICCOL
Payment Dates - From 01.MAY.2022 to 31.MAY.2022

Description of Fund	Amount
Education Fund	3,402,112.54
Operations and Maintenance Fd	470,118.23
Oper and Maint Fund (Restrict)	74,835.57
Bond and Interest Fund	347,040.00
Auxiliary Fund	302,369.39
Restricted Fund	574,634.22
Audit Fund	2,907.89
Liab,Protect and Settlement Fd	324,326.74
TOTAL FOR ALL FUNDS:	\$5,498,344.58

Board of Trustees Chair Report:

Chair Daniels shared the upcoming Lunch & Learn sessions: Workforce & Diversity on Thursday, June 23, 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 some of the highlights of the ICCTA Board meeting.

- Advocacy – Reminder about the 5 percent increase in funding for grants, and the \$25 million in new healthcare pathways
- The ICCB Board is going to work with districts to develop a new equity plan template designed to increase access, retention, completion, and student loan repayment rates.
- Statewide branding campaign – the Illinois Community College Marketing Collaborative will debut on August 1.
- ICCTA has a new dues structure, which will be introduced at the September 10 meeting.
- The ACCT is sponsoring a government leadership institute in December in the Chicago area, which will be training for new Board chairs.

Legislative Committee Report: Trustee Barhorst said there is only one legislative update related to community colleges this month.

SB2991 SURS-MISTAKE IN BENEFIT

Short Description: Amends the State Universities Article of the Illinois Pension Code. In provisions concerning mistakes in benefit calculation, provides that if the amount of the benefit was mistakenly set too high, the error was undiscovered for 3 years or longer, and the error was not the result of incorrect information supplied or information omitted (instead of incorrect information supplied) by the affected member or beneficiary, then upon

discovery of the mistake the benefit shall be adjusted to the correct level, but the recipient of the benefit need not repay to the System the excess amounts received in error.

Provides that regardless of the date an overpayment is discovered, if the System determines that the overpayment has occurred for specified reasons, the System may recover the overpayment from the recipient, plus interest at the effective rate from the date of the overpayment to the date of recovery, effective immediately.

Student Trustee Report

Student Trustee Cassie Keller stated that Student Life is eager about the students' involvement over the summer.

June 2: SGA (Student Government Association) hosted a planning meeting for the upcoming semester. After the meeting, members participated in a team-building activity where they worked together at an escape room and made it out this time in only 15 minutes.

June 3-5: PTK (Phi Theta Kappa) attended the Regional Convention and Honors Institute in Quincy, Illinois, and learned about the Honors in Action project they will be participating in this year while also actively participating in this year's theme of play. Some of these fun activities included mini golf and roller skating.

June 24-28: PBL (Phi Beta Lambda) will be attending a National Leadership Conference where they will compete in events they placed in at the State Leadership Conference in April. All five students that participated in April will be competing at the end of the month.

Trustee Barhorst asked Student Trustee Keller if PTK has ever nominated ICC President Dr. Quirk-Bailey for their Shirly B. Gordon award. Student Trustee Keller will look into this.

President's Report

Student Success Story: Dr. Quirk-Bailey shared a student success story about Natalie and the Radiographer program.

Report: Dr. Quirk-Bailey provided several updates:

- The College is the recipient of a grant from the Illinois Manufacturing group for \$50,000 . Professor Steve Flinn will develop the first competency-based curriculum.
- The Solar grant was just renewed through the efforts of Paula Nachtrieb, Director of Workforce Development.
- The pedestrian bridge is being replaced this summer. It will be covered and feature an electronic message panel.

- In the newsletter, Chief Erika Schwiderski put out a survey regarding how people are receiving the support of the police. The police were rated over 90 percent in every category, which is the highest rating they have ever received.
- Road Show – This is a presentation of all of the programs ICC offers for students of poverty. This road show started in Peoria and will move out to Tazewell and other counties. It has been very well received. Further discussion ensued on the opportunities resulting from the road show.

Treasurer's Report

Mr. Budde provided an overview of the Treasurer's Report, stating the trend is consistent.

The variances are positive for both revenue and expenditures. For the revenues, this trend has been consistent throughout the year. This is largely due to the Corporate Property Replacement Tax, which has come in much higher than anticipated and has offset tuition/enrollment losses.

The expenditure side is seeing many positive variances at approximately \$6.3 million (12 percent). The majority of these are driven by favorable variances in salaries due to timing of filling positions and benefits due to lower employee count.

Health claim and benefits activity continues to trend in a positive manner.

Trustee Thetford moved to approve the Treasurer's report as presented. Student Trustee Keller 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, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, and Kelly Daniels. "Nay": None. Absent: None. The motion passed.

Informational Items:

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

6.1 FY 2022 Institutional Operational Plan (David Cook)

Trustee Lamb appreciated the detail and explanations.

6.2 FY20 Quarterly Grant Awards Summary (Kari Schimmel)

Trustee Lamb noted the grant for women in non-traditional jobs for Career Link. She wanted to know how to share this out with people who need this opportunity. Dr. Schimmel provided guidance and also shared that this grant will be overseen by Paula Nachtrieb. Further discussion ensued.

Action Items

7.1 New Program: Paramedic Certificate (Dr. Bettsey Barhorst)

Trustee Barhorst moved that the Board of Trustees approve the New Program: Paramedic Certificate as presented. 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, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis. “Nay”: None. Absent: None. The motion passed.

7.2 New Program: Radiology Certificate (Dr. Bettsey Barhorst)

Trustee Barhorst moved to approve the New Program: Radiology Assistant Certificate as presented. Trustee Davis seconded the motion.

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

7.3 Interfund Transfer – Resolution 2022-03 (Auxiliary Funding) (Gale Thetford)

Trustee Thetford moved to approve the Interfund Transfer – Resolution 2022-03 (Auxiliary Funding) which transfers approximately \$1,350,000 from the Educational Fund to the Auxiliary Fund to cover budgeted shortfalls in the auxiliary fund accounts.

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

7.4 Interfund Transfer – Resolution 2022-04 (Foundation Funding) (Gale Thetford)

Trustee Thetford moved to approve the Interfund Transfer – Resolution 2022-04 (Foundation Funding) which transfers approximately \$325,000 from the Educational Fund to the Restricted Purposes Fund to cover the costs of operations for the Educational Foundation.

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

7.5 Interfund Transfer – Resolution 2022-5 (Capital Projects Funding) (Gale Thetford)

Trustee Thetford moved to approve the Interfund Transfer – Resolution 2022-05 (Capital Projects Funding) which transfers \$2,500,000 from the Operations and Maintenance Fund to the Capital Projects Fund to cover miscellaneous building projects.

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

7.6 Approval of FY23 Tentative Budget (Gale Thetford)

Trustee Thetford moved to approve the FY23 Tentative Budget as presented and to place the tentative budget on public display for the required 30 days until the final budget can be approved at the August 18, 2022, Board of Trustees meeting. Trustee Cannon seconded the motion.

Trustee Thetford raised a proposal to the Board. She was approached by Professor Brent Goken with a suggestion of assisting students with gas cards. With the current environment, she is suggesting using HEERF or other funds for student transportation needs. She would like the College to identify funds that could be set aside for this. The Board supports this but feels that it will be important to work out the details on this and wants to ensure that this will not impact any grants or scholarships. Further discussion ensued. The Board would like the College to explore this. Dr. Quirk-Bailey stated that there is a program that does make gas cards and bus passes available through the Foundation. Further discussion ensued.

Bruce Budde, Executive Vice President of Administration & Finance, provided an overview of the tentative budget. The tentative budget will be on public display for the required 30 days with the public hearing at the August 2022 Board meeting.

The budget revenues are favorable almost across the board. There are no expected increases in enrollment. State funding came in at 22 percent higher than budgeted. The equalization funding was significantly above budget. The corporate property replacement tax also came in higher than budgeted.

The expenditure side shows an incremental increase in anticipated budgeted expenditures.

Mr. Budde reviewed the salary variances.

He reviewed the fund balance, stating the current fiscal year is projected to end at 38 percent and the next fiscal year is projected to be slightly lower. Mr. Budde shared what the anticipated transfers to each fund are expected to be.

A listing of capital funded projects was shared.

He did a review of the auxiliary services and the net impact to those funds.

Mr. Budde reviewed the potential variations in the budget based upon current assumptions.

Trustee Lamb asked what causes the shifts in the sensitivity charts. Mr. Budde stated the charts show what the range could be. Trustee Davis referenced the equalization factor and questioned the great variance in budgeted to actual. Mr. Budde provided further

explanation. Mr. Babcock shared that there are more funds in the equalization formula than in prior years. Further discussion ensued.

Mr. Budde shared the financial outlook forecast, noting that the CARES Act fund will continue to be used to help balance the budget for the next four years.

Trustee Byrd appreciated the detail about the utilities and looks forward to further analysis.

Trustee Lamb asked about the solar opportunities. Mr. Budde stated they continue to look for opportunities, but nothing has been viable to this point.

Further discussion ensued.

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

7.7 Interfund Transfer – Authorization to Expend 2022-2023 (Gale Thetford)

Trustee Thetford moved to approve the authorization to expend 2022-2023 monies for the College to operate until the final budget is adopted in August.

Trustee Byrd 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, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: None. The motion passed.

7.8 Illinois Central College FY23 Employment Contract Executive Vice President of Administration and Finance (Carl Cannon)

Trustee Cannon moved to approve the Illinois Central College FY23 Employment Contract for the Executive Vice President of Administration and Finance as presented. Trustee Davis seconded the motion. Chair Daniels asked for a roll call vote and the following Trustees responded “Aye”: Cindy Byrd, Cassie Keller, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis. “Nay”: None. Absent: None. The motion passed.

7.9 Illinois Central College FY23 Employment Contract Executive Vice President of Academic Affairs (Carl Cannon)

Trustee Cannon moved to approve the Illinois Central College FY23 Employment Contract Executive Vice President of Academic Affairs as presented.

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

Unfinished Business:

None.

New Business:

Trustee Byrd referenced the webinar on best practices put on by the Community College Baccalaureate Association in response to critical workforce needs. They will be publishing an e-book soon, and she feels it will be worth checking out.

Closed Session

At 6:18 p.m., Chair Daniels entertained a motion for closed session. Trustee Thetford 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);

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

Chair Daniels asked Dr. Quirk-Bailey to request that Bruce Budde, Executive Vice President of Administration & Finance / Treasurer, and Dr. Charles Swaim, Executive Vice President of Academic Affairs, remain for closed session. All other guests and staff members were excused. A break was taken from 6:19 p.m. to 6:31 p.m.

Adjournment (Closed Session)

At 7:59 p.m., Chair Daniels entertained a motion to adjourn the closed session and resume open session. Trustee Davis moved to adjourn the closed session and resume open session. Trustee Thetford 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, Dr. Bettsey L. Barhorst, Gale Thetford, and Carl Cannon. "Nay": None. Remote: None. Absent: None. The motion passed unanimously.

Adjournment (Open Session)

At 8:00 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”: Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: None. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on July 21, 2022, in Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees